



भारत सरकार  
राष्ट्रीय महिला आयोग  
प्लॉट नं. 21, जसोला इंस्टीट्यूशनल एरिया  
नई दिल्ली-110 025

GOVERNMENT OF INDIA  
NATIONAL COMMISSION FOR WOMEN  
PLOT NO. 21, JASOLA INSTITUTIONAL AREA  
NEW DELHI-110 025  
Website : [www.ncw.nic.in](http://www.ncw.nic.in)

Date: 01.08.2024

### Notice

**Subject: Call for Proposal for conducting Regional Law Review Consultation for the Financial Year 2024-25 reg.**

National Commission of Women is inviting proposals from reputed Law Colleges/ Universities of India for conducting Regional Law Review Consultations for the financial year 2024-25 on the following topics:

- a. Cyber Laws affecting Women
- b. Laws relating to Women in Prisons

2. The detailed terms and conditions indicating the requirements etc. are contained in the enclosed **Call For Proposal** document.

3. Interested Organizations/ Institutions may apply within 7 working days from today i.e. upto **10.08.2024 till 1700hrs** at email: [lo-ncw@nic.in](mailto:lo-ncw@nic.in) in non-editable pdf format with all the relevant supporting documents.

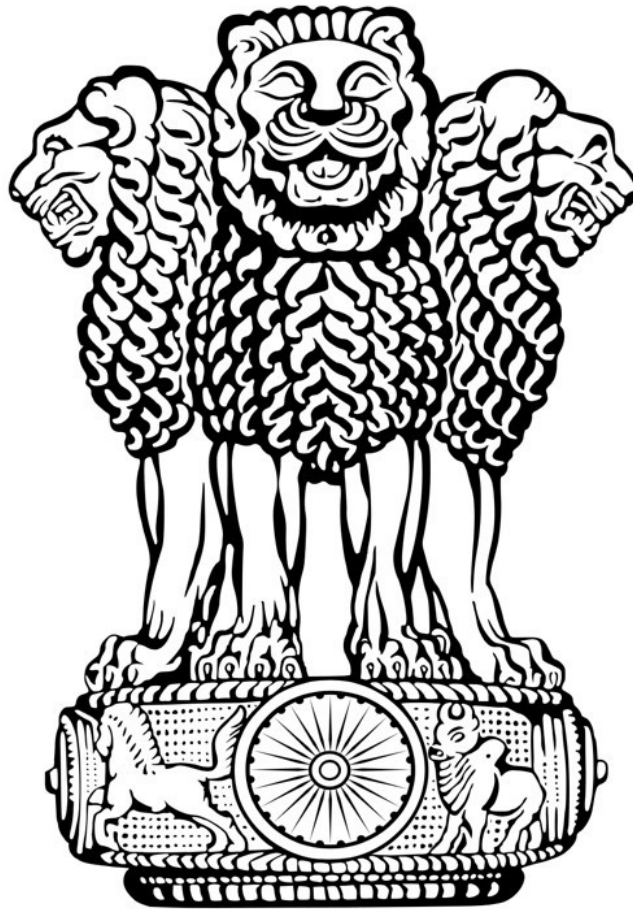
Encl: As above

*M. Keema*  
01/08/2024  
(Manmohan Verma)  
Law Officer  
Ph. 011-26944754



**National Commission for Women**  
**Ministry of Women and Child Development**  
Plot No. 21, Jasola Institutional Area  
New Delhi-110025

Date of Publishing of CFP: 01.08.2024



**CALL FOR PROPOSAL FROM LAW INSTITUTES/UNIVERSITIES OF INDIA FOR  
CONDUCTING REGIONAL LAW REVIEW CONSULTATIONS TO BE HELD IN  
VARIOUS CITIES OF INDIA DURING THE FINANCIAL YEAR 2024-25**

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## Disclaimer

The information contained in this Call for Proposal (hereinafter referred to as "CFP") document is provided only to few selected Law Institutes/ Universities of India here in after referred as Proposed Partner Institutions (**PPIs**)/ Partner Institutions (**PIs**), by National Commission for Women (hereinafter referred to as "**NCW**"), on the terms and conditions set out in this document and all other terms and conditions subject to which such information is provided.

The purpose of this CFP document is to provide the PPIs with information to assist the formulation of their Proposals. This CFP document does not purport to contain all the information each PPI may require. This CFP document may not be appropriate for all persons, and it is not possible for NCW to consider the objectives, financial situation and particular needs of any person or particular organization who reads or uses this document.

Each PPI should conduct its own investigations and analysis and should check the accuracy, reliability, and completeness of the information in this CFP document and where necessary obtain independent advice from appropriate sources. NCW makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the CFP document. NCW may, in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this CFP document without any further notice.

## Process of Selection of Partner Institution

The process of selection of successful Partner Institution would be as follows:

1. Issue of CFP
2. Submission of Proposals
3. Scrutiny of proposals
4. Selection by Law Review Committee
5. Issue of Order to the selected institution

## Eligibility Criteria

An educational institute as defined under the University Grants Commission Act, 1956 including National Law Universities and other Universities established by Acts of Central or State and also institutions declared as Deemed to be University under Section 3 of the University Grants Commission Act and, approved affiliated Centre of Legal Education / Departments of the recognized University as approved by the Bar Council of India or any government institution engaged in law related training or research activities are eligible to submit proposals for the proposed Regional Law Review Consultations for the region where their institution is situated.

## 1. INTRODUCTION

- 1.1 The National Commission for Women (NCW) was set up in January 1992 as a statutory body under the National Commission for Women Act, 1990. As per Section 10(1)(d) of the NCW Act, 1990, the Commission is mandated to review legal and constitutional safeguards for women.
- 1.2 In line with the objective of the NCW Act, every year NCW has been organising various regional consultations to review laws affecting women. The objective of these consultations is to recommend amendments to address any lacunae, inadequacies or shortcomings that exist in such legislations, with the aim of strengthening the legal protections for women.
- 1.3 In the year 2024-25, the Commission has decided to review the topics:  
**a. Cyber Laws affecting Women**  
**b. Laws relating to Women in Prisons**
- 1.4 The Commission will hold five Law Review Consultations in North, South, East, West and North- East regions of India.
- 1.5 City of regional consultation will be the same as of PI in that region.

## 2. DETAILS REGARDING REGIONAL CONSULTATIONS

- 2.1 The Regional Consultations shall cover the entire Country and for that purpose, the following regions have been classified:

S.No.	Regions	States
1.	North	Ladakh, Jammu and Kashmir, Punjab, Haryana, Delhi, Uttarakhand, Uttar Pradesh, Himachal Pradesh, Chandigarh.
2.	North – East	Mizoram, Manipur, Sikkim, Assam, Nagaland, Arunachal Pradesh, Meghalaya, Tripura
3.	East	Chhattisgarh, Bihar, West Bengal, Odisha, Jharkhand, Andaman and Nicobar
4.	West	Gujarat, Maharashtra, Goa, Rajasthan, Madhya Pradesh, Daman and Diu and Dadra and Nagar Haveli
5.	South	Andhra Pradesh, Karnataka, Kerala, Tamil Nadu, Telangana, Pondicherry, Lakshadweep.

- 2.2 Each selected PI will conduct consultations for the region where their organization is located. The detailed scope of work to be executed by the PIs is laid out in Section 3 of this document.

- 2.3 All consultations will be conducted in physical mode except under extraordinary circumstances where the consultations may be allowed in hybrid mode.
- 2.4 Conference or Cluster style may be followed for each consultation.
- 2.5 The aim of the Consultations shall be to review the existing provisions of the law affecting women and recommend amendments thereto so as to suggest remedial legislative measures to meet any lacunae, inadequacies or shortcomings in such legislations.
- 2.6 The Consultation should be held for one day.
- 2.7 There should be a moderator for each consultation for managing the discussion between the Resource Persons.
- 2.8 Consultation may be divided into two or more technical sessions depending on the selected topic and each Resource Person may be given, not more than 08 minutes for sharing their inputs.
- 2.9 Technical sessions may be followed by an open-house discussion/ deliberation of not more than 10 minutes.
- 2.10 The agenda, schedule of the consultation, branding etc. shall not be finalized without approval of NCW.
- 2.11 The quoted price shall be all inclusive (including GST) and shall not be subject to revision.
- 2.11 There shall be no further revision of rates and no additional charges shall be admissible.

### **3. DOCUMENTS REQUIRED**

- 3.1 All the PPIs need to submit the following documents/certified copies including a Cover letter signed by an authorized signatory of their organization.
- i. Brief Organization Profile as per Annexure -1
  - ii. Detailed proposal outlining past experience and expertise in the area
  - iii. List of resource persons with their brief profile
  - iv. Proposed place of consultation
  - v. Signed undertaking as per Annexure-6

### **4. EVALUATION CRITERIA**

#### **4.1 Technical evaluation**



PPIs need to submit supporting documents for Technical Evaluation of their proposal.

S.No.	Subject	Marks	Required documents
1.	Experience of the organization in the field of Law and education	20	Organization Profile (as per Annexure 1)
2.	Experience of the organization for successfully organizing events of state/ national/ international standards	20	Project Experience (as per Annexure 4)
3.	Expertise of the proposed Resource Persons.	40	Brief Profile of the Resource Persons
4.	Experience in conducting legal research work and publication of journals, articles etc.	20	Organization Profile (as per Annexure 1)

**4.2 Financial Evaluation Criteria** – In case of tie in terms of the technical criteria of two or more institutions, preference shall be given to the PI quoting the lowest financial proposal.

4.3 If a PI quotes NIL charges/ consideration, the financial proposal shall be treated as non- responsive and will not be considered.

4.4 **Errors & Rectification:** If there is a discrepancy between words and figures, the amount in words will prevail.

4.5 The proposal price shall be in Indian Rupees.

4.6 Proposals shall be inclusive of all applicable charges such as freight, transportation etc. and PIs may mention GST separately and amount of financial proposal for the purpose of evaluation shall be total price including applicable GST.

4.7 Total price shall be clearly mentioned in the financial proposal.

## 5. PAYMENT/FINANCIAL TERMS & SCHEDULE

5.1 Selected Partner Institution shall be paid for the following:

S. No.	PARTICULARS	DETAILS	Maximum admissible amount
1.	Transportation (Local Travel and Inter-State Travel Allowance including economy flight tickets for outstation resource persons)		As per requirement
2.	Accommodation (Boarding & Lodging)		As per requirement
3.	Food & Beverages during conference	upto 100 pax	50,000/-
4.	Stationery and Banners (including Printing of Badges, Backdrops, standees etc.)		20,000/-
5.	Rapporteur and coordination	5000/- per person upto two persons	10,000/-
6.	Honorariums	5000/- per person upto 30 persons	1,50,000/-
7.	Conference Kit	200/- per person	20,000/-
8.	Photography & Videography, Sound and visual arrangements		25,000/-
9.	Miscellaneous		As per requirement
Gross Expenditure			
10.	Institutional Overhead Charges (5% of the gross expenditure)		As per requirement
Net Total Expenditure			Rs. 5,50,000/-

5.2. The Funding of NCW i.e. Grant will be released in two installments. The first installment of 50% amount will be released after the commission approves the proposal and remaining 50% will be released after completion of the regional consultation and subject to receiving the following:

- a. Original utilization certificate duly signed by Head of the institution in terms of GFR 12A Format only.
- b. Statements of the expenditure
- c. Original or attested copies of bills/ vouchers (revenue stamp required for cash payments exceeding Rs. 5,000); and, &
- d. The program report along with a pen drive/ hard drive containing both the report and program details including photos and videos.
- e. In case of Private institutions, Utilisation Certificate and the Statement of Expenditure shall be attested by a Chartered Accountant.



- 5.3 **While the contribution of the NCW shall be as per details given above and restricted to the amount mentioned therein, the institution is not restricted to incur expenditure as per their will.**
- 5.4 The consultation will be convened in collaboration with the NCW ensuring the active involvement of NCW officers in the inaugural and valedictory session of the consultation.
- 5.5 Funds cannot be used to purchase equipment or assets.
- 5.6 Any unspent funds along with accrued interest must be returned to the NCW within 30 days.
- 5.7 Separate accounts for the program must be maintained and may be subject to audit by the commission's representative.
- 5.9 Notwithstanding, anything contained in these guidelines, the Commission reserves the right to directly approach any institution to organise any consultation, seminar, or workshop related to legal subjects.

## **6. CONFERENCING REQUIREMENT AND MEETING VENUE**

- 6.1 Conference Venue shall be decided by the PI and should be declared to the commission in proposal itself. An appropriate ambience should be created at Conference Venue, including setting up a Lounge with a seating capacity of around 10 pax at the place of consultation. Appropriate branding of event should be done at prime places such as Banners at prime places, standees at Entry/ Exit of Institution, Backdrops at Main Hall etc. Also, there should be provision of manpower to manage equipments (laptop/ computer/ internet), LED Screens, branding/ standees, furniture, floral decoration etc.
- 6.2 The set up should be in boardroom format with a centre well that is equipped with LEDs and floral decoration. It must include furniture and conferencing equipment's with appropriate branding including Backdrops, AV System (projector, monitors, screens, mics, LED Panels, video conferencing systems etc. (to ensure the quality make of all AV and electronics equipment's to be provided during meetings shall be of high standards viz Sennheiser, Shure, Bose, JBL, Harman, Samsung, Sony, Delta, Dell, Apple)
- 6.3 Arrangements for all event photography /videography, group photo and all digital records to be provided to NCW.
- 6.4 High Speed Wi-Fi internet connections at Conference venues and in case the meeting is to be conducted in hybrid mode, the arrangements for conduct of conference proceedings over Webex or similar application;

- 6.5 Provision of office equipment during conference viz. computers with monitors with requisite softwares (eg- MS Office, PDF reader), equipment for recording the conference proceedings, printers, photocopying machines, LED Screens etc.
- 6.6 Provision of universal power points (preferably with USB sockets) in conference room for connecting laptops/ ipads/ tablets/ phones.
- 6.7 Arrangement of felicitation for resource persons and procurement of delegate kits (bags, stationery, notepad, diary, pens etc);
- 6.8 Event badges for delegates/ Organizers/ VIP/ other support staff with unique color coding/ identifiers; Car labels/ parking stickers for access control to the Conference venue(s);
- 6.9 All washrooms and dustbins with proper signages at different places.
- 6.10 Floral decoration of the conference venue as per the requirement.
- 6.11 Manage power backup and lighting on-site and off-site during the event with power backup/ generator support in the event of power failure.
- 6.12 Sanitization of venue, social distancing norms and adequate arrangement of facemask and sanitizers at the event adhering to appropriate COVID protocol and government guidelines.
- 6.13 Provision of ushers and Liaison Officers, fluent in English to accompany guests and resource persons.
- 6.14 Standard banners (6ft x 3ft) with the Govt of India emblem and NCW logo and name in a clearly readable font size (8"- 10") at prominently visible places in and around venue. The banner should prominently feature the programme title, date, and venue and must ensure that on the days of the event the Name and the logo of the National commission for Women should be apparently visible throughout the day during all the sessions. Such can be done through making sure that the name and the logo appears on the background of the centre stage, in form of Banner or Slide projections, as the case may be. The NCW logo and name should be prominently displayed on all conference materials, including banners, posters, brochures, and the website, as the case may be.

## **7. Resource Persons and other participants**

- 7.1 The Resource Persons shall be persons having expertise and practical knowledge on the selected topic. This may include judges, advocates, bureaucrats, academicians, civil society representatives etc.
- 7.2 The number of resource persons should not be more than 30 but in no way it should be less than 20 who will be physically participating in the meeting. However, Institutions can seek written submissions from any number of resource persons.

- 7.3 The other participants may include students, interns etc. but they should not be provided any TA/DA or honorarium.

## **8. Programme Coordinator and Report**

- 8.1 A coordinator shall be appointed by the Partner Institution for the purpose of the entire consultation and he/she shall be responsible to coordinate with the Commission from the initiation till the final submission of the consultation report to the commission in English with other related material.
- 8.2 The PI through Coordinator shall provide the Commission with a Report of the Consultation duly incorporating the following:
- i. Technical Session-wise Report
  - ii. Summary of deliberations
  - iii. Proposed specific Recommendations supported by reasonable justification/ case law.
- 8.3 The Report shall be submitted within 21 Days from the date of the Consultation. The Commission shall review the report submitted by the PI and may suggest inputs (if required) for the finalization of the report. In case of any deficiency in the report, it shall be sent to the PI to be revised within 7 days.

## **9. ISSUE OF SANCTION ORDER**

- 9.1 After NCW notifies the successful partner institution that its proposal has been accepted, a formal sanction order will be issued to selected PI with all the terms and conditions thereof.
- 9.2 The engagement shall be effective from the date of issue of sanction order and shall continue until the date of the successful completion of the event unless terminated by NCW.
- 9.3 Failure of the successful PI to agree with the Terms & Conditions of this CFP post selection shall invite penalties.

## **10. INSTRUCTIONS TO PROPOSED PARTNER INSTITUTIONS**

- 10.1 Proposal should be accepted through email only, in non-editable pdf mode with all the relevant supporting documents, to the commission on its email [lo-ncw@nic.in](mailto:lo-ncw@nic.in) by the last date **10.08.2024**. No physical copy of the proposal should be entertained in any case.
- 10.2 **Separate Proposals should be submitted for each topics and in no case common proposal will be considered.**

10.3 All pages of the proposal must be sequentially numbered, should be signed on each page and page referencing should be given in a tabular format highlighting key areas to qualify the technical criteria.

#### 10.4 **Rejection of proposal**

The proposal has to be submitted through email only and as per the prescribed format. Proposals submitted through Telex, fax or physical mode shall not be entertained. Any condition put forth by the PPI non-conforming to the requirements shall not be entertained at all and such proposal shall be rejected.

NCW shall not be responsible for any non-delivery of the documents or email. No further correspondence on this subject will be entertained.

#### 10.5 **Termination of Work/Sanction Order**

NCW may terminate this Work/Sanction Order under the following circumstances:

- a) That, if NCW is of the opinion that there has been such event of default on the part of the selected organization which would make it proper and necessary to terminate order and may include failure on the part of the PI to respect any of its commitments about any part of its obligations under this contract.
- b) The selected PI has failed to commence the provision of Services or has without any lawful excuse under these conditions suspended work.
- c) In the event that staffing personnel and/or services as per the scope of work is not found acceptable by NCW.
- d) The selected PI has neglected or failed to observe and perform all or any of the term's acts, matters or things.
- e) The selected PI has acted in any manner to the detrimental interest, reputation, dignity, name, or prestige of NCW.
- f) The selected PI has been declared insolvent/ bankrupt.

#### 10.6 **Consequences of Termination**

- a) NCW shall have the right to carry out the work either by itself or through selecting other PI.
- b) In the event of termination, NCW shall be entitled to impose any such obligations and conditions and issue any clarifications as may be

necessary to ensure an efficient transition and effective business continuity which the selected PI shall be obliged to comply with.

- c) NCW may take possession of the works and all deliverables of the selected PI and use or employ the same for completion of the work or employ any other selected PI or other person or persons to complete the work. The selected PI shall not in any way object or interrupt or do any act, matter, or thing to prevent or hinder such actions, other Agencies or other persons employed for completing and finishing or using such deliverables.
- d) When the order is terminated by NCW for all or any of the reasons mentioned above, the selected PI shall not have any right to claim compensation on account of such termination.

## 10.7 Partnership with other Institution/ Organization

### 10.7.1 Consortiums are not allowed for this engagement. The proposing entity must be a single entity duly registered under the applicable laws of country.

10.7.2 The PI may however be allowed to do the sub-contracting for different activities/services as per the scope of work mentioned in the CFP. However, the PI will inform NCW regarding any such sub-contracting and would be overall responsible for these activities.

10.7.3 The PI will be solely responsible for the conduct of third-party agency and its employees to whom the PI has sub-contracted these activities.

10.7.4 The selected PI represents and warrants that all services performed under this work order shall be of professional quality conforming to generally accepted industry practices. Services performed by the selected PI (or its sub-contractors) which are determined by the NCW to be of less than professional quality shall, at the option, be corrected by PI, at its own expense.

## 10.8 Liquidated Damages and Compensation Clause

The selected PI shall perform its obligations in a professional manner. In case of delay in execution of the assigned work to the PI, NCW may impose penalty as per the penalty terms of this CFP (subject to a maximum of 10%). If the delay is beyond stipulated time, then NCW may cancel the order and shall be free to get it done from other PI at the risk and costs of the appointed PI. NCW may debar and blacklist these PIs for applying in its future events for a period of 3 years.

The performance evaluation will be done on basis of:

- a. Timely mobilization of resources



- b. Preparation of venue, meeting set up and resource persons in accordance with NCW guidelines.
- c. On site validation and evaluation by designated officials
- d. Manpower support and efficient coordination with Ministry

**Compensation Clause:** NCW reserves the right to claim compensation to cover its losses for organizing the events at higher rate in case of non-performance by PI or PI rendering services which are not at par leading to cancellation of order. NCW may also recover the extra expenses that need to be borne by NCW in case a new PI has to be appointed at a higher rate in case of non-performance of PI.

#### **10.9 Confidentiality and Security**

- i. NCW shall retain all rights to prevent, stop and if required take the necessary punitive action against the selected PI regarding any for proposal disclosure.
- ii. Notwithstanding anything to the contrary mentioned hereinabove, the selected PI shall have the right to share the work order provided to it by NCW, with its prospective partners solely for the purpose of and with the intent to evidence and support its work experience under this Agreement.

#### **10.10 Licenses and Rights to use NCW name and contents**

- i. NCW does hereby grant to the PI a limited non-exclusive license to use the Event name and NCW name solely in connection with the preparations, programmes and management of the event, provided the PI complies with the terms and conditions contained in this document.
- ii. The selected PI shall not sublicense, transfer or assign the use of NCW contents to any person or entity without the prior consent of the NCW.

#### **10.11 Force Majeure**

If at any time, during the continuance of the engagement, the performance in whole or in part by either party of any obligation under the terms of the order is prevented or delayed by reasons beyond the control of a party such as war, hostility, acts of public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics quarantine restrictions, strikes, natural calamities, lockouts, acts of state or acts of God (hereinafter referred to as "events"), provided notice of happenings of any such event is duly endorsed by the appropriate authorities in the country of the party giving notice, is given by party seeking concession to the other as soon as practicable, but within 21 days from the date of occurrence and cancellation thereof, neither party shall, by reason of such event, be entitled to cancel the order, nor shall either party have any claim for damages against the other in respect of such non-



performance or delay in performance, and deliveries under the order shall be resumed as soon as practicable after such event has come to an end or ceased to exist, provided further, that if the performance in whole or in part or any obligation under the terms of the order is prevented or delayed by reason of any such event for a period exceeding 60 days, NCW may at its option, cancel the order. Neither Party shall be liable for any failure or delay in the performance of its obligations under the terms of the order hereunder to the extent such failure or delay or both is caused, directly, without fault by such Party, by reason of such event. NCW shall however, be responsible to pay the PI for the services successfully rendered to the satisfaction of NCW under the work orders/ purchase orders issued pursuant to the sanction order.

#### 10.12 **Applicable law**

The work-order will be governed by the laws and procedures established by the Govt. of India within the framework of applicable legislation and enactment made from time to time concerning such commercial dealings/ processing. All disputes in this connection shall be settled in Delhi jurisdiction only.

#### 10.13 **Dispute resolution**

The PI and NCW shall endeavour their best to amicably settle, by direct negotiation, all disputes arising out of or in connection with the work order.

10.14 Any queries relating to the process of submission of proposals or in general may be directed to [lo-ncw@nic.in](mailto:lo-ncw@nic.in) .

[Phone number: 011- 26944754]

## 11. Annexure 1 - Organizational profile

S. No.	Particulars	Details
1.	Name of the Organization	
2.	Legal status of Organization (Govt., Govt. aided, Autonomous, Pvt. etc)	
3.	If Govt institution, under which Department	
4.	Address of the Organization	
5.	GSTN number	
6.	PAN	
7.	Primary Contact Person (Name, Designation, address, mobile number, email)	
8.	Secondary Contact Person (Name, Designation, address, mobile number, email)	
9.	Experience of organization in conducting legal research work (along with supporting documents)	
10.	Experience of organization in publication of journals, articles etc. (along with supporting documents)	

On behalf of [Organization's name]

Authorized Signature [In full and initials]:

Name & Title of signatory:

Address:

Seal/ Stamp of Organization:

Place:

## 12. Annexure 2 - Cover Letter for Proposal

(To be submitted on the letterhead of the Organization)

To

Law Officer  
National Commission for Women  
Plot No.21, Jasola Institutional Area,  
New Delhi-110 025

**Subject:** Submission of Proposal in response to National Commission for Women's Call for Proposal dated 01.08.2024 for the subject "**Cyber Laws affecting Women / Laws relating to Women in Prisons**"

Dear Sir,

Our Organization offer to provide services with reference to your Call for Proposal (CFP) dated 01.08.2024 and our proposal. We have gone through the requirements and other terms and conditions thoroughly and hereby submit our proposal as par your CFP requirement.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

By submitting the proposal, we acknowledge that we have carefully read all the sections of this CFP document including all forms, schedules, and appendices hereto, and are fully informed to all existing conditions and limitations. We also acknowledge that the organization agrees with terms and conditions of the CFP document and the procedure for proposal, evaluation, and selection.

We confirm that information contained in this response or any part thereof, including documents and instruments delivered or to be delivered to NCW are true, accurate, verifiable, and complete.

We fully understand and agree that on verification, if any of the information provided here is found to be misleading the evaluation process or result in undue favour to our organization in evaluation process, we are liable to be dismissed from the selection process or termination of any contract with NCW.

We understand that you are not bound to accept any proposal you may receive. It is hereby confirmed that I/We are entitled to act on behalf of my/our organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Yours sincerely,

On behalf of [PPI's name]

Authorized Signature [In full and initials]:

Name & Title of signatory:

Address:

Seal/Stamp of PPI:

Place:

Date:



### 13. Annexure 3- SAMPLE TABLE FOR FINANCIAL PROPOSAL

S. No.	PARTICULARS	DETAILS	Amount
1.	Transportation (Local Travel and Inter-State Travel Allowance including economy flight tickets for outstation resource persons)		
2.	Accommodation		
3.	Food& Beverages		
4.	Stationery and Banners (including Printing of Badges, Backdrops, standees etc.)		
5.	Rapporteur and coordination		
6.	Honorariums		
7.	Conference Kit		
8.	Photography & Videography, Sound and visual arrangements		
9.	Miscellaneous		
Gross Expenditure			
10.	Institutional Overhead Charges (5% of the gross expenditure)		
Net Total Expenditure			

**Note: Pls may also include any other items for payment if there is any specific requirement and also can propose to spend more than Rs. 5.5 Lakhs but NCW's contribution would be limited to the maximum eligible amount only.**

## 14. Annexure 4 - Format for showcasing project experience

<b>Project Title:</b> <i>(Attach separate sheet for each project)</i>	
Name of client:	Approximate value of services provided:
Client (Government / Private):	Address of client:
Referrals (Client side): Name: Designation: Role in the project: Contact number: Email Id:	Name of senior team members of PI involved in the project
Start Date (month / year):End Date (month / year):	Status of the assignment (successfully implemented, complemented, ongoing, under support / maintenance phase):
Narrative description of project: (in not more than 200 words)	
Description of actual services provided by your staff within the assignment: (in not more than 500 words)	
Relevance of assignment to current project: (in not more than 200 words)	

On behalf of [PI's name]  
Authorized Signature [In full and initials]: Name & Title of signatory:  
Name of Firm:

Address:  
Seal/Stamp of  
PI: Place:  
Date:



## 15. Annexure 5 - Format of Self Declaration

[On Organization's Letter Head]

### UNDERTAKING

We, [Name of Organization], hereby agree to be responsible for the following:

1. That, we will ensure the proper administration and management of the funds granted by the National Commission for Women (NCW) exclusively for the Law Review Consultation for which the financial assistance is provided.
2. That \_\_\_\_\_ (name of the PI), having office at \_\_\_\_\_ (address of the registered office), as on date of submission of the proposal, doesn't have the status of being blacklisted or made ineligible by Govt. of India / State Govt. /Govt. Agencies for participation in future proposals for unsatisfactory performance, corrupt, fraudulent or any other unethical business practices or for any other reasons.
3. We confirm that information contained in this response or any part thereof, including documents and instruments delivered to NCW are true, accurate, verifiable, and complete.
4. We have gone through all the instructions of the CFP document and that our organization agrees with the terms and conditions of that document.
5. We fully understand and agree that on verification, if any of the information provided here is found to be misleading the evaluation process or result in undue favour to our organization in evaluation process, we are liable to be dismissed from the selection process or termination of any contract with NCW.
6. We understand that the NCW is not bound to accept any proposal that it may receive. It is hereby confirmed that I/We are entitled to act on behalf of my/our organization and empowered to sign this document as well as such other documents, which may be required in this connection.
7. In the event of misuse or unauthorized use of funds for purposes other than those specified in the NCW sanction order or for withholding or suppressing any information regarding funding from other official sources related to the sanctioned project, we agree to refund the full amount with interest.

Signature  
(Name of authorized signatory)  
On Behalf of

(Name of Organization (with seal))

Full Address

Telephone Number

Signatures of Witnesses:

1.

[Name and Signature]

[Address]

2.

[Name and Signature]

[Address]



## 16. Annexure 6 – FORMAT OF REPORT

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