

REQUEST FOR PROPOSAL (RFP)

For

Development of PREVENTION OF SEXUAL HARASSMENT (POSH) FAQs, POSH Penalty Grid, Social Media Awareness Campaign, Seminars and Workshops & Seek POSH Compliance data from Companies in Selected Indian Cities on Prevention of Sexual Harassment in Corporate and Improve 'POSH' Compliance in the Corporate Sector.



**National Commission for Women
Plot No 21, Jasola Institutional Area,
New Delhi 110025, India**

-Tender Notice-

REQUEST FOR PROPOSAL (RFP) FOR Development of PREVENTION OF SEXUAL HARASMENT (POSH) FAQs, POSH Penalty Grid, Social Media Awareness Campaign, Seminars and Workshops & Seek POSH Compliance data from Companies in Selected Indian Cities on Prevention of Sexual Harassment in Corporate and Improve 'POSH' Compliance in the Corporate Sector.

**Office of the Joint Secretary
National Commission for Women
Plot No 21, Jasola Institutional Area, Delhi: 110025
E-mail: jsncw-wcd@nic.in
Phone: 011-26944805; Website: <http://ncw.nic.in>**

No.F.6-11/23/2022-23/NCW/NI CELL

Date: 12.05.2023

1. National Commission for Women invites technical and financial proposals from eligible Companies/ Registered Societies for developing of conducting Social Media Awareness Campaign, Seminars and Workshops in Key Indian Cities on Prevention of Sexual Harassment (POSH) and to improve 'POSH' Compliance in Corporate Sector. List of cities is enclosed at Annexure I.
2. Participating companies must fulfil the following pre-requisites:
 - i. The Applicant shall be a Company/Registered Society of repute either (1) Public Limited Company OR (2) Private Limited Company OR (3) Partnership Firm OR (4) LLP Firm OR (5) Registered Society and that such company/registered society should be in existence in India for at least the last two years as on date of the bid. The applicant must have experience of conducting the proposed services that they mention in their proposals with Indian or Overseas clients; whether corporate or not-for-profit organisations.
 - ii. The subject matter experts must be post-graduates (from reputed Indian or Overseas institutes) with at least 10 years of post-qualification experience in their area of expertise.
 - iii. The Company/Registered Society must be registered under Income Tax/ Goods and Service Tax Act and other applicable tax laws, as the case may be.
 - iv. The Company/ Registered Society should not have been blacklisted by any State Government or any other Public sector Undertaking or a Corporation as on the date of RFP. The companies that are in litigation with department/ any other public sector undertaking or a corporation of State Government or

Central Government will not be eligible for this tendering process. An undertaking to this effect should be submitted.

- v. Preference will be given to the Companies/ Registered Societies which have technical experience with respect to POSH.
- vi. The bidder shall have an average annual turn-over from learning and development consulting in the last financial (FY 2022- 2023) of at least Rupees Twenty Five Lakhs.

vii. The Applicant must include Copies of (A) Certificate of Incorporation/Registration, (B) GST number registration, (C) PAN Card, (D) Self-certified letter in the format provided in RFP duly signed by authorised signatory of the applicant, (E) Certificate from Statutory Auditor/ Chartered Accountant clearly stating turnover and (F) Scanned copies of education certificates of at least 3 core team members of the applicant. Proposals without these documents will be treated as ineligible and shall be summarily rejected.

3. Interested companies may download the complete Request for Proposal (RFP) document from the website <http://eprocure.gov.in> or <http://ncw.nic.in>. The eligible applicants may submit their proposals online at website <http://eprocure.gov.in>. Hard copy of the proposal should not be sent to the Commission.

Table No-1 Key information/ dates/ address:

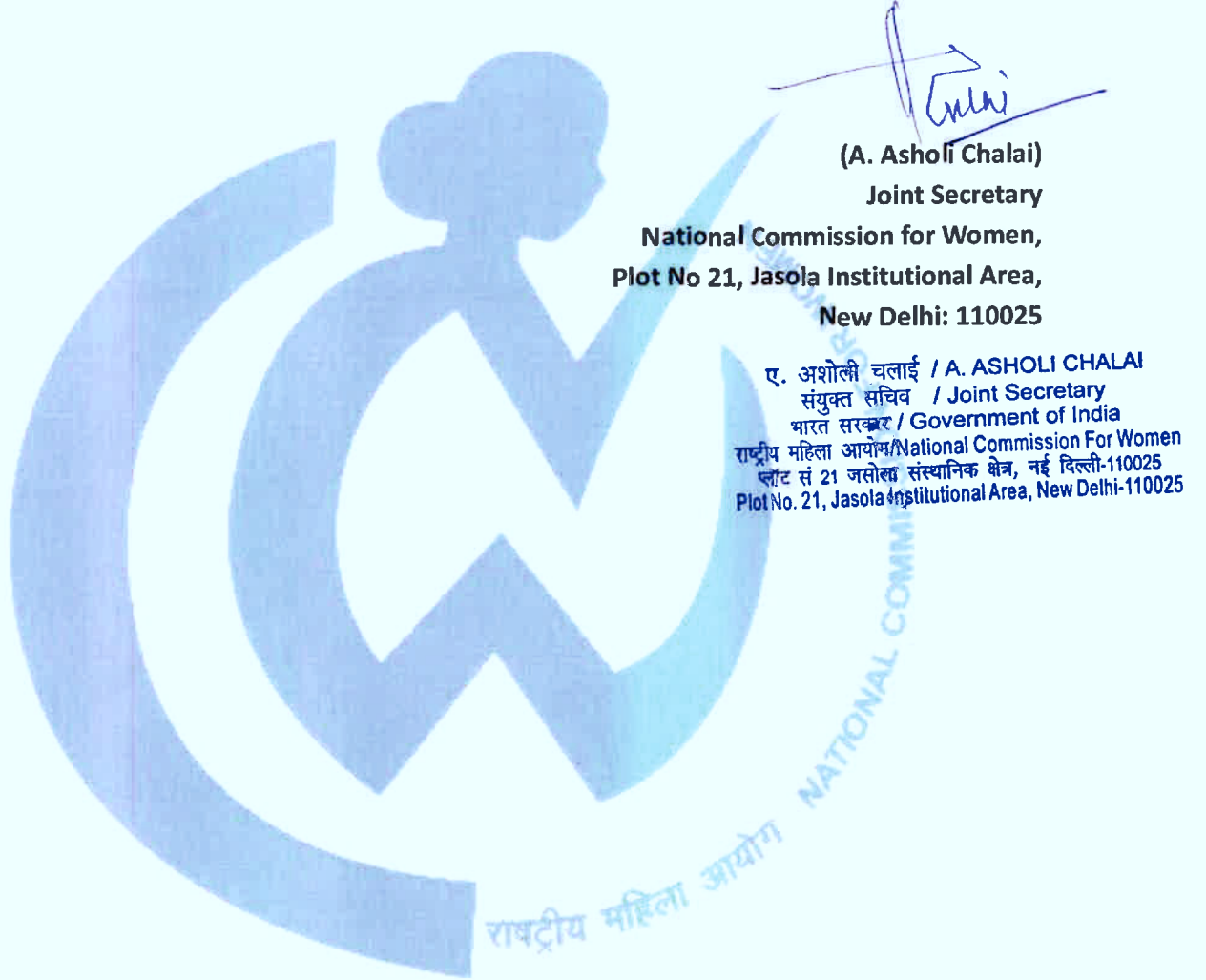
S. No	Description	Important Information
I.	Date of online publication	12.05.2023
II.	Starting of downloading of e- tender documents	12.05.2023
III.	Last date of seeking clarification of RFP	Up to 15.05.2023 at 3:00 PM by sending email to jsncw-wcd@nic.in
IV.	Proposal submission -Start date /time	15.05.2023 at 05:00 PM
V.	Proposal submission -End date /time	31.05.2023 at 05:00 PM
VI.	Date /Time of opening of Technical proposal	01.06.2023
VII.	Date of public opening of Financial proposal	Will be intimated to the qualified applicants separately.

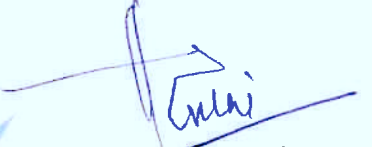
4. The Company/ Registered Society shall deploy requisite number of experts of specified qualification and experience/ eligibility for conducting such Social media awareness campaigns, knowledge dissemination workshops and seminars in selected cities.

5. All amendments, time extension, clarifications etc. will be uploaded on the website <http://eprocure.gov.in> only and will not be published in newspaper. The Companies

should regularly visit the website <http://ncw.nic.in> or <http://eprocure.gov.in> to keep them updated.

6. The validity of the RFP will be One year from the date of publication.
7. The applicant shall pay a non-refundable application fee of Rs. 1000/- in the form of Demand Draft drawn in favour of "Pay & Accounts Officer, National Commission for Women", payable at New Delhi.





(A. Asholi Chalai)
Joint Secretary
National Commission for Women,
Plot No 21, Jasola Institutional Area,
New Delhi: 110025

ए. अशोली चलाई / A. ASHOLI CHALAI
संयुक्त सचिव / Joint Secretary
भारत सरकार / Government of India
राष्ट्रीय महिला आयोग / National Commission For Women
प्लॉट सं 21 जसोला संस्थानिक क्षेत्र, नई दिल्ली-110025
Plot No. 21, Jasola Institutional Area, New Delhi-110025

REQUEST FOR PROPOSAL (RFP) FOR Development of POSH FAQs, POSH Penalty Grid, Social Media Awareness Campaign, Seminars and Workshops & Seek POSH Compliance data from Companies in Selected Indian Cities on Prevention of Sexual Harassment in Corporate and Improve 'POSH' Compliance in the Corporate Sector.

A. Purpose of the proposal

- a) The NCW is keen to check and improve the compliance of Prevention of Sexual Harassment law ('POSH') by corporate entities in India by creating an FAQ page; conduct social media awareness campaigns, knowledge dissemination workshops and seminars in selected cities pan-India.
- b) The NCW invites bids for the above scope for a period of one year starting the date of awarding the proposal. NCW invites subject matter experts as knowledge partners to assist them with the task of improving and increasing POSH awareness, understanding and compliance amongst corporates pan-India.

B. Validity of proposal

- a. The proposals shall be valid for a period of twelve months from the last date of opening of financial proposal. A proposal valid for a shorter period may be rejected as non-responsive. In exceptional circumstances, at its discretion, NCW may solicit the bidder's consent for an extension of the validity period. The request and the responses thereto shall be made in writing or by email.

C. Eligibility Conditions and Evaluation of Technical proposals

a. Pre-qualification

The pre-qualification proposals of only those bidders who pass the pre-qualification criteria will be opened and passed on to the bid Evaluation Committee constituted by NCW for evaluation of bids. The bidder will be assessed on the pre-qualification ('PQ') criteria as defined below.

S.No.	Basic Requirements	Eligibility Criteria	Document to be submitted
PQ1	Legal Entity	The bidder must be a Private Limited Company, Public Limited Company, Partnership Firm, LLP firm or Registered Society and should be in existence in India for at least the last two years as on date of Submission of the bid.	<ul style="list-style-type: none"> • Copy of Certificate of Incorporation/ Registration • Copy of GST registration number • Copy of PAN Card

S.No.	Basic Requirements	Eligibility Criteria	Document to be submitted
PQ2	Blacklisting	The bidder should not be debarred/blacklisted by any Government/ PSU in India for failure to perform or deliver services as on date of submission of the bid.	A self-certified letter signed by the authorized signatory of the bidder.
PQ3	Experience	The bidder must have experience of conducting the proposed services that they mention in their proposals with Indian or overseas clients; whether corporate entities or not-for-profit organisations.	Experience Certificates and Work Completion Certificates to be submitted along with technical proposals.
PQ4	Qualification of subject matter experts	Postgraduates (from reputed Indian or overseas institutes) with at least 10 years of post-qualification experience in their area of expertise. Please mention consulting, research, learning and development, content creation and delivery experience with corporate sector in India.	<ul style="list-style-type: none"> CVs of at least 3 core team members of the bidder in the format provided with RFP. Credentials and references will be sought on NCW's request
PQ5	Annual turnover	The bidder shall have average Annual turnover from learning and development and consulting in the last financial (FY23) of at least Rs. 25 lakhs.	Certificate from the Statutory Auditor / Chartered Accountant clearly stating turnover

b. Technical Evaluation

Sr. No.	Criteria	Evaluation parameters	Max. Marks	Documents Required
Relevant Experience(60 Marks)				
TQ1	Bidder / core project delivery team should demonstrate experience in delivering scope of work proposed either in their current organisation or in	<ul style="list-style-type: none"> At least 2 years of experience or experience of working with 2 clients worked with:8 marks 2 to 5 years of 	15	<ul style="list-style-type: none"> Share resumes of at least 2 subject matter experts who will deliver the proposed project Credentials and references will be sought at NCW's

Sr. No.	Criteria	Evaluation parameters	Max. Marks	Documents Required
	previous roles	<p>experience or experience of working with 5 clients: 10marks</p> <ul style="list-style-type: none"> • More than 5 years of experience or experience of working with 6 clients:15 marks 		request
TQ2	Understanding of the POSH law and its amendments. POSH compliance assistance delivered for organisations	<ul style="list-style-type: none"> • POSH compliance training modules delivered w.r.t. clients (at least 6) with an online / offline training module: 15 marks • POSH compliance delivered w.r.t. clients (3-5) with an online/ in-person training module: 10 marks. • POSH compliance delivered w.r.t clients at least 2 clients with an online/in-person training module: 8 marks. 	15	<ul style="list-style-type: none"> • Credentials and references will be sought at NCW's request. • Online training module: testing could be sought by NCW • Experience Certificates/ work Completion certificates from the organisation.
TQ3	Experience of working with government	<ul style="list-style-type: none"> • More than 5 clients: 15 marks 	15	A self-certified letter signed by the authorized

Sr. No.	Criteria	Evaluation parameters	Max. Marks	Documents Required
	and/or public sector undertakings in the field of social impact and/or training or learning and development	<ul style="list-style-type: none"> • 2-5 clients: 8 marks • 1 client: 5 marks 		signatory of the bidder giving details of the Government/PSU clients along with supporting documents.
TQ4	Experience of working with central or state trade associations such as CII, FICCI, Assocham etc as panelists, moderators, trainers, knowledge partners (collectively referred to as 'credentials')	<ul style="list-style-type: none"> • At least 5 credentials: 15 marks • 2-4 credentials: 10 marks • 1 credentials: 8 marks 	15	A self-certified letter signed by the authorized signatory of the bidder.
Presentation & Demo (40Marks) –To be conducted by bid evaluation committee				
TQ5	Understanding of scope of Work and proposed solution	-	10	Copy should be the submitted with the technical proposal.
TQ6	Approach, methodology, and Project roll-out plan	-	10	
TQ7	Subject matters expertise, presentation skills, understanding of the target audience	-	10	
TQ8	Ability to scale the scope of work pan-India.	-	10	
Total			100	

D. DELIVERABLES, PAYMENTS, MILESTONES AND TIMELINE:

The output will have to be delivered by the Agency as per the time frame indicated in below table.

S.No.	Deliverables	Timeline	Payment
1.	<p>NCW POSH page</p> <p>A. POSH FAQ Development of frequently asked questions ('FAQs') on POSH to help companies understand POSH compliance as its intended to "simplify awareness thus compliance". These FAQs are to be published on POSH Website.</p> <p>B. POSH Penalty grid A simple grid clarifying penalties which would encourage compliance:</p> <ul style="list-style-type: none">• Clarity on the current penalty/fines - amounts, period for which it is levied, levying authority <p>C. POSH Media Awareness</p> <ul style="list-style-type: none">• Development of content for Social Media Awareness.(05 creatives*)• Paid Promotion of Content on Facebook. (Outreach 10-15 Lakhs people)	Two months from the award of work and signing of MOU	Payments will be released commensurate to the deliverables
2.	<p>POSH awareness and Internal Committee (IC) workshops</p> <p>A. General awareness sessions on the POSH Act, NCW portal, self-registration, impact of non-compliance, POSH compliance benefits including the larger impact to GDP of the country and Environmental, Social and</p>	Within 12 months from issue of work order	

	<p>Governance (ESG) goals. How corporate can drive the larger growth agenda of the country by creating safe workplaces and focusing on diversity and inclusion (duration: 2 hours per session)</p> <p>B. Intensive, immersive IC workshops: Certification programme where the IC is trained on handling complaints and cases as mandated by the law (duration: 4 hours/session) Training team will include a psychologist/counsellor and a lawyer.</p>		
3.	<p>Seek POSH Compliance data from Companies</p> <p>A. Seek Compliance Data from companies in India.</p> <p>B. Explore avenues to push for greater POSH compliance through MCA/other Ministries / trade associations.</p>	Within 12 months from issue of work order	

*Number of creatives is subject to change on pro rata basis. Paid promotion of the content will be handled in consultation with the NCW.

4. Financial bid evaluation

- a) Financial bids are to be submitted as per format 4 along with letter in format 3.
- b) The financial proposal of only the technically qualified bidders who have scored 50 or above in the technical evaluation shall be considered for the financial evaluation. Financial score of the bidder will be calculated based on the given formula:

$$\text{Financial Score of the applicant} = (\text{Lowest quoted rate among all the applicants} / \text{rate quoted by the applicant}) \times 100$$

- c) **The composite score for the applicant bidder will be calculated with the weightage in the ratio technical: financial as 60:40. That is Composite score = (technical score x 0.6) + (financial score x 0.4). The bidder with the highest composite score will be considered for award of work.**
- d) In case, it is found that more than one bidder has highest composite score, the bidder with higher technical score will be considered for award of work. However, the decision of NCW in such cases shall be final and binding on all bidders.
- e) At the time of formulating the financial bids, the bidders may not consider the cost of venue/accommodation of stakeholders for seminars/workshops. The same will be paid by NCW as per actuals. The venue/accommodation for the seminar/workshop shall be finalised in consultation with NCW.

5. Overall Evaluation Process

- a. Bidders shall be evaluated as per the pre-qualification criteria mentioned in evaluation section of this document. The bidder who fulfils all the pre-qualification criteria will qualify for further Technical Evaluation;
- b. Bidders with minimum technical score of 50 out of 100 in technical evaluation (TQ) will be eligible for financial evaluation;
- c. The bid evaluation committee set up by the NCW reserves the right to accept or reject any or all bids without giving any reasons thereof; and
- d. The bidder shall provide required supporting documents along with their technical bids with respect to the pre-qualification criteria mentioned in the evaluation section in the RFP.
- e. The composite score for the bidder will be calculated as explained above in Para E.

6. Award Criteria

Post the evaluation process indicated above, NCW will award the contract to the bidder who has been selected as L1 bidder, is one having the highest composite score as given in paragraph E.

7. Cost of Tender Documents

A non-refundable cost of Rs. 1000/- (Rupees One Thousand Only) in the form of Demand Draft/ Pay Order in favour of "PAO, National Commission for Women" payable at New Delhi. The DD may be sent to National Commission for Women by post and scanned copy of DD may be attached with RFP.

8. Earnest Money Deposit

Earnest Money Deposit shall be Rs.50,000/- (Rupees Fifty Thousand only) and shall be deposited in the form of Demand Draft / Banker Cheque in favour of "PAO, National Commission for Women" payable at New Delhi.

9. Agreement Extension

This Agreement shall come into effect on the date of issue of Work Order (hereinafter the 'Effective Date') and shall continue till operation and maintenance completion date which shall be at least 12 months from the work order date subject to quarterly performance evaluation conducted by NCW. NCW may extend the project by another 03 months keeping in mind the interest and impact of the project.

10. Project Management

a. Approvals and Required Consents

The parties shall co-operate to procure, maintain, and observe all relevant and customary regulatory and governmental licenses, clearances and applicable approvals (hereinafter the "Approval") necessary for the bidder to provide the Services. The costs of such approvals and required consents shall be borne by the bidder.

NCW shall facilitate the bidder in obtaining the Required Consents wherever NCW intervention is relevant and necessary. The bidder shall, however, not be relieved of its obligations to provide the Services and to achieve the service levels even until the Required Consents/ Approvals are obtained if and to the extent that the bidder's obligations are dependent upon such Required Consents/ Approvals.

11. Reporting Progress

- a. Bidder shall allocate a project manager who would be a single-point contact ('SPOC') for NCW for monitoring day-to-day progress on the project. The

SPOC would be required to interact regularly with NCW to address issues or provide updates on the project progress. To facilitate this interaction, a team from NCW would be constituted. The members of this team will have clearly defined roles. The bidder's project manager will interact with the respective members of NCW for the project.

- b. The bidder shall not change its project manager without consent from NCW. In the notified and approved absence of bidder's project manager, the bidder shall appoint an alternate resource on the project the role of the project manager.
- c. Besides the monitoring tool, fortnightly review meetings will be held with NCW to take stock of the progress made in the project and discuss any issues / challenges being faced by the teams. All important team members of the bidder involved during that stage of the project will be present for these review meetings. Apart from the proposed review meetings, NCW may schedule any other meetings from time to time. The selected bidder should ensure that the relevant team members are available for any such meetings scheduled by NCW. The bidder's project manager shall draw the minutes of these meetings to record key proceedings and decisions of these meetings.
- d. Regular status reports on the progress made; key activities and milestones planned in next few weeks; progress against planned milestones; issues and escalations if any etc. will be submitted to NCW by the bidder's project manager during the entire duration of contract.
- e. The bidder agrees that NCW may change the periodicity of such reports. Formats for such reporting will be discussed and agreed with NCW.
- f. In case the progress of project falls behind schedule or does not meet the desired requirements for reasons solely and entirely attributable to the bidder, the bidder shall deploy extra manpower, resources, infrastructure to make up the progress or to meet the requirements at no additional cost to NCW.

12. Terms of Payment Schedule

Payment Terms

- a. In consideration of the services and subject to the provisions of the agreement signed between the winning bidder and NCW (hereinafter referred to as 'the agreement'), the bidder shall be eligible to receive

payments from NCW in accordance with the terms of payment schedule of the agreement.

- b. Except as otherwise provided for herein or as agreed between the parties in writing, NCW shall not be required to make any payments in respect of the services other than those covered by the terms of payment schedule.

13. Invoicing and Settlement

The bidder will submit its invoices in accordance with the following principles:

- a. Generally, and unless otherwise agreed in writing between the parties or expressly set out in this document, the bidder shall raise an invoice for successful delivery of services on a milestone basis as per the payment schedule defined in terms of payment schedule in the agreement.
- b. The invoice shall be submitted along with the necessary approval / signoff / acceptance / certification provided by the concerned parties for the respective deliverables linked with the transactions, failing which NCW reserves the right to reject the invoices.
- c. Along with the invoice, the bidder is required to submit the deliverables linked with the payment in softcopy, as applicable failing which NCW reserves the right to reject the invoices.
- d. Any invoice presented in accordance with this schedule shall be in a format agreed with NCW.
- e. Invoices shall be accurate and all adjustments (if any) to payments to be made to the bidder shall be applied to the next payment invoice of the bidder.

Payment for invoices shall be made preferably within 30 days of the receipt of correct and valid invoice by NCW, which must be after completion of the said activities, and after obtaining the signoff from NCW for the required deliverables.

14. Additional Costs

- a. NCW shall make payments to the bidder at the times and in the manner set out in the terms of payment schedule subject always to the fulfilment by the bidder of the obligations herein.

- b. No invoice for extra work / charge order on account of change order will be submitted by the bidder unless the said extra work / change order has been authorized / approved by NCW in writing.
- c. NCW shall make payments after withholding tax deductible at source as appropriate.
- d. The successful bidder shall be entirely responsible for all the taxes (excluding the Goods & Services Tax), stamp duties, license fees and other such levies imposed etc.

15. Currency of Payment

Payment shall be made in Indian Rupees only.

16. Deliverables and Timelines

All deliverables will be deemed to have been completed only after signature of authorized personnel from NCW. The tasks that are provided in the agreement are to be performed by the bidder in such a manner that it will not affect the project schedule.

17. Contract Amendments

No variation in or modification of the terms of the Contract shall be made except by written amendment signed by both the parties i.e. the bidder and NCW.

18. VERIFICATION AND DISQUALIFICATION

The NCW reserves the right to verify all statements, information and documents submitted by the Applicant in response to the RFP and the Applicant shall, when so required by the NCW, make available all such information, evidence and documents as may be necessary for such verification. CW reserves the right to reject any Proposal if at any time, a material misrepresentation is made or uncovered, or the Applicant does not provide, within the time specified by the NCW, the supplemental information sought by the NCW for evaluation of the Proposal

19. AWARD OF SERVICES

The Competent Authority of NCW will issue Letter of Intent (LoI) in favour of applicant who has scored highest composite score. A Letter of Award (the "LoA") shall be issued, in duplicate, by Competent Authority CW to the selected applicant/agency and the selected company/registered society shall, within 7 (seven)

days of the receipt of the LoA, sign and return the duplicate copy of the LoA in acknowledgement thereof.

20. EXECUTION OF AGREEMENT

After acknowledgement of the LoA as aforesaid by the selected Agency, it shall execute the Agreement within the period of 7 days from the date of issuance of LoA.

21. INTELLECTUAL PROPERTY RIGHTS(IP) CLAUSE

NCW reserves the IPR rights of the project. All documents and other information collected shall remain or become the property of National Commission for Women (NCW). All information collected, analyzed, processed or in whatever manner provided by the agency in relation to the services provided shall be the property of CW. If the Agency wants to use the data collected consent/ prior permission of NCW must be taken.

22. DISCLAIMER

NCW shall not be responsible for late receipt of application for any reason whatsoever.

The applications received late will not be considered and will be returned unopened to source.

23. FORCE MAJEURE

The selected Agency shall not be liable for, forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that its delay in performance or other failure to perform its obligations under the contract is the result of an event of 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 to, acts of the Client in its sovereign capacity, war or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes. If a Force Majeure situation arises, the supplier shall promptly notify the NW in writing of such conditions and the cause thereof. Unless otherwise directed by the Office of NCW in writing, the supplier shall continue to perform its obligations under the contract as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

24. SETTLEMENT OF DISPUTES

- i. **Amicable Settlement:** The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Agreement or the interpretation thereof.

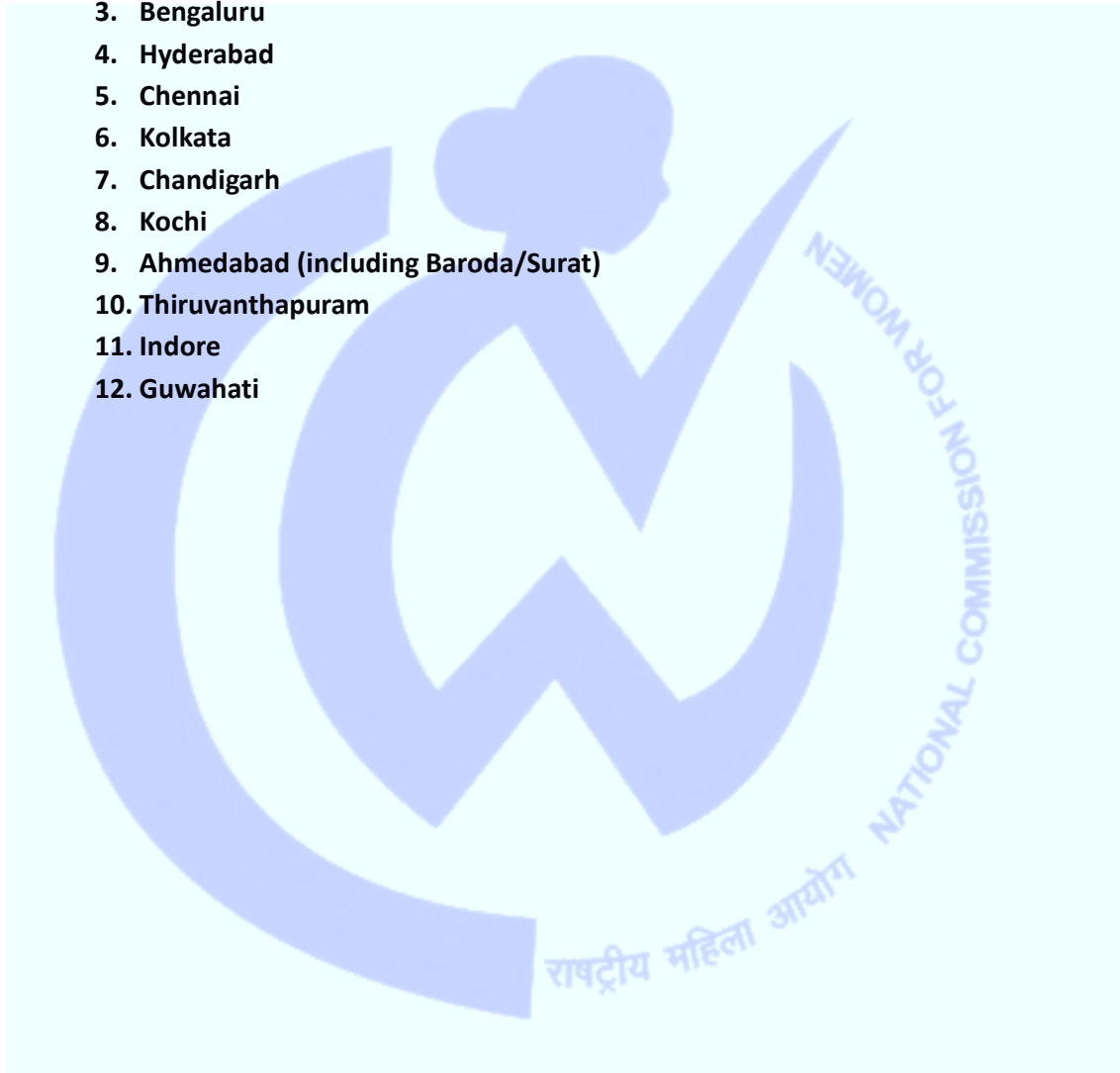
- ii. **Dispute Settlement:** Any dispute between the Parties as to matters arising pursuant to this Agreement, which cannot be settled amicably within thirty (30) days after receipt by one Party of the other Party's request for such amicable settlement, may be submitted by either Party for settlement. If the dispute(s) is not resolved amicably then it shall be referred to arbitration and shall be dealt as per the provisions of the Arbitration Conciliation Act 1996. For all purposes, the Civil Court, Delhi, shall have jurisdiction only in exclusion to any other jurisdiction specified under any other Act.

25. The place of Arbitration will be New Delhi.



LIST OF SELECTED CITIES

- 1. NCR (Delhi-Noida-Gurugram)**
- 2. Mumbai (including Navi Mumbai and Pune)**
- 3. Bengaluru**
- 4. Hyderabad**
- 5. Chennai**
- 6. Kolkata**
- 7. Chandigarh**
- 8. Kochi**
- 9. Ahmedabad (including Baroda/Surat)**
- 10. Thiruvanthapuram**
- 11. Indore**
- 12. Guwahati**



Annexure II: Technical Proposal Submission Forms

Format 1: Covering Letter

[Location, Date] To:

Joint Secretary
National Commission for Women,
Plot No 21, Jasola Institutional Area , New Delhi

Dear Sir,

We, the undersigned, are interested in Development of POSH FAQs, POSH Penalty Grid, Social Media Awareness Campaign, Seminars and Workshops & Seek POSH Compliance data from Companies in Selected Indian Cities on Prevention of Sexual Harassment in Corporate and Improve 'POSH' Compliance in Corporate in ----- City in accordance with your Request for Proposal dated [Insert Date] and our Proposal.

We are hereby submitting our Proposal, which includes this Technical Proposal.

We hereby declare that we have read the RFP, and abide by the same. [In case of any declaration, reference to concerned document attached must be made]. We hereby declare that all the information and statements made in this Proposal are true and accept that any misleading information contained in it may lead to our disqualification.

We undertake, if our Proposal is accepted, to initiate Services related to the assignment not later than the date indicated in the Data Sheet.

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

Yours faithfully,

Authorized Signature [In full and initials]: Name and Title of Signatory:

Name of Firm:

Address:

Format 2: Curriculum Vitae (CV) of Resource Persons/ Experts

[Separate CV for each Resource Person/ Expert (2 persons at least)]

Position

NAME:

DATE OF BIRTH:

NATIONALITY:

EDUCATION: [year] [name of institution and degree]:

Please mention if Ph D, Post Graduate/ Graduate and subjects clearly

MEMBERSHIP OF PROFESSIONAL ASSOCIATIONS:

COUNTRIES OF WORK EXPERIENCE LANGUAGES

PROFESSIONAL BACKGROUND

[Description] EMPLOYMENT RECORD

[Year starting with present position][Employer]

RESEARCH EXPERIENCE in conducting survey research involving large sample size

Other Research Experience

Certification:

I, the undersigned, certify to the best of my knowledge and belief that:

(i) This CV correctly describes my qualifications and experience;

[Signature of expert or authorized representative]

_____ [Name of Expert/Authorized signatory].

Annexure III: Financial Proposal (Format-3)

To,
Joint Secretary
National Commission for Women,
Plot No 21, Jasola Institutional Area, New Delhi

Dear Sir,

Subject: Hiring of Company/Registered Society for in Development of POSH FAQs, POSH Penalty Grid, Social Media Awareness Campaign, Seminars and Workshops & Seek POSH Compliance data from Companies in Selected Indian Cities on Prevention of Sexual Harassment in the Corporate Sector and Improve 'POSH' Compliance in Corporate in _____ City.

I/We _____ applicant herewith upload the Financial Proposal for selection of my/our Company/Registered Society as applicant for the subject mentioned above.

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, i.e. 1 year from the last date notified for submission of the proposal.

Yours faithfully,

Signature: Full Name:

Designation:

Address:

Tel.: Nos.

(O)

(R)

(M)

E-mail:

Fax

Format 4: Financial Proposal

S. No.	Item	Unit	Rate Quoted per number(in INR) all inclusive, but excluding GST	Total (in INR) all inclusive, but excluding GST.
1	NCW POSH FAQ Page & Penalty Grid	ONE		
2	POSH Media Awareness Paid Promotion of Content on Facebook. (Outreach 10-15 Lakhs people)	(per creative & per campaign)		
3	POSH Awareness Workshop	(per workshop)		
4.	IC Training Workshop in accordance with POSH Act, 2013	(per workshop)		

Note: Do not include Financial Bid details in your technical bid, it should be added in Microsoft Excel file provided as Work Item Documents (BOQ) in CPP Portal.

राष्ट्रीय महिला आयोग

NATIONAL COMMISSION FOR WOMEN