

5. Request for Proposal (RfP)

After evaluation of the responses to the EoI and the bidders meeting eligibility benchmarks shall be short-listed. The shortlisted consultancy firms will be invited to submit detailed proposal. The proposal shall contain the following:

a. **Technical bid**

The technical bid shall have details of the approach and methodology for undertaking the study and the task-wise activities to be involved as per the terms of reference (TOR) for the study as given in the Annexure. Assessment criteria for Technical bids will be as given below:

Rated Criteria	Percentage for Score	
	Criteria	Sub-criteria
Consultancy Firm's specific experience	10%	
Methodology & Work Plan	50%	
Understanding of ToR		30%
Detailed methodology and work plan		50%
Innovation		20%
Qualification and relevant experience of key staff	40%	
Educational qualifications		20%
Professional experience in the required area of assignment		80%
Total	100%	

To assess the technical bids on above criteria, following documents shall be submitted with the bids:

- (i) A gist of projects completed by bidder organization, along with evidences such as award letters and Completion/appreciation certificates.
- (ii) Write-up on understanding of ToR.
- (iii) Detailed methodology and work plan including innovative method(s), if any, proposed to be used.
- (iv) Names and short CVs, including field of specialization of each of the proposed key personal to be deployed on the assignment (the CVs would need to be backed by written commitment of the person of availability of his/ her service). The CVs must be accurate, complete and signed by an authorized official of the consultant/consulting firm and the individual proposed.

b. **Financial bid (in a separate sealed cover)**

Financial bid shall be submitted in a separate sealed covers duly superscribed. Financial bid shall provide task-wise price for the tasks mentioned in the technical bid with full details/instructions. All prices shall be shown in Indian Rupees indicating applicable taxes etc. The Ministry has capped the amount of work to the tune of Rs. 30 lakhs.

The financial bids of only those firms will be opened who have scored 70% marks in the evaluation/ presentation of the respective technical bids as per the criteria provided above.

c. **Earnest Money Deposit (EMD):**

Bidders showing interest **shall need not furnish any Earnest Money Deposit/Bid Security** rather they have to **provide a Bid Security Declaration in the format at Annexure-II**. However, in order to ensure due performance of the contract, the successful bidder to whom the contract is awarded, shall have to furnish Performance Security to the tune of three (3%) of the value of the contract within a period of 15 days from the date of award of contract. It shall be governed in accordance with instruction of Deptt. Of Expenditure issued vide OM No. 9/4/20-PPD dtd. 12.11.2020 or related instructions/orders of Ministry of Finance. The Performance Security may be in form of a Demand Draft/Banker's Cheque or the Bank Guarantee, duly drawn in favour of DDO, MNRE and payable at New Delhi. It would be forfeited if the bidder withdraws his/ her bid during the validity period. **The EOI received without Performance Security Declaration shall not be considered.**

The Performance Security should remain valid for a period of 45 (Forty Five) days beyond the validity period for the proposal.

Proposals without Performance Security Declaration, unsigned and incomplete (i.e. when the required bid formats have not been submitted), not responding to the ToR fully and properly and those with lesser validity than that prescribed in the RfP will be summarily rejected as being non-responsive, before taking up the appraisal of the technical proposal for evaluation of quality.

Note: Only the shortlisted bidder invited by the MNRE in RfP will require to submit bids, EMD in form of Performance Security and related documents.

6. **Presentation**

Shortlisting candidates would be required to make a presentation on their credentials and the proposal before a Consultancy Evaluation Committee (CEC) constituted by the Ministry. The exact date, time and venue for the discussion and presentation would be communicated separately.

7. **Period of validity of Bids**

Bid shall remain valid for a period of not less than six (6) months after the deadline date for bid submission. A bid valid for a shorter period shall be rejected by the Ministry as non-responsive. The MNRE may request the bidder to extend the period of validity for a specified additional period in exceptional circumstances. During this time/period the Bidders will maintain without change, the personnel proposed for the assignment and the proposed price.

8. **Award of Work**

Quality and Cost Based Selection (QCBS) method will be used for ranking of bidders and selection of winning bid.

Under QCBS selection, the technical proposals will be allotted weightage of 70% (Seventy per cent) while the financial proposals will be allotted weightages of 30% (Thirty per cent). Proposal with the lowest cost may be given a financial score of 100 (Hundred) and other proposals given financial scores that are inversely proportional to their prices w.r.t. the lowest offer. Similarly, proposal with the highest technical marks (as allotted by the evaluation committee) shall be given a score of 100 (Hundred) and other proposals be given technical score that are proportional to their marks w.r.t. the highest technical marks. The total score, both technical and financial, shall be obtained by weighing the quality and cost scores and adding them up. On the