

Call for Tenders

Sahbhagi Shikshan Kendra (SSK), a NGO based in Lucknow, funded by **Malteser International** herewith calls for tenders under project named – **“Improving health and strengthening resilience of vulnerable groups in Bahraich District, Uttar Pradesh, India”**.

1. Description of the Organisation and its Activities

SAHBHAGI SHIKSHAN KENDRA (SSK), a support organization and a center for Participatory Learning and Action, was founded in 1990 to promote and strengthen civil society organizations of Uttar Pradesh and Bihar and Jharkhand. SSK strive for building and strengthening capacities of CSOs through people centric approach placing people at the center of all developmental initiatives. Partnership and reciprocal sharing of information with the target groups is the nucleus of our values. SSK works with grassroots organizations that strive for social change. We provide capacity Building support to our partners through organizing training programs, workshops and providing intensive support in their programs. To harmonize/supplement our efforts and enhance the knowledge base, we also undertake studies and disseminate information and implement programs on vibrant and imperative developmental issues.

2. Information about the Project

The project, “Improving health and strengthening resilience of vulnerable groups in Bahraich District, Uttar Pradesh, India.” (MI PN 2675-14, Donor PN 7940) is implemented by the partner organization - Sahbhagi Shikshan Kendra (SSK), located at Lucknow, Uttar Pradesh, India.

Program Objective: Overall, the project contributes to improving the health situation and resilience to natural disasters of particularly vulnerable families in 10 villages of the Kaiserganj block have improved their sanitation, nutrition and hygiene situation and are prepared to deal with natural disaster.

Sub-objective 1 : WASH : The inhabitants of the 10 project villages have access to drinking water and clean sanitary facilities and are able to improve their hygiene practices.

Sub-Objective 2: FNS & health care: The inhabitants of the 10 project villages apply improved nutrition and health practices

Sub-objective 3: DRRM: The inhabitants of the 10 project villages benefit from sustainably established DRRM structures.

The project duration is 01.05.2024 – 31.12.2027 with an initial total direct project budget of up to 577.551 EUR.

3. Objective of the Call for Tenders

In accordance with the overall objective and foreseen results of the project, SSK plans to award contract(s) for CA Firm which has to be hired under the project.

The requirement and specification are detailed in **Annex 1 - Bill of Quantity and Term of Reference (ToR)** documents. Kindly go through the ToR Documents in detail to know all the terms and conditions for the selection of audit firms.

The CA Firms are invited to present an offer complying with the requirements specified.

4. Offer Presentation

- The offer shall be delivered in a **sealed envelope** with a written reference number on it to the **SSK Office in Lucknow**.
- The offer can also be sent by email with all the required details at **tender@sahbhagi.org**
- The last date for submitting the offer is **8th November 2024**
- The offer shall be written in English.
- The envelop must state the following information:
 - Name and address of the company/firm.
 - Reference to the tender procedure
 - Address to which the offer is being submitted (SSK Lucknow Office),
 - The words “Not to be opened before the 8th November 2024 written in English.
- The envelopes should be submitted at SSK office personally or by registered post/courier

5. General Conditions

- The offer shall be typed and signed on each page by the legal representative of the supplier/vendor/service provider.
- The prices of the offer will be expressed in Indian Rupees (INR). The prices must be expressed by unit price and totals. They should be inclusive of all costs including transport/travel and handling charges (if any) up to the SSK office, Kaisarganj, Dist. Behraich or Lucknow, Uttar Pradesh
- The prices will be considered fixed. No additional change of whatsoever nature and type will be accepted by SSK.
- Bidders not able to provide suitable bidding will be excluded from the final evaluation.
- SSK reserves the right to divide the contract into lots and award the lots to various bidders.
- **Terms of Payment:** The payment will be made in Indian Rupees (IRP) by bank transfer upon presentation of a commercial invoice and satisfactory reception of goods approved and signed by SSK in Lucknow. The payments will be made within 10 days of completed delivery.
- No advance will be given to the CA Firm before delivery of the tender.

- **Terms of Delivery:** The delivery of the tenders should be completed within the last date explained in the order form. Should the supplier/vendor/service provider consider this delivery time inadequate, he has to clearly suggest a different deadline for the delivery in the offer.
- In case of any Accident, loss or damage of any kind (person, material) during audit SSK is not responsible for any compensation. It will be complete responsibility of the firm to deliver the material at specified site explained in order form.
- Submission of any kind of tax is the responsibility of supplier/vendor/service provider.
- For any kind of disputes, the decision of Director SSK, Lucknow will be the final and CA Firm has to respect the decision.

6. Particular Conditions

The supplier is required to provide, together with the offer, the following documentation:

- Brief company profile
- Firm/Company/Business registration certificate and other legal registrations
- Professional fee for audit including all expenses

7. Opening Bids' Procedures

The ceremony of opening the bids will be held on 11th November 2024 in the SSK Lucknow Office located at:

SSK Office Lucknow:

Sahbhagi Shikshan Kendra (SSK)
Sahbhagi Road, Chhatha Mill
(Behind Police Fire Station, Sitapur Road)
Lucknow – 227208

A procurement committee will manage the event and after the opening of all envelopes received within the deadline, the committee will evaluate their content behind closed doors. If the bidder does not receive written confirmation, the offer has then not been considered as successful.

8. Offers' Evaluation

SSK will evaluate the offers on the basis of the following criteria:

- Firm's experience and knowledge on FCRA, Income Tax and other compliances for NGOs/NPOs
- Delivery time
- Firm having experience in project audit of FCRA funded NPOs/NGOs
- The winner will be asked by Malteser to submit quality certifications for some specific Items.
- Any bidder not complying with the tender procedures will be disqualified.

9. Cancellation of Tender

Under no circumstances SSK will be reliable for damages whatsoever in nature, in particular damages for loss of profit; or in relationship to the cancellation of this tender, even if SSK has been advised of the possibility of damages.

The publication of the procurement notice in the media does not commit SSK to implement the project announced nor to procure the materials. Nothing will be due to the supplier in case this procurement needs to be cancelled due to whatever reason.

On behalf of SSK,

Procurement Team
(SSK)

Lucknow, 22nd October 2024