



OFFICE OF THE ADDITIONAL DIRECTOR GENERAL OF POLICE : : CID  
MEGHALAYA : : SHILLONG

No. M-II/99-2018/CID/Cell-I/180

Dated Shillong the 20<sup>th</sup> October 2021.

**TENDER NOTICE**

The Office of the Additional Director General of Police (CID) Meghalaya, Shillong invites Request for Proposal (RFP) from well-established reputed firm / agencies / organizations / institutes, etc. for carrying out **“Studies to reduce road accidents in the state.”**

The RFP document containing details of eligibility criteria, submission requirements, brief objectives and scope of work, pre-qualification criteria and method of evaluation of RFP, etc. is available on the Website [http:// megpolice.gov.in/](http://megpolice.gov.in/).

Last date of Submission: **20/11/2021.**

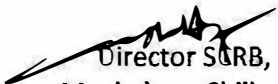
Sd/-  
Additional Director General of Police, CID  
Meghalaya, Shillong.

Memo No. M-II/99-2018/CID/Cell-I/180-A

Dated Shillong the 20<sup>th</sup> October 2021.

Copy to:-

1. The Assistant Inspector General of Police (A), Meghalaya, Shillong with a request to kindly publish the RFP in Meghalaya police Website.

  
Director S&RB,  
Meghalaya, Shillong.

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**REQUEST FOR PROPOSAL (RFP)  
FOR THE  
“CONSULTANCY SERVICES FOR CARRYING OUT STUDIES TO REDUCE THE  
NUMBER OF ROAD ACCIDENTS**

**OFFICE OF ADDITIONAL DIRECTOR GENERAL OF POLICE (CID)  
MEGHALAYA, SHILLONG**

## **1. DISCLAIMER**

The information contained in this Request for Proposal ("RFP") document provided to Bidder(s) whether verbally or in documentary form by or on behalf of Additional Director General of Police (CID) or Government representative any of their employees or advisors, is provided to the Bidder(s) on the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided. This RFP document is not an agreement and is not an offer or invitation by the Government Representatives to any parties other than the Bidder(s) who are qualified to submit the Proposal ("Bidders"). The purpose of this RFP document is to provide the Bidder(s) with information to assist the formulation of their Proposals. This RFP document does not purport to contain all the information each Bidder may require. This RFP document may not be appropriate for all persons, and it is not possible for the Government Representatives, their employees or advisors to consider the investment objectives, financial situation and particular needs of each Bidder who reads or uses this RFP document. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP document and where necessary obtain independent advice from appropriate sources. The Government Representatives, their employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the RFP document. The Government Representatives may in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP document.

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# 1. LETTER OF INVITATION

## ADDITIONAL DIRECTOR GENERAL OF POLICE (CID) MEGHALAYA, SHILLONG

\*\*\*

No. M-II/99-2018/CID/Cell-I/ 180

Dated: Shillong, the 20<sup>th</sup> October 2021

**Subject: Letter of Invitation – Proposal for Request for Proposal (RFP)for the  
“Consultancy services for carrying out studies to reduce the number of Road Accidents”**

Dear Mr./Ms.....,

.....

.....

1. The Additional Director General of Police (CID), Meghalaya, Shillong (hereinafter called “Employer” unless specifically mentioned otherwise) is executing the engagement of reputed consultancy organization / firm/ agency for the “Consultancy services for carrying out studies on how to reduce the number of Road Accidents in the state.
2. The employer has invited EOI to provide the consulting services on “Consultancy services for carrying out studies to reduce the number of road Accidents”. More details of the services are provided in the Terms of Reference in this RFP Documents. As your firm is shortlisted based on your EOI, you are now invited to submit your proposal as per the attached RFP Documents.
3. An organization/ agency/ firm will be selected under “Combined Quality cum Cost Based System (CQCCBS)” and procedures described in this RFP.
4. The RFP includes the following Documents:

|   |   |
|---|---|
| 1 | Letter of Invitation                                |
| 2 | Submission of proposal (information to the bidders) |
| 3 | Terms of Reference                                  |
| 4 | Evaluation, negotiations and award of contract      |
| 5 | Confidentiality clause                              |
| 6 | Formats for Technical and Financial Proposals       |
| 7 | Proposed Contract Terms                             |

5. Please acknowledge about the receipt of RFP in writing to the following address:  
Office of the Additional Director General of Police (CID), Meghalaya, Shillong -  
793001

Yours sincerely,

S/d

Additional Director General of Police (CID)  
Meghalaya, Shillong

## **2. SUBMISSION OF PROPOSALS (Information to the Bidders)**

### **a. Eligible Bidders**

The bidders eligible for submitting their proposals shall be a Government institution or agency / organization or firm/company/ partnership firm registered under the Indian Companies Act, 1956/ the Partnership Act, 1932 and who have a registered office in India.

### **b. Tender Methodology**

- (i) The tender shall comprise inviting technical and financial bids.
- (ii) The proposals would be evaluated on the basis of the evaluation criteria set out in this RFP document in order to identify the Successful Bidder for the consultancy work.
- (iii) The Successful Bidder would then have to enter into a Contract Agreement with the Additional Director General of Police (CID), Meghalaya, Shillong and perform its work and obligations as stipulated therein.

### **c. Number of proposals**

Each bidder shall submit proposal separately for the studies of his preference/ choice in response to this RFP. Any bidder, who submits more than one proposal for the same study, shall be disqualified.

### **d. Proposal due date and address for communication**

Proposals should be submitted so as to reach on or before 1200 hours IST on 20<sup>th</sup> November, 2021 to the address provided below in the manner and form as detailed in this RFP. Proposals submitted by either facsimile transmission or telex or email shall not be acceptable.

Address

Office of the Additional Director General of Police (CID)  
Meghalaya, Shillong – 793001

The Additional Director General of Police (CID) may, in exceptional circumstances, extend the Proposal Due Date by issuing an Addendum in accordance with para (h) uniformly for all Bidders.

### **e. Late proposal**

Any proposal received by Additional Director General of Police (CID) after the time mentioned in para (d) above shall not be opened and returned to the Bidder, if requested in writing.

### **f. Proposal preparation cost**

The bidder shall be responsible and shall pay for all of the costs associated (including taxes etc) with the preparation of its proposal and its participation in the bidding process. The Employer shall not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the bidding process.

### **g. Right to accept or reject the proposals**

(i) The Employer reserves the right to reject any proposal if:

✚ At any time, a material misrepresentation is made or discovered,  
or

✚ The Bidder does not respond promptly and diligently to requests for supplemental information required for the evaluation of the Proposal. Rejection of the Proposal by the Employer as aforesaid would lead to the disqualification of the Bidder.

(ii) If such disqualification / rejection occurs after the bids have been opened and the best bidder gets disqualified / rejected, then the Employer reserves the right to:

✚ either invite the Bidder with the next best offer for negotiations, or

✚ take any such measure as may be deemed fit including annulment of the bidding process.

### **h. Amendments to RFP**

(i) At any time prior to the proposal due date, the Employer may, for any reason, whether at its own initiative or in response to clarifications requested by a bidder, modify the RFP Document by the issuance of Addenda.

(ii) Any Addendum thus issued shall be sent in writing to all those who have received the RFP Document. Bidders shall promptly acknowledge receipt thereof to the Additional Director General of Police (CID).

(iii) In order to provide the bidders a reasonable time to examine the Addendum, or for any other reason, the Additional Director General of Police (CID) may extend the Proposal Due Date.

### **i. Clarifications / queries**

A prospective bidder requiring any clarification / query on the RFP document may notify the Additional Director General of Police (CID) in writing by registered post / courier to the address given at para (d) before 30 (thirty) days from the last date of submission of proposal. The responses shall be sent by email/ courier/ post by the Additional Director General of Police (CID), at its sole discretion, to the respective bidder who has raised the query.

### **j. Preparation and submission of proposal**

#### ***Part I: Preparation of Technical Proposal***

The application shall be complete as per Form Tech-1 to 10 attached with this RFP.

Form Tech 1: Letter of Proposal submission

Form Tech 2: Application form

Form Tech 3: Consultant organization/ firm/ agency's organization and experience

Form Tech 4: Comments and Suggestions on TOR

Form Tech 5: Approach and methodology

Form Tech 6: Team composition

Form Tech 7: Details of education qualification and Experience

Form Tech 8: Staffing Schedule

Form Tech 9: Work Schedule

***Part II: Preparation of Financial Proposal***

A separate financial proposal is to be prepared by the bidder as per Form Fin-1 to 5.

Form Fin – 1:- **FINANCIAL PROPOSAL SUBMISSION FORM**

Form Fin – 2:- **SUMMARY OF ALL COSTS**

Form Fin – 3:- **BREAKDOWN OF REMUNERATION**

Form Fin – 4:- **BREAKDOWN OF OTHER EXPENSES**

Form Fin – 5:- **MISCELLANEOUS EXPENSES**

**k. Proposal**

*Validity:* The proposal of the organization/ firm/ agency should remain valid for 120 days after the last date/ extended last date of submission. During this period, the organization/ firm/ agency shall maintain the availability of professional staff nominated in the proposal and also the financial proposal unchanged. The Employer will make its best effort to complete negotiations within this period. Should the need arise, however, the Employer may request organization/ firm/ agency to extend the validity period of their proposals. The organization/ firm/ agency who agree to such extension shall confirm that they maintain the availability of the professional staff nominated in the proposal and their financial proposal remain unchanged, or in their confirmation of extension of validity of the proposal, the organization/ firm/ agency could submit new staff in replacement, who would be considered in the final evaluation for contract award. The organization/ firm/ agency who do not agree have the right to refuse to extend the validity of their proposals; under such circumstance the Employer shall not consider such proposal for further evaluation. n

**l. Taxes:**

The organization/ firm/ agency shall fully familiarize themselves about the applicable to domestic taxes (such as value added or sales tax, service tax or income taxes, duties, fees, levies, GST, etc) on amounts payable by the Employer under the Contract. All such taxes must be included by the organization/ firm/ agency in the financial proposal and shown separately.

**m. Earnest Money Deposit (EMD)**

*Earnest Money Deposit (EMD):* An EMD of Rs. 1.0 lakh in the form of DD drawn in favor of the Additional Director General of Police (CID) and payable at Shillong must be submitted along with the technical proposal. Proposals not accompanied by EMD shall be rejected as non-responsive. No interest shall be payable by the Employer for the sum deposited as earnest money deposit. No bank guarantee will be accepted in lieu of the earnest money deposit. The EMD of the unsuccessful bidders would be returned back within one month of signing of the contract with the successful bidder. The EMD shall be forfeited by the Employer in the following events:

- (i) If proposal is withdrawn during the validity period or any extension agreed by the organization/ firm/ agency thereof.
- (ii) If the proposal is varied or modified in a manner not acceptable to the Employer after opening of proposal during the validity period or any extension thereof.
- (iii) If the Consultant tries to influence the evaluation process.



- (iv) If the first ranked Consultant withdraws his proposal during negotiations (failure to arrive at consensus by both the parties shall not be construed as withdrawal of proposal by the Consultant).

**n. Submission, receipt and opening of proposals**

The proposal must be sent to the address and received by the Employer not later than the time and the date as indicated at para (d) and (h)(iii) above or any extension to this date. Any proposal received by the Additional Director General of Police (CID) after the deadline for submission shall not be opened and may be returned back to the bidder on written request.

The original proposal, both Technical and Financial Proposals shall contain no interlineations or overwriting, except as necessary to correct errors made by the organization/ firm/ agency themselves. The person who signed the proposal must initial and seal such corrections. Submission letters for both Technical and Financial Proposals should respectively be in the formats mentioned at para (j).

An authorized representative of the organization/ firm/ agency shall initial and seal all pages of the original Technical and Financial Proposals. The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "TECHNICAL PROPOSAL". Similarly, the original Financial Proposal shall be placed in another sealed envelope clearly marked "FINANCIAL PROPOSAL" followed by the name of the assignment/job/service. The envelopes containing the Technical Proposals, Financial Proposals, EMD shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, reference number be clearly marked "DO NOT OPEN BEFORE [insert the time and date of the opening indicated at para (d)]". The Employer shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be case for proposal rejection. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the proposal non-responsive.

**3. TERMS OF REFERENCE (TOR)**

**a) Statement of objectives**

The Employer intends to carry out studies through consultancy service as specified in the RFD by engaging firms/ agencies/ organizations/ institutes through following points:-

1. Total number of accident classified according to month of the year during the last 5 years.
2. Accidents classified according to area and time form-ii for the year during the last 5 years.
3. Accidents classified according to weather conditions year during the last 5 years.
4. Accidents according to the classification of road during the last 5 years.
5. Accidents classified according to road environment for the year during the last 5 years.
6. Accidents classified according to junction type year during the last 5 years.
7. Accidents classified according to traffic control at junction for the year during the last 5 years.
8. Accidents classified according to pedestrian infrastructure for the year during the last 5 years.
9. Accidents classified according to type of impacting vehicle/objects for the year during the last 5 years.
10. Accidents classified according to age of impacting vehicles during the last 5 years.
11. Accidents classified according to type of collision for the year during the last 5 years.
12. Accidents classified according to type of traffic violation during the last 5 years.

13. Persons killed and injured due to non wearing of safety device by victims during the last 5 years.

**b) Outline of the tasks to be carried out**

**(Insert the list of study(ies)) and ToR opted by the Consultant)**

**c) Time frame for consultancy**

The consultancy work should be completed within a period of 12 (twelve) months from the date of award of the consultancy.

**d) Deliverables**

The following shall be the schedule for the deliverables:

- (a) First draft report (5 copies) shall be submitted within 6 (Six) months.
- (b) Presentation and discussions (if necessary) on the first draft or on any issue would be held as and when decided by the Committees constituted by the office of the Additional Director General of Police (CID).
- (c) Final report 100 copies in book form along with softcopy within 3 (three) months from the date of acceptance / approval of the final draft report.

#### **4. PROPOSAL EVALUATION, NEGOTIATIONS AND AWARD OF CONTRACT**

**a. General conditions**

- (i) A Committee will be constituted under the Chairmanship of the Additional Director General of Police (CID) which will, inter alia, carry out the entire evaluation process.
- (ii) Evaluation of Technical Proposals: The Committee while evaluating the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded and the competent authority accepts the recommendation.
- (iii) The Committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and by applying the evaluation criteria as laid down at para4(b) of this RFP. Evaluation of the technical proposal will start first and at this stage, the financial bid (proposal) will remain unopened.
- (iv) Opening and evaluation of the financial proposals: Financial proposals of only those firms who are technically qualified shall be opened on the date and time as specified in the presence of the organization/ firm/ agency' representatives who choose to attend. Expenditure on travelling, etc will not be paid to such representatives. The name of the organization/ firm/ agency, their technical score and their financial proposal shall be read aloud.
- (v) The Committee will correct computational errors, if any. In addition, the items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items.

- (vi) After opening of financial proposals, appropriate selection method shall be applied to determine the consultant who will be declared winner and be eligible for award of the contract (i.e. the least cost basis). This selected organization/ firm/ agency will then be invited for negotiations, if considered necessary by the Committee.

## **b. Evaluation Criteria and Selection Procedure**

### **Evaluation Criteria**

The successful bidder will be selected on Quality cum Cost Based Assessment. The selection criteria will be as follows:

- (i) Specific experience of the organization/ firm/ agency relevant to the assignment /job/service: The applicant should have extensive experience of consultancy of not less than five years in preparation of any such similar work on areas / topic as outlined in this RFP; should have completed at least three similar assignments for the Central Government/ State Governments/ PSUs/Government bodies in India during the last 3 Financial Years as on March 31, 2018 with a minimum order value of not less than Rupees Three Lakhs.

The Committee will divide the proposals into qualifying and non-qualifying category.

- (ii) Adequacy of the proposed methodology and work plan in responding to the Terms of Reference: The Screening Committee will classify them as qualifying / non-qualifying. The non-qualifying proposals will be treated as non-responsive. The methodology and work plan will be evaluated under the following two sub criteria:
- a) Work Plan
  - b) Organization and staffing

A qualifying proposal should qualify under both the sub criteria mentioned above.

- (iii) Key professional staff qualifications and competence for the assignment/job/ service: The Committee shall first see if the organization/ firm/ agency has provided all the professionals as per the requisite expertise. If the Consultant has not provided all the professionals as per the requisite expertise, the bids can be termed as non-qualifying.

The qualification and experience of key professionals including the team leader will be evaluated for the following sub-criteria:

- a) General qualifications (education, special training, age etc.)
- b) Adequacy for the assignment/job/service (experience, positions held etc.)

### **Criteria for evaluation of bidders:**

| <b>SN</b> | <b>Particulars</b>  | <b>Points systems</b>  | <b>Max. Marks</b> |
|-----------|---|--|-------------------|
| <b>A.</b> | <b>Relevant Experiences and organizational strength</b>   |  |                   |
| 1.        | The firm*being in the business of carrying out studies/ consultancy services for at least 3 (three) years as of May 2019.   | 3 to 4 years of consultancy services = 5 points<br>5 to 7 years of consultancy services = 8 points<br>>8 years of consultancy services = 10 points       | <b>10</b>         |
| 2.        | The firm having experience in executing at least 3 (three) similar assignments /Projects for the Central Government/ State Governments/ PSUs/Government bodies.                               | 3 to 5no. of projects = 6 points<br>6 to 8 no. of projects = 9 points<br>9 to 10 no. of projects = 12 points<br>> 10 no. of projects = 15 points         | <b>15</b>         |
| 3.        | The organization/ firm/ agency should have at least 3 (three) full-time consultants/ experts on its pay rolls with desirable educational qualification and experience in the relevant sectors | 3 to 5 full-time experts = 3 points<br>6 to 8 full-time experts = 5 points<br>9 to 11 full-time experts = 7 points<br>> 12 full-time experts = 10 points | <b>10</b>         |

|           |  |             |           |
|-----------|--|-------------|-----------|
| <b>B.</b> | <b>Technical Expertise</b>   |             |           |
| 4.        | Proposal and justification of the main activities of the assignment, Key Requirements, their content and duration, phasing and interrelations, milestones and deliverables, timelines and delivery dates of the reports (draft and final). |             | <b>15</b> |
| 5.        |  | Total Marks | <b>50</b> |

*\*The term firm, bidder, organization, agency(ies) are used interchangeably*

### **Technical Bid Evaluation:**

Technical Bid will be assigned a technical score out of maximum of 50 points as noted above.

### **c. Financial Bid evaluation(Fn):**

The financial bids of only those bidders, who have scored at least 35 marks in the technical evaluation process, will be opened. The Financial Bids will be opened, in the presence of Bidders' representatives who choose to attend the Financial Bid opening on date and time to be communicated to all the technically qualified Bidders. The Bidder's representatives who are present shall sign a register evidencing their attendance. The name of bidder & bid prices will be announced at the meeting. Points to be awarded to bidders as follows:-

| <i>Sl. No</i> | <i>Particulars</i>  | <i>Points System</i> |
|---------------|---|----------------------|
| 1.            | <i>Lowest bidder, technically qualified (Subject to compliance of EMD)</i>        | <i>30</i>            |
| 2.            | <i>Second lowest bidder, technically qualified (Subject to compliance of EMD)</i> | <i>20</i>            |
| 3.            | <i>Third lowest bidder, technically qualified (Subject to compliance of EMD)</i>  | <i>10</i>            |
| 4.            | <i>Other technically qualified bidders</i>  | <i>5</i>             |

### **Final Evaluation of Bid**

Proposals will be ranked according to their combined technical (Tb) and financial (Fn). The final evaluation will be based on Composite Score which shall be calculated as shown below: *Composite Score (S) = Tb(Technical bid) + Fn(Financial bid)*

The bidder achieving the highest combined technical and financial score will be invited for negotiations for awarding the contract. In case of a tie where two or more bidders achieve the same highest combined technical and financial score, the bidder with the higher normalized technical score will be invited first for negotiations for awarding the contract.

### **d. Negotiations**

- (i) Negotiations, if considered necessary by the Committee, will be held at the date, time and address intimated to the qualified and selected bidder. The invited organization/ firm/ agency will, as a pre-requisite for attendance at the negotiations, confirm availability of all professional staff. Representatives conducting negotiations on behalf of the organization/ firm/ agency must have the authority to negotiate and conclude a Contract.
- (ii) Technical negotiations: Negotiations will include a discussion of the technical proposal, the proposed technical approach and methodology, work plan, and organization and staffing, and any suggestions made by the organization/ firm/ agency to improve the Terms of Reference. The Employer and the organization/ firm/ agency will finalize the Terms of Reference, staffing schedule, work schedule, logistics, and reporting. These documents will then be incorporated in the Contract as "Description of service". The Employer shall prepare minutes of negotiations which will be signed by the Employer and the organization/ firm/ agency.
- (iii) Financial negotiations: After the technical negotiations are over, financial negotiations should be carried out in order to reflect any change in financials due to change in scope of work or due to clarification on any aspect of the technical proposal during the technical negotiations. Under no circumstance, the financial negotiation shall result into increase in the price originally quoted by the consultant.

- (iv) Availability of professional staff/experts: Having selected the organization/ firm/ agency on the basis of, among other things, an evaluation of proposed professional staff, the Employer expects to negotiate a Contract on the basis of the professional staff named in the proposal. Before contract negotiations, the Employer will require assurances that the professional staff will be actually available. The Employer will not consider substitutions during contract negotiations unless both parties agree. If this is not the case and if it is established that professional staff were offered in the proposal without confirming their availability, the organization/ firm/ agency may be disqualified. Any proposed substitutes shall have equivalent or better qualifications and experience than the original candidate and be submitted by the organization/ firm/ agency within the period of time specified in the letter of invitation to negotiate.
- (v) Conclusion of the negotiations: Negotiations will conclude with a review of the draft Contract. To complete negotiations the Employer and the organization/ firm/ agency will initial the agreed Contract.

**e. Notification for successful bidder, award of Contract and payment schedule**

This notification will be issued only after both technical and financial bids have been considered and approved.

- (i) After completing negotiations the Employer shall issue a Letter of Intent to the selected organization/ firm/ agency.
- (ii) The organization/ firm/ agency will sign the Contract after fulfilling all the formalities/preconditions mentioned in the standard form of Contract.
- (iii) The organization/ firm/ agency is expected to commence the assignment/job/service on the date specified by the Employer.

Payment Schedule will be as under:

|                                   |              |
|-----------------------------------|--------------|
| (a) After signing the Contract    | - 40%        |
| (b) Acceptance of draft report(s) | - 40 %       |
| (c) Submission of final report(s) | - 20 %       |
|                                   | -----        |
|                                   | Total = 100% |

## 5. CONFIDENTIALITY

Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the organization/ firm/ agency who submitted the proposals or to other persons not officially concerned with the process, until the approval of the award of Contract. The undue use by any organization/ firm/ agency of confidential information related to the process may result in the rejection of its proposal.

The Employer/ Additional Director General of Police (CID) shall treat all information submitted as part of proposal in confidence and would require all those who have access to such material to treat the same in confidence. The Employer/ Additional Director General of Police (CID) shall not divulge any such information unless it is ordered to do so by any authority pursuant to applicable law or order of a competent court or tribunal, which requires its disclosure.

**1. FORM FIN-1**

**FINANCIAL PROPOSAL SUBMISSION FORM**

[Location, Date]

To: [Name and address of Additional Director General of Police (CID)]

Dear Sir,

We, the undersigned, offer to provide the “**Consultancy services for carrying out studies to reduce the number of road accidents**” for study on [Insert the name of study of your preference/ choice in bold letters] in accordance with your Request for Proposal, dated [Insert Date]. Our attached Financial Proposal is for the sum of [Insert amount in words and figures]. This amount is inclusive of all taxes, etc. We hereby confirm that the financial proposal is unconditional and we acknowledge that any condition attached to financial proposal shall result in reject of our financial proposal.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations upto the expiration of the validity period of the Proposal.

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:

Name of Firm:

Address:

[Note: This letter of submission is to be furnished in the letter head of the organization/agency/ firm]

**SUMMARY OF ALL COSTS**

| <b>Sl. No.</b> | <b>Particulars</b>  | <b>Amount<br/>(in Rs)</b> | <b>Amount in Words</b> |
|----------------|---|---------------------------|------------------------|
| 1              | Remuneration  |                           |                        |
| 2              | Miscellaneous expenses  |                           |                        |
| 3              | Service Tax / any other tax<br>(name of such tax/ taxes to<br>be mentioned with amount) |                           |                        |
|                | <b>Total</b>  |                           |                        |

Authorized Signature

Name: .....

Designation .....

Name of firm: .....

Address:.....



**BREAKDOWN OF REMUNERATION**

| <b>Sl. No.</b> | <b>Name of Staff</b>  | <b>Position</b> | <b>Man Month Rates (A)</b> | <b>Proposed number of Man Months (B)</b> | <b>Total amount in Rupees [(A) X (B)]</b> |
|----------------|---|-----------------|----------------------------|--|---|
|                | 1. Key Professionals are to be indicated by name:                                     |                 |                            |  |   |
|                |   |                 |                            |  |   |
|                |   |                 |                            |  |   |
|                |   |                 |                            |  |   |
|                |   |                 |                            |  |   |
|                | 2. Support Staff is to be indicated per category (e.g., : Draftsman, Assistant etc.): |                 |                            |  |   |
|                |   |                 |                            |  |   |
|                |   |                 |                            |  |   |
|                |   |                 |                            |  |   |
|                |   |                 |                            |  |   |

Total Remuneration (in Rs.): \_\_\_\_\_

(Amount in Words): \_\_\_\_\_

**Note:**

- (i) Professional Staff, should be indicated individually; Support Staff should be indicated per category (e.g.: draftsmen, Assistants etc.). Cost of Secretarial Services, if any, will be indicated in Form Fin-5.
- (ii) Positions of Professional Staff shall coincide with the ones indicated in Form TECH-5 & 7.

**BREAKDOWN OF OTHER EXPENSES**

| <b>Sl. No.</b> | <b>Description</b> | <b>Unit</b> | <b>Quantity</b> | <b>Unit Price (in Rs.)</b> | <b>Total Amount (inRs.)</b> |
|----------------|--------------------|-------------|-----------------|----------------------------|-----------------------------|
| 1.             |                    |             |                 |                            |                             |
| 2.             |                    |             |                 |                            |                             |
| 3.             |                    |             |                 |                            |                             |
| 4.             |                    |             |                 |                            |                             |
| 5.             |                    |             |                 |                            |                             |

Total: Rs. \_\_\_\_\_

Amounts in words: \_\_\_\_\_

**MISCELLANEOUS EXPENSES**

(It will include only such expenses which are directly chargeable to the assignment/job/service)

| <b>Sl. No.</b> | <b>Particulars</b>                    | <b>Unit Rate</b> | <b>Quantity (Staff months)</b> | <b>Amount (in Rs)</b> |
|----------------|---------------------------------------|------------------|--------------------------------|-----------------------|
| 1              | Secretarial Staff                     |                  |                                |                       |
| 2              | Office equipment                      |                  |                                |                       |
| 3              | Preparation of reports /deliverables. |                  |                                |                       |
|                | <b>Total</b>                          |                  |                                |                       |

# 1. FORMAT FOR TECHNICAL AND FINANCIAL PROPOSAL

**FORM TECH-I**

## LETTER OF PROPOSAL SUBMISSION

[Location, Date]

To: [Name and address of Additional Director General of Police (CID)]

Dear Sir,

We, the undersigned, offer to provide the “**Consultancy services for carrying out studies to reduce the number of road accident in the state**” for study on [Insert the name of study of your preference/ choice in bold letters] in accordance with your Request for Proposal, dated [Insert Date]. We are hereby submitting our proposal, which includes the Technical Proposal and a Financial Proposal sealed under a separate envelope and requisite EMD. Every page of the proposal has been duly sealed and signed by the authorized representative.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification. We also declare that we, as an organization, have not been blacklisted by the Government of India or any State Governments or any Government organization/ agency.

If negotiations are held during the period of validity of the proposal, we undertake to negotiate on the basis of the proposed staff/ personnel. Our proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We understand you are not bound to accept the proposal you receive.

Yours sincerely,

Authorized Signature [In full and initials]:

Name and title of Signatory:

Name of Firm:

Address:

Contact No:

Email ID:

Website:

[Note: This letter of submission is to be furnished in the letter head of the organization/agency/ firm]

**APPLICATION FORM  
FOR THE “CONSULTANCY SERVICES TO REDUCE THE NUMBER OF ROAD  
ACCIDENTS”**

1. Name: .....
2. Mailing address:.....
3. Telephone and fax number: .....
4. E-mail address: .....
5. Name and designation of the person authorized to make commitments: .....
6. Year of establishment and constitution of organization: .....
7. The details of the top management with their professional qualification and experience:  
.....
8. Profile of personnel with qualification, experience & relevant certification, who can be assigned the job/service: .....
9. Turnover:

- (i) What was the organization’s total annual turnover (in words and figure) for the last three years?

| One year ago | Two years ago | Three years ago |
|--------------|---------------|-----------------|
|              |               |                 |

- (ii) What was the turnover (in words and figure), for services similar to those required, for the last three years?

| One year ago | Two years ago | Three years ago |
|--------------|---------------|-----------------|
|              |               |                 |

10. List of reports/work in the last three years in which the organization/ firm/ agency has delivered services similar to that of the consultancy being advertised and under process:

| Name of consultancy | Year | Value (in Rs lakh) | Client’s Name | Short description of the consultancy |
|---------------------|------|--------------------|---------------|--------------------------------------|
|                     |      |                    |               |                                      |
|                     |      |                    |               |                                      |
|                     |      |                    |               |                                      |
|                     |      |                    |               |                                      |

Note – The above information should be furnished in above format for similar type of consultancy completed during the last three years.

**CONSULTANT'S ORGANIZATION AND EXPERIENCE**

**A - Consultant's Organization**

[Provide here a brief description of the background and organization of your firm/entity for this assignment/job/service. The brief description should include ownership details, date and place of incorporation of the firm (evidence of incorporation should be enclosed), management structure, objectives of the organization/firm/agency, etc]

{Include the Annual Report including audited Balance Sheet and Profit & Loss Account statement for past 3 years }

**B - Consultant's Experience**

[Using the format below, provide information on each assignment/job/service for which your firm was legally contracted either individually or as one of the major partners for carrying out consulting assignment/job/service similar to the ones requested under this assignment/job/service]

| <b>Sl. No.</b> | <b>Name of the assignment/job/service</b> | <b>Remarks</b> |
|----------------|---|----------------|
|                |   |                |
|                |   |                |
|                |   |                |

Note: Please provide documentary evidence from the client i.e., copy of work order, contract for each of above mentioned assignment.

**COMMENTS AND SUGGESTIONS ON THE TERMS OF REFERENCE**

A – A write up on the understanding of the assignment

B - On the Terms of Reference

[Suggest and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the assignment/job/service (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your Proposal.]

Note: The Employer is not bound in any manner to accept any comments and suggestions on the ToR.

**DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN  
FOR PERFORMING THE ASSIGNMENT/JOB/SERVICE**

[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal divided into the following three chapters:

- (a) Technical approach and methodology,
  - (b) Work plan, and
  - (c) Organization and staffing
- (a) **Technical approach and methodology:** The Consultant should explain your understanding of the objectives of the assignment/job/service, approach, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems to be addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.
- (b) **Work Plan:** The Consultant should propose and justify the main activities of the assignment/job/service, their content and duration, phasing and interrelations, milestones, timelines and delivery dates of the reports (draft and final). The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the ToR and ability to translate them into a feasible working plan. The work plan should be consistent with the Work Schedule of Form TECH-8.
- (c) **Organization and Staffing:** The Consultant should propose and justify the structure and composition of your team. You should list the key expert personnel, proposed technical and support staff. A flowchart of the staffing for the assignment/job/service may be provided]



**TEAM COMPOSITION AND TASK ASSIGNMENT/JOB/SERVICE**

**Professional Staff**

| <b>Sl. No.</b> | <b>Name of Professional Staff/ Personnel</b> | <b>Position held currently</b> | <b>Name of task to be assigned</b> | <b>Remarks</b> |
|----------------|--|--------------------------------|------------------------------------|----------------|
|                |  |                                |                                    |                |
|                |  |                                |                                    |                |
|                |  |                                |                                    |                |

**FORM TECH-7**

**FORMAT FOR PROVIDING DETAILS OF EDUCATIONAL QUALIFICATION AND EXPERIENCE DETAILS OF TECHNICAL PERSONNEL PROPOSED TO BE ASSIGNED TO THIS WORK**

| Sl. No | Name | Date of Birth | Proposed position in the consultancy/ tasks assigned | No. of service year with the applicant | Key Qualification * | List of projects undertaken in the last 10 years** | Experience Record ***              |          |    |             |
|--------|------|---------------|--|--|---------------------|--|------------------------------------|----------|----|-------------|
|        |      |               |  |  |                     |  | Name of the Organisation work with | Duration |    | Designation |
|        |      |               |  |  |                     |  |                                    | From     | To |             |
|        |      |               |  |  |                     |  |                                    |          |    |             |
|        |      |               |  |  |                     |  |                                    |          |    |             |

\*Under Key Qualification, outline the person's academic qualification and other special education, training etc.

\*\* Among the assignments/jobs in which the staff has been involved that best illustrates staff capability to handle the tasks proposed to be assigned.

\*\*\* List all position held by the person during the last 10 years or since graduation whichever is greater, giving dates, name of employing organization, position held. Note: Higher qualifications i.e. Ph.D./Post Graduation/Management in the related areas with average years of experiences will be extra advantageous.

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, the information provided above are true.

Signature of the applicant:

Stamp/ Seal:

Date:

**FORM TECH-8**

**STAFFING SCHEDULE**

| <b>Sl. No.</b> | <b>Name of Staff</b> | <b>Staff input (in the form of a bar chart)</b> | <b>Total Weeks</b> |
|----------------|----------------------|---|--------------------|
|                |                      | 1 2 3 4 5 6 7 8 9 10 11 12                      |                    |
| 1.             |                      |   |                    |
| 2.             |                      |   |                    |
| 3.             |                      |   |                    |

Note:

- (i) For Professional Staff, the input should be indicated individually; for Support Staff it should be indicated by category (e.g.: draftsmen, clerical staff, etc.).
- (ii) Time periods are counted from the start of the assignment/job/service.

**WORK SCHEDULE**

| <b>Sl. No.</b> | <b>Activity</b> | <b>Weeks</b>                    | <b>Total Weeks</b> |
|----------------|-----------------|---------------------------------|--------------------|
|                |                 | 1 2 3 4 5 6 7 8 9 10 11 12..... |                    |
| 1.             |                 |                                 |                    |
| 2.             |                 |                                 |                    |
| 3.             |                 |                                 |                    |

**Note**

- (i) Indicate all main activities of the assignment/job/service.
- (ii) Duration of activities shall be indicated in the form of a bar chart.
- (iii)** Time periods are counted from the start of the assignment/job/service.