

**DEPARTMENT OF RURAL DEVELOPMENT
GOVT. OF PUNJAB
Sector-62, S.A.S. Nagar, Punjab**

Guidelines for submission of proposal for preparation of Annual Action Plan and state perspective and implementation plan under NRLM

1. The Department of Rural Development, Govt. of Punjab intend to undertake preparatory work for NRLM (National Rural Livelihood Mission) in the State. This programme has been named as State Rural Livelihood Mission (SRLM) by Punjab Government. It is proposed, to start with, to prepare Annual Action Plans and State perspective and implementation Plan.
2. In pursuance of the above, the Department of Rural Development, Govt. of Punjab, invites financial and Technical bid from competent institutions. The selected institution will be responsible to prepare :
 - a). Annual Action Plans
 - b). State Perspective and Implementation Plan for 5-6 years.
3. The above Plans will be prepared as per NRLM (National Rural Livelihood Mission) guidelines issued by MORD (Ministry of Rural Development), Govt. of India. For this purpose Annexure-4 of the guidelines will have to be referred which contains Template 1, 2 and 3. The plans are to be prepared based on the stipulations made in these templates and including the state specific indicators.
4. The duration of consultancy assignment shall be for 2 months from the date of issue of contract. The presentation of drafts report will be made to Joint Development Commissioner (Rural Department) on completion of 50 days and one copy shall be

submitted for approval. The final reports submitted after 5 days of approval of draft reports by Joint Development Commissioner. 10 copies of final reports shall be submitted.

5. The institution shall report to Joint Development Commissioner fortnightly about the progress of work.
6. Late submission of Annual Action Plan and State Perspective and implementation Plan will attract penalty as decided by Rural Development Department.
7. The technical and financial bids can be submitted by the organization in separate covers in standard form covering the various aspects by 29th August 2011 till 4.P.M. to the 'Joint Development Commission' Rural Development Department, Govt. of Punjab, Vikas Bhawan, Sector-62, S.A.S. Nagar, Punjab, along with a demand draft of earnest money of Rs. 10,000/-.
8. The final selection will be based on evaluation of financial and technical bids as per norms decided by the Department.
9. JDC (Rural Department) to the Govt. of Punjab, or the authorized officer, may accept or reject any bid without assigning any reason whatsoever. In case of dispute, the decision of Joint Development Commissioner (Rural Development) to the Govt. of Punjab will be final.
10. The Department of Rural Development, Govt. of Punjab is not bound to accept any or all the proposals and reserve the right to reject any or all the proposals without assigning any reason, no bidder shall have any excuse for action or claim against the Department of Rural Development, Govt. of Punjab or its officers, employers, successors or assignees

for rejection of his bid. The proposal submitted by the bidder will be the property of the Department of Rural Development, Govt. of Punjab.

11. Eligibility Criteria :

The following are eligible to bid for participation in this proposal:

- a. Any public or private sector Institution
- b. Any institution registered as a trust, society, cooperative etc.

Provided that:

- i. The institution have completed at least 4 years of functioning as on 1 April 2011.
- ii. There are audited financial reports of last 3 years available (up to financial year ending 31 March 2010)
- iii. The institution has experience of working in rural areas and preparation of such plans for at least the last 3 years. It has substantial knowledge and experience of agriculture and non-farm sector related livelihoods issues, including marketing, technology etc. Previous project experience will have to be substantiated with copies of work orders, letters etc.
- iv. It has on its rolls experienced staff with direct experience of preparing action plans and perspective Plans
- v. The institution is not blacklisted by any central and state agency.
- vi. It is in compliance of all necessary laws and statues on the date of application.
- vii. Necessary documentary evidence for items (i) to (iv) will have to be provided with application. A declaration on plain paper signed by Chief Executive of the institution for items (v) to (vi) will have to be submitted alongwith application. Originals of documents should not be attached with application, only self certified copies are required.

12. **Financial Capacity:** Minimum average annual turn over of Rs.25 Crore for the last three years. Audited balance sheets shall be attached as proof.
13. The selection of the institutions will be done on the basis first evaluating the technical bids. If all technical terms and conditions stipulated are fulfilled by the institution, then its financial bid will be opened. The non-submission of earnest money along with application will amount to rejection.
14. After evaluation of technical bids, the financial bids of selected institution will be opened. The bids will be ranked as per the lowest cost indicated in the bid and otherwise fulfilling all norms prescribed for the bid. The first ranked institution will be called for negotiations. In case of first ranked institution does not take up assignment, the next institution will be given offer and called for discussions.

Instructions to the bidders

1. The guidelines of NRLM (National Rural Livelihood Mission) for preparing Annual Action Plan and State Perspective and Implementation Plan can be downloaded from the website : www.rural.nic.in (link NRLM)
2. The application should provide detailed information about the various aspects indicated in the proposal and other-wise. The applicant should submit the proposal in duplicate along with necessary documents. Each document should be signed by authorized officer,
3. Both technical qualification bid and financial bid should be prepared in undeletable ink. They shall contain no overwriting, except as necessary to correct

errors made by the firm itself and any such corrections must be signed by authorized person/ persons who have signed the documents.

4. In order to obtain any first hand information on the assignment and local condition, it is considered desirable that a representative of the institution visit the office of Joint Development Commissioner, Rural Development Department, Govt. of Punjab, Sector-62, S.A.S. Nagar before the proposal is submitted.
5. The Joint Development Commissioner (Rural Development) to Govt. of Punjab as Chief Executive Officer of State Rural Livelihood mission, reserves the right to reject any or all bids without assigning any reason. Govt. rules and regulations issued from time to time will be binding to the bidders.
6. The proposals submitted by the institutions must be valid for six month from the date of submission without changing the proposed cost. The Rural Development Department, Govt. of Punjab will make best efforts to select the institution within this period.
7. Assuming that the contract can be satisfactorily concluded, the work should start immediately and be completed within two months from the date of contract.
8. The bidder shall submit, along with bid, Earnest Money Deposit in the form of demand draft of Rs. 10,000/- drawn in the favor of Joint Development Commissioner (Rural Development) payable at Chandigarh. Earnest Money Deposit of unsuccessful bidder will be returned within month from the date of opening of financial bids.
9. The rates quoted by the bidder shall be inclusive of all taxes and duties however it will not include service tax. Service tax will be paid as per the prevailing norms.

10. Proposals received by Rural Development Department, Govt. of Punjab after the specified time or proposal due date shall not be eligible for consideration and shall be summarily rejected.
11. To collect primary data from the field for situation analysis, institutions should have reasonable sample size from various selected districts / blocks say 15 BPL households from each block.
12. Preparation of Annual Action Plan and State Perspective and implementation plan, data has to be collected from all districts. Data required to be collected from primary resources, reasonable sample size is to be taken say 70 BPL households from each district.