

**Request for Proposal**

**DNH/ICDS/NNM/Performance Audit/2019/24**

**POSHAN Abhiyan (National Nutrition Mission) under  
Department of Women and Child Development, UT of Dadra &  
Nagar Haveli, Silvassa Invites Proposals from Implementing  
Agencies for Performance Audit of Anganwadi centres.**

**(Bid Due date: 11.02.2020)**

**Mode of Selection: Quality and Cost Based Selection**

**(QCBS)**

## Request for Proposal – Key dates

No. DNH/ICDS/NNM/Performance Audit/2019/24

Date: 21/01/2020

1	Nature of the assignment	Engaging Agencies for Performance Audit/ Assessment of Anganwadi centres of UT of Dadra & Nagar Haveli.
2	RFP Issue Date	05.00 PM, 22/01/2020, Monday
3	Submission of clarifications	Clarifications on RFP to be submitted to <a href="mailto:nnmdnh@gmail.com">nnmdnh@gmail.com</a> in latest by 05.00 PM, 27.01.2020.
4	Last date & time for submission of Proposal (Bid Due Date) (BDD)	05:00 PM(IST), 11/02/2020
5	Date & time for opening of Part I Technical Proposal	05:00 (IST), 12/02/2020
6	Date and Time of opening of Part II Financial proposal	5.00 PM, 14/02/2020
7	Proposal Processing Fee (Non Refundable)	The Tender should be accompanied by Processing fee to the value of <b>INR 2,000</b> by RTGS from any Commercial Bank. The RTGS/NEFT, it should be paid into account mentioned hereunder and a letter stating the same with proof of payment in form of relevant bank statement and signed by the authorized signatory shall be provided: <ul style="list-style-type: none"><li>• Name of the Bank &amp; Branch: Dena Bank, Silvassa.</li><li>• IFSC/NEFT code: BKDN0240250</li><li>• A/C number: 025010091638</li><li>• A/C NAME: Deputy Secretary (SW) (Saving Account)</li></ul>
8	Earnest Money Deposit (Refundable)	The Tender should be accompanied by Processing fee to the value of <b>INR 30,000</b> by RTGS from any Commercial Bank. The Earnest Money Deposit (E.M.D) will be accepted in form of FDR/DD in the name of <b>Deputy Secretary(Social Welfare)</b> from any Nationalized / Commercial Bank Payable at Silvassa

**Note:** Validity of Proposal shall be 30 days from the Bid Due Date (BDD)

**Sd/-**  
**(Namrata Singh Parmar)**  
(Child Development & Project Officer)  
U.T. of Dadra & Nagar Haveli,  
Silvassa – 396 230

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## **Introduction**

### **1.1 Background**

Integrated Child Development Scheme (ICDS) is a unique early childhood development programme, aimed at addressing malnutrition, health and also development needs of young children, pregnant and nursing mothers. Under the scheme 303 Anganwadi centers (233 Anganwadi centers, 70 Mini Anganwadi centers) are operational in the UT of DNH.

POSHAN Abhiyaan is a flagship scheme of MoWCD to reduce malnutrition is being implemented across all parts of the country. Department has expressed interest to conduct an external performance audit/ impact evaluation in order to understand the serviceability of the Anganwadi Centres in the UT of Dadra and Nagar Haveli.

### **1.2 Request for Proposal**

The proposed assignment aims for Performance Audit /Assessment of Angnawadi Centres running under Integrated Child Development Scheme (ICDS) in UT of Dadra & Nagar Haveli through an open competitive bidding process in accordance with the procedure set out herein. The details on the scope of services are provided in this RFP.

### **1.3 Due diligence by Applicants**

Applicants are encouraged to inform themselves fully about the assignment and the local conditions before submitting the bids. Written queries can be sent to the department by date and time specified in this RFP.

### **1.4 Validity of the Bids**

The Proposal shall be valid for a period of 30 days from the Bid Due Date (the "BDD"). The applicants will not be permitted to modify their bids submitted already.

### **1.5 Consultancy period**

The Applicant will be required to submit their report within 01 month period from the date of awarding the work.

### **1.6 Brief Description of Selection Process**

The department has adopted a two stage selection process (collectively the "Selection Process") in evaluating the bids comprising technical and financial bids to be submitted in two separate sealed envelopes. In the first stage, a technical evaluation will be carried out as specified in this RFP. Based on this technical

evaluation, a list of short-listed applicants shall be prepared. In the second stage, a financial evaluation will be carried out as specified in this RFP. The Financial Proposal of the eligible and technically qualified bids will only be opened for consideration under QCBS evaluation. Bids will finally be ranked according to their combined technical and financial scores. The Proposal evaluation process is detailed in this RFP. The details of eligibility criteria (experience and financial) are provided in this RFP.

### **1.7 Currency for payment**

All payments to the Applicant shall be made in INR in accordance with the provisions of this RFP.

### **1.8 Schedule of Selection Process**

The department would endeavor to adhere to the key dates as provided in the beginning of the RFP.

### **1.9 Communications**

1.9.1 All communications including the submission of Proposal should be addressed to:

**Office of the Deputy Secretary (Social Welfare/Women and Child Development)**

**Address: 03<sup>rd</sup> Floor Lekha Bhavan, Room No. 308, Behind Secretariat, 66 KV Road, Amla, Silvassa, UT of Dadra & Nagar Haveli - 396230.**

**Email: [nnmdnh@gmail.com](mailto:nnmdnh@gmail.com), [rdc.khanvel@gmail.com](mailto:rdc.khanvel@gmail.com).**

1.9.2 The Official Website for tendering is <https://dnhtenders.gov.in>

1.9.3 All communications, including the envelopes, should contain the following information, to be marked at the top in bold letters:

**Selection of Implementing Agency for Performance Audit/Assessment of Anganwadi Centres of UT of Dadra & Nagar Haveli.**

## **Instructions to Applicants**

### **2.1 Scope of the Bid**

2.1.1 Detailed description of the objectives, scope of services, deliverables and other requirements relating to the assessment are specified in this RFP. Any agency that has necessary requisite experience and capabilities required for undertaking this assignment, can participate in the Selection Process in response to this RFP. The manner in which the Proposal is required to be submitted, the manner it is evaluated and accepted is explained in this RFP.

2.1.2 Applicants are advised that the selection of Consultant shall be on the basis of an evaluation by the Board through the Selection Process specified in this RFP. Applicants shall be deemed to have understood and agreed that no explanation or justification for any aspect of the Selection Process will be given and that the Board's decisions are final and binding without any right of appeal whatsoever.

2.1.3 The Applicant shall submit its bids in the form and manner specified in this Section of the RFP i.e. Technical bid and financial bid.

### **2.2 Eligibility of Applicants (Qualification Criteria)**

2.2.1 Applicants must read carefully the pre-qualification criteria provided herein. Bids of only those Applicants who satisfy the pre-qualification criteria will be considered for technical evaluation.

2.2.2 To be eligible for evaluation of its Proposal, the Applicant shall fulfill the following **pre-qualification** criteria:

- i. Consulting Agency/ Applicant should be a registered firm/company/partnership with at least 05 years of presence in India.
- ii. Minimum 5 years' experience in similar assignments.
- iii. Sound understanding of the major issues pertaining to children below six years in India, Early Childhood Care and Development (ECCD), Integrated Child Development Services (ICDS).
- iv. Fluency in local languages would be an advantage (Varli/Gujarati/Marathi/Hindi).
- v. Good understanding of how government structures and schemes work.

### **2.3 Number of Bids**

No Applicant or its Associate shall submit more than one Application for the assessment. An Applicant applying individually or as an Associate shall not be entitled to submit another application.

### **2.4 Incurring costs**

Department (POSHAN Abhiyan-DNH) will not be liable for any cost incurred during preparation, submission, or negotiation of an award for this RFP.

### **2.5 Rejection of proposal:**

This document is a request for proposals only, and in no way binds POSHAN Abhiyan-DNH to make an award. POSHAN Abhiyan-DNH reserves the right to reject any and all offers received and/or to cancel the RFP. POSHAN Abhiyan-DNH will not be obliged to either inform or provide a justification for rejection of proposals.

### **2.6 Clarifications**

2.6.1 All enquiries regarding this RFP should be send in writing (email) before as mentioned in the key dates in the beginning of the RFP. The department shall endeavour to respond to all queries before 3 days of the submission date.

2.6.2 Department reserves the right not to respond to any queries or provide any clarifications, in its sole discretion, and nothing in this Clause 2.9 shall be construed as an obligation to respond to any question or to provide any clarification.

### **2.7 Earnest Money Deposit**

2.7.1 An Earnest Money Deposit (EMD) in the form of a Demand Draft, from a scheduled Indian Bank in favor of Deputy Secretary (SW), UT of Dadra & Nagar Haveli for the sum of Rs 30,000/- (Rupees Thirty Thousand Only) shall be required to be submitted by each Applicant.

2.7.2 The EMD in original shall be placed in an envelope and marked as—EMD— **[RFP for Selection of Implementing Agency for Performance Audit/Assessment of Anganwadi Centres of UT of Dadra & Nagar Haveli]** and —Not to be opened except in the presence of evaluation committee. This envelope shall be placed along with the Technical Proposal.

2.7.3 The proposal/bid received without the specified Earnest Money Deposit will be summarily rejected. Board will not be liable to pay any interest on Earnest Money Deposit.

## 2.8 Technical Proposal

2.8.1 Reputed agencies may submit proposals inclusive of:

### A. Technical Proposal:

- Proposed methodology.
- Innovation.
- Proposed Activities along with timeline.
- Human resource mapping (proposed team structure).
- The proposed team shall include experts and specialists (the “Key Personnel”) in their respective areas of expertise such that the assessment should be able to complete within the specified time schedule.
- The proposals must be submitted alongwith the **Time Line (Gantt Chart)**.

**Gantt Chart:** The Gantt Chart must detail the comprehensive list of activities proposed in the proposal along with a tentative timeline. Implementation Agencies may make the Gantt Chart as per the activities proposed by them.

### B. Organisation Profile:

- Organization Details with full address and Registration Details.
- Name and contact details of authorized contact person.
- Profile of the organization highlighting the organizations previous work in the thematic area.
- List of similar completed/ongoing projects with brief description of the project and beneficiaries reached funded by other agencies.

2.8.2 Bid Processing Fee: Demand Draft of Rs.2,000/- and **Earnest Money Deposit of Rs. 30,000/-** in favor of Deputy Secretary (Social Welfare) to be accompanied in form of FDR/DD from any Nationalized / Commercial Bank Payable at Silvassa

2.8.3 The Technical Proposal shall not include any financial information relating to the Financial Proposal.

2.8.4 Reputed agencies may submit proposals as per their strength and area of expertise.

## 2.9 Financial Proposal

2.9.1 The agency shall submit the financial proposal/budget with detailed break-up of each line item and all sub-line item costs with clear budget explanatory notes and signed by the authorized representative. Any taxes including GST or any other applicable tax must be quoted separately.



2.9.2 The terms of payment along with a tentative timeline must also be attached.

2.9.3 The cost to be indicated in both figures and words, in Indian Rupees. In the event of any difference between figures and words, the amount indicated in words shall prevail.

## **2.10 Submission of Proposal**

2.10.1 The Agency shall submit the Proposal with all pages numbered serially and by giving an index of submissions. Bidder has to submit RFP Documents with seal and signature on each page. **The proposal shall be submitted to Deputy Secretary (SW/WCD) drop box, addressed to 03<sup>rd</sup> Floor Lekha Bhavan, Room No. 308, Behind Secretariat, 66 KV Road, Amli, Silvassa, UT of Dadra & Nagar Haveli - 396230.**

2.10.2 The Proposal will be sealed in an outer envelope which will bear the address of the Department, Agency name and the name and address of the Agency. It shall bear on top, the following:

**“Do not open, except in presence of the Authorized Person of DEPARTMENT”**

If the envelope is not sealed and marked as instructed above, Department assumes no responsibility for the misplacement or premature opening of the contents of the Proposal submitted and consequent losses, if any, suffered by the Applicant.

2.10.3 The aforesaid outer envelope will contain two separate sealed envelopes, one clearly marked ‘Technical Proposal’ and the other clearly marked ‘Financial Proposal’. The envelope marked “Technical Proposal” shall contain the proposal and supporting documents as mentioned in clause 2.8. The envelope marked “Financial Proposal” shall contain the financial proposal as mentioned in clause 2.9.

2.10.4 Technical Proposal and Financial Proposal shall be typed or written in indelible ink and signed by the Authorized Representative of the Applicant. All pages of the Technical Proposal and Financial Proposal must be numbered and initialed by the person signing the Proposal.

2.10.5 The completed Proposal must be delivered on or before the specified time on BDD. Bids submitted by fax, telex, telegram or e-mail shall not be entertained.

2.10.6 The rates quoted shall be firm throughout the period of performance of the assignment.

### **2.11 Bid Due Date**

Proposal should be submitted on the BDD specified at Clause 1.8 the address provided in Clause 1.9 in the manner and form as detailed in this RFP. A receipt thereof should be obtained from the person specified therein.

### **2.12 Late Bids**

Proposal received by Department after the specified time on BDD shall not be eligible for consideration and shall be summarily rejected.

### **2.13 Negotiations**

The most competitive proposal is requested. It is anticipated that the contract will be awarded on the basis of merit of proposal. However, Department reserves the right to request responses to questions and conduct negotiations with any potential agency/consultant prior to awarding a contract.

Signature of Bidders/Agency with  
Rubber Stamp

**Child Development & Project Officer**  
U.T. of Dadra & Nagar Haveli  
Silvassa - 396230

### 3.0 Evaluation of Proposal

The Proposals will be evaluated through a Quality cum Cost Based Selection (QCBS) based approach. Only those proposals accompanying with Tender Fee and EMD shall be evaluated. The evaluation of proposals shall be carried out in the manner as described below.

### 3.1 Evaluation of Technical Proposal and Technical Score

The technical competence of the Proposer shall be evaluated in three steps as under:  
**STEP 1: Evaluation of Technical Proposal- ut of 100 marks**

The Technical Proposal as submitted by the bidders shall be evaluated based on the information/ documents submitted therewith as per the following marking scheme out of total marks of 100.

#### **Marking Scheme for Evaluation of Technical Proposal**

<b>Sr. No.</b>	<b>Marking Parameter and Marking Criteria</b>	<b>Total Marks</b>	<b>Marking Guideline</b>
1	Registration of the Agency	05	
2	Work Experience of the similar project with any other Department/State/Govt./Autonomous Body	10	<b>Years of Experience:-</b> >5 years : 10 marks 3-5 years: 8 marks 2-3 years : 5 marks
3	Proposed Methodology and Innovative activities	60	
4	Experts and Specialists (Key Personnel)	20	
5	Time Line (Gantt Chart)	05	
	<b>Total</b>	<b>100</b>	

These score out of 100 marks shall be considered as the TECHNICAL SCORE (TS). All the bidders with the technical score of 50 or above shall qualify for the next step which is opening of the financial proposal

### 3.2 Evaluation of Financial Proposal and Financial Score

After the evaluation of technical proposal, the authority shall evaluate financial proposal of the bidders shortlisted as per the technical score. The shortlisted bidders about the opening date of the same.

The financial proposals shall be opened in the presence of the representatives of shortlisted bidders who choose to attend.

The authority shall declare the name of the shortlisted bidders along with their respective technical score before opening the Financial Proposals.

The lowest financial proposal shall be given a Financial Score (FS) of 100 points. The Financial Score (FS) of other proposals will be determined using the formula:  $FS = 100 \times FL / F$ , in which FS is the financial score of a bidder, FL is the lowest fee quoted, and F is the fees quoted in Indian Rupees by respective bidder.

### **3.3 Final Composite Score**

Proposals will be ranked according to their Final Composite Score (FCS) marked out of 100 marks, which shall be calculated by assigning a weightage of 0.70 to Technical Score (TS) and a weightage of 0.30 to Financial Score (FS).

The formula to calculate the Final Composite Score (FCS) is as under-

$$\text{FCS} = (\text{TS} \times 0.70) + (\text{FS} \times 0.30)$$

The proposer who obtains highest Final Composite Score (FCS) shall be considered as H1.

#### **Award of Contract**

The consultant securing the highest Final Composite Score will be invited for be negotiation by the Authority; where, upon successful negotiation, the work will be awarded to the firm. In case the negotiations fail, the Authority reserves the right to call the next firm in succession for negotiation.

The Authority reserves the right to reject any proposal, irrespective of its Final Composite Score, quoting consultancy fees so low that, in the opinion of the Authority, such Bidder may not be able to perform the required services to the satisfaction of the Authority within the financial fees quoted therein.

The Authority reserves the right to reject any proposal, irrespective of its Final Composite Score, and award the work to consultant who may best suit to the Authority by all means.

The Authority reserves the right to accept or reject any or all the proposals without assigning any reason.

Authority's decision in this regards shall be considered final and binding to all.

## Terms of Reference

### 4. SCOPE OF WORK

#### 4.1 Objective:

The proposed assignment aims for Performance Audit /Assessment of Anganwadi Centres running under Integrated Child Development Scheme (ICDS). Proposals are invited from Implementing Agencies for the assessments of 303 Anganwadi Centres based on six (06) services delivered by the Anganwadi's as mentioned above in the UT of Dadra & Nagar Haveli. The consultant/agency expected to lead and coordinate this exercise in close collaboration with the POSHAN Abhiyan team.

#### 4.2 Study Area:

UT of Dadra & Nagar Haveli - Anganwadi Centres operational under ICDS Scheme.

#### 4.3 Approach:

POSHAN Abhiyan (National Nutrition Mission) is running parallel to Integrated Child Development Scheme (ICDS), which is a unique early childhood development programme, aimed at addressing malnutrition, health and also development needs of young children, pregnant and nursing mothers. Under the scheme 303 Anganwadi centers (233 Anganwadi centers, 70 Mini Anganwadi centers are operational in the UT of DNH.

The following packages of 6 services are sponsored under ICDS to help achieve its objectives through these Anganwadi centers.

1. Supplementary Nutrition.
2. Immunization.
3. Health Check-up.
4. Referral Services.
5. Pre-school Education (Non-Formal).
6. Nutrition and Health Education.

The proposals should cover all the core package of services, namely

Sr.	Services	Target Group	Service provided by
1	Supplementary Nutrition	Children below 6 years, Pregnant & Lactating Mothers (P&LM)	Anganwadi Worker and Anganwadi Helper [MWCD]
2	Immunization	Children below 6 years, Pregnant & Lactating Mothers (P&LM)	ANM/MO [Health system, MHFW]
3	Health Check-up	Children below 6 years, Pregnant & Lactating Mothers (P&LM)	ANM/MO/AWW[Health system, MHFW]
4	Referral Services	Children below 6 years, Pregnant & Lactating Mothers (P&LM)	AWW/ANM/MO [Health system, MHFW]
5	Pre-School Education	Children 3-6 years	AWW [MWCD]
6	Nutrition & Health Education	Women (15-45 years)	AWW/ANM/MO [Health system, MHFW & MWCD]

#### **4.4 Primary goals to be assessed:**

- To measure the services functionality, efficiency, and effectiveness of the anganwadi centres.
- To measure whether and to what extent the presence of anganwadi centres and the services provided thereof are improving the quality of people's lives.
- Services- provided by the AWCs through AWW (anganwadi workers)
- Processes- Organizational Operations of a continuous and supporting nature (AWWs Activeness, Administrative Support for Activities interdepartmental and intradepartmental, distribution system, information systems (ICDS-CAS) and management operations.

#### **4.5 Methodology:**

The evaluation is planned to be carried out by third party/external agency to get unbiased results.

The assessment of the Anganwadi centres will be done to assess and evaluate the serviceability of the same and also to determine the progress/performance so far by their implementation.

All AWCs -303 will be observed for serviceability. The respondents for the study will be AWWs -303 and beneficiaries of AWCs (random sampling).

#### **4.6 Presentation before the committee:**

The department will constitute a committee to evaluate the reports and action plan suggested. The consultant shall prepare the draft report and make a presentation of their findings before the committee and incorporate the suggestions for improving the Anganwadi Centres in the territory and submit final report.

Signature of Bidders/Agency with  
Rubber Stamp

**Sd/-**  
**Child Development & Project Officer**  
U.T. of Dadra & Nagar Haveli  
Silvassa - 396230