

Jharkhand State Livelihood Promotion Society

(Under Rural Development Department, Govt. of Jharkhand)

3rd Floor, Shantideep Tower, Radium Road, Ranchi-834001

Phone No. 0651-2360038, 2360142

Email:- jslps.ranchi@gmail.com, Website: www.jslps.org

Letter No: 718/Ranchi

Dated: 19/06/2018

LETTER OF INVITATION

To

Interested Individuals

Sub:- Empanelment of Individuals to provide consulting services as 'System Integrator' for JSLPS.

Dear Madam/Sir,

1. You are hereby invited to submit technical and financial proposals to provide consulting services as System Integrator for JSLPS, Jharkhand, which could form the basis for future negotiations and ultimately a contract will be entered between you and JSLPS.
2. **The purpose of this assignment is to:**
 - a) Stock taking and assess of future requirement of different verticals under JSLPS for development of Information System includes operation & programmatic units.
 - b) Facilitate discussion among verticals for new requirements and development of Business Requirement Document.
 - c) Terms of Reference for hiring of an IT agency for long terms.
 - d) Evaluation of Bid Documents.
 - e) Domain expertise during the development of Information System.
 - f) Facilitate for development of training modules for various stakeholders like Government Officials, Employees, Community para professionals.
3. **The following documents are enclosed to enable you to submit your proposal:**
 - (a) Terms of reference (TOR) (Annexure-I for the Study.
 - (b) Supplementary information for consultants, including a suggested format of curriculum vitae (Annexure- II); and
 - (c) A sample format of the contract for consultant's services under which the service will be performed (Annexure-III).
4. The JSLPS has provision of fund in FY-2018-19 towards payment of the consultancy fees of the required services and intends to apply a portion of this fund to eligible payments under this Contract.
5. **The Submission of Proposals:** The proposals shall be submitted in two parts, viz., Technical and Financial and should follow the form given in the "Supplementary Information for Consultants."
The proposals will be received in the office of the JSLPS up to **12.30 hours on 04th July, 2018.**

6. **Deciding Award of Contract:**

Quality and competence of the consulting service shall be considered as the paramount requirement.

Negotiations will be held only if the technical proposal is acceptable. The consultant must be prepared to furnish the detailed cost break-up and other clarifications to the proposals submitted to JSLPS, as may be required to adjudge the reasonableness of your price proposals. If the negotiation is successful, the contract will be awarded. If negotiations fail, and if it is concluded that a contract with reasonable terms cannot be concluded, the process of selection of Consultant, issue of letter of invitation etc. will be repeated till an agreed contract is concluded.

7. Please note that the JSLPS is not bound to select any of the Consultants submitting proposals.
9. You are requested to hold your proposal valid for **60 days** from the date of submission during which period you will maintain without change, your proposed price. The JSLPS will make its best efforts to finalize the agreement within this period.
10. Please note that the cost of preparing a proposal and of negotiating a contract including visits to JSLPS, if any; is not reimbursable as a direct cost of the assignment.
11. We wish to remind you that any manufacturing or construction firm with which you might be associated with, will not be eligible to participate in bidding for any goods or works resulting from or associated with the project of which this consulting assignment forms a part.
12. **Tax Liability:**
Please note that the remuneration, which you receive from this contract, will be subject to the normal tax liability as per the prevailing Income Tax Act. Kindly contact the concerned tax authorities for further information in this regard, if required.
13. We would appreciate if you inform us by Telex/Facsimile within three days from the receipt of the letter:
 - (a) Your acknowledgment of the receipt of this letter of invitation; and
 - (b) Whether or not you will be submitting the proposal.

Yours faithfully,

Sd/
Chief Executive Officer

Enclosures:

Annexure-I: Terms of Reference.

Annexure-II: Supplementary Information to Consultants.

Annexure-III: Draft contract under which service will be performed.

SUPPLEMENTARY INFORMATION FOR CONSULTANTS

Proposals

1. Proposals should include the following information:
 - (a) **Technical Proposals:**
 - (i) Curriculum Vitae of Consultant (F-2).
 - (ii) An outline of recent experience on assignments/ projects of similar nature executed during the last three years in the format given in Form F-3.
 - (iii) Any comments or suggestions of the Consultant on the Terms of Reference (TOR).
 - (iv) A description of the manner in which Consultant would plan to execute the work. Work plan time schedule in Form F-4 and approach or methodology proposed for carrying out the required work.
 - (v) The Consultant's comments, if any, on the data, services and facilities to be provided by JSLPS indicated in the Terms of Reference (TOR).

- (b) **Financial Proposals**

The financial proposals should include the Schedule of Price Bid in Form F - 5.

2. Two copies of the proposals should be submitted addressing to the Chief Executive Officer, Jharkhand State Livelihood Promotion Society, 3rd Floor, Shantideep Tower, Radium Road, Ranchi-834001, Jharkhand. .

3. **Contract Negotiations**

The aim of the negotiations is to reach an agreement on all points with the consultant and initial a draft contract by the conclusion of negotiations. Negotiations commence with a discussion of Consultant's proposal, the proposed work plan, and any suggestions you may have made to improve the Terms of Reference. Agreement will then be reached on the final Terms of Reference and the bar chart, if required, which will indicate periods in months and reporting schedule. Once these matters have been agreed, financial negotiations will take place and will begin with a discussion of your proposed monthly rates.

4. **Terms of Payment:**

The mode of payments to be made on the assignment basis.

Note: All payments shall be made on submission of pre-receipted bills by the Consultant in duplicate as per assignment.

5. **Review of Reports**

A review committee (to be restricted to three members) consisting officers of JSLPS will review all reports of Consultants (inception, progress, intermediate and draft final) and suggest any modifications/changes considered necessary within 7 days of receipt.

FORM NO.F-1

From:

To

The Chief Executive Officer,
3rd Floor, Shantideep Tower,
Radium Road, Ranchi-8374001,
Jharkhand

Sub:- Hiring of Individual Consultant to provide consulting services as System Integrator for JSLPS.

Sir,

I _____ Consultant herewith enclose Technical and Financial Proposal for selection as Consultant for JSLPS.

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

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

Yours faithfully,

Signature: _____
Full name _____
and address: _____

FORM F-2

**FORMAT OF CURRICULUM VITAE (CV) FOR
CONSULTANT**

Name of Consultant: _____

Profession: _____

Date of Birth: _____

Nationality: _____

Membership in Professional Societies: _____

Key Qualifications:

[Give an outline of experience and training most pertinent to tasks on assignment. Describe degree of responsibility held on relevant previous assignments and give dates and locations. Use about half a page.]

Education:

[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.]

Languages:

[For each language indicate proficiency: excellent, good, fair, or poor; in speaking, reading, and writing]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experience, and me.

Date: _____

[Signature of Consultant]

Day/Month/Year

Full name of Consultant: _____

FORM F-3

**ASSIGNMENTS OF SIMILAR NATURE SUCCESSFULLY COMPLETED
DURING LAST 3 YEARS (FY)**

Outline of recent experience on assignments of similar nature:

Sl. No.	Name of the Assignment	Name of the Project	Owner or Sponsoring Authority	Cost of Assignment	Date of Commencement	Date of Completion	Was the Assignment Completed Satisfactorily
1	2	3	4	5	6	7	8
1							
2							
3							
4							

Note: Please attach certificates from the employer by way of documentary proof, if any:

FORM F-4

WORK PLAN TIME SCHEDULE

A. Field Investigation

Sl. No.	Activities to be undertaken	Week wise Program							
		1 st week	2 nd week	3 rd week	4th week	5 th week	6 th week	7 th week	8 th week
1									
2									
3									
4									
5									

B. Compilation and submission of reports

1. Draft Final Report

2. Final Report

C. A short note on the line of approach and methodology outlining various steps for performing the assignment.

D. Comments or suggestions on "Terms of Reference."

FORM F-5

SCHEDULE OF PRICE BID:

Activities/Particulars	Amount (In figure)	Amount in Words
Consulting services for providing system integrator according to the ToR. JSLPS will provide other logistic supports.	Rs..... per day.	Rupees.....only
Consultancy GST @_____ % if any		

Signature of Consultant

Date:.....

Address:.....

FORM F-6

Break-up of Cost Estimates

Remuneration

Consultant Name	Daily (Monthly) Rate (in Rs.)	Working Days (Months)	Total Cost (in Rs.)
-----	-----	-----	-----
Sub-Total (Remuneration)			_____

Draft Letter of Contract

Sub: Hiring of Individual Consultant to provide consulting services as System Integrator for JSLPS.

(Name of Consultant)

We herewith confirm your consulting appointment to carry out the above-mentioned assignment specified in the attached Terms of Reference.

For administrative purposes (Name of responsible staff of Borrower) has been assigned to administer the assignment and to provide the Consultant with all relevant information needed to carry out the assignment. The services will be required in (Name of Project) for about _____ days/months, during the period from _____ to _____. These dates are estimates and (Name of Borrower) may find it necessary to postpone or cancel the assignment and/or shorten or extend its duration. However, every effort will be made to give you, as early as possible, notice of any such changes. In the event of termination, the (Name of Consultants) shall be paid for the services rendered for carrying out the assignment to the date of termination, and will provide the (Name of Borrower) with any reports or parts thereof, or any other information and documentation gathered under this Contract prior to the date of termination.

This Contract, its meaning and interpretation and the laws of the Union of India shall govern the relations between the parties.

Set out below is the terms and conditions under which you have agreed to carry out the assignment. The services to be performed, the estimated time to be spent, and the reports to be submitted will be in accordance with the attached Terms of Reference.

This Contract will become effective upon confirmation of this letter by you and will terminate on _____, or such other date as mutually agreed.

Payments for the services will not exceed an amount of _____.

You will be paid as follows, within 30 days of receipt of invoice a fee of:

Amount	Currency	
.....	upon receipt of a confirmed copy of this letter and submission of inception report.
.....	upon receipt of the draft report.
.....	upon receipt of the final report acceptable to (Name of Client)

The above fee includes all the costs related to carrying out the services, including overhead and any taxes.

You will be responsible for appropriate insurance coverage. In this regard, you shall maintain medical, travel, accident and third-party liability. You shall indemnify and hold harmless,

the (Name of Client) against any and all claims, demands, and/or judgments of any nature brought against the (Name of Client) arising out of the services under this Contract. The obligation under this paragraph shall survive the termination of this Contract.

All materials produced or acquired under the terms of this Contract written, graphic, film, magnetic tape or otherwise shall remain the property of the (Name of Client). The (Name of Client) retains the exclusive right to publish or disseminate reports arising from such materials. The rights and duties provided for in this paragraph shall continue, notwithstanding the termination of this Contract or the execution of its other provisions.

You will carry out the assignment in accordance with the highest standard of professional and ethical competence and integrity, having due regard to the nature and purpose of the assignment, and will conduct yourself in a manner consistent herewith.

You will not assign this Contract or sub-contract or any portion of it without the Client's prior written consent.

You should agree that, during the term of this Contract and after its termination, you and any entity affiliated with you, shall be disqualified from providing goods, works or services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.

You shall pay the taxes, duties fees, levies and other impositions levied under the Applicable law and the Client shall perform such duties, in regard to the deduction of such tax, as may be lawfully imposed.

You will also agree that all knowledge and information not within the public domain which may be acquired during the carrying out of this Contract, shall be, for all time and for all purpose, regarded as strictly confidential and held in confidence, and shall not be directly or indirectly disclosed to any person whatsoever, except with the (Name of Client) written permission.

Any dispute arising out of the Contract, which cannot be amicably settled between the parties, shall be referred to adjudication/arbitration in accordance with Arbitration & Conciliation Act 1996.

Read and Agreed :

Place: (Signature & Name of Consultant)

Date: (Signature & Name of Client's Representative)

Attachment: (i) Terms of Reference and Scope of Services; and (ii) Consultant's Reporting Obligations.

Terms of Reference for empanelment of Individual Consultant to provide consulting services as System Integrator for JSLPS

1) Background:

Jharkhand State Livelihood Promotion Society (JSLPS) was established by Rural Development Department, Government of Jharkhand as a special purpose vehicle to facilitate poverty reduction program through social mobilization and improvement of Livelihoods of rural poor in Jharkhand under the Society Registration Act 1860 in Year 2009. JSLPS has implementing various government program including National Rural Livelihood Mission of Ministry of Rural Development, GoI, JOHAR, J-HIMDI, State funded Sanjivani Project etc. JSLPS has created 138,278 Self Help Group and covered more than 17.30 lakh rural household in the State. JSLPS is also working towards sustainable livelihoods of these households by providing various livelihoods like advance agriculture & livestock practices, collection and processing of NTFPs, Self-Employment through various skill training program.

In the upcoming years JSLPS envisaged to double the income of rural households by promoting collectives of farmers, providing better market access, advisory service, irrigation facility and value addition into their produce.

In the past year JSLPS has developed itself as system oriented organization and successfully demonstrated “Swalekha” Management Information System for on time completion of its business process. Further to enhance “Swalekha” services of IT agency for long terms association partner needs to be hired which could developed to achieve “Swalekha” following –

- a) Enhanced participation of the people in decision making and program implementation
- b) Equal access to information and Administration for all people
- c) A credible government-public interface that becomes an interactive forum.
- d) An efficient service delivery system
- e) Transparency in operations
- f) Community Linkages
- g) On-time information availability and advisory services
- h) Efficient and effective service delivery procedures
- i) Resource optimization to provide a right structure and governance to deliver program functions /services

2) Key Output

JSLPS MIS unit is in need for a Consultant on call basis for the following outputs

- g) Stock taking and assess of future requirement of different verticals under JSLPS for development of Information System includes operation & programmatic units
- h) Facilitate discussion among verticals for new requirements and development of Business Requirement Document
- i) Terms of Reference for hiring of an IT agency for long terms
- j) Evaluation of Bid Documents

- k) Domain expertise during the development of Information System
- l) Facilitate for development of training modules for various stakeholders like Government Officials, Employees, Community para professionals

3) Qualifications:

2 years' Post Graduate Degree (full time or correspondence) or 2 years' Full time Graduate Degree in any discipline with first division marks from a government recognised university/academic institution

Or

Full Time 2 years' Post Graduate Degree/Diploma in IT/Management/ Social & Development Studies/ Rural Development/Management or subject relevant to the position from a government recognised university/academic institution.

4) Experience:

Minimum **20 years** of post-qualification (starting after successful completion of minimum required education qualification) Relevant work experience (in subject related to the assignment) of working in project/programme for poverty eradication/livelihoods/social or rural development implemented by Government/ reputed NGOs/Corporate Entities or relevant organisation. Experience should include being engaged in programme implementation role. Experience of working with poor's institutions and government systems would be given preference

5) Skills required:

- a) Computer Skills: Excellent working knowledge in MS-Office environment.
- b) Language Skills: Very Good writing and oral skills in both English and Hindi.
- c) Other Skills and Knowledge: Knowing Government system & its functioning, development policies and good understanding of Jharkhand's development priorities would strengthen the candidature.

6) Duration of the Consultancy: Initially consultant would be empanelled for the period of one year and may be extended based on the requirement and performance.

7) Facility to be provided by JSLPS:

JSLPS will provide required office space during the working hours with internet facility. In case of local travel, JSLPS will provide the actual travel fair by bus/3rd or 2nd Class AC train fair. Lodging and boarding charges will be provided as per actual with a maximum limit of Rs. 3000.00 per day. Consultancy fees will be provided per day basis on submission of bills with detailed time sheet against each task.
