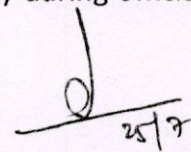


NOTICE INVITING
EXPRESSION OF INTEREST (EoI)

Selection of District Training Agency for Conducting Training of ASHAs on Module 5, 6 & 7

The ASHA Resource Centre (ARC) has planned to shortlist District Training Agency (DTA) for imparting training to ASHA in 36 districts (except Muzaffarpur and Purnia districts) of Bihar.

1. ARC invites Expression of Interest (EoI) from qualified interested NGO for conducting training on module 5, 6 & 7 of ASHA training programme. Detailed terms and conditions may be viewed in the website www.statehealthsocietybihar.org
2. Interested and qualified NGOs are requested to submit their Expression of Interest (EoI) clearly mentioning name of districts of interest along with brief profile, details of past experience of executing similar assignment and audited financial statements with reports of three (03) financial years (i.e. FY 2012-13, 2013-14 & 2014-15) and Income Tax Return (ITR) of three (03) Assessment Years (i.e. AY 2013-14, 2014-15 & 2015-16) to the State Health Society, Bihar on or before 30/08/2016 at 05:00 P.M only by speed post/registered post (courier will not be allowed) at the office of **"The Executive Director, State Health Society Bihar, Parivar Kalyan Bhawan, Sheikhpura, Patna-800014, Bihar"**. The SHSB will not be liable for any delay in receipt of application. Pre-Application meeting with interested NGOs shall be held on 04/08/2016 at 11:00 A.M. in the Conference Hall of State Health Society, Bihar in Patna.
3. ARC will follow the process mentioned in Guidelines for Community Processes published by NRHM in the year 2013 for selection of DTA.
4. For any further clarifications, please contact ASHA Resource Centre, State Health Society, Bihar on phone no: 0612-2284666/9471009966 only during official working hours.



Executive Director,
State Health Society, Bihar

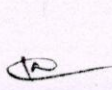
Selection of District Training Agency for Conducting Training of ASHAs on Modules 5, 6 & 7

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Selection of District Training Agency (DTA) for Conducting Training of ASHAs on
Module 5, 6 & 7

1. Introduction

1.1 Background

The State intends to select one NGO for each District. The selected NGO will conduct training programme in their allotted districts. NGO will support as ASHA Training site within the district with adequate training and infrastructural facilities, close access to a community and linkage to a health facility with an adequate case load of new born and children with illness.

1.2 Brief Description of terms and conditions for Selection of District Training Agency(DTA)
The ASHA Resource Centre (ARC) has adopted open competitive Selection process. Through this Expression of Interest (Eol), the ARC is inviting proposals from eligible agencies to apply for selection as District Training Agency (DTA) in **36 districts (except Muzaffarpur and Purnia districts)** of Bihar. The Guidelines for Community Processes published by NRHM in the year 2013 clearly provides steps to shortlist Agencies as District Training Agency (DTA) for conduct of training for ASHAs in each district. The same is being modified and reproduced here for the information of the interested NGOs. The SHSB will take due measures to follow the steps as mentioned in the Guideline. The various steps to shortlist NGOs are as follows:

Step 1: The NGOs are requested to submit their Application as per the terms and conditions mentioned in this Eol. The NGOs shall be shortlisted based on the eligibility criteria as mentioned in the document.

Step 2: Desk review and scoring of proposals for one (01) district based on criteria as below:

Table 1: List of criteria and scoring instructions for desk review of proposals for 01(one) district only.

Sl. No.	Criteria	Score
1	i) The NGO should be registered for at least 3 years before the date of release of EOI. ii) Certificate of 12A iii) PAN Card of both of NGO & Authorized	0 mark in case of No for any document. 1 mark in case of Yes for all 3 documents.

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	Signatory	
2	<p>The minimum total turnover of the NGO should have been Rs 20 lakhs for three Financial Years i.e. 2012-13, 2013-14 & 2014-15 and, Income Tax Return (ITR) for three Assessment Years i.e. 2013-14, 2014-15 & 2015-16. (Qualifying for one district only).</p> <p>Note: Turnover of NGO shall increase proportionately with number of districts applied (for example: 20 lakhs for one district, 40 lakhs for two districts and so on)</p>	<p>0 mark for less than 20 lakhs and not submitted Income Tax Return (ITR) for three Assessment Years i.e. 2013-14, 2014-15 & 2015-16.</p> <p>2 marks for 20 lakhs or more than 20 lakhs and submitted Income Tax Return (ITR) for three Assessment Years i.e. 2013-14, 2014-15 & 2015-16.</p>
3	<p>The NGO should have experience of Community Health programmes including at least 6 days of training on Health Issues in 02 years duration in the public sector.</p>	<p>0 mark for no experience, 1 marks for experience of Community Health programmes including training on Health Issues.</p>
4	<p>The NGO should either have own venue for training or be able to demonstrate access to a training venue which has the capacity to run minimum two batches of ASHA Training at a time. Details of one batch: 30-32 ASHAs with adequate residential facilities and training infrastructure like LCD projector, PC or Laptop, training rooms, accommodation for ASHAs & trainers, dining hall, kitchen, power supply backup, sound system, functional toilets & bathrooms.</p>	<p>0 mark in case of NO, 2 mark in case of YES</p>
5	<p>The NGO should have experience in ASHA training or any other frontline providers like ANM, MAMTA and AWW.</p>	<p>0 mark for no experience, 1 mark for any other training experience. 2 marks for experience in ASHA Training on Module 1,2,3 & 4 or 5,6 & 7.</p>
6	<p>The Agency should be an NGO and should have a registered office in the state.</p>	<p>0 mark for no presence, 1 mark for presence.</p>
7	<p>NGO should have mid-level supervisory staff which consists of Project Coordinator/Training Coordinator/Consultant, Accountant/ Data Entry Operator and Guard/Care Taker and demonstrate effective support to field level programmes.</p>	<p>0 mark in case of NO, (Below 3 mid-level supervisory staff) 1 mark in case of YES (3 or more mid-level supervisory staff)</p>

Note: The qualifying mark is minimum 08 (eight). Additionally, criteria serial 1,2,3 numbers as above are mandatory for an NGO. This implies that an NGO getting zero mark in these criteria will not be considered for next stage.

Step 3: The NGO will be shortlisted if they get score of 08 (eight) or above as per the above scoring criteria.

Step 4: Short listed agencies will be informed about the decisions and the tentative dates for field appraisal.

Step 5: ARC will constitute an Expert Team for field appraisal comprising of Member, Head of ASHA Resource Centre, hereafter called ARC, Divisional ASHA Coordinator (DAC)/In-charge DAC/RPMU nominee, District Community Mobilizer/In-charge ,DCM/DHS nominee, National Health Systems Resource Centre and State Trainers. ARC may add/remove any member of the Expert Team at any point of time.

Step 6: The Expert Team will conduct field appraisal of short listed agencies where they will meet head of NGO, other key representatives, trainers, visit the training venue, and review the organization based on the following criteria:

Sl. No.	Parameter	Indicator to be checked during field appraisal (indicative only)
1.	Robust structure of governance and organizational credibility	Board structure of NGO with name of board members, Minutes of all Board meetings held, ITR, Audit Report, 12A, NGO Registration & NGO PAN Card
2.	Training venue and infrastructure of adequate capacity to train and house trainers for multiple training batches to run concurrently	Details about training venue - room size, availability of LCD projector, PC or Laptop, white board, sound system, power supply backup; functional toilet, dining hall & kitchen, accommodation for ASHA & Trainers, distance between nearest available Public Transport and Training Site, Distance of Training Hall from Health Care Facility, Security provision at the Training Site.
3.	Strong management capacity to run training programmes.	Office/support staff other than Trainer.
4.	Experience of community health programmes or strong and effective linkages with such work (to serve as demonstration and practice sites during training)	Experience in organizing ASHA Training /AWW/ANM/MAMTA/ other health training

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	Effective organizational leadership that is able to inspire and provide direction to the training, and be able to liaise with state and district officials, and network with other training agencies	Dedicated Project Coordinator/Training Coordinator/Consultant
6.	Ability to bring in additional funds to the programme if required	Proof of Association/ agreement/order/letter with other donor NGO/Government provided
Note: These are indicative list, may be revised/ modified as deem fit by ARC, SHSB		

Step 7: Expert Team shall give marks on above parameters and submit brief report and recommendation for each of the NGO visited. A list of preferred NGO shall be prepared on marks basis. At this point, the NGO will be declared preferred District Training Agency (DTA) based upon the marks given by the Expert Team. NGO getting highest marks shall be declared the first preferred District Training Agency (DTA) for that district. In case, an NGO getting highest marks withdraws or found ineligible in later stage or found to be involved in any corrupt practices in future, the next NGO in the list will be offered to work as a District Training Agency (DTA) on same terms and conditions.

Step 8: The ARC will inform SHSB about the results as per the process followed above.

Step 9: NGOs will be informed about the decision of ARC.

Step 10: The Agencies will be asked to sign the Tripartite Memorandum of Understanding (MoU) among DHS, the SHSB/ARC & the NGO within 15 days after declaration of result for District Training Agency (DTA) of each district.

1.3 Purpose of Selection of District Training Agency (DTA)

Through this Selection process, the ARC intends to shortlist eligible and qualified NGO for imparting training on modules 5, 6 & 7 of ASHA training. A panel of shortlisted agencies will be prepared based upon the process as outlined above for support for imparting training in each district of the state. The selected NGO will be called District Training Agency (DTA) and they will be responsible for conducting training on modules 5, 6 & 7 of ASHA training. Memorandum of Understanding (MoU) entered with District Training Agency (DTA) shall be valid for one (01) year from the date of signing of contract and may be extended further on the basis of Training evaluation report, positive feedback from respective DHS and need for

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ASHA Training after completion of one year. MoU may be extended to NGO further based on State level Monitoring team and DHS positive feedback.

1.4 Schedule of Selection Process

The ARC shall endeavour to adhere to the following schedule:

Sl. No.	Event Description	Timeline
1	Last Date of submission of Applications	30/08/2016 at 05:00 P.M.
2	Pre-Application meeting	04/08/2016 at 11 A.M.
3	Opening of Applications	31/08/2016 at 11.00 A.M.
4	Desk Review and Scoring of Proposal	Within 15days after opening of Applications (bids)
5	Field Appraisal	Within 15 days after finalization of Desk Review and Scoring of Proposal
6	Declaration of result	Within 15days after Field Appraisal
7	Signing of Tripartite MoU	Within 15 days after declaration of result.

2. Instructions to Applicants

2A GENERAL

2.1 General Terms of Selection

2.1.1 An NGO is eligible to submit only one (01) Application for one (01) district. Application should mention the name of districts the NGO is interested. The eligibility criteria shall increase proportionately with the number of districts applied.

2.1.2 Notwithstanding anything to the contrary contained in this EoI, the detailed terms specified in the draft Concession Agreement shall have overriding effect; provided, however, that any conditions or obligations imposed on the NGO hereunder shall continue to have effect in addition to its obligations under the Concession Agreement.

2.1.3 The Application should be furnished in the format at Appendix – I, and signed by the NGO authorised signatory.

2.1.4 The NGO shall deposit Bid Security amount (EMD) of INR 50,000/- (Rupees fifty thousand only) in accordance with the provisions of this EoI for one (01) district. The NGOs

For more than one (01) district, the EMD amount will increase accordingly. The NGO security amount should be in the form of Demand Draft only. For example, for 2 districts, EMD will be 1 Lakh, for 4 it will be 2 Lakhs & so on.

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2.1.5 The validity period of the Demand Draft, as the case may be, shall not be less than 90 days from the prescribed last date for submission of Application, and may be extended by the NGO from time to time. The Application shall be summarily rejected if it is not accompanied by the Application Security.

2.1.6 The NGO should submit a Power of Attorney as per the format at Appendix – IV, authorising the signatory of the Application to commit the NGO.

2.1.7 The Submitted documents including this Expression of Interest (Eoi) and all attached documents are and shall remain the property of the ARC. NGOs are to treat all information as strictly confidential and shall not use it for any purpose other than for preparation and submission of their Application. The ARC will not return any Application or any documents/information provided along therewith.

2.1.8 An NGO shall not have a conflict of interest that affects the Selection Process. Any NGO found to have a Conflict of Interest maybe disqualified. In the event of disqualification, the ARC shall forfeit and appropriate the Application Security or Performance Security, as the case may be.

2.2 Scope of Application

All the interested and qualified NGOs are hereby called for, through the present Eoi, to join hands with SHSB for conducting training of the ASHAs under module 5,6 & 7 of ASHA training Programme in **36 districts of Bihar(except Muzaffarpur and Purnia)**, strictly in accordance with the NHM Guidelines for Community Processes published by NHM in the year 2013 for selection of District Training Agency (DTA), and in furtherance thereof, after being selected as District Training Agency (DTAs), to enter into the Tripartite MoU among District Health Society (DHS), State Health Society Bihar/ASHA Resource Centre and NGO for the said purpose as detailed hereinafter under this Eoi.

2.3 Eligibility of Applicants

For determining the eligibility of Applicants for their pre-qualification hereunder, the following shall apply:

1. The Applicant for pre-qualification may be a single entity registered as a Non-Government Organization (NGO) under **Societies Act 1860**.
2. **Technical Capacity:**
 - (a) The NGO should be registered for at least 3 years before the date of release of EoI.
 - (b) The minimum total turnover of the NGO should have been Rs 20 lakhs for three financial years i.e. 2012-13, 2013-14 & 2014-2015 and, Income Tax Return for (ITR) for three assessment years i.e. 2013-14, 2014-15 & 2015-16.
 - (c) The NGO should have experience of community health programmes including at least 6 days of training on health issues in 2 years duration in the public sector.
 - (d) The NGO should either have own venue for training or be able to demonstrate access to a training venue which has the capacity to run minimum two batches of 30-32 ASHAs at a time with adequate residential facilities and training infrastructure like LCD projector, PC or Laptop, training rooms, accommodation for ASHAs & trainers, dining hall, kitchen, power supply backup, sound system, functional toilets & bathrooms.
3. In addition to above clause, the NGO should score at least 08 (eight) marks as per evaluation criteria/parameters given at Section 3.1 of this document to qualify for field appraisal.

2.4 Number of Applications and costs thereof

An NGO can bid for more than 1 district. No NGO shall submit more than one Application for District Training Agency (DTA) in the same district. The NGO shall be responsible for all of the costs associated with the preparation of their Applications and their participation in the Selection Process. The ARC will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Selection Process.

2.5 Acknowledgement by Applicant

It shall be deemed that by submitting the Application, the NGO has:

- (a) Made a complete and careful examination of the EoI,

- (413)
- (b) Accepted the risk of inadequacy, error or mistake in the information provided in the EoI or furnished by or on behalf of the ARC relating to any of the matters referred to in Clause 2.5 above, and
 - (c) Agreed to be bound by the undertakings provided by it under and in terms hereof.

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

2.6 Right to accept or reject any or all Applications

2.6.1 Notwithstanding anything contained in this EoI, the ARC reserves the right to accept or reject any Application and to annul the Selection Process and reject all Applications at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof.

2.6.2 The ARC reserves the right to reject any Application and appropriate the Application Security if:

- (a) at any time, a material misrepresentation is made or uncovered, or
- (b) The NGO does not provide, within the time specified by the ARC, the supplemental information sought by the ARC for evaluation of the Application.

2.6.3 In case it is found during the evaluation or at any time before signing of the MoU or after its execution and during the period of subsistence thereof, that one or more of the pre-qualification conditions, in terms of clause 2.3 of this EoI have not been met by the NGO or the NGO has made material misrepresentation or has given any materially incorrect or false information, the NGO shall be disqualified forthwith if not yet appointed as the DTA either by issue of the Letter of Award (LOA) or signing of MoU. If the NGO has already been issued the LOA or has signed MoU, as the case may be, the same shall, notwithstanding anything to the contrary contained therein or in this EoI, be liable to be terminated, by a communication in writing by the ARC to the NGO, without the ARC being liable in any manner whatsoever to the NGO, as the case may be. In such an event, the ARC shall forfeit

and appropriate the Application Security or Performance Security, as the case may be. Any moneys paid to the DTA by DHS/SHS will be liable to be recovered from the said NGO considering this a public demand under the provisions of the Public Demand and Recovery Act. The NGO will be deemed to have given consent in this regard by mere virtue of application in this bid.

2.6.4 The ARC reserves the right to verify all statements, information and documents submitted by the NGO in response to the EoI. Failure of the ARC to undertake such verification shall not relieve the NGO of its obligations or liabilities hereunder nor will it affect any rights of the ARC thereunder.

2B DOCUMENTS

2.7 Contents of the EoI

This EoI comprises the Disclaimer set forth hereinabove, the contents as listed below, and will additionally include any Addenda issued in subsequently.

Invitation for Applications

Section 1	Introduction
Section 2	Instructions to NGO
Section 3	Evaluation of Applications
Section 4	Fraud and Corrupt Practices
Section 5	Pre-application Conference
Section 6	Miscellaneous

Appendices

- Appendix – I: Letter comprising the Application
- Appendix – II: Details of Applicant
- Appendix – III: Format for Affidavit for not blacklisted
- Appendix – IV: Format for Power of Attorney for signing of Applications
- Appendix – V: Format for Rent Agreement
- Appendix – VI: Check-list for Bidders

2.8 Clarifications

2.8.1 NGO requiring any clarification on the EoI may raise the same during pre-bid. The ARC may upload answer to all queries on website without identifying the source of queries.

2.8.2 The ARC shall endeavour to respond to the questions raised or clarifications sought by the NGO. However, the ARC reserves the right not to respond to any question or provide

clarification, in its sole discretion, and nothing in this Clause shall be taken or read as compelling or requiring the ARC to respond to any question or to provide any clarification.

2.8.3 The ARC may also on its own motion, if deemed necessary, issue interpretations and clarifications to all Agencies. All clarifications and interpretations issued by the ARC shall be deemed to be part of the Selection Documents. Verbal clarifications and information given by ARC or its employees or representatives shall not in any way or manner be binding on the ARC.

2.9 Amendment of EoI

At any time prior to the deadline for submission of Applications, the ARC may, for any reason, whether at its own initiative or in response to clarifications requested by an NGO, modify the EoI by the issuance of Addenda.

Any Addendum thus issued will be uploaded on SHSB website. Any addendum issued shall be binding to all NGOs.

In order to afford the NGO three days (03) after pre bid meeting for taking an Addendum into account, or for any other reason, the ARC may, at its own discretion, extend the Application Due Date.

2C PREPARATION AND SUBMISSION OF APPLICATION

2.10 Language

The Application and all related correspondence and documents in relation to the Selection Process shall be in English language. For the purpose of interpretation and evaluation of the Application, the English language shall prevail.

2.11 Format and signing of Applications

2.11.1 The NGO shall provide all the information sought under this EoI. The ARC will evaluate only those Applications that are received in the required formats and complete in all respects.

2.11.2 The Application shall be typed or written in indelible ink and signed by the authorised signatory of the NGO who shall also initial each page, in blue ink. All the alterations, omissions, additions or any other amendments made to the Application shall be initialled by the person(s) signing the Application.

2.12 Sealing and marking of Applications

2.12.1 The NGO shall submit the Application in the format specified at Appendix-I, and seal it in an envelope and mark the envelope as "PROPOSAL". The NGO should provide filled in information as per Table given in Clause 3.1 along with required documentary proof for each items in the same envelope.

2.12.2 Bid security amount (EMD) of INR 50,000/- (Rupees fifty thousand only) or multiple thereof should be placed in a separate envelope and mark the envelope as Application Security.

2.12.3 The two envelopes specified above shall be placed in an outer envelope, which shall be sealed. Each of the three envelopes shall clearly bear the following identification:

"Application for the Selection of District Training Agency"

and shall clearly indicate the name & address of the NGO and District applied for. In addition, the Application Due Date should be indicated on the right hand top corner of each of the envelopes. In case of discrepancy in the name of district between what is indicated on envelope & what is indicated in bid document, the bid document will prevail.

Each of the envelopes shall be addressed to:

The Executive Director,
State Health Society, Bihar
Parivar Kalyan Bhawan, Sheikhpura
Patna – 800014
Bihar.

Note: One envelop for one district only.

2.12.4 If the envelopes are not sealed and marked as instructed above, the ARC assumes no responsibility for the misplacement or premature opening of the contents of the Application submitted.

2.12.5 Applications submitted by fax, telex, telegram or e-mail shall not be entertained and shall be rejected.

Application Due Date

Applications should be submitted before 18:00 hours IST on the Application Due Date at the address in the manner and form as detailed in this EoI. The ARC may, if the need be, in its sole discretion, extend the Application Due Date by issuing an Addendum uniformly for all Agencies on its website.

2.14 Late Applications

Applications received by the ARC after the specified time on the Application Due Date shall not be eligible for consideration and shall be summarily rejected.

2.15 Contents of the Application

The Application shall be furnished in the format at Appendix – I. The NGO shall specify that NGO is willing to undertake the Project in accordance with this EoI and the provisions of the Memorandum of Understanding (MoU).

2.16 Modifications/ Substitution/ Withdrawal of Applications

2.16.1 The NGO is not allowed to modify, substitute or withdraw its Application after submission of Application. No Application shall be modified, substituted or withdrawn by the Application on or after the Application Due Date.

2.16.2 Any alteration/ modification in the Application or additional information supplied subsequent to the Application Due Date, unless the same has been expressly sought for by the SHSB, shall be disregarded.

2.17 Rejection of Applications

Notwithstanding contained in Clause 2.6 above, the ARC reserves the right to accept or reject all or any of the Applications without assigning any reason whatsoever. It is not obligatory for the SHSB to accept any Application or to give any reasons for their decision. The ARC reserves the right not to proceed with the Selection Process at any time, without notice or liability, and to reject any Application without assigning any reasons.

2.18 Validity of Applications

The Applications shall be valid for a period of not more than 120 days (one hundred and twenty days) from the Application Due Date. The validity of Applications may be extended by mutual consent of the respective Applicant and the SHSB.

2.19 Confidentiality

Information relating to the examination, clarification, evaluation and recommendation the Application shall not be disclosed to any person who is not officially concerned with the process. The ARC will treat all information, submitted as part of the Application, in confidence and will require all those who have access to such material to treat the same in confidence. The ARC may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/ or the SHSB.

2.20 Correspondence with the NGO

The SHSB shall not be under any obligation or liability to entertain or correspond with any applicant in relation to acceptance or rejection of any application by ARC expert for the reasons of grievances based on bias and malafide amounting to prejudice of the interest of any party and for the reasons of violation of any of the Law, Public Policies, Rules and procedure for selection.

2D BID SECURITY

2.21 Bid Security

2.21.1 The Applicant shall furnish as part of its Application, a Bid security amount (EMD) of INR 50,000 only (Rupees fifty thousand only) for one (01) district in the form of a Bank Draft issued by a Scheduled/Nationalized Bank in India, drawn in favour of the **State Health Society, Bihar** payable at **Patna**. The NGOs applying for more than one district, the EMD amount will increase accordingly like 1 lakh for 2 districts, 2 lakhs for 4 district & so on.

2.21.2 The SHSB shall not be liable to pay any interest on the Application Security deposit so made and the same shall be interest free. Any Application not accompanied by the Application Security shall be rejected by the ARC as nonresponsive.

2.21.3 The Application Security of unsuccessful Applicant will be returned by the SHSB, without any interest, as promptly as possible.

2.21.4 The Selected Applicant's Bid Security will be returned, without any interest, upon signing of the MoU and furnishing the Performance Security in accordance with the relevant provisions thereof.

2.21.5 The Applicant, by submitting its Application pursuant to this EoI, shall be deemed to have acknowledged and confirmed that the SHSB will suffer loss and damage on account of

withdrawal of its Application or for any other default by the Applicant during the Application validity period. No relaxation of any kind on Application Security shall be given to any Applicant.

2.21.6 Application Security shall be forfeited and appropriated by the SHSB hereunder or otherwise, under the following conditions:

- a) If an Applicant submits a non-responsive Application
- b) If an Applicant engages in a corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice
- c) If an Applicant withdraws its Application during the period of Application validity as specified in this EoI and as extended by the SHSB from time to time,
- d) In the case of Selected Applicant, if it fails within the specified time limit –
 - i) to sign the Concession Agreement and/or
 - ii) to furnish the Performance Security within the period prescribed therefore in the MoU, or
- e) In case the Selected Applicant, having signed the MoU, commits any breach thereof prior to furnishing the Performance Security.

2E EVALUATION PROCESS

2.22 Opening and Evaluation of Applications

2.22.1 The SHSB shall open the Applications as mentioned in the Conference Hall of SHSB and in the presence of the Applicants who choose to attend.

2.22.2 The SHSB will subsequently examine and evaluate the Applications in accordance with the provisions set out in Section 3.

2.22.3 To facilitate evaluation of Applications, the SHSB may, at its sole discretion, seek clarifications in writing from any Applicant regarding its Application.

2.22.4 Applicants are advised that pre-qualification of Applicants will be entirely at the discretion of the SHSB. Applicants will be deemed to have understood and agreed that no explanation or justification on any aspect of the Selection Process or selection will be given.

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2.23 Tests of responsiveness

Prior to evaluation of Applications, the SHSB shall determine whether each Application is responsive to the requirements of the EoI. An Application shall be considered responsive only if:

- (a) it is received as per the format at Appendix – I
- (b) it is received by the Application Due Date including any extension thereof
- (c) it is signed, sealed, hard bound and marked as directed
- (d) it is accompanied by the Bid Security amount (EMD)
- (e) it is accompanied by the required Power(s) of Attorney
- (f) it contains all the information like audited balance sheets, photocopy of PAN etc. as requested in this EoI
- (g) it does not contain any condition, and
- (h) it is not non-responsive in terms hereof.

The SHSB reserves the right to reject any Application which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by the SHSB in respect of such Application.

2.24 Clarifications

2.24.1 To facilitate evaluation of Applications, the SHSB may, at its sole discretion, seek clarifications in writing from any Applicant regarding its Application. Such clarification(s) shall be provided within the time specified by the SHSB for this purpose. Any request for clarification(s) and all clarification(s) in response thereto shall be in writing.

2.24.2 If an Applicant does not provide clarifications sought within the prescribed time, its Application shall be liable to be rejected. In case the Application is not rejected, the SHSB may proceed to evaluate the Application by construing the particulars requiring clarification to the best of its understanding, and the Applicant shall be barred from subsequently questioning such interpretation of the SHSB.

2F QUALIFICATION AND SELECTION

2.25 Short-listing and notification

After the evaluation of Applications, the SHSB will display list of shortlisted Applicants who will be eligible for participation in the next Stage on the website. At the same time, the SHSB

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and put on the website details of Applicants who have not been short-listed. The SHSB will not entertain any query or clarification from Applicants who fail to qualify.

2.26 Performance Security

The selected NGO shall be required to deposit performance security in the form of Bank Guarantee valid up to 90 days beyond completion of all contractual obligation of the both the parties (SHSB and the NGO) as per this EoI. The amount of **Performance Security** should be 15% (fifteen per cent) of total budget of that particular district.

2.27 Proprietary data

All documents and other information supplied by the SHSB or submitted by an Applicant to the SHSB shall remain or become the property of the SHSB. Applicants are to treat all information as strictly confidential and shall not use it for any purpose other than for preparation and submission of their Application. The SHSB will not return any Application or any information provided along therewith.

3. Criteria for Evaluation

3.1 Evaluation parameters and submission guidelines

3.1.1 The ARC shall follow the steps as suggested in Guidelines for Community Processes published by NRHM (2013) for selection of District Training Agency. The steps are provided in the Section 1.2 of this document. The Application of all Agencies shall be evaluated as provided below. The Agencies are required to fill up the following table and submit along with all relevant documentary proof to support the claim. The ARC shall evaluate based on the documents submitted by NGO. The documents submitted should be duly self-attested.

Sl. No.	Criteria for one (01) district	Score	Supporting Document (mention the type of documents submitted as proof)	Page No. (from and to)
1	i) The NGO should be registered for at least 3 years before the date of release of EoI. ii) Certificate of 12A iii) PAN Card of both of NGO & Authorized Signatory	0 mark in case of No for any document. 1 mark in case of Yes for all 3 documents.	i) Photocopy of Registration certificate under Societies Act. ii) Photocopy of registration under Section 12A of Income Tax Act, 1961 iii) Photocopy of PAN card	

			of both of NGO & Authorized Signatory	
2	<p>The minimum total turnover of the NGO should have been Rs. 20 lakhs for three Financial Years i.e. 2012-13, 2013-14 & 2014-15 and, Income Tax Return (ITR) for three Assessment Years i.e. 2013-14, 2014-15 & 2015-16.</p> <p>(Qualifying for one district only).</p> <p>Note: The total turnover of NGO shall increase proportionately with number of districts applied (for example: Rs. 20 lakhs for one district, Rs. 40 lakhs for two districts and so on)</p>	<p>0 mark for less than Rs. 20 lakhs and not submitted Income Tax Return (ITR) for three Assessment Years i.e. 2013-14, 2014-15 & 2015-16.</p> <p>2 mark for Rs. 20 lakhs or more than Rs. 20 lakhs and submitted Income Tax Return (ITR) for three Assessment Years i.e. 2013-14, 2014-15 & 2015-16.</p>	<p>i) Audited report with Balance Sheet, Income & Expenditure, Receipt & Payment and related financial statements of three Financial Years i.e. 2012-13, 2013-14 & 2014-15</p> <p>ii) Income Tax Return (ITR) for three Assessment Years i.e. 2013-14, 2014-15 & 2015-16.</p>	
3	<p>The NGO should have experience of Community Health programmes including at least 6 days of training on Health Issues in 02 years in the public sector.</p>	<p>0 mark for no experience,</p> <p>1 marks for experience of Community Health programmes including training on Health Issues.</p>	<p>Experience proof: Work order/Proposal (duly stamped by the donor NGO)/MoU</p>	
4	<p>The NGO should either have own venue for training or be able to demonstrate access to a training venue which has the capacity to run minimum two batches of ASHA Training at a time.</p> <p>Details of one batch: 30-32 ASHAs with adequate residential facilities and training infrastructure like LCD projector, PC or Laptop, training rooms, accommodation for ASHAs & trainers, dining hall, kitchen, power supply</p>	<p>0 mark in case of NO,</p> <p>2mark in case of YES</p>	<p>i) Coloured Photograph of all rooms & front, side and back view and map for own/rented training venue.</p> <p>ii) Photocopy of rent agreement of training venue if rented building. (Copy of rent agreement as per Appendix – V)</p> <p>iii) In case of NGO/NGO has own premises NGO/NGO should submit a declaration on NGO's/NGO's letter head – format attached</p>	

	backup, sound system, functional toilets & bathrooms.		just after Appendix – V and photocopy of registration documents of own premises. Note: The photographs of venue have to clear and need to be attested at the back & they will be verified at the time of field appraisal. In case of discrepancy, bid shall be cancelled.	
5	The NGO should have experience in ASHA training or, any other frontline providers like ANM, MAMTA and AWW.	0 mark for no experience, 2 marks for experience in ASHA Training on Module 1,2,3 & 4 or, 5,6 & 7, 1 mark for any other training experience.	Experience proof: Work order/Proposal (duly stamped by the donor NGO)/MoU	
6	The Agency should be an NGO and have a registered office in the state.	0 mark for no presence, 1 mark for presence	Address Proof - Photocopy of Electricity bill/telephone bill or any other government bills to prove presence in the state.	
7	NGO should have mid-level supervisory staff which consists of Project Coordinator/Training Coordinator/Consultant, Accountant/Data Entry Operator and Guard/Care Taker and demonstrate effective support to field level programmes.	0 mark in case of NO, (Below 3 mid-level supervisory staff) 1 mark in case of YES. (3 or more mid-level supervisory staff)	Organization structure with detailed information like name, phone number, identity proof of each staff.	

Note:

(i) The NGO is required to take due diligence in completing the above table.

(ii) There is no limit on number of districts an NGO can apply.

(iii) The eligibility criteria as mentioned above are for one (01) District only. The requirement shall increase in proportion to number of districts applied by an NGO.

(iv) NGOs are advised not to include any additional/extra document like annual report/ brochure/newspaper cuttings etc. with the application. This is done to save time and bring efficiency in short - listing process for the benefit of the NGOs.

3.1.2 NGO should attach an index with page number in sequence as mentioned above and attach Appendix accordingly.

3.1.3 NGO is requested to fill the check-list as per Appendix – VI and attach the same the application immediately after the index.

3.1.4 NGO is advised to examine their capability, infrastructure, manpower and other relevant conditions as per this bid before sending their application.

3.2 Short-listing of Applicants

As mentioned in Section 1.2, the qualifying mark is minimum 8 (eight). Additionally, criteria serial 1, 2, 3 & 4 numbers as above are mandatory for an NGO. This implies that an NGO getting zero mark in these criteria will not be considered for next stage. Outcome of above process will be announced on the SHSB website.

3.3 Contacts during Application Evaluation

Applications shall be deemed to be under consideration immediately after they are opened and until such time the SHSB makes official intimation of award/rejection to the NGOs. While the Applications are under consideration, NGOs and/or their representatives or other interested parties are advised to refrain from contacting by any means, the ARC and/ or their employees/representatives on matters related to the Applications under consideration.

4. Fraud and Corrupt Practices

4.1 The Applicants and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained herein, the SHSB may reject an Application without being liable in any manner whatsoever to the Applicant if it determines that the Applicant has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the Selection Process.

4.2 Without prejudice to the rights of the SHSB hereinabove, if an Applicant is found by the SHSB to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Selection Process, such Applicant shall not be eligible to participate in any tender or EoI issued by the SHSB during a period of 2 (two) years from the date such Applicant is found by the SHSB to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.

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4.3 For the purposes of this Clause, the following terms shall have the meaning hereinafter respectively assigned to them:

- (a) **"Corrupt practice"** means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the Selection Process (for avoidance of doubt, offering of employment to, or employing, or engaging in any manner whatsoever, directly or indirectly, any official of the SHSB who is or has been associated in any manner, directly or indirectly, with the Selection Process.
- (b) **"Fraudulent practice"** means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the Selection Process.
- (c) **"Coercive practice"** means impairing or harming or threatening to impair or harm, directly or indirectly, any person or property to influence any person's participation or action in the Selection Process.
- (d) **"Undesirable practice"** means (i) establishing contact with any person connected with or employed or engaged by the SHSB with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest, and
- (e) **"Restrictive practice"** means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Selection Process.

5. Pre-Application Conferences

A Pre-Application conference of the interested parties shall be convened at the designated date, time and place. A maximum of three (03) representatives of each Applicant shall be allowed to participate on production of letter from the Applicant.

During the course of Pre-Application conference, the Applicants will be free to seek clarifications and make suggestions for consideration of the SHSB. The SHSB shall endeavour to provide clarifications and such further information as it may, in its sole discretion, consider appropriate for facilitating a fair, transparent and competitive Selection Process.

6. Miscellaneous

6.1 The Selection Process shall be governed by, and construed in accordance with, the laws of India and the Courts at Patna shall have exclusive jurisdiction over all disputes arising under, pursuant to and/ or in connection with the Selection Process.

6.2 The SHSB, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to,

- (a) 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
- (b) consult with any Applicant in order to receive clarification or further information
- (c) retain any information and/ or evidence submitted to the SHSB by, on behalf of, and/ or in relation to any Applicant, and/ or
- (d) Independently verify, disqualify, reject and/ or accept any and all submissions or other information and/ or evidence submitted by or on behalf of any Applicant.

6.3 It shall be deemed that by submitting the Application, the Applicant agrees and releases the SHSB, its employees, agents and advisers, irrevocably, unconditionally, fully and finally from any and all liability for claims, losses, damages, costs, expenses or liabilities in any way related to or arising from the exercise of any rights and/ or performance of any obligations hereunder, pursuant hereto and/ or in connection herewith and waives any and all rights and/ or claims it may have in this respect, whether actual or contingent, whether present or future.

6.4 The SHSB/ARC, in its sole discretion can select any District Training Agency among existing successful bidder for the districts where no bid is received.

7. Termination Clause:

If the NGO fails to abide by the terms & conditions of this document after signing of the Agreement or commits any breach of terms of contract by violating the terms & conditions as laid down in this EoI which has been accepted by the NGO, the NGO may be liable for blacklisting. The performance security submitted by the NGO shall be forfeited and appropriated by the SHSB.

8. Penalty Clause:

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If the District Training Agency (DTA) retains the fund of the ASHA Training without any valid reasons, the Agency will be liable to refund the same to DHS with agreed penal interest of 18% per annum from the date of its retention till the date of refund. Before charging penal interest of 18% per annum from Agency DHS should issue show causes to DTA as per Bihar Administrative process.

APPENDICES

Appendix – I: Letter comprising the Application

Dated:

To,
The Executive Director,
State Health Society, Bihar,
Parivar Kalyan Bhawan, Sheikhpura
Patna – 800014, Bihar.

Subject: Application for selection of District Training Agency

Dear Sir,

1. With reference to your EOI document dated, we, having examined the EOI document and understood its contents, hereby submit our Application for Qualification as the District Training Agency (DTA) for district of(name of districts). The Application is unconditional and unqualified.
2. We acknowledge that the SHSB will be relying on the information provided in the Application and the documents accompanying such Application for prequalification of the Applicants for DTA, and we certify that all information provided in the Application and in Annexes I to III is true and correct, nothing has been omitted which renders such information misleading and all documents accompanying such Application are true copies of their respective originals.
3. This statement is made for the express purpose of qualifying as a Bidder for the DTA.
4. We shall make available to the Authority any additional information it may find necessary or require to supplement or authenticate the Qualification statement.
5. We acknowledge the right of the SHSB to reject our Application without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
6. We certify that in the last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.
7. We certify that in the last three years, we were not involved in any kind of financial irregularities.
8. We declare that:
 - (a) We have examined and have no reservations to the EOI document, including any Addendum issued by the Authority;
 - (b) We do not have any conflict of interest as per clause 2.1.8 of this EOI;
 - (c) We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in Clause 4 of the EOI document, and
 - (d) We hereby certify that we have taken steps to ensure that in conformity with the provisions of Clause 4 of the EOI document, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

9. We understand that you may cancel the Selection Process at any time and that you are neither bound to accept any Application that you may receive nor to invite the Applicants to apply for selection, without incurring any liability to the Applicants.
10. We declare that we are not a Member of any other NGO applying for pre-qualification.
11. We certify that in regard to matters other than security and integrity of the country, we have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the work or which relates to a grave offence that outrages the moral sense of the community.
12. We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any NGO of the Government or convicted by a Court of Law.
13. We further certify that no investigation by a regulatory authority is pending either against us or against our Chairman/ CEO/ MD or any of our directors/ managers/ employees.
14. We undertake that in case due to any change in facts or circumstances during the Selection Process, we are attracted by the provisions of disqualification in terms of the provisions of this EoI, we shall intimate the Authority of the same immediately.
15. The power of attorney for signing of application, as per format provided at Appendix - IV of the EoI is also enclosed.
16. We understand that the selected NGO shall be an existing NGO incorporated under the relevant Indian Societies Act.
17. We hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the SHSB in connection with the selection of Applicants, or in connection with the selection Process itself, in respect of the above mentioned work and the terms and implementation thereof.
18. We agree and undertake to abide by all the terms and conditions of the EoI document.
19. We agree and undertake to be severally liable for all the obligations of till occurrence of Financial Close in accordance with the Concession Agreement.
20. We give our consent that if any amount is found recoverable from us, the same maybe treated as "public demand" & recovered from us as arrears of public demand as per provisions of the Public Demand & Recovery Act. We hereby expressly give our consent for the same.

In witness thereof, we submit this application under and in accordance with the terms of the EoI document.

Yours faithfully,

Date: (Signature, name and designation of the Authorised Signatory)

Place: Name and seal of the Applicant/ Lead Member

Appendix - II: Details of Applicant

1	Name of Organization	
2	Name Of Owner/Directors	
3	Full Particulars of Registered Office	
	(A) Address	
	(B) Contact No.	
	(C) E-Mail	
	(D) PAN of NGO	
	(E) Any other	
4	Particulars of Authorised Signatory	
	(A) Name	
	(B) Designation	
	(C) Address	
	(D) Identity Proof	
	(E) PAN	
5	Any other information.	

Signature of authorized signatory

Name:

Place:

Seal:

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Appendix –III: Format for Affidavit

Format for Affidavit certifying that Entity/Promoter(s)/Director(s)/Members of Entity are not Blacklisted (on relevant stamp paper)

Affidavit

I, M/s..... (the names and addresses of the registered office) hereby certify and confirm that we are not blacklisted/ barred/ convicted by State Health Society, Bihar/ or any other entity of GoB or any other State Government/ Government of India/ any Government organization or any other funding NGO for bid rigging. Cartelization/corrupt or fraudulent practices/unethical/negligence of duty/financial irregularity as on the _____ (Date of Signing of Application).

We further confirm that we are aware that, our Application for selection of DTA would be liable for rejection in case any material misrepresentation is made or discovered at any stage of the Selection Process or thereafter during the agreement period and the amounts paid till date shall stand forfeited without further intimation.

Dated this Day of, 2016.

Name of the Applicant:

Signature of the Authorized Person

Seal:

Appendix – IV: Format for Power of Attorney (on stamp paper of INR 1000)

Know all men by these presents that We ,
An NGO, duly registered under the Societies Registration Act 1860, having our registered
office at(address
of the registered office) do hereby nominate, authorize, empower, and appoint Mr/
Ms..... (name, residential address, Designation in NGO, PAN
and identity proof), by occupation ,
nationality.....Vide our resolution no.
.....dated.....as our attorney, to do in our name and on our behalf, all
such acts, deeds and things necessary in connection with or incidental to our application
for "Selection of District Training Agency for"(name of district)
including signing and submission of all documents and providing information/ responses to
the State Health Society, Bihar, representing us in all matters before State Health Society,
Bihar in all matters in connection with this bid. We hereby agree to ratify all acts, deeds
and things lawfully done by our said attorney pursuant to this Power of Attorney and that
all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed
to have been done by us.

Dated this the day of 2016

For _____

(Name, Designation and Address of Authorised Signatory)

Accepted _____

(Signature)

(Name, Title and Address of the Nominated Attorney)

Date: _____

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Appendix – V: Format for Rent Agreement for training venue (on stamp paper of INR 1000)

RENT AGREEMENT

This Rent agreement is hereby executed at _____ on this _____ day of _____ between:

_____ (name of owner) (address) _____ (hereinafter referred to as First party/landlord) which expression shall mean and include his heirs, successors, legal representatives and assigns etc.

AND

_____ (name of NGO) having registered office at _____
_____ (hereinafter called the tenant/Second party) of the other part, which expression shall mean and include his heirs, successors, legal representatives and assigns etc.

Whereas the first party is owner in possession, of residential House/ premises at _____ and he/she has agreed to let out the said house/ premises on rent basis to the second party /tenant.

NOW THIS AGREEMENT WITNESSETH AS UNDER: -

1. That the rate of the rent of the said premises is settled at Rs _____/-(Rupees xxxxx thousand only) per month exclusive of water, electricity and other incidental charges.
2. That the tenancy shall be effective from _____ day of _____ and shall remain enforced for the period of 11 months. The tenancy period may be extended on mutual understanding and requirement.
3. That the second party has deposited a sum of Rs. _____/- (Rupees _____ only) as the security amount, which will be refunded/adjusted at the time of vacating the said premises.

4. That the second party shall use the tenanted premises exclusively for the purpose of running office/training purpose of ASHA training which shall be supported by ARC, Government of Bihar/ Government of India.
21. That the second party shall maintain peace & harmony in the premises and shall be responsible for safety and security of all trainees, trainers and other staff.
22. That the second party shall be responsible for any renovation, cleaning and maintenance of premises which shall be in use by the second party.
23. **Description of premises:**

Address:

Adjoining to Boundary (chohaddi):

North	South	West	East

24. That the terms & conditions as stated above shall be binding on the both parties. The terms and conditions of this agreement are final and are irrevocable.

IN WITNESSES WHEREOF, the parties have signed this agreement on the date, month and year first above written in the present of witnesses at _____.

Signature of SECOND PARTY

Signature of FIRST PARTY

WITNESSES: SECOND PARTY

FIRST PARTY

1.

2.

3.

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In case of NGO has own premises, NGO should submit a self-declaration on NGO's letter head as following:

We, hereby, declare that premises _____ (address) is owned by us and this premise shall be used for ASHA training purpose once we get selected as District Training Agency.

1. We shall be responsible for financial matters, administration, selection of trainers, food & lodging of trainee as required for running ASHA training.
2. We shall maintain peace & harmony in the premises and shall be responsible for safety and security of all trainees, trainers and other staff.
3. We shall be responsible for any renovation, cleaning and maintenance of premises which shall be in use for ASHA training.

4. **Description of premises:**

Address:

Adjoining to Boundary (chohaddi):

North	South	West	East

For and behalf of:

(Name of NGO)

(Name)

(Signature of authorized signatory)

Appendix – VI: Check-list for Bidders (through affidavit on relevant paper)
(Bidders are required to enclose duly filled Checklist along with the Tender)

Note:

1. The bidder should furnish specific answers to all the questions mentioned in the **Checklist through the affidavit**. In case a question does not apply to a bidder, the same should be answered with the remark **"NA"** (not applicable).
2. Wherever necessary and applicable, the bidder shall enclose certified copy as documentary proof/ evidence to substantiate the corresponding statement.
3. In case a bidder furnishes a wrong or evasive answer against any of the question/issues mentioned in the Checklist, its tender will be liable to be rejected.

Sl No.	Activity	Yes/ No/ NA	Page No. in the Tender submitted by the Bidder	Remarks, if any
1.	Have you enclosed Bid Security (EMD) amount of required amount?			
2.	Have you enclosed Audited report, Balance Sheet, Income & Expenditure, Receipt & Payment and related financial statements?			
3.	Have you enclosed Income Tax Return (ITR) documents?			
4.	Have you enclosed photocopy of Certificate of 12A & PAN card of both of NGO and Authorized Signatory?			
5.	Have you enclosed duly filled Letter comprising the Application as per Appendix – I?			
6.	Have you enclosed Details of Applicant as per Appendix – II?			
7.	Have you enclosed Affidavit certifying that Entity/Promoter(s) /Director(s)/Members of Entity are not Blacklisted as per Appendix – III?			

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Sl No.	Activity	Yes/ No/ NA	Page No. in the Tender submitted by the Bidder	Remarks, if any
8.	Have you enclosed Power of Attorney in favour of the signatory as per Appendix – IV?			
9.	Have you enclosed photocopy of Registration certificate under Societies Act, or any other documents like Electricity bill/Telephone bill or any other government bills to prove presence in the state.			
10.	Have you enclosed rent agreement of Training Venue as per Appendix – V? Have you attached photographs & map of Training venue?			
11.	Have you enclosed copy of Work order/Proposal (duly stamped by the donor NGO)/MoU mentioned in EoI?			
12.	Have you enclosed details of mid-level supervisory staff and demonstrate effective support to field level programmes?			
13.	Have you accepted all terms and conditions of EoI?			

Note:

1. All pages of the application should be page numbered and indexed.
2. The Bidder may go through the checklist and ensure that all the documents/confirmations listed above are enclosed in the application and no column is left blank. If any column is not applicable, it may be filled up as **NA**.
2. It is the responsibility of bidder to go through the EoI document to ensure furnishing all required documents in addition to above, if any.

(Signature with date)

(Full name, designation & address of the person duly authorised to sign on behalf of the Bidder)

For and on behalf of

(Name, address and stamp of the bidder)