

**No.PC(Lby) I-35/2014
Government of India
Planning Commission
(Library)**

**Yojana Bhavan, Sansad Marg,
New Delhi – 110 001.
Dated: 5th March, 2014.**

**REQUEST FOR PROPOSAL FOR CONSULTANCY SERVICES FOR CREATION
OF A 2 VOLUME SET OF DOCUMENTS ON THE HISTORY AND
LEGACY OF PLANNING COMMISSION.**

(The proposals should be submitted on or before 11.00 hours on 28th March, 2014)

Objective and Scope:

1. The Request for Proposal (RFP) is for creation of the History and Legacy of Planning Commission from its antecedents in the National Planning Committee established by the Indian National Congress in 1938 till 2014. This will comprise of two volumes. The first volume will be a set of historical pictures and annotations, supplemented by a brief description in about 10000 words, of how the Commission has evolved over time. The second volume with a minimum of 400-450 pages (@ 300 words per page) will be a narrative, based on archives and oral history accounts of people associated with the Planning Commission, over the years.
2. The Planning Commission will provide access to its archives of documents and photographs; facilitate access to information available with other sources, for creation of the documents.

Request for Proposal:

3. Interested academic and research institutions, academicians, research scholars, authors and journalists may send their proposal for taking up the project under Consultancy Scheme of Planning Commission.

Validity:

4. The proposal submitted by the applicant will be valid for a period of 12 months. It may be extended for a further period of six months, under special circumstances.

Terms of Reference:

5. The selected applicant will be appointed as Consultant, as per provisions contained in the Consultancy Scheme of Planning Commission, relevant details of which, are given in this Proposal. The Terms of Reference (ToR) for the Consultant will be as under:

(a) Be responsible for creating an archive of oral history and legacy of the Commission, based on narratives of key persons who have been or are currently associated with the Commission, including those who were closely associated with the Commission.

(b) A camera ready copy of the 1st volume should be ready within six months of appointment. The period may be extended by another 3 months under special circumstances.

(c) A camera ready copy of the 2nd volume should be ready within 1 ½ years. The period may be extended by another 6 months under special circumstances.

Timeframe:

6. The consultancy project shall be for a maximum period of two years. This includes the period of extension that may be allowed under special circumstances.

Selection Process:

7. A two stage selection process will be adopted in evaluating the Proposals. In the first stage, a technical evaluation will be carried out. In the second stage, a financial evaluation will be carried out. Proposals will finally be ranked according to the combined technical and financial scores. The first ranked Proposal shall be selected while the second ranked Proposal shall be kept in reserve.

Proposal:

8. The Proposal will consist of two parts – Technical and Financial. Each part will have to be submitted in separate sealed envelopes superscribed with the words “Technical Proposal” and “Financial Proposal” and put in a bigger (3rd) envelope superscribed “Proposal for Consultancy Services for Creation of a Two Volume set of Documents on the History and Legacy of Planning Commission”. The bigger envelope shall also bear the RFP Notice No., Name and address of the Applicant. **“Do not open, except in presence of the Authorized Person”**

If the envelope is not sealed and marked as instructed above, the Planning Commission assumes no responsibility for the misplacement or premature opening of the Contents of the Proposal submitted.

9. The Applicant should initial each page in blue ink and put his full signature in the last page. All alterations, omissions, additions, or any other amendments made to the proposal must also be initialed in blue ink by the Applicant.

10. Notwithstanding anything contained in this RFP, the Planning Commission reserves the right to accept or reject any Proposal and annul the Selection Process and reject all Proposals, at any time without any liability or any obligation for such acceptance, rejection, or annulment, and without assigning any reason(s) thereof.

11. The Planning Commission further, reserves the right to reject any Proposal if :

- a. at any time, a material misrepresentation is made or uncovered; or
- b. the Consultant does not provide, within the time specified by the Planning Commission, the supplemental information sought by the Planning Commission for evaluation of the Proposal.

Technical Proposal:

12. While submitting the Technical Proposal, the Applicant seeking the award of this project shall, in particular, ensure that the following are submitted:

- (a) Up-to-date and detailed CV(s)
- (b) An undertaking that the Applicant shall be available for for the entire period of contract.
- (c) A writing sample of approximately 1000 words from a previously published work
- (d) A write-up of approximately 750 words on why the Applicant thinks he is capable of taking up the assignment.

13. Failure to comply with the requirement spelt out in Clause 12 above may lead to declaring the proposal as non responsive.

14. If an applicant makes an averment regarding qualification, experience, or other particulars and it turns out to be false, or the commitment regarding availability for the Project is not fulfilled at any stage after signing of the Letter of Acceptance, the contract may be terminated, payments if due may be forfeited and the Consultant may be forbidden from taking up any future assignment of Planning Commission for five years.

15. The Technical Proposal must not include any financial information relating to the Financial Proposal.

16. The Planning Commission reserves the right to verify all statements, information, and documents, submitted by the Applicant in response to the RFP.

17. In case it is found during the evaluation or at any time before or after issue of Letter of Acceptance (LOA) that one or more of the eligibility conditions have not been met by the Applicant or the Applicant has made material misrepresentation or has given any materially incorrect or false information, the Application shall be disqualified or the contract, if awarded shall be terminated. In case of termination of the contract, the balance amount payable shall stand forfeited and the Consultant shall stand debarred from taking up any future assignment of Planning Commission for a period of five years.

18. The Proposal shall be submitted by the Applicant with each page of the submission signed in blue ink. In case the proposal is submitted on the document downloaded from website of the Planning Commission, the Applicant shall be responsible for its accuracy and correctness as per the version uploaded by the Planning Commission and shall ensure that there is / are no change(s) caused in the contents of the downloaded document. In case of any discrepancy between the downloaded or photocopied version of the RFP and the original RFP issued by the Planning Commission, then the latter shall prevail.

19. The proposal will be sealed in an outer envelope, which will bear the RFP Notice No., Consultancy name, and the name and address of the Applicant. It shall bear on top, the following:

“Do not open, except in presence of the Authorized Person”

- c. The aforesaid outer envelope will contain two separate sealed envelopes; one marked **“Technical Proposal”** and the other marked **“Financial Proposal”**.
- d. The envelope marked **“Technical Proposal”** shall contain the Application in the prescribed format along with relevant Forms and supporting documents.
- e. The envelope marked **“Financial Proposal”** shall contain the financial proposal in the prescribed format.

20. The Proposal complete in all respects must be submitted by or before 11.00 am, 2nd April 2014. Proposals submitted after the deadline will be disqualified. Proposals submitted by fax or e-mail shall not be entertained.

21. The rates quoted in the Financial Proposal shall remain unchanged during the period of contract.

Financial Proposal:

22. Applicants shall submit the Financial Proposal in the Forms at Annexure 2, indicating the total cost of the Consultancy in both figures and words, in Indian Rupees, and signed in blue ink by the Team Leader. In the event of any difference between figures and words, the amount indicated in words shall be considered as final. In the event of a difference between the arithmetic total and the total shown in the Financial Proposal, the lower of the two shall be considered final.

23. While submitting the Financial Proposal, the Applicant shall ensure the following:

- (a) All the costs associated with the assignment shall be included in the Financial Proposal. These shall normally cover remuneration for all the Personnel, accommodation, airfare, printing of documents, taxes etc. The total amount indicated in the Financial Proposal shall be without any condition attached or subject to any assumption, and shall be final and binding. In case any assumption or condition is indicated in the Financial Proposal, it shall be considered nonresponsive and liable to be rejected.
- (b) The Financial Proposal shall take into account all expenses and tax liabilities. For the avoidance of doubt, it is clarified that all taxes shall be deemed to be included in the costs shown under different items of the Financial Proposal. Further, all payments shall be subject to deduction of taxes at source as per applicable laws.
- (c) Costs (including break down of costs) shall be expressed in INR.

Proposal Due Date:

24. The proposals should be submitted on or before 11.00 hours on 28th March, 2014 to:

Shri Kumar Sanjay,
Chief Librarian-cum-Documentation Officer,
Planning Commission Library,
Planning Commission,
1st Floor, Yojana Bhawan,
Sansad Marg, New Delhi – 110001
For any further queries please contact: kumar.sanjay71@gov.in

25. No queries shall be entertained after submission of bids.

Late Proposals:

26. Proposals received by the Planning Commission after the specified time on the due date shall not be eligible for consideration and shall be summarily rejected.

27. Any alteration/modification in the proposal or additional information or material supplied, subsequent to the due date, unless the same has been expressly sought for by the Planning Commission, shall be disregarded.

Evaluation Process:

28. The Planning Commission shall open the proposals at 1500 hours on the due date. The envelopes marked "Technical Proposal" shall be opened first. The envelopes marked "Financial Proposal" shall be opened later after intimating the Applicants who qualify in the first round.

29. Prior to evaluation of proposals, the Planning Commission will determine, whether each proposal is responsive to the requirements of the RFP. A proposal shall be considered responsive only if:

- (a) It is received in the specified format;
- (b) It is received by the due date and time, including any extension thereof;
- (c) It is signed in blue ink, sealed and marked as stipulated;
- (d) It contains all the information (complete in all respects) as requested in the RFP;
- (e) It does not contain any condition or qualification; and
- (f) It is not non responsive, in terms thereof.

30. Non-responsive applications shall not be eligible for selection.

31. The Technical Evaluation will be in the following format:

Marks	Criteria
-	Individuals/institutions associated with research
40%	- Previously published writing sample - Write-up describing why project should be granted to Applicant - Prior experience in 'sponsored writing'
35%	Research documents/publications of Applicant
10%	Experience in work related to planning
15%	Demonstration of leadership abilities in initiatives/projects launched/driven within or beyond professional life
100%	Total

32. After the Technical Evaluation, the Planning Commission would prepare a list of pre qualified applicants for opening of their Financial Proposals. The opening of Financial Proposals shall be done in the presence of Applicants who wish to present at that time. The Planning Commission will not entertain any query or clarification, from Applicants who fail to qualify at any stage of the selection process.

Clarifications:

33. To facilitate evaluation of proposals, the Planning Commission may, at its sole discretion, seek clarification(s) from any Applicant regarding the proposal. Such clarification(s) shall be provided within the time specified by the Planning Commission for this purpose. Any request for clarification(s) and all clarification(s) in response thereto shall be in writing and duly signed in blue ink by the Team Leader. The Applicants who qualify in the first round will be intimated about the date of opening of the Financial Proposals and may participate in the opening of the Technical Proposals.

Evaluation of Technical Proposals:

34. In the first stage, the Technical Proposal will be evaluated on the basis of criteria set for the purpose as detailed in Clause 29 of the RFP. Only those applicants, whose Technical Proposal score 70% marks or more, out of 100% marks, shall qualify for further consideration, and shall be ranked from highest to the lowest on the basis of their Technical Score (TS).

35. The Scoring criteria to be used for evaluation shall be based on Clause 29 of the proposed Terms of Reference (ToR). The highest weightage is assigned to the writing experience and expertise of the applicant. A record of writing 'sponsored' books will make an Applicant more suitable for the nature of this project.

36. The next highest weightage is assigned to the research capabilities of the Applicant based on previously published work.

37. Relevant experience in planning, whether in the course of research, teaching, or other projects or roles undertaken will be a desirable but not mandatory qualification for the Applicant.

Evaluation of Financial Proposal:

38. In the second stage, the financial evaluation will be carried and each Financial Proposal will be assigned a Financial Score (FS).

39. For financial evaluation, the total cost indicated in the Financial Proposal will be considered.

40. The Planning Commission will determine, whether the Financial Proposals are complete, unqualified and unconditional. The cost indicated in the Financial Proposal shall be deemed as final and reflecting the total cost of services. Omissions, if any, in costing any item, shall not entitle the Applicant to be compensated and the liability to fulfill the obligations as per the TOR within the total quoted price, shall be that of the Applicant. The lowest Financial Proposal (FM) will be given a Financial Score (FS) of 100 points. The FS of the other proposals will be computed as follows:

$$FS = 100 \times FM / F \text{ (F = Amount of Financial Proposal)}$$

Combined Technical and Financial Evaluation

41. Proposals will finally be ranked according to their combined Technical (TS) and Financial (FS) scores as follows:

$$S = S_T \times T_w + S_F \times F_w$$

Where "S" is the combined score, and T_w and F_w are weights assigned to the Technical and Financial Proposals, that shall be 0.80 and 0.20, respectively.

42. The selected Applicant shall be the 1st ranked Applicant (having the highest combined score). The 2nd ranked Team shall be kept in reserve, in case the 1st ranked Applicant withdraws, or fails to comply with the requirements, as the case may be.

Award of Consultancy:

43. After selection, a Letter of Award (LOA), shall be issued, in duplicate, by the Planning Commission to the selected Applicant and the selected Applicant shall, within 7 days of the receipt of the Letter of Award (LOA), sign in blue ink and return the duplicate copy of the LOA, in acknowledgement thereof. The LOA shall constitute the Agreement for the purpose of this Consultancy assignment.

Proprietary Data/Confidentiality Clause:

44. All documents and other information provided by the Planning Commission, collected by the Consultant for the Project or submitted by the Consultancy Firm (hereinafter called the Consultant) to the Planning Commission shall remain or become the property of the Planning Commission. The Consultant is to treat all information as strictly confidential. The Planning Commission will not return any proposal or any information, related thereto. All information collected, analysed, processed, or in whatever manner provided by the Consultant to the Planning Commission in relation to

the Consultancy, shall be the property of the Planning Commission and cannot be divulged to a third party without prior written consent of the Planning Commission.

Deliverables and payments to the Consultant:

45. Billing and payment in respect of the services shall be made as follows:

No	Deliverable	Payment
01	Upon completion of activities given in Para 5 - (a) to (f), leading to the publication of the 1 st Volume based on photographs and annotation on documents of historical value.	40%
02	Upon completion of activities leading to submission of a camera ready copy of the narrative history of the Planning Commission to the publisher identified jointly by the Planning Commission and the Consultant.	50%
03	Upon receipt of the published 2 nd Volume of the document from the Publisher and / or till completion of all contractual obligations.	10%

46. The Planning Commission shall issue a letter and request the Consultant to submit the bill for processing after completion of each stage of work. The Planning Commission shall release the payment due to the Consultant within 30 days, after receipt of the bill at each stage.

47. All payments under this agreement shall be directly transferred to the bank account of the Consultant.

48. The Planning Commission shall retain by way of Performance security 10% (Ten Percent) of the total amount payable to the Consultant, to be appropriated, in case such a need arises, against breach of this agreement or for recovery of liquidated damages. The full amount retained as Performance Security or the balance remaining out of the Performance Security shall be returned to the Consultant, at the end of 3 months, after expiry of the contract.

49. The contract will be deemed as concluded upon receipt of the published 2nd Volume of the Document and / or till completion of any other contractual obligation(s).

Liquidated Damages for error / variation:

50. In case any error or variation is detected in the reports submitted by the Consultant and such error or variation is the result of negligence or lack of due diligence on the part of the Consultant, the consequential damage(s) thereof shall be quantified by the Planning Commission in a reasonable manner and recovered from the Consultant by way of liquidated damages, subject to a maximum of 10% (Ten Percent) of the Contract Value.

Liquidated Damages for the delay:

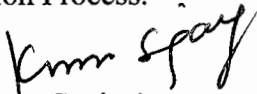
51. In case of delay in completion of Services, liquidated damages, not exceeding an amount equal to 0.2% (zero point two percent) of the Contract Value per day, subject to a maximum of 10% (ten percent) of the Contract Value will be imposed and shall be recovered by appropriation from the Performance Security or otherwise. However, in case the Planning Commission is satisfied that the delay is due to reason(s) beyond the control of the Consultant, suitable extension of time shall be granted, without imposing any penalty therefore.

Appropriation of Performance Security:

52. The Planning Commission shall have the right to appropriate the Performance Security, in whole or in part, without notice to the Consultant in the event of breach of Agreement or for recovery of liquidated damages.

Miscellaneous:

53. The Selection Process shall be governed by, and construed in accordance with, the laws of India and the Courts at Delhi shall have exclusive jurisdiction over all dispute(s) arising under, pursuant to and / or in connection with the Selection Process.


(Kumar Sanjay)

Chief Librarian-cum-Documentation Officer

Annexure-I

TECHNICAL PROPOSAL: (On Applicant's letter head or Plain Paper)

1	Title of Consultancy: CONSULTANCY SERVICES FOR PREPARATION OF TWO VOLUMES OF A DOCUMENT ON THE HISTORY AND LEGACY OF PLANNING COMMISSION	
2	Name	
	Current position	
	Currently employed with	
	Address	
	Phone number	
	E-mail address	
3	List all relevant writing work	
	List all relevant research work	
	List all relevant work related to planning	
	List all relevant work which demonstrate leadership and initiative	
4	Has the Applicant been penalized by any organisation for poor quality of work or breach of contract, in the last 05 years?	Yes/No
	Has the Applicant ever failed to complete awarded by any Public Entity / Planning Commission in the last 05 years?	Yes/No
	Has the Applicant been blacklisted by any Govt. Ministry / Department / PSU in the last 05 years?	Yes/No
	Has the Applicant, suffered bankruptcy / insolvency in the last 05 years?	Yes/No

Please attach all necessary supporting documents and a complete up-to-date CV

UNDERTAKING

1. I the undersigned am willing to accept the consultancy and will be available for entire duration of the assignment as required.
2. I the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications and my experience.

.....
(Signature in blue ink)

Name:.....

Place :.....

Date:.....

(On Applicant's letter head or Plain Paper)

Covering Letter

Reference No.

Date:.....

To,

The Chief Librarian-cum-Documentation Officer,
Government of India, Planning Commission,
Library, 1st Floor, Yojana Bhavan,
Sansad Marg, New Delhi – 110 001.

Dear Sir,

Subject: RFP for creation of Documents on the History and Legacy of Planning
Commission.

I, _____(Applicant's Name)/on behalf of _____ (Applicant
Institution) herewith enclose the Financial Proposal for above.

I _____(Applicant's Name)/on behalf of _____ (Applicant
Institution) agree that this offer shall remain valid for a period of 12 months. It may be
exceptionally renewed for a further period of six months.

Yours' faithfully,

.....
(Signature in blue ink)

Name:.....

Place :.....

Date:.....

Note: *The Financial Proposal is to be submitted strictly as per forms given in the RFP.*

Financial Proposal - Form 2:

No.	Description	Amount (Rs.)
1.	Remuneration for Personnel (inclusive of all personal allowances and travelling costs within Delhi only.)	
2.	Miscellaneous Expenses	
	Total, including taxes, (in Rs.) In Indian Rupees in words :	
3.	Please give complete bank details, including a cancelled cheque of the account into which the Consultancy Fees has to be credited.	

.....
(Signature in blue ink)

Name:.....

Place :.....

Date:.....

Note:

1. ***The Financial Proposal is to be submitted strictly as per forms given in the RFP.***
2. The financial evaluation shall be based on the above Financial Proposal.
3. All travel outside Delhi shall be borne by the Planning Commission and all expenses on this account reimbursed as per entitlements of a Director-level officer of Government of India.
4. The reimbursement of cost and expenses shall be limited to the amounts indicated above.
5. No escalation on any account will be payable on the above amounts.
6. All payments shall be made in Indian Rupees and shall be subject to applicable Indian laws, withholding taxes if any.
7. Consultancy Fees shall be credited directly into the Bank Account given in the Financial Proposal.