



**State Planning Commission**

**Ezhilagam - V Floor,**

**Chepauk, Chennai -600 005**

Phone: 044-28545460

E-mail :msspc.tn@nic.in, spcappdivision@gmail.com

**REQUEST FOR PROPOSAL (RFP)**

**to undertake a Study titled**

**“Impact Assessment of select GI Tagged Products of TN”**

**Selection of Consultant / Agency for the Study assignment based on  
Quality and Cost Based Selection (QCBS) Method**

**November 2024**

<b>Last date and time for Proposal Submission</b>	<b>04.12.2024 upto 5.00 p.m.</b>
---	--------------------------------------

## **LETTER of INVITATION (LoI)**

Dear Sir / Madam,

**Sub:** Request for Proposal (RFP) for a study titled **“Impact Assessment of select GI Tagged Products of TN”** – Regarding

1. The State Planning Commission intends to engage eligible Consultancy / Agency to undertake a study titled “Impact Assessment of select GI tagged products of TN”.
2. Proposals (Single stage, two cover system, viz. simultaneous receipt of separate Technical and Financial proposals) are invited from eligible agencies, which have requisite experience in the domain as per the RFP attached
3. The proposal shall be sealed in an outer big envelope containing (i) Forwarding letter (ii) sealed Technical proposal with the expression "TECHNICAL PROPOSAL" and (iii) sealed Financial proposal with the expression “FINANCIAL PROPOSAL" separately in envelopes, with the expression “DO NOT OPEN BEFORE 04.12.2024” superscribed on top of the Big envelope. The Topic/ subject of this RFP should also be mentioned on the top of the Big envelope. This shall be sent by registered post/ speed post or by hand only to reach: **The Member Secretary, State Planning Commission (SPC), Ezhilagam, 5th Floor, Chepauk, Chennai -600 005** before 5:00 PM (IST) of the last date of bid submission i.e. 04.12.2024.
4. Late tenders will not be considered. No responsibility shall be taken for postal delay or non-delivery/non-receipt by the State Planning Commission. Bid sent by Fax, e-mail, Whatsapp, etc. will not be considered and liable to be rejected.
5. A Consultancy/ Agency will be selected under Quality and Cost Based Selection (QCBS) procedures described in this RFP and in accordance with the procurement guidelines of the **TAMIL NADU TRANSPARENCY IN TENDERS ACT, 1998 and RULES, 2000** as amended from time to time.
6. Salient features of the study and instructions for submitting the proposals and other details are available in the RFP document (attached). You are requested to submit your response on or before the stipulated date & time as mentioned in the RFP document

Member Secretary  
State Planning Commission (SPC)

## **RFP CONTENTS**

<b>S.No</b>	<b>Chapter Description</b>	<b>Pages</b>
1.	Instructions to Consultants / Bidders	1
2.	Contract Conditions	12
3.	Technical Proposal Forms - I(a), I(b)	14-15
4.	Financial Proposal - II(a), II(b)	16

### **Disclaimer**

1. This RFP document is neither an agreement nor an offer by the State Planning Commission (SPC) to the prospective Consultants or any other person. The purpose of this RFP is to provide information to the interested parties that may be useful to them in the formulation of their proposal pursuant to this RFP.
2. SPC does not make any representation or warranty as to the accuracy, reliability or completeness of the information in this RFP document and it is not possible for SPC to consider the particular needs of each party who reads or uses this RFP document. This RFP includes statements which reflect various assumptions and assessments arrived at by SPC in relation to the consultancy. Such assumptions, assessments and statements do not purport to contain all the information that each Consultant may require. Each prospective Consultant should conduct its own investigations and analyses and check the accuracy, reliability and completeness of the information provided in this RFP document and obtain independent advice from appropriate sources.
3. SPC will not have any liability to any prospective Consultancy Company/ Firm/Consortium/Institution or any other person under any laws (including without limitation to the law of Contract, Tort), the principles of equity, 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 RFP document, any matter deemed to form part of this RFP document, the award of the Assignment, the information and any other information supplied by or on behalf of SPC or their employees, any consultants or otherwise arising in any way from the selection process for the Assignment. SPC will also not be liable in any manner whether resulting from negligence or otherwise arising from reliance of any Consultant upon any statements contained in this RFP.
4. SPC will not be responsible for any delay in receiving the proposals. The issue of this RFP does not imply that SPC is bound to select a Consultant or to appoint the Successful Consultant, as the case may be, for the consultancy and SPC reserves the right to accept/reject any or all of proposals submitted in response to this RFP document at any stage without assigning any reasons whatsoever. SPC also reserves the right to withhold or withdraw the process at any stage with intimation to all who submitted the RFP Application.
5. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. SPC accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.
6. SPC reserves the right to change/ modify/ amend any or all provisions of this RFP document.

## CHAPTER 1- Instructions to Consultants

### 1. Background

India is known for its vast social and cultural diversity which encompasses multiple products that essentially qualify for Geographical Indication registration. As per Intellectual Property India report, a total of 643 products have been registered as geographical indications and Tamil Nadu has a total of 61 GI registered products with goods broadly categorised as Agricultural, Handicrafts, Manufactured & Food stuff as listed below :

❖ Agricultural products	16
❖ Handicrafts (incl. Handlooms/ Textiles) -	35
❖ Food Stuff	- 8
❖ Manufactured	- 2

In the process of GI registration, all the stakeholders in the entire supply chain of the product are grouped together in which the real producer is not adequately acknowledged while the intermediaries take advantage and gain market access. The real benefit of the GI protection does not reach the grassroots like farmers, artisans who deserve premium price, defeating the socio-economic agenda of GI tagging. Moreover, the socio-economic and environmental impacts of these products are not fully understood, which hampers efforts to develop sustainable management practices. Factors like climate change, environmental degradation also highlight the need for sustainable practices and conservation of biodiversity for the long-term cultivation, production/manufacture of these products. This study aims to fill this gap by conducting a comprehensive impact assessment and developing tailored management plans for select GI tagged products of Tamil Nadu.

### 2. Terms of Reference

#### 2.1. Objectives of the Study:

This objective of the study is to assess the comprehensive impact of Geographical Indication tagging for the select products of Tamil Nadu listed below. The study aims to uncover the unique issues and challenges that require innovative interventions and recommend suitable strategies with product-specific management plans:

S. No	Product Name	GI Year	Goods Category
1	Bhavani Jamakkalam	2005	Handicrafts (Textiles)
2	Coimbatore Wet Grinder	2006	Manufactured products
3	Nilgiri (Orthodox) Tea	2008	Agricultural products

4	Virupakshi Hill Banana	2008	Agricultural products
5	Swamimalai Bronze Icons	2008	Handicrafts (Artefacts)
6	Arani Silk	2008	Handicrafts (Textiles)
7	Pattamadai Pai (mat)	2013	Handicrafts (Textiles)
8	Madurai Malli	2013	Agricultural products
9	Erode Manjal (Turmeric)	2019	Agricultural products
10	Mahabalipuram Stone sculpture	2019	Handicrafts (Artefacts)
11	Srivilliputtur Palkova	2019	Food stuff
12	Kovilpatti Kadalai Mittai	2020	Food stuff

## 2.2. Scope of the Study

- Assess the socio-economic, environmental and cultural impacts of GI tagging across various stakeholders of select GI Products of Tamil Nadu
- Analyse how acquisition of GI tag has led to improved market access in both domestic and export markets
- Identify the challenges and opportunities associated with the production, marketing, and distribution of these products
- Explore the barriers that exist so as to enable the stakeholders for enhancing their income
- Suggest appropriate promotional techniques and marketing strategies to maximise the commercial potential of GI-tagged items in both domestic and international markets
- Develop comprehensive, product-specific management plans aimed at enhancing their market potential and preserving their unique characteristics
- Best practices adopted across the country and other countries to be accessed and implications for state-level policy making to be highlighted
- Recommend suitable policy interventions to Government for sustainability of the GI tagged products

## 2.3. Methodology

- *Sample Selection:* Sample selection shall be based on the factors like widespread significance; consumer preference; prevalence of price difference and export opportunities
- *Literature review:* Information on the historical significance, production/ yield in case of crops, market/ export potential etc. of the selected products shall be gathered through secondary and primary sources
- *Data Collection:* Primary data shall be collected through field visits, in-depth interviews through structured questionnaire for each category of respondents

like Farmers, Traders, Processors, Exporters based on supply chain actors involved in the select GI products. Data on awareness, perception, preferences, purchase behaviour of GI products and willingness to pay premium price shall be gathered from consumers. Data shall also be collected thro' Focus Group Discussions (FGDs) with other stakeholders like FPOs, Incubators, Federations and Institutions for a holistic view

- *Study Area:* Based on the select GI products' origin and its market potential, study area could be determined
- *Analysis:* The impact of GI tagging of the selected products shall be assessed from all dimensions specifically, Economic, Social, Environmental, Political & financial dimensions

#### *2.4. Time Frame :*

The timeframe of the study would be a maximum 6 months from the time of its initiation.

### **3. Bidding process**

#### *3.1. Single stage Bid*

This RFP is through a single stage two bid system - (simultaneous receipt of separate technical and financial bids) issued to undertake the Study on **“Impact Assessment of select GI Tagged Products of TN”** as per the scope listed under the Terms of Reference.

#### *3.2. Details of selection process*

3.2.1. The Bidder will be selected through the Quality and Cost Based (QCBS) selection method with 70% weightage to the technical proposal and 30% weightage to the financial proposal.

3.2.2. Quality and Cost-Based Selection (QCBS): In the case of QCBS, the total score is calculated by weighing the technical and financial scores and adding them to obtain a combined QCBS (Technical cum Financial) score. The proposal obtaining the highest total combined score in evaluating quality and cost will be ranked as H-1, followed by the proposals securing lesser marks as H-2, H-3 etc. The proposal securing the highest combined marks and ranked H-1 will be awarded the Contract. If two or more bids have the same highest score in the final ranking, the bid with a higher technical score will be H-1.

3.2.3. The Technical Proposals are given an absolute technical score (Ta out of max 100) based on the evaluation criteria in Section/Clause: Evaluation/ Scoring Criteria. However, to normalise this w.r.t. Financial Score Sf below, a relative Technical Score (St) based on their relative ranking shall be calculated. The highest evaluated Technical Score (Tamax) is assigned the maximum relative

Technical Score (St) of 100 (Hundred). The formula for determining the relative technical scores (St) of all other Proposals is as follows:

$$St = 100 \times Ta / Ta\text{-max},$$

in which "Ta-max" is the highest evaluated absolute Technical Score, "St" is the relative technical score calculated, and "Ta" is the absolute Technical Score of the proposal under consideration. This normalisation would avoid any unintended magnification of weightage to the financial score due to different scales of Technical Scores and Financial Scores.

3.2.4. The Financial Proposals are given a cost-score based on the relative ranking of prices, with the lowest evaluated Financial Proposal (Fm) being assigned the maximum financial score (Sf) of 100(Hundred). The formula for determining the financial scores (Sf) of all other Proposals is as follows:

$Sf = 100 \times Fm / F$ , in which "Fm" is the price of the lowest offer, "Sf" is the financial score calculated, and "F" is the price of the proposal under consideration.

3.2.5. The weights given to the Technical (T) and Financial (P) Proposals are specified in Clause 3.2.1

3.2.6. Proposals would be ranked according to their combined QCBS (weighted technical, St and financial, Sf) scores as follows:

$$S = (St \times T + Sf \times P) / 100,$$

in which "S" is the combined QCBS score, T (the weight given to the Technical Proposal) in %, and P (the weight given to the Financial Proposal) in % (with T + P = 100%).

3.2.7. All scores shall be calculated up to two decimal places only.

3.2.8. If two or more bids have the same highest score in the final ranking, the bid with a higher technical score will be considered as H-1.

#### **4. Technical Proposal**

4.1. The technical proposal should be submitted in Forms I(a) & I(b) detailed in the annexure. While preparing the technical proposal (the "Technical Proposal"), the bidder is expected to take into account the various requirements and conditions stipulated in this RFP document. The technical proposal should contain a writeup explaining the bidders understanding of the requirements, the proposed methodology, work plan, time schedule and the names of the Principal Investigator.

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

4.3. Technical Evaluation/ Scoring Criteria

4.3.1. Criteria, sub-criteria, and point system for scoring the points for Technical Proposal (St):

<b>S. No.</b>	<b>Parameter</b>	<b>Technical &amp; Evaluation Criteria</b>	<b>Marks</b>	<b>Remarks</b>
1(a)	Experience of the organization in conducting research  Projects/Reports in the areas of this subject/theme for reputed institutes and publications in last 10 years	Experience in handling project work related to Tamil Nadu Government in the last 10 years. Individual project cost to be more than Rs. 10 Lacs.	20	<ul style="list-style-type: none"> <li>• Greater than 25 projects: 20 marks</li> <li>• 16-25 projects: 15 marks</li> <li>• 10-15 projects: 10 marks</li> <li>• Less than 10 projects: 5 marks</li> </ul>
1(b)		Number of projects relating to sectors such as Agriculture, Food processing, Handicrafts, Textiles, Manufacturing etc. handled in last 2 years. Individual project cost to be more than Rs. 10 Lacs.	10	<ul style="list-style-type: none"> <li>• Greater than 5 projects: 10 marks</li> <li>• 3-5 projects: 7 marks</li> <li>• 1-2 projects : 4 marks</li> </ul>
1(c)		Experience in handling projects related to sectors such as Agriculture, Food processing, Handicrafts, Textiles, Manufacturing etc. with Central /State Government in last 5 years. Individual project cost to be more than Rs. 10 Lacs.	20	<ul style="list-style-type: none"> <li>• Greater than 10 projects: 20 marks</li> <li>• 6 to 10 projects: 15 marks</li> <li>• Less than 6 projects: 10 marks</li> </ul>
2.	Proposed Methodology and Samples - Design, Work Plan/Execution Strategy, and use of statistical design & tools	Evaluation will be based on the presentation to be made by the Applicants.	20	Marks may be given by the Committee based on the merit of presentation



3.	Profile of key personnel and their suitability for the particular project	<p>Experience and Qualification of key personnel (PI &amp; Co-PI)</p> <p><b>Principal Investigator:</b>  <i>Qualification:</i> Doctorate / Master’s degree in Economics/ Statistics/ Business Management or Degree in Engg / Technology from a recognized University</p> <p><i>Experience:</i> Minimum 15 years of experience in dealing with manufacturing sector</p> <p><b>Co-Principal Investigator:</b>  <i>Qualification:</i> Master’s degree in Economics/ Statistics/ Business Management or Degree in Engineering / Tech from a recognized University</p> <p><i>Experience:</i> Minimum 10 years of experience in dealing with manufacturing sector</p>	30  (15 marks for PI and 15 marks for Co-PI)	<p>PI:</p> <ul style="list-style-type: none"> <li>• Greater than 25 years of experience - 15 marks</li> <li>• 15-25 years - 10 marks</li> </ul> <p>Co-PI:</p> <ul style="list-style-type: none"> <li>• Greater than 25 years of experience - 15 marks</li> <li>• 16-24 years-10 marks</li> <li>• 10-15 years -5 marks</li> </ul>
----	---	---	--	--

## 5. Financial Proposal

5.1. The financial proposal (the “Financial Proposal”) should be submitted in the Forms II(a) & II(b). The Financial Proposal shall be inclusive of all the costs including all applicable taxes associated with the assignment. It is clarified that, for the purposes of evaluation, the Financial Proposal should be prepared in INR. In submitting the Financial Proposal, the Bidder shall adhere to the following requirements:

5.1.1. All the costs i.e. total cost associated with the Assignment shall be included in the Financial Proposal. These shall normally cover remuneration for the Bidder’s personnel proposed for this assignment and their administrative or other out-of-the pocket expenses etc. The total amount indicated in the Financial Proposal shall be without any condition attached or subject to any assumption, and shall be final and binding. In case any assumption or condition is indicated in the Financial Proposal, it shall be considered non-responsive and liable to be rejected.

5.1.2. The Financial Proposal shall take into account all the expenses and tax liabilities and cost of insurance, levies and other impositions applicable under the prevailing law on the Bidders and their staff.

5.1.3. The Financial Proposal shall be submitted in accordance with the forms and templates provided in RFP document.

5.1.4. All payments to the Bidder shall be subjected to deduction of taxes at source as per applicable laws

5.1.5. The Applicant shall be responsible for all the costs associated with the preparation of their Proposals and their participation in the Selection Process including subsequent negotiation, visits to the SPC, Assignment site etc. The SPC will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Selection Process.

5.2. In case of any discrepancy between the amount quoted in figures and words, the amount quoted in words will be considered for evaluation purposes. The proposal should be submitted as per the standard Financial Proposal submission forms prescribed in this RFP.

5.3. The Bidder may modify, substitute, or withdraw its Proposal after submission, provided that written notice of the modification, substitution, or withdrawal is received by Authority prior to Proposal Due Date (the "PDD"). **No Proposal shall be modified, substituted, or withdrawn by the Bidder on or after the PDD.** The modification, substitution, or withdrawal notice shall be prepared, sealed, marked, and delivered in accordance with the provisions of this RFP, with the envelopes being additionally marked "MODIFICATION", "SUBSTITUTION" or "WITHDRAWAL", as appropriate.

5.4. Any alteration / modification in the Proposal or additional information or material supplied subsequent to the PDD, unless the same has been expressly sought for by SPC, shall be disregarded.

5.5. The rates and amounts indicated in the Financial Proposal shall be without any condition attached or subject to any assumption and shall be final and binding. In case any assumption or condition is indicated in the Financial Proposal, it shall be considered non-responsive and liable to be rejected.

5.6. SPC reserves the right of seeking additional information including copies of the other project completion report or Audited annual statement of accounts while examining individual cases.

## **6. Evaluation Committee**

6.1. The Evaluation Committee (EC) appointed by the Authority will carry out the evaluation of Technical and Financial Proposals. The Evaluation Committee (EC)

will scrutinize and determine if the proposals are complete and in accordance with the RFP. The Technical proposal will be evaluated as per the eligibility criteria and point system and each responsive proposal will be attributed a technical score (St). Bidders scoring not less than 70% of the total points (St) in Technical Proposal shall be qualified for opening of Financial Proposal and that of unqualified bidders shall not be opened. The Evaluation Committee may call the bidders who have got qualified in Technical bid to make a presentation and the date and time of the presentation would be conveyed through email. The SPC would invite those bidders who have secured the minimum qualifying mark for opening of the financial proposals indicating the date and time. The EC would evaluate if there are any computational errors in the financial proposal and in the case of discrepancy between figures and words, the amount quoted in words will be considered for evaluation purpose.

## **7. Bid validity**

7.1. The Proposal shall be valid for a period of not less than 90 (Ninety) days from the PDD

## **8. Earnest Money Deposit (EMD)/ Bid security or Bid Securing Declaration (BSD) –**

The Bidders shall submit EMD as integral part of the Assignment at 1% of the total project cost to be furnished in the form of Demand Draft or Bank Guarantee. The EMD will be returned to the bidder after completion of the tender process, which shall be paid without interest

**9. RFP Processing Fee:** There is no processing fee for this RFP

**10. Number of Proposals:** No Bidder or its Associate shall submit more than one Application for the Consultancy

## **11. Right to reject any or all Proposals:**

11.1. Notwithstanding anything contained in this RFP, SPC reserves the right to accept or reject any Proposal and to annul the Selection Process and reject all Proposals or any of its components thereof, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof.

11.2. Without prejudice to the generality of above, SPC reserves the right to reject any Proposal if:

- i. At any time, a material misrepresentation is made or discovered, or
- ii. The Bidder does not provide, within the time specified by SPC, the supplemental information sought by SPC for evaluation of the Proposal.

- iii. Such misrepresentation/improper response by the Bidder may lead to the disqualification of the Bidder. If such disqualification/ rejection occurs after the Proposals have been opened and the highest-ranking Bidder gets disqualified/ rejected, then SPC reserves the right to consider the next best Bidder, or take any other measure as may be deemed fit in the sole discretion of SPC, including annulment of the Selection Process

## **12. Deadline for submission**

12.1. The last date of submission of proposal is 04.12.2024

12.2. The address for submission of proposal is “The Member Secretary, State Planning Commission, Ezhilgam-V Floor, Chepuak, Chennai-5”

**13. Pre-Bid Meeting:** Not Applicable

## **14. Clarification and Amendment of RFP Document**

14.1. At any time before the submission of Proposals, SPC may, for any reason whether at its own initiative or in response to clarifications sought by an Applicant, modify the RFP document by issuance of Addendum/Amendment. All amendments/ corrigenda will be posted only on SPC's Official Website. All such amendments will be binding on all Applicants

14.2. In order to afford the Bidders or Applicant a reasonable time for taking an amendment into account, or for any other reason, SPC may at its sole discretion, extend the Proposal Due Date.

## **15. Award of Contract**

After selection, a Letter of Award (the LOA) will be issued, in duplicate, by SPC to the Successful Bidder and the Successful Bidder shall, within 3 (three) working days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof.

## **16. Signing of Contract**

16.1. The Contract will be executed within 1 week after the receipt of the acknowledged copy of the LoA from the successful Bidder

16.2. The successful Bidder shall return the original copy of the Contract, duly signed, and dated, within 7 (seven) days from the date of receipt of the Contract, to the SPC by hand or registered/ speed post or by a suitable digital means

## **17. Commencement of Assignment:**

The successful Bidder is expected to commence the Assignment on the date of Commencement of Services as prescribed in the LoA and/or the Contract. If the successful Bidder fails to either sign the LoA/Contract or commence the

assignment as specified herein, the State Planning Commission may invite the second ranked Bidder for Contract signing

### **18. Works plan**

Before the commencement of the Services, the Consultant shall submit a Work plan detailing the methods, schedule of delivery of services, and deployment plans for Personnel, Equipment and Materials for the execution of the services. The Services shall be carried out and monitored as per the approved Work plan as updated

### **19. Performance Security/ Performance Bank Guarantee**

After the issue of the Letter of Award (LoA or the Contract) by SPC, the Consultant shall furnish to SPC, "Performance security" at 5% of the Contract Value to be appropriated against breach of the Agreement or for recovery of penalty/ liquidated damages. The Performance security would be returned to the Consultancy at the end after the expiration of the contract without any interest

### **20. Resolution of Disputes**

All disputes and difference between the parties in connection with the contract or its interpretation, shall be settled amicably with best efforts. Beyond the efforts, the disputes would be governed by and construed in accordance with, the laws of India and the Courts at Chennai

### **21. Termination for Default/ Penalty/ Liquidated damages**

SPC reserves the right to terminate the Contract in whole /part for default; impose Penalty in case of any delay/ deficiencies; recover Liquidated damages for Error/ Variations

### **22. Code of Integrity**

The Agency and its Personnel shall observe the highest standards of ethics and shall not have engaged in and shall not hereafter engage in any corrupt practice, fraudulent practice, coercive practice, obstructive practice, undesirable practice or restrictive practice (collectively the "Prohibited Practices")

### **23. Force Majeure**

Neither the SPC nor the Successful Bidder shall be liable to the other for any delay or failure in the performance of their respective obligations due to causes or contingencies beyond their reasonable control such as Natural phenomena and other causes like War, Accidents etc.

## 24. Schedule of the Selection Process

The Authority would endeavour to adhere to the following schedule:

<b>Event Description</b>	<b>Date and Time</b>
Bid Start Date	20-11-2024
Last date for receiving queries / clarifications	--
Proposal Due Date (the PDD)	04-12-2024
Opening of Technical Proposal	Will be intimated
Opening of Financial Proposal	To be intimated to Technically Qualified Applicants

## **CHAPTER 2 - CONTRACT CONDITIONS**

1. All the communications including intimation regarding 1st Draft/ final draft/ Project Completion Report of research study/white paper/research work etc. will be submitted to the Member Secretary, State Planning Commission by the PI or Head of the organisation/individual.
2. Copyright: SPC would have the Intellectual Property Rights (IPR) for all the research studies/ white papers/research work outsourced. Prior permission of SPC would be necessary before such studies/white paper/research work could be publicized by the organisations/ bodies/individuals concerned. The soft copy of this study shall be put up in the official website of SPC for wider circulation. The SPC may grant permission for publication in any form book/Journal/ Newspaper) generally after 6 months of submission of the Project Completion Report of the assigned study/white paper/research work. Request for any financial assistance for bringing out such publication under the RSNA will not be entertained.
3. Adherence to Timelines: The assignment should be completed within the time line stipulated in the Letter of Approval (LoA) and in the Contract. Unless extension is approved by SPC in writing, the delay in submission of the project completion report beyond the stipulated time will attract penalty as per the penal provisions of the bond executed by the Bidder. This penalty shall be calculated on the released funds and would be deducted from the last/remaining instalment(s).
4. In case of any breach of the terms and conditions, the Bidder organization/ individual shall have to refund the released amount with penal interest compounded annually.
5. SPC, if desires, may carry out site visit for review of field survey/work being carried out by the consulting organisation for the study. Officials from SPC may be deputed to make field visit(s) for monitoring and verifying the genuineness of the study or respondents.
6. Foreign travel is not allowed under this scheme unless this is considered necessary in terms of objectives of the study and the same is duly approved in writing by SPC.
  1. The persons employed in the study project will be treated as the employees of the Bidder organization only. The conditions of their service will be governed in accordance with the rules and order of that Bidder organisation as applicable to such personnel.
  2. The Bidder organisation or PI/Co-PI of the project/individual expert will not accept any financial assistance from any other source(s) for the same project assigned under the scheme.
  3. The organisation shall provide permanent infrastructure facilities, viz., accommodation, furniture, research facilities, library, laboratory, equipment,

secretarial & managerial staff and material required for the project for which a budget provision may be made by the Organisation under “Overheads”

4. The names of the PI and the Co-PIs will also constitute Key-personnel and will be specified in the Letter of Approval (LoA)
5. The Bidder Organisation or the PI or his associates or individual expert or sub-Bidders shall not share the data collected for the assigned research study/white paper/research work with any other person/organisation without the prior approval of the SPC. The study shall not be used by the PI or his associates or anybody else for the preparation of any doctoral thesis/dissertation or for other degrees/diplomas or publication(s) without the prior approval of the SPC.
6. The Bidder shall make suitable arrangements for the safe custody of raw data and other documents related to the study for a period of minimum one year after completion of the study. The SPC may ask for perusal/review of raw or processed data at any time.
7. During the course of the study/white paper/research work, there might be some changes in the scope of the study depending upon circumstances on mutual agreements only. The same may have to be carried out by the Organisation/individual expert without any additional compensation.
8. No capital expenditure will be incurred from the assistance provided for the project.
9. Plagiarism: The Bidder organisation may certify while submitting the study report that the content of the report is original and has not been plagiarized. The concerned Subject Matter Division may also check for plagiarism at the draft stage of the report

16. Deliverables & Payment Schedule:

The Terms of Reference (TOR) envisages the assignment to be undertaken in a time bound manner i.e. a maximum of 6 months. Time schedule for important Deliverables to be submitted to SPC and the payment schedule linked to the specified deliverables is given below:

<b>S.No.</b>	<b>Deliverables</b>	<b>Anticipated timelines</b>	<b>Amount to be paid</b>
1	Starting date of the study.	From the date of release of 1st instalment.	40% of contract value
2	Submission of final report (draft)	Before the end of the total duration of the study	30%
3	Submission of final report of the study	Within 15 days of communication of the comments of SPC, if any on the draft report.	30%



**Technical Proposal**

**Form I(a)**

**I. Brief Description of the Firm**

1.	Name	:	
2.	Mailing Address (with Telephone /Mobile Number and E-mail address)	:	
3.	Permanent Address	:	
4	Sectors in which the Consultancy / Agency has experience *		
5	Years of Experience Consultancy/ Agency has experience *	:	
7	Details of the projects handled* (i) Last Five Years (ii) Beyond Five Years		
7	No. of Qualified people working in the Consultancy/ Agency		
8	Details of personnel to be deployed for this project**		

\* Add separate sheet for each item if it needs to be elaborated.

\*\*The Curriculum Vitae of the individual personnel should be enclosed.

**II. Outline of recent experience on assignments of similar nature in last 5 years:**

S. No.	Name of assignment	Main Objectives of the study	Owner or sponsoring authority	Details of the project (sample size, districts worked in, size of field team, instruments administered)	Cost of assignment	Date of commencement	Date of completion	Completion Certificate submitted? (Y/N)
1	2	3	4	5	6	7	8	9

**III. Composition of the Team Personnel and the task which would be assigned to each Team Member**

1. Provide details of field structure and levels of supervision in the field along with their responsibilities (**Details shall be restricted to 1 page**).

2. **Key / Technical / Managerial Staff**

S.No.	Name	Position	Task assignment
-------	------	----------	-----------------

3. **Support Staff**

S.No.	Name	Position	Task assignment
-------	------	----------	-----------------

(Details of Sl.No 2 &3 together shall be restricted to 1 page)

**Technical Proposal**

**Form I (b)**

**I. Work Plan Time Schedule**

S.No	Item	Month-wise Activity							

**II. A short note on the line of approach and methodology outlining various steps for performing the study.**

**III. Description on the Supervision and Quality Control Measures**

Place:

Date:

Signature

Seal of Organization  
(Authorized representation)

## Financial Proposal

The financial proposal should include the schedule of price bid with cost breakup.

### I. Schedule of Price Bid

#### Form -II(a)

Items	Amount	
	In figures	In Words
1. Proposed Budget		
2. GST @ ..... % (if any)		
3. Total Budget		

Place:

Date:

Signature

Seal of Organization  
(Authorized representation)

### II. Cost Estimate of Services

#### Form -II (b)

S. No.	Item head	Amount	
		In figures	In Words
1	Consultancy Fee (Principal Investigator/ Research Staff/Field staff)		
2	Travel		
3	Other Miscellaneous expenses		
	Data Processing including computation & Computer work		
	Stationery, Printing & Photocopying		
	Overheads / Institutional Fee		
	Others (Hiring services/ Holding workshops)		
	Proposed Budget (1+2+3)		
	Contingency		
	GST/Taxes (if any)		
	<b>Total Budget (including GST)</b>		

Place:

Date:

Signature

Seal of Organization  
(Authorized representation)

Note:

- 1) The financial evaluation shall be based on the above Financial Proposal.
- 2) No escalation on any account will be payable on the above amount
- 3) All payments shall be made in Indian Rupees and shall be subject to applicable Indian laws after withholding taxes if any.