

National Backward Classes Finance & Development Corporation

(A Govt. of India Undertaking, Ministry of Social Justice & Empowerment)

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Ref No.: BC-20/13/2023-DWBDNC

Dated: 24.06.2024

Tender No	Tender Name	Issue Date	Last Date
NBCFDC/Grant/SEED-Health/Tender/2024-25	Inviting Agencies for Creating Awareness, Registration and Distribution Camps for the Health Insurance Component in the state of Gujarat & Maharashtra under the Scheme for Economic Empowerment of DNTs (SEED)	24.06.2024	05.07.2024

This is to invite Proposals from Central/State/UT/Government Bodies/Public and Private Sector Companies/Institutes/not-for-profit body registered under any of the Central/State/UT statues, a firm /corporation duly registered, as partner agencies for implementing a program of Central Sector Scheme.

1. BACKGROUND

The National Backward Classes Finance and Development Corporation (NBCFDC) is a Government of India undertaking under the Ministry of Social Justice & Empowerment. Incorporated on January 13, 1992, its primary aim is to promote economic and developmental activities for the benefit of members of Backward Classes living below double the poverty line through State Channelizing Agencies (SCAs) and RRBs/PSBs.

The Scheme for Economic Empowerment of De-notified/Nomadic/Semi-Nomadic Communities (SEED) is a Central Sector Scheme of the Ministry of Social Justice and Empowerment. This scheme is implemented by the Development and Welfare Board for De-notified, Nomadic, and Semi-Nomadic Communities (DWBDNCs), a governmental body created to devise and implement various measures for the welfare of these communities. The Scheme encompasses four components to support the housing, livelihood, health, and education needs of the DNT communities.

The Health Insurance is a key component of the SEED focused on providing financial assistance through National Health Authority (NHA) together with State Health Agencies (SHAs) for offering a health cover of Rs.5.00 lakhs per family per year to DNT, NT, and SNT families, in line with the norms of the "Ayushman Bharat Pradhan Mantri Jan Arogya Yojana." The primary goal is to extend the benefits of PMJAY to DNT/NT/SNT families living below the poverty line and meeting the eligibility criteria stipulated in the guideline.

This tender issued on behalf of NBCFDC, aims to identify suitable partner Institutes/Agencies to facilitate the organization of camps for raising awareness, conducting registrations, and distributing Ayushman Cards to DNT/NT/SNT families in the states of Maharashtra and Gujarat. Additional details are available at https://dwbdnc.dosje.gov.in/public/images/SEED_scheme_guidlines.pdf.

2. Eligibility Criteria for Applying Tender

- i. The Agencies/Institutes must have been in existence of more than 3 years and could be a Central/State/UT/Government Bodies/Public and Private Sector Companies or Institute/ not-for-profit body registered under any of the Central/State/UT statutes; a firm/corporation duly registered.
- ii. The Agencies/Institutes accounts should have a positive net-worth & should be profitable and last three year of audited accounts upto financial year 2022-23, by a firm of Chartered Accountants.
- iii. The Agencies/Institutes Should have at least 3 years' experience in organizing large-scale community registration or welfare programs and have previous work with marginalized communities.
- iv. Preference will be given to those Institutions/Agencies who have worked in the State of Gujarat, Maharashtra, or both states.
- v. Agencies/Institutes should not have been blacklisted by any Government Agency or department/ PSU/Corporate.
- vi. Agencies/Institutes should not have any legal matter/dispute pending in any court of India regarding mismanagement of funds etc.

3. **Scope of Work:** The empanelled Institutes/Agencies should mobilise, Conduct awareness, Registration and Distribution Camps for providing Health Insurance (Ayushman Card) to DNT, NT and SNT beneficiaries which may include the following tasks; -

- i. **Planning and Organizing Camps:** Identify suitable locations for the camps in consultation with local leaders and community stakeholders. Coordinate logistics, including securing venues, arranging necessary equipment, and ensuring accessibility.
- ii. **Community Mobilization and Awareness:** Conduct outreach and awareness programs to inform the communities about the benefits of Ayushman Cards. Engage with local leaders and community groups to maximize participation.
- iii. **Registration Process:** Collect the necessary documentation and relevant information required for Ayushman Card registration. Assist community members in completing the registration process accurately and efficiently.
- iv. **Data Verification and Submission:** Ensure all collected data is accurate and complete. Submission of the verified data to the relevant authorities/portal for Ayushman Card issuance.
- v. **Registration of DNT Beneficiaries on AB-PMJAY /NHA Portal:** Assist/Help in registering Health Insurance (Ayushman Card) for DNT beneficiaries.
- vi. **Coordination with State Health Authority and District Implementing Unit:** The Empanelled Institutes/Agencies will coordinate with the State Health Authority and District Implementing Unit (DIU) for create awareness, Registration and Distribution Camps for Health Insurance, (Ayushman Card).
- vii. **Distribution/Delivery of Ayushman Cards:** Develop a well-thought-out plan for the distribution of the prepared cards based on ground realities. Ensure that all registered individuals receive their Ayushman Cards on time.

4. **Eligibility of DNT/NT/SNT for registration under the Health Insurance (Ayushman Card) Component of SEED:** As per the guidelines of SEED issued by DWBDNCs from time to time.

5. **Selection Criteria:** -The Agencies/Institutes will be selected based on Quality and Cost Based Selection- QCBS (Technical: Financial): 70:30.

(a) **Technical Evaluation Criteria (Quality and Cost Based Selection- QCBS) are as follows:**

S. No.	Parameter	Criteria	Document Required	Max.Marks (100)
1	Experience with Similar Programs (Welfare Programme)	<p>i. The agency must have experience in organizing large-scale community registration or welfare programs. (15 Marks)</p> <p>ii. Special consideration for previous work with marginalized communities, particularly in Maharashtra) and Gujarat. (15 Marks)</p>	Related work orders/ MOUs / letter of intent /Sanction orders/ Completion certificate	30
2	Organisational Capacity	The agency must have sufficient staff and infrastructure to organize the camps in Gujarat & Maharashtra.	Self-certification by the authorized signatory on their organization letterhead.	10
3	Audited Accounts	<p>The accounts should have been audited up to the financial year 2022-23 by a firm of Chartered Accountants. (10 Marks)</p> <p>Agencies should have Positive Net worth and should be profitable. (10 Marks)</p>	Copy of Audited Financial Statements of last three year.	20
4	Technical Presentation	<p>The technical presentation should cover:</p> <p>i. Brief on experience related to the Scope of Work. (10 Marks)</p> <p>ii. Demonstration of understanding requirements. (10 Marks)</p> <p>iii. Detailed approach & methodology for accomplishing Scope of Work. (20 Marks)</p>		40

- i. Bidder having less than **40 marks** in aggregate (from Sr. No.1 to 3) will be rejected and will not be called for Technical Presentation.
- ii. In order to qualify for financial evaluation, the bidder must have at least (70 Marks out of 100) from Sl. No. 1 to 4 in the technical evaluation carried out on the basis of above-mentioned criteria.
- iii. The consulting organization will be selected based on QCBS as per weightage (Technical: Financial) = **70:30**. i.e. ratio of 70:30 is to be maintained between Technical and Financial scores to arrive at the overall score.
- iv. Submission of technical presentation is mandatory.

6. Clarification of Bids

- i. To assist in the examination, evaluation, comparison, and qualification of the bids, the bid evaluation committee of NBCFDC may, at its discretion, ask any Institutes/Agencies for clarification regarding their bid.
- ii. Bidders shall submit their queries related to the Tender by email on or before 01.07.2024, 04:00 PM to the following email address: nbcfdc@nbcfdc.gov.in.

7. Financial Bid Evaluation

The Financial bids of only those bidders who qualify in the technical evaluation will be opened. All other Financial bids will not be opened.

8. Final Bid Evaluation based on Quality & Cost Based Selection (QCBS)

- i. Bidder with the highest final composite score will be called for awarding the contract.
- ii. In case of a tie in the final composite score, the bidder with the higher Technical Score will be invited for awarding the contract and selection first.

9. Tender Fee

A demand draft of Rs. 2,500/- plus GST towards tender fee from any commercial bank drawn in favor of “**National Backward Classes Finance and Development Corporation**, 5th Floor, NCUI Building, 3, Siri Institutional Area, August Kranti Marg, New Delhi-110016” payable at New Delhi shall be submitted along with the bid and it is non-refundable.

The bidders registered with MSME /NSIC are exempt from payment of tender fee if they produce a valid certificate.

10. Performance Bank Guarantee

- i. The successful bidder will require to submit a Performance Bank Guarantee issued by any scheduled commercial bank for 10% of the contract value valid for entire duration of the contract.
- ii. The Bank Guarantee may be invoked by NBCFDC in case of failure of vendor to adhere to the terms & conditions of the contract.
- iii. In case of delays in execution of project, NBCFDC may seek extension of the Performance Bank Guarantee for common rate period which will require to be acceded to by the vendor.

11. Payment Terms & Schedule

- i. It will be mandatory for the bidder to indicate their bank account number and other relevant E-payment details so that e-payments could be made.
- ii. The payment will be made as per the following terms, on production of the requisite documents.
- iii. All deductions on account of income tax as per prevailing law shall be made from the payment being made and such deducted taxes shall be remitted to the concerned tax department.
- iv. All Payments to be made in INR only and subject to liquidated damages and taxes, duties, penalties as applicable, if any.
- v. No advance payment will be given to the agency for distribution of Ayushman card.

Payment schedule:

100 % service charge based on number of Ayushman Card distributed to DNT/NT/SNT communities will be released to Service provider upon submission of documentary proof along with claim for the same.

12. Indemnity

Institutions / Agencies should agree to defend, indemnify, keep indemnified and hold harmless, NBCFDC, against all and any claims, loss, damage, demands or cost including but not limited to taxes/duties damages, expenses, penalties, liabilities, legal cost and any claims of whatever nature, arising from but not limited to any action, omission, willful conduct, negligence and/or breach of any term or condition under this tender. Institutions / Agencies shall always abide by the laws of the State and Central Government as applicable/in force from time to time. NBCFDC shall not be responsible for any repercussion on this tender on account of any change in Government Acts, Rules and Regulation, or for any failure on the part of the IA.

13. Arbitration

In case, a dispute or difference arises, between the parties about the terms and conditions of this agreement or pertaining to any other dispute relating to this agreement, and if both the parties to the dispute fail to get the dispute settled themselves, then any of the parties shall have a right to get the dispute settled under the Arbitration and Conciliation Act, 1996, including any statutory modifications, amendments, re-enactments thereof from time to time by reference to a sole arbitrator, to be appointed by the Managing Director of NBCFDC to decide the disputed matter. The award of the Arbitrator shall be final and binding on both the parties. Such arbitration shall be conducted in English language. Arbitration proceedings will be conducted in New Delhi. The fees and other incidental expenses incurred by the Arbitrator for conducting proceedings shall be borne by both the parties in equal share.

14. Force Majeure

If at any time, during the continuance of the contract, the performance in whole or in part by either party of any obligation under the contract is prevented or delayed by reasons of any war, hostility, acts of public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts, acts of God (hereinafter referred to as "events"), neither party shall, by reason of such event, be entitled to terminate the contract, nor shall either party have any claim for damages against the other in respect of such non-performance or delay, provided the performance and/or delivery is resumed as soon as practicable after such event has come to an end or ceased to exist. The decision of NBCFDC as to whether the performance or delivery has so resumed or not, shall be final and conclusive, provided further, that if the performance in whole or in part or any obligation under the contract is prevented or delayed by reason of any such event for a period exceeding 30 days, the NBCFDC may at its option, terminate the contract without any obligation to compensate.

15. Terms and Conditions

- i. The Institutions/Agencies should apply only if they are willing to work in Maharashtra, Gujarat, or both states.
- ii. The Institutions/Agencies must submit the Tender Fee as mentioned in clause no. 9.
- iii. The service charge shall be payable to the empanelled Institutions /Agencies based on the number of Ayushman Cards distributed to beneficiaries with proper supporting documents as proof of claim.
- iv. The Bidders will agree to match with the lower quote in case of different bids in different State. The work/job may be assigned to different parties in different States.
- v. The empanelled Institution/Agencies will also give due publicity in respect of Ministry of Social Justice & Empowerment/(DWBDNCs)/NBCFDC and its schemes during the camps and if required, also facilitate the participation of officials of MoSJE/DWBDNC/NBCFDC and its stakeholders for spreading awareness on the schemes. The date, time and venue of each camp will be intimated in advance to NBCFDC.
- vi. The Institutions/Agencies already engaged in similar work (registration or issuing Ayushman Cards for DNT) under any other project will be treated separately and shall not be part of this project.
- vii. It shall be the empanelled institution's/Agencies responsibility to make all physical/other arrangements tentage etc. at your cost including giving adequate publicity in nearby areas of the camps and obtaining approval of the local authorities for organizing camps, if any is required.
- viii. Any liability/claims arising due to the organizing of camps shall be that of the empanelled institution/Agencies. It will be the sole responsibility of the institution/agency if any hurdles/losses occur while organizing the camps.
- ix. The Defect Liability Period shall be for a period of one year from the date of completion of the work. During this period, the vendor will be responsible to rectify any defect without incurring any additional cost.
- x. Service Legal Agreement shall be entered with the service provider duly incorporating scope of work, roles and responsibilities of parties, conflict resolution mechanism, timeline of contract etc.
- xi. Empanelled Institutions/Agencies will comply with other terms and conditions as per the Letter of Intent (LOI) to be issued by NBCFDC & such other terms as may be specified therein. NBCFDC may at its discretion assign work and venues to any one or more of the empanelled institution(s), depending upon its requirement, subject to fund availability.
- xii. In case the selected Bidder fails to reconfirm its commitment and is unable to start the process of registration of Health Insurance one month after the sanction of Letter of Intent, the NBCFDC reserves the right to designate the next ranked Bidder as the Selected Bidder and invite him for award of contract.
- xiii. Transport: The vendor may be required to visit the camp site at their cost before the date of holding camp to finalize the arrangement and for publicity arrangements at the venue.
- xiv. Period of empanelment: The empanelment for this work order will be valid for a period of (one) years w.e.f. the date of your acceptance of the Letter of Intent. NBCFDC reserves the right to cancel the empanelment of the institution/agencies at any time.

16. Submission & Evaluation of BIDS:

- i. The Bidders have to submit a Tender Fee as per clause-9, this shall be a part of (Technical Bid).
- ii. The Technical Bid as per Annexure-I with all relevant supporting documents along with tender fee) & Financial Bid as per Annexure-II) for service charges for the Awareness, Registration and Distribution Camp for (Ayushman Card) needs to be submitted in two separate envelopes duly superscribed as “Technical Bid” & “PRICE BID” of this bid document. Price bids shall open for those agencies who have qualified after technical evaluation.
- iii. The entire set of documents is required to be sent by post to Deputy General Manager (Grant), National Backward Classes Finance & Development Corporation, 5th Floor, NCUI Building, August Kranti Marg, New Delhi-110016 on or before 05.07.2024 (9.30 AM to 6.00 PM) or can be dropped in the tender box available in the office premises during working days (9.30 am to 6.00 pm.)
- iv. NBCFDC reserves the right to amend, modify and change the terms and conditions of empanelment as deemed necessary.
- v. Please note that the Empanelment process can be cancelled by the National Backward Classes Finance & Development Corporation (NBCFDC) on its discretion.
- vi. Validity: The bid should be valid for 120 days from the date of opening of the financial bid.

17. Important Dates:

Sl. No.	Activity	Timeline
1.	Last date for seeking clarification by the applicants	01.07. 2024 at 3.00 pm
3.	Last Date & Time for submission of Bids	05.07.2024 (6.00 PM)
4.	Opening of Technical Bid	08.07.2024 (11.00 AM)

The Proposal should be sent in a sealed envelope latest by 05.07.2024 to-

**Dy. General Manager (Grants)
National Backward Classes Finance and Development Corporation NBCFDC, 5th Floor,
NCUI Building, 3, Siri Institutional Area, August Kranti Marg, New Delhi -110011**

National Backward Classes Finance & Development Corporation

S.N.	Details		
1.	Name of Institution/Companies/Organisation/Agency		
2.	Date of incorporation		
3.	Registered Address		
4.	Address for Correspondence		
5.	Telephone No.		
6.	Mobile No.		
7.	Email Id		
8.	CEO/Director :- Name & Contact details		
9.	State where the agency intends to work : Maharashtra /Gujarat / Both State		
10	Brief Activities of Bidder during the last three years highlighting working with marginalized people etc.		
11.	Brief description of the plan for the distribution of Ayushman Cards to DNT/NT/SNT families in the State of Maharashtra and Gujarat.		
12.	Eligibility	Documentary Evidence (self-certified) to be enclosed.	Page No.
a.	The Central/ State Government institutions/Public/Private companies/Trust /Societies etc. etc. should be atleast 3 years old. It should be having valid registration certificate under the relevant statute, under which it had been incorporated. It should have a Governing Council/Board of Directors.	a) Copy of the Registration Certificate and its renewal certificate showing validity. b) List showing name, designation and addresses etc of the Board / Council members, as per Annexure I (e).	
b.	Its accounts should have been audited up to 31.03.2023 by a firm of Chartered Accountants.	a) A copy of the Audited accounts for the year 2022-23 along with Auditors Report. b) A copy of Annual Report/Activities of the institution/ Companies /NGOs for 2022-23 be also provided.	
c.	It should not be black-listed or declared insolvent at any point of time.	Self-certified certificate signed by the Head of the Institution/authorized signatory on Letter Head of organisation.	

d.	Any previous experience of working on similar projects with the Central/State Government will be a plus. Any document establishing such a claim may be submitted with the proposal.	Copy of satisfactory performance letter (atleast one) from the sponsoring body i.e. specifically from Central Govt. /State Govt./ PSUs / Autonomous Bodies of Govt. relating to holding of similar camps duly period in last 3 years	
e.	Previous experience of working with marginalized communities.	Brief write-up (Note more than one page)	
f.	Brief plan for distribution of AB-PMJAY cards based on ground reality.	Brief write-up (Note more than one page)	
g.	Details of any award or recognition received by the agency for such activities may also be provided.	Copy of letters/appreciation letter etc.	
h.	Name, Address & contact detail of Authorized Signatory to the Tender	Original letter of authority from the bidding institution with requisite details of the authorized signatory and his attested signatures.	

Declaration:

I hereby declare that above information submitted by me is true, correct and nothing is concealed and in the event it is found that any information is false or concealed or incomplete, NBCFDC can take action against me including cancellation of my empanelment.

Date:

(Signature of Authorized Signatory)

Place:

Name.....

Designation.....

Financial Bid

National Backward Classes Finance & Development Corporation

(Service Charges for Per Ayushman Card Distribution)

S. NO.		Amt. Per Ayushman Card (Rs.)
1	Bidder's Name:	
2	State Chosen: Maharashtra/Gujarat/Both	
3	Consolidated service charge charges per <u>Distribution of Ayushman Card</u> & other incidental expenses Including activities (Mobilising, Awareness, Registration, Distribution Camps for Ayushman Card)	
4	Taxes extra, if any (applicable rate)	
5	Total cost (3+4) per Ayushman Card Registration	

Rs. (Rupees- only) per Ayushman Card Distribution.

Authorised Signatory