

NATIONAL INSTITUTE OF SOCIAL DEFENCE

(Ministry of Social Justice & Empowerment)

**Government of India, West Block-1, Wing-7, Ground Floor
R.K. Puram, New Delhi**

F. No. 45/3/2019-NCDAP/NAPDDR

"Inviting Expression of Interest-cum-Proposal" from the eligible organizations and institutions for setting up of Technical Support Unit for providing technical assistance in implementing NAPDDR.

The National Institute of Social Defence invites, "Expression of Interest-cum-Proposal" from the eligible Organizations and Institutions for providing technical assistance to the Ministry of Social Justice & Empowerment / NISD / State Govts. in implementing NAPDDR and ensuring effective implementation of Drug Demand Reduction Programmes in the country.

Interested organisations and institutions shall refer to the website of Ministry of Social Justice & Empowerment (www.socialjustice.nic.in / www.nisd.gov.in) to submit a comprehensive proposal consisting of (1) a Pre-qualification Bid, (2) a Technical Bid and (3) a Financial Bid, in separate sealed envelopes. Applicants should enclose a list of contents (Sl.No. of items, item's name and page No.) at the beginning of each bid document.

Proposals should be addressed to the Director, NISD, New Delhi and submitted to the following address under sealed cover by the due date failing which the proposal shall not be accepted:

**National Institute of Social Defence
(Ministry of Social Justice & Empowerment)
Ground Floor, West Block-1, Wing-7
R.K. Puram, New Delhi-110066**

Complete proposals with all supporting documents (by hand, by post or by courier) must be submitted to NISD at the abovementioned address within 30 days of the publication of this advertisement. Any proposal received after the prescribed time will not be entertained. NISD will not be responsible for any loss or postal delay.

**Sd/-
Director (NISD)
Tel.: 011-26100058/26173257 (Office)
& 26106325**

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National Institute of Social Defence

(Ministry of Social Justice & Empowerment)

Government of India

West Block-1, Wing-7, Ground Floor, R.K. Puram, New Delhi

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Sd/-

Director (NISD)

Tel: 011-26100058/26173257 (Office)

Approved
copy

Request for Proposal (RFP)

Of

Technical Support Unit (TSU)

For the project
National Action Plan for Drug Demand Reduction
(NAPDDR)



NISD

Under Ministry of Social justice and Empowerment

R.K. Puram, New Delhi, 110066

1. INTRODUCTION

1.1 Alcohol and substance abuse is one of the serious health problems adversely affecting the social fabric of the country. Addiction to drugs not only affects the individual's health but also disrupts their families and the whole society. Of late, the menace of drug abuse in the younger generation has been rising all over the world and India is no exception to it.

1.2 The Ministry of Social Justice and Empowerment is the Nodal agency for the Government of India with regard to the prevention of drug abuse and rehabilitation of drug users.

1.3 In order to strengthen the drug demand reduction services in the country, the Ministry has prepared a National Action Plan for Drug Demand Reduction (NAPDDR) for 2018-2025 so as to focus on preventive education, awareness generation, identification, counselling, treatment and rehabilitation of drug dependent persons and training and capacity building of the service providers through collaborative efforts of the Central and State Governments and Non-Governmental Organizations.

1.4 The National Institute of Social Defence (NISD), New Delhi, an autonomous body under the administrative control of the Ministry of Social Justice and Empowerment, is the nodal training and research Institute for interventions in the area of Social Defence. The NAPDDR will be implemented through the NISD, State Governments and Non Governmental Organisations.

2. NATIONAL ACTION PLAN FOR DRUG DEMAND REDUCTION (2018-2025)

2.1 To tackle the problem of drug abuse in a comprehensive manner, a National Action Plan for Drug Demand Reduction (NAPDDR) has been prepared for 2018-2025 which aims at reduction of adverse consequences of drug abuse through a multi-pronged strategy involving education, de-addiction and rehabilitation of affected individuals and their families.

2.2 The objectives of the NAPDDR are to:

- i. Create awareness and educate people about the ill-effects of drugs abuse on the individual, family, workplace and the society at large and reduce stigmatization of and discrimination against groups and individuals dependent on drugs in order to integrate them back into the society;
- ii. Develop human resources and build capacity of stakeholders;
- iii. Facilitate research, training, documentation, innovation and collection of relevant information to strengthen the above mentioned objectives;
- iv. Provide for a whole range of community based services for the identification, motivation, counselling, de-addiction, after care and rehabilitation for Whole Person Recovery (WPR) of addicts;
- v. Formulate and implement comprehensive guidelines, schemes, and programmes using a multi-agency approach for drug demand reduction;
- vi. Undertake drug demand reduction efforts to address all forms of drug abuse;

2.3 To achieve the above objectives, Government of India will provide financial assistance to both Government and Non-Government organizations and agencies for various activities envisaged under the NAPDDR including Preventive Education and Awareness Generation, Capacity Building, Treatment and Rehabilitation, Setting quality standards, Focussed Interventions in vulnerable areas, Monitoring and Evaluation, Research and Innovation, etc. In addition, financial assistance will be provided to programmes and initiatives undertaken for Drug Demand Reduction by State Governments. The activities to be undertaken under the NAPDDR are given at **Annexure – I**.

3. PURPOSE OF REQUEST FOR PROPOSAL (RFP)

Ministry of Social Justice & Empowerment, Govt. of India intends to establish a “**Technical Support Unit**” (TSU) in the National Institute of Social Defence (NISD) which will provide technical assistance to MSJE/ NISD/State Government for effective implementation of National Action Plan for Drug Demand Reduction (NAPDDR) in India. The purpose of this RFP is to engage a suitable agency / organization for setting up TSU in NISD. The agency will be initially engaged for a period of three years which can maximum be extended twice for one year each as per need of the project.

3.1 PURPOSE OF TECHNICAL SUPPORT UNIT (TSU)

The Technical Support Unit (TSU) will provide technical assistance to the MSJE/ NISD/ State Govt. in implementing NAPDDR and ensuring effective implementation of drug demand reduction programmes in the country.

The agency engaged for setting up the TSU should have necessary experience in coordinating similar projects and in managing and coordination activities pertaining to implementing the NAPDDR. The TSU will be required to bring technical and professional expertise in the area of drug demand reduction i.e. prevention, treatment and training of drug abuse and assist NISD/MSJE in strategic planning, capacity building and implementation of interventions envisaged under NAPDDR such as Peer Led Intervention (PLI), Outreach & Drop in Centre (ODIC), school & community awareness program including strengthening of IRCAs and setting up of treatment facilities.

The TSU will report to Director, NISD and provide technical assistance to strengthen the field level programmes and inform NISD with possible opportunities and recommendation to improve the same by carrying out monitoring and evaluation of activities implemented under NAPDDR. The TSU will provide technical assistance, mentoring and hand-holding support to agencies / organizations selected by the Ministry to implement NAPDDR initiatives (PLI, ODIC, school & community intervention, etc.) and help in achievement of annual targets for these activities. The TSU will assist NISD and the Ministry in coordinating with key Government and Non-government stakeholders at National and State levels and facilitate roll-out of the NAPDDR activities. In addition, the TSU will assist

NISD in implementing innovative prevention and treatment strategies, documenting good practices from the field and disseminating learning and experiences at the national and state levels.

3.2 SPECIFIC SCOPE OF WORK FOR TSU

The scope of work includes, but is not limited to, the following:

3.2.1 Planning and Implementation of Drug Prevention Programmes:

- Provide support to MSJE/NISD/State Govts. for evidence based planning and initiation of prevention interventions as per the need through various State level agencies/partners.
- Facilitate development of Annual Action Plans at the National level.
- Support RRTCs in development of State specific annual action plan pertaining to their regions to implement prevention activities under NAPDDR and ensure implementation of NAPDDR as per the approved State specific plan
- Facilitate identification of State implementation agencies for various prevention programs
- Assist NISD in inviting proposals from States for various prevention activities in line with NAPDDR, scrutiny of the proposal and resource allocation to the selected agencies.
- Ensure timely and optimal utilisation of allocated resources to the States
- Strengthen linkages between prevention and treatment programmes

3.2.2 Training & Capacity building:

- Assist MSJE/NISD and States in development of capacity building plan at the National and State level under various components of NAPDDR.
- Facilitate identification of implementation agencies for various capacity building activities.
- Facilitate creation of a pool of master trainers at National and State level to strengthen the training courses.
- Assist in development of various training modules for drug prevention and treatment programs.
- Assist NISD in organising Training of Trainers (ToT) on various components of NAPDDR at the National/Regional level
- Facilitate implementation of capacity building courses by various agencies at the National / Regional and State level
- Periodic assessment of trainings conducted by RRTCs against the assigned annual training target including evaluation of effectiveness of training programmes.

3.2.3 Media, Advocacy & Communication:

- Programmatic support to NAPDDR project
- Coordination with NFDC, DAVP and other government departments, social, print media etc. for effective awareness generation about the programmes
- Support in developing effective media strategy for enhancing the coverage
- Technical assistance to agencies commissioned to produce print, audio and audio-video material
- Developing/Assisting in execution of national level media campaign
- Developing innovative tools for campaigns and awareness generation activities
- Content creation for IEC material including leaflets, posters, newsletters etc.
- Administrative and managerial support to NISD for all matters related to media, awareness generation etc.

3.2.4 Treatment and Rehabilitation:

- Assist in identification and assessment of geographical pockets, having significant burden of drug using population, to setup new IRCAs/treatment facilities.
- Facilitate setting up of drug treatment clinics in consultation with Social Welfare Department of the concerned State Government
- Assist in inviting proposals from States to setup Model Drug De-addiction Centres including screening of the proposal and resource allocation
- Assist NDDTC, AIIMS in setting up treatment facilities in Govt. health settings i.e. District Hospitals, Medical Colleges etc.
- Suggest best practices being followed across the world for developing a uniform treatment protocol

3.2.5 Focused intervention in vulnerable areas:

- Identification of vulnerable areas based on study/survey and feedback from the IRCAs and other stakeholders
- Facilitate in identification of State level agencies for implementation of Outreach & Drop-in-Centre (ODIC), Peer-led Interventions (PLI) and De-addiction centres for special population i.e. Women, Children including juveniles, Prison inmates etc. including screening of the proposal and resource allocation in vulnerable pockets
- Assist in inviting proposals to setup Outreach & Drop-in-Centre (ODIC) and Peer-led Interventions (PLI) and treatment centres for special populations

3.2.6 Research, Innovation, convergence and reporting:

- Carry out operational research in collaboration with other stakeholders to understand effectiveness of prevention & treatment programmes under NAPDDR.
- Analyse data from Drug Abuse Monitoring System (DAMS), other reports for planning purposes.

- Assess and analyse resources (human, institutional and financial) available in States for implementing cost effective strategies to achieve drug demand reduction objectives.
- Assess and analyse resources available in other government departments that could be leveraged
- Assist MSJE/NISD in conducting advocacy with other Ministries/Departments to establish linkages with skill development programs, vocational training and livelihood support for recovered drug users
- Assist in documentation & dissemination of good practices for activities implemented under NAPDDR.
- Collation of reports pertaining to implementation of NAPDDR activities against the annual work plans and submission to NISD/MSJE.
- Submission of progress reports to NISD/MSJE on quarterly and annual basis.

3.2.7 Monitoring and Evaluation:

- Monitoring and evaluation of various prevention activities implemented by States to assess the quality of intervention
- Monitoring of various capacity building activities to assess the quality of such activities
- Monitoring and evaluation of various capacity building programmes being implemented under NAPDDR
- Ensure periodic monitoring and assessment of IRCAs & other treatment facilities.
- Ensure periodic monitoring, evaluation and assessment of these initiatives.

4. STRUCTURE OF THE TSU

The TSU will be setup as a project of the selected agency with a core team consisting of development and other professionals with demonstrated expertise in their particular area of operation, especially in implementing drug demand reduction programmes. The key staff should have good communication skills for better interaction with stakeholders and partners. The agency shall ensure consistency in the team through the project period.

4.1 Specifically, the TSU will comprise of the following:

- **National Project Coordinator:**

The selected agency will nominate a senior representative from its existing staff/board to supervise the functioning of the TSU. The Project Coordinator will be responsible for overall management and monitoring of the TSU and also serve as the primary contact person from the selected agency for NISD. The National Project Coordinator will not be entitled to any salary / honorarium for this role.

- **Full-time Personnel:**

The TSU will engage full time staff as under:

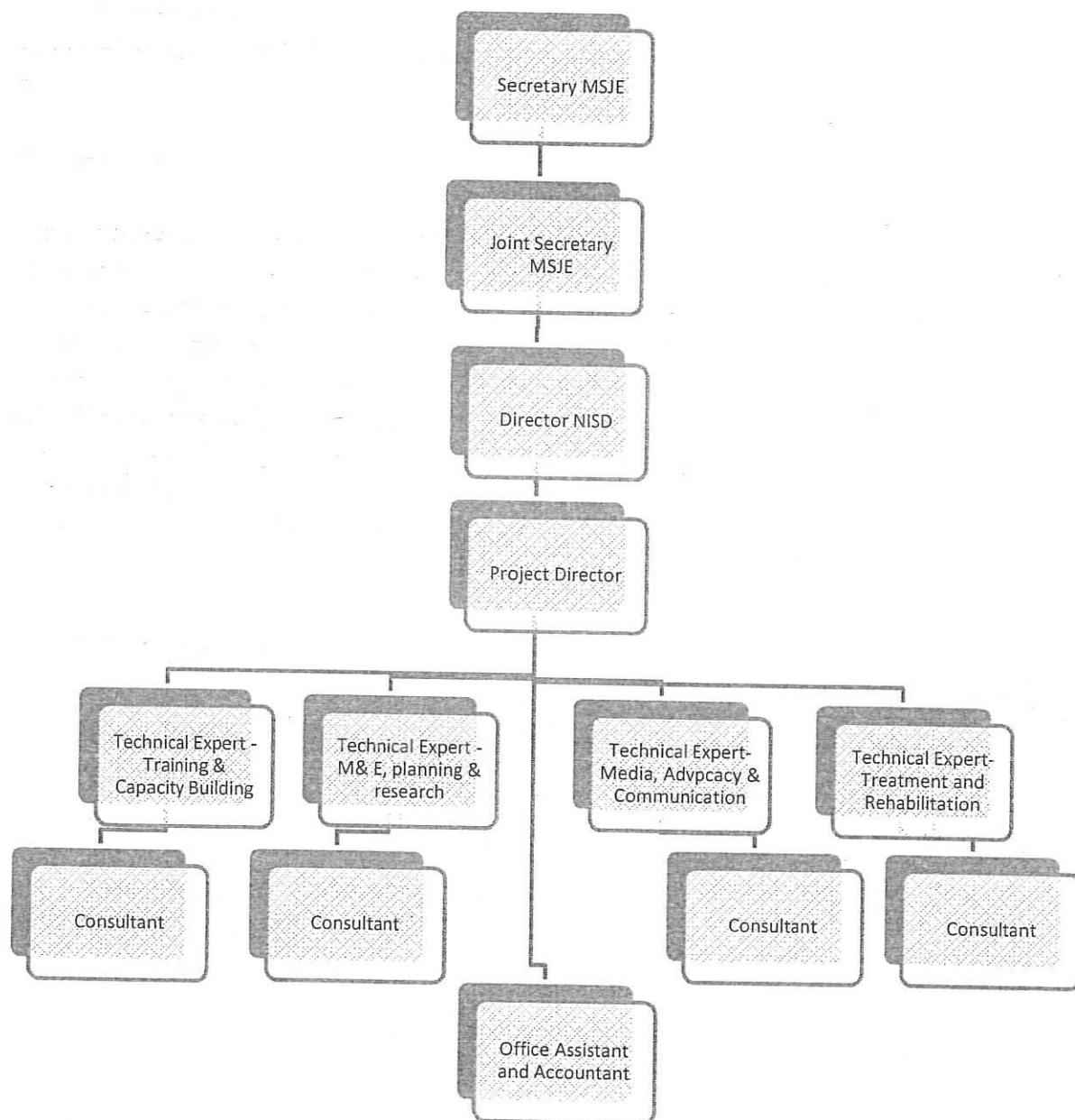
- Project Director– TSU (One)
- Technical Expert – Training & Capacity Building (One)
- Technical Expert – Monitoring & Evaluation plus Planning & Research (one)

- Technical Expert- Media, Advocacy & Communication(One)
- Technical Expert- Treatment and Rehabilitation (One)
- Consultant – Drug Demand Reduction (Four)
- Office Assistant and Accountant (One).

Total-10

4.2 ROLE OF FULL TIME PERSONNEL:

The role and responsibilities and selection criteria of the engaged staff of TSU is given at Annexure – II.



4.3 FINANCIAL ASSISTANCE & SUPPORT FOR TSU

Contracting Agency will be responsible for supporting the TSU. However, fund to the contracting agency will be provided by NISD as per the agreed terms and conditions.

4.3.1 Human resource

TSU will be funded to support salaries of full-time staff engaged specifically for this project as specified above. Tentative range of the salary norms is mentioned in the Annexure-IV. The remuneration of these staff positions will be paid as per quoted by the successful bidder in their financial bid, within the prescribed range in Annexure-IV. There is no provision of salary / honorarium for other staff of organization who may support the project activities.

4.3.2 Capacity Building Activities of TSU Staff:

NISD will provide funds to the selected agency (TSU) for organizing training of trainers and other capacity building activities for the staff hired for TSU as approved by the Project Monitoring Committee (PMC) on a periodic basis. The expenditure on capacity building activities (travel, boarding, lodging, honorarium, etc.) will be made as per norms of NISD. For this purpose, NISD will provide suitable advance/fund to the selected agency. The agency shall ensure that payment is made to the participants / resource persons on actual basis.

The TOT courses will be organised at National level in NISD premises while the regional programmes can be held in other parts of the country other than Delhi in consultation with Director, NISD.

4.3.3 Equipment & Office support

NISD will provide reasonable equipment/support (laptops, computer, projector, printer, (telephone, internet, stationary, etc.) as well as office space for the project staff.

4.3.4 Monitoring Activities

TSU personnel will be expected to undertake periodic monitoring and evaluation field visits. The expenditure on monitoring visits will be made as per norms for travel, boarding, lodging and honorarium (Annexure - III). For this purpose, NISD will provide suitable advance / fund to the selected agency. The agency shall ensure that payment is made to the TSU staff deputed for monitoring on actual basis (within the norms stated in Annexure - IV). NISD can provide support for any research activities and innovative projects undertaken by the TSU in accordance with the work plan considered by the PMC.

4.3.5 Management cost

The selected agency can charge management cost for providing the abovementioned services to NAPDDR project. The payment for management cost will be made as per the amount quoted by the agency in the financial bid. This quoted amount should be exclusive of statutory taxes.

The tentative budget estimate for TSU, except for item 4.3.5 above, is placed at Annexure IV.

5. ROLE OF THE SELECTED AGENCY

The selected agency shall ensure consistency in the team throughout the project period; take on board people with extensive experience of working on prevention and treatment of substance abuse, targeted interventions of vulnerable groups etc. Further, the selected agency will:

- **Provide strategic direction and guidance to the TSU** – The agency will play a critical role in establishing the role of the TSU vis-à-vis NISD through deliberations and meetings with NISD/ MSJE officials.
- **Monitoring and reviewing program quality**–Regular monitoring and review meetings will be conducted by the senior management team of the selected agency to assess the quality of services provided by TSU to NISD and will take proactive steps to address any issues.
- **Capacity building**–The agency will develop the capacity of TSU team to function as per the envisaged role. This will be done through orientation programs, workshops and training programs in consultation with and as per requirement of NISD.
- **Recruitment and selection**–The agency will ensure that the TSU operates with the required staffing as outlined in this document and any vacant positions are filled up earnestly.
- **Documentation**–The management agency is expected to support documentation of key activities of the TSU and preparing periodic reports which should be submitted to Director, NISD in a timely manner.
- **Systems strengthening and management support**–The selected agency will ensure that there are strong and robust financial, HR and administrative systems in place at their end.
- The staff engaged by the selected agency will have employer-employee relationship with that agency and disputes will be settled between them mutually. The NISD / Ministry will hold no responsibilities in this regard.

6. LOCATION OF TSU

- The TSU will be located within NISD premises and adequate office space and other reasonable administrative and office support will be provided by NISD to ensure optimum functioning of the unit.

7. SUPERVISION & MONITORING OF TSU

- The TSU will report on performance and expenditure to the Director, NISD.

- NISD will establish a Project Monitoring Committee (PMC) to review and oversee TSU activity progress, emergent lessons, and outcomes. The members of this committee will include: Director – NISD (Chair), Deputy Director (NCDAP) as Convenor, Research Officer(NISD), Representative(s) of MSJE, Representative(s) of the selected agency, two technical Experts in the field of Drug Demand Reduction including representative from NDDTC-AIIMS and TSU – Team Leader. The Project Monitoring Committee (PMC) will:
 - Act as the advisory body of the TSU
 - Approve & Review the work plans of TSU including activities to be carried out and financial budgets and give suggestions thereof
 - Monitor implementation of TSU activities as per work plan of TSU
 - Advice on all such matters relating to the TSU in the best interest of implementation of the NAPDDR activities

8. FINANCIAL MANAGEMENT (SELECTED AGENCY)

- Financial and reporting accountability lies with the selected agency. It will ensure that proper administrative, contractual and financial systems are put in place at its end. This will include developing appropriate operating manuals for the staff.
- The selected agency will ensure that finances for programme activities are managed in a separate bank account for this project.
- The agency shall submit Statement of Expenditure (SoE) and report on activities undertaken prior to release of subsequent instalments / funds.
- The agency will submit a Utilization Certificate to the NISD at the end of financial year as per the format prescribed in GFR-2017 issued by the Government of India.
- TSU will not seek funds from other sources or independently pursue with other agencies, organisation/bilateral donors for any activity related to this programme or other programmes.

9. INDICATIVE PROFILE OF ORGANIZATIONS/AGENCIES WHICH MAY APPLY FOR SELECTION AS TSU

The organisations / institutions which have the following attributes are suitable for applying as management agency to set-up TSU for NAPDDR project:

- Organizations / institutions with national (or at least multistate) presence in terms of its offices and/or field activities. The organization should preferably have a functional administrative / project office in Delhi/NCR.
- Organizations / institutions with similar substantial experience of extending technical assistance at State/ Regional level to the State/ Central Government in the area of Health and Social Welfare sectors, preferable associated with drug demand reduction projects.
- Organizations / institutions with substantial experience of planning and operationalizing large bilateral projects.

- Organizations / institutions with experience of working with diverse substance using populations (adult, women & children) including provision of prevention, treatment and rehabilitation services.
- Organizations / institutions with substantial experience of collaborating with Government institutions and non-governmental organizations for service delivery /training capacity building and / or research activities.

N.B.The agencies/ organisations receiving grant-in-aid under NAPDDR Scheme and/or the Scheme for Prevention of Alcoholism and Substance (Drugs) Abuse, are not eligible to apply.

10. GUIDELINES FOR SUBMITTING THE PROPOSAL

Any Indian agency / organization / institution meeting the profile described under Section 9 above can submit proposal for selection as management agency to set-up TSU for the NAPDDR project. To be considered for selection, the agency is required to submit a comprehensive proposal consisting of (1) **a pre-qualification bid**, (2) **a technical bid** and 3) **a financial bid**, in separate sealed envelopes. Applicants should enclose a list of contents (s. no. of items, item's name and page no.) at the beginning of each bid-document

10.1 PREQUALIFICATION BID

10.1.1 The applicant organization should submit a Prequalification Bid enclosed in a separate sealed envelope. The Prequalification Bid should consist of the requisite information and supporting documents as described below under the eligibility criteria for technical evaluation. Technical evaluation will be carried out for only those organizations which meet all the requirements established for this tender in the pre-qualification criteria given below. Applications found non-responsive on any of these criteria shall be rejected without further review.

10.1.2 Eligibility Criteria for Technical Evaluation

S. No.	Pre-Qualification Criteria	Proof / Documents Required
1.	The proposal should be submitted with a Covering letter duly signed by an authorized representative of the organization	Covering letter in the format specified in Annexure VI
2.	The proposal should be submitted with an Earnest Money Deposit (EMD) / Bid Security of the amount indicated in the RFP by way of Demand Draft / Bank Guarantee/proof of online payment	Demand Draft /proof of online payment/ Bank Guarantee drawn in favour of "The Director, NISD, New Delhi" enclosed with the techno-commercial bid
3.	The proposal should be submitted with complete details of the applicant organization: I. Name and address of the Organization II. Year of establishment III. Whether Organization is registered in INDIA under Societies Registration Act, 1860 or is an Autonomous	Copy of Certificate of Incorporation/Registration/MoU as applicable

	Body or a Limited Company or a Firm etc., and details there of (e.g., Name(s) of Partners, Managing Directors, Chief Executive Officers, Key Persons)	
4.	The applicant organization should have administrative / project offices and/or clinical / research / public health / social development activities in at least 5 states/UTs of the country within the last 3 years	1. List of organization's offices with their addresses and proof of occupancy (Copy of registration of property / rent agreement / allotment letter / sanction order, etc.) 2. List of clinical / research / public health / social development activities conducted by the organization in last 3 years in the format provided in Annexure VII with documentary evidence
5.	The applicant organization should have a valid PAN/TAN and Service Tax Registration in India.	Copy of PAN/TAN card and Service Tax Registration
6.	The applicant organization should have a minimum annual turnover of Rs. 3 crore during the following three financial years - 2016-17, 2017-18 and 2018-19.	1. Copy of Audited Profit/Loss Statement and Balance sheet 2. Copy of the last three years' Income Tax returns
7.	The applicant organization should not be blacklisted by Central / State Government Departments / Undertakings of Government of India.	No Conviction Certificate duly signed (format given in Annexure VIII)
8.	The applicant organization should have at least <i>five years</i> working experience in collaborating with Government institutions and non-governmental organizations for service delivery / capacity building and / or research activities in the area of health/ social welfare.	1. Copy of the sanction order / MOU / contract.

10.2 TECHNICAL BID

A detailed technical proposal should be submitted by the applicant organization along with supporting documents. The proposal, along with all the correspondence and documents exchanged by the Agency and NISD shall be written in the English language. The supporting documents already included in the Prequalification Bid need not be duplicated in the Technical Bid. Such documents may be appropriately referred to in the proposal write-up.

The Technical Bid should include details of the following:

a. Organizational Profile

- i. Name of the Organization
- ii. Address of the Organization (head office)
- iii. Communication details of the organization: telephone and fax numbers, email address, etc.
- iv. Communication details of the Delhi/NCR office (if head office is not located in Delhi/NCR)
- v. Legal status of the Organization – Whether Organization is registered under Society Registration Act in India or is an Autonomous Body or a Limited company or partnership

firm, etc., and details thereof (e.g., name(s) of partners, Managing Directors, Chief Executive Officers, key persons)

vi. Area of work of the organization and principal nature of activities undertaken

vii. Organizational structure and names of key personnel, their titles, nature of engagement and duration with the organization.

viii. Details of manpower available with the organization with special emphasis on the organizational support which may be available for the NAPDDR activities.

ix. Details of infrastructure (administrative offices, project offices, clinical and research facilities, other facilities, etc.) available with the organization with special emphasis on the geographical presence of the organization in the country and infrastructure support which may be available for the NAPDDR activities.

x. Details of the financial status of the Organization including total revenue and expenditures of the organization in last 3 financial years, copies of the certified Audited Annual Accounts for the last 3 financial years in support of the financial status.

xi. Consent of the Head of the Organization or any person authorised by him to abide by the terms and conditions set out in the project for conducting NAPDDR activities.

b. Experience of Capacity Building Activities

i. Nature and scope of capacity building activities including engagement by other organizations / institutions for organizing / conducting trainings

ii. Geographical scope of capacity building activities

iii. List of capacity building activities undertaken in *last 5 years* (format available at **Annexure - IX**) with special emphasis on such activities in the field of drug and alcohol abuse prevention, treatment and rehabilitation with documentary evidence.

iv. Roles and responsibilities of the agency in these activities

v. Profile of trainees participating in capacity building activities of the organization.

c. Experience of research and documentation

i. List of research and documentation activities conducted by the Organization with special emphasis on research among substance using populations in the last *five years* (format available at **Annexure X**) with information on scope of the research, type of population studied, methodology used, geographical area covered, number of officers and supervisors, investigators engaged and size of sample covered in each survey. List of publications (if any) resulting from these research studies.

ii. Names and addresses of sponsoring or funding agencies for whom the earlier research were conducted. (*Indicate name and contact details of sponsoring/ funding agencies*).

iii. Were the research studies completed in time? If not, reasons thereof.

iv. The cost of each study conducted should be submitted separately in a tabular form with documentary evidence.

d. Experience of use of IT tools and electronic devices in service delivery / research

i. List of research projects / service delivery activities involving use of electronic devices for implementation carried out over *last 5 years* (**Annexure XI**).

ii. Experience of using electronic devices / software applications for data collection / implementation / monitoring of services among substance using populations

iii. Details about the software applications developed by the agency for research projects / service delivery

e. Experience of working in health / social welfare sector preferably with substance using populations

- i. Scope and geographical coverage of activities undertaken
- ii. List all projects / activities undertaken by the organization preferably among substance using populations within the last 5 years(Annexure XII)
- iii. Achievements and expertise of the organization in the area of drug and alcohol abuse (recognitions, awards, innovative work, novel models of care, number of beneficiaries, etc.)

f. Experience of collaborating with other Government institutions and non-governmental organizations

- i. List of activities undertaken in collaboration with other agencies in *last 5 years* and the scope of such activities(Annexure XIII)
- ii. Roles and responsibilities of the agency in these activities
- iii. Number of activities undertaken in collaboration with NISD, New Delhi (if any) and the scope of such activities.

g. Experience of monitoring and quality assurance

- i. List of monitoring and quality assurance activities undertaken by the agency agencies in *last 5 years* and the scope of such activities(Annexure XIV)
- ii. Roles and responsibilities of the agency in these activities
- iii. Any reports / publications arising out of these activities

10.3 FINANCIAL BID

i. The financial bid should be submitted in prescribed format as per Annexure V of this document by the Bidder. Bidder must quote its unit cost against each item.

ii. The quoted Management Cost should be exclusive of statutory taxes.

iii. The applicant organizations should mention the rates / amount quoted by them in figures as well as in words. In case of any discrepancy, the amount mentioned in words will be considered as final.

Note:- Both the technical and financial bids will be valid for 90 days from the date of submission of the bid.

10.4 SUBMISSION OF PROPOSALS

10.4.1 Proposals should be addressed to the **Director, NISD**, New Delhi and submitted to the following address under sealed cover by the due date failing which the proposal shall not be accepted:

**National Institute of Social defence
(Ministry of Social Justice & Empowerment)
Ground Floor, West block-1, Wing-7,
R.K. Puram
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10.4.3 The applicant organizations may download the tender/RFP document directly from the website (www.nisd.gov.in, www.socialjustice.nic.in). The applicant is not required to submit any tender document cost for it.

10.4.4 Proposals should be submitted in a THREE bid system containing three parts as detailed below:

Part-I :- Pre-qualification Bid

Part-II :- Technical Bid

Part-III:- Financial Bid

Each of the bids should be enclosed in a **separate sealed envelope** clearly labelled as Prequalification Bid, Technical Bid and Financial Bid respectively in capital letters on the top right hand side of the envelope.

10.4.5 All three sealed envelopes should then be put in one outer cover / envelop indicating thereon:

- i) Reference No. of the RFP _____
- ii) RFP regarding _____
- iii) Name of the firm/agency _____

NOTE:-

- Proposals submitted without following the THREE bid system as mentioned above will be summarily rejected.
- The proposals should include a Covering / Forwarding Letter / Undertaking duly signed by the authorized representative of the organization.
- The proposals should be paged and numbered.
- The Covering / Forwarding letter and Demand Draft /proof for submission of online payment/ Bank Guarantee of **Rs. 3,00,000/- towards Earnest Money Deposit (EMD) / Bid Security** should be part of the pre-qualification bid.

- **Prices should NOT be indicated in the pre-qualification or technical bid.**
- All the pages of the Financial Bid should be duly signed by the authorized signatory of the applicant organization in ink before submission. Corrections, if any, should be countersigned.
- The proposal/bid should be clearly filled legibly in ink or type written giving full address of the applicant organization. There should be no over writing or cuttings in the proposal.

11. GENERAL TERMS AND CONDITIONS

11.1 The RFP document is NON-TRANSFERABLE.

11.2 No proposal shall be accepted unless it is properly sealed. If the envelope is found to be open, not sealed and not marked as instructed above, NISD will not be responsible for misplacement or premature opening of the proposal submitted. Any proposal opened prematurely due to this cause is liable to be rejected.

11.3 The documents should be sent by speed post/registered post/courier or hand delivered to the addressed specified in this RFP on or before the last date of submission. NISD will not be responsible for any postal delay.

11.4 In case the specified date for the submission of proposal is a declared holiday at NISD, the same will be received on next working day with the same specified time. Proposals received after the due date and time specified will not be considered..

11.5 The applicant organization is advised to attach any additional information that is deemed necessary by the applicant organization to establish its capabilities. No further information will be entertained after submission of proposal unless it is required by NISD. NISD, however, reserves the right to call for additional information and clarification on the proposals submitted by the applicant organizations.

11.6 The applicant organizations should give rates, showing taxes, if any, and levies, packing forwarding and insurance charges separately giving full breakup details. Any other statutory levy imposed by the Government of India from time to time will be authorized extra on demand with adequate proof thereof.

11.7 The applicant organizations should take care that the rates and amounts are written in such a way that interpolation is not possible, no blanks should be left which would otherwise, make the proposal redundant.

11.8 **Earnest Money Deposit:** The applicant organization should furnish an Earnest Money Deposit (EMD)/bid security of **Rs. 3,00,000/-** by means of a Demand Draft /online mode/ Bank Guarantee (valid for one year from the date of advertisement) drawn on any Scheduled Bank, payable in favour of the **“The Director, NISD, New Delhi”**. The Demand Draft / Bank

Guarantee /proof of online payment for the EMD should be put in the envelope containing the Prequalification Bid. Proposal received without EMD will be summarily rejected. EMD / Bid Security deposited against other tenders will not be adjusted or considered for this RFP. The EMD will be refunded after completion of the selection process. The amount remitted towards EMD is liable to be forfeited in case the applicant organization retracts its offer after submission of the proposal or after the acceptance of the offer by NISD or fails to sign the contract or to remit the Security Deposit within the specified time. No interest will be payable by NISD on the Earnest Money Deposited/remitted. However, no EMD is required to be furnished if an organization is under Central Government/State Governments or PSU.

11.9 Amendments to the tender: NISD/MSJE reserves the right to amend any of the RFP conditions or a part thereof before the last date for the receipt of the proposals, if necessary. Amendments, if any, would be placed on the Institute's website. The decision of extending the due date and time for the submission of proposals on the account of amendments will be at the sole discretion of NISD/MSJE.

11.10 Pre-bid meeting: NISD/MSJE will hold a pre-bid meeting for the RFP, if required. Notification for the pre-bid meeting will be posted on the NISD/MSJE website. Representatives of interested organizations may attend the pre-bid meeting to seek clarifications on any part of the RFP and make suggestions for any changes to the RFP. NISD/MSJE reserves the right to consider or reject the suggestions received during the pre-bid meeting and make amendments to the RFP if required. If any amendment is made to the RFP following the pre-bid meeting as a result of a clarification, NISD will publish a corrigendum to the original RFP by suitable means and ensure that the interested organizations are allowed reasonable time to prepare proposals in response. The decision of extending the due date and time for the submission of proposals on the account of amendments will be at the sole discretion of NISD/MSJE.

11.11 Cost of travel and stay of the officials for attending pre-bid meeting/technical or financial bid opening will be borne by the bidder.

11.12 The applicant organization shall bear all costs associated with the preparation and submission of its Proposal and NISD shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. NISD is not bound to accept any proposal, and reserves the right to withdraw the RFP at any stage without citing any reason or annul the selection process at any time prior to Contract award, without thereby incurring any liability to the applicant organization.

11.13 Organizations submitting proposals in response to this RFP would be considered to have read and accepted all the terms and conditions. No enquiries, verbal or written, shall be entertained in respect of acceptance or rejection of the tender.

11.14 The Director, NISD shall be the final authority to reject full or any part of the proposal which is not confirming to the technical specification and other terms and conditions.

11.15 Any action on the part of an applicant organization to influence anybody in NISD, will be taken as an offence and such organization will not be allowed to participate in the RFP enquiry and its offer will not be considered.

11.16 The applicant organization should not have been blacklisted by Central / State Government Departments / Undertakings of Government of India. The organization shall furnish a **No Conviction Certificate** duly signed by the authorized representative of the organization.

11.17 After completion of the selection process, NISD will enter into a contract with the successful/selected organization after due approval of competent authority as per rules and regulations of NISD. The person signing the contract on behalf of the successful/selected organization should be duly authorised.

11.18 **Performance Bank Guarantee:** The successful/selected organization will have to deposit a Performance Bank Guarantee (PBG) before release of the first instalment. The successful/selected organization shall, at its own expense, deposit with NISD, within fifteen (15) working days of the date of the Notification of Award of the contract or prior to signing of the contract whichever is earlier, an unconditional and irrevocable PBG from a Scheduled bank acceptable to NISD, payable on demand, for the due performance and fulfilment of the contract by the organization. This PBG will be for **an amount equivalent to 8% of the actual contract value** and valid for one year which would be renewed every year. All incidental charges whatsoever, such as premium, commission, etc., with respect to the PBG shall be borne by the bidder/TSU. However, no interest shall be payable by NISD on the PBG.

11.19 **Payments:** All payments shall be made through cheque or Electronic Clearing System. In case of cheque, the same will be dispatched through Registered Post and postal charges shall be deducted from the bill. In case of Electronic Clearing System (RTGS/NEFT), charges incurred for effecting such electronic transfers will be borne by the selected organization and deducted from the instalments.

The suggestive payment schedule will be on three phases @ 40 : 40 : 20. This includes 40 % as advance, followed by another 40 % after completion of four months. The final 20% at the commencement of eighth month and on submission of expenditure incurred and progress report of each quarter.

11.20 The applicant organizations are thereby required to submit the following information invariable to make payment through RGTS/NEFT in the format provided at **Annexure XV**.

- i. Name of the Beneficiary
- ii. Account No. of the Beneficiary
- iii. IFSC Code of the Bank/Branch

11.21 During the course of delivery of services, the scope of TSU activities described in the RFP can be increased or decreased to the extent of 20% of the overall approved cost of the successful bidder depending upon the requirement of the NAPDDR project with mutual consent of NISD and the successful/selected organization.

11.22 Failing to execute the contract within the prescribed period may result in termination of the contract and award of the same to other agency/agencies at the risk and cost of the Agency.

11.23 **Force majeure:** Force majeure will be accepted only on adequate proof thereof and after acceptance of the justification provided by the firm by the competent authority at NISD.

11.24 **Arbitration:** Arbitration proceeding shall be conducted in accordance with procedure of the Arbitration and Conciliation Act 1996, of India. The decision of the arbitrator shall be final and binding on both parties. The place of Arbitration shall be **Delhi**.

12. EVALUATION OF PROPOSALS

12.1 OPENING OF PROPOSALS:

12.1.1 Sealed proposals received by the specified date and time of submission will be taken up for opening. Proposals received after specified date and time will not be accepted.

12.1.2 NISD reserves the right to disqualify any of applicant organization if the proposals are not submitted as per the guidelines for submission mentioned above or in case it is not satisfied with the documents furnished or otherwise, without assigning any reasons hereof.

12.1.3 Any efforts by an agency to influence the NISD personnel or representative on matters relating to proposals under study in the process of examination, clarification, evaluation and comparison of proposals and in decision concerning award of contract, shall result in the rejection of the agency's proposal and also lead to blacklisting of the organization.

12.1.4 NISD will constitute a **Technical Specification Evaluation Committee (TSEC)** for evaluation of proposals as per standard norms for procurement of goods and services followed by NISD. The TSEC will comprise of the following: Director – NISD (Chair), Deputy Director, NCDAP, (Convenor) Research Officer, Representative of MSJE and one external Technical Expert in Drug Demand reduction from NDDTC, AIIMS. The Committee will examine the pre-qualification, technical and financial bids based on the details provided in the RFP for the agencies whose bids are received in time and as per the formats detailed above.

12.2. EVALUATION OF THE PRE QUALIFICATION BID

12.2.1 The TSEC shall first examine the Prequalification Bid duly submitted by an applicant organization to establish the eligibility of the organization for technical evaluation.

12.2.2 **Technical evaluation will be carried out for only those organizations which meet the minimum eligibility criteria as described under pre-qualification bid.** Applications found non-responsive on the prequalification criteria shall be rejected without further review.

12.3 EVALUATION OF THE TECHNICAL PROPOSAL

12.3.1 The technical bids of agencies qualifying in the prequalification assessment will be examined by the TSEC to assess their suitability for the roles and responsibilities assigned to TSU.

12.3.2 The technical bids will be evaluated on objective parameters for various aspects of their eligibility and suitability for performing the role of TSU and the proposals will be scored (maximum score 90). A summary tool for evaluation of technical bids is placed at **Annexure-XVI.**

12.3.3 Agencies are required to secure a **minimum score of 80% in the technical evaluation** to qualify for further consideration of their proposal.

12.3.4 The TSEC may, if required, invite the applicant organizations to make a presentation on the technical proposal in front of the committee. In this case, the quality of the presentation and clarifications provided will also be included in the technical evaluation.. The venue and time of the presentation will be communicated to the organizations by NISD.

12.4 EVALUATION OF THE FINANCIAL BIDS

12.4.1 **Financial bids of only those agencies meeting the cut-off score in the evaluation of technical proposal shall be evaluated by the committee.** The evaluation committee reserves the right to decide whether financial bid should be opened for an organization or not.

12.4.2 The financial bids will be evaluated on the basis of the price quoted by the agency for items / activities mentioned in Annexure V including its management fee. The figures represented in the Annexure are indicative estimate by NISD. Based on the total amount quoted by the agency, the financial bids will be scored by the committee out of maximum score of 10.

12.4.3 For financial evaluation, the total price quoted by the agency for all items / activities combined will be considered. The quoted price will be compared with the cost of these activities estimated by NISD and scores awarded accordingly. NISD reserves the right to disqualify any financial proposal as frivolous bid if the price quoted is deemed to be extremely low and not in consonance with the requirement for the proposed activities.

12.4.5 The scoring will be done in such a manner that the agency which quotes the lowest amount will get the highest marks followed by the agency which quotes the second lowest amount and so on. When evaluating financial bids, agencies which quote a price similar to NISD estimates will receive 10 marks (out of 20) with agencies quoting lower prices receiving higher marks (in proportion with the quantum of the difference) and vice versa. For e.g. an agency quoting a price which is 20% less than NISD estimate will receive 12 marks while an agency quoting 20% higher than NISD estimate will receive 8 marks.

13. SELECTION OF TSU

13.1 For the final selection, Quality Cum Cost Based Selection (QCBS) method will be adopted. The scores obtained in technical evaluation (out of 80) and financial evaluation (out of 20) will be combined and a composite score (out of 100) will be calculated. Thus, the weightage for technical and financial bid for calculating the composite score will be 80 and 20 percent, respectively. Composite score will be rounded off to the nearest whole number.

13.2 The agency securing the highest marks in the evaluation will be declared the successful / selected organization. In case of a tie, agency scoring higher marks in technical evaluation will be selected. If two or more agencies are tied in both technical and financial evaluation, the agency securing higher marks in the following items of the technical evaluation - Organizational profile, Experience of working in health /social development sector preferably with substance using populations, Experience of Capacity Building Activities and Experience of Monitoring and Quality Assurance will be selected.

13.3 A Notification of Award / Letter of Acceptance will be issued to the successful / selected agency on completion of the evaluation process. The selected agency will be required to deposit the Performance Bank Guarantee (PBG) and sign a contract with NISD within the time period specifies in the Letter.

13.4 Documents submitted by the agency/organization will be duly verified before signing of the contract and if any information furnished in the bid document is found to be incorrect, the contract will not be signed and the EMD amount will not be refunded.

13.5 If the selected agency fails to sign the contract within the stipulated time period or fails to deposit the PBG, NISD reserve the right to disqualify the agency and not refund the EMD. In such cases, the agency securing the next highest marks in the evaluation will be awarded the contract.

Annexure-I

ACTIVITIES TO BE UNDERTAKEN UNDER THE NAPDDR DURING 2018-2025

S. No	Actionable Point	Outcome
1.	Preventive Education and Awareness Generation	
1.1	Awareness generation programmes in schools involving students, teachers and parents	<ul style="list-style-type: none"> ▪ Awareness Building on the ill-effects of drug abuse ▪ Early identification of the problem ▪ Reducing stigmatization of children.
1.2	Awareness generation programmes in Colleges and Universities involving students, NSS volunteers and faculties	<ul style="list-style-type: none"> ▪ Weaning away youth from drug abuse. ▪ Enhanced academic performance.
1.3	Persuading Principals/ Directors/ Vice Chancellors & others of Educational Institutions to ensure that no drugs are sold within/nearby the campus.	Prevention of drug abuse
1.4	Increasing community participation and public cooperation in the reduction of demand for dependence producing substances by involving Panchayati Raj Institutions (PRIs), Urban Local Bodies (ULBs), Nehru Yuva Kendra Sangathan (NYKS), National Service Scheme (NSS) and other local groups like Mahila Mandals, Yuvak Mandals, Self Help Groups etc.	<ul style="list-style-type: none"> ▪ Intensifying sensitization programmes in villages and urban areas etc. ▪ Involvement of stakeholders at community level to deliver drug demand reduction programmes. ▪ Involvement of youth in preventive education programmes.
1.5	Awareness generation programmes in high risk and vulnerable areas	Coverage of high risk and vulnerable areas where prevalence of drug abuse is more widespread with an expanded outreach.
1.6	Awareness generation programmes at workplaces including corporate offices	Reduced instances of drug abuse at workplaces and increased productivity of employees
1.7	Awareness generation programmes for police functionaries, law enforcement agencies, paramilitary forces, judicial officers, BAR council etc.	Sensitization of law enforcement agencies
1.8	Awareness generation through social, print, digital and online media and engagement of celebrities to spread social message against drug abuse.	Spreading message against ill-effects of drug abuse through intensive outreach and well targeted campaigns.
1.9	Strengthening of National Toll Free Helpline for Drug Prevention	<ul style="list-style-type: none"> ▪ Creating awareness among people through widespread publicity. ▪ Counselling Services through helpline
1.10	Coordination with implementing agencies for controlling sale of sedatives/ painkillers/ muscle relaxant drugs and checking online sale of drugs by stringent monitoring by the cyber cell	Reducing the sale of drugs
2.	Capacity Building	
2.1	Strengthening of National Centre for Drug Abuse Prevention (NCDAP) in National Institute of Social Defence (NISD) and making it a focal point for	<ul style="list-style-type: none"> ▪ Implementation of NAPDDR in mission mode. ▪ Intensive training of personnel in the identification, treatment, after-care, rehabilitation and social reintegration of drug addicts.

	drug demand reduction programmes	<ul style="list-style-type: none"> ▪ Creating a pool of trained human resources personnel and service providers to strengthen the service delivery mechanisms. ▪ Delivering prevention programmes based on scientific evidence, both universal and targeted, in a range of settings (such as schools, families, the media, workplaces, communities, health and social services and prisons)
2.2	Workshops, Seminars and interactions with parents	To provide forums for parents and equip them with necessary skills
2.3	Training of teachers and counsellors on different assessment tools	Early identification of drug use and associated factors
2.4	Training programmes on de-addiction counselling and rehabilitation for social workers, functionaries of IRCAs, working professionals etc.	Capacity building of people who work with victims of drug abuse
2.5	Orientation Courses in the field of drug abuse prevention for functionaries of IRCAs including nurses and ward boys	Capacity building of staff of IRCAs
2.6	Training of staff in Prisons and Juvenile Homes	<ul style="list-style-type: none"> ▪ Respectful, non-judgmental and non-stigmatizing attitude of the staff. ▪ To carry out drug demand reduction measures that are based on scientific evidence and are ethical
2.7	Basic Training Course in awareness of drug use and dependency associated health problems and various treatment approaches to prisoners.	Developing a core group of peer educators to assist in dissemination of accurate information about drugs, their use, issues of dependency, treatment options and for overall improvement of behavioural issues associated with drugs, within the prison environment.
2.8	Specialized training for those who work with vulnerable groups, such as patients with psychiatric co-morbidities, children and women, including pregnant women.	Focus upon specific needs of vulnerable groups for drug de-addiction treatment
2.9	Training programmes for police functionaries, paramilitary forces, judicial officers, bar council, representatives of PRIs and ULBs on drug abuse prevention	Capacity building of various agencies on drug abuse prevention
3.	Treatment and Rehabilitation	
3.1	Availability of Integrated Rehabilitation Centres for Addicts (IRCAs) supported by MSJE in each district or as per prevalence of addiction	Easily accessible and affordable services
3.2	Conversion of IRCAs into treatment clinics	Indoor and Outdoor treatment facility to patients to enhance availability of services
3.3	Establishing and assisting de-addiction centres in District Government and Private Hospitals/Medical Colleges	Fill gaps in treatment services and to enhance availability of services
3.4	Establishing and assisting de-addiction centres for women and children in Hospitals and other establishments	Focussed attention towards women and children so as to respond best to their needs.
3.5	Model treatment and rehabilitation centres in highly affected areas for stabilised/residential facilities	Such centres will create a benchmark in drug demand reduction services and eventually share expertise with the existing service providers.

3.6	Establishing and assisting de-addiction centres in prisons, Juvenile Homes, slum areas, factories, major railway stations and other highly affected areas	<ul style="list-style-type: none"> Will help in de-addiction of prisoners and juveniles and bring them into mainstream. Reducing transmission of infectious diseases in prisons Reduced instances of drug abuse at workplaces and increased productivity of employees
3.7	Linkage of IRCAs with Opioid Substitution Therapy (OST) Centres of National AIDS Control Organization (NACO)	Networking and sharing of expertise among service providers.
4.	Setting quality standards	
4.1	Developing Module for re-treatment, ongoing treatment and post treatment of addicts of different categories and age groups	<ul style="list-style-type: none"> Uniformity in treatment protocol across the country Integrating scientifically established mechanisms for diagnosis of drug disorders Integrating pharmacological (such as detoxification and opioid agonist and antagonist maintenance) and psychosocial (such as counselling, cognitive behavioural therapy and social support) interventions based on scientific evidence and focused on the process of rehabilitation, recovery and social reintegration
4.2	Updating existing Minimum Standards of Services for treatment and rehabilitation of addicts as per present scenario	Standardization and quality control in services being delivered
4.3	Accreditation of IRCAs supported by this Ministry and others	Standardization of treatment facilities across the country
4.4	Persuading States to regulate Private De-addiction Centres by framing appropriate rules under the NDPS Act, 1985.	<ul style="list-style-type: none"> Laying down standards and guidelines for private de-addiction centres to follow and recognize such centres as are found to be meeting the standards and guidelines. Emphasizing human rights and dignity in the context of drug demand reduction efforts
5.	Focussed intervention in vulnerable areas	
5.1	Identification of vulnerable areas based on study/survey and feedback from the IRCAs and other stakeholders	Focussed intervention in these areas for drug demand reduction
5.2	Working with NGOs, NYKS, NSS etc. in the identified vulnerable areas for drawing a comprehensive strategy for demand reduction and de-addiction at all levels to achieve results in a time bound manner	<ul style="list-style-type: none"> Intensifying preventive education and sensitization programmes Increase in availability and quality of treatment services and rehabilitation
6.	Skill Development, Vocational Training and Livelihood support of ex-drug addicts	
6.1	Skill development, vocational training and livelihood support of ex-drug addicts through National Backward Classes Finance and other Development Corporations.	<ul style="list-style-type: none"> Promoting meaningful livelihood activities and employment to instill a sense of purpose and self-esteem in individuals to steer them away from drugs Reduction in social stigma and economic rehabilitation
6.2	Linkage of IRCAs with Pradhan Mantri Kaushal Vikas Yojana Training Centre of the Ministry of Skill Development and	<ul style="list-style-type: none"> Promoting meaningful livelihood activities and employment to instill a sense of purpose and self-esteem in individuals to

	Entrepreneurship for providing industry relevant training to ex-drug addicts.	<p>steer them away from drugs.</p> <ul style="list-style-type: none"> Reduction in social stigma and economic rehabilitation
6.3	Vocational training and livelihood programmes in Juvenile Homes	Will help in reduction in crime by children and shaping up their future
7.	Survey, Studies, Evaluation, Research and Innovation	
7.1	Conducting National Survey on Extent and Pattern of Substance Use in every five years	To assess the extent, trend and pattern of substance use
7.2	Continuous research, studies and innovation on drug use pattern and relevant areas	Will help in developing measures based on scientific evidence that are relevant to different socio-cultural environments and social groups
7.3	Maintaining Drug Abuse Monitoring System (DAMS) and establishing database on substance use	Keeping a check on emerging trends of drug abuse
8.	Programmes for Drug Demand Reduction by States/UTs	
8.1	Specific Initiatives by States/UTs taking into account their local considerations	Concerted action at different levels of the Government to address the problem of drug abuse.
9.	Programme Management	
9.1	Coordination with all collaborating agencies and regular monitoring	For effective implementation of National Action Plan for Drug Demand Reduction (NAPDDR)
9.2	Evaluation of NAPDDR through third party	Ascertaining the outcome envisaged in the NAPDDR
10.	Any other activity or item	
10.1	Meeting committed liabilities under the Central Sector Scheme of Assistance for Prevention of Alcoholism and Substance (Drugs) Abuse	Availability of IRCAs in each district and conversion of existing IRCAs into treatment clinics
10.2	Activities recommended by NCCDR, Steering Committee and State Governments	Strengthening the overall objective of NAPDDR

Annexure II

Roles and Responsibilities of Staff of TSU

S. N o.	Designation	No of Positi ons	Key responsibilities	Qualification, experience and other selection criteria
1.	Project Director	01	<ul style="list-style-type: none"> • Overall in charge of TSU and report to Director, NISD • Develop work plan for TSU to implement drug demand reduction programmes across different States/UTs along with budget and deliverables in coordination with other team members & NISD • Assign the task to team members and ensure uniform distribution of work • To plan monitoring and evaluation visits of team members and seek approval from Director, NISD • Liaising with MSJE, concerned government departments, States & other stakeholders for matter related to Drug Demand Reduction activities • Maintain a comprehensive status of the activities being planned and conducted & apprise to Director, NISD • Provide supportive environment and supervision of other team members • Identify and develop linkages between health facilities and other substance abuse prevention interventions i.e. PLI, ODIC, school & community awareness intervention and IRCAs for drug demand reduction services • Coordinate conduct of TSU Monitoring Committee meetings on regular basis, being its member • Submission of Quarterly/ Annual progress report to NISD • Closely work with PMU and supplement each other efforts • Handle the administrative issues of team members with the selected agency 	<ul style="list-style-type: none"> • Masters degree in social work/social science /sociology/public health/psychology or related field with at least 10 years of experience in projects run by Centre/State Governments and other National and International Agencies /Institutes. Candidates having higher qualification such as PhD / MD and having experience in programmes pertaining to health, drug prevention & treatment programmes will be preferred • Has basic understanding of the government structure at Centre/ State/ district level, budgeting, policies and programmes, health systems etc. • The candidate should possess excellent written and verbal communication skill, analytical and leadership qualities to lead a team and work in a mission mode towards objectives of the project • S/he should be familiar with techniques of monitoring and evaluation of large programs. • Candidate should have good knowledge of the use of computers& presentation packages. • Ability and willingness to

				extensively travel to States/districts
2.	Technical Expert – Training & Capacity Building	01	<ul style="list-style-type: none"> • Coordinate, assess and plan training programmes for NAPDDR by States and other Implementing agencies • Follow up and liaison with the States and other Implementing agencies to carry forward these trainings • Maintain a training schedule as planned by States and assist in improvising them • Technical support to NISD in identification of gaps in trainings & reporting, development of research and innovative plan for NISD • Maintain a database of resource persons and Master Trainers (undergone TOT) in consultation with implementing agencies • Act as a resource person during the training programmes being conducted by States & other implementing agencies • Review the existing training modules/ content as per requirement/target group being used in trainings and ensure its updation , if required • Assess the quality of training being imparted by implementing agencies by conducting field visits • Develop annual report/ magazines/ newsletters etc • Built a repository of training reports and other documentation work • Any other work assigned by Director /Team Leader of TSU from time to time 	<ul style="list-style-type: none"> • Post Graduation in social work/social science /sociology/public health/psychology or related field with at least 7 years of experience or Graduate in social work/social science /sociology/public health/psychology or related field with at least 10 years of experience. • Experience in the field of Prevention of Substance (Drugs) Use/Health Sector/ Education Sector/Social Sector in projects run by Centre /State Governments and other National and International Agencies /Institutes will be considered. • Candidates having higher qualification such as M Phil / PhD / MD and having experience in organising training/capacity building programmes in health, drug prevention & treatment programmes at Centre/State/District level and documentation related work will be preferred. • Has basic understanding of the government structure at Centre/ State/ district level, budgeting, policies and programmes, health systems etc. • The candidate should possess excellent written & verbal communication skill and analytical ability • Candidate should be proficient in using computers& presentation packages (Excel, MS

				<p>office, Power point).</p> <ul style="list-style-type: none"> • Ability and willingness to travel extensively to States/districts to assist the States in developing action plan, monitoring purpose etc.
3.	Technical Expert - Monitoring & Evaluation and Planning Research	01	<ul style="list-style-type: none"> • Ensure design and implementation of M & E systems for NAPDDR • Draw up M & E plan as per roll out plan given by States and other implementing agencies • Develop MIS for NAPDDR and coordinate with NIC/concerned agency for its design and implementation • Undertake regular monitoring and field visits to States/districts • Analyse the reports/data received from programme implementing agencies and give suggestions thereof • Documentation and dissemination of good practices and innovative ideas being followed by implementing agencies for meeting the objectives of NAPDDR • Any other work assigned by the Team Leader/Director, NISD. 	<ul style="list-style-type: none"> • Post Graduation in social work/social science /sociology/public health/psychology or related field with at least 7 years of experience or Graduate in social work/social science /sociology/public health/psychology or related field with at least 10 years of experience. • Experience in the field of Prevention of Substance (Drugs) Use/Health Sector/ Education Sector/Social Sector in projects run by Centre /State Governments and other National and International Agencies /Institutes will be considered. • Candidates having higher qualification such as M Phil / PhD / MD and having experience in monitoring and evaluation work in health, drug prevention & treatment programmes at Centre/State/District level will be preferred • Has basic understanding of the government structure at Centre/ State/ district level, budgeting, policies and programmes, health systems etc. • Knowledge of monitoring and evaluation techniques as well as conducting impact assessment studies • The candidate should possess excellent written

				& verbal communication skill and analysis of data <ul style="list-style-type: none"> • Candidate should be proficient in using computers & presentation packages (Excel, MS office , Power point) • Ability and willingness to travel extensively to States/districts for monitoring & evaluation purpose
4.	Technical Expert-Treatment and Rehabilitation	01	<ul style="list-style-type: none"> • Assist in identification and assessment of geographical pockets, having significant burden of drug using population, to setup new IRCAs. • Assist in establishing treatment protocols for drug abuse rehabilitation • Facilitate setting up of drug treatment clinics at IRCAs in consultation with Social Welfare Department of the concerned State Governments. • Assist in inviting proposals from States to setup Model Drug De-addiction Centres including screening of the proposal and resource allocation. • Assist NDDTC, AIIMS in setting up treatment facilities in Govt. Health settings i.e. District Hospitals, Medical Colleges etc. • Assist in setting up treatment & rehabilitation facilities for vulnerable groups (children, women etc.) and in special settings (prisons, juvenile homes and such locations) 	<ul style="list-style-type: none"> • MBBS Doctor with specialization in Psychiatry (desirable) • 5 years experience in alcohol/drug abuse treatment and rehabilitation • Candidate should be proficient in using computers • Ability and willingness to travel extensively.
5.	Technical Expert-Media, advocacy and Communication	01	<ul style="list-style-type: none"> • To provide programmatic support to NAPDDR project • Coordinate with NFDC, DAVP and other government departments, social , print media etc for effective awareness generation about the programmes • Support in developing effective media strategy for enhancing the coverage • Provide technical assistance to agencies commissioned to produce print, audio and audio-video material • Develop/ assist in execution of national level media campaign • Develop innovative tools for campaigns and awareness generation activities • Content creation for IEC material including leaflets, posters, newsletters etc. • Provide administrative and managerial support to NISD for all matters related to media, awareness generation etc. • Any other task as may be assigned from time to time 	<ul style="list-style-type: none"> • Master's degree in Journalism/ Mass Communication/ Public Relations or related field with at least 7 years of experience or Graduation/PG Diploma in Journalism/ Mass Communication/ Public Relations or related field with at least 10 years of experience. • Experience with the Government agencies will be preferred. • Excellent report writing skills • Conversant in social media platforms and social networking tools • Desirable for those having knowledge of software packages like Adobe Photoshop, Coral

				<p>draw, Movie makers, In-design etc.</p> <ul style="list-style-type: none"> • Excellent interpersonal/communication skill and ability to work individually and in a team • Fluency in Hindi and English languages, knowledge of regional languages would be an added advantage • Willingness to travel , if needed
6.	consultant- Drug Demand Reduction	04	<ul style="list-style-type: none"> • Coordinate with various stakeholders at State/region level for preparation of Action Plan and its implementation • Undertake regular field visits to assess quality of interventions and provide onsite technical support. • Provide technical and secretarial support to NISD/MSJE for timely roll-out of the drug demand reduction projects as planned in the Annual Action Plan. • Ensure that the interventions i.e. PLI, ODIC, IRCAs function as per the guidelines and periodically monitor interventions. • Provide regular feedback on reports received from NGOs/CBOs/agencies implementing NAPDDR activities • Provide support to develop training curriculum and training manuals. • Conduct periodic reviews, and update NISD, stakeholders on the progress of drug demand reduction programs. • Identify and develop linkages between various health services. • Any other work assigned by Team Leader/Director(NISD) from time to time 	<ul style="list-style-type: none"> • Post Graduation in social work/social science /sociology/public health/psychology or related field with at least 3 years of experience or Graduate in social work/social science /sociology/public health/psychology or related field with at least 5 years of experience. • Experience in the field of Prevention of Substance (Drugs) Use/Health Sector/ Education Sector/Social Sector in projects run by Centre /State Governments and other National and International Agencies /Institutes will be considered. • Candidate should have basic understanding of the government structure at Centre/ State/ district level, budgeting, policies and programmes, public health systems etc. • Candidate should have excellent written and verbal communication skills. • Candidate should be proficient in the use of computers.

7.	Office Assistant cum Accountant	01	<ul style="list-style-type: none"> • Support NISD in analysing the financial proposals submitted by implementing agencies prior to fund dispersal • Prepare and maintain State wise fund status fact sheet (release, expenditure, unspent/balance) • Assist in examining the accounts including UCs & SOEs submitted by implementing agencies as per Budgeted norms and communicate with these agencies for its timely submission • Assist in smooth fund dispersal to the implementing agencies • Any other work assigned by Team Leader/ Director, NISD from time to time 	<ul style="list-style-type: none"> • Graduate in Commerce(B.Com or Inter CA) / accounting/Financial management subject • 3 years' experience in Accounting/Finance. Experience of working in social development sector in government /international projects & knowledge of government programmes and procedures desirable. • Knowledge of accounting software /packages and databases • Good communication and analytical skill with an ability to work individually and in team
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Annexure: III

NORMS FOR MONITORING ACTIVITIES BY TSU

For Project Director and Technical Experts

(Equivalent to level 11 officers of 7th CPC)

S. No.	Budget head	Description	Norms (subject to production of ticket, signed bill / voucher to the engaged agency)
	Inter-state travel	To and fro, through the shortest route between the duty station and state being visited	Flight – Economy class
1	Local Travel	Within the State of visit	Taxi – as per actual against bill / invoice (subject to a ceiling of Rs. 338 per day)
2	Accommodation	Only when the itinerary involves a night stay	Rs. 2250 per day (incl tax)
3	Food	Includes all consumables	Rs. 900 per day

For Consultants

(Equivalent to level 7 officers of 7th CPC)

S. No.	Budget head	Description	Norms (subject to production of ticket, signed bill / voucher to the engaged agency)
	Inter-state travel	To and fro, through the shortest route between the duty station and state being visited	Train – AC II Tier
1	Local Travel	Within the State of visit	Taxi – as per actual against bill / invoice (subject to a ceiling of Rs. 225 per day)
2	Accommodation	Only when the itinerary involves a night stay	Rs. 750 per day (incl tax)
3	Food	Includes all consumables	Rs. 800 per day

Pl note : NISD will give an advance/fund to the agency for capacity building and monitoring visit purpose as per the norms for travel by their engaged personnel of TSU . However, the travel plan will require approval of Director, NISD or as directed by the Ministry. The expenditure on account of travel and accommodation/boarding & lodging are subject to actual)

Annexure: IV

TENTATIVE BUDGET FOR TSU ACTIVITIES (Per Annum) *

S No	Item	Units	Scale (INR.)	
1	Human Resource		Lower (per month)	Upper (per month)
1.1	Project Director	1	110000	125000
1.2	Technical Expert (Training & Capacity Building)	1	80000	100000
1.3	Technical Expert (M&E) and Planning Research	1	80000	100000
1.4	Technical Expert- Media, Advocacy & Communication	1	80000	100000
1.4	Technical Expert- Treatment and Rehabilitation Centre	1	80000	100000
1.5	Consultant-Drug Demand Reduction	4	40000	60000
1.6	Office Assistant cum Accountant	1	20000	30000
2.	Capacity Building, M&E etc.			
2.1	Monitoring / field visits, Cost of National and Regional TOTs, Innovations, MIS etc. (lump sum provision to be borne through the agency by giving it an advance by NISD in phased manner)			20,00,000 (annual)
3	Equipment (by NISD directly as per need)			(one time cost)
3.1	Computers/Laptop & data card	6	As per need	
3.2	Printer	5	As per need	
3.3	Projector	1	As per need	
4	Office support cost(by NISD directly as per need)			
4.1	Establishment, telephone, stationery etc.		As per need	
5	Contingency			3,00,000
	Total			93,20,000- 1,15,40,000
* The budget is indicative only.				
-The rates under Human Resource are the consolidated remuneration/ salary per month of the engaged personnel				

Annexure: V

FORMAT OF FINANCIAL BID

1. Name of the Organization :
2. Address of the Organization :
3. Communication details of the Organization:

S No	Item	Units	(INR.)		Quotation by the bidder	
1	Human Resource		Lower Limit	Upper Limit	Amount in figures (in Rs.)	Amount in words (in rupees)
1.1	Project Director	1	110000	125000		
1.2	Technical Expert (Training & Capacity Building)	1	80000	100000		
1.3	Technical Expert (M&E) and Planning Research	1	80000	100000		
1.4	Technical Expert- Media, Advocacy & Communication	1	80000	100000		
1.4	Technical Expert- Treatment and Rehabilitation Centre	1	80000	100000		
1.5	Consultant-Drug Demand Reduction	4	40000	60000		
1.6	Office Assistant cum Accountant	1	20000	30000		
2	Management Cost	-	-	-		
3	Contingency	-	-	3,00,000		
	Total					
<i>The rates under Human Resource are the consolidated remuneration/ salary per month of the engaged personnel</i>						

*The quoted Management Cost should be exclusive of statutory taxes.

The applicant organizations should mention the rates / amount quoted by them in figures as well as in words. In case of any discrepancy, the amount mentioned in words will be considered as final.

Annexure: VI

FORMAT FOR COVERING LETTER FOR THE PROPOSAL

The Director,
National Institute of Social Defence
West Block-1, Wing-7, R.k Puram
New Delhi-110066

Dear Sir,

1. I/We hereby submit our proposal for the _____

2. I/WE now enclosing herewith the Bank Guarantee/Online transfer reference number/D.D.
No..... dated..... for **Rs. 3,00,000/- (Rupees Three Lakhs Only)** drawn in favour of
the "THE DIRECTOR, NISD, NEW DELHI" towards EMD/Bid Security.
3. I/We hereby agree to all the terms and conditions, stipulated by the NISD, in this connection including
timeline for delivery of services, penalty, etc. Quotations for various items are being submitted in a separate
envelope and shall be considered on their face value.
4. I/We have noted that overwritten entries shall be deleted unless duly cut & re-written and initialled.
5. I/We undertake that the proposal has been duly signed and no thumb impressions have been affixed).
6. I/We undertake to sign the contract/agreement, if required, within 15 (Fifteen days) from the date of issue of
the letter of acceptance, failing which our/my earnest money deposited may be forfeited.
7. I/We have gone through all terms and conditions of the RFP document before submitting the proposal.
8. I/We undertake that all terms & conditions such as taxes etc., has been indicated in the quotations failing
which it will be presumed that the rates are inclusive of all taxes and other terms and conditions are also as per
your requirements.

Yours faithfully,

Signature of Authorized Representative
Full address of the Organization

WITNESS 1 _____

WITNESS 2 _____

Annexure: VII

LIST OF CLINICAL / RESEARCH / PUBLIC HEALTH / SOCIAL DEVELOPMENT ACTIVITIES UNDERTAKEN BY THE AGENCY IN LAST THREE YEARS

S. No.	Name of the activity	State	District	Scope of the activity	Coverage
1					
2					
3					
4					

Note: Add rows if required

FORMAT OF NO-CONVICTION CERTIFICATE

[On the letterhead of the organization]

No-Conviction Certificate

This is to certify that (Name of the organisation), having registered office at (Address of the registered office) has currently not been blacklisted or restricted to apply for any project/ activities by any Autonomous organization/Institution or Central/State Government Department or Court of law anywhere in the country.

Signature:

Name of the Authorized Signatory:

Designation:

Contact details (including E-mail):

Date:

Place:

Annexure: IX**LIST OF CAPACITY BUILDING ACTIVITIES UNDERTAKEN BY THE AGENCY
IN LAST FIVE YEARS**

S. No.	Name /type of the training	Training Month & Year	Conducted for	No. of trainees	Profile of trainees/participants	Duration of Training
1						
2						
3						
4						

Note: Add rows if required

Annexure X

LIST OF RESEACH AND DOCUMENTATION ACTIVITES UNDERTAKEN BY THE AGENCY IN LAST FIVE YEARS

S. No.	Title of research project and its objectives	Population covered	Methodology	Duration and budget with funding source	Key findings / Recommendations
1					
2					
3					
4					

Note: Add rows if required

Annexure XI

LIST OF ACTIVITIES UNDRTAKEN BY THE AGENCY IN LAST FIVE YEARS WHICH INVOLVE INVOLVING USE OF IT TOOLS AND ELECTRONIC DEVICES IN SERVICE DELIVERY / RESEARCH

S. No.	Name of the activity /project	Scope of the activity	Coverage	IT tools used	Services / tasks undertaken by use of IT tools
1					
2					
3					
4					

Note: Add rows if required

Annexure: XII

LIST OF ACTIVITIES UNDERTAKEN BY THE ORGANIZATION AMONG SUBSTANCE USING POPULATIONS WITHIN THE LAST FIVE YEARS

S. No.	Name of the activity /project	Scope of the activity	Coverage(state/district)	Services offered	Source of support
1					
2					
3					
4					

Annexure XIII

LIST OF ACTIVITIES UNDERTAKEN IN COLLABORATION WITH OTHER AGENCIES IN LAST FIVE YEARS

S. No.	Name of the activity /project	Scope of the activity	Collaborating organization(s) / institutions(s)	Nature of collaboration	Outcome of collaboration
1					
2					
3					
4					

Note: Add rows, if required.

Annexure - XIV

**LIST OF MONITORING AND QUALITY ASSURANCE ACTIVITIES
UNDERTAKEN IN LAST FIVE YEARS**

S. No.	Name of the activity /programme	Scope of the activity	Nature of monitoring	Monitoring mechanisms used	Outcome
1					
2					
3					
4					

BANK DETAILS OF THE ORGANIZATION

Name of the Agency/organization _____

1. Head Office Address

Telephone No.

Fax No.

E-Mail

2. Regional Office Address (if any)

Telephone No.

Fax No.

E-Mail

3. **Bank details :**

i. Name of the bank :

ii. Bank/branch address :

iii. Name of the Beneficiary/account holder :

iv. Account No. of the Beneficiary :

v. Type of account (savings/current) :

vi. IFSC Code of the Bank/Branch:

Signature of the Authorised Person of the
Agency/organization

Name:

Designation:

Contact details :

SUMMARY TOOL FOR TECHNICAL EVALUATION

S. No.	Area of Assessment	Marks (out of 80)	Indicative list of items
1.	Organizational Profile	12	<ul style="list-style-type: none"> • Year of establishment of the organization • Area of work of the organization and its relevance to the theme of NAPDDR • Availability of infrastructure • Availability of relevant equipment (telephone, internet, computers, printers, copier/ Scanner, etc.) • Availability of infrastructure and relevant equipment in the state offices • Availability of human resource with relevant experience (staff with experience in project management, large-scale surveys, substance use disorders, training, monitoring and supervision, reporting and information management, etc.) • Number of states in which functional offices present • Number of states in which activities conducted / coordinated in last 5 years • Recognition of organization in various fields • Recognition in the field of prevention, treatment and rehabilitation of alcohol and drug users • Financial status of the Organization, quantum of turnover
2.	Experience of monitoring and quality assurance	10	<ul style="list-style-type: none"> • Number of monitoring and quality assurance activities conducted in last 5 years • Number of monitoring and quality assurance activities conducted in last 5 years in the field of substance abuse • Number of reports / publications on monitoring / quality assurance activities produced and submitted to Central / State government
3.	Experience of Research and Documentation	10	<ul style="list-style-type: none"> • Number of research studies / surveys undertaken in last 5 years, if any • Topics / themes of the studies • Geographical coverage of the studies • Number of officers, supervisors and field

			<p>investigators engaged</p> <ul style="list-style-type: none"> • Sample size of the studies • Duration of survey (Months), if conducted • Cost duration and timelines of the survey
4.	Experience of use of IT tools and electronic devices in service delivery / research	8	<ul style="list-style-type: none"> • Number of research projects involving use of electronic devices for data collection. • Number of service delivery activities involving use of software applications for implementation / monitoring. • Experience of using electronic devices / software applications for data collection / implementation / monitoring of services among substance using populations • Experience of developing software applications for data collection / implementation / monitoring
5.	Experience of working in health / social development sector preferably with substance using populations	15	<ul style="list-style-type: none"> • Number of projects implemented in the field of health/social development sector preferably in prevention, treatment and rehabilitation of substance use within the last 5 years • Scope and geographical coverage of these activities • Extent of organization's achievements and expertise in the area of drug and alcohol abuse • Recognition of the organization for contribution in the field of alcohol and drug abuse
6.	Experience of collaborating with other Government institutions and Non-governmental organizations	10	<ul style="list-style-type: none"> • Scope and geographical coverage of various activities • Extent of organization's contribution to coordination and implementation of these activities • Advocacy and networking arrangements • Organising National/ Regional/ State level consultation of stakeholders • Forging linkages and facilitating convergence of services/programs
7.	Experience of Capacity Building Activities	12	<ul style="list-style-type: none"> • Number of training and other capacity building activities undertaken by the organization in last 5 years • Number of training and other capacity building activities undertaken by the organization in last 5 years in the area of prevention, treatment and rehabilitation of substance use • Extent of geographical scope of capacity building activities • Experience of organizing TOTs and multi-state

			trainings <ul style="list-style-type: none"> • Profile of trainees participating in capacity building activities of the organization. • Experience of conducting trainings for field workers / outreach workers / counsellors • Experience of conducting trainings for field interviewers on surveys • Recognition of the organization for capacity building activities particularly by Government agencies
8.	Quality of the Technical Bid	3	<ul style="list-style-type: none"> • Systematic arrangement of bid documents as described in RFP under Guidelines for Submission • Use of tables / graphs / charts to make the information easier to understand
