



NATIONAL COMMISSION FOR PROTECTION OF CHILD RIGHTS
5th Floor, Chanderlok Building, 36, Janpath, New Delhi-1 10001



REQUEST FOR PROPOSAL (RFP)

F. No. 2301/233/2023-24/NE Cell/ Lakhimpur-AS/

Dated: 27th April, 2023

Activity No:17

Request for Proposals from interested Institutions /Organisations/ NGOs/ CSOs/ Consulting Organizations/ Universities for organising a “One Day District Level Awareness Workshop on “Joint Action Plan on Drugs and Substance Abuse among children and Illicit Trafficking- “एक युद्ध नशे के विरुद्ध”- in Lakhimpur District of Assam”.

The National Commission for Protection of Child Rights (NCPCR), a Statutory Body of the Government of India, constituted under the Commissions for Protection of Child Rights (CPCR) Act, 2005, for dealing with protection of child rights and related matters, invites proposals on the above mentioned subject from the agencies/organizations or group of organizations having experience in organising workshops/ seminars/conferences/ conventions/ colloquiums etc in developing IEC material and providing training in the social sector preferably in the field of education and child rights.

Eligibility criteria and information/documents required to be submitted in the proposal may be downloaded from the website: www.ncpcr.gov.in or <https://eprocure.gov.in/epublish/app>

Eligible organizations may submit their **Proposals**, along with all the supporting documents by Post, Courier or by Hand.

The Technical and Financial Proposals must be in separate envelopes and both the envelopes must be properly sealed and be kept in one bigger envelope. The original Financial Proposal shall be placed in a sealed envelope clearly marked “FINANCIAL PROPOSAL” followed by the name of the Activity along with the Location. The outer envelope of the Financial Proposal shall bear the submission address and reference number clearly marked “DO NOT OPEN BEFORE TIME”.

The last date for receipt of Technical and Financial Proposals by the Commission is 17.05.2023 by 5:00 pm (at NCPCR office) and it should be addressed to The Member Secretary, National Commission for Protection of Child Rights (NCPCR), 5th Floor, Chanderlok Building, 36-Janpath, New Delhi, 110001.


(G. Suresh)

Assistant Director, NCPCR

सहायक निदेशक / Assistant Director
राष्ट्रीय बाल अधिकार संरक्षण आयोग
National Commission for Protection of Child Rights
महिला एवं बाल विकास मंत्रालय
Ministry of Women & Child Development
भारत सरकार, नई दिल्ली / Govt. of India, New Delhi

National Commission for Protection of Child Rights (NCPCR)

REQUEST FOR PROPOSAL (RFP)

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Request for Proposals from interested Institutions /Organisations/ NGOs/ CSOs/ Consulting Organizations/ Universities for organising a “One Day District Level Awareness Workshop on “Joint Action Plan on Drugs and Substance Abuse among children and Illicit Trafficking- “एक युद्ध नशे के विरुद्ध”- in Lakhimpur District of Assam”.

1. Introduction

- 1.1 National Commission for Protection of Child Rights (NCPCR) is an autonomous body of the Ministry of Women and Child Development, Govt. of India. The National Commission for Protection of Child Rights (NCPCR) was set up in March 2007 under the Commissions for Protection of Child Rights (CRCR) Act 2005, an Act of Parliament (December 2005). The Commission's mandate is to ensure that all Laws, Policies, Programmes, and Administrative Mechanisms are in consonance with the child rights perspective as enshrined in the Constitution of India and also the UN Convention on the Rights of the Child.
- 1.2 Under Section 13 (1) (h) of the Commission for Protection of Child Rights (CPCR) Act, 2005 one of the mandates of the Commission is to “spread child rights literacy among various sections of the society and promote awareness of the safeguards available for protection of these rights through publications, the media, seminars and other available means’.
- 1.3 In this regard, with a view to simplify the procedure to be followed with respect to conducting of Seminars/Workshops/Conferences etc. in a timely and effective manner and to ensure improved outcomes of such activities, NCPCR is requesting for proposals from interested Institutions/ Organisations/ NGOs/ CSOs/ Consulting Organisations/ Universities etc. in the **prescribed format at Annexure-I.**
- 1.4 Interested Institutions / Organisations/ NGOs/ CSOs/ Consulting Organizations/ Universities are required to submit proposal for the above mentioned Activity i.e. organising a **“One Day District Level Awareness Workshop on “Joint Action Plan on Drugs and Substance Abuse among children and Illicit Trafficking- “एक युद्ध नशे के विरुद्ध”- in Lakhimpur District of Assam”.** The Commission shall have sole discretion to cancel, modify, re-advertise the “Request for Proposal” for this activity. The validity of the said RFP advertised on the Website of the Commission and CPPP shall be upto 31st March 2024. It shall be the sole discretion of the Commission to conduct the said activity in any of months between May 2023 to March 2024. It would be the sole discretion of the Commission to change the date, revise the month for holding the program in FY 2023-24. The Commission may carry forward the activity to next financial year, in case it is not completed due to any valid reason.
- 1.5 A covering letter should be attached with each proposal specifically mentioning the Activity and Location for each proposal. The Proposal submitted by the applicant should comprise both Technical and Financial bids in 2 separate sealed envelopes which should clearly indicate the activity and location for which the proposal has been submitted.

2 Terms and Conditions:

2.1. Scope of Work:-

2.1.1. It has been decided by the National Commission for Protection of Child Rights (NCPCR) to invite proposals to organise a **“One Day District Level Awareness Workshop on “Joint Action Plan on Drugs and Substance Abuse among children and Illicit Trafficking- “एक युद्ध नशे के विरुद्ध”- in Lakhimpur District of Assam”**.

2.1.2. The number and nature of participants may vary depending upon the topic of workshop/seminar/consultation etc. The rate maybe quoted for 100 participants and any increase in numbers would be payable on pro-rata basis of relevant items.

2.1.3 The rates once quoted will not be escalated in any case.

2.2 The Item wise arrangements required to be made by the selected Institutions/ Organisations/ NGOs/ CSOs/ Consulting Organizations/ Universities for conducting seminar/ conferences, workshops/ conventions/ consultations/colloquiums is stated below;

Sl. No.	Item	Requirements
1.	Auditorium/Hall Generator/sound system/projector system	For accommodating 100 participants
2.	Boarding/Food	Two High Teas and Lunch for participants
3.	Travel cost of Experts invited to address the participants	For (4)Persons <u>Official:</u> As per entitlement of his position in Government. <u>Non Official:</u> 2 nd AC Train Fair/AC Bus fare only
4.	Honorarium for Experts invited for to address the participants.	For 8 persons @Rs 2000 /-per person
5.	Photography/ Videography	(Soft copy to be provided)
6.	Workshop Kit	Should also include Kit bag, note pads, pens, with soft copy and/or hard copies of IEC material from NCPCR
7.	Banner	Minimum 1 backdrop (as per the size of stage), 1 banner at the outside gate and 2 Standees
8.	Training Report	Recording of proceedings and submission of the Report to the Commission
9.	Local Transportation	Hiring of Taxi for Experts/ Resource Persons and arranging logistics
10.	Accommodation for Participants	For 50 outstation participants subject to maximum rate Rs 1000/-per person
11.	Travel Cost of Participants	The participants maybe paid 2 Tier AC Train Fare and Taxi Fare (as per the norms of State Govt.) as per actuals.
12.	Miscellaneous	Printing of Certificates, Name Tags and any other miscellaneous expenditure not mentioned above.

Note: The number and nature of participants may vary depending upon the topic of workshop. The rate maybe quoted for 100 participants and any increase in numbers would be payable on pro-rata basis of relevant items.

3. Selection Criteria:

3.1 Essential Criteria:

Institutions/ Organizations/ NGOs/ CSOs/ Consulting Organizations/ Universities, fulfilling the following essential criteria only should apply:

- Registered any of: *Darpan* Portal of Niti Aayog, and have valid GST Registration.
- Prior experience of working in North Eastern States for minimum 2 years.

- (c) Debarred/Blacklisted organisations by the Government (Centre/State) need not apply.

3.2 Evaluation of the Technical Proposals: The technical proposals shall be evaluated on following parameters at A. and B.

A. Parameters

Sl. No.	Parameters
i.	Credentials of work done, preferably in NE region
ii.	Local presence and outreach
iv.	Understanding of the tasks to be undertaken as per item listed on 2.2
v.	Academic ambience suitable for organizing Seminar/ Conferences/ Workshops/ Conventions/ Colloquiums etc. as listed below:
	a. Venue for organizing Seminar/ Conferences, Workshops/ Conventions/ Colloquiums
	b. Other amenities provided while organizing Seminar/ Conferences, Workshops/ Conventions/ Colloquiums
	c. Conference Resource Items etc.
	d. Proposed programme schedule format to be finalized in consultation with the Commission.
vi	Recommendation/consent for organizing in collaboration with State Government / CWC / District Administration/SCPCR
vii.	Experience in conducting workshops/seminars/conferences
viii.	Staff strength

Note: In this regard, the Commission shall constitute a Committee to scrutinize the applications. Prior experience of working with NCPCR may be given preference, on case to case basis.

B. Presentation

a) The shortlisted applicants shall be required to make short presentation each to NCPCR on the following;

Sl. No.	Particular	Details of Information
1	Concept & Tasks	Understanding of the concept and tasks required to be undertaken by the Commission
2	Implementation	Plan for implementation and execution of the task assigned
3	Resources	Manpower and Financial Resources to carry out the assignment
4	Other Documents	Involvement/engagement in NE region other than workshop/seminar/conference/training/etc. and development activities. Photos, videos, certificates, acknowledgement/ appreciation letters, testimonials from Government and Non Government organizations relevant to seminars, conferences, trainings, and events organized.

Note: The Final Score of Technical Proposal shall include the score obtained for Parameters given at pt. 3.2.A and Presentation mentioned at 3.2 B

3.3 Financial Proposals:

3.3.1 Financial proposals must be submitted in a separate sealed envelope clearly specifying the name of the Activity and Location in the format prescribed at **Annexure-II**

- 3.3.2.** The original Financial Proposal shall be placed in a sealed envelope clearly marked “FINANCIAL PROPOSAL” followed by the name of the Activity along with Location. The Technical and Financial Proposals must be in separate envelope and both the envelopes must be properly sealed and be kept in one bigger envelope and it should be addressed to: The Member Secretary, National Commission for Protection of Child Rights (NCPCR), 5th Floor, Chanderlok Building, 36-Janpath, New Delhi, 110001. The outer envelope of the Proposal shall bear the submission address, and reference number clearly marked “DONOT OPEN BEFORE TIME (time and date of the opening indicated in the data sheet)”.
- 3.3.3** NCPCR shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated, if sent by post. This may lead to rejection of the Proposal. If the Financial Proposal is not submitted in a sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.
- 3.3.4** Financial proposals of only those applicants whose technical proposals qualify as per the decision of the Technical Evaluation Committee of the Commission shall be opened.
- 3.3.5** **Duly filled & stamped Bid security declaration in lieu of EMD/bid security () may be called with financial bid (Shown in Annexure- 1B)**

3.4 Methodology:

- 3.4.1 Each Technical proposal shall be evaluated at two levels i.e. based on para 3.2A and 3.2B. 70% weightage shall be given to Technical Proposals will be assessed on the basis of past experience working with NCPCR and financial soundness.
- 3.4.2 divided into two parts i.e. 50% to Parameters stated at para 3.2.A and 25% on the basis of Presentation as stated at Para 3.2.B and 25% weightage shall be on Financial criteria.
- 3.4.2 The Financial Quotes of only those applicants who qualify in the Technical Evaluation i.e. scored 50% or more marks shall be opened by the Financial Committee constituted by the Commission.
- 3.4.3 Once decision is made by the NCPCR about the applicants, the successful bidder be awarded the work after submission of PG+EMD @5% of tender amount and consent to execute the work with the terms & condition as per the RFP.
- 3.4.4 NCPCR may make an advance payment to the extent of 30 percent of the total cost against each proposal. Remaining 70% payment will be made after receipt of duly attested Utilization Certificate, reports, photographs/videos, attendance sheet etc. These should be submitted within 15 days after completion of the event.
- 3.4.5 Utilization Certificate (UC) in the prescribed format i.e. in GFR 12 Duly audited by CA & counter signed by agency as per the GFR 2017, along with head wise statement of expenditure, needs to be submitted to the NCPCR with the reports, photographs, attendance sheets etc. within 15 days of completion of the workshop. The remaining outstanding dues shall be cleared by the Commission thereafter.

4. PERFORMANCE GUARANTEE



The selected institution/ organisation/ NGO/ CSO/ consulting organisation/ university shall be required to furnish a Performance Bank Guarantee with validity of three months equivalent to 05% (EMD 02% + PG 03%) of the contract value rounded off to the nearest thousand Indian Rupees in the form of an unconditional and irrevocable Bank Guarantee from a Scheduled Commercial Bank in India in favour of National Commission for Protection of Child Rights payable at NCPCR, New Delhi for the period of contract with 30 days claim period beyond the completion of all contractual obligations. The bank guarantee must be submitted after signing of Memorandum of Understanding (MoU) between NCPCR and selected institution/ organisation/ NGO/ CSO/ consulting organisation/ university.

Performance Bank Guarantee would be returned only after successful completion of tasks assigned to them and only after adjusting/recovering any dues recoverable/payable from/by the selected institution/ organisation/ NGO/ CSO/ consulting organisation/ university on any account mentioned in the MoU.

5. ARBITRATION

In the event of any dispute or difference whatsoever arising during the period of engagement, the same shall be referred to a sole arbitrator appointed by NCPCR, New Delhi. The arbitration shall have both in seat & venue in New Delhi. The proceeding shall be undertaken in English only. The arbitration shall be conducted in accordance with the provisions of the Arbitration & Conciliation Act, 1996, as & may be amended from time to time. The award of the Arbitrator shall be final and binding on both the parties.

6. JURISDICTION

In the event of any dispute/difference or legal proceedings between the parties, the same shall be subject to the jurisdiction in Delhi only.

7. FORCE MAJEURE

If a Force Majeure situation arises, the agency shall promptly notify to the Commission in writing, of such conditions and the case thereof. Unless otherwise directed by Commission in writing, the agency shall continue to perform its obligations under the Agreement as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event, the Commission may, terminate the Agreement by giving a written notice of a minimum 15 days to the agency, if as a result of Force Majeure; the agency is unable to perform a material portion of the services for a period of more than 30 days.

8. COPYRIGHT ISSUES

- (a) The selected institution/ organisation/ NGO/ CSO/ consulting organisation/ university will be responsible for copyright issues concerning usage of any data such as photographs, images, videos, text material etc. obtained through various sources, if any. The Commission will not be a party to any dispute arising out of Copy Right violation by the selected Institution/ Organization/ NGO/ CSO/ Consulting organization/ University.
- (b) The ownership of all workshop/ seminar/ conference/ convention/ colloquium materials will at all time rest with the Commission and the applicant will have no proprietary or other right

in respect of the same. This would include full Copy Right for all times use of the images/photographs used in the creative and publicity material.

- (c) The selected institution/ organisation/ NGO/ CSO/ consulting organisation/ university will be responsible for obtaining any permission that may be required for undertaking the work as detailed in subsequent offers from time to time. The Commission will assist in this regard, wherever possible.
- (d) Once the selected institution/ organisation/ NGO/ CSO/ consulting organisation/ university has submitted the seminar/conference/workshop report accepted by the Commission, it shall become the property of the Commission.

9. CONFIDENTIALITY

The selected institution/ organisation/ NGO/ CSO/ consulting organisation/ university and its personnel shall not, either during implementation or after completion of the project, disclose any proprietary or confidential information relating to the services, commercial details or agreement without the prior consent of the Commission.

10. TERMINATION

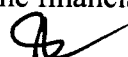
The Commission may without prejudice to any other remedy for breach of contract, terminate the engagement terms in case of occurrence of any of the following events. In such as occurrence, the Commission shall give not less than thirty days written notice of termination to the agency.

The contract is liable to be terminated if the selected institution/ organisation/ NGO/ CSO/ consulting organisation/ university:

- i. Abandons the work;
- ii. Persistently disregards the instructions of the Commission in contravention of any provision of the contract;
- iii. Fails to adhere to the agreed program of work;
- iv. Assigns or sublets the work in whole or in part thereof without prior written consent of the Commission;
- v. Performance is not satisfactory;
- vi. If the Service provider obtains the contract with the Commission with illegal manner;
- vii. Information submitted/furnished by the contact are found to be incorrect
- viii. The above shall be without prejudice to the Commission's other rights under the law.

11. LEGAL LIABILITY

- 11.1 The Commission reserves the right to recover any liability arising out of an act directly attributable to the selected institution/ organisation/ NGO/ CSO/ consulting organisation/ university.
- 11.2 The NCPCR reserves the right not to accept proposal from interested Institutions / Organisations/ NGOs/ CSOs/ Consulting Organizations/ Universities resorting to unethical practices or on whom investigation /enquiry proceedings have been initiated by Government investigating Agencies / Vigilance Cell.
- 11.3 The NCPCR is not bound to accept the lowest bidder or to assign any reason for non-acceptance. The NCPCR reserves its right to accept the financial quote in part or in full.



11.4. The NCPCR reserves the right to summarily reject an offer received from any Institution / Organization/ NGO/ CSO/ Consulting Organization/ University (ies), without any intimation to the applicant(s).

11.5 The NCPCR reserves the right to modify /cancel the bid document at any stage.

12. LAST DATE AND PLACE OF SUBMISSION OF APPLICATIONS

12.1.1 Eligible organizations may submit their **Proposals**, along with all the supporting documents by Post, Courier or by Hand.

12.1.2 The Technical and Financial Proposals must be in separate envelope and both the envelopes must be properly sealed and be kept in one bigger envelop and it should be addressed to The Member Secretary, National Commission for Protection of Child Rights (NCPCR, 5th Floor, Chanderlok Building, 36-Janpath, New Delhi, 110001.

12.1.3 The envelope and the covering letter for Technical and Financial Proposals should clearly mention the Activity for which the proposal is being submitted to the Commission. **The last date for receipt of Technical and Financial Proposals by the Commission is 17, May, 2023 by 5:00 pm.**

12.1.4 No application shall be encouraged after the due date is over.

12.1.5 The Commission may re-invite the Request for Proposals on its sole discretion; especially in cases where suitable applications have not been received by the Commission.

13. CHECKLIST

Checklist for documents to be submitted along with application is placed at **Annexure I.A** and **Annexure II**

14. If the applicants require any clarification on any aspect mentioned above in “Request for Proposal” document, the Commission will organize a meeting at the office of NCPCR on 10.05.2023 at 3:00 pm. In case, the applicant/s is not able to come in person, they may submit their query in writing, through e-mail to ms.ncpcr@nic.in on or before 10.05.2023. No questions shall be entertained by the Commission after the due date.



**National Commission for Protection of Child Rights (NCPCR)
5th Floor, Chanderlok Building, 36 Janpath, New Delhi – 110 001**

APPLICATION FORM

For Organising

One Day District Level Awareness Workshop on “Joint Action Plan on Drugs and Substance Abuse among children and Illicit Trafficking- “एक युद्ध नशे के विरुद्ध”- in Lakhimpur District of Assam”.

1. NAME OF THE AGENCY :

2. OFFICE ADDRESS :

3. PHONE :

4. FAX :

5. E-MAIL :

6. AGENCY STRUCTURE: (Whether Partnership Firm or Sole proprietorship Firm or Private Limited/Limited Company etc.)

7. Name of Directors / Partners/ Proprietors etc.:

8. BRANCH/BRANCHES (If any):

9. YEAR OF ESTABLISHMENT:

10. IN CASE OF NGOs, DETAILS OF REGISTRATION ON DARPAN PORTAL OF THE NITI AAYOG.....

11. TURNOVER OF AGENCY (Delhi Office) DURING PAST 2 YEARS IN RUPEES (LAKH): (To be supported by CA’s certificate & copies of audited balance sheet for last two years)

YEAR

2022 – 2023 :

2021 – 2022 :

GRAND TOTAL:

12. PAN NO. : (Please attach copy)

13. COPIES OF INCOME TAX RETURNS FOR THE LAST TWO YEARS:

14. BANK ACCOUNTS NUMBER WITH BRANCH NAME AND IFS CODE OF THE BANK:

15. COMPLETE ADDRESS OF THE BANK:

16. ARE YOU SERVING OTHER GOVT./PSU CLIENTS: **YES** **NO**

17. Details regarding any civil suit/litigation in connection with contracts by applicant institution/ organization/ NGO/ CSO/ consulting organization/ university during last 5 years, give details.



Declaration

I /We do hereby certify that the information as provided above is correct and true in all respect. In case of furnishing any false information or suppression of any material information, the application shall be liable for rejection besides penalty can be imposed, if it deemed fit.

It is certified that 02% bid security/EMD as mentioned in GFR 2017 will be paid by me as per Rule after declared me as successful bidder.

Signature:

Name and Designation of Authorized Signatory with Seal Date:

Place:

NOTE:

1. Please enclose your organizations' Annual report and Profile.
2. Documentary evidence wherever mentioned must be attached in the form asked for. In absence of the same, the application will be summarily rejected.

Eligible organizations may submit their Proposals, along with all the supporting documents by Post, Courier or by Hand. The Technical and Financial Proposals must be in separate envelopes and both the envelopes must be properly sealed and be kept in one bigger envelope. The original Financial Proposal shall be placed in a sealed envelope clearly marked "FINANCIAL PROPOSAL" followed by the name of the Activity along with the Location. The outer envelope of the Financial Proposal shall bear the submission address, and reference number clearly marked "DO NOT OPEN BEFORE TIME".

The last date for receipt of Technical and Financial Proposals by the Commission is 17 May, 2023 by 5:00 pm (at NCPCR office) and it should be addressed to The Member Secretary, National Commission for Protection of Child Rights (NCPCR), 5th Floor, Chanderalok Building, 36-Janpath, New Delhi, 110001.



Checklist for submission of Institutions/ Organisations/ NGOs/ CSOs/ Consulting Organisations/ Universities for organising a One Day “District Level Awareness Workshop on “Joint Action Plan on Drugs and Substance Abuse among children and Illicit Trafficking- “एक युद्ध नशे के विरुद्ध”- in Lakhimpur District of Assam”.

- I. Completed application form duly signed by the authorized person
- II. Registration details with NITI Aayog *Darpan* Portal.
- III. CA's certificate and copies of audited balance sheet for last 2 years
- IV. Copies of service tax registration number
- V. Copy of PAN Number
- VI. Copies of Income tax returns for the last 2 years
- VII. Detailed list of Central government PSU clients for the last 3 years supported by certification for completion of the work satisfactorily.
- VIII. Details of civil suits/litigations as per Sl.No.17 of the application form
- IX. Recommendation Letter –
 - a) For Regional/State Level activity- from SCPCR and/or State Government where the institution/organization is registered.
 - b) For District level activity- from SCPCR and/or CWC and/or District Administration.



FORMAT OF DECLARATION IN LIEU OF EMD/BID SECURITY

(To be submitted on the Bidder's Letter Head)

I/ We
.....(Insert Name paragraph and Address of Bidder) am/are
submitting this declaration in lieu of Bid Security/Earnest Money Deposit for the Tender for
.....(Insert Title of the Tender)
(Tender No.....), thereby fully accepting that I/We will be suspended and shall NCPER not be
eligible to participate in the Tenders invited by NCPCR for a period of Two years from the date of
such Suspension Orders, under the following circumstances –

- a) If after the opening of Tender, I/We withdraw or modify my/our Tender during the period of validity specified in the Bid Documents (including extended validity, if any) or do not accept the correction of the Tender Price pursuant to any arithmetical errors.
- b) If after the award of work, I/We fail to furnish the required EMD + Performance Security or sign the Contract, within the time limits specified in the Departmental Tender Document.

Signature of the Tenderer with Seal



Submission of Financial Quote

Dated:

To,

The Member Secretary,
National Commission for Protection of Child Rights,
5th Floor, Chanderlok Building,
36 Janpath Road, New Delhi- 110001

Subject: Submission of Financial Quote for organising “One Day District Level Awareness Workshop on “Joint Action Plan on Drugs and Substance Abuse among children and Illicit Trafficking- “एक युद्ध नशे के विरुद्ध”- in Lakhimpur District of Assam”.

2. I hereby submit the following financial estimate for organizing the above event. The details regarding the Activity, Name of the location and Item wise financial quotes are mentioned below:

- I. Name of Theme/Activity:
- II. Name of the District/State:
- III. Item Wise Financial Quotes (as prescribed at para 2.2 of the “Request for Proposal”)

Sl. No.	Item	Requirements	Financial Quote
1	Auditorium/Hall Generator/sound system/projector system	For accommodating 100 participants	
2	Boarding/Food	Two High Teas and Lunch for participants	
3	Travel cost of Experts invited to address the participants	For (1) One Person Official: As per entitlement of his position in Government. Non Official: 2 nd AC Train Fair/AC Bus fare only	
4.	Honorarium for Experts invited for to address the participants.	For 5 persons @Rs 2000 /-per person	
5.	Photography/ Videography	(Soft copy to be provided)	
6.	Workshop Kit	Should also include Kit bag, note pads, pens, with soft copy and/or hard copies of IEC material from NCPCR	
7.	Banner	Minimum 1 backdrop (as per the size of stage), 1 banner at the outside gate and 2 Standees	
8.	Training Report	Recording of proceedings and submission of the Report to the Commission	
9.	Local Transportation	Hiring of Taxi for Experts/ Resource Persons and arranging logistics	
10.	Accommodation for Participants	For 20 outstation participants subject to maximum rate Rs 500/-per person	-----
11.	Travel Cost of Participants	The participants maybe paid 2 Tier AC Train Fare and Taxi Fare (as per the norms of State Govt.) as per actuals.	
12.	Miscellaneous	Printing of Certificates, Name Tags and any other miscellaneous expenditure not mentioned above.	
Grand Total			

Note: The number and nature of participants may vary depending upon the topic of workshop. The rate maybe quoted for 100 participants and any increase in numbers would be payable on pro-rata basis for relevant line items indicated above.

Authorized Signatory :

Name :

Designation :

Name of firm/entity :

Address :

