REQUEST FOR EXPRESSION OF INTEREST
(TRAINING AND SUPPORT ORGANISATION)

Expression of Interest:

‘Social Audit Society of Tamil Nadu’, an independent Organization to facilitate conduct of Social Audit by Village Panchayat Grama Sabhas was established under Tamil Nadu Societies' Registration Act, 1975 by the order of Government of Tamil Nadu. The SASTA shall facilitate the conduct of Social Audit by Grama Sabhas in 12,524 Village Panchayats in the State of Tamil Nadu to ensure proper implementation of the MGNREGS.

The Social Audit Society of Tamil Nadu, proposes to engage the NGOs/CSOs as Training and Support Organisations for imparting training to all the Stakeholders of MGNREG Scheme. The NGOs/CSOs must have a minimum of 5 years of community based work focusing on entitlements, grassroots mobilization, technical support and facilitation, preferably with experience of work on any aspect of MGNREGA.

Interested NGOs/CSOs with required experience are requested to submit Expression of Interest (EoI) with their profile indicating their qualifications and experience. The Institutions will be shortlisted in accordance with the procedures and guidelines in force.

Further details about the assignment included in draft Terms of Reference (ToR), which is subject to change, may be seen at the website: www.tnrd.gov.in

Expression of interest must be delivered to the address below on or before 3.00 P.M. on 28.06.2013.

The Director
Social Audit Society of Tamil Nadu (SASTA)
Department of Rural Development and Panchayat Raj, Panagal Building, Saidapet,
Chennai – 600 015. Phone : 044 – 24322153, E-mail: sadirectorate@gmail.com

Director.
1. Expression of Interest by SASTA.

For and on behalf of the Social Audit Society of Tamil Nadu (SASTA), sealed documents for Expression of Interest (EoI) are invited from reputed NGOs/CSOs as Training and Support Organisations for imparting training to stakeholders of MGNREG Scheme such as implementing officers, PRIs, Wage Seekers etc., for a period of 1 year which is expandable, as Expression of Interest. The eligible institutions having a minimum of 5 years of community based work focusing on entitlements, grassroots mobilization, technical support and facilitation, preferably with experience of work on any aspect of MGNREGA may download the Expression of Interest document from www.tnrd.gov.in. The application, form for Expression of Interest, along with all applicable copies of documents should reach the office of SASTA on or before 28.6.2013 at 3.00 PM. The EoI documents will be opened on 28.6.2013 at 4.00 PM.

2. Introduction and scope of SASTA.

The Social Audit Society of Tamil Nadu (SASTA) is established under the Tamil Nadu Societies’ Registration Act 1975 by the State Government to facilitate conduct of Social Audits by Village Panchayat Gram Sabha. The Society shall facilitate the conduct of Social Audit by Village Panchayat Gram Sabhas to ensure proper implementation of the Mahatma Gandhi National Rural Employment Guarantee Scheme in the State of Tamil Nadu, as approved by the Governments at the Centre and State.

The Society provides for periodical conduct of Social Audit of Mahatma Gandhi National Rural Employment Guarantee Scheme to ensure enhancement of livelihood, creation of sustainable assets, security of the households in rural areas of the State of Tamil Nadu by providing at least 100 days of guaranteed wage employment in every financial year to every household, whose adult members volunteer to do unskilled manual work and for matters connected therewith or incidental thereto.

The main objective of SASTA is continuous public vigilance to ensure accountability in the implementation of projects laws and policies. The works taken up under the Scheme shall be referred to the periodically convened assemblies by the Gram Sabha in accordance with the provisions specified in the MGNRES Audit of Scheme Rule,
2011. The SASTA shall submit a summary of findings of such Social Audit during a financial year to the State Government.

It is proposed to train a part of the Stakeholders of MGNREG Scheme by reputed NGOs/CSOs as per the under mentioned eligibility criteria.

3. Objectives

(a) Build the capacities and training skills of the Master Trainers of District Level, Block Level and Panchayat Level Social Audit Teams.
(b) To sensitize and train the various level officials of the RD&PR Department, PRI Members and create awareness to the Primary Stakeholders.
(c) To Sensitise NGOs/CSOs/CBOs, elected public representatives and officials of other Govt. line Departments.

4. Target Group

The RD&PR Department Officials, PRI members, Social Audit Team Members, field staff, Wage Seekers and also other Stakeholders of MGNREG Scheme shall constitute the target group.

5. Scope of Outsourcing

The NGOs/CSOs would be the agency as Training Institution for implementing the training programme as and when defined by SASTA.

6. Roles and Responsibilities of Training Institutions

(a) Depute Resource persons for orientation training to be imparted by SASTA from time to time.
(b) Appoint one Nodal officer to co-ordinate, monitor and document the training programme.
(c) Allot dates for batches, trainers and venues as proposed in the training schedule.
(d) Liaison with District Administration for timely deputation and confirmation of trainees for the training programmes.
(e) Depute two resource persons per batch who have undergone the orientation training to be given/arranged by SASTA.
(f) To ensure that the trainers stay with the trainees in the training places.
(g) Adhere to commencement of training in time, covering the topics as per schedule, logistic arrangements of good standards for the training.
(h) Play a specialist role in sharing its experience by way of transfer of knowledge and skills in conducting training to the target groups nominated.

(i) Provide technical support to SASTA wherever necessary with regard to the training activities.

(j) Arrange for the field visit in consultation with the nominated officer of SASTA during the training.

(k) Distribution of Training Kit (Notebook, Pen, Folder, Bags, Training manuals) to the trainees, as per the norms and conforming to standards, prescribed by SASTA.

(l) Report attendance of trainees to SASTA on the first day of the training by e-mail or Fax.

(m) Disburse the TA/DA to the trainees as per the eligibility norms on production of original records.

(n) Obtain training feedback report from the trainees.

(o) Submit bills mentioned in the payment terms with all required supporting documents.

7. Infrastructure

(a) Minimum of 2 training halls each to accommodate at least 40 persons with total area of 1500 square feet, equipped with audio visual aids/equipments.

(b) Residential accommodation with own dining facilities with minimum 20 twin sharing rooms or dormitory to accommodate 40 persons.

(c) All infrastructure such as Training hall, Boarding & Lodging and the Institution must accommodate the participants in its own place for boarding and lodging.

8. Faculty profile

Minimum of 5 faculty members/empanelled experts with PG degree and 3 years experience in training.

9. Areas in Capacity Building

Minimum of 10 training Programmes should have been organised in any of the following areas in each of the last 5 years.

(a) Rights, Entitlements and Transparency.

(b) Rural Development and Panchayat Raj Schemes.

(c) Capacity building of PR Institutions.

(d) Financial Management including auditing and accounting of PRIs.

(e) Wage/Self employment.
(f) Training for senior officers/Executives of Govt./NGOs/CSOs/CBOs in Govt. Department prescribed subjects.
(g) Gender sensitisation & Women empowerment.
(h) Soft skills.

10. Terms and Conditions

<table>
<thead>
<tr>
<th>(a)</th>
<th>Experience</th>
<th>-</th>
<th>Govt. Officials/NGOs/CSOs/CBOs Capacity building activities.</th>
</tr>
</thead>
<tbody>
<tr>
<td>(b)</td>
<td>Qualification</td>
<td>-</td>
<td>Technical competency, Professionalism, Capacity for conducting training will be required during the full contract period.</td>
</tr>
<tr>
<td>(c)</td>
<td>Boarding &amp; Lodging</td>
<td>-</td>
<td>Boarding &amp; Lodging will be ensured as per the standard norms in vogue.</td>
</tr>
<tr>
<td>(d)</td>
<td>Undertaking of Training</td>
<td>-</td>
<td>Training Institution should have the capacity to undertake at least a minimum of 10 batches of training per month.</td>
</tr>
<tr>
<td>(e)</td>
<td>Training cost</td>
<td>-</td>
<td>Per member per day basis.</td>
</tr>
<tr>
<td>(f)</td>
<td>Payment</td>
<td>-</td>
<td>30 days from the date of submission of bill along with documents specified by SASTA. No advance payment will be paid.</td>
</tr>
<tr>
<td>(g)</td>
<td>Taxes</td>
<td>-</td>
<td>Applicable tax will be deducted. However, exemption will be given in case of Certificate of tax exemption as per rules in force.</td>
</tr>
<tr>
<td>(h)</td>
<td>Syllabus &amp; Materials</td>
<td>-</td>
<td>Necessary syllabus and materials will be supplied by SASTA.</td>
</tr>
<tr>
<td>(i)</td>
<td>Training of faculty</td>
<td>-</td>
<td>The faculty of the Training Institution should undergo the orientation training conducted/arranged by SASTA.</td>
</tr>
</tbody>
</table>

11. Selection Criteria for NGOs/CSOs to become Training and Support Organisation

(a) A minimum of 5 years of community based
(b) Impeccable quality of field work.
(c) Proven track record of creating training material.
(d) Presence of trainers in team with required communication skills.
12. Evaluation of Expression of Interest

The evaluation and award of the EoI shall be governed by the rules mentioned below:

(a) Qualification as per Technical Bid only.
(b) The Training Institutions having their own adequate training and residential infrastructure and experienced faculty will be considered on the basis of Technical Competency, Professionalism, Capacity for conducting training to the target groups.
(c) The competitive commercial/financial Bid.

13. Cost and Agreement

(a) The Institution should quote the competitive training cost per batch, based on per member per day inclusive of all taxes. It is the responsibility of the Institution to find out the applicability of any such provision of taxes & duties.
(b) The initial period of conducting training agreement will be for 1 year from the date on which the contract is to be executed and signed. After completion of the initial period of 1 year, the performance of the Institution will be evaluated and extended further according to necessity.

14. Documents to be produced

The documents should be produced along with the EoI as per the check list given in Annexure III.

15. Mode of Despatch

The EoI documents should be in complete shape in all respects and it should be addressed to:

The Director  
Social Audit Society of Tamil Nadu (SASTA)  
Department of Rural Development and Panchayat Raj,  
Panagal Building, Saidapet,
16. Opening of EoIs

The sealed EOI document will be received upto 3.00 P.M. on 28.6.2013 and will be opened on 28.6.2013 at 4.00 P.M. by the Director, SASTA or any other Officer authorised by him on his behalf at the office of SASTA at Panagal Building, Saidapet, Chennai – 600 015 in the presence of the Head of the Institutions or their representatives who may be present at the time of opening. The representatives of the Training Institutions who are attending the opening of the EOI document should bring a letter of authorisation from the Head of the Training Institutions, which they represent to identify their bonafide.

17. Agreement

In the event of accepting the Bid document, the successful Training Institutions should execute an agreement for the fulfilment of the contract in the stamp paper for Rs.20/- in the form prescribed by the Director, SASTA within one week from the date of acceptance of the Training Institution.

The incidental expenses in the execution of agreement shall be borne by the successful Training Institution. The conditions stipulated in the agreement form should be strictly adhered to and violation of any of the conditions will entail termination of the contract without prejudice to the rights of the SASTA.

18. Right of Acceptance and Withdrawal

The final acceptance of the training cost per member per day, will entirely be vested with the Director, SASTA, Department of Rural Development and Panchayay Raj, Panagal Building, Saidapet, Chennai – 600 015 who reserves the right to accept or reject, without assigning any reason whatsoever in part or in full as per the provisions of the Tamil Nadu Transparency Act 1998 and as per the Tamil Nadu Transparency in Tender Rules 2000.

After acceptance of the Training Institution by the SASTA, the Training Institution shall have no right to withdraw its acceptance.

EOI document received herein with incomplete information will be summarily rejected.
19. Inspection

SASTA reserves the right to inspect the Training Institution for finalisation of technical Bid. SASTA reserves the right to inspect the training at any time, when the training is on or during the period of contract.

20. Annulment of Contract by SASTA

SASTA reserves the right to cancel the contract at any time by giving 15 days notice if it feels that the Training Institution has not met the prescribed criteria or has violated the terms and conditions of this EoI and no reason needs to be assigned for the cancellation.

21. Jurisdiction

All legal disputes, which may arise, shall be within the jurisdiction of Chennai.

22. General

The Training Institution while sending their EoI should submit an undertaking duly signed, in token of the acceptance of the conditions that they have understood and accepted them fully. EoI document received without the declaration shall be summarily rejected.

A pre-bid meeting will be conducted on 10.7.2013 at 11 AM by SASTA with the shortlisted NGOs/CSOs as Training Institution. During the meeting, detailed discussions will be held to finalise the training pattern and other conditions governing the training, which will be finalised by SASTA to frame the final draft for qualification bid and financial bid for selection. The due date for submission of both the bids and opening of bids will be intimated to the shortlisted NGOs/CSOs by SASTA, then.
# ANNEXURE – I

## APPLICATION FORMAT

### TECHNICAL AND COMMERCIAL INFORMATION OF TRAINING INSTITUTION

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the item (Proof Copy to be enclosed wherever necessary)</th>
<th>Details to be filled-in by Training Institution (such as – Number, Value and Description) (Proof Copy to be enclosed)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name of the Institution</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Full Address (Regd. Office)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>E-mail ID</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Telephone No:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fax No:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Website</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Name of the contact person</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Designation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Telephone</td>
<td></td>
</tr>
<tr>
<td></td>
<td>E-mail ID</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Type of Institution (Public Sector/Partnership/Proprietary/Society/Any other)</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Registration Number:</td>
<td>Date:</td>
</tr>
<tr>
<td>5.</td>
<td>Renewal Number:</td>
<td>Date:</td>
</tr>
<tr>
<td>6.</td>
<td>If under Trust Act, Deed</td>
<td>Number:                                         Date:</td>
</tr>
<tr>
<td>7.</td>
<td>If under Trust Act, last Board Minute with signatures</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Functioning From:                                             To:                                       Nos. of years:</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>PAN/TAN Number:</td>
<td>Date:</td>
</tr>
<tr>
<td>10.</td>
<td>Awards or Recognitions, if any</td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>Audited Annual Accounts for the last three years</td>
<td>Year                                      Rs.</td>
</tr>
<tr>
<td></td>
<td>2009-2010</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2010-2011</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2011-2012</td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>Annual Turnover pertaining to the training activities</td>
<td>Year                                      Rs.</td>
</tr>
<tr>
<td></td>
<td>for last three years (enclose certificate from the Chartered Accountant)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2010-2011</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2011-2012</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2012-2013</td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td>Past Government fund Utilisation</td>
<td></td>
</tr>
<tr>
<td>Project Name</td>
<td>State/Centre</td>
<td>Number Trained</td>
</tr>
<tr>
<td>--------------</td>
<td>--------------</td>
<td>----------------</td>
</tr>
</tbody>
</table>

14. **Experience in Govt. Officials/CSOs/CBOs Capacity Building Activities**

15. **Government client only (Work order to be attached)**

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Name of the Client</th>
<th>To whom training imparted</th>
<th>Total No. trained</th>
<th>Work order No. and date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

16. **Infrastructure**

(a) **Total area of Training Institution with lodging facilities:**

(b) **Training Halls**

<table>
<thead>
<tr>
<th>Number of Halls</th>
<th>Area</th>
<th>Capacity that can be accommodated in the Training Hall</th>
</tr>
</thead>
</table>

(c) **Audio Visual aids (in Nos.)**

<table>
<thead>
<tr>
<th>LCD with projector</th>
<th>PAS</th>
<th>White Board</th>
<th>Other facilities</th>
</tr>
</thead>
</table>

17. **Residential accommodation**

<table>
<thead>
<tr>
<th>No. of single rooms (in Nos.)</th>
<th>No. of rooms with twin sharing (in Nos.)</th>
<th>No. of dormitories (in Nos)</th>
<th>No. of common toilets (in Nos)</th>
<th>No. of common bath rooms (in Nos)</th>
</tr>
</thead>
<tbody>
<tr>
<td>With bath room</td>
<td>Without bath room</td>
<td>With bath room</td>
<td>Without bath room</td>
<td></td>
</tr>
</tbody>
</table>

18. **Faculty Profile (Nos)**

<table>
<thead>
<tr>
<th>Rights, Entitlements &amp; Transparency</th>
<th>Rural Development &amp; PR schemes</th>
<th>Capacity building of PRI</th>
<th>Financial Management</th>
<th>Wage/Self Employment</th>
<th>Trg. For Officers of Govt./NGOs/CSOs</th>
<th>Gender sensitisation &amp; Women empowerment</th>
<th>Soft skill</th>
</tr>
</thead>
</table>

19. **Other staff (not included in S.N. 18 above) (in Nos.)**

<table>
<thead>
<tr>
<th>Executive</th>
<th>Manager</th>
<th>Office Staff</th>
<th>Staff engaged in Lodging &amp; Boarding infrastructure</th>
</tr>
</thead>
</table>

20. **Undertaking certificate on company letter head as per Annexure - II**

Yes / No*

21. **OTHER INFORMATION**

(a) **Capacity per day to conduct training programmes**

<table>
<thead>
<tr>
<th>Batches:</th>
<th>Trainees:</th>
</tr>
</thead>
</table>

*Yes / No*
<table>
<thead>
<tr>
<th>(b)</th>
<th>Field of activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>(c)</td>
<td>Experience and Track record</td>
</tr>
<tr>
<td>(d)</td>
<td>Any special reasons / justification to be considered in favour of the Institution</td>
</tr>
<tr>
<td>(e)</td>
<td>Whether agreeable for payment and other terms mentioned in EoI</td>
</tr>
<tr>
<td>(f)</td>
<td>Any other information the applicant wants to furnish</td>
</tr>
</tbody>
</table>

*Please tick or cross (✓ / X).

I / We know that the submission of incorrect or incomplete information, and / incorrect format with arithmetical errors in compilation of the data would be at the applicant's sole risk and the decision of Director, SASTA in such cases would be final and binding.

I / We enclosed herein the proof / copy of document as per check list in order in full, serially numbered, signed, affixed with the Institution stamp and submit it together with undertaking on Institution letter head.

I / We know the details filled in and enclosures attached in the EoI submitted by me are true to my / our best of knowledge.

SIGNATURE OF THE APPLICANT  
With Official Seal

STATION:
DATE:
ANNEXURE – II

This form should be attached duly signed along with the EoI document

Undertaking Certificate (in Institution Letter Head)

To
The Director
Social Audit Society of Tamil Nadu (SASTA)
Department of Rural Development and Panchayat Raj,
Panagal Building, Saidapet,
Chennai – 600 015.

Sir,

Expression of Interest for Training and support organisation

1. I / We have gone through the EoI schedule with all the instructions and agree to abide by all the conditions and terms mentioned therein.

2. I / We certify that all infrastructure, solely belong to the Training Institution and I / We ensure that I/We will not board and lodge the participants in any other accommodation and arrange the food from outside agency.

3. We agree to abide by this EoI for a period of 1 year from the date of execution of contract in a stamp paper or agreed period of Extension and it shall remain binding on us.

4. We confirm that we have in-house facility such as Boarding & lodging and our own infrastructure for imparting training as per the requirement called in the EoI by SASTA.

5. We note that Director, SASTA does not bind himself to accept any EoI and has the right to reject any EoI or all EoIs, without assigning any reason whatsoever. Your decision in awarding the Contract will be final & shall be acceptable to us.

6. The EoI furnished in the schedule are subject to the conditions set forth in the EoI form received by me / us.

7. I / We know that submission of incorrect or incomplete information, and / or submission of the above format with arithmetical errors in compilation of the data would be at the applicant’s sole risk and the decision of Director, SASTA in such cases would be final and binding.
8. I / We confirm that the Hall rent, food, accommodation, banner, documentation, resource person’s honorarium, stationery, training equipments, local transportation for field visit, service cost to visiting groups, Institution cost, applicable professional taxes / duties & any other cost have been taken into account for calculation of unit cost on per member per day and it is the responsibility of the Training Institution to find out the applicability of any such provision and duties and work out the calculation.

9. I / We have given serial number, affixed our / my signature and office seal in all pages of the original EoI submitted herewith in proof that I / We abide, by the conditions.

10. I / We hereby confirm to follow and abide by all instructions as laid down by SASTA.

11. I / We hereby confirm that all terms and conditions mentioned in the EoI notification have been followed for filling the details and attaching enclosures submitted by me/ us are true to my / our best of knowledge.

Dated …………………………. day of ……….2013

(Signature of the authorised person)
(Name and address of the contract in Block capital letters)
(Seal of the Institution)
ANNEXURE – III

Check List for submission of Expression of Interest

Applicants should ensure that copies of following documents are submitted with documentary evidences, while submitting the filled application form:

1. **Letter of submission** of EoI with enclosures

2. **Training Institution**

   a) Registration Certificate of society/trust/Limited - Copy of Registration Certificate under relevant Act (Minimum 5 years after registration) and Memorandum and Byelaws (Sl.No.4)
   b) Renewal certificate (Sl.No.5)
   c) If under Trust Act, Trust deed and last Board Meeting Minutes (Sl.No.6 & 7)
   d) If under TN Societies’ Act, Bye laws & last Governing Body Meeting Minutes.
   e) Names of Directors/Trustees/Office bearers of the Training Institutions
   f) PAN / TAN (Sl.No 9)
   g) Award / Recognition certificate (Sl.No.10)

3. **Financial Activities**

   a) Annual Turnover pertaining to the training activities for last three years (2010 to 2013) from Chartered Accountant (Sl.No.12)
   b) Annual statements of income and expenditure and audited accounts for the last 3 years (2009 to 2012), with the signature and seal of the Auditor along with the Institution of Chartered Account of India Registration number of the auditor and his/her address/phone number. (Sl.No.11)
   c) Annual report for the last 3 years
   d) The audited Annual accounts with Copy of Foreign Contribution Regulation Act (if they are in receipt of foreign funds)
   e) Government fund Receipt and Utilisation duly signed by Chartered Accountant (Sl.No.13)
4. Training Activities

a) Previous working experience with State/Central Govt./other similar type of Agencies, etc. - Work orders received from State and Central Governments - Brief on the experience in training to be attached (Sl.No. 15)
b) Profile of faculty members/empanelled experts available and their capacity with proof for 3 years experience in training (Resume to be attached) (Sl.No.18)
c) Experience in Training/Capacity building activities – Details of 10 training programmes organized by the Training Institutions
d) Project completion certificate from the customers for the last three years
e) List of other institution activities

5. Infrastructure Facility

a) Proof of available Infrastructural facilities – Lodging & Boarding facility, Training hall facility with audio & Visual Aids, movable and immovable assets.
b) Geographical areas in which the NGOs/CBOs/CSOs is interested in working or willing to work

6. Undertaking of the company accompanied with Pre-qualification as per Annexure - II

SIGNATURE OF THE APPLICANT
(with Official Seal)

STATION :
DATE :