



Request for Proposal (RFP) for

Mid Term Impact Assessment of

SBI GRAM SEVA - Rural Development Program

Prepared by:

SBI Foundation

6th Floor, Air India Building, Nariman Point, Mumbai 400021

www.sbifoundation.in | RFP NO. SBIF/GramSeva/2019-20/43

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1.Introduction

SBI Foundation

SBI Foundation (SBIF) has been incorporated to bring all the CSR activities of State Bank Group under one umbrella and contributing in the efforts made by the State Bank Group in supporting and uplifting the underprivileged sections of society. The focus areas of SBI Foundation are Education, Healthcare and Sanitation, Rural development, Women Empowerment and Care for Elderly Citizens and Environment and Sustainability. SBI Foundation works in collaboration with reputed NGO partners to provide equitable development opportunities to people living in the poorest areas of the country.

Till now, SBI Foundation has impacted the lives of more than 10 lakh beneficiaries through all its programs/initiatives and aims to continue improving the socio-economic well-being of the society, particularly of the less fortunate and under-privileged members and enable them to live up to the potential that they all possess.

About the Request for Proposal (RFP)

SBI Foundation invites RFP from reputed firms for conducting, “Mid-term impact assessment study of our CSR initiative of SBI Gram Seva flagship program undertaken by SBI Foundation in last One year and Six months (October 2017 to March 2019). This program is currently implemented in 6 states covering 50 villages. The Agency should provide RFP with information about your past experience, the market rate, and the quotation for the Impact Assessment of 50 villages.

SBI Gram Seva Program Summary

To add on to its CSR initiatives, SBI Foundation has decided to take a leap by formulating a flagship program – SBI Gram Seva aiming at overall holistic development of villages through Gram Panchayat. The programme will run for 3 consecutive years. SBI-GRAM SEVA mission is to develop the macro and micro needs of the community and engage the Gram Panchayat and villagers’ participation to make this program self-sustainable with expected basic goals in three years of intervention. In the year 2017-2018, SBI Foundation has started implementing this strategy in 10 Gram Panchayats covering 50 villages. Currently, this program is being undertaken in SBI lead districts in 6 states Uttar Pradesh, Maharashtra, Assam, Bihar, Jharkhand, and Uttarakhand.

The main areas of intervention are Arranging Telecom/Internet Connectivity Health, Education, Environment, Women Empowerment, linking Government schemes, linking SBI rural banking services, Livelihood, Skill Development, Disability, and developing the existing Infrastructure. The strategy of State Bank of India towards integrated community development interventions will be centered on digitalization of Village through various types of activities and programmes.

SBI Gram Seva project is expected to achieve the basic goals in three years of intervention viz;

- To link the specific government schemes/services to each of the activity and to individuals.
- To lay emphasis on digital concept and create awareness about daily usage of online banking services and government schemes and to get other information online.

- Developing the village through holistic intervention for improvement of infrastructure and basic facilities therein.
- To involve the Panchayat Village Self Government in development programmes, and to create environment for participatory efforts by encouraging rural asset creation, community development so that the project achieves the motto of self-sustenance.

SBI aims to reach to maximum of 100 Gram Panchayats across India by 2021.

SBI-GRAM SEVA mission is to develop the macro and micro needs of the community and engage the Gram Panchayat and villagers' participation to make this project self-sustainable.

For more details or information, please visit our website link: <https://www.sbifoundation.in/sbi-gram-seva>

The details of location is annexed for information.

List of Gram Panchayats Ongoing under SBI-GRAM SEVA PROGRAM					
Sr. No	Name of the NGO	State	District	Gram Panchayat/Village Council Development	Number of Village selected under Gram Panchayat
1	Nav Bharat Jagriti Kendra	Bihar	Jamui	Ramchandradih	1.Chachudih 2.Garhi 3.Heth chakai 4.Mamtadih 5.Patjori
		Jharkhand	Deoghar	Andarigaadar	1.Barsatia 2.Gaadi 3.Nawadih 4.Ramaldih 5.Sahari
2	Assam Center For Rural Development	Assam	Baksa	Mushalpur	1. Arnivil, 2. Ahopa, 3.Sonapur, 4.Doomni, 5.Dekadong
3	Sanjeevani vikas evam Jan kalayan Samiti	Uttarakhand	Almora	Nail	1.Nail 2.Malli-bakhli 3.Jairaj 4.Thanidhar 5.Gagnaula
4	Dilasa Janvikas Pratishthan	Maharashtra	Osmanabad	Ramtirth	1. Ramtirth 2. Ramnager

				Yedola	3. Yedola 4. Jakhani Tanda 5. Gairan Tanda		
		Maharashtra	Latur	Chincholi Tapse	1. Chincholi Tapse 2. Lalwadi 3. Gadwewadi 4. Gadwewadi Tanda		
				Ganjankheda	5. Ganjankheda		
5	Dilasa Sansthan	Maharashtra	Wardha	Bhadod	1. Bhadod		
				Umari	2. Umari		
				Bothali	3. Sukali		
				Maharashtra	Beed	Bothali	4. Panzara
						Devdahiphal	5. Bothali
						Hingani	1. Devdahiphal
						Chikali	2. Hingani
						Gavandhara	3. Chikali
					Tandulwadi	4. Gavandhara	
				5. Tandulwadi			
6	Purvanchal Gramin Seva Samiti (PGSS)	Uttar Pradesh	Gorakhpur	Bharkachha	1. Bharkachha 2. Chhiahari 3. Semrauni 4. Nawaka Tola 5. Roha		
		Uttar Pradesh	Siddharth Nagar	Durjanpur	1. Durjanpur 2. Devpur Grant 3. Madanpur 4. Takhawa Bandobasti 5. Takhawa Grant		

2. Instructions to the Agencies

1. **Consortium and Joint ventures:** Consortium, Joint venture, Subletting, Sub-contracting and Outsourcing shall not be allowed.
2. **Completeness of Response:**
 - a. Agencies are requested to study all instructions, forms, terms, requirements and other information in the RFP document carefully. Submission of proposal shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.
 - b. The response to this RFP should be complete in all respect. Failure to furnish all information required by the RFP documents or submission of a proposal not substantially responsive to the RFP documents in every respect will be at the agency's risk and may result in rejection of its Proposal.
3. **Agency Inquiries/Clarifications:**
 - a. Agency shall send their queries at coo.sbifoundation@sbi.co.in or stephen@sbifoundation.co.in before the due date for submission of queries/clarifications as mentioned in the Key events and Dates.
 - b. No telephonic queries will be entertained.
4. **SBI Foundation's right to terminate the process:**
 - a. SBI Foundation may terminate the RFP process at any time and without assigning any reason thereof.
 - b. SBI Foundation reserves the right to amend/edit/add/delete any clause of this Proposal Document. However this will be informed to all and will become part of RFP.
 - c. During the RFP process, if any information is found false/ fraudulent/ mala fide, then SBI Foundation shall reject the proposal and if necessary initiate appropriate action.
5. **Language of Proposal:**
 - a. Proposals should be submitted in English language only.
6. **Documents(Scan) to be submitted and Pre-qualification criteria:**
 - a. The Agency shall be a company established under section 8 of the Companies Act, 2013 or a registered trust or a registered society.
 - b. The Agency shall be also as company established as Private Limited or established by the central government or state government or any entity established under an Act of parliament or a state legislature. The agency should be engaged in consultancy in development sector.

Documents to be submitted: Certificate of Incorporation/ Registration.

- c. The agency must have a minimum of three years' experience of carrying out Impact Assessment/Monitoring & Evaluation work in the domain of Corporate Social Responsibility/Sustainability/Community Development Project.
- d. The agency shall have experience of having successfully completed similar works during last 3 years and share minimum 2 impact assessment reports previously conducted by the organization and the detailed submitted reports.

Documents to be submitted: Summary of projects undertaken and Copies of previous impact assessment report.

- e. The Agency should not have been blacklisted by any Government Agency or under a declaration of ineligibility for fraudulent or corrupt practices.

Documents to be submitted: Declaration from the current authorized signatory of the company.

- f. RFPs from individual consultants will be rejected.

The agency must also submit the following documents (Scan) with the proposal:

- Scan copy of RFP shall be submitted with authorized signature and official seal on each and every page of the RFP by the agency.
- Summary of Annual Turnover for the last three (03) Financial Years.
- Audited Annual P&L Statements for last three financial years (i.e. 2015-16, 2016-17 and 2017-18) should be submitted in support of the profitability.
- Self –attested copy of GST Registration Certificate.

7. Evaluation Process:

- a. The Agency Evaluation Committee constituted by the SBI Foundation shall evaluate the proposals. The Agency Evaluation Committee shall evaluate the Agency Standard and Financial proposals and submit its recommendation to Competent Authority whose decision shall be final in all aspects.

8. Guarantee of Service:

- a. Selected agency shall make sure that the Impact Assessment Report along with a compiled a short graphical & animated video of impact assessment based on all activities.
- b. This timeline for the completion of the Impact Assessment and submission of reports within 2 months of service contract signed.

9. Quotation, Payment Terms and Schedule:

- a. Quotation should have bifurcation of the expenses (Service fees, Reporting preparation expenses, No of people will be engaged and their cost, travel fees, accommodation expenses and any other.
- b. Payments will be released based on work progress where **30%** of the quotation before starting the works and **40%** after delivery of service.
- c. SBI Foundation will release the remaining **30%** the payment, subject to verification of the reports submitted by the successful agency and subsequent approval of Board's Competent Authority, on submission of invoice and all other supporting documents being in order.

10. Penalty

- a. If the selected agency fails to render any or all the services, for any period during the contract, SBI Foundation shall be at liberty to get the work done from other agencies and deduct charges incurred on this account from the amount payable to the Contractor.

11. Signing of MOU

- a. Successful Agency has to sign the MOU and service Agreement with SBI Foundation. The Agreement will shared to you only to successful agency.

12. Transfer of RFP

- a. The RFP Document is not transferable.

13. Proposal Preparation Costs

- a. The bidder/agency shall submit bid/proposal at its own cost and SBIF shall not be held responsible for any cost incurred by the bidder. Submission of bid does not entitle the bidder to claim any cost and rights over SBIF and SBIF shall be at liberty to cancel any or all bids without giving any notice. All materials submitted by the bidders shall be the absolute property of SBIF and no copyright/patent etc. shall be entertained by SBIF.

14. SBI Foundation's right to terminate the process

- a. SBI Foundation may terminate the RFP process at any time and without assigning any reason thereof. SBI Foundation reserves the right to amend/edit/add/delete any clause of this proposal Document. However this will be informed to all and will become part of RFP.

15. Submission of Proposals

The bids submitted by the Bidder shall comprise of the following two envelopes:

15.1 Technical proposal as described.

- Copy of documents as mentioned above point 6.

- Two Impact Assessment Report done by Agency.
- 15.2 Financial proposal as described.

16. Late Proposals

Any proposals received by SBI Foundation after the deadline for submission of proposal shall be declared late and will be rejected and returned unopened to the agency at the discretion of SBI Foundation.

17. Bid/Proposal Opening

- a. RFP will remain unopened and will be held in custody of SBIF until the time of opening of the Financial Proposals.
- b. At the end of the evaluation of the RFP, SBI Foundation shall invite agencies/bidders who have qualified. The date, time, and location of the opening of Financial Proposals will be informed by SBI Foundation.

SBI Foundation shall preferably award the Contract to the selected identified Bidder/agency at its discretion.

3. Invitation for Proposals

SBI Foundation hereby invites proposals for the mid-term impact assessment of SBI Gram Seva Rural Development. Please visit our website to understand about SBI Gram Seva program. www.sbifoundation.in

The RFP document is available at website: <https://www.sbifoundation.in/news>

Agencies are requested to study this RFP document carefully before submitting their proposals in response to the RFP Notice. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.

Prospective agencies are requested to check the prequalification criteria before submission of proposal (both Technical and Financial).

Key Events and Dates

Sr. No	Information	Dates/Details
1	Publication date of the RFP	4 th May, 2019
2	Last date to send in requests for clarifications at coo.sbifoundation@sbi.co.in	10 th May, 2019
3	Response to the clarifications request through email	14 th May, 2019
4	Last Date and Time for submission of proposals.	30 th May, 2019
5	Place of Submission of Bids	SBI Foundation, 6 th Floor, Air India Building, Nariman Point, Mumbai- 400021
6	Date, Time and Place of opening of Technical proposals	5 th June, 2019 at 11 am. SBI Foundation, 6 th Floor, Air India Building, Nariman Point, Mumbai- 400021

7	Date Time and Place of opening of Proposals based on evaluated proposals	Will be informed later
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In case of courier does not reach us, SBI Foundation does not hold any responsibility.

Note: SBI Foundation may or may not communicate on the rejected RFPs. If there are no any response by SBI Foundation, it is treated as rejected.

3.1. (RFP) Proposal requirements:

You are hereby invited to submit technical and financial proposals for consultancy services required for SBI Foundation the “Client”, which requires impact assessment of one of our flagship program “SBI Gram Seva” for the period of 1 year 6 months. It is proposed to engage a suitably qualified firm to carry out a mid- term impact assessment of SBI Gram Seva – Integrated Rural Development program i.e., resultant change associated with strategy progress.

The study would have objectives, as mentioned below.

- (a) Strategy Impact of SBI Gram Seva at the end user level, dealing with issues of attribution as objectively as possible;
- (b) Improve practice by understanding the process of SBI Gram Seva intervention and their impact at the end user level.
- (c) Understanding the role of alternate channels such as MFIs and other intermediary organizations in reaching out to end-users by leveraging additional funds.

A. Technical Proposal Requirements:

The formats of the Technical Proposal to be submitted are:

Form Tech 1: Format for letter of Proposal Submission

Form Tech 2: Consultant’s Organization Information & Experiences

Form Tech 3: Description of Approach methodology & work plan for performing the assignment/job

Form Tech 4: Team Composition and task assignments/jobs

Form Tech 5: Work Schedule

FORM TECH-1

LETTER OF PROPOSAL SUBMISSION

To be printed in your letter head of the company

{Location, Date}

To

Managing Director
SBI Foundation
6th Floor, Air India Building,
Nariman Point, Mumbai.
Maharashtra. Pin – 400

Dear Sir,

We, the undersigned, offer to provide the Consultancy assignment/ job for undertaking **Mid-term Impact Assessment of flagship program SBI Gram Seva on ongoing 50 Projects location** being executed by SBI Foundation in partnership with local partner NGOs, in accordance with your Request for Proposal No. SBIF/Gramseva/2019-2020 dated 03.09.2019. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelop.

1. We are submitting our proposal in association with (insert a list with full name and address of each associated consultant).
2. We hereby declare that all the information and statements made in this proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.
3. We hereby undertake that, our organization has not been working as Project Implementing Agency/ Monitoring, Evaluation and Learning agency in the State /District for any Projects under SBI Foundation.
4. We further undertake that our agency has its own establishment containing sufficient logistic and infrastructure.
5. We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Signature

Authorized Signatory: [in full]:

Name and Title

FORM TECH-2

CONSULTANT'S ORGANIZATION & EXPERIENCE

A. Consultant's Organisation

(Provide here a brief description of the background and organization of your firm/ entity and each associate for this Assignment/ job. The brief description should include ownership details, date and place of incorporation of the firm, objectives of the firm etc. Also if the consultant has formed a consortium, details of each of the member of the consortium, name of lead members etc shall be provided)

Name of the Firm/NGO	
Address	
Website	
Name of Contact Person	
Address of Contact person	
Telephone/Mob: No	
Email id	
Date/Year and place of inception of firm	
Objective of the firm	
Whether a consortium formed by a consultant	
Details of Member Consortium	
Name of lead members of the consortium	

B. Consultant's Experience

[Using the format below, provide information on each Assignment/job for which your firm, and each partner in the case of consortium or joint venture, was legally contracted as a corporate entity or as one of the major partners within an association, for carrying out consulting Assignment/job similar to the ones requested under this Assignment/job (If possible, the employer shall specify exact assignment / job for which experience details may be submitted). In case of consortium, association of consultant, the consultant must furnish the following information for each of the consortium member separately].

Experience: You need to prepare minimum 3 experience in the given format. Please provide documentary evidence form the client i.e., copy of work order, contract for each of above mentioned assignment. The experience shall not be considered for evaluation if such requisite support documents are not provided with the proposal.

Firm's Name	
Assignment job name	
Description of Project	
Approx. value of the contract (in Rupees):	
Location within country:	
Duration of Assignment/job (months)	
Name of Employer:	
Address:	
Total No of staff-months of the Assignment/job:	
Approx. value of the Assignment/ job provided by your firm under the	

contract (in Rupees):	
Start date (month/year):	
Completion date (month/year):	
Name of associated Consultants, if any:	
No. of professional staff-months provided by associated	
Name of the Senior staff of your firm involved	
Description of actual Assignment/job provided by your staff within the Assignment/job:	

FORM TECH-3

DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT/JOB

Technical approach, methodology and work plan are key components of the Technical Proposal.

You are suggested to present your Technical Proposal divided into the following three chapters:

- a) Technical Approach and Methodology,
- b) Work Plan, and
- c) Organization and Staffing,

a) Technical Approach and Methodology. In this chapter you should explain your understanding of the objectives of the Assignment/job, approach to the Assignment/job, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

b) Work Plan. The consultant should **propose and justify** the main activities of the Assignment/job, their content and duration, phasing and interrelations, milestones (including interim approvals by the Employer), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the strategy and ability to translate them into a feasible working plan (as per template in form tech-5). A list of the final documents, including reports, short presentation, Graphical & animated video presentation, and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work Schedule of Form Tech 5.

c) Organization and Staffing. The consultant should **propose and justify** the structure and composition of your team. You should list the main disciplines of the Assignment/job, the key expert responsible, and proposed technical and support staff as per template in form tech - 4,]

FORM TECH-4

TEAM COMPOSITION AND TASK ASSIGNMENT/JOBS

Professional Staff (you may annex a separate page if required along with filled format)

Sr. No.	Name of Key Expert/ support staff	Name of Firm	Area of expertise	Position/Task assigned for this job

FORM TECH-8
WORK SCHEDULE

S.No.	Activity Weeks										Total Months	
	1	2	3	4	5	6	7	8	9	10	11	12
1.												
2.												
3.												
4.												

1 Indicate all main activities of the Assignment/job, including delivery of reports (e.g.: inception, interim, draft and final reports), and other benchmarks such as Employer approvals. For phased Assignment/jobs indicate activities, delivery of reports, and benchmarks separately for each phase.

2 Duration of activities shall be indicated in the form of a bar chart.

B. Financial Proposal Requirements:

FORM FIN-1

FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

To

Managing Director
SBI Foundation
6th Floor, Air India Building,
Nariman Point, Mumbai.
Maharashtra. Pin – 400

Dear Sir,

We, the undersigned, offer to provide the consulting Assignment/job for “Consultant Impact Assessment of undertaking **Mid-term Impact Assessment of flagship program SBI Gram Seva on ongoing 50 Projects location** being executed by SBI Foundation in partnership with local partner NGOs, in accordance with your Request for Proposal No. SBIF/Gramseva/2019-2020 dated

. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures]. This amount is inclusive of all taxes. We hereby confirm that the financial proposal is unconditional and we acknowledge that any condition attached to financial proposal shall result in rejection of our financial proposal.

Our Financial Proposal shall be binding upon us subject to the modification resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in Clause 4 of the Part II Data Sheet. Each page of the proposal has been signed by the Authorized Signatory. We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

FORM FIN-2
SUMMARY OF COSTS

S. No.	Particulars	Amount in Rupees*
1	Remuneration	
2	Miscellaneous expenses	
3	Service Tax / Any other tax	
4	Any other expenses	
5	Total	

*- Mention the currency in which the prices are quoted if it is permitted to do so under RFP.

Authorized Signature

Name:.....

Designation.....

Name of firm:

Address:

FORM FIN-3
BREAKDOWN OF REMUNERATION
(for details please refer to Note below)

S. No	Particulars	Per cost	No of people	Total Amount
1	Remuneration			
2.	Miscellaneous Expenses			
3.	Any other Expenses			
4.	Service Tax or any other			
	Total Budget			

Note:-

*- Mention the currency in which the prices are quoted if it is permitted to do so under RFP.

*1 Key Professionals are to be indicated by name

*2 Support Staff is to be indicated per category

Total Remuneration = Amount in Rupees

(Amount in Words) :

4. Selection Criterial of Agencies:

A single stage two envelope selection process is being followed to select preferred Consultant for the Consultancy Services. The selection process is described below.

Eligibility Criteria: A short-list of applicants will be drawn based on applicants meeting the minimum eligibility criteria specified in point 15 of the Data-Sheet.

Technical Evaluation: Technical proposals of shortlisted consultants will be evaluated by a technical evaluation committee to be constituted by the SBI Foundation taking inputs from selection committee and the applicants scoring minimum 60% marks will be eligible for opening of financial proposals.

Financial proposals of technically qualified consultants will be opened and evaluated as indicated where 20 % marks should be secured.

Technical Scoring Criteria

Sr. No	Evaluation Parameters	Max. Marks
1.	Overall response <ul style="list-style-type: none">Understanding of, and responsiveness to, SBI Foundation's requirements;Understanding of scope, objectives, directness and completeness of response;Overall concord between SBIF requirements and the proposal.	30
2.	Amount of experience and expertise in development sector as overall company (Man power)	20
3.	Working experience in impact assessment in last 3 years	20
4.	Work plan and schedule	10
	Total	80
5.	Quotation proposal	20
	Total marks	100

Note: Minimum score required for qualifying the Evaluation is 80. Any bidder who scores less than 80% will not be considered.