



Government of Odisha  
Planning & Convergence Department

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**REQUEST FOR PROPOSAL**

RFP No. **03-DMF-2018**  
PC-CONV-CONV-0001-2018

Dated: 25<sup>th</sup> February, 2019

**Selection of Consultancy Agency for “Establishment of Programme Management Unit (PMU) at State Level for District Mineral Foundation (DMF) under Planning & Convergence Department”.**

Planning & Convergence Department, Government of Odisha invites sealed proposal from the eligible bidders for “Establishment of Programme Management Unit (PMU) at State Level for District Mineral Foundation (DMF) under Planning & Convergence Department”. Planning & Convergence Department intends to engage a Professional Agency to provide qualified Professionals, Program Associate and Programme Assistant for establishment and operationalisation of PMU at the State level.

The RFP Document containing *details of scope of work, professional requirements and other bidding parameters* can be accessed and downloaded from the website of Planning & Convergence Department at [www.pc.odisha.gov.in](http://www.pc.odisha.gov.in). The key events of the above bidding process are as follows:

SI No.	Critical Events	Time Line
1	Date of Issue of RFP	25.02.2019
2	Submission of Pre-Proposal Queries	01.03.2019 upto 5.00 PM
3	Pre Proposal Meeting	07.03.2019 at 11.30 AM
4	Last Date and Time for Submission of Proposal	26.03.2019 upto 5.00 PM
5	Opening of Technical Proposal	28.03.2019 at 11.30 AM
6	Technical Presentation	12.04.2019
7	Opening of Financial Bid	12.04.2019

The proposal complete in all respect must reach the undersigned through **Speed Post/ Registered Post** only latest by **26<sup>th</sup> March, 2019 upto 5.00 PM** in a sealed envelope clearly mentioning on the top of it “**REQUEST FOR PROPOSAL – Selection of Consultancy Agency for Establishment of Programme Management Unit (PMU) at State Level for DMF under Planning & Convergence Department**” to the address mentioned below. The proposals received beyond the last date and time will be rejected. The authority reserves the right to reject any/all proposals without assigning any reason thereof.

Special Secretary to Government,  
DMF Support Cell,  
Planning & Convergence Department,  
Government of Odisha, State Secretariat, Bhubaneswar - 751001

Website: <http://www.pc.odisha.gov.in>, Email: [convergence.pc@gmail.com](mailto:convergence.pc@gmail.com), Phone: 0674-2392098

## **REQUEST FOR PROPOSAL**

**Selection of Consultancy Agency for  
Establishment of Programme Management Unit (PMU) at State Level for DMF  
under Planning & Convergence Department**



**GOVERNMENT OF ODISHA  
PLANNING & CONVERGENCE DEPARTMENT**

**February, 2019**

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## **DISCLAIMER**

This Request for Proposal (**RFP**) is issued by the **Planning & Convergence Department, Government of Odisha.**

The information contained in this Request for Proposal document (“**RFP**”) or subsequently provided to Bidders, whether verbally or in documentary or any other form by on behalf of the Authority or any of their employees or advisors, is provided to Bidder on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information provided. This RFP is not an agreement and is neither an offer nor invitation by the Authority to the prospective Applicants or any other person.

The purpose of this RFP is to provide interested bidders with information that may be useful to them in the formulation of their Proposals pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the assignment. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. This RFP may not be appropriate for all persons, and it is not possible for the Authority, its employees or advisors to consider the objectives, technical expertise and particular needs of each part who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Applicants is on a wide range of matters, some of which depend upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The Authority, its employees and advisors make no representation or warranty and shall have no liability to any person including any Applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assumptions, assessments, statements or information

contained therein or deemed to form part of this RFP or arising in any way in the Selection process. The Authority also accepts no liability of any nature whether resulting from negligence or otherwise, however caused arising from reliance of any Applicant upon the statements contained in this RFP.

The issue of this RFP does not imply that the Authority is bound to select an Applicant or to appoint the Selected Applicant, as the case may be, for service and the Authority reserves the right to reject all or any of the Proposals without assigning any reason whatsoever. Planning & Convergence Department, Government of Odisha shall be the sole and final authority with respect to selection of a Consultant through this RFP.

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## BIDDER DATA SHEET

Sl. No.	Particular	Details
1.	Name of the Client	Planning & Convergence Department, Government of Odisha
2.	Method of Selection	Quality and Cost Based Selection (QCBS) Method
3.	Availability of RFP Document	<a href="http://www.pc.odisha.gov.in">www.pc.odisha.gov.in</a>
4.	Date of Issue of RFP	25.02.2019
5.	Deadline for Submission of Pre-Proposal Query	01.03.2019 upto 5.00 PM
6.	Pre-Proposal Meeting	07.03.2019 at 11.30 AM
7.	Publishing of Pre-Bid Clarification through Website	11.03.2019
8.	Last Date and Time for submission of Proposal	26.03.2019 upto 5.00 PM
9.	Date of opening of Technical Proposal	28.03.2019 at 11.30 AM
10.	Date of Technical Presentation	12.04.2019
11.	Date of opening of Financial Proposal	12.04.2019
12.	Expected Date of Commencement of Assignment	May, 2019
13.	Pre-Proposal meeting	A pre-proposal meeting will be held on 07.03.2019 at 11.30 AM in the Conference Hall of Planning & Convergence Department, Secretariat, Government of Odisha. All queries should be received on or before 01.03.2019 upto 5.00 PM on e-mail in MS Word Format. The Designation, address and telephone number of the Special Secretary to Government, DMF Support Cell, Planning & Convergence Department Odisha State Secretariat Bhubaneswar, PIN-751001 Odisha, Telephone No :- 0674-2392098 Email:convergence.pc@gmail.com
14.	Bid Processing Fee (Non-Refundable)	10,000/- INR in shape of Banker's Cheque / Demand Draft in favour of "DDO cum Under Secretary to Government, Planning & Convergence Department" drawn in any Scheduled Commercial Bank payable at Bhubaneswar

15.	<b>Earnest Money Deposit (EMD) (Refundable)</b>	<b>5,00,000/ - INR</b> in shape of Banker's Cheque / Demand Draft in favour of "DDO cum Under Secretary to Government, Planning & Convergence Department" drawn in any Scheduled Commercial Bank payable at Bhubaneswar
16.	<b>Address for Submission of Proposal</b>	<b>The Special Secretary to Government, DMF Support Cell, Planning &amp; Convergence Department Odisha State Secretariat Bhubaneswar, PIN-751001 Odisha, Telephone No :- 0674-2392098 Email:<a href="mailto:convergence.pc@gmail.com">convergence.pc@gmail.com</a></b>
17.	<b>Mode of Submission of Proposal</b>	Mode of Submission: <b>Speed Post/ Registered Post</b> only to the address as specified above during office hour only. Submission of bid through other mode and late bid will be rejected.
18.	<b>Place of Opening of Technical Proposal:</b>	<b>Conference Hall of Planning &amp; Convergence Department, Secretariat, Government of Odisha</b>

*For details on the selection process, please visit: [www.pc.odisha.gov.in](http://www.pc.odisha.gov.in)*

**SECTION: 1**

**LETTER OF INVITATION**



## LETTER OF INVITATION

RFP No: **03-DMF-2018**  
PC-CONV-CONV-0001-2018

Dated: 25<sup>th</sup> February, 2019

Name of the Assignment: Selection of Consultancy Agency for Establishment of Programme Management Unit (PMU) at State Level for DMF under Planning & Convergence Department.

1. **Special Secretary to Government, DMF Support Cell, Planning & Convergence Department, Government of Odisha** (The Client) invites sealed proposal from eligible bidders under the selection process to conduct “**Selection of Consultancy Agency for Establishment of Programme Management Unit (PMU) at State Level for DMF under Planning & Convergence Department**”. More details on the proposed assignment are provided at **Section-3: Terms of Reference** of this RFP Document.
2. A Consultant will be selected under **Quality and Cost Based Selection (QCBS)** procedure as prescribed in the RFP Document in accordance with the policies and procedures accompanying the Guideline of Finance Department, Government of Odisha for “**Guidelines for Engagement of Consultants and Outsourcing of Services**” circulated vide *Finance Department Office Memorandum No. 37323/F, Dated: 30.11.2018* of Finance Department, Government of Odisha.
3. The proposal complete in all respect as specified in the RFP Document must be accompanied with a **non-refundable** amount of **Rs. 10,000/- (Rupees Ten Thousand only)** towards **Bid Processing Fee** and a **Refundable** amount of **Rs. 5,00,000/- (Rupees Five Lakh only)** towards **EMD** in form of **Demand Draft / Banker’s Cheque** in favour of “**DDO-cum-Under Secretary to Government, Planning & Convergence Department**” drawn in any Scheduled Commercial Bank and payable at Bhubaneswar, Odisha failing which the bid will be rejected.
4. The proposal must be delivered at the specified address as per the Bidder Data Sheet by **Speed post / Registered Post** only. The Client shall not be responsible for postal delay or any consequence. Submission of proposal through any other mode will be rejected.
5. The last date and time for submission of proposal complete in all respects is **26<sup>th</sup> March, 2019 upto 5.00 PM** and the date of opening of the technical proposal is **28<sup>th</sup> March, 2019 at 11.30 AM** in the presence of the bidder’s representative at the specified address as mentioned in the Bidder Data Sheet (**Sl. no.18**). Representatives of the bidders may attend the meeting with due authorization letter on behalf of the bidder.
6. This RFP includes following sections:
  - a. Letter of Invitation [**Section – 1**]
  - b. Information to the Bidder [**Section – 2**]
  - c. Terms of Reference [**Section – 3**]
  - d. Technical Proposal Submission Forms [**Section – 4 (Part – A & B)**]
  - e. Financial Proposal Submission Forms (**Section –5**)

- f. Annexure (**Section – 6- Bid Submission Check List and Performance Guarantee Format and any other relevant assignment related material needs to be provided**)
7. While all information/data given in the RFP are accurate within the consideration of scope of the proposed assignment to the best of the Client's knowledge, the Client holds no responsibility for accuracy of information and it is the responsibility of the bidder to check the validity of information/data included in this RFP. The Client reserves the right to accept / reject any/all proposals / cancel the entire selection process at any stage without assigning any reason thereof.

**Special Secretary to Government,  
DMF Support Cell,  
Planning & Convergence Department**

## **SECTION: 2**

### **INFORMATION TO THE BIDDER**

### Pre-Qualification /Eligibility Criteria:

Bidders must conform to the eligibility criteria given below and to this effect must produce the required supportive documents/information as indicated against each as part of their technical proposal failing which the proposals will be rejected.

Sl. No.	Eligibility Criteria	Supporting Documents Required
1	Single entity legally registered under appropriate authority in India. <b>Consortium or Joint Venture is not allowed.</b> <i>The Bidder must be a Company as registered under Indian Companies Act, 1956 / 2013 or a Society registered under The Societies Registration Act, 1860 or a Trust registered under the Indian Trusts Act, 1882 or a Partnership Firm registered under the Indian Partnership Act, 1932 or a Limited Liability Partnership registered under The Limited Liability Partnership Act, 2008.</i>	Copy of certificate of Incorporation / Registration of the bidder
2	The bidder should have been in the business of providing consulting services across India to the Central / State Government / Autonomous bodies for at least <b>10</b> years by the date of opening of the bid.	
3	The bidder should have an average annual turnover of more than <b>Rs. 5.00 Cr from consulting business</b> only during the last three financial years ( <b>2014-15 &amp; 2015-16 and 2016-17</b> ).	Copies of audited balance sheet / Income Expenditure Statement for the last three financial years certifying that the firm had an average annual turnover more than <b>Rs. 5.00 Cr from consulting business only</b> during the three financial years ( <b>2014-15 &amp; 2015-16 and 2016-17</b> ) <b>(TECH A – 3)</b>
4	The bidder must have experience of at least <b>3 “similar projects”</b> (completed or ongoing) of at least 1 year duration with annual contract value of the project being not less than <b>Rs. 50.00 lakh</b> for monitoring and management of major schemes / projects during the last 5 years ( <b>2012-13, 2013-14, 2014-15, 2015-16, 2016-17 &amp; 2017-18</b> ) under Central / State Govt. / Autonomous bodies / EAPs / National and International Organisation.	Copies of Work Orders / Contract Document / Completion Certificate from the previous Clients
5	The bidder should not have been blacklisted by the Central Government / any State Government or their agencies in India.	Self Declaration by the authorised representative on the bidder’s letter head.

6	Bidder shall furnish an affirmative statement as to the existence of any potential conflict of interest on the part of the bidder due to prior, current, or proposed agreements, engagements, or affiliations with the Client. The bidder must not have any concurrent contract with any DMF Trust Board in Odisha at the time of bid submission.	Self Declaration from the Bidder as per <b>prescribed format (TECH A-6)</b>
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**NB:**

- **For this purpose, “similar project” means successful management of Project or Programme Management Unit / State Level Technical Cell / Project Implementation Unit / Central Level Technical Cell / Technical Support Unit funded under any Central / State Govt. Schemes / Externally Aided Projects during the last 5 years.**

**2. Documents to be submitted along with TECHNICAL PROPOSAL (PART-A):**

The bidders have to furnish the following documents duly signed in along with their Technical Proposal:

- Filled in Bid Submission Check List in original (**Annexure-I**)
- Covering letter (**TECH A – 1**) on bidder’s letterhead requesting to participate in the selection process.
- Bid Processing Fee & Earnest Money Deposit (EMD) as applicable
- Copy of Certificate of Incorporation/Registration
- Copy of PAN
- Copy of Goods and Services Tax Identification Number (**GSTIN**)
- Copies of IT Return for the last three assessment years (**AY 2015 -16, 2016-17& 2017-18**).
- General Details of the Bidder (**TECH A – 2**)
- Financial Details of the bidder (**TECH A – 3**) along with all supportive documents such as Balance Sheet and Income/Expenditure Statement duly certified and signed as per the instruction.
- Power of Attorney (**TECH A – 4**) in favour of the person signing the bid on behalf of the bidder. In case of partnership firm, please attach the resolution of the partners regarding nomination of authorized representative for submission of the bid.
- List of completed/ongoing assignments of similar nature (Past Experience Details, **TECH A – 5**) along with copies of contracts / work orders / completion certificate from previous Clients.
- Self Declaration regarding not having any concurrent contract with any DMF Trust Board in Odisha at the time bid submission or Conflict of Interest. (**TECH A – 6**)
- Undertaking for not having been black-listed by any Central / State Government / Any other Autonomous Body / International & National Organisation in the recent past.

**NB:**

**Bidders should submit the required supporting documents as mentioned above. Bids not conforming to the eligibility criteria and non-submission of required documents as listed above will lead to summary rejection of the bid. Submission of forged documents will also result in rejection of the bid. Bidders are advised to study all instructions, forms, terms & conditions and other information as mentioned in the RFP Document. The proposal must be complete in all**

**respect, indexed and hard bound. Each page should be numbered and certified by the authorised representative. Failure to comply with the RFP requirements will result in outright rejection of the proposal.**

### **3. Bid Processing Fee:**

The bidder must furnish, as part of technical proposal, the required bid processing fee amounting to **Rs. 10,000/- (Rupees Ten Thousand Only)** in shape of DD/BC from any Scheduled Commercial Bank in favour of **“DDO-cum-Under Secretary to Government, Planning & Convergence Department”** payable at Bhubaneswar. Proposals received without bid processing fee will be outrightly rejected.

### **4. Earnest Money Deposit (EMD):**

The bidder must furnish, as part of the technical proposal, an Earnest Money Deposit (EMD) amounting to **Rs. 5,00,000/- (Rupees Five Lakh Only)** in shape of DD/BC from any Scheduled Commercial Bank in favour of **“DDO-cum-Under Secretary to Government, Planning & Convergence Department”** payable at Bhubaneswar. The EMD of unsuccessful bidders shall be refunded within 1 month from the date of award of Contract.

The EMD of the unsuccessful bidders shall be refunded after finalization of selection process and award of contract. The EMD of the successful bidder will be released only after furnishing the required Performance Bank Guarantee (PBG) and signing of the Contract.

The EMD will be forfeited on account of the following reasons:

- Bidder withdraws its proposal during the bid validity period as specified in the RFP.
- Bidder does not respond to requests for clarification of its proposal.
- Bidder fails to provide required information during the evaluation process or is found to be non-responsive or has submitted false information in support of its qualification.
- If the bidder fails to
  - provide any clarifications to the Client
  - agrees to decisions of the contract negotiation meeting,
  - sign the contract within the prescribed time period,
  - furnish required Performance Bank Guarantee in time.
- Any other circumstance which holds the interest of the Client during the overall selection process.

### **5. Validity of the Proposal:**

Proposals shall remain valid for a period of **120 (One Twenty) Days** from the date of opening of the technical proposal. The Client reserves the rights to reject a proposal valid for a shorter period as non-responsive and will make the best efforts to finalize the selection process and award of the Contract within the bid validity period. The bid validity period may be extended on mutual consent.

### **6. Pre-Proposal Meeting:**

A pre-proposal meeting will be organised by the Client to address the queries relating to the overall selection process and scope of the work. To this respect, bidders can submit their

**REQUEST FOR PROPOSAL**

queries, as per the prescribed format provided at **(Annexure-II)**, to Planning & Convergence Department through e-mail at [convergence.pc@gmail.com](mailto:convergence.pc@gmail.com) up to 1<sup>st</sup> March, 2019 upto 5.00 PM from the level of the authorized representative of the bidder only. **Any request for clarification submitted beyond the above deadline will not be entertained during the pre-proposal meeting.** The pre-proposal meeting will be held on 7<sup>th</sup> March, 2019 at 11.30 AM in the Conference Hall of Planning & Convergence Department, Secretariat, Government of Odisha. Representatives (**maximum up to 2 members from each bidder**) with due authorization letter will be allowed to attend the pre-proposal meeting. Clarifications to the submitted queries will be uploaded in the Department website for information of the bidders. Any such clarification / corrigendum shall be deemed to be part of this RFP. Request for alternation / change in existing terms and conditions of the RFP will not be considered / entertained.

#### **7. Authentication of Proposal:**

The proposal should be accompanied by a power-of-attorney in the name of the signatory of the proposal as per the format **TECH A-4** as provided in the RFP.

#### **8. Submission of Proposal:**

Bidder must submit their proposals by **Registered Post / Speed Post** only to the specified address on or before the last date and time for submission of proposals as mentioned in Bidder Data Sheet. The Client will not be responsible for postal delay / any consequence in receiving of the proposal. The proposal must have to be submitted in two parts. Each part should be separately bound with no loose sheets. Each page of the two parts should be signed by the representative of the bidder, page numbered and in conformation to the eligibility qualifications and clearly indicated using an index page. The Client will not consider any proposal that arrives after the deadline as prescribed in the Bidder Data Sheet. Any Proposal received after the deadline will be outrightly rejected.

The procedure for submission of the proposal is described below:

i) **Technical Proposal (PART – A) (Original) & (PART –B) (Original + 1 Copy + Soft Copy in word format in CD):**

The envelope containing technical proposal (Part-A) and (Part-B) shall be **SEALED AND SUPERSCRIBED** as “**Technical Proposal – Selection of Consultancy Agency for Establishment of Programme Management Unit (PMU) at State Level for DMF under Planning & Convergence Department**”. Two different parts, i.e. **Part-A and Part-B** should be **bound together and furnished inside one envelope**. The duly filled-in technical proposal submission forms, soft copy in Word format in CD (Part-B) along with all the supportive documents and information have to be furnished as part of technical proposal as per the requirement.

ii) **Financial Proposal (Original + 1 Copy + Soft Copy in pdf form):**

The envelope containing financial proposal shall be **SEALED AND SUPERSCRIBED** as “**Financial Proposal – Selection of Consultancy Agency for Establishment of Programme Management Unit (PMU) at State Level for DMF under Planning & Convergence Department**”. The duly filled-in financial proposal submission forms should contain the detailed price offer for the proposed assignment and have to be furnished as per the prescribed format only along with soft copy in pdf form in CD as part of financial proposal.

The "**Technical Proposal**" and "**Financial Proposal**" must have to be submitted in two separate sealed envelopes (with respective marking in bold letters) along with the prescribed formats / information mentioned in the RFP Document. The first envelope must be marked

as "**TECHNICAL PROPOSAL (NAME OF THE ASSIGNMENT)**" and it should contain Technical Proposal Part- A and Part - B.

The second envelope must be marked as "**FINANCIAL PROPOSAL (NAME OF THE ASSIGNMENT)**" and it should contain Financial Proposal only. Both the above envelopes have to be sealed and placed inside a third main envelope with proper labeling of following information in bold:

**NAME OF THE ASSIGNMENT:**  
**RFP NUMBER AND DATE:**  
**NAME OF THE BIDDER:**  
**DEADLINE FOR SUBMISSION OF BID:**  
**NAME AND ADDRESS OF THE BIDDER:**

## **9. Opening & Evaluation of the proposal :**

The FIRST ENVELOPE containing **TECHNICAL PROPOSAL** will be opened in the initial stage by the Client in presence of the bidder's representatives at the location, date and time specified in the Bidder Data Sheet. The Client will constitute a Consultant Evaluation Committee (CEC) to evaluate the proposals submitted by bidders. Only one representative with proper authorization letter from the participating bidder will be allowed to attend the bid opening meeting. The SECOND ENVELOPE containing **FINANCIAL PROPOSAL** of the **technically qualified bidders** will be opened after completion of technical evaluation stage. The date and time for opening of the financial proposal will be intimated accordingly to the technically qualified bidders well in advance.

## **10. Evaluation of Proposal:**

A three stage evaluation process will be conducted as explained below for evaluation of the proposals. :

- **Preliminary Evaluation (1<sup>st</sup> Stage):** Preliminary evaluation of the proposals will be done to determine whether the proposals comply to the prescribed eligibility condition and the requisite documents/ information have been properly furnished by the bidder or not. Submission of following documents / information will be verified:
  - ✓ Filled in Bid Submission Check List in Original (**Annexure-I**)
  - ✓ Covering letter (**TECH A – 1**) on bidder's letterhead requesting to participate in the selection process.
  - ✓ Bid Processing Fee & Earnest Money Deposit (EMD) as applicable
  - ✓ Copy of Certificate of Incorporation/Registration
  - ✓ Copy of PAN
  - ✓ Copy of Goods and Services Tax Identification Number (GSTIN)
  - ✓ Copies of IT Return for the last three assessment years (AY 2015 -16, 2016-17 & 2017-18).
  - ✓ General Details of the Bidder (**TECH A – 2**)
  - ✓ Financial Details of the bidder (**TECH A – 3**) along with all supportive documents as applicable duly signed and certified as per the instruction.
  - ✓ Power of Attorney (**TECH A – 4**) in favour of the person signing the bid on behalf of the bidder.
  - ✓ List of completed assignments of similar nature (Past Experience Details, **TECH A – 5**) along with copies of contracts / work orders / completion certificate from previous clients.
  - ✓ Self Declaration on conflict of interest and regarding not having any



concurrent contract with any DMF Trust Board in Odisha at the time bid submission **(TECH A – 6)**

- ✓ Undertaking for not having been black-listed by any Central / State Government / Autonomous bodies/ International & National Organisation in the recent past.
- ✓ Duly filled in Technical Proposal Forms ( **Tech-B-1 to TECH-B-8**)
- ✓ All the pages of the proposal and enclosures/ attachments are signed by the authorised representative of the bidder.

***Any deviation from the prescribed procedures/formats/conditions/requirements shall result in outright rejection of the proposal. Bids with conditional offer shall be outrightly rejected. All the pages of the proposal must have to be sealed and signed by the authorized representative of the bidder.***

- **Technical Evaluation (2<sup>nd</sup> Stage):** Technical proposal will be opened and evaluated for those bidders who qualify the preliminary evaluation stage. Detailed evaluation process as per the following parameters will be adopted for evaluation of the proposals.

<b>Bid Evaluation Parameters</b>	<b>Maximum Mark</b>
<b>Past Experience of the Bidder</b>	<b>15</b>
<b>CVs of the Professionals- (Team Leader-cum-Monitoring and Evaluation Specialist, Social Development &amp; Capacity Strengthening Specialist and Technical and Asset Management Specialist and Programme Associate (Qualification &amp; Experience)</b>	<b>60</b>
<b>Adequacy of Understanding of Approach and Methodology</b>	<b>15</b>
<b>Technical Presentation</b>	<b>10</b>
<b>Grand Total</b>	<b>100</b>

***\* Bidders who secure above 60 marks from the total (90 marks) in the technical proposal will be called for technical presentation.***

Bidders will make a presentation before the Client during the technical evaluation stage. The objective of the presentation is to enable the Client to evaluate the bidders about their understanding and preparedness for the proposed assignment. Clarifications, if any, as required by the Client will also be discussed during the meeting. The detail schedule along with an outline for presentation will be intimated to the concerned bidders before 7 days from the date of technical presentation. The financial proposals of the technically qualified bidders will be opened on same day / subsequent working day. Hence, the bidder should make themselves available for the same.

**The bidder whose technical proposal secures a score above the minimum qualifying mark of 70 in the technical evaluation stage will be technically qualified for opening of the financial proposal.**

- **FINANCIAL EVALUATION (3<sup>rd</sup> Stage):** The financial proposals of the technically qualified bidders only shall be opened at this stage in the presence of the bidder's representative who wishes to attend the meeting with proper authorization letter. The name of the bidder along with the quoted financial price will be announced during the meeting.

## 11. Evaluation Process:

Quality and Cost Based Selection (QCBS) method will be followed during the overall selection process. Based on the evaluation of technical proposal, the technically qualified bidders shall be ranked highest to lowest Technical Score (ST) in accordance to the marks obtained during the technical evaluation stage. There shall be 70 % weightage to technical score and 30 % weightage to financial score.

Proposal with the lowest cost may be given a financial score of 100 and other proposals given financial scores that are inversely proportional to their prices with respect to the lowest offer. Similarly, proposal with the highest technical marks shall be given a score of 100 and other proposals be given technical score that are proportional to their marks with respect to the highest technical marks. The total score, both technical and financial, shall be obtained by weighing the quality and cost scores and adding them up. On the basis of the combined weighted score for quality and cost, the consultant shall be ranked in terms of the total score obtained. The proposal obtaining the highest total combined score in evaluation of quality and cost will be ranked as H-1 bidder followed by the proposals securing lesser marks as H-2, H-3 etc. The proposal securing the highest combined marks and ranked H-1 will be invited for negotiations, if required and shall be recommended for award of contract. In the event two or more bids have the same score in final ranking, the bidder having higher technical score during the technical evaluation round will be considered as the H-1 bidder.

Example:

In a particular case of selection of consultant, it was decided to have minimum qualifying marks for technical qualifications as 70 (Seventy) and the weightage of the technical bids and financial bids was kept as 70:30 (Seventy: Thirty). In response to the RFP, three proposals, A, B & C were received. The technical evaluation committee awarded the following technical score as under:

A: 75 Mark

B: 80 Mark

C: 90 Mark

So, all the above three proposals were found to be technically qualified.

The formula for determining the Technical scores (ST) of all the above proposals is calculated as per the following procedure:

$$ST = (100 \times T/TH)$$

Where "ST" = Technical score,

"TH" = Highest Technical mark given,

"T" = Technical Mark of the Proposal under consideration.

Using the above formula, the individual technical score secured by the individual bidder are as follows:

$$A = 100 \times (75/90) = 83.33$$

$$B = 100 \times (80/90) = 88.88$$

$$C = 100 \times (90/90) = 100$$

The financial proposals of the above bidders were opened and the evaluated quoted prices are as under:

A: 120 INR

B: 100 INR

C: 110 INR

The lowest evaluated Financial Proposal (FM) is given the maximum financial score (SF) of 100. The formula for determining the financial scores (SF) of all other Proposals is calculated as per the following procedure:

$$SF = 100 \times (FM / F)$$

Where "SF" = Financial score,

"FM" = Lowest Evaluated Price Bid,

"F" = Quoted Financial Proposal under consideration.

Using the above formula, the individual financial score secured by the respective bidder are as follows:

$$A = 100 \times (100/120) = 83.33$$

$$B = 100 \times (100/100) = 100.00$$

$$C = 100 \times (100/110) = 90.90$$

The weightage given to the Technical (T) and Financial (P) Proposals are:

$$T = 0.7, \text{ and } P = 0.3$$

Proposals are ranked according to their combined technical (ST) and financial (SF) scores using the weights (T = the weightage given to the Technical Proposal; P = the weightage given to the Financial Proposal):

Where

$$S = (ST \times T) + (SF \times P)$$

Accordingly, the combined score secured by each bidder are as follows:

$$A = (83.33 \times 0.70) + (83.33 \times 0.30) = 83.32 = H3$$

$$B = (88.88 \times 0.70) + (100 \times 0.30) = 92.21 = H2$$

$$C = (100 \times 0.70) + (90.90 \times 0.30) = 97.27 = H1$$

The bidder C securing the highest evaluated Combined Score (S) with evaluated cost of Rs. 110.00 will be the preferred bidder and recommended for award of the contract observing due procedure. For the purpose of evaluation, the total evaluated cost shall be inclusive of all taxes & duties for which the Client will make payment to the consultant including expenses, such as travel, accommodation, logistics, training/ workshop, preparation of reports / formats, printing & other secretarial expenses etc.

## 12. Performance Bank Guarantee: (PBG)

Within 7 days of notifying the acceptance of proposal for the award of Contract, the qualified bidder shall have to furnish a Performance Bank Guarantee amounting to **10% of the**

**contract value** from a Scheduled Commercial Bank situated in Bhubaneswar in favour of “**DDO cum Under Secretary to Government, Planning & Convergence Department**”, as per the format at **Annexure-III**, for a period of three months beyond the entire contract period (i.e. PBG must be valid from the date of effectiveness of the contract to a **period of 3 months beyond the contract period**) as its commitment to perform services under the contract. Failure to comply with the requirements shall constitute sufficient grounds for the forfeiture of the PBG. The PBG shall be released immediately after three months of expiry of Contract provided there is no breach of Contract on the part of the qualified bidder. No interest shall be paid on the PBG.

### 13. **Contract Negotiation:**

Contract Negotiation if required, will be held at a date, time and address as intimated to the selected bidder/s. The invited bidder will, as a pre-requisite for attendance at the negotiations, confirm availability of all the proposed staff for the assignment. Representative conducting negotiations on behalf of the bidder must have written authority to negotiate and conclude a contract. Negotiation will be performed covering technical and financial aspects, if any, and availability of proposed professionals etc.

### 14. **Award of Contract:**

After completion of the contract negotiation stage, the Client will notify the successful bidder in writing by issuing an offer letter for signing the Contract and promptly notifying all other bidders about the result of the selection process. The successful bidder will be asked to sign the Contract after fulfilling all formalities within 7 days of issuance of the offer letter. After signing of the Contract, no variation or modification of the terms of the Contract shall be made except by written amendment signed by both the parties. The Contract will be valid for **3 Years** from the date of effectiveness of the Contract and will be extended on mutual consent subject to annual renewal on satisfactory performance. ***Sub-contracting is not allowed under this assignment under any circumstances.***

### 15. **Conflict of Interest:**

Conflict of interest exists in the event of:

- (i) conflicting assignments, typically including implementing, providing consultation, monitoring and evaluation/environmental assessment of the same scheme / project at a different level by the eligible bidder;
- (ii) Consultants, agencies or institutions (individuals or organisations) who have a business or family relation with officials of the Client directly or indirectly; and
- (iii) practices prohibited under the anti-corruption policy of the Government of India and Government of Odisha. The bidders are to be careful so as not to give rise to a situation where there will be any conflict of interest with the Client as this would amount to their disqualification and breach of contract.

### 16. **Disclosure:**

- a. Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the bidder or termination of its contract.

- b. Bidders must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency or the financial standing of the Bidder, including but not limited to appointment of any officer such as a receiver in relation to the Bidder's personal or business matters or an arrangement with creditors, or of any other similar proceedings.
- c. Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:
  - a criminal offence or other serious offence punishable under the law of the land, or where they have been found by any regulator or professional body to have committed professional misconduct;
  - corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract;
  - failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

**17. Anti-corruption Measure:**

- a. Any effort by Bidder(s) to influence the Client in the evaluation and ranking of financial proposals, and recommendation for award of contract, will result in the rejection of the proposal.
- b. A recommendation for award of Contract shall be rejected if it is determined that the recommended bidder has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question. In such cases, the Client shall blacklist the bidder either indefinitely or for a stated period of time, disqualifying it from participating in any related bidding process for the said period.

**18. Language of Proposals:**

The proposal and all related correspondence exchanged between the bidder and the Client shall be written in the **English** language only. Supporting documents and printed literature that are part of the proposal may be in another language provided they are accompanied by an accurate translation of the relevant passages in English with self-certification for accuracy, in which case, for the purposes of interpretation of the Proposal, the translated version shall govern.

**19. Cost of bidding:**

The Bidder shall bear all costs associated with the preparation and submission of its proposal. The Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process. Bidder/s is/ are not allowed to submit more than one proposal under the selection process. Alternate bids are also not allowed.

**20. Proposal Forms:**

Wherever a specific form is prescribed in this Request for Proposal (RFP) document, the Bidder shall use the form to provide relevant information. If the form does not provide space for any required information, space at the end of the form, additional sheets shall be used to

convey the required information. For all other cases, the bidder should design a form to hold the required information. *Any deviation to the prescribed format of the RFP results in rejection of the proposal.*

## **21. Local Conditions:**

Each bidder is expected to become fully acquainted with the local conditions and factors, which may affect the performance of the contract and/ or the cost. The bidder is expected to know all conditions and factors, which may have any effect on the execution of the Contract after issue of letter of Award. The client shall not entertain any request for clarification from the bidder regarding such local conditions. It is the bidder's responsibility that such factors have been properly investigated and considered before submitting the Proposal. No claim, whatsoever, including that for financial adjustment to the Contract awarded under the bidding document will be entertained by the Client. Neither any change in the time schedule of the Contract nor any financial adjustments arising thereof shall be permitted on account of failure of the bidder to know the local laws/ conditions. The Bidder is expected to visit and examine and study the location of Government offices and its surroundings and obtain all information that may be necessary for preparing the Proposal at its own interest and cost.

## **22. Legal Jurisdiction:**

All legal disputes are subject to the jurisdiction of civil court of Bhubaneswar only.

## **23. Governing Law and Penalty Clause:**

The schedule given for delivery is to be strictly adhered to in view of the strict time schedule. Any unjustified and unacceptable delay in delivery shall render the bidder liable for liquidated damages and thereafter the Client holds the option for cancellation of the contract for pending activities and complete the same from any other agency. The Client may deduct such sum from any money from their hands due or become due to bidder. The payment or deduction of such sums shall not relieve the bidder from his obligations and liabilities under the contract. The rights and obligations of the Client and the bidder under this contract will be governed by the prevailing laws of Govt of India/ Government of Odisha. Failure on bidder's part to furnish the deliverables as per the agreed time line will enforce a penalty @ **1% per week** subject to maximum of **10% of the total contract value**. The amount will be deducted from the subsequent payment. In addition, the PBG amount shall also be forfeited. The decision of the authority placing the contract, whether the delay in development has taken place on account of reasons attributed to the bidder shall be final.

## **24. Confidentiality :**

Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the bidders who submitted the proposals or to other persons not officially concerned with the process, until the publication of the award of contract. The undue use by any Consultant of confidential information related to the process may result in rejection of its proposal and may be subject to the provisions of the Client's antifraud and corruption policy. During the execution of the assignment except with prior written consent of the Client, the consultant or its personnel shall not at any time communicate to any

person or entity any confidential information acquired in the course of the contract. Any effort by the bidder to influence during the proposal evaluation stage may result in the rejection of the proposal.

**25. Amendment of the RFP Document:**

At any time before submission of proposals, the Client may amend the RFP by issuing an addendum through Planning & Convergence Department website. Any such addendum will be binding on all the bidders. To give bidders reasonable time in which to take an addendum into account in preparing their proposals, the Client may, at its discretion, extend the deadline for the submission of the proposal.

**26. Client's right to accept any proposal and to reject any or all proposal/s**

The Client reserves the right to accept or reject any proposal, and to annul or amend the bidding / selection / evaluation process and reject all proposals at any time prior to award of contract award, without assigning any reason there of and thereby incurring any liability to the bidders. Misrepresentation/improper response/ by the bidder may lead to the disqualification of the bid. If such disqualification/rejection occurs after the Proposals have been opened and the highest ranking Applicant gets disqualified/rejected, then the client reserves the right to consider the next best bidder, or take any other measure as may be deemed fit in the sole discretion of the Client, including annulment of the selection Process.

**27. Copyright, Patents and Other Proprietary Rights:**

Planning & Convergence Department, Government of Odisha shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights and trademarks, with regard to documents and other materials which bear a direct relation to or are prepared or collected in consequence or in the course of the execution of this contract. At the Client's request, the Consultant shall take all necessary steps to submit them to the Client in compliance with the requirements of the contract.

**28. Replacement of Key Personnel:**

The Key Professionals include- Team Leader-cum-Monitoring and Evaluation Specialist, Social Development & Capacity Strengthening Specialist and Technical and Asset Management Specialist and Programme Associate to be deployed under this contract must be dedicated in nature. **No replacement of Key Resources is allowed within the lock in period of 1 Year from the date of effectiveness of the contract.** The Client will not normally consider substitutions during contract period unless both the parties agree that such substitutions are unavoidable. It may also be for reasons such as death or medical incapacity which is really beyond the control of bidder. However, The Client also reserves the right to request the Consultant to replace the deployed key personnel if they are not performing to a level of satisfaction of the Client. After written notification, the Consultant will

provide CV of appropriate candidates within Fifteen **(15) days** for review and approval. The Consultant must replace the personnel within Fifteen **(15)** working days from the date of approval of replacement. If one or more key personnel become unavailable / leave the project for any reason midway under the contract, the Consultant must notify the Client at least fourteen **(14) days** in advance, and obtain the approval prior to making any substitution. In notifying the Client, the Consultant shall provide an explanation of circumstances necessitating the proposed replacement and submit justification and qualification of replacement personnel in sufficient detail to permit evaluation of the impact on the engagement to the Client within 15 days of departure of original professional. In case of substitution of key personnel, the Client reserves the right to examine / assessment the new personnel proposed to be provided as replacement. **Change in Key Resources within the lock in period will attract a penalty of 10% of the contract value, except in unavoidable cases which will be decided as such by the client.** Frequent change / Replacement of Experts from the consultant's side will lead to imposition of penalty by the Client as per the agreed terms and conditions of the contract. In case there is a gap in replacement of any Key Professionals, exceeding 15 days, no remuneration will be provided for that period. Acceptance of a replacement person by the Client shall not relieve the consultant from responsibility for failure to meet the requirements of the contract. Change in Professionals beyond the allowable limit of the contract leads to implication of liquidated damage of 10% of the contract value.

#### **29. Force Majeure:**

For purpose of this clause, "Force Majeure" means an event beyond the control of the agency and not involving the agency's fault or negligence and not foreseeable. Such events may include, but are not restricted, wars or revolutions, fires, floods, riots, civil commotion, earthquake, epidemics or other natural disasters and restriction imposed by the Government or other bodies, which are beyond the control of the agency, which prevents or delays the execution of the order by the agency. If a Force Majeure situation arises, the agency shall promptly notify Client in writing of such condition, the cause thereof and the change that is necessitated due to the condition. Until and unless otherwise directed by the Client in writing, the Agency shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The agency shall advise Client in writing, the beginning and the end of the above causes of delay, within seven days of the occurrence and cessation of the Force Majeure condition. In the event of a delay lasting for more than one month, if arising out of causes of Force Majeure, Client reserve the right to cancel the contract without any obligation to compensate the agency in any manner for whatsoever reason.

#### **30. Arbitration & Settlement of Dispute:**

The Client and the agency shall make every effort to resolve amicably, by direct negotiation, any disagreement or dispute arising between them under or arising from or in connection with the contract. Disputes not so resolved amicably within 30 days of receipt of notice of such as a dispute shall be resolved by a sole arbitrator nominated by the DC-cum-ACS



,Planning & Convergence Department, Government of Odisha. The arbitration proceedings shall be governed in all respects by the provision of the Indian Arbitration and Conciliation Act, 1996 and the rules there under and any statutory modification or re-enactment, thereof. The arbitration proceeding shall be held in Bhubaneswar.

### **31. Disqualification of Proposal:**

The proposal of the bidder is liable to be disqualified in the following cases as listed below:

- Proposal submitted without Bid Processing Fee & EMD as applicable
- Proposal not submitted in accordance with the procedure and formats as prescribed in the RFP
- During validity of the proposal, or its extended period, if any, the bidder increases his quoted prices
- Proposal is received in incomplete form
- Proposal is received after due date and time for submission of bid
- Proposal is not accompanied by all the requisite documents / information
- A commercial bid submitted with assumptions or conditions
- Bids with any conditional technical and financial offer
- If the bidder provides any assumptions in the financial proposal or qualifies the commercial proposal with its own conditions, such proposals will be rejected even if the commercial value of such proposals is the lowest / best value
- Proposal is not properly sealed or signed
- Any deviation in the technical and financial proposal
- Proposal is not conforming to the requirement of the scope of the work
- Bidder tries to influence the proposal evaluation process by unlawful/corrupt/fraudulent means at any point of time during the bid process
- If any of the bid documents (including but not limited to the hard and soft/electronic copies of the same, presentations during evaluation, clarifications provided by the bidder), excluding the commercial bid, submitted by the bidder is found to contain any information on price, pricing policy, pricing mechanism or any information indicative of the commercial aspects of the bid;
- Bidders or any person acting on its behalf indulges in corrupt and fraudulent practices
- Failure to agree with terms and conditions of the RFP
- *The quoted professional fee not within the prescribed limit of the RFP.*
- ***Any other condition / situation which holds the paramount interest of the client during the overall selection process.***

## **SECTION: 3**

### **TERMS OF REFERENCE**

## **Introduction**

In addition to the budgetary resources of the State Government, extra-budgetary resources are also available under District Mineral Foundation (DMF), Compensatory Afforestation Fund Management and Planning Authority (CAMPA), Odisha Mineral Bearing Areas Development Corporation (OMBADC), Odisha State Agriculture Marketing (OSAM) Board, Building & Other Construction Workers Welfare Board etc. for utilisation under different development sectors to meet developmental need of the State and its people.

Of all the extra-budgetary sources available, the quantum of funds likely to be made available under DMF assumes significance for development of the areas and people affected by mining in the concerned Districts. It may be noted that a total sum of Rs.6088.44 Crore has been collected under DMF till 31.12.2018 by 30 Districts and the likely annual accrual to the fund is around Rs.1,800-2000 Crore for the next 30-35 years. Keonjhar, Sundargarh, Jharsuguda, Angul and Jajpur are the five major districts primarily contributing to more than 95% of DMF fund.

## **About DMF**

Odisha has framed the Odisha District Mineral Foundation Rules, 2015 under the provisions of Section 9B of the MMDR Act, 1957. In accordance with the Pradhan Mantri Khanij Kshetra Kalyan Yojana (PMKKKY) DMF Trusts have been constituted in all districts of the State to implement various developmental and welfare projects/programmes in mining affected areas to minimize/mitigate the adverse impacts during and after mining on the environment, health and socio-economic conditions of the people in mining affected Districts to ensure long term sustainable livelihood of the affected people. It is envisaged that funds of DMF Trusts are to be utilised for implementation of permissible activities-high priority activities and other priority activities-as specified in Rule 10 of the DMF Rules. Such high priority activities include projects relating to drinking water and sanitation, health care, education, welfare of women and children, skill development and environment. Similarly, activities under other priority include projects relating to physical infrastructure like roads, irrigation and energy, watershed development and afforestation.

While an Executive Committee under the Chairmanship of the Collector has been made responsible for day to day operational activities of the DMF, a Board of Trustees has been constituted for each DMF for overall control over the management and function of the Trust subject to the guidelines issued by the State Government from time to time.

## **Need for Convergence**

It is a known fact that convergence brings synergy among different Government programmes and schemes in terms of their budgeting, planning, process, man-power deployment and implementation, and thus facilitates optimum utilisation of available resources in achieving development goals. Therefore, it is often felt that there is need for convergence between such budgetary and extra-budgetary resources, which will result in effective utilisation of available resources. This, in turn, will help achieving synergetic development.

This realisation has necessitated the creation of a Programme Management Unit (PMU) for DMF under Planning and Convergence (P&C) Department, hereafter called as PMU, at State level. The primary objective of the PMU is to design and ensure convergence of resources in sync with the developmental needs and priorities of the State Government under various programmes under implementation including extra-budgetary resources from DMF for effective utilisation of such extra-budgetary resources through the concerned Administrative Departments to achieve development goals of the State in the District concerned.

***REQUEST FOR PROPOSAL***

## Rationale for Setting-up of a PMU for DMF under Planning & Convergence Department

As revealed from the discussion above, it is evident that the PMU for DMF under Planning & Convergence Department is required to play a crucial role in providing techno-managerial support to the Government in allocation of available extra-budgetary resources from DMF to meet the developmental needs and priorities of the State as well as the mining affected areas and people. It is envisaged that such techno-managerial support will inter alia include providing governance related guidance, acting as an interface between Administrative Department / Agency and development agency, suggesting methods for convergence of budgetary and extra-budgetary resources, designing development and welfare schemes, project proposals and implementation mechanism, conducting periodic monitoring and evaluation of programmatic interventions, quality control, ensuring value for money and financial accountability.

The PMU will provide support to the DMF Trust Boards for allocation of resources for development and welfare schemes as well as project proposals for the mining affected areas and people.

### **Scope of work for the PMU**

The scope of work for the PMU for DMF under the Planning & Convergence Department includes the followings.

- Providing techno-managerial support to the Government in sync with DMF Rules for implementing and monitoring projects/ schemes under DMF Trust.
- Prepare convergence Plan.
- Providing assistance to State Level Monitoring Committee, DMF Support Cell in Planning & Convergence Department and DMF Trust Boards for efficient and effective allocation of resources for development and welfare schemes for the mining affected areas and people.
- Providing guidance for project formulation including DPR preparation, project designing, project implementation, resource utilisation and reporting.
- Compliance to the requirements of the regulatory authorities- statutory and administrative.
- Providing strategic direction and ideas for innovation for effective utilisation of DMF fund for comprehensive development of people in mining affected areas.
- Acting as an interface between Administrative (Line) Department/State and District level Agencies and development agencies at the District level for facilitating and expediting field level implementation
- Collection of credible data on relevant sectors from District level and from Line Departments relating to convergence of funds.
- Tabulating the data at the State level.
- Facilitating generation of periodic MIS reports for concurrent monitoring of the project formulation, project approval and project implementation processes, outputs and outcomes by the higher management.
- Documentation of best practices and creation of a data repository for cross learning among the implementing agencies/Districts.
- Design parameters and framework to assess the performance and to monitor progress of the convergence activities undertaken by different Line Departments/Districts.
- Conducting periodic monitoring and evaluation of programmatic interventions, quality control, ensuring value for money and financial accountability.

- Development, management and maintenance of centralized web-based MIS on convergence, and enhancement of the existing DMF Portal for real time monitoring of important activities of DMF through separate modules.
- Facilitate M&E Activities of DPMUs.
- Any other task assigned by Planning & Convergence Department from time to time.

#### **Team Leader-cum-Monitoring and Evaluation Specialist**

- Provide strategic guidance and leadership to the PMU for effective and efficient outputs and outcomes.
  - Create perspective/ annual operating plans to support strategic direction of PMU.
  - Manage call for specific sectoral programmes.
  - Oversee the design, delivery and quality of works done by the PMU.
  - Liaise with relevant stakeholders as necessary.
  - Convene meetings at stipulated intervals to monitor the PMU.
  - Ensure deliverables and timelines.
  - Responsible for management and maintenance of Web-based MIS/ DMF Portal for real time monitoring.
- 
- Define and develop Monitoring Frameworks and indicators, data analysis, IT solutions, design and improvement to programme monitoring dashboard
  - Support DMF Trust Boards.
  - Provide implementation and policy inputs for optimal scheme impact.
  - Facilitate cross learning amongst the districts on the best practices.
  - Develop TORs for conducting third party evaluation of DMF projects/programmes
  - Any other task assigned by Planning & Convergence Department from time to time.

#### **Social Development and Capacity Strengthening Specialist**

- Provide technical support in development of sector policy and strategies, with proper consideration for their impact on social development in the mining region in consultation with relevant Line Departments and other stakeholders.
- Provide strategic direction to District Authorities and Line Departments in preparing convergence plan and implementation of the same for socio-economic development of the people in mining affected areas
- Liaise and coordinate with various departments and local bodies on program implementation and its outcome.
- Make regular interaction with project stakeholders to check whether the programme activities in respect of the social needs of the communities and beneficiaries are aligned and implemented as per the planned scheduled through regular field visits.
- Contribute substantially to activities for advocacy, dissemination and knowledge building on social development.
- Develop baseline in consultation with District Authorities and arrange for mid-term and final evaluation of programmes
- Document best practices and create knowledge repository
- Prepare and disseminate policy briefs
- Support M & E Specialist in designing, monitoring and implementation of the same
- Assist other team Members for achieving the objectives of the PMU
- Any other task assigned by Planning & Convergence Department from time to time.

### **Technical and Asset Management Specialist**

- Monitor work flows of projects to ensure timely and quality completion.
- Prepare customized reports on status/ progress of projects.
- Inventory Management of DMF Assets.
- Prepare request for Expressions of Interest (EOI) and Terms of Reference (TOR) for procurement of Goods and Services
- Provide technical support to PMU on procurement issues related to Goods and Services
- Review and advise on technical and commercial aspects of bidding documents/RFPs, bid evaluation, short-listing and technical evaluations for procurement activities as per the government policies and procedures
- Provide procurement support to Line Departments/DMF Trust Boards in the areas of selection of State and District level consulting agencies, procurement of technical equipments, services and goods as and when required
- Facilitate preparation of procurement documents including documented quotes, requests for bids, and requests for proposals, reviewing of specifications and determine the appropriate procurement method to be used for vendor selection and coordinating acquisitions of goods and services.
- Follow up with concerned Line Departments/DMF Trust Boards to have the TORs and bidding documents approved and issued in a timely manner according to the approved plan of the Project.
- Manage the process of advertising, correspondence, bid receipt and bid opening strictly in accordance with agreed upon procurement procedures and participating in contract negotiations stage.
- Manage the procurement filing system in a systematic manner; monitoring and reporting of procurement implementation status and progress to the authorities.
- Any other task assigned by Planning & Convergence Department from time to time.

### **Programme Associate**

- Ensure effective support to programmatic support to the Specialists
- Provide daily support to the Specialists on timely execution of program / activities.
- Provide substantial inputs to the preparation of quarterly and annual reports and assisting in monitoring the progress throughout the project phase.
- Collect and gather required information, data for program activities/initiatives throughout the project phase.
- Provide required support in organizing/conducting program activities / training / workshops and supporting other programme-related activities as and when required by the programme management / authorities.
- Any other task assigned by Planning & Convergence Department from time to time.

### **Programme Assistant**

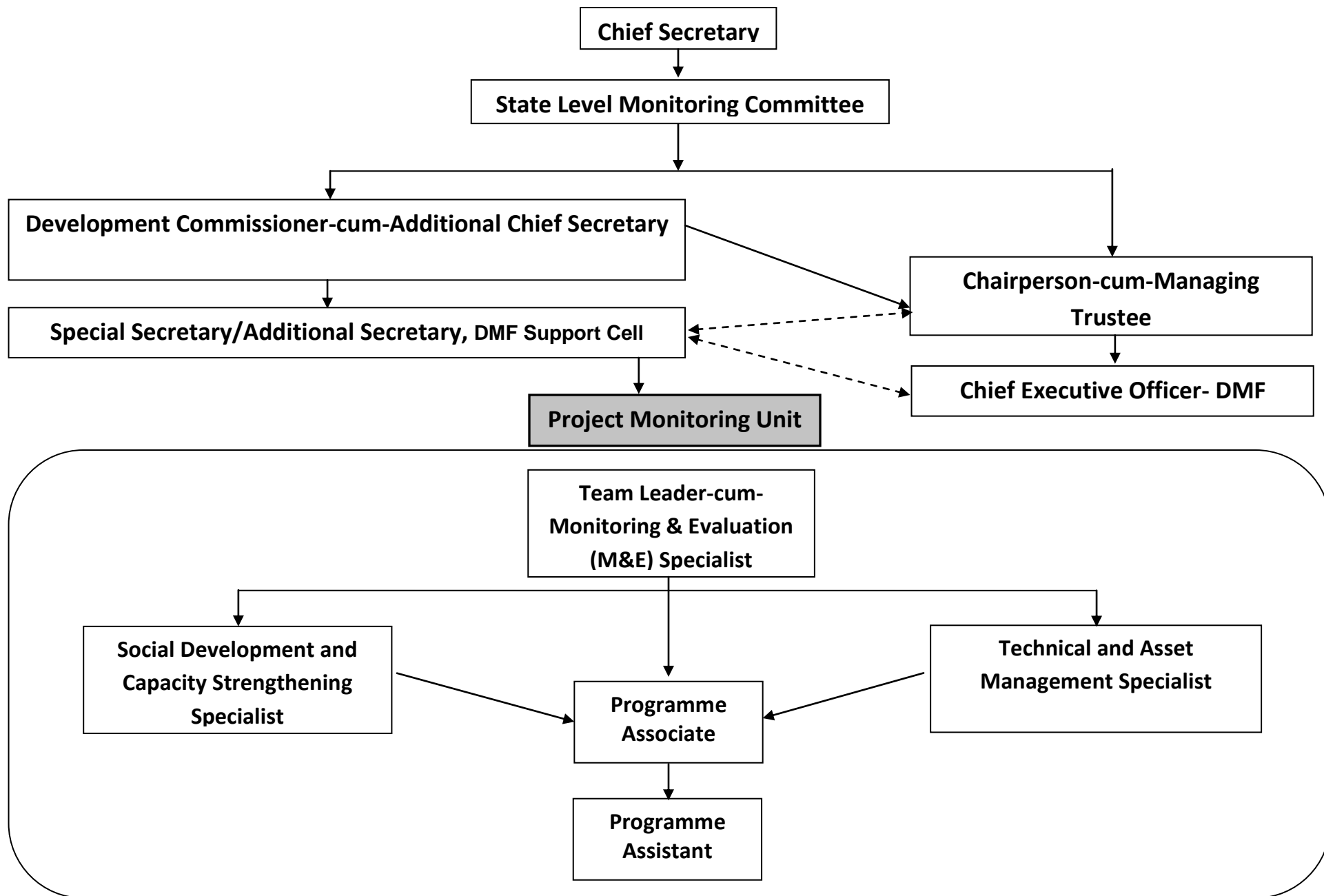
- Ensure effective support to program implementation
- Provide support to the PMU experts on timely execution of program / activities.
- Ensure overall efficient financial administration and operational support to PMU on managing the program's financial matters of the program and maintaining accurate financial records of the program as required by Government.
- Assist the PMU in administering operation of the office in accordance with defined rules and regulations
- Any other task assigned by Planning & Convergence Department from time to time.

### **Set up for PMU at State Level under DMF**

The PMU shall have a compact structure. It will function in the Planning & Convergence Department and will report to the Development Commissioner-cum-Additional Chief Secretary through the Special/ Additional Secretary to Government.

The PMU shall be composed of Specialists having experience in project planning and management in a leadership position, convergence and of working with government/ bilateral/ multilateral development agencies or programmes/ projects funded by external aid agencies on social and economic sector projects/programmes. The Specialists include one (1) Team Leader-cum-Monitoring & Evaluation (M&E) Specialist, one(1) Social Development and Capacity Strengthening Specialist and one (1) Technical and Asset Management Specialist and one Programme Associate. Besides, there will be one (1) Programme Assistant to provide programmatic as well as administrative support to the PMU for DMF related projects/ programmes.

The detail structure of the PMU at State Level for DMF is presented below:





**NB:**

**1. Based on the requirement, the number of professionals and programme associates may increase. The bidder must be willing to provide the required resource(s) as and when required on pro-rata basis.**

Initially, the PMU shall run for a minimum period of 3 (three) years contract subject to annual renewal and may be set up by way of engaging a professional agency of national repute through open bidding process.

The PMU shall work under the Planning and Convergence Department. Special/ Additional Secretary, DMF Support Cell, shall monitor the activities / performance of the PMU.

The PMU will be provided with office space, furniture, equipments and stationeries by the Planning & Convergence Department. The expenditure to be incurred for functioning of the PMU shall be borne by the Planning & Convergence Department out of its budget under Programme Expenditure. The detail terms of reference for the proposed positions at the PMU is provided at **Annexure –IV** of the RFP Document.

### **Reporting Requirements and Payment Term**

The PMU shall submit a Work Plan as required and work according to deliverables and timelines. It shall submit Quarterly and Yearly Progress Report within the prescribed time frame. The payment to the consultant will be made on quarterly basis on submission of the quarterly report by the firm and subject to adherence to deliverables and timelines & approval of the same by the authority.

### **Duration of the PMU**

Initially the PMU will be operational for a period of three **(3) years** subject to annual renewal based on the performance review. Based on requirement of the Government this may be extended further. There will be **5 % annual** increase on the contracted fee rates for each professional provided that the annual performance meets the expectations of the Client and subject to availability of resources.

## **SECTION: 4**

### **TECHNICAL PROPOSAL SUBMISSION FORMS**

## **TECHNICAL PROPOSAL**

**(PART – A)**

**TECH A-1**  
**COVERING LETTER**  
**(ON BIDDER'S LETTER HEAD)**

[Location, Date]

To

**The Special Secretary to Government,  
DMF Support Cell,  
Planning & Convergence Department  
Government of Odisha  
Odisha State Secretariat  
Bhubaneswar - 751001**

**Subject: Selection of Consultancy Agency for Establishment of Programme Management Unit (PMU) at State Level for DMF under Planning & Convergence Department.  
[TECHNICAL PROPOSAL: PART – A]**

Dear Sir,

I, the undersigned, offer to participate in the selection process for \_\_\_\_\_ in accordance with your Request for Proposal No.: \_\_\_\_\_, dated \_\_\_\_\_. I, hereby submit the proposal, which includes Technical Proposal sealed under a separate envelopes. Our proposal will be valid for acceptance up to **120 Days** and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid.

All the information and statements made in this Technical Proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. If negotiations are held during the period of validity of the proposal. I undertake to negotiate on the basis of the proposal submitted by us. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations.

I have examined all the information as provided in your Request for Proposal (RFP) and offer to undertake the service described in accordance with the conditions and requirements of the selection process. I agree to bear all costs incurred by us in connection with the preparation and submission of this proposal and to bear any further pre-contract costs. In case, any provisions of this RFP/ ToR including of our technical and financial proposal is found to be deviated, then your department shall have rights to reject our proposal including forfeiture of the Earnest Money Deposit absolutely. I confirm that, I have the authority to submit the proposal and to clarify any details on its behalf.

I understand you are not bound to accept any proposal you receive.

I remain,

Yours faithfully,

**Authorized Signatory with Date and Seal:**

**Name and Designation:** \_\_\_\_\_

**Address of the Bidder:** \_\_\_\_\_

**TECH A -2**  
**Bidder's Organisation (General Details)**

Sl No.	Description	Full Details
1	<b>Name of the Bidder/ Consortium</b>	
2	<b>Address for communication:</b>  Tel : Fax: Email id :	
3	<b>Name of the authorized person signing &amp; submitting the bid on behalf of the Bidder:</b> Mobile No. : Email id :	
4	<b>Registration / Incorporation Details</b> Registration No: Date & Year. :	
5	<b>Local office in Odisha</b> <b>If Yes, Please furnish contact details</b>	Yes / No
6	<b>Bid Processing Fee Details</b> Amount : DD No. : Date: Name of the Bank:	
7	<b>EMD Details</b> Amount : DD No.: Date: Name of the Bank:	
8	PAN Number	
9	Goods and Services Tax Identification Number (GSTIN)	
10	Willing to carry out the assignments as per the scope of work of the RFP	<b>YES</b>
11	Willing to accept all the terms and conditions as specified in the RFP	<b>YES</b>

**Authorized Signatory [In full and initials]:** \_\_\_\_\_

**Name and Designation with Date and Seal:** \_\_\_\_\_

**TECH A -3**

**Bidder Organisation (Financial Details)**

<b>Financial Information in INR</b>			
<b>Details</b>	<b>FY 2014 -15</b>	<b>FY2015-16</b>	<b>FY2016 -17</b>
<b>Consulting Turnover (in Lakh)</b>			
<b>Supporting Documents:</b>  Audited certified financial statements for the last three FYs ( <b>2014-15, 2015-16 and 2016-17</b> ) (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form)  <b><i>Filled-in information in this format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished in original along with the technical proposal failing which the proposal will be outrightly rejected. No scanned copy will be entertained.</i></b>			

\_\_\_\_\_  
**Signature and Seal of the Company Auditor with Date in original**

**Authorized Signatory [In full initials with Date and Seal]:** \_\_\_\_\_

**Communication Address of the Bidder:** \_\_\_\_\_

**[NB: No Scanned Signature will be entertained]**

**TECH A- 4**

**FORMAT FOR POWER OF ATTORNEY**

**(On Bidder's Letter Head)**

I, \_\_\_\_\_, the \_\_\_\_\_ (Designation) of (Name of the Organisation) in witness whereof certify that **<Name of the Person>** Is authorized to execute the attorney on behalf of **<Name of Organisation>**, **<Designation of the person>** of the company acting for and on behalf of the company under the authority conferred by the **<Notification/ Authority order no>** Dated **<date of reference>** Has signed this Power of attorney at **<Place>** on this day of **<day>** **<month>** **<Year>**.

The signatures of **<Name of person>** in whose favour authority is being made under the attorney given below are hereby certified.

**Name of the Authorised Representative:**

\_\_\_\_\_

**(Signature of the Authorized Representative with Date)**

**Signature, Name & Designation of person executing attorney:**

**Address of the Bidder**

**TECH A- 5**

**(BIDDER'S PAST EXPERIENCE DETAILS)**

**Table -1 (Lists of Completed/ongoing Assignments of similar nature during last 5 years)**

Sl. No.	Period	Name of the Assignment with details thereof	Name of the Client	*Contract Value (in INR) and Duration in Month	Date of Award / Commencement of assignment	Date of Completion of assignment	Remarks if any
A	B	C	D	E	F	G	H
1							
2							
3							

*[\*Contract value more than 50.00 Lakh and Duration more than 1 Year]*

**Authorized Signatory [in full and initials]:** \_\_\_\_\_

**Name and Designation with Date and Seal:** \_\_\_\_\_

**Note:** Bidders are requested to furnish the list of the assignments undertaken/ completed during the last **5 Financial Years ( 2013-14, 2014-15,2015-16, 2016-17 and 2017-18)** having contract value more than 50.00 Lakh each and duration more than 1 year each as per the above prescribed format only. Information not conforming to the above format will be treated as non-responsive. Copies of the Work order / Contract Document / Completion Certificate from the previous Clients need to be furnished along with the above information.

**Assignments of similar nature means operation of Project or Programme Management Unit / State Level Technical Cell / Project Implementation Unit / Central Level Technical Cell / Technical Support Unit funded under Central/State/Local Govt. Schemes / Externally Aided Projects.**

**Authorized Signatory [In full initials with Date and Seal]:** \_\_\_\_\_

**Communication Address of the Bidder:** \_\_\_\_\_



**TECH A- 6**

**INFORMATION REGARDING ANY CONFLICTING ACTIVITIES  
AND DECLARATION THEREOF**

Are there any activities carried out by your agency which are of the nature as mentioned in Section 2: [Information to the Bidder] under Eligibility Criteria: Para (5). If yes, please furnish details of any such activities.

If no, please certify.

**IN BIDDER'S LETTER HEAD**

I, hereby declare that our agency is not having any concurrent contract which can be termed as of nature as mentioned in **Section 2: [Information to the Bidder] under Eligibility Criteria: Para (6)**.

I, also acknowledge that in case of misrepresentation of the information, our proposal / contract shall be rejected / terminated by the Client which shall be binding on us.

**Authorized Signatory [In full initials with Date and Seal]:** \_\_\_\_\_

**Communication Address of the Bidder:** \_\_\_\_\_

## **TECHNICAL PROPOSAL**

**(PART – B)**

**TECH B -1**

**COVERING LETTER**

**(On Bidder's Letter Head)**

[Location, Date]

To

**The Special Secretary to Government,  
DMF Support Cell,  
Planning & Convergence Department  
Government of Odisha  
Odisha State Secretariat  
Bhubaneswar - 751001**

**Subject: Selection of Consultancy Agency for Establishment of Programme Management Unit (PMU) at State Level for DMF under Planning & Convergence Department.  
[TECHNICAL PROPOSAL: PART - B]**

Dear Sir,

I, the undersigned, offer to provide the services for the proposed assignment in respect to your Request for Proposal. I hereby submitting the proposal which includes this technical proposal sealed under a separate envelope. Our proposal will be valid for acceptance up to **120 Days** and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

All the information and statements made in this Technical Proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. If negotiations are held during the period of validity of the proposal, I undertake to negotiate on the basis of the proposal submitted by us. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations.

I have examined all the information as provided in your Request for Proposal (RFP) and offer to undertake the service described in accordance with the conditions and requirements of the selection process. I agree to bear all costs incurred by us in connection with the preparation and submission of this proposal and to bear any further pre-contract costs. In case, any provisions of this RFP/ ToR are found deviated, then your department shall without prejudice to any other right or remedy be at liberty to reject our proposal including forfeiture of the Earnest Money Deposit absolutely. I confirm that I have the authority to submit the proposal and to clarify any details on its behalf. I understand that you are not bound to accept any proposal you receive.

I remain,

Yours faithfully,

**Authorized Signatory with Date and Seal:**

**Name and Designation:** \_\_\_\_\_

**Address of Bidder:** \_\_\_\_\_

**REQUEST FOR PROPOSAL**

**TECH B -2**

**BIDDER ORGANISATION**  
**(Brief Profile)**

***[Provide here a brief description regarding professional background of the organisation]***

**Authorized Signatory *[In full and initials]:***

\_\_\_\_\_

**Name and Designation with Date and Seal:**

\_\_\_\_\_

***[NB: Bidder needs to restrict the above information within 3-5 pages only]***

**TECH B - 3 (I)**

**Bidder's Past Experience**

**Table -1**

(Lists of Assignments of similar nature during last 5 years)

Sl. No.	Period	Assignment and Duration	Name of the Client	Contract Value (in INR) and Duration in Month	Date of Award / Commencement of assignment	Date of Completion of assignment	Remarks if any
A	B	C	D	E	F	G	H
1							
2							
3							
4							
5							

**N.B:**

- *Bidders are requested to furnish the information up to 5 best projects only under Table- 1. Projects having contract value > Rs. 50.00 Lakh and duration of more than 1 year during the last 5 years will be taken into consideration for evaluation. Copies of Work Order / Contract Document / Completion Certificate for the respective assignments need to be furnished along with the technical proposal failing which the assignment will not be taken into consideration for evaluation purpose.*
- *Assignments of "similar nature" means operation and management of Project or Programme Management Unit/ State Level Technical Cell / Project Implementation Unit / Central Level Technical Cell / Technical Support Unit funded under Central/State/Local Govt. Schemes / Externally Aided Projects*

**Authorized Signatory [In full and initials]:**

\_\_\_\_\_  
**Name and Designation with Date and Seal:** \_\_\_\_\_

**TECH B -3(II)**

**Bidder Experience**

[Using the format below, provide information on each assignment for which your organisation was legally contracted as **single entity** for carrying out consulting services similar to the ones requested under this assignment during last **five years**]

<b>Assignment name:</b>	<b>Value of the contract (in INR):</b>
<b>Location:</b>	<b>Duration of assignment (months):</b>
<b>Name of Client:</b>	<b>Total No. of staff-months of the assignment:</b>
<b>Address:</b>	
<b>Start date (month/year):</b> <b>Completion date (month/year):</b>	<b>No. of professional staff-months deployed with details:</b>
<b>Narrative description of Project:</b>	
<b>Description of actual services provided by your staff within the assignment:</b>	

**Authorized Signatory [In full and initials]:**

\_\_\_\_\_  
**Name and Designation with Date and Seal:** \_\_\_\_\_

**[NB: Bidders are requested to provide the details about the lists of assignments as provided in Table -1 of TECH B - 3 (I) respectively]**

## **TECH B -4**

### **Comments and Suggestions of the Consultant on the Terms of Reference / Scope of Work and Counterpart Staff and Facilities to be provided by the Client**

#### **A: On the Terms of Reference / Scope of Work:**

*[The consultant needs to present and justify in this section. If any modifications to the Terms of Reference he is proposing to improve performance in carrying out the assignment (such as deleting some activity considering unnecessary, or adding another, or proposing a different phasing of the activities/ study process modifications). Such suggestions should be concise and to the point, and incorporated in the technical proposal. Modification/ suggestion will not be taken into consideration without adequate justification. Any change in manpower resources will not be taken into consideration.]*

#### **B: On Input and Facilities to be provide by the Client:**

*[Comment here on inputs and facilities to be provided by the Client with respect to the Scope of work and Study Implementation]*

**Authorized Signatory [In full and initials]:** \_\_\_\_\_

**Name and Designation with Date and Seal:** \_\_\_\_\_

## **TECH B -5**

### **DESCRIPTION OF APPROACH, METHODOLOGY AND WORKPLAN TO UNDERTAKE THE ASSIGNMENT**

*[Technical approach, methodology and work plan are key components of the Technical Proposal. In this Section, bidder should explain his understanding of the scope and objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. Further, he should highlight the problems being addressed and their importance, and explain the technical approach to be adopted to address them. It is suggested to present the required information divided into following four sections]*

#### **A. Understanding of Scope, Objectives and Completeness of response**

Please explain your understanding of the scope and objectives of the assignment based on the scope of work, the technical approach, and the methodology adopted for implementation of the tasks and activities to deliver the expected output(s), and the degree of detail of such output. ***Please do not repeat/copy the ToR here.***

#### **B. Description of Approach and Methodology:**

#### **C. Project Management Plan for the Client:**

#### **D. Staff Deployment Strategy:**

The bidder should propose and justify the structure and composition of the team and should enlist the main activities under the assignment in respect of the Professionals responsible for it.

**Authorized Signatory [In full and initials]:** \_\_\_\_\_

**Name and Designation with Date and Seal:** \_\_\_\_\_

***NB: Bidders are requested to furnish the above information limiting it up to 5-7 pages only with Arial Font Size-10.***



**TECH B - 6**  
**Format of Curriculum Vitae (CV) for Proposed Key Professionals**

**1. Proposed Position:**

*[For each position of key professional separate form Tech B-6 will be prepared]*

**2. Name of Firm:**

**3. Name of Staff:**

**4. Date of Birth:**

**5. Years with Firm:**

**6. Nationality:**

**7. Education:**

*[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]*

**8. Membership in Professional Associations:**

**9. Other Trainings:**

**10. Countries of Work Experience:**

**11. Languages:**

*[For each language indicate proficiency: excellent, good, fair, or poor; in speaking, reading, and writing]*

**12. Employment Record:**

*[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held. For experience in **last ten years**, also give types of activities performed and Client references, where appropriate as per the prescribed format given below]*

<b>From [Year]</b>	<b>To [Year]</b>
<b>Employer Name:</b>	
<b>Position Held:</b>	
<b>Details of the Task Assigned</b>  <i>[List all tasks to be performed under this Assignment/job]</i>	

**13. Work Undertaken that Best Illustrates Capability to Handle the Specific Tasks Assigned**

*[Among the Assignment / jobs in which the staff has been involved, indicate the following information for those Assignment/jobs that best illustrate staff capability to handle the tasks listed under point 12.]*

<b>Name of the Project</b>	
<b>Year</b>	
<b>Location</b>	
<b>Name of the Client</b>	
<b>Project Feature</b>	
<b>Position Held</b>	
<b>Activities Performed</b>	

**Certification:**

*I, the undersigned, certify that to the best of my knowledge and belief that this CV correctly describes my qualifications and past experiences. I will undertake this assignment for the full project duration in terms of roles and responsibilities assigned in the technical proposal or any agreed extension of activities thereof. I understand that any misstatement herein leads to disqualification of CV.*

**Date:**

**Signature of Key Professional with Date** \_\_\_\_\_

**Authorized Signatory [In full and initials]:** \_\_\_\_\_

**Name and Designation with Date and Seal:** \_\_\_\_\_

**NB: CV write-up should be restricted to 3 pages only with quality information relevant to key professional requirements.**

**TECH- B 7**

**PROPOSED WORKPLAN TO CARRY OUT THE ASSIGNMENT**

Week →	1	2	3	4	5	6 →
<b><u>Sequence of Activities/ Sub Activities</u></b>						
↓						

Indicate all main activities/ sub activities of the proposed assignment including deliverables and other associate sub-activities

**Authorized Signatory [In full initials]:** \_\_\_\_\_

**Name and Designation with Date and Seal:** \_\_\_\_\_

**TECH B -8**

**Team Composition and Task Assignment**

**Proposed PMU Key Professional (Team Leader/Specialists / Programme Associates) and Programme Assistant**

<b>Sl. No.</b>	<b>Name of Team Leader/Specialists / Programme Associates/ Programme Assistant</b>	<b>Position Assigned</b>	<b>Task assigned</b>

**Authorized Signatory [*In full and initials*]:** \_\_\_\_\_

**Name and Designation with Date and Seal:** \_\_\_\_\_

**SECTION: 5**

**FINANCIAL PROPOSAL SUBMISSION FORMS**

**FIN-1**

**COVERING LETTER**

**(In Bidder's Letter Head)**

[Location, Date]

To

The Special Secretary to Government,  
DMF Support Cell,  
Planning & Convergence Department  
Government of Odisha  
Odisha State Secretariat  
Bhubaneswar - 751001

**Subject: Selection of Consultancy Agency for Establishment of Programme Management Unit (PMU) at State Level for DMF under Planning & Convergence Department. [FINANCIAL PROPOSAL]**

Sir

I, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal No. \_\_\_\_\_, Dated: \_\_\_\_\_. Our attached Financial Proposal is for the sum of [**Insert amount(s) in words and figures**]. This amount is inclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the RFP document.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of **120 days**. I have carefully read and understood the terms and conditions of the RFP and do hereby undertake to provide the service accordingly.

I understand that you are not bound to accept any proposal you receive.

I remain,

Yours faithfully,

**Authorized Signatory [In full and initials]:**

**Name and Designation of Signatory with Date and Seal:**

**Address of the Bidder:**

—

*\*Amount must match with the one indicated in Fin-2 (Table-1).*

**FIN-2**

**SUMMARY OF FINANCIAL PROPOSAL**

[TABLE – 1]

Sl. No.	Fee Particulars	Amount in INR
<b>Consultancy Support Charges</b>		
A	Remuneration of Key Professionals and Programme Assistant [per year] <i>Detail Break up to be provided at [TABLE – 2]</i>	
B	Overhead Charges [per year]	
C.	Sub-Total (A+B) per year	
D.	Service Charges on (C)( per year) _____%	
E.	Sub Total (C+D)	
F.	GST @ _____ of E	
<b>Grand Total (E+F)</b>		
<b>In Words</b>		

**NB:**

- 1. Total cost inclusive of taxes will be taken for the evaluation purpose. For the purpose of evaluation, the total evaluated cost shall be inclusive of all taxes & duties for which the Client will make payment to the Consultant including administration and operational expenditures.**
- 2. The PMU will be provided with office space, furniture, equipments and stationeries by the Planning & Convergence Department. The expenditure towards TAs of Specialists / Programme Associates and Misc. Expenditures to be incurred for functioning of the PMU shall be borne by the Planning & Convergence Department out of its budget under Programme Expenditure.**

Authorized Signatory [*In full and initials*]: \_\_\_\_\_

Name and Designation with Date& Seal: \_\_\_\_\_

**TABLE -2**

**DETAIL BREAK-UP OF FEE OF PROFESSIONALS / PROGRAM ASSOCIATES**

Sl. No.	Position	Name of the Professional	Requirement	Monthly Fee in INR	Total in INR per Year
<b>State level PMU</b>					
1	Team Leader-cum-Monitoring & Evaluation Specialist		1		
2	Social Development and Capacity Strengthening Specialist		1		
3	Technical and Asset Management Specialist		1		
4	Program Associate		1		
5	Program Assistant		1		
<b>Total</b>					

**NB:**

*The bidder should quote the professional fee within the range as prescribed in the RFP for the respective Specialists and Program Associates. Any quoted professional fee not within the range of the prescribed limit of the RFP, will be outrightly rejected.*

**Authorized Signatory [In full and initials]:** \_\_\_\_\_

**Name and Designation with Date& Seal:** \_\_\_\_\_



**SECTION - 6**

**ANNEXURE**

**BID SUBMISSION CHECK LIST**

Sl. No.	Description	Submitted (Yes/No)	Page No.
<b>TECHNICAL PROPOSAL</b>			
<b>(PART – A)(ORIGINAL)</b>			
1	Filled in Bid Submission Check List <b>(ANNEXURE-I)</b>		
2	Covering Letter <b>(TECH A -1)</b>		
3	Bid Processing Fee of <b>Rs.10,000/-</b> in form of DD/ BC		
4	EMD of <b>Rs.5,00,000/-</b> in form of DD/BC		
5	Copy of Certificate of Incorporation / Registration of the Bidder		
6	Copy of PAN		
7	Copy of Goods and Services Tax Identification Number (GSTIN)		
8	Copies of IT Returns for the last 3 AYs (15-16, 16-17& 17-18)		
9	General Details of the Bidder <b>(TECH A - 2)</b>		
10	Financial details of the bidder <b>(TECH A - 3)</b> along with all the supportive documents such as copies of Income-Expenditure Statement and Balance Sheet for the concerned period		
11	Power of Attorney <b>(TECH A - 4)</b> in favour of the person signing the bid on behalf of the bidder.		
12	List of completed assignments of similar nature (Past Experience Details) <b>(TECH A- 5)</b> along with the copies of work orders / contract paper for the respective assignments		
13	Self Declaration regarding any concurrent contract with any DMF Trust Board in Odisha <b>(TECH A – 6)</b>		
14	Undertaking for not have been black-listed by any Central / State Govt. /any Autonomous bodies during its business career.		
<b>(PART – B) (ORIGINAL +1 COPY+ SOFT COPY IN CD IN WORD FORMAT)</b>			
1	Covering Letter <b>(TECH B -I)</b>		
2	Bidder Organisation <b>(TECH B -2)</b>		
3	Bidder Experience <b>(TECH B - 3)</b>		
4	Comments and Suggestions <b>(TECH B –4)</b>		
5	Description of Approach, Methodology & Work Plan <b>(TECH B –5)</b>		
6	CV of Key Professionals <b>(TECH B –6)</b>		
7	Proposed Workplan to Carry out the Assignment <b>(TECH B –7)</b>		
8	Team Composition and Task Assignment <b>(TECH B –8)</b>		

FINANCIAL PROPOSAL (ORIGINAL + 1 COPY + SOFT COPY IN PDF FORMAT)			
1	Covering Letter ( <b>FIN-1</b> )		
2	Summary of Financial Proposal ( <b>FIN-2</b> )		

**Undertaking:**

- *All the information have been submitted as per the prescribed format and procedure.*
- *Each part has been separately bound with no loose sheets and each page of all the two parts are page numbered, along with Index Page.*
- *All pages of the proposal have been sealed and signed by the authorized representative of the bidder.*

**Authorized Signatory [In full and initials]:** \_\_\_\_\_

**Name and Designation with Date and Seal:** \_\_\_\_\_

**Annexure – II**

**FORMAT FOR SUBMISSION OF PRE-BID QUERY**

- The bidders will have to ensure that their queries in soft copy for the pre-bid meeting should reach to P&C Department through email at convergence.pc@gmail.com latest by \_\_\_\_\_ as per the prescribed format only as mentioned below.

**FORMAT FOR SUBMISSION OF PRE-BID QUERY**

Sl. No.	RFP Document [Section & Page Number]	Content of RFP requiring Clarification(s)	Clarification Requested
1.			
2.			
3.			
4.			
5.			
6.			

- Any other form of submission will not be entertained.
- The Client shall not be responsible for ensuring that the bidders' queries have been received by them. Any requests for clarifications post the indicated date and time as per the Instruction sheet of the RFP shall not be entertained by the Client.
- The purpose of query clarification is to provide the bidders with information regarding the RFP, project requirements, and opportunity to seek clarification regarding any aspect of the RFP and the project.
- The Client will endeavour to provide timely response to the queries by uploading in website. No individual response to be given. However, the client makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does it undertake to answer all the queries that have been proposed by the bidders.

**Authorized Signatory [In full and initials]:** \_\_\_\_\_

**Name and Designation with Date and Seal:** \_\_\_\_\_

**PERFORMANCE BANK GUARANTEE FORMAT**

To,

**The DDO cum Under Secretary to Government  
Planning & Convergence Department  
Government of Odisha**

WHEREAS..... (Name and address of the Consultant) (hereinafter called “the Consultant”) has undertaken, in pursuance of RFP no..... dated ..... to undertake the service ..... (description of services) (herein after called “the contract”).

AND WHEREAS it has been stipulated by \_\_\_\_\_(Name of the Client) in the said contract that the Consultant shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby declare that we are guarantors and responsible to you, on behalf of the Consultant, up to a total of ..... (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the consultant to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the consultant before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the consultant shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This performance bank guarantee shall be valid until the ..... day of ....., 2018

Our branch at Bhubaneswar (Name & Address of the Bank) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our Bhubaneswar branch a written claim or demand and received by us at our .Bhubaneswar branch on or before Dt.....otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

.....  
**(Signature of the authorized officer of the Bank)**

.....  
**Name and designation of the officer**

.....  
**Seal, name & address of the Bank & Branch**

**Terms of Reference for Proposed Positions at PMU at State Level under DMF**

Sl. No.	Position	No. of Requirement	Desired Qualification	Desired Experience and Remuneration Range per month	Job Description
1	<b>Team Leader-cum-Monitoring &amp; Evaluation Specialist</b>	1	PG in Economics / Statistics/Management/ B. Tech. or M. Tech. from a recognized and reputed Institution with atleast 15 years of relevant experience and exposures in development/ infrastructure/ logistic sector schemes and projects. Combine professional know-how with analytical skills. Good working knowledge on statistical software( MS-Office, SPSS/ Stata/ R. etc.)	15 Years Rs. 1.50-1.75 lakh	<ul style="list-style-type: none"> <li>• Provide strategic guidance and leadership to the PMU for effective and efficient outputs and outcomes.</li> <li>• Create perspective/ annual operating plans to support strategic direction of PMU.</li> <li>• Manage call for specific sectoral programmes.</li> <li>• Oversee the design, delivery and quality of works done by the PMU.</li> <li>• Liase with relevant stakeholders as necessary.</li> <li>• Convene meetings at stipulated intervals to monitor the PMU.</li> <li>• Ensure deliverables and timelines.</li> <li>• Responsible for management and maintenance of Web-based MIS/ DMF Portal for real time monitoring.</li> <li>• Define and develop Monitoring Frameworks and indicators, data analysis, IT solutions, design and improvement to programme monitoring dashboard</li> <li>• Support DMF Trust Boards.</li> <li>• Provide implementation and policy inputs for optimal scheme impact.</li> <li>• Facilitate cross learning amongst the districts on the best practices.</li> <li>• Develop TORs for conducting third party evaluation</li> </ul>

					of DMF projects/programmes <ul style="list-style-type: none"> <li>• Any other task assigned by Planning &amp; Convergence Department from time to time.</li> </ul>
2	<b>Social Development and Capacity Strengthening Specialist</b>	1	PG in Management/ Social Sciences / Development Studies from reputed University / Institution with minimum 10 years of post qualification experience in undertaking social and community development projects/ programmes/ initiatives under Central / State / EAPs/ other Organisation of Repute. Working experience both in the analysis and assessment of social impact assessments/ social due diligence as well as the development of social risk mitigation plans and their implementation. Extensive experience of working with communities and community based organizations on implementation of various social development projects / innovations will have preference. Proficiency in Business software applications, including MS Office. Strong analytical and comprehensive skill. Knowledge in data system with specific emphasis on social sector data, data sources, equity issues, SDG etc	10 Years Rs. 1.25-1.50 lakh	<ul style="list-style-type: none"> <li>• Provide technical support in development of sector policy and strategies, with proper consideration for their impact on social development in the mining region in consultation with relevant Line Departments and other stakeholders.</li> <li>• Provide strategic direction to District Authorities and Line Departments in preparing convergence plan and implementation of the same for socio-economic development of the people in mining affected areas</li> <li>• Liaise and coordinate with various departments and local bodies on program implementation and its outcome.</li> <li>• Make regular interaction with project stakeholders to check whether the programme activities in respect of the social needs of the communities and beneficiaries are aligned and implemented as per the planned scheduled through regular field visits.</li> <li>• Contribute substantially to activities for advocacy, dissemination and knowledge building on social development.</li> <li>• Develop baseline in consultation with District Authorities and arrange for mid-term and final evaluation of programmes</li> <li>• Document best practices and create knowledge repository</li> <li>• Prepare and disseminate policy briefs</li> <li>• Support M &amp; E Specialist in designing, monitoring and implementation of the same</li> <li>• Assist other team Members for achieving the objectives of the PMU</li> <li>• Any other task assigned by Planning &amp; Convergence Department from time to time.</li> </ul>

3	<b>Technical and Asset Management Specialist</b>	1	B.Tech/ M.Tech from reputed universities / institutions with at least of 10 years of relevant experience on different procurement guidelines and processes. Should be able assess critical work flow, monitor and enable quick project completion. Should be able to operate project management and monitoring software. Must have experience in Government / Development Sector schemes and projects.	10 Years Rs. 1.25-1.50 lakh	<ul style="list-style-type: none"> <li>• Monitor work flows of projects to ensure timely and quality completion.</li> <li>• Prepare customized reports on status/ progress of projects.</li> <li>• Inventory Management of DMF Assets.</li> <li>• Prepare request for Expressions of Interest (EOI) and Terms of Reference (TOR) for procurement of Goods and Services</li> <li>• Provide technical support to PMU on procurement issues related to Goods and Services</li> <li>• Review and advise on technical and commercial aspects of bidding documents/RFPs, bid evaluation, short-listing and technical evaluations for procurement activities as per the government policies and procedures</li> <li>• Provide procurement support to Line Departments/DMF Trust Boards in the areas of selection of State and District level consulting agencies, procurement of technical equipments, services and goods as and when required</li> <li>• Facilitate preparation of procurement documents including documented quotes, requests for bids, and requests for proposals, reviewing of specifications and determine the appropriate procurement method to be used for vendor selection and coordinating acquisitions of goods and services.</li> <li>• Follow up with concerned Line Departments/DMF Trust Boards to have the TORs and bidding documents approved and issued in a timely manner according to the approved plan of the Project.</li> <li>• Manage the process of advertising, correspondence, bid receipt and bid opening strictly in accordance with agreed upon procurement procedures and participating in</li> </ul>
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					<p>contract negotiations stage.</p> <ul style="list-style-type: none"> <li>• Manage the procurement filing system in a systematic manner; monitoring and reporting of procurement implementation status and progress to the authorities.</li> <li>• Any other task assigned by Planning &amp; Convergence Department from time to time.</li> </ul>
4	<b>Program Associate</b>	1	<p>PG in Social Sciences / Management from a recognised reputed University / Institutions with 5 years of progressively responsible professional experience in Government/ Development Sector. Knowledge and skills of relevant computer applications of MS Office and internet applications</p>	<p>5 Years</p> <p>Rs. 60,000/- to Rs 75,000/-</p>	<ul style="list-style-type: none"> <li>• Ensure effective support to programmatic support to the Specialists</li> <li>• Provide daily support to the Specialists on timely execution of program / activities.</li> <li>• Provide substantial inputs to the preparation of quarterly and annual reports and assisting in monitoring the progress throughout the project phase.</li> <li>• Collect and gather required information, data for program activities/initiatives throughout the project phase.</li> <li>• Provide required support in organizing/conducting program activities / training / workshops and supporting other programme-related activities as and when required by the programme management / authorities.</li> <li>• Any other task assigned by Planning &amp; Convergence Department from time to time.</li> </ul>
5	<b>Program Assistant</b>	1	<p>PG in Social Sciences / Management from a recognised reputed University / Institutions with 3 years of progressively responsible professional experience in Government/ Development Sector. Knowledge and skills of relevant computer applications of MS Office and internet applications.</p>	<p>3 Years</p> <p>Rs. 25,000/- to Rs. 30,000/-</p>	<ul style="list-style-type: none"> <li>• Ensure effective support to program implementation</li> <li>• Provide support to the PMU experts on timely execution of program / activities.</li> <li>• Ensure overall efficient financial administration and operational support to PMU on managing the program's financial matters of the program and maintaining accurate financial records of the program as required by Government.</li> <li>• Assist the PMU in administering operation of the</li> </ul>

					office in accordance with defined rules and regulations • Any other task assigned by Planning & Convergence Department from time to time.
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