



**GOVERNMENT OF KARNATAKA**  
**RURAL DEVELOPMENT AND PANCHAYAT RAJ DEPARTMENT**  
**KARNATAKA PANCHAYAT RAJ COMMISSIONERATE,**  
**BENGALURU**

**TENDER FOR TRAINING AND ADVOCACY  
UNDER ADVANCING SUSTAINABLE MENSTRUAL  
HYGIENE MANAGEMENT : AN INITIATIVE FOR ZERO  
MENSTRUAL WASTE PROGRAMME**

**KARNATAKA PANCHAYAT RAJ COMMISSIONERATE (KPRC),  
KALIDASA MARG, K.G. ROAD, BENGALURU 560 009**

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**KARNATAKA PANCHAYAT RAJ COMMISSIONERATE**

Kalidasa Marg, K.G. Road, Bengaluru - 560009

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website: <https://prcrdpr.karnataka.gov.in>

REF: NO. KPRC-ADM2/181/2023 (Part 1)

Dt: 01.03.2024

**Tender Invitation for Training and Advocacy  
under Advancing Sustainable Menstrual Hygiene Management : An initiative  
for Zero Menstrual Waste programme**

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Karnataka Panchayat Raj Commissionerate (KPRC), invites Tender proposal in two cover system for Training and Advocacy under Advancing Sustainable Menstrual Hygiene Management (ASMHM) : An initiative for Zero Menstrual Waste Programme across 7 districts of Kalyana Karnataka region (Ballari, Bidar, Kalaburagi, Koppal, Raichur, Vijayanagar and Yadgir) of the state, through e-procurement portal (<https://kppp.karnataka.gov.in>) as per the provisions of the Karnataka Transparency in Public Procurement Act 1999 & Rules 2000. Interested Bidders willing to participate in this tender shall necessarily register themselves with above mentioned e-procurement portal.

1	Tender Reference No and Date of Commencement of Tender Document in E Portal	<b>KPRC-ADM2/181/2023 (Part 1) and 01.03.2024</b>
2	Date and Time of Pre-Bid Meeting	<b>07.03.2024</b> 15.00 Hrs Venue : <b>Office of Commissioner,</b> Karnataka Panchayat Raj Commissionerate, Kalidasa Marg, K.G. Road, Bengaluru – 560009 Ph.: 080-22010401, 22010413, 22010415
3	Last date & Time for submission of Tender	<b>15.03.2024</b> 17.00 Hrs.
4	Date & Time of opening of the technical bid	<b>21.03.2024</b> 11.00 Hrs.
5	Tentative Date & Time of opening of Financial bid	<b>22.03.2024</b> 11.00 Hrs.
6	EMD Amount	2% of estimated cost
7	Address for communication	<b>Office of the Commissioner,</b> Karnataka Panchayat Raj Commissionerate, Kalidasa Marg, K.G. Road, Bengaluru - 560009

  
**Commissioner,**  
& Chairman, Tender Inviting Committee  
Karnataka Panchayat Raj Commissionerate,  
Rural Development and Panchayat Raj Department

## SECTION - I

### Brief Summary

<b>Project title</b>	: <b>Advancing Sustainable Menstrual Hygiene Management (ASMHM): An Initiative for Zero Menstrual Waste in Kalyana Karnataka Region.</b>
<b>Objective</b>	: The over arching objective of the project is to create awareness on MHM by means of training and capacity building and to promote the use of healthy and eco-friendly MHM products (Include Menstrual Cups and Reusable pads), which in turn will improve the well-being, hygiene and dignity of women and girls by promoting Sustainable MHM practices among them.
<b>Districts covered</b>	: Ballari, Bidar, Kalaburagi, Koppal, Raichur, Vijayanagar and Yadgir
<b>Target groups</b>	: Women Government functionaries, women in menstruating age (including Approximately 7,01,698 SHG leaders and PRI members) and Gram Panchayat members and officials.
<b>Project duration</b>	: April 2024 to March 2025 (1 Year) (Tentative)
<b>Activities</b>	: <ul style="list-style-type: none"><li>➤ Project initiates MHM activities by training and capacity building and creating peer support groups at Gram Panchayats.</li><li>➤ Enable Public representatives to advocate on sustainable menstruation.</li><li>➤ Provide access to menstrual cups and reusable pads, educating young women.</li><li>➤ Carrying out District-wide campaigns and appointing ambassadors to boost awareness.</li><li>➤ Measurement tools assessing product adoption and perception shifts among women and Launch multimedia IEC campaigns.</li></ul>
<b>Implementation</b>	: The Department of Rural Development and Panchayat Raj will be the implementing agency.
<b>Key outcomes</b>	: The project enhances, <ul style="list-style-type: none"><li>➤ To create awareness on MHM</li><li>➤ To promote use of eco-friendly MHM products (Include Menstrual Cups and Reusable pads)</li></ul>

## 1. Objective

The project will be implemented in Ballari, Bidar, Kalaburagi, Koppal, Raichur, Vijayanagar and Yadgir districts of Karnataka state. The over arching objective of the project is to create awareness on Menstrual Hygiene Management (herein referred as MHM) by means of training and capacity building and to promote the use of healthy and eco-friendly MHM products (Include MC and Reusable pads), which in turn will improve the well-being, hygiene and dignity of women and girls by promoting Sustainable MHM practices among them.

## 2. Target groups

The project will train and equip Women Government functionaries who will use, mentor, and encourage the use of menstrual cups and reusable cloth pads among every women of menstruating age, including Approximately 7,01,698 SHG leaders and members. The project will also collaborate with Gram Panchayat members and officials.

Target group	Bidar	Yadgir	Kalaburagi	Raichur	Ballari	Koppal	Vijaya nagar	Total
<b>SHG women members*</b>	35,705	28,426	44,447	34,905	32,100	28,611	29,592	<b>233,786</b>
<b>Government Women Functionaries*</b>	10,512	7069	14,404	12,767	5,551	8,963	8,107	<b>67,373</b>
<b>Total</b>	<b>46,217</b>	<b>35,495</b>	<b>58,851</b>	<b>47,672</b>	<b>37,651</b>	<b>37,574</b>	<b>37,699</b>	<b>301,159</b>

\*Source: The Govt. Functionaries data is as provided by the respective districts and SHG members data is provided by KSRLPS.

a. The Estimate for the current proposal is approximately **Rs. 39.00 Lakhs** for all 7 districts.

b. The above mentioned required Target Group Numbers may slightly vary and the decision of Tender Accepting Authority will be final in this matter.

## 3. Key tasks and Deliverables for the Agency:

The agency expressing interest in the implementation of the program is expected to deliver the following:

**3.1 Capacity Development:** Training of various groups including Government Functionaries, SHG members, elected representatives and others.

- The project's strategy includes training Master Trainers for capacity building,
- Educating Women Government Functionaries as MHM advocates.
- Formation and facilitation of peer supported mentor groups for the promotion of sustainable menstrual practices include adoption of Menstrual cups.
- Equipping Gram Panchayat Representatives, Functionaries, SHG leaders and community members to promote awareness on MHM and adoption of Menstrual cups and Reusable pads.

- The project's goal is to train personnel from various departments in MHM awareness, empowering them to educate menstruating women in Karnataka about sustainable menstruation.
- Training all Government functionaries, Self Help Group members and advocating them with the basic process involved during menstruation.
- The Training and awareness for the target group (to each person) to be conducted twice in a year.

### **3.2 Awareness and Education:**

- Carrying out intensive awareness activities and organizing IEC events,
- To educate the menstruating women about sustainable menstruation and its hygiene.
- Carrying out sessions related to Social and behavioral changes.

### **3.3 Involving Public Representatives (Advocacy and Distribution):**

- Collaboration with public representatives to promote sustainable menstruation.
- Conduct awareness sessions for women public representatives and distribute free menstrual cups.
- Local leaders are mobilized for community-driven menstrual waste management.
- Encourage Gram Panchayat presidents to distribute menstrual cups in their villages and ensure access to these products for reproductive age women.

### **3.4 Educating Young Women and Girls (Empowerment and Capacity Building):**

- Prioritization of educating young women and girls on sustainable menstruation and alternatives to disposable pads.
- District-wide training for government women functionaries, campaigns in government hostels and schools, furthermore exploring the possibilities of distribution of cloth pads.
- Identification of ambassadors and facilitation by them to promote MHM awareness in educational institutions.
- Build in-house capacity for cloth pad production through SHGs and establish mechanisms to measure product adoption and perception changes.

### **3.5 Leveraging Digital Media and Scaling Up (Advocacy and Accessibility):**

- Emphasize raising awareness through digital media, launching an IEC campaign with short videos on platforms like YouTube and Instagram etc with the support of District IEC wing.
- Furthermore, work to ensure broader availability of menstrual cups and cloth pads,
- Carrying out pilot in a block/GP to achieve 100% zero-waste sustainable menstruation.

### **3.6 Mentor Led - Peer Support Approach:**

- Structure, redesign and implement a mentor-led, peer supported approach.
- Mentors, possessing better knowledge and experience, provide guidance to groups consisting of 10-15 individuals.
- Identify those Women already using these products in other parts of the Karnataka state and master trainers, who potentially serve as a peer to support this network.
- Motivate identified peers to encourage and support the target group for adoption of menstrual cups.

### **3.7 Advocacy and Institutional Strengthening:**

- To scale up the Sustainable Menstrual Hygiene Management program,
- Advocacy for the promotion of menstrual cups and reusable pads with Government and Non-Government agencies.
- Institutionalization of the SMHM at various levels, facilitate to form an MHM monitoring committee at District level and support in conduction of regular meetings.
- Support the committee in implementation, supervision, convergence, monitoring and review of the program.

### **3.8 Monitoring Evaluation and Feedback:**

- Adopt careful methods for monitoring, evaluating and providing feedback.
- Strengthen the program monitoring and review at various levels, such as state, district, taluka, and Gram Panchayat level.
- Furthermore, develop a feedback mechanism to collect the feedback from females adopting menstrual cups and reusable pads.
- Close monitoring and support for the mentor led peer supported network on the adoption of menstrual cups and reusable pads.

### **3.9 Promotion of Enterprises and Livelihoods in MHM Services:**

- Support the KSRLPS - Sanjeevini to broaden GPLFs' involvement in reusable cloth pad production across all districts,
- Connecting them with health departments for procurement and supply to target groups, especially adolescent girls.

### **3.10 Knowledge Management and Research:**

- Develop process documents, case studies and undertake the research as empirical evidence in the domain of Sustainable Menstrual Hygiene Management.

#### **4. Technical Qualification Criteria:**

- 4.1 Legal Registration:** The training institute /Organization /CSO / Service provider/Organization /CSO / Service provider must be a legally registered entity in the country or jurisdiction where the tender is issued and the same has to be produced to the tender calling authority.
- 4.2 Experience and Track Record:** The institute /Organization /CSO / Service provider should have a minimum 05 years of experience in providing relevant training services across all sectors. Past performance records, testimonials, or case studies may be required to demonstrate the institute/Organization /CSO / Service provider's capabilities and success stories and the same has to be produced to the tender calling authority when asked.
- 4.3 Technical and Professional Qualifications:** The institute/Organization /CSO / Service provider's trainers/ Faculty /staff should possess relevant qualifications, certifications, and expertise in the specific domain or subject matter of the capacity-building program.
- 4.4 Infrastructure and Resources:** The institute/Organization /CSO / Service provider should possess adequate infrastructure, facilities and resources to deliver the training effectively. This includes training rooms, equipment, materials, and technology infrastructure. The details must be provided in a undertaking signed by the authorized representative of the firm in letter head of the firm.
- 4.5 Financial Stability:** The institute/Organization /CSO / Service provider should provide evidence of financial stability, such as audited financial statements, to ensure its ability to manage the project's financial aspects.
- 4.6 Quality Assurance:** The institute/Organization /CSO / Service provider should have a quality assurance system in place to ensure the delivery of high-quality training programs. This may include accreditation, certification, or compliance with recognized quality standards in the training industry.
- 4.7 Relevant Experience:** The institute/Organization /CSO / Service provider should have prior experience in delivering similar capacity-building programs or projects relevant to the e-tender requirements. Experience with Government of Karnataka will be an added advantage. The institute/Organization /CSO / Service provider should have a minimum of 2 years of experience in MHM, WASH and gender related themes, an exclusive experience in MHM, related to promotion of reusable Pads, Menstrual Cups etc related to Sustainable Menstrual Hygiene Management.
- 4.8 Knowledge Management and Scalability:** The institute/Organization /CSO / Service provider should demonstrate its capacity and scalability to undertake research, development of monitoring tools, establishment of monitoring mechanism, develop periodic reports and documentation of best practices, process document, research reports and dissemination in



periodicals include scientific journals, news papers, magazines, bulletins etc

- 4.9 Compliance and Ethics:** The institute/Organization /CSO / Service provider must adhere to all relevant laws, regulations, and ethical standards governing the training industry. This may include compliance with labour laws, intellectual property rights, confidentiality agreements, and other relevant regulations.
- 4.10 References and Recommendations:** The institute/Organization /CSO / Service provider should provide references, recommendations, or testimonials from past clients, partners, or stakeholders who can vouch for its credibility, reliability, and performance.
- 4.11 Insurance and Liability:** The institute/Organization /CSO / Service provider is required to have appropriate insurance coverage, such as professional liability insurance, to mitigate risks associated with the training services provided.
- 4.12 Proposal Submission Requirements:** The institute/Organization /CSO / Service provider must comply with all proposal submission requirements, including deadlines, formats, documentation, and any other specific requirements outlined in the tender documents.

## Technical Evaluation Criteria:

The Technical response will be assessed on the 100 Points scale.

### Technical Scoring Criteria:

Table below indicates the criteria for scoring for each of the activities listed.

**Table 1:** Technical Response Scoring Criteria - 100 marks

Sl. No	Evaluation Criteria / Weightage	Proof / Documents required
I.	<p><b>Past Experience of the Capacity development include Training, monitoring, research, program management and Advocacy of the firm (in years)</b></p> <p>1.Experience of Training to Government Functionaries : Min. <u>02</u> Yrs</p> <p>2.Experience of Training in Private Organizations : Min. <u>05</u> Yrs</p>	As per work done certificate issued by Government Department, by an officer not below the rank of Group 'A' Gazetted officer or equivalent cadre.
II.	<p><b>Annual Turnover (Financial Capability)</b></p> <p>The firm/ agency should have an</p>	IT returns, Audited Balance Sheet, P&L statement for the last 3 financial years and Statement of average annual turnover

	average annual turnover of Rs. <u>15 lakhs</u> and above (for the last 3 financial years).	certified by Chartered Accountant. (UIDN No: )
III.	<p><b>Trainers with relevant qualification and Experience</b></p> <p><b>1. Team Leader</b> with Min. Qualification of P.G. in Social science /MSW /Medical Science or equivalent cadre and proven experience in designing and delivering training with a Min. of <u>5 yrs</u> experience working for Government functionaries and a minimum of <u>10 yrs</u> of practical experience in the overall sector.</p> <p><b>2. Monitoring, evaluation and Knowledge management expert</b> with Min. Qualification of P.G. in Social science /MSW /Medical Science or equivalent cadre and proven experience in designing and delivering training with a Min. of <u>5 yrs</u> experience working for Government functionaries and a minimum of <u>10 yrs</u> of practical experience in the overall sector.</p> <p><b>3. Trainers</b> with Min. Qualification of Degree in social science /MSW /Medical Science or equivalent cadre and with a min. experience of <u>2 yrs</u> in training and capacity building.</p> <p>Total No. of Trainers: <u>08</u> (Minimum)</p> <p><b>In total 8 trainers CV must be submitted.</b></p> <p>Evaluation matrix for CV:</p>	Curriculum Vitae

	<ul style="list-style-type: none"> <li>✓ Educational Qualification: 20%</li> <li>✓ Total Experience: 70%</li> <li>✓ Experience in Region : 5 %</li> <li>✓ Experience in Local Language : 5%</li> </ul> <p><b>*If any manpower agency/ Organization/ firm scores less than 70%, the proposal will not be considered for further evaluation.</b></p>	
IV.	<p><b>Training in WASH &amp; MHM Sector</b> undertaken with Central/ State Governments/ PSUs/ District administration in the last 3 years.</p>	<p>Details of Work Orders/ Sanction Orders and certifications</p>
V.	<p><b>Training Methodology &amp; Overall Impact</b> in training initiatives</p> <p><b>1. Social and Behavioral Change</b></p> <p>Details on How many people have been interacted individually or No. of Focus group discussions held.</p> <p><b>2. Campaign programs</b></p> <p>Details on No. of awareness campaigns conducted and awareness being created.</p> <p><b>3. Monitoring and evaluation</b></p> <ul style="list-style-type: none"> <li>▪ Close monitoring and support provided for the mentor led peer supported network</li> <li>▪ Mechanism being followed in collecting the feedback on training and capacity development.</li> </ul> <p><b>4. Research and Knowledge management products</b></p> <ul style="list-style-type: none"> <li>▪ Must have experience in Developing process documents on best practices, case studies and have undertaken research on keen topics/subjects of concern.</li> </ul>	<p>Note on approach, methodology &amp; other details of impact to be self certified. (Feedback)</p>

- The minimum score for Technical Qualification is 75\* marks.
- Supporting documents for the above Technical Criteria need to be submitted mandatorily.

## 5. Selection Process

- a. The technically qualified bidder with least financial proposer for the district will be considered.
- b. Letter of Award/Acceptance to the successful Training and advocacy Partner shall be issued.
- c. If the selected Training and advocacy Partner fails to perform as per work award, KPRC is at liberty to terminate the work award and initiate further course of action like blacklisting & forfeiting etc. The decision of Commissioner, KPRC will be final in this matter.

## 6. Who can submit Request for Proposals (RFP)/ Tender:

KPRC seeks Request for proposals from Organizations/ Institutions/ Agencies

Fulfilling the following mandatory eligibility requirements:

- a. The Agency/ Firm/ Organization/ institution should be registered and non-political in nature and, also should not be blacklisted by any central/state government department/ PSU/Agency;
- b. It should be a legal entity eligible to enter into an agreement / contract with KPRC to undertake work contract in State;
- c. The agency should have Minimum 05 years of experience of providing similar services in the context of training and advocacy.

List of documents that an applicant agency/ organization need to submit along with the application:

- i. Application format;
- ii. Copy of the registration/Memorandum of Association of the organization;
- iii. Complete address of the organization with contact details;
- iv. Copy of PAN, UIDN, GSTIN/ Service Tax Registration Certificate;
- v. Copy of the audited financial statements for last three years (2020-21, 2021-22, 2022- 23) and the provisional audited statement for 2022-23 till December 2023 is also admissible;
- vi. Affidavit that the organization is currently not black-listed by any government department or agency; An undertaking as per the enclosed formats.

## 7. Deliverables for Service Providers:

### 1. Training and Capacity Building

- Training must be conducted in batches consisting a minimum of 40 members and maximum 60 members. The target group (Mentioned No's are equivalent to No. of participants or No. of trainees) is as below:

Target group	Bidar	Yadgir	Kalaburagi	Raichur	Ballari	Koppal	Vijayanagar	Total
<b>SHG women members</b>	35,705	28,426	44,447	34,905	32,100	28,611	29,592	<b>233,786</b>
<b>Government Women Functionaries*</b>	10,512	7069	14,404	12,767	5,551	8,963	8,107	<b>67,373</b>
<b>Total</b>	<b>46,217</b>	<b>35,495</b>	<b>58,851</b>	<b>47,672</b>	<b>37,651</b>	<b>37,574</b>	<b>37,699</b>	<b>301,159</b>

\*Source: The Govt. Functionaries data is as provided by the respective districts and SHG members data is given by KSRLPS.

- The Training and awareness for the target group (to each person) to be conducted twice in a year.
- The training schedule and campaigns must be approved by the Concerned District CEO, ZP.
- Formation and facilitation of peer supported mentor groups for the promotion of sustainable menstrual practices include adoption of Menstrual cups. (6000 In No's)

### 2. Awareness and Education

- Carrying out intensive awareness activities and organizing IEC events (In total 1140 events)
- Content development for the development of IEC creative's (A Minimum of 10 flyer's and 3 short videos).
- Facilitation of MHM campaigns in government hostels and schools (100 per district, Hostels to be prioritized)
- Identification of MHM ambassadors and equip them for the voluntary engagement in sustainable menstrual hygiene management. [510 ambassadors (10 per Taluka)]

### 3. Involving Public Representatives (Advocacy and Distribution):

- Facilitation of District level MHM Committee meeting (4 per year per district).
- Elected representatives and stake holders meeting (2 per year per district)
- Support in the distribution of Menstrual cups for the public representatives.

### 4. Leveraging Digital Media and Scaling Up (Advocacy and Accessibility):

- Facilitation to publish a minimum of 150 social media posts per month per district on Government social media accounts)

### 5. Monitoring, Evaluation and Feedback:

- Feedback Mechanism and follow up of activities to be established for the trainings and for the adoption of menstrual cups.
- Training report shared for 5000 trainings (Target Group /60) across 7 districts.

- Monthly campaign / SBCC reports for each districts (12 reports for each district)
- Study/ Evaluation reports have to be submitted every month (In Total 12 in No. per year) and Feedback report once in every 15 days. ( In total 96 per year)
- Midterm and Quarterly Study/ Evaluation Report to be conducted and report has to be submitted.
- District wise Bi- Monthly report on functionality of mentor led peer supported MHM Network.

#### 6. Knowledge Management and Research:

- Monthly one case study in each district. (12 per district in a year)
- Quarterly compendium of best practices from each district. (4 per year per district)
- Half yearly process documents on implementation of SMHM Program.
- Develop process documents, case studies and undertake the research as empirical evidence in the domain of Sustainable Menstrual Hygiene Management.

#### 7. Campaign programs

- No. of awareness campaigns conducted and awareness being created. (mandatorily 2 campaigns per week)
- One campaign should target a minimum of 100-150 members of Target group.

### 8. Financial Instructions:

- Performance security of 5% of contract must be deposited within 15 days after issuance of letter of indent /acceptance.
- Performance security in the form of FDR (Fixed Deposit Receipt) as Bank Guarantee must be submitted in the name of Chief Executive Officer of concerned district.
- Within 15 days of issuance of work order, the training programs and campaigns has to commence, failing which penalty will be charged.
- Penalty of 1% of contract price per day for delay after issuing the work order.
- The maximum penalty applicable is 10% of contract price, after which the department may take necessary actions to terminate the contract and forfeit the performance security and recommend for blacklisting.
- Concerned Districts Zilla Panchayat will release the funds for Training & capacity Building and other approved expenses. The funds would be released as per the following schedule:

Sl.No.	Percentage of Training Cost	Particulars
1	30%	On commencement of training programme
2	30%	On successful Completion of training programme and the adaptability in the usage of Menstrual cups
3	40%	Outcomes based on Feedback and

		Reports Submitted and its evaluation.
Sl.No.	Percentage of Campaign Cost	Particulars
1	30%	On scheduling of campaign programme
2	30%	On successful Completion of campaigning programme and adaptability to Menstrual cups
3	40%	Based on the Reports submitted and its Evaluation.

- g. Subsequent reports and invoices shall be submitted on monthly basis including reporting and Travel Expenses.
- h. The Final evaluation and certification of training and campaigning programs will be done by concerned “District MHM Committee” headed by Chief Executive Officer.

## 9. General Conditions

- a. The response documents with its supporting evidences should be properly bound. The application with incomplete documents/ information shall not be considered.
- b. Applications of joint venture / consortium and sub-contracting in any form shall not be considered.
- c. The subletting of training is not allowed and will attract the cancellation of work award issued to the TP.

Any query may be sent to **Email: [prckar.tender@gmail.com](mailto:prckar.tender@gmail.com)** or may be contacted via **Telephone: 080-22010401/ 22010413/22010415** during working days & working hours 10.00 am to 5.30 pm.

**Annexure 1:**  
**Technical Proposal Form**

1	<b>Company / Firm name, address, telephone number, website and e-mail id</b>		
2	Institution's Registration number and date		Attaching a copy (Registration certificate/s of the bidding entity such as Incorporation Certificate/Registration of Firms/ Partnership deed/Establishment registration Certificate etc.)
3	<b>Type of organization</b>	Govt \ Non Govt	
4	<b>Scope of work of the organization:</b> Head office and branch details of the organization		Mention the district / taluks where the organization operates and if there are branches furnish the information separately as per this prescribed form.
5	Type of institution building	Own \ rent and area	Attaching a copy
6	Private and Government vehicle arrangement available for Trainees to reach	Yes \ no	
7	Details of vehicles available for field visiting by Trainees and the number of seats it accommodates		
8	<b>Organizational Details of the Institute/Organization /CSO / Service provider:</b>		
8.1	Name and designation of the head of the organization		
8.2	Total number of officers/staff of the organization		Enclosing a list of names, designations
8.3	Number and details of Expert Resource Persons (SMHM) available :		Enclosing list of Name, Qualification, Subject Expertise and Years of



			Experience
8.4	<ul style="list-style-type: none"> <li>• o. of ToT being conducted :</li> <li>• o. of meetings conducted for advocacy: District level : Taluka Level : Cluster Level : GP/Village level :</li> </ul>		
8.5	Number of trainings organized by the organization on Menstrual Management, Use of Menstrual Cups and Hygiene in last 05 years		Enclosing list of details including name of training, specific group (to whom), duration of training days and number of participants
8.6	Audit report of the last three years of the organization	Yes \ No	Enclosing report

## Annexure 2: Financial Proposal Form

<b>1</b>	<b>Proposed rates of training and awareness activities (Including GST rates as applicable)</b>	
1.1	Training Charges to the proposed Human Resource <b>(per district per person)</b>	
1.2	Campaign Programs (Campaign should target a Minimum of 150 (in No's) Target Group) (Mandatorily 2 campaigns per week) - Total 96 campaigns / year <b>(per district)</b>	
1.3	<ul style="list-style-type: none"> <li>• Carrying out intensive awareness activities and organizing IEC events [(In total 1140 events (1 per GP))]</li> </ul>	
1.4	<ul style="list-style-type: none"> <li>• Content development for the development of IEC creative's (A Minimum of 10 flyers and 3 short videos per district).</li> <li>• Facilitation to publish a minimum of 150 social media posts per month per district in Government social media accounts.</li> </ul>	
1.5	<ul style="list-style-type: none"> <li>• Facilitation of MHM campaigns in government hostels and schools (100 per district, Hostels to be prioritized)</li> </ul>	
1.6	<ul style="list-style-type: none"> <li>• Identification of MHM ambassadors and equip them for the voluntary engagement in sustainable menstrual hygiene management. [510 ambassadors (10 per Taluka)]</li> </ul>	
1.7	<ul style="list-style-type: none"> <li>• Training report to be shared for about 5000 trainings (Target Group /60) across 7 districts.</li> <li>• Monthly campaign / SBCC reports for each districts (12 reports/ district)</li> <li>• Study/ Evaluation reports have to be submitted every month (In Total 12 in No. per year/District) and Feedback report once in every 15 days. (In total 96 per year/District)</li> <li>• Midterm and Quarterly Study/ Evaluation Report to be conducted and report has to be submitted.(4 per year/district)</li> <li>• District wise Bi- Monthly report on functionality of mentor led peer supported MHM Network. (24 per year/ district)</li> </ul>	
1.8	<ul style="list-style-type: none"> <li>• Monthly one case study from each district. (12 per year/District)</li> <li>• Quarterly compendium of best practices from each district. (4 per year/ district)</li> </ul>	
1.9	Transportation and Travel expenses <b>(per district)</b>	
	<b>Total (In Rs.) (per district)</b>	

### **Terms and Conditions:**

1. Training should be organized successfully according to rules set by the Department to organize the training like training design, schedule and training manual. Human resources related to this are not provided by the Department separately.
2. The service provider must obtain evaluation report from the Trainees as prescribed by the Department after completion of each training session and submit a consolidated report to the Department along with the said reports.
3. After the completion of each training, the expenses incurred should be audited by the auditor and submitted with the final report.
4. The Government shall have full power to mandate the Department of training based on the merit and facilities of the institution.
5. In order to maintain the quality of training from time to time, the head of the training Institute /Organization /CSO /Service provider should attend the meeting when requested. Must bear his/her own travel expenses or any associated cost.
6. All statutory clearances are the responsibility of the service provided.
7. GST to be paid by the concerned agency/firm/Organizations as per the prevailing rates.
8. The Tender Contract is valid for a period of 1 Year. If it is satisfactory, on successful completion, it may be extended for additional one year, with mutual consent from both the parties by an escalation of 5% a year.
9. KPRC shall be the final authority with respect to selection of a shortlisted vendor (Successful bidder) through this RFP. KPRC reserves the right to reject any or all the bids without assigning any reason. KPRC further reserves the right to negotiate the prices with the selected agency.

## SECTION II - INFORMATION TO BIDDERS

### 1. SCHEDULE OF REQUIREMENT

The project will collaborate with Government Women Functionaries, SHG/PRI women members, Gram Panchayat members and officials.

Target group	Bidar	Yadgir	Kalaburagi	Raichur	Ballari	Koppal	Vijaya nagar	Total
<b>SHG women members*</b>	35,705	28,426	44,447	34,905	32,100	28,611	29,592	<b>233,786</b>
<b>Government Women Functionaries*</b>	10,512	7069	14,404	12,767	5,551	8,963	8,107	<b>67,373</b>
<b>Total</b>	<b>46,217</b>	<b>35,495</b>	<b>58,851</b>	<b>47,672</b>	<b>37,651</b>	<b>37,574</b>	<b>37,699</b>	<b>301,159</b>

\*Source: The Govt. Functionaries data is as provided by the respective districts and SHG members data is given by KSRLPS.

*(Note: The above mentioned numbers may slightly vary and the decision of Tender Accepting Authority will be final in this matter to decide the changes in target group Numbers)*

- The primary goal of this Request for Proposal (herein referred as RFP) is to select eligible bidder Proposal for Training and Advocacy to Government Women Functionaries and SHG/PRI women across 7 Districts of Kalyana Karnataka (Ballari, Bidar, Kalaburgi, Koppal, Raichur, Vijayanagar & Yadgir).
- This RFP intends to provide all the details of the services that are deemed necessary to share with the prospective vendors. The details of approximate number of people to be trained, EMD etc. is provided in Schedule of requirement above.
- The estimated numbers shown is based on the approximate requirement as estimated for the period of contract; however, the quantity may vary at the time of entering into contract, based on the actual requirements.
- KPRC shall be the final authority with respect to selection of a shortlisted vendor (Successful bidder,) through this RFP. KPRC reserves the right to reject any or all the bids without assigning any reason. KPRC further reserves the right to negotiate the prices with the selected agency.

## General

- Participants declared by Central / State Government to be ineligible to participate for unsatisfactory past performance, corrupt, fraudulent or any other unethical business practices shall not be eligible.
- It will be the responsibility of each Bidder to fully acquaint themselves with the local conditions and other relevant factors at the proposed sites which would have any effect on the performance of the contract and / or the cost. The Bidders are advised to visit the proposed locations (at their own cost) and due-diligence can be conducted before the pre-bid meeting/ bid-submission.
- Failure to obtain the information necessary for preparing the bid and/or failure to perform activities that may be necessary for providing services before entering into contract will in no way relieve the successful Bidder from performing any work in accordance with the Tender documents.
- It will be imperative for each Bidder to fully aware themselves of all legal conditions and factors which may have any effect on the execution of the contract as described in the bidding documents.
- It is the responsibility of the Bidder that such factors have properly been investigated and considered while submitting the bid proposals and that no claim whatsoever including those for financial adjustment to the contract awarded under the bidding documents will be entertained by the KPRC and that neither any change in the time schedule of the contract nor any financial adjustments arising thereof shall be permitted by the KPRC on account of failure of the Bidder to appraise themselves of local laws and site conditions.
- The tender documents can be downloaded from the e-Procurement portal of Government of Karnataka and submitted online through e-Procurement Portal only.
- The last date and time for submission of tenders is as shown in e-procurement portal. The opening of technical bid and financial bids will be done through e-portal on the date as mentioned in e-Procurement portal. The financial bids will be opened after completion of evaluation of the technical bids.
- For any clarification, the bidders are requested to contact OFFICE OF THE COMMISSIONER, KARNATAKA PANCHAYAT RAJ COMMISSIONERATE (KPRC), KALIDASA MARG, K.G. ROAD, BENGALURU - 560009

Phone: 080-22010401/ 22010413/ 22010415, Email: [prckar.tender@gmail.com](mailto:prckar.tender@gmail.com)

## **Pre-bid Queries and Meeting**

- The prospective bidders are requested to submit their queries only through e- procurement portal. The Pre-bid meeting will be held by the tender inviting authority either at the office of the Commissioner, KPRC, Bengaluru or virtual mode on the date and time as indicated in the Tender Notification. In case of Virtual Meeting, the ID for joining the meeting online will be published in the e-portal and at the website.

## **Response to Pre-bid queries and Amendment of RFP Document**

- Queries strictly relating to this RFP will only be answered. Commissioner, KPRC neither makes representation or warranty as to the completeness of any response made in good faith, nor does Commissioner, KPRC undertake to answer all the queries posted by the bidders.
- At any time the Tender inviting authority may, for any reason, whether at own initiative or in response to a clarification requested by a prospective Bidder, modify the bidding document by amendment. All the amendments made in the document would be published in the portal <https://kppp.karnataka.gov.in>. The bidders are also advised to visit the afore mentioned website on regular basis for checking necessary updates. The Tender inviting authority also reserves the rights to amend the target dates mentioned in this RFP for bid process.

## **Authentication of Bid**

- The "Bidder" as used in the RFP shall mean the one who has signed the Bid document forms. The Bidder may be either the Principal Officer or the duly Authorized Representative of the Bidder, in which case Bidder shall submit an Authorization Certificate. All certificates and documents (including any clarifications sought and any subsequent correspondences) received hereby, shall be furnished and signed by the authorized representative.

## **Proposal Preparation Costs**

- The bidder is responsible for all costs incurred in connection with participation in this process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of proposal, in providing any additional information required by KPRC to facilitate the evaluation process, and in negotiating a definitive Service Agreement and all such activities related to the bid process.

## **Language of Bids**

- The Bids prepared by the Bidder and all correspondence and documents relating to the bids exchanged by the Bidder and KPRC, shall be written in the English language, provided that any

printed literature furnished by the Bidder may be written in another language so long the same is accompanied by an English translation in which case, for purposes of interpretation of the bid, the English translation shall govern.

### **Validation of interlineations in Bid**

- The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the Bidder, in which case such corrections shall be attested by the person or persons signing the bid.

## **2. SUBMISSION OF TENDER**

- 2.1 Interested parties with relevant experience to undertake as per the schedule of requirement and meeting eligibility criteria are required to submit their technical and financial bids through e-portal.
- 2.2 The Name of the Bidding entity and authorized signatory of the tender shall be as registered in the e-portal of the Government of Karnataka and shall be uniform/same across all the supporting documents submitted by the bidder. The supporting documents submitted towards various eligibility criteria like turnover, past performance, licenses, Registration certificates etc., having different names (such as variation in spellings, words, names of sister/associated companies or Group of companies) will not be considered for evaluation and the such bids will be subject to disqualification.
- 2.3 In case of change in the name of the Bidding entity itself during the timeline due to Management decisions, amalgamation, acquisition etc., necessary amendment documents as approved by the Government authority shall be submitted along with Technical documents. Otherwise, the bids are subject to rejection.
- 2.4 In case of bid documents being signed by (representative) other than the Authorized signatory registered in the E-portal (Having digital key in his name), necessary General Power of Attorney issued by the Authorized signatory in the name of the representative, as per Annexure 3 on a stamp paper, for signing of the Tender documents and submission on his behalf shall be submitted.
- 2.5 The bidder under no circumstances will be allowed to update/amend or furnish additional documents in support of eligibility criteria/specification etc., after opening of the Technical bids. Only the document submitted through e-portal will be considered for evaluation of the bids. However, the tender inviting authority reserves the right to seek clarifications/additional information/documents from the bidder for cross verification during the course of evaluation, if necessary.
- 2.6 All the documents submitted should be signed with seal by the Authorized signatory on each page.

### **3. FIRST COVER - TECHNICAL BID**

- Details of the Bidder as per **Annexure 1**
- All the documents in support of meeting minimum eligibility criteria at Clause (9) and corresponding Annexure of Bid document
- The scanned copies of each page of the tender shall be signed and seal affixed by the authorized signatory of the tender.
- The Documents against each criterion shall be in the PDF/JPG format. The information contained in the documents shall be clear, legible and printable form, in the A4 size.
- In case the documents under single criteria are having multiple pages/files; the same shall be compressed with ZIP/WinRAR format and be uploaded.
- The tender inviting authority reserves the right to call for original copies of documents submitted against technical bid if necessary, for cross verification, like Audited Financial Statements, Certificates issued by Chartered accountant /competent authorities etc.
- Earnest Money Deposit: The EMD amount as indicated in the schedule of requirement which shall be submitted through e-procurement portal.

### **4. SECOND COVER - FINANCIAL BID**

- Prices shall be quoted only in Indian Rupees (INR).
- The end price quoted shall include GST and other incidental charges as applicable. The breakup of amount shall be indicated separately as per the provisions provided in the E-portal.
- The Bidder shall indicate prices for various components as per formats prescribed in this tender document. Prices should be shown separately for each item as detailed in the Financial bid format.
- The price quoted by the Bidders shall in any case not exceed the controlled price, if any, fixed by the Central/State Government.
- The Tender Inviting Authority will exercise the right to revise the price at any stage so as to conform to the controlled price or MRP or the lowest selling price of the Bidder as the case may be. This discretion will be exercised without prejudice to any other action that may be taken against the Bidder.
- Prices shall be quoted per unit. Rate shall have to be quoted in accordance with instructions laid down in tender. In case of errors/misunderstanding in offering unit price, no justification/explanations will be honored and such offers will be excluded during evaluation and shortlisting.



- The price components furnished by the Bidder will be solely for the purpose of facilitating the comparison of bids by KPRC and will not in any way limit the KPRC's right to negotiate on any of the terms offered.
- Prices quoted in the bid must be firm and final and shall not subject to any upward modifications, on any account whatsoever. However, KPRC reserves the right to negotiate the prices quoted in the bid to effect downward modification.
- The Bidder shall prepare the bid based on details provided in the RFP. It must be clearly understood that the scope of services is intended to give the bidder an idea about the order and magnitude of the work and is not in any way exhaustive and guaranteed by the KPRC. The Bidder shall carryout all the tasks in accordance with the requirement of the RFP and it shall be the responsibility of the Bidder to fully meet all the requirements of the RFP.

#### **MODIFICATION AND WITHDRAWAL OF BIDS**

- No bid may be altered / modified subsequent to the closing time and date for receipt of bids. Unsolicited correspondences from Bidders will not be considered.
- No bid may be withdrawn in the interval between the last date for receipt of bids and the expiry of the bid validity period as specified in the RFP. Withdrawal of a bid during this interval may result in the Bidder's forfeiture of its EMD and the KPRC may initiate additional punitive measures including but not restricted to debarment/blacklisting of the bidder.

#### **RIGHTS TO THE CONTENT OF THE PROPOSAL**

- All proposals and accompanying documentation of the Technical proposal will become the property of KPRC, and will not be returned after opening of the technical proposals.
- KPRC is not restricted in its rights to use or disclose any or all of the information contained in the proposal and can do so without compensation to the bidders.
- KPRC shall not be bound by any language in the proposal indicating the confidentiality of the proposal or any other restriction on its use or disclosure.

#### **EVALUATION OF TECHNICAL BIDS**

- The Technical bids are evaluated based on the:
  - Eligibility criteria specified and the documents furnished by the Bidder in technical bid (first cover) in support of meeting the eligibility criteria and submission of EMD.
- The technical bids shall not contain the financial part of the bid. In case the prices are disclosed at Technical evaluation stage, the bid is liable for rejection as a whole.
- **Verification of original documents:** The tender inviting authority reserve the right to

verify the original documents, copies of which submitted through e-portal during the submission of tender. The bidder shall produce the Original Documents as and when requested by the Tender inviting authority. Failure on the part of the Bidder to produce original document on demand at any point of time may result in rejection of the bid.

- **Submission of Original Documents:** It is mandatory that, the Successful bidder shall submit following documents in original with original seal and signature (of which the softcopies uploaded through e-Procurement portal) within 7 days, from last date prescribed for submission of Technical Bids.
  - Forms of Annexures.
  - Forms of Registration and certification
  - Affidavits / Declarations specific for the tender.
  - Curriculum Vitae and other supporting Documents of Trainers
  - Documents /communications particularly addressed to KPRC and/or limited to Current tender.
- The Purchaser may waive any minor informality or non-conformity or irregularity in a supporting document being submitted against meeting the eligibility criteria under clause 9, which does not constitute a material deviation from the eligibility criteria and technical/specification requirement prescribed, provided such a waiver does not prejudice or affect the relative ranking of any Tenderer. For this provision, the Tender Inviting authority or the Tender Accepting authority or the Tender Scrutiny Committee may seek bonafide clarifications from Tenderers during the evaluation of tenders under Rule 23(3) of Karnataka Transparency in public Procurement Rules. 2000.
- The forms like Performance Certificate, Experience Certificates, Licenses/ permissions, etc..., will be evaluated.

#### **EVALUATION OF FINANCIAL BIDS:**

- Only, the financial bids (2nd cover) of the bidders who are qualified in the technical evaluation will be opened. The financial bids are evaluated based on the lowest quoted total value of each package, as per schedule of requirement.

#### **5. FINAL SELECTION OF THE BIDDER AND AWARDING OF THE CONTRACT**

- The final selection of the bidder/bidders will be based on the lowest quoted total value of bid.
- However, in case of more than 1 bid stood at L1 with equal pricing, one among them will be selected as 'Successful L1 bidder' through Lottery system.

### SECTION III - TERMS OF THE CONTRACT

1. Prices: The end price quoted shall include GST and other incidental charges as applicable. If a change in Statutory levies in future, the same should be reflected in the landed price & the vendor shall intimate the Office of the Commissioner (KPRC), Bengaluru immediately.
2. The price quoted by the firm will be freezed during the course of execution of the Contract and no-upward revision will be allowed, excluding GST.
3. The successful bidder should enter into a Contract with KPRC within 15 days from the date of issue LOA (letter of Acceptance) towards execution. The agreement should also contain the following documents:
  - 3.1. Schedule of requirement or schedule of delivery
  - 3.2. Relevant Registration details and Certifications issued by the competent authorities
  - 3.3. Relevant Documents as mentioned in Technical proposal form.
  - 3.4. Name, address, mobile number and email address of the Authorized Office to be contacted in case of failure or complaint.
4. Security Deposit:
  - 4.1. The successful bidder shall furnish performance security within 15 days from the date of letter of intent/purchase order at 5% on contract value in the form of DD or Bankers Guarantee issued by a Nationalized Bank (In Favor of, will be specified at the time of LoA), having validity not less than 36 months in general and may subject to extended period based on the services ordered, from the date of issue of purchase order.
  - 4.2. The tender inviting authority reserve the rights to get the performance Security deposit/Bank Guarantee extended for further period based on the extended period of contract.
  - 4.3. Failure to submission of Security deposit will result in termination of the contract apart from forfeiture of the EMD.
  - 4.4. The Performance Security will be discharged by the tenderer and returned to the Bidder not later than 3 months after the validity period, without any interest accrued on it, following the date of completion of the Tenderer's performance obligations, including any warranty obligations.
5. Debarment/ Blacklisting. :

Unless otherwise specified in the forgoing clauses, the KPRC reserve the rights to Debar/Blacklist the bidder/supplier against specific services for a period of not less than 3 years as per the guidelines issued by the Government of Karnataka under section 26(A)(B)(C)

vide notification No NO:FD 884 Exp-12/2019, Bangalore Dated 7th May 2020, apart from cancellation of the work order, forfeiture of EMD/Security Deposit, towards the lapses/defaults being reported/ found/ observed/ committed as detailed under:

#### 5.1. Debarment/Blacklisting of the firm

- a) Submission of false/misleading/fabricated/invalid/void documents against the bid and non-adherence to agreed terms and conditions of the tender.
- b) Not having the relevant certifications/ experiences, as declared at the time of bid submission.
- c) Non submission of Security deposit within the stipulated/extended time, leading to cancellation of LOI/ Work order.
- d) Withdrawal of bid or non-execution of services within the stipulated/extended period.
- e) Violation and convictions if any under the applicable laws/rules during the currency of contract period.
- f) Any other Corrupt/Fraudulent/unethical business practices

#### 5.2. Debarment/Blacklisting of the firm

In case of a firm debarred/blacklisted by the KPRC for more than 3 services within a period of one year either under the same or different Tenders/Purchase orders for any of the reasons stated above or committing similar offence in more than 3 instances, the KPRC reserves the right to Blacklist the firm as a whole for a period of not less than 3 years as per the provisions of the KTPP Act/Rules and guidelines issued by the Government of Karnataka under section 26(A)(B)(C) vide notification No : FD 884 Exp-12/2019, Bangalore Dated 7th May 2020, apart from cancellation of the Purchase order, forfeiture of EMD/Security Deposit.

- 5.3. The blacklisting of particular company/firm will be done without prejudice to other penalties which may be imposed as per the conditions of Tender documents and also to other actions which may be initiated under relevant Acts or any other law of Land. KPRC, will display names of such blacklisted product(s) and company/firm on its website and also circulate the same among other State Government / Central Government.

#### 5.4. The process of Debarment/Blacklisting and Resolution of Disputes:

The process of Debarment/blacklisting by KPRC will be carried in accordance with the provisions of the KTPP Act/Rules and guidelines issued by the Government of Karnataka under section 26(A)(B)(C) vide notification No:FD 884 Exp- 12/2019,

Bangalore Dated 7th May 2020 In case of a dispute or difference arising between the KPRC and a supplier relating to any matter arising out of or connected with the Debarment/Blacklisting, such dispute or difference shall be settled as per the provisions of the said Act/Rules and notifications.

6. In addition to the action of debarment/blacklisting stated above, the Procuring Entity is entitled, and it shall be lawful on their part to:
  - 6.1. File information against Bidder or any of its successors, with the Competition Commission of India for further processing, in case of anti-competitive practices;
  - 6.2. Initiate proceedings in a court of law against Bidder or any of its successors, under the Prevention of Corruption Act, 1988 or the Indian Penal Code or any other law for transgression not addressable by other remedies listed in this sub-clause.
  - 6.3. Initiation of suitable disciplinary/legal/criminal proceedings under the applicable Laws against the firm or individual towards:
    - 6.3.1 Submission of fabricated/forged/misleading documents with an intention to win the bid or gain advantage over the competitors.
    - 6.3.2 Criminal negligence while execution of the contract or breach of contract which may lead to loss or damage to human life.
7. If the service provider gets debarred/banned/blacklisted in any state are the subject of debarment/blacklisting is pending for hearing/decision/disposal in the Court of Law, after entering into agreement with KPRC for the services for which their bids were accepted, it shall be the responsibility of the bidder to inform KPRC without any delay about the same.
  - 7.1. In case the Firm is black listed/debarred/banned after submission of bid document for the services for which their bids were submitted, it should inform the KPRC within 15 days of blacklisting/debarring/banning.
  - 7.2. If the blacklisted/debarred / banned firm does not inform the KPRC within stipulated time, a penalty amounting to @ two percent of purchase orders towards the issued between the date of blacklisting/debarring/banning and the date of informing to KPRC, both dates inclusive, shall be imposed, subject to a minimum penalty of Rs 20,000 and a maximum penalty up to Rs 2,00,000 only.

## 8. Corrupt or Fraudulent Practices


The Government requires that Tenderer/Suppliers observe the highest standard of ethics during the procurement and execution of Government financed contracts. In pursuance of this policy, the Government defines, for the purposes of this provision, the terms set are as follows:

- 8.1. "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and'
- 8.2. "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Government, and includes collusive practice among Tenderer/ Manufacturers (prior to or after tender submission) designed to establish tender prices at artificial non- competitive levels and to deprive the Government of the benefits of free and open competition;
- 8.3. will reject a proposal for award if it determines that the Tenderer/Supplier recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;
- 8.4. will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a Government financed contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a Government financed contract.

## 9. Termination:

- 9.1. The Department may at any time terminate the Contract by giving written notice to the Tenderers/Service providers, if they become bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Tenderer/Supplier provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Department.
- 9.2. Termination for Default: The Department may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Tenderers / Service Providers , terminate the Contract in whole or part:
  - i. if the Tenderers / Service Providers fails to deliver any service within the period(s) specified in the Contract, or within any extension thereof granted by the purchaser or
  - ii. if the Tenderers / Service Providers fails to perform any other obligation(s) under the Contract.
10. The Department, reserves the right either to accept or reject/cancel the Tender. The decision of the Department will be final.
11. The complete Tendering and Evaluation process will be carried as per the provisions of the KTPP Act and subsequent amendments/circulars/guidelines. Tender Accepting Authority reserves the right to alter the Number of Target Group/to accept or reject/cancel the tender within the provisions of the KTPP act and Rules. The decision of the Tender Accepting Authority will be final.

12. The Tender Accepting Authority reserves the right at the time of contract award to increase or decrease by upto 25% of the Number originally specified in the schedule of requirement without any change in unit prices and other terms and conditions.
13. The Bidders shall submit following documents:
- General documents: Details of Bidder shall be submitted as per **Annexure 5**.
  - Towards financial capability: Certificate issued by the Chartered Accountant as per **Annexure 6**
14. The final selection of the bidder/bidders will be based on the lowest quoted total value of bid. (**Annexure 7**)
15. The bidders debarred/blacklisted in any of the Govt. Department/ organization/ Health institution, but the process of such action against the bidder is stayed by a Court interim order and pending in Court for final disposal/decision as on the last date prescribed for bid submission, such information shall be disclosed by bidder in the Declaration, **Annexure 8**. The tender inviting/evaluation/ accepting authority reserves the right to consider the eligibility of the bidder either responsive or non-responsive based on the implied conditions of the stay order or any other legal implications.
16. **Jurisdiction:** In case of any dispute, the jurisdiction of the court shall be at Bengaluru.

  
**Commissioner,**  
& Chairman, Tender Inviting Committee  
Karnataka Panchayat Raj Commissionerate,  
Rural Development and Panchayat Raj Department

**Annexure – 3**

**Tender for Training and Advocacy**

**FORM OF GENERAL POWER OF ATTORNEY FOR SIGNING THE BID DOCUMENTS**

**Notes:**

- i. To be submitted on Non judicial Stamp Paper.
- ii. The GPA shall not be older than 12 months as on the date last date of Tender submission and shall be valid for not less than 18 Months.
- iii. GPA shall be issued by the Digital Signature Holder of Bidding Entity to represent him and to sign the bid document, and shall be issued in favor of only the designated Employees/ Directors/ Partners of the Bidding Entity.
- iv. In case of Companies incorporated under the Companies Act, Board Resolution shall be attached towards issue/approval of the GPA.

**GENERAL POWER OF ATTORNEY**

- v. I, ..... (Designation).... of .....(name of the Bidding entity), having the Digital Signature for Signing the Bid in the e-Procurement portal in my Name, here by through this General Power of Attorney authorize (Name of the representative, signing the bid documents)..... working in my organization as.....(Designation)..... to sign the Bid documents, to represent me in case of all Communication and transactions with KPRC including all such acts which deemed to be the part of the tender process and execution of contract.
- vi. The General Power of Attorney is valid for a period up to ..... from the date of signing, unless it is revoked/withdrawn/cancelled by me through a written communication before the expiry.
- vii. AND I/We/the .....(name of bidding entity)..... agrees that all acts, deeds or things lawfully done by the said Attorneys or either of them under the authority of this power shall be construed as acts, deeds and things done by Me/Us/the... (name of bidding entity)..... and undertakes to confirm and ratify all and whatsoever the said Attorneys or either of them shall lawfully do or cause to be done by virtue of the powers hereby given.
- viii. IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year .....



Signed, Sealed and Delivered by the

Signed acknowledged by the

Said .....(Name)....

Said ..... (Name)....

(Issuer of the GPA)

(Holder of the GPA)

.....

Specimen Signatures

1)

Seal and Signature

2)

3)

in the presence of:

in the presence of:

Witness

Witness

1.

1.

2.

2.

Annexure – 4

Tender for Training and Advocacy

PERFORMANCE SECURITY BANK GUARANTEE FORM

To,

Commissioner,  
Karnataka Panchayat Raj Commissionerate,  
Kalidasa Marg, K G Road,  
Bangalore 560009

01	GUARANTEE NO :	
02	AMOUNT OF THE GUARANTEE :	Rs. ...
03	GUARANTEE COVERS FROM :	Dt. ....
04	LAST DATE FOR LODGMENT OF CLAIM :	Dt. ....

1. This deed of guarantee executed by the ....Name of the Banker....(hereinafter referred to as the Bank) in favour of the KARNATAKA PANCHAYAT RAJ COMMISSIONERATE (KPRC), Kalidasa Marg, K. G. Road, Bengaluru 560009 (hereinafter referred to as the Beneficiary) for an amount not exceeding Rs. ....Value of Guarantee .... (Rupees in Words.....)at the request of ....Name of the Vendor ....(hereinafter referred to as The Contractor).
2. This guarantee is limited to a maximum of Rs ....Value of Guarantee .... (Rupees in Words.....) and the guarantee shall remain in force up to .....and cannot be invoked otherwise than by a written demand on or before the day of.....In consideration by the Beneficiary under the term and conditions of an agreement of dated .....made between the Beneficiary and the contractor for.....(description of goods/service)..... at .....(Locations for supply) ..... under reference LOI/Purchase Order no.....Dated .....
3. We ....Name of the Banker ....do here by undertake to pay the amounts due and payable under this guarantee without any demur merely on a demand from the Beneficiary stating that the amount claimed in due by way of loss or damage caused to or would be caused or suffered by the Beneficiary by reason of breach by the said contractor (S) of any of the terms and conditions contained in the said agreement. However our liability under this guarantee shall be restricted to an amount not exceeding Rs. ....Value of Guarantee .... (Rupees in Words... )
4. We,....Name of the Banker ....further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and shall continue to be enforcement of the said agreement and shall continue to be enforceable till all the dues of Beneficiary under or by virtue of the said, agreement have been fully paid and its claims satisfied or discharged or till Beneficiary certified that the terms and conditions of the said agreement have been fully and properly carried out by the said contractor and accordingly discharge the guarantee. Unless a demand or claim under this guarantee is made on us in writing before the Dt ..... we shall be discharged from all liability under this guarantee thereafter.
5. We, ....Name of the Banker ....further agree with the Beneficiary have the fullest liberty without our consent and without effecting in any manner our obligations hereunder vary any of

the terms and conditions of the said contractor from time to time or to postpone for any time or from time to time any of the powers exercisable by the Beneficiary, against the said contractor and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation or extension being allowed to the said contractor or for any forbearance, act or commission on the part of the department or any indulgence by the department of the said contractor or any such matter or thing what so ever/whichever under the law relating to surety would but for this provision have effect of so relieving us, until the day of **Dt.** ....., when the liability of the Bank will cease.

6. We, ....Name of the Banker .... lastly undertaken not to revoke this guarantee during its currency except with the previous consent of the Beneficiary in writing.
7. Not with standing anything contained herein above, our liability under this guarantee is restricted to Rs. ....Value of Guarantee .... (Rupees in Words.....) Our guarantee shall remain in force until **Dt.** ..... unless a claim in writing is presented to us and if unpaid a suit or action to enforce such claim is filed against us within three months from the above date, all your rights under the said guarantee shall be forfeited and we shall be released and discharged from all liability thereafter.

DATED :

FOR:

Signature and Seal of Guarantors

.....  
.....

Address: .....

.....  
.....

**Annexure - 5**

**Tender for Training and Advocacy**

**DETAILS OF THE BIDDER**

<b>a Name of the firm</b>	
Office Address	
Telephone and Fax Number	
<b>b Works Address</b>	
Telephone and Fax Number	
<b>c Name of the Authorized Signatory of the Tender</b>	
Phone/ Mobile Phone No. Email ID	
<b>d Name of the Contact person</b>	
Phone/ Mobile Phone No. Email ID	
<b>e Status of the Bidder</b> (such as Govt Organization/ Undertaking, Public/ Private Ltd Co, Partnership Firm, HUF, SSI,)	
<b>f Registration of the bidding Firm/Incorporation of Company/ Establishment Registration Details</b>	Registration of Firm/ Incorporating of Company/Establishment Registration No .....and Date.....
<b>g Details of Agency</b>	Name : Address : Authorization Certificate/ letter No. ....and Date..... valid up to.....
<b>h GST Registration</b>	Manufacturer - No. ....and Date..... SERVICE CENTER- - No. .... and Date
<b>i a) Details of Bank account with IFSC Code</b>	
<b>b) Recipient ID in Kajane 2 (If available)</b>	

Name, seal and  
Signature of the authorized Signatory

**Annexure – 6**

**Tender for Training and Advocacy**

**FINANCIAL STATUS OF THE FIRM**

We hereby certify the Sales Turnover M/s..... is as below  
for the periods mentioned.

Sl. No.	Financial Year	Annual Turnover (In Rs.)	Net Profit/ Loss for the year
1	2021-22		
2	2021-22		
3	2022-23		

The total net worth of the firm as on 31/03/2022 to 31/03/2023 is as Rs.....

UDI Number.....

Seal and Signature of the Chartered

Accountant Membership number of CA :

**Note to bidders:**

1. Enclosing of supporting documents such as Audited Statement accounts and IT returns for all the threeyears is compulsory for qualifying in the Technical bid.
2. Generating UDI No. for issue of CA Certificate is Mandatory. CA certificate not having UDI Number willbe considered as Invalid.

**Annexure - 7**  
**Tender for Training and Advocacy**

**CONTRACT FORM**

THIS AGREEMENT made on the .....day of....., 20... Between ..... (Name of purchaser) of ..... (Country of Purchaser) (herein after called "the Purchaser") of the one part and ..... (Name of Supplier) of (City and Country of Supplier) (herein after called "the Supplier") of the other part :

WHEREAS the Purchaser is desirous that certain Goods and ancillary services viz.,..... (Brief Description of Services) and has accepted a tender by the Supplier for the supply of \_\_\_\_\_ with the value of\_\_\_\_\_(Contract Price in Words and Figures) (hereinafter called "the Contract Price").

**NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:**

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
  - (a) the Tender Form and the Price Schedule submitted by the Tenderer;
  - (b) the Schedule of Requirements;
  - (c) the Technical Qualifications;
  - (d) the General Conditions of Contract;
  - (e) the Special Conditions of Contract; and
  - (f) the Purchaser's Notification of Award.
3. In consideration of the payments to be made by the Purchaser to the Service provider as hereinafter mentioned, the Supplier hereby covenants with the service to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Purchaser hereby covenants to pay the Service provider in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

Brief particulars of the goods and services which shall be supplied / provided by the Supplier are as under:

Sl. No.	Brief Description of Services	Target Group In No.s	Total Price	Delivery services

**TOTAL VALUE:**

**DELIVERY SCHEDULE:**

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, Sealed and Delivered by  
 the said.....  
**(For the Purchaser)**  
 in the presence  
 of:.....

Signed, Sealed and Delivered by  
 the said .....  
**(For the Supplier)**  
 in the presence  
 of:.....

Annexure - 8  
**Tender for Training and Advocacy**

**DECLARATION**

(On Non judicial Stamp Paper Rs 100/-)

I/We M/s. .... Represented by its Proprietor/Managing Partner /Commissioner having its registered office at ..... Hereby declare as under:-

- (1) That I/we have carefully read all the terms and conditions of tender no ....., Dt. ....Including Amendment(s) to Tender document (if any) issued by KPRC and accept unconditionally all terms and condition of tender document including Amendment(s) to Tender document (if any).
- (2) All the statements, documents, testimonials, certificates etc., uploaded are genuine and the contents thereof are true.
- (3) Any of our personnel, representatives, sub-consultants, sub-contractors, service providers, suppliers and/or their employees will not directly or indirectly, engage in any activity that may intervene, interfere and/or influence the procurement process at any stage.
- (4) Indemnify and compensate the purchaser from any penalties and costs that may be incurred due to lapse/s on our part including incorrect / misrepresented / forged document or statements.
- (5) We have not been blacklisted/banned by any of the State Government, Central Government, Central & State Govt. Undertakings/enterprises/ Organizations, Govt E-marketing portal or any other Quasi Government bodies/ Organizations or International organizations such as World Bank or any major Enterprise/Organization in India for not of standard quality, non-satisfactory performance, corrupt & Fraudulent or any other unethical business practices, not meeting critical conditions/security clearance etc.
- (6) We hereby declare that we are not under liquidation; court receivership or similar proceedings and bankrupt.
- (7) We do not have any pending cases in the Court of Law for hearing, final disposal/decision towards debarment/blacklist by any of the Govt. Department/ organization/ Health institution, as on the last date prescribed for bid submission.
- (8) We have read the clauses regarding restrictions on procurement from a bidder of a country which shares a land border with India (Gol Letter No. F.No. 6/18/2019 - PPD dtd: 23.07.2020 Order (Public Procurement No. 1 and 2) dated 23.07.2020 & Order (Public Procurement No. 3) dated 24.07.2020 and GO of GoK vide No. FD 455 Exp-12 2020 Bengaluru Dated: 25.08.2020.
  - i. I/ We certify that, we are not from such a country which shares a land border with India and we are eligible to be considered.
  - Or
  - ii. I/ We declare that, we are from such a country or countries which shares a land border with India and we have been registered with the Competent Authority and certify that, we fulfill all requirements in this regard and are eligible to be considered. A copy of the valid registration by the Competent Authority is enclosed along with this declaration for Evidence
  - iii. We declare that, we will not sub-contract any work to a contractor from such country or countries which shares a land border with India unless such

contractor is registered with the Competent Authority in case the work order is released on us. We fulfill all requirements in this regard and is eligible to be considered.(A copy of the valid registration issued by the Competent Authority to be enclosed if applicable)

- iv. We are aware that, such registration with Competent Authority should be validat the time of submission of bids and at the time of acceptance of bids.

If our Firm is found contravening this undertaking even after award of contract in our favor, we accept disciplinary action by purchaser including rejection of our TENDER, annulment of contract and blacklisting.

**\*Should be sworn before a Notary**

Date: / /

Witness:-

Authorized Person's Signature  
Name & Designation with Seal

(1).....

(2).....