SS-15/14/2020-Scholarship-MoMA

REQUEST FOR PROPOSAL

REQUEST FOR PROPOSAL (RFP) FOR SELECTION OF AN AGENCY FOR SETTING UP A PROJECT/PROGRAMME MANAGEMENT UNIT (PMU) FOR THE SCHOLARSHIP DIVISION OF THE MINISTRY OF MINORITY AFFAIRS, GOVERNMENT OF INDIA

Date: 22.09.2021

Government of India
Ministry of Minority Affairs

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DISCLAIMER

The information contained in this Request for Proposals document ("**RFP**") or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of the Ministry, is provided to Applicants on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by the Ministry to the prospective Applicants or any other person. The purpose of this RFP is to provide bidder with information that may be useful to them in the formulation of their Proposals pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Ministry in relation to the consultancy. Such assumptions, assessments and statements do not purport to contain all the information that each applicant may require. This RFP may not be appropriate for all persons, and it is not possible for the Ministry to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP, except for the purpose of this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct for all intents and purposes other than for limited purpose of giving a background of this scheme and should, therefore, conduct his own investigations and analysis and check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Applicants is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Ministry accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The Ministry, its employees and advisers make no representation or warranty and shall have no liability to any person including any Applicant 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 RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this Selection Process.

The Ministry also accepts no liability whether resulting from negligence or otherwise, howsoever caused, arising from reliance of any Applicant upon the statements contained in this RFP. The Ministry may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP. The issue of this RFP does not further imply that the Ministry is bound to select an Applicant or to appoint the Selected Applicant, as the case may be, for consultancy and the Ministry reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

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

Section 1

Letter of Invitation to RFP No. SS-15/14/2020-Scholarship - MoMA

Government of India
Ministry of Minority Affairs
11th Floor, Pt. Deendayal Antyodaya Bhawan
CGO Complex, New Delhi – 110003, India

Request for Proposal (RFP)

Date: 22.09.2021

Subject: Request for Proposal (RFP for Selection of an agency for setting up a Project/Programme Management Unit (PMU) for the Scholarship Division of Ministry of Minority Affairs, Govt. of India.

The Ministry of Minority Affairs, Government of India, intends to engage a Consultancy firm/agency for setting up a Project/Programme Management Unit (PMU) for Scholarship Division of **Ministry of Minority Affairs, Govt. of India**, details of which have been provided in the RFP document.

Proposals are invited from agencies which have the requisite experience in this field as detailed in the RFP. The salient features of the eligibility criteria and instructions on how to bid and other details are available in the RFP document uploaded on the website http://www.minorityaffairs.gov.in/. Important information and tentative dates are mentioned in Section 1 of the RFP.

Interested applicants are requested to submit their response to the RFP in a sealed envelope through Speed Post/ Registered Post/Courier or deliver the same by hand super scribing **"Request for Proposal (RFP) for Selection of an agency for setting up a Project/Programme Management Unit (PMU) Scholarship Division of Ministry of Ministry of Minority Affairs, Govt. of India"** on top of the envelope to the following address on or before 13th October 2021, 5:00 PM.

The submission must be addressed to:

Under Secretary (Scholarship Division)
Ministry of Minority Affairs
11th Floor, Pt. Deendayal Antyodaya Bhawan CGO Complex,
New Delhi - 110003, India

SECTION 2: INTRODUCTION

2.1 Introduction/Background

SCHEME BACKGROUND:

2.1.1 There are 5 Central Sector Schemes being implemented by the Scholarship Division, Ministry of Ministry of Minority Affairs for the educational empowerment of six notified minority communities viz. Buddhist, Christian, Jain, Muslim, Parsi and Sikh. The Schemes are as under:

i. Pre-Matric Scholarship Scheme

ii. Post Matric Scholarship Scheme

iii. Merit-cum-Means based Scholarship Scheme

iv. Maulana Azad National Fellowship Scheme

v. Padho Pardesh Scheme.

The details of Schemes are as under:

2.1.2 Pre-Matric Scholarship Scheme:

BACKGROUND: The Prime Minister's New 15 Point Programme for the Welfare of Minorities was announced in June, 2006. It provides that a Pre-Matric scholarship scheme for meritorious students from minority communities would be implemented.

OBJECTIVE: The scholarship at Pre-Matric level will encourage parents from minority communities to send their school going children to school, lighten their financial burden on school education and sustain their efforts to support their children to complete school education. The scheme will form the foundation for their educational attainment and provide a level playing field in the competitive employment arena. Empowerment through education, which is one of the objectives of this scheme, has the potential to lead to upliftment of the socio economic conditions of the minority communities.

SCOPE: The scholarship is awarded for studies in India in a Government or recognized private school from class I to class X, including such residential Government institutes and eligible private institutes selected and notified in a transparent manner by the State Government and Union Territory Administration concerned.

DISTRIBUTION: Buddhist, Christian, Jain, Muslim, Parsi and Sikh have been notified as minority communities under Section 2 (c) of the National Commission for Minorities Act, 1992. A total of thirty (30) lakh scholarships are targeted to be distributed as 'Fresh' Scholarships, besides, Renewal scholarships. The distribution of scholarship among the States/Union

Territories since 2018-19, is made on the basis of population of minorities in the States/Union Territories as per Census 2011.

IMPLEMENTATION: The Scheme is being implemented through the National Scholarship Portal by the Ministry of Minority Affairs and the Scholarship amount is remitted, under the Direct Benefit Transfer (DBT) Mode, directly to the beneficiary account through Public Financial Management System (PFMS) portal.

2.1.3 Post Matric Scholarship Scheme:

BACKGROUND: The Prime Minister's New 15 Point Programme for the Welfare of Minorities was announced in June, 2006. It provides that Post Matric scholarship scheme for meritorious students from minority communities would be implemented.

OBJECTIVE: The objective of the scheme is to award scholarships to meritorious students belonging to economically weaker sections of minority communities so as to provide them better opportunities for higher education, increase their rate of attainment in higher education and enhance their employability.

SCOPE: The scholarship is to be awarded for studies in India in a Government or recognized private higher secondary school/college/university, including such residential institutes of the Government and eligible private institutes selected and notified in a transparent manner by the State Government/Union Territory Administration concerned. It also covers technical and vocational courses in Industrial Training Institutes/ Industrial Training Centres affiliated with the National Council for Vocational Training (NCVT) of classes XI and XII level including Polytechnics and other courses (any course of less than one year duration is not covered under this scheme; Certificate courses are also not covered).

DISTRIBUTION: Buddhist, Christian, Jain, Muslim, Parsi and Sikh have been notified as minority communities under Section 2 (c) of the National Commission for Minorities Act, 1992. A total of five (05) lakh scholarships are targeted to be distributed as 'Fresh' Scholarships, besides, Renewal scholarships every year. The distribution of scholarship among the States/Union Territories since 2018-19, is made on the basis of population of minorities in the States/Union Territories as per Census 2011.

IMPLEMENTATION: The Scheme is being implemented through the National Scholarship Portal by the Ministry of Minority Affairs and the Scholarship amount is remitted, under the Direct Benefit Transfer (DBT) Mode, directly to the beneficiary account through Public Financial Management System (PFMS) portal.

2.1.4 Merit-cum-Means based Scholarship Scheme:

OBJECTIVE: The objective of the Scheme is to provide financial assistance to the poor and meritorious students belonging to six notified minority communities to enable them to pursue professional and technical courses.

SCOPE: The scholarship is awarded for studies in India in a Government or recognized private institution, selected and notified in a transparent manner by the State Government/Union Territory Administration concerned. It covers technical and professional courses at undergraduate and post graduate level.

DISTRIBUTION: Buddhist, Christian, Jain, Muslim, Parsi and Sikh have been notified as minority communities under Section 2 (c) of the National Commission for Minorities Act, 1992. A total of 60,000 scholarships are targeted to be distributed as 'Fresh' Scholarships, besides, Renewal scholarships every year. The distribution of scholarship among the States/Union Territories since 2018-19, is made on the basis of population of minorities in the States/Union Territories as per Census 2011.

IMPLEMENTATION: The Scheme is implemented through the National Scholarship Portal by the Ministry of Minority Affairs and the Scholarship amount is remitted, under the Direct Benefit Transfer (DBT) Mode, directly to the beneficiary account through Public Financial Management System (PFMS) portal.

2.1.5. Maulana Azad National Fellowship (MANF) Scheme

OBJECTIVE: The objective of the Maulana Azad National Fellowship (MANF) Scheme is to provide five year fellowships in the form of financial assistance to the students, from six notified minority communities viz. Buddhist, Christian, Jain, Muslim, Parsi and Sikh as notified under Section 2 (c) of the National Commission for Minorities Act, 1992 by the Central Government, to pursue regular / full time M. Phil and Ph.D courses.

The scheme covers all Universities/Institutions recognized by the University Grants Commission (UGC) as under :

g. Central/State Universities (including constituent and affiliated institutions) included under Section 2(f) of UGC Act, 1956 and having valid accreditation from NAAC.

h. Deemed Universities under Section 3 of UGC Act i.e. Institution for higher education notified by Central Government to be deemed University, in consultation with UGC and having valid accreditation from NAAC.

i. Institution fully funded by State / Central Government and empowered to award degrees.

j. Institutions of National Importance as notified by Ministry of Human Resource Development (mhrd.gov.in/institutions-national-importance).

k. The Fellowship is implemented by the Ministry of Minority Affairs through UGC. The fellowship holders under this Fellowship will be known as Ministry of Minority Affairs scholars.

SCOPE: The Fellowship caters to the minority community students pursuing regular and full time research studies leading to award of M.Phil/Ph.D degree within India only. This enables

them to be eligible for employment to the posts with M.Phil and Ph.D as pre- requisites, including the posts of Assistant Professors in various academic institutions.

DISTRIBUTION: The Fellowship is awarded to 1000 fresh Scholars each year- apart from the renewals.

IMPLEMENTATION: UGC is the nodal agency for implementing the MANF Scheme and ensures that the Scheme is also included in the Notification/Press Release to be issued by National testing Agency (NTA) for UGC-NET and Joint CSIR-UGC-NET examinations.

2.1.6: Padho Pardesh Scheme:

OBJECTIVE: The objective of the scheme is to award interest subsidy to meritorious students belonging to economically weaker sections of notified minority communities so as to provide them better opportunities for higher education abroad and enhance their employability.

SCOPE: Scheme of Interest Subsidy on educational loans for overseas studies. Under the scheme, the interest subsidy is awarded to students on the interest payable for the period of moratorium for the Education Loan taken for Overseas Studies to pursue approved courses of studies abroad at Masters, M.Phil or Ph.D levels.

DISTRIBUTION: Subsidy under the Scheme is provided to approximately 3000 students each year.

IMPLEMENTATION: The scheme is implemented through the Canara Bank.

2.2 Request for Proposal

2.2.1 The Ministry invites proposals for selection of a Consultancy Firm/Agency for setting up a Project/Programme/Programme Management Unit (PMU) for (Scholarship Division) of Ministry of Minority Affairs, Government of India.

2.2.2 The Ministry intends to select a Consultant to provide manpower for the PMU, through a competitive bidding through open invitation to bid, in accordance with the Quality cum Cost Based Selection (QCBS) method procedure set out herein.

2.3 Pre-qualification

2.3.1 Technical and Financial Proposals must be prepared in the prescribed formats and submitted to the below mentioned address, in separately sealed envelopes:

Under Secretary (Scholarship Division)
Ministry of Minority Affairs
11th Floor, Pt. Deendayal Antyodaya Bhawan, CGO Complex,
New Delhi – 110003, India

2.4 Due diligence by Applicants

2.4.1 Applicants are encouraged to get informed about the assignment and the local conditions before submitting the Proposal by contacting or sending written queries to the Ministry's representative mentioned in Para 2.10 and attending a Pre-Proposal Conference on the date and time specified in Para 2.11.

2.4.2 Bidders shall bear all the costs associated with the preparation and submission of their proposals. The Ministry is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Bidders.

2.5 Availability of RFP Document

2.5.1 The document can be downloaded from the Official Website of the Ministry of Minority Affairs (http://www.minorityaffairs.gov.in/tender) or, website of CPP portal.

2.6 Validity of the Proposal

2.6.1 The Proposal shall remain valid for a period of not less than 120 days from the Proposal Due Date (the "PDD") i.e. 10.02.2022.

2.7 Brief description of the Selection Process

2.7.1 The Ministry has adopted a two-stage selection process (the "Selection Process") for evaluating the Proposals comprising the technical and financial bids, to be submitted in two separate sealed envelopes. In the first stage, a technical evaluation will be carried out as specified in Para 3.19. Based on this technical evaluation, a list of short-listed applicants shall be prepared as specified in Para 3.20. In the second stage, a financial evaluation will be carried out as specified in Para 3.20. Proposals will finally be ranked according to their combined technical and financial scores as specified in Para 3.20. The first ranked applicant (the "Selected Applicant") shall be called for discussions while the second and third ranked Applicants will be kept in reserve.

2.7.2. Incomplete proposals or those received after the specified time and date or not fulfilling the specified requirement shall not be considered.

2.8 Currency for payment

2.8.1.All payments to the Consultant shall be made in INR in accordance with the provisions of this RFP.

2.9 Schedule of Selection Process

2.9.1. The scheduled selection process is given in Data-Sheet at Part-II of Section 3.

2.10. Pre-Proposal Queries

2.10.1. Prospective Applicants may address their queries to the nodal officer specified below:-
*Under Secretary (*Scholarship*)*
Ministry of Minority Affairs
11th Floor, Pt. Deendayal Antyodaya Bhawan CGO Complex, New Delhi – 110003, India Email: mcm-mma@nic.in
Phone: 011-24364311

2.11 Pre-bid/ Pre-Proposal Meeting

2.11.1. The date, time and venue of Pre-Proposal Meeting shall be:
Date: 29.09.2021

Time: 11:00 AM

Venue: Manthan, Ministry of Minority Affairs
11th Floor, Pt. Deendayal Antyodaya Bhawan,CGO Complex, New Delhi – 11000 India

Further details regarding the Pre-proposal meeting will be updated on the official website of the Ministry. Applicants may register for the same on or before 28.09.2021 by submitting the following details of the representative at the email address in Para 2.12: Name, Designation, Company, Mobile number, e-mail Address, Scheme of interest

2.12 Communications

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

Under Secretary (Scholarship) Ministry of Minority Affairs
11th Floor, Pt. Deendayal Antyodaya Bhawan CGO Complex, New Delhi – 110003, India Email: mcm-mma@nic.in
Phone: 011-24364311

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

Request for Proposal (RFP) for Selection of an Agency for setting up a Project/Programme Management Unit (PMU) for (Scholarship Division) of Ministry of Minority Affairs, Government of India.

SECTION 3: INSTRUCTIONS TO BIDDERS

PART-I

Definitions

a) "Ministry" means the Ministry of Minority Affairs who has invited bids for **Selection of an Agency for setting up a Project/Programme Management Unit (PMU) for (Scholarship Division) of Ministry of Minority Affairs, Govt. of India**, with whom the selected agency will sign the Contract for providing the services as per the terms and conditions of the contract and Terms of Reference (TOR) of this RFP.

b) "Consultant" means any entity or person or associations of person who will be selected to provide the Services to the Ministry under the Contract.

c) "Contract" means the Contract signed by the Parties for this assignment.

d) "Project/Programme specific information" means such part of the Instructions to Consultants used to reflect specific Project/Programme and assignment conditions.

e) "Day" means calendar day.

f) "Government" means the Government of India

g) "Instructions to Applicants" means the document which provides bidders with all information needed to prepare their proposals.

h) LOI means the Letter of Invitation being sent by Employer to the Consultant.

i) "Personnel" means professionals and support staff provided by the Consultant and assigned to perform the Services or any part thereof;

j) "Proposal" means the Technical Proposal and the Financial Proposal.

k) "RFP" means the Request for Proposal prepared by the Ministry for the selection of Consultant, based on the RFP.

l) "Assignment / job" means the work to be performed by the agency pursuant to the Contract.

m) "Terms of Reference" (TOR) means the document included in the RFP as Section 6 which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Employer and the Consultant, and expected results and deliverables of the Assignment/job.

3.2 Scope of Proposal

3.2.1 Detailed description of the objectives, scope of services, deliverables and other requirements relating to this Consultancy are specified in this RFP. In case an applicant institution/agency possesses the requisite experience and capabilities, required for undertaking the Consultancy, it may participate in the Selection Process as an applicant, in response to this invitation. The terms "Applicant" implies a legal entity registered in India with valid GST registration and PAN number. The firm must be a Company, Partnership firm, firms registered under the "Limited Liability Partnership Act 2008 or Proprietorship; in existence from the last at least 5 years. The manner in which the Proposal is required to be submitted, evaluated and accepted is explained in this RFP.

3.2.2 Applicants are advised that the selection of Consultant shall be on the basis of an evaluation by the Ministry through the Selection Process specified in this RFP. Applicants shall be deemed to have understood and agreed and no explanation or justification for any aspect of the Selection Process will be given and that the Ministry's decisions are without any right of appeal whatsoever.

3.2.3 The Applicant shall submit its Proposal in the form and manner specified in Section 3 of the RFP. The Technical Proposal shall be submitted in the form at Section 4 of the RFP and the Financial Proposal shall be submitted in the form at Section 5 of the RFP. Upon selection, the Applicant shall be required to enter into an agreement with the Ministry, the details of the agreement will be provided after the selection of the agency.

3.3 Eligibility Criteria for the bidders

The Proposer should submit following documentary evidence on its eligibility/qualification criteria.

S.No	Parameter	Must Meet criteria	Documents to be attached
1.	The bidder must be a legal entity registered in India with valid GST registration and PAN number. The firm must be a Company, Partnership firm or Proprietorship, Firms registered under the "Limited Liability Partnership Act 2008; in existence for at least 5 years **AND** Bidder should have been in existence and operational continuously in India for	Must Meet	2. Certificate of incorporation or any other registration certificate; 3. GST registration certificate 4. Copy of PAN card

	last 5 years.		
2.	The bidder should not currently be or have been debarred and / or blacklisted and / or Suspended by any Central / State Government Department/any multilateral agency nor should have any litigation or enquiry pending with regards to the works executed by it.	Must Meet	Undertaking to be submitted on letter head of the entity.
3.	Bidder should have an **average annual turnover/receipt of minimum of Rs. 10 Crores in consulting services over three financial years** for FY 2017- 2018, FY 2018-2019 and FY 2019-2020.	Must Meet	A CA certificate on Government Advisory services turnover over the last three financial years including annual audited account to verify the turnover.
4.	The bidder shall have minimum manpower strength of 200 persons on its rolls.	Must Meet	An undertaking from HR head of the company certifying the number of employees on firm's role
5.	The bidder must have experience of having executed similar assignments/ Projects/ Programmes in Central/State Govt. Dept. Schemes Bidder should have executed a minimum of 4	Must Meet	Copies of Work order, contracts or/and Agreement or Letter from Client or copy of invoices raised to clients or/and Completion certificate clearly mentioning the scope of work

	contracts of similar nature from Central/ State Government from distinct clients, over the past 3 years.		
6.	An undertaking regarding the availability of the key persons whose CVs are proposed, for the entire assignment duration to be submitted by the bidder.	Must Meet	Undertaking to be submitted on letter head of the entity.

*Bidders having experience in successfully executing contracts in similar other Scholarship Schemes of State Government/Central Government will be given preference.

3.4 NUMBER AND DETAILS OF KEY PERSONNEL REQUIRED: The Key Personnel shall put together a multi-disciplinary team (the "PMU Team") for undertaking this assignment. The PMU Team shall consist of the following key personnel* (the "Key Personnel"). In case of any requirement during the assignment period, the agency shall provide additional staff as per the eligibility prescribed in Para 3.3 on the same cost, terms & conditions.

3.4.1 The composition of the core team of key personnel and their respective responsibilities are specified below:

Position	Required Number	Desired Qualification and Work Experience	Job Profile
Team Lead	1	B. Tech. + M.B.A. or Masters in Computer Application/Mathematics/Economics/Statistics/ Operations Research with M.B.A./P.G. Diploma in Management with over 10+ years'/8+ years' of experience of working in large scale e-Governance projects. She/he should have managed at least two individual beneficiaries centric social welfare projects/schemes at National level being implemented through e-Governance and have exposure to open sources statistical/analytical predictive tools.	This position is required for the purpose of overall management, stakeholder coordination (like interactions with NIC-NSP, DBT Mission, Niti Aayog PFMS, UGC, UIDAI, DFS, MeiTY State/UT Governments, etc.) Assisting in preparing policy briefs, situational

			analysis reports and other data/information based documents. Monitoring and evaluation of the implementation of 5 Schemes through NSP, UGC and Canara Bank/DFS and preparation of agenda/PPT for review meetings and the minutes thereon. Organizing meetings/ workshops with stakeholders for better implementation of Schemes. Any other work assigned by the reporting officers.
IT & MIS Lead	3	B.Tech/B.E./MCA, with 8+ years' experience of managing large scale IT projects focusing on MIS application for Central Ministries/State/subsidiary bodies. The Consultant must be familiar with handling large scale data; excellent proficiency of MS-Excel and writing queries preferably in PostgreSQL.	Breakup of manpower required as below- 1 position for MCM & Post Matric Schemes 1 Position for Pre-Matric Scheme 1 Position for MANF and Padho Pradesh Scheme This position is required for leading scheme-level communication and management. Shall create MIS reports and monitor progress of schemes, using MS-Excel or similar tools. Will also be responsible to gather IT solution requirements so that the same may be communicated to NSP and other development

			teams. Identifying loopholes in the implementation of the Schemes. Addressing technical issues faced by States/UTs and tours/visits to different States/UTs whenever required. Addressing grievances of beneficiaries in the respective Schemes. Any other work assigned by the reporting officers.
System Analyst	1	B.E./B.Tech/MCA or equivalent with 8 years' experience in requirement gathering/analysis and documentation for IT projects. Should be able to document requirements for Data Visualization/Dashboard building and set KPIs for the dashboard. The Consultant must have experience and capacity of creating various Technical documentation like SRS, FRS, Feasibility Analysis etc. The resource must be familiar with MS-Excel and proficient in writing queries preferably in PostgreSQL.	This position is required for reviewing the requirements captured by CEDA for design and development of Analytics Dashboard. This resource will act as Ministry's point of contact for interaction with CEDA's team, and provide them inputs/insights during with development of Dashboard, and ensure that the same is aligned with Ministry's requirements. To create reports through data interpretation and analysis, integrating from multiple data sources. Handling data analysis process from data

			mining, cleaning to reporting of any aberrations, mala-fide or malpractices. To develop case studies. Segregation and analysis of Scholarship applications based on various criterions received under Scholarship Schemes, MANF and Padho Pardesh. Analyze the data for continuous evaluation of the Schemes in terms of outcome indicators viz., dropout rate, retention/transition rate and identify gaps and develop a future perspective for Schemes. Any other work assigned by the reporting officers.

3.5 Conflict of Interest

3.5.1 An Applicant shall not have a conflict of interest that may affect the Selection Process or the Consultancy (the "**Conflict of Interest**"). Any Applicant found to have a Conflict of Interest shall be disqualified. In the event of disqualification, the Ministry shall forfeit and appropriate the Bid Security as mutually agreed genuine pre-estimated compensation and damages payable to the Ministry for, *inter alia*, the time, cost and effort of the Ministry including consideration of such Applicant's Proposal, without prejudice to any other right or remedy that may be available to the Ministry hereunder or otherwise.

3.5.2 The Ministry requires that the Key Personal provides professional, objective, and impartial advice and always hold the Ministry's interest's paramount, avoid conflicts with other assignments or its own interests, and act without any consideration for future work. The Consultant shall not accept or engage in any assignment that would be in conflict with its prior or current obligations to other clients, or that may place it in a position of not being able to carry out the assignment in the best interests of the Ministry. Violation

of this clause shall make the Consultant liable for any legal consequences arising out of the same.

3.5.3 Without limitation on the generality of the foregoing, agencies, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:

a. Conflicting Activities: The Key personnel or any of its affiliates selected as or any other similar schemes of Ministry of Minority Affairs shall be disqualified for this assignment as this amount to conflict of interest.
b. Conflicting Assignment/job: A Consultant (including its affiliates) shall not be hired for any assignment/job that, by nature, may be in conflict with another assignment/job of the Consultant to be executed for the same or for another Ministry.
c. Conflicting Relationships: A Consultant that has a business or family relationship with a member of the Ministry staff who is directly or indirectly involved in any part of the Project/Programme shall not be awarded the Contract.

3.5.4 A Consultant shall disclose any situation of actual or potential conflict that impacts his capacity to serve the best interest of the Ministry, or that may reasonably be perceived as having this effect. Any such disclosure shall be made as per the forms of technical proposal provided herewith. If the Consultant fails to disclose said situations and if the Ministry comes to know about any such situation at any time, it may lead to the disqualification of the Consultant during bidding process or the termination of its contract during execution of the assignment.

3.5.5 **Unfair Advantage**:

If a Bidder could derive a competitive advantage from having provided consulting services related to the services in question and which is not defined as conflict of interest as per Para 3.5 above, the Ministry shall make available to all Bidders together with this RFP all information that would in that respect give such Bidder any competitive advantage over competing Bidders.

3.6 Number of Proposals

3.6.1 RFP has been invited for Selection of an Agency for setting up a Project/Programme Management Unit (PMU) for Scholarship Division for Ministry of Minority Affairs, Govt. of India. No Applicant shall submit more than one proposal.

3.6.2 Applicants will submit separate technical and financial bids under this RFP.

3.7 Cost of Proposal

3.7.1 The Applicants shall be responsible for all of the costs associated with the preparation of their Proposals and their participation in the Selection Process including

subsequent discussion, visits to the Ministry etc. The Ministry will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Selection Process.

3.8 Verification of information

3.8.1 Applicants are encouraged to submit their respective Proposals after verification of the scheme, guidelines etc. within the purview of this RFP and the applicable laws and regulations or any other matter considered relevant by them.

3.9 Acknowledgement by Applicant

3.9.1 It shall be deemed that by submitting the Proposal, the Applicant has:

(a) made a complete and careful examination of the RFP;

(b) received all relevant information requested from the Ministry;

(c) acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in the RFP or furnished by or on behalf of the Ministry or relating to any of the matters referred to in Para 3.8 above;

(d) satisfied itself about all matters, things and information, including matters referred to in Para 3.8 herein above, necessary and required for submitting an informed Application and performance of all of its obligations as it under ;

(e) acknowledged that it does not have a Conflict of Interest; and

(f) agreed to be bound by the undertaking provided by it under and in terms hereof.

3.9.2 The Ministry shall not be liable for any omission, mistake or inadvertent error , on the part of the Applicant in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to RFP or the Selection Process, including any error or mistake therein or in any information or data given by the Ministry.

3.10 Right to reject any or all Proposals

3.10.1 Notwithstanding anything contained in this RFP, the Ministry reserves the right to accept or reject any Proposal and to annul the Selection Process and reject all proposals, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof.

3.10.2 Without prejudice to the generality *of Para 2.10.1*, the Ministry reserves the right to reject any Proposal if:

a) at any time, a material misrepresentation is made or discovered, or

b) the Applicant does not provide, within the time specified by the Ministry, the supplemental information sought by the Ministry for evaluation of the Proposal.

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

3.11 Proposal Validity

3.11.1 Clause 3.11 of the data sheet indicates that the proposal will remain valid for 120 days after the submission date. During this period, Consultants shall maintain the availability of professional staff reflected in the proposal and also agree to keep the financial proposal unchanged. The Ministry shall make its best effort to complete discussions/clarifications within this period. Should the need arise; however, the Ministry may request Consultants to extend the validity period of their proposals. Consultants who agree to such extension shall confirm that they maintain the availability of the Key Personnel reflect in the Proposal and their financial proposal. Consultants could however, submit new staff replacement, which would be considered in the final evaluation for award of the contract. Consultants, who do not agree, have the right to refuse to extend the validity of their respective Proposals. Under such circumstance, the Ministry shall not consider such proposals for evaluation.

3.12 Preparation of Proposal

3.12.1 The proposal as well as all related correspondence exchanged by the Consultants and the Employer shall be written in English and Hindi language, unless specified otherwise.

3.12.2 In preparing their Proposals, Consultants are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal.

3.12.3 While preparing the Technical Proposal, Consultants must give particular attention to the facts that, the proposal shall take into account a uniform working period of 36 months for each of the resource personnel and agree to all other activities sought by the Ministry in the scope of work.

3.12.4 Submission of the non compliant Technical proposal will result in the Proposal being deemed non-responsive. The Technical Proposal shall provide the information in the following Paras, as per (a) to (e) below, using the Forms mentioned in Section 4 of the RFP.

3.12.5 The format for submission of the Technical bid is furnished as Form TECH-1 of Section – 4 of the RFP.

a) Comments and suggestions on the Terms of Reference including workable suggestions that could improve the quality /effectiveness of the assignment/job/ (Form TECH-2 of Section 4)

b) A description of the performing the assignment/job covering the following: Project/Programme organization and availability of experts, and transfer of knowledge/training. Guidance on the content of this section of the Technical Proposals is provided under Form TECH -2 of Section 4.

c) The list of the proposed Key Personnel, the position that would be assigned to each staff team member and their tasks to be provided in Form TECH-3 of Section 4.

d) CVs of the Key Personnel as mentioned in Para 3.12.5(c) above signed by themselves or by their authorized representative. (Form TECH-4 of Section 4).

e) Declaration regarding any conflicting schedule should be given in Form TECH-5 of Section 4.

3.12.6 The Technical Proposal shall not include any financial information. A Technical Proposal containing any financial information SHALL be declared non-responsive.

3.12.7 The Financial Proposal shall be prepared using the prescribed Forms (Fin 1 to 3 of Section 5). It shall list all costs associated with the assignment/job, including (a) remuneration for staff and (b) reimbursable expenses. If appropriate, these costs should be broken down by activity. The financial proposal shall be rejected summarily, if not found in the prescribed forms.

3.12.8 **Taxes** – The Consultant shall fully familiarize themselves about the applicable domestic duties and taxes on amounts payable by the Ministry under the Contract. All such duties and taxes must be included by the Consultant in the financial proposal itself to avoid rejection of bid.

3.13 Currency

3.13.1 Consultant shall express the price of their assignment/job in Indian Rupees (INR) only.

3.14 Earnest Money Deposit (EMD) and Performance Guarantee

3.14.1 **Earnest Money Deposit**

a) An earnest money of Rs.5,00,000/- (Rupees Five Lakh only) in the form of bank draft/demand draft/Bank Guarantee in favour of PAO (Sectt.), Ministry of Minority Affairs payable at New Delhi must be submitted.

b) Proposals not accompanied by EMD shall be declared as non-responsive.

c) No interest shall be payable by the Employer for the sum deposited as EMD.

d) The EMD of the unsuccessful bidders would be returned back before 30th day after signing of the contract by the successful bidder.

e) The agency (the successful bidder) who will be selected will furnish a performance bank guarantee @ 5% of the total contract amount in the form of a bank guarantee from a scheduled commercial bank for the duration of the empanelment or extended period, if any in favour of PAO, Ministry of Minority Affairs. On receipt of Bank Guarantee, EMD will be refunded without any interest.

3.15 Forfeiture of EMD

3.15.1 The EMD shall be forfeited by the Ministry in the following events:

a) If the proposal is withdrawn during the validity period or any extension agreed by the Consultant thereof.

b) If the proposal is varied or modified in a manner not applicable to the Ministry after opening of Proposal during the validity period or any extension thereof.
c) If the Consultant tries to influence the evaluation process or in case of any misrepresentation of facts are observed.

3.16 Performance Guarantee

3.16.1. The selected Consultant for the schemes shall be required to furnish a Performance bank Guarantee equivalent to 5% of the contract value rounded off to the nearest thousand Indian Rupees in the form of an unconditional and irrevocable bank guarantee from a scheduled commercial bank in India in favour of PAO, Ministry of Minority Affairs at New Delhi for the period of contract, with 120 days claim period beyond the completion of all contractual obligations. The bank guarantee must be submitted after award of contract but before signing of the consultancy contract. The successful bidder has to renew the bank guarantee on same terms and conditions for the period up to contract including extension period, if any. Performance Guarantee would be returned only after successful completion of tasks assigned to them and only after adjusting/recovering any dues recoverable/payable from/by the Consultant on any account under the contract. On submission of performance guarantee and after signing of the contract, EMD would be returned.

3.17 Submission, Receipt and opening of Proposal

3.17.1 The original proposal, both Technical and Financial shall contain no interlineations or overwriting. Submission letters for both Technical and Financial Proposals should be in the format of TECH-1 of Section 4, and FIN-1 of Section 5 respectively.

3.17.2 An authorized representative of the Consultants shall initial all pages of the original Technical and Financial Proposals. The signed Technical and Financial Proposals shall be marked "ORIGINAL".

3.17.3 The original and one copy of the Technical Proposal shall be placed in a sealed envelope clearly marked "TECHNICAL PROPOSAL". Similarly, the original Financial Proposal shall be placed in a separate sealed envelope clearly marked "FINANCIAL PROPOSAL" followed by the name of the Project/Programme. The envelopes containing the Technical proposals, Financial Proposals and EMD shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, and reference number clearly marked "DO NOT OPEN BEFORE TIME (time and date of the opening indicated in the data sheet)". The Ministry shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This may lead to rejection of the Proposal. If the Financial Proposal is not submitted in a sealed envelope duly marked as indicated above, this will constitute a ground for declaring the Proposal non-responsive.

3.17.4 The proposals must be submitted in person to the addressee indicated in the Data Sheet and received by the Ministry not later than the time and the date indicated in the Data Sheet, or any extension to this date in accordance with the Para 3.11. Any proposal received by the Ministry after the deadline for the submission shall be returned unopened. Technical Proposals will be opened on the date and time indicated in Data Sheet in the presence of the representatives of the applicants who wish to attend.

3.18 Proposal Evaluation

3.18.1 From the time the proposals are opened to the time the contract is awarded, the applicants should not contact the Ministry on any matter related to its Technical and/ or Financial Proposal. Any effort by applicants to influence the Employer in the examination, evaluation, ranking of Proposals, and recommendation for award of contract may result in the rejection of the applicants' proposal forthwith.

3.18.2 The Ministry shall constitute a Bid Evaluation Committee (BEC) for selection/short listing of the proposal.

3.18.3 Evaluation of Technical Proposals: The BEC shall evaluate the Technical Proposals with reference to the Terms of Reference taking into account the evaluation criteria and sub- criteria in Section 3: Instructions to Bidders. In the first stage of evaluation, a proposal shall be rejected if it is found deficient. Only complete proposals satisfying all the criteria shall be further taken up for further evaluation. Evaluation of the technical proposal will be considered initially and the financial bids shall remain unopened, at this stage. The qualification of the Consultant and the evaluation criteria for the technical proposal shall be as defined below.

3.19 Criteria for Evaluation of Technical Proposal

3.19.1 The criteria defined in Section 3: Instructions issued to the Bidders shall be taken into account for the purpose of evaluation of technical proposals. Only those applicants obtaining a total score of minimum 70 (out of 100) or more on the basis of criteria for evaluation given below would be declared technically qualified.

3.19.2 Financial proposals of only those Bidders/applicants which are declared technically qualified shall be opened publicly, on the date and time specified in the Datasheet (contained in Section 3, Part II), in the presence of the Bidder's/applicant's 'representatives who choose to attend the same. The name of the Consultants, their technical score (if required), and their Financial Proposal shall be read aloud.

3.20 Method of Selection

3.20.1 In deciding the final selection of the Consultants, the technical quality of the proposal will be given a weightage of 80% on the basis of criteria for evaluation. The price bids of only those Consultants who are found to be technically qualified shall be opened. Out of the Proposals which are found to be technically qualified, the proposal with the lowest bid value will be given a financial score of 100 and the other proposal

given financial scores that are inversely proportional to their prices. The financial proposal shall be allocated a weightage of 20%. For working out the combined score, the employer will use the following formula:

Total points: (0.8 x T(s)) + (0.2 x 100 x LEC/EC), where T(s) stands for technical score, EC stands for Evaluation Cost of the Financial Proposal, LEC stands for Lowest Evaluated Cost of the Financial Proposal.

The proposals will be ranked in terms of total points scored. The proposal with the highest total points (H-1) will be considered for award of the contract and shall be called for discussions and clarifications, if required.

This methodology is sought to be explained through an example, as under:

Example: If in response to this RFP, three proposals, A, B & C were received and the Bid Evaluation Committee awards them score as follows:
Proposal A - 75, Proposal B - 80 and Proposal C - 90 marks respectively, in Technical bids, all the three proposals would be technically accepted. Further, if the quoted price of the proposals A, B & C were Rs.120, 100 & 110 respectively, then the following points for financial proposals may be awarded:

A: 100/120= 83 points B:
100/100= 100 points A:
100/110= 91 points

In the combined evaluation, the process would be as follows: Proposal A: 75 x 0.8+ 83 x 0.2 = **76.6**
Proposal B: 80 x 0.8 + 100 x 0.2 = **84.0**

Proposal C: 90 x 0.8+ 91 x 0.2 = **90.2**

Proposal C would be considered as H1 and would be recommended for further discussions/clarifications, if considered necessary for approval. The short-listed Consultants will be invited to present their proposals before the BEC.

3.20.2 The BEC shall be authorized to correct any computation errors by the bidder, in the financial bid. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between words and figures, the former will prevail. In addition to the above corrections the items described in the technical Proposals but not priced, shall be assumed to be included in the prices of other activities of items. In case an activity of line items is quantified in the Financial Proposal differently from the technical proposal, no corrections will be allowed to the Financial Proposal.

3.20.3 After opening of the financial proposals of the technically qualified bidder, the bidder with the highest score (H1) will be declared eligible for award of the contract. This selected Consultant will then be invited for discussions/clarifications, if considered necessary.

3.21 Discussions/clarifications

3.21.1 **Financial Discussions/clarifications**: Discussions/clarifications, if considered necessary, shall be held only with the bidder/applicant who shall be placed as H-1 bidder after combined evaluation of the Technical and Financial Proposal. Date and Time for discussion shall be communicated to the H-1 bidder/applicant. Representatives conducting discussions/clarifications on behalf of the bidder must have the written authority to discuss and conclude the contract.

3.22 Award of Contract

3.22.1 After selection, the Ministry shall issue a Letter of Intent (LOI) to the selected Consultant and promptly notify all other Bidders who have submitted proposals about the decision taken. The LOI shall be issued, in duplicate, by the Ministry to the Selected Consultant , who shall, within 7 (Seven) days of the receipt of the Letter of Intent, sign and return the duplicate copy of the LOI in acknowledgement thereof. In the event the duplicate copy of the LOI duly signed by the Selected Consultant is not received back by the stipulated date, the Ministry may, unless it consents to extension of time for submission thereof on request of such Consultant within the aforesaid stipulated time, appropriate the EMD of such Bidder as Damages on account of failure of the Selected Consultant to acknowledge the LOI. In no case, any bidder except H1 shall be awarded the contract.

3.22.2 The selected Consultant will sign the contract after fulfilling all the formalities/pre- conditions mentioned in the standard form of contract in Section-7, within 5 days of receipt of the signed copy of letter of intent (LOI) from the bidder to the Ministry.

3.22.3 The selected Consultant is expected to commence the assignment/job within one week from the date of signing of the Contract.

3.22.4 The PMU shall be constituted initially for a period of three years but extendable by one year at a time with mutual consent between the parties without any price escalation, on the same terms and conditions, as existing, at the end of the third year.

3.23 Confidentiality

3.23.1 Information relating to evaluation of proposals and recommendation concerning awards shall not be disclosed to the Consultants who submitted the proposals or to other persons not officially concerned with the process, until the publication of the award of Contract. The undue use by any Consultant of any information related to the process may result in the rejection of its proposal and blacklisting. The successful bidder and personnel shall not either during the term or after expiration of contract disclose any proprietary or confidential information relating to the services, contractor business or operations of Ministry of Minority Affairs without the prior written consent of the

Ministry of Minority Affairs. The successful bidder shall ensure that no information about the software, hardware, and database or policies of the Ministry or any other confidential or proprietary information of the user Ministry/Department is removed or taken out in any form including electronic form or otherwise, from the work site by the manpower posted by them.

3.24 Reporting

3.24.1 For all purposes the Project/Programme Management Unit will be reporting to the Joint Secretary/Deputy Secretary/Under Secretary in charge of the respective scheme and to the representatives authorized there under. The Consultant will generate quarterly and yearly progress report highlighting the accomplishment against the agreed operational plan, No files, data or information shall be shared in public domain by the Consultant or the staff of this Consultant.

3.25 Payment Terms

3.25.1 The terms of payment would be linked as per the deliverables and timelines of the PMU & shall cover the following conditions –

3.25.1.1 The payment has been envisaged based on the scope of work for which the work order has been placed with the empanelled Bidder(s).

3.25.1.2 All payments shall be subject to deduction of TDS as per the Income Tax Act, 1961 and other applicable taxes including but not limited to Goods and Services Tax (GST), as per applicable laws.

3.25.1.3 All payments shall be made subject to adjustment of applicable penalties.

3.25.1.4 No TA/DA will be admissible for the first placing of the professional. However, a professional would be entitled to TA/DA if s/he is asked to go on tour for project work from her/his project site.

3.25.1.5 TA/DA will be reimbursed on production of original documents. Each work order will be considered a project and TA/DA should not exceed 10 (ten percent) of the work order value.

3.25.1.6 The payments will be released against pre-receipted bills in the name of Ministry accompanied with Performance Report/Project Review Report duly put up and approved by concerned Additional/Joint Secretary. Payment will be made within 30 (thirty) days of submission of completed documents.

3.25.1.7 The successful bidder would submit pre-receipted bills in the name of Ministry on a quarterly basis or any other mode as may be agreed between Bidder and Ministry and shall be endeavored to be processed within 30 (thirty) days of receipt, if they are complete in all respect.

SECTION 3: INSTRUCTIONS TO BIDDERS

PART-II

DATA SHEET (PROJECT/PROGRAMME SPECIFIC INFORMATION)

Clause No.	Particulars of data sheet	
3.1 (a)	**Name of the Authority :** Ministry of Minority Affairs Government of India	
2.2.1	**Name of the Assignment/job: Request for Proposal (RFP)for Selection of an Agency for setting up a Project/Programme Management Unit (PMU) for Scholarship Division of the Ministry of Minority Affairs,** Govt. of India	
2.11	Date of Pre-bid Meeting : 29.09.2021 at 11:00AM Venue: Manthan, Ministry of Minority Affairs, *11th Floor, Pt. Deendayal Antyodaya Bhawan,CGO Complex, New Delhi – 11000 India*	
3.17	Last date & time and address for submission of proposal: (If due to any unforeseen reason, any holiday is declared on any of the due dates, then the due date will be the next working day.)	
	Date:13.10.2021	
	Time: 5:00 PM	
	11th Floor, Pt. Deendayal Antyodaya Bhawan CGO Complex, New Delhi – 110003	
3.17	Opening of Technical Proposal	
	Date: 14.10.2021	
	Time: 11:00 AM	
	11th Floor, Pt. Deendayal Antyodaya Bhawan CGO Complex, New Delhi – 110 003	
3.17	Opening of Financial proposal	
	Date: 28.10.2021	
	Time: 11:00 AM	
	11th Floor, Pt. Deendayal Antyodaya Bhawan CGO Complex, New Delhi – 110 003	
3.11	Proposal validity: Proposals must remain valid for 120 days after the last date of submission i.e. 10.02.2022	
3.19	Evaluation Criteria	
	Criteria, sub criteria and point system for evaluation to be followed under this procedure is as under:	
	Criteria & Sub Criteria	**Points**
1.	Specific experience of the Consultant (as a firm) relevant to the Assignment:-	**30**

1.1	Experience in providing services of providing resource personnel or setting up PMU in Central/State govt. sponsored Project/Programmes: More than 12 projects: 12 points 10 to 12 projects : 8 points 7 to 9 projects: 6 points 4 to 6 projects : 4 points	12
1.2	Successfully carried out similar assignments for similar schemes during the last 10 years, with PMU's having been existence for at least for 2 years. 1 point for each project subject to a maximum of 8 points.	8
Clause No.	Particulars of data sheet	
1.3	The average annual turnover of the agency in last 3 financial years i.e. (FY 2017-18, FY 2018-19, FY 2019-20 from Government consulting. Bidder with highest turnover from Government consulting services amongst all the bidders will get full marks while the rest will get marks on pro-rata basis.	10
2.	**Adequacy and quality of the proposed methodology, and work** **plan in responding to the Terms of Reference (TORs)** *The Ministry will assess the proposal submitted, in terms of quality and clarity of methodology, suitability to the TORs, realistic and implementable work-plan; quality , experience and balance of the team proposed with appropriate skill mix. The Ministry may request the bidders shall for a presentation on the technical proposal.*	**30**
2.1	Technical Approach and Methodology	10
2.2	Work Plan	5
2.3	Organization and Staffing	5
2.4	Technical Presentation	10
3	**Key Personnel (as per para 3.3 of section 3)** Qualitative assessment. Key personal profiles will be evaluated on the basis of educational qualification (50%) and Experience (50%)	**40**
3.1	**Mandatory – Manpower cost for 36 months**	
	Team Leader (1) – (Full Time)	10
	IT & MIS Lead (3) – (Full Time)	8x3
	System Analyst (1) – (Full Time)	6

4.	**Method of selection:** In deciding the selection of the Consultant, the technical quality of the proposal will be given a weightage of 80%. The method of evaluation of technical qualification will follow the procedure given in para 3.20 of Part 1. The price bids of only those Consultants who qualified technically will be opened. The financial proposal shall be allocated a weightage of 20%.	
5.	Expected date of commencement of consulting assignment/job:	November 2021

SECTION 4: TECHNICAL PROPOSAL FORMS

FORM TECH – 1
LETTER OF PROPOSAL SUBMISSION

Location:
Date:

To,

*Under Secretary (*Scholarship*) Ministry of Minority Affairs*
11th Floor, Pt. Deendayal Antyodaya Bhawan CGO Complex,
New Delhi - 110003 India

Dear.....

We the undersigned, offer to provide the Consultancy assignment for setting up a Project/Programme/Programme Management Unit (PMU) for Scholarship Division of Ministry of Minority Affairs, Govt. of India, in accordance with your Request for Proposal dated (*Insert Date*). We are hereby submitting hard copies of the proposal, which includes this technical Proposal, and a Financial Proposal sealed in a separate envelope and requisite EMD.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

2. We understand that the Ministry is not bound to accept any proposal received without due diligence.

Yours sincerely,
Authorized signature (in full and details):
Name and Title of Signatory:

Name of Agency

FORM TECH –2

DESCRIPTION OF METHODOLOGY, WORK PLAN, ORGNANIZATION FOR PERFORMING THE PRESENT ASSIGNMENT

The Consultant must present his/her Technical Proposal divided into the following three components:

a. Information regarding the applicant/bidder's organisation :

b. Experience of Bidder as per Criteria & Sub Criteria stated under Section 3:

c. Availability of experts (please provide an overview on senior leadership experience and commitment, highlighting expertise) :

FORM TECH –3

TEAM COMPOSITION AND TASK ASSIGNMENT/ JOBS

Key Personnel
Mandatory – Manpower cost for 36 months

S. No.	Name of Staff	Position	Area of Expertise	Abridged Information on work experience (in less than 200 Words)	Rationale for suitability in reference to TOR
1		Team Leader (1) – (Full Time)			
2		IT & MIS Lead (03) – (Full Time)			
3		System Analyst (1)– (Full Time)			

FORM TECH –4
CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

1. Proposed Position:

   [For each position of key personnel, separate form Tech-4 will be prepared]

2. Name of Institution/agency:

   (Insert name of consultancy proposing the staff):

3. Name of Staff:

   (Insert full name):

4. Date of Birth:

5. Nationality:

6. Education:

7. Membership of Professional Associations:

8. Other Training (In detail):

9. Employment Record:

   [Starting with present position, list in reverse order every employment held by staff member since first employment, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:

   From [Year]: To [Year]:
   Employer:
   Name of Assignment/ job or Project/Programme:
   Location:
   Main Project/Programme features:
   Positions held:

   Activities performed:

   Undertaking:

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

   Date:
   Place:
   [Signature of Consultant proposed in the CV]

FORM TECH-5

INFORMATION REGARDING ANY CONFLICTING ACTIVITIESAND DECLARATION

Are there any activities carried out by your Organization or group of company which are of conflicting nature as mentioned in Para-5 of Section-2 of RFP. If yes, please furnish details of any such activities.

1. If no, please certify, as under:

We hereby declare that our firm, our associate / group firm are not indulged in any such activities which can be termed as the conflicting activities under Para-5 of the Section-2.We also acknowledge that in case of misrepresentation of the information; our proposals/contract shall be rejected/ terminated by the Employer which shall be binding onus.

Authorized Signature [In full and initials]:
Name and Title of Signatory
Name of Firm
Address:

SECTION 5: FINANCIAL PROPOSAL FORMS

FORM FIN – 1

[Location, Date]

To,

*Under Secretary (*Scholarship*)*
Ministry of Minority Affairs
11th Floor, Pt. Deendayal Antyodaya Bhawan CGO Complex,
New Delhi - 110003 India

Dear .....

We the undersigned, offer to provide the Consultancy assignment for setting up a Project/Programme Management Unit (PMU) for **Scholarship Division of the Ministry of Minority Affairs,** Govt. of India, in accordance with your Request for Proposal dated (Insert Date). Our attached Financial Proposal for the scheme/s inclusive of all taxes and duties are as under:

Name of Scheme	Bid amount (in Rs.)

2. We hereby confirm that the financial proposal/s is/are unconditional and we acknowledge that any condition attached to financial proposal shall result in rejection of our financial proposal.

3. Our Financial Proposal/s shall be binding upon us subject to the modifications resulting from Contract discussions/clarifications, up to expiration of the validity period of the Proposal, i.e., before the date indicated in Part II Data Sheet.

4. We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature [In full and initials]:
Name and Title of Signatory:
Name of Consultancy:
Address:

FORM FIN – 2

SUMMARY OF COST- Price Bid format

S. No.	Particulars/Items	Man month rates (in ₹)	Man month requirement	*Annual increment, if any (in ₹) *(mention % change here)*	Total Amount per position (in ₹)
1	**Remuneration Key Personnel and Support staff)**				
Mandatory – Manpower cost for 36 months					
1.1	Team Leader (1) – (Full Time)		36		
1.2	IT & MIS Lead (03) – (Full Time)		36		
1.3	System Analyst (1)– (Full Time)		36		
	Sub Total (in digits)				
	(Sub Total in words)				
2	**Reimbursable expenses & cost estimates (Indicate)**				
a					
b					
c					
d					
e					
0	**Sub Total (in digits)**				
	(Sub Total in words)				

3	**Taxes and duties**				
3.1	*CGST*				
3.2	*SGST*				
3.3	*Other Taxes (Indicate, if any)*				
	Total Cost of Financial Bid (including applicable Taxes)				

***Annual Increment for rate of the key personal's fee (if any) is to be included by the bidder in the price bid.**

****It is mandatory to fill the cost for all 5 positions.**

Authorized Signature:
Name:
Designation:
Address:

FORM FIN – 3

BREAKDOWN OF REMUNERATION

(For details please refer to Note below)

S.No.	Name of Staff	Position	Man month rate for 36 months	Yearly increment (if any)	Total Amount in Rupees
			(A)	(B)	(A)*(B)
1					

1. Key Professionals are to be indicated by name.

Total Remuneration =_____**Amount in Rupees** (Amount in Words): (Rupees: _____Only)

Notes:

1. Professional Staff should be indicated individually; Cost of Secretarial services, if any, will be indicated in form FIN-3.
2. Positions of Professional Staff (Key Personnel) shall coincide with the ones indicated in Form TECH-4 & 5.
3. Indicate separately man-month rate for each staff member,

Authorized Signature:
Name:
Designation:
Address:

Section 6

TERMS OF REFERENCE

FOR SETTING UP A PROJECT/PROGRAMME MANAGEMENT UNIT (PMU) FOR SCHOLARSHIP DIVISION OF MINISTRY OF MINORITY AFFAIRS, GOVT. OF INDIA

1. Introduction

1.1 The mandate of the Ministry of Minority Affairs includes formulation of overall policy and planning, coordination, evaluation and review of the regulatory framework and development programmes for the benefit of the minority communities. In this regard the Ministry grants more than 60 lakh scholarships under 3 scholarship schemes namely pre-matric scholarship scheme, post matric scholarship scheme and merit-cum-means based scholarship scheme to students belonging to the economically weaker section of the six notified minority communities across the country. All the 3 scholarship schemes are implemented through the National Scholarship Portal (NSP) managed by NIC. NSP is one-stop solution through which various services starting from student application, application receipt, processing, sanction and disbursal of various scholarships to Students are enabled. The Ministry also implements two other educational empowerment schemes namely the Maulana Azad National Fellowship Scheme (MANF) and Padho Pardesh Scheme. MANF is implemented through UGC and selection of candidates for the Fellowship is through UGC NET and UGC-CSIR-NET examinations. Both these examinations are conducted in CBT mode by NTA. Beneficiaries under the Padho Pardesh Scheme are provided interest subsidy on the interest payable for the period of moratorium on the education loans taken by them for pursuing approved courses of studies abroad at Masters and M.Phil/Ph.D levels. The Scheme is implemented through Canara Bank.

1.2 In order to improve efficiency and effectiveness of the five educational empowerment schemes and track the disbursement of scholarship/fellowship/interest subsidy up to the last mile, the Ministry of Minority Affairs seeks to constitute a dedicated Project Management Unit PMU) by engaging a team of experienced professionals who can assist in developing a short term, medium term and long-term plan for the Ministry and help in implementing the road map. Implementation of these 5 Schemes requires constant coordination, follow up and monitoring at the Central Government level. It is envisaged that the proposed PMU would be involved in simultaneous efforts on a number of fronts including:-

i. Coordination with participating Ministries/Departments at Government of India and working with them to take necessary steps (e.g. sharing relevant data for scholarship MIS, issuing communication to State Governments, prioritization of schemes, scholarship areas, States, Institutes etc.).

ii. Coordination with DBT Mission, Cabinet Secretariat, Ministry of Electronics and Information Technology, Public Financial Management System (PFMS) team, NIC-NSP, UGC, Department of Financial Services, Canara Bank, Niti Aayog UIDAI, and Nodal officers for all 5 schemes across the states.

iii. Knowledge-building and dissemination, documentation of success stories and lessons through traditional channels as well as social media.

iv. Continuous monitoring and evaluation of the 5 Schemes.

SCHOLARSHIP SCHEMES

The following three scholarship schemes are central sector schemes 100% funded by the Central Government implemented throughout the country for the educational empowerment of students belonging to the six centrally notified minority communities and the payment of scholarship is being made through Direct Benefit Transfer (DBT) Mode. The details of all three scholarship schemes are as under:-

i) Pre-Matric Scholarship Scheme: The Prime Minister's New 15 Point Programme for the Welfare of Minorities was announced in June, 2006. It provides that a post-matric scholarship scheme for meritorious students from minority communities would be implemented. Accordingly the Pre-Matric Scholarship Scheme for students of the Minority Communities, was approved on 30th January, 2008. It is a Central Sector Scheme with 100% Central Government funding. The students studying in India in a government/ recognised private school, in Class I to X, who secure 50% marks in the previous examination and whose parents'/ guardians' annual income does not exceed Rs. 1.00 lakh, are eligible for award of the Pre-Matric scholarship under the scheme. Under the scheme, 30 lakh fresh scholarships are awarded every year in addition to the renewals. 30% of the scholarships have been earmarked for girl students. Scholarship ranging from Rs. 1,000/- to Rs. 10,700/- is awarded to every selected student.

The scholarship at pre-matric level will encourage parents from minority communities to send their school going children to school, lighten their financial burden on school education and sustain their efforts to support their children to complete school education. The scheme will form the foundation for their educational attainment and provide a level playing field in the competitive employment arena. Empowerment through education, which is one of the objectives of this scheme, has the potential to lead to upliftment of the socio economic conditions of the minority communities

SELECTION PROCEDURE:

Fresh - As the number of scholarships for minorities available in a year is fixed and limited, it is necessary to lay down preference for selection. Inter-se selection weightage is to be given to poverty rather than marks (the applicant is required to submit an Income Certificate as per para-11(ii)). In case of same income, merit shall be generated from 'Date of Birth' criteria of applicant (senior is preferred).

Renewal – There is no merit list generation for renewal cases. Renewal applicant will get the scholarship if one has obtained 50% in his/her previous year's examinations (at the same Institute and in same course) and his/her application is verified by all authorities (as designated by Ministry of Minority Affairs) and approved by State Governments/UTs.

Details of Scholarship awarded under Pre-Matric Scheme in last three years is as under:-

Year	Scholarships Sanctioned	Amount Sanctioned (Amount ₹ in crore)
2017-18	5311257	1078.42
2018-19	5691854	1264.29
2019-20	5568025	1424.56
Total	**1,65,71,136**	**3767.27**

(ii) Post Matric scholarship scheme: The Prime Minister's New 15 Point Programme for the Welfare of Minorities was announced in June, 2006. It provides that a post-matric scholarship scheme for meritorious students from minority communities would be implemented. The Post Matric Scholarship Scheme was launched in November, 2007. It is a Central Sector Scheme. Post Matric Scholarship is awarded for studies in a Government/ recognised private higher secondary schools/colleges/Universities including residential higher secondary schools/colleges of India. Scholarship ranging from Rs. 2,300/- to Rs. 15,000/- is awarded to every selected student. Students who secure 50% marks in the previous year's final examination and whose parents' / guardians' annual income does not exceed Rs. 2.00 lakh are eligible for award of scholarship under the scheme. 5 lakh Fresh scholarships are awarded every year in addition to the renewals. 30% of scholarships have been earmarked for girl students. In case sufficient numbers of girl students are not available, then eligible boy students are given these scholarships.

The scholarship is to be awarded for studies in India in a government or private higher secondary school/college/university, including such residential institutes of the Government and eligible private institutes selected and notified in a transparent manner by the State Government/Union Territory Administration concerned. It will also cover technical and vocational courses in Industrial Training Institutes/ Industrial Training Centres affiliated with the National Council for Vocational Training (NCVT) of classes XI and XII level including Polytechnics and other courses (any course of less than one year duration is not covered under this scheme; Certificate courses are also not covered).

SELECTION PROCEDURE : Fresh - As the number of scholarships for minorities available in a year is fixed and limited, it is necessary to lay down preference for selection. Inter-se selection weightage is to be given to poverty rather than marks (the applicant is required to submit an income certificate as per the proforma given). In case of same income, merit shall be generated from 'Date of Birth' criteria of applicant (senior is preferred). Renewal – There is no merit list generation for renewal cases. Renewal applicant will get the scholarship if one has obtained 50% in his/her previous year's examinations (at the same institute and in same course) and his/her application is verified by all authorities (as designated by Ministry of Minority Affairs) and approved by State Governments/UTs.

Details of Scholarship awarded under Post-Matric Scholarship Scheme in last three years is as under:-

Year	Scholarships Sanctioned	Amount Sanctioned (Amount ₹ in crore)
2017-18	698069	413.84
2018-19	684265	423.18
2019-20	743141	482.65
Total	**21,25,475**	**1319.67**

(iii) Merit-cum-Means based scholarship scheme: The Merit-cum-Means based Scholarship Scheme is a Central Sector Scheme, launched in 2007. Scholarships are awarded for pursuing professional and technical courses at under-graduate and post-graduate levels, in institutions recognized by appropriate authority. Under the scheme, 60,000 fresh scholarships are proposed to be awarded every year in addition to the renewals. 30% of these scholarships are earmarked for girl students, which may be utilized by eligible boy students, if an adequate number of eligible girl students are not available. Eligible students admitted in any of the 85 reputed premier institutes for professional and technical courses listed under the Scheme are reimbursed full course fee. Students studying in other institutions are reimbursed a course fee of Rs. 20,000/- per annum and in addition a maintenance allowance of Rs. 5,000/- for day scholar and Rs. 10,000/- for hosteller per annum is also admissible.

SELECTION PROCEDURE : **Fresh** - The number of scholarship has been fixed State/UT-wise on the basis of Community-wise minority population of the States/UTs as per Census 2001 (2017-18) & 2011 (2018-20). Within the State-wise allocations, the applications from Listed Institutions will be exhausted first in merit list. In case number of such students is more than the State/Community-wise quota, normal merit list criteria shall be followed. Other verified applicant/student will be selected in the merit list, thereafter, on merit basis i.e. Percentage/marks of last academic course/board (higher secondary / graduation) exam. In case of similar marks, income will be taken as deciding factor.

Renewal – There is no merit list generation for renewal cases. Renewal applicant will get the scholarship if one has obtained 50% in his/her previous year's examinations (or in each semester/trimester of previous year's) their application is approved by State Governments/UTs.

Details of Scholarship awarded under Merit-Cum-Means Scholarship Scheme in last three years is as under:

Year	Scholarships Sanctioned	Amount Sanctioned (Amount ₹ in crore)
2017-18	119472	324.86
2018-19	117771	315.93
2019-20	118359	315.62
Total	**3,55,602**	**956.41**

National Scholarship Portal (NSP)

All the three Scholarship Schemes namely Pre-Matric, Post Matric and Merit-cum-Means based Scholarship Schemes of this Ministry are being implemented though the National Scholarship Portal (NSP). NSP was launched in 2015 with the aim to bring the implementation of all scholarship schemes at one single platform.

Subsequently, NSP 2.0 was launched on 1st July, 2016 after addressing to the various technical glitches encountered in the NSP 1.0. The three scholarship Schemes namely Pre- Matric, Post Matric and Merit-cum-Means based Scholarship Schemes of this Ministry were again all boarded on NSP 2.0 from 16th July, 2016.

A) Main Features in NSP-2.0.

1. Single page application: A common single page application format incorporated on NSP-2.0 for student registration under all Ministries capturing basic details of students and a drop-down menu to capture scheme specific details.

2. Uploading of Documents: For less than Rs. 50,000/- scholarship amount: supporting documents are to be kept in safe custody of Head of School/Institutions. For more than Rs. 50,000/- scholarship amount, supporting documents are to be uploaded on the Portal.

B) Objectives

- Ensure timely disbursement of Scholarships to students;
- Provide a common portal for various Scholarship schemes of Central and State Governments;
- Create a transparent database of scholars;
- Avoid duplication in processing;
- Harmonization of different Scholarships schemes & norms;
- Application of Direct Benefit Transfer (DBT) for disbursement of scholarships.

C) Benefits

- Simplified process for the students
- All scholarships information available under one umbrella;
- Single integrated application for all scholarships.
- Improved transparency
- System suggests the schemes for which a student is eligible;
- Duplicates can be reduced to the maximum possible extent.
- Helps in standardization
- Master data for Institutions and courses at all India level;
- Scholarships processing.
- Serves as a decision support system (DSS) for Ministries and departments as up-to date information is available on demand.

- Comprehensive MIS System to facilitate monitoring every stage of Scholarships distribution i.e. from student registration to crediting of scholarships.

MAULANA AZAD NATIONAL FELLOWSHIP

The Maulana Azad National Fellowship (MANF) scheme for Minority Students was launched on 11th April, 2009 as a Central Sector Scheme (CSS). The Scheme is implemented through the University Grants Commission (UGC). 100% Central assistance is provided under the Scheme. The objective of the Scheme is to provide fellowships in the form of financial assistance to students from six notified minority communities, to pursue higher studies such as M.Phil and Ph.D. The Fellowship covers all Universities/Institutions recognized by the University Grants Commission (UGC). The fellowship holders under this Fellowship are known as Ministry of Minority Affairs scholars. 30% of the fellowships have been earmarked for female candidates. In case there is shortage of female candidates, the fellowship can be passed on to male candidates of the same minority community. Prior clearance of UGC-NET or Joint CSIR-UGC NET examination is a prerequisite for award of Maulana Azad National Fellowship for minority students for M.Phil/Ph.D

IMPLEMENTING AGENCY : UGC is the nodal agency for implementing the Fellowship and ensure that the MANF Scheme is also included in the Notification/Press Release to be issued by National testing Agency (NTA) for **UGC-NET and Joint CSIR-UGC NET examinations**. The fellowship holders under this Fellowship will be known as Ministry of Minority Affairs scholars.

As implementing agency is UGC and student can apply through the portal of the UGC but a link of the portal has also been provided on the Minority's website i.e. (http://www.minorityaffairs.gov.in) so that students can apply through this link also.

Details of Fellowship awarded under MANF Scheme in last three years are as under:

Year	Number of Fellowships sanctioned	Amount Sanctioned (In ₹ Crore)
2017-18	4939	97.36
2018-19	2537	91.13
2019-20	2582	110.30
Total	**10,058**	**298.79**

PADHO PARDESH: SCHEME OF INTEREST SUBSIDY ON EDUCATIONAL LOANS FOR OVERSEAS STUDIES FOR THE STUDENTS BELONGING TO THE MINORITY COMMUNITIES

BACKGROUND: The Prime Minister's New 15 Point Programme for the Welfare of Minorities was announced in June, 2006. It provides that the schemes for scholarships for meritorious students from minority communities will be formulated and implemented. The scheme of Interest Subsidy on educational loans for overseas studies will promote educational advancement of student from minority communities.

ELIGIBILITY : The student should have secured admission in the approved courses at Masters, M.Phil or Ph.D levels abroad for the courses covered under the Scheme.

ii) He/ She should have availed loan from a scheduled bank under the Education Loan Scheme of the Indian Banks Association (IBA) for the purpose.

iii) Students should apply for the benefits under the scheme during 1st year itself of the course. Fresh applications received during 2nd year or subsequent years will not be accepted in any case.

iv) Preference will be given to those applications which are covered under lower rate of interest by various banks for each State/UT to their quota.

v) Payment of financial benefit may be linked with Aadhaar Number if available. In this regard, Gazetted Notification S. O. 2409 (E) dated 14th June, 2017 issued under Section-7 of Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016 (18 of 2016) published dated July 31, 2017 may be referred.

vi) The total income from all sources of the employed candidate or his/her parents/guardians in case of unemployed candidate shall not exceed Rs. 6.00 lakh per annum. 35% seats will be earmarked for girl students. In case of non-availability of girl students, seats can be transferred to boy students.

IMPLEMENTING AGENCY: *The scheme is implemented through a nodal bank i.e. Canara Bank as per the MOU signed between MoMA and Canara Bank.* This is a Central Sector Scheme to provide interest subsidy to the student belonging to the communities declared as minority communities in terms of section 2 (c) of National Commission for Minorities Act, 1992, on the interest payable for the period of moratorium for the Education Loans under the Scheme of Interest subsidy on Educational Loans for Overseas Studies to pursue approved courses of studies abroad at Masters and M.Phil/Ph.D levels.

As implementing agency is Canara Bank, eligible student can apply through the portal of the Canara Bank. This Portal has been upgraded by the Canara Bank and a link of the same has also been provided on the MoMA's website i.e. (http://www.minorityaffairs.gov.in). Now students can apply through this link also. A national Portal for the same is also being developed by the Department of Financial Services.

Details of Interest subsidy awarded under Padho Pradesh Scheme in last three years is as under:

Year	Number of Interest Subsidy sanctioned	Amount Sanctioned (In ₹ Crore)
2017-18	1711	17.00
2018-19	2495	45.00
2019-20	3238	14.43
Total	**7444**	**76.43**

2. Scope of Work and Key Tasks of the PMU:

2.1. The PMU shall broadly carry out the following functions to assist Scholarship Division in the Ministry:

i. Will be responsible for the delivery of uninterrupted working of MoMA schemes on the NSP portal with coordination of Cabinet Secretariat (DBT Mission), M/o Electronics & Information Technology (MeitY), National Informatics Centre (NIC) team, Public Financial Management System (PFMS), under M/o Finance, University Grants Commission (UGC), Canara Bank, National Portal, etc and working as a link between all the stakeholders i.e. students, institutions, States/UT Governments from the Ministry side. Coordination with all Stakeholders to understand end user requirements/ Software Requirement Specification, formulation of requirements, performing business analysis, conceptualize and propose high-end solution to incorporate in the National Scholarship Portal.

ii. To support the services of MoMA schemes on NSP portal from the time of opening of NSP portal and receipt of applications, their processing, sanctions and disbursement of scholarships under Pre-Matric, Post-Matric and Merit-cum-Means based Scholarship Schemes.

iii. To provide consulting support in design and development of application and to develop MIS Strategy to ensure Knowledge transfer through the portal by means of Data Reports.

iv. Review, analyze and create detailed documentation related to the Portal and user needs including workflow, program function and steps required for the modification of the portal.

v. The regular monitoring of MoMA schemes on the NSP Portal, Canara bank Portal, etc for data analytics and suggesting corrective and improvement measures to be taken for more efficient working of the portal. The work will include developing algorithms for data analysis.

vi. To provide assistance to Ministry on details of each payment file and beneficiary claims to avoid any undue payment/claim.

vii. Responsible to look after all the administrative and the technical issues involved in the online system and its modifications viz-a-viz the terms and conditions as spelt out in the scholarship schemes.

viii. Propose the formulation of new guidelines from time to time as per the requirement.

ix. Monitoring key project Management Knowledge areas like Scope, Risk, Quality, Time, Cost and Communications and to ensure sign off of various deliverables.

x. Supporting NIC development team in implementation as per the requirement of Stake Holders and the Ministry.

xi. To assist in timely disbursement of scholarship as per the timeline prescribed through NSP and PFMS in DBT mode.

xii. Handling of the data requirements of different Government Agencies such as DBT Bharat Portal, PRAYAS/DARPAN, OOMF Dashboard, etc.

xiii. Synchronization of the Schemes with the NITI Aayog's output- outcome standards.

xiv. Provide input in the overall analysis and evaluation of the Scheme.

xv. Should be able to independently initiate all issues through e-office (noting & drafting).

xvi. Organize/conduct Workshops/Video Conferences with SNOs/DNOs/INOs for clarification /explanation of the issues related to the implementation of the Schemes.

xvii. To identify the loop holes in the implementation of the schemes, the problem area in different States/UTs and Districts and to make official visits to any place in the country (if required). This includes regular tours/ visits to different States/UTs in country from time to time.

xviii. To regularly monitor and analyze the data of the 3 scholarship schemes, MANF and Padho Pardesh Schemes and immediately inform the Division if any aberrations, mala-fide, malpractices etc are observed.

xix. To study the data State/UT wise regularly to see if the Scholarship Schemes specially Pre-Matric and Post-Matric have resulted in reducing dropout rate amongst minorities and improve retention/transition rate.

xx. Any other work arising in the Scholarship Division from time to time.

xxi. Follow-up with the beneficiaries, after disbursement of final claims, to ascertain their status of employment/ engagement after completion of their vocational, technical and professional courses, Masters, M.Phil, Ph.D, etc.

3. Proposed PMU Structure

	Positions	***Duration***
1	Team Leader (1) – (Full Time)	For the entire period of 36 months
2	IT & MIS Lead (03) – (Full Time)	
3	System Analyst (1)– (Full Time)	

- The PMU will be hired in the Ministry for a period of 3 years and would play a critical role in Scheme implementation. The details of PMU structure, designation wise required qualification and experience and key roles of personnel have been provided in Section 3.4 of the RFP.

- Upon successful completion of the term (3 years) or depending upon the project requirement, the contract may be extended for further duration without any further escalation on the basis of the man month rates of the 3rd year and other entitlements as mentioned in the contract, subject to approval by the competent authority at MoMA.

- The PMU team (members) will have full time engagement with this assignment. During their period of engagement with MoMA, any similar engagement or assignment with any other organisation/Ministry by any of the individual PMU team members will not be allowed.
- Ministry may decide to conduct formal interview/s of any of the proposed team members before setting of the PMU.
- Anytime during the 3 years period of engagement, if any of the PMU team members to be replaced, the ministry may ask the Consultant (agency) to propose the replacement, with minimum a 3 CVs matching the same level of qualification as described in the table under **3.4.1** of **Section 3: Instruction to the Applicants'** of this RFP

In case of non-satisfactory performance of resources deployed under any of the above mentioned positions, the client will seek the replacement of these resources without any additional cost and within a defined timeframe of 30 days. Personnel being proposed as replacement should be either equivalent or better than the ones being replaced. Mandatory reduction in man month cost will be effected if a person other than promised is deputed.

4. Reporting Mechanism of PMU

For all purposes the Project/Programme Management Unit will be reporting to the Joint Secretary or the representative appointed by the Ministry of Minority Affairs (MoMA), Government of India or his/her designee. The Team Lead will directly report to Ministry on day to day basis about the Project/Programme development and progress. The PMU will generate Quarterly Progress Reports highlighting the accomplishment against the agreed operational plan.

5. PMU Performance Review Meeting (bi-annually)

A bi-annual PMU performance review meeting will be conducted in every six months to be attended by the CEO/Partner of the Consultant, JS and any other official as may be required.

The Consultants will be assessed by the Team Lead for their performance. Monthly reports will be submitted to the Ministry and if any specific Consultant is found to be underperforming she/he will be replaced after giving one month's notice time with an equivalent replacement. The Ministry will interview the candidate prior to the replacement. The candidate replaced shall meet all the requirements as per the RFP for the post.

Assess and recommend the time period and man power efforts for the project assignment to the Consultants.

Supervise the project progress as per the timelines & suggest improvements.

Assess the quality of deliverables and to accept or reject any part of the assignment or work assigned.

Decide on levying appropriate liquidated damages or penalty if the assignment is not carried out as per the assigned work order and/or if the quality of services is found inferior.

For any time slippages or to avoid delay, the agency can provide additional resources at their own cost to meet the time schedules.

6. Penalty

Project or process delays or any delay within the scope of work will attract a penalty of 1% per week of the total project value up to six weeks. Thereafter work order will be treated as cancelled and cancellation charges of 10% of work order value will be levied. In addition, security money/BG will be forfeited and the Ministry will be free to get the job done from an alternate source at the risk and cost of the defaulting agency.

7. Review Meeting and Capacity Building Trainings

Review: Based on Program outputs, feedback received and monthly data, review meetings will be conducted by the PMU with the SNOs, implementing agencies and the beneficiaries, as required.

Training: PMU will be responsible for conducting capacity building and hand holding meetings/workshops with other stake holders on scheme related issues.

PMU Team lead will ensure timely submission of the findings/report of such meetings/trainings to the JS/DS within 5 days from the date of the meeting/training.

8. Deliverables and Timelines

The Project/Programme management agency will be hired initially for a period of 3 years. Upon successful completion of the term or depending upon the Project/Programme requirement the contract may be extended for further duration subject to approval by competent authority. Following the award of contract, the timelines expected are as follows:

All the key experts should be on board within 30 days of the signing of the Contract

9. Facilities provided by MoMA.

- Make available all program documents including scheme documents, program appraisal reports, program implementation plan, etc.
- Facilitate the availability of key staff/project team for discussions whenever needed
- Ministry will also provide seating space to the PMU. However agency will have to make its own arrangement for providing computer/laptop, printers & other IT support etc. to the experts deployed.

10. Payment Terms

The payment shall be made to the Consultant by MoMA subject to the receipt of quarterly invoices of resource persons deployed during the period, deliverables achieved and fulfillment of terms and conditions and the payment of Consultants will be linked to the attendance which will be monitored by bio-metric monitoring system.

Reimbursable expenses will be paid as per actual and entitlements (whichever is applicable)

The Consultants deployed are entitled for 15 (fifteen) days annual leave with maximum three (three) days at a time and 15 (fifteen) days of training similarly. The leave will be calculated on pro-rata (1.25 per calendar month) basis for period less than a year. The leave shall be sanctioned only with by prior approval of JS/AS.

11. Field trips & other expenses

A quarterly travel plan of the all PMU team members will be submitted to the reporting officer, subject to approval by the competent authority.

Field trips/Air Ticket/Train Tickets: The tickets will be paid on actual following GoI norms. The Consultants will be entitled for **the Grade pay level 13 of GoI**, for the travel and stay for official outstation field trips.

Local Travel: No separate payment shall be made for local travel request to be undertaken within the municipal limits of NCR. The HQ's of the staff would be deemed to be Delhi for the purpose of this project.

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