**RFP TO DEVELOP A WEB AND MOBILE-ENABLED DATA COLLECTION, STORAGE AND VISUALISATION PLATFORM**

|  |  |
| --- | --- |
| REFERENCE: | **AKF INDIA/2017/SERVICE/01** |
| LAST DATE FOR CLARIFICATIONS | 5th August, 2017 |
| CLOSING DATE | 11th August, 2017 by 05:00pm |
| RFP TITLE | Develop a web and mobile-enabled data collection, storage and visualisation platform |

**Instructions to Tenderers and General Conditions for service contracts**

**In submitting tenders, tenderers must respect all instructions, forms, Terms of reference, contract provisions and specifications contained in this tender dossier. Failure to submit a tender containing all the required information and documentation within the deadline specified will lead to the rejection of the tender.**

1. **Services to be provided**

The services required by the Contracting Authority are described in the Terms of Reference (ToR).

1. **Timetable**

|  |  |
| --- | --- |
|  | **DATE** |
| **Deadline for request for any clarifications from the Contracting Authority** | 5th August 2017 |
| **Deadline for submission of tenders** | 11th August 2017 |
| **Completion date for evaluation of technical offers** | 21h August 2017 |
| **Presentation by shortlisted bidders at AKF Office** | 25th August 2017 |
| **Notification of award to the successful tenderer** | 28st August 2017 |
| **Contract signature** | 06th September 2017 |

1. **Participation and sub-contracting**
2. Tenders should be submitted by the same service provider which has been short-listed and to which the letter of the invitation to tender is addressed. **No change whatsoever in the identity or composition of the tenderer is permitted**;
3. Short-listed service providers or consortia are not allowed to form alliances with any other firms or to sub-contract to each other for the purposes of this contract.
4. **Currency**

## Tenders must be presented in Indian Rupees.

1. **Period of validity**

Tenderers shall be bound by their tenders for a period of 90 days from the deadline for the submission of tenders

1. **Submission of tenders**
   1. Tenders must be received before the deadline specified in point 2 above. They must include all the documents specified in point 8 of these Instructions and must be submitted by registered letter with acknowledgment of receipt or hand-delivered against receipt signed by an authorized representative and sent to or delivered at the following address:
   2. All tenders must be received at the

**Aga Khan Foundation,**

**2nd Floor, Sarojini House,**

**6 Bhagwan Dass Road,**

**New Delhi 110001**

**Phone - +91-11- 47399700**

**Fax - +91-11-2378 2174; 47399750**

before the deadline as specified in clause 2.

* 1. Tenders must be submitted in one original, marked “original”, and two copies signed in the same way as the original and marked “copy”. All such tenders, including annexes and all supporting documents, must be submitted in a sealed envelope bearing only:

1. the AKF address specified in 6.2 above;
2. the reference code of this tender procedure **AKF INDIA/2017/SERVICE/01**
3. the name of the tenderer.
4. Tenders must be submitted using the double envelope system, i.e. in an outer parcel or envelope containing two separate, sealed envelopes, one bearing the words **"Envelope A - Technical offer" and the other "Envelope B - Financial offer". All parts of the tender other than the financial offer must be submitted in Envelope A.**
5. Any infringement of these rules (e.g. unsealed envelopes or references to price in the technical offer) will be considered a breach of rules and will lead to rejection of the tender.
6. **Content of tenders**

Each tender must comprise a Technical offer and a Financial offer, each of which must be submitted separately.

Technical Offer

The Technical offer must include the following documents:

1. Tender Form (Annexure II)
2. Technical Proposal (Annexure III)

Financial Offer

The financial offer should be presented as per template (Annexure IV) provided and if necessary completed by separate sheet for details.

1. **Additional Information before the deadline for submission of Tenders**

Bidders may submit questions by email up to the deadline specified for clarifications in the clause 2 above. Questions by email could be forwarded to Mr. Dilip Rabha at [dilip.rabha@akdn.org](mailto:dilip.rabha@akdn.org)

1. **Alteration or withdrawal of tenders**

## Bidders may alter or withdraw their tenders by written notification prior to the stated deadline for submission of tenders. No tender may be altered after this deadline. Withdrawals must be unconditional and will end all participation in the tender procedure.

## Any such notification of alteration or withdrawal must be prepared and submitted in accordance with 6.3. The outer envelope must be marked 'Alteration' or 'Withdrawal' as appropriate.

## No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiry of the tender validity period.

1. **Costs of preparing tenders**

No costs incurred by the bidder in preparing and submitting the tender shall be reimbursable. All such costs shall be borne by the bidder. In particular, if proposed experts were interviewed, all costs shall be borne by the bidder.

1. **Ownership of tenders**

The Contracting Authority retains ownership of all tenders received under this tender procedure. Consequently, bidders have no right to have their tenders returned to them.

1. **Opening of tenders**

The tenders will be opened by the contracting authority within 15 days from the deadline for the submission of tenders.

## Any attempt by a bidder to influence the evaluation committee in the process of examination, clarification, evaluation and comparison of tenders, to obtain information on how the procedure is progressing or to influence the Contracting Authority in its decision concerning the award of the contract will result in immediate rejection of its tender.

1. **Evaluation of tenders**
   1. Examination of the administrative conformity of tenders

The aim at this stage is to check that tenders comply with the essential requirements of the tender dossier. A tender is deemed to comply if it satisfies all the conditions, procedures and specifications in the tender dossier without substantially departing from or attaching restrictions to them. After analysing the tenders deemed to comply in administrative terms, the evaluation committee will rule on the technical admissibility of each tender, classifying it as technically compliant or non-compliant.

* 1. Technical evaluation

Each technical proposal shall be evaluated on (i) Expertise of the firm (Capability Statement) (ii) Technical approach and Methodology (iii) Implementation plan and approach, (iv) Human Resources.

* 1. Financial evaluation

Upon completion of the technical evaluation, the envelopes containing the financial offers for tenders which were not eliminated during the technical evaluation (i.e., those which have achieved an average score of 60 points or more) will be considered.

Tender found to be technically compliant shall be checked for any arithmetical errors in computation and summation. Errors will be corrected by the evaluation committee as follows:

* + - where there is a discrepancy between amounts in figures and in words, the amount in words will be the amount taken into account;
    - where there is a discrepancy between a unit price and the total amount derived from the multiplication of the unit price and the quantity, the unit price as quoted will be the price taken into account.

1. Amounts corrected in this way will be binding on the tenderer. If the tenderer does not accept them, its tender will be rejected.
   1. Award criteria

The most economically advantageous tender is established by weighing technical quality against price on an 80/20 basis.

* 1. Final Evaluation

Upon completion of the award criteria the contracting authority will request the top three (3) proposals for an in-person presentation. The presentation shall discuss and/ clarify the proposals. The contracting authority expects that at a minimum the named bidder’s lead person shall be in attendance. Once the presentations are completed, the contracting authority shall re-score the three (3) proposals based on the presentations and select the firm with the highest total score.

1. **Signature of the contract**

## The successful bidder will be informed in writing that its tender has been accepted (notification of award). Before the Contracting Authority signs the contract with the successful bidder, the successful bidder may be required to provide the documentary proof or statement required under the law of the country in which the company (or each of the companies in case of a consortium) is established.

## If the successful bidder fails to provide, upon request by the Contracting Authority, the documentary proof or statement or the evidence of the financial and economic standing and the technical and professional capacity within 15 calendar days following the notification of award or if the successful bidder is found to have provided false information, the award will be considered null and void. In such a case, the Contracting Authority may award the tender to the next lowest bidder or cancel the tender procedure.

## Within 7 days of receipt of the contract signed by the Contracting Authority, the selected bidder must sign and date the contract and return it to the Contracting Authority. On signing the contract, the successful bidder will become the Contractor and the contract will enter into force.

1. **Confidentiality**

The entire evaluation procedure, from the drawing up of the shortlist to the signature of the contract, is confidential. The Evaluation Committee's decisions are collective and its deliberations are held in closed session. The members of the Evaluation Committee are bound to maintain secrecy. The evaluation reports and written records, in particular, are for official use only and may be communicated to neither the tenderers nor to any party other than the Contracting Authority,

1. **Ethics clauses / Corruptive practices**

* Any attempt by a tenderer to obtain confidential information, enter into unlawful agreements with competitors or influence the Evaluation Committee or the Contracting Authority during the process of examining, clarifying, evaluating and comparing tenders will lead to the rejection of its tender and may result in administrative penalties.
* The tenderer must not be affected by any potential conflict of interest and shall have no particular link with other tenderers or parties involved in the project.
* The Evaluation Committee reserves the right to suspend or cancel project financing if corrupt practices of any kind are discovered at any stage of the award process or during the implementation of a contract and if the Contracting Authority fails to take all appropriate measures to remedy the situation. For the purposes of this provision, "corrupt practices" are the offer of a bribe, gift, gratuity or commission to any person as an inducement or reward for performing or refraining from any act relating to the award of a contract or implementation of a contract already concluded with the Contracting Authority.
* Tenders will be rejected or contracts terminated if it emerges that the award or execution of a contract has given rise to unusual commercial expenses. Such unusual commercial expenses are commissions not mentioned in the main contract or not stemming from a properly concluded contract referring to the main contract, commissions not paid in return for any actual and legitimate service, commissions remitted to a tax haven, commissions paid to a payee who is not clearly identified or commissions paid to a company which has every appearance of being a front company.
* Failure to comply with one or more of the ethics clauses may result in the exclusion of the tenderer or contractor from other Commission contracts and in penalties.

1. **Cancellation of the tender procedure**

In the event of cancellation of the tender procedure, tenderers will be notified of the cancellation by the Contracting Authority. If the tender procedure is cancelled before the outer envelope of any tender has been opened, the unopened and sealed envelopes will be returned to the tenderers.

Cancellation may occur where:

* the tender procedure has been unsuccessful, ie, no qualitatively or financially worthwhile tender has been received or there is no response at all;
* the economic or technical data of the project has been fundamentally altered;
* exceptional circumstances or *force majeure* render normal performance of the contract impossible;
* all technically compliant tenders exceed the financial resources available;
* there have been irregularities in the procedure, in particular where these have prevented fair competition.

**In no event shall the Contracting Authority be liable for any damages whatsoever including, without limitation, damages for loss of profits, in any way connected with the cancellation of a tender even if the Contracting Authority has been advised of the possibility of damages. The publication of a procurement notice does not commit the Contracting Authority to implement the programme or project announced.**

**Annex-1**

**Terms of Reference for development of MIS for Project Mesha**

## **Introduction**

The Aga Khan Foundation (India) (AKF India)) is a member of the Aga Khan Development Network (AKDN), a group of 11 development agencies addressing the needs of the poor and the marginalized communities in more than thirty countries where it operates. Since 1978, it has operated in India, implementing programmes both directly and supporting work by other AKDN agencies and partners in rural and urban areas. Active in seven states, its multi-sector programmes include the creation of robust and vibrant community institutions, early childhood development, education, community health, livelihood improvement and agriculture development, skill development, and water and sanitation.

## **Context of Proposed Assignment**

As part of its thematic focus on rural development, the Foundation works for the promotion of rural livelihoods in agricultural and allied sectors. An important yet neglected occupation in the rural areas among the small landholders and landless households is the rearing of small ruminants such as goats. The Foundation aims to transform the lives of women SHG members through productivity improvements in small ruminants. In this context, it has recently launched ‘Project Mesha’ in Bihar.

Project Mesha, working in four blocks of Muzaffarpur district, is focused on strengthening preventive health care services for goats and organising women goat-rearers into goat producer groups as a means of increasing incomes of poor households and empowering the women who look after the goats. Project Mesha will achieve this by establishing a cadre of front-line (last-mile) preventive health workers, called Pashu Sakhis. Pashu Sakhis will be trained to provide a range of fee-based services to goat-rearers, including vaccinations the provision of mineral mixture, feed and training on improved goat management practices. They will also be responsible for conducting regular producer group meetings. Pashu Sakhis will be supported by project staff, primarily the Development Organisers. The project aims to establish this model and generate evidence on its effectiveness so that it can be replicated on a larger scale across Bihar.

In order to track progress of project activities, keep track of producer group membership and activities, monitor the status of goats and the adoption of various practices, Project Mesha requires an integrated data management system, with a variety of features as set out in this document and the accompanying annexes. The Aga Khan Foundation is looking for an experienced software development firm to develop a mobile and web-based application for handling the information related to this project. This Terms of Reference document along with its Annexures (compiled in a single PDF file) form the description of Scope of Work for the prospective bidders.

The Aga Khan Foundation has sought the support of a consulting firm to develop the project’s monitoring and evaluation systems. As part of this, an initial assessment and concept development has been carried out. This has included understanding the key users of the system, their information requirements and the suite of tools, reports and features that the proposed product should contain. The outputs of this work can be found in the annex.

## **Description of Assignment**

### Objectives

To develop a web and mobile-enabled data collection, storage and visualisation platform for Project Mesha that can be used for project management and performance measurement.

### 

### Overview of the data management system

The data management system will include a range of data related to key aspects of the project. The list below is illustrative and not exhaustive:

* **Goat-rearing households**: household profile, goat-rearer profile (age, sex, category, family size, occupation, aadhar numbers, mobile numers, migration status, etc.), adoption of goat management practices
* **Household goat data**: Goat Population status - new births, mortality and morbidity, vaccinations received, goat-level management practices, goat weight, sale of goat, etc.
* **Producer groups**: membership, leadership, attendance, collective procurement of inputs and sale of goats, key issues discussed, actions planned and taken,
* **Pashu Sakhis**: individual profile, schedule of activities, services provided, input requirements, payments received, and income earned.
* **Development Organisers and other programme staff**: individual profiles, schedule of activities, activities completed

The bulk of data will be generated at the village level where project staff and Pashu Sakhis will be active and the goat-rearers and their households reside. At present, all the data at the village level is being collected on paper and entered and aggregated later at the block and district level project offices. At present, a consolidated quarterly progress report tracking the details given above is compiled and communicated to senior management and donors.

Further details of the system users can be found in **Annex V** in the form of ‘personas’ of who will be typically interacting with the system and for what purposes, viz. data acquisition, processing, reporting, or use/decision making. The Project Mesha measurement framework contains the detailed listing of all project indicators/data that will need to be collected/stored. **Annexes 5.2 and 5.3**, detail the proposed data collection tools and reports/dashboards. These will need to be reviewed and refined through the course of the assignment.

### Product specifications

* **Development of a backend database for data storage** (including selection of best database option for use case). AKF will provide detailed information on the data that will need to be stored. However, the selected firm will need to review the various database options and provide a reasoned recommendation as to the best option for Project Mesha. The database will then need to be designed and built.
* **A user-friendly web and mobile front-end**, catering to the full set of users, including project staff and the Pashu Sakhis. As such, the interface will also need to be suitable for less tech-literate, rural users. This will include user-friendly data entry formats on hand-held devices with in-built skips, ranges and filters. **Annex 5.2** provides an overview of the proposed data collection tools. **Annex 5.3** provides an overview of the proposed dashboards and report templates.
* **Data collection screens/interfaces**: a central feature of the app is a suite of forms for viewing and recording data on key aspects of the project. Initial concepts for these have been outlined in the MIS report in **Annex 5.2**.
* **Interactive data reports/visualisations** - using appropriate graphs and tables and allowing for filtering, drilling-down/up, etc. catering to the requirements of different users. Initial concepts for these have been outlined in the MIS report in **Annex 5.3.**
* **Offline functionality**. As the app will need to be used in rural areas with limited and variable network connectivity, data capture and access to priority information (e.g. schedule of activities, profiles of members and goats, training resources) will all need to be fully functional offline. It should also be able to migrate data from excel sheets to the relevant tables in the system.
* **Hindi and English language interfaces**. Some users will not be able to easily operate the interface in English. Consequently, a Hindi language input/display option will be required, particularly for Pashu Sakhis and Development Organisers.
* **Facility for introducing custom forms for data collection by field staff**. Periodically, Project Mesha will want to conduct surveys (e.g. of goat-rearers) to collect data that is not part of routine data collection. In such cases, a facility for creating custom questionnaires (forms) will be required.
* **Real-time usage tracking**. Insofar as possible, data that is flowing from the field (e.g. through Pashu Sakhis and Development Organisers) should be updated in real time and centrally accessible.
* **GPS functionality** should be included for tracking location when data is entered into the system, e.g. for tracking activities, location of households, etc. This will further be used to allow mapping of project coverage, disease incidence and other key performance indicators.
* **Quiz system** for Pashu Sakhis to test their knowledge (based on custom questions to be entered by project staff).
* **Content management system** that can store videos and other media files to be used for training purposes and during Producer Group meetings. There should be a provision for uploading/downloading these files.
* **Notifications system** for select activities, support and information requests.
* **Calendar/planner system** to enable project staff and Pashu Sakhis keep track of planned activities, with features like a daily, weekly and monthly schedule of activities.
* **Compatible as Add-on to Jeevika MIS ROLTA** for replicating the system in other Jeevika operating districts in Bihar.

The code for the project should be open source so that it can be further developed, shared or refined in the future.

### **Methodology**

The proposed methodology for the development of the data management system is outlined below. First, an agile/iterative approach to product development should be pursued. The focus of the first iteration, therefore, will be on creating working prototypes for a subset of features that can be tested with users and refined early on to inform subsequent development cycles.

Moreover, user testing will be an integral part of the development process, to ensure that interfaces are easy to use and navigate and that information is presented in the most useful/relevant matter based on the requirements of different categories of users. As such, visits to Patna and Muzaffarpur in Bihar will be required to test the interfaces in the field with Pashu Sakhis, Development Organisers and other Project Mesha staff.

In addition to this, the selected firm will need to work with AKF to develop instruction manuals, videos or other tutorial materials required for users of the system. User training events will also need to be conducted as part of this assignment. The consultant shall also detail out the hardware and devices required to operationalize the system and suggest various available options.

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### **Deliverables and Timing**

Below is the tentative schedule proposed for this assignment. In the early phase, the system will be piloted in limited locations with limited functionality to iron out deployment issues. The system will then be scaled-up and deployed in all locations for the full functionality envisaged. Appropriate phasing-in/backup procedures will have to be designed and employed to ensure business continuity. A functioning version of the full product should be delivered by end-February 2018 along with all training materials and adequate training to system users to operate the system. Applicants can suggest alternative approaches/ schedule of activities that would help us stay within the February deadline.

|  |  |  |
| --- | --- | --- |
| **Phase** | **Key Activities/deliverables** | **Due by** |
| Phase 0: | Document review  Initial field visit for user requirement assessment  Presentation of detailed work plan and approach | September 2017 |
| Phase 1: | Development of prototype with core features  Deployment and user/field testing | October 2017 |
| Phase 2: | Refinement of core features  Addition of second layer of features  Deployment and user/field testing | November 2017 |
| Phase 3: | Refinement of features  Addition of third layer of features  Deployment and user/field testing | January 2018 |
| Phase 4: | Handover  System User Manual  Support/maintenance/Troubleshooting assistance | February 2018 |

Annexure II

TENDER FORM

Reference:

Title of contract:

**Place and date:**

**A: Aga Khan Foundation**

**One signed** form must be supplied together with the number of copies specified in the Instruction to Tenderers**.** The attachments to this submission form (i.e. declarations, statements, proofs) may be in original or copy. If copies are submitted, the originals must be dispatched to the Contracting Authority upon request.

The tenderer may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links that it has with them. It must in that case prove to the contracting authority that it will have at its disposal the resources necessary for performance of the contract, for example by producing an undertaking on the part of those entities to place those resources at its disposal. Such entities, for instance, the parent company of the tenderer, must respect the same rules of eligibility as the tenderer.

**1 SUBMITTED BY**

|  |  |  |
| --- | --- | --- |
|  | **Name(s) of tenderer(s)** | **Nationality** |
| **Leader** |  |  |
| **Member** |  |  |
| **Member** |  |  |
| **PAN** |  |  |
| **GST** |  |  |

**2 CONTACT PERSON (for this tender)**

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Telephone** |  |
| **Fax** |  |
| **E-mail** |  |

**3 ECONOMIC AND FINANCIAL CAPACITY**

Please complete the following table of financial data based on your annual accounts. Figures in all columns must be on the same basis to allow a direct, year-on-year comparison to be made. Any clarification or explanation, which is judged necessary, may also be provided.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Financial data** | **2014-15** | **2015-16** | **2016-17** | **Average** |
| Annual turnover |  |  |  |  |

**4 STAFF RESOURCES**

Please provide the following personnel statistics for the current year and the two previous years.

|  |  |  |  |
| --- | --- | --- | --- |
| **Average manpower** | **2014-2015** | **2015-2016** | **2016-2017** |
| Permanent staff |  |  |  |
| Other staff |  |  |  |
| Total |  |  |  |
| Permanent staff as a proportion of total staff (%) | % | % | % |

**5. TENDERER'S DECLARATION(S)**

In response to your letter of invitation to tender for the above contract,

we, the undersigned, hereby declare that:

1. We have examined and accept in full the content of the dossier for invitation to tender no.\_\_\_\_\_\_\_\_\_\_\_\_of **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**. We hereby accept its provisions in their entirety, without reservation or restriction.
2. We offer to deliver, in accordance with the terms of the tender dossier and the conditions and time limits laid down, without reserve or restriction:
3. This tender is valid for a period of 90 days from the final date for submission of tenders.
4. We are making this tender in our own right led by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of the leader /ourselves). We confirm that we are not tendering for the same contract in any other form.
5. We also undertake, if required, to provide evidence of the financial and economic standing and the technical and professional capacity according to the selection criteria for this call for tender.
6. We also understand that if we fail to provide the proof/evidence required, within 15 calendar days after receiving the notification of award, or if the information provided is proved false, the award may be considered null and void.
7. We will inform the Contracting Authority immediately if there is any change in the above circumstances at any stage during the implementation of the tasks. We also fully recognize and accept that any inaccurate or incomplete information deliberately provided in this application may result in our exclusion from this and other contracts.
8. We note that the Contracting Authority is not bound to proceed with this invitation to tender and that it reserves the right to award only part of the contract. It will incur no liability towards us should it do so.

Yours faithfully

Signature

Stamp of the firm/company

Place & Date

**Annexure III**

**Technical Offer Format**

**Proposal Requirements**

The Technical proposal must be written in English and must not exceed twenty pages (font: Times New Roman, font size: 12 pt, page margin: normal) inclusive of all diagrams, tables, photographs and flow charts. It should consist of the following:

1. **Cover Page:**

The cover page must include the title and name of the organization/agency. In addition, the cover page should provide the name of a contact person including the individual’s title or position within the organization, mailing address, e-mail address, and telephone/ fax numbers. The identified contact person should have the authority to negotiate on behalf of the applicant organization/ agency.

1. **Technical Approach:**

The technical proposal should broadly cover the following aspects:

* 1. A brief proposal for project design that outlines:

1. Your understanding of the project objectives
2. Your proposed approach
3. Quality assurance mechanisms to ensure that comprising final product meets the prescribed specifications
   1. CVs of staff that will play the role after award of principal investigator, client contact person proposed for the project and their roles and responsibilities (List of experts to be filled in and CVs to be provided as per format attached in Annexure-3.1)
   2. Detailed work plan of the assignment including timelines.
   3. To demonstrate your expertise to implement the tasks required, bidders will also include project description sheets (as per format attached in annexure-3.2) to assess the experience the firm has in the field of MIS development for social sector clients (limit it to the 5 most recent relevant projects).
   4. As part of the process, AKF India may contact any or all the agencies for reference and seek their views on the quality of the product.

**Annex-3.1: Format of CV**

|  |  |
| --- | --- |
| Name and Designation |  |
| Qualification |  |
| Nationality and Language proficiency |  |
| Total Experience |  |
| Key area of expertise |  |
| Brief Role on related assignment undertaken (Including time period and client name) |  |

**Annex-3.2: Organization capacity and Related Experience Format**

|  |  |
| --- | --- |
| Assignment Title |  |
| Client Name |  |
| Time Period |  |
| Assignment Area (field work) with target population |  |
| Brief Note on the Assignment detailing the objectives, scope of work, number of users and methodology undertaken. |  |

**Annexure - IV**

**Budget Template**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Particulars** | | | **No. of Units** | **Unit Rate** | **Total cost** |
| **I** | **Personnel Cost** | Position | Person Days | Daily Rate | Total Cost |
|  | a. Core Team |  |  |  |  |
|  | b. Other Team Members |  |  |  |  |
|  | *(List all personnel budgeted in the proposal)* |  |  |  |  |
|  | **Sub Total :** |  |  |  |  |
|  | **Reimbursable Cost:** These costs will be paid as per actual costs against bills. The travel expenditure should be supported by tickets for train/bus/air, vehicle hire bills, Hotels Bills & Food Bills and any other expenditure should also be supported by original bills/invoices. Further the air tickets should be accompanied with invoice and Boarding passes. Please note that we will not be able to reimburse any per diem and expenditure supported by self-declaration. | | | | |
| **II** | **Travel & Lodging** | No. of Trips | No. of Days | Unit Cost |  |
|  | Airfare/Train fare |  |  |  |  |
|  | Travel Allowance |  |  |  |  |
|  | Lodging |  |  |  |  |
|  | Local Conveyance |  |  |  |  |
|  | **Sub Total :** |  |  |  |  |
| **III** | **Other Direct Costs** |  |  |  |  |
|  | a. Supplies (include consumables) |  |  |  |  |
|  | b. Printing & Stationery |  |  |  |  |
|  | c. Communications |  |  |  |  |
|  | d. Annual Maintenance Cost of Software |  |  |  |  |
|  | *(Any other Direct Cost item may be included)* |  |  |  |  |
|  | **Sub Total :** |  |  |  |  |
|  | **Grand Total :** |  |  |  |  |

***Note:***

***Offers may include additional line items as and where necessary, and with appropriate justification in the Budget Notes.***