

SELECTION OF CONSULTANT UNDER SINGLE STAGE BIDDING PROCEDURE
NOTICE INVITING EXPRESSION OF INTEREST & FINANCIAL PROPOSAL

Scope: The Department of Economics and Statistics, Government of Arunachal Pradesh has obtained Grants in Aid as per the Thirteenth Finance Commission Award for the Improvement of Statistical Systems at the Districts and State Levels.

The Preparation of Business Registers at the District Level in Arunachal Pradesh is a mandated activity under the above Award. The Department intends to engage an organization to provide Consultancy Services for the above activity.

Details in EOI: Intending firms / companies may send their Expression of Interest to the Department including the following details to the address given below:

- (a) Name & Address of the Organization and its Legal status
- (b) Management – Board / Executive Levels
- (c) Experience in undertaking Studies and Surveys in Past Three Years
- (d) Experience in Working in Arunachal Pradesh and Presence in the state
- (e) Turnover: Total & From Consultancy Services
- (f) List of Key Professionals: Name, Qualifications & Experience

Details in Financial Proposal: As per EOI Document

Last Date for Receiving EOI & Financial Proposal: 20 / 01 /2012 by 1500 hours

EOI Advertisement in Newspaper may *not* be needed as per GFR 2005, Rules 168 & 169 (Reproduced below):

Work value is less than Rs 25.00 lakhs. In present instance, the budgeted amount is Rs 15.00 lakhs

Rule 168. Identification of likely sources :

- (i) Where the estimated cost of the work or service is upto Rupees twenty-five lakhs, preparation of a long list of potential consultants may be done on the basis of formal or informal enquiries from other Ministries or Departments or Organisations involved in similar activities, Chambers of Commerce & Industry, Association of consultancy firms etc.
- (ii) Where the estimated cost of the work or service is above Rupees twenty-five lakhs, in addition to (i) above, an enquiry for seeking 'Expression of Interest' from consultants should be published in at least one national daily and the Ministry's web site. The web site address should also be given in the advertisements. Enquiry for seeking Expression of Interest should include in brief, the broad scope of work or service, inputs to be provided by the Ministry or Department, eligibility and the pre-qualification criteria to be met by the consultant(s) and consultant's past experience in similar work or service. The consultants may also be asked to send their comments on the objectives and scope of the work or service projected in the enquiry. Adequate time should be allowed for getting responses from interested consultants

Rule 169. Short listing of consultants : On the basis of responses received from the interested parties as per Rule 168 above, consultants meeting the requirements should be short listed for further consideration. The number of short listed consultants should not be less than three.

Preparation of Business Registers at the District Level in Arunachal Pradesh
Selection of Consultant under Single Stage Bidding Procedure
Notice Inviting Expression of Interest & Financial Proposal

EOI Document

(A) Invitation to EOI & Financial Proposal

Selection of Consultant under Single Stage Bidding Procedure
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Address: Director
Directorate of Economics and Statistics,
Govt. of Arunachal Pradesh, Itanagar 791 113

EOI Document is available at the above address or at www.arunachalpradesh.gov.in

NB: This supersedes earlier expression notice issued vide No. STAT/TFC/32/2011 dated 13/12/2011

(B) Brief about Objectives and Scope of Work

1. Background

1.1. The Thirteenth Finance Commission (referred to as 'FC-XIII' or 'TFC') has recommended a grant of Rs. 616 crores to the State Governments to improve the statistical system at the state and district levels. This is being done with the objectives of enhancing the quality of data, improving the feedback loops to assess the fiscal impact of policy initiatives and enhancing productivity,

The Thirteenth Finance Commission Grant is to be primarily used for improving the statistical system at the district level.

1.2. The Thirteenth Finance Commission has recommended the release of Grants-in-aid to the State Governments for the award period (2010-15) for the above purpose. The quantum of grant was fixed at Rs. 1.00 crore per district over the award period. The above grant is primarily intended to improve the statistical system at the district level, where the states need to focus at least 75% of the grant to strengthen the statistical systems. The remaining amount of the grant may be used to strengthen the statistical system at the State Government headquarters level.

1.3. The Finance Commission Division of the Ministry of Finance (Department of Expenditure), Government of India has issued guidelines for the release of the above Grants-in-aid by Letter F No. 34 (1) FCD /2010 dated 24th January 2011. The State Governments were required to prepare an Expenditure Plan in order to be eligible for the above Grant. Accordingly, the Government of Arunachal Pradesh had prepared an Expenditure Plan, which had been approved by the Government of India. The First Installment of Grants has been released to the State Government.

1.4. Under the FC-XIII Grant-in-Aid, the State Governments have to commit themselves to the achievement of certain milestones for selected statistical activities, including the one are listed below:

(i) **Business Register:** Preparation and maintenance of Business Register at District Level.

1.5. Accordingly, the Government of Arunachal Pradesh had committed itself to achieve the given milestones for the above statistical activity under the FC-XIII Grant-in-aid for the Improvement of Statistical Systems at the State and District levels as follows:

Milestones to be achieved with the 1st Installment of the Grant to be eligible for release of the 2nd Installment	Milestones to be achieved with the 2nd Installment of the Grant to be eligible for release of the 3rd Installment	Milestones to be achieved with the 3rd Installment of the Grant to be eligible for release of the 4th Installment	Milestones to be achieved with the 4th Installment of the Grant to be eligible for release of the 5th Installment
(a) Listing of State / district level authorities meant for registration of legal entities with the complete official addresses and designation of the officer responsible for providing information. (b) Listing of the items	(a) Updation of business register developed from the 2nd installment of the grant. (b) Preparation of a list of non-farm unincorporated enterprises using the database available with the District Administration.	Collection of micro level data on the basis of a sampling design for compilation of district income estimates for organized sector of the economy.	Collection of micro level data on the basis of a sampling design for compilation of district income estimates for unincorporated sector of the economy.

Milestones to be achieved with the 1st Installment of the Grant to be eligible for release of the 2nd Installment	Milestones to be achieved with the 2nd Installment of the Grant to be eligible for release of the 3rd Installment	Milestones to be achieved with the 3rd Installment of the Grant to be eligible for release of the 4th Installment	Milestones to be achieved with the 4th Installment of the Grant to be eligible for release of the 5th Installment
of statutory information at the time of registration separately for each type of institution. (c) Development of database in electronic form for consolidation of all such information available	(e.g. sole proprietorship enterprises, partnership enterprises).		

- 1.6. The release of installments (subsequent to the first one) is linked to the achievement of these milestones, apart from the utilization of the previous installments released

2. Purpose / Objective of the Assignment

The purpose of the Assignment / Job is to provide Consultancy Services to the Department of Economics and Statistics, Government of Arunachal Pradesh in connection with the Preparation and Maintenance of Business Register at District Level in the state.

Under the Guidelines in connection with the TFC Grant-in-Aid, it is indicated that such a Business Register must list the items of statutory information at the time of registration of legal entities by different state and district level authorities meant for registering such entities. As such, various types of legal entities engaged in economic activities are to be included in the Business Register along with all data furnished by them to the registering authority. The Business Register must also include unincorporated non-agricultural enterprises as per data available with the District Administration and as per information available from the 5th Economic Census, 2005 / 6th Economic Census.

A properly maintained Business Register (covering as much of the economic activity as possible) is necessary as at the district level since it can be used as the sampling frame for economic / business surveys for estimation of the district income and other purposes. Further; the Business Register will help in establishing the economic profile of a specific area, assist research and analysis of the economic activities therein, reduce the response time for obtaining information of many aspects of economic activities etc.

Current Status of Business Register in the State

In Arunachal Pradesh, there is no consolidated Business Register being maintained in any form at the State or at District levels.

It may be noted that as per the 5th Economic Census, there are 28,734 enterprises in the state, of which 18,799 are in rural areas and the rest in urban areas. According to the above census, 28,338 of the enterprises are non-agricultural in nature.

3. Detailed Scope of Work

3.1 The performance of the Assignment / Job shall include the conduct of the following pertinent activities:

(I) During the period covered under First & Second Installments of the TFC Grant:

- (a) To develop the methodology for the Preparation of Business Register at the district levels including the methodology for data collection and scrutiny, data base creation, quality control of works etc. considering the state's conditions;
- (b) To prepare detailed budget, manpower deployment schedule and time schedules for the activities during the entire TFC award period pertaining to the Assignment / Job;
- (c) To prepare the Quality Standards for the performance of the work in consultation with the Central Statistics Office, Government of India;
- (d) To prepare the formats for data collection and data scrutiny;
- (e) To prepare the EOI and RFP documents for the Engagement of Software Agency for developing software under Module 'Business Register';
- (f) To monitor the progress of works pertaining to the Assignment / Job including the adherence to cost targets, time schedules and quality standards and to prepare Reports as may be needed in the above regard;
- (g) To participate in State and District level Workshops pertaining to the Assignment / Job as may be necessary, including making presentations therein;
- (h) To interact with officials of the Government of India and Government of Arunachal Pradesh as may be necessary for the performance of the Assignment / Job; and
- (i) To undertake any other activities as may be deemed necessary for the performance of the Assignment / Job.

(II) During the period covered under Third & Fourth Installments of TFC Grant:

- (a) To perform the tasks as defined at (I) above, including undertaking the revision of work methodologies, formats, budgets, standards etc. prepared under the earlier period;
- (b) To monitor the progress of works including the adherence to cost targets, time schedules and quality standards and to prepare Reports as may be needed in the above regard;
- (c) In consultation with Central Statistics Office, Government of India, to develop and validate the sampling design, fixing the sampling frame, designing and testing the various Schedules to be used in connection with the collection of micro level data for compilation of district income estimates for organized sector of the economy as well as for the unincorporated sector of the economy;
- (d) To participate in State and District level Workshops pertaining to the Assignment / Job as may be necessary, including making presentations therein;
- (e) To interact with officials of the Government of India and Government of Arunachal Pradesh as may be necessary for the performance of the Assignment / Job; and
- (f) To undertake any other activities as may be deemed necessary for the performance of the

Assignment / Job.

(III) To prepare Reports / Statements as may be needed at the conclusion of the Assignment / Job and to submit the same to the Employer.

4. Deliverables, Stages of Deliverables, Content of each Deliverable

The Deliverables and Stages of Deliverables will be based on the Detailed Scope of Work given above at Paragraph No. 3.1.

The Content of each Deliverable will cover the points mutually decided by the Employer and the selected Consultant based on the local conditions and subject to approval by the Central Statistics Office, Government of India.

5. Location of the Work

Locations of the Work include the following places:

- Itanagar, capital of Arunachal Pradesh;
- District Headquarters of Arunachal Pradesh; and
- Other locations in the state of Arunachal Pradesh relevant to the performance of the Assignment / Job

(C) Instructions to Consultants (including Data Sheet)

1. Definitions

- (a) 'Employer' means the Department of Economics and Statistics, Government of Arunachal Pradesh which has invited the Bids for Consultancy Services and with which the selected Consultant signs the Contract for the Services and to which the selected Consultant shall provide services as per the Terms and Conditions and Terms of Reference of the Contract.
- (b) 'Consultant' means any entity or person or associations of person who have been short-listed to submit their proposals that may provide or provides the Services to the Employer under the Contract.
- (c) 'Contract' means the Contract signed by the Parties and all the attached documents including the General Conditions of Contract (GCC), the project Specific Conditions of Contract (SCC), and the Appendices.
- (d) 'Project Specific Information' means such part of the Instructions to Consultants used to reflect specific project and assignment conditions.
- (e) 'Day' means calendar day.
- (f) 'Government' means the Government of Arunachal Pradesh, unless specified otherwise.
- (g) 'Personnel' means professionals and support staff provided by the Consultant or by any Sub-Consultant and assigned to perform the Services or any part thereof.
- (h) 'Proposal' means the EOI submitted and the Financial Proposal.
- (i) 'Assignment / Job' means the work to be performed by the Consultant pursuant to the Contract.

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(j) 'Sub-Consultant' means any person or entity with whom the Consultant subcontracts any part of the Assignment / Job.

2. Introduction

- 2.1 The Employer named in the attached Data Sheet will select a consulting firm/organization (the Consultant) which responds to the Notice Inviting EOI and Financial Proposal, in accordance with the method of selection specified in the Data Sheet.
- 2.2 The name of the consulting Assignment / Job has been mentioned in attached Data Sheet. The detailed scope of the Assignment / Job has been described in the Section B at above of this EOI Document.
- 2.3 The date, time and address for submission of the EOI and Financial Proposal have been given in attached Data Sheet.
- 2.4 The short-listed Consultants are invited to submit their Proposal, for the above Assignment / Job. The Proposal will be the basis for contract negotiations and ultimately for a signed Contract with the selected Consultant.
- 2.5 The Consultants should familiarize themselves with the local conditions and take them into account in preparing their Proposals. To obtain first-hand information on the Assignment / Job and the local conditions, Consultants are encouraged to meet the Employer's representative named in attached Data Sheet before submitting a Proposal and to attend a Pre-proposal Meeting as specified in the attached Data Sheet. Attending the Pre-proposal Meeting is optional. The Consultants should contact the Employer's representative to confirm for their visit or to obtain additional information on the Pre-proposal Meeting. The Consultants should ensure that these representatives are advised of the visit in adequate time to allow them to make appropriate arrangements. However, the Consultants have to arrange for their stay and make all associated travel at their own cost.
- 2.6 The Employer will provide the inputs and facilities specified in attached Data Sheet, assist the consultants in obtaining licenses and permits needed to carry out the Assignment / Job, and make available relevant project data and reports as available to the Employer.
- 2.7 The Consultants shall bear all costs associated with the preparation and submission of their Proposals and Contract negotiation. The Employer 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 Consultants.

3. Eligibility of Association of Consultants and Sub-Consultants

- 3.1 An intending Consultant may associate with other Consultants and /or Individual Experts at the time of submission of EOI and Financial Proposal.
- 3.2 If the Consultant had formed an Association of Consultants, each member of the Association of Consultants shall be evaluated as per the Qualification/ Eligibility Criteria set forth in attached Data Sheet for the Association to be shortlisted.
- 3.3 In each such Association of Consultants, one Consultant shall act as the Lead Member of the Association of Consultants as authorized by all the members. The Employer shall deal with only the

Lead Member for the purpose of this Assignment. Although the Contract shall be signed by all the members of the Association of Consultants, the Lead Member of the Association of Consultants shall be responsible and liable to the Employer for every aspects of their Proposal, Contract etc.

4. Conflict of Interest

4.1 The Employer requires that the Consultants provide professional, objective, and impartial advice and at all times hold the Employer's interests paramount, strictly avoid conflicts with other Assignments / Jobs or their own corporate interests and act without any consideration for future work.

4.2 Without limitation on the generality of the foregoing, Consultants, 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:

(i) *Conflicting Activities:* A firm that has been engaged by the Employer to provide goods, works or any other assignment / job other than a consulting assignment / job for a Project, shall be disqualified, along with all its affiliates, from providing consulting assignment / job related to those goods, works or other assignment / job.

Conversely, a firm hired to provide consulting assignment / job for the Preparation or Implementation of a Project, shall be disqualified, along with all its affiliates, from subsequently providing goods or works or assignment / job other than consulting assignment / job resulting from or directly related to the firm's consulting assignment / job for such preparation or implementation. For the purpose of this paragraph, assignment / job other than consulting assignment / job are defined as those leading to a measurable physical output, for example surveys, exploratory drilling, aerial photography and satellite imagery.

(ii) *Conflicting Assignment / Job:* A Consultant (including its Personnel and Sub-Consultants) or any of its affiliates shall not be hired for any assignment / job that, by its nature, may be in conflict with another assignment / job of the Consultant to be executed for the same or for another Employer. For example, a Consultant hired to prepare engineering design for an infrastructure project shall *not* be engaged to prepare an independent environmental assessment for the same project, and a Consultant assisting a Employer in the privatization of public assets shall neither purchase nor advice purchasers of such assets.

(iii) *Conflicting Relationships:* A Consultant (including its Personnel and Sub-Consultants) that has a business or family relationship with a member of the Employer's staff who is directly or indirectly involved in any part of (a) the preparation of the Terms of Reference of the Assignment / Job, (b) the selection process for such Assignment/job, or (c) supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Employer throughout the selection process and the execution of the Contract.

4.3 The Consultants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Employer, or that may reasonably be perceived as having this effect. Any such disclosure shall be made as per the Standard Forms of the Technical Proposal provided herewith. If the Consultant fails to disclose said situations and if the Employer 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 Assignment / Job.

- 4.4 No Agency or serving employees of the Employer shall work as Consultants or Sub-Consultants under their own Department.

5. EOI and Financial Proposal

- 5.1 The Consultants may each submit one EOI and Financial Proposal only. If a Consultant submits or participates in more than one EOI and Financial Proposal, then all such EOI and Financial Proposals shall be disqualified.

6. Validity of Financial Proposal

- 6.1 The attached Data Sheet indicates how long the Consultants' Financial Proposals must remain valid after the submission date. During this period, Consultants shall maintain the availability of Professional staff nominated in the Proposal and also the Financial Proposal unchanged.
- 6.2 The Employer will make its best effort to complete negotiations within this period. Should the need arise; however, the Employer 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 Professional staff nominated in the Proposal and their Financial Proposal remain unchanged, or in their confirmation of extension of validity of the Proposal, Consultants could submit new staff in replacement, which would be considered in the final evaluation for Contract award.
- 6.3 Consultants, who do not agree, have the right to refuse to extend the validity of their Proposals; under such circumstance the Employer shall not consider such Proposal for further evaluation.

7. Preparation of EOI & Financial Proposal

- 7.1 The EOI and Financial Proposal as well as all related correspondence exchanged by the Consultants and the Employer shall be written in English language, unless specified otherwise.
- 7.2 In preparing their EOI and Financial Proposal, Consultants are expected to examine in detail the sections comprising the EOI Document. Material deficiencies in providing the information requested may result in rejection of an EOI and Financial Proposal.
- 7.3 The Consultants are required to submit EOI in Forms provided in Section E.
- 7.4 The EOI shall not include any financial information, which is to be furnished in a separate Financial Proposal under separate envelope only. An EOI containing financial information may be declared non-responsive.
- 7.5 Financial Proposal: The Financial Proposal shall be prepared using the attached Standard Forms given at Section E. It shall list all costs associated with the Assignment / Job, including (a) remuneration for staff and (b) reimbursable expenses indicated in the attached Data Sheet. If appropriate, these costs should be broken down by activity and, if appropriate, into foreign (if applicable) and domestic expenditures.
- 7.6 The Financial Proposal shall not include any conditions attached to it and any such conditional Financial

Proposal shall be rejected summarily.

8. Taxes

8.1 The Consultants shall fully familiarize themselves about the applicable to domestic taxes (such as: value added or sales tax, service tax or income taxes, duties, fees, levies etc.) on amounts payable by the Employer under the Contract. All such taxes must be included by the Consultant in the Financial Proposal.

9. Currency

9.1 The Consultants shall express the price of their Assignment / Job in Indian Rupees only.

9.2 All payments will be made in Indian Rupees only.

10. Earnest Money Deposit (EMD)

10.1 Earnest Money Deposit (EMD)

- (a) An EMD of **Rs. 32,000.00**, in the form of DD drawn in favor of 'Department of Economics and Statistics, Government of Arunachal Pradesh' (the Employer) and payable at Itanagar, Arunachal Pradesh must be submitted along with the Proposal.
- (b) Any Proposal not accompanied by EMD shall be rejected as non-responsive.
- (c) No interest shall be payable by the Employer for the sum deposited as Earnest Money Deposit.
- (d) No Bank Guarantee shall be accepted in lieu of the Earnest Money Deposit.
- (e) The EMD of the unsuccessful Consultants would be returned back within one month of signing of the Contract.

10.2 The EMD shall be forfeited by the Employer in the following events:

- (g) If 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 acceptable to the Employer after opening of Proposal during the validity period or any extension thereof.
- (c) If the Consultant tries to influence the Evaluation Process.

If the First ranked consultant withdraws his Proposal during negotiations, the failure to arrive at consensus by both the parties shall not be construed as withdrawal of Proposal by the Consultant.

11. Bid Processing Fees

All Consultants are required to pay Rs. 2,000/- [Rupees Two Thousand] towards Bid Processing Fees in the form of Demand Draft drawn in favor of 'Department of Economics and Statistics, Government of Arunachal Pradesh' (the Employer) and payable at Itanagar, Arunachal Pradesh. The above Bid Processing Fees is Non-Refundable.

Please note that the EOI and Financial Proposal, which does not include the Bid Processing Fees, would be

rejected as non-responsive.

12. Submission, Receipt, and Opening of EOI & Financial Proposal

12.1 An authorized representative of the Consultants shall initial all pages of the original EOI and Financial Proposals. The signed EOI and Financial Proposals shall be marked 'ORIGINAL'.

The authorization shall be in the form of a written Power of Attorney (as per format in Section 7) accompanying the Proposal or in any other form demonstrating that the representative has been duly authorized to sign.

12.2 The original EOI and Financial Proposal shall contain no interlineations or overwriting, except as necessary to correct errors made by the Consultants themselves. The person who signed the EOI and Financial Proposal must initial such corrections. Submission of both EOI and Financial Proposal should be as per formats given under Section E.

12.3 The original and all copies of the EOI shall be placed in a sealed envelope clearly marked 'EXPRESSION OF INTEREST' followed by the name of the Assignment / Job. Similarly, the original Financial Proposal shall be placed in a sealed envelope clearly marked 'FINANCIAL PROPOSAL' followed by the name of the Assignment / Job. The envelopes containing the EOI, Financial Proposal, EMD and Bid Processing Fees shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, reference number be clearly marked 'DO NOT OPEN, BEFORE [insert the time and date of the opening indicated in the Data sheet]'. The Employer shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be case for rejection of the EOI and Financial Proposal.

12.4 If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the EOI and Financial Proposal non-responsive.

12.5 The EOI and Financial Proposal must be sent to the address indicated in the attached Data Sheet) and received by the Employer no later than the time and the date indicated in the attached Data sheet. Any proposal received by the Employer after the deadline for submission shall be returned unopened.

13. Evaluation of EOI and Financial Proposal

13.1 From the time the EOI and Financial Proposals are opened to the time the Contract is awarded, the Consultants should not contact the Employer on any matter related to its EOI and/or Financial Proposal. Any effort by Consultants to influence the Employer in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the Consultants' Proposal.

13.2 The employer has constituted a Consultant Selection Committee (CSC) which will carry out the entire evaluation process.

13.3 Evaluation of EOI:

a. The Department of Economics and Statistics, Government of Arunachal Pradesh (the 'Employer') will shortlist the consulting firms / organizations (the 'Shortlisted Consultants) from amongst the received Expressions of Interest (EOIs).

b. The short-listing criteria are given at Part (D) of this Document and may be seen there. An

EOI has to score at least 60 marks to be shortlisted and meet the minimum requirements for all the sub-criteria.

c. The received EOIs will be evaluated after being checked for compliance to these Documents. The financial proposals of only the shortlisted EOI will be opened.

d. The selection of Consultant for the assignment will be done by the following system:

Method of Selection: Cost Based Selection

The Consultant whose EOI is shortlisted, having scored at least 60 marks and met the minimum requirements for all the sub-criteria given in this EOI Document, and who submits the lowest unconditional financial bid shall be selected as L1 and shall be called for further negotiations.

e. The intending organizations shall bear all costs associated with the preparation and submission of their EOI. The Employer will bear no costs in this regard.

f. The Employer is not bound to accept any EOI, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liabilities.

13.4 Evaluation of the EOI will start first and at this stage the Financial Proposal will remain unopened.

13.5 Public Opening & Evaluation of the Financial Proposals:

The price bids of only those Consultants whose EOI has been shortlisted (i.e. those who have obtained the minimum qualifying marks of 60 and met the minimum requirements for all the sub-criteria given in this EOI Document) will be opened.

Financial Proposals of only those Consultants whose EOI are shortlisted shall be opened publicly on the date & time specified the attached Data Sheet, in the presence of the Consultants' representatives who choose to attend. The name of the Consultants, their EOI score (if required) and their financial proposal shall be read aloud.

13.6 The CSC will correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures, the former will prevail.

13.7 After opening of Financial Proposals, the following selection method shall be applied to determine the Consultant who will be declared winner and be eligible for Award of the Contract.

Method of Selection: Cost Based Selection

The Consultant whose EOI is shortlisted, having scored at least 60 marks and met the minimum requirements for all the sub-criteria given in this EOI Document, and who submits the lowest unconditional financial bid shall be selected as L1 and shall be called for further negotiations.

14. Negotiations

14.1 Negotiations will be held at the date, time and address intimated to the qualified and selected bidder. The invited Consultant will, as a pre-requisite for attendance at the negotiations, confirm availability of all Professional staff. Representatives conducting negotiations on behalf of the Consultant must have written authority to negotiate and conclude a Contract.

14.2 Technical Negotiations: Negotiations will include a discussion of the EOI, the proposed technical

approach and methodology, work plan, organization and staffing and any suggestions made by the Consultant to improve the Terms of Reference. The Employer and the Consultants will finalize the Terms of Reference, staffing schedule, work schedule, logistics, and reporting. These documents will then be incorporated in the Contract as 'Description of Assignment / Job'. Special attention will be paid to clearly defining the inputs and facilities required from the Employer to ensure satisfactory implementation of the Assignment / Job. The Employer shall prepare minutes of negotiations which will be signed by the Employer and the Consultant.

14.3 Financial Negotiations: After the Technical Negotiations are over, Financial Negotiations should be carried out in order to reflect any change in financials due to change in scope of work or due to clarification on any aspect of the technical proposal during the technical negotiations. Under no circumstance, the financial negotiation shall result in to increase in the price originally quoted by the Consultant. Unless there are exceptional reasons, the financial negotiations will involve neither the remuneration rates for staff nor other proposed unit rates. For other methods, Consultants will provide the Employer with the information on remuneration rates.

14.4 Availability of Professional staff/Experts: Having selected the Consultant on the basis of, among other things, an evaluation of proposed Professional staff, the Employer expects to negotiate a Contract on the basis of the Professional staff named in the Proposal. Before contract negotiations, the Employer will require assurances that the Professional staff will be actually available. The Employer will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or for reasons such as death or medical incapacity or if the professional staff has left the organization. If this is not the case and if it is established that Professional staff were offered in the proposal without confirming their availability, the Consultant may be disqualified. Any proposed substitute shall have equivalent or better qualifications and experience than the original candidate and be submitted by the Consultant within the period of time specified in the letter of invitation to negotiate.

14.5 Conclusion of the Negotiations: Negotiations will conclude with a review of the draft Contract. To complete negotiations the Employer and the Consultant will initial the agreed Contract. If negotiations fail, the employer will reject all the proposals received and invite fresh proposals.

15. Award of Contract

15.1 After completing negotiations, the Employer shall issue a Letter of Intent to the selected Consultant and promptly notify all other Consultants who have submitted proposals about the decision taken.

15.2 The selected Consultant will sign the Contract after fulfilling all the formalities / pre-conditions mentioned in the Standard Form of Contract in Section-6, within 15 days of issuance of the Letter of Intent.

15.3 The Consultant is expected to commence the Assignment / Job on the date and at the location specified in the attached Data Sheet.

16. Confidentiality

Information relating to evaluation of EOI and Financial Proposal and recommendations concerning awards shall not be disclosed to the Consultants, who submitted the EOI and Financial Proposal 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 confidential information related to the process may result in the rejection of its EOI and Financial Proposal and may be subject to the provisions of the Employer's Antifraud and Corruption policy.

Data Sheet

Clause No.	Paragraph No. of ITC Part I	Particulars
1.	2.1	Name of the Employer: Department of Economics and Statistics, Government of Arunachal Pradesh
2.	2.1	Method of Selection: As defined in paragraph 15.7 of Part I, and reproduced below this Table
3.	2.2	Name of the Assignment / Job is: Providing Consultancy Services for Preparation & Maintenance of Business Registers at the District Level in Arunachal Pradesh
4.	2.3	Date & Time and address for submission of Proposal Date: Time: 1500 hours – i.e. 3:00 pm Address: Directorate of Economics and Statistics, Govt. of Arunachal Pradesh Itanagar, Arunachal Pradesh 791 113
5.	2.5	The Employer's representative is: Mr. Duyu Pussang, Director Address: Directorate of Economics and Statistics, Itanagar, Arunachal Pradesh Telephone: 91 360 220 3944 Facsimile: 91 360 220 3968 E-mail: apecostat@gmail.com
6.	2.5	A pre-proposal meeting will be held: Yes, as follows: Date: Time: 1100 hours (i.e. 11 am) Venue: Conference Room, Directorate of Economics and Statistics, Itanagar, Arunachal Pradesh
7.	2.6	The Employer will provide the following inputs and facilities: All data available to the Department of Economics and Statistics, Government of Arunachal Pradesh and relevant to the Assignment / Job. Letters of Introduction to contact other State Government offices / Government of India offices in the state to obtain other data relevant to the Assignment / Job. Letter in connection with application for getting Inner Line Permits to visit different places in the state. Cooperation of the Officers and Staff of the Department of Economics and Statistics, Government of Arunachal Pradesh in Itanagar and in other district towns where the Employer has establishments. No office space will be provided by the Employer to the selected Consultants.
8.	3.2	Qualification / Eligibility Criteria of each member of the Association of Consultants: Each member must possess the following qualifications: (a) Total turnover: Rupees Two crore or more per annum in last three

Clause No.	Paragraph No. of ITC Part I	Particulars
		years (b) Turnover from Consultancy Assignments: Rupees Fifty lakh or more per annum in last two years (c) Experience in carrying out studies or social surveys in Arunachal Pradesh for at least three years – Two Studies (d) At least one Office in Arunachal Pradesh
9.	6.1	Proposals must remain valid for 90 days after the submission date, i.e. until: _____
10.	7.6	Reimbursable Expenses: Travel costs to locations within India by one staff member of the Consultant from the Headquarter of the Consultant in order to assist the Employer as per Office Order to make presentations / submissions in connection with the Assignment / Job, along with cost of stay and food as per following rates: Cost of Travel by aircraft (economy class): As per actual expenses incurred on production of tickets and / or boarding passes Cost of Stay: up to Rs 3,000/- per day on production of hotel bills Cost of Food: Rs 1,500/ per day Other Costs: As agreed by the Employer for expenses supported by vouchers
11	12.5	As indicated in Clause No 4. of the Data Sheet
12.	15.3	Commencement of the Assignment / Job: Date: Within 15 days from the date of Award of Contract Location: From the premises of the Directorate of Economics and Statistics, Itanagar, Arunachal Pradesh 791 113

(D) Short-listing Criteria for Submitted EOI

The short-listing criteria are as follows:

Criteria	Sub-Criteria	Minimum Requirement	Marks out of 100
Experience of the Firm	Experience in carrying out studies or social surveys in past three years	Four studies or social surveys	30
	Experience in carrying out studies or social surveys in Arunachal Pradesh in past three years	Two studies or social surveys	20
	Presence in Arunachal Pradesh	One Office	5
Financial Strength of the Consultant	Total Turnover	Rupees Two crore or more per annum in last three years	10

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Criteria	Sub-Criteria	Minimum Requirement	Marks out of 100
	Turnover from Consultancy Services	Rupees Fifty lakh or more per annum in last two years	10
Key Professionals Qualification & Experience	Statistical / Economics Person	PhD / M. Sc. / M.A. 15 years experience	15
	Management Person	With MBA or equivalent 15 years experience	10

An EOI must meet the minimum requirement for all the sub-criteria listed at above and must score at least 60 marks to be shortlisted.

(E) Formats for Submission of EOI & Financial Proposal

The EOI and Financial Proposal shall be submitted in English language. The Consultants shall use the Formats given in this Section. All the necessary points required by this EOI Document have to be specified.

The submitted EOI and Financial Proposal must cover the following details under seal and signature of the Chief Executive / In Charge of Consultancy Wing:

- (f) Name & Address of the Organization
- (g) Legal status (attach copy of Certificate of Registration)
- (h) Management – Names, Experience & Duties of the Board Members and Key Executives
- (i) Experience in undertaking Studies and Surveys in Past Three Years (with documentary evidence)
- (j) Experience in Working in Arunachal Pradesh and Presence in the state (with documentary evidence)
- (k) Turnover: Total & From Consultancy Services (attach copy of audited Balance Sheets and Profit and Loss statements for FY 2008-09, FY 2009-10 and FY 2010-11)
- (l) List of Key Professionals: Giving Name, Qualifications & Experience

Further the EOI and Financial Proposal must be certified by the Chief Executive / In Charge of Consultancy in following manner:

“I 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 disqualification of the EOI submitted by our Firm / Company.”

The Employer will not be responsible if the EOI and Financial Proposal submitted to the Department does not mention the all the above points in sufficient detail and / or contain the above certification.

Sub-section E(i)

EOI - Standard Forms

FORM EOI-1

LETTER OF PROPOSAL SUBMISSION

[Location, Date]

To: [Name and Address of Employer]

Dear Sirs:

We, the undersigned, offer to provide consultancy for the Assignment / Job for Providing Consultancy Services for Preparation & Maintenance of Business Registers at the District Level in Arunachal Pradesh in accordance with your Notice Inviting EOI & Financial Proposal dated _____ and our submitted EOI & Financial Proposal. We are hereby submitting our EOI & Financial Proposal, which includes this Expression of Interest (EOI), and a Financial Proposal sealed under a separate envelope and requisite EMD and Bid Processing Fees.

We are submitting our EOI & Financial Proposal in association with: [Insert a list with full name and address of each associated Consultant]

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

If negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in Clause No. 9 of the Data Sheet, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

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

We remain,

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

FORM EOI -2

ABOUT THE CONSULTANT'S ORGANIZATION

(If EOI is submitted by an Association of Consultants, then the following details will have to be submitted for all the members)

A - Consultant's Organization

[Provide here a brief description of the background and organization of your firm / entity and each Associate for this Assignment / Job. The brief description should include ownership details, date and place of incorporation of the firm, objectives of the firm etc. Also if the consultant has formed an Association of Consultants, then details of each of the member of the consortium, name of lead members etc shall be provided]

B - Consultant's Experience

[Using the format below, provide information on each Assignment / Job for which your firm, and each member in the case of Association of Consultants, was legally contracted either individually as a corporate entity or as one of the major partners within an association, for carrying out consulting Assignment / Job similar to the one requested under this Assignment / Job or in the area of studies and surveys.

(If possible, the employer shall specify exact Assignment / Job for which experience details may be submitted).

Experience shall be submitted in two parts

Part (A) – For Arunachal Pradesh

Part (B) – For other States / Countries

In case of Association of Consultants, the consultant must furnish the following information for each of the members separately]

1. Firm's name:

1	Name of Assignment / Job:	
1.1	Description of Project	
1.2	Approx. value of the contract (in Rupees):	
1.3	Country:	
1.4	Location within Country:	
1.5	Duration of Assignment / Job (months) :	
1.6	Name of Employer:	
1.7	Address:	
1.8	Total No of staff-months of the Assignment / Job:	
1.9	Approx. value of the Assignment / Job provided by your firm under the contract (in Rupees):	

1.10	Start date (month/year):	
1.11	Completion date (month/year):	
1.12	Name of associated Consultants, if any:	
1.13	No of professional staff-months provided by associated Consultants:	
1.14	Name of senior professional staff of your firm involved and functions performed.	
1.15	Description of actual Assignment/job provided by your staff within the Assignment / Job:	

Note: Please provide documentary evidence from the client i.e. copy of work order, contract for each of above mentioned assignment. The experience shall not be considered for evaluation if such requisite support documents are not provided with the proposal.

C - Consultant's Turnover

Please submit the following information:

	FY 2008-09	FY 2009-10	FY 2010-11
Turnover			
Turnover from Consultancy Services			

Audited Balance Sheet and Profit and Loss Statement for past three financial years shall be attached in support of the above information

D- Consultant's Legal Status

Please mention Legal Status of the Consultant and submit **notarized** copy of document in proof of status.

E- Management of the Organization

	Name	Qualifications & Experience	Role
	Board Level		
1			
2			
3			
4			

Name of Assignment/job or project:

Year:

Location:

Employer:

Main project features:

Positions held:

Activities performed:

14. Certification:

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 willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

I understand that the above CV is being furnished in connection with the Firm's Proposal for the Assignment / Job titled Providing Consultancy Services for Preparation & Maintenance of Business Registers at the District Level in Arunachal Pradesh. I declare hereby that am physically fit and willing to undertake travel to locations in the state in connection with the performance of the above assignment if the same is awarded to the Firm.

Date:

Place:

[Signature of staff member or authorized
Representative of the staff]

[Full name of authorized representative]:

FORM EOI-5

**INFORMATION REGARDING ANY CONFLICTING ACTIVITIES AND DECLARATION
THEREOF**

Are there any activities carried out by your Firm or Group Company or any member of the Association of Consultants which are of conflicting nature as mentioned in Paragraph No. 5 of Part I of Section 2? Yes / No

If Yes, please furnish details of any such activities.

If No, please certify as follows:

We hereby declare that our Firm, our Associate / Group Firm or any of the Member of the Association of Consultants are not involved in any such activities which can be termed as the conflicting activities under the terms of Paragraph No. 5 of Part I of 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 on us.

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

Section E (ii)

Financial Proposal - Standard Forms

FORM FIN-1

FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

To: [Name and address of Employer]

Dear Sirs:

We, the undersigned, offer to provide the consulting Assignment/job for Providing Consultancy Services for Preparation & Maintenance of Business Registers at the District Level in Arunachal Pradesh in accordance with your Request for Proposal dated _____ and our Technical Proposal. Our attached Financial Proposal is for the sum of Rs. _____ (Rupees _____ only).

This amount is inclusive of the applicable taxes. We hereby confirm that the Financial Proposal is unconditional and we acknowledge that any condition attached to Financial Proposal shall result in reject of our Financial Proposal.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the EOI and Financial Proposal, i.e. before the date indicated in Paragraph 9 of the Data Sheet of Section C.

We understand you are not bound to accept any EOI and Financial Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

FORM FIN-2
SUMMARY OF COSTS

Sl. No.	Particulars	Amount in Rupees	Amount in words
1	Remuneration		
2	Reimbursable		
3	Miscellaneous expenses		
4	Service Tax / Any other tax		
5	Total		

Authorized Signature
Name:
Designation

Name of firm:
Address:

FORM FIN-3

BREAKDOWN OF REMUNERATION

(for details please refer to Note below)

Sl. No.	Name of Staff	Position	Man Month Rates (A)	Proposed Man Months (B)	Total Amount in Rupees. (A)*(B)
1	Key professionals *1				
2	Support Staff *2				
	Total				

*1 Key Professionals are to be indicated by name

*2 Support Staff is to be indicated per category (e.g. computer operators, statistical assistants etc.)

Total Remuneration = _____ Amount in Rupees

(Amount in Words):

Notes:

- 1 Professional Staff should be indicated individually; Support Staff should be indicated per category (e.g.: computer operators, statistical assistants etc.).
- 2 Cost of Secretarial services, if any, will be indicated in Form Fin-5.
- 3 Positions of Professional Staff shall coincide with the ones indicated in Form Tech-5 & 7.
- 4 Indicate separately staff-month rate for each activity separately.

FORM FIN-4

BREAKDOWN OF REIMBURSABLE EXPENSES

(Note: Reimbursable expenses will be quoted only for work related travel outside the place of work decided by the employer in the data sheet. It can also include travel from the Headquarter of the Consultant to the place of work).

Activity No: _____

Name: _____

No.	Description	Unit	Quantity	Unit Price	Total Amount
1	Cost of Travel	Trip			
2	Cost of Stay	Day			
3	Cost of food	Day			
4	Other Costs	Trip			

Total Reimbursable: = _____ Total amount in Rupees (or other currency).

Amount in words:

FORM FIN – 5

Miscellaneous Expenses

(It will include only such expenses which are directly chargeable to the Assignment/Job)

Sl. No	Particulars	Unit Rate	Quantity(staff months)/number	Amount
1	Secretarial staff			
2	Office equipment			
3	Preparation of reports / deliverables.			
	Total			

Format for Power Of Attorney for Signing of Proposal

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POWER OF ATTORNEY

Know all men by these presents, We.....(name and address of the registered office) do hereby constitute, appoint and authorize Mr./ Ms.....(name and residential address) who is presently employed with us and holding the position ofas our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our Proposal for Preparation of Business Register at the District level in Arunachal Pradesh for the Department of Economics and Statistics, Government of Arunachal Pradesh, Itanagar **including signing and submission of all documents and providing information / responses to NEC in all matters in connection with our bid for the said Project.**

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

For.....

(Signature)

(Name, Title and Address)

Accepted

(Signature)

(Name, Title and Address of the Attorney)

Note:

Note: The mode of execution of the, Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.

(F) Standard Forms of Contract

The above will be available at the Directorate Office for the perusal of the Consultants.