

The Kerala State Coir Corporation Ltd

Request for proposal for developing strategy and communication for Branding and sales promotion of Products of Public sector enterprises namely The Kerala State Coir Corporation Ltd; FOMIL, Kerala State Coir Machinery Manufacturing Company Ltd, and Coirfed

Notice of Request for Proposal for hiring Agency for Strategy and Communication for brand building and sales promotion of Coir and other Products

On behalf of Directorate of Coir Development and Public sector enterprises in coir sector namely The Kerala State Coir Corporation Ltd; FOMIL, Kerala State Coir Machinery Manufacturing Company Ltd, and Coirfed, Kerala State Coir Cooperation Limited (KSCCL) is inviting proposals from competitive parties for developing strategy and communication etc. for branding and sales promotion of coir products; and thus this Request for Proposal is published.

Wherever in this document KSCCL or The Kerala State Coir Corporation Ltd appear, it is to be understood that it include Directorate of Coir Development, The Kerala State Coir Corporation Ltd; FOMIL, Coirfed, and Kerala State Coir Machinery Manufacturing Company Ltd.

The Kerala State Coir Corporation Ltd; plans to empanel Strategic Partner (s) for the development of a robust strategy and its implementation for branding and sales promotion of products of The Kerala State Coir Corporation Ltd; through design development and propagation and is pleased to invite competent parties to submit proposal for the above-mentioned assignment in accordance with this Request for Proposal (RFP) package.

The detailed RFP for the proposed assignment may be obtained from the government of Kerala e-tender website www.etenderskerala.gov.in. Those who wish to submit the proposal shall do so by logging on to www.etenderskerala.gov.in, and submitting the e-tender. The RFP is published in the websites coircraft.com coir.kerala.gov.in. The participating bidders should have valid digital signature certificate (DSC). The RFP should be submitted online on the portal www.etenderskerala.gov.in, on or before 07/08/2017 by 5.00PM.

RFP No	1
RFP on	Hiring an Agency for Strategy and Communication for sales promotion and branding of coir and allied products
Issued by	Kerala State Coir Corporation Ltd.
Issue date	24-07-2017
Pre Bid Queries	30-07-2017
Last Date of Submission	07-08-2017
Date of opening of bid	10.08.2017
Contacting Persons	Krishna Prasad – Mob -7012936867 9496070717 G. N. Nair – Mob -7012135595 8086090051

For The Kerala State Coir Corporation Ltd;

Managing Director

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1. TERMINOLOGY

2. KSCCL (or client) means KERALA STATE COIR CORPORATION LTD, representing The Kerala State Coir Corporation Ltd; FOMIL, Coirfed, and Kerala State Coir Machinery Manufacturing Company Ltd.
3. “Agency” means the company rendering the services under the contract.
4. “Party” means KSCCL or the Agency, as the case may be, and “Parties” means both of them.
5. “Contract” means the agreement signed by the Parties and all the attached documents.
6. “Services” means all activities related to conduct & performance of contractual obligations under the contract.
7. “Day” means calendar day.
8. “LOI” (Section A of the RFP) means the Letter of Invitation.
9. “Personnel” means professionals and support staff provided by the Agency and assigned to perform the Services or any part thereof
10. “RFP” means the Request for Proposal prepared by KSCCL
11. “Assignment” means the work to be performed by the Agency pursuant to the Contract.
12. “In writing” means communicated in written form with proof of receipt or through E-mail with proof of delivery.
13. “Campaign” means an activity undertaken by or on behalf of KSCCL for creating awareness about products/ services for a definite/ limited period of time, predefined, through print/electronic/digital/outdoor or any other media.
14. “Gross Income” means Gross receipts (i.e. only fee charged from clients for branding/communication activities) less expenses (shown on debit side of P/L A/c) towards advertising/P.R. activities.
15. “Official Indian languages” means languages appearing in the eighth schedule of the Constitution of India.

2. EXECUTIVE SUMMARY

Indian coir industry is an important cottage industry contributing significantly to the economy of the major coconut growing States and Union Territories. About 9.5 lakh persons get employment, mostly part time, in this industry. Coconut husk is the basic raw material for coir products. Only around 50 per cent of the available coir husk is used to produce coir products. Hence, there is scope for growth of coir industry.

Encouragement has been given for expansion of home market through publicity and advertisement, product diversification, adoption of new technology, research and development, training for artisans, including women and social welfare measures for coir workers, most of whom are SC/ST/OBC and women.

The coir industry aimed at increased utilization of coconut husk for production of coir fiber, growth of the domestic market, strengthening of research and development to find out new uses of coir fiber especially in the areas of geo-fiber, fire retardant, cement and gypsum polymer development, acquiring of new technology like PVC- tufted coir products, encouragement to cooperatives and providing social welfare, civic amenities and medical facilities to coir workers. Emphasis on mechanization in a phased manner without affecting employment to make Indian coir products competitive in the export market has been a key target. Brown coir fiber production has been encouraged by providing seed capital assistance. Modernization of coir units has been envisaged by providing incentives for installation of modern equipment to make coir industry more competitive in the export market.

Special training programs have been formulated for women artisans. Improved modern trade rates provided to trained women artisans to increase employment and earnings. Medical facilities, crèche for children of coir workers, model coir villages for SC/ST/OBC coir workers and social welfare schemes would be implemented.

India accounts for more than two-thirds of the world production of coir and coir products. Kerala is the home of Indian coir industry, particularly white fiber, accounting for 61 per cent of coconut production and over 85 per cent of coir products. Development programs so far undertaken aimed at revitalization of coir cooperatives, improvement in quality and products diversification. Efforts were also made for exploring wider export markets for coir and coir products.

About the Coir PSUs in the State of Kerala:

The Kerala State Coir Corporation Ltd, FOMIL and The Kerala State Coir Machinery Manufacturing Company Ltd; are fully owned Government companies, and COIRFED is the apex body of coir cooperative societies set up for the systematic development of coir industry in the State. These companies have their administrative wings and manufacturing facilities in sprawling complexes in Alleppey, Kerala. Its diversified operations include coir products manufacturing and allied products sectors. These companies have the status of being the largest and the most diversified manufacturing plants in the country.

The Corporation believes in the philosophy of producing quality built in products through a dedicated team of staff and workers from top to bottom. This commitment to quality enables the company to face any sort of

challenge in this sector. This is the first company in the public sector to introduce quality circles successfully among the workers and staff, proving its commitments to quality. The company has achieved an ISO 9002 certification in the year of 2001.

Products Offered by the Companies:

There are several Product Categories which the Corporation offers, namely being: 1. Door Mats

2. Carpets & Rugs
3. Geo Textiles
4. Cricket Mats
5. Coir Tiles
6. Rubberised Coir Mattresses
7. CocoPeat

3. TERMS OF REFERENCE

Objective

The Kerala State Coir Corporation Ltd., was established by the Govt. to find out market for the coir products of more than 4000 small scale producers in the state of Kerala in addition to our own manufacturing. The coir industry in Kerala is a traditional one and employs nearly 0.40 million workers and majority of them are women from villages. Uplift of this industry would imply the upgrading of the life standards of 0.40 million workers mainly that of village women.

To provide a proper distribution and marketing platform for the products manufactured by the corporation KSCCL would be organizing an event from the 5th to 8th of October, 2017. The festival would aim to draw prospective clients and trade and distribution/ channel partners to visit and engage with the KSCCL members, enabling generation of future demand and interest.

a) Scope of work

- Make a strategic roadmap for the KSCCL, identify the current gaps and potential new market segments
- Create a communication plan to promote the event to be held in October
- Implement the strategic communication plan to achieve the following
 - Engage with the right customer base in the Indian and International Market; including government agencies, buyers, retail outlets, distributors, channel partners etc
 - Create a robust engagement with the buyers in different agencies to ensure a healthy

business pipeline through engagements at the event

- Create continuing awareness about KSCCL and its programs and engagements that would be essential for future business engagements
 - To work closely with the KSCCL team to identify the key concerns and communication gaps in the system and provide measures to bridge the same.
- b) Duration of Project

The duration of the assignment would be till the completion of the event and the presentation of the subsequent project report.

c) Project support

KSCCL will provide available necessary information, data, reports and other such documents as deemed necessary for accomplishing the objective of the assignment.

4. ELIGIBILITY CRITERIA:

- The Agency(s) must be incorporated & registered in India, under the Indian Companies Act / Societies Registration Act / Trust Act / any other Act in India and should be in operations in India for minimum of 5 years.
- The Agency(s) should have minimum average annual turnover of INR 50 lakhs or above for the last Financial years (2013-14, 2014-15, 2015-16) during the last three financial years
- The Agency (s) must have at least three (3) prior project experiences / assignment.
- The Agency should not have been barred by any PSU / Govt Dept in doing business with them. (Please Submit declaration)

The Agency must upload scanned copies of the following documents in the website

- Name of the Firm / Organization / Institute (Detail of the organization (including Name, Complete Address, Phone No, Contact Person, Email ID, Brief Description of the organization etc.)
- Copy of the registration certificate from Competent Authority.
- Copy of the VAT and Service Tax Registration certificate.
- Copy of Income Tax PAN Card No (Photocopy of the PAN Card to be submitted).
- Experience in Three (3) prior project experience / assignment in developing value chain management for the hand loom sector during last 3 Years (Work Order / Completion Certificate to be furnished)
- Copy of the Annual Audit Report have minimum annual turnover of INR 1 Crore or above for the last financial years (2013-14, 2014-15, 2015-16) during the last three financial years.

5. RFP PROCESS:

- The Authority is the Work Order issuing authority as relates to this RFP.
- This RFP is illustrative in nature and all narrations are intended to be used by the applicant as a preliminary background explanation. This RFP does not necessarily contain all relevant information and the Authority reserves the right to amend its requirements or the information contained in this document at any time during the RFP process.
- The Authority offer no warranties in regard to the information contained in this RFP and shall not be liable for any loss or damage as relates to this RFP for any applicant, potential applicant or any other third party arising as a result of reliance on this RFP information or any subsequent communication.
- If the Authority decides to select an applicant for the services, at that time a detailed Work order will be issued to the applicant selected. This Work Order will not be made unavailable until the selection of a successful applicant.
- Neither the RFP document nor any other related document shall constitute a contract or agreement with Authority, except as where specifically referenced in ANNEXURE - 1.
- The Authority reserves the right to disqualify any applicant who provides information which later proves to be incorrect, or which does not supply the information required by this RFP' The Authority will not be liable for any costs of any applicant participating in this RFP.
- The submission of a response to this RFP by any applicant or potential applicant confirms the applicant orpotential applicant's acceptance of all terms and conditions of this RFP.
- (viii) Respondents to this RFP or their agents may not make any contact with any party Employed or directly associated with the Authority as relates to this RFP.

6. INSTRUCTIONS TO APPLICANT

General Requirements

- The response to RFP is required to address all technical requirements contained within this RFP.
- Only proposals submitted strictly in accordance with the RFP Documents or as may be required by the Authority will be considered as valid proposals by the Authority.
- The RFP is not a Work Order. A separate Work Order will be made available only after selection of the preferred applicant.
- All information supplied by the Authority in connection with this RFP shall be treated as confidential.

B. Timetable

The RFP timetable is given below. The Authority retains the right to vary or discontinue the process or any part thereof at its absolute discretion. The summary of various activities with regard to this invitation of bids are listed in the table below:

<i>Activity</i>	<i>Date</i>
Issue of RFP Document	24-07-2017
Pre-Bid Queries.	30-07-2017 at 11:00 AM.
Deadline for Proposal submission	07-08-2017 (3.00 PM)
Opening of Eligibility Criteria	07-08-2017 (at 4:00 PM)
Opening of Technical Bid	10.08.2017
Opening of Financial Bid	10.08.2017.

C. Period of Bid Validity

The Bid Validity Period will be 90 days from the date of submission of Bids.

D. Submission of RFP

1. The Bidder must complete and sign the Undertaking at ANNEXURE – 1
2. Only one original form of proposal signed by the authorized signatory is required by the Authority. No typed or pencil signatures will be accepted.
3. The proposal submitted must be without any overwriting, corrections, double typing, etc.
4. The bidder will upload their proposals in three parts. The first part will contain documents relating to Eligibility criteria and the second part will contain the documents relating to Technical Bid. The third part will contain the Financial Bid.
5. The Bidder shall upload the following documents containing the Eligibility Criteria, Technical Proposal and Financial Proposal in www.etenderskerala.gov.in, on or before 5 PM on date specified above

E. Preparation of RFP Document:

E. 1 Eligibility Criteria

- a) The Agency must be incorporated & registered in India, under the Indian Companies Act /Societies Registration ACT/Trust Act/any other Act in India and should be in operations in India for minimum of 5 years.
- b) The Agency should have minimum annual turnover of INR 50 lakhs or above for the last financial

years (2014-15, 2015-16, 2016-17) during the last three financial years.

- c) The Agency must have at least Three (3) prior project experiences / assignment in developing Value chain management for the handloom sector during last 3 years.
- d) The Agency should not have been barred by ant PSU/GovtDept in doing business with them. (Please submit declaration)

E.2 Technical Bid:

The technical bid should contain:-

1. Concept & Approach of the proposed strategy for implementing the tasks to deliver the expected output (s).
2. 2 Details of Three (3) prior project experiences/assignments in strategy and/ or communication implementation plan; more weightage would be given to projects done for the Indian government or PSUs.
3. Work Plan (outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones, and tentative delivery dates of the reports. The proposed work plan should be consistent with the Concept & Approach for the proposed strategy, 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.
4. Team Composition along with the CVs of Technical Professionals only required for this Assignment.

(Format for Technical Bid given at ANNEXE II, III, IV, V)

E.3 Financial Bid:

The financial bid will be the Overall Cost for Hiring an Agency for Strategy development and implementation under KSCCL for promoting activities as per the scope of work laid down in the Terms of Reference.

1. Bidder should provide all prices as per the prescribed format under this form. Bidder should not leave any field blank. In case the field is not applicable, Bidder must indicate “0” in all such fields.
2. All prices are to be entered in Indian Rupees INR (% values are not allowed).
3. It is mandatory to provide breakup of all taxes, Duties and Levies wherever applicable and/or payable.
4. The Financial Bid of the bidder shall be inclusive of All Taxes Duties and Levies including Service

Tax etc.

5. Authority shall take into account all Taxes Duties and Levies for the purpose of Evaluation.

(Financial Bid Summary Form is given at Annexure - V)

7. EVALUATION OF PROPOSAL

The evaluation would consist of the following phases:

Phase I: Evaluation of Eligibility Criteria

Phase II: Evaluation of Technical Bids

Phase III: Evaluation of Financial bids

Phase IV: Combined Evaluation of Technical and Financial Bids

Phase I: Evaluation of Eligibility Criteria:

In this part the agency will be evaluated of the fulfillment of the conditions specified in the Eligibility Criteria

Phase II: Evaluation of Technical Bids:

1. In this part the technical bid of only those agencies who have qualified the phase I i.e. Eligibility Criteria will be evaluated.
2. The technical bid will be analysed and evaluated on the parameters when in the table below and the technical bid marks shall be assigned to each bid on the basis of the following evaluation matrix.

Technical Evaluation	Scores
1. Advertising and communication 2. Digital marketing 3. PR and implementation through mass media 4. Out of home communication	20
Strategy plan for the overall KSCC event in October (includes work plan)	35
CVs of the concerned people of the team to be deployed within project	20
Experience of working with Government/ public sector undertakings	10
Experience of working in managing similar projects in similar projects in the India (specific to communication with the view of creating business opportunities)	10
Institutional affiliations and project experience	5

3. Analysis of technical bid

- I. In this part the technical bid will be analysed and evaluated and the technical bid marks (Stm) shall be assigned to each bid on the basis of following above evaluation matrix.
- II. Each Competency group will have Maximum Qualification Score and only those Technical Bids receiving marks greater or equal to cut-off marks in each competency group will be eligible for consideration in financial bids. If required the Authority may seek specifications from any of all Bidder(s) that qualify for the next phase after reviewing the clarifications provided by the Bidder(s). The bidder may be asked to make a presentation before the Purchase Committee to explain the points on the basis of which Technical bids will be evaluated.
- III. Technical Bid Score: The Technical Bid score 'st' of the Bidder shall be derived as under

$$St = (Stm/Sh), \text{ where}$$

St is the technical Bid Score

Stm = Total technical bid marks of the bid under consideration

Sh = Highest total Technical bids marks amongst all evaluated bids.

- I. The Authority reserves the right to modify the evaluation process at any time during the RFP process, without assigning any reason, whatsoever, and without any requirement of intimating the bidder of any such change. At any time during the process evaluation the Authority may seek specific clarification from any or all Bidders.

PHASE 3: Evaluation of Financial Bids:

In this phase, the Financial Bids of the Bidder, who are technically qualified in Phase 2, shall be considered. Formula to determine the scores for the Financial Bids shall be as follows:

$$Sf = (FL/F)$$

Where

Sf is the Financial Score

FL is the value of lowest Commercial Bid

F is the price quoted in the bid under consideration.

PHASE 4: Combined Evaluation of Technical & Financial Bid

1. The total score of the Bidder will be determined as under

$$\text{Total Score}(Ts) = (70 \times St) + (30 \times Sf)$$

2. The bid of the Bidder, who obtains the highest Ts value, will be rates as the best Bid. In the event of a tie, the bid with the highest technical score(St) will be rated as the best bid. Beyond that, Authority will decide the matter in its full discretion.

3. The Authority will award the Contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined as the best bid, provided further that the Bidder is determined to be qualified to perform the best bid or any bid and reserves the right to accept any bid, wholly or in part.

8. RIGHT TO VARY SCOPE OF WORK AT THE TIME OF AWARD:

The Authority may at any time, by a written order given to the Bidder, make changes within the general scope of the Work. If any such change causes an increase or decrease in the cost of, or the time required for, the Bidder's performance of any part of the work, whether changed or not changed by the order, an equitable adjustment shall be made in the agreed Price or delivery schedule, or both, and the Work Order shall accordingly be amended. Any claims by the Bidder for adjustment under the Clause must be asserted within 15 days from the date of the Bidder's receipt of the Authority's change order.

9. RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS:

The Authority reserves the right to accept any bid, and to annul the RFP process and reject any or all bids at any time prior to award of work, without thereby incurring any liability to the affected Bidder or any obligation to inform the affected Bidder or Bidder of the grounds for the Authority's action

10. NOTIFICATION OF AWARD

Prior to the expiration of the period of bid validity, the Authority will notify the successful Bidder by email or in writing, by registered letter that its bid has been accepted.

11. ISSUING THE WORK ORDER

At the same time as the Authority notifies the successful Bidder that its bid has been accepted, the Authority will send the Work Order, incorporating its requirements including the conditions laid down in the RFP. Within 7 days of the Work Order, the successful Bidder shall sign and date Work Order and return a copy to the Authority as a token of acceptance of the requirements laid down.

12. PERFORMANCE GUARANTEE

The successful agency will execute a Performance Guarantee for 2% of the total value of the contract in the form of Account Payee Demand Draft or a Bank Guarantee from a Nationalized Commercial Bank in an acceptable form. The Performance guarantee should remain valid for a period of 60 days beyond the date of completion of the project.

13. CONFIDENTIALITY OF DOCUMENT

This RFP is confidential and anything contained in the RFP shall not be disclosed in any manner, whatsoever.

14. REJECTION CRITERIA

Besides other conditions and terms highlighted in the RFP document, bids may be rejected under following circumstances:

1. Bids that are not submitted through e-Tendering system
2. Incomplete bids that do not quote for the complete Scope of Work as indicated in the bidding documents, addendum (if any) and any subsequent information given to the Bidder.
3. Bids providing information that are found to be incorrect/misleading at any stage/time during the RFP Process.
4. Bids in which the total lump sum price quoted by the Bidder is not inclusive of all the taxes, duties, fees, levies, works, contract tax and other charges.
5. Bids made through Telex/Telegraphic/Fax/ E Mail.
6. Bids which do not confirm unconditional validity of the bid for 90 days from the date of opening of Bid.
7. Bids where prices are not firm during the entire duration of the contract and / or with any qualifications
8. Bids that do not confirm unconditional acceptance of full responsibility of executing the 'Scope of Work' of this RFP
9. Bids in which the Bidder seeks to influence the Authority's bid evaluation, bid comparison or contract award decisions.

16. GENERAL

- Bidder shall not make any alteration/changes in the bid after the closing time and date. Unsolicited Correspondences from Bidder will not be considered.
- If at any stage of RFP process or during the currency of the Work, any suppression/falsification of such Information is brought to the knowledge of the Authority shall have the right to reject the bid or cancel the Work Order, as the case maybe, without any compensation to the Bidder.
- The Bidder shall deem to have complied with all clauses in the RFP under all the sections/chapters of the Bidding document, unless otherwise stated in the deviation statement. Evaluation will be carried out on the available information in the bid.

- Any other point, which may arise at the time of evaluation, will be decided by the Authority for assessment of the bids.

17. OTHER IMPORTANT INFORMATION.

- The Authority is not bound to accept the lowest or any RFP or to assign any reason for non-acceptance. The Authority reserves its right to accept the RFP either in full or in part. Conditional Bids will be rejected outright.
- The Authority reserves the Right to place an order for the full or part quantities under any items of work under Scope of work.
- After issue of the Work Order the Performance Guarantee will be forfeited in case of undue delays in performance by the agency.
- The Authority reserves the right to cancel the Work Order of any agency/agencies in case of change in the procedures or unsatisfactory services.
- The Authority will not entertain any Agencies with Joint Venture/Consortium to compete in the Bidding Process.
- In the event of any dispute, the tribunals and courts in Kerala will have the exclusive jurisdiction in respect of all matters pertaining to the agreement between the Consultant/Organization/Institute and the Authority.

ANNEXURE - 1

UNDERTAKING

TO: The Managing Director,
KSCCL

I/We _____

Of (insert business address)

Hereby, submit our proposal in response to the Request for Proposal (RFP) for *Hiring an Agency for Developing Strategy for Communication under KSCCL* and undertake to execute and complete the services as we will be reasonably required to be performed, in accordance with our proposal, the RFP requirements and the final work order to be issues by the Authority.

This RFP shall remain valid to be accepted by the Authority and shall not be withdrawn for a period of 90 days from date of submission of bids.

I/We understand that the Authority reserves the right to accept /reject any application and the selection is at their sole discretion.

Authorized Signature

Name in full:

Agency Name:

Title:

Date:

(This Part shall be uploaded in the e-tender document in PDF form)

ANNEXURE – II

(On company/Firm Letter Head)

TECHNICAL BID

REQUEST FOR Proposal for Hiring an Agency for Developing & Executing strategy for communication for promotion of KSCCL initiatives for COIR Products

Form A : Technical Bid - CONCEPT & APPROACH OF THE PROPOSED STRATEGY

Concept and Approach. {Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TORs), the concept & approach 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}

(This Part shall be uploaded in the e-tender document in PDF form)

ANNEXURE – III

FORM B : Technical Bid - Three prior project experience/assignment in developing and implementing strategy for communication and the implementation of this strategy.

(Details on 3 Prior project experience; more can be added if deemed necessary)

(This Part shall be uploaded in the e-tender document in PDF form)

ANNEXURE – IV

Form B: Technical Bid - WORK PLAN

Work plan {Outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelation, milestones, and tentative delivery dates of the reports. The proposed work plan should be consistent with the Concept & Approach of the proposed strategy, 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.

(This Part shall be uploaded in the e-tender document in PDF form)

ANNEXURE – V

Form C: Technical Bid

Team Composition for the assigned work along with the CV's of Technical Professionals only

(This Part shall be uploaded in the e-tender document in PDF form)

ANNEXURE VI

SI No	Description	Value in INR
1	Professional Fees..1	
	Professional Fees..2	
	Professional Fees..3	
	Taxes	
A	Sub Total	
	Miscellaneous Expenses 1	
	Miscellaneous Expenses 2	
	Miscellaneous Expenses 3	
	Taxes if any on Miscellaneous Expenses	
B	Sub Total	
	Grand Total (A + B)	

(This part shall be filled in the BOQ section of the e-tender)

(The bidders can add more rows, if required)

Authorized Signatures:-

Name & Designation of Signatory:-

Address:-

Date:-

Seal of Organization:-

