

# Request for Proposals

**Development of Multilingual Training & Learning Materials (TLM)  
for courses conducted by Rural Self Employment Training  
Institutes (RSETIs)**

## Quality and Cost Based Selection (QCBS)

Reference No: **NAR/BNG/F-133-TLM/RFP**

Client: National Academy of RUDSETI(NAR)  
Country: India  
Issued on: 15<sup>th</sup> March 2024

<b>Date of issue of RFP</b>	15 <sup>th</sup> March 2024
Last date for seeking clarifications	25 <sup>th</sup> March 2024
Date of Pre-Proposal Meeting	3:00 p.m. 27 <sup>th</sup> March 2024
Clarifications by NAR	1 <sup>st</sup> April 2024
<b>Last Date for submission of Proposals</b>	3:00 p.m. 19 <sup>th</sup> April 2024
Date of Opening of Pre-qualification cover & Technical Proposals	3:30 p.m. 19 <sup>th</sup> April 2024
Technical Evaluations & Presentation by Bidders	2-3 weeks from above <b>Presentation within 2 weeks from last date of submission of proposals.</b> <b>The date of presentation by the Bidders will be informed</b>
Date of Opening of Financial Proposals	To be informed at a later date

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## **PART I**

### **Section 1. Request for Proposal Letter**

## Request for Proposal Letter

### Consulting Services

Name of Assignment: Development of multilingual Training & Learning Materials (TLM) for courses conducted by Rural Self Employment Training Institutes (RSETIs)

Reference/ File No: NAR/BNG/F-133-TLM/RFP  
Client: National Academy of RUDSETI(NAR)  
Country: India  
Date: 15<sup>th</sup> March 2024

Dear Sir/ Madam:

1. Government of India (hereinafter called “Borrower”) has received financing from The World Bank (the “Bank”) in the form of a “credit” (hereinafter called “credit” toward the cost of National Rural Economic Transformation Project (NRETP). The National Academy of RUDSETI (NAR), NRO under Ministry of Rural Development (hereinafter called “Client”) is the implementing agency of the Borrower, intends to apply a portion of the proceeds of this credit to eligible payments under the contract for which this Request for Proposals is issued. The Client intends to apply the funds to eligible payments under the contract for which this Request for Proposals is issued. Payments by the Bank will be made only at the request of the Client and upon approval by the Bank, and will be subject, in all respects, to the terms and conditions of the financing agreement. The financing agreement prohibits a withdrawal from the credit account for the purpose of any payment to persons or entities, or for any import of goods, if such payment or import, to the knowledge of the Bank, is prohibited by a decision of the United Nations Security council taken under Chapter VII of the Charter of the United Nations. No party other than the Client shall derive any rights from the financing agreement or have any claims to the proceeds of the credit.
2. The Client now invites proposals to provide the following consulting services (hereinafter called “**Development of multilingual Training & Learning Materials (TLM) for courses conducted by Rural Self Employment Training Institutes (RSETIs)**”). More details on the Services are provided in the Terms of Reference (Section 7).
3. A firm will be selected under **Quality and Cost Based Selection (QCBS) Method** procedures and in a Simplified Technical Proposal (STP) format as described in

this RFP, in accordance with the Bank's "Procurement Regulations for IPF Borrowers" [July 2016, Revised November 2017] ("Procurement Regulations"), which can be found at the following website: [www.worldbank.org](http://www.worldbank.org) and Procurement Manual of National Rural Economic Transformation Project (NRETP), November 2019.

The RFP includes the following documents:

- Section 1 – Request for Proposals Letter
- Section 2 - Instructions to Consultants and Data Sheet
- Section 3 - Technical Proposal (STP) - Standard Forms
- Section 4 - Financial Proposal - Standard Forms
- Section 5 – Eligible Countries
- Section 6 – Fraud and Corruption
- Section 7 - Terms of Reference
- Section 8 - Standard Forms of Contract (Lump-Sum)

4. Please inform us by 26<sup>th</sup> March 2024 in writing to Sri H Raghu Raja, Director General by E-mail: [dg@rudsetacademy.org](mailto:dg@rudsetacademy.org) and cc to [info@rudsetacademy.org](mailto:info@rudsetacademy.org) that:
  - (i) you have downloaded this Request for Proposal and
  - (ii) would be submitting your proposal by the deadline as provided in ITC 17.7 and ITC 17.9.
5. Attention is drawn to the Procurement Regulations requiring the Borrower to disclose information on the successful Consultant's beneficial ownership, as part of the Contract Award Notice, using the Beneficial Ownership Disclosure Form as included in the Request for Proposals.
6. Details on the proposal's submission date, time and address are provided in ITC 17.7 and ITC 17.9.
7. The RFP document also available (for reference) at NAR website: <https://rudsetacademy.org>

Yours sincerely,

**Sd/-**

(H Raghu Raja)  
Director General  
National Academy of RUDSETI (NAR)

## Section 2. Instructions to Consultants and Data Sheet

### Instructions to Consultants

#### A. General Provisions

##### 1. Definitions

- (a) “Affiliate(s)” means an individual or an entity that directly or indirectly controls, is controlled by, or is under common control with the Consultant.
- (b) “Applicable Law” means the laws and any other instruments having the force of law in the Client’s country, or in such other country as may be specified in the **Data Sheet**, as they may be issued and in force from time to time.
- (c) “Bank” means the International Bank for Reconstruction and Development (IBRD) or the International Development Association (IDA).
- (d) “Borrower” means the Government, Government agency or other entity that signs the Financing agreement with the Bank.
- (e) “Client” means the implementing agency that signs the Contract for the Services with the selected Consultant.
- (f) “Consultant” means a legally-established professional consulting firm or an entity that may provide or provides the Services to the Client under the Contract.
- (g) “Contract” means a legally binding written agreement signed between the Client and the Consultant and includes all the attached documents listed in its Clause 1 (the General Conditions of Contract (GCC), the Special Conditions of Contract (SCC), and the Appendices).
- (h) “Data Sheet” means an integral part of the Instructions to Consultants (ITC) Section 2 that is used to reflect specific country and assignment



conditions to supplement, but not to over-write, the provisions of the ITC.

- (i) “Day” means a calendar day, unless otherwise specified as “Business Day”. A Business Day is any day that is an official working day of the Borrower. It excludes the Borrower’s official public holidays.
- (j) “Experts” means, collectively, Key Experts, Non-Key Experts, or any other personnel of the Consultant, Sub-consultant or Joint Venture member(s).
- (k) “Government” means the government of the Client’s country.
- (l) “in writing” means communicated in written form (e.g. by mail, e-mail, fax, including, if specified in the Data Sheet, distributed or received through the electronic-procurement system used by the Client) with proof of receipt;
- (m) “Joint Venture (JV)” means an association with or without a legal personality distinct from that of its members, of more than one Consultant where one member has the authority to conduct all business for and on behalf of any and all the members of the JV, and where the members of the JV are jointly and severally liable to the Client for the performance of the Contract.
- (n) “Key Expert(s)” means an individual professional whose skills, qualifications, knowledge and experience are critical to the performance of the Services under the Contract and whose CV is taken into account in the technical evaluation of the Consultant’s proposal.
- (o) “ITC” (this Section 2 of the RFP) means the Instructions to Consultants that provides the shortlisted Consultants with all information needed to prepare their Proposals.
- (p) “Non-Key Expert(s)” means an individual professional provided by the Consultant or its Sub-consultant and who is assigned to perform the

Services or any part thereof under the Contract and whose CVs are not evaluated individually.

- (q) "Proposal" means the Technical Proposal and the Financial Proposal of the Consultant.
- (r) "RFP" means the Request for Proposals to be prepared by the Client for the selection of Consultants, based on the SPD - RFP.
- (s) "SPD - RFP" means the Standard Procurement Document - Request for Proposals, which must be used by the Client as the basis for the preparation of the RFP.
- (t) "Services" means the work to be performed by the Consultant pursuant to the Contract.
- (u) "Sub-consultant" means an entity to whom the Consultant intends to subcontract any part of the Services while the Consultant remains responsible to the Client during the whole performance of the Contract.
- (v) "Terms of Reference (TORs)" (this Section 7 of the RFP) means the Terms of Reference that explains the objectives, scope of work, activities, and tasks to be performed, respective responsibilities of the Client and the Consultant, and expected results and deliverables of the assignment.
- (w) "ESHS" means environmental, social (including sexual exploitation and abuse (SEA) and gender based violence (GBV)), health and safety.

## 2. Introduction

- 2.1 The Client named in the **Data Sheet** intends to select a Consultant from those listed in the Request for Proposals (RFP), in accordance with the method of selection specified in the **Data Sheet**.
- 2.2 The shortlisted Consultants are invited to submit a Technical Proposal and a Financial Proposal, or a Technical Proposal only, as specified in the **Data Sheet**, for consulting services required for the assignment named in the **Data Sheet**. The Proposal will be the basis for negotiating and ultimately signing the Contract with the selected Consultant.

2.3 The Consultants should familiarize themselves with the local conditions and take them into account in preparing their Proposals, including attending a pre-proposal conference if one is specified in the **Data Sheet**. Attending any such pre-proposal conference is optional and is at the Consultants' expense.

2.4 The Client will timely provide, at no cost to the Consultants, the inputs, relevant project data, and reports required for the preparation of the Consultant's Proposal as specified in the **Data Sheet**.

### 3. Conflict of Interest

3.1 The Consultant is required to provide professional, objective, and impartial advice, at all times holding the Client's interests paramount, strictly avoiding conflicts with other assignments or its own corporate interests, and acting without any consideration for future work.

3.2 The Consultant has an obligation to disclose to the Client any situation of actual or potential conflict that impacts its capacity to serve the best interest of its Client. Failure to disclose such situations may lead to the disqualification of the Consultant or the termination of its Contract and/or sanctions by the Bank.

3.2.1 Without limitation on the generality of the foregoing, the Consultant shall not be hired under the circumstances set forth below:

#### a. Conflicting Activities

(i) Conflict between consulting activities and procurement of goods, works or non-consulting services: a firm that has been engaged by the Client to provide goods, works, or non-consulting services for a project, or any of its Affiliates, shall be disqualified from providing consulting services resulting from or directly related to those goods, works, or non-consulting services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, or any of its Affiliates, shall be disqualified from subsequently providing goods or works or non-consulting services resulting from or directly related to the consulting services for such preparation or implementation.

#### b. Conflicting Assignments

(ii) Conflict among consulting assignments: a Consultant (including its Experts and Sub-

consultants) or any of its Affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Consultant for the same or for another Client.

**c. Conflicting Relationships**

- (iii) Relationship with the Client's staff: a Consultant (including its Experts and Sub-consultants) that has a close business or family relationship with a professional staff of the Borrower (or of the Client, or of implementing agency, or of a recipient of a part of the Bank's financing) who are directly or indirectly involved in any part of (i) the preparation of the Terms of Reference for the assignment, (ii) the selection process for the Contract, or (iii) the 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 Bank throughout the selection process and the execution of the Contract.

**4. Unfair Competitive Advantage**

- 4.1 Fairness and transparency in the selection process require that the Consultants or their Affiliates competing for a specific assignment do not derive a competitive advantage from having provided consulting services related to the assignment in question. To that end, the Client shall indicate in the **Data Sheet** and make available to all shortlisted Consultants together with this RFP all information that would in that respect give such Consultant any unfair competitive advantage over competing Consultants.

**5. Fraud and Corruption**

- 5.1 The Bank requires compliance with the Bank's Anti-Corruption Guidelines and its prevailing sanctions policies and procedures as set forth in the WBG's Sanctions Framework, as set forth in Section 6.
- 5.2 In further pursuance of this policy, Consultants shall permit and shall cause their agents (where declared or not), subcontractors, subconsultants, service providers, suppliers, and their personnel, to permit the Bank to inspect all accounts, records and other documents relating to any shortlisting process, Proposal submission, and contract performance (in the case of award), and to have them audited by auditors appointed by the Bank.

## 6. Eligibility

6.1 The Bank permits consultants (individuals and firms, including Joint Ventures and their individual members) from all countries to offer consulting services for Bank-financed projects.

6.2 Furthermore, it is the Consultant's responsibility to ensure that its Experts, joint venture members, Sub-consultants, agents (declared or not), sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by the Bank in the applicable Procurement Regulations.

6.3 As an exception to the foregoing ITC 6.1 and ITC 6.2 above:

### a. Sanctions

6.3.1 A Consultant that has been sanctioned by the Bank, pursuant to the Bank's Anti-Corruption Guidelines and in accordance with its prevailing sanctions policies and procedures as set forth in the WBG's Sanctions Framework as described in Section VI, Fraud and Corruption, paragraph 2.2 d., shall be ineligible to be shortlisted for, submit proposals for, or be awarded a Bank-financed contract or benefit from a Bank-financed contract, financially or otherwise, during such period of time as the Bank shall have determined. The list of debarred firms and individuals is available at the electronic address specified in the **PDS**.

### b. Prohibitions

6.3.2 Firms and individuals of a country or goods manufactured in a country may be ineligible if so indicated in Section 5 (Eligible Countries) and:

- (a) as a matter of law or official regulations, the Borrower's country prohibits commercial relations with that country, provided that the Bank is satisfied that such exclusion does not preclude effective competition for the provision of Services required; or
- (b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Borrower's Country prohibits any import of goods from that country or any payments to any country, person, or entity in that country.

**c. Restrictions for State-Owned Enterprises**

6.3.3 State-owned enterprises or institutions in the Borrower's country may be eligible to compete and be awarded a contract only if they can establish, in a manner acceptable to the Bank, that they: (i) are legally and financially autonomous, (ii) operate under commercial law, and (iii) are not under supervision of the Client.

**d. Restrictions for Public Employees**

6.3.4 Government officials and civil servants of the Borrower's country are not eligible to be included as Experts, individuals, or members of a team of Experts in the Consultant's Proposal unless:

- (i) the services of the government official or civil servant are of a unique and exceptional nature, or their participation is critical to project implementation; and
- (ii) their hiring would not create a conflict of interest, including any conflict with employment or other laws, regulations, or policies of the Borrower.

**e. Borrower Debarment**

6.3.5 A firm that is under a sanction of debarment by the Borrower from being awarded a contract is eligible to participate in this procurement, unless the Bank, at the Borrower's request, is satisfied that the debarment; (a) relates to fraud or corruption, and (b) followed a judicial or administrative proceeding that afforded the firm adequate due process.

**B. Preparation of Proposals**

**7. General Considerations**

7.1 In preparing the Proposal, the Consultant is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.

**8. Cost of Preparation of Proposal**

8.1 The Consultant shall bear all costs associated with the preparation and submission of its Proposal, and the Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. The Client 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 Consultant.

## 9. Language

9.1 The Proposal, as well as all correspondence and documents relating to the Proposal exchanged between the Consultant and the Client, shall be written in the language(s) specified in the **Data Sheet**.

## 10. Documents Comprising the Proposal

10.1 The Proposal shall comprise the documents and forms listed in the **Data Sheet**.

10.2 If specified in the **Data Sheet**, the Consultant shall include a statement of an undertaking of the Consultant to observe, in competing for and executing a contract, the Client country's laws against fraud and corruption (including bribery).

10.3 The Consultant shall furnish information on commissions, gratuities, and fees, if any, paid or to be paid to agents or any other party relating to this Proposal and, if awarded, Contract execution, as requested in the Financial Proposal submission form (Section 4).

## 11. Only One Proposal

11.1 The Consultant (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture in another Proposal. If a Consultant, including any Joint Venture member, submits or participates in more than one proposal, all such proposals shall be disqualified and rejected. This does not, however, preclude a Sub-consultant, or the Consultant's staff from participating as Key Experts and Non-Key Experts in more than one Proposal when circumstances justify and if stated in the **Data Sheet**.

## 12. Proposal Validity

12.1 **The Data Sheet** indicates the period during which the Consultant's Proposal must remain valid after the Proposal submission deadline.

12.2 During this period, the Consultant shall maintain its original Proposal without any change, including the availability of the Key Experts, the proposed rates and the total price.

12.3 If it is established that any Key Expert nominated in the Consultant's Proposal was not available at the time of Proposal submission or was included in the

Proposal without his/her confirmation, such Proposal shall be disqualified and rejected for further evaluation, and may be subject to sanctions in accordance with ITC 5.

- a. Extension of Validity Period**
- 12.4 The Client will make its best effort to complete the negotiations and award the contract within the proposal's validity period. However, should the need arise, the Client may request, in writing, all Consultants who submitted Proposals prior to the submission deadline to extend the Proposals' validity.
- 12.5 If the Consultant agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal and with the confirmation of the availability of the Key Experts, except as provided in ITC 12.7.
- 12.6 The Consultant has the right to refuse to extend the validity of its Proposal in which case such Proposal will not be further evaluated.
- b. Substitution of Key Experts at Validity Extension**
- 12.7 If any of the Key Experts become unavailable for the extended validity period, the Consultant shall seek to substitute another Key Expert. The Consultant shall provide a written adequate justification and evidence satisfactory to the Client together with the substitution request. In such case, a substitute Key Expert shall have equal or better qualifications and experience than those of the originally proposed Key Expert. The technical evaluation score, however, will remain to be based on the evaluation of the CV of the original Key Expert.
- 12.8 If the Consultant fails to provide a substitute Key Expert with equal or better qualifications, or if the provided reasons for the replacement or justification are unacceptable to the Client, such Proposal will be rejected with the prior Bank's no objection.
- c. Sub-Contracting**
- 12.9 The Consultant shall not subcontract the whole of the Services.
- 13. Clarification and Amendment of RFP**
- 13.1 The Consultant may request a clarification of any part of the RFP during the period indicated in the **Data Sheet** before the Proposals' submission deadline. Any request for clarification must be sent in writing, or by standard electronic means, to the Client's address



indicated in the **Data Sheet**. The Client will respond in writing, or by standard electronic means, and will send written copies of the response (including an explanation of the query but without identifying its source) to all shortlisted Consultants. Should the Client deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure described below:

13.1.1 At any time before the proposal submission deadline, the Client may amend the RFP by issuing an amendment in writing or by standard electronic means. The amendment shall be sent to all shortlisted Consultants and will be binding on them. The shortlisted Consultants shall acknowledge receipt of all amendments in writing.

13.1.2 If the amendment is substantial, the Client may extend the proposal submission deadline to give the shortlisted Consultants reasonable time to take an amendment into account in their Proposals.

13.2 The Consultant may submit a modified Proposal or a modification to any part of it at any time prior to the proposal submission deadline. No modifications to the Technical or Financial Proposal shall be accepted after the deadline.

**14. Preparation of  
Proposals  
Specific  
Considerations**

14.1 While preparing the Proposal, the Consultant must give particular attention to the following:

14.1.1 If a shortlisted Consultant considers that it may enhance its expertise for the assignment by associating with other consultants in the form of a Joint Venture or as Sub-consultants, it may do so with either (a) non-shortlisted Consultant(s), or (b) shortlisted Consultants if permitted in the **Data Sheet**. In all such cases a shortlisted Consultant must obtain the written approval of the Client prior to the submission of the Proposal. When associating with non-shortlisted firms in the form of a joint venture or a sub-consultancy, the shortlisted Consultant shall be a lead member. If

shortlisted Consultants associate with each other, any of them can be a lead member.

14.1.2 The Client may indicate in the **Data Sheet** the estimated Key Experts' time input (expressed in person-month) or the Client's estimated total cost of the assignment, but not both. This estimate is indicative and the Proposal shall be based on the Consultant's own estimates for the same.

14.1.3 If stated in the **Data Sheet**, the Consultant shall include in its Proposal at least the same time input (in the same unit as indicated in the **Data Sheet**) of Key Experts, failing which the Financial Proposal will be adjusted for the purpose of comparison of proposals and decision for award in accordance with the procedure in the **Data Sheet**.

14.1.4 For assignments under the Fixed-Budget selection method, the estimated Key Experts' time input is not disclosed. Total available budget, with an indication whether it is inclusive or exclusive of taxes, is given in the **Data Sheet**, and the Financial Proposal shall not exceed this budget.

## 15. Technical Proposal Format and Content

15.1 The Technical Proposal shall be prepared using the Standard Forms provided in Section 3 of the RFP and shall comprise the documents listed in the **Data Sheet**. The Technical Proposal shall not include any financial information. A Technical Proposal containing material financial information shall be declared non-responsive.

15.1.1 Consultant shall not propose alternative Key Experts. Only one CV shall be submitted for each Key Expert position. Failure to comply with this requirement will make the Proposal non-responsive.

15.2 Depending on the nature of the assignment, the Consultant is required to submit a Full Technical Proposal (FTP), or a Simplified Technical Proposal (STP) as indicated in the **Data Sheet** and using the Standard Forms provided in Section 3 of the RFP.

- 16. Financial Proposal**
- 16.1 The Financial Proposal shall be prepared using the Standard Forms provided in Section 4 of the RFP. It shall list all costs associated with the assignment, including (a) remuneration for Key Experts and Non-Key Experts, (b) reimbursable expenses indicated in the **Data Sheet**.
- a. Price Adjustment**
- 16.2 For assignments with a duration exceeding 18 months, a price adjustment provision for foreign and/or local inflation for remuneration rates applies if so stated in the **Data Sheet**.
- b. Taxes**
- 16.3 The Consultant and its Sub-consultants and Experts are responsible for meeting all tax liabilities arising out of the Contract unless stated otherwise in the **Data Sheet**. Information on taxes in the Client's country is provided in the **Data Sheet**.
- c. Currency of Proposal**
- 16.4 The Consultant may express the price for its Services in the currency or currencies as stated in the **Data Sheet**. If indicated in the **Data Sheet**, the portion of the price representing local cost shall be stated in the national currency.
- d. Currency of Payment**
- 16.5 Payment under the Contract shall be made in the currency or currencies in which the payment is requested in the Proposal.

### **C. Submission, Opening and Evaluation**

- 17. Submission, Sealing, and Marking of Proposals**
- 17.1 The Consultant shall submit a signed and complete Proposal comprising the documents and forms in accordance with ITC 10 (Documents Comprising Proposal). Consultants shall mark as "CONFIDENTIAL" information in their Proposals which is confidential to their business. This may include proprietary information, trade secrets or commercial or financially sensitive information. The submission can be done by mail or by hand. If specified in the **Data Sheet**, the Consultant has the option of submitting its Proposals electronically.
- 17.2 An authorized representative of the Consultant shall sign the original submission letters in the required format for both the Technical Proposal and, if applicable, the Financial Proposal and shall initial all pages of both. The authorization shall be in the form

of a written power of attorney attached to the Technical Proposal.

17.2.1 A Proposal submitted by a Joint Venture shall be signed by all members so as to be legally binding on all members, or by an authorized representative who has a written power of attorney signed by each member's authorized representative.

17.3 Any modifications, revisions, interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Proposal.

17.4 The signed Proposal shall be marked "ORIGINAL", and its copies marked "COPY" as appropriate. The number of copies is indicated in the **Data Sheet**. All copies shall be made from the signed original. If there are discrepancies between the original and the copies, the original shall prevail.

17.5 The original and all the copies of the Technical Proposal shall be placed inside a sealed envelope clearly marked "**TECHNICAL PROPOSAL**", "[Name of the Assignment]", [reference number], [name and address of the Consultant], and with a warning "**Do NOT OPEN UNTIL [INSERT THE DATE AND THE TIME OF THE TECHNICAL PROPOSAL SUBMISSION DEADLINE].**"

17.6 Similarly, the original Financial Proposal (if required for the applicable selection method) and its copies shall be placed inside of a separate sealed envelope clearly marked "**FINANCIAL PROPOSAL**" "[Name of the Assignment]", [reference number], [name and address of the Consultant], and with a warning "**Do NOT OPEN WITH THE TECHNICAL PROPOSAL.**"

17.7 The sealed envelopes containing the Technical and Financial Proposals shall be placed into one outer envelope and sealed. This outer envelope shall be addressed to the Client and bear the submission address, RFP reference number, the name of the assignment, the Consultant's name and the address, and shall be clearly marked "Do Not Open Before [insert the time and date of the submission deadline indicated in the **Data Sheet**]".

17.8 If the envelopes and packages with the Proposal are not sealed and marked as required, the Client will assume no responsibility for the misplacement, loss, or premature opening of the Proposal.

17.9 The Proposal or its modifications must be sent to the address indicated in the **Data Sheet** and received by the Client no later than the deadline indicated in the **Data Sheet**, or any extension to this deadline. Any Proposal or its modification received by the Client after the deadline shall be declared late and rejected, and promptly returned unopened.

## **18. Confidentiality**

18.1 From the time the Proposals are opened to the time the Contract is awarded, the Consultant should not contact the Client on any matter related to its Technical and/or Financial Proposal. Information relating to the evaluation of Proposals and award recommendations shall not be disclosed to the Consultants who submitted the Proposals or to any other party not officially concerned with the process, until the Notification of Intention to Award the Contract. Exceptions to this ITC are where the Client notifies Consultants of the results of the evaluation of the Technical Proposals.

18.2 Any attempt by shortlisted Consultants or anyone on behalf of the Consultant to influence improperly the Client in the evaluation of the Proposals or Contract award decisions may result in the rejection of its Proposal, and may be subject to the application of prevailing Bank's sanctions procedures.

18.3 Notwithstanding the above provisions, from the time of the Proposals' opening to the time of Contract award publication, if a Consultant wishes to contact the Client or the Bank on any matter related to the selection process, it shall do so only in writing.

## **19. Opening of Technical Proposals**

19.1 The Client's evaluation committee shall conduct the opening of the Technical Proposals in the presence of the shortlisted Consultants' authorized representatives who choose to attend (in person, or online if this option is offered in the **Data Sheet**). The opening date, time and the address are stated in the **Data Sheet**. The envelopes with the Financial Proposal shall remain sealed and shall be securely stored with a reputable public auditor or independent

authority until they are opened in accordance with ITC 23.

19.2 At the opening of the Technical Proposals the following shall be read out: (i) the name and the country of the Consultant or, in case of a Joint Venture, the name of the Joint Venture, the name of the lead member and the names and the countries of all members; (ii) the presence or absence of a duly sealed envelope with the Financial Proposal; (iii) any modifications to the Proposal submitted prior to proposal submission deadline; and (iv) any other information deemed appropriate or as indicated in the **Data Sheet**.

## **20. Proposals Evaluation**

20.1 Subject to provision of ITC 15.1, the evaluators of the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded and the Bank issues its “no objection”, if applicable.

20.2 The Consultant is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under ITC 12.7. While evaluating the Proposals, the Client will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.

## **21. Evaluation of Technical Proposals**

21.1 The Client’s evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and the RFP, applying the evaluation criteria, sub-criteria, and point system specified in the **Data Sheet**. Each responsive Proposal will be given a technical score. A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP or if it fails to achieve the minimum technical score indicated in the **Data Sheet**.

## **22. Financial Proposals for QBS**

22.1 Following the ranking of the Technical Proposals, when the selection is based on quality only (QBS), the top-ranked Consultant is invited to negotiate the Contract.

22.2 If Financial Proposals were invited together with the Technical Proposals, only the Financial Proposal of the technically top-ranked Consultant is opened by the Client’s evaluation committee. All other Financial

Proposals are returned unopened after the Contract negotiations are successfully concluded and the Contract is signed.

**23. Public Opening of Financial Proposals (for QCBS, FBS, and LCS methods)**

23.1 After the technical evaluation is completed and the Bank has issued its no objection (if applicable), the Client shall notify those Consultants whose Proposals were considered non-responsive to the RFP and TOR or did not meet the minimum qualifying technical score, advising them the following:

- (i) their Proposal was not responsive to the RFP and TOR or did not meet the minimum qualifying technical score;
- (ii) provide information relating to the Consultant's overall technical score, as well as scores obtained for each criterion and sub-criterion;
- (iii) their Financial Proposals will be returned unopened after completing the selection process and Contract signing; and
- (iv) notify them of the date, time and location of the public opening of the Financial Proposals and invite them to attend.

23.2 The Client shall simultaneously notify in writing those Consultants whose Proposals were considered responsive to the RFP and TOR, and that have achieved the minimum qualifying technical score, advising them the following:

- (i) their Proposal was responsive to the RFP and TOR and met the minimum qualifying technical score;
- (ii) provide information relating to the Consultant's overall technical score, as well as scores obtained for each criterion and sub-criterion;
- (iii) their Financial Proposal will be opened at the public opening of Financial Proposals; and
- (iv) notify them of the date, time and location of the public opening and invite them for the opening of the Financial Proposals.

23.3 The opening date should allow the Consultants sufficient time to make arrangements for attending the opening and shall be no less than seven (7) Business Days from the date of notification of the results of the technical evaluation, described in ITC 23.1 and 23.2.

23.4 The Consultant's attendance at the opening of the Financial Proposals (in person, or online if such option is indicated in the **Data Sheet**) is optional and is at the Consultant's choice.

23.5 The Financial Proposals shall be opened publicly by the Client's evaluation committee in the presence of the representatives of the Consultants and anyone else who chooses to attend. Any interested party who wishes to attend this public opening should contact the client as indicated in the **Data Sheet**. Alternatively, a notice of the public opening of Financial Proposals may be published on the Client's website, if available. At the opening, the names of the Consultants, and the overall technical scores, including the break-down by criterion, shall be read aloud. The Financial Proposals will then be inspected to confirm that they have remained sealed and unopened. These Financial Proposals shall be then opened, and the total prices read aloud and recorded. Copies of the record shall be sent to all Consultants who submitted Proposals and to the Bank.

#### **24. Correction of Errors**

24.1 Activities and items described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, and no corrections are made to the Financial Proposal.

##### **a. Time-Based Contracts**

24.1.1 If a Time-Based contract form is included in the RFP, the Client's evaluation committee will (a) correct any computational or arithmetical errors, and (b) adjust the prices if they fail to reflect all inputs included for the respective activities or items included in the Technical Proposal. In case of discrepancy between (i) a partial amount (sub-total) and the total amount, or (ii) between the amount derived by multiplication of unit price with quantity and the total price, or (iii) between words and figures, the former will prevail. In case of discrepancy between the Technical and Financial



Proposals in indicating quantities of input, the Technical Proposal prevails and the Client's evaluation committee shall correct the quantification indicated in the Financial Proposal so as to make it consistent with that indicated in the Technical Proposal, apply the relevant unit price included in the Financial Proposal to the corrected quantity, and correct the total Proposal cost.

- |   |        |   |
|---|--------|---|
| <b>b. Lump-Sum Contracts</b>                      | 24.1.2 | If a Lump-Sum contract form is included in the RFP, the Consultant is deemed to have included all prices in the Financial Proposal, so neither arithmetical corrections nor price adjustments shall be made. The total price, net of taxes understood as per ITC 25, specified in the Financial Proposal (Form FIN-1) shall be considered as the offered price. Where there is a discrepancy between the amount in words and the amount figures, the amount in words shall prevail. |
| <b>25. Taxes</b>                                  | 25.1   | The Client's evaluation of the Consultant's Financial Proposal shall exclude taxes and duties in the Client's country in accordance with the instructions in the <b>Data Sheet</b> .  |
| <b>26. Conversion to Single Currency</b>          | 26.1   | For the evaluation purposes, prices shall be converted to a single currency using the selling rates of exchange, source and date indicated in the <b>Data Sheet</b> .   |
| <b>27. Combined Quality and Cost Evaluation</b>   |        |   |
| <b>a. Quality and Cost-Based Selection (QCBS)</b> | 27.1   | In the case of QCBS, the total score is calculated by weighting the technical and financial scores and adding them as per the formula and instructions in the <b>Data Sheet</b> . The Consultant with the Most Advantageous Proposal, which is the Proposal that achieves the highest combined technical and financial scores, will be invited for negotiations.  |
| <b>b. Fixed-Budget Selection (FBS)</b>            | 27.2   | In the case of FBS, those Proposals that exceed the budget indicated in ITC 14.1.4 of the <b>Data Sheet</b> shall be rejected.  |

27.3 The Client will select the Consultant with the Most Advantageous Proposal, which is the highest-ranked Technical Proposal that does not exceed the budget indicated in the RFP, and invite such Consultant to negotiate the Contract.

**c. Least-Cost Selection**

27.4 In the case of Least-Cost Selection (LCS), the Client will select the Consultant with the Most Advantageous Proposal, which is the Proposal with the lowest evaluated total price among those Proposals that achieved the minimum qualifying technical score, and invite such a Consultant to negotiate the Contract.

**D. Negotiations and Award**

**28. Negotiations**

28.1 The negotiations will be held at the date and address indicated in the Data Sheet with the Consultant's representative(s) who must have written power of attorney to negotiate and sign a Contract on behalf of the Consultant.

28.2 The Client shall prepare minutes of negotiations that are signed by the Client and the Consultant's authorized representative.

**a. Availability of Key Experts**

28.3 The invited Consultant shall confirm the availability of all Key Experts included in the Proposal as a prerequisite to the negotiations, or, if applicable, a replacement in accordance with ITC 12. Failure to confirm the Key Experts' availability may result in the rejection of the Consultant's Proposal and the Client proceeding to negotiate the Contract with the next-ranked Consultant.

28.4 Notwithstanding the above, the substitution of Key Experts at the negotiations may be considered if due solely to circumstances outside the reasonable control of and not foreseeable by the Consultant, including but not limited to death or medical incapacity. In such case, the Consultant shall offer a substitute Key Expert within the period of time specified in the letter of invitation to negotiate the Contract, who shall have equivalent or better qualifications and experience than the original candidate.

**b. Technical Negotiations**

28.5 The negotiations include discussions of the Terms of Reference (TORs), the proposed methodology, the

Client's inputs, the special conditions of the Contract, and finalizing the "Description of Services" part of the Contract. These discussions shall not substantially alter the original scope of services under the TOR or the terms of the contract, lest the quality of the final product, its price, or the relevance of the initial evaluation be affected.

**c. Financial Negotiations**

28.6 The negotiations include the clarification of the Consultant's tax liability in the Client's country and how it should be reflected in the Contract.

28.7 If the selection method included cost as a factor in the evaluation, the total price stated in the Financial Proposal for a Lump-Sum contract shall not be negotiated.

28.8 In the case of a Time-Based contract, unit rates negotiations shall not take place, except when the offered Key Experts and Non-Key Experts' remuneration rates are much higher than the typically charged rates by consultants in similar contracts. In such case, the Client may ask for clarifications and, if the fees are very high, ask to change the rates after consultation with the Bank. The format for (i) providing information on remuneration rates in the case of Quality Based Selection; and (ii) clarifying remuneration rates' structure under this Clause, is provided in Appendix A to the Financial Form FIN-3: Financial Negotiations – Breakdown of Remuneration Rates.

**29. Conclusion of Negotiations**

29.1 The negotiations are concluded with a review of the finalized draft Contract, which then shall be initialed by the Client and the Consultant's authorized representative.

29.2 If the negotiations fail, the Client shall inform the Consultant in writing of all pending issues and disagreements and provide a final opportunity to the Consultant to respond. If disagreement persists, the Client shall terminate the negotiations informing the Consultant of the reasons for doing so. After having obtained the Bank's no objection, the Client will invite the next-ranked Consultant to negotiate a Contract. Once the Client commences negotiations with the

next-ranked Consultant, the Client shall not reopen the earlier negotiations.

**30. Standstill Period** 30.1 The Contract shall not be awarded earlier than the expiry of the Standstill Period. The Standstill Period shall be ten (10) Business Days unless extended in accordance with ITC 33. The Standstill Period commences the day after the date the Client has transmitted to each Consultant (that has not already been notified that it has been unsuccessful) the Notification of Intention to Award the Contract. Where only one Proposal is submitted, or if this contract is in response to an emergency situation recognized by the Bank, the Standstill Period shall not apply.

**31. Notification of Intention to Award** 31.1 The Client shall send to each Consultant (that has not already been notified that it has been unsuccessful) the Notification of Intention to Award the Contract to the successful Consultant. The Notification of Intention to Award shall contain, at a minimum, the following information:

- (a) the name and address of the Consultant with whom the client successfully negotiated a contract;
- (b) the contract price of the successful Proposal;
- (c) the names of all Consultants included in the short list, indicating those that submitted Proposals;
- (d) where the selection method requires, the price offered by each Consultant as read out and as evaluated;
- (e) the overall technical scores and scores assigned for each criterion and sub-criterion to each Consultant;
- (f) the final combined scores and the final ranking of the Consultants;
- (g) a statement of the reason(s) why the recipient's Proposal was unsuccessful, unless the combined score in (f) above already reveals the reason;
- (h) the expiry date of the Standstill Period; and

- (i) instructions on how to request a debriefing and/or submit a complaint during the Standstill Period.

### **32. Notification of Award**

32.1 Upon expiry of the Standstill Period, specified in ITC 30.1 or any extension thereof, and upon satisfactorily addressing any complaint that has been filed within the Standstill Period, the Client shall, send a notification of award to the successful Consultant, confirming the Client's intention to award the Contract to the successful Consultant and requesting the successful Consultant to sign and return the draft negotiated Contract within eight (8) Business Days from the date of receipt of such notification. If specified in the **Data Sheet**, the client shall simultaneously request the successful Consultant to submit, within eight (8) Business Days, the Beneficial Ownership Disclosure Form.

#### Contract Award Notice

Within ten (10) Business Days from the date of notification of award such request, the Client shall publish the Contract Award Notice which shall contain, at a minimum, the following information:

- (a) name and address of the Client;
- (b) name and reference number of the contract being awarded, and the selection method used;
- (c) names of the consultants that submitted proposals, and their proposal prices as read out at financial proposal opening, and as evaluated;
- (d) names of all Consultants whose Proposals were rejected or were not evaluated, with the reasons therefor;
- (e) the name of the successful consultant, the final total contract price, the contract duration and a summary of its scope; and.
- (f) successful Consultant's Beneficial Ownership Disclosure Form, if specified in Data Sheet ITC 32.1.

32.2 The Contract Award Notice shall be published on the Client's website with free access if available, or in at least one newspaper of national circulation in the Client's Country, or in the official gazette. The Client

shall also publish the contract award notice in UNDB online

### **33. Debriefing by the Client**

33.1 On receipt of the Client's Notification of Intention to Award referred to in ITC 31.1, an unsuccessful Consultant has three (3) Business Days to make a written request to the Client for a debriefing. The Client shall provide a debriefing to all unsuccessful Consultants whose request is received within this deadline.

33.2 Where a request for debriefing is received within the deadline, the Client shall provide a debriefing within five (5) Business Days, unless the Client decides, for justifiable reasons, to provide the debriefing outside this timeframe. In that case, the standstill period shall automatically be extended until five (5) Business Days after such debriefing is provided. If more than one debriefing is so delayed, the standstill period shall not end earlier than five (5) Business Days after the last debriefing takes place. The Client shall promptly inform, by the quickest means available, all Consultants of the extended standstill period

33.3 Where a request for debriefing is received by the Client later than the three (3)-Business Day deadline, the Client should provide the debriefing as soon as practicable, and normally no later than fifteen (15) Business Days from the date of publication of Public Notice of Award of contract. Requests for debriefing received outside the three (3)-day deadline shall not lead to extension of the standstill period.

33.4 Debriefings of unsuccessful Consultants may be done in writing or verbally. The Consultants shall bear their own costs of attending such a debriefing meeting

### **34. Signing of Contract**

34.1 The Contract shall be signed prior to the expiration of the Proposal Validity Period and promptly after expiry of the Standstill Period, specified in ITC 30.1 or any extension thereof, and upon satisfactorily addressing any complaint that has been filed within the Standstill Period.

34.2 The Consultant is expected to commence the assignment on the date and at the location specified in the **Data Sheet**.

- 35. Procurement Related Complaint** 35.1 The procedures for making a Procurement-related Complaint are as specified in the **Data Sheet**.

## Section 2. Instructions to Consultants

### E. Data Sheet

ITC Reference	A. General
1 (b)	India
2.1	<p><b>Name of the Client:</b> National Academy of RUDSETI (NAR)</p> <p><b>Method of selection:</b> Quality and Cost Based Selection (QCBS) as per the “Procurement Regulations for IPF Borrowers” [July 2016, Revised November 2017] “Procurement Regulations” (available on <a href="http://www.worldbank.org">www.worldbank.org</a>) and Procurement Manual of National Rural Economic Transformation Project (NRETP), November 2019</p>
2.2	<p><b>Financial Proposal to be submitted together with Technical Proposal:</b></p> <p>Yes. The financial proposal should be absolute and unconditional.</p> <p><b>The name of the assignment is:</b> Development of multilingual Training &amp; Learning Materials (TLM) for courses conducted by Rural Self Employment Training Institutes (RSETIs)</p>
2.3	<p>A pre-proposal conference will be held: Yes</p> <p>Date of Pre-Proposal Meeting: 3:00 p.m. of 27<sup>th</sup> March 2024</p> <p>Pre-Proposal Meeting will be held at: National Academy of RUDSETI (NAR), Survey No 30, Near Govt. High School, Besides Yadava Sangha Temple, Kumbalagodu village and post, Kengeri Hobli, Bengaluru South – 560074</p> <p>Also, there is an option to join the above Pre-proposal Meeting Through Video Conference– Details of the VC may be requested by interested bidders by emailing to the email IDs provided below at least 4 days in advance.</p>



	<p><b>E-mail:</b> <a href="mailto:dq@rudsetacademy.org">dq@rudsetacademy.org</a> <b>cc to:</b> <a href="mailto:info@rudsetacademy.org">info@rudsetacademy.org</a></p> <p><b><u>Contact person/Meeting coordinator:</u></b>  Director/  National Academy of RUDSETI, Bengaluru  8971692933/9620559672*</p> <p>* This number may only be used for information related to the pre-bid meeting. Any calls made in relation to any other aspect of this tender will not be entertained. All queries should be raised only through the email/s above.</p>
2.4	<p><b>The Client will provide the following inputs, project data, reports, etc. to facilitate the preparation of the Proposals:</b></p> <p>Please refer to the TORs.</p>
6.3.1	<p><b>A list of debarred firms and individuals is available at the Bank's external website:</b> <a href="http://www.worldbank.org/debarr">www.worldbank.org/debarr</a></p>
<b>B. Preparation of Proposals</b>	
9.1	<p><b>This RFP has been issued in the English language.</b></p> <p><b>Proposals shall be submitted in English language.</b></p> <p><b>All correspondence exchange shall be in English language.</b></p>
10.1	<p><b>The Proposal shall comprise the following:</b></p> <p><b><u>1<sup>st</sup> COVER – PRE-QUALIFICATION CRITERIA – DOCUMENTARY EVIDENCE (As per the Para No. 9 of Terms of Reference (TOR)- Section 7 of RFP)</u></b></p> <ul style="list-style-type: none"> <li>(1) Documentary Evidence regarding turnover/ relevant Certificate in the case of MSME/Startup Firm</li> <li>(2) Documentary Evidence regarding past experience/ relevant Certificate in the case of MSME/Startup Firm</li> <li>(3) Affidavit regarding non-blacklisted</li> </ul> <p><b><u>SIMPLIFIED TECHNICAL PROPOSAL (STP):</u></b></p> <p><b>2<sup>nd</sup> Cover - Technical Proposal:</b></p> <ul style="list-style-type: none"> <li>(1) Power of Attorney to sign the Proposal</li> <li>(2) TECH-1</li> <li>(3) TECH-4</li> <li>(4) TECH-5</li> <li>(5) TECH-6</li> </ul>

	<p>(6) Annexure -1 – Organizational Profile</p> <p><b>3<sup>rd</sup> Cover Proposal</b></p> <p>(1) FIN-1</p> <p>(2) FIN-2 (Shall be uploaded in the form of both PDF &amp; BOQ (Excel) Files)</p> <p>(3) FIN-3</p> <p>(4) FIN-4</p>												
<b>10.2</b>	<p><b>Statement of Undertaking is required</b></p> <p>Yes, as part of Covering letter (Tech-1)</p>												
<b>11.1</b>	<p><b>Participation of Sub-consultants, Key Experts and Non-Key Experts in more than one Proposal is permissible</b></p> <p>No.</p>												
<b>12.1</b>	<p><b>Proposals must remain valid for 150 days after the proposal submission deadline.</b></p>												
<b>13.1</b>	<p>Clarifications may be requested by E-mail: <a href="mailto:dg@rudsetacademy.org">dg@rudsetacademy.org</a> and <a href="mailto:ccinfo@rudsetacademy.org">cc info@rudsetacademy.org</a> not later than, i.e. until 25<sup>th</sup> March 2024.</p> <p>Clarifications should be raised through the following table clearly indicating the query, RFP reference (para/section and page no) – queries raised in any other format will not be considered:</p> <table border="1" data-bbox="428 1241 1399 1541"> <thead> <tr> <th><b>Clarification No.</b></th> <th><b>RFP reference Para/ Section</b></th> <th><b>Page No.</b></th> <th><b>Clarification Sought</b></th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	<b>Clarification No.</b>	<b>RFP reference Para/ Section</b>	<b>Page No.</b>	<b>Clarification Sought</b>								
<b>Clarification No.</b>	<b>RFP reference Para/ Section</b>	<b>Page No.</b>	<b>Clarification Sought</b>										
<b>14.1.1</b>	N/A												
<b>14.1.2</b>	The Consultant's Proposal must include <u>the minimum</u> Key Experts' time-input of:												

	Sl. No.	Key Experts	Number of days over contract period
	1.	Team Leader – 1 No.	120 days
	2.	Skill Training Curriculum / Content Development Specialist – 2 Nos. (90 days * 2Nos.)	180 days
	3.	Skill Training Curriculum / Content Developers – 20 Nos. (90 days * 20 Nos.)	1800 days
15.2	The format of the Technical Proposal to be submitted is: STP. Submission of the Technical Proposal in a wrong format may lead to the Proposal being deemed non-responsive to the RFP requirements.		
16.1	<b><i>Please refer to Fin-2 No cost whatsoever will be considered by NAR before contract signing or during the contract life, the Consultant should ensure that all possible costs are included in the Financial Proposal.</i></b>		
16.2	<b>A price adjustment provision applies to remuneration rates: No</b>		
16.3	<b>Information on the Consultant's tax obligations in the Client's country can be found at [<a href="http://www.incometaxindia.gov.in">http://www.incometaxindia.gov.in</a>]</b>		
16.4	<b>The Financial Proposal shall be stated in Indian Rupees (INR)</b>		
<b>C. Submission, Opening and Evaluation</b>			
17.1	<b>The Consultants should submit their proposals on eProcurement Portal Govt. of India –“Central Public Procurement Portal (CPPP) ONLY.  Do not submit hardcopies, these will not be accepted.</b>		

17.4	<p><b>The Consultants should submit their proposals on eprocurement Portal, Govt. of India – “Central Public Procurement Portal (CPPP)” ONLY.</b></p> <p><b>Do not submit hardcopies, these will not be accepted.</b></p> <p><b>Important:</b></p> <p><b><u>Technical Proposal</u></b></p> <ul style="list-style-type: none"> <li>• <u>The Technical Proposal shall not include any financial information, if found, the bidder would be disqualified from the tendering process.</u></li> <li>• Please submit the proposals in the provided templates, do not include a copy of the RFP in your proposals.</li> </ul> <p><b><u>Financial Proposal</u></b></p> <ul style="list-style-type: none"> <li>• The Total Cost of the Financial Proposal proposed in the BOQ (excel) document should match with the total cost of the Financial Proposal proposed in Form FIN-2 (PDF).</li> <li>• In case of difference between the above two documents, the total cost as per the Financial Proposal submitted in Form Fin-2 (PDF) will be considered for the financial evaluation.</li> </ul>
17.7 and 17.9	<p><b>The Proposals must be submitted no later than:</b></p> <p><b>Date:</b> 19<sup>th</sup> April 2024</p> <p><b>Time:</b> 3:00 pm</p>
19.1	<p><b>An online option of the opening of the Technical Proposals is offered:</b> Yes</p> <p><b>The opening shall take place at:</b></p> <p><b>National Academy of RUDSETI (NAR)</b>  Survey No 30, Near Govt. High School,  Besides Yadava Sangha Temple,  Kumbalagodu village and post,  Kengeri Hobli,  Bengaluru South – 560074</p> <p><b>Date:</b> 19<sup>th</sup> April 2024</p> <p><b>Time:</b> 3:30 pm</p>

<b>21.1</b> [for STP]	Criteria, sub-criteria, and point system for the evaluation of the Simplified Technical Proposals:			
	Criteria Sl. No.	Criteria & Sub Criteria	Score/ Marks	Supporting Documentation Required
	1	<p>Agency's specific experience in similar* projects:</p> <p>* Similar projects mean implementation of Development of multilingual Training &amp; Learning Materials (TLM) project with minimum value of Rs. 50 Lakh each in last <u>5 Financial years</u> (i.e. FY 2018-19 to FY 2022-23)</p> <p>Two (1) Project .....05 Marks</p> <p>Two (2) to Three (3) Projects .....08 Marks</p> <p>Four (4) or more than Four Projects ....10 Marks</p>	10	<p><b>Work completion certificate from Clients / Proof of final instalment of payment received from clients with</b> copies of relevant Work Orders/ Contracts / Agreements shall include the details clearly reflecting no of states covered, value, client and period of engagement/Project etc.</p> <p>[Only Projects with different titles and objectives will be counted as separate projects; Extension of the same project will be counted as one]</p> <p>In the case of MSME/Startup firm, subject to submission of valid documentary evidence, the firm will get relaxation in the Criteria Sl. No. 1 as per the norms and will be assigned minimum of 05 Marks</p>
2	<p>Methodology proposed by agency demonstrating understanding of the Terms of Reference and building on its own experience in similar assignments.</p> <p><u>Scoring would be based on:</u></p> <ul style="list-style-type: none"> <li>• Description of Approach, Methodology, and Work Plan in Responding to The Terms of Reference</li> <li>• Methodology addressing all aspects of TORs</li> <li>• Experience and role of proposed team as per requirements</li> </ul>	50	Documented format	

		<ul style="list-style-type: none"> <li>• Workplan for the duration of the assignment – what will be covered and what will be reported, etc.</li> <li>• Limited relevance demonstrated...<b>1 to 20 Marks</b></li> <li>• Moderate relevance demonstrated...<b>21 to 35 Marks</b></li> <li>• High relevance demonstrated.....<b>36 to 50 Marks</b></li> </ul>																	
	3	<p>Qualification and relevant experience of key staff (Core Team)</p> <ul style="list-style-type: none"> <li>• Team Leader (1 No.) - <b>10 Marks</b></li> <li>• Skill Training Curriculum / Content Development Specialist (2 Nos.) - <b>10 Marks (5 Marks x 2 Nos.)</b></li> <li>• Skill Training Curriculum / Content Developers (20 Nos.) - <b>20 Marks (1 Marks x 20 Nos.)</b></li> </ul> <p>Meeting Educational Qualifications (50% Marks); Relevant experience meeting minimum requirement (50% Marks)</p>	40	CV of each key staff in template provided in the RFP															
		<table border="1"> <thead> <tr> <th data-bbox="576 976 625 1144">Sl. No.</th> <th data-bbox="625 976 755 1144">Position of key staff in Core Team</th> <th data-bbox="755 976 885 1144">Area of Expertise Required</th> <th data-bbox="885 976 1023 1144">Minimum Qualifications &amp; Professional Experience desired</th> <th data-bbox="1023 976 1096 1144">Number of days required</th> </tr> </thead> <tbody> <tr> <td data-bbox="576 1144 625 1459">1.</td> <td data-bbox="625 1144 755 1459">Team Leader – 1 No.</td> <td data-bbox="755 1144 885 1459">Development of training learning materials for skill sector training</td> <td data-bbox="885 1144 1023 1459">Master degree &amp; At least 15 Years of experience as team leader/managing teams in Development of training learning materials for skill sector training programme projects</td> <td data-bbox="1023 1144 1096 1459">120 days</td> </tr> <tr> <td data-bbox="576 1459 625 1722">2.</td> <td data-bbox="625 1459 755 1722">Skill Training Curriculum / Content Development Specialist – 2 Nos.</td> <td data-bbox="755 1459 885 1722">Development of training learning materials for skill sector training</td> <td data-bbox="885 1459 1023 1722">Master degree &amp; At least 10 Years of experience as a specialist in Development of training learning materials for specific skill sector training programme projects</td> <td data-bbox="1023 1459 1096 1722">180 days</td> </tr> </tbody> </table>	Sl. No.	Position of key staff in Core Team	Area of Expertise Required	Minimum Qualifications & Professional Experience desired	Number of days required	1.	Team Leader – 1 No.	Development of training learning materials for skill sector training	Master degree & At least 15 Years of experience as team leader/managing teams in Development of training learning materials for skill sector training programme projects	120 days	2.	Skill Training Curriculum / Content Development Specialist – 2 Nos.	Development of training learning materials for skill sector training	Master degree & At least 10 Years of experience as a specialist in Development of training learning materials for specific skill sector training programme projects	180 days		
Sl. No.	Position of key staff in Core Team	Area of Expertise Required	Minimum Qualifications & Professional Experience desired	Number of days required															
1.	Team Leader – 1 No.	Development of training learning materials for skill sector training	Master degree & At least 15 Years of experience as team leader/managing teams in Development of training learning materials for skill sector training programme projects	120 days															
2.	Skill Training Curriculum / Content Development Specialist – 2 Nos.	Development of training learning materials for skill sector training	Master degree & At least 10 Years of experience as a specialist in Development of training learning materials for specific skill sector training programme projects	180 days															

	3	Skill Training Curriculum / Content Developers – 20 Nos.  (90 days x 20 Nos.)	Development of training learning materials for skill sector training	Minimum Graduation or Sector Skill Council (SSC) Certified master trainer  & At least 5 Years of work experience in development of training learning materials for skill sector training programme	1800 Days		
	<b>Total</b>					<b>100</b>	
	<p style="text-align: center;"><b>Passing marks to qualify for opening of Financial Proposal: 70 Marks subject to scoring of minimum 5 marks in the criteria SI. No. 1 and</b></p> <p style="text-align: center;"><b>In the case of MSME/Startup firm, subject to submission of valid documentary evidence, the firm will get relaxation in the Criteria SI. No. 1 as per the norms and assigned minimum of 05 Marks.</b></p>						
<b>Public Opening of Financial Proposals</b>							
<b>23.5</b>	<p>Following the completion of the evaluation of the Technical Proposals, the Client will notify all Consultants of the location, date and time of the public opening of Financial Proposals.</p> <p>Also, there is an option to join the above public opening of Financial Proposals Through Video Conference also. Any interested party who wishes to attend this public opening through VC should contact the NAR via email: <a href="mailto:dq@rudsetacademy.org">dq@rudsetacademy.org</a> copy to the email ID: <a href="mailto:info@rudsetacademy.org">info@rudsetacademy.org</a> and request to be notified of the VC details.</p>						
<b>25.1</b>	<p>For the purpose of the evaluation, the Client will exclude: (a) all local identifiable indirect taxes such as GST, or similar taxes levied on the contract's invoices; and (b) all additional local indirect tax on the remuneration of services rendered by non-resident experts in the Client's country. If a Contract is awarded, at Contract negotiations, all such taxes will be discussed, finalized (using the itemized list as a guidance but not limiting to it) and added to the Contract amount as a separate line, also indicating which taxes shall be paid by the Consultant and which taxes are withheld and paid by the Client on behalf of the Consultant.</p>						

<p><b>27.1</b> <b>(QCBS only)</b></p>	<p><b>The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100.</b></p> <p><b>The formula for determining the financial scores (Sf) of all other Proposals is calculated as following:</b></p> <p>Sf = 100 x Fm/ F, in which “Sf” is the financial score, “Fm” is the lowest price, and “F” the price of the proposal under consideration.</p> <p><b>The weights given to the Technical (T) and Financial (P) Proposals are:</b></p> <p>T = 70, and P = 30</p> <p>Proposals are ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) as following: S = St x T% + Sf x P%.</p>
<p><b>D. Negotiations and Award</b></p>	
<p><b>28.1</b></p>	<p><b>Expected date and address for contract negotiations:</b></p> <p><b>Date:</b> 10<sup>th</sup> May 2024</p> <p><b>Address: National Academy of RUDSETI</b> National Academy of RUDSETI (NAR), Survey No 30, Near Govt. High School, Besides Yadava Sangha Temple, Kumbalagodu village and post, Kengeri Hobli, Bengaluru South – 560074</p>
<p><b>34.2</b></p>	<p><b>Expected date for the commencement of the Services:</b></p> <p><b>Date:</b> 31<sup>st</sup> May 2024</p>
<p><b>35.1</b></p>	<p>The procedures for making a Procurement-related Complaint are detailed in the <a href="#">“Procurement Regulations for IPF Borrowers”</a> (Annex III).” If a Consultant wishes to make a Procurement-related Complaint, the Consultant shall submit its complaint following these procedures, In Writing (by the quickest means available, such as by email or fax), to:</p> <ul style="list-style-type: none"> <li>• <b>For the attention:</b> Mr H Raghu Raja</li> <li>• <b>Title/position:</b> Director General</li> <li>• <b>Client:</b> National Academy of RUDSETI(NAR)</li> <li>• <b>Email address:</b> dg@rudsetacademy.org</li> </ul>



	<p>In summary, a Procurement-related Complaint may challenge any of the following:</p> <ol style="list-style-type: none"><li><b>1.</b> the terms of this Request for Proposal;</li><li><b>2.</b> the Client's decision to exclude a consultant from the procurement process prior to the award of contract; and</li><li><b>3.</b> the Client's decision to award the contract.</li></ol>
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## Section 3. Technical Proposal – Standard Forms

### CHECKLIST OF REQUIRED FORMS

FORM	DESCRIPTION	PAGE LIMIT
TECH-1	Technical Proposal Submission Form <b>with Power of Attorney to sign the Proposal</b>	
TECH-4	Approach, Methodology and Relevant Experience	50
TECH-5	Work Schedule and Planning for Deliverables	
TECH-6	Team Composition, Key Experts Inputs, and attached Curriculum Vitae (CV)	25
Annexure 1	ORGANIZATION PROFILE	20

**All pages of the original Technical and Financial Proposal shall be initialled by the same authorized representative of the Consultant who signs the Proposal.**

**FORM TECH-1****TECHNICAL PROPOSAL SUBMISSION FORM**

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{Location, Date}

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To:

The Director General  
National Academy of RUDSETI (NAR),  
Survey No 30, Near Govt. High School,  
Besides Yadava Sangha Temple,  
Kumbalagodu village and post,  
Kengeri Hobli,  
Bengaluru South – 560074

Dear Madam:

We, the undersigned, offer to provide the “*Development of multilingual Training & Learning Materials (TLM) for courses conducted by Rural Self Employment Training Institutes (RSETIs)*” in accordance with your Request for Proposals (RFP) dated 15<sup>th</sup> March 2024 and our Proposal. We hereby are submitting our Proposal, which includes the Technical and Financial Proposals as separate covers (please refer to requirements 17.4 of the data sheet).

We hereby declare that:

- (a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the Client and/or may be sanctioned by the Bank.
- (b) Our Proposal shall be valid and remain binding upon us for the period of time specified in the Data Sheet, ITC 12.1.
- (c) We have no conflict of interest in accordance with ITC 3.
- (d) We meet the eligibility requirements as stated in ITC 6, and we confirm our understanding of our obligation to abide by the Bank’s policy in regard to Fraud and Corruption as per ITC 5.
- (e) We, along with any of our sub-consultants, subcontractors, suppliers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by the World Bank Group or a debarment imposed by the World Bank Group in accordance with the Agreement for Mutual Enforcement of Debarment Decisions between the World Bank and other development banks. Further, we are not ineligible under the Client’s country laws or official regulations or pursuant to a decision of the United Nations Security Council;

- (f) Except as stated in the Data Sheet, ITC 12.7, we undertake to negotiate a Contract on the basis of the proposed Key Experts. We accept that the substitution of Key Experts for reasons other than those stated in ITC 12 and ITC 28.4 may lead to the termination of Contract negotiations.
- (g) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.
- (h) We accept that if we withdraw or modify their Bids/Proposals during the period of validity, or if we are awarded the contract and we fail to sign the contract we will be suspended for the period as NAR/MoRD may decide from being eligible to submit Bids/Proposals for contracts with the NAR/MoRD and World Bank.
- (i) We confirm that our proposal is absolute and unconditional. If it is found that proposal has any condition or assumption it shall be liable to be disqualified.

We undertake, if our Proposal is accepted and the Contract is signed, to initiate the Services related to the assignment no later than the date indicated in ITC 34.2 of the Data Sheet.

We understand that the Client is not bound to accept any Proposal that the Client receives.

We remain,

Yours sincerely,

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Signature (of Consultant's authorized representative) **{In full and initials}**:

Full name: {insert full name of authorized representative}

Title: {insert title/position of authorized representative}

Name of Consultant (company's name):

Capacity: {insert the person's capacity to sign for the Consultant}

Address: {insert the authorized representative's address}

Phone/fax: {insert the authorized representative's phone and fax number, if applicable}

Email: {insert the authorized representative's email address}\_\_\_\_\_

## FORM TECH-4

### DESCRIPTION OF APPROACH, METHODOLOGY, AND WORK PLAN IN RESPONDING TO THE TERMS OF REFERENCE

{Criteria 1: Agency’s specific experience in similar projects}

Duration	Assignment name/& brief description of main deliverables/outputs	Name of Client & Country of Assignment	Approx. Contract value (in INR)	Agency’s specific experience in similar* projects:  * Similar projects mean implementation of Development of multilingual Training & Learning Materials (TLM) project with minimum value of Rs. 50 Lakh each in last 5 Financial years (i.e. FY 2018-19 to FY 2022-23)	Supporting Evidence (with page number/s where it is placed in the Tech Proposal)  <i>[Proposals that do not fill details in this column will be marked low]</i>
{e.g., Jan.2009–Apr.2010}	{e.g., “Improvement quality of.....”: designed master plan for rationalization of .....; }	{e.g., Ministry of ....., ...}	{e.g INR 5 Crore...}	{insert details here if the assignment was a large-scale evaluation/..... study covering .....}	{pages ... to ....}

**Evidence of only relevant pages to be attached (e.g for agreements pages where client and consultant names appear, contract value, scope of work, start and end dates, Completion Certificate from Client etc.)**

**Any unclear copied/scanned pages will not be scored for entire criteria.**

**{Criteria 2: Methodology proposed by agency demonstrating understanding of the Terms of Reference and building on its own experience in similar assignments.}**

Form TECH-4: a description of the approach, methodology, and work plan for performing the assignment, including a detailed description of the proposed methodology and staffing for training, if the Terms of Reference specify training as a specific component of the assignment.

{Suggested structure of your Technical Proposal}

- a) **Technical Approach, Methodology, and Organization of the Consultant's team.** {Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TOR), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s); the degree of detail of such output; and describe the structure and composition of your team. Please do not repeat/copy the TORs in here.}
- b) **Work Plan and Staffing.** {Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan and work schedule showing the assigned tasks for each expert. A list of the final documents (including reports) to be delivered as final output(s) should be included here. The work plan should be consistent with the Work Schedule Form.}
- c) **Comments (on the TOR and on counterpart staff and facilities)**  
{Your suggestions should be concise and to the point, and incorporated in your Proposal. Please also include comments, if any, on counterpart staff and facilities to be provided by the Client. For example, administrative support, office space, local transportation, equipment, data, background reports, etc.}

### FORM TECH-5

#### WORK SCHEDULE AND PLANNING FOR DELIVERABLES

N°	Deliverables <sup>1</sup> (D-..)	Weeks												
		1	2	3	4	5	6	7	8	9	....	n	TOTAL	
<b>D-1</b>	{e.g., Deliverable #1: Report A													
	1) Development													
	2) drafting													
	3) inception report													
	4) Draft TLM													
	5) delivery of final TLM to Client}													
<b>D-2</b>	{e.g., Deliverable #2:.....}													

- 1 List the deliverables with the breakdown for activities required to produce them and other benchmarks such as the Client’s approvals. For phased assignments, indicate the activities, delivery of reports, and benchmarks separately for each phase.
- 2 Duration of activities shall be indicated in a form of a bar chart.
3. Include a legend, if necessary, to help read the chart.



## FORM TECH-6

### {Criteria 3: Qualification and relevant experience of key staff}

Insert details of the Key Personnel and Non-Key personnel here and attach CVs of ONLY the Key Personnel to be deployed for this assignment. **Proposals with CVs that do not match the requirements may be rejected.**

Sl. No.	Position in Core Team	Area of Expertise Required	Minimum Qualifications	Professional Experience required
<b>I</b>	<b>Key Staff</b>			
1.	Team Leader – 1 No.	Development of training learning materials for skill sector training	Master degree	<ul style="list-style-type: none"> <li>At least 15 Years of experience as team leader/managing teams in Development of training learning materials for skill sector training programme projects</li> </ul>
2.	Skill Training Curriculum / Content Development Specialist – 2 Nos.	Development of training learning materials for skill sector training	Master degree	<ul style="list-style-type: none"> <li>At least 10 Years of experience as a specialist in Development of training learning materials for specific skill sector training programme projects</li> </ul>
3.	Skill Training Curriculum / Content Developers – 20 Nos.	Development of training learning materials for skill sector training	<ul style="list-style-type: none"> <li>Minimum Graduation</li> <li><b>or</b></li> <li>Sector Skill Council (SSC) Certified master trainer</li> </ul>	<ul style="list-style-type: none"> <li>At least 5 Years of work experience in development of training learning materials for skill sector training programme</li> </ul>



## FORM TECH-6

### CURRICULUM VITAE (CV)

<b>Position Title</b>	{insert designation}
<b>Name of Expert:</b>	{Insert full name}
<b>Date of Birth:</b>	{day/month/year}
<b>Country of Citizenship/Residence</b>	

**Education:** {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

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**Employment record relevant to the assignment:** {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}

Period	Employing organization and your title/position. Contact information for references	Country	Summary of activities performed relevant to the Assignment
[e.g., May 2005-present]	[e.g., Ministry of ....., advisor/consultant to...  For references: Tel...../e-mail.....; Mr. Hbbbb, deputy minister]		

**Membership in Professional Associations and Publications:**

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**Language Skills (indicate only languages in which you can work):**

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**Adequacy for the Assignment:**

<b>Detailed Tasks Assigned on Consultant's Team of Experts</b>	
<b>Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks</b>	

**Expert's contact information:** (e-mail ....., phone.....)

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available, as and when necessary, to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client, and/or sanctions by the Bank.

{day/month/year}

Name of Expert

Signature

Date

{day/month/year}

Name of authorized  
Date

Signature

Representative of the Consultant  
(the same who signs the Proposal)

## Section 4. Financial Proposal – Standard Forms

### FORM FIN-1

#### FINANCIAL PROPOSAL SUBMISSION FORM

{Location, Date}

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal.

Our attached Financial Proposal is for the amount of {Indicate the corresponding to the amount(s) currency(ies)} {Insert amount(s) in words and figures}, [Insert “including” or “excluding”] of all indirect local taxes in accordance with ITC 25.1 in the Data Sheet. The estimated amount of local indirect taxes is {Insert currency} {Insert amount in words and figures} which shall be confirmed or adjusted, if needed, during negotiations. {Please note that all amounts shall be the same as in Form FIN-2}.

Our Financial Proposal shall be valid and remain binding upon us, subject to the modifications resulting from Contract negotiations, for the period of time specified in the Data Sheet, ITC 12.1.

Commissions and gratuities paid or to be paid by us to an agent or any third party relating to preparation or submission of this Proposal and Contract execution, paid if we are awarded the Contract, are listed below:

Name and Address of Agents	Amount and Currency	Purpose of Commission or Gratuity
_____	_____	_____
_____	_____	_____

{If no payments are made or promised, add the following statement: “No commissions or gratuities have been or are to be paid by us to agents or any third party relating to this Proposal and Contract execution.”}

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

We remain,

Yours sincerely,

---

Signature (of Consultant's authorized representative) {In full and initials}:

Full name:{insert full name of authorized representative}

Title: {insert title/position of authorized representative}

Name of Consultant (company's name):

Capacity: {insert the person's capacity to sign for the Consultant}

Address: {insert the authorized representative's address}

Phone/fax:{insert the authorized representative's phone and fax number, if applicable}

Email: {insert the authorized representative's email address}\_\_\_\_\_

## FORM FIN-2 SUMMARY OF COSTS

Cost of the Financial Proposal	INR for 16 weeks contract
Including:	
(1) <b>Remuneration</b> (should match FIN-3)	
(2) <b>Reimbursable Cost</b> (should match FIN-4 All operational cost items, development of content cost and translation into other 11 languages Cost [for all 64 courses] and other related cost etc.)	
(3) Any other (please state if any - in own format)	
<b>Total Cost of the Financial Proposal:</b> {Should match the amount in Form FIN-1}	
Taxes (as per prevailing rate)	
<b>Total Cost inclusive of Taxes</b>	

**Note:**

- *The above total cost will be considered final and will be used for commercial/Financial Proposal scoring.*
- *No cost whatsoever will be considered by NAR before contract signing or during the contract life, the Consultant should ensure that all possible cost are included in the above offer.*

## FORM FIN-3 BREAKDOWN OF REMUNERATION

S N o.	Name	Position	Per Day Fee	Total days over 16 Weeks contract period	Total fee
1	_____	Team Leader – 1 No.	_____	120 days	_____
2	_____	Skill Training Curriculum / Content Development Specialist – 2 Nos.	_____	180 days	_____
3	_____	Skill Training Curriculum / Content Developers – 20 Nos. (90 days x 20 Nos.)	_____	1800 days	_____
—	<b>Grand Total Fee for 16 weeks contract period</b>				_____



### FORM FIN-4 BREAKDOWN OF REIMBURSABLE EXPENSES

When used for Lump-Sum contract assignment, information to be provided in this Form shall only be used to demonstrate the basis for calculation of the Contract ceiling amount, to calculate applicable taxes at contract negotiations and, if needed, to establish payments to the Consultant for possible additional services requested by the Client. This form shall not be used as a basis for payments under Lump-Sum contracts

N°	Type of Reimbursable Expenses *	Unit	Unit Cost	Quantity	Amount
	{e.g., Per diem allowances**}	{Day}			
	{e.g., flights}	{Ticket}			
	{e.g., In/out airport transportation}	{Trip}			
	{e.g., Communication costs between Insert place and Insert place}				
	{ e.g., reproduction of reports}				
	{e.g., Office rent}				
	.....				
	{Training of the Client's personnel – if required in TOR}				
Total Costs					

Legend:

“Per diem allowance” is paid for each night the expert is required by the Contract to be away from his/her usual place of residence. Client can set up a ceiling.

*\* For example, travel & accommodation cost of the core team, and other miscellaneous cost associated with this project. All operational cost items, development of content cost and translation into other 11 languages Cost (for all 64 courses), and other related cost if any, etc. \*)*

## **Section 5. Eligible Countries**

**In reference to ITC 6.3.2**, for the information of shortlisted Consultants, at the present time firms, goods and services from the following countries are excluded from this selection:

Under the ITC 6.3.2 (a): None.

Under the ITC 6.3.2 (b): None.

## Section 6. Fraud and Corruption

(This Section 6, Fraud and Corruption shall not be modified)

### 1. Purpose

1.1 The Bank's Anti-Corruption Guidelines and this annex apply with respect to procurement under Bank Investment Project Financing operations.

### 2. Requirements

2.1 The Bank requires that Borrowers (including beneficiaries of Bank financing); bidders (applicants/proposers), consultants, contractors and suppliers; any sub-contractors, sub-consultants, service providers or suppliers; any agents (whether declared or not); and any of their personnel, observe the highest standard of ethics during the procurement process, selection and contract execution of Bank-financed contracts, and refrain from Fraud and Corruption.

2.2 To this end, the Bank:

- a. Defines, for the purposes of this provision, the terms set forth below as follows:
  - i. "corrupt practice" is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
  - ii. "fraudulent practice" is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;
  - iii. "collusive practice" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
  - iv. "coercive practice" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
  - v. "obstructive practice" is:
    - (a) deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a Bank investigation into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or
    - (b) acts intended to materially impede the exercise of the Bank's inspection and audit rights provided for under paragraph 2.2 e. below.

- b. Rejects a proposal for award if the Bank determines that the firm or individual recommended for award, any of its personnel, or its agents, or its sub-consultants, sub-contractors, service providers, suppliers and/ or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;
- c. In addition to the legal remedies set out in the relevant Legal Agreement, may take other appropriate actions, including declaring misprocurement, if the Bank determines at any time that representatives of the Borrower or of a recipient of any part of the proceeds of the loan engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices during the procurement process, selection and/or execution of the contract in question, without the Borrower having taken timely and appropriate action satisfactory to the Bank to address such practices when they occur, including by failing to inform the Bank in a timely manner at the time they knew of the practices;
- d. Pursuant to the Bank's Anti- Corruption Guidelines and in accordance with the Bank's prevailing sanctions policies and procedures, may sanction a firm or individual, either indefinitely or for a stated period of time, including by publicly declaring such firm or individual ineligible (i) to be awarded or otherwise benefit from a Bank-financed contract, financially or in any other manner;<sup>1</sup> (ii) to be a nominated<sup>2</sup> sub-contractor, consultant, manufacturer or supplier, or service provider of an otherwise eligible firm being awarded a Bank-financed contract; and (iii) to receive the proceeds of any loan made by the Bank or otherwise to participate further in the preparation or implementation of any Bank-financed project;
- e. Requires that a clause be included in bidding/request for proposals documents and in contracts financed by a Bank loan, requiring (i) bidders (applicants/proposers), consultants, contractors, and suppliers, and their sub-contractors, sub-consultants, service providers, suppliers, agents personnel, permit the Bank to inspect<sup>3</sup> all accounts, records and other documents relating to the procurement process, selection and/or contract execution, and to have them audited by auditors appointed by the Bank.

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<sup>1</sup> For the avoidance of doubt, a sanctioned party's ineligibility to be awarded a contract shall include, without limitation, (i) applying for pre-qualification, expressing interest in a consultancy, and bidding, either directly or as a nominated sub-contractor, nominated consultant, nominated manufacturer or supplier, or nominated service provider, in respect of such contract, and (ii) entering into an addendum or amendment introducing a material modification to any existing contract.

<sup>2</sup> A nominated sub-contractor, nominated consultant, nominated manufacturer or supplier, or nominated service provider (different names are used depending on the particular bidding document) is one which has been: (i) included by the bidder in its pre-qualification application or bid because it brings specific and critical experience and know-how that allow the bidder to meet the qualification requirements for the particular bid; or (ii) appointed by the Borrower.

<sup>3</sup> Inspections in this context usually are investigative (i.e., forensic) in nature. They involve fact-finding activities undertaken by the Bank or persons appointed by the Bank to address specific matters related to investigations/audits, such as evaluating the veracity of an allegation of possible Fraud and Corruption, through the appropriate mechanisms. Such activity includes but is not limited to: accessing and examining a firm's or individual's financial records and information, and making copies thereof as relevant; accessing and examining any other documents, data and information (whether in hard copy or electronic format) deemed relevant for the investigation/audit, and making copies thereof as relevant; interviewing staff and other relevant individuals; performing physical inspections and site visits; and obtaining third party verification of information.

## Section 7. Terms of Reference (ToR)

### **For Development of multilingual Training & Learning Materials (TLM) for courses conducted by Rural Self Employment Training Institutes (RSETIs)**

#### **1. Background:**

Ministry of Rural Development, Govt. of India (MoRD) has promoted Rural Self Employment Training Institutes (RSETIs). RSETIs have been initiated in 2009, with a mandate to mitigate problem of unemployment among rural youth by providing them short duration skill development trainings, RSETIs are run and managed by concerned Lead District Banks and are supported by the States and the MoRD, Govt. of India. RSETIs initiative has now completed a decade of its establishment. At present there are 590 RSETIs spread across 33 States/UTs. At an average of 4 lakh trainees a year, RSETIs till now have trained over 46.20 lakh unemployed youth across the country with more than 70% settlement rate. Trainings by RSETIs are for self-employment where desirous trainees are extended Bank credit to establish their own ventures. Overall credit linkage to RSETI trainees by the Banks is around 51%. Besides employing themselves in their self-employment ventures, RSETI trainees also give employment to others by engaging them in their enterprises. This contributes to spiralling effects in the areas they work and greatly contributes to the rural economy.

The success of RSETIs is mainly contributed to its unique model of short duration intensive training and collaborative partnership between the Union Govt., the States and the Banks. As it's about addressing the issue of unemployment in India.

#### **Role of NAR:**

The National Academy of RUDSETI, Bengaluru (NAR) has been recognised as a National Resource Organisation (NRO) for RSETIs. As NRO, NAR is expected to undertake its activities broadly covering:

- (i) Support Banks in implementation of RSETI
- (ii) Procure and set up a Project Management Agency (PMA) at National Mission Management Unit (NMMU)
- (iii) Training of Trainers (TOT)/Capacity Building
- (iv) Procure and set up Call Centre

- (v) Procure agency for development and hosting of online Assessment and Certification tool for RSETI
- (vi) Prepare SOPs for RSETI
- (vii) Develop ERP for RSETI
- (viii) Impact/Assessment activities, etc.

NAR has been working as NRO since 2017 and has been assisted under World Bank funded National Rural Livelihoods Project (NRLP) earlier and now the funding support is being extended under the World Bank funded National Rural Economic Transformation Project (NRETP), which is an extension of NRLP and is built on the success of NRLP.

### **Rural Self Employment Training Institutes (RSETIs) - Role, Functions and Activities**

- i. RSETIs are District level Skill and Entrepreneurship Development Organisations broadly playing the following roles:
- ii. Creating awareness on skill development among the rural youth and orienting them towards self-employment.
- iii. Skilling the rural youth through training, Motivating and facilitating them to take up self-employment.
- iv. Promoting Rural Entrepreneurship and facilitating growth of Micro and Small Enterprises.
- v. Facilitating creation of Sustainable livelihoods to rural poor families.
- vi. Designing and implementing programmes for socio economic development of the region.
- vii. Empowering women and disadvantaged sections of the society.

#### **Functions and Activities of RSETIs:**

- a) RSETI Trainees are in the age group of 18-45 years with qualification 8<sup>th</sup> standard to Post Graduation.
- b) Creating awareness among the rural unemployed youth for developing skills and taking up self-employment as a career option, through formal outreach programmes and using various forums.
- c) Maintaining comprehensive information on the potential of the district, entrepreneurial opportunities, developmental projects / schemes in the district, institutions operating in the region, profiles of existing industries, locally available resources and skills, etc, through socio economic survey and collecting information from different sources.
- d) Mobilizing candidates for training by reaching out to people in all the parts of the district through DRDA, Banks, NGOs, Government departments and other organizations.

- 
- e) Designing and conducting Skill development, reskilling, entrepreneurship development training courses to unemployed persons and Micro entrepreneurs.
  - f) Conducting training courses as per the course modules designed by National Academy of RUDSETI and approved by NSQC, Ministry of Skill Development and Entrepreneurship.
  - g) Designing and conducting exclusive training courses to Women and Persons with Disabilities for skill development and empowerment.
  - h) Designing innovative training programmes, which are dynamic and area specific, to enable the emerging entrepreneurs in acquiring the appropriate entrepreneurial skills to tap the business opportunities in the emerging areas.
  - i) Conducting skill upgradation/reskilling training programmes to hone the skills of entrepreneurs to catch up with the latest cutting edge technologies and to compete in ever-developing global market.
  - j) Providing handholding services to the trained persons including business counselling, marketing exposure, networking, credit linkage, innovative and all such comprehensive Business Development Services.
  - k) Conducting HRD Training programmes for various support organisations including Banks, Development organizations and Government agencies for capacity building in the area of Soft skills, Rural Development and Entrepreneurship Development.
  - l) Conducting Training to the technical faculty/trainers to build their skills and attitude.
  - m) Identifying, selecting and developing technical trainers and maintaining a pool of technical professionals for effective skill imparting in RSETI training courses.
  - n) Organizing specific skill development training courses to the target group and stakeholders of the Government programmes like PMEGP, MGNREGA, etc., being implemented under Skilling India and Make in India and other initiatives by different Ministries like Ministry of MSME, MoRD, MoSDE, etc., State Governments, Banks and Financial Institutions.
  - o) Creating a wide network of people and organisations connected with Rural Development activities by organizing NGO-Banker, Govt. official-Banker, Industrialist-Banker Interface Meetings on the issues related to the Micro Enterprises.
  - p) Recognizing the achievers among the RSETI trained entrepreneurs, project them as role models, encouraging and promoting Alumni associations of RSETI trained entrepreneurs for multiplier effect and also facilitating growth of Micro Entrepreneurs.

- q) Promoting Agriculture and allied activities by enabling the farmers to hone their skills to improve farm practices focusing on reducing the cost and increasing their income.
- r) Conducting all relevant promotional, outreach and IEC activities in the District for wider reach of RSETI.

## **2. Objective:**

Developing relevant high quality course content for 64 training courses offered by RSETIs as per the course modules designed by the National Academy of RUDSETI and approved by the NSQC, NCVET, Ministry of Skill Development and Entrepreneurship, Govt. of India.

## **3. Scope of Work**

### **The Broad Scope of Work is as follows:**

- a) Developing quality Training and Learning Materials for 64 Courses conducted by RESTIs in English language. Each course material consisting of about 100 (one hundred) pages.
- b) Development of Facilitator/Trainer guide (A4 Size) for all the 64 courses
- c) Translation of the original Training and Learning Materials developed in English language to other 11 regional languages i.e. Hindi, Kannada, Telugu, Tamil, Malayalam, Bengali, Oriya, Marathi, Assamese, Gujarati and Punjabi languages.

The relevant syllabus for all the 64 courses will be provided at the time of awarding the contract.

- 1. Course contents should be in modular form for upgradation of the skills.
- 2. The contents should be developed duly considering the curriculum and session plan provided by the NAR.
- 3. Outline the structure of the course contents including Modules, units and sessions.
- 4. Organize the content in a logical sequence that follows the learning objectives and session plan.
- 5. Write clear and concise content that effectively conveys the key concepts.
- 6. Use headers, subheadings, bullet points, and other formatting to improve readability.
- 7. Incorporate visuals such as diagrams, illustrations, and infographics.
- 8. Choose a consistent and appealing design layout including the cover page. And it should be aligned with each job role.
- 9. Standard fonts and font sizes and colours should be selected for better readability. And it should be as per the suggestion of NAR.
- 10. Ensure a good balance between text and visuals to enhance engagement.
- 11. Include learning exercises such as question bank, quizzes, fill-in-the-blank exercises, reflective questions, problem-solving scenarios, and self-assessment questions
- 12. Provide spaces for note-taking and annotations.
- 13. Provide answers or explanations for the exercises, either at the end each unit or



- separate answer key at the end of the Book.
14. Thoroughly review and edit the content for accuracy, clarity, and coherence.
  15. Ensure proof read for grammar, spelling, and formatting errors.
  16. Conduct a test print to check for any layout or formatting issues.
  17. Ensure that the final print materials meet quality standards.
  18. Glossary, Bibliography and references to be provided.
  19. Any other improvement suggested by the Director General, NAR or the project review committee of NAR.

<b>List of RSETI Courses</b>				
SN	Sector	Course/Qualification Name	NSQF Level	Duration (Hours)
1	Agriculture	Dairy Farming and Vermi Compost Making	2	90
2	Agriculture	Goat Rearing	2	90
3	Agriculture	Piggery	2	90
4	Agriculture	Poultry	2	90
5	Agriculture	Sheep Rearing	2	90
6	Agriculture	Commercial floriculture	2	90
7	Agriculture	Commercial Horticulture	2	105
8	Agriculture	Cultivation of Medicinal and Aromatic Plants	2	90
9	Agriculture	Gardening and Landscaping	2	90
10	Agriculture	Krishi Udyami	2	105
11	Agriculture	Poly House & Shade Net Farming	2	90
12	Agriculture	Vegetable Nursery Management and Cultivation	2	90
13	Agriculture	Bee-Keeping	2	90
14	Agriculture	Resham Kosh Utpad Udyami (Sericulture)	2	90
15	Agriculture	Mushroom Cultivation	2	90
16	Agriculture	Pisciculture	2	90
17	Rubber	Rubber Tapping and Processing	2	90
18	Handicrafts and Carpet	Candle Making	2	90
19	Handicrafts and Carpet	Homemade Agarbathi Maker	2	90
20	Handicrafts and Carpet	Costume Jewelry Udyami	2	105
21	Handicrafts and Carpet	Bamboo and Cane Craft	2	105
22	Handicrafts and Carpet	Jute Products Udyami	2	105
23	Handloom & Handicrafts	Paper Cover, Envelope and File Making	2	90
24	Handicrafts and Carpet	Soft Toys Maker and Seller	2	105

25	Electronics	Cellular Phone Repair and Service	2.5	240
26	Power	Gharelu Vidyut Upkaran Seva Udyami	2.5	240
27	Electronics	Installation & Servicing of CCTV Camera, Security Alarm & Smoke Detector	2	105
28	Electronics	Refrigeration and Air -conditioning	2.5	240
29	Electronics	TV Technician	2.5	240
30	Electronics	UPS and Battery Making & Servicing	2.5	240
31	BFSI	Computerized Accounting	2.5	240
32	Carpentry	Carpentry	2.5	240
33	Construction	Masonry & Concrete Work	2.5	240
34	Construction	Plumbing and Sanitary Works	2.5	240
35	Apparel	Men's Tailor	2.5	240
36	Apparel	Women's Tailor	2.5	240
37	Handicrafts and Carpet	Vastra Chitra Kala Udyami (Embroidery & Fabric Painting)	2.5	240
38	Automotive	LMV Owner Driver	2.5	240
39	Automotive	Two-Wheeler Mechanic	2.5	240
40	Beauty & Wellness	Beauty Parlour Management	2.5	240
41	Beauty & Wellness	Men's Parlour and Saloon Udyami	2.5	240
42	Electrical	Electric Motor Rewinding & Repair Services	2.5	240
43	Electrical	House Wiring	2.5	240
44	Capital Goods	Aluminum Fabrication	2.5	240
45	Capital Goods	Welding and Fabrication	2.5	240
46	Fast Food Stall Udyami	Fast Food Stall Udyami	2	90
47	Food Processing	Papad, Pickles and Masala Powder Entrepreneur	2	90
48	Information Technology - Information Technology Enabled Services (IT-ITeS)	Computer Hardware and Networking	3	360
49	IT&ITES	Desktop Publishing	3	360
50	IT&ITES	Photo Farming, Lamination and Screen Printing	2	90

51	Media & Entertainment	Photography and Videography	2.5	240
52	Tourism and Hospitality	Travel & Tourist Guide	2	90
53	Domestic Worker	House Aaya	2	105
54	Management	Entrepreneurship Development Programme (EDP) for Micro Entrepreneurs	2	105
55	Management	Community Resource Person - Enterprises Promotion - CRP EP	3	250
56	Agriculture	Matsya Mitra	3.5	480
57	Agriculture	Pashu Mitra	3.5	480
58	Banking, financial services and insurance (BFSI)	Business Correspondent & Business Facilitator	2	90
59	BFSI	Debt Recovery Agents	2	105
60	Retail	Grocery & Kirana Shop	2	60
61	Management	EDP for Persons with Disability	2	90
62	BFSI	Bank Mitra	2	60
63	Management	General EDP	2	60
64	BFSI	Training Programme on Financial Literacy for FLCRPs	2	60

Sl. No.	Sector Wise List of RSETI Courses	No. of Courses
1	Agriculture	19
2	Handicrafts	8
3	Electronics	8
4	Aluminium, Welding and Fabrication	2
5	Food processing	2
6	Information Technology (IT)	3
7	Entrepreneurship Development Programme (EDP)/Management	7
8	Beauty and wellness	2
9	Apparel	2
10	Automobile	2
11	Media and Entertainment	1
12	Tourism and Hospitality	1
13	Domestic Worker	1
14	Banking, financial services and insurance (BFSI)	3
15	Construction	3
	<b>Total</b>	<b>64</b>

#### 4. Time Frame

The total exercise is purposed to be completed within a period of four (4) Months from the date of issue of the work order/date of signing of the Contract. However, the TLM Development Agency required to submit the 1st Draft contents within 3 months.

#### 5. Terms & Conditions

- a. While developing training content, agency should consider various statutory precautions to ensure that the content is complying with relevant laws and regulations.
- b. Agency should ensure that the legal right to use any text, images, trademarks, logos, or brand names in the content and should seek proper permissions or licenses from the copyright owner/s.
- c. Safeguard personal information and adhere to data protection regulations. Obtain necessary consent before collecting, storing, or processing personal data.
- d. Should not make any false statements about individuals, organizations, or products that could be considered defamatory or damaging to their reputation.
- e. Ensure that the contents accurately reflect relevant regulations, industry standards, and best practices.
- f. Content Ownership and Licensing: The created content under this project will be NAR Property. The agency shall not use the same without obtaining prior permission from NAR.
- g. The agency while creating content should avoid stereotypes, bias, or offensive material.
- h. In case content relates to health, safety, or medical topics, agency shall ensure that the information provided is accurate and up-to-date, and shall follow the relevant regulations.
- i. In case content provides financial or legal advice, clearly state that it is for informational purposes only and recommend seeking professional advice for specific situations.
- j. Agency should follow ethical guidelines related to content creation, such as maintaining accuracy, providing balanced perspectives, and avoiding deceptive practices.
- k. While developing the content the agency should comply with the Plagiarism rules.
- l. Agency to provide ISBN Number for all the courses separately (Free).
- m. It is the responsibility of Agency to comply with the all-statutory rules and regulations while developing contents.

## 6. Schedule of Activities/Deliverables and Payment Schedule

The assignment consists of four (4) months. A tentative schedule for this assignment and Payment Schedule is as follows:

### Procedure for Developing Soft Copies of Training Materials

Deliverables	Time Allocation (weeks)	Payment Schedule from date of signing of Contract
<ul style="list-style-type: none"> <li>• Presentation of detailed work plan with details of Key Experts/Resource Persons associated with the Project.</li> <li>• <b>Submission of Inception report</b> on Development of TLM in English and Structure of the plan</li> <li>• Receive syllabus for all the 64 courses along with Specimen preface, table of contents, and layout suggestion from NAR.</li> </ul>	1	<b>1st Instalment</b> 1 <sup>st</sup> week 20% of total Contract amount against equal amount of Bank Guarantee
<p><b>Content Development</b></p> <ul style="list-style-type: none"> <li>• Based on the preface and layout, start developing content for both the Facilitator guide and participant handbook.</li> <li>• Stick to the syllabus provided by NAR.</li> <li>• Ensure clarity and conciseness in content while incorporating Syllabus to Handbook/Guide.</li> <li>• The points mentioned in the syllabus should be incorporated in the manual and if more points to be added or detailing is required it can be incorporated based on the unit and session.</li> <li>• Standard Font size, spacing, margins should be followed</li> </ul> <p>Facilitator Guide:</p> <ul style="list-style-type: none"> <li>• Include objectives, learning outcomes, training methodology, activities, teaching aids, tools/equipment, assignments, and assessment guidelines (if any) for each session.</li> <li>• Ensure alignment with the syllabus</li> <li>• <b>Presentation and submission of status report on the midway of content development</b></li> </ul>	2	

<ul style="list-style-type: none"> <li>• Proceed with the content development after getting it approved from the technical committee.</li> <li>• Development of draft TLM for all 64 Courses in English and Preliminary presentation de-briefing with NAR and feedback collection.</li> <li>• Both editable soft copy, pdf and Jpeg (Cover page) required.</li> <li>• Incorporate any feedback or revisions requested by NAR.</li> <li>• After submission, be open to further refinement or revisions based on feedback from NAR to ensure final approval.</li> <li>• Submit finished soft copy of documents along with approved cover pages for each job role.</li> </ul>	4	
<p><b>Vetting: Agency</b></p> <ul style="list-style-type: none"> <li>• After the preparation proceed with proof reading of the content from agencies side</li> </ul>	2	
<p><b>Vetting: NAR</b></p> <ul style="list-style-type: none"> <li>• Send the developed content for vetting to NAR</li> <li>• Feedback and approval from NAR after content vetting.</li> </ul>	1	<p><b>2<sup>nd</sup> Instalment</b> 10<sup>th</sup> Week 25% of total Contract amount</p>
<p><b>Cover Page Design</b></p> <ul style="list-style-type: none"> <li>• Prepare cover pages for both the Facilitator guide and participant handbook.</li> <li>• Ensure the cover pages are appealing and professional and suitable to each job role and sector.</li> <li>• Send cover pages for vetting</li> </ul>	1	
<ul style="list-style-type: none"> <li>• Submission of the final TLM for all 64 Courses in English</li> </ul>	1	
<ul style="list-style-type: none"> <li>• Getting validation and approval from team of experts in NAR &amp; MoRD</li> </ul>	1	<p><b>3<sup>rd</sup> Instalment</b> 13<sup>th</sup> Week 30% of total Contract amount -</p>
<ul style="list-style-type: none"> <li>• Translation to other indicated 11 regional languages</li> </ul>	2	
<ul style="list-style-type: none"> <li>• Closure meeting for sharing overall work products and submission of Final TLM materials and Report in the form of Hard -2 sets and soft copies.</li> </ul>	1	<p><b>4<sup>th</sup> or final Instalment</b> 16<sup>th</sup> Week 25% of total Contract amount</p>
Total	16	100%

## 7. Team Composition – Key Experts

The agency is required to deploy following Key Experts Team:

Sl. No.	Position in Core Team	No. of person	Area of Expertise Required	Minimum Qualifications & Professional Experience desired
1.	Team Leader	1	Development of training learning materials for skill sector training	<ul style="list-style-type: none"> <li>• Master degree</li> <li>• At least <b>15 Years</b> of experience as team leader/managing teams in Development of training learning materials for skill sector training programme projects.</li> </ul>
2.	Skill Training Curriculum / Content Development Specialist	2	Development of training learning materials for skill sector training	<ul style="list-style-type: none"> <li>• Master degree</li> <li>• At least <b>10 Years</b> of experience as a specialist in Development of training learning materials for specific skill sector training programme projects</li> </ul>
3.	Skill Training Curriculum / Content Developers	20	Development of training learning materials for skill sector training	<ul style="list-style-type: none"> <li>• Minimum Graduation or Sector Skill Council (SSC) Certified master trainer</li> <li>• At least <b>5 Years</b> of work experience in development of training learning materials for skill sector training programmes</li> </ul>

## 8. Qualification requirements of the agencies to be engaged:

It is proposed to engage a qualified agency having requisite experience in Development of multilingual Training & Learning Materials (TLM). The process proposed to be followed is Single Stage - 3 Cover bidding (Cover 1. Pre-qualification, Cover 2. Technical Proposal, Cover 3. Financial Proposal) and work will be awarded to the most suitable/competent firm selected through Quality Cum Cost Based Selection (QCBS) method as described in the NRETP Procurement manual.

## 9. Pre-qualification criteria to be eligible for opening of Technical Proposal of Consultancy firm

The consultancy firms/agencies shall fulfil the following minimum Eligibility criteria/pre-qualification criteria to be eligible for opening of Technical Proposals submitted by them.

Pre- Qualification Criteria Sl. No.	Criteria	Comply with the Pre-qualification Criteria Yes/No	Supporting Documentation Required
1	Agency should have average annual Turnover of minimum of Rs. 4 Crores in any 3 of the last 5 financial years. (i.e. FY 2018-19 to FY 2022-23) with positive net worth as on 31.03.2023		Annual Audited Statements of Accounts with CA Certificate. And turnover certificate certified by CA
2	The Consultancy firm/ agency should have completed at least Two (2) Projects with minimum value of Rs. 50 Lakhs <b>or</b> One (1) Project with minimum value of 100 Lakhs of Development of multilingual Training & Learning Materials (TLM) in last <u>5 Financial years</u> (i.e. FY 2018-19 to FY 2022-23)		Work completion certificate from Clients /Proof of final instalment of payment received from clients with copies of relevant Work Orders/ Contracts / Agreements shall include the details clearly reflecting no of states covered, value, client and period of engagement etc.  [Only Projects with different titles and objectives will be counted as separate projects; Extension of the same project will be counted as one]
3	The Agency/Firm/Promoter should not have been debarred/blacklisted by any State/ Central Government Departments / World Bank. Affidavit should be submitted		Affidavit should be submitted

The Agency/Firm registered as Startup or MSME will get relaxation on pre-qualification criteria as per the prevailing Government of India norms.

## 10. Ownership of Data and Reports

NAR shall be the owner of the outputs and other deliverables of this project/assignment. Consulting firms will have no right of claim to the assignment or its outputs. Any



report/document/ material produced as part of these assignments shall be deemed to be the property of NAR and the Consulting firm will not use or reproduce the contents of the documents without the explicit written permission of NAR.

**11. Capacity Building, Training and Transfer of Knowledge, if any:**

The selected agency will be given relevant briefing on working of the RSETIs and data available in RSETI MIS.

**12. Procedure for review of the work of consultant after award of contract:**

The DG, NAR or an Officer designated by NAR shall be responsible for reviewing and monitoring the progress of the Consultant's work and the deliverables. The NAR may also constitute a review/steering committee to guide and monitor the progress of the consultants and hold consultations with the Agency. The Director General, NAR or his nominee will act as the Chairperson of such a committee which could include external experts. The committee may also seek comments and inputs on the consultant's work from the domain experts at RSETIs, SRLM and MoRD. The NAR may convene meetings of the review committee at regular intervals and seek its opinion and comments on the deliverables of the consultant and forward all such comments to the consultants for appropriate changes in the TLM.

## **PART II**

### **Section 8. Conditions of Contract and Contract Forms**

#### **Consultant's Services**

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## Preface

1. The standard Contract form consists of four parts: the Form of Contract to be signed by the Client and the Consultant, the General Conditions of Contract (GCC), including Attachment 1 - Fraud and Corruption; the Special Conditions of Contract (SCC); and the Appendices.
2. The General Conditions of Contract, including Attachment 1, shall not be modified. The Special Conditions of Contract that contain clauses specific to each Contract intend to supplement, but not over-write or otherwise contradict, the General Conditions.

## CONTRACT FOR CONSULTANT'S SERVICES

### Lump-Sum

**Project Name** \_\_\_\_\_

**[Loan/Credit/Grant] No.** \_\_\_\_\_

**Contract No.** \_\_\_\_\_

**Assignment Title:** \_\_\_\_\_

**between**

\_\_\_\_\_  
*[Name of the Client]*

**and**

\_\_\_\_\_  
*[Name of the Consultant]*

**Dated:** \_\_\_\_\_





## I. Form of Contract

### LUMP-SUM

(Text in brackets [ ] is optional; all notes should be deleted in the final text)

This CONTRACT (hereinafter called the "Contract") is made the *[number]* day of the month of *[month]*, *[year]*, between, on the one hand, *[name of Client or Recipient]* (hereinafter called the "Client") and, on the other hand, *[name of Consultant]* (hereinafter called the "Consultant").

*[If the Consultant consist of more than one entity, the above should be partially amended to read as follows: "... (hereinafter called the "Client") and, on the other hand, a Joint Venture (name of the JV) consisting of the following entities, each member of which will be jointly and severally liable to the Client for all the Consultant's obligations under this Contract, namely, *[name of member]* and *[name of member]* (hereinafter called the "Consultant").]*

#### WHEREAS

- (a) the Client has requested the Consultant to provide certain consulting services as defined in this Contract (hereinafter called the "Services");
- (b) the Consultant, having represented to the Client that it has the required professional skills, expertise and technical resources, has agreed to provide the Services on the terms and conditions set forth in this Contract;
- (c) the Client has received *[or has applied for]* a loan *[or credit or grant]* from the *[insert as relevant, International Bank for Reconstruction and Development (IBRD) or International Development Association (IDA)]*: toward the cost of the Services and intends to apply a portion of the proceeds of this *[loan/credit/grant]* to eligible payments under this Contract, it being understood that (i) payments by the Bank will be made only at the request of the Client and upon approval by the Bank; (ii) such payments will be subject, in all respects, to the terms and conditions of the *[loan/financing/grant]* agreement, including prohibitions of withdrawal from the *[loan/credit/grant]* account for the purpose of any payment to persons or entities, or for any import of goods, if such payment or import, to the knowledge of the Bank, is prohibited by the decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations; and (iii) no party other than the Client shall derive any rights from the *[loan/financing/grant]* agreement or have any claim to the *[loan/credit/grant]* proceeds;

NOW THEREFORE the parties hereto hereby agree as follows:

1. The following documents attached hereto shall be deemed to form an integral part of this Contract:
  - (a) The General Conditions of Contract (including Attachment 1 "Fraud and Corruption");
  - (b) The Special Conditions of Contract;
  - (c) Appendices:

Appendix A: Terms of Reference

Appendix B: Key Experts

Appendix C: Breakdown of Contract Price

Appendix D: Form of Advance Payments Guarantee

In the event of any inconsistency between the documents, the following order of precedence shall prevail: the Special Conditions of Contract; the General Conditions of Contract, including Attachment 1; Appendix A; Appendix B; Appendix C; Appendix D. Any reference to this Contract shall include, where the context permits, a reference to its Appendices.

2. The mutual rights and obligations of the Client and the Consultant shall be as set forth in the Contract, in particular:
  - (a) the Consultant shall carry out the Services in accordance with the provisions of the Contract; and
  - (b) the Client shall make payments to the Consultant in accordance with the provisions of the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

For and on behalf of *[Name of Client]*

---

*[Authorized Representative of the Client – name, title and signature]*

For and on behalf of *[Name of Consultant or Name of a Joint Venture]*

---

*[Authorized Representative of the Consultant – name and signature]*

*[For a joint venture, either all members shall sign or only the lead member, in which case the power of attorney to sign on behalf of all members shall be attached.]*

For and on behalf of each of the members of the Consultant *[insert the Name of the Joint Venture]*

*[Name of the lead member]*

---

*[Authorized Representative on behalf of a Joint Venture]*

*[add signature blocks for each member if all are signing]*



## II. General Conditions of Contract

### A. GENERAL PROVISIONS

#### 1. Definitions

1.1 Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:

- (a) “Applicable Law” means the laws and any other instruments having the force of law in the Client’s country, or in such other country as may be specified in the **Special Conditions of Contract (SCC)**, as they may be issued and in force from time to time.
- (b) “Bank” means the International Bank for Reconstruction and Development (IBRD) or the International Development Association (IDA).
- (c) “Borrower” means the Government, Government agency or other entity that signs the financing agreement with the Bank.
- (d) “Client” means the implementing agency that signs the Contract for the Services with the Selected Consultant.
- (e) “Consultant” means a legally-established professional consulting firm or entity selected by the Client to provide the Services under the signed Contract.
- (f) “Contract” means the legally binding written agreement signed between the Client and the Consultant and which includes all the attached documents listed in its paragraph 1 of the Form of Contract (the General Conditions (GCC), the Special Conditions (SCC), and the Appendices).
- (g) “Day” means a working day unless indicated otherwise.
- (h) “Effective Date” means the date on which this Contract comes into force and effect pursuant to Clause GCC 11.
- (i) “Experts” means, collectively, Key Experts, Non-Key Experts, or any other personnel of the Consultant, Sub-consultant or JV member(s) assigned by the Consultant to perform the Services or any part thereof under the Contract.
- (j) “Foreign Currency” means any currency other than the currency of the Client’s country.

- (k) "GCC" means these General Conditions of Contract.
- (l) "Government" means the government of the Client's country.
- (m) "Joint Venture (JV)" means an association with or without a legal personality distinct from that of its members, of more than one entity where one member has the authority to conduct all businesses for and on behalf of any and all the members of the JV, and where the members of the JV are jointly and severally liable to the Client for the performance of the Contract.
- (n) "Key Expert(s)" means an individual professional whose skills, qualifications, knowledge and experience are critical to the performance of the Services under the Contract and whose Curricula Vitae (CV) was taken into account in the technical evaluation of the Consultant's proposal.
- (o) "Local Currency" means the currency of the Client's country.
- (p) "Non-Key Expert(s)" means an individual professional provided by the Consultant or its Sub-consultant to perform the Services or any part thereof under the Contract.
- (q) "Party" means the Client or the Consultant, as the case may be, and "Parties" means both of them.
- (r) "SCC" means the Special Conditions of Contract by which the GCC may be amended or supplemented but not over-written.
- (s) "Services" means the work to be performed by the Consultant pursuant to this Contract, as described in Appendix A hereto.
- (t) "Sub-consultants" means an entity to whom/which the Consultant subcontracts any part of the Services while remaining solely liable for the execution of the Contract.
- (u) "Third Party" means any person or entity other than the Government, the Client, the Consultant or a Sub-consultant.

## **2. Relationship between the Parties**

2.1. Nothing contained herein shall be construed as establishing a relationship of master and servant or of principal and agent as between the Client and the Consultant. The Consultant, subject to this Contract, has complete charge of the Experts and Sub-consultants, if any, performing the Services

- and shall be fully responsible for the Services performed by them or on their behalf hereunder.
- 3. Law Governing Contract** 3.1. This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the Applicable Law.
- 4. Language** 4.1. This Contract has been executed in the language specified in the **SCC**, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.
- 5. Headings** 5.1. The headings shall not limit, alter or affect the meaning of this Contract.
- 6. Communications** 6.1. Any communication required or permitted to be given or made pursuant to this Contract shall be in writing in the language specified in Clause GCC 4. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent to such Party at the address specified in the **SCC**.
- 6.2. A Party may change its address for notice hereunder by giving the other Party any communication of such change to the address specified in the **SCC**.
- 7. Location** 7.1. The Services shall be performed at such locations as are specified in **Appendix A** hereto and, where the location of a particular task is not so specified, at such locations, whether in the Government's country or elsewhere, as the Client may approve.
- 8. Authority of Member in Charge** 8.1. In case the Consultant is a Joint Venture, the members hereby authorize the member specified in the **SCC** to act on their behalf in exercising all the Consultant's rights and obligations towards the Client under this Contract, including without limitation the receiving of instructions and payments from the Client.
- 9. Authorized Representatives** 9.1. Any action required or permitted to be taken, and any document required or permitted to be executed under this Contract by the Client or the Consultant may be taken or executed by the officials specified in the **SCC**.
- 10. Fraud and Corruption** 10.1 The Bank requires compliance with the Bank's Anti-Corruption Guidelines and its prevailing sanctions policies and

procedures as set forth in the WBG's Sanctions Framework, as set forth in Attachment 1 to the GCC.

- a. **Commissions and Fees**
- 10.2 The Client requires the Consultant to disclose any commissions, gratuities or fees that may have been paid or are to be paid to agents or any other party with respect to the selection process or execution of the Contract. The information disclosed must include at least the name and address of the agent or other party, the amount and currency, and the purpose of the commission, gratuity or fee. Failure to disclose such commissions, gratuities or fees may result in termination of the Contract and/or sanctions by the Bank.

## **B. COMMENCEMENT, COMPLETION, MODIFICATION AND TERMINATION OF CONTRACT**

- 11. Effectiveness of Contract**
- 11.1. This Contract shall come into force and effect on the date (the "Effective Date") of the Client's notice to the Consultant instructing the Consultant to begin carrying out the Services. This notice shall confirm that the effectiveness conditions, if any, listed in the **SCC** have been met.
- 12. Termination of Contract for Failure to Become Effective**
- 12.1. If this Contract has not become effective within such time period after the date of Contract signature as specified in the **SCC**, either Party may, by not less than twenty two (22) days written notice to the other Party, declare this Contract to be null and void, and in the event of such a declaration by either Party, neither Party shall have any claim against the other Party with respect hereto.
- 13. Commencement of Services**
- 13.1. The Consultant shall confirm availability of Key Experts and begin carrying out the Services not later than the number of days after the Effective Date specified in the **SCC**.
- 14. Expiration of Contract**
- 14.1. Unless terminated earlier pursuant to Clause GCC 19 hereof, this Contract shall expire at the end of such time period after the Effective Date as specified in the **SCC**.
- 15. Entire Agreement**
- 15.1. This Contract contains all covenants, stipulations and provisions agreed by the Parties. No agent or representative of either Party has authority to make, and the Parties shall not be bound by or be liable for, any statement, representation, promise or agreement not set forth herein.
- 16. Modifications or Variations**
- 16.1. Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement



between the Parties. However, each Party shall give due consideration to any proposals for modification or variation made by the other Party.

16.2. In cases of substantial modifications or variations, the prior written consent of the Bank is required.

## **17. Force Majeure**

### **a. Definition**

17.1. For the purposes of this Contract, "Force Majeure" means an event which is beyond the reasonable control of a Party, is not foreseeable, is unavoidable, and makes a Party's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible under the circumstances, and subject to those requirements, includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action confiscation or any other action by Government agencies.

17.2. Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or such Party's Experts, Sub-consultants or agents or employees, nor (ii) any event which a diligent Party could reasonably have been expected to both take into account at the time of the conclusion of this Contract, and avoid or overcome in the carrying out of its obligations hereunder.

17.3. Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

### **b. No Breach of Contract**

17.4. The failure of a Party to fulfill any of its obligations hereunder shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of this Contract.

### **c. Measures to be Taken**

17.5. A Party affected by an event of Force Majeure shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall take all reasonable measures to minimize the consequences of any event of Force Majeure.

17.6. A Party affected by an event of Force Majeure shall notify the other Party of such event as soon as possible, and in any case not later than fourteen (14) calendar days following the occurrence of such event, providing evidence of the nature and

cause of such event, and shall similarly give written notice of the restoration of normal conditions as soon as possible.

17.7. Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

17.8. During the period of their inability to perform the Services as a result of an event of Force Majeure, the Consultant, upon instructions by the Client, shall either:

- (a) demobilize, in which case the Consultant shall be reimbursed for additional costs they reasonably and necessarily incurred, and, if required by the Client, in reactivating the Services; or
- (b) continue with the Services to the extent reasonably possible, in which case the Consultant shall continue to be paid under the terms of this Contract and be reimbursed for additional costs reasonably and necessarily incurred.

17.9. In the case of disagreement between the Parties as to the existence or extent of Force Majeure, the matter shall be settled according to Clauses GCC 44 & 45.

## **18. Suspension**

18.1. The Client may, by written notice of suspension to the Consultant, suspend part or all payments to the Consultant hereunder if the Consultant fails to perform any of its obligations under this Contract, including the carrying out of the Services, provided that such notice of suspension (i) shall specify the nature of the failure, and (ii) shall request the Consultant to remedy such failure within a period not exceeding thirty (30) calendar days after receipt by the Consultant of such notice of suspension.

## **19. Termination**

19.1. This Contract may be terminated by either Party as per provisions set up below:

### **a. By the Client**

19.1.1. The Client may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (f) of this Clause. In such an occurrence the Client shall give at least thirty (30) calendar days' written notice of termination to the Consultant in case of the events referred to in (a) through (d); at least sixty (60) calendar days' written notice in case of the event referred to in (e); and at least five (5)

calendar days' written notice in case of the event referred to in (f):

- (a) If the Consultant fails to remedy a failure in the performance of its obligations hereunder, as specified in a notice of suspension pursuant to Clause GCC 18;
- (b) If the Consultant becomes (or, if the Consultant consists of more than one entity, if any of its members becomes) insolvent or bankrupt or enter into any agreements with their creditors for relief of debt or take advantage of any law for the benefit of debtors or go into liquidation or receivership whether compulsory or voluntary;
- (c) If the Consultant fails to comply with any final decision reached as a result of arbitration proceedings pursuant to Clause GCC 45.1;
- (d) If, as the result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days;
- (e) If the Client, in its sole discretion and for any reason whatsoever, decides to terminate this Contract;
- (f) If the Consultant fails to confirm availability of Key Experts as required in Clause GCC 13.

19.1.2. Furthermore, if the Client determines that the Consultant has engaged in Fraud and Corruption in competing for or in executing the Contract, then the Client may, after giving fourteen (14) calendar days written notice to the Consultant, terminate the Consultant's employment under the Contract.

**b. By the Consultant**

19.1.3. The Consultant may terminate this Contract, by not less than thirty (30) calendar days' written notice to the Client, in case of the occurrence of any of the events specified in paragraphs (a) through (d) of this Clause.

- (a) If the Client fails to pay any money due to the Consultant pursuant to this Contract and not subject to dispute pursuant to Clause GCC 45.1 within forty-five (45) calendar days after receiving written notice from the Consultant that such payment is overdue.

- (b) If, as the result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days.
        - (c) If the Client fails to comply with any final decision reached as a result of arbitration pursuant to Clause GCC 45.1.
        - (d) If the Client is in material breach of its obligations pursuant to this Contract and has not remedied the same within forty-five (45) days (or such longer period as the Consultant may have subsequently approved in writing) following the receipt by the Client of the Consultant's notice specifying such breach.
- c. **Cessation of Rights and Obligations**

19.1.4. Upon termination of this Contract pursuant to Clauses GCC 12 or GCC 19 hereof, or upon expiration of this Contract pursuant to Clause GCC 14, all rights and obligations of the Parties hereunder shall cease, except (i) such rights and obligations as may have accrued on the date of termination or expiration, (ii) the obligation of confidentiality set forth in Clause GCC 22, (iii) the Consultant's obligation to permit inspection, copying and auditing of their accounts and records set forth in Clause GCC 25 and to cooperate and assist in any inspection or investigation, and (iv) any right which a Party may have under the Applicable Law.
- d. **Cessation of Services**

19.1.5. Upon termination of this Contract by notice of either Party to the other pursuant to Clauses GCC 19a or GCC 19b, the Consultant shall, immediately upon dispatch or receipt of such notice, take all necessary steps to bring the Services to a close in a prompt and orderly manner and shall make every reasonable effort to keep expenditures for this purpose to a minimum. With respect to documents prepared by the Consultant and equipment and materials furnished by the Client, the Consultant shall proceed as provided, respectively, by Clauses GCC 27 or GCC 28.
- e. **Payment upon Termination**

19.1.6. Upon termination of this Contract, the Client shall make the following payments to the Consultant:

  - (a) payment for Services satisfactorily performed prior to the effective date of termination; and
  - (b) in the case of termination pursuant to paragraphs (d) and (e) of Clause GCC 19.1.1, reimbursement of any reasonable cost incidental to the prompt and orderly

termination of this Contract, including the cost of the return travel of the Experts.

## C. OBLIGATIONS OF THE CONSULTANT

### 20. General

- a. Standard of Performance**
- 20.1 The Consultant shall perform the Services and carry out the Services with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Consultant shall always act, in respect of any matter relating to this Contract or to the Services, as a faithful adviser to the Client, and shall at all times support and safeguard the Client's legitimate interests in any dealings with the third parties.
- 20.2. The Consultant shall employ and provide such qualified and experienced Experts and Sub-consultants as are required to carry out the Services.
- 20.3. The Consultant may subcontract part of the Services to an extent and with such Key Experts and Sub-consultants as may be approved in advance by the Client. Notwithstanding such approval, the Consultant shall retain full responsibility for the Services.
- b. Law Applicable to Services**
- 20.4. The Consultant shall perform the Services in accordance with the Contract and the Applicable Law and shall take all practicable steps to ensure that any of its Experts and Sub-consultants, comply with the Applicable Law.
- 20.5. Throughout the execution of the Contract, the Consultant shall comply with the import of goods and services prohibitions in the Client's country when
- (a) as a matter of law or official regulations, the Borrower's country prohibits commercial relations with that country; or
  - (b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Borrower's Country prohibits any import of goods from that country or any payments to any country, person, or entity in that country.

20.6. The Client shall notify the Consultant in writing of relevant local customs, and the Consultant shall, after such notification, respect such customs.

**21. Conflict of Interest**

21.1. The Consultant shall hold the Client's interests paramount, without any consideration for future work, and strictly avoid conflict with other assignments or their own corporate interests.

**a. Consultant Not to Benefit from Commissions, Discounts, etc.**

21.1.1 The payment of the Consultant pursuant to GCC F (Clauses GCC 38 through 42) shall constitute the Consultant's only payment in connection with this Contract and, subject to Clause GCC 21.1.3, the Consultant shall not accept for its own benefit any trade commission, discount or similar payment in connection with activities pursuant to this Contract or in the discharge of its obligations hereunder, and the Consultant shall use its best efforts to ensure that any Sub-consultants, as well as the Experts and agents of either of them, similarly shall not receive any such additional payment.

21.1.2 Furthermore, if the Consultant, as part of the Services, has the responsibility of advising the Client on the procurement of goods, works or services, the Consultant shall comply with the Bank's Applicable Regulations, and shall at all times exercise such responsibility in the best interest of the Client. Any discounts or commissions obtained by the Consultant in the exercise of such procurement responsibility shall be for the account of the Client.

**b. Consultant and Affiliates Not to Engage in Certain Activities**

21.1.3 The Consultant agrees that, during the term of this Contract and after its termination, the Consultant and any entity affiliated with the Consultant, as well as any Sub-consultants and any entity affiliated with such Sub-consultants, shall be disqualified from providing goods, works or non-consulting services resulting from or directly related to the Consultant's Services for the preparation or implementation of the project.

**c. Prohibition of Conflicting Activities**

21.1.4 The Consultant shall not engage, and shall cause its Experts as well as its Sub-consultants not to engage, either directly or indirectly, in any business or professional activities that would conflict with the activities assigned to them under this Contract.

**d. Strict Duty to Disclose**

21.1.5 The Consultant has an obligation and shall ensure that its Experts and Sub-consultants shall have

<b>Conflicting Activities</b>	an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Client, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Consultant or the termination of its Contract.
<b>22. Confidentiality</b>	22.1 Except with the prior written consent of the Client, the Consultant and the Experts shall not at any time communicate to any person or entity any confidential information acquired in the course of the Services, nor shall the Consultant and the Experts make public the recommendations formulated in the course of, or as a result of, the Services.
<b>23. Liability of the Consultant</b>	23.1 Subject to additional provisions, if any, set forth in the <b>SCC</b> , the Consultant's liability under this Contract shall be provided by the Applicable Law.
<b>24. Insurance to be taken out by the Consultant</b>	24.1 The Consultant (i) shall take out and maintain, and shall cause any Sub-consultants to take out and maintain, at its (or the Sub-consultants', as the case may be) own cost but on terms and conditions approved by the Client, insurance against the risks, and for the coverage specified in the <b>SCC</b> , and (ii) at the Client's request, shall provide evidence to the Client showing that such insurance has been taken out and maintained and that the current premiums therefore have been paid. The Consultant shall ensure that such insurance is in place prior to commencing the Services as stated in Clause GCC 13.
<b>25. Accounting, Inspection and Auditing</b>	25.1 The Consultant shall keep, and shall make all reasonable efforts to cause its Sub-consultants to keep, accurate and systematic accounts and records in respect of the Services and in such form and detail as will clearly identify relevant time changes and costs.  25.2 Pursuant to paragraph 2.2 e. of Appendix to the General Conditions the Consultant shall permit and shall cause its subcontractors and subconsultants to permit, the Bank and/or persons appointed by the Bank to inspect the Site and/or the accounts and records relating to the performance of the Contract and the submission of the bid, and to have such accounts and records audited by auditors appointed by the Bank if requested by the Bank. The Consultant's and its Subcontractors' and subconsultants' attention is drawn to Sub-Clause 10.1 which provides, inter alia, that acts intended to materially impede the exercise of the Bank's inspection and audit rights constitute a prohibited practice subject to contract

termination (as well as to a determination of ineligibility pursuant to the Bank's prevailing sanctions procedures).

## **26. Reporting Obligations**

26.1 The Consultant shall submit to the Client the reports and documents specified in **Appendix A**, in the form, in the numbers and within the time periods set forth in the said Appendix.

## **27. Proprietary Rights of the Client in Reports and Records**

27.1 Unless otherwise indicated in the **SCC**, all reports and relevant data and information such as maps, diagrams, plans, databases, other documents and software, supporting records or material compiled or prepared by the Consultant for the Client in the course of the Services shall be confidential and become and remain the absolute property of the Client. The Consultant shall, not later than upon termination or expiration of this Contract, deliver all such documents to the Client, together with a detailed inventory thereof. The Consultant may retain a copy of such documents, data and/or software but shall not use the same for purposes unrelated to this Contract without prior written approval of the Client.

27.2 If license agreements are necessary or appropriate between the Consultant and third parties for purposes of development of the plans, drawings, specifications, designs, databases, other documents and software, the Consultant shall obtain the Client's prior written approval to such agreements, and the Client shall be entitled at its discretion to require recovering the expenses related to the development of the program(s) concerned. Other restrictions about the future use of these documents and software, if any, shall be specified in the **SCC**.

## **28. Equipment, Vehicles and Materials**

28.1 Equipment, vehicles and materials made available to the Consultant by the Client, or purchased by the Consultant wholly or partly with funds provided by the Client, shall be the property of the Client and shall be marked accordingly. Upon termination or expiration of this Contract, the Consultant shall make available to the Client an inventory of such equipment, vehicles and materials and shall dispose of such equipment, vehicles and materials in accordance with the Client's instructions. While in possession of such equipment, vehicles and materials, the Consultant, unless otherwise instructed by the Client in writing, shall insure them at the expense of the Client in an amount equal to their full replacement value.

28.2 Any equipment or materials brought by the Consultant or its Experts into the Client's country for the use either for the project or personal use shall remain the property of the Consultant or the Experts concerned, as applicable.



## D. CONSULTANT'S EXPERTS AND SUB-CONSULTANTS

- 29. Description of Key Experts** 29.1 The title, agreed job description, minimum qualification and estimated period of engagement to carry out the Services of each of the Consultant's Key Experts are described in **Appendix B**.
- 30. Replacement of Key Experts** 30.1 Except as the Client may otherwise agree in writing, no changes shall be made in the Key Experts.
- 30.2 Notwithstanding the above, the substitution of Key Experts during Contract execution may be considered only based on the Consultant's written request and due to circumstances outside the reasonable control of the Consultant, including but not limited to death or medical incapacity. In such case, the Consultant shall forthwith provide as a replacement, a person of equivalent or better qualifications and experience, and at the same rate of remuneration.
- 31. Removal of Experts or Sub-consultants** 31.1 If the Client finds that any of the Experts or Sub-consultant has committed serious misconduct or has been charged with having committed a criminal action, or if the Client determines that a Consultant's Expert or Sub-consultant has engaged in Fraud and Corruption while performing the Services, the Consultant shall, at the Client's written request, provide a replacement.
- 31.2 In the event that any of Key Experts, Non-Key Experts or Sub-consultants is found by the Client to be incompetent or incapable in discharging assigned duties, the Client, specifying the grounds therefore, may request the Consultant to provide a replacement.
- 31.3 Any replacement of the removed Experts or Sub-consultants shall possess better qualifications and experience and shall be acceptable to the Client.
- 31.4 The Consultant shall bear all costs arising out of or incidental to any removal and/or replacement of such Experts.

## E. OBLIGATIONS OF THE CLIENT

- 32. Assistance and Exemptions** 32.1 Unless otherwise specified in the **SCC**, the Client shall use its best efforts to:

- (a) Assist the Consultant with obtaining work permits and such other documents as shall be necessary to enable the Consultant to perform the Services.
- (b) Assist the Consultant with promptly obtaining, for the Experts and, if appropriate, their eligible dependents, all necessary entry and exit visas, residence permits, exchange permits and any other documents required for their stay in the Client's country while carrying out the Services under the Contract.
- (c) Facilitate prompt clearance through customs of any property required for the Services and of the personal effects of the Experts and their eligible dependents.
- (c) Issue to officials, agents and representatives of the Government all such instructions and information as may be necessary or appropriate for the prompt and effective implementation of the Services.
- (d) Assist the Consultant and the Experts and any Sub-consultants employed by the Consultant for the Services with obtaining exemption from any requirement to register or obtain any permit to practice their profession or to establish themselves either individually or as a corporate entity in the Client's country according to the applicable law in the Client's country.
- (e) Assist the Consultant, any Sub-consultants and the Experts or either of them with obtaining the privilege, pursuant to the applicable law in the Client's country, of bringing into the Client's country reasonable amounts of foreign currency for the purposes of the Services or for the personal use of the Experts and of withdrawing any such amounts as may be earned therein by the Experts in the execution of the Services.
- (f) Provide to the Consultant any such other assistance as may be specified in the **SCC**.

### **33. Access to Project Site**

33.1 The Client warrants that the Consultant shall have, free of charge, unimpeded access to the project site in respect of which access is required for the performance of the Services. The Client will be responsible for any damage to the project site or any property thereon resulting from such access and will indemnify the Consultant and each of the experts in respect of liability for any such damage, unless such damage is caused by

the willful default or negligence of the Consultant or any Sub-consultants or the Experts of either of them.

**34. Change in the Applicable Law Related to Taxes and Duties**

34.1 If, after the date of this Contract, there is any change in the applicable law in the Client's country with respect to taxes and duties which increases or decreases the cost incurred by the Consultant in performing the Services, then the remuneration and reimbursable expenses otherwise payable to the Consultant under this Contract shall be increased or decreased accordingly by agreement between the Parties hereto, and corresponding adjustments shall be made to the Contract price amount specified in Clause GCC 38.1

**35. Services, Facilities and Property of the Client**

35.1 The Client shall make available to the Consultant and the Experts, for the purposes of the Services and free of any charge, the services, facilities and property described in the Terms of Reference (**Appendix A**) at the times and in the manner specified in said **Appendix A**.

**36. Counterpart Personnel**

36.1 The Client shall make available to the Consultant free of charge such professional and support counterpart personnel, to be nominated by the Client with the Consultant's advice, if specified in **Appendix A**.

36.2 Professional and support counterpart personnel, excluding Client's liaison personnel, shall work under the exclusive direction of the Consultant. If any member of the counterpart personnel fails to perform adequately any work assigned to such member by the Consultant that is consistent with the position occupied by such member, the Consultant may request the replacement of such member, and the Client shall not unreasonably refuse to act upon such request.

**37. Payment Obligation**

37.1 In consideration of the Services performed by the Consultant under this Contract, the Client shall make such payments to the Consultant for the deliverables specified in **Appendix A** and in such manner as is provided by GCC F below.

**F. PAYMENTS TO THE CONSULTANT**

**38. Contract Price**

38.1 The Contract price is fixed and is set forth in the **SCC**. The Contract price breakdown is provided in **Appendix C**.

38.2 Any change to the Contract price specified in Clause GCC 38.1 can be made only if the Parties have agreed to the

revised scope of Services pursuant to Clause GCC 16 and have amended in writing the Terms of Reference in **Appendix A**.

### **39. Taxes and Duties**

39.1 The Consultant, Sub-consultants and Experts are responsible for meeting any and all tax liabilities arising out of the Contract unless it is stated otherwise in the **SCC**.

39.2 As an exception to the above and as stated in the **SCC**, all local identifiable indirect taxes (itemized and finalized at Contract negotiations) are reimbursed to the Consultant or are paid by the Client on behalf of the Consultant.

### **40. Currency of Payment**

40.1 Any payment under this Contract shall be made in the currency (ies) of the Contract.

### **41. Mode of Billing and Payment**

41.1 The total payments under this Contract shall not exceed the Contract price set forth in Clause GCC 38.1.

41.2 The payments under this Contract shall be made in lump-sum installments against deliverables specified in **Appendix A**. The payments will be made according to the payment schedule stated in the **SCC**.

41.2.1 Advance payment: Unless otherwise indicated in the **SCC**, an advance payment shall be made against an advance payment bank guarantee acceptable to the Client in an amount (or amounts) and in a currency (or currencies) specified in the **SCC**. Such guarantee (i) is to remain effective until the advance payment has been fully set off, and (ii) is to be in the form set forth in **Appendix D**, or in such other form as the Client shall have approved in writing. The advance payments will be set off by the Client in equal portions against the lump-sum installments specified in the **SCC** until said advance payments have been fully set off.

41.2.2 The Lump-Sum Installment Payments. The Client shall pay the Consultant within sixty (60) days after the receipt by the Client of the deliverable(s) and the cover invoice for the related lump-sum installment payment. The payment can be withheld if the Client does not approve the submitted deliverable(s) as satisfactory in which case the Client shall provide comments to the Consultant within the same sixty (60) days period. The Consultant shall thereupon promptly make any necessary corrections, and thereafter the foregoing process shall be repeated.

41.2.3 The Final Payment. The final payment under this Clause shall be made only after the final report have been

submitted by the Consultant and approved as satisfactory by the Client. The Services shall then be deemed completed and finally accepted by the Client. The last lump-sum installment shall be deemed approved for payment by the Client within ninety (90) calendar days after receipt of the final report by the Client unless the Client, within such ninety (90) calendar day period, gives written notice to the Consultant specifying in detail deficiencies in the Services, the final report. The Consultant shall thereupon promptly make any necessary corrections, and thereafter the foregoing process shall be repeated. 41.2.4 All payments under this Contract shall be made to the accounts of the Consultant specified in the **SCC**.

41.2.4 With the exception of the final payment under 41.2.3 above, payments do not constitute acceptance of the whole Services nor relieve the Consultant of any obligations hereunder.

**42. Interest on  
Delayed  
Payments**

42.1 If the Client had delayed payments beyond fifteen (15) days after the due date stated in Clause GCC 41.2.2, interest shall be paid to the Consultant on any amount due by, not paid on, such due date for each day of delay at the annual rate stated in the **SCC**.

**G. FAIRNESS AND GOOD FAITH**

**43. Good Faith**

43.1 The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.

**H. SETTLEMENT OF DISPUTES**

**44. Amicable  
Settlement**

44.1 The Parties shall seek to resolve any dispute amicably by mutual consultation.

44.2 If either Party objects to any action or inaction of the other Party, the objecting Party may file a written Notice of Dispute to the other Party providing in detail the basis of the dispute. The Party receiving the Notice of Dispute will consider it and respond in writing within fourteen (14) days after receipt. If that Party fails to respond within fourteen (14) days, or the dispute cannot be amicably settled within fourteen (14) days following the response of that Party, Clause GCC 45.1 shall apply.

**45. Dispute  
Resolution**

45.1 Any dispute between the Parties arising under or related to this Contract that cannot be settled amicably may be referred to by either Party to the adjudication/arbitration in accordance with the provisions specified in the **SCC**.

## **II. General Conditions**

### **Attachment 1**

### **Fraud and Corruption**

*(Text in this Appendix shall not be modified)*

#### **1. Purpose**

1.1 The Bank's Anti-Corruption Guidelines and this annex apply with respect to procurement under Bank Investment Project Financing operations.

#### **2. Requirements**

2.1 The Bank requires that Borrowers (including beneficiaries of Bank financing); bidders (applicants/proposers), consultants, contractors and suppliers; any sub-contractors, sub-consultants, service providers or suppliers; any agents (whether declared or not); and any of their personnel, observe the highest standard of ethics during the procurement process, selection and contract execution of Bank-financed contracts, and refrain from Fraud and Corruption.

2.2 To this end, the Bank:

- a. Defines, for the purposes of this provision, the terms set forth below as follows:
  - i. "corrupt practice" is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
  - ii. "fraudulent practice" is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;
  - iii. "collusive practice" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
  - iv. "coercive practice" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
  - v. "obstructive practice" is:
    - (a) deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a Bank investigation into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or
    - (b) acts intended to materially impede the exercise of the Bank's inspection and audit rights provided for under paragraph 2.2 e. below.

- b. Rejects a proposal for award if the Bank determines that the firm or individual recommended for award, any of its personnel, or its agents, or its sub-consultants, sub-contractors, service providers, suppliers and/ or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;
- c. In addition to the legal remedies set out in the relevant Legal Agreement, may take other appropriate actions, including declaring misprocurement, if the Bank determines at any time that representatives of the Borrower or of a recipient of any part of the proceeds of the loan engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices during the procurement process, selection and/or execution of the contract in question, without the Borrower having taken timely and appropriate action satisfactory to the Bank to address such practices when they occur, including by failing to inform the Bank in a timely manner at the time they knew of the practices;
- d. Pursuant to the Bank's Anti-Corruption Guidelines and in accordance with the Bank's prevailing sanctions policies and procedures, may sanction a firm or individual, either indefinitely or for a stated period of time, including by publicly declaring such firm or individual ineligible (i) to be awarded or otherwise benefit from a Bank-financed contract, financially or in any other manner;<sup>1</sup> (ii) to be a nominated<sup>2</sup> sub-contractor, consultant, manufacturer or supplier, or service provider of an otherwise eligible firm being awarded a Bank-financed contract; and (iii) to receive the proceeds of any loan made by the Bank or otherwise to participate further in the preparation or implementation of any Bank-financed project;
- e. Requires that a clause be included in bidding/request for proposals documents and in contracts financed by a Bank loan, requiring (i) bidders (applicants/proposers), consultants, contractors, and suppliers, and their sub-contractors, sub-consultants, service providers, suppliers, agents personnel, permit the Bank to inspect<sup>3</sup> all accounts, records and other documents relating to the procurement process, selection and/or contract execution,, and to have them audited by auditors appointed by the Bank.

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<sup>1</sup> For the avoidance of doubt, a sanctioned party's ineligibility to be awarded a contract shall include, without limitation, (i) applying for pre-qualification, expressing interest in a consultancy, and bidding, either directly or as a nominated sub-contractor, nominated consultant, nominated manufacturer or supplier, or nominated service provider, in respect of such contract, and (ii) entering into an addendum or amendment introducing a material modification to any existing contract.

<sup>2</sup> A nominated sub-contractor, nominated consultant, nominated manufacturer or supplier, or nominated service provider (different names are used depending on the particular bidding document) is one which has been: (i) included by the bidder in its pre-qualification application or bid because it brings specific and critical experience and know-how that allow the bidder to meet the qualification requirements for the particular bid; or (ii) appointed by the Borrower.

<sup>3</sup> Inspections in this context usually are investigative (i.e., forensic) in nature. They involve fact-finding activities undertaken by the Bank or persons appointed by the Bank to address specific matters related to investigations/audits, such as evaluating the veracity of an allegation of possible Fraud and Corruption, through the appropriate mechanisms. Such activity includes but is not limited to: accessing and examining a firm's or individual's financial records and information, and making copies thereof as relevant; accessing and examining any other documents, data and information (whether in hard copy or electronic format) deemed relevant for the investigation/audit, and making copies thereof as relevant; interviewing staff and other relevant individuals; performing physical inspections and site visits; and obtaining third party verification of information.



### III. Special Conditions of Contract

*[Notes in brackets are for guidance purposes only and should be deleted in the final text of the signed contract]*

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
1.1(a)	The Contract shall be construed in accordance with the law of India
4.1	The language is: English
6.1 and 6.2	<p>The addresses are <i>[fill in at negotiations with the selected firm]</i>:</p> <p>Client : <b>National Academy of RUDSETI (NAR)</b>  National Academy of RUDSETI (NAR),  Survey No 30, Near Govt. High School,  Besides Yadava Sangha Temple,  Kumbalagodu village and post,  Kengeri Hobli,  Bengaluru South – 560074</p> <p>Attention : <b>Mr. -----</b>  Director General, National Academy of RUDSETI</p> <p>Facsimile : Mob: -----, Telephone No.: -----  E-mail: dg@rudsetacademy.org</p> <p>Consultant : _____  _____  Attention : _____  Facsimile : _____  E-mail (where permitted) : _____</p>
8.1	"N/A"
9.1	<p>The Authorized Representatives are:</p> <p><b>For the Client:</b> Mr. -----,  Director General, NAR, Bengaluru</p> <p><b>For the Consultant:</b> <i>[name, title]</i> _____</p>

11.1	<p><b>The Effectiveness conditions are from the following:</b></p> <p>Mobilization of Team</p>
12.1	<p><b>Termination of Contract for Failure to Become Effective:</b></p> <p><b>The time period shall be <u>1 month</u></b></p>
13.1	<p><b>Commencement of Services:</b></p> <p><b>The number of days shall be within <u>15 days</u></b></p> <p>Confirmation of Key Experts' availability to start the Assignment shall be submitted to the Client in writing as a written statement signed by each Key Expert.</p>
14.1	<p><b>Expiration of Contract:</b></p> <p>The time period shall be 4 months (16 weeks) from date signing of Contract.</p>
21 b.	<p><b>The Client reserves the right to determine on a case-by-case basis whether the Consultant should be disqualified from providing goods, works or non-consulting services due to a conflict of a nature described in Clause GCC 21.1.3</b></p> <p>Yes</p>

<p><b>23.1</b></p>	<p>The following limitation of the Consultant's Liability towards the Client can be subject to the Contract's negotiations:</p> <p>"Limitation of the Consultant's Liability towards the Client:</p> <p>(a) Except in the case of gross negligence or wilful misconduct on the part of the Consultant or on the part of any person or a firm acting on behalf of the Consultant in carrying out the Services, the Consultant, with respect to damage caused by the Consultant to the Client's property, shall not be liable to the Client:</p> <ul style="list-style-type: none"> <li>(i) for any indirect or consequential loss or damage; and</li> <li>(ii) for any direct loss or damage that exceeds [insert a multiplier, e.g.: one, two, three] times the total value of the Contract;</li> </ul> <p>(b) This limitation of liability shall not</p> <ul style="list-style-type: none"> <li>(i) affect the Consultant's liability, if any, for damage to Third Parties caused by the Consultant or any person or firm acting on behalf of the Consultant in carrying out the Services;</li> <li>(ii) be construed as providing the Consultant with any limitation or exclusion from liability which is prohibited by the <i>[insert "Applicable Law", if it is the law of the Client's country, or insert "applicable law in the Client's country", if the Applicable Law stated in Clause SCC1.1 (b) is different from the law of the Client's country]</i>.</li> </ul>
<p><b>24.1</b></p>	<p><b>The insurance coverage against the risks shall be as follows:</b></p> <p>(a) Professional liability insurance, with a minimum coverage of equivalent to contract value.</p> <p>(d) employer's liability and workers' compensation insurance in respect of the experts and Sub-consultants in accordance with the relevant provisions of the applicable law in the Client's country, as well as, with respect to such Experts, any such life, health, accident, travel or other insurance as may be appropriate; and</p>

	(c) insurance against loss of or damage to (i) equipment purchased in whole or in part with funds provided under this Contract, (ii) the Consultant's property used in the performance of the Services, and (iii) any documents prepared by the Consultant in the performance of the Services.
27.1	All Intellectual Proprietary Rights remain with the Client.  All data collected shall be property of the National Academy of RUDSETI (NAR) and Consultant will not use this data without written permission from the NAR.
27.2	The Consultant shall not use these the documents/ Information/ data/reports and software etc. for purposes unrelated to this Contract without the prior written approval of the Client.
38.1	<b>The Contract price is: _____ [insert amount and currency for each currency as applicable] [indicate: inclusive or exclusive] of local indirect taxes.</b>  <b>Any indirect local taxes chargeable in respect of this Contract for the Services provided by the Consultant shall [insert as appropriate: "be paid" or "reimbursed"] by the Client [insert as appropriate: "for" or "to"] the Consultant.</b>  <b>The amount of such taxes is _____ [insert the amount as finalized at the Contract's negotiations on the basis of the estimates provided by the Consultant in Form FIN-2 of the Consultant's Financial Proposal.</b>
39.1 and 39.2	N/A
41.2	<b>The payment schedule:</b>  <b>As per the activities and deliverables contained in the Contract, payment to consultant will be made in instalments as per the details given below:</b>

<p><b>41.2.1</b></p>	<p><i>[The advance payment could be in either the foreign currency, or the local currency, or both; select the correct wording in the Clause here below. The advance bank payment guarantee should be in the same currency(ies)]</i></p> <p>The following provisions shall apply to the advance payment and the advance bank payment guarantee:</p> <p>(1) An advance payment INR_____ shall be made within <i>[insert number]</i> days after the receipt of an advance bank payment guarantee by the Client. The advance payment will be set off by the Client in equal portions against <i>[list the payments against which the advance is offset]</i>.</p> <p>(2) The advance bank payment guarantee shall be in the amount and in the currency of the currency(ies) of the advance payment.</p> <p>(3) The bank guarantee will be released when the advance payment has been fully set off.</p>
<p><b>41.2.4</b></p>	<p><b>The accounts are:</b></p> <p>for foreign currency: Not applicable</p> <p>for local currency:</p> <p>Consultancy Firm Name:</p> <p>Bank Name:</p> <p>Account No.:</p> <p>IFSC Code:</p>
<p><b>42.1</b></p>	<p><b>The interest rate is:</b></p>
<p><b>45.1</b></p>	<p><b>Disputes shall be settled by arbitration in accordance with the following provisions:</b></p> <p>1. <u>Selection of Arbitrators.</u> Each dispute submitted by a Party to arbitration shall be heard by a sole arbitrator or an arbitration panel composed of three (3) arbitrators, in accordance with the following provisions:</p> <p>(a) Where the Parties agree that the dispute concerns a technical matter, they may agree to appoint a sole arbitrator or, failing agreement on the identity of such sole arbitrator within thirty (30) days after receipt by the other Party of the proposal of a name for such an appointment by the Party who initiated the proceedings, either Party may apply to <i>[name an</i></p>

	<p><i>appropriate international professional body, e.g., the Federation Internationale des Ingenieurs-Conseil (FIDIC) of Lausanne, Switzerland]</i> for a list of not fewer than five (5) nominees and, on receipt of such list, the Parties shall alternately strike names therefrom, and the last remaining nominee on the list shall be the sole arbitrator for the matter in dispute. If the last remaining nominee has not been determined in this manner within sixty (60) days of the date of the list, <i>[insert the name of the same professional body as above]</i> shall appoint, upon the request of either Party and from such list or otherwise, a sole arbitrator for the matter in dispute.</p> <p>(b) Where the Parties do not agree that the dispute concerns a technical matter, the Client and the Consultant shall each appoint one (1) arbitrator, and these two arbitrators shall jointly appoint a third arbitrator, who shall chair the arbitration panel. If the arbitrators named by the Parties do not succeed in appointing a third arbitrator within thirty (30) days after the latter of the two (2) arbitrators named by the Parties has been appointed, the third arbitrator shall, at the request of either Party, be appointed by <i>[name an appropriate international appointing authority, e.g., the Secretary General of the Permanent Court of Arbitration, The Hague; the Secretary General of the International Centre for Settlement of Investment Disputes, Washington, D.C.; the International Chamber of Commerce, Paris; etc.]</i>.</p> <p>(c) If, in a dispute subject to paragraph (b) above, one Party fails to appoint its arbitrator within thirty (30) days after the other Party has appointed its arbitrator, the Party which has named an arbitrator may apply to the <i>[name the same appointing authority as in said paragraph (b)]</i> to appoint a sole arbitrator for the matter in dispute, and the arbitrator appointed pursuant to such application shall be the sole arbitrator for that dispute.</p>
	<p>2. <u>Rules of Procedure</u>. Except as otherwise stated herein, arbitration proceedings shall be conducted in accordance with the rules of procedure for arbitration of the United</p>

	<p>Nations Commission on International Trade Law (UNCITRAL) as in force on the date of this Contract.</p> <p>3. <u>Substitute Arbitrators.</u> If for any reason an arbitrator is unable to perform his/her function, a substitute shall be appointed in the same manner as the original arbitrator.</p> <p>4. <u>Nationality and Qualifications of Arbitrators.</u> The sole arbitrator or the third arbitrator appointed pursuant to paragraphs 1(a) through 1(c) above shall be an internationally recognized legal or technical expert with extensive experience in relation to the matter in dispute and shall not be a national of the Consultant's home country <i>[If the Consultant consists of more than one entity, add: or of the home country of any of their members or Parties]</i> or of the Government's country. For the purposes of this Clause, "home country" means any of:</p> <p>(a) the country of incorporation of the Consultant <i>[If the Consultant consists of more than one entity, add: or of any of their members or Parties];</i> or</p> <p>(b) the country in which the Consultant's [or any of their members' or Parties'] principal place of business is located; or</p> <p>(c) the country of nationality of a majority of the Consultant's [or of any members' or Parties'] shareholders; or</p> <p>(d) the country of nationality of the Sub-consultants concerned, where the dispute involves a subcontract.</p>
	<p>5. <u>Miscellaneous.</u> In any arbitration proceeding hereunder:</p> <p>(a) proceedings shall, unless otherwise agreed by the Parties, be held in Bengaluru, India</p> <p>(b) the English language shall be the official language for all purposes; and</p> <p>(c) the decision of the sole arbitrator or of a majority of the arbitrators (or of the third arbitrator if there is no such majority) shall be final and binding and shall be enforceable in any court of competent jurisdiction, and</p>

	the Parties hereby waive any objections to or claims of immunity in respect of such enforcement.
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## IV. Appendices

### APPENDIX A – TERMS OF REFERENCE

*[This Appendix shall include the final Terms of Reference (TORs) worked out by the Client and the Consultant during the negotiations; dates for completion of various tasks; location of performance for different tasks; detailed reporting requirements and list of deliverables against which the payments to the Consultant will be made; Client's input, including counterpart personnel assigned by the Client to work on the Consultant's team; specific tasks or actions that require prior approval by the Client.]*

*Insert the text based on the Section 7 (Terms of Reference) of the ITC in the RFP and modified based on the Forms TECH-1 through TECH-5 of the Consultant's Proposal. Highlight the changes to Section 7 of the RFP]*

.....

### APPENDIX B - KEY EXPERTS

*[Insert a table based on Form TECH-6 of the Consultant's Technical Proposal and finalized at the Contract's negotiations. Attach the CVs (updated and signed by the respective Key Experts) demonstrating the qualifications of Key Experts.]*

.....

### APPENDIX C – BREAKDOWN OF CONTRACT PRICE

*[Insert the table with the unit rates to arrive at the breakdown of the lump-sum price. The table shall be based on [Form FIN-3 and FIN-4] of the Consultant's Proposal and reflect any changes agreed at the Contract negotiations, if any. The footnote shall list such changes made to [Form FIN-3 and FIN-4] at the negotiations or state that none has been made.]*

*When the Consultant has been selected under Quality-Based Selection method, also add the following:*

*“The agreed remuneration rates shall be stated in the attached Model Form I. This form shall be prepared on the basis of Appendix A to Form FIN-3 of the RFP “Consultants’ Representations regarding Costs and Charges” submitted by the Consultant to the Client prior to the Contract’s negotiations.*

Should these representations be found by the Client (either through inspections or audits pursuant to Clause GCC 25.2 or through other means) to be materially incomplete or inaccurate, the Client shall be entitled to introduce appropriate modifications in the remuneration rates affected by such materially incomplete or inaccurate representations. Any such modification shall have retroactive effect and, in case remuneration has already been paid by the Client before any such modification, (i) the Client shall be entitled to offset any excess payment against the next monthly payment to the Consultants, or (ii) if there are no further payments to be made by the Client to the Consultants, the Consultants shall reimburse to the Client any excess payment within thirty (30) days of receipt of a written claim of the Client. Any such claim by the Client for reimbursement must be made within twelve (12) calendar months after receipt by the Client of a final report and a final statement approved by the Client in accordance with Clause GCC 45.1(d) of this Contract.”]

## Beneficial Ownership Disclosure Form

***INSTRUCTIONS TO BIDDERS: DELETE THIS BOX ONCE YOU HAVE COMPLETED THE FORM***

*This Beneficial Ownership Disclosure Form (“Form”) is to be completed by the successful Bidder<sup>1</sup>. In case of joint venture, the Bidder must submit a separate Form for each member. The beneficial ownership information to be submitted in this Form shall be current as of the date of its submission.*

*For the purposes of this Form, a Beneficial Owner of a Bidder is any natural person who ultimately owns or controls the Bidder by meeting one or more of the following conditions:*

- *directly or indirectly holding 25% or more of the shares*
- *directly or indirectly holding 25% or more of the voting rights*
- *directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder*

**RFB No.:** *[insert number of RFB process]*

**Request for Bid No.:** *[insert identification]*

**To:** *[insert complete name of Employer]*

In response to your request in the Letter of Acceptance dated *[insert date of letter of Acceptance]* to furnish additional information on beneficial ownership: *[select one option as applicable and delete the options that are not applicable]*

(i) we hereby provide the following beneficial ownership information.

### Details of beneficial ownership

Identity of Beneficial Owner	Directly or indirectly holding 25% or more of the shares (Yes / No)	Directly or indirectly holding 25 % or more of the Voting Rights (Yes / No)	Directly or indirectly having the right to appoint a majority of the board of the directors or an equivalent governing body of the Bidder (Yes / No)
<i>[include full name (last, middle, first),</i>			

<i>nationality, country of residence]</i>			
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**OR**

(ii) *We declare that there is no Beneficial Owner meeting one or more of the following conditions:*

- directly or indirectly holding 25% or more of the shares
- directly or indirectly holding 25% or more of the voting rights
- directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder

**OR**

(iii) *We declare that we are unable to identify any Beneficial Owner meeting one or more of the following conditions. [If this option is selected, the Bidder shall provide explanation on why it is unable to identify any Beneficial Owner]*

- directly or indirectly holding 25% or more of the shares
- directly or indirectly holding 25% or more of the voting rights
- directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder”

**Name of the Bidder:** \**[insert complete name of the Bidder]*\_\_\_\_\_

**Name of the person duly authorized to sign the Bid on behalf of the Bidder:** \*\**[insert complete name of person duly authorized to sign the Bid]*\_\_\_\_\_

**Title of the person signing the Bid:** *[insert complete title of the person signing the Bid]*\_\_\_\_\_

**Signature of the person named above:** *[insert signature of person whose name and capacity are shown above]*\_\_\_\_\_

**Date signed** *[insert date of signing]* **day of** *[insert month], [insert year]*\_\_\_\_\_

\* In the case of the Bid submitted by a Joint Venture specify the name of the Joint Venture as Bidder. In the event that the Bidder is a joint venture, each reference to “Bidder” in the Beneficial Ownership Disclosure Form (including this Introduction thereto) shall be read to refer to the joint venture member.

\*\* Person signing the Bid shall have the power of attorney given by the Bidder. The power of attorney shall be attached with the Bid Schedules.

**APPENDIX D - FORM OF ADVANCE PAYMENTS GUARANTEE***[See Clause GCC 41.2.1 and SCC 41.2.1]**{Guarantor letterhead or SWIFT identifier code}***Bank Guarantee for Advance Payment****Guarantor:** \_\_\_\_\_ *[insert commercial Bank's Name, and Address of Issuing Branch or Office]***Beneficiary:** \_\_\_\_\_ *[insert Name and Address of Client]***Date:** \_\_\_\_\_ *[insert date]* \_\_\_\_\_**ADVANCE PAYMENT GUARANTEE No.:** \_\_\_\_\_ *[insert number]* \_\_\_\_\_

We have been informed that \_\_\_\_\_ *[name of Consultant or a name of the Joint Venture, same as appears on the signed Contract]* (hereinafter called "the Consultant") has entered into Contract No. \_\_\_\_\_ *[reference number of the contract]* dated \_\_\_\_ *[insert date]* \_\_\_\_\_ with the Beneficiary, for the provision of \_\_\_\_\_ *[brief description of Services]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, an advance payment in the sum of \_\_\_\_\_ *[insert amount in figures]* (\_\_\_\_\_ *[amount in words]*) is to be made against an advance payment guarantee.

At the request of the Consultant, we, as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of \_\_\_\_\_ *[amount in figures]* (\_\_\_\_\_ *[amount in words]*)<sup>1</sup> upon receipt by us of the Beneficiary's complying demand supported by the Beneficiary's a written statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating that the Consultant is in breach of their obligation under the Contract because the Consultant:

- (a) has failed to repay the advance payment in accordance with the Contract conditions, specifying the amount which the Consultant has failed to repay;
- (b) has used the advance payment for purposes other than toward providing the Services under the Contract.

It is a condition for any claim and payment under this guarantee to be made that the advance payment referred to above must have been received by the Consultant on their account number \_\_\_\_\_ at \_\_\_\_\_ *[name and address of bank]*.

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<sup>1</sup> The Guarantor shall insert an amount representing the amount of the advance payment and denominated either in the currency(ies) of the advance payment as specified in the Contract, or in a freely convertible currency acceptable to the Client.

The maximum amount of this guarantee shall be progressively reduced by the amount of the advance payment repaid by the Consultant as indicated in certified statements or invoices marked as “paid” by the Client which shall be presented to us. This guarantee shall expire, at the latest, upon our receipt of the payment certificate or paid invoice indicating that the Consultant has made full repayment of the amount of the advance payment, or on the \_\_\_ day of [month], [year],<sup>2</sup> whichever is earlier. Consequently, any demand for payment under this guarantee must be received by us at this office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees (URDG) 2010 revision, ICC Publication No. 758.

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*[signature(s)]*

*{Note: All italicized text is for indicative purposes only to assist in preparing this form and shall be deleted from the final product.}*

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<sup>2</sup> Insert the expected expiration date. In the event of an extension of the time for completion of the Contract, the Client would need to request an extension of this guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee. In preparing this guarantee, the Client might consider adding the following text to the form, at the end of the penultimate paragraph: “The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed [six months][one year], in response to the Client’s written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee.”

**Annexure 1 – ORGANIZATION PROFILE (Part of The Technical Proposal)**

<b>I.</b>	Name of the Organization														
<b>II.</b>	Details of the Organization	<ul style="list-style-type: none"> <li>• Address of the Registered Office:</li> <li>• Head/Branch Office in Karnataka (if any):</li> <li>• Telephone &amp; Mobile No.:</li> <li>• Email ID:</li> <li>• Website if any:</li> <li>• Organization Status: (Public Ltd./Private Ltd./LLP/Proprietorship)</li> <li>• Year of Establishment:</li> <li>• PAN No.</li> <li>• GST No.</li> </ul>													
<b>III.</b>	Name and designation of Authorized Representative & Signatory for this assignment	<ul style="list-style-type: none"> <li>• Name:</li> <li>• Designation:</li> <li>• E-mail:</li> <li>• Contact Number:</li> </ul>													
<b>IV.</b>	Annual Turnover for the last 5 Financial Years	<table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th data-bbox="722 1276 1066 1331">Financial Year</th> <th data-bbox="1066 1276 1421 1331">Annual Turnover</th> </tr> </thead> <tbody> <tr> <td data-bbox="722 1331 1066 1383">2018-19</td> <td data-bbox="1066 1331 1421 1383"></td> </tr> <tr> <td data-bbox="722 1383 1066 1436">2019-20</td> <td data-bbox="1066 1383 1421 1436"></td> </tr> <tr> <td data-bbox="722 1436 1066 1488">2020-21</td> <td data-bbox="1066 1436 1421 1488"></td> </tr> <tr> <td data-bbox="722 1488 1066 1541">2021-22</td> <td data-bbox="1066 1488 1421 1541"></td> </tr> <tr> <td data-bbox="722 1541 1066 1598">2022-23</td> <td data-bbox="1066 1541 1421 1598"></td> </tr> </tbody> </table>	Financial Year	Annual Turnover	2018-19		2019-20		2020-21		2021-22		2022-23		
Financial Year	Annual Turnover														
2018-19															
2019-20															
2020-21															
2021-22															
2022-23															
<b>V.</b>	Number of Personnel & experience	<ul style="list-style-type: none"> <li>• Organizational Structure shall be provided with details of – Total Employee Strength, Number of professionally qualified technical personnel on its permanent payroll working in the area of Assessment</li> </ul>													

**AFFIDAVIT**

Date:.....

To

The Director General,  
National Academy of RUDSETI (NAR),  
Survey No 30, Near Govt. High School,  
Besides Yadava Sangha Temple,  
Kumbalagodu village and post,  
Kengeri Hobli,  
Bengaluru South – 560074.

I/We hereby solemnly take oath that I/We am/are authorized signatory in the firm/ Agency/ Institute/ Company and hereby declare that "Our firm/ Agency/ Institute/ Company do not face any sanction or any pending disciplinary action from any authority against our firms/ Agency/ Institute/ Company or partners." Further, it is also certified that our firm has not been debarred /blacklisted by any government, World Bank or any other donor/partner organization in past.

In case of any further changes which affects this declaration at a later date; we would inform the NAR accordingly.

**Seal & Signature of Authorized Signatory**