



भारतीय लघु उद्योग विकास बैंक

Small Industries Development Bank of India

बैंक में अधिकारियों की तैनाती एवं संबंधित सेवाएं प्रदान करने के लिए एजेंसी
की नियुक्ति के लिए प्रस्ताव (RfP) का अनुरोध

**Request for Proposal (RfP) for Engagement of an Agency for Deployment of
Executives and Providing Related Services for the Bank"**

भारतीय लघु उद्योग विकास बैंक
स्वावलंबन भवन, सी -11,' जी ब्लॉक ,
बान्द्रा कुर्ला कॉम्प्लेक्स (बीकेसी), बान्द्रा (ई), मुंबई - 400051

SMALL INDUSTRIES DEVELOPMENT BANK OF INDIA
Swavalamban Bhawan , C-11, 'G' Block,
Bandra Kurla Complex (BKC), Bandra (E), **Mumbai - 400051**

SCHEDULE

क्रमांक S.No.	अनुक्रम Events	विवरण Details
1	कार्य का नाम Name of Work	बैंक में एसडीसीआरओ (स्वावलंबन- विकास, समन्वय अनुसंधान अधिकारी) के रूप में तथा संबंधित कार्यों के लिए अधिकारियों की तैनाती Deployment of Executives as SDCROs (Swavalamban- Development, Coordination & Research Officers) and providing related services for the Bank
2	बयाना राशि Earnest Money Deposit (EMD)	` 25,000 / - (जनशक्ति सेवार्ये " उपलब्ध करने वाली एजेंसी के पास यदि एमएसई वैध पंजीकरण है तो उन्हें बयाना राशि जमा करने से छूट दी गयी है) `. 25,000/- (MSEs having valid MSE registration are exempted for submission of EMD)
3	संविदा की अवधि Period of contract	संविदा की अवधि 3 वर्ष की होगी (संतोषजनक कार्य निष्पादन के अध्यक्षीन) इसे आगे 2 वर्ष के लिए संविदागत दर में 10% वृद्धि के साथ विस्तारित किया जा सकता है । The contract will be for 3 years with provision to extend it for further period of 2 years (subject to satisfactory performance) with 10% increase in the contracted rate for the extended period of 2 years.
4	बोली पूर्व बैठक में स्पष्टीकरण मांगने की अंतिम तिथि Last date for seeking clarifications for pre-bid meeting	17 फरवरी 2019 , 6:30 अपराहन तक February 17, 2019 By 6:30 PM
5	बोली पूर्व बैठक (बोली पूर्व बैठक के बाद कोई स्पष्टीकरण नहीं दिया जायेगा) Pre Bid meeting (<i>no clarifications would be given after pre-bid meeting</i>)	22 फरवरी 2019, 3 बजे अपराहन तक February 22, 2019 By 3:00 PM

6	<p>विधिवत भरे हुए निविदा दस्तावेज(अर्हक और वित्तीय बोली दोनों सहित) की प्राप्ति की अंतिम तिथि, समय और स्थान</p> <p>Last date, time and place of receipt of duly filled tender document (Both Technical & Financial Bid)</p>	<p>1 मार्च 2019, 3 बजे अपराहन तक</p> <p>March 01, 2019 By 3:00 PM</p>
7	<p>तकनीकी बोली खोलने की तिथि और समय</p> <p>Date & time of opening of Technical bid</p>	<p>1 मार्च 4 बजे अपराहन तक</p> <p>March 01, 2019 By 4:00 PM</p>
8	<p>व्यावसायिक बोलियाँ खोलने की तिथि और समय</p> <p>Date and time of opening of financial bids</p>	<p>पात्र निविदाकारों को बाद में सूचित किया जाएगा</p> <p>Will be intimated to qualified tenderers at a later date</p>
9	<p>बोली की वैधता</p> <p>Bid Validity</p>	<p>बोली जमा करने की अंतिम तिथि से 90 दिन</p> <p>90 days from the last date of bid submission</p>
10	<p>संपर्क विवरण</p> <p>Contact Details</p>	<p>सुश्री रश्मि रंजन, सहायक महाप्रबंधक</p> <p>Ms. Rashmi Ranjan, Asst General Manager, फोन Phone : +91-22-67531247 इ मेल Email : rashmi@sidbi.in</p> <p>श्री प्रद्युम्न कुमार चौधुरी, उप महाप्रबंधक</p> <p>Shri Pradyumna Choudhury, Dy.General Manager फोन Phone : +91-22-67531331 इ मेल Email : pradyumna@sidbi.in</p> <p>भारतीय लघु उद्योग विकास बैंक Small Industries Development Bank of India स्वावलंबन भवन, सी -11,' जी ब्लॉक , Swavalamban Bhawan , C- 11, 'G' Block, बांद्रा कुर्ला कॉम्प्लेक्स (बीकेसी), बांद्रा (ई), मुंबई - 400051 Bandra Kurla Complex (BKC), Bandra (E), Mumbai – 400051</p>

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No. /RFP/Tender/

Executives /SDCROs

SMALL INDUSTRIES DEVELOPMENT BANK OF INDIA

Swavalamban Bhawan , C-11, 'G' Block, Bandra Kurla Complex (BKC), Bandra (E),

Mumbai 400051

No./RFP/Tender/Executives/SDCROs

February 08, 2019

**NOTICE FOR INVITING OPEN
TENDER**

On behalf of Small Industries Development Bank of India quotations are invited from reputed agencies / firms for deployment of Executives and providing of services as detailed in the tender document, for an initial period of 3 years (extendable for further period of 2 years) on contract basis:

Nature of Job	No. of personnel required
Project Leader	1
Coordinating Officers	2
SDCROs (Swavalamban- Development, Coordination & Research Officers)	78 No(s)
Places of Posting	As per Appendix I

The number of persons and place of posting is tentative and may increase or decrease as per requirement.

Tender is invited in two parts i.e. (1) technical bid and (2) financial bid. The tender form for technical bid in the proforma prescribed in Annexure – I and the tender form for the financial bid in the proforma prescribed in Annexure – II, complete in all respects, sealed separately, and kept in sealed cover together, should be superscribed as "Engagement of an agency for deployment of Executives and Providing Related Services for the Bank" and should be submitted to The General Manager, Human Resource Vertical, Small Industries Development Bank of India Swavalamban Bhawan , C-11, 'G' Block, Bandra Kurla Complex (BKC), Bandra (E), Mumbai 400051. Tender form and details can be downloaded from www.sidbi.in.

Last date of submission of Tender document: Upto March 01, 2019 by 1500 hrs.

(The office will not be responsible for delay if any occurred in transit. No claims on this account shall be entertained.)

The bids will be opened at 1600 hrs. on March 01, 2019 in the presence of duly authorized representatives of interested bidders, if they make themselves available at that time.

Venue : Conference Room, SIDBI , 7th Floor, Swavalamban Bhawan , C-11, 'G' Block, Bandra Kurla Complex (BKC), Bandra (E), **Mumbai 400051**

The Financial Bids of the technically qualified bidders only will be opened on a later date subject to receipt of adequate technically qualified bids. All technically qualified bidders will be intimated accordingly for the same.

Pradyumna Kumar Choudhury
Dy. General Manager (HRV)
Tel. 022- 67531331

1. Background

1.1 Introduction to SIDBI

Small Industries Development Bank of India (SIDBI) has been set up on April 2, 1990 under an Act of Indian Parliament. It acts as the Principal Financial Institution for the Promotion, Financing and Development of the Micro, Small and Medium Enterprise (MSME) sector and for Co-ordination of the functions of the institutions engaged in similar activities. Financial support to MSMEs is provided by way of (a) indirect finance / refinance to eligible Primary Lending Institutions (PLIs), such as, banks, State Financial Corporations (SFCs), etc. for onward lending to MSMEs and (b) direct assistance in the niche areas with thrust on MSMEs.

To support the inclusive growth agenda, the Bank is committed to creating an integrated credit and development support for Indian MSMEs. In order to increase SIDBI's Promotion & Developmental footprint of the Bank for the benefit of the entrepreneurs at the grassroot level, SIDBI is going to place one SDCRO (Swavalamban- Development, Co-ordination & Research Officer) in aspirational districts identified by NITI Aayog. The SDCRO will interact and liaison with various district level departments, thereby facilitating meaningful inputs for policy advocacy and decision making at higher level. To address information asymmetry, the Officer is expected to build up and routinely update MSME database by means of systematic data collection, and scientifically analyze & interpret that data.

SDCRO shall also be planning and driving various entrepreneurship awareness programs and will take forward the entrepreneurship development initiatives of the Bank.

1. SIDBI invites open tenders **from reputed parties / firms / companies / agencies well experienced in providing Manpower Resources in Govt. Deptt. / PSU /Banks/ FIs/ Autonomous Bodies / Public Service Commission / other agencies/ reputed Corporates (The other agencies include Statutory Bodies and all bodies having ownership and / or control under Central / State Govt.) for deployment of Executives as SDCROs** (Swavalamban- Development, Coordination & Research Officers) and providing related services for the Bank.
2. The contract would be for a period of three years w.e.f. date of signing of the contract. The period of the contract may be further extended upto period of 2 years after the completion of contract if SIDBI requires to continue with the present arrangement for providing Executives and is satisfied with the services of the resources or may be curtailed / terminated before the contract period owing to deficiency in service or substandard quality of service offered by the selected Company / Firm / Agency.
3. The tendering Company / Firm / Agency is required to enclose photocopies of the documents, as per the requirements of technical bid as given in the Annexure – I, failing which their bids shall be summarily / outrightly rejected and will not be considered further.
4. Conditional bids shall not be entertained and will be outrightly rejected at the very first instance.
5. All entries in the tender form should be legible and filled up clearly. If the space for furnishing of information is insufficient, a separate sheet may be attached. No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the bid shall be summarily rejected. However, the cuttings, if any, in the technical bid Application must be initialled by the person authorized to sign the tender bids. All the pages of the bid shall be signed by the authorized signatory in ink with rubber stamp of the agency.
6. The envelope containing technical bid shall be opened first on the scheduled date and time, in the Conference Room of SIDBI at 7th Floor, Swavalamban Bhawan , C-11, 'G' Block, Bandra Kurla Complex (BKC), Bandra (E), Mumbai 400051 in the presence of the duly authorized representatives of the bidders, if any, who wish to be present on the spot at that time subject to receipt of adequate technically qualified bids.

Bids of only qualified, eligible bidders in the technical bid (**Annexure I**) will be evaluated as per the technical evaluation (**Annexure IV**).

As a part of technical evaluation, the bidders will need to make presentation before the Evaluation Committee constituted by the Bank.

Bidders who score minimum 60% in the technical evaluation will be called for financial bid opening. Financial bids shall be in the presence of the duly authorized representatives of the bidders at a later date.

The successful bidder will be determined based on techno commercial evaluation as indicated at **Annexure IV**.

7. The Bank reserves the right to annul any or all bids without assigning any reason therefor.
8. The bidder shall submit the technical and financial bids as per the format enclosed at **Annexure I & II**.
9. All documents furnished shall be numbered at the bottom of each page.
10. The bids should be accompanied with the interest free Earnest Money Deposit (EMD), refundable, of Rs.25,000/- (Rupees Twenty five thousand only) in the form of Demand Draft / Pay Order drawn in favour of the Small Industries Development Bank of India from any nationalized / scheduled bank in India, payable at Mumbai failing which the tender shall be rejected outrightly.
11. The Service Provider who is registered as MSE (Micro & Small Enterprises) are exempted for submission of EMD. A copy of the valid Certificate must be attached with the tender document.

B. TECHNICAL REQUIREMENTS FOR THE SERVICE PROVIDER COMPANY / FIRM / AGENCY

The tendering Service Provider Company / Firm / Agency should fulfil the following technical specifications:

1. The Service Provider Company / Firm/ Agency should be registered with the appropriate registration authority with regard to providing manpower or should be engaged in data collection / survey / or any other activity similar to the proposed assignment.
2. Service Provider / Company / Firm/ Agency should have at least three years' experience in providing similar services in Govt. Deptt. / Banks/ FIs/ PSU / Autonomous Bodies / Public Service Commission / other agencies / large corporates.
3. Service Provider /Company / Firm / Agency should have its own Bank Account.
5. The Bidder/ Service Provider /Company / Firm/ Agency should exist on the records of Income Tax and Goods and Service Tax Departments.
6. The Bidder / Service Provider / Company / Firm/ Agency should have undertaken and completed at least one service contract of value of not less than Rs. 2 crore or two service contracts of Rs.1 crore each per annum related to providing similar services as indicated at Sr. no. 1 above, during the last three years i.e. 2015-16, 2016-17 & 2017-18.
7. The Bidder/Service Provider/ Company / Firm / Agency must have annual turnover of 50 crore per year during the last three financial years as per its audited financials i.e. F.Y. 2015-16, 2016-17 & 2017-18.
8. The Bidder/Service Provider/ Company / Firm / Agency shall submit an affidavit on Non- Judicial Stamp Paper of Rs.10/- stating that the agency is / has not been blacklisted by Central Government / State Government / any PSU etc in any of its previous contract during the last three years.
9. The Bidder/Service Provider/ Company /Firm/Agency has to submit the Audit Report along with Balance Sheet and Profit & Loss Account for the preceding three Financial Years (i.e. 2015-16, 2016-17 & 2017-18).
10. The Bidder/Service Provider/ Company /Firm/Agency should be in position to deploy 100 executives by 1st week of April 2019.

11. The Bidder/Service Provider/ Company /Firm/Agency should not be owned or controlled by any Director or Employee of SIDBI (or their Relatives).
12. The Bidder/Service Provider/ Company /Firm/Agency should not have defaulted to any Bank/ financial institution.
13. The Bidder/Service Provider/ Company /Firm/Agency should have experience of handling assignments of research/ field work/ similar nature.
14. The Bidder/Service Provider/ Company /Firm/Agency should have experience of working across NBFCs/ Banks/ Rural Agency/ Development Sectors.
15. The Bidder/Service Provider/ Company /Firm/Agency should provide the CVs of key team leaders who will be managing the field personnel.

Non compliance with any of the above conditions by the Service Provider Company / Firm / Agency will automatically render the tender as invalid. If any of the details submitted by bidder are found to be incorrect / false then the firm will be blacklisted.

C. FRAUDULENT AND CORRUPT PRACTICES

1. The applicant and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Bidding Process. Notwithstanding anything to the contrary contained herein, SIDBI may reject an Application without being liable in any manner whatsoever to the Applicant if it determines that the Applicant has, directly or indirectly or through an agent, engaged in corrupt / fraudulent / coercive / undesirable or restrictive practice in the Bidding Process.
2. Without prejudice to the rights of SIDBI under Clause 1 hereinabove, if an Applicant is found by the SIDBI to have directly or indirectly or through an agent, engaged or indulged in any corrupt / fraudulent / coercive / undesirable or restrictive practice during the Bidding Process, such Applicant shall not be eligible to participate in any tender issued by the SIDBI during a period of 2 (two) years from the date when such an Applicant was found by the SIDBI to have directly or indirectly or through an agent,

engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice as the case may be.

3. For the purposes of the clauses 1 & 2 above, the following terms shall have the meaning hereinafter respectively assigned to them:

3.1 "Corrupt Practice" means (I) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the Bidding Process or (II) save and except as permitted, engaging in any manner whatsoever, whether during the Bidding Process or or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the Agreement, who at any time has been or is a legal, financial or technical advisor of the Board in relation to any matter concerning the Project;

3.2 "Fraudulent Practice" means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the Bidding Process;

3.3 "Coercive Practice" means impairing or harming or threatening to impair or harm, directly or indirectly, any person or property to influence any person's participation or action in the Bidding Process;

3.4 "Undesirable Practice" means (I) establishing contact with any person connected with or employed or engaged by the Board with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Bidding Process; or (II) having a Conflict of Interest; and

3.5 "Restrictive Practice" means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Bidding Process;

4. **The Service Provider is entitled to keep with it only the Service Provider's Administrative / Service Charges. The Service Provider shall not charge from the executive deployed or to be deployed with SIDBI any money in any form. Any complaint received against the Service Provider in this regard before (i.e. after selection of L-1) or after awarding the contract will be viewed very seriously and the contract would be cancelled with forfeiture of the security and black-listing of the Service Provider.**

D. LEGAL

- i. The Service provider shall be responsible for compliance of all statutory provisions relating to Minimum Wages, Employees Provident Fund, Employees State Insurance, GST and any other Laws/ Taxes/ Acts/ Rules etc. governing the matter/ issues etc. If at any point of time it is noticed that the Service Provider is not compliant with any procedures/ taxes/ Acts/ Rules, then it will be viewed very seriously and the contract would be cancelled with forfeiture of the security and black-listing of the Service Provider.
- ii. The Service provider shall maintain all statutory registers under the applicable laws and produce the same, on demand, to the concerned authority of this Office or any other authority under Law.
- iii. The Tax Deduction at Source shall be done as per the provisions of Income Tax law, as amended from time to time and a certificate to this effect shall be provided to the Agency by this Office.

E. FINANCIAL

1. The EMD in respect of the Agency which does not qualify the technical bid (First Stage) / Financial Bid (Second competitive stage) shall be returned to the bidder without any interest.
2. The EMD deposited by the successful bidder shall be compulsorily converted into the Performance Security Deposit which will be held by SIDBI till 60 days beyond the date of the completion of all the contractual obligations of the Service Provider.
3. If the Agency fails to provide services against the initial requirement from requisite date within a period of 30 days from placing of the order, the EMD as well as Performance Security Deposit shall stand forfeited without giving any further notice.
4. A feedback on the performance of the firm from its existing clients / Ministries / Departments / PSU/ Banks / FIs/ NBFCs / MNCs / large corporates etc, specifically with reference to timely payment of salaries to staff, crediting of other statutory dues viz. EPF, ESI, etc., quality of staff deployed, quality of services provided will be taken into account while considering the financial bid of the tenderer.

5. The successful tenderer will have to deposit a Performance Security Deposit for a sum of Rs.50,00,000/- (Rupees Fifty lakh only) within 7 days of the receipt of the formal order. The performance security will be furnished in the form of the Account Payee Demand Draft or Bank Guarantee drawn in favour of Small Industries Development Bank of India , from any nationalized or scheduled bank in India, payable at Mumbai. The performance security should remain valid for a period of 60 days beyond the date of completion of all the contractual obligations of the Service Provider . SIDBI shall not pay any interest on the Performance Security Deposit.
6. The tender document should also specifically mention the Agency charges / Service charges appropriately commensurate with the supervisory / administrative efforts and financial expenditure in providing the services. The charges should not be unreasonably high, to ensure that the payment to the bidder is reaching to the executive deployed.
7. In case of breach of any of the terms and conditions stipulated in the contract, the Performance Security Deposit of the Agency will be liable to be forfeited by this Office besides annulment of the contract.
8. The personnel during the course of their work, shall be privy to certain classified documents and information the details of which they are not supposed to divulge to third parties. In view of this, they shall be required to take oath of confidentiality and breach of this condition shall make the service provider as well as the person concerned liable for penal action under IPC, Cr. P.C. or any other relevant provision besides, action for breach of contract.
9. The Agency shall raise the bill, in triplicate, along with attendance sheet of the personnel deployed by the 3rd of the succeeding month . The concerned office/officer will send the bills duly verified to SIDBI, Swavalamban Bhawan, C-11, 'G' Block, Bandra Kurla Complex (BKC), Bandra (E), Mumbai – 400051 for payment or as may be advised by the Bank. As far as possible the payment will be released within a period of 15 days after verification of the bill. The monthly payment to the Service Provider shall also be subject to satisfactory submission of requisite reports as may be specified by SIDBI.

10. The bills submitted for payment should be accompanied by a declaration that all the statutory provisions are complied with. SIDBI reserves the right to call for documentary evidences thereof.
11. The pay per SDCRO on average basis should be in the range of Rs.28,000 p.m. to Rs.32,000/- p.m.. The incidental expenses (travel/ conveyance, telephone, out of pocket, data charges, etc) shall not exceed Rs.18,000/. P.M. but will be reimbursed on actual basis by SIDBI to the Service Provider. The said remuneration shall be subject to satisfactory performance of SDCRO as defined in **Schedule I** .
12. SIDBI shall reserve the right to audit the bills / receipts/ vouchers on random sample basis and shall be viewed seriously including the termination contract , if the same is found to be false.
13. Settlement of disputes will be as per Indian Arbitration and Conciliation Act- 1996 and venue for the same shall be SIDBI, Swavalamban Bhawan, C-11, 'G' Block, Bandra Kurla Complex (BKC), Bandra (E), Mumbai – 400051 or as may be advised by Bank. It is clarified that the sole arbitrator to adjudicate any disputes arising out of the proposed contract shall be nominated / appointed by SIDBI.
12. SIDBI reserves the right to withdraw/ relax any of the terms and conditions mentioned in the tender document so as to overcome any problem encountered at any stage.
13. SIDBI reserves the right to accept or reject any / all tender(s) without assigning any reasons.

F. TERMS AND CONDITIONS OF THE CONTRACT OF EXECUTIVES

1. The work shall be done on all working days (Monday to Saturday) and payment will be made on the basis of attendance of persons, and pro-rata deduction shall be made in case absence of any person on any day/part of the day. Declaration to this effect shall be submitted at the time of raising the bill to the Bank.
2. The working hours will be from 0930 hours to 1800 hrs daily, with ½ hrs lunch time break.
3. The relationship between SIDBI and the contractor/bidder would be that of the Customer and a Service Provider and none of the employees or agent of the contractor/bidder shall ever be deemed to have been the employee of SIDBI. The contractor/bidder shall explain

this nature of relationship to all his employees or agents before deploying them for services to be rendered to SIDBI. As a token of their agreement for such a relationship, a signed declaration from the employee/agent shall be obtained by the contractor/bidder and be produced as and when called upon to do so by SIDBI .

4. All existing statutory regulations of both the State as well as the Central Government, as applicable, should be strictly adhered to by the Service Provider and paid by him in time on his own account. The evidence of compliance to this effect shall be submitted to SIDBI by the contractor/bidder quarterly with the bill, failing which the payment of the bill may be withheld or stopped.
5. SIDBI will, in no way be responsible for or associate itself with payment of any statutory liabilities or the salary paid or payable to the executive deployed by the contractor/bidder. Any failure to comply with any of the above regulations or any deficiency in service will render this contract liable for immediate termination without any prior notice.
6. The service provider is responsible for payment of monthly salary including leave salary, bonus, gratuity as applicable etc. to the personnel as applicable to them under law. The Service provider should ensure that salaries are paid in time every month.
7. The contractor/bidder should ensure that the salaries/wages are paid to the workers on 2nd of every month without deduction of service charge of any kind from salary. Only statutory deduction should be made from the payment made to the work force deployed. SIDBI shall be at liberty to call for required evidences in this regard, as and when needed which will have to be submitted by the service provide. Non-compliance to this effect may even lead to termination of services and agreement thereof.
8. The amount of penalty calculated @ Rs.1000/- per day on account of delay, if any, in providing a suitable substitute staff for the period beyond three working days by the agency shall be deducted from the monthly bills of the service provider in the following month.

9. The tenderer will be bound by the details furnished by him to SIDBI while submitting the tender or at subsequent stage. In case, any of such documents furnished by him is found to be false at any stage, it would be deemed to be a breach of terms of contract making him liable for legal action besides termination of contract.
10. The contractor/Service Provider shall indemnify and keep SIDBI indemnified against all acts of omission, negligence, dishonesty or misconduct of the personnel engaged and this office shall not be liable for any damages or compensation to any personnel or third party.
11. The contractor/bidder shall be duty bound to immediately replace any staff whose services are not found satisfactory by SIDBI. In case any SDCROs is absent, the contractor should provide an immediate substitute within 3 days, failing which the payment will be deducted accordingly.
12. SIDBI will not involve in any dispute between the service provider and workers/employees of the service provider.
13. Notwithstanding anything contained herein, SIDBI reserves the right to terminate the services of the Contracting Agency/Service Provider at any time after giving a notice of three months. The letter communicating such termination of the contract shall be served on the contractor/bidder in person or by e-mail or by registered post at the address mentioned in the contract or at the last known address.
14. The executive will be deployed by the Service Provider based on the consultation and interview by the Services Provider as per the suitability to Competencies and Key Responsibilities of SDCROs as defined at Schedule I. SIDBI reserves the right to be part of the selection process.
15. The number of SDCROs may increase or decrease on requisition of SIDBI. The scope of the work for the executive (SDCROs) to be deployed will be as per Schedule – I. However, they are also required to perform any other work assigned to them by the SIDBI from time to time.

16. The persons supplied by the Service Provider should not have any adverse police records/criminal cases against them. The service provider should make adequate enquiries about the character and antecedents of the persons provided for executing outsourced services. The Service Provider should obtain a Police Verification Report and keep it on record.
17. The service provider's personnel shall not divulge or disclose to any person any details of office operation process, technical know-how, administrative/organizational matters as all are confidential/ secret in nature.
18. The service provider's personnel should be polite, cordial, positive and efficient while handling the assigned work and their actions shall promote goodwill and enhance the image of SIDBI. The service provider shall be responsible for any act of indiscipline or otherwise on the part of persons deployed by him.
19. The Service Provider shall ensure proper conduct of his persons in office premises and enforce prohibition of consumption of alcoholic drinks, paan, tobacco, gutka, smoking, loitering without work etc.
20. The Minimum Wages paid to the service provider will be the amounts notified under Minimum Wages Act as per the respective State Governments. Whenever the wages/statutory payments are enhanced or reduced by notification the service provider shall bring the same to the notice of SIDBI. If it is found that the service provider has paid wages to any worker lower than the minimum wages notified by the Competent Authority then the contract is liable to be terminated.
21. **On the backside of the Demand Draft towards EMD, the tenderer should write their firm's name, address along with Tender No. and date.**
22. The tenderer shall comply with all applicable laws, Ordinance, Rules & Regulations including the provisions of Contract Labour (Regulation & Abolition) Act, 1970, EPF Act, 1953, ESI Act, 1948, Payment of Wages Act 1936 and Workmen's Compensation Act, 1923 and all

other applicable labour laws in respect of this contract and shall bear at his own cost all charges and levies and deposits in connection therewith.

23. The tenderer shall comply with all the provisions of the Minimum Wages Act, 1948, and Contract Labour (Regulation and Abolition) Act, 1970, Employees Provident Fund & Misc. Provision Act, 1952 and ESI Act, 1948, as amended from time to time and Rules framed thereunder and other labour laws affecting contract labour that may be brought into force from time to time and shall continue to have valid PF Account No. and ESI Registration Number till actual completion of the contract.
24. The tenderer shall take at his own cost, necessary insurance cover in respect of staff and other personnel to be deployed or engaged by him in connection with the aforementioned services to be rendered to SIDBI and against all claims, damages or compensations payable under workmen's Compensation Act, 1923 or any modification thereof. The insurance policy shall be kept alive till the officer-in-charge permits and agrees to it. The tenderer shall comply with all relevant labour laws as applicable or as may be mentioned during the contract period and shall indemnify SIDBI against all acts / omissions, fault, breaches and /or any claim or demand, loss, injury and expenses to which SIDBI may be party or involved as a result of tenderer's failure to comply with the obligations under the relevant act / law which the tenderer is bound to follow.
25. The service provider shall arrange for a substitute well in advance if there is any probability of a person leaving the job due to his/her own personal reason. The payment in respect of the overlapping period of the substitute shall be the responsibility of the service provider.
26. SIDBI shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the service provider.
27. The contractor/Service Provider shall indemnify and keep this office indemnified against all acts of omission, negligence, dishonesty or misconduct of the personnel engaged and this office shall not be liable for any damages or compensation to any personnel or third party. If SIDBI suffers any loss or damage on account of negligence, default or theft or otherwise due to any act of omission/commission of the

employee/agents of the service provider, then the service provider shall be liable to reimburse SIDBI for the same. The service provider shall keep the Bank fully indemnified against any such loss or damage. The amount of loss so quantified shall be adjusted against any bills pending for payment to the service provider. If the amount is more than the pending bill(s), it will be recovered from the Performance Security Deposit of the contractor / Service Provider.

28. If any excess payment is made to the contractor / Service Provider by SIDBI or excess amount claimed by the contractor / Service Provider, the same will be recovered from Performance Security Deposit or from the running bills after serving the account bills / statement at the sole discretion of SIDBI.
29. The agreement can be terminated by either party by giving three month's notice in advance. If the service provider fails to give three month's notice in writing for termination of the agreement then one month's wages, etc. and any other amounts due to the Service Provider shall be forfeited.
30. The service provider shall not assign, transfer, pledge or sub contract the performance of service without the prior written consent of SIDBI.
31. If any false/incorrect/wrong/inconsistent/suppressed/part information is noted and has been provided/not provided (as the case may be) by the service provider under this agreement or leading to this agreement, it shall render this agreement liable to be cancelled.
32. Any change in the constitution or ownership of the Service Provider / contractor shall be notified forthwith by the service provider in writing to Small Industries Development Bank of India, Mumbai and such change shall not relieve any former member of the concern from any liability under the contract. No new person shall be accepted into the concern by the Service Provider in respect of this contract unless he/they agree to abide by all the instructions and terms and conditions of the contract.
33. Any change in staff deployed of the Service Provider must be informed to SIDBI Swavalamban Bhawan , C-11, 'G' Block, Bandra Kurla Complex (BKC), Bandra (E), Mumbai – 400051.
34. SIDBI reserves the right to reject any particular personnel employed by the contractor without assigning any reason thereof. Such staff shall be

replaced by the Service Provider by a suitable substitute. The Service Provider shall furnish a detailed list of employees finalized by SIDBI along with their addresses, photo identity proof to SIDBI within a period of five days after signing the contract with SIDBI.

35. In the event of instances of the gross misbehaviour, theft, burglary, moral turpitude, misuse of the occupied area, breach of a contract, unsatisfactory services etc. by the contractor or by any staff/agent of the contractor, SIDBI may forthwith terminate this contract summarily.
36. All disputes arising out of this contract shall be subject to the jurisdiction of Courts of Mumbai.

Sd/- (Pradyumna Kumar Choudhury)
Dy. GENERAL MANAGER,
SIDBI, Swavalamban Bhawan , C-11, 'G' Block,
Bandra Kurla Complex (BKC), Bandra (E), Mumbai – 400051

Competencies and Key Responsibilities of SDCROs and Service Provider

I. Competencies required in the officers:

1. The candidate should be minimum Graduate.
2. The candidate should have knowledge of planning and scheduling techniques;
3. The candidate should have ability to communicate effectively, both orally and in writing;
4. The candidate should have experience of surveying and data collection / interpretation skills;
5. The candidate should possess good knowledge of working in computer and MIS;
6. The candidate should possess local knowledge / fluency in concerned regional language and English / Hindi;
7. The candidate should possess ability to evaluate, verify, and edit research data
8. The candidate should have passion, flair & fitness for field work;
9. The candidate should have ability to build network and influence stakeholders
10. The candidate should have / be provided with suitable smart phone running Android / iOS (with 4 GB RAM; 32 GB memory/ extended memory) with adequate data plan to enable him/ her to undertake communication and mobile based reporting in due course.

II. The key responsibilities for personnel to be deployed by successful agency/bidder are given below:

In each of the districts assigned to a SDCRO, he/she would need to undertake the following:

1. Liaisoning with key stakeholders in the departments of State and Centre Government and private agencies handling MSME to gather relevant data.
2. Primary research in the district from pertinent sources / suitable partnerships, including periodic personal visits to livelihood/ MSME units for impact and potential analysis.
3. Make the presence of SIDBI felt by organizing regular structured meetings with all external stakeholders and encouraging communication networks or forums like MSME Clubs.
4. Promoting entrepreneurship culture through various structured and unstructured interventions; liaisoning with stakeholders like

Shikshadhikari, RSETIs, Vocational Training Institutes, etc.; and utilizing the existing platforms of SIDBI like SWAVALAMBAN campaign.

5. Identify and engage with suitable NGOs / agencies / local support groups to crystallize SIDBI's developmental/ entrepreneurship-based programmes.
6. Reports / Presentation on all the defined anchors (eg. District Economy, Demography, Enterprises, Livelihoods, Banking Government Schemes, Important Developments etc,)
7. Preparation and monitoring of Potential Linked Credit Plans in structured formats as may be decided by SIDBI .
8. Comprehensive mapping of the district through analysis and interpretation of the gathered data, that can serve as building block for interventions by Banks/ FIs and, in select initiatives, by SIDBI.

III. **Key Responsibilities of and Service Provider :**

The Service Provider should be providing the following services:

1. Provide methodology and governance structure for monitoring the activities and the performance of SDCROs;
 - I. Proposed methodology of the assignment
 - II. Proposed team structure and frequency of reviews
 - III. Framework for performance evaluation of deputed personnel and escalation mechanism
 - IV. Reporting formats and frequency of report submissions to be finalised in consultation with SIDBI
 - V. Ability to provide technical enabled/ platform for MIS and reporting.
 - VI. The candidate should have / be provided with suitable smart phone running Android / iOS (with 4 GB RAM; 32 GB memory/ extended memory) with adequate data plan to enable him to undertake communication and mobile

based reporting in due course. A tentative control mechanism is given at **Appendix II.**

- VII. The service provider shall provide the necessary mobile applications for capturing data/ geo tagging and reporting requirements

TECHNICAL BID

(To be enclosed in a separate sealed envelope)

For providing SDCROs to Small Industries Development Bank of India

Sl. No.	Particulars	Page No.
1	Name and address of bidder/ Tendering Company/ Firm/ Agency (Attach certificates of registration)	
2	Name of Authorised Signatory	
3	Name(s) of proprietor/Director(s) of Company/Firm/Agency	
4	Full Address of Registered Office with Telephone No., FAX and E- Mail	
5	Full address of operating/ Branch Office with Telephone no., FAX and E-Mail with name of the Contact Person(s) and Mobile No. to whom all reference shall be made	
6	Banker of Company/Firm/ Agency with full address	
7	PAN/GIR No. (Attach attested copy)	
8	GST Registration No. (Attach attested copy)	
9	E.P.F. Registration No. (Attach attested copy)	
10	E.S.I. Registration No. (Attach attested copy)	
11	Documents showing completion of at least one service of value not less than Rs.2 crore per annum or 2 contracts of Rs. 1 crore each per annum related to provision of similar / Financial services in a single contract during the last three years. (Attach copies)	
12	Labour Department Regn. No. (Attach attested copy)	
13	Give details of the major similar contracts handled by the tendering Company/Firm/Agency on behalf of Government Departments/PSUs / Banks/ FIs/ NBFCs/ Autonomous Bodies / Public Service Commission / other agencies (The other agencies include Statutory Bodies and all bodies having ownership and / or control under Central / State	

	<p>Govt.) during the last three years in the following format. (Attach copies)</p> <table border="1"> <thead> <tr> <th>Sr. no.</th> <th>Details of client address, telephone and Fax numbers alongwith</th> <th>Amount of Contract. (Rs. Lakh)</th> <th>Duration of Contract (From ___ To ___)</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>(If the space provided is insufficient, a separate sheet may be attached.)</p>	Sr. no.	Details of client address, telephone and Fax numbers alongwith	Amount of Contract. (Rs. Lakh)	Duration of Contract (From ___ To ___)													
Sr. no.	Details of client address, telephone and Fax numbers alongwith	Amount of Contract. (Rs. Lakh)	Duration of Contract (From ___ To ___)															
14	Attested copy of Satisfaction Certificate from the present office(s) in which the Service Provider is providing similar services (attach)																	
15	Income declared in I.T. returns for F.Y. 2015-16, 2016-17 & 2017- 18 (enclose copy of I T Returns acknowledgement for the relevant assessment years)																	
16	Total Turnover of the business in F.Y. 2015-16, 2016-17 & 2017- 18 (Attach copy of Audited Profit & Loss Account and B/S for the Financials)																	
17	Reference - Bidder should provide client references and contact details (email/ landline/ mobile) of 3 customers for whom the Bidder has executed similar projects (Start and End Date of the Project to be mentioned) in the past 3 years																	
18	Please specify the details of the work done pertaining to handling assignments of Research/ Field Work or Similar Nature and working across NBFCs, Banks, Rural Agencies, Development Centre .																	
19	Affidavit stating that the agency is / has not been blacklisted by Central / State Government / PSU etc. in any of its previous contracts																	
20	Declaration about Fraud and corrupt practices (Duly signed & attested as per the format given in Annexure-III of the Tender Document																	
21	Details of Earnest Money Deposited: DD No. Dated..... Amount: ` Drawn on, New Delhi.																	

22	Supporting documents/ details for Technical Evaluation (as per Annexure IV)	
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DECLARATION

I, _____ Son
/ Daughter / Wife of Shri_
_Proprietor/Partner/Director, authorized signatory of the Company/Agency/ Firm,
mentioned above, am competent to sign this declaration and execute this tender
document.

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide to them;
3. I / we hereby declare that my firm has not been blacklisted / disqualified / debarred by any Govt. / Semi-Govt. Department / Agency.
4. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am/ are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides incurring liabilities towards prosecution under appropriate law

Signature of authorized person

Full Name:
Seal:

Date:
Place:

FINANCIAL BID

(To be enclosed in a separate sealed envelope)

For providing SDCROs to Small Industries Development Bank of India

**Name and address (with telephone no. & fax no. / e-mail) of tendering Service Provider
Company / Firm/ Agency**

Sr.No.	Particular	Amount in Rs. lakh
a	Per employee average cost p.m.	
b.	Cost of deploying Executives (78 nos), (all inclusive) p.a.	
c	Management / Service Fee p.a. including cost towards 2 Coordinating Officers and 1 Project Lead for the proposed assignment.	
d	GST/ Applicable Taxes etc	
e	Sub-Total (p.a.)	
f	Total Cost for three years (3*e)	

The quoted price should include all expenses, costs, any taxes, levies and duties and other costs as may be necessary for the satisfactory implementation of the assignment.

Note:

1. The contract will be for 3 years with provision to extend it for further period of 2 years (subject to satisfactory performance) with 10% increase in the contracted rate for the extended period of 2 years. Further the payment for increase or decrease in deployment of Executives as required by SIDBI shall be made on pro-rata based on the no of Executives deployed.
2. The wages shall not be less than the Minimum Wages prescribed by the respective State Governments from time to time. Contribution in ESI, EPF and payment of GST shall be done as per prescribed rates as amended from time to time.

3. The Service Providing Company/Agency/Firm shall be responsible for meeting out all the tax obligations as per Rules of various Government Departments.
4. The rates quoted by the tendering Agency should be inclusive of all statutory/ taxation liabilities in force at the time of entering into the contract.
5. The payment shall be made on conclusion of the calendar month only on the basis of duties performed by the Service Providing Company/Agency/Firm during the month.

DECLARATION

I hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I understand that in case, any deviation is found in the above statement at any stage; I/We will be blacklisted and will not have any dealing with SIDBI in future.

Signature of authorized person

Full Name:

Date:

Seal:

Place:

DECLARATION AGAINST FRAUDULENT AND CORRUPT PRACTICES

We, M/s. _____ certify that in the last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority on a judicial pronouncement or arbitration award, nor have been expelled from any project of contract by any public authority nor have had any contract terminated by any public authority for breach on our part.

We, M/s. _____ declare that;

a. We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice or restrictive practice as defined in Section-C of the Tender Document, in respect of any tender or request for proposal issued by or any agreement entered into with the Authority or any other public sector enterprises or any Government, Central or State;

and

b. We, M/s. _____ hereby certify that we have taken steps to ensure that in conformity with the provisions against Fraudulent and Corrupt practices, no person acting for us or on our behalf has engaged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

We, M/s. _____ certify that in regard to any matters, we or any of our associates have not been convicted by a Court of law or indicated of adverse orders passed by any regulatory authority, which could cast a doubt on our ability to undertake the project or which relates to a grave offence that outrages the moral sense of the community.

We, M/s. _____ further certify that with regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of law.

We, M/s. _____ further certify that no investigation by a regulatory authority is pending either against us or against our CEO or any of our Directors/ Partners/ Managers/ Employees.

DECLARATION

I hereby certify that the information furnished above is full and correct to the best of my knowledge. I understand that in case any deviation is found in the above statement at any stage, the concern, M/s. _____ shall be blacklisted and shall not have any dealing with SIDBI in future.

Signature of authorized person

Full Name:

Date:

Seal:

Place:

TECHNICAL EVALUATION

Sl. No.	Criteria	Indicative Criteria	Maximum Marks
1.	Quality of Understanding of the Scope	Quality of understanding of the scope of the engagement demonstrated in the response to the RfP.	10
2.	Experience	Experience of handling assignments of research/ field work or similar nature (Details of work done and SPOC to be mentioned)	20
3.	Capability	Organisation having minimum 100 employees on board for deputation on the assignment (Typical profile of SDCRO and CV of Team Leader to be furnished)	10
4.	Methodology and Governance Structure	Proposed methodology for assignment	10
		Proposed team structure and frequency of reviews	10
		Framework for performance evaluation of deputed personnel and escalation mechanism	10
		Reporting formats and frequency of report submissions	10
5.	Technology Enablement	Ability to provide technical enablement / platform for MIS and reporting	20
	Total		100

Quality and competence of the consulting services shall be the paramount requirement. The decision of the award of the contract would be made as under:

- (i) Only those technical proposals having complied with the points of Technical Proposal and also having obtained a **minimum score of 60% or such percentage** as may be decided by the Client in the technical evaluation shall be considered qualified for financial proposal opening & evaluation.

- (ii) The Client shall notify those Service Providers whose proposals did not obtain the minimum score or were considered non-responsive to the Letter of Invitation and Terms of Reference, indicating that their Financial Proposals will be returned unopened after completing the selection process. The Client shall simultaneously notify the Service Providers that may have secured the minimum qualifying mark, indicating the date and time set for opening of the Financial Proposals. The notification may be sent by registered letter, facsimile or electronic mail;

Commercial/ Financial Valuation

- (i) The Financial Proposal will be opened only for those Service Providers who have obtained a minimum score of 60% in the technical evaluation or such other percentage as may be decided by the Client in the technical evaluation.
- (ii) The Financial Proposals shall be opened by the Client publicly in the presence of the Service Providers' representatives who choose to attend. The name of the Service Provider and the offered prices shall be read aloud and recorded when the Financial Proposals are opened. The Client shall prepare minutes of the public opening.
- (iii) The Financial proposal will contain the financial quote covering total price/ fees/cost of undertaking the assignment inclusive of all out of pocket expense of the Service Provider.
- (iv) The combined score of technical and financial proposal of each Service Provider/ will be calculated using the formulae

$$\text{Score} = T (w) \times (\text{ETS} / (\text{HTS})) + F (w) \times (\text{LC} / C)$$

Where, T (w) = weight of the technical score (70)

HTS = highest evaluated technical score among the qualified Service Providers;

ETS = evaluated technical score of the Service Provider;

F(w)= weight of the financial score (30);

LC = lowest rate quoted among the qualified Service Providers;

C = rate quoted by the Service Provider

- (v) The Client will appoint the Service Provider based on the ranking derived from the combined score. In case of a tie in the combined score between Service Providers', the Service Provider with the highest technical score will be given a higher rank.
- (vi) During evaluation, the Service Provider must be prepared to furnish the detailed cost break-up and other clarifications to the proposals submitted by it, as may be required to adjudge the reasonableness of its Financial Proposal.

- (vii) The Client may call for clarifications/ particulars / documents required if any, on the proposals submitted, during any stage of the evaluation process. The Service Provider has to submit the clarifications/ additional particulars in writing within the specified date and time. The Service Provider's offer may be disqualified, if the clarifications/ additional particulars sought by the Client are not submitted within the specified date and time.
- (viii) Commercial proposal valuation shall be considered in discrepancy in case of the following :
- If there is a discrepancy between words and figures, the amount in words shall prevail.
 - If there is a discrepancy between percentage and amount, the amount re-calculated as per the stipulated percentage basis shall prevail.
 - If there is a discrepancy in the total, the correct total shall be arrived at by the Client.
- (ix) Client reserves the right to renegotiate the prices in the event of changes in market conditions and/or technology, etc.

In all the above cases, the Service Provider shall be informed and the Service Provider would require to confirm and accept the Client's position in writing within the date and time specified by the Client. In case the Service Provider does not accept the correction of the errors as stated above, the proposal shall be rejected.

The proposals will be ranked according to the combined score of technical and financial bid and the Service Provider with the highest combined score shall be invited for negotiations.

1. Having selected the Service Provider, among other things, on the basis of the evaluation of proposed key professional staff, the Client expects to negotiate a contract on the basis of the staff named in the Technical Proposal and prior to contract negotiations will require assurance from the Service Provider that these staff will be actually available.
2. The Client will not consider substitutions during contract negotiations except in cases of unexpected delays in the starting date or incapacity of key professional staff for reasons of health or for any other reasons acceptable to the client.
3. Negotiations will be concluded with a review of the draft form of contract. The Client and the Service Provider will finalize the contract to conclude negotiations.
4. If the negotiations with the Service Provider are successful, the award will be made to them and all other Service Providers notified accordingly. If negotiations fail, and if it is concluded that a contract with reasonable terms cannot be concluded with the Service Provider, the Service Provider getting second highest score in the combined score will be invited for negotiations. This process will be repeated till an agreed contract is concluded.

5. The Client is not bound to select any of the Service Provider submitting the proposal. Further as quality is the principal selection criterion, the Client does not bind itself in any way to select the firm offering the lowest price.
6. Please note that the cost of preparing a proposal and of negotiating a contract including visits, if any, is not reimbursable as a direct cost of the assignment.
7. The selected Service Provider would be expected to take up/commence the assignment within seven days from the date of contract. The contract needs to be signed within seven days from the award of work.
8. The selected Service Provider shall indicate the authorized signatories who can discuss and correspond with the Client, with regard to the obligations under the Contract. The selected Service Provider shall submit at the time of submission of the proposal, a certified copy of the resolution of their Board, authenticated by Company Secretary, authorizing an official or officials of the company to discuss, sign agreements/contracts with the Client. The Service Provider shall furnish proof of signature identification for above purposes as required by the Client. Any change in authorised signatory, till the contract is signed, is required to be intimated to the Client along with documentary evidence.

Appendix I**Place of Posting for SDCROs**

Sl. No.	State	Place of Posting	Districts Covered
1	Andhra Pradesh	Guntur	Guntur, Krishna, West Godavari
2	Andhra Pradesh	Kakinada	East Godavari, Visakhapatnam, Vizianagaram, Srikakulam
3	Andhra Pradesh	Nellore	Sri Potti Sriramulu Nellore, Prakasam
4	Andhra Pradesh	Chittoor	Chittoor, Y.S.R.(Cuddapah)
5	Andhra Pradesh	Anantapur	Anantapuramu, Kurnool
6	Bihar	Muzaffarpur	West Champaran, East Champaran, Muzaffarpur, Sitamarhi, Sheohar and Vaishali.
7	Bihar	Gaya	Gaya, Nawada, Aurangabad, Jehanabad and Arwal
8	Bihar	Purnia	Purnia, Katihar, Araria and Kishanganj
9	Bihar	Begusarai	Munger, Jamui, Khagaria, Lakhisarai, Begusarai and Sheikhpura
10	Bihar	Bhagalpur	Bhagalpur and Banka
11	Chhattisgarh	Raigarh	Bilaspur, Mungeli, Korba, Janjgir-Champa, Raigarh

12	Chhattisgarh	Durg	Kabirdham (Kawardha), Bemetara, Durg, Balod, Rajnandgaon
13	Chhattisgarh	Ambikapur	Koriya, Balrampur-Ramanujganj, Surajpur, Jashpur and Surguja
14	Gujarat	Bhuj	Kutch
15	Gujarat	Valsad	Valsad, Navsari, Dang, Tapi
16	Gujarat	Bhavnagar	Bhavnagar, Amreli, Gir Somnath, Botad, Junagarh
17	Gujarat	Bharuch	Bharuch, Narmada, Chhota Udaipur
18	Gujarat	Palanpur	Banaskantha, Patan, Sabarkantha, Aravalli
19	Haryana	Panipat	Karnal, Panipat, Kaithal, Jind
20	Haryana	Ambala	Ambala, Kurukshetra, Panchkula, Yamuna Nagar
21	Haryana	Sonipat	Jhajjar, Charkhi Dadri, Rohtak, Sonipat, Bhiwani
22	Haryana	Hisar	Fatehabad, Jind, Hisar, Sirsa
23	Himachal Pradesh	Solan	Solan, Sirmaur, Bilaspur
24	Himachal Pradesh	Hamirpur	Hamirpur, Kangra, Una, Mandi
25	Jharkhand	Jamshedpur	East Singhbhum, West Singhbhum, Seraikela Kharsawan
26	Jharkhand	Bokaro	Bokaro, Dhanbad, Ramgarh, Hazaribadh, Giridih, Koderma
27	Karnataka	Mysuru	Dakshina Kannada, Kodagu, Hassan, Chikkamangaluru, Mysuru

28	Karnataka	Belgavi	Dharwad, Belgaum, Bagalkot, Gadag,
29	Karnataka	Kalaburugi	Koppal, Raichur, Yadgir, Gulbarga, Bidar
30	Karnataka	Shivamogga	Shivamogga, Haveri, Uttara Kannada, Davangere
31	Karnataka	Bengaluru	Tumakuru, Chitradurga, Mandya, Chikkaballapur, Bengaluru Urban, Bengaluru Rural
32	Kerala	Thiruvananthapuram	Alappuzha, Pathanamthitta, Kollam, Thiruvananthapuram
33	Kerala	Thrissur	Thrissur, Ernakulam, Idukki, Kottayam
34	Kerala	Kozhikode	Kasaragod, Kannur, Wayanad, Kozhikode, Malapuram, Palakkad
35	Madhya Pradesh	Gwalior	Gwalior, Ashoknagar, Shivpuri, Datia, Guna, Sheopur, Morena
36	Madhya Pradesh	Jabalpur	Balaghat, Chhindwara, Jabalpur, Katni, Mandla, Narsinghpur, Seoni, Dindori
37	Madhya Pradesh	Ujjain	Agar Malwa, Dewas, Mandsaur, Neemuch, Ratlam, Shajapur, Ujjain
38	Madhya Pradesh	Rewa	Rewa, Satna, Sidhi, Singrauli
39	Madhya Pradesh	Dhar	Alirajpur, Barwani, Burhanpur, Dhar, Jhabua, Khandwa, Khargone
40	Maharashtra	Alibag	Raigad, Ratnagiri, Sindhudurg

41	Maharashtra	Sangli	Pune, Satara, Sangli, Solapur, Kolhapur
42	Maharashtra	Jalgaon	Nashik, Dhule, Jalgaon, Ahmednagar, Nandurbar
43	Maharashtra	Amravati	Akola, Amravati, Buldana, Yavatmal, Washim
44	Maharashtra	Latur	Aurangabad, Jalna, Latur, Nanded, Osmanabad, Parbhani, Beed
45	Odisha	Khorda	Khorda, Cuttack, Puri, Jagatsinghpur, Nayagarh
46	Odisha	Sundergarh	Sundergarh, Jharsuguda, Sambalpur, Deogarh
47	Odisha	Ganjam	Ganjam, Gajapati, Rayagada, Kandhamal
48	Odisha	Baleshwar	Baleshwar, Bhadrak, Kendrapara, Baripada, Jajpur, Kendujhar
49	Odisha	Angul	Angul, Dhenkanal, Boudh, Sonapur, Kandhamal
50	Punjab	Amritsar	Jalandhar, Gurdaspur, Pathankot, Amritsar, Tarn Taran, Kapurthala, Hoshiarpur
51	Punjab	Patiala	Patiala, Sangrur, Barnala, Fatehgarh Sahib, Ludhiana
52	Punjab	Bathinda	Faridkot, Bathinda, Mansa
53	Punjab	Mohali	Ropar (Rupnagar), Ajitgarh (Mohali), Shaheed Bhagat Singh Nagar (Nawan Shahr)

54	Rajasthan	Bhilwara	Jaipur, Alwar, Jhunjhunu, Sikar, Dausa
55	Rajasthan	Kota	Baran, Bundi, Jhalawar, Kota
56	Rajasthan	Bikaner	Bikaner, Churu, Sri Ganganagar, Hanumangarh
57	Rajasthan	Pali	Barmer, Jaisalmer, Jalore, Jodhpur, Pali, Sirohi
58	Rajasthan	Nagaur	Ajmer, Nagaur, Tonk
59	Tamil Nadu	Kanchipuram	Kanchipuram, Tiruvallur, Vellore, Tiruvannamalai, Viluppuram
60	Tamil Nadu	Salem	Dharmapuri, Krishnagiri, Namakkal, Salem, Erode
61	Tamil Nadu	Virudunagar	Madurai, Theni, Sivagangai, Virudunagar, Ramanathapuram
62	Tamil Nadu	Tiruchirappalli	Tiruchirappalli, Thanjavur, Pudukkottai, Dindigul, Karur
63	Tamil Nadu	Tirunelveli	Tirunelveli, Thoothukudi, Kanyakumari
64	Telangana	Shamshabad	Vikarabad, Rangareddy, Sangareddy, Mahabubnagar, Nagarkurnool, Wanaparthy
65	Telangana	Karim Nagar	Rajanna Sircilla, Peddapalli, Karimnagar, Jayashankar Bhupalpally, Mancherial
66	Telangana	Warangal	Warangal (Urban), Warangal (Rural), Mahabubabad, Khammam, Bhadradri Kothagudem

67	Telangana	Nalgonda	Nalgonda, Suryapet, Yadadri Bhuvanagiri, Jangaon, Siddipet
68	Telangana	Nizamabad	Nizamabad, Kamareddy, Medak, Nirmal, Jagtial
69	Uttar Pradesh	Agra	Agra, Firozabad, Mainpuri, Mathura, Aligarh, Hatras
70	Uttar Pradesh	Kanpur	Auraiya, Etawah, Farrukhabad, Kannauj, Kanpur Dehat, Kanpur Nagar
71	Uttar Pradesh	Meerut	Baghpat, Bulandshahar, Gautam Buddha Nagar, Ghaziabad, Meerut, Hapur
72	Uttar Pradesh	Moradabad	Bijnor, Amroha, Moradabad, Bareilly, Rampur, Sambhal
73	Uttar Pradesh	Gorakhpur	Deoria, Gorakhpur, Kushinagar, Maharajganj, Sant Kabir Nagar
74	West Bengal	Bankura	Purba Medinipur, Paschim Medinipur, Jhargram, Purulia, Bankura
75	West Bengal	Howrah	Howrah, Kolkata, Nadia, North 24 Parganas, South 24 Parganas
76	West Bengal	Bardhaman	Hooghly, Purba Bardhaman, Paschim Bardhaman, Birbhum
77	West Bengal	Jalpaiguri	Alipurduar, Cooch Behar, Darjeeling, Jalpaiguri, Kalimpong
78	West Bengal	Murshidabad	Malda, Uttar Dinajpur, Dakhsin Dinajpur, Murshidabad