

# PROJECT PROFILE

## 1. TITLE OF THE PROJECT

Tender Process Management for Selection of Vendors, as part of the Recruitment Process conducted for the Functionaries of Village / Ward Secretariats.

## 2. CLIENT

Commissioner of Panchayat Raj & Rural Development, GoAP.

## 3. PROJECT OBJECTIVES

The following are the objectives of this project.

- To prepare required tender documents and handhold the tender process for selection of a vendor for printing of OMR sheets and other materials required
- To prepare required tender documents and handhold the tender process for selection of a vendor for scanning the filled-in OMR sheets and processing the results

## 4. PROJECT SCOPE

- The scope of this assignment encompasses the following thematic areas
  - Request for Proposals
  - Uploading the tenders and management of pre-bid correspondence
  - Conducting Pre-bid meetings
  - Issue of Corrigenda & Addenda as required
  - Tender evaluation process and formats
  - Post evaluation process and Vendor agreements
- The scope of this assignment extends to two phases of recruitment conducted for Village / Ward Secretariats.

## 5. KEY STAKEHOLDERS

The key stakeholders of this project are as below.

- Panchayat Raj & Rural Development Department
- Village Volunteers / Ward Volunteers and Village Secretariats / Ward Secretariats Department
- Commissioner of Panchayat Raj & Rural Development
- Staff of Panchayat Raj & Rural Development Commissionerate
- Vendors participating in tenders
- Candidates attending the recruitment process

## 6. PROJECT ACTIVITIES

The following activities were carried out in order to accomplish this project objectives.

- Preparation of Tender Documents

- Holding consultations with the Officers of PR&RD
- Preparation of draft tender documents (Requests for Proposal)
- Legal vetting of the draft tender documents
- Preparation of the final tender documents
- Handholding tender evaluation process
  - Uploading the approved Requests for Proposal (RfPs)
  - Coordinating the pre-bid correspondence
  - Assisting in pre-bid meetings
  - Assisting in technical and financial evaluation of the bids received
- Assistance after Selection of Successful Bidder
  - Preparation & submission of Letters of Acceptance templates
  - Preparation & submission of Vendor agreement template

## **7. PROJECT DURATION**

The project duration is 3 months (both phases put together).

## **8. DELIVERABLES OF THE PROJECT**

The following deliverables were submitted, as part of the project.

- Draft and Final versions of Requests for Proposals (RfPs)
- Corrigenda & Addenda as required
- Tender Evaluation Templates
- Letter of Acceptance Templates
- Vendor Agreement Templates

## **9. KEY FEATURES / BENEFITS**

This project offers the following benefits / features for the stakeholders.

- Recruitment process went on smoothly without any major issues with reference to availability of OMR sheets and processing of results
- All the key phases of the tender process were executed scrupulously and methodically with the support of detailed documentation through pre-defined templates
- Tender process was managed efficiently and Vendors were on-boarded very much in time so that the printing of OMR sheets was carried out in time and scanning of filled-in OMR sheets and results processing was also done in time.