



राज्य स्वास्थ्य समिति, बिहार



Notice for EoI

Expressions of Interest for selection of NGO under the National Tobacco Control Programme (NTCP) to organize the School Programme at District and Sub-district Level.

State Tobacco Control Cell under State Health Society, Bihar (SHSB) invites application from eligible Non-Governmental Organizations (NGOs) to indicate their Interest in providing the services as mentioned in the scope of work. An agency will be selected in accordance with the procedures set out by SHSB and the guidelines of National Tobacco Control Programme (NTCP). Interested organizations may submit "Expression of Interest" in a sealed envelope clearly superscripted as "**Expression of Interest for "School Programme under NTCP"**" and may obtain further information about the services, procedures for submitting the EOI from the website (www.statehealthsocietybihar.org).

The pre-bid meeting has been organized on **27th December, 2016 at 3:00 PM** in conference hall of SHSB. Interested parties/NGOs meeting the eligibility criteria are requested to submit their Expressions of Interest as per the term and condition by registered post to the *State Nodal Officer (Tobacco Control), State Tobacco Control Cell, State Health Society, Government of Bihar, Sheikhpura, Patna - 800014* on or before **09.01.2017 at 3:00 PM. The EoI will be open on same day at 4:00 PM in the presence of all bidders or his representative.** In case of Government holidays (incl. Saturday/Sunday), the above activities will be done in the next working day at the same time. The SHSB will be not responsible for any postal delay.

The decision of the State Health Society, Bihar shall be final and no query or application for review shall be entertained. SHSB reserves the right to cancel the bid for no reason whatsoever.

Executive Director
State Health Society, Bihar

Notice Inviting Expressions of Interest

For

Selection of Non-Government Organizations (NGOs)

under the National Tobacco Control Programme

(NTCP) to organize the School Programme

Tender Enq. Ref. No.: SHSB/GA/1260/2014 Dated: 02/09/2016

State Health Society, Bihar
Parivar Kalyan Bhawan,
Sheikhpura, Patna - 800014
Ph: 9473197725/9473197722
Website: www.statehealthsocietybihar.org

1. Overview of the National Tobacco Control Programme

Tobacco use is the single largest preventable cause of death. It kills nearly 54 lakhs people globally every year. India is the world's second largest consumer of tobacco. More than one million Indians die annually due to tobacco related diseases.

According to the Global Adult Tobacco Survey Report 2009-2010 (GATS) 54% adults (66% men and 40% women) are using tobacco in some form or other in Bihar. Whereas, 36% adults and 32% non-smokers are exposed to second hand smoke at workplace while 60% adults and 75% non-smokers are exposed to second hand smoke at home. Nearly 15% of the young children in the age group of 13-15 use tobacco in smoke form or other while 27.4% boys and 8.3% girls in the age group of 15-24 use tobacco (GATS). This is very alarming situation in our state and we all need to think about our next generation.

As per NFHS-4 (2015-16), In Bihar, the percentage of women who use any kind of tobacco is 2.8 and men are 50.1. Diseases like cancer, cardio vascular and lung disorders are directly attributable to tobacco consumption. The high consumption of tobacco in the country is a matter of serious Public Health concern. National Tobacco Control Programme (NTCP) has been commenced with a view to control/contain tobacco use in the country.

The main components of the National Tobacco Control Programme are as follows:

- 3.1 Setting up of State/District Tobacco Control Cells
- 3.2 District Tobacco Control Programme.
- 3.3 IEC & mass media campaign
- 3.4 Training & Capacity building of health workers, school teachers etc
- 3.5 Capacity building of Labs
- 3.6 Monitoring and Evaluation

2. Scope of the Work

Under the National Tobacco Control Programme, the selected Organizations/ NGOs shall be responsible for carrying out the key activities, as an implementing agency for and on behalf of District Tobacco Control Programme (Detailed suggested activity at Annex-A):

- 2.1 Awareness generation campaigns - For creating awareness about ill effects of the tobacco among school teachers, Students, health workers, law enforcers, guardians and wards, school working staffs, and other state specified entities, persons, groups or organisations time to time.
- 2.2 Training and Capacity building program for the school teachers, health workers, law enforcers and other civil society organizations etc. about Anti Tobacco Law, and other state specific tobacco related issues.
- 2.3 To carry out School Programmes for Tobacco Control e.g. "Tobacco Free

Schools" initiatives and other activities including awareness about provisions under Anti-Tobacco Law, ill effects and health hazards of tobacco use.

3. Mandatory Eligibility Criteria for Applicant Agency

The State Health Society, Bihar (SHSB) represented through State Tobacco Control Cell shall be the selecting, governing, controlling and dismissing authority under the present Tender and under the agreement arising hereof with the selected NGOs, and State Tobacco Control Cell, being a part of SHSB, shall be authorized to do all the needful and shall be responsible for successful regulation and monitoring of the program and for further selection, rejection, governance, control, or any other related acts of the NGOs, for and on behalf of SHSB as permitted and prescribed by SHSB to the State Tobacco Control Cell, time to time under the present Tender and agreement arising hereof for the purpose of commencement of NTCP. The respective District Tobacco Control Cell under District Health Society will be overall responsible for monitoring and review of programme. The mandatory eligibility criteria for determining the pre-qualification hereunder, the following shall apply:

- 3.1 The Agency should be a single entity and registered under the Indian Societies Registration Act /Indian Trust Act /Section 8 Companies Act.
- 3.2 The agency should be registered for more than 3 years.
- 3.3 Agency should have experience of implementing programs in the health/ Tobacco control for at least 3 years.
- 3.4 The agency should have an established office in Bihar.
- 3.5 Agency should have average annual turnover of Rs. 25 Lakh per year for last 3 years i.e. 2012-13, 2013-14, and 2014-15.
- 3.6 Experience of working with government and other donors agencies.
- 3.7 Agreeing to abide by the guidelines and the norms of the NTCP programme
- 3.8 The Agency should not have been black listed/debarred on any ground by any Government/ government agency in the past.
- 3.9 In addition to above clause, the agency should score at least 70 marks as per weighing criteria/parameters mentioned at section 7 of this document.

4. Submission Requirement

- copy of Registration certificate
- copy of MOA
- copy of 12A certificate
- copy of 80-G certificate
- copy of PAN Card
- copy of FCRA certificate (if any)

- copy of Annual Audit Report with balance sheet, income and expenditure, receipt and payment, profit and loss & other technical statement of last 3 years- i.e. 2012-13, 2013-14 & 2014-15.
- copy of ITR of last Assessment Years 2013-14, 2014-15 and 2015-16
- Affidavit sworn before Executive Magistrate of not being blacklisted by any agency / authority / or any society of the state/central government.
- Detailed CVs of key personnel assigned by the agency for the proposed task
- Documentary evidence of networking with government and donor agencies
- Earnest money deposit /bid security of **INR 50,000/- (Rupees fifty thousand)** in the form of Demand Draft /Bank Guarantee, in favour of "State Health Society, Bihar" payable at Patna.

5. Pre-Bid Meeting

- In order to provide response to any doubt regarding terms and conditions, scope of services and conditions of contract etc. given in the tender document, a pre-bid meeting has been scheduled to be held in the office of Tender Inviting authority as per details given hereunder:

Date & Time : 27/12/2016 at 3:00 PM
Venue : Conference Hall, State Health Society, Bihar,
 Parivar Kalyan Bhawan, Sheikhpura, Patna
Contact Person : Dr. M K Sinha/Md. Masood Alam
 State Nodal Officer/I/c State Consultant- NTCP
 Mobile: +91-9473197725/22

- During the pre-bid meeting, the clarification sought by representative of prospective bidders shall be responded appropriately. However, they shall be asked to submit their written request by close of office next day. The Tender Inviting Authority shall upload written response to such requests for clarifications, without identifying its source.

6. Validity of the EOI

- The EOI shall be valid for a period of not exceeding 150 days starting from the prescribed last date of submission of EOI.

7. Weighing Criteria/Parameter

Non-governmental organizations, not-for-profit Societies, Charitable Trusts and Section 8 Companies are eligible to apply. Given below are the Weighing key criteria and scoring pattern for the selection process:-

Sl. No.	Scoring criteria	Supporting Documents (mention the type of documents submitted as proof)
1	Registration of NGO (15 point)	Copy of Registration Certificate

	<ul style="list-style-type: none"> (i) 3-5 years = 5 points (ii) 5-10 years = 10 points (iii) >10 years = 15 points 	
2	<p>Average Annual Turnover of NGO in last three years (15 point)</p> <ul style="list-style-type: none"> (i) Up to 25 Lakh = 5 points (ii) >25 to 50 Lakh = 10 points (iii) >50 Lakh = 15 points 	Copy of Audit Report of last 3 years
3	<p>Presence of NGO in the proposed intervention/operational districts:-</p> <ul style="list-style-type: none"> (i) office in any other district, outside the project district = 10 points (ii) office in project district = 15 points 	Provide documentary evidence of presence
4	<p>Experience of the NGO working with Government (15 points)</p> <ul style="list-style-type: none"> (i) 1 to 3 years = 5 points (ii) >3-5 years = 10 points (iii) >5 years = 15 points 	Copy of MoU or Experience certificate by respective government organization.
5	<p>Experience of the NGO in undertaking Tobacco Control projects / Programme (15 points)</p> <ul style="list-style-type: none"> (i) 1 projects : 5 (ii) 2 projects: 10 (iii) More than 2 projects: 15 	Copy of MoU/work order
6	<p>Experience of the NGO in undertaking Community Mobilization and Training / Capacity Building projects (15 points)</p> <ul style="list-style-type: none"> (i) 1 projects : 5 (ii) 2 projects: 10 (iii) More than 2 projects: 15 	Copy of Work order / Experience certificate issued from government/donor agency
7	Detailed CVs of key personnel assigned by the agency for the proposed task (10 points)	Copy of CVs
	Total Points = 100 points	

8. Monitoring and Evaluation

- The NGO shall submit Quarterly Progress Report to the District Tobacco Control Cell/ District Health Society with a copy to State Tobacco Control Cell.
- The District Tobacco Control Cell shall certify the satisfactory work of the NGO on a Quarterly basis and provide written statement for deficiencies noticed with suggestions for improvement to the State Tobacco Control cell.

9. Memorandum of Understanding/Agreement

- MOU/AGREEMENT arising out of the present Tender shall be executed by and between SHSB through its authorized representative and NTCP regulating and controlling concern "State Tobacco Control Cell/District Tobacco control Cell" as party of first part for and on behalf of SHSB, and the selected NGO as party of the second part.

10. Budgetary allocation

- The budgetary allocation for school programme is Rs.7 lakhs per year per district and one district will organize 70 school programmes in a year. This project will be implemented in 19 NTCP districts of Bihar whose name hereunder as follows: i) Patna ii) Nalanda iii) Purnia iv) Kishanganj v) Katihar vi) Saharsa vii) Supaul viii) Bhagalpur ix) Munger x) Lakhisarai xi) Khagaria xii) Darbhanga xiii) Madhubani xiv) Samastipur xv) Muzaffarpur xvi) Champaran East xvii) Champaran West xviii) Vaishali and xix) Gaya

11. Project Duration

- The initial empanelment of NGOs will be for one year.
- The project may be extended on yearly basis subject to satisfactory performance, fund available and need, if required, at the option and discretion of SHSB exclusively.

12. Number of Applications and costs thereof

- Interested agency/NGOs shall not submit more than five applications for the assignment i.e. they need to submit application for 5 districts only. The Agency shall be responsible for all of the costs associated with the preparation of their Applications and their participation in the Selection Process. The STCC, SHSB will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the selection process.

13. Preparation and Submission of EOI

- **Language:** The EOI with all accompanying documents and all communications in relation to or concerning the Selection Process shall be in English Language and strictly on the forms provided in this EOI. No Supporting document or printed literature shall be submitted with the EOI unless specifically asked for and in case any of these Documents is in another language, it must be accompanied by an accurate translation of the relevant passages in English, in

which case for all purposes of interpretation of the EOI, the translation in English shall prevail.

- Interested parties/NGOs meeting the eligibility criteria may submit their Expressions of Interest as per the term and condition by registered post to the *State Nodal Officer (Tobacco Control), State Tobacco Control Cell, State Health Society, Government of Bihar, Sheikhpura, Patna – 800014* on or before **09.01.2017 at 3:00 PM. The EoI will be open on same day at 4:00 PM in the presence of all bidders or his representative.**

14. Earnest Money Deposit (EMD)

- All Bidders shall furnish along with its tender, earnest money deposit /bid security of **INR 50,000/- (Rupees fifty thousand)** in the form of Demand Draft / Bank Guarantee.
- No exemption is allowed in EMD to any entity. Without valid EMD, bid shall be rejected.
- The EMD should be provided from any commercial scheduled bank and should be pledged to The Executive Director, State Health Society, Bihar, payable at Patna. In case EMD is submitted in form of Bank Guarantee, it should be as per the format given in Annexure-B.
- The earnest money deposited in form of Bank Guarantee shall be valid for a period of 150 days starting from the due date of submission of bid.
- Unsuccessful bidders' earnest money will be returned to them without any interest, within 60 days from the date of finalization of tender. Successful bidder's earnest money will be returned without any interest, within 30 days from the date of receipt of valid performance security from the selected party.

15. Performance Security

- An amount equal to 10% of the agreed value shall be deemed to be the Performance Security which may be forfeited and appropriated in accordance with the provisions hereof.
- State Health Society, Bihar shall retain by way of Performance Security 10% of the amount due and payable to the agency, to be appropriated against breach of this Contract or for recovery of liquidated damages as specified in this document. The balance remaining out of the Performance Security shall be returned to the agency at the end of contract after the expiry of this assignment.
- The Agency may in lieu of retention of the amount as referred above, furnish the Performance Bank Guarantee (*Format Attached at Annexure –C and D*)
- Without prejudice to State Health Society, Bihar any other right or remedy hereunder or in law or otherwise its Performance Security shall be forfeited and appropriated by State Health Society, Bihar
 - ✓ if an Agency engages in any of the prohibited practices;

- ✓ if Agency is found to have a Conflict of Interest and
- ✓ if the selected Agency commits the Breach of Contract.

16. Taxes and other financial obligations

- Service provider shall be exclusively liable for payment of any taxes, government charges, levies, duties, local authorities charges whatsoever incurred in relation to the services arising out of the present tender and agreement hereof, and no cost, penalty, charges, etc. shall be paid by SHSB or its authorized representative towards any aforesaid duties, penalties, charges, etc.

17. Terms and Mode of Payment

- Monthly Bills: The NGO shall send its bills for payment on monthly basis along with requisite documents latest by 10th day of every month for previous month to the paying authority i.e. designated official at DHS.
- The total bill shall be released by DHS within 21 days of every month upon submission of invoice with requisite documents. The service provider should ensure timely submission of bills at designated office with requisite documents.
- Documents to be submitted every month: Monthly Status Report including name and number of manpower, schools programme conducted with photographs.
- NGO may be asked to submit any other document as per norms set by SHSB defined once the contract is awarded.
- Format for submitting requisite monthly or any periodic information or data/ reports will be shared by DHS/SHSB at time of signing the contract or during any time of contract period.

18. Penalty Provisions

- NGOs are required to submit monthly progress report to the State Tobacco Control Cell/District Tobacco Control Cell and State Tobacco Control Cell/District Tobacco Control Cell may carry out inspection on its own or its designated authority/official as per convenience. On finding any irregularities, Client may impose penalty as per table below:

Table 1: Penalty Clause		
Sl. No.	Parameter/ Indicator	Penalty provision
1	Not organising school programme on scheduled date and time	10% cut in bill
2	Not adhering to any of the terms & condition of the contract	Up to 10% of the total bill on monthly basis

- On three consecutive poor performances of NGOs, Client may terminate the contract and blacklist the NGO from doing any business with the Client.

19. Miscellaneous

- State Health Society Bihar, in its sole discretion and without incurring any obligation or liability, reserve the right, at any time to :
 - ✓ suspend and/ or cancel the Selection Process and/ or amend and/ or supplement the Selection Process or modify the dates or other Terms and Conditions relating thereto;
 - ✓ Consult with any agency in order to receive clarification or further information;
 - ✓ Retain any information and/ or evidence submitted to State Health Society Bihar on behalf of, and/or in relation to any agency; and/or
 - ✓ Independently verify, disqualify, reject and/or accept any or all submission or other information and/ or evidence submitted by or on behalf of any agency.
- All documents and other information supplied by State Health Society Bihar or submitted by Agency shall remain or become, as the case may be, the property of State Health Society Bihar. State Health Society Bihar will not return any submissions made hereunder. Agencies are required to treat all such documents and information as Strictly Confidential.
- State Health Society Bihar reserves the right to make inquiries from any of the Clients listed by the Agency in their previous experience records.

20. Resolution of disputes/ specific clause of arbitration

- If dispute or difference of any kind shall arise between the Tender Inviting Authority and the NGO in connection with or relating to the contract even against any action or termination/blacklisting/forfeiture of performance security, the parties shall make every effort to resolve the same amicably by mutual consultations.
- If the parties fail to resolve such dispute or difference by such mutual consultation within 30 days of its occurrence, then, the dispute shall be resolved by appointing of arbitrator with mutual consent of both the parties.
- All disputes arising out of the selection process, present tender, and the agreement/MOU in furtherance of the present tender shall have jurisdiction within the local limits of the Courts of State of Bihar.
- Venue of Arbitration: The venue of arbitration shall Patna, Bihar.

21. Applicable Law

- Laws of India and the Laws of State of Bihar as may be enforceable time to time and as amended up to date.

22. Third Party Assessment

- Tender Inviting Authority, at their own cost, may conduct third party assessment of services rendered and conduct of NGO during project period.

The NGO will be informed about such assessment. Tender inviting authority may take action on the basis of findings of third party assessment. Third party assessment may be done on yearly basis or as & when felt necessary by the Client.

23. Format and signing of EOI

- The Agency shall provide all the information sought under this EOI. State Health Society, Bihar would evaluate only those EOIs that are received in the specified forms and complete in all respects.
- The EOI shall be typed and signed by the authorised signatory of the Agency who shall initial each page, in blue ink.
- In case of printed and published Documents, only the cover shall be initialled. All the alterations, omissions, additions, or any other amendments made to the EOI shall be initialled by the person(s) signing the EOI.
- Agencies should note the EOI Due Date, for submission of EOIs. No supplementary material will be entertained by State Health Society, Bihar, and that evaluation will be carried out only on the basis of documents received by the closing time of EOI Due Date. Agencies will ordinarily not be asked to provide additional material information or documents subsequent to the date of submission, and unsolicited material if submitted will be summarily rejected. For the avoidance of doubt, the State Health Society, Bihar reserves the right to seek clarifications under and in accordance with the provisions of this document.

24. Modification/ Substitution/ Withdrawal of EOIs

- The Agency may modify, substitute, or withdraw its EOI after submission, provided that written notice of the modification, substitution, or withdrawal is received by State Health Society, Bihar prior to EOI due Date. No EOI shall be modified, substituted, or withdrawn by the Agency on or after the EOI Due Date.
- The modification, substitution, or withdrawal Notice shall be prepared, sealed, marked, and delivered in envelopes being additionally marked "Modifications", "Substitution", or "Withdrawal" as appropriate.
- Any alteration/modification in the EOI or additional information or material supplied subsequent to the EOI Due Date unless the same has been expressly sought for by State Health Society, Bihar, shall be disregarded.

ANNEXURE A: SUGGESTED ACTIVITIES UNDER SCHOOL PROGRAMME

- The target groups should include both students and teachers. It is important to start with young children especially from the primary school level. The messages for tobacco control would vary according to the target group (i.e. level of understanding/intelligence according to the target age group and will be separate for primary, middle, and secondary level).
- Involvement of the NSS cadre, NCC cadre and Red Ribbon and Eco Clubs in the school programme- These groups are already established in schools and their assistance could be taken in school programme.
- Following are the areas in which training can be imparted to teachers and students:
 - ✓ Ill effects of tobacco use.
 - ✓ Provisions of various statutes.
 - ✓ Their role & responsibilities.
 - ✓ Methodology to train students.
 - ✓ Identification of the peer leaders/students.
 - ✓ Various activities to be done by them at classroom level
 - ✓ Counselling of the students against usage of tobacco in collaboration with District Tobacco Cessation Centres.
- School level policy initiatives:
 - ✓ The teachers and students should take initiatives to make their school campus smoke and tobacco free by not allowing any school staff, students, parents and visitors smoke or consume any tobacco product in the school / college premises
 - ✓ They will also make sure that there are no vendors, kiosk owners and shopkeepers selling any tobacco products within a radius of one hundred yards of the school
 - ✓ Boards should be displayed outside the school and within prominent places inside the schools with the message that smoking is prohibited and is an offence
 - ✓ Schools should also undertake number of activities like drawing competition and award students with suitable incentives, if need be
- Health corner in the school- there could be a health corner in every school where tobacco and health related material could be displayed for the information of the students.
- Tobacco Focal Point for the School – A trained teacher may be identified as focal point for guidance and supervision of tobacco control related activities. She/he

may also invite suggestions for anti-tobacco activities from other teachers and students on regular basis.

- **Key Steps for Implementing School Programme**

STEP 1: Identifying schools

- ✓ Draw up a list of possible schools and identify both government and private schools.
- ✓ Short list the required number of schools and start contact visits.

STEP 2: Taking school consent

- ✓ Seek approval from the state education department to conduct the program.
- ✓ Seek an appointment with the School Principal to introduce the NTCP and its school health component. Carry a letter and proposal with specific timelines and activities enlisted.
- ✓ During the meeting with the Principal/Teacher, clearly explain the need to engage youth in tobacco control and how the school health component of NTCP is designed to address this objective.
- ✓ Request the Principal to assign a Teacher Coordinator for the program since the Principal might not always be available for planning/implementation discussions.

STEP 3: Planning and scheduling activities

- ✓ As per the previous discussions, contact the Teacher Coordinator to schedule program activities.
- ✓ Request for a copy of the school calendar to get an idea about the school schedule (examination/vacations). This will help in identification of free slots when activities can be conducted.
- ✓ Ensure the school's academic schedule is not disrupted in any way. All activities must be planned and scheduled as per the convenience of the school.

STEP 4: Implementation

- ✓ A day before an activity is scheduled, make it a point to re-confirm appointment with the Teacher Coordinator.
- ✓ All the activities should be implemented as per the proposal/ timelines shared with the school.

STEP 5: Monitoring and evaluation

- ✓ Plan few follow up/monitoring visits also in consultation with the Teacher Coordinator according to the need of the program. If the program has an in-built outcome and process evaluation component, it should be implemented in accordance with ethical protocol.
- ✓ Seeking informed parent consent and student assent is a must.

STEP 6: Effective use of Audio-Visual material and advocacy campaigns

- ✓ Effective use of innovative Audio-Visual material like posters, postcards, manuals etc., is helpful in reinforcement of tobacco control messages which are conveyed through the program.
- ✓ Classroom activities should be reinforced with student-led advocacy campaigns to declare the school campus a tobacco-free zone. This will encourage ownership of the program by the school, especially students.
- ✓ The training and intervention material should be life-skills based as mere knowledge enhancement/awareness cannot bring about behaviour change i.e., abstinence from tobacco use.
- ✓ The tobacco-free guidelines should be used for creating tobacco control advocates in the schools.

STEP 7: Seeking feedback

- ✓ During the course of the program and after completion, it is recommended to seek feedback from teachers/peer leaders on the effectiveness of the program.
- ✓ If possible, the school teachers and students should be awarded a certificate/memento in appreciation of their enthusiastic participation.

Key Performance Indicators (KPIs) for performance management but not limited to:-

- Submission of monthly progress report
- List of schools with name and address (both government and private)
- Short list the required number of schools and start contact visits.
- Approval from the state education department to conduct the program.
- Regular follow up/monitoring visits in consultation with the Teacher Coordinator
- Informed parent consent and student assent is a must.
- Use of innovative Audio-Visual material like posters, postcards, manuals etc.
- Student-led advocacy campaigns to declare the school campus a tobacco-free zone.

ANNEXURE – B: 1. FORMAT FOR SUBMISSION OF EOI

1. Name of organization		
2. Postal Address	Head Office	
	Regional Office	
	Project Office	
3. Telephone & Email		
3.1	Telephone	
3.2	Mobile	
3.3	E-mail	
4. Legal Status		
5. Registration Number		
5.1	Date of Registration	
5.2	Year of Registration	
6. Assets/ Infrastructure of the organization in Bihar		
7. Turnover of last 3 financial years (Amount in Rs.)		
F.Y. 2012-13		
F.Y. 2013-14		
F.Y. 2014-15		
8. Whether blacklisted by any government organization in the past? If yes, provide details (Affidavit)		
9. Geographical location of Work with ongoing Initiatives in Bihar		
Name of the Project	Geographical location	Description of ongoing Initiatives in Bihar

10. Key projects carried out by the organisation since last 3 years (Brief not more than 500 words)	
11. Brief write up of current programmes run by the organisation (Brief not more than 500 words)	
12. Contact details of persons who may contacted for requests for clarification during bid evaluation: - Name/Surname: - Tel Number (direct): Landline and Mobile no. - Email address (direct):	

2. FORMAT FOR SUBMISSION OF PROPOSED ACTIVITY

Proposed Activity:-	
a) Name of the districts for the proposed activity:	
b) Details of activities proposed:	
c) Proposed follow-up mechanism:	
d) Financial outlay: (Details of cost break-up)	
e) Plan of Action: (Time-bound activity plan)	

Note: Please attach self attested copy of Work Order / MOU / Contract or any other document in support of above experience.

Signature and seal of the Bidder / Head of the NGO

ANNEXURE - C : BANK GUARANTEE FORM FOR EMD

Whereas _____ (hereinafter called the "Bidder") has submitted its bid dated _____ for the services _____ (hereinafter called the "tender") against the Tender Inviting Authority's tender enquiry No. _____ Know all persons by these presents that we _____ of _____ (Hereinafter called the "Bank") having our registered office at _____ are bound unto _____ (hereinafter called the "Tender Inviting Authority) in the sum of _____ for which payment will and truly to be made to the said Tender Inviting Authority, the Bank binds itself, its successors and assigns by these presents.

Sealed with the Common Seal of the said Bank this _____ day of _____ 20____.

The conditions of this obligation are:

1. If the Bidder withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.
2. If the Bidder having been notified of the acceptance of his tender by the Tender Inviting Authority during the period of its validity:-
 - a) fails or refuses to furnish the performance security for the due performance of the contract.
or
 - b) fails or refuses to accept/execute the contract.
or
 - c) if it comes to notice that the information/ documents furnished in its tender is incorrect, false, misleading or forged

We undertake to pay the Tender Inviting Authority up to the above amount upon receipt of its first written demand, without the Tender Inviting Authority having to substantiate its demand, provided that in its demand the Tender Inviting Authority will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition(s).

This guarantee shall remain enforceable in law for a period of 150 days starting from the date of finalization of the present tender in case of unsuccessful bidder, or for a period of 30 days starting from the date of submission of a valid performance security by the successful bidder, as the case may be.

(Signature of the authorised officer of the Bank)

Name and designation of the officer

Seal, name & address of the Bank and address of the Branch

**ANNEXURE - D: BANK GUARANTEE FORM FOR
PERFORMANCE SECURITY**

To

_____ (name and address of Tender Inviting Authority)

WHEREAS _____ (Name and address of the NGO/Organization) (Hereinafter called "Organization") has undertaken, in pursuance of contract no _____ dated _____ to provide work/services (description of services) (herein after called "the contract").

AND WHEREAS it has been stipulated by you in the said contract that the Service Provider shall furnish you with a bank guarantee by a scheduled commercial bank recognised by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to provide the present Bank Guarantee of the amount as aforesaid, on the behalf of _____ NGO (*full address and name*); exclusively for the purpose of the performance security as asked by SHSB under its agreement dated from the NGO.

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the NGO, up to a total of _____ (Amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the NGO to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the NGO before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the NGO shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid up to 120 days beyond the close of all contractual obligation under this contract i.e. up to _____ (indicate date).

.....
(Signature with date of the authorised officer of the Bank)

.....
Name and designation of the officer

.....
Seal, name & address of the Bank and address of the Branch