

Terms of Reference (TOR)

For

Selection of Agencies

To

Run Short Stay Home cum- Classification centre for Male and Female

Beggars / Ultra Poor at Gaya, Nalanda, Rohtas, Purnia, Darbhanga

&

Muzaffarpur

Under

Mukhyamantri Bhikshavriti Nivaran Yojana (MBNY) Scheme

Project Director, MBNY

State Society for Ultra Poor & Social Welfare

(Deptt. of Social Welfare, Govt. of Bihar)

2nd Floor, Apna Ghar, Behind Lalit Bhawan

Bailey Road, Patna – 800 023

Phone: (0612)-2546510, Fax- (0612) - 2546511

Email: ssupsw@gmail.com

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EOI No.

Dated:2014

Sl. No.	Particular	Date & Time
1.	EOI availability in SSUPSW office / Website	26-August-2014
2.	Pre-Bid Meeting (All interested applicant are invited)	03-September-2014 at 011:00 am
3.	Last Date for Submission of Proposal	18-September-2014 up to 05:00 pm
4.	Opening of Proposal	19-Setember 2014 at 011:00 pm
5.	Physical Visit of Premises by SSUPSW officials	Between 20 September to-15 October -2014
6.	Presentation on Methodology	22 October 2014 at 11:00 am

Project Director, MBNY
State Society for Ultra Poor & Social Welfare
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Email: ssupsw@gmail.com

NOTICE INVITING TENDER

EOI No.

Dated:2014

Sealed Tenders are invited for “Selection of Agency to Run Short Stay Home cum Classification centre for Male and Female Beggars / Ultra Poor at Gaya, Nalanda, Rohtas, Purnia, Darbhanga & Muzaffarpur under Mukhyamantri Bhikshavriti Nivaran Yojana (MBNY) Scheme

Important dates of tendering process are given below:

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The tender document can be availed from Office of the Project Director, MBNY, State Society for Ultra Poor & Social Welfare, Deptt. of Social Welfare, Govt. of Bihar. EMD will be required in the shape of Bank Draft (only) along with the bid, failing which the bid shall not be accepted.

Sealed offers can be submitted by hand on any working day on or before due date and time.

No consortium bidding is allowed.

Imamuddin Ahmad, IRS
CEO Cum Project Director MBNY,
State Society for Ultra Poor & Social Welfare,
Department of Social Welfare, Govt. of Bihar

DISCLAIMER

All information contained in this Expression of Interest (EOI) provided / clarified are in good interest and faith. This is not an agreement and is not an offer or invitation to enter into an agreement of any kind with any party.

Though adequate care has been taken in the preparation of this EOI document, the interested firms shall satisfy itself that the document is complete in all respects. The information is not intended to be exhaustive. Interested Bidders are required to make their own enquiries and assumptions wherever required. Intimation of discrepancy, if any, should be given to the specified office immediately. If no intimation is received by this office by the date mentioned in the document, it shall be deemed that the EOI document is complete in all respects and firms submitting their bids are satisfied with the EOI Document in all respects.

Project Director, MBNY, SSUPSW, DoSW, Government of Bihar, reserves the right to reject any or all of the applications submitted in response to this EOI document at any stage without assigning any reasons whatsoever. Project Director, MBNY, SSUPSW, DoSW, Government of Bihar also reserve the right to withhold or withdraw the process at any stage with intimation to all vendors submitted the BID document.

Project Director, MBNY, SSUPSW, DoSW, Government of Bihar reserves the right to change / modify / amend any or all of the provisions of this EOI document. Such changes would be posted on the website (www.ssupsw.in).

Neither Project Director, MBNY, SSUPSW, DoSW, Government of Bihar nor their employees and associates will have any liability to any prospective respondent interested to apply or any other person under the law of contract, to, the principles of restitution or unjust enrichment or otherwise for any loss, expense or damage which may arise from or be incurred or suffered in connection with anything contained in this EOI document, any matter deemed to form part of this EOI document, the award of the assignment, the information and any other information supplied by or on behalf of Project Director, MBNY, SSUPSW, DoSW, Government of Bihar or their employees and bidder or otherwise arising in any way from the selection process for the assignment. Information provided in this document or imparted to any respondent as part of the EOI process is confidential to Project Director, MBNY, SSUPSW, DoSW, Government of Bihar and shall not be used by the respondent for any other purpose, distributed to, or shared with any other person or organization.

Schedule of Tender

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1. INTRODUCTION

PREFACE

BACKGROUND OF SSUPSW

State Society for Ultra Poor and Social Welfare (brand name “SAKSHAM”) is a Government of Bihar Society promoted by Department of Social Welfare (DoSW). Apart from providing technical assistance to Department of Social Welfare, SAKSHAM is implementing various Social Welfare Schemes of state govt. and externally aided projects for the benefit of poor people of Bihar.

Vision of SSUPSW is *“to protect and promote the rights of women, children, older persons, Persons with disabilities, ultra poor and Beggars / Ultra Poor by ensuring their care, protection, development, socio-economic and cultural empowerment through enabling policies and programs”*.

Objectives of SSUPSW are:

- 1) To create an enabling policy environment for the welfare of ultra poor and Beggars / Ultra Poor, women, children, older persons, PWDs by supporting formulation, planning, management and implementation of enabling policies.
- 2) To evolve strategies and approaches for the welfare of ultra poor and Beggars / Ultra Poor, women, children, older persons, PWDs, especially in situation of vulnerabilities, risk abuse, discrimination and social stigmatization, including mentally challenged persons.
- 3) To provide credit and other facilities for economic empowerment of ultra poor, PwDs and Older Persons etc.
- 4) To contribute to the lives of ultra poor, PWDs, older persons etc. through empowerment and fostering strong self-managed grassroots institutions and support investment by them.
- 5) To function as the Resource Centre for DoSW and its Directorates in policy analysis and policy development – including development/revision of operational guidelines, standards of care and policy documents.
- 6) To support DoSW and its Directorates to review and strengthen institutional arrangements and in formulating and implementing programs/schemes for ensuring a continuum of social welfare and health and nutrition services for Ultra poor and Beggars / Ultra Poor, Women, Older persons and PwDs - including setting up, management and monitoring of resource/units residential/non-residential institutions for example Old Age Homes, Children Homes, Shelter Homes, Short Stay Homes etc.

General Body (GB) is the apex body of SSUPSW for the policy decisions. It is headed by the Development Commissioner of Govt. of Bihar as the chairperson & represented by the Secretaries of concerning departments of the state government and heads of the different government agencies and Civil Society Organizations. Secretary, Department of Social Welfare is the Chairperson of its Executive Committee. The SSUPSW is managed by CEO & PD from

Department of Social Welfare. CEO and PD of the SSUPSW are supported by Dy. CEO and Sr. Administrative Officer for Programme implementation & day-to-day to functioning of the SSUPSW with a team of Professionals and support staff.

Presently SSUPSW is undertaking following projects;

1. ***Mukhyamantri Bhikshavriti Nivaran Yojna (MBNY)*** is a Bihar state govt. scheme. Main objective is **to** protect and promote the rights of Beggars / Ultra Poor by ensuring their care, protection, development, socio-economic and cultural empowerment through enabling policies and programmes.
2. ***Kabir Anteyeshiti Anudan Yojana (KAAY)***: is a Bihar state govt. scheme . Main objective is to provide one time grant to BPL families to undertake last rites (funeral /burial) in case of death of a family member. **KAAY** is a Bihar state govt. scheme.
3. ***Nutrition Monitoring Unit (NMU)*** for strengthening management services of the Integrated Child Development Services (ICDS) Programme under “Sector Wide Approach to Strengthen Health (SWASTH)” project funded by DFID, UK.
4. ***Bihar Integrated Social Protection Strengthening (BISPS) Project*** to strengthen the capacity of the state to deliver selected SP programs and services, and to improve service delivery outcomes by supporting the implementation of systemic reforms.

MBNY SCHEME

The Govt. of Bihar has introduced "**Mukhyamantri Bhikshavriti Nivaran Yojna**"(MBNY) publicly known as "**PAHCHAN**" in 2008 - 09 with a **vision** to protect and promote the rights of Beggars / Ultra Poor by ensuring their care, protection, development, socio-economic and cultural empowerment through enabling policies and programmes. Govt. of Bihar has established "**SSUPSW**" (State Society for Ultra Poor and Social Welfare) within the Social Welfare Department for working on the issues of Beggars / Ultra Poor. Apart from the implementation of other projects, the SSUPSW is accountable for the implementation of MBNY, the scheme to eradicate beggary from the State.

The Vision of the MBNY scheme is "***to protect and promote the rights of Beggars / Ultra Poor through ensuring their care, protection, development- socio-economic and cultural empowerment through enabling policies and programmes***".

The objectives of the Scheme is

- 1) To provide identity to Beggars / Ultra Poor.
- 2) To provide necessary care & support to old, disabled & sick Beggars / Ultra Poor.
- 3) To provide livelihood options through vocational trainings to the Beggars / Ultra Poor.
- 4) To arrange basic education for children in to beggary.
- 5) To ensure socio- Upliftment through micro-finance.
- 6) To generate awareness in public to discourage begging.

2. INVITATION TO PROPOSAL

DUE DILIGENCE

The agency is expected to and shall be deemed to have examined all instructions, forms, terms and specifications and other information in this EOI Document. The proposal should be precise, complete and in the prescribed format as per the requirement of the EOI Document. Failure to furnish all required information as in EOI Document or submission of a proposal not responsive to the EOI Document in every respect will be at the agency's risk and may result in rejection of the proposal. Project Director, MBNY, SSUPSW, DoSW, Government of Bihar shall at its sole discretion be entitled to determine the adequacy / sufficiency of the information provided by the agency.

AMENDMENT OF TENDER DOCUMENT

At any time before the deadline for submission of bids, Project Director, MBNY, SSUPSW, DoSW, Government of Bihar may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Tender Document by amending, modifying and/or supplementing the same.

Any amendments/modifications in the tender document would be displayed on the website (www.ssupsw.in) and all such amendments shall be binding on the bidders without any further act or deed on Project Director MBNY, SSUPSW, DoSW, Government of Bihar part. In the event of any amendment, Project Director, MBNY, SSUPSW, DoSW, Government of Bihar reserves the right to extend the deadline for the submission of the bids, in order to allow prospective Bidders reasonable time in which to take the amendment into account while preparing their bids.

COST OF THE EOI DOCUMENT

- ✓ There is no cost of the EOI document.
- ✓ The EOI document can be obtained from SSUPSW office or Website: www.ssupsw.in
- ✓ While submitting the proposal the EMD must be enclosed in shape of demand draft in favour of SSUPSW payable at Patna.
- ✓ The proposal without the EMD draft will not be considered for evaluation.

3. INSTRUCTIONS TO BIDDERS

INTRODUCTION

The section aims to provide guidelines/Instructions for Bidders, to be used while submitting the Proposals. These are generic in nature, but bidders are required to abide by them during the currency of the Project.

SCOPE OF PROPOSAL

Detailed description of the objectives, scope of services, deliverables and other requirements relating to the job/assignment are as specified in this EOI. The Proposal is required to be submitted in the form and manner as specified in this document.

FORMAT, SIGNING AND SUBMISSION OF EOI

The agency shall prepare the detailed proposal regarding implementing the above said work separately for male and female Beggar's Home as defined in TOR. The detailed proposal of EOI must be inserted in separate sealed envelopes, along with agency name and address on the envelope and super scribed in the following manner.

The Proposal submitted by Bidder shall be in two parts:

- ✓ **PART-A: DOCUMENTS REGARDING BASIC ELIGIBILITY CRITERIA**
- ✓ **PART-B: DETAILED PROPOSAL OF WORK**

All the two envelopes i.e. envelope for Part-A and Part-B must be packed in a separate sealed outer cover and clearly super scribed with **PROPOSAL TO RUN REHABILITATION HOMES FOR (MALE OR FEMALE) BEGGARS AT (NAME OF DISTRICT)** whichever will be applicable.

The Agency Name & address shall be clearly mentioned on each envelope. The inner and outer envelopes shall be addressed to the Society at the following address:

<p>PROJECT DIRECTOR, MBNY, STATE SOCIETY FOR ULTRA POOR AND SOCIAL WELFARE (SAKSHAM), 2ND FLOOR, APNA GHAR, BEHIND LALIT BHAWAN, BAILEY ROAD, PATNA 800023</p>
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If the outer envelope is not sealed and marked as mentioned above, then the SSUPSW will assume no responsibility for the Proposal's misplacement or premature opening.

The EOI shall be typed or written in indelible ink and shall be signed by the applicant or a person's duly authorized. any interlineations, erasures or overwriting shall be duly signed by the authorized person.

LANGUAGE OF BID

All Proposals and various documents related to these Proposals should be in English Language. All correspondence between Project Director, MBNY, SSUPSW, DoSW, Government of Bihar and the Bidders would also be in English Language. Supporting Documents and Printed Literature furnished by the Bidders may be in another Language provided they are accompanied by an accurate translation in English Language.

CONFLICT OF INTEREST

Project Director, MBNY, SSUPSW, DoSW, Government of Bihar requires that bidder must provide professional, objective and impartial advice and at all times hold Project Director, MBNY, SSUPSW, DoSW, Government of Bihar interests paramount, strictly avoid conflicts with other assignments/jobs or their own corporate interests and act without any consideration for future work. In case the Bidders have any subsisting interest, either by themselves or through their partners, that is likely to conflict the work specified in the Scope of Work, they shall declare such interests as part of their proposal.

VALIDITY OF PROPOSALS

- ✓ For the purpose of placing the order, the Bids shall remain valid for at least 180 days after the date of bid opening.
- ✓ A bid valid for a shorter period may be rejected by Project Director, MBNY, SSUPSW, DoSW, Government of Bihar as being non-responsive.
- ✓ In exceptional circumstances, Project Director, MBNY, SSUPSW, DoSW, Government of Bihar may ask for extension of the period of validity and such a request shall be binding on the bidder.
- ✓ Project Director, MBNY, SSUPSW, DoSW, Government of Bihar request and the response to such a request by various bidders shall be in writing.
- ✓ A bidder agreeing to such an extension will not be permitted to increase its rates.

RIGHT TO ACCEPT PROPOSAL

Project Director, MBNY, SSUPSW, DoSW, Government of Bihar reserves the right to accept or reject any Proposal, and to annul the Proposal process and reject all Proposals at any time prior to award of contract, without thereby incurring any liability to the affected bidder or any obligation to inform the affected bidder of the grounds for such decision.

PROPOSAL DUE DATE

EOI filled in all respect must reach Project Director, MBNY, SSUPSW, DoSW, Government of Bihar at the address, time and date specified in the cover page of the EOI through /By Registered Post / By Courier / by Hand. If the specified date for the submission of Proposals is declared as a holiday for Govt. of Bihar, the Proposals will be received up to the appointed time on the next working day.

LATE SUBMISSION

Proposals submitted after the deadline for submission prescribed by Project Director, MBNY, SSUPSW, DoSW, Government of Bihar will not be considered.

MODIFICATIONS / WITHDRAWAL

No modifications / withdrawal to the Proposals shall be allowed; once it is received by the tendering authority receives it.

BID OPENING

Project Director, MBNY, SSUPSW, DoSW, Government of Bihar will open all Proposals, in the presence /absence of bidders or their authorized representatives who choose to attend, at the date and time mentioned in the EOI.

The bidders' representatives who are present shall sign a register evidencing their attendance. In the event of the specified date being declared a holiday, the Proposals shall be opened at the appointed time and location on the next working day.

FRAUD & CORRUPTION

Project Director, MBNY, SSUPSW, DoSW, Government of Bihar requires that bidders are bidding for this EOI must observe the highest standards of ethics during the performance and execution of such contract. In pursuit (pursuance) of this policy, SSUPSW, DoSW, Government of Bihar.

- ✓ **“Corrupt practice”** means the offering, giving, receiving or soliciting of anything of value to influence the action of Project Director, MBNY, SSUPSW, DoSW, Government of Bihar official by any personnel of bidder in procurement process or in contract execution.
- ✓ **“Fraudulent practice”** means a misrepresentation of facts, in order to influence a procurement process or the execution of a contract, to the detriment of SSUPSW, DoSW, Government of Bihar, and includes collusive practices among the bidders (prior to or after Proposal submission) designed to establish bids at artificially high or non-competitive levels and to deprive the Project Director, MBNY, SSUPSW, DoSW, Government of Bihar of the benefits of free and open competition;
- ✓ **“Unfair trade practices”** means supply of services different from what is ordered on, or change in the Scope of Work which was given by the SSUPSW, DoSW, Government of Bihar.
- ✓ **“Coercive practices”** means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the execution of contract.
- ✓ Project Director, MBNY, SSUPSW, DoSW, Government of Bihar reserve the right to reject a proposal for award, if it is found that the bidder recommended for award has engaged in corrupt, fraudulent, unfair trade practices or coercive practices.
- ✓ Project Director, MBNY, SSUPSW, DoSW, Government of Bihar reserve the Right declare a firm ineligible, either indefinitely or for a stated period of time, for awarding the contract, if it at any time finds that the firm has engaged in corrupt, fraudulent, unfair trade and coercive practices in competing for, or in executing, the contract.

AMENDMENTS

At any time prior to deadline for submission of proposal, Project Director, MBNY, SSUPSW, DoSW, Government of Bihar may for any reason, modify the EOI. The prospective bidders having received the EOI shall be notified of the amendments through e-mail/website and such amendments shall be binding on them.

CLARIFICATIONS

During evaluation of the Proposals, Project Director, MBNY, SSUPSW, DoSW, Government of Bihar may, at its discretion, ask the bidder for clarifications on their proposal.

REJECTION OF BID

Project Director, MBNY, SSUPSW, DoSW, Government of Bihar reserves the right to reject any and all proposals, in whole or in part, to waive any and all informalities, and to disregard all non-confirming, non-responsive or conditional proposals.

In the event any or all proposals are rejected, in whole or in part, thereafter SSUPSW, DoSW, Government of Bihar, in its sole discretion may initiate a new EOI process including all or part of the components of this Document.

AUTHENTICATION OF BID

The bid document shall be type written in indelible ink and shall be signed by a person or persons duly authorized to bind the bidder to the contract. A duly stamped Power-of-Attorney accompanying the bid document shall support the letter of authorization. The person or persons signing the bid document shall initial all pages of the Bid document, including pages where entries or amendments have been made.

ACKNOWLEDGEMENT BY THE BIDDER

It shall be deemed that by submitting the Proposal, the bidder has:

- ✓ Made a complete and careful examination of the Proposals
- ✓ Received all relevant information requested from Project Director, MBNY, SSUPSW, DoSW, Government of Bihar
- ✓ Acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in the EOI or furnished by or on behalf of Project Director, MBNY, SSUPSW, DoSW, Government of Bihar or relating to any of the matters Stated in the EOI Document
- ✓ Acknowledged that it does not have a conflict of Interest; and
- ✓ Agreed to be bound by the undertaking provided by it under and in terms hereof.

Project Director, MBNY, SSUPSW, DoSW, Government of Bihar shall not be liable for any omission, mistake or error on the part of the Applicant in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to EOI or the Selection Process, including any error or mistake therein or in any information or data given by the SSUPSW, DoSW, Government of Bihar.

EARNEST MONEY DEPOSIT (EMD)

The EMD will be submitted in the form of Demand draft favoring *SSUPSW, Patna* of amount *Rs 5,000/- (Rs. Five Thousands Only)*. The EMD is required to protect SSUPSW, DoSW, Government of Bihar against the risk of Bidder's conduct, which would warrant the security's forfeiture.

Unsuccessful Bidder's EMD will be returned as promptly as possible as but not later than 30 days after the expiration of the period of bid validity.

The successful Bidder's EMD will be returned after furnishing the performance guarantee or adjusted against the performance guarantee upon the bidder signing the contract.

FORFEITURE OF EMD

EMD submitted by the vendor may be forfeited under the following conditions. If the bid or its submission is not in conformity with the instruction mentioned herein;

- ✓ If the vendor withdraws the tender before the expiry of the validity period
- ✓ If the vendor violates any of the provisions of the terms and conditions of the tender
- ✓ In the case of a successful vendor fails to (a) accept award of work, (b) sign the contract agreement with SSUPSW, DoSW, Government of Bihar, after acceptance of communication on placement of award, (c) furnish performance security, or the vendor violates any of such important conditions of this tender document or indulges in any such activities as would jeopardize the interest of Project Director, MBNY, SSUPSW, DoSW, Government of Bihar in timely finalization of this tender

The decision of Project Director, MBNY, SSUPSW, DoSW, Government of Bihar regarding forfeiture of bid security shall be final and shall not be called upon question under any circumstances. A default in such a case may involve black-listing of the vendor by SSUPSW, DoSW, Government of Bihar.

EXTENSION OF PERIOD OF VALIDITY

In exceptional circumstances, Project Director, MBNY, SSUPSW, DoSW, Government of Bihar may solicit the bidder's consent to an extension of the period of validity. The request and the response thereto shall be made in writing. Extension of validity period by the Bidder shall be unconditional.

The EMD provided shall also be suitably extended. A Bidder may refuse the request without forfeiting the EMD. A Bidder granting the request will not be permitted to modify its bid.

VALIDATION OF INTERLINEATIONS IN BID

Any interlineations, erasures, alterations, additions or overwriting shall be valid only if the person or persons signing the bid have authenticated the same with signature.

CLARIFICATION OF BIDS

To assist in the evaluation, comparison and an examination of bids, Project Director, MBNY, SSUPSW, DoSW, Government of Bihar may, at its sole discretion, ask the Bidder for a clarification of its bid including breakdown of unit rates. The request for clarification and the response shall be in writing. If the response to the clarification is not received before the expiration of deadline prescribed in the request, Project Director, MBNY, SSUPSW, DoSW, Government of Bihar reserves the right to make its own reasonable assumptions at the total risk and cost of the Bidder.

COMPLETENESS OF BIDS

Project Director, MBNY, SSUPSW, DoSW, Government of Bihar will examine the bids to determine whether they are complete, whether they meet all the conditions of the Tender Document and Technical Specifications, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the Bid Documents are substantially responsive to the requirements of the EOI.

RECTIFICATION OF ERRORS

Arithmetical errors will be rectified on the following basis: -

- ✓ If there is a discrepancy between the rates in words and figures, the rate in words will govern.
- ✓ If the supplier does not accept the correction of errors, his bid will be rejected & EMD may be forfeited.
- ✓ If the individual entries are correct or as intended, and the total amount has arithmetical errors. The same can be corrected based on individual entries.

NOTIFICATION TO BIDDER

The Bidder whose Bid has been accepted shall be notified of the award prior to the expiration of the period of validity of the proposal, by registered letter or by fax. This letter (hereinafter the “Letter of Acceptance”) shall state the sum that Project Director, MBNY, SSUPSW, DoSW, Government of Bihar shall pay the Bidder in consideration of the execution, completion and maintenance of the work as prescribed by the Contract (hereinafter the “Contract Cost”) in accordance with Payment Terms.

The Bidder shall acknowledge in writing, the receipt of the Letter of Acceptance and shall send his acceptance to enter into the Contract within five (5) days from the receipt of the Letter of Acceptance.

SIGNING OF AGREEMENT

Pursuant to the Bidder acknowledging the Letter of Acceptance, the Bidder and Project Director, MBNY, SSUPSW, DoSW, Government of Bihar shall promptly and in no event later than 7 working days from the date of acknowledgement of the Letter of Acceptance, sign the Contract. This shall be subject to the furnishing of the Performance Guarantee. Project Director, MBNY, SSUPSW, DoSW, Government of Bihar shall have the right and authority to negotiate certain terms with the successful Bidder before signing of the Contract. The signing of the Contract shall amount to award of the Contract and the Bidder shall initiate the execution of the work as specified in the Contract.

EXPENSES FOR THE CONTRACT

All incidental expenses of the execution of the Contract shall be borne solely by the successful Bidder and such amount shall not be refunded to the successful Bidder by the Project Director, MBNY, SSUPSW, DoSW, Government of Bihar

FAILURE TO ABIDE BY THE CONTRACT

The conditions stipulated in the Contract shall be strictly adhered to and violation of any of these conditions shall entail immediate termination of the Contract without prejudice to the rights of Project Director, MBNY, SSUPSW, DoSW, Government of Bihar with such penalties as specified in the Bid Document and the Contract.

PERIOD FOR FURNISHING PERFORMANCE GUARANTEE (FOR 11 MONTHS)

Within seven (7) working days of the receipt of the acknowledgment of the Letter of Acceptance from SSUPSW, DoSW, Government of Bihar, the successful Bidder shall furnish a Performance Guarantee for an amount equivalent to 10% of Total maximum Contract Cost of the first Contract period (For 11 Months) in accordance with the conditions of the Contract, in the form of a Bank Guarantee / Bank Draft / Pay Order from a scheduled bank (except cooperative bank) drawn in favor of **Project Director, MBNY, SSUPSW, DoSW, Government of Bihar** payable at **Patna**. If such Performance Guarantee is in the form of a Bank Guarantee, then such Bank Guarantee shall be in a form acceptable to the SSUPSW, Deptt. of Social Welfare, Government of Bihar. The EMD submitted earlier by the successful Bidder shall be adjusted against the Performance Guarantee and such Performance Guarantee shall be retained by the Project Director, MBNY, SSUPSW, DoSW, Government of Bihar till the end of the Term as defined in the Contract.

ANNULMENT OF AWARD

Failure of the successful Bidder to comply with pre-qualification criteria, evaluation criteria and other terms and conditions set out in the Tender Document shall constitute sufficient ground for the annulment of the award of Contract and forfeiture of the EMD, in which event Project Director, MBNY, SSUPSW, DoSW, Government of Bihar may make the award to the next lowest evaluated Bidder or call for new bids.

DISQUALIFICATIONS

Project Director, MBNY, SSUPSW, DoSW, Government of Bihar may at its sole discretion and at any time during the evaluation of Proposal, disqualify any bidder, if the bidder has:

- ✓ Submitted the Proposal documents after the response deadline
- ✓ Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements
- ✓ Submitted a proposal that is not accompanied by required documentation or is non-responsive
- ✓ Failed to provide clarifications related thereto, when sought
- ✓ Submitted more than one Proposal (comprising of same Prime Applicant individually or in case of a consortium Prime Applicant and Implementation Partner)
- ✓ Declared ineligible by the Government of India for corrupt and fraudulent practices or blacklisted
- ✓ Submitted a proposal with price adjustment/variation provision.

4. SCOPE OF WORK

Many old, disabled and sick destitute live on road and in the vicinity of the railway station, bus stand, public places, parks and footpath. This makes them vulnerable and prone to all the vagaries of nature. To eradicate beggary and destitution, a provision for shelter has become an inevitable need for the rehabilitation of such destitutes with basic minimum needs.

As welfare measure under Mukhyamantri Bhikshavriti Nivaran Yojna (MBNY), State Society for Ultra Poor & Social Welfare (SSUPSW) "SAKSHAM" Dept. of Social Welfare Govt. of Bihar plan to provide shelter, food and clothes and referral services to such marginalized destitute living in distress.

SSUPSW wishes to engage an agency to run district wise Short Stay Home cum Classification Centre to accommodate 50 or more such destitute both for male and female beneficiary separately and also a family of such community will be considered for accommodate **within the radius of 15 km from District Headquarters.**

Objective of the Short Stay Home cum Classification Centre:

- To identify, rescue and provide short stay home

For

- a. Old and sick Male & female beggars/ Ultra Poor
 - b. Destitute Male & female beggars/ Ultra Poor
 - c. Destitute Male & female along with their families beggars/ Ultra Poor
 - d. Physically challenged Male & female beggars/ Ultra Poor
 - e. Mentally Challenged Male & female beggars/ Ultra Poor
 - f. Addicted & Drug abused Male & female beggars/ Ultra Poor
 - g. Child beggars/ Ultra Poor
 - h. Destitute pregnant
- To provide basis facilities like food, cloth, health and de-addiction services with residential support.
 - To provide counseling services for main streamlining of the society.
 - To provide basic skill training for income generation (paper bag making, candle making and groom making etc.)
 - To associated with welfare schemes of government to avail benefits of social security
 - To classify and link the beneficiaries to different programmes and services running under MBNY.
 - To develop linkages & refer to public facilities & services (Education, Health, Social welfare, Employment, Legal etc.).
 - To eradicate beggary from the State.
 - To create awareness and Mobilization among beneficiaries and people at large

4.1. METHODOLOGY OF MOBILISATION

Understanding the local/catchment area (Street / Community / Public places / Religious places etc)

Mobilization tools

- Road show and seminars at street and public places.
- Inserts/Advertisement in the newspapers
- Distributing pamphlets
- Featuring mobilization film to know more about programs
- Nukkad natak to depict the transformation
- Banners and Hoardings
- Other innovative programs

4.2. IDENTIFICATION AND ELIGIBILITY CRITERIA OF THE MALE & FEMALE INTO BEGGARY

- 4.2.1. The “AGENCY” shall identify the potential beneficiaries from the selected districts, under this project on the mentioned eligibility criteria mentioned below :-
 - i. Old and sick Male & female beggars/ Ultra Poor

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- j. Destitute Male & female beggars/ Ultra Poor
 - k. Destitute Male & female along with their families beggars/ Ultra Poor
 - l. Physically challenged Male & female beggars/ Ultra Poor
 - m. Mentally Challenged Male & female beggars/ Ultra Poor
 - n. Addicted & Drug abused Male & female beggars/ Ultra Poor
 - o. Child beggars/ Ultra Poor
 - p. Destitutes pregnant

4.2.2. Eligible beneficiaries should be finally approved by the Beneficiary Selection Committee (BSC). The "AGENCY" should prepare a list with detailed profile and justification for their selection. The Agency shall depute field coordinators on roster basis to identify potential beneficiaries from the districts. The final scrutiny will be done by the BSC.

4.2.3. The "AGENCY" shall execute all the required legal formalities before inducting any beneficiary in the Rehabilitation home. The Agency may take services of a legal advisor and follow the legal process through District Legal Service Authority for the cases seeking legal approvals and authority.

The method of induction of beneficiaries will be as per the details given below;

- i. Eligible beneficiaries (i.e. Mentioned in Above Para 4.2.1) will be identified, rescued.
- ii. The rescued beneficiary will immediately receive the basic short stay facility but will be retained only after the approval of the **Beneficiary Selection Committee**.
- iii. The Selection Committee on weekly basis will verify & recommend the continuation of the rescued beneficiaries.
- iv. Enroll all the beneficiaries in the attendance register with bio-metric details and maintain it on a daily basis.
- v. Individual case history (Socioeconomic & Health separately) shall be prepared & action in accordance shall be taken like Livelihood, linkage with family or health treatment and other long term rehabilitation planning.

4.3. PROVISIONING FOR FOODING AND LODGING OF THE BENEFICIARIES

4.3.1. The "AGENCY" is required to arrange & provide all the basic residential facilities to 50 or more eligible beneficiaries within the radius of 15 km from District Headquarters as per **Annexure-II**.

4.3.2. The "AGENCY" shall provide quality and nutritious food to all the beneficiaries as per the menu and quantity mentioned in **Annexure-II**.

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- 4.3.3. The "AGENCY" shall provide clothing & daily use items to all residential beneficiaries as per Annexure-III. Any new beneficiary will have to be provided with the assigned clothes and toiletries within 3 hours.
 - 4.3.4. The "AGENCY" shall procure the entire fixed asset (as per **Annexure-IV & V**), which is required to run the home. "SAKSHAM" will pay onetime cost for the fixed assets under nonrecurring expenditure (As per Schedule-01). The ownership of the purchased Assets will be retained with "SAKSHAM". The agency should have returned all the fixed assets to the SAKSHAM in running/ usable condition.
 - 4.3.5. The electric supply and the electronic kits (TV, Gadgets), water tap, bucket must not be lacking any day and should be checked on daily basis by the concerned staff.
 - 4.3.6. The entire premises are required to be cleaned at least twice a day.
 - 4.3.7. The bed sheet, pillow cover and other hygiene related things are required to be changed on daily basis
 - 4.3.8. The "AGENCY" shall ensure 24x7 services at the rehabilitation home.

4.4. Provisioning of Health related Services for beneficiaries

- 4.4.1. The "Agency" shall provide the medical facilities to the inmates by conducting health check-up on a routine basis by the visiting physician (Minimum 4 days in a Month and as per requirement) or by taking services of government hospitals
- 4.4.2. The "Agency" shall provide for the required medicines. The "Agency" shall arrange for the conveyance of the inmates to the referral service centres for treatment.
- 4.4.3. The "Agency" shall also be responsible for the required follow up actions with concerned referral service centres - government hospitals, attendants, medical shops, specialized Doctor Treatment, Care etc.
- 4.4.4. "SAKSHAM" will not provide any additional financial assistance for the purpose.
- 4.4.5. "SAKSHAM" will not entertain replacement of such Beggars / Ultra Poor.
- 4.4.6. In case of death the "Agency" needs to conduct all the rituals keeping the religious norms and legalities in mind for the succumbed beggar either in Home or in the hospital.

4.5. Classification of beneficiary in lieu of their overall rehabilitation through the available services under the social welfare scheme and provision for referral services for the eligible beneficiary-

The Agency would refer the beneficiaries requiring more specialized services to the Rehabilitation Home/Apna Ghar/Child Home/Vocational Training Center/De addiction Center/Belonging Families/ PHC / CHC / Dist. Hospital / Medical College Hospital as the case may be. A rule based network of these facilities has to be developed with their contact details.

In case of advance assessment and the need of specialized assistive devices there would be a provision to link the DRC Services to the higher centers such as DDRCs or CRC and Social

Security Program refer such cases to the nearest registration point such as Block office /PHC / Dist. Hospital / ADSS office There might be a situation that the beneficiaries would be advised for long – term institutional care services. In such cases there would be a provision to refer the cases to the centers offering/providing such facilities such as Rehabilitation Home, Vocational Training Old Age Homes, Special Schools, Leprosy Care Centers or Mental Hospitals. Rule bases list of such institutional care service provider would be prepared and put on the referral panel of Referral Center service provider.

4.6. Provisioning of Counseling and De-Addiction to the Beneficiaries

- 4.6.1. The "AGENCY" shall provide counseling services to the beneficiaries and prepare individual case study and update on regular basis through follow-up actions and activities.
- 4.6.2. The "AGENCY" shall provide for De-addiction services in collaboration with expert agencies or through referral services if required for any addicted beneficiaries.

4.7. PROVISIONING FOR LEGAL SERVICES TO THE BENEFICIARIES

- 4.7.1. The "AGENCY" will maintain congenial atmosphere in home and will be liable for all the conflicts within the beneficiaries.
- 4.7.2. The "AGENCY" will be solely liable for any legal issues in case of missing beneficiaries or any other related issues, the "AGENCY" will be responsible for the consequences.
- 4.7.3. The "AGENCY" shall map / trace the family member of the beneficiaries (if possible) and arrange for all the legal formalities required to rehabilitate them with their families (need based).
- 4.7.4. The "AGENCY" shall follow and adhere with the norms and provisions of the relevant laws like Juvenile Justice (Care and Protection of Children) Act 2000, (As amended in 2006), Bihar J. J. (Care and Protection of Children) Rules, 2012 and The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 or any related laws and order issued by the State Government, Department of Social Welfare, Directorate of Social Welfare or the Central Government from time to time.

4.8. PROVISIONING FOR RECREATIONAL ACTIVITIES FOR THE BENEFICIARIES

- 4.8.1. The "AGENCY" shall arrange for entertainment activity (besides T.V. & other fixed assets) like light music, drama, cultural activities, Gardening, Community cleaning etc.
- 4.8.2. The Agency shall Provide entertainment , Recreational, Social, livelihood & others activities for the beneficiary and the beneficiary shall be engaged in the activities p provided by the agency .

4.9. DEPLOYMENT AND MANAGEMENT OF STAFF

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- 4.9.1. The "AGENCY" is required to deploy the staff with qualification & experience as per Annexure-VI.
 - 4.9.2. All the deployed staff of the "AGENCY" shall be selected after adopting proper procedure for recruitment like interview etc. The panel for interview will be held under the chairmanship of PD-MBANY or his /her representative.
 - 4.9.3. All the required staff should be medically fit and well disciplined. They shall abide by the instruction given by "SAKSHAM". The "AGENCY" will be responsible for the conduct of personnel/ staff deployed.
 - 4.9.4. The caretakers will be responsible for all day to day activities of the beneficiaries including assistance in lavatories, eating, changing clothes, body cleanliness and other assistance.
 - 4.9.5. If any staff of the "AGENCY" remains absent or takes leave from office, the "AGENCY" shall have to assign that particular staff's responsibilities to his/her counterpart. It is mandatory for the "AGENCY" to ensure that the absence of any particular staff should not hamper the work in any sense.
 - 4.9.6. Any vacancy arising in the Rehabilitation Home shall be communicated to the "SAKSHAM" without delay. The "AGENCY" shall involve the "SAKSHAM" or a representative assigned by the "SAKSHAM" in the recruitment to the technical positions like Counselor, ANM, Field Co-ordinator etc. The "AGENCY" shall fill the vacant position within 1 month of any vacancy arising and shall arrange an alternative for the vacant position beforehand keeping in mind the sensitivity of the work.
 - 4.9.7. Termination of any employee can be initiated by the "AGENCY" only by serving one month's prior notice in writing to the employee. The "AGENCY" can also terminate the employment immediately without notice period if the employee found engaged in fraud, misbehavior, financial defalcation, or corruption practices. The employee can only terminate their appointment or agreement by giving one month's notice to the "AGENCY". The "AGENCY" may also terminate their agreement in the event of 7 (Seven) days or more continuous absence from duty without prior information.
 - 4.9.8. No termination or suspension will be initiated by the "AGENCY" without taking prior written consent from "SAKSHAM".

4.10. Other related services

- 4.10.1. The "Agency" is required to make provision for a dedicated Notice Board that may be made public giving all the information of the Home viz. No. of enrolled Beggars / Ultra Poor, food menu (day wise), staff attendance, Doctors visit schedule, referral patients details etc to maintain transparency.
- 4.10.2. In case of emergency on the direction of "SAKSHAM", the "Agency" will have to provide all above mentioned facilities to additional eligible Beggars / Ultra Poor (Exceeding 50 Person) for a certain time period.

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- 4.10.3. The “Agency” shall submit document based evidences for every activity (induction to exit of each inmate).
- 4.10.4. The “Agency” shall arrange for high-tech vigilance system like installation of CCTV cameras at the entrance, corridors, reception, lounge and official premises of the Home.
- 4.10.5. The “Agency” will be solely liable for all the conflicts within the inmates and face the legalities thereof.
- 4.10.6. The “Agency” will be solely liable for any missing inmates and will face all the legalities thereof.
- 4.10.7. Any other job not specifically mentioned but reasonably implied to be executed for satisfactory completion of job in all respect shall have to be carried out by the agency without any claim for extra cost. Decision of “SAKSHAM” shall be final and binding in this regard.

5. ACCOUNTING

- 5.1.** The "AGENCY" should maintain "SAKSHAM" advances in a separate interest bearing bank account and apart from other funds of the "AGENCY", including those of other "SAKSHAM" awards. Specific information of the bank account must be communicated to "SAKSHAM". Funds must be used for project purposes only and may not be loaned or made available to any other organization or individual. Approval to deviate from all or part of this requirement must be obtained in advance, and in writing, from the "SAKSHAM".
- 5.2.** Submit monthly financial reports in the prescribed format and other documents including bank statement and a bank reconciliation on or before 5th of each month or as required by the "SAKSHAM".
- 5.3.** Submit quarterly financial and programmatic reports along with all supporting documents within 15 days from the close of each quarter with Utilization certificate/Statement of Expenditure (SOE) duly certified by C.A.
- 5.4.** Submit audited accounts within 01 (One) month after the completion of initial contract period.
- 5.5.** The "AGENCY" has to maintain separate Books of Account, such as; Cash Book, Ledger, Stock Register, Fixed Assets Register, Cheque issue register etc.
- 5.6.** The "AGENCY" agrees to comply with laws of the land regarding income taxes and other such taxes required by local laws.
- 5.7.** A systematic method to ensure timely and appropriate resolution of audit findings and recommendations.
- 5.8.** All the records related to any type of donations (cash or kind) should be entered in the records and reported to SAKSHAM.

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- 5.9.** Attendance records must be maintained for personnel whose salaries are paid from the grant budget. Such records shall also indicate the number of hours worked by each employee. The "AGENCY" is responsible for seeing that records are completed on a daily basis, signed by each individual employee and appropriate supervisor, and retained as financial records.
- 5.10.** All payments to the staff should be made through RTGS/NEFT/Account payee Cheque only.
- 5.11.** The "AGENCY" shall maintain books, records, documents, and other evidence in accordance with the "AGENCY"'s usual accounting procedures to sufficiently substantiate charges to the grant. The "AGENCY"'s financial management system shall provide for the following:
- a) Accurate, current and complete disclosure of the reports for the "SAKSHAM"-sponsored project or program in accordance with the reporting requirements of this award
 - b) Records that adequately identify the source and application of funds for "SAKSHAM"-sponsored activities.
 - c) Effective control over and accountability for all funds, property and other assets. "AGENCY" shall adequately safeguard all such assets and shall ensure that they are used solely for authorized purposes in support of this award.
 - d) Comparison of actual outlays with budget amounts. Financial information should be related to performance and unit-cost data whenever appropriate.
 - e) Accounting records that are supported by documentation that, at a minimum, will identify, segregate, accumulate and record all costs incurred under the grant, and which fully discloses (i) the amount and disposition by the "AGENCY" of the proceeds of the award, (ii) the total cost of the project, (iii) the amount of that portion of the cost of the project supplied by other sources, and (iv) such other records as will facilitate an effective audit.
- 5.12.** "SAKSHAM" may require that the "AGENCY" shall conduct the quarterly audit of this project (award) apart from the general annual audit conducted for the organization. If there are findings and questioned costs and reportable conditions, it is the responsibility of the "AGENCY" to implement a corrective action plan addressing the findings and reportable conditions.
- 5.13.** "SAKSHAM" will monitor "AGENCY's" activities to provide reasonable assurance that the "AGENCY" administers "SAKSHAM" awards in compliance with "SAKSHAM" requirements. Monitoring may be accomplished through a variety of oversight activities. These may include, but are not limited to: on-site

visits; audits; implementation of corrective action plans; and review of program and financial reporting.

5.14. The "AGENCY" shall preserve and make available such records for examination and inspection by "SAKSHAM" or their authorized representatives:

- a) All records should be kept safe by the "AGENCY" until the expiration of three years from the date of termination of the contract.
- b) For such longer period, if any, as is required to complete an audit in process to resolve all questions concerning expenditures unless written approval has been obtained from "SAKSHAM" to dispose of the records. "SAKSHAM" follows generally accepted accounting practices in determining that there has been proper accounting and use of grant funds. The "AGENCY" agrees to make available any further information requested by "SAKSHAM", if applicable, or any other principal sponsor, with respect to any questions arising as a result of the audit; and
- c) If any litigation, claim or audit is started before the expiration of the three year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved.

6. MAINTENANCE OF RECORDS, REPORTING AND DOCUMENTATION

6.1. The "AGENCY" has to maintain Individual file for every beneficiary and record all services provided to the beneficiary in the file.

6.2. The "AGENCY" is required to submit reports to SAKSHAM on a daily, weekly or monthly basis.

6.3. The "AGENCY" shall submit document based evidences for every activity related to the beneficiaries.(Entry and Exit of the beneficiaries)

6.4. The "AGENCY" shall keep separate books of accounts of the funds provided by "SAKSHAM".

6.5. The "AGENCY" shall open a separate saving bank account in any nationalize bank for "SAKSHAM" funds within 7 days of signing the agreement. Interest of the bank account will be added in the project budget and can be utilized for the program as approved by the "SAKSHAM".

6.6. All the payments of Salary and Wages must be made through the check/electronic transfer to the respective personnel's account.

7. MONITORING AND SUPERVISION:

7.1. A Selection Committee constituted by SAKSHAM will be responsible for approval of the selected or admitted beneficiaries.

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- 7.2. A Home Management Committee will be formed comprising representatives from SAKSHAM, Selected Agency and reputed NGOs/Social worker to review the functioning of the Home on quarterly basis and suggest improvements.
 - 7.3. A Committee of beneficiaries will supervise the functioning of the home and provide inputs periodically.
 - 7.4. The selected Agency is bound to follow the recommendation of the above said Committees.
 - 7.5. The "SAKSHAM" will monitor the above mentioned work through a nodal person designated on both sides; onsite and offsite.
 - 7.6. The "SAKSHAM" will verify the quality of food & other items through onsite visit.
 - 7.7. The "SAKSHAM" will verify the availability of required staff through onsite visit.
 - 7.8. The nodal official of "SAKSHAM" will check the documents like Attendance Register & Case History Register, Health Follow up Chart & other related documents, etc. during the monitoring visits to track the progress.
 - 7.9. The "SAKSHAM" will convey the observations and recommendations to "AGENCY" to improve the work during monitoring visits.

8. BUDGET, ADVANCE PAYMENT & RE-IMBURSEMENT OF BILL

- 8.1. "SAKSHAM" reserves the right to make necessary deduction in the claims according to the norms of State/Central Government.
- 8.2. **Payment shall be released by "SAKSHAM" after submission of bill along with the attested copy of attendance register & other necessary reports, utilization certificate/Statement of Expenditure (SOE) duly certified by CA on quarterly basis.**
- 8.3. **The "SAKSHAM" shall disburse the grant amount in respect of Non Recurring Cost (Schedule-01) within 07 days of award of contracts as mentioned in the approved budget.**
- 8.4. **The "SAKSHAM" shall provide one time advance for Recurring Cost equal to the quarterly approved budget (Schedule-02) for the recurring cost. After the Submission of utilization certificate or Statement of Expenditure (SOE) duly certified by CA and other relevant documents. "SAKSHAM" will reimburse the actual cost expend as per the approved budget, Subject to submission and acceptance of the following documents:**
 - a) Financial and Program report (as per the prescribed format by "SAKSHAM", Bihar)

- b) Brief narrative report
- c) Time-line (Chronogram) showing progress of activities in the prescribed format.
- d) Budget vs. Actual expenditure sheet and explanation for under and over expenditure (as per the prescribed format by "SAKSHAM", Bihar).

8.5. The grant is made on condition that the funds will be administered in accordance with the terms and conditions as set forth in the Project Description as well as the attached Terms and Conditions of Award. It is the legal responsibility of the "AGENCY" to ensure compliance with the terms and conditions as agreed upon with the "SAKSHAM".

9. ADDITIONAL PAYMENT

9.1. In case of emergency on the direction of "SAKSHAM", the "AGENCY" will have to provide all the above mentioned facilities to additional eligible beneficiaries (Exceeding 50 Person) for a certain period of time.

9.2. The "SAKSHAM" shall not be liable for reimbursing costs in excess of the approved amount of grant-in-aid. However, the "AGENCY" may demand funds in excess of the approved fund, in case of the number of beneficiaries increases more than the capacity of the Rehabilitation Home as approved by the "SAKSHAM", provided, the "AGENCY" intimates in writing or with evidence regarding the same and has sought permission of the "SAKSHAM". In that case for the same, additional Variable Cost Payment may be made by the "SAKSHAM".

10. DEDUCTION ON MONTHLY PAYABLE

Sr No	Standard Measures	% of Deduction in Reimbursement of Claim
10.1.	If the monthly attendance in home is less than 70% of the total strength after 2 months of commencement of the home, then SAKSHAM may deduct payment of the selected "AGENCY" from the 3rd month onwards from the monthly payable bills.	1% on One Day Amount of monthly Payables on each no. of attendance from lesser than 70% of monthly attendance.
10.2.	a) If the served food differs from the menu without taking consent from the beneficiaries. OR b) If the served food found to be stale. OR c) If SAKSHAM receives a written complaint by the beneficiary regarding the food served.	1% of the total monthly Payables on every 3 consecutive finding by appropriate committees /bodies in that particular month.

11. REVISION OF AWARD BUDGET

- 11.1.** The approved award budget is the financial expression of the "AGENCY"'s program as approved during the award process.
- 11.2.** The "AGENCY" is required to report deviations from budget and program plans, and request prior approvals from the "SAKSHAM".
- 11.3.** If specified in the Schedule of the award, the "AGENCY" may be further restricted from transferring funds among cost categories. Such a restriction would require the "AGENCY" to get the prior approval of the "SAKSHAM" Office before making budget shifts.
- 11.4.** "SAKSHAM" is under no obligation to reimburse the "AGENCY" for costs incurred in excess of the total amount obligated under the award. If the total obligated amount under the award has been increased, the "SAKSHAM" Office will notify the "AGENCY" in writing of the increase and specify the new total obligated award amount.

12. TERMINATION AND SUSPENSION

- 12.1.** "SAKSHAM" may terminate this award at any time, in whole or in part, by giving a three months' notice in writing to the "AGENCY", whenever it is determined that the "AGENCY" has materially failed to comply with the terms and conditions of the award, or because funding is no longer available for reasons beyond control of "SAKSHAM" like existence of the program.
- 12.2.** If the "AGENCY" fails to do the jobs satisfactorily or is unable to complete the job, "SAKSHAM" reserves the right to cancel the Contract and forfeit the performance security.
- 12.3.** Termination and Suspension Procedures. Upon receipt of and in accordance with a termination notice as specified above, the "AGENCY" shall take immediate action to minimize all expenditures and obligations financed by this award and shall cancel such unliquidated obligations whenever possible. Except as provided below, the "AGENCY" shall not incur costs after the effective date of termination.
- 12.4.** The "AGENCY" shall within 30 calendar days after the effective date of such termination repay to "SAKSHAM" all unspent "SAKSHAM" funds which are not otherwise obligated by a legally binding transaction applicable to this award. Should the funds paid by "SAKSHAM" to the "AGENCY" prior to the effective date of the termination of this award be insufficient to cover the "AGENCY"'s obligations in the legally binding transaction, the "AGENCY" may submit to

"SAKSHAM" Office within 30 calendar days after the effective date of such termination a written claim covering such obligations. "SAKSHAM" shall determine the amount(s) to be paid by "SAKSHAM" to the "AGENCY" under such claim.

- 12.5.** At the time of termination of contract, the "AGENCY" shall hand over all the relevant documents related with the beneficiaries (whatever maintained in the Rehabilitation Home) to "SAKSHAM".
- 12.6.** At the time the award expires or is terminated, the following types of funds shall immediately revert to "SAKSHAM":
- a) "SAKSHAM" has obligated funds to the award, but has not disbursed them to the "AGENCY"; or
 - b) "SAKSHAM" has advanced funds to the "AGENCY", but the "AGENCY" has not expended them.
 - c) Notwithstanding (a) and (b) above, funds which the "AGENCY" has obligated in legally binding transactions applicable to this award will not revert to "SAKSHAM".
- 12.7.** "SAKSHAM" reserves the right to require refund by the "AGENCY" of any amount which the "AGENCY" did not spend in accordance with the terms and conditions of this award. In the event that a final audit has not been performed prior to the closeout of this award, "SAKSHAM" retains the right to a refund until all claims which may result from the final audit have been resolved between "SAKSHAM" and the "AGENCY".

13. DISPUTES

- 13.1.** Decisions of the "SAKSHAM" Office shall be final unless, within 30 days of receipt of that decision, the "AGENCY" appeals the decision to the Chairman EC of SAKSHAM any appeal made under this provision shall be in writing and addressed to the PD- MBNY SSUPSW Govt. of Bihar.
- 13.2.** In order to facilitate review on the record by PD- MBNY, the "AGENCY" shall be given an opportunity to submit written evidence in support of its appeal. The Agency may be called for discussion while processing the appeal.
- 13.3.** Any dispute under this award shall be decided by "SAKSHAM" Office. The "SAKSHAM" Office shall furnish the "AGENCY" a written copy of the decision.
- 13.4.** A decision under this provision by PD-MBNY shall be final.
- 13.5.** All the disputes under this award of contract shall be under "Patna jurisdiction"

14. ELIGIBILITY CRITERIA

The agency/ies who will submit the document as detailed below, will qualify in technical bid:

Sl.No.	Criteria	Document to be submitted (self-attested Xerox copy)	For missionary and Religious trustee. (Subject to Decisions of Selection Committee only)
14.1	Registered under Society / Trust / Company Act on or before 2007.	Registration certificate	Required
14.2	*Must have more than 2 (Two) years of Experience of Running Residential Homes/Centre of Child/ Women/ Older Persons/ Lepers home / De-addiction Centers /Hospital financed by Government Organization/ Semi Government/ iNGOs/ Autonomous Bodies.	Work orders	Required (Any source of funding or self funding will be considered equally for Marking.)
14.3	Average Turnover (for last three years should be Rs. 10 Lakh) for three years (2010 - 11, 2011 - 12 & 2012 -13)	Audited Balance Sheet & Income - Expenditure statement	Not Mandatory (But Marks will be given as per furnished document only)
14.4	Income Tax (IT) return for last three Assessment year (2011 - 12, 2012 - 13 & 2013 -14)	Pan Card & IT Return receipts	Not Mandatory
14.5	Not indicted / blacklisted by court / govt. deptt.	Affidavit	Required

15. TENDER FEE, EMD AND PERFORMANCE SECURITY

15.1. No Bid Cost/ any Fees

15.2. E.M.D of Rs. 5,000/- (Five Thousands rupees only) in favour of SSUPSW, Patna

15.3. Successful bidders have to furnish a bank guaranty for 10% of Total maximum Contract Cost of the one Contract period (For 11 Months).

16. EVALUATION & AWARD PROCESS

16.1. TECHNICAL BID EVALUATION

16.1.1. Strength: The Amount from Payment & Receipt statement (As per point 16.3.1 of Award Below) will be considered as per following slab:

Average Turn Over	Marks
10 Lakh to 1 Crore	4 Marks
Above 1 Crore to 3 Crore	6Marks
Above 3 Crore to 5 Crore	8Marks
Above 5 Crore	10 Marks

16.1.2. Exposure: The total year of experience, (As per point 16.3.2 of Award Below) will be considered as per following slab:

Total year of experience	*Maximum Marks
2 Years – 4 Years	10Marks
Above 4 Years – 6 Years	20 Marks
Above 6 Years – 8 Years	30Marks
Above 8 Years	40 Marks

***Note:** Experience of any day care centre must be working in field of Rehabilitation (Like Crech Home, NCLP, etc) will be considered as partially relevant & will be given Just Half of the mentioned Criteria.

16.1.3. Presentation: On the basis of presentation on methodology, Process and innovation in details, the marks will be given by committee, which will maximum up to available marks (As per point 16.2.5 of Award Below).

16.1.4. Availability of Space: The Agency, who has own available premises or on rent/lease as per **Annexure I** (Max. 10% variation allowed) at Required Area will be considered as per the following marking pattern:

Sr. No.	Nature of possession	Document to be Submitted	Total Max. Marks
16.1.4.1	Ownership/ Lease Agreement of required built up space with Agency Name.	1. The Xerox copy of registered Deed/ Lease Agreement to be submitted. 2. Colour photograph of Build up area from front, back, both side & Open Space to be submitted.	15
16.1.4.2	The premises is in the name of Secretary, President, Treasurer or any member of Board/society as per Bylaws and the Agency owns the built up area.	1. The Xerox copy of Bylaws of Agency to be submitted. 2. The Xerox copy of registered Deed of property to be submitted. 3. The original Affidavit from Notary Public in regards to availability of lease / Rent agreement from Land owner with a declaration that if the Agency gets the work order, s/he will make available the space as specified. 4. Colour photograph of Build up area from front, back, both side & Open Space to be submitted.	10
16.1.4.3	Agency is able to hire build up space on rent/ Lease.	1. The original Affidavit from Notary Public in regards to availability of lease / Rent agreement from Land owner with a declaration that if the Agency gets the work order, s/he will make available the space as specified. 2. Colour photograph of Build up area from front, back, both side & Open Space to be submitted.	6

16.2. AWARD

For the award of work, the evaluation marks will be given as per the below given sheet;

Sl. No.	Evaluation Criteria	Maximum Marks
16.2.1	Amount of Payment and Receipt Sheet	10
16.2.2	*Year of Experience to implement the similar kind of Assignments	40
16.2.3	Ownership/ Lease Agreement of Residential Home/ similar Space to open a home with 50 capacities	15
16.2.4	Physical Verification of Proposed Residential Home/ similar Space to open a home with 50 capacities	15
16.2.5	Presentation on methodology, Process and innovation in details by the Agency	20
	Total Mark	100

On the basis of highest marks in all above evaluation fields, the agency/ies will be awarded to the contract. The work order will be issued with essential enclosures.

16.3. REJECTION

16.3.1. Project Director, MBNY, State Society for Ultra Poor & Social Welfare reserves the right to reject any and all proposals, in whole or in part, to waive any and all informalities, and to disregard all non-confirming, non-responsive or conditional proposals.

16.3.2. In the event any or all proposals are rejected, in whole or in part, thereafter Project Director, MBNY, State Society for Ultra Poor & Social Welfare in its sole discretion may initiate a new EOI process including all or part of the components of this Proposal.

17. DURATION OF WORK ASSIGNMENT:

17.1. The Agreement between both the parties will be initially valid for Eleven (11) Months to run the Rehabilitation Home for Female Beggars at Patna.

17.2. The overall duration of assignment is 11 months from signing the agreement and it may further be extended up to 11 months depending upon the performance of the "AGENCY" and as per mutual consent of the parties. The decision of PD-MBNY will be final for the extension of the contract.

18. OTHER TERMS & CONDITIONS:

Other terms and conditions except above are as follows;

- 18.1. The "SAKSHAM" reserves the rights to revise the recording and reporting formats (Program Monitoring and Financial Monitoring) as per the need of the program.
- 18.2. Replacement of the identified premises will be allowed only in case of exceptional conditions with the permission of SAKSHAM.
- 18.3. By signing this contract, the "AGENCY" agrees not to use or to publish or allow others to use or publish the materials /documents / reports / findings of the Rehabilitation Home without written permission of "SAKSHAM".
- 18.4. At the of termination of contract, the "Agency" shall hand over all the relevant documents (whatever maintained in the Short Stay Home cum Classification Centre) to "SAKSHAM".
- 18.5. If the "Agency" fails to do the jobs satisfactorily or is unable to complete the job, "SAKSHAM" reserves the right to cancel the Contract and forfeit the performance security.
- 18.6. All other terms and condition will be same as published through EOI. But "SAKSHAM" reserves the right to amend the terms and condition if required.
- 18.7. All the disputes under this award of contract shall be under "Patna jurisdiction"
- 18.8. "SAKSHAM" does not assume liability for any claims or damages arising out of this contract.

19. NON-LIABILITY

SAKSHAM does not assume liability for any claims for damages arising out of this process.

20. PROPOSAL FORMATS

Proposal should invariably be submitted in TWO PART consisting of two parts (In One Large Envelope) as detailed below:

PART-A: DOCUMENTS REGARDING BASIC ELIGIBILITY CRITERIA

PART-B: DETAILED PROPOSAL OF WORK

21. REQUIRED DOCUMENT

- 21.1. EMD DD of Rs. 5,000/- (in Technical proposal Envelope)
- 21.2. The total documents related to Eligibility Criteria as per detail given in **Para 14** (in **Part-A** Envelope).
- 21.3. The document related to possession of property / Original Affidavit or Photograph as per detail given in **Para 16.1.4** (In a separate Envelope inside of **Part-A** Envelope).
- 21.4. The signed complete EOI including filled check List of **Annexure A** (in **Part-A** Envelope).

22. SUBMISSION OF PROPOSALS

All the sealed proposals will be submitted By Registered Post / By Courier / **By hand** before
.....2014 up to 05.00 PM at the address mentioned below:

Project Director, MBNY

State Society for Ultra Poor & Social Welfare

(Deptt. of Social Welfare, Govt. of Bihar)

2nd Floor, Apna Ghar, Behind Lalit Bhawan

Bailey Road, Patna – 800 023

Phone: (0612)-2546510, Fax- (0612) - 2546511

Email: ssupsw@gmail.com

SCHEDULE-01

Detail Budget for one Short Stay Home- cum Classification Centre						
Establishment Cost						
Sr. No.	Particular	Unit	NO	Unit Cost	Amount	Remarks
1	Computer set (Desktop)	No.	1	25000	25000	As per actual market Rate
2	Printer	No.	1	8000	8000	
3	Digital Camera	No.	1	5000	5000	
4	Carpet (Dari)	No.	5	1500	7500	
5	Fan	No.	15	1500	22500	
6	Almirah	No.	1	20000	20000	
7	Washing Machine	No.	1	15000	15000	
8	Refrigerator / Freez	No.	1	15000	15000	
9	RO Water filter	No	1	15000	15000	
10	Television set	No	1	15000	15000	
11	Bedding Set with Bedroll set & Locker Boxes	No	50	4000	200000	
12	Electrical Fittings	Lump sum			10000	
13	Furniture & Fixture	Lump sum			10000	
14	Games and cultural instruments	Lump sum			5000	
15	Kitchen Set	Lump sum			30000	
16	Miscellaneous	Lump sum			25000	
Total					428000	

**Note: 1. No of items may increased as per the requirement and should be under the approved budget.
2. All expenditure is subject to the actual cost and shall be reimbursed on the production of the bill.**

SCHEDULE-02

Operating Cost						
Sr. No.	Particular	Unit	NO	Unit Cost	No of Month	Amount
1	Rent for building - Rent fixed by the Rent Control Authority in the district - Subject to Maximum Per month in unit cost(Except Patna)			60000	12	720000
2	Electricity (Subject to Actual)	No.	1	3000	12	36000
3	Telephone with Internet & fax	No.	1	1000	12	12000
4	Superintendent	No	1	15000	12	180000
5	ANM (as Per SHS)	No.	1	11500	12	138000
6	Counsellor	No.	1	10000	12	120000
7	Field Co-ordination	No.	1	8000	12	96000
8	Guard	No.	2	5000	12	120000
9	Care Takers	No.	2	5000	12	120000
10	Cook	No.	2	5000	12	120000
11	Sweeper	No.	2	3000	12	72000
12	Washer Man	No.	1	3000	12	36000
13	MBBS Doctor (4 Visit Monthly)	No.	1	6000	12	72000
14	Maintenance (Food @ 1400 and Cloth, shoe, Medicine, Soap, Oil, Detergent powder, etc	beggar	50	2000	12	1200000
15	Expenditure in referral Cases in Govt Hospital (Subject to Actual)	Case	10	1000	12	120000
16	Extra Curricular Activities/Cultural	lump sum		1000	12	12000
17	Travel	lump sum		20000	12	240000
18	Library (Newspaper, Magazines)	lump sum		200	12	2400
19	Contingency	lump sum				100000
Total						3516400
Total = Establishment Cost + Operating Cost						3944400

**Note: 1. No of items may increased as per the requirement and should be under the approved budget.
2. All expenditure is subject to the actual cost and shall be reimbursed on the production of the bill.**

ANNEXURE-I

Detailed Specification of Residential Building Premises

क्र० सं०	भवन/कक्ष की विवरणी	संख्या	क्षेत्रफल(वर्गफुट में)	कुल क्षेत्रफल (वर्गफुट में)
1	भिक्षुक आवासीय कक्ष	50 भिक्षुक	40/ भिक्षुक	2000
2	चिकित्सक कक्ष	1	100	100
3	रसोई घर	1	200	200
4	डाइनिंग हॉल	1	300	300
5	मनो-विनोद कक्ष	1	300	300
6	भंडार गृह	1	150	150
7	स्नानाघर	10	25	250
8	शौचालय	10	25	250
9	कार्यालय कक्ष	1	200	200
10	अधीक्षक का कार्यालय कक्ष	1	100	100
11	परामर्श एवं मार्गदर्शन कक्ष	1	100	100
12	अधीक्षक के लिए आवास	(क)100 वर्गफुट प्रत्येक के कमरा (ख)शौचालय सह- स्नानाघर 50 वर्गफुट		150
13	केयर टेकर, नर्स, सुरक्षा प्रहरी, रसोईयाँ, सफाई कर्मी, धोबी, का आवास (डोरमिटरी-नुमा)	2 (प्रत्येक 150 वर्ग फुट)	300	400
	शौचालय सह-स्नानाघर वर्गफुट (संलग्न)	2 (प्रत्येक 50 वर्ग फुट) (संलग्न)	100	
14	बागबानी क्षेत्र	प्रति आवासीय 40 वर्ग फुट	50 x 30	1500
कुल क्षेत्रफल वर्ग फुट में :-				6000

भिक्षुकों की उचित देख भाल तथा किसी संकट/आपातस्थिति में निर्णय लेने हेतु अधीक्षक एवं केयर टेकर, नर्स, सुरक्षा प्रहरी, रसोईयाँ, सफाई कर्मी, धोबी, इत्यादि संस्थान में ही उपलब्ध क्वार्टर में रहेंगे।

इसके अतिरिक्त टहरने एवं खेल-कुद हेतु भवन के सामने जहाँ तक सम्भव हो पर्याप्त खुले स्थान की व्यवस्था होनी चाहिए। दुर्घटना की संभावना से बचने के लिए भवन में अग्निशामक यंत्र की व्यवस्था होगी।

ANNEXURE-II

Detail specification of Food Menu and quantity for each Beggars / Ultra Poor

Day/Time	Morning Tea	Breakfast	Lunch	Evening tea & Snacks	Dinner
Monday	Tea	Roti & Subzi	Roti/Rice, Dal, Subzi, Bhujjiya, Papad, Salad & Achar	Tea & Biscuit	Roti, Subzi, Dal/Bhujjiya, Salad, Achar
Tuesday	Tea	Roti & Subzi	Roti/Rice, Dal, Subzi, Bhujjiya, Papad, Salad & Achar	Tea & Biscuit	Roti, Subzi, Dal/Bhujjiya, Salad, Achar, Kheer
Wednesday	Tea	Puri & Subzi	Roti/Rice, Dal, Subzi, Bhujjiya, Papad, Salad & Achar	Tea & Biscuit	Non- veg: Roti/Rice, Egg with Gravy, Salad, Achar
Thursday	Tea	Roti & Subzi	Roti/Rice, Dal, Subzi, Bhujjiya, Papad, Salad & Achar	Tea & Biscuit	Roti, Subzi, Dal/Bhujjiya, Salad, Achar
Friday	Tea	Non- veg: Bread & Omlet	Roti/Rice, Dal, Subzi, Bhujjiya, Papad, Salad & Achar	Tea & Biscuit	Sattu Paratha, Chokha, Achar
Saturday	Tea	Roti & Subzi	Roti/Rice, Dal, Subzi, Bhujjiya, Papad, Salad & Achar	Tea & Biscuit	Roti, Subzi, Dal/Bhujjiya, Salad, Achar, Sweet
Sunday	Tea	Puri & Subzi	Roti/Rice, Dal, Subzi, Bhujjiya, Papad, Salad & Achar	Tea & Biscuit	Non- veg: Chicken/Mutton/ Fish with Gravy/ Rice, Bhujjiya, Papad, Salad & Achar

Note:

- Each meal will be served fresh cooked.
- 200gm. wheat flour for each meal as per each person.
- 100gm pulse for each meal as per each person.
- 125ml. tea for each time as per each person.
- 150gm. Rice for each meal as per each person respectively.
- 1 salted and 1 sweet biscuit with each time tea for each person.
- 150gm. seasonal vegetable and 175 gm Chicken/Mutton/Fish as per season for each meal per each person
- 1 pcs. Sweet(Rasogulla/Gulabjamun) for each meal as per each person.
- 1 katori kheer for each beggar for 1 day in a week
- 2 Eggs for Omlet for each beggar for 1 day in a week
- Egg Curry of 2 Eggs in dinner as per person per day for 1 day in a week.

ANNEXURE-III

Detail specification of cloth and other daily use items for each Beggars / Ultra Poor Delivery of Articles at the time of admission: The agency has to provide the following articles-

- Clothing (2 sets Shalwar Suits/Sari, trouser, under garments) as per EOI terms, 1 piece of towel, one packet Sanitary Pads, 1 set of Toiletry Kit (Hair Oil-100ml, Tooth Paste - 50grms, Comb -01 piece, Toilet Soap - 01 piece, Bathing Soap - 01 piece, Tongue Cleaner - 01 piece) & 01 set of sleeper.
- In case of winter season, Winter Clothing (01 set of Thermocot (Upper & Lower), 01piece of woollen sweater, 01piece of jersey, 01set of shoes, scarves, shawls and two sets of socks) in addition to the above articles.

Mode of Delivery of the above Articles to the Inmates:

Sl.No	Article	Quantity	Frequency of delivery
1	Clothing (2 sets Shalwar Suits/Sari, trouser, under garments) as per EOI terms, 1 piece of towel	One Set	Semi Annually
2	Winter Clothing (01 set of Thermocot (Upper & Lower), 01piece of woollen sweater, 01piece of jersey, 01set of shoes, scarves, shawls and two sets of socks) & 01 set of sleeper	One Set	biannually (Two Years)
3	1 set of Toiletry Kit (One Pack Sanitary pads, Hair Oil-100ml, Tooth Paste - 50grms, Comb -1 piece, Toilet Soap - 01 piece, Bathing Soap - 01 piece, Tongue Cleaner - 01 piece)	One Set	Monthly
4	Clothing (01 set Shalwar Suit/Sari trouser, under garments) as per EOI terms	One Set	Once in a Year (On the occasion of major festival)

ANNEXURE-IV

Detail specification of Fix Assets

क्र० सं०	समाग्री	ब्राण्ड / विशिष्टताएँ
1.	बेड एवं बिस्तर i. बेड एवं गद्दा-1, ii. तकिया कभर के साथ-2, iii. बेडसीट-2, iv. चादर -2 v. कम्बल- 2, vi. मछड़दानी- 1 इत्यादि	3.5X7 बॉक्स के साथ
2	विद्युत सामग्री i. ट्यूब लाईट	Philips/other
	ii. सीलिंग फैन	Havells, Bajaj, Usha, Polar/ Similar
	iii. इन्वर्टर	Microtec /Similar
	iv. अग्निशामक यंत्र	djs&d approved/ Similar
3	कार्यालय उपस्कर i. कार्यालय टेबुल	Godrej/ Similar
	ii. कार्यालय कुर्सी	Godrej/ Similar
	iii. कुर्सी फाइवर	Cello/Supreme /Similar
	iv. अलमीरा	Godrej/ Similar
	v. कम्प्यूटर एण्ड प्रिंटर-सह-स्कैनर सहित)	Dell, HP with latest configuration /Similar
	vi. डिजिटल कैमरा	Sony Digital/ Similar
4	शैक्षणिक एवं मनोविनोद सामग्री i. टी0भी0 सेट	Samsung/LG /Similar
	ii. डी0भी0डी0 प्लेयर / डीस केवल	Samsung/LG /Similar
	iii. मनोविनोद सामग्री	दैनिक / मासिक विभिन्न सामाचार पत्र / पत्रिका
5	किचन एवं भोजन कक्ष हेतु सामग्री i. भोजन तैयार करने हेतु बर्तन	Annexure-V के अनुसार
	ii. भोजन परोसने के उपकरण	Annexure-V के अनुसार
	iii. शुद्ध पेय जल आपूर्ति यंत्र (एक्वा गार्ड)	Kent / Aquagaurd / Similar
	iv. Refrigerator/Freezer	LG/Samsung/Whirlpool/ Similar
	v. Water Cooler	Blue Star/ Similar
	vi. ईंधन, सिलेन्डर (Deposit)	Indian/HP/Bharat/ Similar
6	अन्य सामग्री i. वाशिंग मशीन (Heavy Load)	LG/Samsung / Similar
	ii. आयरन	Bajaj/Philipes/ Similar
	iii. दरी	Khadi Gramodyog / Similar
	iv. CCTV Monitoring System (4-5 Locations)	Any

ANNEXURE-V

Detail specification of Kitchen Items for Food Preparation and Serving

Sl.No.	Items	Particulars	No. of Items
1.	Gas Cylinder	Food Preparation Utensils	4
2.	Gas Stove – large burner		2
3.	Steel utensils Rack		5
4.	Presser Cooker (15 ltr)		2
5.	Karahi – large		2
6.	Dekhchi with Cover – Large		8
7.	Dabbu – Large		4
8.	Cholni – Large		4
9.	Tawa – large		2
10.	Chakla Belan		1
11.	Chimta		1
12.	Parath		1
13.	Chiloni (Hasua)		1
14.	Knife		2
15.	Peeler		2
16.	Steel Grater		1
17.	Tea Strainer		1
18.	Vessel Holder		1
19.	Spatula		1
20.	Serving Spoon		2
21.	Measuring Items		2
22.	Spoon (Large)		1
23.	Mixer & Grinder		1
24.	Food Storage Container (10 kg)		5
25.	Food Storage Container (4 kg)		8
26.	Plastic tub (washing vegetables)		4
27.	Plastic water bucket / Drum with Mug		3
28.	Plastic Basket		3
29.	Apron for Kitchen use		5
30.	Casserole (A set of 3)		3
31.	Container for Spices (A set of 6)		1
32.	Plate Steel	Food Serving Utensils (Dinner Set)	60
33.	Katori Steel		60
34.	Spoon Steel		60
35.	Glasses Steel		60
36.	Tea Cup Steel		60

ANNEXURE-VI

Detail specification of qualification, experience & job responsibility of staff of Home

Sr. No.	Name of the Post	Qualification & Experience	Job Responsibility	Nos.
1	Home In-charge (Superintendent)	MBA / MSW/ MA in Social Science with 2 years of experience in Social Sector	<ul style="list-style-type: none"> • Overall Management of Home. • Liaison & Co-ordination with the relevant departments & service providers for specialized care. • Act upon the directions from the "SAKSHAM". 	1
2	Medical Assistant (ANM)	As Per the state govt. Norms with at least 2 years of relevant experience	<ul style="list-style-type: none"> • To attend & handle the emergency situation. • To provide necessary follow up for medical service. • To ensure timely administration of drugs to the inmates as proscribed by the doctors 	1
3	Field Co-ordinator	Graduate in Social Work/ Social Science/ with 1 year of relevant experience.	<ul style="list-style-type: none"> • To create awareness among beggar about Home facilities. • To identify, Maintain database, mobilize & rescue the Beggars / Ultra Poor. • To complete all the legal formalities during rescue. • To aware & help residential Beggars / Ultra Poor to get entitlement of govt welfare scheme. • To bring the emergency/referred case at concern hospitals. • To get information of belonging place of Beggars / Ultra Poor and tag them with their Family. 	1
4	Counsellor-cum-Case Manager	Master Degree/Graduate in Psychology with 1/3 years relevant experience accordingly.	<ul style="list-style-type: none"> • Psycho Social Evaluation of all the Beggars / Ultra Poor. • To consult the Beggars / Ultra Poor individually on daily basis and communicate with psychiatrist. • To prepare an individual case history. • To get decisions on the corrective majors. 	1
5	Care Taker	Having a at least two year prior experiences	<ul style="list-style-type: none"> • To ensure day-to-day care of each & every inmates including their bathing, recreational activities, skill based training, provide necessary physical assistance to the inmates performing regular activities including assistance in attending to natured calls. 	2

6	Security Guard	Having at least one year prior experience	<ul style="list-style-type: none"> • To erasure safeguards to the properties of the home. • To remain prompt & attentive towards the assigned responsibilities. 	2
7	Cook	Having a at least two year prior experiences	<ul style="list-style-type: none"> • Adapt in preparing hygienic meal for at least 50 persons three times a day as per the prescribed menu 	2
8	Sweeper	Able body person	<ul style="list-style-type: none"> • Cleaning all the home campus two time in day • Adapt in housekeeping. 	2
9	Washerman	Able body person	<ul style="list-style-type: none"> • Cleaning the clothes, Bed sheet & other usable items needs to be cleaned • Adapt in Cleaning 	1
10	General Physician	MBBS	<ul style="list-style-type: none"> • Routine Clinical Check up of all the Beggars / Ultra Poor and recommendation of relevant investigation • Prescription of Medicines and referral to relevant centre if/when required. • Provide emergency and need base services. • Regular follow up check up of all the cases. 	1

ANNEXURE- A

Check lists for the submission of the technical proposal for Male/ female short stay home cum classification centre

Submitted Proposal For the District of -			
Submitted proposal for Short Stay home cum Classification centre (Male/female) -			
Name of Agency-			
Address of Agency-			
Contact Person of the Agency-			
Ph No-			
Email-			
Website-			
SL no	Documents Required	Documents submitted	Page no. From - to
1	Registered under Society / Trust / Company Act on or before 2007.	Registration certificate	
2	Must have more than 2 (Two) years of Experience of Running Residential Homes/Centre of Child/ Women/ Older Persons/ Lepers home / De-addiction Centers /Hospital financed by Government Organization/ Semi Government/ iNGOs/ Autonomous Bodies.	Work orders	
3	Average Turnover (for last three years should be Rs. 10 Lakh) for three years (2010 - 11, 2011 - 12 & 2012 -13)	Audited Balance Sheet & Income - Expenditure statement	
4	Income Tax (IT) return for last three Assessment year (2011 - 12, 2012 - 13 & 2013 -14)	IT Return receipts	
5	Not indicted / blacklisted by court / govt. deptt.	Affidavit	
6	Building/ Premises Related document	Xerox of Deed/Agreement/ Affidavit & Photograph or other required document	

Note: This page will be the first page of Part-A: Documents regarding basic eligibility criteria Proposal.