



बिहार सरकार
अनु० जाति एवं अनु० जनजाति कल्याण विभाग,
बिहार महादलित विकास मिशन



पाँचवा तल्ला, भूमि विकास बैंक, बुद्ध मार्ग, पटना
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समुदायिक रेडियो के तकनीकी सहयोग हेतु निविदा आमंत्रण

बिहार महादलित विकास मिशन, पटना द्वारा राज्य के विभिन्न जिलों में संचालन होने वाले सामुदायिक रेडियो के तकनीकी सहयोग हेतु देश के प्रशिष्ठित, अनुभवी एजेंसी/कंसल्टेंट से निविदा आमंत्रित की जाती है।

निविदा जमा करने की अंतिम तिथि	22/01/2016, 3.00 बजे अपराह्न
निविदा खोलने की तिथि	22/01/2016, 3.00 बजे अपराह्न

निविदा का विस्तृत विवरण बिहार महादलित विकास मिशन के कार्यालय, पाँचवा तल्ला, भूमि विकास बैंक, बुद्ध मार्ग, पटना से प्राप्त किया जा सकता है अथवा मिशन के वेबसाईट www.mahadalitmission.org से डाउनलोड किया जा सकता है। इससे संबंधित शुद्धि पत्र यदि होगा तो उपरोक्त वेबसाईट पर प्रकाशित कर दी जाएगी।

ह०/
मिशन निदेशक



Bihar Mahadalit Vikas Mission

बिहार महादलित विकास मिशन



बिहार सरकार

5th Floor, Land Development Bank
Budh Marg, Opposite of Pal Hotel
Patna (Bihar)

Phone : 0612 - 2215082, 2230038

Email : pd-bmvm@bmvm.org, bmvm.hq@bmvm.org

REQUEST FOR PROPOSAL

Reference number: RFP-.....
Date of issue: December 2015
Date of receipt of RFP: 22nd January 2016
Subject: Technical support to Community Radio Stations at Bihar

Bihar Mahadalit Vikas Mission (BMVM), invites the RFP from different agencies/consultants of national repute having necessary background, expertise and documentary proof for providing total solution as a single unitary for project conceptualization including drawing proposal, system design, specifications, consultancy (assistance in filing application for LOI/ frequency allocation/ SACFA/ GOPA/ OL), building modification, acoustics for studio, supply of equipment, system implementation, content development, installation and commissioning and thereafter maintenance and operation for three years for setting up community radio stations in different parts of Bihar. BMVM wishes to appoint an agency for the above mentioned services through a selection process. In this respect, BMVM would like to invite the agencies to submit technical proposals as outlined in this request for proposal and the terms and conditions contained here in.

Request for information

Any questions concerning this invitation must be forwarded in writing by email or by fax to the MISSION, with specific reference to this RFP number prior to 3 days of the due date of submission of the proposal. No request for information will be entertained after this. The question and its response will be circulated to all the Agencies, after deleting the name of the bidder who requested for the information.

Due date and time for submission of the proposals

Sealed proposals must be submitted latest by the date and local time specified below. Sealed proposals received prior to the stated closing time and date will be kept unopened. The proposals will be publicly opened on the due date and time. Proposals received after the stipulated date and time will be invalidated. BMVM will not accept any responsibility for the premature opening of the proposals not properly addressed or identified.

Due date: 22.01.2016 Time: 15:00 hrs



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INSTRUCTIONS TO AGENCY

BMVM will select an agency and enter into a contractual agreement to provide the services outlined in the terms of reference, the general & specific terms and conditions and in accordance with the method of selection specified in this RFP. Agencies are therefore invited to submit their proposals for this assignment. Agency shall bear all costs associated with the preparation and submission of proposals, and BMVM shall not be responsible for these costs, irrespective of the outcome of the bidding process.

1. Format and content of the proposals

- 1.1 Agencies are required to submit the declaration form in the format attached as **Annex A**.
- 1.2 Agencies are required to submit proposals in the format attached as **Annex B**.
- 1.3 Agencies are expected to examine all the schedules and all instructions pertaining to the RFP. Failure to do so will be at Agency's own risk and responsibility.

2. How the proposals should be marked, packaged and submitted

- 2.1 **Sealed proposals** shall be submitted in English, and the envelope shall indicate the bidder's name and address. The envelope shall be addressed as follows:

**Attention: BID OPENING UNIT
Bihar Mahadalit Vikas Mission,**

**5th Floor, Land Development Bank
Budh Marg, Opposite of Pal Hotel
Patna (Bihar), INDIA**

Phone : 0612 - 2215082, 2230038

Email : pd-bmvm@bmvm.org, bmvm.hq@bmvm.org



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RFP-..... Due date: 00.11.2015, time 1100 hrs

(Instruction:- (Agency to fill the dotted lines above with the reference number of the RFP, due date & time as specified in the first page of this RFP,))

3. Receipt and public opening of the proposal on the closing date & time

3.1 **Sealed Proposal** as outlined under para 2.1 must be despatched to arrive at the BMVM office indicated **no later than** the closing time and date mentioned in the first page of this RFP.

3.2 Sealed Proposal received prior to the stated closing time and date will be kept unopened. The officer of the bid opening unit will only open the proposal when the specified time has arrived and no proposal received thereafter will be considered.

3.3 BMVM will accept no responsibility for the premature opening of a proposal which is not properly addressed or identified.

3.4 Agency, or their authorized representative, may attend the public opening of the RFP at the time, date and location specified.

4. Correction, modification and withdrawal

4.1 Erasures or other corrections in the Proposal must be explained and must be signed by the agency alongside.

4.2 All changes to a proposal must be received prior to the closing time and date. It must be clearly indicated that it is a modification and supersedes the earlier Proposal, or state the changes from the original proposal.

4.3 Proposals may be withdrawn by the Agency through a letter or through a fax prior to the opening time and date specified in the page-1 of RFP. Negligence on the part of the bidder confers no right for the withdrawal of the proposal after it has been opened.

5. Validity of the proposals

5.1 Proposals should be valid for a period of not less than 90 days from the bid opening date. Agencies are requested to specify the validity period of their proposal. BMVM may also request the validity period to be extended. The number of CRSs is about 18. BMVM may award additional contracts against the acceptable proposal.

6. Evaluation of proposals

6.1 Following closure of the RFP, proposals will be evaluated by a BMVM evaluation team to assess its merits. The evaluation will be restricted to the contents of the proposals, bidder profile, relevant experience, client list, financial status and price proposal. The adjudication will be done based on the Quality Based Selection methodology.

6.2 Only short listed agencies shall be eligible for submitting financial proposal.



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6.3 Technical Proposals will be evaluated on the basis of their responsiveness to the terms of reference, applying the evaluation criteria and the point system specified in **Annex-E**. Each Technical Proposal will be given a technical score. Technical Proposals receiving the minimum qualifying points or higher, will be considered technically responsive. After the completion of the technical evaluation, the financial proposal will be invited. Proposals which are considered non-technically compliant and non responsive, will not be given further consideration.

6.4 Proposals will be ranked according to their combined technical and financial scores using the weights given to technical and financial proposals. The bidder achieving the highest combined technical and financial scores shall need to sign the agreement/contract.

6.5 From the time the proposals are opened to the time the contract is awarded, Agency shall not attempt to influence BMVM in its evaluation of the proposals and award recommendation.

7.0 RFP terms, conditions and rights of BMVM

7.1 This RFP and any responses thereto, shall be the property of BMVM. In submitting a proposal, the bidder acknowledges that BMVM reserves the right to:-

- (a) Request additional supporting or supplementary information;
- (b) Arrange interviews with the agency;
- (c) Request clarification on proposals;
- (d) Request for technical presentation of the proposals;
- (e) Reject any/all of the proposals submitted;
- (f) Accept any proposals in whole or in part;

7.2 BMVM reserves the right to invalidate any proposal for reasons mentioned above, and, unless otherwise specified by BMVM or by the Bidder, to accept any item in the Proposal.

7.3 BMVM reserves the right to invalidate any Proposal received from a Bidder who, in the opinion of BMVM, is not in a position to perform the contract.

ANNEX-A

DECLARATION FORM

To be submitted in the letter head of the NGO/company/firm submitting the proposal

[Location, Date]

To:

Bihar Mahadalit Vikas Mission,
5th Floor, Land Development Bank
Budh Marg, Opposite of Pal Hotel
Patna (Bihar), INDIA
Phone : 0612 - 2215082, 2230038
Email : pd-bmvm@bmvm.org, bmvm.hq@bmvm.org

We offer to provide the services for **Technical support to Community Radio Stations at Bihar** in accordance with the terms of reference, the general and specific terms and conditions specified in your Request for Proposal No. [Insert number] dated [Insert date] and our proposal submitted to you separately under a sealed envelope.

We herewith confirm that all the information and statements made in the technical and financial proposal are true. Our proposal is valid for a period of 90 days from the bid opening date.

We undertake, if our Proposal is accepted, to initiate the consulting and other services related to the assignment within 15 days of signing of the contract/ agreement.

We understand you are not bound to accept any Proposal you receive.

Name of authorized representative:

Title:

Signature:

Date:

Agency Name:

Postal Address:

Telephone/Mobile No.:

Fax No.:

Email Address:

PROPOSAL - CONTENT & FORMAT

The proposal of the Agency should contain the following minimum information. Agencies are free to provide, any other information that they deem fit and relevant in support of their bid.

Competence and Technical requirements

The agency must have:

1. Provided turnkey solution in establishment of Community / commercial Radio station in the country. The turnkey solution shall mean providing acoustics, supply of equipment, erection of towers, Installation and commissioning. (provide documents)
2. The agency must have executed orders for at least two projects each costing more than Rs. 25 Lakhs for acoustic design and interiors or establishment of radio station or content development etc. The agency must have in-house team for acoustics and should not subcontract the work. The agency must demonstrate technical knowledge and experience in procuring and installing the latest, most effective community/ commercial radio equipment and experience in its use.
3. The agency must have experience/ orders of development of a minimum of 200 Hours of content in at least two Universities/ Colleges of repute for Community Radio Station (provide documents)
4. The agency must have trained at least 40 persons through regular training courses in Media or similar courses in association with University/approved body. (provide documents)
5. The agency must be Registered NGO or ISO Certified or Registered with ROC or have agreement with reputed companies. (provide documents)

Desirable

1. The agency has undertaken research, technology innovation, formulation of projects under Government of India / Outside India schemes and should have thorough knowledge of academics for generation of content and its delivery through New Media including radio, web-casting etc.
2. The agency must have in-house production facility. (provide documents)
3. Experience of O & M

Pl provide following details:

Section-1. Agency details

In this section the agency should highlight about his company, its location, its registration, profile, organisation structure, its capability and a brief about its key personnel. Basically it should have following details:

- (a) Agency Name :
- (b) Details of Registration :
- (c) Date of Registration :

- 5
- (d) Year of Operation :
 - (e) Jurisdiction of operation : India/ other countries
 - (f) Overseas experience :
 - (g) ISO certification :
 - (h) Total turnover in last 3 yrs :

Section-2: Agency's Experience

- (a) In this section, list minimum 5 names of the clients for whom the agency has undertaken similar assignments. Provide Details of important projects undertaken
- (b) Out of the above list, provide information of 3-5 assignments for which your agency and your agency's personnel were legally contracted either individually as a corporate entity or as one of the major agencies within an association, for carrying out services similar to the ones requested under this assignment. You can use the format specified in **Annex-C**

Section-3: Description of the Approach, Methodology and Work Plan

Technical approach, methodology and work plan are key components of the Proposal. You are suggested to present this section of the technical proposal into following sub sections:

- a) Technical Approach and Methodology. You should explain your understanding of the objectives of the assignment, approach to the services, 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. In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones, and delivery dates. The proposed work plan should be consistent with the technical approach and methodology. A list of the final technical documents, including reports, drawings, and tables to be delivered as final output, should be included here.

Section-4: Your fulfilling the Competence and Technical requirements as well as desirable requirements as mentioned in opening paragraph of this annexure, serial no. wise.

Section-5: Testimonials as detailed below:

- a. Appreciation certificates (enclose copies)
- b. International exposure (enclose copies)
- c. In-house studios
- d. Mention of organisation, its personnel on wikipedia/ record book.
- e. Any other that you may like to mention.

ANNEX-C

CONTRACTOR'S EXPERIENCE – FORMAT

Assignment name:	Country: Location within country:
Name of Client:	Address:
Duration of assignment (months): Start date (month/year): Completion date (month/year):	Total N ^o of staff-months of the assignment:
Approx. value of the contract	
Name of associated Contractors, if any:	N ^o of professional staff-months provided by associated Contractors:
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

**EVALUATION CRITERIA
Of
TECHNICAL PROPOSAL**

CATEGORY	MAX. POINTS	MIN. POINTS
MANDATORY REQUIREMENTS (PASS OR FAIL)	Pass/Fail	N/A
1. OVERALL RESPONSE *Understanding of, and responsiveness to, BMVM India Office requirements; *Understanding of scope, objectives and completeness of response; *Overall concord between BMVM requirements and the proposal.	(5)	(3)
2. APPROACH AND EXPERIENCE *Quality of the proposed approach and methodology; * Experience of similar projects including content development *Quality of proposed implementation plan, i.e how the bidder will undertake each task, and time-schedules;	(35)	(25)
3. PROPOSED TEAM and ORGANISATIONAL CAPACITY * Team leader: Relevant experience, qualifications, and position with firm; * Professional expertise, knowledge and experience with similar projects, contracts, clients and consulting assignments; * Financial status	(25)	(18)
4. TESTIMONIALS	(5)	(3)
TOTAL MARKS FOR TECHNICAL COMPONENT	70¹	(49)
5. FINANCIAL PROPOSAL - PRICE 100 marks are allocated to the lowest priced proposal. The financial scores of the other proposals will be in inverse proportion to the lowest price.	30²	N/A
TOTAL MARKS	100	

¹ For this RFP, the **Technical Proposal** has a total weighting of [70%]. Agency must score a minimum of 49 points to be considered technically compliant and in order for the Financial Proposals to be opened

² For this RFP, the **Financial Proposal** has a total weighting of [30%].

TERMS OF REFERENCE

1. Purpose:

BMVM is supporting NGO partners in some of its focus districts in Bihar to set up community radio stations for the benefit of Mahadalit communities.

BMVM wishes to contract an agency to provide consultancy support to these community radio stations, to set up community radio stations, including supply of equipment, acoustics, installation and commissioning, training, maintenance and operations and help the community members to conduct research and produce quality radio programmes and procure and install studio equipment, as well as to provide support to the NGOs.

Basic objectives:

Bihar Mahadalit Vikas Mission (BMVM), invites the RFP from different agencies/consultants of national repute having necessary background, expertise and documentary proof for providing total solution as a single unitary for project conceptualization including drawing proposal, system design, specifications, consultancy(assistance in filing application for LOI/ frequency allocation/ SACFA/ GOPA/ OL), building modification, acoustics for studio, supply of equipment, system implementation, installation and commissioning, content development and thereafter maintenance and operation for three years for setting up community radio stations in different parts of Bihar.

Major tasks:

The specific tasks are as follows:

Phase 1: Start-up – Research, site selection, license application

- Advise the NGO partner on mapping of the potential service area and coverage of the proposed CR station.
- Provide technical support, including field visit/s for selection of the final CRS site based on objective criteria.
- Provide technical support for conducting a baseline survey as required by GoI for the license application, including identification of potential community volunteers, developing appropriate quantitative and qualitative tools, conducting a research orientation workshop for the community volunteers to carry out the survey, analysis of data and report writing.
- Provide technical support to the process of gathering details for, completion, and submission of the license application to GoI.
- Content development
- Follow up on license applications of NGO partners with various government departments and support NGO/CSO partners in providing necessary clarifications and information as and when necessary

Phase 2: Training, Orientation

- Provide technical support for organizing meeting for experience sharing on community radio
- Provide technical support for designing and developing participatory management systems for

community partnership and ownership, with a specific focus on marginalized segments of the community.

- Conduct a CR orientation workshop for volunteers and selected
- Provide technical support for exploring linkages of the CRS with community level BMVM supported programmes

Phase 3: Studio and CRS set-up

- Provide building modification, with civil, electrical work as necessary and acoustics in the studio
- Supply the equipment for CRS and undertake the installation of equipment at the CRS.

Phase 4: Pre-launch Phase

- Train the NGO partners and community members in managing community radio stations, including (a) programme scheduling (b) human resource management (c) community interaction/feedback on programming.
- Provide technical support for the process of narrowcasting of radio programmes produced by the trained community reporters in the coverage area and use of feedback to improve quality, content and format of programmes.
- Provide technical support to the community radio stations for conceptualizing and implementing launch events

Phase 5: Post launch Phase

- Provide maintenance and operation support to the NGO partner for three years
- Document success stories of community empowerment through the community radio projects
- Monthly and final reports on status of projects
- Undertake Post evaluation