

Terms of Reference (TOR) Document

**For
Training Providers
Providing Onsite Training to Rural Masons**

**Under
Pradhan Mantri Awaas Yojana – Grameen (PMAY-G)**

**Directorate of Community and Rural Development
Government of Meghalaya**

March 2017

INDEX

Section Number	Section Name	Page Number
	Invitation for Expression of Interest (IEOI)	2
1	Information to the Organization	3
A	Eligibility and Desirable Criteria	3
B	Requisite Documents	4
C	Submission of Proposals	4
D	Opening of Proposals	5
E	Evaluation of Proposals	5
F	Marking System and Final Selection	7
G	Award of Contract	7
H	Rights of Client	7
2	Terms of Reference	8
A	Project Background	8
B	Training Provider	8-9
C	Payment Schedule	9
D	Key Staff	10
	Annexure	11

GOVERNMENT OF MEGHALAYA
DIRECTORATE OF COMMUNITY AND RURAL DEVELOPMENT
SHILLONG

MECD No.19/2016-17/84,

Dated: Shillong: the 16th May 2017.

INVITATION for EXPRESSION OF INTEREST (IEOI)

Directorate of Community and Rural Development invites Expression of Interest (EOI) from the eligible organizations for conducting onsite training of rural masons for the construction of houses under Pradhan Mantri Awaas Yojana – Grameen (PMAY-G).

The organization needs to be accredited with Construction Skill Development Council of India (CSDCI). Interested organizations can access the complete Terms of Reference (TOR) document also containing the process of submitting the EOI, selection criteria and other details from the website <http://megcnrd.gov.in> or <http://meghalaya.gov.in>.

EOI complete in all respect must reach the undersigned, through Speed/Registered Post or by Courier only, latest by 5 pm on **19th June 2017** in a sealed envelope clearly superscripted as ***“Expression of Interest from Training Provider under PMAY-G”*** and mentioning name, address and contact details of the organization. EOI received after the deadline mentioned above will not be entertained. The authority reserves the right to reject any/all EOI document/s without assigning any reason thereof. Sub-contracting is not allowed under this assignment.

Address for submission of Proposal:

The Director
Community & Rural Development
Room No. 13, Additional Secretariat Building
Shillong-793001, Meghalaya
Email Id: cnrd-meg@nic.in


Director
Community & Rural Development
Government of Meghalaya
Shillong

SECTION 1

INFORMATION TO THE ORGANIZATION

A. Eligibility Criteria:

To be eligible to participate in the selection process, organization must fulfill the following criteria:

- a. It should be a single entity legally registered under appropriate Indian law such as Society Registration Act, 1860 or Indian Company Act, 2013, etc. as may be applicable to the respective organization. Consortium or Joint Venture is not allowed.
- b. The organization should have an audited statement of accounts for the last three consecutive Financial Years (2013-14, 2014-15, and 2015-16).
- c. The organization shall not be black listed or debarred by any Government Department, Public Sector Enterprise, UN organization or any other similar organization.
- d. The organization must be accredited with Construction Skill Development Council of India (CSDCI).

Desirable Criteria:

- The organization should have experience in implementation of onsite mason training.
- The organization should have a proven track record of successful completion of similar projects in the past.
- The organization should have a team of trainers with relevant qualification and experience of providing onsite mason training.
- The organization should have a registered office in the geographical area of Meghalaya.

B. Requisite documents:

The organization has to furnish the following documents, duly signed and stamped with organization's seal (on every page), as part of their Pre-qualification Proposal:

- a. Covering letter on organization's letter head expressing its interest to participate in the selection process
- b. Copy of Certificate of Registration
- c. Copy of PAN
- d. Copy of Service Tax Registration Certificate
- e. Copies of Audit Reports of last three financial years (2013-14, 2014-15, 2015-16)
- f. Copies of IT return for the last three financial years (2013-14, 2014-15, 2015-16)
- g. Power of Attorney in favor of the person signing the bid on behalf of the organization
- h. Undertaking of not being black-listed by any entity mentioned in the eligibility criteria

Failure to submit any one of the documents as mentioned above may result in outright rejection of the proposal.

C. Submission of Proposals:

Organizations must submit their proposals through Speed Post/ Registered Post/ Courier only at the specified address on or before the last date and time for submission of proposals as mentioned in the IEOI. The client will not be responsible for postal delay or transaction losses in receiving of the proposal. The proposal must have to be submitted in three parts – Pre-Qualification Proposal, Technical Proposal and Financial Proposal. Each part should be separately bound with no loose sheets and sealed in three separate envelopes. Three envelopes should be enclosed within a larger envelope superscripted as "Expression of Interest from Training Provider under PMAY-G" and mentioning name, address and contact details of the organization.

Each page of all the three parts should be appropriately page numbered and clearly indicated using an index page. The Client will not consider any proposal that arrives after the deadline. Any Proposal received after the deadline for submission shall be declared late, rejected and returned unopened to the organization. The procedure for submission of the proposals is described below:

- First envelope, superscripted as "*Pre-Qualification Proposal for Providing Training to Rural Masons under PMAY-G*", shall contain a well bound set of documents enlisted above in **subsection B - "Requisite Documents"**.

- Second envelope, superscripted as *“Technical Proposal for Providing Training to Rural Masons under PMAY-G”*, shall contain the technical proposal (Original + 1 Copy + Soft Copy in PDF format in aCD). Organizations may refer to **Section E(b)-“Evaluation of Proposals”** to determine the contents of the Technical Proposal.
- Third envelope, superscripted as *“Financial Proposal for Providing Training to Rural Masons under PMAY-G”*, shall contain the financial proposal (Original + 1 Copy). Financial Proposal form is given as an annexure.

Any deviation from the prescribed procedures may result in rejection of the proposal. All the pages of the proposal must have to be sealed and signed by the authorized representative of the Organization.

D. Opening of the proposal:

The first two envelopes containing “Pre-Qualification Proposal” and “Technical Proposal” will be first opened by the client at the location, date and time specified in this document. Only one representative with proper authorization letter from the participated organization shall be allowed to attend the pre-qualification and technical proposal opening meeting. Client shall hold right to seek explanations from the organizations regarding discrepancy in the submission of requisite documents.

The envelope containing “Financial Proposal” only of the technically qualified agencies shall be opened after completion of technical evaluation stage. The date and time for opening of the financial proposal will be intimated well in advance to the technically qualified organizations.

E. Evaluation of Proposals:

A three stage process of evaluation will be adopted as explained below

- a) **Pre-qualification Evaluation (1st Stage):** This will be done to determine whether the requisite documents have been properly furnished by the organization or not. Proposals not conforming to the requirements will be rejected from further selection process.
- b) **Technical Evaluation (2nd Stage):** Technical proposals will be opened and evaluated of those organizations only, who qualify the pre-qualification stage. The technical evaluation of the pre-qualified proposal shall be done in respect to

the parameters and the respective weightage allocated against each criterion as specified in the table below.

Sl. No.	Evaluation Parameter	Maximum Marks
1	Previous experience of the organization in carrying out assignment of the similar nature 1.1 Extent of similarity with this assignment 1.2 Number of years of experience 1.3 Number of completed/ongoing projects 1.4 Contract value of the projects 1.5 Type of Client 1.6 Region of work	30
2	Key Staff (Team Leader, Trainers, Technical Coordinator) 2.1 Educational qualification 2.2 Relevant experience	60
3	Other Desirable Criteria 3.1 Presence of Organization in Meghalaya 3.2 Average annual turnover of last 3 years	10

The agencies, who secure a score above the minimum qualifying marks of 70 in the technical evaluation stage, will be qualified for opening of the financial proposal. The criteria enlisted in the table above are indicative and client reserves the right to further develop criteria if it is found to be necessary during this evaluation stage.

- c) Financial Evaluation (3rd stage):** The financial proposals of the technically qualified organizations only shall be opened at this stage in the presence of the organizations' representative who has an authorization letter to attend the meeting. The name of the organization along with secured technical scores and the quoted financial proposal prices will be announced during the meeting. The quoted price should be inclusive of capital expenditure, operational expenses, taxes, and any other overhead expenses.

F. Marking System and Final Selection:

Quality and Cost Based Selection (QCBS) method will be followed during the overall selection process. There shall be 70% weightage to Technical Score (TS) of the organization and 30% weightage to the Financial Score (FS). FS will be evaluated as per the formula given below:

The lowest quoted Price (Pm) amongst the Financial Proposals is given the maximum FS of 100. The formula for determining the FS of all other Proposals is as follows:

$FS = 100 \times Pm / P$, in which "P" is the quoted price of the proposal under consideration.

Combined Score (CS) will be calculated as: $CS = 0.7 \times TS + 0.3 \times FS$

The organizations with the highest CS will be selected for awarding the contract. If the highest combined score is equal between two organizations, the organization with the highest technical score will be selected; in case technical score is also equal, the organization with the highest average annual turnover of last 3 years will be selected.

G. Award of Contract:

The Client will notify the selected organization for signing of the contract and promptly notify the all other organizations about the result of the selection process. The selected organization will be asked to sign the contract within 15-20 days of the announcement of the result. Same contract will be then signed by the Client. The contract would be valid for 12 months from the date of effectiveness of the contract and will be extended or amended with mutual consent.

H. Rights of Client:

The Client reserves the right to reject all proposals at any time prior to award of contract, without assigning any reason thereof. At any time before submission of proposals, the Client may amend the TOR by issuing corrigendum/addendum through Government of Meghalaya website/advertisement in the Newspaper. Any such addendum will be binding on all the organizations. To give organizations reasonable time in which to take an addendum into account in preparing their proposals, the Client may, at its discretion, extend the deadline for the submission of the Proposals.

SECTION 2

TERMS OF REFERENCE

A. Project Background:

PMAY-G came into effect from 1st April 2016. It aims at providing pucca houses, with basic amenities, to all houseless households and those households living in kutchha and dilapidated house, by 2022. As per SECC 2011 data, a total of 83606 number of houses subject to verification will be constructed in Meghalaya by 2022 under PMAY-G.

Under the programme, minimum size of the house should be 25 sq. mt. House design and technology of construction are to be chosen according to suitability to local conditions. Core house design should include space for hygienic cooking, a toilet and bathing area. The roof and wall should be strong enough to be able to withstand climatic conditions of the area. The houses have to be durable and should incorporate disaster resilient features.

One of the major constraints in quality house construction is lack of sufficient number of skilled masons. To address this, pilot training and certification of rural masons under PMAY-G will be conducted by the Directorate of Community & Rural Development Department. Target for training of masons is 36 i.e, 30 masons and 6 head masons. The Training should be conducted in 6 (six) districts of the State, in which one house is to be constructed in each selected district. The districts are East Khasi Hills, West Khasi Hills, Ri Bhoi, West Garo Hills, East Garo Hills and North Garo Hills. This will be achieved through a Training Provider accredited with CSDCI.

B. Training Provider

- Training Provider will conduct classroom and onsite training of masons at Village level in the selected districts.
- Training duration will be of 45 days with 8 hours of work per day.
- Training will be conducted according to Qualification Pack for Rural Masons released by NSDC in January 2016.
- Training will be conducted in batches with batch size not more than 6 numbers.
- Through on the job training a complete PMAY-G house should be constructed. Hence, on job training should be conducted on the site where the PMAY-G house is to be constructed.
- National Academy of Construction (NAC) and National Organisations may also be involved in the training.

- Building material for the training will be procured by the beneficiary using PMAY-G fund.
- The training will be facilitated by the BDO concerned.
- Training provider will provide for

PART A- cost of trainers which includes

- cost of mobilization of trainees
- making available training infrastructure
- provision for training materials to trainees
- Provision of key staff and other administrative costs

PART B- cost of trainers which includes

- provision of food to the trainees
 - making available training infrastructure and common tools such as spades (favda/kassi), mortar pan (Tasla/Ghamela/Kadhai) etc., for onsite training
 - Assessment and certification of trainees
 - Contingency costs
- Stipend to be paid to the trainees is outside the scope of the training provider and hence will be done by the State/district/block.
 - Wage compensation for trainees is outside the scope of the training provider and hence will be done by the concern Block/beneficiaries.
 - Provision of individual toolkits to the trainees having more than 80% attendance is outside scope of training provider and will be done by the State/district/block.

C. Payment Schedule

Installment	Percentage	Output Parameter
I	30%	On commencement of training
II	30%	Upon completion of National Occupational Standards CON/N3601-CON/N3607 (ref. Rural Mason QP) For all houses taken up under training
III	20%	Upon completion of CON/Q3608(ref. Rural Mason QP) For all houses taken up under training
IV	20%	Upon successful certification of at least 50% trainees

D. Key Staff

Position in Team	Number of Positions	Required Qualification
Team Leader	1	Post Graduate and 6 years of experience in skill development in the construction sector with 2 years of experience in project management
Technical Coordinator	1	Diploma/ Degree in Civil Engineering and 5 years of experience in construction sector with 2 years of experience in skill development in construction sector
Trainers	3	Certified by CSDCI and 1 year of experience in training in construction sector

ANNEXURE

FINANCIAL PROPOSAL

In organization's Letter Head

To

The Director
Community & Rural Development
Room No. 13, Additional Secretariat Building
Shillong-793001, Meghalaya
Email Id: cnrd-meg@nic.in

Subject: Financial Proposal for providing training to Rural Masons under PMAY-G in the Blocks of Meghalaya.

I, the undersigned, offer to provide training to Rural Masons under PMAY-G in the 6 (six) districts of Meghalaya in accordance with your Invitation for Expression of Interest No. _____, dated _____.

Our attached Financial Proposal for Part-A cost of training is @ Rs. _____ per trainee per hour [*Insert amount(s) in words and figures**] and for Part-B cost of training is Rs. _____ [*Insert amount(s) in words and figures**].

I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the TOR document.

I have carefully read and understood the terms and conditions of the TOR and do hereby undertake to provide the service accordingly. I understand that you are not bound to accept any proposal you receive.

**Note: Rs. 30 per trainee per hour is the ceiling for Part-A cost of training.
Rs. 3,30,000/- is the ceiling for Part-B cost of training.**

Yours faithfully,

Name and Designation of Signatory with Date and Seal:

Address of the Organization: