

**Calling of Request for Proposal on  
behalf of MoE for  
Hiring an Agency for Post  
Procurement Review under PforR  
component of STARS project**

Simplified Technical Proposal

Executing Agency on behalf of MoE

**EdCIL India Limited**

A GOVT. OF INDIA ENTERPRISE, MINISTRY OF EDUCATION, GOVT. OF INDIA  
Plot No. 18 A, Sector 16 A, NOIDA 201301

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## **Calling of Request for Proposal on behalf of MoE for Hiring the services of an agency for Post Procurement Review (PPR) under PforR of STARS Project**

### **A. BACKGROUND**

Strengthening Teaching-Learning and Results for States (STARS) is a project approved by the Government of India in October 2020, which is implemented as a centrally sponsored scheme. After signing of the Loan Agreement, the STARS Scheme was launched with effective from 23rd February 2021 and implemented in six states viz. Himachal Pradesh, Madhya Pradesh, Rajasthan, Maharashtra, Odisha and Kerala over a period of five years i.e., up to FY 2024-25.

The STARS project is carved out of Samagra Shiksha to directly support School education enhancement, governed by GoI's Financial Management and Procurement (FMP) manual for Samagra Shiksha. The project will emphasize on improving education outcomes of school children in India covering from pre-school to senior secondary level. The World Bank support under STARS is primarily in the form of a results-based financing instrument called Program for Results (PforR), which will facilitate major reforms at the state level through a set of disbursement-linked indicator (DLI).

The STARS project seeks to support the states in developing, implementing, evaluating and improving interventions with direct linkages to improved education outcomes and school to work transition strategies for improved labour market outcomes. The overall focus and components of the STARS project are aligned with the objectives of National Education Policy (NEP) 2020 of Quality Based Learning Outcomes. The Project envisions improving the overall monitoring and measurement activities in the Indian School Education System through interventions in selected states. The project shifts focus from the provision of inputs and maintaining of outputs to actual outcomes by linking the receipt and disbursement of funds to these outcomes.

### **Objectives of STARS project**

The STARS Project has two major components – at the national level setting the context with policy interventions and state level delivery of policy outcomes and sub-components in relation to achieving the programme outcomes.

#### **1. National Level**

The project envisages the following interventions which will benefit all states and UTs:

- To strengthen MOE's national data systems to capture robust and authentic data on retention, transition and completion rates of students.
- To support MOE in improving states PGI scores by incentivizing states governance reform agenda through SIG (State Incentive Grants).
- To support the strengthening of learning assessment systems.
- To support MOE's efforts to establish a National Assessment Center (PARAKH).

Among the tasks of such a center would be to leverage the experiences of states selected for the operation by collecting, curating and sharing these experiences with other states through online portals (e.g., Shagun and DIKSHA), social and other media engagement, technical workshops, state visits and conferences

Further, the STARS project includes a Contingency Emergency Response Component (CERC) under the National Component which would enable it to be more responsive to any natural, man-made and health disasters. It will help the government respond to situations leading to loss of learning such as school closures/infrastructure damage, inadequate facilities and use technology for facilitating remote learning etc. The CERC component would facilitate the rapid re-categorization of financing and the utilization of streamlined financing request procedures.

Broadly, the objective will be to carry out Post Procurement Review of the procurement activities undertaken/ executed in the six participating states and central agencies under Program for Results (PforR) component of the program, MOE, now intends to hire an agency. The objectives of the procurement audit are to verify whether procurement and contracting procedures and processes followed by the states are in accordance with rules, regulations, procedures and guidelines of Government of India as well as program (FM&P) manual and whether institutional arrangements are adequate to achieve the procurement objectives on sample basis (20 percent).

The Ministry of Education's Department of School Education & Literacy (DoSE&L), directed EdCIL to hire services of an agency to undertake Post Procurement Review (PPR) under STARS project in line with the Project Appraisal Document (PAD) of STARS and other guidelines of the World Bank.

The agency shall carry out an audit of all procurement activities for the period 2021-22, 2022-23, 2023-24 and 2024-25, undertaken by the states and central agencies to ascertain areas of compliance, deviations and suitably recommend steps, if any, needed for improving the procurement process under the scheme. EdCIL shall hire an agency to undertake the procurement audit as per guidelines.

## **2. State Level**

- Strengthening Early Childhood Education and Foundational Learning
- Improving Learning Assessment Systems
- Strengthening classroom instruction and remediation through teacher development and school leadership
- Governance and Decentralized Management for Improved Service Delivery Strengthening Vocational education in schools through mainstreaming, career guidance and counselling, internships and coverage of out of school children

The STARS project also aims to focus on initiatives of PM e-Vidya, Foundational Literacy and Numeracy Mission and National Curricular and Pedagogical Framework for Early Childhood Care and Education as part of the Atmanirbhar Bharat Abhiyan.

Some of the measurable outcomes of the project are Increase in students achieving minimum proficiency in grade 3 language in selected states, Improvement in secondary school completion rate, Improvement in governance index scores, Strengthened learning assessment

systems, Partnerships developed to facilitate cross-learning between states, and improvement in the State level service delivery such as Strengthening planning and management capacities for decentralized management by training of BRCs and CRCs, Strengthened school management by training of Head Teachers and Principals for improved education service delivery.

## **B. SCOPE OF THE WORK**

The scope of the present work will include conducting the procurement audit/ post procurement review to evaluate the compliance of the procurement and contracting regulations as applicable, procedures and evaluate procurement at the states to measure fiduciary risks. It will also identify strengths, weaknesses, best practices and areas for improvement to ensure effective and robust procurement system.

Scope of the agency will include preparing a detailed plan along with the methodology of audit. The agency would solicit all the details of procurements (goods and consultancy/ non-consultancy services) undertaken by states and at the central level. The agency will also carry out the audit of all contracts provided at the respective states / central website.

The scope of work of the agency will include:

- To check the compliance to procurement procedures as contained in PAD based on sample provided in TOR. This will include all the aspects namely pre-tendering, tendering, bid evaluation, contract award and execution, timeliness - including complaint handling, record-keeping, award of contracts to firms sanctioned by the Bank etc.
- To review and comment on adequacy of institutional set-up, systems and procedures to comply with procurement procedures as contained in PAD.
- To review external and internal audit reports for any reported procurement issues during the period covered by the review, and how these were addressed.
- To review previous procurement audit report for any reported procurement issues and how these were addressed.
- To confirm that the program has practical measures in place to identify and prevent fraudulent and corrupt practices and to monitor compliance with the loan requirement including ensuring that the entities debarred by the World Bank are not awarded contracts under the program.
- Based on the findings of the review, identify additional measures, if any, that should be implemented in order to improve procurement and contract management.
- To examine and highlight the complaints redressal mechanism.
- Any other tasks related to above.

## **C. PROPOSAL SUBMISSION FORMAT**

The firm/ agency will submit a Simplified Technical Proposal (STP) comprising the following:

- (a) Work Plan: The work plan will detail the list of activities to be undertaken based on the scope of the work, sequence of activities, formats to be used for post procurement review and timelines of the activities to be undertaken by PPR firms/ agencies. A short note (not more than 1 page) will be described on the Value for Money (VfM), illustrating the impact of project benefiting the stakeholders and to the sector.

- (b) Biodata of Team members (a detailed, as given in the format) illustrating the capability of the team who will be actually deployed to undertake the PPR and their previous assignments undertaken in the sector. Where needed, EdCIL may cross verify with the organizations for the relevance of the projects executed. A format for the Biodata is attached for reference.

#### **D. QUALIFICATIONS OF THE CONSULTANCY FIRM/ AGENCY**

The Agency will be a firm registered entity as per the laws of India with minimum of 10 years' experience in similar areas of undertaking education sector review, post-procurement review for the Government of India, International funded institutions (the World Bank, ADB, AfDB, UN agencies and the like).

Consultancy Firm/s that have managed procurement audits at the national/ state level and have extensive experience in conducting similar audits in a public/ government sector/ social sector environment/ EAP would be preferred.

The consultancy firms shall have qualified staff with relevant experience in post procurement review, national and international funded institutions project review, results framework analysis.

The consultancy firm will have key members with the following qualifications and experience to undertake the tasks detailed in the assignment.

<b>S. No.</b>	<b>Position &amp; Number</b>	<b>Qualification and Experience</b>
1.	Team Leader (01)	Post-Graduation Degree/ PG Diploma in Management (MBA/ PGDM/ equivalent) with specialization in Finance with minimum 10 complete years of experience in Scheme evaluation/ government advisory/ consulting. Having experience of conducting review of the World Bank, ADB, UN projects in education sector will be an added advantage.
2.	Procurement Specialist (01)	MBA (General Management, Operations Management, Project Management) with minimum 5 complete years of experience in Procurement of Goods, Works, Non-consulting services and Consulting services with Knowledge and experience of procurement rules and procedures of Government of India. Also, experience of procurement in the World Bank funded Projects.
3.	Team Member (01)	Post-Graduate in Economics/ Management / Statistics with minimum 03 complete years of experience in overall evaluation of government project/scheme
4.	Team Member (01)	Chartered Accountant (CA) from Institute of Chartered Accountants of India or Cost Management Accountant- CMA (ICWA) from Institute of Cost Accountants of India with minimum 03 complete years of experience in overall evaluation of government project/scheme in conducting education sector audit, review, post procurement review, evaluation & assessment projects.

#### **E. EVALUATION & SELECTION CRITERIA**

The agency will be selected based on Quality & Cost Based Selection (QCBS). The criteria adopted shall included

Technical Proposal	80%
Financial Proposal	20%

For technical scoring, the agency will have to score 80 marks out of 100 and converted to percentage for 80%. The lowest cost in the financial proposal will be highest scorer. The agency scoring the cumulative highest marks will be the qualifying agency and successful bidder for conducting the PPR.

In case the successful bidder rejects the offer, the second highest scorer will be given the opportunity, however have to meet the lowest bidder's financial costs.

### **Technical Proposal Evaluation**

The technical proposal will be evaluated based on the following key criteria

- |      |   |          |
|------|---|----------|
| (i)  | Work Plan, Time Plan & allocation of activities with team members & brief on value for money context evaluation | 20 marks |
| (ii) | Biodata   | 80 marks |

The team members will be evaluated on the key relevant projects undertaken similar to the project for post procurement review for the national level project, international funded institutions.

### **Technical Evaluation Criteria for Selection of PPR Consultancy firm/ Agency**

The evaluation committee appointed by the EdCIL shall carry out the technical evaluation of Proposals submitted by the bidders on the basis of the following indicative evaluation criteria and points system. Each evaluated Proposal will be given a technical score (St) as detailed below. The maximum points / marks to be given under each of the evaluation criteria are:

#	Technical Evaluation Criteria	Marks allotted
1	The bidder should have experience of at least 02 Nos. advisory/ consultancy assignments in last 5 completed financial years (as on March 31, 2023), for Government (State, Centre or ULBs)/ Public Sector consulting services in India. In case of more than 02 nos. the following is the criteria of evaluation: (i) 2-4 Nos. assignments for-Government: 10 Marks (ii) 5-8 Nos. assignments for Government: 15 Marks (iii) >=9 Nos. assignments for Government: 20 Marks	20
2	The bidder should have set up in the last 5 years (as on March 31, 2023), at least 1 no. PMU for a State or Central Government with minimum order value of Rs. 10 crores; in case of PMU of higher value the following is the criteria of evaluation: (i) 10-19.99 Crore value: 5 Marks (ii) >= 20 Crore value: 10 Marks	10
3	The bidder should have carried out at least 10 world bank related procurement/ transaction advisory/ Procurement audit in the last 5 years (as on March 31, 2023), for a State or Central Government/ PSUs (i) 10-15 projects: 5 marks (ii) More than 15 projects: 10 marks	10
4	The bidder should have minimum of 5 employees certified on PMP/ PRINCE 2. In case of more than 05 nos. the following is the criteria of evaluation: (i) 5-9 Nos. employees certified on PMP/ PRINCE2: 5 Marks (ii) >=10 Nos. employees certified oil PMP/ PRINCE2: 10 Marks	10
5	Approach and Methodology including Work Plan ·Schedule & understanding of the Scope of Work (A presentation shall be made by the bidders meeting the minimum qualifying criteria)	30
6	<b>Project Team: CVs of 4 Team members</b>	
6.1	Team Leader (1 no.) (PMP/ PRINCE2 Certified professional)	10
6.2	Procurement Specialist (1 no.)	5
6.3	Team Members (2 nos.)	5
	<b>Total</b>	<b>100</b>

**Minimum qualification marks will be 80.** Proposal obtaining 80 or more marks in technical evaluation will be qualified for financial proposal opening.

### Financial Evaluation format

After the technical evaluation is completed and approved by the Committee, EdCIL (India) Ltd. shall notify those agencies whose Proposals were considered non-responsive to the RFP and TOR or did not meet the minimum qualifying criteria and/or min technical score (and shall provide information relating to the Agency's overall technical score) that their proposal cannot be considered further and their Financial Proposals will remain unopened after completing the



selection process and Contract signing. EdCIL shall simultaneously notify in writing those Agencies whose technical proposals achieved minimum score.

The Financial Proposals shall be opened of those Agencies whose proposals have passed the minimum technical score. The Financial Proposals will then be inspected to confirm that they are as per the terms of RFP. These Financial Proposals shall be then opened, and the total prices recorded.

The proposals will be evaluated by QCBS method (80% weightage to technical score and 20% weightage to financial) shall be used.

### **Method of selection**

#### **Quality and Cost Based Selection (QCBS)**

- i. The lowest evaluated Financial Proposal ( $F_m$ ) is given maximum financial score ( $S_f$ ) of 100. The formula for determining the financial scores ( $S_f$ ) of all other proposals is calculated as following:
- ii.  $S_f = 100 \times F_m / F$ , in which “ $S_f$ ” is the financial score, “ $F_m$ ” is the lowest price, and “ $F$ ” the price of the proposal under consideration.
- iii. The weights given to the Technical ( $T$ ) and Financial ( $P$ ) proposals are:  
 $T = 80\%$ , and  
 $P = 20\%$
- iv. Proposals shall be ranked according to their combined technical ( $S_t$ ) and financial ( $S_f$ ) scores using the weights ( $T =$  the weight given to the technical proposal;  $P =$  the weight given to the Financial Proposal;  $T+P=1$ ) as following:  
 $S = S_t \times T\% + S_f \times P\%$ .  
The agency achieving the highest combined technical and financial score will be invited for negotiations. In case more than one agency has same score, further negotiations with those agencies will be undertaken or work may be awarded to multiple agencies.

#### **F. NEGOTIATION & AWARD OF PPR ASSIGNMENT TO PPR FIRM/ AGENCY FOLLOWING DUE PROCESSES**

- i. The firm/ agency obtaining cumulative highest combined score of technical & financial shall be called for negotiation.
- ii. If negotiation is successful, Agency will be eligible for award of work. If not, then next ranked Agency will be approached.
- iii. The Agency eligible for award of work will be issued an agreement and will be requested for their review and signatures.
- iv. In case Agency does not agree on terms of contract, next ranked Agency will be approached.
- v. The negotiations are concluded with a review of the finalized draft Contract, which then shall be initialled by the Client and the Agency’s authorized representative.

## **G. DELIVERABLES OF THE SELECTED PPR CONSULTANCY FIRM**

The deliverables of the assignment are as under:

- (i) An inception report within 15 days of the start of consulting services providing an overview of the audit process, outputs envisaged, audit methodology, including audit formats, and documentation. The inception report will also provide the overall work plan under the assignment. The Inception Report shall describe the Consultant's review schedule, including the mission and staffing arrangements. It shall also explain the methodology for sampling the contracts and for reviewing the corresponding information and documentation at the participating schools/ locations. The project authorities will review and clear the Consultant's Inception Report, in order to coordinate their respective schedules.
- (ii) State wise draft report providing an analysis of the audit of procurement functions, levels of compliance, non-compliance, best practices observed, constraints due to the rules/norms and perceived opportunities for strengthening the procurement function; availability of designated staff, percentage volume of procurement executed against plan and average procurement cycle time for procurement activity; to be shared with the MoE for each financial year as per requirement of MoE.
- (iii) Final Report within 15 days of receiving the comments from MoE.

Note: The Consultant will submit the draft PPR report for the STARS within 3 weeks of completion of review. The draft report shall be submitted in the required format shown above and will be shared with the participating institutions to obtain feedback. The project shall provide comments within 3 weeks of submission of report and consultant will proceed with preparation of the Final Report, taking into account the total feedback received on the Draft Report, especially, the comments. However, having exercised due diligence, the Consultant's professional judgment shall prevail in preparing and presenting the Final PPR Report.

- (iv) Any other report/ manual deemed necessary or as desired by MoE.

## **H. DURATION OF THE CONTRACT**

The post procurement review will cover activities undertaken since the beginning of the project i.e., 4 complete financial years viz., 2021-22, 2022-23, 2023-24 & 2024-25 and the 1<sup>st</sup> quarter of April-June 2025 of 2025-26 FY. The activities will begin from the date of signing the contract with the selected agency.

In case of extension of the project, DoSE&L will have the right to extend the contract of the agency depending upon their performance.

## **I. PROPOSAL SUBMISSION (Place, Date & Time)**

The firms/ agencies will submit Technical Proposal and Financial Proposal separately in envelopes, each envelope superscribed as 'Technical Proposal', 'Financial Proposal' and both

the proposal in common envelop with the title ***“Hiring of Services of Firm/ Agency for Post Procurement Review under PforR of STARS Project”***.

The timelines of the proposal submission are as under:

- |       |  |                            |
|-------|--|----------------------------|
| (i)   | Issue of tender release on EdCIL website, CPP & TenderWizard       | 30 <sup>th</sup> Jan. 2024 |
| (ii)  | Last date for tender response submission to the address<br>3:00 PM | 15 <sup>th</sup> Feb. 2024 |
| (iii) | Project Start date   | 15 <sup>th</sup> Mar. 2024 |

Note: There will be no pre-bid meetings in this regard. Bidders may mail queries if any to [eprocare@edcil.co.in](mailto:eprocare@edcil.co.in) Responses will be mailed to all concerned.

Only hard copy of the Tender Responses will be accepted. The place of submission of the Proposal is as under:

The Chief General Manager (Advisory)  
EdCIL (India) Limited  
EdCIL House  
18 A, Sector 16 A,  
Noida 201301

The last date of submission of Proposal submission is 15<sup>th</sup> Feb. 2024 (3.00 pm).

**WORK PLAN (format)**

**ANNEXURE-1**

*(this format may be used for illustrating work plan, team composition, organization of the team to execute PPR)*

***Value for Money***

A note on the value for money as in the proposed project shall be briefly mentioned. Explain in brief about the sustainability of the project outcomes, achievements envisaged in the immediate, medium and long term.

Explain how will you be able to achieve targets, outcomes in relevance to the value for money to be proposed budget in execution of this project by your firm/ organization. A sustainability model in execution by your firm may be illustrated.

This may be explained briefly in about 2 pages.

***Work Plan***

Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and tentative delivery dates of the reports.

The proposed work plan should be consistent with the technical approach and methodology, showing your understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents (including reports) to be delivered as final output(s) should be included here. The work plan should be consistent with the Work Schedule Form.

***Organization and Staffing***

Brief about the project organization, staffing plan, schedule of meetings and brief about the project works and communication to be taken by the consultancy firms/ agencies.

**Biodata Format****ANNEXURE-2**

<b>Position &amp; Title</b>	{e.g., TEAM LEADER}
<b>Name of Expert:</b>	
<b>Date of Birth:</b>	
<b>Country of Citizenship/Residence</b>	

**Education:** {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

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**Employment record relevant to the assignment:** {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}

<b>Period</b>	<b>Employing organization and your title/position. Contact info for references</b>	<b>Country</b>	<b>Summary of activities performed relevant to the Assignment</b>

**Membership in Professional Associations and Publications:**

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**Language Skills (indicate only languages in which you can work):** \_\_\_\_\_

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**NOTE: Do not include Consultant Expertise as expertise/ experience of the firm. Marks will be deducted on such account.**

**Adequacy for the Assignment**  
(List of at least minimum 6 relevant projects only)

ANNEXURE-3

<b>Detailed Tasks Assigned on Consultant's Team of Experts:</b>	<b>Reference to Prior Work/ Assignments that Best Illustrates Capability to Handle the Assigned Tasks</b>
<p>{List all deliverables/tasks as Scope of the Work &amp; activities related to PPR in which the Expert will be extend such services, support)</p> <p><i>Add project that best illustrate to the present assignment</i></p>	<p><b>Name of the Project:</b>  <b>Client:</b>  <b>Duration of the assignment:</b>  <b>Works undertaken:</b>  <b>Final Report/ Deliverables:</b></p>
<p><b>Brief of the project</b></p>	<p><b>Name of the Project:</b>  <b>Client:</b>  <b>Duration of the assignment:</b>  <b>Works undertaken:</b>  <b>Final Report/ Deliverables:</b></p>
<p><b>Brief of the project</b></p>	<p><b>Name of the Project:</b>  <b>Client:</b>  <b>Duration of the assignment:</b>  <b>Works undertaken:</b>  <b>Final Report/ Deliverables:</b></p>
<p><b>Brief of the project</b></p>	<p><b>Name of the Project:</b>  <b>Client:</b>  <b>Duration of the assignment:</b>  <b>Works undertaken:</b>  <b>Final Report/ Deliverables:</b></p>
<p><b>Brief of the project</b></p>	<p><b>Name of the Project:</b>  <b>Client:</b>  <b>Duration of the assignment:</b>  <b>Works undertaken:</b>  <b>Final Report/ Deliverables:</b></p>

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available, as and when necessary, to undertake the assignment in case of an award. I understand that any misstatement

or misrepresentation described herein may lead to my disqualification or dismissal by the Client, and/or sanctions by the Client.

{day/month/year}

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Name of Expert

Signature

Date

**WORK SCHEDULE AND PLANNING FOR DELIVERABLES**

**ANNEXURE-4**

N°	Deliverables (D)	Months											TOTAL	
		1	2	3	4	5	6	7	8	9	.....	n		
<b>D-1</b>	<b>Deliverable #1: Report-A Quarterly Progress Reports</b>													
	i) Data Collection													
	ii) Meetings & Workshops													
	iii) Field Visits & Outstation Travel													
	iv) Drafting													
	v) Review meetings – mid-term, annual													
	vi) Inception Report													
	vii) Incorporating comments													
	viii) .....													
	ix) Delivery of final report to Client													
<b>D-2</b>	<b>Deliverable #2: Report-B Annual Assessment &amp; Monitoring Reports</b>													
	i) Data Collection													
	ii) Meetings & Workshops													
	iii) Field Visits & Outstation Travel													
	iv) Drafting													
	v) Inception Report													
	vi) Incorporating comments													
	vii) .....													
	viii) Delivery of final report to Client}													
	<b>D-3</b>	<b>Deliverable #3: Report-C Recommendations Reports</b>												
i) Data Collection														
ii) Meetings & Workshops														
iii) Field Visits & Outstation Travel														
iv) Drafting														



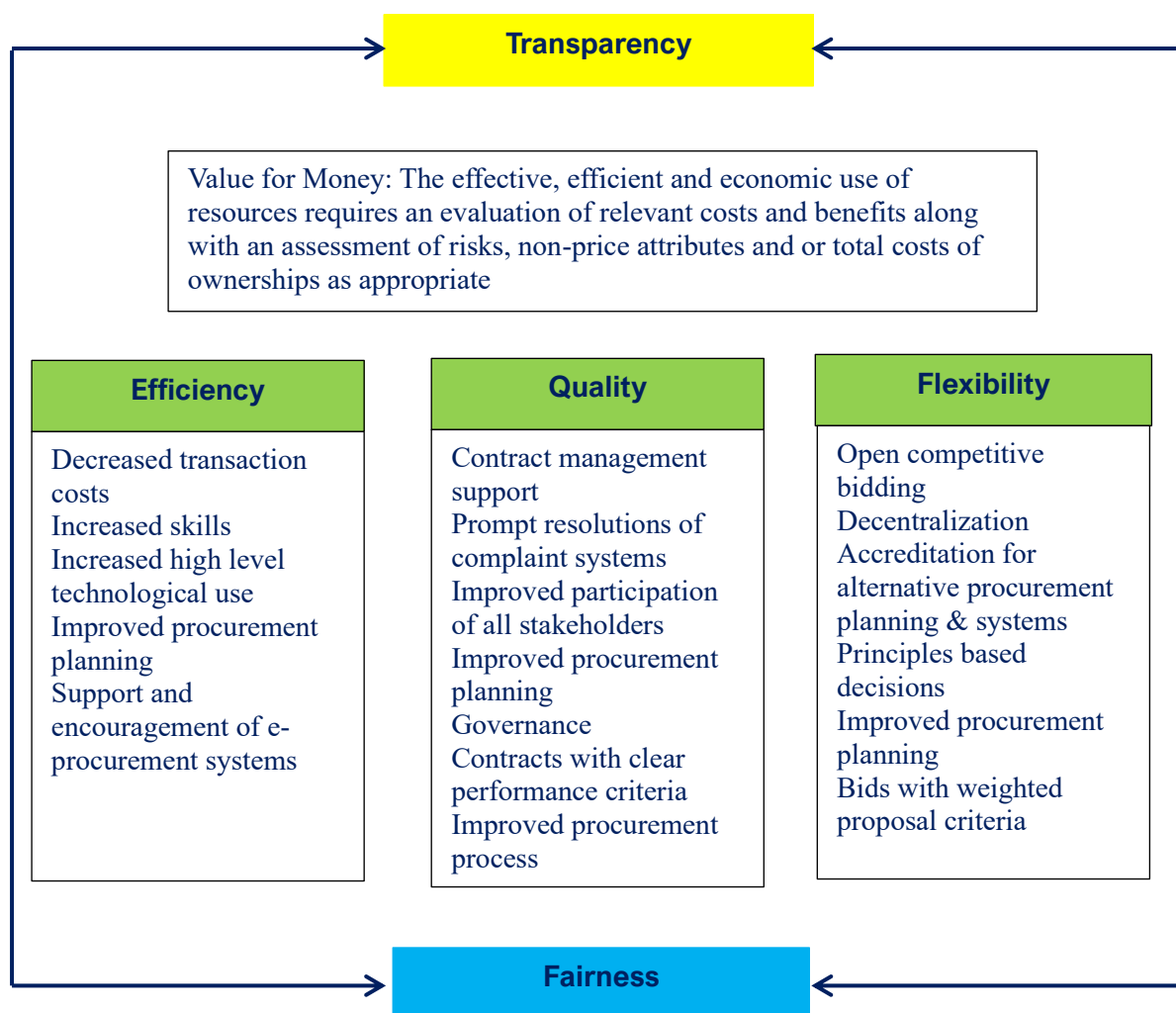
N°	Deliverables (D)	Months											TOTAL	
		1	2	3	4	5	6	7	8	9	.....	n		
	v) Inception Report													
	vi) Incorporating comments													
	vii) .....													
	viii) Delivery of final report to Client}													
<b>D-4</b>	<b>Deliverable #4: Report-D Draft of Final Report</b>													
	i) Data Collection													
	ii) Meetings & Workshops													
	iii) Field Visits & Outstation Travel													
	iv) Drafting													
	v) Inception Report													
	vi) Incorporating comments													
	vii) .....													
	viii) Delivery of final report to Client}													

**TEAM COMPOSITION, ASSIGNMENT, AND KEY EXPERTS' INPUTS**

**ANNEXURE-5**

N°	Name	Expert's input (in person/month) per each Deliverable										Total time-input (in Months)			
		Position		D-1		D-2		D-3	.....		D-...		Home	Field	Total
<b>KEY EXPERTS</b>															
K-1		[Team Leader]	[Home]	[2 month]	[1.0]		[1.0]								
			[Field]	[0.5 m]	[2.5]		[0]								
K-2		Subject Experts													
K-3															
K-4															
K-5															
											<b>Subtotal</b>				
<b>NON-KEY EXPERTS</b>															
N-1			[Home]												
			[Field]												
N-2															
n															
											<b>Subtotal</b>				
											<b>Total</b>				

The procurement reforms intend to ensure VFM by improving flexibility, quality, and efficiency throughout the procurement cycle. VFM shall be part of holistic procurement structure with three support pillars viz., efficiency, quality and flexibility. The 2 key principles of transparency and fairness weave across all elements of the structure.



**Fig. 1. Attributes for Value for Money in PPR**

**Post Procurement Review (Template)****ANNEXURE-6**

*This will be prepared by the Consultant(s) after completion of the Review of the project in the stakeholders' location, site of project executed.*

Project Name:	
Project Number:	Executing Agency
Project Location (State):	Implementing Agency
Number of Districts covered in the state(s)	Project progress as on review date
Procurement risk:	
Post Procurement Review (sampling conducted by)	Date of Post Procurement Review (sampling)
Date of last post review (sampling)	Number of samples reviewed

*Following shall be the detailed review of the responses in regard to the projects, sampling of the project, sub-project heads and time.*

1. Executive Summary
<i>Brief description of post review (sampling) objective, key findings and issues, and recommendations</i>
2. Discussion on the selection of the contract samples to be Reviewed and list of contracts reviewed
Brief description of the selection of  The contract sample (whether by risk, random selection, or both), Summary list of the contracts reviewed (including details such as type of procurement, procurement methods, contract number, contract date, short contract description, name of contracting agency, name of contractor/ supplier/ consultant, contract amount)
3. Findings of the review
Description of progress on the recommendations and actions submitted in the last post review (sampling, if applicable) Brief description of findings of the current review, covering procurement processes, including procurement planning, publications, bidding, evaluation and awards.

<p>This should be based on procurements undertaken in the projects. List the procurements activities undertaken through 3<sup>rd</sup> parties, procurement guidelines adopted by Executing Agency</p> <p>Brief description of any fundings that suggest potential integrity violations related to the procurement processes or any other related issues at contract, project, sector, methods adopted by the Implementing agency.</p>		
<p>4. Post Review (sampling) Ratings &amp; Recommendations</p>		
<p>Overall ratings may be rated as “extreme,” “high,” “medium,” or “low” risk, defined as below), performance on managing the procurement process during the review period, and recommendations to address any assessed risks and issues of noncompliance.</p> <p><i>Definitions of post review (sampling) risk ratings applied to managing the procurement process:</i></p> <p><b>Extreme risk:</b> Significant shortcomings in borrower processes and practices in procurement, which may jeopardize the timely or efficient achievement of one or more major outputs, or compromise the integrity of the processes, the resolution of which is uncertain or unlikely.</p> <p><b>High risk:</b> Some shortcomings in borrower processes and practices in procurement, which may jeopardize the timely or efficient achievement of one or more major outputs, or compromise the integrity of the processes, the resolution of which is uncertain.</p> <p><b>Medium risk:</b> Borrower procurement processes and practices are of generally good quality, reliability, timeliness, and transparency, with moderate shortcomings requiring only minor corrective actions or, when there are more significant shortcomings, their timely resolution is likely.</p> <p><b>Low risk:</b> Borrower procurement processes and practices are of high quality, reliability, timeliness, and transparency, and require little or no corrective action at the level of project processes.</p>		
<p><b>Recommendations</b></p>		
<p>Compliance Status of Procurement processes</p>		
<p>Compliance with the agreement on the project, procurement regulations and other project provisions</p>		
<p><b>Satisfactory</b></p>	<p><b>Partly Satisfactory</b></p>	<p><b>Not satisfactory</b></p>
<p>Indicators:</p> <p>Procurement Planning: Assessment of quality of, and adherence to, the procurement plan, including changes or updates if applicable</p> <p>Publications: Assessment of quality of, and adherence to, advertising and contract award publication requirements for applicable contracts</p> <p>Bidding: Assessment of quality of, and adherence to, requirements for bidding documents, including requests for proposals or invitations to bid, short lists, terms of reference, and other applicable documents</p> <p>Evaluation: Assessment of quality of, and adherence to, bid evaluation requirements or criteria, including draft contracts, technical and financial evaluation reports, and bid amendments, if applicable</p> <p>Awards: Assessment of quality of, and adherence to, contract award requirements]</p>		

**INSTRUCTIONS FOR E-TENDERING****ANNEXURE-7****1. Instructions for Online Bid Submission:**

- 1.1 E-tendering is new technology for conducting public procurement in a transparent and secured manner. As per Government of India's directives, EdCIL(India) Limited has adopted E-tendering.
- 1.2 For conducting electronic tendering, EdCIL (India) Limited has decided to use Electronic tender portal link available with detailed information on e-tendering process at EdCIL website. This portal built using Electronic tender's software is referred to as <http://www.tenderwizard.com/EDCIL>.
- 1.3 The bidders are required to submit soft copies of their bids electronically on <http://www.tenderwizard.com/EDCIL> e-tendering website, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the Tender Wizard E-Tendering Portal, prepare their bids in accordance with the requirements and submitting their bids online on the Tender Wizard E-Tendering Portal.
- 1.4 The scope of work to be tendered is available in the complete bid documents which can be viewed /downloaded from Tender Wizard E-Tendering Portal of <http://www.tenderwizard.com/EDCIL>. Both Technical Bid and Financial Bid will be submitted concurrently duly digitally signed in the website <http://www.tenderwizard.com/EDCIL>. No claim shall be entertained on account of disruptions of internet service being used by bidders. Bidders are advised to upload their bids well in advance to avoid last minute technical snags.
- 1.5 All Corrigendum/Amendment/Corrections, if any, will be published on the website <http://www.tenderwizard.com/EDCIL>.
- 1.6 It is mandatory for all the applicants to have Digital Signature Certificate (in the name of person who will sign the bid document) from any of the licensed certifying.
- 1.7 To participate in the e-tendering submission, it is mandatory for the applicants to get registered their firm/joint venture with the Tender Wizard E-Tendering Portal of <http://www.tenderwizard.com/EDCIL>.to have user ID & Password from Tender Wizard E-Tendering Portal.
- 1.8 **Register your organization on Tender Wizard E-Tendering Portal by following link <http://www.tenderwizard.com/EDCIL> well in advance of your first tender submission deadline on Tender Wizard E-Tendering Portal for obtaining credentials by paying Annual registration charges. Vendor Registration is Valid for 1year.**
- 1.9 Get your organization's concerned executives trained on **Tender Wizard E-Tendering Portal** well in advance of your first tender submission deadline on E-tender Site.
- 1.10 Submit your tender well in advance by relevant documents along with copy of EMD of tender submission deadline on **Tender Wizard E-Tendering Portal** as there could be last minute problems due to internet timeout, breakdown, etc.
- 1.11 Tenders should be submitted only through Tender Wizard E-Tendering Portal and obtain the Tender Acknowledgement copy as a proof of successful submission.
- 1.12 Vendors Training Program: Vendors are requested to contact at Tender wizard Helpdesk for any information regarding E-tendering / training.

- 1.12.1 For online registration, intended bidders may write us at [harishkumar.kb@etenderwizard.com](mailto:harishkumar.kb@etenderwizard.com) or contact no. 080-49352000/9686115318/9650520101/8800445981.
- 1.12.2 For any further query related to Training Session, Tender Uploading/downloading or any other query related to tender please contact Tender wizard Helpdesk.
- Telephone: 080-49352000/9686115318 or write us mail on Email Id:- [harishkumar.kb@etenderwizard.com](mailto:harishkumar.kb@etenderwizard.com), [ambasa@etenderwizard.com](mailto:ambasa@etenderwizard.com), [twhelpdesk759@gmail.com](mailto:twhelpdesk759@gmail.com), [twhelpdesk963@gmail.com](mailto:twhelpdesk963@gmail.com)

## 2. **Digital Signature Certificates**

For integrity of data and authenticity/non-repudiation of electronic records, and to be compliant with IT Act 2000, it is necessary for each user to have a Digital Signature Certificate (DSC). Also referred to as Digital Signature Certificate(DSC)of Class 2or above, issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA)[refer <http://www.cca.gov.in>].

## 3. **Registration**

- 3.1 To use the **Tender Wizard E-Tendering Portal**, vendors need to register on the portal by going on the link provided at EdCILtender webpage as <http://www.tenderwizard.com/EDCIL>. Registration of each organization is to be done by one of its senior persons who will be the main person coordinating for the e-tendering activities. In **Tender Wizard Portal** terminology, this person will be referred to as the Super User(SU)of that organization. For further details, please visit the website/portal, and click on the ‘Supplier Organization’ link under‘Registration’ (on the Home Page)and follow further instructions as given on the site. Pay Annual Registration Fee as applicable.
- 3.2 After successful submission of Registration details and Annual Registration Fee, please contact **Tender Wizard** Helpdesk (as given below), to get your registration accepted/activated.
- 3.3 **Important Note:**
- 3.3.1 To minimize the problems during the use of **Tender Wizard E-Tendering Portal** (including the Registration process), it is recommended that the user should use as per the instructions given under ‘Tender Wizard E-Tendering Portal User-Guidance Centre’ located on Home Page, including instructions for timely registration on Portal.The instructions relating to ‘Essential Computer SecuritySettings for Use of Tender Wizard E-Tendering Portal and ‘Important Functionality Checks’should be especially taken into cognizance.
- 3.3.2 Please note that even after acceptance of your registration by the Service Provider, to respond to a tender you will also require time to complete activities related to your organization, such as creation of users, assigning rolesto them, etc.

## 4. **SEARCHING FOR TENDER DOCUMENTS**

- 4.1 There are various search options built in the Tender Wizard E-Tendering Portal, to

facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID/ Tender Search Code (TSC), organization name, location, date, value, etc. There is also an option of advanced search for tenders, where in the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other key words etc. to search for a tender published on the Tender Wizard E-Tendering Portal.

- 4.2 Once the bidders have selected the tenders they are interested in, they may download the required documents/ tender schedules. This would enable the Tender Wizard E-Tendering Portal to intimate the bidders through e-mail alert in case there is any corrigendum issued to the tender document.
- 4.3 The bidder should make a note of the unique Tender ID/ Tender Search Code (TSC) assigned to each tender, in case they want to obtain any clarification/help from the Help desk.

## 5. **PREPARATION OF BIDS**

- 5.1 Bidder should take into account any corrigendum/addendum published on the portal before submitting their bids.
- 5.2 Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents-including the names and content of each of the documents that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 5.3 Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/ schedule and generally, they can only be in PDF format. Bid documents may be scanned with 100dpi with black and white option.

## 6. **SUBMISSION OF BIDS**

- 6.1 Bidder should log into the site well in advance for bid submission and complete all formalities of registration (at least two days in advance of the closing date) so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be sole responsible for any delay in uploading of bid within the stipulated time.
- 6.2 The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 6.3 Bidder has to pay the tender fee/EMD as applicable through demand draft as per tender condition in favour of “**EdCIL (India) Ltd**” payable at **Noida** and enter details of the instruments. Original copies of demand draft for EMD/ Tender fees are required to be submitted.
- 6.4 A standard Financial Bid form has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the financial bid format is found to be modified by the bidder, the bid will be rejected.
- 6.5 The server time (which is displayed on the bidder’s dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the



bidders, opening of bids etc. The bidders should follow this time during bid submission.

- 6.6 The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 6.7 Upon the successful and timely submission of bids, the portal will give a successful bid submission message & bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

**7. ASSISTANCE TO BIDDERS**

- 7.1 Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority. For any other tender related queries bidders are requested to contact on below given numbers/email.

<b>EdCIL / Tender Wizard E-Tendering Portal Helpdesk</b>	
Telephone/ Mobile	Customer Support:080-49352000 (Multiple Telephone lines)  Emergency Mobile Numbers:9686115318/ 9650520101/8800445981.
E-mail ID	<b>To Tender Wizard</b>  <a href="mailto:harishkumar.kb@etenderwizard.com">harishkumar.kb@etenderwizard.com</a>  <a href="mailto:ambasa@etenderwizard.com">ambasa@etenderwizard.com</a>  <a href="mailto:twhelpdesk759@gmail.com">twhelpdesk759@gmail.com</a>  <a href="mailto:twhelpdesk963@gmail.com">twhelpdesk963@gmail.com</a>

**8. Offline Submissions: (AS PER TENDER REQUIREMENT)**

- 8.1 The bidder is requested to submit the following documents in a Sealed Envelope to the above-mentioned address (given in NIT) before the start of Public Online Tender Opening Event.
  - a) **Original Demand Draft as EMD in the form of Demand Draft.**
  - b) **Original copy of the power-of-attorney wherever applicable.**

**Note: The Bidder should also upload the scanned copies of all the above-mentioned original documents as Bid-Annexure during Online Bid-Submission.**

- 8.2 The envelope shall bear (the project name), the tender number along with the Name of Bidder firm with address and the words 'DO NOT OPEN BEFORE' (due

date &time).

#### 9. **Public Online Tender Opening Event (TOE)**

Tender Wizard E-Tendering Portal offers a unique facility for 'Public Online Tender Opening Event (TOE)'. Tender Opening Officers, as well as, authorized representatives of bidders can simultaneously attend the Public Online Tender Opening Event (TOE) from the comfort of their offices. Alternatively, one/two duly authorized representative(s) of bidders (i.e. Supplier organization) are requested to carry a Laptop with Wireless Internet Connectivity, if they wish to come to Buyer Organization for the Public Online TOE

- 9.1 Every legal requirement for a transparent and secure 'Public Online Tender Opening Event (TOE)', including digital counter-signing of each opened bid by the authorized TOE-officer(s). Simultaneous online presence of the participating bidders' representatives for TOE has been implemented on Tender Wizard E-Tendering Portal.
- 9.2 Tender Wizard E-Tendering Portal has a unique facility of 'Online Comparison Chart' which is dynamically updated as each online bid is opened. The format of the chart is based on inputs provided by the Buyer for each Bid-Part of a tender. The information in the Comparison Chart is based on the data submitted by the Bidders. A detailed Technical and / or Financial Comparison Chart enhance Transparency.
- 9.3 Tender Wizard E-Tendering Portal has a unique facility of a detailed report titled 'Minutes of Online Tender Opening Event (TOE)' covering all important activities of 'Online Tender Opening Event (TOE)'. This is available to all participating bidders for 'Viewing/Downloading'.

#### 10. **CRITICAL DO'S AND DON'TS FOR BIDDERS**

Specifically, for Supplier organizations, the following '**SEVEN KEY INSTRUCTIONS for BIDDERS**' must be assiduously adhered to:

- 10.1 Obtain individual Digital Signing Certificate (DSC or DC) well in advance of your first tender submission deadline on **Tender Wizard E-Tendering Portal**.
- 10.2 Register your organization on **Tender Wizard E-Tendering Portal** well in advance of the important deadlines for your first tender on Tender Wizard E-Tendering Portal viz. 'Date and Time of Closure of Procurement of Tender Documents' and 'Last Date and Time of Receipt of Bids'. Please note that even after acceptance of your registration by the Service Provider, to respond to a tender you will also require time to complete activities related to your organization, such as creation of- Marketing Authority (MA) [i.e. a department within the Supplier/Bidder Organization responsible for responding to tenders], users for one or more such MAs, assigning roles to them, etc. It is mandatory to create at least one MA. This unique feature of creating an MA enhances security and accountability within

the Supplier/ Bidder Organization.

- 10.3 Get your organization's concerned executives trained on Tender Wizard E-Tendering Portal well in advance of your first tender submission deadline on the Portal.
- 10.4 For responding to any particular tender, the tender (i.e. its Tender Search Code or Tender No) has to be assigned to an MA. Further, an **'Official Copy of Tender Documents'** should be procured/ downloaded before the expiry of Date and Time of Closure of Procurement of Tender Documents.  
Note: Official copy of Tender Documents is distinct from downloading 'Free Copy of Tender Documents'. Official copy of Tender Documents is the equivalent of procuring physical copy of Tender Documents with official receipt in the paper-based manual tendering system.
- 10.5 Submit your bids well in advance of tender submission deadline on Tender Wizard E-Tendering Portal (There could be last minute problems due to internet timeout, breakdown, etc.)
- 10.6 Tender Wizard E-Tendering Portal will make your bid available for opening during the Online Public Tender Opening Event (TOE) 'ONLY IF' your 'Status pertaining Overall Bid-Submission' is **'Complete'**. For your record, you can generate and save a copy of 'Final Submission Receipt'. This receipt can be generated from 'Bid-Submission Overview Page' only if the 'Status pertaining overall Bid-Submission' is 'Complete'.

## 11. MINIMUM REQUIREMENTS AT BIDDER'S END

- Computer System having configuration with minimum Windows 7 or above, and Broadband connectivity
- Digital Certificate(s)

### **Note:**

- a) The Bid shall be typed in English and signed by the Bidder or a person duly authorized to bind the Bidder to the Contract. The person(s) signing the Bids shall initial all pages of the Bids.
- b) All envelopes should be securely sealed and stamped.
- c) It is mandatory for the Bidder to quote for all the items mentioned in the tender.

**Financial Bid**

Bidders to submit the Financial Bid as per the scope given in the technical bid of tender document.

Signature of Bidder along with Seal