

**MISSION FOR ELMINATION OF POVERTY IN  
MUNICIPAL AREAS (MEPMA)  
Department of MA&UD, Government of Telangana**

RFP No.MEPMA-SEP/EDP/1/2019

Date 06/09/2019

**Request for Proposal (RFP)**  
for  
Engagement of Agency for  
Establishment of Enterprises through skill development for  
Urban Poor and their incubation in all Urban Local Bodies  
in Telangana State

**September 2019**

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## DISCLAIMER

This Request for Proposal (RFP) is issued by Mission Director, Mission for Elimination of Poverty in Municipal Areas (MEPMA), Govt. of Telangana. Each participant bidder should make their own independent assessment and seek their own professional, technical, financial and legal advice prior to submission of bids.

The information contained in this bid document or subsequently provided to Bidders(s), in documentary or written form, by or on behalf of MEPMA or any of its employees or advisors, is provided to Bidders(s) on the terms and conditions set out in this bid document and such other terms and conditions subject to which such information is provided.

This bid document is not an agreement and is neither an offer nor invitation by MEPMA to the prospective Bidders or any other person. The purpose of this bid document is to provide interested parties with information that may be useful to them in the formulation of their proposal pursuant to this bid document (the “**Bid**”). This bid document includes statements, which reflect various assumptions and assessments arrived at by MEPMA in relation to the scope of services to be provided by the selected agency. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This bid document may not be appropriate for all persons, and it is not possible for MEPMA, its employees or advisors to consider the investment objectives, financial situation and needs of each party who reads or uses this bid document. The assumptions, assessments, statements and information contained in this bid document may not be complete, accurate, adequate or correct. Each Bidder should therefore, conduct its own analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this bid document and obtain independent advice from appropriate sources.

Information provided in this bid document to the Bidders(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. MEPMA accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

MEPMA, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Bidder, under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this bid document or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the bid document and any assessment, assumption, statement or information contained therein or deemed to form part of this bid document or arising in any way with qualification of Bidders for participation in the Bidding Process.

MEPMA also accepts no liability of any nature whether resulting from negligence or otherwise caused arising from reliance of any Bidder upon the statements contained in this bid document.

MEPMA may, in its absolute discretion but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this bid document. The issue of this bid document does not imply that MEPMA is bound to appoint the selected Bidder and MEPMA reserves the right to reject all or any of the Bids or Bids without assigning any reasons whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by MEPMA or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and MEPMA shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

### Definitions

Authority	Mission Director, Mission for Elimination of Poverty in Municipal Areas (MEPMA), MA&UD Department, Govt. of Telangana.
Applicant / Bidder	Refers to experienced Firms/ Agencies/ Service Providers/ Registered Proprietorship / Private Limited / Public Limited Company / NGO / Registered Society / or any other institution experienced in promoting enterprises and their development. Applicant, Bidder and Service Provider are used interchangeably throughout the document
Bid	Proposal submitted by Bidder for qualification in response to this document
ULB	Urban Local Body
SEP	Self Employment Program
Currency	Indian Rupees (INR)
Date Format	DD/MM/YYYY
Financial Year	12-month period – commencing from 1 <sup>st</sup> day of April of any year and ending on the 31 <sup>st</sup> March of the following calendar year
MSP	Refers to Master Service Provider –A successful Applicant / Bidder who has been awarded the project for end-to-end implementation of the project scope
PDD	Proposal Due Date / Bid Closing Date
QA / QC	Quality Assurance / Quality Control
Tendering Agency	Mission for Elimination of Poverty in Municipal Areas (MEPMA), MA&UD Department, Govt. of Telangana.

## INTRODUCTION

### 1. Background

**1.1.1** There are 142 Urban Local bodies in the State of which 13 are Municipal Corporations and 128 are Municipalities and one Secunderabad Cantonment Board. The urban population in the State is 14.5 million. Urban population in the State had witnessed fastest increase in the decade 2001-2011 as compared with the previous decades. Urban population in the State increased from 39.06 percent to 42% making Telangana as one of the most Urbanized State in the country. The Government of Telangana is committed to the overall developments of these urban agglomerations in terms of Sanitation, Mobility, water Supply, liveability, affordable housing and Urban Poverty Alleviation programs.

**1.1.2** Mission for Elimination of Poverty in Municipal Areas (MEPMA) is established in the year 2007 to eliminate poverty and vulnerability in a sustainable manner and improve quality of life of poor living in urban areas. MEPMA in Telangana is registered on 31.05.2014 to address Urban Poverty related issues in 142 Urban Local Bodies in the State.

MEPMA is the State Level Nodal Agency for implementing following National level Programs

- Deendayal Antyodaya Yojana – National Urban Livelihoods Mission
- National Urban Health Mission
- Housing for All

MEPMA will focus on financial assistance to individuals / groups of urban poor for setting up gainful self-employment ventures/ micro-enterprises and focus on providing bank linkages to Self Help Groups.

Setting up of micro enterprises and entrepreneurship development is the keystone of MEPMA's strategy to serve the urban poor. There is a need to extensively map and develop strategies to set up large number of enterprises. Enterprise set up needs to be promoted to address limitations of wage employment and associated challenges pertaining to migration in certain cases. Further these enterprises will serve as catalyst to expand the inventory of local jobs.

**1.1.3** In pursuance of above, Mission for Elimination of Poverty Areas (MEPMA), intends to empanel a consultant with requisite experience and capabilities for Establishment of Enterprises through skill development for Urban Poor and their incubation in all Urban Local Bodies of Telangana State for a period of 36 months to support MEPMA in scaling up the current initiatives and to catalyze the development and investment in Telangana.

**1.1.4** The Mission Director, MEPMA intends that the selected agency shall enable Establishment of Enterprises in a sustainable manner through credit linkages and market tie up etc to Urban Poor SHG Women and Common Income Groups (CIGs) of Street Vendors.

## **1.2 Request for Proposal**

The Authority invites proposals from interested firms (the “Proposals”) for engagement of Agency for Establishment of enterprises through skill development for Urban Poor and their Incubation in all Urban Local Bodies in the State (the “Agency”). The selected agencies shall work in the cluster of Municipalities bidded by them with the members of SHGs and members of Common Interest Groups for Establishment of Enterprises through skill development and their incubation. For this purpose, the Municipalities in the State are clubbed into 10 clusters as mentioned in schedule -I and the selected agency shall achieve the target for each cluster under each category as mentioned in schedule-II. The agency can bid for one cluster and maximum for 3 clusters in accordance with the scope of work mentioned in the RFP.

The Authority intends to select the agency through an open competitive bidding in accordance with the procedure set out herein.

## **1.3 Due diligence by Applicants**

Applicants are encouraged to inform themselves fully about the assignment before submitting the Proposal.

## **1.4 Sale of RFP document**

The bidders shall submit INR 5,000/- (Rupees Five Thousand only) (non-refundable) in the form of Demand Draft in favor of “Mission Director, MEPMA” issued by any Nationalized/ Scheduled Banks in India and payable at Hyderabad towards the cost of RFP document (the “Bid Processing fees”).

The bidder shall also submit an Earnest Money Deposit (EMD) for an amount of INR 1,00,000/- (Rupees One lakhs only) in the form of a Demand draft in favor of “Mission Director, MEPMA. EMD shall be returned to the unsuccessful bidder within a period of one month from the date of signing of consultancy agreement between the Authority and the successful bidder. EMD submitted by successful bidder shall be released upon completion of the consultancy agreement. Bid Security shall be submitted @10% of contract value submitted at the time of entering into agreement by the successful bidder either through DD or Bank guarantee. (Bank Guarantee format will be shared with the short listed bidder or agency after the financial bid opening)

Any Bid not accompanied by the Bid Processing fees and EMD shall be rejected by the Authority as non-responsive.

## **1.5 Validity of the Proposal**

The Proposal shall be valid for a period of not less than 180 days from the Proposal Due Date (the “PDD”).

## 1.6 Brief description of the Selection Process

The Authority has adopted a one stage two envelopes selection process (collectively the “**Selection Process**”) in evaluating the Proposals comprising technical and financial bids to be submitted in two separate sealed envelopes. First, a technical evaluation will be carried out by a Technical Committee as specified in **Clause 5 (5.1 & 5.2)**. Based on this technical evaluation, a list of short-listed applicants shall be prepared as specified in **Clause 5 (5.1 & 5.2)**. In the second stage, a financial evaluation will be carried out as specified in **Clause 5 (5.3)**. Proposals will finally be ranked according to their combined technical and financial scores as specified in **Clause 5 (5.1, 5.2, and 5.3)**. The first ranked Applicant (the “**Selected Applicant**”) shall be selected, if necessary, while the second ranked Applicant will be kept in reserve.

## 1.7 Payment to Consultants

All payments to the Consultant shall be made in INR in accordance with the provisions of this RFP. The fee shall be quoted in INR only.

## 1.8 Schedule of Selection Process

The Authority would endeavor to adhere to the following schedule:

	<b>Event Description</b>	<b>Date</b>
1.	Publication of RFP	06.09.2019
2.	Pre Bid Meeting	16.09.2019
3.	Last date for receipt of queries	16.09.2019
4.	Address and email for submission of written queries for clarifications	Mission Director, Mission for Elimination of Poverty in Municipal Areas, 4th Floor, C&DMA Building, AC Guards, Masab Tank Hyderabad 500 004 Contact Number: 09701385105 Email id: <a href="mailto:mdmepma.ts@gmail.com">mdmepma.ts@gmail.com</a> , Website: <a href="http://tmepma.cgg.gov.in">tmepma.cgg.gov.in</a>
5.	Submission of hard copies of Proposal to MD, MEPMA	24.09.2019 up to 3.00 PM
6.	Opening of Technical bids	24.09.2019 at 4.00 PM
7.	Technical Presentation	To Be Communicated later
8.	Letter of Award (LOA)	To Be Decided

9.	Signing of Agreement	To Be Decided
10.	Validity of Applications	180 days of Proposal Due Date

## 1.9 Communications

1.9.1 All communications including the submission of Proposal should be addressed to:

Mission Director,  
Mission for Elimination of Poverty in Municipal Areas,  
4th Floor, C&DMA Building, AC Guards, Masab Tank  
Hyderabad 500 004  
Contact Number: 09701385105  
Email id: [mdmepma.ts@gmail.com](mailto:mdmepma.ts@gmail.com), [tsmepma@gmail.com](mailto:tsmepma@gmail.com)  
Website: [tmepma.cgg.gov.in](http://tmepma.cgg.gov.in)

1.9.2 All communications, including the envelopes, should contain the following information, to be marked at the top in bold letters:

**RFP NOTICE NO....FOR ENGAGEMENT OF AGENCY FOR ESTABLISHMENT OF ENTERPRISES THROUGH SKILL DEVELOPMENT FOR URBAN POOR AND THEIR INCUBATION IN ALL URBAN LOCAL BODIES OF TELANGANA STATE.**

**Table -I**

Cluster No.	Name of the Cluster	No. of ULBs in the Cluster
01.	Adilabad	Adilabad, Nirmal, Khanapur, Bhainsa, Manchiryal, Bellampally, Mandamarri, Naspur, Kyathanpalli, Chennur, Luxettipet & Kagaznagar (12 ULBs)
02.	Nizamabad	Nizamabad, Armoor, Bodhan, Bheemgal, Kamareddy, Yellareddy & Bhanswada (07 ULBs)
03.	Medak	Medak, Tooparan, Ramayanpet, Narsapur, Sangareddy, Sadashivpet, Andol jogipet, Zaheerabad, Narayankhed, Bollaram, Tellapur, Ameenpur, Siddipet, Dubbaka, Gajwel, Husnabad & Cheriyaal.(17 ULBs)
04.	Mahabubnagar	Mahabubnagar, Badepally, Bhoothpur, Narayanpet, Makthal, Kosgi, Nagarkurnool, Achampet, Kalwarkurthy, Kollapur, Gadwal, Ieja, Waddepelly, Alampur, Wanaparthi, Kothakota, Pebbair, Atmakur & Amarchintha (19 ULBs)
05.	Nalgonda	Nalgonda, Devarakonda, Miryalaguda, Nandhikonda, Chityal, Haliya, Chendur, Suryapet, Huzurnagar, Kodad, Nereducharla, Trimulgherry, Bhongir, Mothkur, Choutuppall, Allair, Pochampally & Yadagirigutta (18 ULBs)
06.	Khammam	Khammam, Madhira, Sathupally, Wyra, Kothagudem, Manuguru, Palwanacha & Yellandu. (08 ULBs)

07.	Warangal	Warangal, Bhupalapally, Janagaom, Mahabubabad, Thorrur, Maripeda, Dornakal, Narsampet, Parkala & Wardannapet (10 ULBs)
08.	Karimnagar	Karimnagar, Huzurabad, Jammikunta, Choppadandi, Kothapally, Jagityal, Korutla, Metpally, Raikal, Dharmapuri, Peddapally, Ramagundum, Manthini, Sultanabad, Sircilla & Vemulawada (16 ULBs)
09.	Rangareddy	Boduppall, Medchal, Shadhnagar, Peerzadiguda, Secunderabad Cantonment Board, Dhammaiguda, Nagaram, Pocharam, Ghatkesar, Gundla Pochampally, Thumkunta, Dundigal, Nizampet, Kompally, Jawaharnagar, Badangpet, Ibrahimpatnam, Jalpally, Jillelaguda, Meerpet, Peddamberpet, Shamshabad, Turkayamjal, Adibatla, Shankarpally, Thukkuguda, Amangal, Manikonda, Narsingi, Bandlaguda Jagir, Vikarabad, Tandur, Parigi & Kodangal. (34 ULBs)
10	Hyderabad	GHMC (30 Circles)

#### TARGET

The target for establishment of enterprise setup for each category under each cluster is as follows:

**Table: II**

Cluster No.	Name of the Cluster	No. of ULBs	Target for setting up of enterprise			Total
			Enterprise with unit cost of Rs. 2.00 to Rs. 4.00 Lakhs	Enterprise with unit cost of Rs. 4.00 to Rs. 6.00 Lakhs	Enterprise with unit cost of Rs. 6.00 to Rs. 10.00 Lakhs and above	
(a)	(b)	(c)	(d)	(e)	(f)	(g)
01.	Adilabad	12	200	100	100	400
02.	Nizamabad	7	200	150	100	450
03.	Medak	17	100	100	50	250
04.	Mahabubnagar	19	200	200	100	500
05.	Nalgonda	18	200	200	100	500
06.	Khammam	8	200	200	100	500
07.	Warangal	10	200	300	100	600
08.	Karimnagar	16	200	250	100	550
09.	Rangareddy	34	200	200	50	450
10	Hyderabad	GHMC (30 Circles)	300	300	200	800
Total			2000	2000	1000	5000



## 2. SCOPE OF WORK

### ESTABLISHMENT OF ENTERPRISES THROUGH SKILL DEVELOPMENT FOR URBAN POOR WOMEN AND THEIR INCUBATION IN ALL URBAN LOCAL BODIES OF TELANGANA STATE

This project intends to create a sustainable intervention of supporting the SHG women through entrepreneurial routes and support systems.

An indicative list of focus sectors has been given below. However, the bidder is free to propose any trade/ sector except agriculture and allied Sector under this project:

S. No.	Sector	Allied Business
1	Eco friendly products	Jute, cloth made products (door mats, bags, Paper plates etc)
2	Beauty & wellness	SPA, Beauty and Wellness Center, etc
3	Apparel	Tailoring & Boutiques (Existing tailors – Value addition)
4	Herbal Products	Traditional business (Value addition, handholding)
5	Handicrafts & Artisans	Existing business – Pottery, weaving Soft toys, wood crafts etc., (Value addition, handholding)
6	Food industry	Millet products, swagruha foods, food processing etc.,
7	Service sector	Consultancy services like Housekeeping, manpower supply, etc

Agency will be responsible for facilitating enterprise set-up by undertaking all required activities like mobilization, selection, skill development & upgradation, entrepreneurial training, business plan development, credit linkages, marketing tie up etc to Self Help Group Women and Common Interest Groups of Street Vendors in all Urban Local Bodies of Telangana State. Subsequently handling/ mentoring support must be provided to these entrepreneurs for a minimum period of 1 year.

#### 2.1 Tasks to be performed by Agency:

The agency shall be responsible for end to end delivery of all the below stated tasks and key activities:

Task 1: Study on existing businesses which were supported by MEPMA under bank linkages in the entire state along with Identification of viable & feasible business opportunities along with concrete business plan.

Task 2: Selecting and developing the ecosystem for the selected business opportunities along with the value chain

Task 3: Skill training/ Entrepreneurship Development Programs for identified potential entrepreneurs

Task 4: Execution and Program Management

**2.2 Task 1: Study on existing businesses which were supported by MEPMA under bank linkages in the entire state.**

The thorough survey to be carried out in the allotted clusters on the following

**2.2.1** Purpose of taking Bank Linkages and its utilization to make a note if loan is utilized for other purposes.

**2.2.2** Detail study on existing business and give scale up plan for the businesses.

**2.2.3** Identification of viable & feasible new business opportunities for SHG women and Street Vendors along with business plan.

**2.3 Task 2: Selecting and developing the ecosystem for the selected business opportunities along with the value chain:**

**2.3.1** Prepare a detailed approach and overall project plan.

**2.3.2** Conduct workshops and meetings with external stakeholders to understand the market analytics, target audience, bottlenecks, challenges etc.

**2.3.3** Identify prospective Value Chain based on Market Analysis: Products and Services

**2.3.4** Devise promotional strategy for identified Products and Services

**2.3.5** Create the market linkage of products.

**2.3.6** Formulate Business Plan and strategies considering the factors identified during discussions with stakeholders

**2.3.7** Identify potential entrepreneurs

**2.3.8** Marketing linkages of products for scaling up existing and new businesses.

**2.3.9** Map Clusters relevant to trades/ sectors if any and align with state relevant domains/ departments.

**2.4 Task 3: Skill training/ Capacity building of identified potential entrepreneurs**

**2.4.1** Understand the skill gap of identified potential entrepreneurs

**2.4.2** Conduct competency mapping

**2.4.3** Devise the training plan based on the gaps identified

**2.4.4** Prepare a Training calendar

**2.4.5** Conduct Skill trainings to the potential entrepreneurs.

**2.5 Task 4: Execution and Programme Management**

**2.5.1** Create linkages with banks/ financial institutions/ funding agencies/ cooperatives / Sponsors for arranging financial assistance.

**2.5.2** Provide linkages to identified potential entrepreneurs for setting up of new Business Setup

**2.5.3** Facilitate setting up of Infrastructure to establish enterprise.

**2.5.4** Mentoring and handholding during implementation

**2.5.5** Formulate a process for programme management and monitoring.

### 3. DELIVERABLES

The Agency must provide the following deliverables during the project period as per the timelines mentioned below along with all necessary reports and documents as directed by the authority:

Envisaged Deliverables	Timelines
Signing of contract	T (within 15 days of issue of work order)
<b>Inception report:</b>	
Survey and report of the existing bank linkages in the allotted Cluster/s and identification of viable & feasible business for targeted enterprises	T+1 month
Inception report, Illustrative training plan, Work plan, Communication Plan	
Clusters relevant to trades/ sectors and aligning with state relevant domains/ departments, Promotional Strategies, Market Linkages	
<b>IMPLEMENTATION PLAN</b>	
Skill Development Plan, Entrepreneurship Development Programme Calendar; delivery framework	T+2 months
Successful establishment of 30% of enterprises out of total target and Submission of project report as per the satisfaction of the Authority.	T+1 year
Successful establishment of 30% of enterprises out of total target and Submission of project report as per the satisfaction of the Authority.	T+2 years
Successful establishment of 40% of enterprises out of total target and Submission of project report as per the satisfaction of the Authority.	T+3 years
Handholding support will be provided from the date of setting up of the enterprises for a period of 2 years to ensure sustainability. Tracking of the enterprises need to be for entire project period. Submission of Sustainability project report as per the satisfaction of the Authority (Every Quarter)	

### 4. KEY RESOURCES

**4.1** The Agency shall appoint a candidate exclusively for Single Point of Contact between the Agency and MEPMA for attending all meetings, handing over of reports from all clusters and for disseminating of all instructions / orders from the Authority from time to time.

**4.2** The Agency shall appoint Cluster wise coordinators( if bidded for more than one cluster) and ULB wise Field Coordinator (01 @ each ULB) with Graduation and experience in skill development and entrepreneurship for execution of work - Attach CV as per the (Format – 3)

## **5. EVALUATION METHODOLOGY**

### **5.1 Part 1: GENERAL ELIGIBILITY**

**5.1.1** The Agency should either be a. Firms/ Agencies/ Service Providers/ Registered Proprietorship / Private Limited / Public Limited Company / NGO / Registered Society or any other institution experienced in promoting enterprises and their development.

**5.1.2** The agency must have been operating in India for at least 5 years. Proof of registration as a legal entity must be submitted. (Relevant certificates to be enclosed)

**5.1.3** Average annual turnover of the Agency for the last three financial years shall be INR 200.00 Lakh. (ITRs to be enclosed)

**5.1.4** The agency should have at least 3 years of experience in working with Urban Poor, entrepreneurship development; urban poverty alleviation programmes etc. (enclose relevant certificates)

**5.1.5** The Applicant agency must be having previous experience of entrepreneurship development and should have undertaken entrepreneurship training / business development services / enterprises incubation support and have developed entrepreneurs Units in the last 5 years. (enclose relevant certificates)

**5.1.6** The agency should not be blacklisted by any of the Central / State government departments / PSUs. Self declaration is to be submitted.

**5.1.7** The Agency must not have any affiliation to any political party in any form: Self-declaration to be submitted.

**5.1.8** A self-declaration needs to be provided to the effect that the entire information submitted is correct.

The evaluation for the submitted proposals will be carried out in two parts, i.e. Technical Evaluation and Financial Evaluation

### **5.2 Part 2: Technical Evaluation comprising of Documentation and Presentation based Evaluation**

**5.2.1** Bidders who meet the minimum qualification criteria laid down in the General Eligibility as mentioned below will be qualified and eligible for further bid evaluation. MEPMA will evaluate qualified bidders based on the Technical Bid submitted by them.

**5.2.2** The Bidders who qualify under the Technical Evaluation and score minimum marks will be asked to make a detailed presentation at MEPMA Office.

**5.2.3** The marks will be allotted to qualified bidders on the parameters as mentioned below.

**Format for Technical Evaluation/Scoring:**

S. No.	Evaluation Criteria	Maximum Score	Required Forms
<b>I. Business practice and experience of the organization in carrying out similar kind of studies</b>		<b>40</b>	
1.	<p>Experience in the areas of enterprise development/ training entrepreneurs during last 3 Financial Years</p> <ul style="list-style-type: none"> <li>• More than 1000 youth trained in entrepreneurship development- 10 marks and prorated 1 mark for every 200-youth trained up to a maximum of 3000 youth</li> </ul>	20	<p>Work Order from the Clients/ Hard copy of the Submitted Report. (Summarized as per Format 6)</p>
2.	<p>Experience in the areas of setting up/ facilitating sustainability of enterprises during last 5 Financial Years</p> <ul style="list-style-type: none"> <li>• More than 600 enterprises/microenterprises setup - 10 marks and prorated 1 mark for every 200 enterprises setup up to a maximum of 2600 enterprises</li> </ul>	20	<p>Work Order from the Clients/ Hard copies of the orders completed/progress to be attached. Self-declaration report by the entrepreneur to be attached (Format 9) (Summarized as per Format 6)</p>
<b>II. Financial Assessment</b>		<b>10</b>	
1	<p>Average audited annual turnover of last 3 financial years (Average annual turnover of Applicant agency for the last three Financial years should be equal to or greater than INR 200 Lakh.</p> <ul style="list-style-type: none"> <li>• 5 marks for INR 200 Lakh and prorated 1 mark for every INR 100 Lakh over and above 500 Lakh INR up to maximum of INR 700 Lakhs</li> </ul>	10	<p>Please provide certified copies of last three years of ITRs for the financial years: From 2016-17, 2017-18 &amp; 2018-19 signed and sealed by the issuing authority.</p>
<b>III. Resource Assessment</b>		<b>40</b>	
1	<p>Qualification of Key Experts proposed for project. Attach CV's of experts to be evaluated</p>	20	<p>Prescribed format - (Format 3)</p>
2	<p>Approach and Methodology</p>	20	<p>Prescribed in page no 31</p>

<b>IV. Presentation</b>		<b>10</b>	<b>PPT</b>
<i>1</i>	Technical Presentation		
<b>TOTAL</b>		<b>100</b>	

**Note:**

**5.2.4** The bidders will be technically selected based on the technical score. The minimum score required for qualifying for opening of financial proposals is 60 Marks.

**5.2.5** The eligible Agency will be expected to make a presentation of 25-30 minutes before the Committee. The presentation will cover all the four important key parameters mentioned above so that scoring may be done. Bidders who score less than 50 marks in technical evaluation shall not be called for technical presentation.

**5.3 Part 2: Financial Proposal Evaluation:**

**5.3.1** The Interested Bidders will have to submit their financial Bids as per the format provided in (Format-8).

**5.3.2** The financial proposals of the bidders who have been technically qualified will be opened in the presence of committee.

**5.3.3** The lowest rate mentioned at col.No.5 of format 8 of the Financial Proposal will be considered as L1.

**5.3.4** The L1 bidder will be allotted not more than 3 Clusters. However, the final allotment of clusters will be done by the Authority.

**6. INSTRUCTIONS TO BIDDERS**

About the RFP document

**6.1.**This RFP provides information regarding the Project, Scope of Work, Technical and Financial requirements and other related information to the bidder(s).

**6.2.**The bidders are expected to examine all instructions, forms, terms, project requirements and other information in the RFP documents. Failure to furnish all information required by the RFP document or submission of a proposal not substantially responsive to the RFP documents in every respect will be at the bidder's risk and may result in rejection of the proposal.

**6.3.** MEPMA shall receive and respond to Pre-Bid queries of prospective bidders as per the scheduled date and time as mentioned in key events table in this RFP. The bidders are requested to send their queries to this e-mail address (tsmepma@gmail.com).

**7. PROCEDURE FOR SUBMISSION OF BIDS**

Interested agencies fulfilling eligibility conditions as mentioned above can submit their detailed proposal for "Selection of Agency(s) ESTABLISHMENT OF ENTERPRISES THROUGH SKILL DEVELOPMENT FOR URBAN POOR AND THEIR INCUBATION IN ALL URBAN LOCAL BODIES OF TELANGANA STATE to the Mission Director, MEPMA, on or before Date \_\_\_\_\_. Bid shall be prepared strictly in the format and in the manner prescribed.

**The proposal should carry following documents as per given checklist:**

Tender(s) should be submitted up to the date and time as indicated in the Tender Notice. The tender will be in two parts i.e. Technical Bid (Part 'A') and Financial Bid (Part 'B'). The bidder submitting Technical bid should submit all the documents demanded in Key- Submission Guidelines column and documents required for general eligibility in one envelope super scribed as Technical Bid for “ESTABLISHMENT OF ENTERPRISES THROUGH SKILL DEVELOPMENT FOR URBAN POOR AND THEIR INCUBATION IN ALL URBAN LOCAL BODIES OF TELANGANA STATE. Page wise Index must be included for technical bid.

A separate envelope for FINANCIAL BID - Annexure B in separate envelope super scribed as Financial Bid for “Selection of Agency(s) ESTABLISHMENT OF ENTERPRISES THROUGH SKILL DEVELOPMENT FOR URBAN POOR AND THEIR INCUBATION IN ALL URBAN LOCAL BODIES OF TELANGANA STATE both these envelopes Technical Bid (Part 'A') and Financial Bid (Part 'B'), shall be included in one envelope super scribed as

Proposal for Selection of Agency(s) ESTABLISHMENT OF ENTERPRISES THROUGH SKILL DEVELOPMENT FOR URBAN POOR AND THEIR INCUBATION IN ALL URBAN LOCAL BODIES OF TELANGANA STATE from ..... (Name and Address of the agency) by..... (Name of the bidder) and the contact details (Mobile Number) of the key persons.

Non-submission of such details in time may render such bids for disqualification.

**8. KEY SUBMISSIONS**

- 8.1** Covering Letter indicating clearly the name, Address, Telephone No, email ID of the Bidder. As per format- 1
- 8.2** Self-Declaration for not being blacklisted by any State/ Central Govt Dept./ PSU as per format -2
- 8.3** Self-Certificate for having details of qualified manpower for implementing project-Format 3
- 8.4** Affidavit- Cum Declaration (On a stamp paper of Value 100) - Format 4
- 8.5** Organization Profile - Format 5
- 8.6** Details of the Relevant / Similar assignments undertaken by the Bidder- Format 6
- 8.7** Approach and Methodology - Format 7
- 8.8** Financial Bid- Format 8
- 8.9** CV of key personnel to be deployed on the project

## 9. SCHEDULE OF PAYMENT

The Payment Milestones are as indicated below:

S. No.	Mile stone	Deliverables	Releases by MEPMA
1.	1 <sup>st</sup>	Survey and report on the existing businesses supported under bank linkages	10% of the total cost on submitting the final report.
2.	2 <sup>nd</sup>	Plan of execution, inception report, mapping of new potential businesses, readiness to establish the units, monitoring, bank linkages, mentoring etc for the span of a year.	10% of the total cost for establishing the unit – on submitting the readiness plan with deliverables along with ULB wise identified list of entrepreneurs and potential businesses.
3.	3 <sup>rd</sup>	Grounding the enterprise with sustainability report. Successful establishment <sup>1</sup> of enterprises with relevant Proofs. Bidder can raise the bill basis on the number of enterprises successfully set-up every quarter. Bidder is supposed to submit reports as per deliverables mentioned on page 11 of RFP	40% of the total work order on every successful establishment (To be billed every quarter)
4.	4 <sup>th</sup>	<p>Payment for handholding support shall be released based on the criteria and indicators developed and assessed by the MEPMA relevant to the businesses promoted @ 20% of unit cost 1<sup>st</sup> year of handholding and 20% of unit cost in the 2<sup>nd</sup> year of handholding.</p> <p>Handholding support is required for a period of two years from the date of enterprise set-up. However, tracking of enterprise sustainability is required for the entire project duration of 4 years. MIS to be maintained by the vendor to track the progress every year.</p> <p>With prior approval from MEPMA, the period of handholding support may be increased beyond 2 years where a justification exists.</p>	<p>The amount for handholding support shall be released based on the criteria and indicators developed and assessed by the MEPMA relevant to the businesses promoted</p>

<sup>1</sup>Enterprise to be formally registered with bank linkage and should initiate commercial operations with one month of operations to qualify as successful establishment



## **10. TERMINATION AND PENALTY**

**10.1** If the Agency fails to deliver any or all of the deliverables within the time period(s) specified in the contract, or fails to perform any of the terms, conditions, or obligations of the contract, or should the Agency be adjudged bankrupt, or be liquidated or become insolvent, or should the Agency make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Agency, MEPMA may, without prejudice to any other right or remedy it may have under the terms of these conditions, terminate the Contract, forthwith, in whole or in part, upon thirty (30) days' notice to the Agency.

**10.2** MEPMA reserves the right to terminate without cause this Contract at any time upon thirty (30) days prior written notice to the Agency.

**10.3** In the event of any termination no payment shall be due from MEPMA to the Agency except for work and services satisfactorily performed in conformity with the express terms of this contract.

**10.4** Upon the giving of such notice, the Agency shall have no claim for any further payment but shall remain liable to MEPMA for reasonable loss or damage, which may be suffered by MEPMA for reason of the default. The Agency shall not be liable for any loss or damage if the failure to perform the contract arises out of force majeure.

**10.5** Upon termination of the contract, MEPMA may require the Agency to deliver any finished work which has not been delivered and accepted, prior to such termination and any materials or work-in-process related specifically to this contract. Subject to the deduction of any claim MEPMA may have arising out of this contract or termination, MEPMA will pay the value of all such finished work delivered and accepted by MEPMA.

**10.6** This bidding doesn't create any legal obligations between the Parties. Any difference or dispute between the Parties concerning the interpretation and/or implementation and/or application of any of the provisions of this proposal shall be settled amicably through mutual consultation or negotiations between the Parties, without reference to any third Party. If still difference persists, the matter will be referred to arbitration as per Arbitration & Conciliation Act, 1996 as amended up to Date.

**10.7 Penalty Clause:** If work is not executed after issuing work order within the mentioned timelines, EMD will be forfeited and 10% on the overall work order shall be charged as penalty. This can be considered by the MD, MEPMA after the MEPMA teams' feedback and justification from the vendor.

### **10.8 Other Covenants**

#### **Other Terms and Conditions**

**10.8.1** MEPMA reserves the right to accept or reject the bid without assigning any reasons. Service Tax or any other tax as applicable shall be extra.

**10.8.2** MEPMA shall deduct Income tax, GST at source as per relevant rules and shall provide TDS certificate for the same to the agency.

- 10.8.3 The Agency shall have to execute project on time after getting confirmation/ Work Order from MEPMA as per the given time limits.
- 10.8.4 MEPMA may seek for any other information from the interested bidder in the form of documents, etc. if it deems appropriate for Technical Evaluation.
- 10.8.5 All costs and expenses incurred by the Bidder in any way with the development, preparation and submission of bid including attendance at meetings, discussions, demonstrations etc. and providing any additional information required by the MEPMA will be borne entirely and exclusively by the Bidders.
- 10.8.6 MEPMA reserves the right to suitably amend/ modify/ change any clause of this document and issue a corrigendum to this effect. Interested Bidders may keep a track of the Corrigendum issued after the conduct of Pre- Bid Meeting.

#### **11. Confidentiality of Information**

Organization shall not share the data of study/project with another agency for the sake of their own benefit etc.

Read SkillReporter for more Tenders PEP/EOI Jobs

## Format 1- Covering Letter

The Mission Director,  
Mission for Eliminating Poverty in Municipal Areas,  
Telangana.

Madam,

Please find enclosed Copy of our Proposal submitted in response to the Request for Proposal (RFP) issued by the MEPMA, date for 'Selection of Agency(s) ESTABLISHMENT OF ENTERPRISES THROUGH SKILL DEVELOPMENT FOR URBAN POOR AND THEIR INCUBATION IN ALL URBAN LOCAL BODIES OF TELANGANA STATE'

Having examined the RFP document, we, the undersigned, offer to provide the services as required and outlined in the RFP for 'Selection of Agency(s) ESTABLISHMENT OF ENTERPRISES THROUGH SKILL DEVELOPMENT FOR URBAN POOR AND THEIR INCUBATION IN ALL URBAN LOCAL BODIES OF TELANGANA STATE' We hereby confirm that:

1. Each page of the Technical and Financial Bid has been signed by the Authorized Signatory.
2. We agree to abide by our offer for a period of 90 days from the date fixed for opening of the Qualification Bid.
3. We have carefully read and understood the terms and conditions of the RFP and the conditions of the contract applicable to the bid and we do hereby undertake to provide services as per terms and conditions mentioned in the RFP.
4. The information contained in this Bid or any part thereof, including its exhibits, schedules, and other document(s) delivered or to be delivered to MEPMA, is true, accurate, and complete.
5. We acknowledge the right of MEPMA to reject our Proposal without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
6. We fulfill all the legal requirements and meet all the eligibility criteria laid down in the RFP.
7. This Proposal is unconditional, and we hereby undertake to abide by the terms and conditions of the RFP.
8. We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
9. It is hereby confirmed that I/We are entitled to act on behalf of our corporation/company/firm/organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Yours sincerely,

For and on behalf of:

Signature: Seal/Stamp of bidder Name:

Designation:

(Authorized Representative and Signature)

Date:

Place:

**Format- 2 Self Declaration Form**

(Self-Declaration for not being blacklisted by any State/ Central Govt Dept./ PSU)

(On INR 100 Non-Judicial Stamp Paper - Submit separate declaration [Date])

To,

The Mission Director,

Mission for Eliminating Poverty in Municipal Areas,

Telangana

In response to the RFP No. \_\_\_\_\_ dated \_\_\_\_\_ for quoting against the RFP as a representative(s) of M/s \_\_\_\_\_ I/ We hereby declare that our Company / Firm \_\_\_\_\_ is having unblemished past record and was not declared blacklisted or ineligible to participate for bidding by any State/ Central Govt Dept./PSU due to breach of general or specific instructions, corrupt / fraudulent or any other unethical business practices.

Yours faithfully,

Authorized Signatory

Read SkillReporter for more Tenders RFP EOJ Jobs

**Format -3 Self-Certificate for number and details of qualified Manpower/Employees  
[On the letterhead of the organization]**

To,

The Mission Director,

Mission for Eliminating Poverty in Municipal Areas,

Telangana

Sir/ Madam,

In response to the RFP No. \_\_\_\_\_ dated \_\_\_\_\_ for quoting against the RFP as an Authorized Representative(s) of M/s. \_\_\_\_\_, I / We hereby declare, as on date of submission of the proposal, have following number of qualified personnel/ consultants (for skill demand supply survey or any socio-economic survey etc.).

**A. Details of Staff engaged for project**

<b>S No</b>	<b>Name of Staff</b>	<b>Designation</b>	<b>Years of Experience</b>	<b>Years of Relevant Experience</b>	<b>Area of Expertise</b>
1					
2					
3					

Signature:

Name of the Authorized Signatory:

Designation:

## CV Format

**1. Brief Profile:****2. Name of Firm:****3. Name of Expert:****4. Date of Birth:****Nationality:****5. Education:**

Names of college/university	Degrees Obtained	Date of Obtainment

**1. Membership of Professional Associations:****2. Countries of Work Experience:****3. Languages:**

Languages	Speaking	Reading	Writing

**4. Employment Record:**

<b>From:</b>	<b>To:</b>
<b>Employer:</b>	
<b>Position Held:</b>	

<b>10. Employing organization</b>	<b>11. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</b>

**12. Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date:

**Format 4 - AFFIDAVIT-CUM-DECLARATION** (On a Stamp paper of value INR 100/-)

I, ..... Son/Daughter of Shri ..... aged about ..... years, resident of ..... , do hereby solemnly declare and affirm as under:

- That I am the Director/ Proprietor of M/s.-----
- That I have read and understood the Request for Proposal (RFP) Document in respect of the Project provided to us by MEPMA.
- And I hereby submit the proposal for.....
- I am not a defaulter/ we are not a defaulter of any govt. agency at the time of the submission of the proposal.
- No order of blacklisting passed by the Central Government/ any State Government/ any PSU is in operation against me/ us as on date.
- I/We accept all the terms and conditions set out in the RFP dated issued by MEPMA. I further state that if any information furnished by me in this affidavit or otherwise is found to be incorrect, MEPMA shall have the right to forthwith terminate its agreement with us.

(DEPONENT)

Verified at..... on this ----- day of -----that the contents given above in the affidavit are true and correct to the best of my knowledge.

(DEPONENT)

Read SkillReporter for more Tenders RFP EOI Jobs

### Format-5 Organization Profile

1	Name of Agency & Address	
2.	District/s for which the Agency is interested to Bid	
3	Type of Agency-Individual, Proprietorship, Partnership, Company, Society, and Trust	
4	Name of Contact Person Mobile Tel. No.	
3	GST No. (If applicable) If any other tax no (If applicable)	
4	Date	
5	Signature and Seal	Signature
		Seal of the agency
	Name of Authorized signatory	



## Format- 6 Previous Experience Details

Details of Relevant / Similar Assignments Undertaken by The Bidder

Assignment Name:	
Name of the Client:	
Approx. Value of the Contract:	
Total number of staff-months of the Assignment:	Location & Address:
Total entrepreneurs trained:	Total enterprises setup:
Start Date (Month/Year): Completion Date (Month/Year):	Duration of Assignment (months):
Narrative description of Project:	

1. Description of actual services provided by your staff within the assignment
2. Details about the enterprises developed:
  - i. Approach & Methodology including community engagement
  - ii. No. of people trained and enterprises setup
  - iii. Provide the list of the enterprises established with the below mentioned details for each unit or group setup in the following format:

S.No	Particulars	Evidences (Individual & Group units)
1	Name of the entrepreneur	
2	Activity	
3	Date of commencement	
4	Type of business	
5	Turnover of business for the 1 <sup>st</sup> year of establishment	
6	Place	
7	Contact number	

Signature:

Name of the Authorized Signatory:

Designation:

### **Format 7 – Approach & Methodology**

- Description of the approach and methodology for the project
- Bidder to provide the detailed approach and methodology for extending services as per the Scope of Work mentioned under the RFP.
- Detailed Work plan for performing the assignment
- Bidder to provide detailed activity and resource schedule for the entire work plan for the project

Read SkillReporter for more Tenders RFP EOI Jobs

## Format 8 - Financial Bid

[On the letterhead of the organization]

To,

The Mission Director,

Mission for Eliminating Poverty in Municipal Areas,

Telangana

Sir/ Madam,

Having examined the RFP document, the receipt of which is hereby duly acknowledged, I/We, the undersigned, offer to provide the services as required and outlined in the RFP for “Selection of Agency(S) For ‘ESTABLISHMENT OF ENTERPRISES THROUGH SKILL DEVELOPMENT FOR URBAN POOR AND THEIR INCUBATION IN ALL URBAN LOCAL BODIES OF TELANGANA STATE’ for MEPMA.

1. I/ We have carefully read and understood the terms and conditions of the RFP and we do hereby undertake to provide the services as per terms and conditions mentioned in RFP.
2. We are hereby submitting our complete Financial Bid as per the prescribed format.
3. Financial Bid:

Cluster No.	Name of the Cluster	No. of ULBs	Rate quoted for setting up of enterprises in each category under each cluster excluding GST (Amount in Rs.)			
			Enterprise with unit cost of Rs. 2.00 to Rs. 4.00 Lakhs	Enterprise with unit cost of Rs. 4.00 to Rs. 6.00 Lakhs	Enterprise with unit cost of Rs. 6.00 to Rs. 10.00 Lakhs and above	Average Cost (g=d+e+f/3)
(a)	(b)	(c)	(d)	(e)	(f)	(g)
01.	Adilabad	12				
02.	Nizamabad	7				
03.	Medak	17				
04.	Mahabubnagar	19				
05.	Nalgonda	18				
06.	Khammam	8				
07.	Warangal	10				
08.	Karimnagar	16				
09.	Rangareddy	34				
10	Hyderabad	GHMC and SCB (30 Circles)				

The target for establishment of enterprise setup for each category under each cluster is mentioned at Schedule: II

4. Our Financial Bid shall be binding upon us subject to the modification resulting from Contract negotiations, made by MEPMA at its discretion.

5. The Financial Bid has been signed by the Authorized Signatory.

6. We understand and hereby accept that MEPMA will evaluate our Bid based on Total Contract Value quoted by us.

7. We undertake that, in competing for (and, if the award is made to us in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".

8. It is hereby confirmed that I/We are entitled to act on behalf of our corporation / company / firm / organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Yours sincerely,

Dated:

(Signature) (In the capacity of)

Duly authorized to sign the RFP Response for and on behalf of: (Name and Address of Company) Seal/Stamp of bidder

**Note:**

- Application and the supporting documents should be a complete set of documents with page numbering on each page and duly signed by an authorized representative of the agency.
- A covering letter must be attached with the proposal
- The shortlisted technically qualified proposals based on the qualifying criteria of the RFP will be considered for opening of Financial Bid and same shall be intimated to the shortlisted Agency through Email /Telecom. The decision of short listing of Technical Bid by MEPMA, Hyderabad will be final and binding on all.