

# TERMS OF REFERENCE

## TOR FOR TECHNICAL SUPPORT PARTNER



**JANARDAN RAI NAGAR RAJASTHAN VIDYAPEETH UNIVERSITY, JRNRV**

**CONFIDENTIAL**

**TERMS OF REFERENCE**

## **For Appointment of Technical Support Partner for JRNRV**

### **1. ABOUT JANARDAN RAI NAGAR RAJASTHAN VIDYAPEETH**

**Janardan Rai Nagar Rajasthan Vidyapeeth (JRNRV)** is a Deemed University located in the city of Udaipur, Rajasthan. The University is registered under the Rajasthan Society Registration Act No. 28 that came into practice in 1958. The university offers various UG, PG and Diploma courses to the candidate.

**J.R.N. Rajasthan Vidyapeeth** was formed in 1937, as "Hindi Vidyapeeth", with an objective to provide benefits to the people of villages and to educate the poorest of the poor, and became **Rajasthan Vidyapeeth** in 1948. With a mission for social and economic development of the rural people, who did not have access to education, Vidyapeeth made the literacy into non-formal education. The activities includes publication of research journals, creative citizenship education through Institute of Urban, Social and Mass communication; Cultural, Folk dances and Music; professional training in the form of Labour and Industrial relations, Family and Child welfare, Rural welfare through School of Social Work etc. Because of the excellent innovative works in higher education and community welfare, the Vidyapeeth was conferred with the status "Deemed-to-be University" in 1987 by Govt. of India and became **J.R.N. Rajasthan Vidyapeeth**.

We are promoting education for the masses with focus on the disadvantaged sections of the society; developing literature for adult and continuing education in consonance with Linguistic, Cultural and Developmental needs of the region; encouraging the study of Rajasthani Culture, Language and History; preparing team of teachers & students to eradicate the problems of rural mass struggling for their upliftment; conducting research relevant to the needs of the region and communities dwelling in it; developing and implementing technical courses in the field of management, information technology, medicine and paramedical sciences in order to enhance the avenues of employment and executing many other educational activities decided upon by the competent authorities of the university from time to time. JRNRV is unique in its kind who is focusing more to uplift tribal people than urban.

### **2. ABOUT THE PROJECT**

Being active in the rural, social and livelihood sectors since its inception, now JRNRV wants to take these further towards achieving the goal of sustainable agriculture practice and other best practices in continuous education, enhancing skills of tribal, rural and urban youth, women and old aged people, along with promoting Indian culture, regional languages ultimately to improve

the livelihood of the various people. Through this partnership, JRNRV intends to receive technical support for commencing and implementing various projects under different Govt. schemes in agriculture, rural development and skill development and other related sectors. Therefore JRNRV wishes to engage a consultation agency as "**Technical Support partner**" which will work closely with the university in implementing/executing various projects in agriculture and allied sectors. The proposed projects will foster the production and productivity of the produces to meet the growing demand and enhance capacity, skill, employability and livelihoods of the rural households in general and the tribe families in particular. Ultimately the assignment will be a combination of many components and activities which will lead to optimal sustained use of natural resources, embedding of technology viz. IoT, effective utilization of available by-products, higher combined farm income, enhancing interpersonal skills, capacity building, high degree of stability in income generation and prosperity of the farmers.

### **3. SCOPE OF WORK**

Broad objective of the project is to improve the socio economic conditions of the farmers/persons engaged in agriculture and allied sectors. The scope of work is as described under:

1. Conception of different innovative ideas, project inception and development/ formulation in consultation with JRNRV
2. Joint participation in suitable educational/research proposals of agriculture, rural development, skill development and related domains.
3. Guide/ assist the JRNRV in preparation of proposals/ filling of tender documents
4. Approaching/ coordination with various Govt. departments
5. Training and Skill development of framers, women and young youth
6. Conducting feasibility/ impact assessment studies and report preparation jointly with JRNRV
7. Introduction of new technologies and applications
8. Project execution and large scale extension activities
9. Establishment of Centre of Excellence, model farm, demo farms etc.
10. Organizing seminars, workshops, fairs etc. for the farmers
11. Organizing exposure visits and study tours for students (JRNRV and other than JRNRV)/ faculties(JRNRV and other than JRNRV)/ Govt. Department people
12. Supply of seeds, agro inputs, farm equipments
13. Technology forecasting

#### **4. TENDER REQUIREMENT**

Tender must be submitted strictly in accordance to all terms and conditions of the tender-notice, tender form of the university, otherwise the tender shall not be considered and shall be rejected out-right as the counter (firm's own) terms and conditions are not accepted in any case. Bidder should read these terms and conditions very carefully and comply strictly while submitting their tenders. If a bidder has any doubt regarding the interpretation of any of the terms and conditions or specifications mentioned in those documents, he should get these clarified before submitting the tender from the Purchasing Officer, The decision of the purchasing Officer regarding the interpretation of the conditions and specifications shall be final and binding on these tenders(bids).

**Submit Technical bid and financial bid separately as per details given under special terms and conditions para (1) in sealed envelopes failing which Tender will be rejected.**

Please retain one set for your record and submit one complete set dully filled in signed and stamped along with earnest money remittance documents

#### **5. TENDER FORMAT**

The Technical Bid should comprise of the following components:

##### **A. Application Form**

**Registrar,**  
JRN Rajasthan Vidyapeeth (Deemed to be University)  
Pratap Nagar, Udaipur,  
Rajasthan 313001

**Sub:** Proposal to provide Technical Support to JRNRV

Dear Sir,

Reference to the ToR published by JRN Rajasthan Vidyapeeth (Deemed to be University) on Dt--  
- March 2019 to provide technical support to the University, we ----- (name  
of the company) is hereby submitting the Technical and Financial proposal. The proposal is in  
accordance with detailed project scope as provided in the TOR. We have the required  
experience and the technical resource person to undertake the activities as defined under  
scope of work of the TOR.

**SIGNATURE OF THE TENDERER**  
WITH HIS FIRM'S RUBBER STAMP

**B. General Information**

Name of the Bidding Company/Firm	
Company Registration Certificate*	
Correspondence Address	
Telephone Number (Land Line) & Fax	
Website & E-mail Address	
Company PAN No*	
Company GST No*	
Contact Person (Authorized Bid Signatory)	
Mobile No.	
E-mail Address	
Tender Fee	Bank
Bank Draft/Pay Order payable at Udaipur	DDno..... Dated:.....

\* The registration certificates to be attached in Annexure.

**B. Technical Proposal**

**The Technical Proposal should include the following:**

- Summary of relevant experience for undertaking this assignment
- Copy of Registration Certificate of the firm
- Copy Audited Financials such as P&L account, Balance sheet, Audit Reports etc and copy of IT returns of last three years.
- Copy of Service Tax Registration and other registrations (if any) certificates
- Brief report about the business conducted by the bidder
- Work orders and Work experience certificates issued by Institutions and Government organizations to prove experience
- Any other documents to prove certifications, Professional competency to carry out the work
- Lump sum price is to be inclusive of all disbursements and out of pocket and other costs and expenses to be incurred by the Consultant
- Curricula-vitae of key staff proposed for this assignment, and their availability
- Confirmation that the Consultant has no conflict of interest in relation to the proposed transaction

- Acknowledgement that the Consultant has received, reviewed, and understands the Approved Operating Policies and Procedures and the PIDG Code and Policies and will comply with the requirements contained in them, as provided in Section 3 of this TOR

### **C. List of Resource Person**

Please submit a detailed Team composition along with list of Resource Persons associated with the agency and the key persons who will be involved in this assignment.

### **D. Financial Proposal**

The Bidder should send the separate financial proposal mentioning the financial Structuring of the proposed association.

### **C. DECLARATION**

#### **DECLARATION**

I/We hereby declare that I/We have read the entire General, Special Terms and conditions and scope of work & specifications of the tender items of the University and I/We agree to confirm to these.

**SIGNATURE OF THE TENDERER**  
WITH HIS FIRM'S RUBBER STAMP

## **6. ELIGIBILITY CRITERIA**

The following criteria must be fulfilled by a bidder

1. The bidder should be a Legal entity, registered under the India Company Act, 1956. No consortium/ proprietorship/ partnership firm is allowed. Necessary certificates must be enclosed
2. The bidder should be registered under NITI Ayog
3. The bidder must have necessary Tax registrations with State Govt., PAN registration and GST Registration. Copy of registration should be attached with technical bid
4. The bidder must have the average turnover of Rs. 50 lakh for the last three financial years. Copies of Audited financial report Balance sheet and copy of IT returns should be accompanied with technical bid document to support the Turnover.
5. The bidder must have been in the business of providing Agriculture and allied services during last three years.

6. The bidder must have experience in providing extension support/ field work and of conducting trainings and workshop.
7. The bidder must have experience in Organic Farming, FPO promotion and managing skill development centers.
8. The bidder should have been provided services to at-least two Government bodies.
9. Should have at least 5 technical experts on/off roll to the company, except the directors.  
(The detailed CVs to be submitted)  
(The bidder will be given maximum weightage based on the technical resource persons associated with the firm in various discipline) (The details must be submitted separately)
10. Shall not be barred /Blacklisted by any government organization.  
(A declaration must be submitted)

## **7. VALIDITY**

The association will remain valid for 5 years and can further be revised, depending upon the efficiency of the association and with mutual consent.

## **8. GENERAL TERMS AND CONDITIONS OF TENDER**

Tenderers should read these conditions carefully and comply strictly while sending their tenders. If a tender has any doubt regarding the interpretation of any of the conditions or specification mentioned in the tender notice, he should before submitting the tender, refer these to the undersigned and obtain clarification. The decision of the University regarding the interpretation of the conditions and specifications shall be final and binding on the tenderer.

1. Tender documents should be sent to the REGISTRAR, JANARDAN RAI NAGAR RAJASTHAN VIDYAPEETH DEEMED UNIVERSITY UDAIPUR-313 001 (RAJ.) by registered post so as to reach this office on or before due date and time or can be directly submitted in the office of the REGISTRAR, sealed envelope must contain

(A) TECHNICAL BID in a sealed envelope marked "TECHNICAL BID"

- i. Tender application forms duly filled and signed by the bidder
- ii. Declaration form duly signed by the bidder
- iii. Scope of the work & details signed by the bidder
- iv. Tender Fee in the form of a Crossed Bank draft in the name of Registrar, JRN Rajasthan Vidyapeeth (Deemed to be University), UDAIPUR

- v. Technical Bid form dully filled and signed along with all supporting documents to prove eligibility of the bidder to submit the offer.

Technical Bid must contain following documents

- (a) Copy of Registration of the firm and MOA
- (b) Copy of Registration with NITI Ayog
- (c) Copy Audited Financials such as P&L account, Balance sheet etc., and copy of IT returns.
- (d) Copy of Service Tax Registration and other registrations (if any) certificates
- (e) Brief report about the business conducted by the bidder
- (f) Work orders and Work experience certificates issued by Institutions and Government organizations to prove experience
- (g) Any other documents to prove certifications, Professional competency to carry out the work

Please do not enclose any financial bid or documents where rates or cost are quoted in the sealed envelope containing technical bid. If a quote or financial bid is found inside technical bid, the tender may be rejected. All technical bids without Tender Fee of Rs 500 will be rejected.

(B) FINANCIAL BID in a sealed envelope marked "FINANCIAL BID" and must contain financial Bid form where rates or cost are filled in. All rates must be quoted without any corrections.

Please write down the name of the Bidder on both sealed envelopes TECHNICAL BID and FINACIAL BID

Enclose both sealed envelopes of TECHNICAL BID and FINACIAL BID inside a single envelope and write following details on it

- i. Bear the name and address of the Bidder;
- ii. Should be addressed to the tendering authority

Name and address of the Tenderer: .....

## **9. BID SUBMISSION AND OPENING DATES**

Proposals to be submitted REGISTRAR, JANARDAN RAI NAGAR RAJASTHAN VIDYAPEETH, (DEEMED To BE UNIVERSITY), UDAIPUR-313 001 (RAJ.) by registered post so as to reach this office on or before Dt.28 March 2019, before 12 pm Noon, or can be directly submitted in the office of the REGISTRAR.



Technical Bid will be opened on Dt 30 March 2019, before 5 pm. The date of opening of financial bid will be either declared in the meeting or will be informed separately.

### **GENERAL CONDITIONS OF TENDER**

1. The Financial of the firms satisfying eligibility conditions and quoted for items as per specifications will only be opened. Decision of the committee constituted for this purpose will be final.
2. In case the bids are not received from sufficient number of firms up to the stipulated day and time, last date for receiving and opening the tenders can be extended by the University.
3. The tender must be accompanied by Tender Fee as demanded without which it will not be considered and rejected outright.
6. The REGISTRAR of the University reserve the right to accept any tender, not necessarily the lowest, reject any tender without assigning any reason and accept any tender for all or any one or more items for which tender has been submitted.
8. The contract can be repudiated at any time by the REGISTRAR of the University if the Purchase/ Work order is not executed in time and or to satisfaction after giving an opportunity to the contractor (tenderer) for being heard.
9. The tender must be submitted accurately in accordance with the conditions of the tender and all the enclosures (duly signed and stamped) must be attached along with the tender as demanded otherwise the tender will be rejected.
10. Legal proceedings if any arising on this tender shall have to be lodged in the courts situated in Udaipur and not elsewhere.

### **10. CONFIDENTIALITY**

This TOR and the deliverables under this engagement are strictly confidential and shall not be revealed to any other party.