

Section 1
Letter of Invitation
LETTER OF INVITATION

RFP No: 754

Dated: 04/07/2024

Name of the Assignment: Selection of Development Partner Agency for District Incubation hub in Durg District of Chhattisgarh.

1. Secretary, Durg District Urban Public Service Society, (The Client) invites sealed proposal from eligible bidders for "Selection of Development Partner Agency for District Incubation hub in Durg District of Chhattisgarh". More details on the proposed assignment are provided at **Section-3: Terms of Reference** of this RFP Document.
2. A Development partner Agency will be selected under **Combined Quality and Cost Based Selection (CQCBS)** procedure as prescribed in the RFP Document in accordance with the policies and procedures accompanying the Guideline of Finance Department, Government of Chhattisgarh for "**Engagement of agencies**" circulated by the Finance Department, Government of Chhattisgarh.
3. The proposal complete in all respect as specified in the RFP Document must be accompanied with a **non-refundable** amount of **Rs. 1,000/- (Rupees One Thousand only)** towards **Bid Processing Fee** and a **Refundable** amount of **Rs. 1,00,000/- (Rupees One Lakh only)** towards **EMD** in form of **Demand Draft / Banker's Cheque** in favour of "**Secretary, DDUPSS**" drawn in any Scheduled Commercial Bank and payable at Durg failing which the bid will be rejected.
4. The proposal must be delivered at the specified address as per the Bidder Data Sheet by **Speed post / Registered Post**. The Client shall not be responsible for postal delay or any consequence. Submission of proposal through any other mode will be rejected.
5. The last date and time for submission of proposal complete in all respects is **19/07/2024 05:00 PM** and the date of opening of the bid is **22/07/2024 11:00 AM** in the presence of the bidder's representative at the specified address as mentioned in the Key Information. Representatives of the bidders may attend the meeting with a due authorization letter on behalf of the bidder.
6. This RFP includes following sections:
 - a. Letter of Invitation [**Section – 1**]
 - b. Information to the Bidder [**Section – 2**]
 - c. Terms of Reference [**Section – 3**]
 - d. Appendixes (Covering Letter, Technical Proposal and Financial Proposal Form)
7. While all information/data given in the RFP are accurate within the consideration of scope of the proposed assignment to the best of the Client's knowledge, the Client holds no responsibility for accuracy of information and it is the responsibility of the bidder to check the validity of information/data included in this document. The Client reserves the right to accept / reject any/all proposals / terminate the entire selection process at any stage without assigning any reason thereof. _____



REQUEST FOR PROPOSAL

**Selection of Development Partner Agency for District Incubation
hub
in Durg District of Chhattisgarh.**

Durg District Urban Public Service Society

July 2024



DISCLAIMER

This Request for Proposal (RFP) is issued by the Durg District Urban Public Service Society (DDUPSS), Durg. The information contained in this Request for Proposal document ("RFP") or subsequently provided to Bidders, whether verbally or in documentary or any other form by on behalf of the DDUPSS or any of their employees or advisors, is provided to Bidder on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information provided. This RFP is not an agreement and is neither an offer nor invitation by the DDUPSS to the prospective Applicants or any other person.

The purpose of this RFP is to provide interested bidders with information that may be useful to them in the formulation of their proposals pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the DDUPSS in relation to the assignment. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. This RFP may not be appropriate for all persons, and it is not possible for the administration, its employees, or advisors to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Applicants is on a wide range of matters, some of which depend upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The DDUPSS accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The administration, its employees, and advisors make no representation or warranty and shall have no liability to any person including any Applicant under any law, statute, rules or regulations or tort, principles of restitution for unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assumptions, assessments, statements or information contained therein or deemed to form part of this RFP or arising in any way in the Selection process. The administration also accepts no liability of any nature whether resulting from negligence or otherwise, however caused arising from reliance of any Applicant upon the statements contained in this RFP.

The issue of this RFP does not imply that the DDUPSS is bound to select an Applicant or to appoint the Selected Applicant, as the case may be, for service and the DDUPSS reserves the right to reject all or any of the Proposals without assigning any reason whatsoever. DDUPSS of Durg shall be the sole and final authority with respect to selection of a Consultancy agency through this RFP.



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Key Information

Sl. No.	Particular	Details
1.	Name of the Client	Durg District Urban Public Service Society
2.	Method of Selection	Combined Quality and Cost Based Selection (CQCBS)
3.	Availability of RFP Document	----
4.	Date of Issue of RFP	05/07/2024
8.	Last Date and Time for submission of Bid	19/07/2024 05:00 PM
9.	Date of opening of Technical Proposal	22/07/2024 11:00 AM
10.	Date of Technical Presentation	23/07/2024
11.	Date of opening of Financial Proposal	24/07/2024
12.	Expected Date of Commencement of Assignment	----
13.	Bid Processing Fee (Non-Refundable)	1,000/- INR in shape of Banker's Cheque / Demand Draft in favour of "Secretary Durg District Urban Public Service Society" drawn in any Scheduled Commercial Bank payable at Durg
14.	Earnest Money Deposit (EMD) (Refundable)	1,00,000/- INR in shape of Banker's Cheque / Demand Draft in favour of "Secretary Durg District Urban Public Service Society" drawn in any Scheduled Commercial Bank payable at Durg
15.	Address for Submission of Proposal	Address: Room No. 48, Office of Municipal Corporation Bhilai, G.E. Road, Supela Bhilai. 490023 Mobile No :- 9873753898 Email: dbcitybus@gmail.com

For details on the selection process, please visit: <https://durg.gov.in>.



Section 2
Information To The Bidder



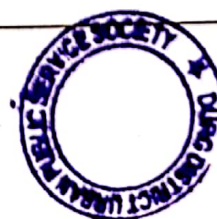
**Request for Proposal (RFP) for Selection of Development Partner Agency
to establish District Incubation Hub in Durg District of Durg
Durg District Urban Public Service Society, Durg**

The Durg District Urban Public Service Society is Requesting for Proposal (RFP) from competent agencies / organizations to set-up the District Incubation hub under the aegis of District Collector, Durg and Secretary, Durg District Urban Public Service Society. The INCUBATION HUB will play the role of strategic development partner of the district by supporting district administration in the effective program design and delivery as mentioned in the scope of work in the RFP document. The term of INCUBATION HUB initially will be for a period of 3 years from the date of entering into contract between the DDUPSS and the successful bidder.

1. Pre-Qualification /Eligibility Criteria:

Bidders must conform to the eligibility criteria given below and to this effect must produce the required supportive documents/information as indicated against each as part of their technical proposal:

Sl. No.	Eligibility Criteria	Supporting Documents Required
1	Single entity legally registered under appropriate authority in India. <i>Consortium or Joint Venture is not allowed.</i> <i>The Bidder must be a Company as registered under Indian Companies Act, 1956 / 2013 or a Society registered under The Societies Registration Act, 1860 or a Trust registered under the Indian Trusts Act, 1882.</i>	Copy of Certificate of Incorporation / Registration of the bidder
2	The bidder should have demonstrated track record of running a Incubation Center and enterprise creation in the following thematic areas including related technologies, those having track record of consistent societal impact would be preferred <ul style="list-style-type: none"> • Agriculture • Agritech • Health • Elderly Care • Food & Nutrition • Waste to Value 	Copies of Work Orders / Contract MoU and/or any acceptable document of evidence



3	The bidder should have Experience in setting up and running an Incubation Program in Rural Geography including design, planning, monitoring and/or management of Incubation Center during the last 5 years. Experience in rural location within Chhattisgarh state will be added advantage	Copies of Work Orders / Contract MoU
4	The bidder must have more than 5 Years experience of working in difficult and remote geographies with specific focus on creating and handholding micro / nano enterprises.	Copies of Work Orders / Contract MoU/ Completion Certificate from the previous Clients / Local Partners
6	The bidder should have demonstrated experience in developing patented technology for society	Copies of Work Orders / Contract MoU and/or any document of evidence
7	The bidder should have research expertise in the areas of Baseline study/Impact assessment/ Problem Mining etc and should have demonstrated following capabilities including but not limited to – <ul style="list-style-type: none"> - Track Record - Methodological Proficiency - Team Competence - Industry Knowledge - Analytical Capability - Publication and Dissemination 	Copies of Work Orders / Contract MoU and/or any document of evidence
8	The bidder should not have been blacklisted by the Central Government/any State Government or their agencies in India.	Self-Declaration by the authorized representative on the bidder's letter head.

2. Bid Processing Fee and Earnest Money Deposit:

The bidder must furnish, as part of technical proposal, the required bid processing fee amounting to **Rs. 1,000/- (Rupees One Thousand Only)** in shape of Demand Draft/Bank Cheque from any Scheduled Commercial Bank in favour of “**Secretary Durg District Urban Public Service Society**” payable at Durg. Proposals received without bid processing fee will be rejected.

AND



The bidder must furnish, as part of the technical proposal, an Earnest Money Deposit (EMD) amounting to Rs. 1,00,000/- (Rupees One Lakh Only) in shape of Demand Draft from any Scheduled Commercial Bank in favour of "Secretary Durg District Urban Public Service Society" payable at Durg. The EMD of unsuccessful bidders shall be refunded within 1 month from the date of award of Contract.

The EMD of the successful bidder will be released after signing of the Contract or within 1 month from the date of rejection by the bidder to get into a contract.

3. Submission of Proposals:

Bidders may submit their proposals by **Registered Post / Speed Post** to the specified address on or before _____ (date). The DDUPSS will not be responsible for postal delay / any consequence in receiving the proposal. The proposal must have to be submitted in two parts.

- A. Technical Proposal
- B. Financial Proposal

The "Technical Proposal" and "Financial Proposal" must have to be submitted in two separate sealed envelopes (with respective markings in bold letters) along with the supportive documents mentioned in the RFP Document.

The first envelope must be marked as "TECHNICAL PROPOSAL - Selection of Development Partner Agency for District Incubation hub in Durg District of Chhattisgarh".

The second envelope must be marked as "FINANCIAL PROPOSAL - Selection of Development Partner Agency for District Incubation hub in Durg District of Chhattisgarh" and it should contain Financial Proposal only.

Both the above envelopes have to be sealed and placed inside a third main envelope along with the covering letter (Appendix 1) and Bidders Information (Appendix 2) with proper labeling of following information in bold:

**NAME OF THE
ASSIGNMENT:**

RFP NUMBER AND DATE:

**NAME OF THE BIDDER:
NAME AND ADDRESS OF THE
BIDDER:**

4. Opening of the proposal:

The FIRST ENVELOPE containing **TECHNICAL PROPOSAL** will be opened in the initial stage by the DDUPSS in presence (optional) of the bidder's representatives at the location, date and time specified in the EoI publication. The DDUPSS will constitute a Bid Evaluation Committee (BEC) to evaluate the proposals submitted by bidders. Only one representative with a proper authorization letter from the participating bidder will be allowed to attend the bid opening meeting. The SECOND ENVELOPE containing **FINANCIAL PROPOSAL** of



the technically qualified bidders will be opened after completion of technical evaluation stage. Depending on the number of technically qualified bidders, the DDUPSS reserves the right to open the financial proposal on the same day immediately after opening of technical proposal, or the next day or fix a day for a later date.

5. Evaluation of Proposal:

A three-stage process will be adopted as explained below for evaluation of the proposals:

A. Preliminary Evaluation (1st Stage): Preliminary evaluation of the proposals will be done to determine whether the proposals are in order & complete, and whether the requisite documents have been properly furnished by the bidder or not.

Any deviation from the prescribed procedures/formats/conditions/requirements may result in outright rejection of the proposal. All the pages of the proposal must have to be sealed and signed by the authorized representative of the bidder. The DDUPSS reserves the right to allow/disallow any deviation from the prescribed procedures/ formats/ conditions/ requirements based on its fair judgment.

B. Technical Evaluation (2nd Stage):

Technical proposal will be opened and evaluated for those bidders who qualify the preliminary evaluation stage. Detailed evaluation process will be adopted for evaluation of the proposals. The proposals will be evaluated as per the following parameters:

Bid Evaluation Parameters	Evaluation criteria	Maximum Marks
Technical Evaluation		
Specific Domain Experience of the Bidder	01-02 Thematic Areas: 10 marks	20
	03-04 Thematic Areas: 15 marks	
	05-06 Thematic Areas: 20 marks	
Experience of running Incubation Program in Rural District, Block or Village level	Demonstrated Experience Within CG State: 5 Marks; Working in multiple states (other than CG): +5 No Demonstrated Experience: 0 Marks	10
Demonstrated Experience of working in remote and difficult geographies	2-4 Years – 2 Marks 4-6 Years – 5 Marks >6 years – 10 Marks	10



Experience of developing Patented technology for society solving tangible social issues	0-10 patents: 2 Marks 11-15 Patents: 5 Marks >15 Patents: 10 Marks	10
Experience in Research Domain with Govt and Pvt. Organisations	Demonstrated Experience with: Govt Organizations: 5 Marks Pvt. Organizations: 5 Marks	10
Total		60
Technical Presentation		
Understanding of the INCUBATION HUB tasks and deliverables with clarity and focus on social perspectives and issues		20
Vision, Strategy and preparedness, demonstrated capability for the INCUBATION HUB projects.		20
Total for Technical Presentation		40
Grand Total		100

* Bidders who secure above 45 marks from the total of 60 marks in the bid evaluation parameters will be called for technical presentation.

Bidders will make a presentation before the DDUPSS during the technical evaluation stage. The financial proposals of the technically qualified bidders will be opened on the same day / subsequent working day or a later day at the discretion of DDUPSS. Hence, the bidder should make themselves available for the same. **The bidder whose technical proposal secures a score above the minimum qualifying mark of 70 in the technical evaluation stage will be technically qualified for opening of the financial proposal.**

C. Financial Evaluation (3rd Stage):

The financial proposals of the technically qualified bidders only shall be opened at this stage in the presence of the bidder's representative who wishes to attend the meeting with a proper authorization letter. The name of the bidder along with the quoted financial price will be announced during the meeting.

D. Evaluation Process:



Combined Quality and Cost Based Selection (CQCBS) method will be followed during the overall selection process. Based on the evaluation of technical proposals, the technically qualified bidders shall be ranked highest to lowest Technical Score (S_T) in accordance to the marks obtained during the technical evaluation stage. There shall be 80 % weightage to technical score and 20 % weightage to financial score.

The individual bidder's financial score (S_F) will be evaluated as per the formula given below:

$$S_F = [F_{min} / F_b] * 100 \text{ (rounded off to 2 decimal places)}$$

where,

- S_F = Normalized financial score of the bidder under consideration
- F_{min} = Minimum financial quote among the technically qualified bidders
- F_b = Financial quote of the bidder under consideration
- **Combined Score (S) = $S_T * 0.8 + S_F * 0.2$**
 - Where S_T = Technical score secured by the bidder

The bidder securing the highest evaluated **Combined Score (S)** will be awarded the Contract observing due procedure. For the purpose of evaluation, the total evaluated cost shall be inclusive of all taxes & duties for which the DDUPSS will make payment to the Development Partner (Bidding Agency) including overhead expenses, such as travel, accommodation, logistics, report preparation, printing & other secretarial expenses.

6. **Contract Negotiation:**

Contract Negotiation will be held at a date, time and address as intimated to the selected bidder. The invited bidder will, as a pre-requisite for attendance at the negotiations, confirm availability of all the proposed staff for the assignment. Representatives conducting negotiations on behalf of the bidder must have written authority to negotiate and conclude a contract. Negotiation will be performed covering technical and financial aspects, if any, and availability of proposed professionals etc.

7. **Award of Contract:**

After completion of the contract negotiation stage, the Client will notify the successful bidder in writing by issuing an offer letter for signing the Contract. The successful bidder will be asked to sign the Contract after fulfilling all formalities within 7 days of issuance of the offer letter. After signing of the Contract, no variation or modification of the terms of the Contract shall be made except by written amendment signed by both the parties. The Contract would be valid for 3Years from the date of effectiveness of the Contract. *Sub-contracting is not allowed under this assignment under any circumstances.*

8. **Legal Jurisdiction:**

All legal disputes are subject to the jurisdiction of the civil court of Durg district only.



9. Amendment of the RFP Document:

At any time before submission of proposals, the Client may amend the RFP by issuing an addendum through the Durg district administration's website. Any such addendum will be binding on all the bidders. To give bidders reasonable time in which to take an addendum into account in preparing their proposals, the Client may, at its discretion, extend the deadline for the submission of the proposal.

10. Client's right to accept any proposal and to reject any or all proposal/s:

The Client reserves the right to accept or reject any proposal, and to annul or amend the bidding/selection / evaluation process and reject all proposals at any time prior to award of contract award, without assigning any reason thereof and thereby incurring any liability to the bidders. Misrepresentation/improper response/ by the bidder may lead to the disqualification of the bid. If such disqualification/rejection occurs after the Proposals have been opened and the highest ranking Applicant gets disqualified/rejected, then the client reserves the right to consider the next best bidder, or take any other measure as may be deemed fit in the sole discretion of the Client, including annulment of the selection Process.

11. Force Majeure:

For purpose of this clause, "Force Majeure" means an event beyond the control of the agency and not involving the agency's fault or negligence and not foreseeable. Such events may include, but are not restricted, wars or revolutions, fires, floods, riots, civil commotion, earthquake, epidemics or other natural disasters and restriction imposed by the Government or other bodies, which are beyond the control of the agency, which prevents or delays the execution of the order by the agency. If a Force Majeure situation arises, the agency shall promptly notify Client in writing of such condition, the cause thereof and the change that is necessitated due to the condition. Until and unless otherwise directed by the Client in writing, the Agency shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The agency shall advise Client in writing, the

Beginning and the end of the above causes of delay, within seven days of the occurrence and cessation of the Force Majeure condition. In the event of a delay lasting for more than one month, if arising out of causes of Force Majeure, Client reserve the right to cancel the contract without any obligation to compensate the agency in any manner for what so ever reason.

12. Arbitration:

The Client and the agency shall make every effort to resolve amicably, by direct negotiation, any disagreement or dispute arising between them under or arising from or in connection with the contract. Disputes not so resolved amicably within 30 days of receipt of notice of such as a dispute shall be resolved by a sole arbitrator nominated by the District Collector, Durg. The arbitration proceedings shall be governed in all respects by the provision of the Indian Arbitration and Conciliation Act, 1996 and the rules there under and any statutory modification or re-enactment, thereof. The arbitration proceeding shall be held in District court of Durg.



Section 3 Terms of Reference

Introduction:

Durg district is one of the densely populated districts of the Chhattisgarh state of India. On the basis of climate & topography the Chhattisgarh state is divided into 3 agro climatic zones. Durg district is situated in the southern part of the rich Chhattisgarh plain. The district of Durg is endowed with several mineral resources such as high quality rich deposits of limestone. The quarrying of limestone is ongoing at Nandini, Semariya, Khundani, Pithaura, Sahgaon, Deurjhaal, Ahiwara, Achcholi, Matragota, Ghotwani and Medesara. Limestone thus derived is utilized mainly by ACC for cement production and BSP for steel production.

The Durg district is strategically located in the state and has been an education hub or heart of the state. The district has huge potential in terms of development of entrepreneurship in the district.

Benefits of Incubation Hub:

1. **Resource Hub:** An Incubation Hub in Durg would provide entrepreneurs with access to critical resources such as funding, office space, mentorship, and technical support. These resources are often out of reach for individual startups but can be consolidated and made available through an incubation center.
2. **Networking Opportunities:** The Incubation Hub would also serve as a networking hub, bringing together entrepreneurs, investors, industry experts, and academics. These connections are invaluable for the growth of startups, offering opportunities for collaboration, funding, and market access.
3. **Economic Growth:** By fostering new businesses, the Incubation Hub would contribute to the economic development of the district. Successful startups can generate employment, attract investment, and stimulate local economies through their operations and growth.
4. **Innovation and Technology:** The Incubation Hub would promote innovation and the adoption of new technologies. It can serve as a testing ground for new ideas and technological advancements, helping to drive the district's competitive edge in various industries.
5. **Skill Development:** Entrepreneurs and their teams would benefit from various training program and workshops aimed at enhancing their business acumen, technical skills, and market understanding. This continuous learning environment is crucial for the success and sustainability of startups.

Rationale for Setting-up of a District Incubation hub in the District of Durg:

The establishment of Incubation Hub in Durg district represents a pivotal step toward catalyzing the development of a robust entrepreneurial ecosystem within the region. This initiative aims to harness the intellectual potential of bright minds, provide comprehensive



entrepreneurial education, and offer sustained mentorship to transform innovative ideas into viable business ventures. By doing so, the program aspires to groom a new generation of young entrepreneurs capable of driving economic growth and innovation.

Harnessing Intellectual Potential

Durg district is home to numerous educational institutions that produce a steady stream of talented and ambitious graduates. These bright minds possess the technical knowledge and creative thinking necessary for entrepreneurship but often lack the practical skills and guidance needed to launch successful businesses. The Incubation Hub will serve as a magnet for these individuals, attracting them with the promise of transforming their academic achievements into entrepreneurial success.

Entrepreneurial Education

One of the core components of the Incubation Hub will be a comprehensive training program designed to orient aspiring entrepreneurs with the fundamentals of entrepreneurship. This program will cover essential topics such as:

- **Business Planning:** Teaching participants how to develop detailed business plans that outline their vision, target market, competitive analysis, and financial projections.
- **Market Research:** Training on how to conduct market research to identify customer needs, preferences, and potential market gaps.
- **Financial Literacy:** Providing knowledge on financial management, including budgeting, funding sources, financial modeling, and investor relations.
- **Legal and Regulatory Framework:** Educating on the legal aspects of starting and running a business, including intellectual property rights, corporate structure, and regulatory compliance.

Problem Identification to Value Proposition Development

A critical aspect of entrepreneurship is the ability to identify real-world problems and develop innovative solutions that add value. The Incubation Hub's program will guide participants through this process, emphasizing the following steps:

- **Problem Identification:** Helping entrepreneurs pinpoint specific problems or inefficiencies within various industries or communities.
- **Ideation:** Facilitating brainstorming sessions and workshops to generate creative solutions and innovative ideas.
- **Validation:** Assisting in the validation of these ideas through customer feedback, prototyping, and market testing.
- **Value Proposition Development:** Guiding participants in refining their solutions into clear and compelling value propositions that address the identified problems effectively.

Mentorship and Support

Mentorship is a cornerstone of the incubation process, providing young entrepreneurs with the guidance and support they need to navigate the challenges of starting and growing a business. The Incubation Hub will connect participants with experienced mentors from diverse industries, offering:

- **One-on-One Mentorship:** Personalized guidance from seasoned entrepreneurs, industry experts, and business leaders.



- **Workshops and Seminars:** Regular sessions on various aspects of business development, leadership, and innovation.
- **Networking Opportunities:** Access to a broad network of potential partners, investors, and customers.
- **Continuous Feedback:** Regular feedback on business plans, prototypes, and strategies to ensure continuous improvement and alignment with market needs.

Building a Thriving Entrepreneurial Ecosystem By focusing on harnessing intellectual potential, providing comprehensive education, guiding problem identification, and offering sustained mentorship, the Incubation Hub would aim to build a thriving entrepreneurial ecosystem in Durg district. This ecosystem will be characterized by:

- **Innovation:** A culture of continuous innovation and creativity, where new ideas are encouraged and nurtured.
- **Collaboration:** Strong collaboration between educational institutions, businesses, government bodies, and the Incubation Hub to support entrepreneurial ventures.
- **Sustainability:** Development of sustainable business practices and models that contribute to long-term economic growth and stability.
- **Economic Growth:** Increased economic activity and job creation, driven by the success of new businesses and startups.
- **Community Impact:** Positive social impact through the development of businesses that address local problems and improve the quality of life for residents.

The establishment of an Incubation Hub in Durg district is a strategic initiative that has the potential to transform the region into a vibrant hub of entrepreneurial activity. By harnessing the intellectual potential of its residents, providing them with essential entrepreneurial education, guiding them through the entire process of creating viable businesses, and offering continuous mentorship, this initiative aims to groom young entrepreneurs. The program will support them from problem identification to developing a compelling value proposition, thereby fostering a thriving entrepreneurial ecosystem that can drive economic growth, innovation, and job creation in the region.



Scope of work for the INCUBATION HUB

The scope of work for the INCUBATION HUB includes:

Design and Implementation of an 18-month program with the following deliverables

- a. Inviting applications and selecting the potential candidates
- b. Selection of the potential incubates
- c. Training of the selected incubates through:
 - Regular workshops focused on important milestones of the journey of a sustainable venture creation
 - Ongoing interactions with industry experts, domain experts, academicians, and researchers as needed
- d. Regular reviews and field visits to identify mentoring needs of each incubated enterprise
- e. Ensure the incubated enterprises get access to the right mentors
- f. Provide necessary exposure to the incubated enterprises for them to be able to become 'investable ventures' and scale up outside of the incubation program

Set-up for INCUBATION HUB at District Level

The INCUBATION HUB shall have a compact structure with one consultant. The consultant must have experience in project planning and management in a leadership position, convergence and of working with government/bilateral/multilateral development agencies or programs/projects funded by external aid agencies on social and economic sector projects/programs.

Duration of the INCUBATION HUB:

Initially, the INCUBATION HUB shall run for a period of 3 (three) years (based on the requirements of the district the duration may be extended further). A maximum of 10% annual increase on the contracted fee rates will be allowed for each year.

Reporting:

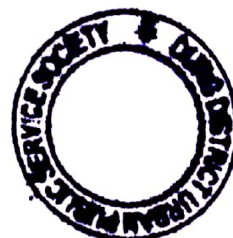
The INCUBATION HUB shall work under the DDUPSS and report to the Chairman, DDUPSS and District Magistrate Durg directly.

Provisions provided by the district administration:

The provision for office space, furniture, stationeries and vehicles for the INCUBATION HUB shall be done by the district administration of Durg. The expenditure to be incurred for functioning of the INCUBATION HUB (Development partner contract fees and the above mentioned provisions) shall be borne by the DDUPSS out of its budget under administrative expenditure or any other fund as it deems fit.

Reporting Requirements and Payment Term

The INCUBATION HUB shall submit an annual work plan and accordingly submit a quarterly and yearly progress report within the prescribed time frame. The first payment of 20% will be made in advance and rest of the payments will be made as 20% against submission of quarterly reports after each quarter. For the first year only, advance payment of 20% will be made immediately after the signing of the contract with the DDUPSS. Payment for subsequent years will be made upon submission of quarterly report, in four equal parts of 25% each after each quarter.



APPENDICES



Appendix 1
COVERING LETTER
(ON BIDDERS LETTER HEAD)

To

Subject: _____

[TECHNICAL PROPOSAL AND FINANCIAL PROPOSAL]

Dear Sir,

I, the undersigned, offer to participate in the selection process for _____ in accordance with your RFP No.: _____, dated. I, hereby submitting our proposal, which includes Technical Proposal and Financial Proposal sealed in separate envelopes.

I, hereby declare that all the information and statements made in this Technical Proposal and Financial Proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. Our proposal will be valid for acceptance up to **180 Days** and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid.

I hereby unconditionally undertake to accept all the terms and conditions as stipulated in the RFP document. In case any provisions of this RFP are found violated, then the DDUPSS of Durg shall without prejudice to any other right or remedy be at liberty to reject our proposal including forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

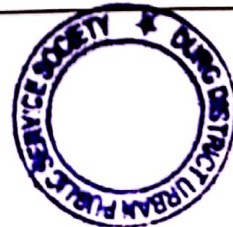
Authorized Signatory with Date and Seal:

Name and Designation: Address of the Bidder:



Appendix 2
Bidder's Organisation (General Details)

Sl No.	Description	Details
1	Name of the Bidder	
2	Address for communication: Tel : Fax: Email id :	
3	Name of the authorized person signing & submitting the bid on behalf of the Bidder: Mobile No. : Email id :	
4	Registration / Incorporation Details Registration No: Date & Year. :	
5	Local office in Chhattisgarh If Yes, Please furnish contact details	Yes/No
6	Bid Processing Fee Details Amount : BC/DD No. : Date: Name of the Bank:	
7	EMD Details Amount : BC/DD No.: Date: Name of the Bank:	



8	PAN Number	
9	Goods and Services Tax Identification Number (GSTIN)	
10	Willing to carry out the assignment as per the stipulated scope of work of the RFP	YES/NO
11	Willing to accept all the terms and conditions as specified in the RFP	YES/NO

Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal: _____



Appendix 3
FINANCIAL PROPOSAL FORMS
COVERING LETTER
(In Bidder's Letter Head)

[Location, Date]

TO,

Subject: _____ (Financial Proposal)

Sir/Madam,

I, the undersigned, offer to provide the consulting services for [*Insert title of assignment*] in accordance with your Request for Proposal No. _____, Dated: _____. Our attached Financial Proposal is for the sum of [*Insert amount(s) in words and figures*]. This amount is inclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the RFP document.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of 180 days. I have carefully read and understood the terms and conditions of the RFP and do hereby undertake to provide the service accordingly.
I understand that you are not bound to accept any proposal you receive.

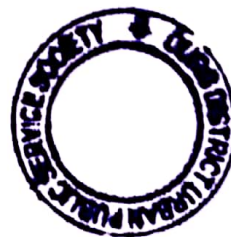
I remain,
Yours faithfully,

Authorized Signatory [*In full and initials*]:

Name and Designation of Signatory with Date and Seal:

Address of the Bidder:

***Amount must match with the one indicated in Financial Proposal (Table-1)**



Financial Proposal
Table-1

Sl. No.	Fee Particulars	Amount in INR
A		
B		
C.	Sub-Total (A+B) Annual	
D.	Applicable Taxes: GST @of C	
Grand Total (C+D)		
In Words		

NB:

- 1. Total cost inclusive of taxes will be taken for the evaluation purpose. For the purpose of evaluation, the total evaluated cost shall be inclusive of all taxes & duties.*
- 2. The INCUBATION HUB will be provided with office space, furniture, equipment such as laptop/printer and regular supply of necessary stationeries by Durg Administration. All such utilities shall be the property of the District Administration of Durg and shall be returned to it promptly by the development partner upon completion of the tenure of this assignment.*

Authorized Signatory [In full and initials]:

Name and Designation with Date& Seal:

