



**REQUEST FOR PROPOSAL (RFP)
FOR**

**"Hiring a Technical Support Agency (TSA) for developing 3 Model CLF
Centre of Excellence (CoE) for Immersions and Enterprise promotion in
Wokha, Kohima and Longleng districts of Nagaland under Nagaland
State Rural Livelihoods Mission (NSRLM)"
QUALITY AND COST BASED SELECTION (QCBS)**

NO. NSRLM/SMMU/MCLF-CoE/2026/3159, Dated-10/07/2026

**INVITED BY -
NAGALAND STATE RURAL LIVELIHOODS MISSION
DEPARTMENT OF RURAL DEVELOPMENT
GOVERNMENT OF NAGALAND**

**NSRLM, 2nd Floor, MGNREGA & NRLM Building, RD Directorate, New
Secretariat Road, Kohima-797001, Nagaland**

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Disclaimer:

The information contained in this Request for Proposal (RFP) document or subsequently provided to Bidders, whether verbally or in documentary form by or on behalf of Nagaland State Rural Livelihoods Mission (NSRLM), Rural Development Department or any of its employees or advisors, is provided to Bidders on the terms and conditions set out in this RFP document. The project titled as **"Hiring a Technical Support Agency (TSA) for developing 3 Model CLF Centre of Excellence (CoE) for Immersions and Enterprise promotion in Wokha, Kohima and Longleng districts of Nagaland under Nagaland State Rural Livelihoods Mission (NSRLM)"**. This document is an Expression of Interest (EOI) as well as Request For Proposal (RFP) in a single stage procurement process considering the timeline to initiate the activities. The minimum qualification mentioned in the Pre-Qualification criteria will be considered as the passing stage for EOI before opening the technical and financial proposal as part of the RFP.

This RFP document is not an offer by the NSRLM but an invitation to receive the detailed technical and financial bid from the qualified agency. No contractual obligation whatsoever shall arise from this tender process unless and until a formal contract is signed and executed by duly authorized officer of NSRLM with the selected agency. The clauses mentioned in the RFP are correct in the best of the knowledge of the NSRLM and the interested agency has to adhere to it strictly. However, for any further clarification the intending agencies may seek clarification within the stipulated time as mentioned for the same.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its bid/ Proposal. No reimbursement of cost of any type will be paid to persons, or entities, submitting a bid/Proposal. The NSRLM, RD Department reserves the right to reject all or any of the Proposals submitted in response to this RFP at any stage without assigning any reasons whatsoever and the issue of this RFP does not imply that the NSRLM, RD Department is bound to select a Bidder. The NSRLM, RD Department reserves the right not to proceed with this RFP or to change the process or procedure to be applied. The NSRLM, RD Department is in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP or cancel as per its requirements.

1. Introduction

Background

Deendayal Antyodaya Yojana - National Rural Livelihoods Mission (DAY-NRLM) is a centrally sponsored programme that aims at eliminating rural poverty through promotion and strengthening of member-owned, member-managed, member-controlled and financially sustainable SHGs and their federations and promotion of multiple livelihoods for each rural poor household. The experiences of some of the matured States have proved that, the SHG federations are very effective in addressing the multi-dimensional issues of poverty and enhancing the income and quality of life of poor on a sustainable basis.

As part of the Institution Building component, NSRLM has established a strong community institutional network across 1,231 villages in 76 blocks spanning 17 districts under the Rural Development Department. The State Mission has mobilized 1,35,857 rural households into 15,422 Self-Help Groups, further federated into 1,258 Village Level Organisations (VLOs) and 85 Cluster Level Federations (CLFs) which are being nurtured as Model CLFs till date. There is higher order need to establish immersion sites of community led Institutions and enterprises efforts being undertaken by NSRLM. NSRLM intends to hire a TSA for developing 3 selected Model CLFs as Centre of Excellence (CoE) for CLF Immersions and Enterprise Promotion across 3 districts of Kohima, Wokha and Longleng as self-managed, self-reliant and financially sustainable model cluster level Federations with the following objectives:

- a. To develop the 3 MCLFs in pilot phase as member-owned, member-managed, member-controlled and financially sustainable institutions
- b. To develop the 3 MCLFs demonstration sites for working towards improving economic capabilities of rural women through intensifying and expanding their existing livelihoods through community led approach, bringing in new farm, non-farm and other economic opportunities to strengthen Lakhpati didi approach.
- c. To develop the Enterprises and Enterprise ecosystem in 3 pilot MCLFs which are MCLF governed and managed.
- d. To develop the 3 MCLFs as more inclusive and responsive organisations in addressing livelihoods integrations at CLF level in close coordination between IBCB, Livelihoods and other verticals of NSRLM and providing support to members in enhancing their quality of life
- e. To develop the 3 MCLFs as immersion/demonstration sites for replication of the model in the remaining blocks. The 3 MCLFs would prove to be demonstration grounds for system strengthening for planning implementation & monitoring of progress towards multidimensional change for contiguous CLFs in the area.
- f. To develop skilled social capital in the immersion/demonstration sites for nurturing and building the capacities and system strengthening of the MCLFs in the remaining blocks.

Expected Outcomes:

Following outcomes are envisaged from the 3 MCLF pilot demonstration sites:

1. **Increase in Household Income through Enterprising** – Rise in average monthly earnings of participating families in Enterprise development compared to baseline data specially in line with Lakhpati Didi initiatives.
2. **Employment Generation** – Number of new jobs created, especially for women and marginalized groups due to Enterprise activities governed and managed by MCLF.

3. **Adoption of Sustainable Practices** – Number of enterprises around farm and/or non-farm livelihood and/or FNHW sector running independently with all the systems and processes in place.
4. **Women's Empowerment** – Increase in leaders' decision-making roles in community institutions like MCLF and enterprise management.
5. **Market Linkages Established** – Number of new market connections (local, regional, digital) for community-produced goods with particular focus on niche and high value products from the Enterprises developed through MCLF.
6. **Skill Development & Capacity Building** – Eligible members/entrepreneurs trained in entrepreneurship, digital literacy, and sustainable techniques. Governance of the MCLFs capacitated to pursue their role independently.
7. **Social Capital**– Develop Internal State Resource Persons through creating learning pathway for them to transfer the knowledge and experiences to the MCLFs
8. **Immersion sites development & Integration at all stages:** Immersion sites indicators prescribed by Ministry of Rural Development met in the pilot sites and a clear prescribed integration strategies adopted and practiced at all community institutions level in that rural ecosystem.

1.1 Request for Proposals:

Nagaland State Rural Livelihoods Mission (NSRLM) intends to hire a Technical Support Agency (TSA) for 3 Model CLF Centre of Excellence (CoE) for Immersions and Enterprise promotion in Wokha, Kohima and Longleng districts of Nagaland under NSRLM.

A brief particular of the tender document are as under:-

Name of Work	Request for Proposal (RFP) for Hiring of Technical Support Agency (TSA) for developing 3 Model CLF Centre of Excellence (CoE) for Immersions and Enterprise promotion in Wokha, Kohima and Longleng districts of Nagaland under NSRLM.	
Project Duration	The duration of contract period will be initially for 1 year effective from date of signing the contract which may further renew for another 2 years depending upon the requirement of NSRLM and performance of the agency.	
Validity of the Bid	120 days from the last date for submission of bids.	
Schedule of Selection Process		
S.N	Event Description	Date
1	Date of Publishing of bid	14 th July 2026
2	Bid Document download date from https://nsrlm.nagaland.gov.in	From 14 th July 2026
3	Last date of receiving query through email, mdnsrlm@gmail.com	28 th July 2026
4	Bid submission end date	31 st July 2026
5	Time and Date of Technical proposal opening	3 rd August 2026
6	Time and Date of financial proposal opening:	Will be communicated to the technically qualified bidders

1.1.1 The interested bidders are requested to submit their proposals for the above work through email to Mission Director at mdnsrlm@gmail.com

1.2 Due diligence by Bidders:

The Firms are encouraged to make them fully aware about the assignment before submitting any Proposal by sending queries to mdnsrlm@gmail.com as in Clause 1.7.

1.3 Validity of the Proposal

The Proposal shall be valid for a period of not less than 120 days from the last date for submission of bids.

1.4 Brief description of the Selection Process:

There will be a two stage Selection Process in evaluating the proposals comprising technical and financial bids to be submitted through email to Mission Director at mdnsrlm@gmail.com. All the required documents as detailed herein after in Clause 2.8 shall be uploaded on the portal. First, a technical evaluation will be carried out as specified in Clause 3.1. Based on this technical evaluation, a fresh list of short-listed Bidders shall be prepared as specified in the evaluation criteria mentioned in the RFP. In the second stage, a financial evaluation will be carried out as specified in Clause 3.3.1. Proposals will finally be ranked according to their combined technical and financial scores as specified in Clause 3.4. The first ranked Bidder (the **“Selected Bidder”**) shall be called for negotiation, if necessary, while the second ranked Bidder will be kept in reserve.

1.5 Payment to Agency:

All payments to the Agency shall be made in Indian Rupees (INR) in accordance with the provisions of this RFP. The fee shall be quoted in INR (in lakhs) only.

1.6 Clarification of Bidding Document:

1.6.1 A prospective Bidder requiring any clarification on the RFP Document shall contact the Authority with queries in the below format in writing at the Email address indicated in the Bid Data Sheet. The Authority will respond in writing through E-mail to any request for clarification, provided that such request is received on or before the date mentioned in clause 1.8. Clarification will be published on NSRLM website <https://nsrlm.nagaland.gov.in>

Sl.no	RFP Clause, Clause No., Page no	Query/Clarification	Remarks, if any

1.7 Schedule of Selection Process

S.N	Event Description	Date
1	Date of Publishing of bid	14 th July 2026
2	Bid Document download date	From 14 th July 2026

3	Last date of receiving query through email, mdnsrlm@gmail.com	28 th July 2026
4	Bid submission end date	31 st July 2026
5	Time and Date of Technical proposal opening	3 rd August 2026
6	Time and Date of financial proposal opening:	<i>Will be communicated to the technically qualified bidders</i>

1.9 Communications:

1.9.1 Any communication related to the proposals should be addressed to:

Office of the Mission Director, NSRLM, 2nd Floor, MGNREGA & NRLM Building, RD directorate, New Secretariat Road, Kohima-797001, Nagaland

Or email to mdnsrlm@gmail.com marking a copy to amdnsrlm@gmail.com, rollan_p@yahoo.com, imonsrlm@gmail.com, esther.lhoungu@gmail.com,

1.9.2 All communications should contain the following information, to be marked on the top in bold letters:

“NO. NSRLM/SMMU/MCLF-CoE/2026/3159, Dated-10/07/2026 for Hiring of Technical Support Agency (TSA) for developing 3 Model CLF Centre of Excellence (CoE) for Immersions and Enterprise promotion in Wokha, Kohima and Longleng districts of Nagaland under Nagaland State Rural Livelihoods Mission (NSRLM)”.

2. INSTRUCTIONS TO BIDDERS:

2.1 Scope of Proposal:

2.1.1 Detailed description of the objectives, scope of services, deliverables and other requirements relating to this assignment are specified in this RFP. The Companies/firms/Consortiums/Societies are required for undertaking the assignment may participate in the selection process. The manner in which the Proposal is required needs to be submitted, evaluated and accepted as explained in this RFP.

2.1.2 Interested Companies/firms/Consortiums/Societies are advised that the selection shall be on the basis of an evaluation by a designated Committee, as per the criteria specified in this RFP. Interested Companies/firms/Consortiums/Societies shall be deemed to have understood and agreed that no explanation or justification for any aspect of the Selection Process will be given and that the NSRLM's decisions shall be without any right of appeal whatsoever.

2.1.3 The Interested Companies/firms/Consortiums/Societies shall submit its Proposal in the form and manner specified in this Section of the RFP. The Technical proposal shall be submitted in the Form at **Appendix-I** and the Financial Proposal shall be submitted in the Form at **Appendix-II**.

2.2 Conditions of Eligibility of Bidders:

2.2.1 Bidders must carefully read the minimum conditions of eligibility (the “Conditions of Eligibility”) provided herein. Proposals of only those Bidders who satisfy the Conditions of Eligibility will be considered for evaluation.

2.2.2 General Eligibility:

Pre- Qualification Criteria:

Sl. No.	Basic requirement	Criteria	Supporting Documents
1	Legal entity	The Agency or the lead agency in a consortium, as the case may be, must be incorporated & registered in India, under the Indian Companies Act /Societies Registration Act/Trust Act/any other Act in India and should be operational in India for a minimum of 3 years.	Certificate of Incorporation / Registration certificate/Trust Deed/ Firm registration Certificate along with PAN, GST registration certificate and all other relevant legal documents.
2	Project Management Experience	Minimum 3 years of experience in community development, strengthening and system setting of institutions such as SHG federations/CLFs/Cooperatives/FPOs. Agencies who have prior experience of having worked with DAY-NRLM/SRLMs shall be given preference. In case of a consortium the lead agency should have at least 3 years’ experience of strengthening community based organisations like SHG Federations/CLFs/Cooperatives/FPOs etc.	Experience certificates/ Work completion certificate from Clients/ Work Orders/ Any other document certifying the experience
3	Concept & Methodology	Technical knowhow	Coverage of the objectives of the assignment as outlined in the Terms of Reference (TORs), the technical approach, and the methodology that would be adopted for implementing the tasks to deliver the expected output(s), and the degree of detail of such output. Please do not repeat/copy the TORs in here.
4	Strategy	Detailed Work Plan	Please outline the plan for the implementation of the main activities/tasks of the

Sl. No.	Basic requirement	Criteria	Supporting Documents
			assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents (including reports) to be delivered as final output(s) should be included here. The work plan should be consistent with the Work Schedule Form. Agency is required to propose realistic work plan vis-à-vis deliverables and should adhere to the work plan.
5	Key & non key professionals	Organization and professionals: The organisation must be in position to deploy experts who have worked with the NE states to develop community institutions especially higher-level federations of women SHGs. Experience of having worked or assisted the NSRLM in its IBCB implementation would be an added advantage	Please describe the structure and composition of your team, including the list of the Key personnel. Detail CV is required for all proposed staffs. (supporting documents & certificates shall be enclosed)
6	Turnover	The Agency should have minimum average annual turnover of ₹50 lakhs. or above (2022-23, 2023-24 & 2024-25) during the last three financial years.	Attested copy of Chartered Accountant's Certificate / copies of Audited Balance Sheet
7	Blacklisting	The Agency may not have been barred by any PSU/Government Department, for doing business with them in last 03 (three) years. (Please submit self-declaration) Form 1 of Appendix	Undertaking in this regard must be provided in non-judicial stamp paper)

Experience Requirement:**Availability of Key Personnel:**

The Companies/firms/Consortiums/Societies and NSRLM shall make available all Key Personnel as specified in below-

- a. A Project Manager having relevant experience as per the RFP (Will be placed by either NSRLM or the agency based on requirements)
- b. 3 Cluster facilitators having relevant experience as per the RFP (Will be placed by either NSRLM or the agency based on requirements)
- c. Part time Senior Consultants who will provide Mentors and project guidance to the NSRLM and project team.

The agency will provide Key personnels details in form-8 of Appendix-I as per their organizational capacity and availability which will be further relooked based on the decision of placement by either NSRLM or the agency.

2.3 Conflict of Interest:

The selected Bidder shall not receive any remuneration in connection with the assignment except as provided in the Agreement. The team deployed should be as per the requirement of the assigned works and that the Agency should provide professional, objective and impartial advice at all times and hold the NSRLM's interest's paramount, and that in providing advice they avoid conflicts with other assignments and their own corporate interests.

2.4 Number of Proposals:

No Companies/firms/consortiums/Societies shall submit more than one Application for the assignment. A bidder applying individually or as an Associate shall not be entitled to submit another application either individually or as an Associate of any other Consulting agency, as the case may be.

2.5 Cost of Proposal:

The interested Companies/firms/consortiums/Societies shall be responsible for all of the costs associated with the preparation of their Proposals and their participation in the Selection Process including subsequent negotiation, visits to the Project site etc. The NSRLM, will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Selection Process.

2.6 Acknowledgement by Bidder:

2.6.1 It shall be deemed that by submitting the Proposal, the interested Companies/firms/consortiums/Societies the Bidder has:

- (a) Made a complete and careful examination of the RFP;
- (b) Received all relevant information requested from the NSRLM;
- (c) Accepted the risk of inadequacy, error or mistake in the information provided in the RFP or furnished by or on behalf of the NSRLM or relating to any of the matters
- (d) Satisfied itself about all matters, things and information, and required for submitting an informed Application and performance of all of its obligations there under
- (e) Acknowledged that it does not have a Conflict of Interest; and
- (f) Agreed to be bound by the undertaking provided by it under and in terms hereof.

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

2.7 Right to reject any or all Proposals

2.7.1 Notwithstanding anything contained in this RFP, the NSRLM reserves the right to accept or reject any Proposal and to 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 reasons there for.

2.7.2 without prejudice to the generality of Clause 2.7. the NSRLM reserves the right to reject any Proposal if:

- (a) At any time, any misrepresentation is made or discovered, or
- (b) The Bidder does not provide, within the time specified by the NSRLM, the supplemental information sought by the NSRLM for evaluation of the Proposal.

Misrepresentation/ improper response by the Bidder may lead to the disqualification of the Bidder. If such disqualification / rejection occurs after the Proposals have been opened and the highest-ranking Bidder gets disqualified / rejected, then the NSRLM reserves the right to consider the next best Bidder, or take any other measure as may be deemed fit in the sole discretion of the NSRLM, including annulment of the Selection Process.


(MOA SANGTAM)
Mission Director
SRLM, Nagaland: Kohima

DOCUMENTS

2.8 Contents of the RFP

2.8.1 This RFP comprises the disclaimer set forth herein above, the contents as listed below and will additionally include any Addendum / Amendment issued in accordance with Clause 2.10

Request for Proposal:

- 1 Introduction
- 2 Instructions to Bidders
- 3 Criteria for Evaluation
- 4 Fraud and corrupt practices
- 5 Miscellaneous

Schedules:

1 Terms of Reference

2 Appendices:

Appendix – I: Technical Proposal

- Form 1 : Letter of Proposal
- Form 2 : Particulars of the Bidder
- Form 3 : Statement of Legal Capacity & Power of Attorney
- Form 4 : Power of Attorney
- Form 5 : Financial Turnover Certificate of the Bidder
- Form 6 : Abstract of Eligible Assignments of the Bidder
- Form 7: Eligible Assignments of Bidder.
- Form 8: Particulars of Key Personnel
- Form 9: Curriculum Vitae (CV) of Professional Personnel

Appendix – II: Financial Proposal:

Fin Form 1: Financial Proposal only on BOQ format.

2.9 Clarifications:

2.9.1 Interested Companies/firms/consortiums/Societies requiring any clarification on the RFP may send their queries to the NSRLM through mails on official email id to mdnsrlm@gmail.com marking a copy to amdnsrlm@gmail.com, rollan_p@yahoo.com, imonsrlm@gmail.com, esther.lhoungu@gmail.com up to 1 day prior to the pre bid meeting. All such mails shall clearly bear the following subject:

“Queries/ Request for Additional Information concerning Request for Proposal (RFP) for Hiring Technical Support Agency (TSA) for developing 3 Model CLF Centre of Excellence (CoE) for Immersions and Enterprise promotion in Wokha, Kohima and Longleng districts of Nagaland under Nagaland State Rural Livelihoods Mission (NSRLM).

2.9.2 The NSRLM reserves the right not to respond to any queries or provide any clarifications, in its sole discretion, and nothing in this Clause 2.9 shall be construed as obliging the NSRLM to respond to any question or to provide any clarification.

2.10 Amendment of RFP:

2.10.1 At any time prior to the deadline for submission of Proposal, the NSRLM may, for any reason, whether at its own initiative or in response to clarifications requested by any Bidder,

modify the RFP document by the issuance of Addendum/Amendment and posting it on the website <https://nsrlm.nagaland.gov.in> and by conveying the same to the prospective interested companies/Firms by e-mail.

2.10.2 All such amendments will be notified and posted on the website <https://nsrlm.nagaland.gov.in> along with the revised RFP containing the amendments and will be binding on all Bidders.

2.10.3 In order to afford the Bidders a reasonable time for taking an amendment into account, or for any other reason, the NSRLM may, in its sole discretion, extend the Proposal due date (PDD).

PREPARATION AND SUBMISSION OF PROPOSAL:

2.11 Language:

The Proposal with all accompanying documents (the “Documents”) and all communications in relation to or concerning the Selection Process shall be in English language and strictly on the forms provided in this RFP. No supporting document or printed literature shall be submitted with the Proposal unless specifically asked for and in case any of these documents is in another language, it must be accompanied by an accurate translation of all the relevant passages in English, in which case, for all purposes of interpretation of the Proposal, the translation in English shall prevail.

2.12 Format and signing of Proposal:

2.12.1 The interested Companies/firms/consortiums/Societies shall provide all the information sought under this RFP. The Authority would evaluate only those proposals that are received in the specified forms and complete in all respects.

2.12.2 The interested Companies/firms/consortiums/Societies should send all necessary documents to the designated E-Mail Id, non-submission of requisite RFP bid documents shall lead to be considered as a non-responsive bid.

2.12.3 The Proposal must be properly signed by the authorized representative (the “**Authorized Representative**”) as detailed below:

- (a) by the proprietor, in case of a **proprietary Firm**; or
- (b) by a partner, in case of a **partnership Firm** and / or a limited liability partnership; or
- (c) by a duly **authorized person** holding the **Power of Attorney**, in case of a Limited Company or a Corporation or Society; or
- (d) by the head of the institution or a duly authorised person of the lead partner in the case of a Consortium of organisations; or

A copy of the **Power of Attorney** certified by a **Notary public** in the Form specified in **Appendix-I (Form-4)** shall accompany the Proposal (if required).

2.12.4 Bidders should note the PDD, as specified in Clause 1.7, for submission of Proposals. Except as specifically provided in this RFP, no supplementary material will be entertained by the NSRLM, and that evaluation will be carried out only on the basis of Documents received by the closing time of PDD as specified in Clause 2.17.1. Bidders will ordinarily not be asked to provide additional

material information or documents subsequent to the date of submission, and unsolicited material if submitted will be summarily rejected.

2.13 Technical Proposal

2.13.1 Interested Companies/firms/consortiums/Societies submit the technical proposal in the Formats at Appendix-I (the “**Technical Proposal**”).

2.13.2 While submitting the Technical Proposal, the Bidder shall, in particular, ensure that:

- (a) All Forms are submitted in the prescribed formats and signed by the prescribed signatories;
- (b) Power of attorney, if applicable, is executed as per Applicable Laws;
- (c) CVs of all Key Personnel have been included;
- (d) The Bidder should submit Registration Certificate of the Firm/License of the Firm / Registration of the company.
- (e) GST No of the Firm/Company/Lead agency.
- (f) Pan No of the Firm/Company/Lead agency
- (g) Bidder should submit declaration on form 1 of Appendix 1 that the documents submitted with RFP documents are true and correct and if any document is found to be false/ factious, Nagaland State Rural Livelihoods Mission may cancel the assigned job, keep withheld the work done claim.
- (h) A certificate from the Chartered Accountant that the interested Companies/firms/consortiums/Societies have a positive net worth and company is in profit in the preceding 3 years i.e. 2022-23, 2023-24, 2024-25. In case of a society the certificate from the Chartered Accountant of annual turnover for the previous three years would need to be furnished.
- (i) And other supporting documents as per RFP

2.13.3 Failure to comply with the requirements spelt out in this Clause 2.13 shall make the proposal liable to be rejected.

2.13.4 The proposal should be as per the information sought by this RFP document.

2.13.5 The proposed team shall include experts and specialists such that the Agency should be able to complete the assignment within the specified time schedule. The Key Personnel specified in Clause 2.2.3 shall be included in the proposed team of Professional Personnel. The team shall comprise other competent and experienced professional personnel in the relevant areas of expertise (wherever applicable) as required for successful completion of this assignment. The CV of each such professional personnel, if any, should also be submitted in the format at Form-9 of Appendix-I.

2.13.6 Bidder may, from time to time, if it considers necessary, propose suitable Sub-Consultants in specific areas of expertise and qualification (where applicable). A Sub-Consultant, however, shall not be a substitute for any of the Key Personnel.

2.13.7 The NSRLM reserves the right to verify all Statements, information and documents, submitted by the Bidder in response to the RFP. Any such verification or the lack of such

verification by the NSRLM to undertake such verification shall not relieve the Bidder of its obligations or liabilities hereunder nor will it affect any rights of the NSRLM there under.

2.13.8 In case it is found during the evaluation or at any time before signing of the Agreement or after its execution and during the period of subsistence thereof, that one or more of the eligibility conditions have not been met by the bidder or the bidder has made material misrepresentation or has given any materially incorrect or false information, the Bidder shall be disqualified forthwith if not yet appointed as the Agency either by issue of the LOA or entering into of the Agreement, and if the Selected bidder has already been issued the LOA or has entered into the Agreement, as the case may be, the same shall, notwithstanding anything to the contrary contained therein or in this RFP, be liable to be terminated, by a communication in writing by the NSRLM without the NSRLM being liable in any manner whatsoever to the Selected Bidder, as the case may be.

2.14 Financial Proposal

2.14.1 Bidders shall submit the financial proposal in the formats as per BOQ and submit the same along with technical proposal through E-Mail mentioned in the RFP.

2.14.2 While submitting the Financial Proposal, the Bidder shall ensure the following:

- (i) All the costs associated with the assignment shall be included in the Financial Proposal. **These shall be in two parts, (1) remuneration & personal effects for all the personnel, and (2) for service charges, operating cost and all administrative expenses, e.g. Travel cost, necessary office equipment, computers, printers, copier and stationery.**
- (ii) 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 non-responsive and liable to be rejected.
- (iii) The Financial Proposal shall be inclusive of all expenses including all applicable taxes. For the avoidance of doubt, it is clarified that applicable taxes including GST should necessarily be part of the financial proposal. Further, all payments shall be subject to deduction of taxes at source as per Applicable Laws.

2.15 Submission of Proposal

2.15.1 The interested Companies/firms/consortiums/Societies need to submit the proposal online. In case the proposal is submitted on the document down loaded from Official Website, the Bidder shall be responsible for its accuracy and correctness as per the version uploaded by the NSRLM and shall ensure that there are no changes caused in the content 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 NSRLM, the latter shall prevail. The document available on <https://nsrlm.nagaland.gov.in> is final.

2.15.2 The Proposal should be submitted online which will clearly indicate the RFP Notice number, Consultancy name as indicated at Clause 1.9 and the name and address of the Bidder.

2.15.3 The RFP is a two-bid cover system i.e. **“Technical Proposal”** in the prescribed format (**Form 01 to 09 of Appendix-I**) along with detailed work plan and methodology and **“Financial Proposal”** **Fin Forms 1 of Appendix- II** and supporting documents.

2.15.4 All pages of the Technical Proposal must be numbered and initialled by the Authorized Representative or persons signing the Proposal.

2.15.5 The completed Proposal must be delivered on or before the specified time mentioned in RFP. Proposals submitted by fax, telex, telegram shall not be entertained.

2.15.6 The Proposal shall be made in the Forms specified in this RFP. Any attachment to such Forms must be provided on separate sheets and only information that is directly relevant should be provided. No separate documents like printed annual Statements, firm profiles, copy of contracts etc. will be entertained.

2.15.7 The rates quoted shall be final throughout the period of performance of the assignment up to and including discharge of all obligations of the Consulting Agency under the Agreement.

2.16 Proposal Due Date

2.16.1 The proposal should be submitted by or before the PDD through email to the Mission Director at mdnsrlm@gmail.com.

2.16.2 The Authority may, in its sole discretion, extend the PDD by issuing an Addendum/ extension notice in accordance with Clause 2.10 uniformly for all Bidders.

2.17 Late Proposals

2.17.1 The proposal should be submitted by or before the PDD through email to the Mission Director at mdnsrlm@gmail.com. Proposal Submitted after the due date will not be accepted and hence will be automatically reject. The authority will in no case be responsible if the bid is not submitted online within the specified timelines.

2.18 Modification/ substitution/ withdrawal of Proposals

2.18.1 No Proposal shall be modified, substituted, or withdrawn by the Bidder after its submission.

EVALUATION PROCESS

2.19 Evaluation of Proposals

2.19.1 The NSRLM shall open the Proposals on the Proposal Due Date, and in the presence of the Bidders who choose to attend. The envelopes marked "Technical Proposal" shall be opened first. The envelopes marked "Financial Proposal" shall be kept sealed for opening at a later date.

2.19.2 Proposals received online shall only be opened.

2.19.3 Prior to evaluation of Proposals, the designated committee will determine whether each Proposal is responsive to the requirements of the RFP. A Proposal shall be considered responsive only if:

- (a) The Technical Proposal is received in the form specified at Appendix-I;
- (b) It is received by the PDD including any extension thereof pursuant to Clause 2.17;
- (c) The requisite documents sent to designated Email ID for scrutiny of the same for the evaluation committee.

- (d) The original copy of the Power of Attorney (If applicable) is sent along with bid as specified in Clause 2.2.3;
- (e) It contains all the information (complete in all respects) as requested in the RFP;
- (f) It does not contain any condition or qualification; and
- (g) It is not non-responsive in terms hereof.

2.19.4 The NSRLM reserves the right to reject any Proposal, on the recommendation of the **designated committee**, which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained in respect of such Proposals.

2.19.5 The designated committee of NSRLM shall subsequently examine and evaluate proposals in accordance with the Selection Process as mentioned in the RFP.

2.19.6 After the fresh technical evaluation, the designated committee shall prepare a list of pre-qualified Bidders in terms of Clause 3.2 for opening of their Financial Proposals. A date, time and venue will be notified to all Bidders for announcing the result of evaluation and opening of Financial Proposals. Before opening of the Financial Proposals, the list of pre-qualified Bidders along with their Technical Scores will be read out. The opening of Financial Proposals shall be done in presence of respective representatives of Bidders who choose to be present. The NSRLM will not entertain any query or clarification from Bidders who fail to qualify at any stage of the Selection Process. The financial evaluation and final ranking of the Proposals shall be carried out in terms of Clauses 3.3 and 3.4.

2.19.7 Bidders are advised that selection shall be entirely at the discretion of the NSRLM. Bidders shall be deemed to have understood and agreed that the NSRLM shall not be required to provide any explanation or justification in respect of any aspect of the Selection Process or Selection.

2.19.8 Any information contained in the proposal shall not in any way be construed as binding on the NSRLM, its agents, successors or assigns, but shall be binding against the Bidder if the assignment is subsequently awarded to it.

2.20 Confidentiality

Information relating to the examination, clarification, evaluation, and recommendation for the selection of Bidders shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional adviser advising the NSRLM in relation to matters arising out of, or concerning the Selection Process. The NSRLM shall treat all information, submitted as part of the Proposal, in confidence and shall require all those who have access to such material to treat the same in confidence. The NSRLM may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or to enforce or assert any right or privilege of the statutory entity and/or the NSRLM

2.21 Clarification

2.21.1 To facilitate evaluation of Proposals, the NSRLM may, at its sole discretion, seek clarifications from any Bidder regarding its Proposal. Such clarification(s) shall be provided within the time specified by the NSRLM for this purpose. Any request for clarification(s) and all clarification(s) in response there to shall be in writing.

2.21.2 If a bidder does not provide clarifications sought under Clause 2.21 above within the specified time, its Proposal shall be liable to be rejected. In case the Proposal is not rejected, the NSRLM may proceed to evaluate the Proposal by construing the particulars requiring clarification to the best of its understanding, and the Bidder shall be barred from subsequently questioning such interpretation of the NSRLM.

APPOINTMENT OF CONSULTING AGENCY

2.22 Negotiations

2.22.1 The Selected Bidder may, if necessary, be invited for technical negotiations. The negotiations shall not be restrictive of the Proposal and be negotiable at all level either technical or financial, and will be for re-confirming the obligations of the Agency under this RFP. Issues such as deployment of Key Personnel, understanding of the RFP, methodology and quality of the work plan shall be discussed during negotiations.

2.23 Substitution of Key Personnel

2.23.1 NSRLM will not normally consider any request of the selected bidder for substitution of the Experts or Key Personnel as the ranking of the Bidder is based on the evaluation of the Expert and any change therein may upset the ranking. Substitution will, however, be permitted in exceptional circumstances if the Expert is not available for reasons of any incapacity or due to health reasons, subject to equally or better qualified and experienced personnel being provided to the satisfaction of the NSRLM.

2.23.2 NSRLM expects the Key Personnel to be available during implementation of the Assignment.

2.24 Indemnity

The Agency shall, subject to the provisions of the Agreement, indemnify the NSRLM, for an amount not exceeding the value of the Agreement, for any direct loss or damage that is caused due to any deficiency in Services.

2.25 Award of Consultancy

Award of contract will be issued to the selected Bidder for 1 year initially it is subject to availability of fund. Further NSRLM may extend the contract or agreement period for further 2(Two) more years as per approval of the authority and availability of fund. The Selected Bidder shall, within 7 (Seven) working days of the receipt of the LOA, accept the same. In the event of non- receipt of acceptance of the LOA by the Selected Bidder by the stipulated date, the NSRLM may, unless it consents to extension of time for submission thereof, and the next eligible Bidder may be considered.

2.27 Commencement of Assignment

The Consulting Agency shall commence the assignment within thirty (30) days of the date of the issuance of LOA, or such other date as may be mutually agreed. If the Consulting Agency fails to commence the assignment as specified herein, NSRLM may invite the second ranked Bidder for negotiations. In such an event, the LOI/ LOA will be cancelled / terminated. However, LOA will be issued to the selected Agency after availability of fund.

2.28 Proprietary data

Subject to the provisions of Clause 2.20, all documents and other information provided by the NSRLM or submitted by the Agency to the NSRLM shall remain or become the property of the NSRLM. Bidders and the Consultant, as the case may be, are to treat all information as strictly confidential. NSRLM will not return any Proposal or any information related thereto. All information collected, analyzed, processed or in whatever manner provided by the Consulting Agency to the NSRLM in relation to the assignment shall be the property of the NSRLM.

CRITERIA FOR EVALUATION

3.1 Opening & Evaluation of Technical Proposals

3.1.1 In the first stage, the Technical Proposal will be evaluated on the basis of bidder's experience, its understanding of TOR, proposed methodology and Work Plan, and the experience of Key Personnel. **Only those Bidders whose Technical Proposals score 70 marks or more out of 100 shall be ranked as per score achieved by them, from highest to the lowest technical score (S).**

3.1.2 The scoring criteria to be used for evaluation shall be as follows:

SN	Criteria	Weightage	
	Sub-criteria	Criteria Total	Sub-criteria
1	Past experience of the agency (track record)	40%	
	a. 3 years' experience of working with higher order institutions such as Cluster level federations/ Enterprises/ Cooperatives/FPOs		30%
	b. Past experience of strengthening of Model CLFs in different projects		30%
	c. Experience in strengthening of Cluster level federations/ Enterprises/ Cooperatives/FPOs in Nagaland.		20%
	d. Experience in Capacity development and strengthening of systems in Village/ Cluster or Block Level Federations of women SHGs/ Enterprises/ Producer Groups & Farmer Producer Organisation (FPOs), standardisation of their systems/ governance and operations, Community led Enterprising experience, Enterprise development		20%
2	General profile of qualification, experience and number of key staff (individual CVs need to be submitted)		
	a. Qualifications (As per ToR)	20%	20%
	b. Relevant Experience (As per ToR)		60%
	c. Working experience in North East region (As per ToR)		20%
3	General profile of qualification, experience and number of non-key staff (individual CVs need to be submitted)		
	a. Qualifications (As per ToR)	10%	100%

	b. Relevant working experience in Nagaland (As per ToR)		
4	Detail Project Report		
	a. Concept & Methodology b. Detail Work Plan	20%	40% 60%
5	Overall financial strength of the agency in terms of turnover, profitability and cash flow (liquid assets) situation		
	Turnover figure for last three years	10%	100%
	Total	100%	

3.1.3 Eligible Assignments:

For the purposes of satisfying the Conditions of Eligibility and for evaluating the Proposals under this RFP, advisory/ consultancy assignments granted by the government, regulatory commission, tribunal, statutory authority, public sector entity in respect of the following projects shall be deemed as eligible assignments **(the “Eligible Assignments”)**:

- Projects with experience of providing services for Program Management Consultancy /Program Management Support/ Program Management Unit for the execution of projects around strengthening and system setting in CLFs or other federate entities of rural women.

3.2 Short-listing of Bidders

3.2.1 All the agencies ranked as aforesaid shall be pre-qualified for financial evaluation in the second stage. However, if the number of such pre- qualified Bidders is less than 2 (two), the Authority may, in its sole discretion, pre-qualify the Bidder(s) whose Technical Score is less than the score specified in Clauses 3.1.1 and 3.1.2; provided that in such an event, the total number of pre-qualified Bidders shall not exceed 2 (two) and the technical scores shall be considered as per actual for further calculations.

3.3 Opening & Evaluation of Financial Proposal

3.3.1 For financial evaluation, the total cost indicated in the Financial Proposal as per BOQ will only be taken into consideration. However, after completion of the Technical Evaluation the client will notify successful consultants that they have secured the minimum qualifying marks (i.e 70 marks out of 100 in Technical evaluation as per the clause 3.1), indicating the date and time for opening the Financial Proposals of Technically qualified Bidders. Financial proposals of qualified Agencies will be opened through virtual meeting in the presence of representatives of Agencies who choose to attend.

3.4 Combined and Final Evaluation

3.4.1 Proposals will finally be ranked according to their combined technical (Tb) and financial (Cb) scores as follows:

$$Bb = (0.6) * Tb + (0.4) * (Cmin / Cb) * 100$$

Where,

Bb = overall combined score of bidder under consideration (calculated up to two decimal points)

Tb = Technical score of the bidder under consideration

Cb = Financial bid value of the bidder under consideration

Cmin = Lowest financial bid value among the financial proposals under consideration

3.4.2 The Selected Bidder shall be the Bidder having the highest combined score. The second highest Bidder shall be kept in reserve and may be invited in its discretion for negotiations in case the first-ranked Bidder withdraws, or fails to comply with the requirements specified in Clauses 2.22 to 2.28, as the case may be.

4. FRAUD AND CORRUPT PRACTICES

The Bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this RFP, the Authority shall reject a Proposal without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the “Prohibited Practices”) in the Selection Process.

5. OTHER CONDITION OF THE CONTRACT

5.1 Settlement of Disputes

Every dispute, difference or questions which may at any time arise between the parties hereto or any person claiming under them relating to or arising out of or in respect of this agreement shall be as far as possible settled mutually by the parties and failure of which shall be settled by the competent Civil Court at Nagaland.

5.2 Termination under this Contract

NSRLM may terminate the agreement by 30 (thirty) day’s written notice to the Agency in the following ways:

- a) Termination by default for failing to perform obligations under the contract.
- b) If the quality of work is not up to the specification or in the event of non- adherence to time schedule.
- c) Termination for convenience in whole or in part thereof, at any time.
- d) Termination for insolvency if the Agency becomes bankrupt or otherwise insolvent. In all the cases above termination shall be executed by giving written notice to the Agency. No consequential damages shall be payable to the Agency in the event of such termination.

SCHEDULE

SCHEDULE – 1

(See Clause 1.3)

Terms of Reference (TOR)

GENERAL

- 1.1 Nagaland Rural Livelihoods Mission (NSRLM) Society was formed as an autonomous society in the year 2012 within the Rural Development Department, Government of Nagaland, vide registration NO.HOME/SRC-6425 dated 13-09-2012 under Nagaland under Societies Registration Act, 1860 as amended vide Societies Registration (Nagaland Third Amendment) Act, 2008. (Act NO. 1 of 2009). The society has been created to serve as a special purpose for implementation of flagship poverty reduction programme of GoI in the State. The Structure of the NSRLM has been designed to implement Deendayal Antyodaya Yojana-National Rural Livelihood Mission (DAY-NRLM) and Deendayal Upadhyaya–Grameen Kaushalya Yojana (DDU-GKY) in the State. NSRLM expanded the implementation of DAY-NRLM to all 17 districts and 76 blocks during 2025-26. A dedicated State, District and Block level Mission Management Units are being setup as permanent structure in NSRLM to implement the poverty alleviation programme in the State.
- 1.2 The Client now invites proposals to provide the following consulting services hereinafter called “Hiring Technical Support Agency (TSA) for developing 3 Model CLF Centre of Excellence (CoE) for Immersions and Enterprise promotion in Wokha, Kohima and Longleng districts of Nagaland under Nagaland State Rural Livelihoods Mission (NSRLM).

1.3 SCOPE OF WORK

- To establish 3 Centre of Excellence (CoE) Model CLFs demonstration sites for Institutions and livelihoods integrations across 3 Districts of the State (Kohima, Wokha and Longleng) to bring them in the category of Immersion sites prescribed by NRLM.
- Build capacity of MCLF leaders to take charge of development initiatives to make the MCLF to be an institution of relevance that delivers goods and services to the members.
- To enhance the capacities of the EC and the sub committees of the MCLFs so that they are able to plan execute monitor and review their plans and the progress against their plans independently.
- Enhance capacities of the MCLF anchors/State Resource Persons from NSRLM so that they are independently able to handhold MCLFs in their system management.
- Build capacities of the Executive Committee members as well as the Sub-committee members of all the intervening MCLFs on understanding livelihoods and how to anchor livelihoods services as well as universalisation of livelihoods services at the MCLF level.
- Build capacity of MCLF EC on convergence-Access to Schemes and Community Infrastructure and other investment from Govt. dept and partnership with market players to support livelihoods of SHG members.
- Enhance capacity of NSRLM core staffs who will adopt the key learning to other MCLFs which are in Growth stage.
- Design Contextualised and diversified Learning Management Systems for MCLF governance, membership and Operations on Institution building, livelihoods and Enterprise promotion.
- Build capacity of NSRLM core staffs in development of MCLF led Enterprise development in the locality.
- Build capacity of MCLF to govern and support locally developed individual and group

enterprises.

- Build systems to integrate all community institutions operating in the same blocks and districts in their operations and service delivery to support Enterprise development
- Build Local experts in the block/districts to support and handhold individual and group Enterprises in their operations and business management.
- Build capacity of MCLFs in market linkages by creating market platforms and connecting them to Local/State level/National level/International level marketing and promotional platforms for promotion of their niche and premium products.

1.8 Project area

Following are the project area for developing 3 CoE MCLFs under NSRLM:

- Kohima (Jakhama RD Block)
- Wokha (Wokha RD Block)
- Longleng (Longleng RD Block)

1.5 Duration of the Assignment:

The duration of the assignment will be for a period of one (1) year. The assignment may be further two (2) years extended depending upon satisfactory performance of Agency & requirement of NSRLM.

1.6 Project Support

NSRLM will provide available necessary information, data, reports and other documents required for accomplishing the objective of the assignment. However, the professionals of the agency will have to visit field operations for collection of additional information. NSRLM would provide necessary liaison with BMMUs and DMMUs to facilitate the work smoothly.

a. Payment Schedule:

Payments will be made on the basis on the report submitted and dully verified by the committee to be constituted by NSRLM at State level based on the half yearly deliverables as mentioned in the RFP. Payment for the last tranche shall be done after final report submission and achievements of pre-decided deliverables.

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APPENDICES

APPENDIX-I

(See Clause 2.1.3)

TECHNICAL PROPOSAL

Form-1

Letter of Proposal

(On Bidder's letter head)

(Date and Reference)

To,

[The Mission Director,

Nagaland Rural Livelihoods Mission, RD Department, Government of Nagaland]

Sub : Request for Proposal (RFP) for Hiring Technical Support Agency (TSA) for developing 3 Model CLF Centre of Excellence (CoE) for Immersions and Enterprise promotion in Wokha, Kohima and Longleng districts of Nagaland under Nagaland State Rural Livelihoods Mission (NSRLM)".

Dear Sir,

With reference to your RFP Document dated, I/We, having examined all relevant documents and understood their contents, hereby submit our Proposal for Technical Support Agency (TSA) for developing 3 Model CLF Centre of Excellence (CoE) for Immersions and Enterprise promotion in Wokha, Kohima and Longleng districts of Nagaland under NSRLM".

1. I/We acknowledge that the NSRLM will be relying on the information provided in the Proposal and the documents accompanying the Proposal for selection of the Agency, and we certify that all information provided in the Proposal and in the Appendices is true and correct, nothing has been omitted which renders such information misleading; and all documents accompanying such Proposal are true copies of their respective originals.
2. This statement is made for the express purpose of appointment as the Agency for the aforesaid Project.
3. I/We shall make available to the Authority any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
4. I/We acknowledge the right of the NSRLM to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
5. I/We certify that if selected we shall perform the services as per Good Industry Practices.
6. I/We declare that:
 - (a) I/We have examined and have no reservations to the RFP Documents, including any Addendum issued by the NSRLM.

- (a) I/We do not have any conflict of interest in accordance with Clause 2.3 of the RFP Document.
- (c) I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in Clause 4 of the RFP document, in respect of any tender or request for proposal issued by or any agreement entered into with the NSRLM or any other public sector enterprise or any government, Central or state; and
- (d) I/We hereby certify that we have taken steps to ensure that in conformity with the provisions of Section 4 of the RFP, no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
7. I/We understand that you may cancel the Selection Process at any time and that you are neither bound to accept any Proposal that you may receive nor to select the agency, without incurring any liability to the Bidders in accordance with Clause 2.8 of the RFP document.
8. I/We certify that in regard to matters other than security and integrity of the country, we or any of our Associates have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which would cast a doubt on our ability to undertake the assignment for the Project or which relates to a grave offence that outrages the moral sense of the community.
9. I/We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our Associates.
10. I/We hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the NSRLM [and/ or the Government of Nagaland] in connection with the selection of the Agency or in connection with the Selection Process itself in respect of the above-mentioned Project.
11. I/We agree and understand that the proposal is subject to the provisions of the RFP document. In no case, shall I/we have any claim or right of whatsoever nature if the assignment for the Project is not awarded to me/us or our proposal is not opened or rejected.
12. I/We agree to keep this offer valid for 90 (ninety) days from the PDD specified in the RFP.
13. A Power of Attorney in favour of the authorized signatory to sign and submit this Proposal and documents is attached herewith in Form 4.
14. In the event of my/our firm being selected as the Agency and given a LoA, I/we agree and undertake to provide the services of Experts in accordance with the provisions of the RFP.

15. I/We have studied RFP and all other documents carefully. We understand that except to the extent as expressly set forth in the LoA, we shall have no claim, right or title arising out of any documents or information provided to us by the NSRLM or in respect of any matter arising out of or concerning or relating to the Selection Process including the award of the assignment.
16. The Financial Proposal is being submitted in a separate cover. This Technical Proposal read with the Financial Proposal shall constitute the Application which shall be binding on us.
17. I/We agree and undertake to abide by all the terms and conditions of the RFP document.

In witness thereof, I/we submit this Proposal under and in accordance with the terms of the RFP Document.

Yours faithfully

(Signature, name and designation of the authorized signatory) (Name and seal of the Bidder)

APPENDIX-I

Form-2

Details of the Bidder

a	Name of Agency with full address	
b	Tel. No	
c	Fax No.	
d	Email	
e	Year of Incorporation	
f	Name and address of the person holding the Power of Attorney	
g	(i) Place of Business.	
	(ii) Date of Registration.	
h	Details of contact person	
i	Goods & Service Tax Registration Number	
j	Permanent Account Number (Copy).	
k	Are you presently debarred / Blacklisted by any Government Department /Public Sector Undertaking /Any Employer? (If Yes, please furnish the details)	
l	Name and details (Tel / Mobile / E mail) of contact persons	
m	Details of Authorized representative holding power of Attorney	

APPENDIX-I

Form-3

Statement of Legal Capacity

(To be forwarded on the letter head of the Bidder)

Ref. :

Date:

To,

[The Mission Director,

Nagaland Rural Livelihoods Mission, RD Department, Government of Nagaland]

Sub: Request for Proposal (RFP) for Hiring Technical Support Agency (TSA) for developing 3 Model CLF Centre of Excellence (CoE) for Immersions and Enterprise promotion in Wokha, Kohima and Longleng districts of Nagaland under Nagaland State Rural Livelihoods Mission (NSRLM)".

Dear Sir,

I/We hereby confirm that we, the Bidder satisfy the terms and conditions laid down in the RFP document.

I/We have agreed that (Insert individual's name) will act as our Authorized Representative/ will act as the Authorized Representative of the Firm on our behalf and has been duly authorized to submit our Proposal. Further, the authorized signatory is vested with requisite powers to furnish such proposal and all other documents, information or communication and authenticate the same.

Yours faithfully,

(Signature, name and designation of the authorized signatory

For and on behalf of

*Please strike out whichever is not applicable

APPENDIX-I

Form-4

Power of Attorney

Know all men by these presents, We, (name of Firm and address of the registered office) d o h e r e b y constitute, nominate, appoint and authorize Mr / Ms..... son/daughter/wife and presently residing at, who is presently employed with/ retained by us and holding the position of as our true and lawful attorney (hereinafter referred to as the “Authorized Representative”) to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Proposal for Request for Proposal (RFP) for Hiring an Agency for Technical Support Agency (TSA) for developing 3 Model CLF Centre of Excellence (CoE) for Immersions and Enterprise promotion in Wokha, Kohima and Longleng districts of Nagaland under Nagaland State Rural Livelihoods Mission (NSRLM)” including but not limited to signing and submission of all applications, proposals and other documents and writings, participating in pre-bid and other conferences and providing information/ responses to the NSRLM, representing us in all matters before the NSRLM, signing and execution of all contracts and undertakings consequent to acceptance of our proposal and generally dealing with the NSRLM in all matters in connection with or relating to or arising out of our Proposal for the said Project and/or upon award thereof to us till the entering into of the Agreement with the NSRLM.

AND, we do hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Authorized Representative pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Authorized Representative in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, THE ABOVE-NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS DAY OF, 20.....

For

(Signature, name, designation and address)

Witnesses:

1

2

(Notarized)

Accepted

.....

(Signature, name, designation and address of the Attorney)

APPENDIX-I
Form-5
Financial Turnover Certificate of the Bidder
(Refer Clause 2.2.2)

SL. No.	Financial Year	Annual Turnover from Consultancy Project (Rs.in lacs)
1	2022-23	
2	2023-24	
3	2024-25	

Certificate from the Statutory Auditor*

This is to certify that (name of the Bidder) has received the payments shown above against the respective years on account of professional fees.

(Signature, name and designation of the authorized signatory)
Date:
Name and seal of the audit firm:

* In case the Bidder does not have a statutory auditor, it shall provide the certificate from its chartered accountant that ordinarily audits the annual accounts of the Bidder.

Note:

1. Please do not attach any printed Annual Financial statement.

APPENDIX-I
Form-6

Abstract of Eligible Assignments of the Bidder
(Refer Clause 3.1)

S.No	Name of Project	Name of Client
(1)	(2)	(3)
1		
2		
3		
4		
5		

APPENDIX-I

Form-7

Eligible Assignments of Bidder

(Refer Clause 3.1.4)

Assignment name:	Value of the contract (in current INR):
Country:	Duration of assignment (months):
Name of Client:	Total No of staff-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current INR):
Start date (month/year): Completion date (month/year):	
Narrative description of Project:	

Notes:

The Agency should attach work order/ Agreement/ completion certificate of each project issued by authorized Officer of the concerned Department.

APPENDIX-I**Form-8****Particulars of Key Personnel**

S. No	Designation of Key Personnel	Name	Educational Qualification	Length of Professional & Relevant Experience	Area of Expertise
(1)	(2)	(3)	(4)	(5)	(6)
1.					
2.					
3.					
4.					

APPENDIX-I
Form-9

Curriculum Vitae (CV) of Professional Personnel

1. Proposed Position:
2. Name of Personnel:
3. Date of Birth:
4. Nationality:
5. Educational Qualifications:
6. Employment Record:
(Starting with present position, list in reverse order every employment held.)
7. Details of the Eligible Assignments

Declaration:

1 I am willing to work on the Project and I will be available for entire duration of the Project assignment as required.

2 I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes my qualifications, my experience and me.

Place.....

(Signature and name of the Professional Personnel)

(Signature and name of the authorized signatory of the Bidder)

Notes:

1. The names and chronology of assignments included here should conform to the details submitted in Form-8 of Appendix-I.
2. Each page of the CV shall be signed in ink either by the Personnel concerned or by the Authorized Representative of the Bidder firm along with the seal of the firm. Photocopies will not be considered for evaluation.

APPENDIX-II
FINANCIAL PROPOSAL
Fin Form-1
Financial Proposal only on BOQ format

Sl. No	Item Description	Quantity (Nos)	Unit	Total Amount with taxes in Rs.	Total Amount in words
1					
1.01					
1.02					
1.03					
1.04					
1.05					
1.06					
1.07					
1.08					
2					
3					