

Jharkhand State Livelihood Promotion Society
(Under Rural Development Department, Govt. of Jharkhand)
3rd Floor, Shantideep Tower, Radium Road, Ranchi-834001
Phone No. 0651-2360053, 2360142
Email:- jslps.ranchi@gmail.com, Website: www.jslps.org

Letter No: 2239/Ranchi

Dated: 11/12/2017

LETTER OF INVITATION

To

Interested Individuals

Sub:- Hiring of Individual Consultant for providing technical support and overall supervision for construction of CLF Building in different blocks of Jharkhand.

Dear Madam/Sir,

- 1) You are hereby invited to submit technical and financial proposals for consultancy services required for providing technical and overall monitoring for **construction of CLF Building for in different blocks of Jharkhand**, which could form the basis for future negotiations and ultimately a contract will be entered between you and JSLPS.
- 2) **The purpose of this assignment is to:**
 1. Orient CLF on budget, completion period & major construction work
 2. Support to the Community Members in construction like layout, work planning, material management, measurement & monitoring of work by the CLF.
 3. Support to the Community on maintenance of accounts, goods and raw materials Stocks.
 5. Support the Community in preparing bills & vouchers
 6. Facilitate the construction of building as per plan estimated & design approved by Govt.
- 3) **The following documents are enclosed to enable you to submit your proposal:**
 - (a) Terms of reference (TOR) (Annexure-I).
 - (b) Supplementary information for consultants, including a suggested format of curriculum vitae (Annexure- II); and
 - (c) A sample format of the contract for consultant's services under which the service will be performed (Annexure-III).
- 4) The JSLPS has provision of fund in for the assignment intends to apply a portion of this fund to eligible payments under this Contract.
- 5) **The Submission of Proposals:** The proposals shall be submitted in two parts, viz., Technical and financial and should follow the form given in the "Supplementary Information for Consultants."
The proposals will be received in the office of the JS S up to **12.00 hours on 29th December, 2017.**
- 6) **Deciding Award of Contract**
Quality and competence of the consulting service shall be considered as the paramount requirement.
Negotiations will be held only if the technical proposal is acceptable. The consultant must be prepared to furnish the detailed cost break-up and other clarifications to the proposals submitted to JSLPS, as may be required to adjudge the reasonableness of

your price proposals. If the negotiation is successful, the contract will be awarded. If negotiations fail, and if it is concluded that a contract with reasonable terms cannot be concluded, the process of selection of Consultant, issue of letter of invitation etc. will be repeated till an agreed contract is concluded.

- 7) Please note that the JSLPS is not bound to select any of the Consultants submitting proposals.
- 8) It is estimated that minimum of 130-150 man-days services will be required for the assignment and generally you should base your financial proposal on this figure. However, you should feel free to submit your proposal on the basis on man-days and person months considered necessary by you to undertake the assignment. As the number of locations is more, JSLPS will hire 4-5 individual consultants and each consultant will be awarded 4-5 locations. After successful negotiation, JSLPS will fixed single price and the selected consultants will work in that single price subject to willingness.
- 9) You are requested to hold your proposal valid for 90 days from the date of submission during which period you will maintain without change, your proposed price. The JSLPS will make its best efforts to finalize the agreement within this period.
- 10) Please note that the cost of preparing a proposal and of negotiating a contract including visits to JSLPS, if any; is not reimbursable as a direct cost of the assignment.
- 11) Assuming that the contract can be satisfactorily concluded in last week of January, 2018, you will be expected to take-up/commence with the assignment with immediate effects.
- 12) We wish to remind you that any manufacturing or construction firm with which you might be associated with, will not be eligible to participate in bidding for any goods or works resulting from or associated with the project of which this consulting assignment forms a part.
- 13) **Tax Liability:**
Please note that the remuneration, which you receive from this contract, will be subject to the normal tax liability as per the prevailing Income Tax Act. Kindly contact the concerned tax authorities for further information in this regard, if required.
- 14) We would appreciate if you inform us by Telex/Facsimile within three days from the receipt of the letter:
 - (a) Your acknowledgment of the receipt of this letter of invitation; and
 - (b) Whether or not you will be submitting the proposal.

Yours faithfully,

Sd/
Chief Executive Officer

Enclosures:

Annexure-I: Terms of Reference.

Annexure-II: Supplementary Information to Consultants.

Annexure-III: Draft contract under which service will be performed.

SUPPLEMENTARY INFORMATION FOR CONSULTANTS

Proposals

1) Proposals should include the following information:

(a) Technical Proposals

- (i) Curriculum Vitae of Consultant (F-2).
- (ii) An outline of recent experience on assignments/ projects of similar nature executed during the last three years in the format given in Form F-3.
- (iii) Any comments or suggestions of the Consultant on the Terms of Reference (TOR).
- (iv) A description of the manner in which Consultant would plan to execute the work. Work plan time schedule in Form F-4 and approach or methodology proposed for carrying out the required work.
- (v) The Consultant's comments, if any, on the data, services and facilities to be provided by JSLPS indicated in the Terms of Reference (TOR).

(b) Financial Proposals

The financial proposals should include the Schedule of Price Bid in Form F - 5.

- 2) Two copies of the proposals should be submitted addressing to the Chief Executive Officer, Jharkhand State Livelihood Promotion Society, 3rd Floor, Shantideep Tower, Radium Road, Ranchi-834001, Jharkhand. .

3) Contract Negotiations:

The aim of the negotiations is to reach an agreement on all points with the consultant and initial a draft contract by the conclusion of negotiations. Negotiations commence with a discussion of Consultant's proposal, the proposed work plan, and any suggestions you may have made to improve the Terms of Reference. Agreement will then be reached on the final Terms of Reference and the bar chart, if required, which will indicate periods in months and reporting schedule. Once these matters have been agreed, financial negotiations will take place and will begin with a discussion of your proposed monthly rates.

4) Terms of Payment:

Payment will be made on the basis of milestone completion of the CLF building and as per the recommendation of the SPM, SMIB. Deliverables will be appraised by the SPM, SMIB C and recommend further to accounts for payment. Consultant may reimburse his/her consultancy after the completion of each task or is free to claim Quarterly as well.

5) Review of Reports:

A review committee (to be restricted to three members) consisting of following officers of JSLPS will review all reports of Consultants (inception, progress, intermediate and draft final) and suggest any modifications/changes considered necessary within 7 days of receipt.

- A) Chief Executive Officer/Chief Operating Officer.
- B) State Program Manager, SMIB.
- C) Selected Community Members of CLF.

FORM NO.F-1

From:

To

The Chief Executive Officer,
3rd Floor, Shantideep Tower,
Radium Road, Ranchi-8374001,
Jharkhand

Sir,

Sub:-Hiring of Individual Consultant for supervision and monitoring of construction of CLF Building of the Community in different location of Jharkhand.

I, _____ Consultant herewith enclose Technical and Financial Proposal for selection as Consultant for JSLPS.

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

Yours faithfully,

Signature: _____
Full name: _____
and address: _____

FORM F-2

**FORMAT OF CURRICULUM VITAE (CV) FOR
CONSULTANT**

Name of Consultant: _____

Profession: _____

Date of Birth: _____

Nationality: _____

Membership in Professional Societies: _____

Key Qualifications:

[Give an outline of experience and training most pertinent to tasks on assignment. Describe degree of responsibility held on relevant previous assignments and give dates and locations. Use about half a page.]

Education:

[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.]

Languages:

[For each language indicate proficiency: excellent, good, fair, or poor; in speaking, reading, and writing]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experience, and me.

Date: _____

[Signature of Consultant]

Day/Month/Year

Full name of Consultant: _____

FORM F-3

**ASSIGNMENTS OF SIMILAR NATURE SUCCESSFULLY COMPLETED
DURING LAST 3 YEARS (FY)**

Outline of recent experience on assignments of similar nature:

Sl. No.	Name of the Assignment	Name of the Project	Owner or Sponsoring Authority	Cost of Assignment	Date of Commencement	Date of Completion	Was the Assignment Completed Satisfactorily
1	2	3	4	5	6	7	8
2							
3							
4							

Note: Please attach certificates from the employer by way of documentary proof, if any:

FORM F-4

WORK PLAN TIME SCHEDULE

A. Field Investigation

Sl. No.	Place of Visit	Activities to be undertaken	Week wise Program													
1																
2																
3																
4																
5																

B. Compilation and submission of reports

1. Draft Final Report
2. Final Report

C: A short note on the line of approach and methodology outlining various steps for performing the assignment.

D. Comments or suggestions on "Terms of Reference."

FORM F-5

SCHEDULE OF PRICE BID:

Activities/Particulars	Amount (In figure)	Amount in Words
Consulting services for guidance, support and overall monitoring till completion of one CLF building including field visit as per the approved design of CLF building and including travel & accommodation and any ancillary activities according to the ToR to the locations of different CLF building.		
Consultancy GST @ _____% if any		

Signature of Consultant
Date:.....

Address.....

FORM F-6

Break-up of Cost Estimates

Remuneration

Consultant Name	Daily (Monthly) Rate (inRs.)	Working Days (Months)	Total Cost (inRs.)
-----	-----	-----	-----

Sub-Total (Remuneration)

Out-of-Pocket Expenses:

a) Per Diem:	Room	Subsistence	Total	Days
<u>Cost</u>	_____	_____	_____	_____

b) Taxi Cost: _____

c) Lump Sum Miscellaneous Expenses :

Sub-Total (Out-of-Pocket)

Contingency Charges:

Total

Consultancy Service Tax
@%

Draft Letter of Contract

Sub: Hiring of Individual for supervision, monitoring and overall guidance for Construction of CLF Building of JSLPS.

(Name of Consultant)

We herewith confirm your consulting appointment to carry out the above-mentioned assignment specified in the attached Terms of Reference.

For administrative purposes (Name of responsible staff of Borrower) has been assigned to administer the assignment and to provide the Consultant with all relevant information needed to carry out the assignment. The services will be required in (Name of Project) for about _____ days/months, during the period from _____ . These dates are estimates and (Name of Borrower) may find it necessary to postpone or cancel the assignment and/or shorten or extend its duration. However, every effort will be made to give you, as early as possible, notice of any such changes. In the event of termination, the (Name of Consultants) shall be paid for the services rendered for carrying out the assignment to the date of termination, and will provide the (Name of Borrower) with any reports or parts thereof, or any other information and documentation gathered under this Contract prior to the date of termination.

This Contract, its meaning and interpretation and the laws of the Union of India shall govern the relations between the parties.

Set out below is the terms and conditions under which _____ have agreed to carry out the assignment. The services to be performed, the estimated time to be spent, and the reports to be submitted will be in accordance with the attached Terms of Reference.

This Contract will become effective upon confirmation of this letter by you and will terminate on _____, or such other date as mutually agreed.

Payments for the services will not exceed an amount of _____.

You will be paid as follows, within 30 days of receipt of invoice a fee of:

Amount

Currency

_____ upon receipt of a confirmed copy of this letter and submission of inception report.

_____ upon receipt of the draft report.

_____ upon receipt of the final report acceptable to (Name of Client)

The above fee includes all the costs related to carrying out the services, including overhead and any taxes.

You will be responsible for appropriate insurance coverage. In this regard, you shall maintain medical, travel, accident and third-party liability. You shall indemnify and hold harmless, the (Name of Client) against any and all claims, demands, and/or judgments of any nature brought against the (Name of Client) arising out of the services under this Contract. The obligation under this paragraph shall survive the termination of this Contract.

All materials produced or acquired under the terms of Contract written, graphic, film, magnetic tape or otherwise shall remain the property of the (Name of Client). The (Name of Client) retains the exclusive right to publish or disseminate reports arising from such materials. The rights and duties provided for in this paragraph shall continue, notwithstanding the termination of this Contract or the execution of its other provisions.

You will carry out the assignment in accordance with the highest standard of professional and ethical competence and integrity, having due regard to the nature and purpose of the assignment, and will conduct yourself in a manner consistent herewith.

You will not assign this Contract or sub-contract or any portion of it without the Client's prior written consent.

You should agree that, during the term of this Contract and after its termination, you and any entity affiliated with you, shall be disqualified from providing goods, works or services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.

You shall pay the taxes, duties fees, levies and other impositions levied under the Applicable law and the Client shall perform such duties, in regard to the deduction of such tax, as may be lawfully imposed.

You will also agree that all knowledge and information not within the public domain which may be acquired during the carrying out of this Contract, shall be, for all time and for all purpose, regarded as strictly confidential and held in confidence, and shall not be directly or indirectly disclosed to any person whatsoever, except with the (Name of Client) written permission.

Any dispute arising out of the Contract, which cannot amicably settled between the parties, shall be referred to adjudication/arbitration in accordance with Arbitration & Conciliation Act 1996.

Read and Agreed :

Place: (Signature & Name of Consultant)

Date:

(Signature & Name of Client's Representative)

Attachment: (i) Terms of Reference and Scope of Services; and (ii) Consultant's Reporting Obligations.

Terms of Reference (TOR) for hiring Individual Consultant for supporting and overall monitoring construction of CLF building

1. Background

JSLPS has promoted around 150 CLFs in the state under NRLM program. All the CLFs are vibrant. They are playing very critical role in mobilization, financial services, social development actions & livelihoods activities. But they don't have an office to provide required services effectively to the member organization, VOs & SHGs. In this context, Govt. of Jharkhand has sanctioned Rs. 10 crores for construction of 20- 22 CLFs in different resource blocks of Jharkhand. The approximate expenditure for construction of one CLF building will be Rs. 60 lakhs, which has been . The fund will be transfer to concern CLF account at different stages of construction work.

As CLFs are not competent enough to make construction building, they need expert/consultant, who will support them at various stage of construction of the CLF building.

2. Objectives of the assignment

The CLF need expert/consultant having expertise in the relevant fields, who will support them at various stage of construction of building. JSLPS will hire 4-5 consultants and each consultant will allot 4-5 building.

3. Scope of the assignment for construction of CLF office building:

1. Orient CLF on budget, completion period & major construction work
2. Support to the Community Members in measurement & monitoring of work done by the contractor.
3. Support to the Community on maintenance of accounts, goods and raw materials Stocks.
5. Support the Community in preparing bills & vouchers
6. Facilitate the construction of building as per plan estimated & design approved by Govt.

4. Description and methodology of the assignment:

The Individual will visit to the sites allotted to him/her and facilitate to the community in such a way that the building should be completed within the time frame. Time to time visit to the site for checking whether the construction is being made as per the approved plan and also develop some community monitor for the day-to-day site monitoring.

5. Detailed Task Outline:

As per the approved design, the task to be completed within 6 months. However a realistic calendar of construction should be prepared by the respective consultant.

6. Deliverables:

- a) Visit to construction sites on regular interval.
- b) Orient the Community on the day-to-day supervision.
- c) Ensure for timely completion of the building in accordance with the approved design and plan.
- d) Support in preparation of bills, maintenance of required records for the building etc.

7. Assignment Duration

The duration of the assignment will be for a period of 6-8 months from the date of award of the contract or till completion of the CLF building.

8. Data, Services and Facilities to be provided by Consultant

JSLPS will support consultant by providing initial information through state district and block offices. The list of blocks where CLF building to be constructed is placed at Annexure-I.

9. Construction work Review

The consultant shall work under guidance of the CEO, JSLPS and SPM, SM & IB. The Roles and Responsibilities of Consultant would be to deliver services as described in detailed task outline. SPM, SM & IB will supervise, review and monitoring construction of building in close coordination with COO JSLPS. The constitution of the Review Committee will be as follows:

i	CEO, JSLPS	Chairman
ii	COO, JSLPS	Member Secretary
iii	SPM, SM & IB	Member
iv	Selected Community Members from the CLF	Member

10. Building Completion Review Schedule:

Reviews, as indicated below, will be conducted during construction period apart from the inception report approval by the JSLPS. The inception report presented along with the research tools would be finalized at this stage.

Review 1	Construction of plinth level
Review 2	Roofing
Review 3	Final completion of building with interior work & submission of bills & vouchers

11. Key Professionals Desired for the Study:

The Consultant is required to engage the services from the civil engineering background having experience and expertise in the similar nature of tasks to provide support and guidance to the Community to complete the building as per the design, plan and timeline. The consultant shall have the minimum 05 years of experience in the same field with Civil Engineering from recognized University.

Annexure - I

List of block where CLF building will be constructed.

SI.No	Name of the DMMU	Name of the CLF	No. of CLF under construction
1	Simdega	Kolebira, Thetitangar	2
2	Ranchi	Angara, Namkum	5
3	Palamu	Satbarwa, Chhatarpur	2
4	Pakur	Pakuria, Maheshpur, Litipara	3
5	Giridih	Dumari, Bengabad	2
6	Latehar	LateharSadar	1
7	Khunti	Rania, Khunti Sadar	3
8	West Singhbhum	Khuntpani, Manoharpur	4