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**SARI/EI**



**IRADe** Integrated Research and  
Action for Development

# **Request for Proposal (RFP)**

## **Design and Development of SARI/EI website**



**South Asia Regional Initiative for Energy Integration (SARI/EI)**

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# REQUEST FOR PROPOSAL (RFP)

**RFP No.:** SARI/EI-2015-06

**Issue Date:** 18<sup>th</sup> June, 2015

**Closing date of RFP:** 17<sup>th</sup> July, 2015

**Assignment:** Design and Development of SARI/EI website

**Implementing Agency:** Integrated Research and Action for Development (IRADe)

**Funding Agency:** United States Agency for International Development (USAID)

IRADe is inviting prospective organizations through this Request for Proposal (RFP) to submit their proposal for **Design and Development of SARI/EI website**.

This is an activity funded under the United States Agency for International Development (USAID) for South Asian Regional Initiative for Energy Integration through IRADe.

The following documents include: instructions for bidders; the Terms of Reference (TOR) for the assignment; and information on proposal/bid particulars, including technical and financial selection criteria, and the copy of the contract.

Proposals/Bids are due on **17<sup>th</sup> July, 2015 by 1400 hrs.** Please send your proposal in hard copy to the following address:

*The Program Administrator,  
SARI/EI Project Secretariat  
B-44, Shivalik Road, Malviya Nagar,  
New Delhi-110017.*

## REQUEST FOR PROPOSALS - INSTRUCTIONS FOR BIDDERS

As this is a USAID-funded Program, the RFP follows USAID Procurement Regulations and Laws. All bidder details will be kept confidential.

Attached are the following documents to assist in the preparation and submission of a proposal:

Annexure I:	Terms of Reference (TOR)
Annexure II:	Conditions of Proposal
Annexure III:	Proposal Delivery Instructions
Annexure IV:	Payment Schedule
Annexure V:	Proposal Submission Declaration
Annexure VI:	Technical Format for Organizational Experience
Annexure VII:	Technical Format for Personnel Details
Annexure VIII:	Financial Format for Cost of Assignment
Annexure IX:	Draft Contract

Any Proposal received by IRADe will be on the basis that all terms and conditions in this Proposal document and the briefing guidelines are understood and accepted by the bidder.

## **ANNEXURE I: TERMS OF REFERENCE (TOR)**

### **1. Background**

Integrated Research and Action for Development (IRADe), a regional energy think tank, is a fully autonomous, non-profit advanced research institute, which conducts multidisciplinary research, policy analysis, action programmes and is a hub of network among various stakeholders. Established in 2002, the institute is recognized as a R&D organization by Department of Science & Industrial Research (DSIR), Ministry of Science & Technology. It is also recognized as a Centre of Excellence for Urban Development & Climate Change by the Ministry of Urban Development. IRADe's research covers many areas including Energy & Power Systems, Urban Development, Climate Change & Environment, Poverty Alleviation & Gender, Food Security & Agriculture, as well as the policies that affect these areas. IRADe has collaborators and projects with well-known international organizations, networks the government, ministries/ departments, public & private sectors engaging academic experts, NGOs, and consultants.

IRADe through a competitive process, has been selected by U.S. Agency for International Development (USAID) for the implementation of the South Asia Regional Energy Initiative for Energy Integration (SARI/EI). The current phase builds upon USAID SARI/Energy's success to move South Asian countries towards increased regional energy security and focuses on Cross-Border Electricity Trade (CBET) and regional energy market development. During the five year program (2012-2017), IRADe and USAID will work together to promote integration of energy systems and enhance CBET among the participating South Asian countries.

The overarching objective of the SARI/EI program is to develop a common template for technical and commercial aspects of power exchange among the South Asian countries. It intends to create the right enabling environment to support the establishment of a South Asian electricity market, gain consensus and support from the key decision makers and stakeholders in the South Asia region.

The existing SARI/EI website (**weblink** – <http://sari-energy.org/>) was received in legacy from the USAID's other implementing partner (United States Energy Association). This is therefore an old website, designed in classic ASP and therefore poses limitations in the access and utility of the website in various ways. The limitations include tedious website updating activities as it necessitates html coding, image usage limited by the lack of support for Flash technology, incompatibility issues with latest developments in browser technologies, among others. As the SARI/EI program has garnered large momentum, the website needs to provide robust information of SARI/EI activities and provide reliable repository services. Reports, articles, and other collaterals generated from SARI/EI activity needs to be made available for wider stakeholder reach and use. The existing SARI/EI website already has rich content (reports, articles, news etc) but needs to be displayed more effectively on a newer dynamic platform/architecture using latest technologies. It also needs to be made more dynamic to reach out to wider audience and interface with other social media tools. The main objective of developing the new website is to build an interactive, secure, smartphone friendly, easy to navigate and expandable site which serve as a platform to reach out to a wider audience effectively.

### **2. Scope of work:**

The bidder shall be responsible for the complete design, development and delivery of the new SARI/EI website which broadly covers the following scope of work:

## **2.1 Design and Development of the Website**

### **2.1.1 Functional Specifications**

#### **A. Site Navigation and Organization**

The user interface should intuitively guide the visitor to the information they seek, including web accessibility. The sites should include the following navigation strategies, but not limited to:

- Menus shall be the primary navigation method of the site that is always displayed on each page.
- Hierarchical menu content divided into related functional areas based on the current SARI/EI site map.
- Each section must have a main page where visitors can navigate to the sub items under the sections, but still be able to get back to any of the other main section home pages
- Full site search
- Navigation, category, section, and link names and link design
- Provide a searchable archive of reports and other documents, listed under relevant categories with search filters

#### **B. Content Management System**

- Provide a content management system that will allow site manager to update the site content via a Web interface.
- The web site content must easily be able to manage dynamically by non-technical department staff in as simple a method as possible.
- The site manager will be able to add, change and delete site content without manipulating any HTML or scripting code.
- The site manager should be able to access designated templates and easily update information in pre-designed formats, including the use of databases to hold and change dynamic information.
- This includes formatted text, hyper-links, digital pictures, as well as providing downloadable documents in Word, Excel, PDF, and other formats.
- Capture all download information of visitors like name, organization, and contact details.

#### **C. Integration of Newsletter and News-mailer Generation**

- Dynamically publish Newsletter and News-mailers in article format online for the purpose of viewing.
- Provision to manage and maintain subscription of members to the newsletter through the website environment.
- Newsletter and News-mailer should be circulated through the web interface by means of selecting (through filters) the recipients for such mailers.

#### **D. Video/Audio Streaming**

- Mechanism to update links to online Audio and Video files which would then be executed in the web environment on selecting.
- Display of webinars

## **E. Search Engine Optimization**

- Make sure that the site is optimized with necessary tags, meta data and keywords for SEO. Provisions for updating tags in future content updates as well.

## **F. Web Site Reporting**

- Provide types and features of management reports, including traffic counts, origin or domain names sources of visitors, or other useful information regarding the website

## **G. Device independent (smart-device friendly) Website**

- Website should be launched on any device (laptop, PC, Tablet or Mobile) comfortably
- Should be able to interface with other social media tools such as facebook, twitter.

### **2.1.2 Technical Specifications**

#### **A. Design**

Colour combinations, UX Analysis, typography, size, images drop down menus need to be worked upon. The website must adhere to all USAID policy directives and required procedures on Branding & Marking which will be shared with the developer.

#### **B. Technology**

The website should be developed using latest open source technologies for reference purpose, but are not limited to:

- Foundation: CSS, Java Script, etc.
- Accentuate with Graphics: Photoshop, Illustrator, Flash, Sound Forge, etc.
- Accentuate with Instructional Design – Image: Text ratio, Content Organization, etc.
- Built Up: PHP, CMS (Joomla, Drupal etc.)
- Database: Ms SQL Server, Oracle, Ms Access, MySQL

#### **C. Content Management System (Website Administrative Tool)**

SARI/EI Website should have all the sections on Content Management System(CMS) such that it will allow publishing, editing, modifying content from a central interface and will have the flexibility for designated staff to add, remove and update content (including images, videos/audio links) without extensive knowledge of Web development languages or technical structure.

The Content Management System of the website will be a password-protected area. The main user actions or functions that administrators may execute are as follows:

- **Create**
- **Edit**
- **List**
- **Delete**
- **Upload**
-



#### **D. News-Mailer Widget**

Update the website with newsletter releases by integrating mailchimp API to website.  
<https://apidocs.mailchimp.com/>

#### **E. Information Structuring**

The website contents will broadly comprise of the following sections:

- Program Details (current phase and earlier phases)
- Resources (Project reports, Research Studies/ Publications, Training courses, Power Sector updates, Project Presentations - online presentations and PDF viewing similar to slide share, etc.)
- Latest Updates
- Upcoming Events
- Programmatic Achievements
- Program Opportunities
- Newsletters and resource articles
- Media Releases
- Useful Regional Energy Links
- Archive (key reports from earlier phases)
- Contact Details
- Information on other South Asia Energy Studies

#### **F. Authentication and Access Control**

A specific section of the website will be accessible to SARI/EI Members

- This section shall be password protected
- It can be classified among the thematic areas and access/control can be respectively assigned.

#### **G. Discussion Forums**

- *Visitor Interaction*

Existing contact section of the SARI/EI website just lists the communication information. This section can be made interactive with web forms and auto-mailers. Thus all communications can be handled on/ from the website itself.

- *Discussion and Online Forum*

To engage SARI/EI stakeholders on active discussions on the areas of Energy Integration, Cross-Border Electricity Trade, Overview of South Asia regional power sector etc

- *Social Network Widgets*

Users can track reports, discussions etc under specific SARI/EI topics, regional (South Asia countries) discussions, workshops, events etc. through widgets (facebook, Twitter etc). Each widget can interact with the user on individual basis. Users/members can post and comment on these widgets, thus increasing the social interactions.

#### **H. Search Engine Optimization**

The website is to be 'promoted' in organic search results through various keywords and key phrases.

#### **I. Images**

All images used in the website should be provided, with transferable rights to SARI/EI



## **J. Content Writing, Migration of Data and Testing of new SARI/EI website**

- Contents writing for a specific number of pages of the new website should be done
- Standard format design for pages (based on menu group or other specifications)
- Language editing
- Migration of Data from the current website
- Ensuring all links, pages and functionalities (described under section “Functional Specification, section 1,1) of the website run smoothly
- Testing of browser compatibility of the website.
- The beta/pilot site will be tested and feedback provided by the stakeholders will be incorporated.

### **2.2. Hosting of the new SARI/EI Website and deployment**

The existing SARI/EI website is already hosted by a third party agency. The website developer agency will work with the current hosting organization for the following:

- Create a back up of the existing website and handover to SARI/EI implementing partner IRADe
- Smooth transitioning of the new SARI/EI website and ensuring the website goes live.
- Post deployment testing of the new SARI/EI website

## **3. Deliverables**

- a) Development of detailed Software Requisite Specifications (SRS) for the website (within two weeks from date of issue of LOI)
- b) Design and Develop beta version of website for the SARI/EI on an Open Source CMS driven platform (within seven weeks from date of issue of LOI)
- c) Beta version testing and make changes as per the stakeholder feedback (within nine weeks from date of issue of LOI)
- d) Content migration to the new website SARI/EI website (within ten weeks from date of issue of LOI)
- e) Deploying the new SARI/EI website on the hosting location (within ten weeks from date of issue of LOI)
- f) Website development documentation, training, user manual (admin) and source code (within twelve weeks from date of issue of LOI)

## **4. Timeline**

Timeline for the website design and development is up to 12 weeks from the date of LOI. The vendor is required to meet the timeline for each deliverable as given in section 3, above.

## ANNEXURE II: CONDITIONS OF PROPOSAL/BID

### 1. Proposal Content

The proposal/bid must contain the following:

- a) A cover letter to the Proposal for the assignment
- b) A technical proposal
- c) A financial proposal

Technical Proposal and Financial Proposal should be submitted in separate envelopes indicating clearly in the envelopes "Technical Proposal" and "Financial Proposal." Both the sealed envelopes must be sealed in separate envelope superscripting **RFP No. SARI/EI- 2015-06**

#### 1.1 Cover Letter format

Cover letter to the proposal should contain the following information:

- Name, title, telephone number, and e-mail address of the person authorized to represent the contract.
- Name, title, telephone number, and e-mail address of the person to be contacted regarding the content of the tender, if different from above.
- Declaration that the bidder commits to the terms described in their tender and assumes responsibility for any pre-contract costs incurred during the bid and negotiation phases.
- A signature of this letter by a duly authorized representative of the company.

#### 1.2 Technical Proposal form

The bidder shall structure the operational and technical part of its Proposal as follows:

##### (a) Management/Organization Experience

This section should provide organization orientation to include the year and state/country of incorporation and a brief description of the bidder's present activities. It should focus on services related to the Proposal.

This section should also describe the organizational unit(s) that will become responsible for the contract, and the general management approach towards a project of this kind. The bidder should comment on its experience in similar projects and identify the person(s) representing the Bidder in any future dealing with the procuring IRADe entity.

Further, in this section the bidder should explain the various projects that are being executed by the organization in the past three years. Please see **Annexure VI** for the format.

##### (b) Resource plan

This should fully explain the bidder's resources in terms of personnel and facilities necessary for the performance of this requirement including key personnel identified. It should describe

the bidder's current capabilities/facilities and any plans for their expansion. The bidder should submit the curriculum vitae of the key personnel who will work on this assignment in the format in **Annex VII**.

### **(c) Proposed methodology**

This section should demonstrate the bidder's responsiveness to the specification by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics; and demonstrating how the proposed methodology meets or exceeds the specifications. This would include making presentation of the methodology by the bidder.

The technical part of the Proposal should not contain any pricing information whatsoever on the services offered. Financial proposal is to be submitted separately.

It is mandatory that the bidder's Proposal numbering system corresponds with the numbering system used in the body of this RFP. All references to descriptive material and brochures should be included in the appropriate response paragraph, though material/documents themselves may be provided as annexes to the RFP.

### **1.3 Financial Proposal**

The Financial Proposal should be submitted as per the attached format (Annexure VIII):

- The Lump sum fixed cost (quote) of the assignment
- Confirmation of the payment schedule included (Annexure IV)

## **2. Proposal Assessment**

### **2.1 Proposal Assessment Process**

Proposal must comply with the requirements of the Terms of Reference (TOR). Compliance with the TOR will be determined solely by IRADe.

Failure to submit a proposal including the information required by the TOR will factor into IRADe's assessment of the level of compliance with the Request for Proposal and may result in rejection of the proposal.

2.2 IRADe will evaluate the technical proposals on the following basis:

- Organizational experience of the firm in related assignment;
- Methodology/approach ,Staffing Schedule, and time line;
- Qualification and experience of key personnel proposed to work in this assignment;

2.3 IRADe will evaluate the Technical proposal based on the above criteria.

2.4 The firms who secure minimum 70% marks in the technical assessment, the financial proposal of only such firms shall be opened.

2.5 The technical and financial score shall be evaluated as per the following formula to ascertain the ranking of the firm:

$(0.70 \times \text{Technical Score} + \text{LP/FP} \times 0.30)$

LP is the lowest quoted price from among the bidders

FP is the quoted price of the bidder whose bid is being evaluated.

2.6 IRADe reserves the right to:

- a) Accept or reject any proposal, and to annul the proposal process thereby rejecting all proposal, at any time prior to the award of contract
- b) Cancel or vary the Request for Proposal process.
- c) Reject any proposal that does not adhere to the structure and content requirements as outlined in this Request for Proposal.
- d) Accept proposals for the whole or part of the requirement/assignment
- e) Negotiate with the most favourable bidder.
- f) Require any additional certifications.

2.7 IRADe shall not be bound by any oral advice given or information furnished, but shall be bound only by written advice or information.

2.8 The conduct of this Request for Proposal shall not be construed in any way as a legally-binding agreement between IRADe and another Party or the acceptance of any liability by IRADe.

2.9 A proposal will not be considered in a case where the bidder or a representative of the bidder gives or offers anything to an employee or agent of IRADe as an inducement or reward, which could in any way tend to influence the actions of that employee or agent.

### **3. Acceptance of Proposals**

3.1 IRADe is not bound or required to accept the lowest priced proposal or any proposal.

3.2 A proposal will not be deemed to be accepted unless and until such time as a formal contract is negotiated and executed by both IRADe and the successful bidder.

3.3 IRADe reserves the right to enter into negotiation with any other bidder if contract negotiations cannot be concluded with the preferred bidder.

### **4. Lodgment of Proposals**

4.1 It is the responsibility of the bidder to ensure that the proposal is received at IRADe by the closing date and time prescribed in this Request for Proposal. A proposal lodged after the closing date is a late proposal and may be excluded from consideration at IRADe's sole discretion.

4.2 IRADe will not consider or entertain any queries about a decision to assess or reject a late Proposal.

4.3 Proposals are to be in English and all pricing and costs are to be in Indian Rupees.

## **5. Bidder Costs**

5.1 Bidders are responsible at their own cost for:

- a) Making all arrangements and obtaining and considering all information relating to the Terms of Reference.
- b) The preparation, delivery and lodgement of their proposals
- c) Costs associated with any issues that may arise, including disputes, related to the proposal process

## **6. Confidentiality**

6.1 Bidders must keep any discussions or contact with IRADe in connection with the Invitation to proposal and any Contract negotiations, strictly confidential and shall not disclose such information to any third party.

## **7. Request for Information**

7.1 Any prospective bidder may within a reasonable time before the closing date request information on any point of clarification in this Request for Proposal. The information requested shall be given in writing by IRADe as soon as practicable, and where in the opinion of IRADe the information could have an effect on other bidders, that information shall be given in writing to all known prospective bidders.

## **8. Bidder Acceptance of Conditions**

8.1 A proposal lodged in response to this Request for Proposal does so with agreement to these Conditions of Proposal unless any departures from these Conditions are detailed in the proposal submission. IRADe reserves the right to reject or accept any departure from these Conditions of Proposal, and thereby determine that the proposal submission is non-conforming for that reason.

### ANNEXURE III: PROPOSAL DELIVERY INSTRUCTIONS

- |                              |  |
|------------------------------|--|
| 1. Closing Time:             | 1400 hrs, 17th July, 2015  |
| 2. Contact Person:           | Rohit Magotra  |
| 3. Proposal Validity Period: | 60 days  |
| 4. Format:                   | Hard copy of proposal submitted by Hand Delivery/Registered Post   |
| 5. Delivery Address:         | The Program Administrator,<br>SARI/EI Project Secretariat<br>B-44, Shivalik Road, Malviya Nagar,<br>New Delhi-110017<br>Tel:+91 11 26692714-16 |
| 6. Email address:            | rmagotra@irade.org   |

#### Annexure IV: PAYMENT SCHEDULE

IRADe shall effect the payment to the bidder as per the following payment schedule:

S. No.	Submission of Deliverables as per Terms of Reference Annexure 1; Section 3. (a-f)	Due date of Submission of Deliverables as per Terms of Reference Annexure 1; Section III (a-f)	Payment percentage
1	Development of detailed Software Requisite Specifications (SRS) as per item III (a) of the deliverables	Two weeks of signing of the LOI	10%
2	Design and Develop beta version of website per item III(b) of the deliverables	Seven weeks of signing of the LOI	30%
3	Beta version testing and make changes as per the stakeholders feedback as per item III (c) of the deliverables	Nine weeks of signing of the LOI	10%
4	Successfully Deploying SARI/El website on hosting location as per item III (e) of the	Ten weeks of signing of LOI	30%
5	Website development documentation and user training III (f) of the deliverables and acceptance by IRADe	Twelve weeks of signing of LOI	20%
	Total		100%



## ANNEXURE V: PROPOSAL SUBMISSION DECLARATION

Dear Sir / Madam,

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide Professional Consulting services (profession/activity for Project/programme/office) for the sum as may be ascertained in accordance with the financial proposal attached herewith and made part of this Proposal.

We undertake, if our Proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

We agree to abide by this Proposal for a period of 60 days from the date fixed for opening of Proposals in the Invitation for Proposal, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We understand that you are not bound to accept any Proposal you may receive. Dated this day /month of year

**Signature**

(In the capacity of)

Duly authorised to sign Proposal for and on behalf of

**ANNEXURE VI: TECHNICAL FORMAT FOR ORGANIZATIONAL EXPERIENCE**

S. No.	Name of the assignment	Client name	Duration	Value (INR)	Status: Ongoing/Completed
1					
2					
3					
4					
5					
6					
7					
8					
9					
10.					

## **ANNEXURE VII: TECHNICAL FORMAT FOR CURRICULUM VITAE**

Please provide resume of individuals/expatriates/consultant details as per following format

- 1) Name of the Personnel
- 2) Nationality
- 3) Professional Area of expertise:
- 4) Academic Qualification (summarize college, university, specialized education etc. with degree and year of attainment)
- 5) Key qualification (training or other qualifications obtained pertinent to this project)
- 6) Details of experience in similar assignments:
- 7) Position held in the firm
- 8) Number of Years with the firm
- 9) Proposed position in team for this project
- 10) Experience Record (list positions with organizations and nature of duty).
- 11) Language proficiency

## ANNEXURE VIII: FINANCIAL PROPOSAL FORMAT

Dear Sir/Madam,

We hereby declare that the following costs outlined in the Terms of Reference for providing consultancy services. We further declare that these are FIRM (fixed) prices and shall remain unchanged for the entire period of consultancy/assignment.

Item	Lump sum Fixed cost (INR)	Taxes/duties if any	Total Amount (INR)
Terms of Reference Annexure 1 ; Section 3			

We also confirm that the payment schedule as provided in the RFP is acceptable to us.

Signature:

Name:

Designation

Seal:

## ANNEXURE IX: DRAFT CONTRACT

This consultancy contract is made on this ---- day of ....., 2015 by and between:

The Integrated Research and Action for Development a fully autonomous advanced research institute a nongovernmental, not for profit organisation having its principal place of operation at C-80, Shivalik, Malviya Nagar, New Delhi – 110 017, India (hereinafter referred to as the “IRADe”);

and

(Name of the organisation).....having its principal place of operation at..... (herein referred to as “Consultant”)

Here in after referred to as the ‘parties’.

Whereas:

1. The Consultant having the requisite expertise, in relation to the tasks referred in Terms of Reference (TOR) as provided in **Annexure 1**, agrees to provide professional services and would work in accordance with IRADe quality assurance procedures.
2. The contract will be effective from the date of signing of the contract shall be completed by and will be executed with dates as mentioned in the key deliverables of **Annexure 1**, unless terminated earlier in accordance with the provisions of the contract
3. The activity is being funded by the United States Agency for International Development (USAID).

### 4. Consultancy cost

The all-inclusive lump sum consultancy cost for the assignment as per the scope of work shall be INR..... (Amount in words.....) inclusive of all taxes/duties, service tax etc.)

### 5. Terms of payments

S. No.	Submission of Deliverables as per Terms of Reference	Payment terms
1		

### 6. Time Schedule

The estimated time for completion of the activities is from the date of signing of this contract. The above time schedule is indicative and could be increased or decreased as

may be required by IRADe.

7. At each stage of the work as desired by IRADe, the consultant would be required for interaction and attend review meetings/make presentations in IRADe/USAID at a time and place intimated by IRADe.
8. This contract will be governed by IRADe General Terms & Condition for Consultancy Contract as laid down in **Appendix 2**.
9. The bid submitted by the consultant and all the communication with respect to the **RFP No \_\_\_\_\_** between the two parties will be part of this contract.
10. All communication regarding this contract should be addressed to \_\_\_\_\_ who will manage this contract or the person designated by him.
11. In witness thereof, this contract is signed on \_\_\_\_\_

For and on behalf of **IRADe**

For and on behalf of consultant

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date:

Date:

Name: Mr. V.K. Kharbanda

Name:

Designation: Project Director, SARI/EI

Designation:

## APPENDIX 1: GENERAL TERMS AND CONDITION CONSULTANT AGREEMENT

This contract consists of the following **THIRTEEN ARTICLES**:

ARTICLE I	:	Definitions and Interpretations
ARTICLE II	:	General Conditions of Agreement
ARTICLE III	:	Payment
ARTICLE IV	:	Duration of Contract
ARTICLE V	:	Taxes/Duties/Service Tax
ARTICLE VI	:	Penalty for Late Submission of Deliverables
ARTICLE VII	:	Termination
ARTICLE VIII	:	Subcontracting
ARTICLE IX	:	Indemnification
ARTICLE X:		Law and Jurisdiction
ARTICLE XI:		Disputes
ARTICLE XII:		Funders Terms and Conditions
ARTICLE XIII:		Miscellaneous

## ARTICLE I: DEFINITIONS AND INTERPRETATIONS

### DEFINITIONS

The following words and expressions shall have the meanings assigned to them except where the context otherwise requires:

AGREEMENT means the Agreement between IRADe and \_\_\_\_\_;

CONSULTANT means the party named in the Agreement.

SERVICES mean the professional services to be performed by the consultant in accordance with the Terms of Reference of the assignment.

*Force Majeure* shall mean war, civil commotion, fire, flood, riots, all natural calamities, action by any government or any event beyond the reasonable control of the party affected.



## ARTICLE II: GENERAL CONDITIONS OF AGREEMENT

1. Both parties hereby declare that they are fully empowered, authorised and competent to execute this agreement.
2. The consultant shall ensure that the services rendered are strictly in accordance with the standard prescribed in terms of the agreement entered into between IRADe and the consultant.
3. The consultant shall regularly apprise IRADe with respect to the progress of the services rendered and shall carry out such modifications as may be instructed by IRADe from time to time..
4. The consultant shall not be entitled to substitute personnel unless IRADe gives written consent to such substitution. IRADe shall not be liable to meet any costs arising from the replacement of such personnel.
5. Notwithstanding anything contained in this agreement, the relationship of IRADe and the consultant shall not be construed, as that of employer and employee and staff of the consultant shall at no time be considered as employee/s of IRADe.
6. The consultant shall be responsible for all acts of omission and commission of persons engaged by the Consultant whether or not in the course of performing the services and for the health safety and security of such persons and their property.
7. The terms/conditions/scope of this contract shall not be varied/altered/modified until and unless mutually agreed by and between IRADe and the consultant and such modification shall be reduced to writing in the form of an amended contract.
8. Unless otherwise specified in the agreement between IRADe and the Client, consultant shall retain copyright of all documents prepared by the Consultant in relation to the services rendered.
9. The Consultant shall not engage in any activity which might conflict with the interest of IRADe under this agreement or the agreement of IRADe with Client.
10. The consultant shall not during or after the termination of the contract disclose to any third party any information arising from the contract, other than in the proper performance of their duties, except with the prior written permission of IRADe. The Consultant will be signing a Non-Disclosure Agreement (NDA) with IRADe in this regard.
11. The consultant shall exercise reasonable skill, care and diligence in the performance of his obligations under the agreement and shall act in accordance with the services as provided in Terms of Reference
12. The consultant shall not without the written consent of IRADe, in any way assign or transfer his/ her obligations under this agreement or any part thereof to anyone, failing which the contract may be rescinded by IRADe.
13. The consultant shall keep IRADe indemnified in respect of any loss or damage or claim howsoever arising out of negligence on the part of the consultant in relation to the performance or otherwise of the services to be provided under this contract.

### ARTICLE III: PAYMENT

1. IRADe shall pay to the consultant a fixed price for the services to be provided as per this agreement.
2. Payment will be authorized after completion, delivery, and acceptance by IRADe representative of all services, and scheduled deliverables stipulated herein. Payment will be made as soon thereafter as the regular course of business will allow based on the submission of the correct invoice.
3. The Consultant shall be paid according to the payment schedule as per this agreement.

### ARTICLE IV: DURATION OF THE CONTRACT

1. The agreement is deemed to commence on the date specified earlier. Any delay in the completion of the obligation on the part of the consultant shall entitle IRADe to terminate the agreement and deduct the amount of the consultant proportionate to the work remaining incomplete. The decision of IRADe in quantifying the amount of such deduction shall be final and binding.
2. Notwithstanding the above, the period of due performance of the obligation of the consultant may be extended by IRADe without deduction of any amount for the Consultant, if the delay is caused due to the lack of finances, delay in instructions, act of God or *Force Majeure*.

### ARTICLE V: TAXES/DUTIES/SERVICE TAX

1. Consultant is responsible to pay all taxes due to the local tax authority as a result of Services provided to IRADe. .

### ARTICLE VI: PENALTY FOR LATE SUBMISSION OF DELIVERABLES

Deliverables must be submitted to IRADe his/her designee on the date agreed upon. Payments are subject to satisfactory submission of all deliverables. For non-excusable delayed deliverables without prior written agreement of IRADe representative, payment of any outstanding invoices will be withheld until satisfactory submission. Should the Consultant fail to submit deliverables as required under this agreement for more than 5 (five) business days past the deadline, IRADe shall withhold all payments associated with the outstanding deliverables and may exercise the termination clause as outlined in **Article VII. TERMINATION** of this contract

### ARTICLE VII: TERMINATION

IRADe shall have the option to terminate the contract in the event of termination of the **(Cooperative Agreement by the USAID)** for whatever reasons. In the event of such termination, the Consultant shall be entitled to receive all supporting funds as described herein for those expenditures justifiably incurred to the time of termination of this purchase order, including commitments which cannot be reversed or mitigated, to the extent that said funds are available to IRADe under its **Cooperative Agreement**.

IRADe shall have the option to terminate this agreement in the event Consultant materially breaches any of the terms and conditions set forth herein. Consultant shall receive advance written notification of termination, a description of the nature of the breach and, if applicable, the opportunity to remedy or cure any such breach of terms as described below in **Article XI. DISPUTES**. In the event of termination, such right to terminate shall be IRADe sole remedy at law and equity. IRADe may require reimbursement of any expenses improperly incurred prior to termination in a sum not to exceed the total contracted amount.

The Consultant's entitlement to notice as set out above is without prejudice to IRADe's right to dismiss the Consultant summarily in the event of gross or serious misconduct by the Consultant. Examples of such misconduct include (but are not limited to) the commission by the Consultant of any fraudulent act or act of dishonesty, material breach by the Consultant of any of the terms of the purchase order, or conduct tending to bring the IRADe into disrepute.

Either party shall have the option to terminate the contract if either party fails to perform its obligations under this, and fails to cure any such material breach in performance within fifteen (15) days after written notification by the other party thereof.

In the event of termination of this contract the consultant shall, upon receipt of notification of termination, immediately stop work, minimize additional costs and shall not incur any further cost during the termination of performance hereunder

## **ARTICLE VIII: SUBCONTRACTING**

Consultant should not subcontract any part of its activities described herein without the prior written consent of IRADe.

## **ARTICLE IX: INDEMNIFICATION**

Each party shall mutually indemnify and hold one another harmless against losses, claims, liabilities, or damages (including costs, reasonable attorney's fees, and amounts actually paid in reasonable settlement thereof) that are sustained as a result of the negligent acts, errors, or omissions of the other party, its employees and agents, or for the improper performance or non-performance relating to activities hereunder. Indemnification under this paragraph shall be limited to the maximum amount payable under this agreement, except for losses, claims, liabilities or damages sustained in connection with an actual or alleged violation of law applicable to this agreement.

## **ARTICLE X: LAW AND JURISDICTION**

1. This Agreement shall be governed by and construed in accordance with Indian Law.

2. This Agreement shall be subject to the jurisdiction of courts at New Delhi only.

## ARTICLE XI: DISPUTES

1. All disputes and/or differences and other questions in any way arising out of or relating to this Agreement, which cannot be settled amicably shall be referred to an arbitrator who shall be appointed by IRADe. The decision of the arbitrator shall be final and binding on both the parties.
2. It shall be incumbent on the party invoking arbitration to specify the dispute and/ or differences to be referred to arbitration under this clause together with the amount or amounts claimed in respect of each dispute.
3. The consultant shall continue to perform his duties with diligence notwithstanding the fact that a dispute has been referred to arbitration or any dispute or difference has arisen.
4. The venue of arbitration shall be New Delhi.
5. The arbitration shall be governed by the provisions of the "Arbitration and Conciliation Act 1996" as amended up to date or any statutory modification or re-enactment thereof for the time being in force or any rules made there under.

## ARTICLE XII: FUNDERS TERMS AND CONDITIONS

1. **Books, Records, and Accounts:** The consultant shall maintain books, records and accounts sufficient to demonstrate the incurrence, expenditure, and allowability of all costs charged to the agreement. USAID, or any of their duly authorized representatives shall have access to such books, records and accounts as are directly pertinent to the activities funded by the agreement. Consultant agrees that IRADe or USAID, shall have access to any books, documents, papers, and records of the Consultant that are directly pertinent to the services provided hereunder, for the purpose of making audits, examinations, excerpts, and transcriptions. These records shall be maintained for 3 (three) years unless written approval is requested by the c consultant and approval by IRADe is given in writing.
2. **Terrorist Financing:** U.S. Executive Orders and U.S. law prohibit transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the consultant to ensure compliance with the Executive Orders and laws.
3. **USAID Standard Provisions:** As the Program of SARI/EI is being funded by USAID, the Standard Provisions of USAID will be applicable and binding for this contract.

### ARTICLE XIII: MISCELLANEOUS

4. This agreement shall not be modified or varied nor its provisions waived otherwise than in writing duly signed by both the parties hereto.
5. This agreement represents an integrated agreement between the parties hereto and supersedes all prior negotiations representations or agreements either oral or written.
6. The privity of the contracts in terms of this agreement shall be between IRADe and the consultant. The researchers/ specialists/ workers or any agency employed by the consultant shall have no privity of contract whatsoever with the IRADe.

The consultant will adhere to IRADe quality process and standards, and management systems while working on this contract, as guided by the Project Director, SARI/EI or person designated by him.