



ଓଡ଼ିଶା ଗ୍ରାମ୍ୟ ଉନ୍ନୟନ ଓ ବିପଣନ ସମିତି

ପଞ୍ଚାୟତିରାଜ ଓ ପାନୀୟ ଜଳ ବିଭାଗ, ଓଡ଼ିଶା ସରକାର

**Odisha Rural Development & Marketing Society**

*creating competence and values in rural Odisha*

Panchayati Raj & Drinking Water Department, Government of Odisha

**ORMAS**

SIRD & PR Campus  
Unit-VIII, Bhubaneswar  
Odisha-751012, India  
Tel: 0674-2565870/71  
Email: ormasq@gmail.com  
Website: www.ormas.org

RFP No: 655  
File: ORMAS-SD-MISC-0007-2023

Date: 28/2/2025

### REQUEST FOR PROPOSAL

#### **Selection of Agency for Setting up Project Management Unit (PMU) in ORMAS for implementation of various schemes or projects**

Odisha Rural Development & Marketing Society (ORMAS), Panchayati Raj & DW Department, Govt. of Odisha invites sealed proposals from eligible bidders to carry out "Selection of Agency for Setting up Project Management Unit (PMU) in ORMAS for implementation of various schemes or projects". Bidders fulfilling the prescribed eligibility criteria of the RFP can access and download the complete RFP Document and other details from [www.ormas.org](http://www.ormas.org) / [panchayat.odisha.gov.in/](http://panchayat.odisha.gov.in/) [www.tendersodisha.gov.in](http://www.tendersodisha.gov.in). The major events under the bid process are:

Sr. No.	List of Key Events	Critical Dates
1	Date of Issue of RFP	28.02.2025
2	Last Date for Submission of Proposal	21.03.2025, by 2 PM
3	Date of Opening of Technical proposal	21.03.2025, 3 PM
4	Date of Technical Presentation	24.03.2025, 11.30 AM
5	Date of Opening of Financial Proposal	24.03.2025, 3.30 PM

The bidders must apply their proposal through e-tender process [www.tendersodisha.gov.in](http://www.tendersodisha.gov.in) latest by **21.03.2025 by 3 PM**. In case of any Addendum/ Clarification/ Corrigendum/ Extension regarding this tender, the same will be published in e tender portal. The proposals received beyond the last date and time will be rejected without assigning any reason. The authority reserves all the rights to reject any / all proposals at any stage without assigning any reason thereof.

#### **Address for Submission of Proposal:**

The Chief Executive Officer  
ORMAS, SIRD & PR Campus  
Unit-VIII, Bhubaneswar,  
PIN-751012, Odisha

  
Chief Executive Officer

Memo No. 656 /

Date: 28/2/2025

- Copy to e-Governance Cell, PR&DW Department, Government of Odisha for publication on the website of the Department for wide publicity.
- Copy to Project Executive, ORMAS for publication on the Website and Notice Board of ORMAS for wide publicity.

  
Chief Executive Officer



## ଓଡ଼ିଶା ଗ୍ରାମ୍ୟ ଉନ୍ନୟନ ଓ ବିପଣନ ସମିତି

ପଞ୍ଚାୟତିରାଜ ଓ ପାନୀୟ ଜଳ ବିଭାଗ, ଓଡ଼ିଶା ସରକାର  
**Odisha Rural Development & Marketing Society**  
*creating competence and values in rural Odisha*

Panchayati Raj & Drinking Water Department, Government of Odisha

**ORMAS**

SIRD & PR Campus  
Unit-VIII, Bhubaneswar  
Odisha-751012, India  
Tel:0674-2565870/71  
Email:ormashq@gmail.com  
Website:www.ormas.org

**RFP No:** 655

**File:**ORMAS-SD-MISC-0007-2023

**Date:** 28.02.2025

### **REQUEST FOR PROPOSAL**

#### **Selection of Agency for Setting up Project Management Unit (PMU) in ORMAS for implementation of various schemes or projects**

Odisha Rural Development & Marketing Society (ORMAS), Panchayati Raj & DW Department, Govt. of Odisha invites sealed proposals from eligible bidders to carry out "Selection of Agency for Setting up Project Management Unit (PMU) in ORMAS for implementation of various schemes or projects". Bidders fulfilling the prescribed eligibility criteria of the RFP can access and download the complete RFP Document and other details from [www.ormas.org](http://www.ormas.org) / [panchayat.odisha.gov.in/](http://panchayat.odisha.gov.in/) [www.tendersodisha.gov.in](http://www.tendersodisha.gov.in). The major events under the bid process are:

Sr. No.	List of Key Events	Critical Dates
1	Date of Issue of RFP	28.02.2025
2	Last Date for Submission of Proposal	21.03.2025, by 2 PM
3	Date of Opening of Technical proposal	21.03.2025, 3 PM
4	Date of Technical Presentation	24.03.2025, 11.30 AM
5	Date of Opening of Financial Proposal	24.03.2025, 3.30 PM

The bidders must apply their proposal through e-tender process [www.tendersodisha.gov.in](http://www.tendersodisha.gov.in) latest by **21.03.2025 by 3 PM**. In case of any Addendum/ Clarification/ Corrigendum/ Extension regarding this tender, the same will be published in e tender portal. The proposals received beyond the last date and time will be rejected without assigning any reason. The authority reserves all the rights to reject any / all proposals at any stage without assigning any reason thereof.

#### **Address for Submission of Proposal:**

**The Chief Executive Officer  
ORMAS, SIRD & PR Campus  
Unit-VIII, Bhubaneswar,  
PIN-751012, Odisha**

**Sd/-  
Chief Executive Officer**

#### **Memo No.656**

**Date:28.02.2025**

1. Copy to e-Governance Cell, PR&DW Department, Government of Odisha for publication on the website of the Department for wide publicity.
2. Copy to Project Executive, ORMAS for publication on the Website and Notice Board of ORMAS for wide publicity.

**Sd/-  
Chief Executive Officer**

## **Request for Proposal**

# **Selection of Agency for Setting up Project Management Unit (PMU) in ORMAS for implementation of various schemes or projects**

**Government of Odisha**

The logo for ORMAS (Odisha Rural Development and Marketing Society) is displayed within a dark blue rounded rectangular box. The word "ORMAS" is written in a white, serif, all-caps font.

**Odisha Rural Development and Marketing Society**  
**Panchayati Raj & Drinking Water Department, Government of Odisha**  
SIRD & PR Campus, Unit – VIII, Bhubaneswar, Odisha – 751012  
Tel # 0674-2565870/71, E-mail: [ormashq@gmail.com](mailto:ormashq@gmail.com) URL: [www.ormas.org](http://www.ormas.org)

**February 2025**

## Contents

Disclaimer .....	5
Bidder Data Sheet.....	6
Section I: Letter of Invitation.....	7
Letter of Invitation .....	8
Section II: Instructions to the Bidders .....	9
1. Pre-Qualification Criteria.....	10
2. Documents / Formats for submission along with Technical Proposal .....	11
3. Bid Processing Fee.....	11
4. Earnest Money Deposit (EMD) .....	11
5. Validity of the Proposal .....	12
6. Pre-Proposal Queries.....	12
7. Submission of Proposal .....	12
8. Opening of the Proposal .....	12
9. Evaluation of Proposal .....	12
10. Evaluation Process.....	14
11. Performance Bank Guarantee (PBG) .....	15
12. Contract Negotiation.....	15
13. Award of Contract .....	15
14. Conflict of Interest.....	15
15. Disclosure.....	15
16. Anti-corruption Measure.....	16
17. Language of Proposals .....	16
18. Cost of Bidding .....	16
19. Legal Jurisdiction .....	16
20. Governing Law and Penalty Clause.....	16
21. Confidentiality .....	17
22. Amendment of the RFP Document .....	17
23. Client's right to accept any proposal, and to reject any or all proposal/s .....	17
24. Copyright, Patents and Other Proprietary Rights.....	17
25. Replacement of the Personnel.....	17
26. Force Majeure .....	18
27. Settlement of Disputes .....	18
28. Disqualification of Proposal .....	18

<b>Section III: Terms of Reference .....</b>	<b>19</b>
1. Introduction .....	19
2. Objective of the Proposal.....	19
3. Scope of Work .....	19
4. Team Composition.....	20
5. Deliverables and Payment Schedule.....	26
6. Reporting arrangements .....	26
<b>Section IV: Technical Proposal Submission Forms.....</b>	<b>28</b>
Tech - 1 Covering Letter .....	29
Tech 2: Bidder's Organization (General Details) .....	30
Tech 3: Bidders Financial Details .....	31
Tech 4: Format for Power of Attorney.....	32
Tech 5: Bidders Past Experience Details.....	33
Tech 6: Declaration of Conflict of Interest and Activities .....	34
Tech 7: Comments and Suggestions on the Terms of Reference / Scope of Work and Counterpart Staff and Facilities to be provided by the Client .....	35
Tech 8: Description of Approach, Methodology and Workplan to Undertake the Assignment.....	36
Tech 9: Format of Curriculum Vitae (CV) for Proposed Key Professional.....	37
Tech 10: Proposed Plan to Carry out the Assignment.....	39
<b>Section V: Financial Proposal Submission Forms .....</b>	<b>40</b>
Fin 1: Covering Letter.....	41
Fin 2: Summary of Financial Proposal.....	42
Fin 3: Detail Break-Up of Fee for Key Professionals.....	43
Fin 4: Breakdown of Overhead Expenses Detail Break-Up of Fee for Key Professionals .....	44
<b>Section VI: Annexures.....</b>	<b>45</b>
Annexure I: Bid Submission Checklist.....	46
Annexure II: Performance Bank Guarantee Format.....	47

### **Disclaimer**

This Request for Proposal (RFP) is issued by the Odisha Rural Development & Marketing Society (ORMAS), Panchayati Raj & Drinking Water Department, Govt. of Odisha.

While the information in this RFP has been prepared in good faith, it does not support to be comprehensive or to have been independently verified. Neither ORMAS nor any of its officers or employees, nor any of their advisers nor consultants accept any liability or responsibility for the accuracy, reasonableness or completeness of, or for any errors, omissions or misstatements, negligent or otherwise, relating to the proposed assignment, or makes any representation or warranty, express or implied, with respect to the information contained in this RFP or on which this RFP is based or with respect to any written or oral information made or to be made available to any of the recipients or their professional advisers and, so far as permitted by law and except in the case of fraudulent misrepresentation by the party concerned, and liability therefore is hereby expressly disclaimed.

The information contained in this RFP is selective and is subject to updating, expansion, revision and amendment at the sole discretion of the Client. It does not claim to contain all the information that a recipient may require for the purposes for making a decision for participation in this selection process. Each bidder must conduct its own analysis of the information contained in this RFP, to correct any inaccuracies therein and is advised to carry out its own investigation into the proposed assignment, the regulatory regime which applies thereto and by and all matters pertinent to the project and to seek its own professional advice on the legal, financial and regulatory consequences of entering into any agreement or arrangement relating to the project.

This RFP includes certain statements, information, projections and forecasts with respect to the proposed assignment. Such statements, information, projections and forecasts reflect various assumptions made by the management, officers and employees of the Client, which (the assumptions and the base information on which they are made) may or may not prove to be correct. No representation or warranty is given as to the reasonableness of forecasts or the assumptions on which they may be based and nothing in this RFP is, or should be relied on as, a promise, representation or warranty.

The ORMAS under the Panchayati Raj & Drinking Water Department, Government of Odisha shall be the sole and final authority with respect to selection of a consultant for the purpose through this RFP.



## Bidder Data Sheet

S. No	Particular	Details
1	Name of the Client	Odisha Rural Development & Marketing Society (ORMAS), Panchayati Raj & DW Department, Govt. of Odisha
2	Method of Selection	Quality and Cost Based Selection (QCBS) Method (80:20)
3	Availability of RFP Document	<a href="http://www.ormas.org">www.ormas.org</a> / <a href="http://panchayat.odisha.gov.in">panchayat.odisha.gov.in</a> / <a href="http://www.tendersodisha.gov.in">www.tendersodisha.gov.in</a>
4	Date of Issue of RFP	28.02.2025
5	Deadline for Submission of Pre-Proposal Query through email: <a href="mailto:ormashq@gmail.com">ormashq@gmail.com</a>	05.03.2025
6	Pre-Bid Meeting	06.03.2025 at 11.30 AM , Conference Hall of ORMAS, SIRD & PR Campus, Unit-8, Bhubaneswar
7	Last Date for submission of Proposal	21.03.2025 by 2 PM
8	Date of opening of Technical Proposal	21.03.2025 at 3 PM
9	Date of Technical Presentations	24.03.2025 at 11:30 AM
10	Date of opening of Financial Proposal	24.03.2025 at 03:30 PM
11	Bid Processing Fee (Non-Refundable)	Rs.10,000/- (Rupees Ten thousand) only shall be deposited through online mode only ( <a href="http://www.tendersodisha.gov.in">www.tendersodisha.gov.in</a> ).
12	Earnest Money Deposit (EMD) (Refundable)	Rs.10,00,000/- (Rupees Ten Lakhs only) only shall be deposited through online mode only <a href="http://www.tendersodisha.gov.in">www.tendersodisha.gov.in</a> .
12	Contact Person / Address for Submission of Proposal	Address - SIRD & PR Campus, Unit-8, Bhubaneswar, Odisha, Pin Code: 751012.E-mail:- <a href="mailto:ormashq@gmail.com">ormashq@gmail.com</a> Contact person: Dy CEO , ORMAS (9437307271)
13	Place of Opening of Proposal	Conference Hall of ORMAS, SIRD & PR Campus, Unit-8, Bhubaneswar
14	Mode of Submission	Through online tender <a href="http://www.tendersodisha.gov.in">www.tendersodisha.gov.in</a> .

**NB:**

- 1. Application in Consortium, Franchising, outsourcing, subletting is not allowed for the Bid**
- 2. Exemption of EMD shall be applicable as per the Odisha govt rules and submission of valid documents.**
- 3. Submission of more than one bid by the bidder will be entirely rejected.**
- 4. For details, please visit:** [www.ormas.org](http://www.ormas.org) / [panchayat.odisha.gov.in](http://panchayat.odisha.gov.in) / [www.tendersodisha.gov.in](http://www.tendersodisha.gov.in)

## **Section I: Letter of Invitation**



## Letter of Invitation

**RFP No:** 655

**Date:** 28.02.2025

**Name of the Assignment: Name of the Assignment: Selection of Agency for Setting up Project Management Unit (PMU) in ORMAS for implementation of various schemes or projects**

ORMAS, Govt. of Odisha (The Client) invites sealed proposal from eligible bidder under the process for “**Selection of Agency for Setting up Project Management Unit (PMU) in ORMAS**”. More details on the proposed study are provided at Section-3: Terms of Reference (ToR) of this RFP Document.

1. A bidder will be selected under QCBS ( 80:20) Selection procedure as prescribed in the RFP Document in accordance with the procedures prescribed herewith circulated vide Office Memorandum No. 37323/F, Dated: 30.11.2018 of Finance Department, Govt. of Odisha.
2. The proposal, complete in all respect as specified in the RFP Document must be accompanied with a non-refundable amount of INR 10,000/- (Rupees Ten Thousand only) towards Bid Processing Fee and a refundable amount towards EMD of INR 10,00,000/- (Rupees Ten Lakhs only) through online mode only ([www.tendersodisha.gov.in](http://www.tendersodisha.gov.in)) , failing which the bid will be rejected.
3. The proposal must be delivered at the specified address as per the Bidder Data Sheet. The Client shall not be responsible for delay or any consequence. Submission of proposal through any other mode will be rejected.
4. The last date and time for submission of proposal complete in all respects is mentioned as per the Bidder Data Sheet and the date of opening of the technical proposal is mentioned as per the Bidder Data Sheet in the presence of the bidder's representative at the specified address as mentioned in the Bidder Data Sheet. Representatives of the bidders may attend the meeting with due authorization letter on behalf of the bidder.
5. This RFP includes following sections:
  - a. Letter of Invitation [Section – I]
  - b. Instructions to the Bidder [Section – II]
  - c. Terms of Reference [Section – III]
  - d. Technical Proposal Submission Forms [Section – IV]
  - e. Financial Proposal Submission Form [Section –V]
  - f. Annexure [Section – VI]
6. 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.

**Sd/-**  
**Chief Executive Officer**  
**ORMAS**

## **Section II: Instructions to the Bidders**

## 1. Pre-Qualification Criteria

Before opening and evaluation of the technical proposals, each bidder will be assessed based on the following pre-qualification criteria. The bidder is required to produce the copies of the required supportive documents / information as part of their technical proposal failing which the proposals will be rejected.

Sr. No.	Basic Requirement	Specific Requirement	Documents Required
1	Registration	The Bidder should be a Company/ Firm/ LLP registered in India with a track record of providing consulting/ advisory services for at least 10 years as on March 31, 2024	Copy of Registration/ Certificate of Incorporation, GST, PAN
2	Programme Management Experience	The Bidder should have experience of running at least 5 Programme Management Units (PMU) or equivalent for Central Government Ministries & Departments / State Government Departments for social sector schemes/ projects <ul style="list-style-type: none"> <li>During the last 5 years</li> <li>Of minimum contract value of INR 3 Crore each</li> <li>Of minimum contract duration of 12 months each</li> </ul>	Copy of Completion Certificate / Agreement/ Work Order
3	Skill Development Experience	Experience of running atleast 5 PMU/TSA/PMC in India in last 5 years in Skill Development Projects directly awarded by any Central Government or NSDC with contract value of more than INR 2 crores each.	Copy of Completion Certificate / Agreement/ Work Order
4	Turnover	The Bidder should have an average consulting turnover of minimum INR 100 Crores (Rs. Fifty Crores) and a positive net worth in each of the previous three financial years (FY 21-22 , 22-23 & 2023-24)	Certificate from statutory auditor / Audited financial statements for the three previous financial years i.e., FY 2021-22, FY 2022-23, FY 2023-24 and Copies of IT Return for the last three financial years (FY 2021-22, 2022-23 & 2023-24
5	Bid processing fee & EMD	Non- refundable amount of INR 10,000/- (Rupees Ten Thousand only) towards Bid Processing Fee and a refundable amount towards EMD of INR 10,00,000/- (Rupees Ten Lakhs only) through	As mentioned in the Data Sheet.  Exemption of EMD shall be applicable as per the Odisha govt rules and submission of valid documents.
<b>Any kind of Consortium/ Joint Venture/ Sub-Contracting with/to other firms is not allowed</b>			

## 2. Documents / Formats for submission along with Technical Proposal

The bidder must 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 – 1) on bidder's letterhead requesting to participate in the selection process.
- Bid Processing Fee & 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 financial years (FY 2021-22, 2022-23 & 2023-24).
- General Details of the Bidder (TECH – 2).
- Financial Details of the bidder (TECH – 3) along with all the supportive documents as applicable duly signed as per the instruction.
- Power of Attorney (TECH – 4) in favor of the person signing the bid on behalf of the bidder or Board of Directors
- List of completed assignments of similar nature (Past Experience Details, TECH – 5) along with copies of contracts / work orders / completion certificate from previous Clients.
- Self-Declaration regarding Conflict of Interest (TECH - 6)
- TECH - 7 till TECH -10

***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 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 important 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 signed by the authorized representative.***

## 3. Bid Processing Fee

The bidder must furnish as part of technical proposal, the required bid processing fee amounting to INR 10,000/- (Ten Thousand Rupees Only) shall be through online mode only ([www.tendersodisha.gov.in](http://www.tendersodisha.gov.in)). Proposals received without bid processing fee will be out rightly rejected.

## 4. Earnest Money Deposit (EMD)

The bidder must furnish as part of the technical proposal, an Earnest Money Deposit (EMD) amounting to INR 10,00,000/- (Rupees Ten Lakhs only) shall be deposited through online mode only ([www.tendersodisha.gov.in](http://www.tendersodisha.gov.in)). Proposals received without EMD fee will be out rightly rejected. Exemption as applicable.

The EMD of 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 of 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 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
  - agree to the 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 **180 (One Hundred Eighty 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 Queries

Bidders are allowed to submit their queries in respect of the RFP and other details if any, to ORMAS through e-mail at [ormashq@gmail.com](mailto:ormashq@gmail.com) till is mentioned as per the Bidder Data Sheet. Clarifications to the above will be uploaded on the ORMAS website / clarified through email to the respective bidders for the purpose of preparation of the proposal. Request for alternation / change in existing terms and conditions of the RFP will not be considered / entertained.

## 7. Submission of Proposal

Bidder must submit their proposals through e-tender only 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 delay / any consequence in receiving of the proposal. Each page of the two parts should be page numbered and in conformation to the eligibility qualifications and clearly indicated using an index page.

## 8. Opening of the Proposal

The TECHNICAL PROPOSAL will be opened in the initial stage by the Client in presence of the bidder's representatives at the location, date specified in the Bidder Data Sheet. Only one representative with proper authorization letter from the participating bidder will be allowed to attend the bid opening meeting. ORMAS will constitute an Evaluation Committee (EC) to evaluate the proposals submitted by bidders. The FINANCIAL PROPOSAL only of the technically qualified bidders will be opened after completion of technical evaluation stage.

## 9. 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 proposal complies with 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 1**) on bidder's letterhead requesting to participate in the selection process
  - Bid Processing Fee and 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 Financial years (**FY 2021-22, 2022-23 and 2023-24**).
  - General Details of the Bidder (**TECH 2**).
  - Financial Details of the bidder (**TECH 3**) along with all the supportive Documents as applicable duly signed and certified as per the instruction
  - Power of Attorney (**TECH 4**) in favor of the person signing the bid on behalf of the

Selection of Agency for Setting up Project Management Unit (PMU) in ORMAS for implementation of various schemes or projects bidder

- List of completed assignments of similar nature (Past Experience Details, **TECH 5**) along with copies of contracts / work orders / completion certificate from previous Clients
- Self-Declaration on Conflict of Interest (**TECH 6**)
- Duly filled in Technical Proposal Forms (**TECH 7 to 10**)
- All the pages of the proposal and enclosures/attachments are signed by the authorized representative of the bidder

\* Bids not complying to any of the above requirement, will be out rightly rejected at the discretion of the Client's authority.

- **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 proposal evaluation:

Sl. No	Criteria	Maximum Marks
<b>1</b>	<b>Experience of the Bidder</b>	<b>55 Marks</b>
<b>1.1</b>	Average Annual turnover from Consulting in last 3 financial years from the bid due date  Max 15 marks for highest turnover, to be prorated for less	15 Marks
<b>1.2</b>	Regional Experience: PMU (Ongoing or Completed) in Government Department/ Agency (at least 3 years duration related to any sector) in the state of Odisha in past 5 years 2 marks for each assignment subject to a maximum of 10 Marks	10 Marks
<b>1.3</b>	Skill Development National Experience: PMU/TSA/PMC (ongoing or completed) in skill development programmes directly awarded by Central Government or NSDC <ul style="list-style-type: none"> <li>• During the last 5 years</li> <li>• Of minimum contract value of INR 2 Crore each</li> <li>• Of minimum contract duration of 12 months each</li> </ul>	15 Marks  1 PMU to 5 PMUs = 0 marks  3 marks for each additional PMU beyond first five, subject to a maximum of 15 marks
<b>1.4</b>	Experience of running PMU or equivalent for Central Government Ministries & Departments/ State Government Departments for rural development schemes/ projects <ul style="list-style-type: none"> <li>• During the last 5 years</li> <li>• Of minimum contract value of INR 3 Crore each</li> <li>• Of minimum contract duration of 12 months each</li> </ul>	15 Marks  1 PMU to 5 PMUs = 0 marks  3 marks for each additional PMU beyond first five, subject to a maximum of 15 marks
<b>2</b>	<b>Team Experience</b>	<b>15 Marks</b>
	CVs of Resources: Maximum 15 Marks, if all 16 CVs match the criteria specified, else on pro-rata basis for the number of CVs matching the criteria. Refer: Team Composition criteria	15 Marks
<b>3</b>	<b>Presentation on Approach, Methodology and Work Plan</b>  1. Understanding of the Assignment and Issues/ Challenges (10 Marks)  2. Approach, Methodology and Work Plan (10 Marks)	<b>30 Marks</b>  Technical Presentation

	3. Case study of handling various schemes or projects or similar (10 Marks)	
	<b>Total (1 + 2 + 3)</b>	<b>100 Marks</b>

Copies of work orders/ agreement/ completion certificates must be submitted as a proof for each assignment. No assignment should be repeated across various categories of evaluation parameters. Ongoing assignments will be considered for evaluation only if 6 months of the project period have elapsed.

All the team members of the PMU are expected to be deployed full-time for a period of 3 years at ORMAS, Bhubaneswar, Odisha. They will be allowed to avail casual leave for a maximum of 15 days in a year. Office space with necessary facilities, including vehicle for official travel, shall be provided by ORMAS to the PMU team. None of the team members should engage in any other engagement while being deployed at the PMU.

In case ORMAS needs any additional resources with specific expertise on part-time/ full-time basis for the assignment towards successful achievement of the desired outcomes, the same shall be deployed by the selected bidder as per mutually agreed terms and conditions.

**\* Bidders who secure above 70 marks from the total (100 marks) in the technical proposal will be called for financial evaluation.**

**3. Financial Evaluation (3rd Stage):** The financial proposals of only those bidders qualifying the technical evaluation (2nd Stage) 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.

## 10. Evaluation Process

QCBS method will be followed during the overall selection process. The financial bids of technically qualified bidders will be opened on the prescribed date in the presence of bidder's representatives.

The lowest evaluated Financial Bid (Fm) shall be given the maximum financial score (Sf) of 100. The formula for determining the financial scores of all other bids shall be calculated as follows:  $Sf = 100 \times Fm/F$ , in which "Sf" is the financial score, "Fm" is the lowest price, and "F" the price of the bid under consideration. The weights given to the Technical (T) and Financial (P) Bids shall be:

T = 80, and

P = 20

Bids shall be ranked according to their combined scores, calculated using the technical score (St) and financial score (Sf) and the weights as follows:

$$S = St \times T\% + Sf \times P\%$$

The bidder, who has the highest score in the QCBS and shall be called for further process leading to the award of the contract. The bid price will include all taxes as applicable and shall be in Indian Rupees. Prices quoted in the bid must be firm and final and shall not be subject to any modifications on any account whatsoever. In case of a tie, the bidder having higher technical score will be considered the preferred bidder.

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 overhead expenses.



## **11. Performance Bank Guarantee (PBG)**

Within 15 days of notifying the acceptance of a proposal for award of contract, each qualified bidder shall have to furnish a Performance Bank Guarantee amounting to **5% of the contract value** from a Scheduled Commercial Bank situated in Bhubaneswar in favor of “ORMAS”, as per the format at Annexure - II, 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.

## **12. Contract Negotiation**

Contract negotiation, if required will be held at a date, time and address as intimated to the selected bidder/s. The 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.

## **13. 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 bidders will be asked to sign the contract after fulfilling all formalities within 15 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. The contract can be extended for 2 years beyond these 3 years based on satisfactory performance. A 10% increase in rates will be provided for the additional period of 2 years after completion of 3 years, when extension is granted to the selected Agency.

## **14. Conflict of Interest**

Conflict of interest exists in the event of:

1. Conflicting assignments, typically monitoring and evaluation/environmental assessment of the same project by the eligible bidder.
2. Consultants, agencies, or institutions (individuals or organizations) who have a business or family relation with the Client directly or indirectly.
3. 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.
4. Conflicting assignments, typically working as Central Technical Support Agency (CTSA) or Project Implementing Agency (PIA) of skill scheme of ORMAS by the eligible bidder.

## **15. Disclosure**

1. 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.
2. 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.
3. Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:

Selection of Agency for Setting up Project Management Unit (PMU) in ORMAS for implementation of various schemes or projects

- i. 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.
- ii. corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract.
- iii. failure to fulfil any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

## 16. Anti-corruption Measure

1. 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.
2. 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, disqualifying it from participating in any related bidding process for the said period.

## 17. Language of Proposals

The proposal and all related correspondence exchanged between the bidder and the Client shall be written in the **English** language. 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.

## 18. 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.

## 19. Legal Jurisdiction

All legal disputes are subject to the jurisdiction of Hon'ble High Court, Odisha, Cuttack, and Civil Court of Bhubaneswar only.

## 20. 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 th

e prevailing laws of Government of India / Government of Odisha. Failure on bidder's part to furnish the deliverables as per the agreed timeline 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.

## **21. 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.

## **22. Amendment of the RFP Document**

At any time before submission of proposals, the Client may amend the RFP by issuing an addendum through ORMAS 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 proposals.

## **23. 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.

## **24. Copyright, Patents and Other Proprietary Rights**

ORMAS shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights, and trademarks, about Documents and other materials which bear a direct relation to or are prepared or collected in consequence or during 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.

## **25. Replacement of the Personnel**

The professionals to be deployed under this contract are expected to be dedicated for the entire contract period. However, change will be allowed under following circumstances only after due approval:

### **(A) During team deployment/ start of engagement**

1. Due to any unavoidable circumstances, not more than 8 CVs (out of 16) submitted for evaluation may be replaced by the selected Agency during team deployment, duly notifying the circumstances necessitating the replacements, subject to approval of proposed replacement CVs.
2. If more than 8 CVs (out of 16) are replaced, a penalty of 1% of contract value per CV replaced may be imposed on the selected Agency.
3. If more than 8 CVs (out of 16) are replaced, then the contract with the selected Agency may be rescinded and the PBG amount may also be forfeited.

### **(B) During the assignment**

1. In case of non-satisfactory performance of any of the assigned personnel during the course of the assignment, the client reserves the right to request for a replacement. Once a request is raised, the consultant must provide the CV and other qualification and details of the replacement personnel so as to permit evaluation, within 30 days. On receipt of such CVs, the client must process the same within 15 days and communicate its approval / rejection. In case of failure to provide replacement CVs of personnel within 45 days of communication of the request for a change, to the satisfaction of the client, the client reserves the right to not make payment for the resource and the resource may be treated as withdrawn after communication of such rejection.
2. Under unavoidable circumstances of one or more personnel becoming unavailable / leaving the project for any reason during the course of the assignment, the consultant must notify the client at least 7 days in advance, explaining the 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. On being duly satisfied, the request for change may be approved / rejected by the client within 7 days of receipt of the same.
3. Once the proposal for replacement is accepted, the consultant must replace the professional within 45 days of the communication of such approval. Client reserves the right to invoke the right to claim liquidated damages in case of failure of the Consultant to provide replacement personnel to the satisfaction of the Client after 8 such attempts.
4. Further, acceptance of such replacement by the client shall not relieve the consultant from responsibility for failure to meet the requirements of the contract. Any change in personnel without due

Selection of Agency for Setting up Project Management Unit (PMU) in ORMAS for implementation of various schemes or projects approval by the Authority will lead to implication of liquidated damages of up to 10% of the contract value.

## **26. 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 reserves the right to cancel the contract without any obligation to compensate the agency in any manner for whatsoever reason.

## **27. Settlement of Disputes**

The Client and the Consultant shall make every effort to resolve amicably, by direct informal negotiation, any disagreement or dispute arising between them under or arising from or in connection with the Contract within Thirty (30) days from the commencement of such informal negotiation. All dispute resolution proceedings shall be held at Bhubaneswar, Odisha, and the language of such proceedings and that of all documents and communications between the parties shall be in English. THE CHIEF EXECUTIVE OFFICER, ORMAS, Govt of Odisha will be the final authority to resolve the dispute arising between and the Client and the Consultant.

## **28. Disqualification of Proposal**

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

1. Proposal submitted without Bid Processing Fee & EMD as applicable.
2. Proposal not submitted in accordance with the procedure and formats as prescribed in the RFP.
3. During validity of the proposal, or its extended period, if any, the bidder increases the quoted prices.
4. Proposal is received in incomplete form.
5. Proposal is received after due date and time for submission of bid.
6. Proposal is not accompanied by all the requisite documents / information.
7. Bids with any conditional technical and financial offer.
8. 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.
9. Proposal is not conforming to the requirement of the scope of the work of the assignment.
10. Bidder tries to influence the proposal evaluation process by unlawful/corrupt/fraudulent means at one or any point of time during the bid process.
11. If, any of the bid documents, 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 bidders or any person acting on its behalf indulges in corrupt and fraudulent practices.
12. Any other condition / situation which holds the paramount interest of the Client during the overall section process.

## **Section III: Terms of Reference**

### **Selection of Agency for Setting up Project Management Unit (PMU) in ORMAS for implementation of various schemes or projects**

#### **1. Introduction**

Odisha Rural Development and Marketing Society' (ORMAS) is a society under Panchayati Raj Department, Government of Odisha. Registered under Societies Registration Act-1860, it has been rendering notable services in implementation of various schemes and projects in the state of Odisha including implementation of the national programme.

#### **2. Objective of the Proposal**

The objective of engaging a Program Management Unit (PMU) is to bring competency in project management by bringing innovation, best practices, focusing on key result areas, and timely delivery with maximum output.

#### **3. Scope of Work**

The expected deliverables of the consultancy services will be to provide high quality services to PMU along with well-established office at state through deployment of qualified consultants. The consultants will be deployed as agreed in the agreement. This dedicated team of experts / professionals would be appointed by the Agency for carrying out the assignment. The 'Agency' shall provide technical assistance to PMU for overall program management of various projects in the state and enabling effective implementation of various schemes or projects under ORMAS in each district / block level.

The scheme is aiming to alleviate rural poverty and create sustainable livelihoods opportunities among rural poor. To undertake the proposed activities, necessary to strengthen Panchayati Raj Institutions (PRIs) to enable them to discharge their functions in all levels. The proposed activities have planned to implement at grassroots level, involving the GP and Panchayat Samiti members. Moreover, the barefoot staff at GP / village level i.e. MBK and CRPs will be used for smooth implementation of the proposed projects or schemes

The project will be implemented by ORMAS under Panchayati Raj and Drinking Water Department, Govt of Odisha through the district offices of ORMAS. The proposed activities will be percolate to the grass root level through the District units of ORMAS as ORMAS has a professional approaches, the proposed activates will be performed by hiring the service providers through tender process.

The project will be monitored and Coordinated by ORMAS under Panchayati Raj and Drinking Water Department, Govt of Odisha. The Agency will support in driving innovation through new initiatives or enhancement of new processes through following activities:

1. Annual Plan of Operation
2. Project Appraisal
3. Procurement support services:
4. Financial management support services
5. MIS & IT Management support
6. Monitoring and Evaluations and Reporting:
7. Knowledge Management and Innovation:
8. Capacity Building
9. Documentation, IEC and Publicity
10. File processioning

11. Project Reporting
12. Other Support Activities

#### 4. Team Composition

The PMU shall comprise of following team members:

SI No	Human Resources / Consultants	Number of Resources
1.	Capacity Building Expert	1
2.	Monitoring & Evaluation Expert	1
3.	MIS Expert	1
4.	Procurement & Finance Expert	1
5.	Finance Expert	1
6.	IEC Expert	1
7.	Placement & Industry Connect Expert	1
8.	Mobilisation Expert	1
9.	MIS Analyst	1
10.	Marketing Expert	3
11.	Livelihoods Expert	3
12.	Legal Expert	1
	Total	16

S.No	Role	Education and Qualification	Key Roles & Responsibilities
1	Capacity Building Expert (One)	<ul style="list-style-type: none"> <li>PG Diploma in Management (2 years) / MBA/ MSW / Masters in Rural Development/ Rural Management</li> <li>At least 7 years of experience as expert/ Specialist / coordinator/ project manager level in Development Projects implemented by State / Central Government Departments, corporations, authorities etc. in general and at least 5 years' experience at similar level in implementation of government scheme.</li> <li>Should have at least 5 years of experience at state/national level PMU/ TSU in capacity building, mobilization, counselling and implementation of various skilling and livelihood schemes.</li> </ul>	<ul style="list-style-type: none"> <li>Developing and execution of a comprehensive capacity development plan for Project implementation staff across all stake holders such as PIAs, State/ Block / District level staff, Trainers, Operation, Finance and Quality control team of project implementing agencies (PIAs), workshops etc. based on the Training need analysis of respective stake holders of various scheme</li> <li>Responsible for overall functioning of the Programme Management Unit (PMU).</li> <li>Build and maintain a high performing team in the PMU.</li> <li>Provide effective program management, managing human and financial resources to effectively achieve the objectives of the various schemes or projects.</li> <li>Ensure that deliverables are delivered in a timely manner.</li> <li>Conceptualise innovation projects for improved public service delivery.</li> <li>Act as a formal channel of communication between the selected Agency and various schemes or projects.</li> <li>Report to the Director cum Chief Executive Officer, for effective implementation of various schemes or projects.</li> </ul>

S.No	Role	Education and Qualification	Key Roles & Responsibilities
2	Monitoring & Evaluation Expert (One)	<ul style="list-style-type: none"> <li>Master's Degree (or equivalent) in Management, Development Studies/ Practice, Social Work, MBA or related field(s) from a reputed National/ International University/ Institution</li> <li>Minimum of 7 years total work experience related to project management in private/ public/ non-for-profit sector</li> <li>Minimum of 4 years of experience in implementation of government schemes/ projects</li> <li>Expertise in Livelihood/ Skill Development</li> </ul>	<ul style="list-style-type: none"> <li>Development of Comprehensive framework for Monitoring &amp; Evaluation of all Projects.</li> <li>Ensure effective implementation of M&amp;E Plan / framework as per program guidelines, SoP, Notifications etc time to time.</li> <li>Monitoring of PIAs work to ensure timelines adhered as per guidelines and suggest mechanisms for effective delivery of the selections within the agreed timelines.</li> <li>Conduct evaluation / appraisal methods for due diligence techniques as per the SOP of scheme.</li> <li>Conduct regular review meetings of PIAs and strengthen the reporting systems with alerts generated.</li> <li>Assist ORMAS in review of PIAs, filed functionaries &amp; other stakeholders and prepare reports with suggestions for improvement in the implementation system.</li> <li>Development of Comprehensive framework for Monitoring &amp; Evaluation of Projects encompassing overall program management for effective implementation at State, District, Block and Gram Panchayat level. The agency would be mandated with the end-to-end solutions for planning and management, monitoring and reporting effectively.</li> <li>Develop system for knowledge management to provide insights for policy management / formulation, best practices (like migration support centres, finishing schools, community colleges etc.).</li> <li>Enforce default management procedures as laid down in the SoP and program guidelines.</li> <li>Design appropriate tracking surveys to capture programs outcome in terms of enhanced employability and improvement in the employment prospects.</li> <li>Other similar activities as when required</li> </ul>
3	MIS Expert (One)	<ul style="list-style-type: none"> <li>Should be a B-Tech/MBA /Postgraduate in Rural Development/ MSW/ MCA degree with minimum of 07 years of experience in IT and MIS management.</li> <li>Experience of working in at least one project using web-based monitoring and evaluation tools</li> <li>Experience in working on web-based MIS platform preferably on livelihoods/</li> </ul>	<ul style="list-style-type: none"> <li>Support in maintaining all existing web-based MIS systems of various schemes or projects from training centre level to state level and providing training and other supports to PIAs and personnel involved in the programme.</li> <li>End to end process in handling MIS (e.g. Kaushal Bharat, Kaushal Panjee, etc), data management and reporting.</li> <li>Use the MIS to periodically produce analytical reports to advise ORMAS and PIAs on project performance. Furnish reports as required by MoRD through ORMAS.</li> <li>Review the MIS and identify ways in which it</li> </ul>



S.No	Role	Education and Qualification	Key Roles & Responsibilities
		skill development/ rural poverty reduction program .	<p>can be strengthened and supplemented through additional survey / studies for assessing and establishing the outcomes of the program (i.e., results beyond the outputs).</p> <ul style="list-style-type: none"> <li>• Coordination with existing software vendors of ORMAS, and IT team of MORD, NIRD-PR, NIC, OCAC, IIIT to resolve the MIS / IT related issues and with PIAs, and district officers of ORMAS, Assessment &amp; Certification agencies for effective implementation and data capturing in the present / future MIS systems.</li> <li>• Training to the PIAs and ORMAS staff on all MIS, IT Systems, reporting formats, templates &amp; other specific information requirements as per MIS to be used/ over mail / website as directed by ORMAS.</li> <li>• Design ICT framework (Apps and other tools) and implement the same for the projects.</li> <li>• Other similar activities as when required</li> </ul>
4	Procurement & Finance Expert (One)	<ul style="list-style-type: none"> <li>• Qualified CA/ M.Com./CMA</li> <li>• At least 7 years of experience as state level expert/ Specialist / coordinator/ project manager level in Development Projects implemented by State / Central Government Departments /, corporations, authorities etc. in general OGFR and at least 5 years' experience at similar level in public Procurement only &amp; government scheme.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide back-end support to ORMAS to maintain records of expenditure incurred for the program along with the supporting documents, track expenditure by activity heads, etc.</li> <li>• Prepare statements of expenditures (SOE), compiling and preparing consolidated progress reports for the project related expenditure.</li> <li>• Prepare the project budget and forecasting of expenditures for each financial year along with budget control.</li> <li>• Evaluate financial statements of PIAs periodically confirming expenditure as per norms and expedite fund / instalments release based on the project success rate.</li> <li>• Develop parameters for financial audit of PIAs expenditure and project and guide &amp; support the auditors of ORMAS in this matter.</li> <li>• Assist in on-line monitoring and audit of the progress and outcomes of the projects being executed through ORMAS through various schemes.</li> <li>• Provide support through all the stages of project appraisal as per requirement specified in ERP /SOP/ Guidelines/ EoI &amp; RFPs / e-tender etc.</li> <li>• Planning for procurement of goods and services required for the organization and prepare estimate based on the fund availability.</li> <li>• Providing operational support in relation to procurement, contracting and contractor management</li> </ul>

S.No	Role	Education and Qualification	Key Roles & Responsibilities
			<ul style="list-style-type: none"> <li>Facilitating expenditure reviews to identify opportunities to add value through improved procurement</li> <li>Other similar activities as when required.</li> </ul>
5	Finance Expert (One)	<ul style="list-style-type: none"> <li>CA/M.Com/CMA</li> <li>At least 7 years of experience as Development Projects implemented by State / Central Government Departments /, corporations, authorities etc. in general and at least 2 years' experience at similar level in government scheme.</li> </ul>	<ul style="list-style-type: none"> <li>Streamlining all financial protocols related to the release of various instalments at the state level.</li> <li>Ensure timely release of instalment as per norms and guidelines</li> <li>Identify challenges and bottlenecks in the financial management system.</li> <li>management of PFMS, eKuber, SNA accounts and other similar financial tools. Proven ability to prepare necessary financial reports including budget preparation, statement of expenditure etc., along with the financial statement</li> <li>Develop parameters for financial audit of PIAs expenditure and project and guide &amp; support the auditors of ORMAS in this matter.</li> <li>Assist in on-line monitoring and audit of the progress and outcomes of the projects being executed through DDU-GKY funds.</li> <li>Strengthening of processes and financial system systems.</li> <li>Undertaking review of Utilization Certificates (UCs) submitted by partners.</li> <li>Proposal evaluation and appraisal received for empanelment of new partners.</li> <li>Management accounting by ensuring regular update of accounts.</li> <li>Review of internal and external financial reports as per requirement.</li> <li>Periodical review.</li> <li>Reporting of the finance information system</li> <li>Tracking the budget vrs expenditure.</li> <li>Other similar activities as when required.</li> </ul>
6	IEC Expert (One)	<ul style="list-style-type: none"> <li>Masters in mass communication/ media/ any relevant master's degree.</li> <li>At least 7 years of experience in managing project promotion, IEC and Branding.</li> <li>At least 5 years of experience in developmental projects implemented by state or central Government Departments / Missions or authorities for IEC, Publicity and documentation etc.</li> </ul>	<ul style="list-style-type: none"> <li>Support the continual development and execution of a strong and effective communication and outreach programme to meet the objectives of various projects or schemes.</li> <li>Create and manage production of all types of communication materials such as brochures, newsletters, presentations, briefing notes for senior officers, media releases and others.</li> <li>Liaise and coordinate with all teams/sections within SRLM and the communications team at head quarter to prepare periodic knowledge work, communication and marketing materials including collation of Best Practices.</li> <li>Devise plans for various macro and micro level</li> </ul>

S.No	Role	Education and Qualification	Key Roles & Responsibilities
		<ul style="list-style-type: none"> <li>Working experience of managing community outreach programs in government projects/skill or rural development assignment would be preferable.</li> </ul>	<ul style="list-style-type: none"> <li>IEC initiatives to promote the program and ensure deep outreach at grassroots level.</li> <li>Develop system for Knowledge Management in which provides the insights for policy formulation, best practices, pilot studies etc.</li> <li>Work closely with Mobilization team to strategize and execute program promotion for mobilization of youth.</li> <li>Content writing both in English and Odia for all types of documentation.</li> <li>Facilitating publication of coffee table book, booklets, books, and other IEC Materials both in print and electronic form (e-book)</li> <li>Other similar activities as when required.</li> </ul>
7	Placement and Industry Connect Expert (one)	<ul style="list-style-type: none"> <li>PG Diploma in Management (2 years) / MBA/ MSW / Masters in Rural Development/ Rural Management or Any related technical/business master's degree</li> <li>At least 7 years of experience in Skill Development Project implemented by State / Central Government Departments / State Skill Development Missions, corporations, authorities etc. in general and at least 5 years' experience at similar level in implementation of government scheme including managing employers, conducting placement drives and campus interviews.</li> </ul>	<ul style="list-style-type: none"> <li>Map jobs in industries and other companies to facilitate the placement and submit vacancies available in different industries time to time to ORMAS.</li> <li>Scout and coordinate with the employers /industries for domestic placement of trained youths which will be at least 50% of the numbers of trained candidates.</li> <li>Effectively coordinate Placement with Placement Managers of Training Partners.</li> <li>Other similar activities as when required.</li> <li>Assist in Developing new contacts with various corporates/industries for the purpose of expanding employment opportunities for students and wider industry engagement</li> <li>Coordinate with the PIA &amp; ORMAS for various activities, including placement, industry linkages and tracking.</li> <li>Support for placement and retention of the trained youth with career progression.</li> <li>Support in setting up Migration support centres as per the requirement of ORMAS in major job/placement locations. The MSC will be set as per the guidelines of the programme.</li> <li>Organize Alumni meets in different placement locations (inside and outside state).</li> <li>Monitor the Post Placement Support activities</li> <li>Other similar activities as when required.</li> </ul>
8	Mobilization Expert (one)	<ul style="list-style-type: none"> <li>Graduate in Rural Development/Social Work or Graduate with Diploma in Rural Development/Social Work</li> <li>Should have minimum 5 years of post-qualification experience in relevant fields such as social mobilization of rural youth and</li> </ul>	<ul style="list-style-type: none"> <li>Devise mobilization plans for the project.</li> <li>Overseeing engagement of all stakeholders such as GPs, District Level Officers</li> <li>Provide handholding support to PIAs in planning mobilization, preparation of counselling modules, adoption and documentation of counselling-related good practices</li> <li>Work closely with IEC and Branding team to</li> </ul>

S.No	Role	Education and Qualification	Key Roles & Responsibilities
		<p>counselling.</p> <ul style="list-style-type: none"> <li>Working experience in government projects/skill or rural development assignment would be given preference.</li> </ul>	<p>prepare outreach plan.</p> <ul style="list-style-type: none"> <li>Plan and strategize various capacity building initiatives across the thematic areas.</li> <li>Co-ordination with the various field offices of the departments of the State Government to help them achieve their Skill Targets.</li> <li>Other similar activities as when required.</li> </ul>
9	MIS Analyst (one)	<ul style="list-style-type: none"> <li>B.Tech in any branch/ MCA/MSc-IT with at least 2 years of experience of working on functional MIS platform of Government Schemes</li> </ul>	<ul style="list-style-type: none"> <li>Setting up monitoring and tracking systems to assess the success of existing skill development programmes in the State. A common database of all candidates, employers, potential trainees and details of inspection reports and other training institutions shall be set up by the mission through a comprehensive IT portal.</li> <li>Avoid duplicate data entry: Capture information at the source, and design systems to capture absolute minimum required fields for data entry, at each stage of the workflow.</li> <li>Ensure Transparency and timely availability of information.</li> <li>Other similar activities as when required.</li> </ul>
10	Marketing Expert (3 nos)	<ul style="list-style-type: none"> <li>MBA/PGDM in Marketing / Communications / Public Relations / Social Work / Rural Development or equivalent from a recognized institution/university with Minimum 5 years of experience in marketing, branding, or communication strategy in the skill development, or livelihood projects in Government or Non-Government Sector.</li> </ul>	<ul style="list-style-type: none"> <li>Develop and implement a comprehensive marketing strategy for various projects of ORMAS.</li> <li>Establish linkages with industries, corporates, and potential organizations for marketing.</li> <li>Design and execute IEC campaigns to increase awareness among rural youth, training partners, and industry stakeholders.</li> <li>Facilitate in compiling success stories, case studies, videos, testimonials for marketing of rural products.</li> <li>Support in organizing exhibitions, export, fairs and festivals, retail and e-commerce.</li> <li>Provide Knowledge support towards packaging, certifications, etc. of products.</li> <li>Other similar activities as when required.</li> </ul>
11	Livelihood Expert (3 nos)	<ul style="list-style-type: none"> <li>Postgraduate in Management, Social Work, Economics, Rural Development, or related fields with minimum 5 years of experience in skill development, vocational training, or government-funded livelihood projects.</li> <li>Experience in project monitoring, MIS, and compliance with skill development schemes like</li> </ul>	<ul style="list-style-type: none"> <li>Oversee implementation and quality monitoring of skill development initiatives under ORMAS.</li> <li>Track and evaluate training partners based on performance metrics, including placement and retention.</li> <li>Develop training plan/strategy, designing courses/curriculum for skill training</li> <li>Facilitate employer engagement and demand-driven skilling strategies.</li> <li>Support capacity-building programs for stakeholders, including training partners and district-level teams.</li> </ul>

S.No	Role	Education and Qualification	Key Roles & Responsibilities
		DDUGKY, PMKVY, or state-led programs.	<ul style="list-style-type: none"> <li>Ensure compliance with scheme guidelines and optimize fund utilization.</li> <li>Collaborate with government agencies, sector skill councils, and private sector players to enhance the skilling ecosystem.</li> <li>Other similar activities as when required.</li> </ul>
12	Legal Expert (One)	<ul style="list-style-type: none"> <li>5-Years Integrated law course from any NLU with atleast 3 years of experience.</li> </ul>	<ul style="list-style-type: none"> <li>Drafting and Reviewing Legal Documents.</li> <li>Thorough understanding of law and its implications.</li> <li>Strong negotiation and dispute resolution skills</li> <li>Strong analytical and research skills and excellent communication skills.</li> <li>Tech-savvy legal skills, such as proficiency with legal research databases, e-discovery platforms, and case management software Knowledge.</li> <li>In-depth knowledge of contract law, arbitration, tender laws, and land acquisition laws.</li> <li>Knowledge of current legislation practices</li> <li>Ability to work independently, Ability to work with others, and analysis abilities.</li> <li>Support ORMAS in complying with all pertinent laws and regulations.</li> </ul>

## 5. Deliverables and Payment Schedule

The assignment shall be for a period of 3-year duration from the date of effectiveness of the Contract.  
The deliverable and payment schedule shall be as follows:

Sr. No.	Milestone	Timeline (where 'T' is the date of signing of Agreement)	Percentage of Fee
1	Monthly Progress Reports	Monthly	100% (Equally divided across 36 months payments)
	<b>Total</b>		<b>100%</b>

The invoices will be paid within 2 weeks of the submission of the same.

## 6. Reporting arrangements

The PMU will work under the direct supervision of The Chief Executive Officer, and Additional Chief Executive Officer ORMAS, Government of Odisha.

## **7. Type of Contract / Service:-**

This is a Time based Contract. The staff shall be deployed by the agency on full time basis at state offices of ORMAS. ORMAS will provide working space, stationaries, travel facilities etc. to the human resources engaged for PMU. The mode of the assignment is to provide techno-managerial support to ORMAS in project successful implementation at state level.

## **8. Services and Facilities to be provided by the Client (ORMAS)**

ORMAS will provide the following:

- Provision of work station at head quarter of ORMAS at Bhubaneswar.
- ORMAS will provide IT equipment i.e. desktop, laptop, camera, Scanner, Printer etc. and office stationeries as per requirement for day to day work.
- Travel expenses during travel to outstation will be borne ORMAS of the human resources engaged in the PMU with due approval from competent authority as per the rules of ORMAS. The TA claim of Experts of PMU will be at par with the Deputy CEO, ORMAS.

## **9. Other Terms & Conditions:**

- ii. The expert at state level should generally be stationed in Bhubaneswar. However, depending upon requirement he may be deputed to districts for field visits, etc. The staff has to follow the working hours, working days and holidays of Govt. of Odisha.
- iii. The experts at State level shall get prior approval of Chief Executive Officer, ORMAS before leaving Head Quarter.
- iv. Leave entitlement and computation will be effective from date of start of project. A consultant (staff) can avail maximum 12 leaves per year on pro-rata basis. More than that proportionate deduction from respective man-month consultancy amount.
- v. Leave can't be claimed as right. Except in case of emergencies, all leave will be granted subject to organization's requirements. A situation will be considered an emergency on a case-by-case basis and will be decided by the Chief Executive Officer, ORMAS (at State Level).
- vi. After selection of the agency, the Contract will be executed between ORMAS and Selected agency. The clauses of the Contract will be binding on the parties.
- vii. Deployment of Staff: The agency shall deploy the required staffs as per the requirement from time and time. The number of staff may increase or decrease at any point of time.
- viii. **Additional Scope:** As per the need, The Client may assign additional scope at any point of time during the period of Contract or after closure of the Contract as the case may be. The consulting fee may revise in future as per the need and gravity of the project cost proposed by the bidder. The cost of the additional scope shall be determined separately by the approval of the competent Authority.

## **Section IV: Technical Proposal Submission Forms**



## **Tech - 1 Covering Letter**

*(On Bidder's Letter Head)*

[Location, Date]

To,

**THE CHIEF EXECUTIVE OFFICER  
Odisha Rural Development and Marketing Society  
Panchayati Raj & Drinking Water Department,  
Government of Odisha SIRD & PR Campus,  
Unit – VIII, Bhubaneswar, Odisha – 751012**

**Subject: Selection of Agency for Setting up Project Management Unit (PMU) in ORMAS for implementation of various schemes or projects [TECHNICAL PROPOSAL]**

Dear Sir,

I, the undersigned, offer to provide the services for the proposed assignment in respect to your Request for Proposal No.: \_\_\_\_\_, Dated: \_\_\_\_\_. I hereby submit the proposal which includes this technical proposal sealed under a separate envelope. Our proposal will be valid for acceptance up to **180 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 including of our technical & financial proposal is found to be deviated, then your department shall have rights to reject our proposal. 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 Bidder:** \_\_\_\_\_

## Tech 2: Bidder's Organization (General Details)

S. No.	Description	Full Details
1	<b>Name of the Bidder</b>	
2	<b>Address for communication:</b> Tel: 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>	
7	<b>EMD Details</b>	
8	PAN Number	
9	Goods and Services Tax Identification Number (GSTIN)	
10	Willing to carry out assignments as per the scope of work of the RFP	YES
11	Willing to accept all the terms and conditions as specified in the RFP	YES

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

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

***Bidders should submit the required supporting documents as mentioned above. Non- submission of required documents as listed above will lead to rejection of the bid.***

### Tech 3: Bidders Financial Details

Financial Information (In INR)				
Details	FY 2021-22	FY 2022-23	FY 2023-24	Average
Consulting Turnover (in Crores)				
<p><b>Supporting Documents:</b></p> <p>Audited certified financial statements for the last three FYs (Submission of copies of Income &amp; Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form)</p> <p><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 along with the technical proposal failing which the proposal will be out rightly rejected.</i></b></p>				

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: \_\_\_\_\_

***Bidders should submit the required supporting documents as mentioned above. Non-submission of required documents as listed above will lead to rejection of the bid.***

**Tech 4: Format for Power of Attorney**  
**(on Bidders Letter Head)**

I, \_\_\_\_\_, the \_\_\_\_\_ Designation) of (Name of the Organization) in witness where of certify that **<Name of person>** is authorized to execute the attorney on behalf of **<Name of Organization>**, **<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 favor authority is being made under the attorney given below are hereby certified.

Name of the Authorized Representative:

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

\_\_\_\_\_

CERTIFIED:

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

***Address of the Bidder:***

Note: Board resolution confirming the Authority of the signatory to submit the proposals could also be provided as a substitute to the Power of Attorney.

### Tech 5: Bidders Past Experience Details

<b>Assignment Name:</b>		<b>Country:</b>
<b>Location within Country:</b>		<b>Professional Staff provided by your Firm / Entity (profiles):</b>
<b>Name of Client:</b>		<b>No of Staff:</b>
<b>Address:</b>		<b>No of Staff-Months:</b>
<b>Start Date:</b>	<b>Completion Date:</b>	<b>Approx. Value of Services (in INR):</b>
<b>Name of Associated Consultants, If Any:</b>		<b>No of Months of Professional Staff Provided by Associated Consultants: NA</b>
<b>Name of Senior Staff Involved and Corresponding Positions:</b>		
<b>Narrative Description of Project:</b>		
<b>Description of Actual Services Provided by Your Staff:</b>		

## **Tech 6: Declaration of Conflict of Interest and Activities**

Are there any activities carried out by your agency which are of conflicting 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,

### **On Bidders Letter**

I hereby declare that our agency is not indulged in any such activities which can be termed as the conflicting activities as mentioned in **Section 2: [Information to the Bidder] under Eligibility Criteria: Para (5)**.

I also acknowledge that in case of misrepresentation of any 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]:**

**Address of the Bidder:**

**Bidders should submit the required supporting Documents as mentioned above. Non- submission of required Documents as listed above will lead to rejection of the bid.**

## **Tech 7: Comments and Suggestions 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 they are 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 initials with Date and Seal]:**

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

## **Tech 8: 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 their 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, they 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 three sections]

- A. Understanding of Assignment and Issues/ Challenges**
- B. Description of Approach, Methodology and Work Plan**
- C. Case study of handling similar PMU for various projects or schemes**

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

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



## Tech 9: Format of Curriculum Vitae (CV) for Proposed Key Professional

1. **Proposed Position:**

2. **Name of Firm:**

3. **Name of Staff:**

4. **Date of Birth:**

5. **Nationality:**

6. **Education:**

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

7. **Membership in Professional Associations:**

8. **Other Trainings:**

9. **Countries of Work Experience:**

10. **Languages:**

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

11. **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, where appropriate as per the prescribed format given below]

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

12. **Work Undertaken that Best Illustrates Capability to Handle the 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><i>Sectoral Expertise (as per Section III TOR and Team Composition)</i></b>	
<b><i>Name of the Project</i></b>	
<b><i>Year</i></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 writeup restricted to 5 pages only with quality information relevant to the key professional requirements. The CVs needs to be jointly signed by the proposed professional and the authorized representative of the Bidder.**

### Tech 10: Proposed Plan to Carry out the Assignment

Month →	1	2	3	4
Sequence of Activities / Sub Activities				
↓				

*Indicate all main activities / sub activities of the proposed assignment and other associate sub-periodic activities.*

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

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

## **Section V: Financial Proposal Submission Forms**

**Fin 1: Covering Letter**  
(On Bidders Letter Head)

[Location, Date]

To,

**THE CHIEF EXECUTIVE OFFICER**  
Odisha Rural Development and Marketing Society  
Panchayati Raj & Drinking Water Department,  
Government of Odisha SIRD & PR Campus,  
Unit – VIII, Bhubaneswar, Odisha – 751012

**Subject: Selection of Agency for Setting up Project Management Unit (PMU) in ORMAS for implementation of various schemes or projects. [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\*]**.

The above quoted 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 **180 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 FIN-2 Summary of financial Proposal, FIN-3- Breakdown of Remuneration of Key Professionals, FIN-4- Breakdown of Overhead Expenses**

**Fin 2: Summary of Financial Proposal**

<b>Name of the Assignment:</b>					
<b>Sr. No.</b>	<b>Fee Particulars</b>	<b>Amount in INR</b>			
<b>A</b>	<b>Remuneration of Key Professionals</b>				
	<b>Description of Manpower</b>	<b>Qty</b>	<b>Monthly Fee (INR)</b>	<b>Annual Fee (INR)</b>	<b>Total Fee (INR)</b>
1.	Capacity Building Expert	1			
2.	Monitoring & Evaluation Expert	1			
3.	MIS Expert	1			
4.	Procurement & Finance Expert	1			
5.	Finance Expert	1			
6.	IEC Expert	1			
7.	Placement and Industry Connect Expert	1			
8.	Marketing Expert	1			
9.	MIS Analyst	1			
10.	Marketing Expert	3			
11.	Livelihood Expert	3			
12.	Legal Expert	1			
<b>B</b>	<b>Total Remuneration of Key Professionals</b>				
<b>C</b>	<b>Overhead</b>				
<b>D</b>	<b>Consulting Fee (B+C)</b>				
<b>E</b>	<b>Taxes applicable as per GST Act @ _____ % of Consulting Fee (D)</b>				
<b>Grant Total (INR) (D+E)</b>					
<b>In Words</b>					

**NB:**

- Bidders shall submit the financial proposal as per the prescribed format given above in both figures and words and signed by the Authorized Representative. In the event of any difference between figures and words, the amount indicated in words shall prevail.*
- Taxes will be paid by the Client as per the applicable rate under GST Act from time to time. Consultancy fee proposed for the assignment shall remain fixed till completion of the contract.*

**Authorized Signatory [In full and initials]:****Name and Designation with Date& Seal:**

### Fin 3: Detail Break-Up of Fee for Key Professionals

Sr. No.	Position	Requirement	Name of Key Person/s	Monthly Fee in INR	Yearly Fee in INR	Total Fee for 36 Months (INR)
1.	Capacity Building Expert	1				
2.	Monitoring & Evaluation Expert	1				
3.	MIS Expert	1				
4.	Procurement & Finance Expert	1				
5.	Finance Expert	1				
6.	IEC Expert	1				
7.	Placement and Industry Connect Expert	1				
8.	Marketing Expert	1				
9.	MIS Analyst	1				
10.	Marketing Expert	3				
11.	Livelihood Expert	3				
12.	Legal Expert	1				
<b>Total</b>		<b>16</b>				
<b>In Words</b>						

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

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

**Fin 4: Breakdown of Overhead Expenses Detail Break-Up of Fee for Key Professionals**

<b>Sr. No.</b>	<b>Description</b>	<b>Unit</b>	<b>Quantity</b>	<b>Unit Price in INR</b>	<b>Total Amount in INR</b>
<b>1</b>					
<b>2</b>					
<b>3</b>					
<b>Grand Total in INR</b>					
<b>In Words</b>					

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

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



## **Section VI: Annexures**

### Annexure I: Bid Submission Checklist

Sr. No.	Description	Submitted (Yes/No)	Page No.
<b>Technical Proposal (Original + 1 Copy)</b>			
1	Filled in Bid Submission Check List (ANNEXURE I)		
2	Covering Letter (TECH 1)		
3	Bid Processing Fee of Rs. 10,000/-		
4	EMD of Rs. <u>10,00,000/-</u>		
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 FYs (21-22, 22-23, 23-24)		
9	General Details of the Bidder (TECH 2)		
10	Financial details of the bidder (TECH 3) along with all the supportive Documents such as copies of Profit — Loss Statement and Balance Sheet for the concerned period		
11	Power of Attorney (TECH 4) in favour of the personsigning the bid on behalf of the bidder		
12	List of completed assignments of similar nature (Past Experience Details) (TECH 5) along with the copies of work orders for the respective assignments		
13	Self-Declaration on Potential Conflict of Interest (TECH 6)		
14	Comments and Suggestions (TECH 7)		
15	Description of Approach, Methodology & Work Plan (TECH 8)		
16	CV of Key Professionals (TECH 9)		
17	Work Plan (TECH 10)		
<b>FINANCIAL PROPOSAL (ORIGINAL)</b>			
1	Covering Letter (FIN 1)		
2	Summary of Financial Proposal (FIN 2)		
3	Detail Break-up of Fee of Key Professionals (FIN 3)		
4	Breakdown of Overhead Expenses (FIN 4)		

#### Undertaking:

- All the information has 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.

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

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

**Annexure II: Performance Bank Guarantee Format**

[Location, Date]

To,

**THE CHIEF EXECUTIVE OFFICER**

Odisha Rural Development and Marketing Society  
Panchayati Raj & Drinking Water Department,  
Government of Odisha SIRD & PR Campus,  
Unit – VIII, Bhubaneswar, Odisha – 751012

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 affirm 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..... (month and year),

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

**This page intentionally left blank**