

**Office of the Deputy Commissioner–Cum-District Programme Co-ordinator(MGNREGA), Gurdaspur**  
(MGNREGA Cell)

**Expression of Interest**

**Mahatma Gandhi National Rural Employment Guarantee Act 2005 (MGNREGA):**

Sealed tenders are invited in two bid system (Technical & Financial) in separate envelopes, Superscribing thereon **Technical or Financial bid** as the case may be from interested institutions/organizations/consultants for preparing District Perspective Plan (5 years) under Mahatma Gandhi NREGA. The interested technical organizations/firms may submit their bids on or before 11/05/2011 by 2:00 pm in the office of Addl. Deputy Commissioner(Dev)-cum-Addl. Distt. Programme Coordinator(MGNREGA), Railway Road Gurdaspur. Financial bids of only technically qualified organizations would be opened. The tender form may be purchased from the office of ADC(D)-cum-ADPC(N), Gurdaspur by paying Rs. 500/- on any working day from 9.00 A.M. to 5.00 P.M. Term and conditions may be seen from the office in the working hours. The conditions can also seen on the website [www.pbrdp.gov.in](http://www.pbrdp.gov.in). All submitted bids, would be opened on 11/05/2011 at 3.00 P.M. in presence of the authorized representatives of the organizations/firms. All interested technical institutions/ consultants/firms would be required to necessarily possess past relevant experience in order to prepare comprehensive perspective plan. Interested organizations would also be required to deposit a security amount of Rs. 25000.00 (Twenty Five Thousand only) in the form of demand draft in favours of The Deputy Commissioner-cum-District Programme Coordinator, Gurdaspur. Except one who is being awarded the tender all bidders would be refunded the said security amount. The District Programme Coordinator reserves the right to reject any or all tenders without assigning any reasons.

Deputy Commissioner-cum-  
District Programme Coordinator(MGNREGA)  
Gurdaspur.

**Format for the submission of Tenders by prospective service providers**

1. Name of the persons/Firm/ Company/ Institution/ Consultant-
2. Address (Head office/Branch office)
3. Telephone no. (with STD code)/ Mobile no/ Fax No.-
4. Trade License No./ Registration no.-
5. Annual turn over/ Gross receipt during financial year 2010-11
6. Pan no. and Place/ Office where assessed for Income tax
7. Bank account no. & Bank branch where A/C kept.
8. Details experience including no. of years.
9. Details of Man power available with their qualification
10. Details of assignment executed during the last five years.

Sl. No.	Name & Address of the Client	Nature of work done	Vol. of the work done	Period of work	Amount involved

(Attested Xerox copies of the supporting document to the enclosed)

11. Service charge inclusive of all taxes quoted by the bidders.

Date

Seal

Signature of the bidder

(Name of Contact person with Mob. No)

Deputy Commissioneer-cum-  
District Programme Coordinator(MGNREGA)  
Gurdaspur.

## Appendix-“A”

### Following facts would be inclusive of while preparation of the Perspective Plan.

- Panchayat-wise demand for wage employment or unskilled labours may be estimated and included in the Plan.
- The demand for work and work demanded should be commented upon under a common frame.
- Work identified should be discussed in the Gram Sabha and other levels based on people need.
- Agencies suited to execute a work or a category of work should be clearly indicated.
- In the introductory chapter the objective and need for preparation of the Perspective Plan has to be clearly spelt out (providing wage employment to wage seekers at the village level in the short run creation of need based with economic infrastructure that regenerates the natural resource base with potential to create a self sustaining robust rural economic to take care of employment needs in the long run).
- The process of consultants with the local community, gram sabha, gram panchayat and other Panchayati Raj Institution (PRI), ties with the MLAs and MPs has to be elaborated comprehensively. How the wish list of the local community was obtained discussed in the gram sabha and how it was complied and the process adopted for approval by the gram panchayat and the other two tiers of PRIs needs to be explained.
- The final draft plans should be approved by all PRIs in view of the MGNREGAs Act.
- In chapter VI, it must be ensured by the District Programme Coordinator (DPC) that improvement shown against each indicator after the 5 Years period in a tabular form gives absolute figure as well as percentage adequately supported with justification. Each indicator must be clearly shown. If the DPC wishes to add fresh indicator with justification, it can be done suitably.
- While indicating the impact against each development indicator in chapter VI, the estimated impact should take into account investment made in 5 years on all social sector programmes.
- Input of chapter III must match with inputs of chapter V, i.e. the flow of resource, prioritized shelf of project etc, shown in chapter III must tally and match with the prioritized shelf of project indicated in chapter V.
- Project aimed at improving the livelihood of SCs, STs, and BPL household through activities like land development, horticulture, plantation, irrigation etc.
- Locations of activities to be takes up may be indicated on the map with prepare Topography.
- Before preparation, the said Perspective Plan all bidders would be required to submit a Executive summary approved of the Perspective Plan.
- Brief description of the district profile
- Map of the district with topography
- Major reason for poverty and strategy to tackle bottle necks.
- Availability of labour for manual works
- Expected demand for works
- Existing and missing infrastructure for development , including items not permissible under MGNREGAs
- Summary of MGNREGA shelf of works along with rough cost estimated
- A table to indicate year-wise resource required, resources available and the gap to bridge the same both in terms of providing 100 days of guaranteed unskilled wage employment to the expected rural household and creating all required infrastructure.
- Panchyat-wise demand for wage employment.
- Indicator of success.
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Deputy Commissionier-cum-  
District Programme Coordinator(MGNREGA)  
Gurdaspur.

## Detailed Tender Document

### Terms & Conditions:

1. Sealed Tenders are invited from reputed firms having adequate experience in order to prepare comprehensive perspective plan.
2. All Bids should reach the office of the undersigned by 2.00 P.M. on 09/05/2011.
3. The bids shall opened at 3.00 P.M. on 09/05/2011.
4. In case of public holiday on the dates mentioned in Clause 2 & 3 above, the last date of accepting bids and their opening shall be extended to the next working day, timings remaining unchanged.
5. Each Bid shall comprise two parts viz.:
  - a. Technical Bid
  - b. Financial Bid
6. Financial Bids shall be opened only if the Technical Bid is found in order.
7. In case the Tender is allotted to a particular firm, then the firm shall prepare PRESPECTIVE PLAN and submit to the undersigned within a period of two month of the issue of the order.
8. In case the firm defaults in preparation of plan then it shall be liable to a penalty @ 5% of the total Tender Amount for every delay of one week. However the undersigned reserves the right to reduce the penalty in case the delay in found to be justifiable.
9. In case the delay in submission of plan is a period of 45 days beyond the 60 days supply period (mentioned in Clause 7 above), then the Supply Order may be withdrawn and, in the event of such a happening, the Earnest Money shall stand forfeited.
10. In case the preparation is not as per the guidelines under MGNREGA, then such order for preparation shall be cancelled on the expiry of the 45 days after the normal submission period (mentioned in Clause 7 above) of one month and the Earnest Money forfeited.
11. Negotiation shall only be undertaken with the lowest bidder.
12. The list of aspects to be incorporated in PLAN for which bids are invited is appended as Appendix "A".
13. The Technical bid shall comprise the following:
  - a. The firm applying for the Tender should have been registered. (Proof to be attached).
  - b. The Annual Turnover of the firm should not be less than Rs. 10.00 Lac for a continuous period of three years before 31/12/2010. (Proof to be attached)
  - c. The firm should not be a defaulter in the payment of taxes as on 1<sup>st</sup> April, 2011. (Proof to be attached.)
  - d. The main business of the Firm should be in the field of preparation of comprehensive perspective plan.
  - e. A Demand Draft for 25000/- (Rs. Thirty thousand only) drawn in favour of Deputy Commissioner-cum-District Programme Coordinator(NREGA),Gurdaspur as Earnest Money. Only Demand Draft shall be accepted.
  - f. The firm should have executed similar type of work/jobs in the past three years satisfactorily. (Proof attached).
14. The financial Bid shall comprise the following:
  - a. All rates shall be inclusive of all taxes including VAT. In case the Tender mentions "Taxes extra" (in any firm) then Financial Bid shall be summarily rejected.
  - b. Piece-meal tenders shall be summarily rejected.
  - c. Lumpsum amount should be charged for preparation of Perspective Plan.
15. The Earnest money of the approved Bidder shall be retained by the undersigned. Upon the successful execution of the Order it shall be adjusted in the final payment to the firm.
16. Payment shall be released only upon the complete execution of the Order by the successful bidder.
17. Undersigned has the right to reject all the bids without assigning any reason whatsoever.

Deputy Commissioner-cum-  
Distt. Programme Coordinator(N)  
Gurdaspur.

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Name of Purchaser \_\_\_\_\_

Date of Issue \_\_\_\_\_

Receipt No. \_\_\_\_\_

(Seal of the office of ADC(D)-cum-  
ADPC(N), Gurdaspur

