United Nations Development Programme

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REQUEST FOR PROPOSAL

for

Long Term Agreement to create a sustainable ecosystem for promotion of Warli Art activities in Talasari

RFP No.: RFP-094-IND-2018

Project: LTPCT

Country: [INDIA]

Issued on: 15 October 2018

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Section 1. Letter of Invitation

Subject: Long Term Agreement to create a sustainable ecosystem for promotion of Warli Art activities in Talasari

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This RFP includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet (BDS):

Section 1: This Letter of Invitation
Section 2: Instruction to Bidders
Section 3: Bid Data Sheet (BDS)
Section 4: Evaluation Criteria
Section 5: Terms of Reference
Section 6: Returnable Bidding Forms

- Form A: Technical Proposal Submission Form
- Form B: Bidder Information Form
- Form C: Joint Venture/Consortium/Association Information Form
- Form D: Qualification Form
- Form E: Format of Technical Proposal
- Form F: Financial Proposal Submission Form
- Form G: Financial Proposal Form

If you are interested in submitting a Proposal in response to this RFP, please prepare your Proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the Deadline for Submission of Proposals set out in Bid Data Sheet.

Please acknowledge receipt of this RFP by sending an email to arun.arumughan.undp@gmail.com, indicating whether you intend to submit a Proposal or otherwise. You may also utilize the "Accept Invitation" function in eTendering system, where applicable. This will enable you to receive amendments or updates to the RFP. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFP.

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

Issued by:

_____

Name: [Arun Arumughanl]
Title: [Procurement Officer]
Date: **October 15, 2018**

Approved by:

_____

Name: [Alka Aneja]
Title: [Procurement Analyst]
Date: **October 15, 2018**

Section 2. **Instruction to Bidders**

A. GENERAL PROVISIONS	
1. Introduction	1.1 Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d 1.2 Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP. 1.3 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (www.ungm.org). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.
2. Fraud & Corruption, Gifts and Hospitality	2.1 UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti 2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners. 2.3 In pursuance of this policy, UNDP (a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract. 2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at http://www.un.org/depts/ptd/pdf/conduct_english.pdf
3. Eligibility	3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. 3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.

4. Conflict of Interests	4.1	Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they: a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process; b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP.
	4.2	In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists.
	4.3	Similarly, the Bidders must disclose in their proposal their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.
	4.4	The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.
B. PREPARATION OF PROPOSALS		
5. General Considerations	5.1	In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.
	5.2	The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP
6. Cost of Preparation of Proposal	6.1	The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.
7. Language	7.1	The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.
8. Documents	8.1	The Proposal shall comprise of the following documents:

Comprising the Proposal	a) Documents Establishing the Eligibility and Qualifications of the Bidder; b) Technical Proposal; c) Financial Proposal; d) Proposal Security, if required by BDS; e) Any attachments and/or appendices to the Proposal.
9. Documents Establishing the Eligibility and Qualifications of the Bidder	9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.
10. Technical Proposal Format and Content	10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP. 10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive. 10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP 10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.
11. Financial Proposals	11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs. 11.2 Any output and activities 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, as well as in the final total price. 11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.
12. Proposal Security	12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal. 12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected. 12.3 If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal. 12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS. 12.5 The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions: a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or; b) In the event that the successful Bidder fails:

	i. to sign the Contract after UNDP has issued an award; or 12.6 to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.
13. Currencies	13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals: a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.
14. Joint Venture, Consortium or Association	14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture. 14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP. 14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal. 14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP. 14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between: a) Those that were undertaken together by the JV, Consortium or Association; and b) Those that were undertaken by the individual entities of the JV, Consortium or Association. 14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials. 14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.

15. Only One Proposal	15.1 The Bidder (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. 15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following: a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or c) they have the same legal representative for purposes of this RFP; or d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process; e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or f) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.
16. Proposal Validity Period	16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive. 16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.
17. Extension of Proposal Validity Period	17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal. 17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal. 17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.
18. Clarification of Proposal	18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received. 18.2 UNDP will provide the responses to clarifications through the method specified in the BDS. 18.3 UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.
19. Amendment of Proposals	19.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders. 19.2 If the amendment is substantial, UNDP may extend the Deadline for submission

		of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.
20. Alternative Proposals	20.1	Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNDP shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.
	20.2	If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"
21. Pre-Bid Conference	21.1	When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP.
C. SUBMISSION AND OPENING OF PROPOSALS		
22. Submission	22.1	The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.
	22.2	The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.
	22.3	Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.
Hard copy (manual) submission	22.4	Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows: a) The signed Proposal shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail. b) The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall: i. Bear the name and address of the bidder; ii. Be addressed to UNDP as specified in the BDS iii. Bear a warning that states "*Not to be opened before the time and date for proposal opening*" as specified in the BDS.

	If the envelopes and packages with the Proposal are not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal.
Email Submission	22.5 Email submission, if allowed or specified in the BDS, shall be governed as follows: a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS. c) The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected.
eTendering submission	22.6 Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows: a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled. d) The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected. c) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in BDS. d) Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/
23. Deadline for Submission of Proposals and Late Proposals	23.1 Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP 23.2 UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.
24. Withdrawal, Substitution, and Modification of Proposals	24.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission. 24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking

	them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION" 24.3 eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos. 24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened
25. Proposal Opening	25.1 There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.
D. EVALUATION OF PROPOSALS	
26. Confidentiality	26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award. 26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP's vendor sanctions procedures.
27. Evaluation of Proposals	27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals. 27.2 Evaluation of proposals is made of the following steps: a) Preliminary Examination b) Minimum Eligibility and Qualification (if pre-qualification is not done) c) Evaluation of Technical Proposals d) Evaluation of Financial Proposals
28. Preliminary Examination	28.1 UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.
29. Evaluation of Eligibility and Qualification	29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria). 29.2 In general terms, vendors that meet the following criteria may be considered qualified: a) They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list; b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, c) They have the necessary similar experience, technical expertise, production

	capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required; d) They are able to comply fully with UNDP General Terms and Conditions of Contract; e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and f) They have a record of timely and satisfactory performance with their clients.
30. Evaluation of Technical and Financial Proposals	30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required. 30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive. 30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score. 30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows: <u>Rating the Technical Proposal (TP):</u> **TP Rating** = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100 <u>Rating the Financial Proposal (FP):</u> **FP Rating** = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100 <u>Total Combined Score:</u> **Combined Score =** (TP Rating) x (Weight of TP, e.g. 60%) + (FP Rating) x (Weight of FP, e.g., 40%)
31. Due Diligence	31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following: a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the RFP requirements and evaluation

	criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary; e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.
32. Clarification of Proposals	32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal. 32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP. 32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.
33. Responsiveness of Proposal	33.1 UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission. 33.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.
34. Nonconformities, Reparable Errors and Omissions	34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation. 34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal. 34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows: a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected; b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an

		arithmetic error, in which case the amount in figures shall prevail.
	34.4	If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.
E. AWARD OF CONTRACT		
35. Right to Accept, Reject, Any or All Proposals	35.1	UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.
36. Award Criteria	36.1	Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.
37. Debriefing	37.1	In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.
38. Right to Vary Requirements at the Time of Award	38.1	At the time of award of Contract, UNDP reserves the right to vary the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
39. Contract Signature	39.1	Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals.
40. Contract Type and General Terms and Conditions	40.1	The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
41. Performance Security	41.1	40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.
42. Bank Guarantee for Advanced Payment	42.1	Except when the interests of UNDP so require, it is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&action=default

43. Liquidated Damages	43.1	If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.
44. Payment Provisions	44.1	Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.
45. Vendor Protest	45.1	UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures: http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html
46. Other Provisions	46.1	In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence.
	46.2	UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.
	46.3	The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer

Section 3. Bid Data Sheet

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Request for Proposals. In the case of a conflict between the Instructions to Bidders, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall prevail**.**

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	English
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Bidders must submit a separate Technical and Financial Proposal
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	NA
5	10	Proposal Validity Period	120 days
6	14	Bid Security	Not Required
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will not be imposed
9	40	Performance Security	Not Required
10	18	Currency of Proposal	Local currency : INR

11	31	Deadline for submitting requests for clarifications/ questions	5 (five) days before the submission deadline
12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: Arun Arumughan Address: [55, Lodhi Estate, New Delhi, India] E-mail address: arun.arumughan.undp@gmail.com Vijay.thapliyal@undp.org
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Posted directly to eTendering Once uploaded, Prospective Proposers (i.e. Proposers those have accepted the bid invitation in the system) will be notified via email that changes have occurred. It is the responsibility of the Proposers to view the respective changes and clarifications in the system.
14	23	Deadline for Submission	Date: 05 November 2018 Time: As indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone. **PLEASE NOTE:-** 1. Date and time visible on the main screen of event (on e-tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. The correct bid closing time is as indicated in the e-tendering portal and system will not accept any bid after that time. It is the responsibility of the bidder to make sure bids are submitted within this deadline. UNDP will not accept any bid that is not submitted directly in the system. 2. Try to submit your bid a day prior or well before the closing time. Do not wait until last minute. If you face any issue submitting your bid at the last minute, UNDP may not be able to assist.
14	22	Allowable Manner of Submitting Proposals	☐√ **e-Tendering**
15	22	Proposal Submission Address	https://etendering.partneragencies.org
16	22	Electronic submission (~~email or~~ eTendering) requirements	▪ Format: PDF files only ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Password for financial proposal must not be provided to UNDP until requested by UNDP ▪ Max. File Size per transmission: [5 MB]

17	27 36	Evaluation Method for the Award of Contract	Combined Scoring Method, using the 70% - 30% distribution for technical and financial proposals respectively The minimum technical score required to pass is 70%.
18		Expected date for commencement of Contract	*November 20, 2018*
19		Maximum expected duration of contract	**LTA will be for an initial period of 36 months, however for each year a separate contract will be issued which will be a call down from the LTA.**
20	35	UNDP will award the Long-Term Agreement to:	Choose an item. UNDP will enter into Long Term Agreement with a one vendor according to the combined scores (Technical 70% + Financial 30%).
21	39	Type of Contract	Long Term Agreement and Subsequent Yearly Contracts http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
22	39	UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Professional Services http://www.undp.org/content/dam/undp/library/corporate/Procurement/english/3.%20UNDP%20GTCs%20for%20Contracts%20(Goods%20and-or%20Services)%20-%20Sept%202017.pdf
23		Other Information Related to the RFP	- UNDP will sign the LTA with one bidde with highest cumulative score. **Call Off Mechanism**: Once the LTAs are signed, for each specific year a separate contract will be issued. **- LTA holders guarantees that the prices specified in the LTA, are the maximum price that shall remain firm and shall not be increased during the entire term of the LTA.**

Section 4. Evaluation Criteria

Preliminary Examination Criteria

Proposals will be examined to determine whether they are complete and submitted in accordance with RFP requirements as per below criteria on a Yes/No basis:

1. Technical proposal is submitted separate to financial proposal
2. Financial proposal is password encrypted. If not, proposal will get disqualified.
3. Submission of latest Business Registration Certificate
4. Submission of latest Audited Financial Statements for 3 years, including profit & loss account

Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on Pass/Fail basis.

If the Proposal is submitted as a Joint Venture/Consortium/Association, each member should meet minimum criteria, unless otherwise specified in the criterion.

Criteria	Supporting Document/s
The service provider should have atleast 5 years of experience in working with rural cluster/artisans for at least five years.	Profile and copy of relevant contracts/ work order and completion certificate as proof of experience in the required areas
The service provider should have at least 5 years of experience in working with block level/village level and district level government organizations	Copy of assessment reports/ papers and technical documents
Service Provider should have these qualified resources	• Project Manager (1)- S/he should have an MBA/ Masters in Rural Management/Rural Development/Social Sciences/Handloom/handicraft and at least five years of experience of working with various handloom/handicraft clusters. S/he should have good liaising skills and good understanding of government procedures, government flagship programs/schemes. S/he should be fluent in Marathi and English. • Business Development Manager (1)- S/he should have a Bachelor's/master's degree in craft sector with NIFT/IIHT/ATDC or any design background and at least five years of experience of working in clusters. S/he should be fluent in Marathi and English.

	• Institution Building officer (1)- S/he should have Masters/bachelor's degree in Social Sciences/social work and at least five years of experience in promoting producer groups, producer organisations and convergence. S/he should be fluent in Marathi and English.
Service Provider should have at least five year experience of facilititating market linkage for artisans and community institutions	Contracts and supporting documents

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Marks Obtainable
1.	Institutional capacity and experience as specified in Expected Area of Expertise section above	30
2.	Proposed Team	10
3.	Implementation plan for project period	10
4.	Methodology for the implementation	20
	Total	**70**

Section 5. Terms of Reference

Background:

L&T Public Charitable Trust (LTPCT) has been working in Talasari taluka, in close coordination with government departments, local governments and communities since 2011. It has undertaken several initiatives related to health, education, water, infrastructure development and agriculture in villages across the taluka. In 2017, it forged a partnership with UNDP which would converge, leverage on and build up on existing (and past) initiatives and resources of L&T Public Charitable Trust (LTPCT), UNDP and the Government of Maharashtra (GoM) in the region. The partnership has been envisaged in two phases. Phase 1 was for one-year period to test the model of private sector partnership with UNDP in 3-gram panchayat namely Kochai-Bormal, Zari and Girgaon. Based on the learnings of phase 1, it was agreed that UNDP will develop a scale up proposal to create transformational impact in Talasari. There is extensive presence of UMED (Maharashtra State Rural Livelihood Mission) in the Talasari Taluka. It has formed more than 900 self-help groups across 21-gram panchayats and 18 Village Organisation and is in process of forming cluster level federations in Talasari.

About 85% tribal population is engaged in agriculture either full time as cultivators or agricultural labourers, out of which 70-80% are farmers and the remaining 20-30% are agriculture labourers. Traditional agriculture, the mainstay of the 85% population, is mostly characterized by poor to average soil fertility, low level of inputs, lack of awareness and poor management. Uncertain rains and lack of irrigation facilities lead to poor yields further deteriorating these conditions. Most of the tribal area has a good forest cover (15% to 20%). Lifestyle of tribal community is closely linked with the forest, which takes care of their major needs like food, fuel and fodder for livestock. Thus, most tribal communities are characterised by subsistence agriculture, fast depleting traditional resource base, fast degrading natural resources, poor health, poor reach of services and migration for survival. Against this background, the tribal communities find themselves at the (non) receiving end of a plethora of inadequate development schemes which are difficult to access and have little impact.

The project in the first year has mobilised 150 artisans and mobilised them into 10 producer groups. The project has also developed products, catalogues and provide training to develop these products to the artisans. The artisans have received market orders also facilitated by implementing agency. The next phase aims to build on it. The project will mobilise an additional 50 artisan and organise them into five producer groups and continue to support 150 artisans in Talasari and will promote organic growth of numbers of warli artisan by demonstrating it a viable livelihood proposition which will help Talasari to gain influence in Warli art ecosystem.

The project has already selected ten cadres and conducted one time 10 days trainings in business development, product development, financial management, market linkages etc. The strengthening of cadres will continue through more trainings on variety of topics like product development, e-commerce management, business development and meeting business targets for their producer groups will ensure sustainability of institutions. The project will intensify the activity of strengthening producer groups, product development, cadre development. There is as such no aggregation center in the Talasari town but informal aggregation and sale/purchase of warli art

products happens in Talasari. The project will create a center which will work from the office of selected implementing agency where the buyers can see the live warli art product development and interact with artisans to place the orders. The project assumes that the cadres will be able to earn at least 5000 per month through commissions while working for the producer groups through facilitation of business orders and delivery of the same. The project will hire a technical resource agency to manage this stage of capacity building needs of the cadres. They will have target to raise order of 3 lakh at least in a year.

On an average, a good artisan can earn orders of around Rs. 10,000 to 12,000 per month at a time but the actual value of the products made is much higher. They can realize only 10-20% of the value that the end customer pays. The project will develop an effective ecosystem which helps Warli artisan's households to upgrade their skill and link effectively with market. It may happen that project attracts more artisan to organise themselves as groups after seeing the benefits accrued to the existing 150 artisans. The project expects that the producer groups will be evolved into artisan producer organisation organically although no financial support has been proposed for promoting the artisan producer company in Talasari.

A GI tag for Warli painting exist under Application No - 239 in respect of Greeting Cards, Posters, books, Wall Paper, Stationery & similar Items, Picture Frame, Wooden items, Decorative Items, Hangings, Furniture, Cloths & apparels, Canvass, Banner, Curtain & Covers & Similar Textiles falling in Class 16, 20 & 25 is hereby advertised as accepted under sub-section (1) of Section 13 of Geographical Indications of Goods (Registration and Protection) Act, 1999. It has been granted to a non-profit organisation named Adivasi Yuva Sewa Sangh which has been mentioned as registered proprietor. But, these is a provision for **authorised users.** It has been mentioned that a producer of goods can apply for registration as an authorized user, with respect to a registered Geographical Indication. He should apply in writing in the prescribed form along with prescribed fee. The project proposes that all the registered producer group will apply to concerned authority for becoming authorised user. Only authorised users have the exclusive rights to use the Geographical indication in relation to goods in respect of which it is registered. It has been mentioned in the GI Journal 59 published November 13, 2014 that A Geographical Indication is a public property belonging to the producers of the concerned goods.

Longer term results

The Uddyam partnership between LTPCT and UNDP will demonstrate that how an effective multi-stakeholder partnership - between Government, Private Sector, UN and the Community - can result in an area-based intervention to bring about SDG-aligned social transformation. The long-term vision for the project is to develop Talasari as a model convergence block with special focus on poverty reduction of 3000 families in 3 GP namely Zari, Girgaon, Kochai-Bormal by the end of June 2021 which will be sustainable over a period beyond the project duration of 3 years. This will enable the families and vulnerable tribal communities in Talasari taluka of Maharashtra to experience a transformational impact in their lives. To achieve the vision, the project has four major objectives

Objective 1	To increase income of 3000 families in focus 3GP to INR 36,000 from baseline by July 2021 and strengthening community cadres & marketing linkages for sustainability of livelihoods across Talasari
Objective 2	**To improve the income of warli artisans from sales of Warli products of Talasari from 8,000 to INR 24,000 per annum by July 2021**
Objective 3	To strengthen the government delivery system and convergence ecosystem to impact all 20 GPs for improved delivery of government schemes and income enhancement to 30,000 end beneficiaries in Talasari
Objective 4	To create knowledge products to facilitate evidence-based policy making for local governments at district and block level

The project is expected to create a sustainable ecosystem to sustain enhanced income of families of Talasari. At the outcome level, it is expected that Uddyam will contribute to micro-level achievement of the Sustainable Development Goals, particularly the following:

SDG 1	End poverty in all its forms everywhere
SDG 2	End hunger, achieve food security and improved nutrition and promote sustainable agriculture
SDG 3	Ensure healthy lives and promote well-being for all at all ages
SDG 4	Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all
SDG 5	Achieve gender equality and empower all women and girls
SDG 8	Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all
SDG 12	Ensure sustainable consumption and production patterns
SDG 13	Take urgent action to combat climate change and its impacts
SDG 17	Revitalize the global partnership for sustainable development

Project Strategies

As indicated earlier, the Uddyam Project in Talasari will build on the existing work done by LTPCT in the taluka. It will also synergize directly, with interventions of the Government, convergence will be achieved with other government schemes. The Project will also draw upon the technical capabilities of non-governmental organizations with substantial sectoral experience as well as those active in the taluka. It will draw upon the global experience that UNDP brings, to learn from best practices and build a comprehensive management and monitoring system in line with the SDGs. The specific field-level strategies to be adopted by the Project are the following:

- Strengthening the existing SHG, VO & CLF and community cadre as well as government system
- Strengthening technical support cadre at the local level to implement and sustain interventions
- Creating institutions and mechanisms for backward and forward market linkage to strengthen farm and non-farm production systems

- Capacity building of community members, local governments, government departments and agencies and other stakeholders
- Close collaboration with UMED, ITDP, District and Block administration.
- Block as a unit of convergence with 3 focus GP as resource gram panchayats
- Bottom up planning & visioning exercise with convergence plan and gram panchayat development plan
- Facilitation from technical expert agency as well as individual experts in respective fields to handhold the CBOs/PRIs & their representatives for income enhancement.
- PMU will act as resource center of ITDP for Talasari
- Focus on achieving progress towards SDG goals 1,2,3,4,5,8,12,13,17
- Effective documentation and reporting of the processes, results and challenges

The project has created project management and monitoring system that allows for transparent monitoring, convergence among community, local government at GP, Block and District. The project will also build collaborations with the state government, civil society organisations and the UN sister agencies. It will further strengthen the system of knowledge management through local studies required for success of the project and guiding district and block officials regarding planning and execution. The project has already developed a tool to monitor progress on relevant SDG goals for each gram panchayat. The project will further make the tool robust and improve it for accurate capturing of progress towards SDG indicators. The project has proposed six monthly survey to monitor the progress on each indicator of the tool.

Key Activity Areas

To achieve the above results, the Uddyam project in Talasari, will focus on the following four sets of activities.

- Farm interventions
- Strengthening warli art Interventions
- Strengthening the government delivery system for convergence
- Knowledge product development to facilitate evidence-based policy making for local governments at district and block level.

This term of reference is focused on achieving the Objective 2 of the project. Against this backdrop, UNDP is seeking the services of an experienced agency to improve the income of warli artisans of Talasari through capacity building of artisans, community cadres and institutional market linkages with buyers.

Objective of the project:

1. To mobilise additional 50 warli artisan and create five new producer groups
2. To strengthen the 15 producer groups through appropriate institution building methods
3. To build capacity of 10 cadres on Warli art to strengthen business development and market linkages for Warli art products
4. To ensure marketing linkages of Warli artisan producer groups with 15 institutional medium/big size buyers of warli products
5. To strengthen GI tag awareness among stakeholders for Warli art and ensure GI tag for producer groups in Talasari

The **scope of work** expected from the service provider is outlined below:

1. **Strengthening the producer groups recognised by district administration/ITDP and UMED**
    a. Mobilise 50 additional artisans for making Warli painting products and organise them into five new producer groups in Talasari
    b. Conduct regular meeting with 15 producer groups on weekly/fortnightly basis/monthly basis and record the meeting of minutes which should include the discussion related to production, market orders, finance, product development, business development, buyer meetings, buyer requirements, trainings, savings, inter-lending, repayment to banks, convergence schemes etc
    c. Development of annual meeting calendar for each producer group and cadre will be developed for each for each of the cadre.
    d. Mapping of community cadres and allocation of each producer groups in supporting the producer groups.
    e. Capacity building of producer groups to prepare the proposal and submit it to various departments for availing benefits under government schemes. The list of applicable schemes has already been developed in the first year.
    f. Ensure credit and grant availability to the warli artisans for product development through convergence and bank linkages
2. **Capacity building of cadres in design, production, sales and distribution management and updation of catalogues of warli art products**
    a. Capacity building of the 15 cadre and on job training for next 2 years to cover for attrition
    b. Conduct 15 days classroom training for these cadres every six month by implementing partners so that they can
        i. Understand the design and colour trends going on in the market
        ii. Maintaining the entire flow of purchase order till the money is received from buyer and disbursed to the artisans
        iii. Operate the e-commerce portal, FB portal along with payment gateways and offline sales channels.
        iv. Manage inventory and timelines in case of online orders.
        v. Facilitate issuing of purchase orders to producer groups through business development supported by implementing agency
    c. Handhold the cadres to become the manager of the Warli artisan producer groups and manage the design, production, sales and distribution management, buyer negotiations and bring revenue to the producer group.
3. **Strengthening market linkage through efficient backward and forward linkages for producer groups**
    a. Facilitate product develop and production of warli art products from Warli Artisan by facilitating resource mobilisation of producer groups through convergence from UMED, ITDP and other government projects
    b. Refresh the product catalogue with fresh designs every year
    c. Ensure monthly order of at least INR 10,000 per quarter per artisan in the project
    d. Conduct market development activity for Warli artisan producer group so that to achieve sales of INR 500,000 per month at the end of three years
    e. Channel development for warli art products be it corporate gifting, institutional sales, retail sales, e-commerce, F commerce, export, government channels etc.
    f. Conduct periodic buyer seller interaction meet in Talasari which will allow buyer to interact with the producers and their institutions.

g. Develop at least 15 institutional buyers for the producer groups with cumulative annual sales of INR 60,00,000 from the project at the end of three years

4. **Strengthen awareness about GI tag and ensure the registration of Warli artisans producer group as Authorised User under the Section 13 of Geographical Indications of Goods (Registration and Protection) Act, 1999**
    a. Conduct awareness meeting about GI tag among stakeholders of Warli art
    b. Facilitating submission of application for obtaining authorization for using GI tags
    c. Ensure at least 10 producer groups/artisans become Authorised User under the Section 13 of Geographical Indications of Goods (Registration and Protection) Act, 1999
5. **Convergence with ITDP/UMED/District administration of producer group**
    a. Mapping of convergence possibilities with ITDP/UMED/District administration of warli producer group
    b. Convergence with govt. schemes/dept. to get funds for periodic training of warli artisans
    c. Submission of proposals on behalf of warli producer groups
    d. Raise funds through government department/convergence for updating of catalogue for warli artisans for facilitating product development
    e. Raise funds through government department/convergence for setting up product development center
6. **Knowledge Management**
    a. Submission of monthly progress report in PPT as well as word format
    b. Submission of quarterly progress report in ppt as well as word format
    c. Recording income enhancement of warli artisans
    d. Recording of the meetings, trainings, Group discussions
    e. Recording of submitted proposal's and update on the status of submitted proposals
7. **Project Management**
    a. Submitting annual work plan with week wise breakup
    b. Attending weekly review meeting with PMU
    c. Attending monthly review meeting with UNDP & LTPCT
    d. Attending District Advisory Committee meeting and Block Advisory Committee meetings
    e. Meetings with BMMU, DMMU and SPMU of Maharashtra State Rural Livelihood Mission
    f. Meeting with ITDP in Palghar and Mumbai

The Service Provider must recruit three professionals of following qualification and experience and base them at Talasari for the period of three years. Theymust maintain a well-equipped project office in the Talasari for the period of 3 years.

1. Project Manager (1)- S/he should have an MBA/ Masters in Rural Management/Rural Development/Social Sciences/Handloom/handicraft and at least five years of experience of working with various handloom/handicraft clusters. S/he should have good liaising skills and good understanding of government procedures, government flagship programs/schemes. S/he should be fluent in Marathi and English.
2. Business Development Manager (1)- S/he should have a Bachelor's/master's degree in craft sector with NIFT/IIHT/ATDC or any design background and at least five years of experience of working in clusters. S/he should be fluent in Marathi and English.

3. Institution Building officer (1)- S/he should have Masters/bachelor's degree in Social Sciences/social work and at least five years of experience in promoting producer groups, producer organisations and convergence. S/he should be fluent in Marathi and English.

Deliverables

- Strengthening 200 warli artisans through capacity building
- To strengthen the 10 pre-existing producer groups by training and handholding them
- To create 5 new warli art producer groups and link them with bank
- To conduct two training sessions for community cadres (15 day each) every year and strengthen the capacities of 10 such cadres in design, production, sales and distribution management
- To ensure linkages of artisans with 15 medium/big size buyers of warli products
- Develop range of knowledge products (flyers, leaflets, posters etc.) aimed at sensitizing aspiring and existing Warli artists
- To ensure sales of INR 10 Lakh, 10 Lakh, 20 Lakh at the end of 36 months

To ensure deliverables, year wise output as per the below table:

Outputs	No of Families (Cumulative)			
	FY 18-19	FY 19-20	FY 20-21	FY 21-22
No of Warli Artisans mobilised (cumulative)	200	200	200	200
No of Warli producer groups (formed & registered including old one)	15	15	15	15
No of producer groups meetings (cumulative)	120	180	180	180
No of Warli cadres trained (cumulative)	10	10	10	10
No of Institutional buyers for Warli products (cumulative)	5	10	15	15
Value of Warli product sold (in Lakhs)	0	10	10	20

Reporting

The service provider will work under the direct supervision of Project Management Unit of the project based at Talasari and will report on quarterly basis to project steering committee formed for supervising the project. The Implementing Agency must work in close coordination with Block Mission Management Unit, District Mission Management Unit of UMED and Project Officer, ITDP Dahanu in Palghar district.

Duration and Payment Schedule

The duration of the assignment will be from the date of signing of contract till July 2021.

Deliverables and Schedule of Payment:

The payment schedule will be broken in 8 instalments spread over three years.

#	Deliverable	Duration from signing of contract	% payment of the contract amount
1	Signing of contract; sharing of detailed week wise work plan for next 36 month and opening of office with 3 team members placed in the office	within one month	20
2	Interim project report which should include the details of 1. Mobilisation of 50 Warli artisan and formation of five producer groups; 2. Preparation of annual meeting calendar for producer groups and cadre; 3. Curriculum development in Marathi 4. Delivery of trainings to 10 cadres for 15 days	within 6 months	10
3	Interim project report which should include the details of 1. Meeting of producer groups on monthly frequency 2. Delivery of trainings to cadres 3. Conducting 10 buyer seller meets 4. Delivery of order of INR 10 lakh of warli artisan product 5. Submission of GI tag Authorized User application to appropriate authority	Within 12 months	10
4	Interim project report which should include the details of 1. Meeting of producer groups on monthly frequency 2. Delivery of trainings to cadres 3. Conducting 10 buyer seller meets 4. Submission of GI tag Authorized User application to appropriate authority; 5. Facilitating convergence benefits to Warli artisan producer groups from UMED/ITDP/other government department	within 18 months	10
5	Interim project report which should include the details of 1. Meeting of producer groups on monthly frequency; 2. Delivery of trainings to cadres; conducting 10 buyer seller meets; 3. Delivery of order of additional INR 10 lakh of warli artisan product; 4. Facilitating convergence benefits to Warli artisan producer groups from	Within 24 months	10

	UMED/ITDP/other government department		
6	Interim project report which should include the details of 1. Meeting of producer groups on monthly frequency; 2. Delivery of trainings to cadres; 3. Conducting 10 buyer seller meets; 4. Facilitating convergence benefits to Warli artisan producer groups from UMED/ITDP/other government department	Within 27 months	10
7	Interim project report which should include the details of 1. Meeting of producer groups on monthly frequency; 2. Delivery of trainings to cadres; conducting 10 buyer seller meets; 3. Delivery of order of additional INR 10 lakh of warli artisan product; 4. Facilitating convergence benefits to Warli artisan producer groups from UMED/ITDP/other government department	Within 30 months	10
8	Final project report which should include the details of 1. Meeting of producer groups on monthly frequency; 2. Delivery of trainings to cadres; conducting 10 buyer seller meets; 3. Delivery of order of additional INR 10 lakh of warli artisan product; 4. Facilitating convergence benefits to Warli artisan producer groups from UMED/ITDP/other government department 5. Final report	Within 36 months	20

All the outcomes should be verifiable through appropriate documentation maintained by implementation partners and collectives. Implementation partners will be responsible for all the deliverables/outcomes as mentioned in the ToR.

Submission of Proposals:

Documents to be submitted by the Service Provider:

The full proposals (max. 15 pages) covering the following aspects:

- Proposal on strengthen warli artisans by improving their incomes
- Work plan for delivering the program
- Detailed project budget. (Activity wise and Month Wise)

Technical Proposal to include

- Context (organization introduction, etc.);
- Methodology;
- Key Activities with Timelines;
- Deliverables;
- CV of project team leader and project team;
- Short description of the organizations/agency's capability and work, proof of its capacity and experience in the relevant field

Section 6: Returnable Bidding Forms / Checklist

This form serves as a checklist for preparation of your Proposal. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Proposal submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Proposal, please ensure compliance with the Proposal Submission instructions of the BDS 22.

Technical Proposal Envelope:

Have you duly completed all the Returnable Bidding Forms?	
▪ Form A: Technical Proposal Submission Form	☐
▪ Form B: Bidder Information Form	☐
▪ Form C: Joint Venture/Consortium/ Association Information Form	☐
▪ Form D: Qualification Form	☐
▪ Form E: Format of Technical Proposal	☐
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	☐

Financial Proposal Envelope

(Must be submitted in a separate sealed envelope/password protected email)

▪ Form F: Financial Proposal Submission Form	☐
▪ Form G: Financial Proposal Form	☐

Form A: Technical Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP-094-IND-2018		

We, the undersigned, offer to provide the services for Long Term Agreement to create a sustainable ecosystem for promotion of Warli Art activities in Talasari in accordance with your Request for Proposal No. RFP -094-IND-2018 and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

a) is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;

b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;

c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;

d) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);

e) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;

f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

We declare that 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 and/or sanctioning by the UNDP.

We offer to provide services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Terms of Reference

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

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

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should UNDP accept this Proposal.

Name: _____

Title: _____

Date: _____

Signature: _____

[*Stamp with official stamp of the Bidder*]

Form B: Bidder Information Form

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a UNGM registered vendor?	☐ Yes ☐ No If yes, [insert UGNM vendor number]
Are you a UNDP vendor?	☐ Yes ☐ No If yes, [insert UNDP vendor number]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (*If yes, provide a Copy of the valid Certificate):*	[Complete]
Does your Company hold any accreditation such as ISO 14001 related to the environment? *(If yes, provide a Copy of the valid Certificate):*	[Complete]
Does your Company have a written Statement of its Environmental Policy? *(If yes, provide a Copy)*	[Complete]
Contact person UNDP may contact for requests for clarification during Proposal evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Please attach the following documents:	▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured ▪ Certificate of Incorporation/ Business Registration ▪ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder ▪ Trade name registration papers, if applicable ▪ Local Government permit to locate and operate in assignment location, if applicable ▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country ▪ Power of Attorney

Form C: Joint Venture/Consortium/Association Information Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP-094-IND-2018		

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association.

No	**Name of Partner and contact information** *(address, telephone numbers, fax numbers, e-mail address)*	**Proposed proportion of responsibilities (in %) and type of services to be performed**
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

Name of leading partner (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)	[Complete]

We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐ Letter of intent to form a joint venture ***OR*** ☐ JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNDP for the fulfillment of the provisions of the Contract.

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Form D: Qualification Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP-094-IND-2018		

If JV/Consortium/Association, to be completed by each partner.

Historical Contract Non-Performance

☐ Contract non-performance did not occur for the last 3 years

☐ Contract(s) not performed for the last 3 years

Year	**Non- performed portion of contract**	**Contract Identification**	**Total Contract Amount** (current value in US$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

☐ No litigation history for the last 3 years

☐ Litigation History as indicated below

Year of dispute	**Amount in dispute** (in US$)	**Contract Identification**	**Total Contract Amount** (current value in US$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 3 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

Bidders may also attach their own Project Data Sheets with more details for assignments above.

☐ Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

Financial Standing

Annual Turnover for the last 3 years	Year Year Year	INR INR INR
Latest Credit Rating (if any), indicate the source		

Financial information (in US$ equivalent)	**Historic information for the last 3 years**		
	Year 1	Year 2	Year 3
	Information from Balance Sheet		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	Information from Income Statement		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

☐ Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

a) Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
b) Historic financial statements must be audited by a certified public accountant;
c) Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

Form E: Format of Technical Proposal

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP-094-IND-2018		

The Bidder's proposal should be organized to follow this format of Technical Proposal. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

SECTION 1: Bidder's qualification, capacity and expertise

1.1 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.

1.2 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).

1.3 Relevance of specialized knowledge and experience on similar engagements done in the region/country.

1.4 Quality assurance procedures and risk mitigation measures.

1.5 Organization's commitment to sustainability.

SECTION 2: Proposed Methodology, Approach and Implementation Plan

This section should demonstrate the bidder's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

2.1 A detailed description of the approach and methodology for how the Bidder will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.

2.2 The methodology shall also include details of the Bidder's internal technical and quality assurance review mechanisms.

2.3 Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.

2.4 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.

2.5 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.

2.6 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.

2.7 Any other comments or information regarding the project approach and methodology that will be adopted.

SECTION 2A: Bidder's Comments and Suggestions on the Terms of Reference

Provide comments and suggestions on the Terms of Reference, or additional services that will be rendered beyond the requirements of the TOR, if any.

SECTION 3: Management Structure and Key Personnel

3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.

3.2 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

Format for CV of Proposed Key Personnel

Name of Personnel	[Insert]
Position for this assignment	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/ Qualifications	*[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]*
	[Insert]
Professional certifications	*[Provide details of professional certifications relevant to the scope of services]*
	▪ Name of institution: [Insert] ▪ Date of certification: [Insert]
Employment Record/ Experience	*[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]*
	[Insert]
References	*[Provide names, addresses, phone and email contact information for two (2) references]*
	Reference 1: [Insert] Reference 2: [Insert]

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.

_____ _____

Signature of Personnel Date (Day/Month/Year)

Form F: Financial Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP-094-IND-2018		

We, the undersigned, offer to provide the services for **Long Term Agreement to create a sustainable ecosystem for promotion of Warli Art activities in Talasari** in accordance with your Request for Proposal No. RFP-094-IND-2018 and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal password proteted under a separate files.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

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

Name: _____

Title: _____

Date: _____

Signature: _____

[*Stamp with official stamp of the Bidder*]

Form G: Financial Proposal Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP-094-IND-2018		

The Bidder is required to prepare the Financial Proposal following the below format and submit it in a password protected PDF file separate from the rest of the RFP. The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

Currency of the proposal: [Insert Currency]

Table 1: Summary of Overall Prices

	Amount(s)
Professional Fees (from Table 2)	
Other Costs (from Table 3)	
Total Amount of Financial Proposal	

Table 2: Breakdown of Professional Fees*

Name	**Position with specialization**	**Fee Rate**	**No. of Days**	**Total Amount**
		A	*B*	*C=A+B*
	Team Leader			
	Team Member1 - Expertise			
	Team Member2 – Expertise			
	Team Member3 – Expertise			
	Team Member4 - Expertise			
	Any other personnel…			
			Subtotal Professional Fees:	

**Structure of the team is to be proposed by the Proposer in accordance to their understanding of the ToR.*

Table 3: Breakdown of Other Costs

Description	**UOM**	**Quantity**	**Unit Price**	**Total Amount**
Travel & accommodation				
Communications				
			Subtotal Other Costs:	

Instructions to prepare financial proposal:

1. All prices/rates quoted must be exclusive of all taxes.
2. Proposers must adhere to the format above and quote under all heads. Incomplete Financial Offer may not be considered for further evaluation.

[Name and Signature of the Service Provider's Authorized Person]
[Designation]
[Date]