



## INDIAN POLICE FOUNDATION

Registered Office: C-8, 8758, Vasant Kunj  
New Delhi – 110070

### REQUEST FOR PROPOSAL (RFP)

Date: 01/12/2025

Proposals are invited from the experienced Research Agencies/Universities/Institutions for **Baseline and Endline Assessment/Evaluation of Internal Police Reforms project** in 12 Police stations each in the three states of Punjab, Tamil Nadu and Telangana. The detailed RFP document along with its terms and conditions can be downloaded from <http://www.policefoundationindia.org/>

Agencies/Institutions/Universities can bid for one state or multiple states (two/ three states), but evaluation work in all three states has to be carried out simultaneously.

The last date of submission of proposal (Technical and Financial bids) is 31<sup>st</sup> December 2025 (till 5:00 pm IST)

For any clarification, please contact Assistant Project Coordinator (+91 9599316963), Project Coordinator (+91 9910224876) or on email ([ipr.rfp2025@gmail.com](mailto:ipr.rfp2025@gmail.com))

Dr Ish Kumar IPS (retd)  
Project Director  
Internal Police Reforms Project



## THE POLICE FOUNDATION AND INSTITUTE, NEW DELHI

### REQUEST FOR PROPOSAL FOR “BASELINE AND ENDLINE EVALUATION (Impact Assessment) Of INTERNAL POLICE REFORMS PROJECT”

#### 1.0 INDIAN POLICE FOUNDATION

The Police Foundation and Institute (or IPF in short) is a multi-disciplinary think tank dedicated to work for police reform and the improvement of policing through research, capacity building and policy advocacy. IPF was inaugurated by the then Union Home Minister, Shri Rajnath Singh in 2015. IPF is executing a 3 years project- “Internal Police Reforms” project in 3 states, which is funded by Ajim Premji Foundation, Bangaluru.

#### 1.1 PROJECT DESCRIPTION

The project aims to improve citizen-centric policing in 90 police stations across three states: Punjab, Telangana, and Tamil Nadu. Internal Police reforms are essential to make police more transparent, accessible and sensitive to the victims.

Broadly, the project emphasizes on **four focus areas**:

- i. Improving complaint/FIR registration and police response,
- ii. improving citizen services and community engagement,
- iii. preventing police harassment, and,
- iv. improving police conduct and behaviour.

The project envisages public consultation meetings to know the public grievances, visits to various States /UTs to collect best policing practices,

recommendations from reports of various commissions/committees, and discussions with experts and state police for the formulation of a **Change Manual**. The Change Manual will consist of recommendations for improving existing policing processes at the police station level in above mentioned focus areas and bringing change in police behaviour to enhance the interface and experience of a common person and build public trust in the police.

After the approval by the respective state DGP, the recommendations will be implemented for 9-12 months in the selected 30-32 police stations in each state. The project implementation will be monitored by the state project team/state supervisor by monthly visits to all the police stations and meetings with SHOs and staff, apart from concerned CP/SP and the State Nodal Officer.

## **2. SCOPE OF THE WORK**

Agencies, as per their capabilities, can submit their proposals for one or more states. The evaluation will assess the project's impact through a baseline and an end-line study.

The study will be conducted in full accordance with the well-recognised guidelines for research ethics and methods, as well as personal data protection issues. The study design must take into consideration protection of rights, and ensuring the dignity, welfare and confidentiality of all respondents

The scope of work includes, but is not limited to, the following:

- I. Geographical coverage:** The evaluation will be conducted in 30-32 police stations of all 3 states in the following districts: three districts of Punjab (SAS Mohali, Roop Nagar and Fatehgarh Sahib); two districts of Telangana (Sanga Reddy and Cyberabad Commissionerate); and two districts of Tamil Nadu (Avadi Commissionerate and Chengalpattu).

**II. Evaluation should focus on the following Key focus areas of the project:**

**i. Improving Complaint/FIR registration and Police Response**

- Reception Protocol at Police Stations for Complainants, Victims & other visitors.
- 100% recording of all Complaints & FIRs received at Police Station, physically, electronically or through helplines
- Professional & prompt response to all Complaints & FIRs
- Proper conduct of investigation and enquiries
- Assistance to victims (including return of properties).

**ii. Citizen Services & Community Engagement**

- Provide time-bound citizen services.
- Promote community-oriented policing.
- Formulating Annual Policing Plans (State-wise, District-wise & Police Station-wise).
- Improve the Safety & Security of Women.

**iii. Prevention of police harassment/misconducts**

- Preventing unnecessary arrests.
- Preventing illegal search & seizure procedures (including for digital devices).
- Preventing harassment by police during Arrest & Search procedures. (abuse, beating etc.)
- Avoiding calling people to police stations unnecessarily & repeatedly.

**iv. Improving Police Conduct & Behaviour**

- Sensitization & Training of police personnel.
- Empowerment of constabulary (including women).
- Improving the work environment in police stations.

### 3. OBJECTIVES OF THE RFP

- A. To carry out a comprehensive baseline and endline assessment of the internal police reforms project in 3 states
  - a. Baseline assessment at the selected 12 police stations in a state (before the project commencement)
  - b. Endline assessment of the selected 12 police stations in the state (after 9-12 months of project commencement)
- B. To provide a consolidated report on the comprehensive picture of the project impact on the day-to-day policing in three participating states- Punjab, Tamil Nadu and Telangana.

### 4. METHODOLOGY

The evaluation will use both **quantitative and qualitative** research tools for data collection. All non-police stakeholders will be covered through household surveys and will take place at the non-police venue, selected by the agency.

- i. **Sampling:** The evaluation will be conducted in **12 police stations per state**. The police stations will be selected from three districts (four per district in Punjab) and two districts (six per district in Telangana and Tamil Nadu), and will be spread across urban, semi-urban, and rural areas. For brevity, for both baseline and end-line, the following should be adhered to -
  - A. **Survey questionnaires** will be administered to a total of 1200 stakeholders in each state.
    - i. FIR Cases (sample composition includes Complainants and Victims; Accused including Undertrial prisoners)
    - ii. Non-FIR cases (NCR/CSR cases, Missing persons, s-174 CrPC cases (unnatural deaths), Preventive Arrests, Dial 100 & other helpline cases)
    - iii. Service seekers (Citizen services and Lost Property Cases)
    - iv. Police Officials (Constabulary, subordinate officials and supervisory officers)

- B. Focus Group Discussions (FGDs).** A total of 30 FGDs each (in Telangana and Tamil Nadu) and 45 FGDs in Punjab will be conducted.
- C. Visits to police stations and observations**

The detailed sample selection criteria for data collection, such as for Questionnaire and FGD is attached herein as **Annexure 1**.

## **5. PRE-QUALIFICATION CRITERIA FOR TECHNICAL BID**

- i. Should be a research institute/agency/university registered/incorporated in India.
- ii. Adequate knowledge of social impact research within its local, social, developmental and political context.
- iii. Experience of project or consulting contracts with other reputed organisations, proven by copy of contract (a copy of contract/report to be attached with the application) or references is considered desirable.
  - a. Experience on conducting similar studies on policing, social inclusion, governance, and human rights are an advantage;
  - b. At least 5 years of professional work experience in research projects – proven with portfolio of projects. (However, experience of more than 10 years is desirable).
  - c. Past experience with police/prison/justice will be desirable.
- iv. The agency should have enough infrastructure, manpower and research orientation to carry out baseline and end-line assessment in the selected areas within each state.
- v. Should have a successful track record of completing similar assignments in allowed time frame (documentary proof required).
  - a. Demonstrated ability and experience in coordination, and ability to work under pressure/tight timelines;
  - b. Fluency in written English;
  - c. Knowledge of the state's official languages (Tamil, Punjabi and Telugu) is critical

## 6. KEY DELIVERABLES

- i. **Inception Report: The Project inception report should include the following points-**
  - a. thorough desk review of project documents, other relevant policies, strategies and similar projects/initiatives.
  - b. Map out the different project indicators (evaluation parameters) contained in the project key focus areas, triangulate the information needs for each of the indicators and the data sources, tools, and approaches (i.e., use of both quantitative and qualitative approaches as relevant).
  - c. Inception report should outline the study approaches, methodologies, sampling strategy (stratified sampling) to capture the baseline perceptions, attitudes, and perspectives of the target groups on inter-ethnic relations, collaboration, and trust in local authorities.
  - d. Detailed timeline, developed in consultation with the state project team (SPMU) and central team; highlighting the milestones.
  - e. Develop detailed data collection tools, including both quantitative and qualitative approaches (surveys, focus group discussion and observations).
  - f. Detail the ethical guidelines and procedures that will be followed throughout the research process, ensuring the protection and consent of participants.
  
- ii. **Conducting Baseline study:** The agency will conduct the baseline assessment in the field with the selected Police Stations, in the respective states. It will include-
  - a. Household Surveys, covering 1200 stakeholders in each state
  - b. Focus Group Discussions with various stakeholders
  - c. Visits to the Police stations
  
- iii. **Baseline Evaluation Report:** Final report shall be prepared based on the review (comments, feedback and changes suggested) by the IPF central team on its preliminary findings on the baseline. Thus, a

comprehensive report detailing the initial state of policing and citizen-centric practices in the selected police stations before the project's intervention. This report will include-

- a. **Methodology and Sampling Report:** A document detailing the sampling strategy, including how police stations and participants were selected, and the tools used for data collection
  - b. **Observation & Discussion Summaries:** Detailed summaries of physical observations of police station functioning and key insights from discussions with senior police officers.
  - c. **Quantitative Data Sets:** Raw and cleaned data files from surveys conducted with all participants across 4 categories in each state.
  - d. **Qualitative Data:** Transcripts and analysis from focus group discussions (FGDs) and in-depth interviews (IDIs) with various stakeholders.
- iv. **Conducting End-line evaluation:** The end-line evaluation shall be conducted in consultation with the Indian Police Foundations team and should reflect on the impact of Change Manual and its recommended initiatives.
- v. **End-line Evaluation: Presentation of the Draft Report:** A summary presentation of the key findings, conclusions, and recommendations based on the end-line evaluations, before the IPF central team, for review.
- vi. **Final Project Report:** After incorporating the feedbacks from IPF, an approved final report will be submitted at the end of the project to measure its impact and outcomes. This report will compare the findings with the baseline data to assess changes and improvements. The end-line report shall include the following-
- a. **Methodology and Sampling Report:** A document detailing the sampling strategy, including how police stations and participants were selected, and the tools used for data collection
  - b. **Observation & Discussion Summaries:** Detailed summaries of physical observations of police station functioning and key insights from discussions with senior police officers.

- c. **Quantitative Data Sets:** Raw and cleaned data files from surveys conducted with all participant categories across the four categories.
- d. **Qualitative Data:** Transcripts and analysis from focus group discussions (FGDs) with various stakeholders.

**7. DURATION OF THE ASSIGNMENT:**

Duration of the assignment including report will be as below:

- a. Baseline Assessment: maximum 3 months
- b. End-line Assessment: maximum 3 months

**8. PAYMENT SCHEDULE**

Baseline Payment Schedule The payment will be milestone-based upon satisfactory completion and acceptance of deliverables as mentioned below:

**A. Baseline Assessment Payment Schedule**

<b>Baseline Milestones</b>	<b>%</b>	<b>Condition for Payment</b>
Inception report for the Baseline work	30%	Upon submission and approval of the Inception Report
Completion of Baseline Household Surveys, FGDs and Visits to the PS	40%	Upon completion and approval of the Baseline field work
Baseline Assessment Report	30%	Upon submission and approval of the Project baseline report

**B. End-line Assessment Payment Schedule**

<b>End-line Milestones</b>	<b>%</b>	<b>Condition for Payment</b>
Commencement of the End-line work	30%	Submission of detailed time Plan for the end line evaluation
Completion of End-line Household Surveys, FGDs and visits to the Police Stations	40%	Upon completion and approval of the end-line field work
Baseline Assessment Report	30%	Upon submission and approval of the Project end-line report

## 9. APPLICATION PROCESS

- A. The interested and eligible agencies /organizations are requested to submit-
  - a. Technical Proposal (along with a cover letter, in the prescribed format provided in the **Annexure 2**) & other supporting documents;
  - b. Financial Proposal (along with a financial bid cover letter, in the prescribed format provided in the **Annexure 3**).
- B. The RFP needs to be submitted in hardcopies, in separately sealed covers for technical and financial proposals, in an envelope marked in block letters- **TECHNICAL BID** and **FINANCIAL BID** respectively.
- C. The technical bid can also be submitted online through email address with the Subject Line: *Technical Bid with \_Agency Name*. However, the financial bid will be submitted through offline mode alone. The financial bid, therefore can either be sent through post/courier or physically dropped in a locked Financial Bid collection box, kept in the IPF office premises at Delhi, for this purpose only.
- D. The last date for submission of the bid for the RFP is 31<sup>ST</sup> December 2025, by 5 pm IST. Please send your proposals on the following address-

## 10. TECHNICAL PROPOSAL

The Technical Proposal should include but not be limited to the following:

- II. Agency profile highlighting the qualifications in implementing the assignment
  - a. Detailed understanding of project's requirements for this assignment.
  - b. Provide a comprehensive methodology for the project- for both the baseline and end-line evaluations.

- c. Proposed timeline and milestones- Project implementation and work plan showing the detailed sequence and timeline for each activity and days necessary for each proposed team member.
  - d. Details of specific experience with similar assignments in the past three years.  
(Formats provided in **Annexure 4** and **Annexure 5** should be utilised to provide the details asked herein.)
- III. The agency shall hire one retired policing expert as one of the “Key Person”, who should be a Deputy SP and above ranked, retired from the respective state only
- IV. Bidders are also requested to back up their submissions by providing the following information:
  - i. Examples of similar work completed containing the following information (*see Annexure 6*):
    - a. Name of Client(s)
    - b. Title of the Project(s)
    - c. Year and duration of the project(s)
  - ii. Resume and details of the Proposed Team for the assignment, including the following information (*see Annexure 7*):
    - A. Title/Designation of each team member on the project:
      - a) One Principal Investigator
      - b) One Consultant- Policing expert
      - c) Research Associates and Research assistants-at least 3 to 4
      - d) A minimum of 10-12 Field Enumerators
    - B. Their educational qualifications and professional experiences.

### **10.1 Technical Evaluation of Proposals**

Each proposal will be first assessed on its technical merits. A maximum of 70 points is allocated to the technical proposal, and a further 30 points for the financial component, with a maximum possible score of 100 points. Technical proposals will be evaluated based on scrutiny of documents and physical/online presentations to be made by those who qualify in initial scrutiny. Scores from the evaluation will be allocated according to the table below:

## Evaluation Matrix

Item	Technical Evaluation Criteria	Max. Points	Min. Points
<b>1.</b>	<b>Overall Response (subtotal)</b>	<b>(10)</b>	<b>(6)</b>
<b>1.1</b>	Project Capability Demonstration (report required) ( <i>Annexure 5</i> )	5	3
<b>1.2</b>	Overall concord between Terms of References and proposal submitted ( <i>Annexure 4</i> )	5	3
<b>2.</b>	<b>Experience of the Agency (subtotal)</b>	<b>(20)</b>	<b>(12)</b>
<b>2.1</b>	Range and depth of organizational experience with similar projects ( <i>Annexure 6</i> )	5	3
<b>2.2</b>	Number of costumers, size of projects, client references ( <i>Annexure 6</i> )	5	3
<b>2.3</b>	<b>Key personnel:</b> ( <i>Annexure 7</i> ) Language proficiency, relevant experience and qualifications of the proposed team for the assignment, along with the CV of the all team members- a. Team Leader/ Principal Investigator b. Policing Expert (Retd. Police officer) c. Other Team Members	10	6
<b>3.</b>	<b>Proposed methodology and approach (subtotal)</b>	<b>(40)</b>	<b>(24)</b>
<b>3.1</b>	Proposed methodology for this project	10	6
<b>3.2</b>	Detailed Work Plan & timeline	15	9
<b>3.3</b>	Implementation strategies, monitoring and evaluation, quality control mechanisms	15	9
	<b>MAX. TECHNICAL SCORE</b>	<b>70</b>	<b>42</b>

## 11. FINANCIAL PROPOSAL

The financial proposal shall include the following (*refer to Annexure 8 for both baseline and end-line forms*):

Proposed budget, state-wise, breakup of each evaluation phase (baseline and end-line).

- i. Honorarium to Experts-
  - a. Main Research Team: One Principal Investigator, One Policing expert, 3-4 Research Associates and Research

- Assistants for 6 months (3 months for baseline and 3 months for endline) and
- b. a minimum of 10-12 field investigators for a maximum period of 30 days each for baseline and end-line assessment for covering 1200 stakeholders in each state
- ii. Operation cost
  - a. Travel to 12 police stations in two districts
  - b. Boarding and Lodging
- iii. Stationery and printing
- iv. Contingency/Misc.

**The financial proposal has 30% weightage.**

## **12. FINAL EVALUATION OF THE BIDS**

A cumulative analysis weighted-scoring method will be applied to evaluate the agency. Award will be made to the agency, whose offer has been evaluated and determined as-

- a. Responsive/ compliant/acceptable with the Term of Reference
- b. Having received the highest score out of the pre-determined set of weighted technical and financial criteria specific in the ratio 70:30 respectively (this is to reflect the high-level skills mix required).
- c. Only firms obtaining a minimum of 60% of the maximum obtainable score (42 points) in the evaluation of technical bids would be considered for the financial appraisal.

### 13.Disclaimer and General Guidelines

- i. This RFP is not an offer by IPF, but an invitation to receive responses from the eligible implementing agencies. IPF reserves the right to withdraw the RFP and change or vary any part thereof at any stage. It also reserves the right to disqualify any bidder, should it be so necessary at any stage.
- ii. All proposals should be submitted in English language only.
- iii. The purpose of this RFP is to provide the implementing agencies with information to assist preparation of their proposals. This RFP does not claim to contain all the information each implementing agency may require. Each implementing agency should conduct its enquiries and where necessary, obtain clarifications from IPF project team. Pre-Bid meeting will be conducted by IPF to provide clarifications.
- iv. The implementing agency may modify or withdraw its proposal after the proposal submission, provided that written notice of the modification, including substitution or withdrawal of the proposal, is received by IPF before the deadline prescribed for submission of proposals.
- v. IPF shall be at liberty to impose penalties, including cancellation of the awarded grant, if the agency indulges in fraudulent activities, malpractices, and mala fide. In case of the said situation, IPF shall blacklist the implementing agency in its books and shall share the information with concerned authorities for further course of action.
- vi. All output (data, transcripts, reports, presentations, photographs) will remain the property of Indian Police Foundation.
- vii. Drafts of all reports covering the scopes, stakeholder, district and state wise analysis, will be finalised after incorporating changes suggested by the IPF project team.
- viii. **Penalty Clause:** In the circumstance of not meeting the agreed timeline, the agency will be penalised for 10% per month of the total grant for either baseline or end-line evaluation, as the case maybe. Only for genuine and exceptional reasons, the project director at his own discretion, may or may not waive off the penalty.

## Calendar of Events

S. No.	Particulars	Date
1	Issuing of Advertisement for RFP	1 <sup>st</sup> December, 2025
2	Pre-Bid Conference	11 am on 8 <sup>th</sup> December, 2025
3	Last date for Submission of Technical and Financial bids	5 pm on 31 <sup>st</sup> December, 2025
4	Presentations of the Technical bids-online/physical	11.30 am on 8 <sup>th</sup> & 9 <sup>th</sup> January, 2026
5	Opening of Financial bids	11.30 am on 12 <sup>th</sup> January, 2026
6	Award Announcement for each State	13 <sup>th</sup> January, 2026
7	Briefing of the Successful Bidder(s)	14 <sup>th</sup> /15 <sup>th</sup> January, 2026

**Dr Ish Kumar IPS (retd)**

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## ANNEXURES

The following annexures are for guiding the agencies in making a successful bid can be utilised in the preparation of the bid

	<b>Annexure No.</b>	<b>Pg. No.</b>
1	Sample Size for Different Data Collection Tools	<b>ii - iv</b>
2	Technical Bid Cover Letter	<b>v – vii</b>
3	Financial Proposal Cover Letter	<b>viii - ix</b>
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## Annexure 1

### Sample Size for Different Data Collection Tools

Sample Composition for the Stakeholders for the Baseline and End-line Assessment for one state (applicable for two states of Telangana and Tamil Nadu- 2 districts in each state))

S. No.	Category (Avg. participants/ State)	Sub-Category (Average Participants/ PS)	Survey Questionnaire- Total Sample from each State (from 12 Police Stations)	FGD (1 per District)
1	FIR Cases (240 participants/State)	Complainants & Victims (10/PS)	120	2
		Accused, including Undertrials (10/PS)	120	6
2	Non-FIR cases (552 participants/state)	NCR/CSR, Petition Cases (10/PS)	120	2
		s-174 CrPC cases (8/PS)	96	2
		Missing Person Cases (8/PS)	96	2
		Preventive Arrests (10/PS)	120	2
		Dial 100 and another Helpline cases (10/PS)	120	2
3	Services Applicants (240 participants/state)	Citizen Service Seekers (10/PS)	120	2
		Lost Property (10/PS)	120	2
4	Police Officials (168 participants/State)	Rural PS (8/PS)	48 (6 PS)	8
		Semi-Urban (15/PS)	45 (3 PS)	
		Urban PS (25/PS)	75 (3 PS)	
	<b>Total</b>		<b>1200</b>	<b>30</b>

Sample Composition for the Stakeholders for the Baseline and End-line Assessment for **Punjab state** (3 districts)

S. No.	Category (Avg. participants/ State)	Sub-Category (Average Participants/ PS)	Total Sample from the State (from 12 PS Survey Questionnaire)	FGD (1 per District)
1	FIR Cases (240 participants/State)	Complainants & Victims (10/PS)	120	3
		Accused, including Undertrials (10/PS)	120	9
2	Non-FIR cases (552 participants/state)	NCR/CSR, Petition Cases (10/PS)	120	3
		s-174 CrPC cases (8/PS)	96	3
		Missing Person Cases (8/PS)	96	3
		Preventive Arrests (10/PS)	120	3
		Dial 100 and another Helpline cases (10/PS)	120	3
3	Services applicants (240 participants/state)	Citizen Service Seekers (10/PS)	120	3
		Lost Property (10/PS)	120	3
4	Police Officials (168/State) *	Rural PS (8/PS)	48 (6 PS)	12
		Semi-Urban (15/PS)	45 (3 PS)	
		Urban PS (25/PS)	75 (3 PS)	
	<b>Total</b>		<b>1200</b>	<b>45</b>

\*20% of the participants should be women

N.B.

1. Minimum FGD sample size should be 18-24 participants, adequately representing all the selected 12 police stations (3/4 per PS) in a state.
2. Adequate diversity should be there among all participants based on their gender, Socio-economic diversity, community (General, SC/ST, OBC), Minority, Migrants, etc.
3. For sampling purposes, all non-policing participants should be taken from the database of the case records from 2024 and 2025 of the selected 12 Police stations.

## **Annexure 2**

### **Technical Bid Cover Letter**

(Name of the state(s) applying for)  
(Company letterhead)

[Cover Letter]

[Date]

To,

<<Address to be added>>

Dear Sir,

Ref: RFP for Selection of an agency for baseline and endline evaluation of the Internal Police Reforms project of IPF in various states.

Having examined the RFP, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide the professional services as required and outlined in the RFP for the Internal Police Reforms Project of IPF in the state of-----.

We attach hereto the technical response as required by the RFP, which constitutes our proposal. We confirm that the information contained in this response or any part thereof, including its exhibits, and other documents and instruments delivered or to be delivered to IPF is true, accurate, verifiable and complete.

We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading the short-listing process, we are liable to be dismissed from the selection process or termination of the contract during the project, if selected to do so.

We agree for unconditional acceptance of all the terms and conditions set out in the RFP document and also agree to abide by this tender response for a period of 1 year and 6 months from the date fixed for bid opening.



**CERTIFICATE AS TO AUTHORISED SIGNATORIES**

I ....., the Company Secretary of ....., certify that  
..... who signed the above Bid is  
authorized to do so and bind the company by authority of its board/ governing  
body.

Date:

Signature:

(Company Seal)

(Name)



Duly authorized to sign the Bid Response for and on behalf of:

(Name and Address of Company)

Seal/Stamp of SUCCESSFUL BIDDER

**CERTIFICATE AS TO AUTHORISED SIGNATORIES**

I, certify that I am ..... of the ....., and that  
..... who signed the above proposal is  
authorized to bind the company, pursuant to the resolution passed in the  
meeting of Board of  
Directors of the company on \_\_\_\_\_(date).

Date

(Seal here)

## Annexure 4

### ORGANISATION PROFILE

Sr. No.	Categories	Details
1	Name	
2	Registered Address	
3	Tel. No./Fax No./E-mail ID	
4	Constitution (Society/Trust/Company - Please indicate.)	
5	Is the organization a "For Profit Organization" or "Not for Profit Organization"	
6	Tax Exemption Details (If any)	
7	Registration details: Act under which registered, State, date of registration	
8	Registration Number/ CIN Number with date of and address of registration	
9	Does organisation have 80G Certificate	
10	Does Organisation have 12A Certificate	
12	Has any Government Department/ Ministry ever blacklisted or imposed funding restrictions on the organization? (Please provide details, if yes)	
13	Does IPF & your organization have had/would have any previous partnership?	
14	Tax Exemption Details (If any)	
<b>15</b>	Does the organization have audited Accounts & Balance Sheets for the last three years, indicating receipts, payments, closing balance, income - expenditure statements	
<b>16</b>	Certificate of agency that members are not involved in political activities, nor being blacklisted.	
<b>17</b>	Certificate of agency that contribution received from IPF would be used only for given project.	

## Annexure 5

### Project Capability Demonstration

1. Please provide complete details regarding the scope of the project to indicate the relevance to the requested technical evaluation criterion.
2. Previous experience of working with **Police or on policing issues**.
  - i. Describe the previous projects - objective, duration, nature of the project and stakeholders involved.
  - ii. Methodology followed – Survey tools, data analysis tools, monitoring and evaluation, etc.
  - iii. Locations of the project implementation: Place, District, State(s).
  - iv. Project report – structure/format- copy of the reports to be attached
3. Studies on **reconciliation, social inclusion, governance or human rights**.
  - i. Describe the previous projects - objective, duration, nature of the project and stakeholders involved.
  - ii. Methodology followed – Survey tools, data analysis tools, monitoring and evaluation, etc.
  - iii. Location of the project implementation: Place, District, State(s).
  - iv. Project report – structure/format- copy of the report to be attached.
4. The policing expert's resume highlighting the work, role and responsibilities undertaken during his/her tenure as a police officer.
  - i. Highlight the policing experiences - role, place and duration of the service, in various capacities, chronologically
  - ii. Notable achievements – Recognition for special duty, contribution acknowledged by superiors, awards, etc.
  - iii. Any community policing initiatives undertaken during the tenure
  - iv. Any training/research experience
  - v. Any articles/books written

## Annexure 6

### Profiles of Previous Project Experience

Relevant Project experience (Separate sheet for each project undertaken)	
<b>General Information</b>	
Name of the project	
Name of the Client & Contact details	
Duration of the project (no. of months, start date, completion date, current status)	
<b>Project Details</b>	
Description of the project	
Scope of services	
Outcomes of the project	
Total cost of the project	
Any other Relevant Information	
Supporting Documents: Letter from the clients to indicate the successful completion of the projects	

Signature

Stamp of the bidder\*

- Similar sheets for all relevant projects to be attached

## Annexure 7

### Team Profile

The team members' resumes shall follow a top sheet of the list of all personnel. Each profile should contain the details sought in the table below and preferably in the same order. This has to be shared with separate CVs attached to the form for all the team members.

**(Attach separate Sheet for each individual team member)**

<b>Sr. No.</b>	<b>Details of the Team Member</b>	
1	Name of the person	
2	Current Designation / Job Title	
3	Current job responsibilities	
4	Proposed Role in the Project	
5	Proposed Responsibilities in the Project	
6	Academic Qualifications: <ul style="list-style-type: none"><li>• Degree</li><li>• Academic institution graduated from</li><li>• Year of graduation</li><li>• Specialization (if any)</li><li>• Key achievements and other relevant information (if any)</li></ul>	
6	Professional Certifications (if any)	

7	Total number of years of experience	
8	Number of years with the current company	
9	Summary of the Professional / Domain Experience	
10	Number of complete life cycle implementations carried out	
11	The names of customers (Please provide the relevant names)	
12	<p>Past assignment details (for each assignment) of various Organizations worked for in the past</p> <ul style="list-style-type: none"> <li>o Organization name</li> <li>o Duration and dates of entry and exit</li> <li>o Designation</li> <li>o Location(s)</li> <li>o Key responsibilities</li> <li>• Prior project experience <ul style="list-style-type: none"> <li>o Project name</li> <li>o Client</li> <li>o Key project features in brief</li> <li>o Location of the project</li> <li>o Designation</li> <li>o Role</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>o Responsibilities and activities</li> <li>o Duration of the project</li> </ul> <p>Please provide only relevant projects.</p>	
13	Proficient in languages (Against each language listed indicate if read/write/both)	

It must be accompanied by the following undertaking from the staff member:  
(Alternatively, a separate undertaking with the same format as below with all the names of the proposed profiles should be provided)

### **Certification**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes my qualifications, my experience, and myself. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Signature:

Date:

[Signature of staff member or authorized representative of the staff]

Day/Month/Year

Full name of authorized representative:

- Similar sheets should be enclosed for all team members

## Annexure 8

### Financial Outlay/ Price

(Financial outlay for each state has to be separately prepared and submitted)

#### 1. Baseline (for 12 Police Stations in a State)

S. No.	Particulars	Unit (1)	Unit Rate (in INR) (2)	Total Cost (in INR) (3)
1.	Charges of professional /Experts/ Consultation services for the survey of 12 police stations per state. a. Inclusive of Principal Investigator, b. Policing experts, c. Research team d. Field Investigators/ Enumerators			
2.	Operation cost a. Travel Cost b. Boarding and Lodging of the research teams c. Stationaries, printing, etc.			
3.	Others			
4.	Contingency/Misc.			
5.	Taxes (GST)			
	Total (Rs.) including GST or Any other Taxes			

Signature

Stamp of the bidder

## 2. Endline (for 12 Police Stations in a State)

(Financial outlay for each state has to be separately prepared and submitted)

<b>S. No.</b>	<b>Particulars</b>	<b>Unit (4)</b>	<b>Unit Rate (in INR) (5)</b>	<b>Total Cost (in INR) (6)</b>
1.	Charges of professional /Experts/ Consultation services for the survey of 12 police stations per state. e. Inclusive of Principal Investigator, f. Policing experts, g. Research team h. Field Investigators/ Enumerators			
2.	Operation cost d. Travel Cost e. Boarding and Lodging of the research teams f. Stationaries, printing, etc.			
3.	Others			
4.	Contingency/Misc.			
5.	Taxes (GST)			
	Total (Rs.) including GST or Any other Taxes			

Signature

Stamp of the bidder

**Combined Financial Outlay (total cost of the project) for one state**

S. No.	Particulars	Total Cost (in INR) (Column 3+ Column 6) = (7)
1.	Charges of professional /Experts/ Consultation services for the survey of 12 police stations per state. i. Inclusive of Principal Investigator, j. Policing experts, k. Research team l. Field Investigators/ Enumerators	
2.	Operation cost g. Travel Cost h. Boarding and Lodging of the research teams i. Stationaries, printing, etc.	
3.	Others	
4.	Contingency/Misc.	
5.	Taxes (GST)	
	Total (Rs.) including GST or Any other Taxes	

Signature

Stamp of the bidder

\*Attach similar sheets if applying for more than one state

## Annexure 9

### Undertaking on Personnel

(On Company letterhead)

[Date]

To

<<Address to be added>>

Sub: Undertaking on Personnel

Sir,

1. I/We as Successful bidder do hereby undertake that those persons whose profiles were part of the basis for evaluation of the bids and have been identified as “Key Personnel” of the proposed team, shall be deployed during the Project as per our bid submitted in response to the RFP.
2. Under exceptional circumstances, if the Key Personnel are to be replaced or removed, we shall put forward the profiles of personnel being proposed as replacements, which will be either equivalent or better than the ones being replaced.
3. We also undertake to staff the Project with competent team members in case any of the proposed team members leave the Project either due to voluntary severance or disciplinary actions against them.
4. We acknowledge that IPF, has the right to seek the replacement of any member of the Project team being deployed by us, based on the assessment of IPF, that the person in question is incompetent to carry out the tasks expected of him/her or found that person does not really possess the skills /experience/qualifications as projected in his/her profile or on the ground of security concerns or breach of ethics.

5. In case we assign or reassign any of the team members, we shall be responsible, at our expense, for transferring all appropriate knowledge from personnel being replaced to their replacements within a reasonable time.

Yours faithfully,

Authorized Signatory

Designation

Stamp of the bidder

## **Annexure 10**

### **Undertaking on Deliverables**

(On Company letterhead)

[Date]

To

<<Address to be added>>

Sub: Undertaking on Deliverables

Sir,

I/We as Successful bidder do hereby undertake the adherence of \_\_\_\_\_ deliverables to be submitted to IPF, proposed as part of the Internal Police Reforms Project.

We also recognize and undertake that the Deliverables shall be presented and explained to IPF, and other key stakeholders (identified by IPF), and also take the responsibility to provide clarifications as requested by IPF.

We also understand that the acceptance, approval and sign-off of the deliverables by IPF, might be done on the advice of Expert group constituted by IPF/concerned State police. We understand that while all efforts shall be made to accept and convey the acceptance of each deliverable in accordance with the project schedule, no deliverable will be considered accepted until a specific written communication to that effect is made by IPF.

The Baseline evaluation and Endline evaluation should be completed within the agreed timeline; in case of delays in the completion of the project, a penalty cost @10% per month will be levied on the agency.

Yours faithfully,

Authorized Signatory

Designation