



RFP for Project Implementation Cum  
Monitoring Consultant (PMC) for  
Implementation of Gyan Deepika Scheme of  
the Govt of Assam

Assam State Transport Corporation  
(ASTC)  
Government of Assam  
ASTC, Paltan Bazaar

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# 1 Background of Gyan Deepika

The Government of Assam, in Budget Speech 2019-20 has introduced Gyan Deepika, wherein focus has been given to female education and encourages female education by helping them in smoothly commuting to their places of study. Keeping into consideration the environmental impact of transport and commute while introducing Gyan Deepika, Government of Assam is in the process of introducing a scheme to provide battery operated “e-bikes” to all girl students who secure 1st division or above in their higher secondary examinations for commuting to their places of higher studies. This will not just save precious time and facilitate a smoother commute to their places of study but will also empower our girls. This initiative will also promote environment friendliness. In this first phase it is estimated that approximately 10,000 nos. of bikes shall be distributed to female students.

## Scope of work of PMC

1. Conducting pre-bid meeting and prepare draft responses to suggestions received from bidders.
2. Prepare responses to pre-bid queries in line with best standards applicable to e-bikes
3. Agenda revision and supplementary documentation to the Gyan Deepika RFP post pre-bid meeting.
4. Technical and commercial bid evaluation. Submit the Draft technical bid evaluation report.
5. Contract negotiations with the selected pool of vendors.
6. Support in product demonstration if necessary.
7. Preparation of the Contract documents covering all the RFP conditions and other relevant sections and/or supplementary documentation (if any) during the process of negotiations with the selected bidder.
8. Estimate the state of readiness/ fulfillment of obligations by either party (Contracting authority as well as selected bidder)
9. Vendor on-boarding and contract signing
10. Detailed Project planning and project phasing.
11. Support in field visit if necessary
12. Relevant similar experiences of the proposed resources in the electric vehicle space with state Governments is desirable.
13. Continuous project monitoring.
14. Service Level Agreement (SLA) monitoring.
15. Risk identification and mitigation plan.
16. Design grievance redressal system to be implemented by a system integrator (if required)
17. Implement a project tracking tool for ASTC to monitor the project progress.
18. Design a publicity plan for awareness Gyan Deepika scheme.
19. Monthly reporting of activities performed during the month to ASTC.
20. Review of progress of execution in Phase 1 to extend the contract for Phase 2 execution to the existing vendor.

## 2 Selection

### 2.1 Pre-Qualification Criteria

This RFP is limited to NICSI empanelled consulting agencies only.

### 2.2 Evaluation criteria

- a) Experience of company in Project Management Consulting projects for Govt. client in India in the last 5 years– Max. of 40 Marks with 10 marks for each compliant project.
- b) Experience of government consulting in North East India for Govt. client in the last 3 years – Max. of 20 Marks with 10 marks for each project
- c) CVs (Academics/ Other qualifications, Relevant/ similar Experience, Quality, etc.) – 40 Maximum Marks with 10 marks for each CV.

All necessary and sufficient supporting documentations must be provided in the technical proposal to support the above criteria. Documentations may include but not limited to Work order, agreement, LoA, completion certificate, etc.

## 3 Award of work

The highest scoring bidder as per section 3.2 shall be awarded the work. The consultant payment shall be paid as per NICSI consulting rates in the current year.

## 4 Resource Requirements

- a) Project Manager – Minimum 10 years of experience to be deployed for 1.5 month of the project with B.Tech/B.E. and MBA/ Equivalent
- b) Bid Process Consultant – Minimum 10 years of experience for 3 month of the project with MBA/ Equivalent or MCA or Msc or B. Tech/ B.E.
- c) Implementation Consultant 1 – Minimum 10 years of experience for 1 month tenure of the project with MBA/ Equivalent or MCA or Msc or B. Tech/ B.E
- d) Monitoring Consultant 2 – Minimum 6 years of experience for 3 months of the project with MBA/ Equivalent or MCA or Msc or B. Tech/ B.E.

The above list may change as per project requirement. Also, CVs proposed in the proposal must be the same as the ones to be deployed at the project. No changes in the cvs will be allowed except or unless explicit approval from ASTC

## 5 Terms & Conditions

The detailed document shall be provided during the time of signing of the contract. Few of the important terms are as follows:

- Penalty – 5% of the total contract value will be deducted incase the performance of the consultant is not upto the mark.
- ASTC reserve the right to not seek any clarification in the event of gaps in the technical proposal.

## 6 Earnest Money Deposit

Bidders shall submit an EMD for an value of Rupees 25,000/- in the form of a demand draft issued by a scheduled commercial bank in favour of "Assam State Transport Corporation" payable at "Guwahati" and should be valid for 120 days from the last date of submission of the Bid. EMD of all unsuccessful Bidders would be refunded by the Purchaser within 1 months of the Bidder being notified as being unsuccessful. The EMD amount is interest free and will be refundable to the unsuccessful Bidders without any accrued interest on it.

Bids not accompanying the EMD or containing EMD with infirmity (ies) (relating to the amount or validity period etc.), mentioned above, shall be summarily rejected.

The EMD may be forfeited in the event of:

- A Bidder withdrawing its Bid during the period of Bid Validity
- A successful Bidder fails to sign the subsequent Contract in accordance with this RFP
- The Bidder being found to have indulged in any suppression of facts, furnishing of fraudulent statement, misconduct, or other dishonest or other ethically improper activity, in relation to this RFP
- A Bid contains deviations (except when provided in conformity with the RFP) conditional offers and partial offers.

## 7 Important Dates

<b>SL.No</b>	<b>Particular</b>	<b>Details</b>
1	Publication of RFP	08th January, 2020
2	Start date of issuance of RFP document	08th January, 2020 (05:00 PM)
3	Last date for issuance of RFP Document	29 <sup>th</sup> January, 2020 (11:00 PM)
4	Last date & time for Submission of Queries	15th January, 2020 (5:00 PM)
6	Last date for Bid Submission	29 <sup>th</sup> January, 2020 (12:00 PM)
7	Date and time for opening of Technical bids	29 <sup>th</sup> January, 2020 (4:00 PM)

## 8 Contact Person

Name: Shri Balin Das

Designation: Chief Engineer (A&T)

Email: astcce.assam@gov.in / ce.ant.astc@gmail.com/astc2009@gmail.com

Phone: 8811023706

Address: - Assam State Transport Corporation, Paltanbazar, Guwahati 781008

## 9 Mode of Submission of Technical Bid

The technical BID shall be submitted in the form of Hardcopy as well as softcopy written in a CD/DVD at the above mentioned address before date and time of submission.

**(A.P TIWARI, IPS)**

Managing Director

Assam State Transport Corporation