



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: 661

PT2-ORMAS-ADMIN-SERV-0007-2021

Date: 1/3/2025

### **REQUEST FOR PROPOSAL**

**Selection of Agency for providing Manpower to 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 providing Manpower to 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:

Sl.	List of Key Events	Critical Dates
1	Date of Issue of RFP	02.03.2025
2	Last Date for Submission of Proposal	25.03.2025, by 2 PM
3	Date of Opening of Technical Proposal	25.03.2025, 3 PM
4	Date of Opening of Financial Proposal	26.03.2025, 3 PM

The bidders must apply their proposal through e-tender process [www.tendersodisha.gov.in](http://www.tendersodisha.gov.in) latest by 25.03.2025 by 2 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

*Rathor*

Chief Executive Officer

Date: 1/3/2025

Memo No. 662

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

*Rathor*  
1.3.25

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: 661

Date: 01.03.2025

PT2-ORMAS-ADMIN-SERV-0007-2021

**REQUEST FOR PROPOSAL**

**Selection of Agency for providing Manpower to 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 providing Manpower to 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:

Sl.	List of Key Events	Critical Dates
1	Date of Issue of RFP	02.03.2025
2	Last Date for Submission of Proposal	25.03.2025, by 2 PM
3	Date of Opening of Technical Proposal	25.03.2025, 3 PM
4	Date of Opening of Financial Proposal	26.03.2025, 3 PM

The bidders must apply their proposal through e-tender process [www.tendersodisha.gov.in](http://www.tendersodisha.gov.in) latest by 25.03.2025 by 2 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

**Memo No. 662**

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

Sd/-  
Chief Executive Officer  
Date: 01.03.2025

Sd/-  
Chief Executive Officer

## **Request for Proposal**

### **Selection of Agency for providing Manpower to ORMAS for implementation of various schemes or projects**

#### **Government of Odisha**



Odisha Rural Development and Marketing Society  
Panchayati Raj and Drinking Water Department

*creating competence and values in rural Odisha*

**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)

**March 2025**

## Contents

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

3.	Scope of Work .....	20
4.	<b>Team Composition</b> .....	21
5.	<b>Deliverables and Payment Schedule</b> .....	29
6.	<b>Reporting arrangements</b> .....	29
7.	<b>Type of Contract / Service:-</b> .....	30
	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. ....	30
8.	<b>Services and Facilities to be provided by the Client (ORMAS)</b> .....	30
9.	<b>Other Terms &amp; Conditions:</b> .....	30
	<b>Section IV: Technical Proposal Submission Forms</b> .....	31
	<b>Tech - 1 Covering Letter</b> .....	32
	<b>Tech 2: Bidder's Organization (General Details)</b> .....	33
	<b>Tech 3: Bidders Financial Details</b> .....	34
	<b>Tech 4: Format for Power of Attorney</b> .....	35
	<b>Tech 5: Bidders Past Experience Details</b> .....	36
	<b>Tech 6:</b> 37	
	<b>Undertaking</b> .....	37
	<b>FORMAT FOR AFFIDAVIT CERTIFYING THAT BIDDER IS NOT BLACKLISTED</b> .....	37
	<b>Tech 7: Comments and Suggestions on the Terms of Reference / Scope of Work and Counterpart Staff and Facilities to be provided by the Client</b> .....	38
	<b>Tech 8: Description of Approach, Methodology and Workplan to Undertake the Assignment</b> .....	39
	<b>Tech 9: Proposed Annual Plan to Carry out the Assignment</b> .....	40
	<b>Section V: Financial Proposal Submission Forms</b> .....	41
	<b>Fin 1: Covering Letter</b> .....	42
	<b>Fin 2: Summary of Financial Proposal</b> .....	43
	<b>NB:</b> 45	
	<b>Fin 3: Detail Break-Up of Fee for Key Professionals</b> .....	46
	<b>Section VI: Annexures</b> .....	47
	<b>Annexure I: Bid Submission Checklist</b> .....	48
	<b>Annexure II: Performance Bank Guarantee Format</b> .....	49



### **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 & Bid Validity	Least Cost Selection (LCS) Method & Validity : 120 days
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	02.03.2025
5.	Deadline for Submission of Pre-Proposal Query through email:- ormashq@gmail.com	07.03.2025
6.	Pre-Bid Meeting	10.03.2025, at 11.30 am, Conference Hall of ORMAS, SIRD & PR Campus, Unit-8, Bhubaneswar
7.	Last Date for submission of Proposal	25.03.2025, by 02:00 PM
8.	Date of opening of Technical Proposal	25.03.2025 at 03:00 PM
9.	Date of opening of Financial Proposal	26.03.2025 at 03:00 PM
10.	Bid Processing Fee (Non-Refundable)	Rs.10,000/- INR (Rupees Ten thousand) only shall be deposited through online mode ( <a href="http://www.tendersodisha.gov.in">www.tendersodisha.gov.in</a> ).
11.	Earnest Money Deposit (EMD) (Refundable)	INR 7,00,000/- (Rupees Seven Lakhs only) only shall be deposited through online mode <a href="http://www.tendersodisha.gov.in">www.tendersodisha.gov.in</a> .
12.	Performance Security	The performance security of 10% of Contract Value shall be submitted by the selected bidder and retained for contract period
13.	Contact Person / Address for Submission of Proposal	Address - SIRD & PR Campus, Unit-8, Bhubaneswar, Odisha, Pin Code: 751012.E-Contact person: Dy CEO , ORMAS (9437307271)
14.	Place of Opening of Proposal	Conference Hall of ORMAS, SIRD & PR Campus, Unit-8, Bhubaneswar
15.	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 and Performance security shall be applicable as per the Odisha govt rules and submission of relevant 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)

## **E-TENDERING**

### **Procedure for Participation in e-tendering**

1. Web address of E-tendering website: [https:// www.tendersodisha.gov.in](https://www.tendersodisha.gov.in).  
The Digital Signature enrollment has to be done with the e-token, after logging into the portal. The e-token may be obtained eMudhra CA /GNFC/IDRBT/ Mtnl Trustline/ Safe Sscript / TCS.
2. Bidder then logs into the portal giving user id / password chosen during enrolment.
3. The e-token that is registered should be used by the bidder and should not be misused by others.
4. DSC once mapped to an account cannot remap to any other account. It can only be inactivated.
5. The Bidders can update well in advance, the documents such as certificates, purchase order details etc., under My Documents option and these can be selected as per tender requirements and then attached along with bid documents during bid submission. This will ensure lesser upload of bid documents.
6. After downloading / getting the tender schedules, the Bidder should go through them carefully and then submit the documents as per the tender document; otherwise, the bid will be rejected.
7. The BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for that tender. Bidders are allowed to enter the Bidder Name and Values only.
8. If there are any clarifications, this may be obtained online through the eProcurement Portal, or through the contact details given in the tender document. Bidder should take into account of the corrigendum published before submitting the bids online.
9. Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender schedule and they should be in PDF formats. If there is more than one document, they can be clubbed together.
10. Bidder should arrange for the EMD as specified in the tender.
11. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission date and time for the tender.
12. The bidder reads the terms and conditions and accepts the same to proceed further to submit the bids
13. The bidder has to submit the tender document(s) online well in advance before the prescribed time to avoid any delay or problem during the bid submission process.
14. There is no limit on the size of the file uploaded at the server end. However, the upload is decided on the Memory available at the Client's System as well as the Network bandwidth available at the Client side at that point of time. In order to reduce the file size, bidders are suggested to scan the documents in 75- 100 DPI so that the clarity is maintained and also the size of file also gets reduced. This will help in quick uploading even at very low bandwidth speeds.
15. It is important to note that, the bidder has to Click on the Freeze Bid Button, to ensure that he/she completes the Bid Submission Process. Bids which are not Frozen are considered as Incomplete/Invalid bids and are not considered for evaluation purposes.
16. The Tender Inviting Authority (TIA) will not be held responsible for any sort of delay, or the difficulties faced during the submission of bids online by the bidders due to local issues.
17. The bidder may submit the bid documents online mode only, through this portal. Offline documents will not be handled through this system.
18. At the time of freezing the bid, the eProcurement system will give a successful bid updating message after uploading all the bid documents submitted and then a bid summary will be shown



with the bid no, date & time of submission of the bid with all other relevant details. The documents submitted by the bidders will be digitally signed using the e-token of the bidder and then submitted.

19. After the bid submission, the bid summary has to be printed and kept as an acknowledgement as a token of the
20. The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening event.
21. Successful bid submission from the system means, the bids as uploaded by the bidder is received and stored in the system.
22. System does not certify for its correctness.
23. The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected
24. The time that is displayed from the server clock at the top of the tender Portal, will be valid for all actions of requesting bid submission, bid opening etc., in the e-Procurement portal. The Time followed in this portal is as per Indian Standard Time
25. (IST) which is GMT+5:30. The bidders should adhere to this time during bid submission.
26. All the data being entered by the bidders would be encrypted at the client end and the software uses PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission and not viewable by any one until the time of bid opening. Overall, the submitted bid documents become readable only after the tender opening by the authorized individual transferred over secured Socket Layer (SSL) with 256-bit encryption technology. Data encryption of sensitive fields is also done.
27. The bidders are requested to submit the bids through online eProcurement system to the TIA well before the bid submission end date and time (as per Server System Clock).

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

## Letter of Invitation

RFP No: 661

Date: 01.03.2025

**Name of the Assignment: “Selection of Agency for providing Manpower to ORMAS for implementation of various schemes or projects”.**

ORMAS, Govt. of Odisha (The Client) invites sealed proposal from eligible bidder under the process **“Selection of Agency for providing Manpower to ORMAS for implementation of various schemes or projects”**. 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 LCS 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 and OGFR 2023.
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 7,00,000/- (Rupees Seven 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 as mentioned in the Bidder Data Sheet and the date of opening of the technical proposal as mentioned in 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	Bidder must be a Company as registered under Indian Companies Act, 2013 or a Society registered under the Societies Registration Act, 1860 or a Trust registered under the Indian Trusts Act, 1882 or a Limited Liability Partnership registered under The Limited Liability Partnership Act, 2008 registered in India with a track record of providing manpower services for at least 5 years from the date of incorporation until the last date of submission of proposals	Copy of Registration/ Certificate of Incorporation, GST, PAN
2.	Manpower Experience	Bidder must have successfully completed 3 assignments including ongoing projects of similar nature (outsourcing of manpower services) in any sector under Central / State Govt. / Externally Aided Govt Projects / Autonomous bodies operated under Govt. administrative <ul style="list-style-type: none"> <li>• Of minimum contract value of INR 1 Crore each</li> <li>• Of minimum contract duration of 12 months each</li> </ul>	Copy of Completion Certificate / Agreement/ Work Order
3.	Specific Experience	Bidders must have experience in providing professional manpower in the area of Marketing, Livelihoods and Skill Development projects.	Copy of Completion Certificate / Agreement/ Work Order
4.	Turnover	The Bidder should have an annual average manpower turnover of minimum INR 5 Crores (Rs. Five Crores) in three financial years (FY 21-22 , 22-23 & 2023-24)	Certificate from statutory auditor / Audited financial statements for the three 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 7,00,000/- (Rupees Seven Lakhs only) through online mode .	As mentioned in the Data Sheet.  Exemption of EMD & performance security shall be applicable as per the Odisha govt rules and submission of valid documents.
6.	Branch office in Odisha	Bidder must have a branch office functioning in Odisha.	Official documentation, such as a utility bill or lease agreement, indicating the physical address of our office located in Odisha
7.	Undertaking	The bidder should not have been blacklisted by Central / State Govt/ PSUs Institutions.	Self-Declaration from the Bidder as per the format enclosed

**NB: Any kind of Consortium/ Joint Venture/ Sub-Contracting with/to other firms is not allowed**

## **8. 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 not have been blacklisted (TECH - 6)
- Duly filled in Technical Proposal Forms (**TECH 7 to 9**)

***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) including GST 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 7,00,000/- (Rupees Seven 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 **120 (One Hundred Twenty Days)** from the date of opening of the Technical Proposal. The Client reserves the rights to reject a proposal valid for a shorter period as non-responsive and will make the best efforts to finalize the selection process and award of the contract within the bid validity period. The bid validity period may be extended on mutual consent.

## 6. Pre-Proposal 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) as mentioned in the Bidder Data Sheet. Clarifications to the above will be uploaded in 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 eligible bidders will be opened after completion of eligibility evaluation stage. .

## 9. Evaluation of Proposal

A two-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 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 not have been blacklisted (**TECH 6**)
- Duly filled in Technical Proposal Forms (**TECH 7 to 9**)
- 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.

Copies of work orders/ agreement/ completion certificates must be submitted as a proof for each assignment.

All the team members of the agency 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 as per ORMAS Norms 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.

**3. Financial Evaluation (2<sup>nd</sup> Stage):** The financial proposals of only those bidders found to be eligible at 1<sup>st</sup> stage shall be opened at 2<sup>nd</sup> 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 ( LCS)**

**Least Cost Selection** method will be followed during the overall selection process. The financial bids of qualified bidders will be opened on the prescribed date in the presence of bidders' representatives. The bidder, who submits the lowest financial price bid shall be adjudged as the L1 bidder and shall be called for further process leading to the award of the contract. Only fixed price financial bids indicating total price for all the deliverables and services specified in this RFP document will be considered. In case of a tie with respect to the bid price for L1, the bidder having higher technical score will be considered the preferred bidder.

## **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 **10% 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:
  - 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 the 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 key professionals to be deployed under this contract must be dedicated in nature. However, the Client reserves the right to request the Consultant to replace the assigned personnel if they are not performing to a level of satisfaction. After written notification, the Consultant will provide CV of appropriate candidates within Seven (7) days for review and approval. The Consultant must replace the personnel within seven (7) working days from the date of approval of replacement. If one or more key personnel become unavailable / leave the project for any reason midway under the contract, the Consultant must notify the Client at least fourteen (14) days in advance, and obtain the approval prior to making any substitution. In notifying the Client, the Consultant shall provide an explanation of circumstances necessitating the proposed replacement and submit justification and qualification of replacement personnel in sufficient detail to permit evaluation of the impact on the engagement. Acceptance of a replacement person by the Client shall not relieve the consultant from responsibility for failure to meet the requirements of the contract. Change in key professionals beyond the allowable limit of the contract leads to implication of liquidated damage of 10% of the contract value.

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 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 are replaced, a penalty of 1% of contract value per CV replaced shall be imposed on the selected Agency.
3. If CVs after the penalty imposed are replaced a penalty of 2% of contract value per CV replaced shall be imposed on the selected Agency.

### **(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 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 providing Manpower to 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 agency for providing competent manpower and timely delivery with maximum output to support the Skill, livelihoods , Marketing and value chain activities at state and district level.

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

The expected deliverables of the manpower services will be to provide high quality services at state/districts through deployment of qualified manpower. The team 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 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

**Selection of Agency for providing Manpower to ORMAS for implementation of various schemes or projects**

11. Project Reporting
12. Other Support Activities

#### **4. Team Composition**

The manpower agency and fixed consulting fee shall comprise of following team members:

SN	Name of the Position	Number of Staff	Monthly Consulting fee in INR (Fixed) per staff	Total consulting fee for 12 months in INR. (Fixed)
1.	Mobilization coordinator	1	50,000	600000
2.	Exhibition (Inside & Outside) Coordinator	1	50,000	600000
3.	Product Development Coordinator	1	50,000	600000
4.	Corporate linkage Coordinator	1	50,000	600000
5.	Placement & post Placement Coordinator	2	50,000	1200000
6.	MIS & Monitoring Coordinator	1	50,000	600000
7.	Industrial Partner Coordinator	1	50,000	600000
8.	Coordinators (Desk Verification, Online tracking & Call Centre)-10	10	40,000	4800000
9.	District Skill Manager (DSM)-31	31	30,000*	11160000
10.	District Business Manager(DBM)-40	40	30,000*	14400000
11.	Programme Assistant-1	1	Highly skill	As per Labour & ESI Deptt. approved rate for daily wages
12.	Data Entry Operator-2	2	Skill	
13.	Sweeper-5	5	Unskill	
14.	Office Attendant-2	2	Unskill	
15.	Gardener-1	1	Unskill	
16.	PA-cum-Steno-2	2	26,400 (As per GA & PG Deptt. Approved Rate)	52,800
Grand Total Fee for 12 months		102 Nos		

\*There will be a provision of Fixed TA (FTA) for the post of District Business Manager and District Skill Manager @ 4,000/- per month. The FTA will be released by the ORMAS based on minimum 15 days tour to the field. If the tour is less than 15 days then 50% of FTA will be paid for the same month.

**Qualifications and Experience of the Team members**

Sl. No	Position	Minimum Qualification and Professional Experience	Minimum Experience and Desirable Skills	Key Responsibility and Deliverables
1	Mobilization Coordinator	2 years Rural Development/ MSW/ PG in RM from any recognized institution, University.	3 years of experience managing mobilisation aspects of government-aided projects.  Prior experience in stakeholder mobilization of candidates/ farmers, in rural areas.	<ol style="list-style-type: none"> <li>1. Prepare, manage, and monitor project budgets, ensuring alignment with different projects.</li> <li>2. Maintain proper records and documentation of all financial activities for the project.</li> <li>3. Engage and build relationships with stakeholders, including farmers, government departments, financial institutions, and community groups, to support the establishment and development of CBOs.</li> <li>4. Facilitate awareness campaigns and capacity-building programs to enhance the participation of stakeholders in the CBOs</li> <li>5. Collaborate with local authorities and community leaders to ensure smooth implementation and alignment with project goals.</li> <li>6. Develop proposals and financial plans to attract additional funding or resources for the project.</li> <li>7. Coordinate with project teams to align financial and mobilization activities with overall project objectives.</li> <li>8. Monitor the progress of mobilization efforts and report outcomes regularly to the management team.</li> <li>9. Address challenges and risks proactively to ensure successful implementation of financial and mobilization activities.</li> </ol>
2	Exhibition (Inside & Outside) Coordinator	2 years MBA (Marketing) as Major subject from any recognized institution, University.	<p>Minimum 3 years of experience working with government or government-aided projects, especially in organizing exhibitions and fairs.</p> <p>Proven experience in managing events at district, state, and national levels.</p>	<ol style="list-style-type: none"> <li>1. Plan, organize, and coordinate exhibitions and fairs at District, State, and National levels.</li> <li>2. Collaborate with stakeholders to identify themes, participants, and requirements for each event.</li> <li>3. Manage logistics, including venue selection, layout design, branding, and setup for exhibitions.</li> <li>4. Ensure compliance with government guidelines and regulations during events.</li> <li>5. Preparation of tender documents for different services required for organization of exhibition.</li> <li>6. Facilitate partnerships and collaborations with districts, relevant organizations for event participation.</li> <li>7. Communicate effectively with</li> </ol>

Selection of Agency for providing Manpower to ORMAS for implementation of various schemes or projects

				<p>exhibitors and participants to provide guidance and address their needs.</p> <ol style="list-style-type: none"> <li>8. Represent the organization in national-level fairs and exhibitions, showcasing project achievements and initiatives.</li> <li>9. Coordinate the participation of stakeholders, including community groups, entrepreneurs, and producers, in national events.</li> <li>10. Prepare and manage budgets for exhibitions and ensure cost-effective execution of events.</li> <li>11. Mobilize resources, including sponsorships and funding, for exhibitions and fairs.</li> <li>12. Maintain detailed records of event activities, participants, and outcomes.</li> <li>13. Prepare post-event reports, highlighting achievements, challenges, and recommendations for improvement.</li> <li>14. Develop promotional materials and presentations for exhibitions and fairs.</li> <li>15. Organize training sessions and workshops for participants to enhance their presentation and marketing skills.</li> <li>16. Guide stakeholders in showcasing their products and services effectively during exhibitions.</li> </ol>
3	Product Development Coordinator	2 years- Masters in Fashion Management/ Fashion Design	<p>3 years of experience in working with government or government-aided projects, focusing on rural product development.</p> <p>Proven track record in product design, development, and market linkages.</p> <p>Sound knowledge in software like CorelDraw, Photoshop are essential.</p>	<ol style="list-style-type: none"> <li>1. Identify and develop rural products that align with local resources, skills, and market demands.</li> <li>2. Conduct research to introduce innovative techniques and best practices in product design and manufacturing.</li> <li>3. Conduct market research to understand consumer preferences, pricing trends, and competition.</li> <li>4. Develop strategies for branding, packaging, and positioning rural products to attract a broader market.</li> <li>5. Identify and explore new market opportunities for rural products at local, national, and international levels.</li> <li>6. Build and maintain relationships with buyers, distributors, and retail partners to establish sustainable market linkages.</li> <li>7. Plan and execute product development projects, ensuring alignment with timelines and budgets.</li> <li>8. Develop promotional materials, including catalogs, brochures, and digital content, to enhance visibility.</li> <li>9. Prepare detailed reports on product development activities, outcomes, and</li> </ol>

**Selection of Agency for providing Manpower to ORMAS for implementation of various schemes or projects**

				<p>challenges.</p> <p>10. Maintain accurate records of product designs, costs, and market feedback for future reference.</p> <p>11. Any other tasks assigned.</p>
4	Corporate linkage Coordinator	<p>MBA in Rural Management, Rural Development, or Marketing(2 years) from any recognized institute /university.</p>	<p>Minimum of 3 years of experience in working with government agencies or projects related to corporate linkages for community-based organizations.</p> <p>Proven success in establishing partnerships with major corporate entities like Reliance, Mother Dairy, or similar.</p> <p>Experience in export facilitation and market linkages will be an added advantage.</p>	<p>1. Identify and establish partnerships with corporate entities, retail chains, and export houses to create sustainable market opportunities for CBOs.</p> <p>2. Facilitate agreements and MOUs between CBOs and corporate buyers to ensure long-term collaboration.</p> <p>3. Build and nurture relationships with major brands, ensuring alignment of product supply with their standards and requirements.</p> <p>4. Develop strategies for promoting products and services of PGs, PCs, and FPOs to national and international markets.</p> <p>5. Facilitate market linkages for bulk buyers, retailers, and exporters to enhance the visibility and profitability of rural products.</p> <p>6. Support CBOs in meeting quality, certification, and packaging standards required for high-value markets and exports.</p> <p>7. Identify export opportunities and facilitate the onboarding of CBOs to export platforms.</p> <p>8. Assist in navigating export regulations, certifications, and logistics for rural products.</p> <p>9. Track the performance of corporate linkage initiatives and measure their impact on community livelihoods.</p> <p>10. Prepare regular reports, case studies, and success stories to showcase outcomes and share learning.</p> <p>11. Any other tasks assigned.</p>
5	Placement & Post Placement Coordinator	<ul style="list-style-type: none"> <li>MBA / PGDBM in HRM, PM&amp;IR / Postgraduate in Rural Development/ Management or equivalent qualification(2 years course) from reputed institute or university.</li> </ul>	<p>Should have minimum 03 Years of experience in the field of Placements, Post Placement activities like tracking etc., Industry Linkages, Recruitment, and HR supporting system.</p>	<p>1. Extend all support to the Placement and Post Placement Expert.</p> <p>2. Map the jobs in industries and other companies to facilitate the placement and submit vacancies available in different industries time to time to ORMAS.</p> <p>3. Scout and coordinate with the employers/industries and tied up in advance for domestic placement of trained youths.</p> <p>4. Scout for placement of candidates in foreign countries for better salary.</p> <p>5. To coordinate for various activities, including placement, industry linkages and tracking.</p> <p>6. Support for placement and retention of the trained youth with career progression.</p>

**Selection of Agency for providing Manpower to ORMAS for implementation of various schemes or projects**

				<p>7. Detail activities, frame work and procedure for selection of organizations to set up and operate Migration support centres (MSC) as per the requirement of ORMAS in major job/placement locations. The MSC will be set as per the program guidelines and will be monitored by ORMAS.</p> <p>8. Assist to organize Alumni meets in different placement locations (inside and outside state).</p> <p>9. Handling grievances of placed candidates through Call center.</p> <p>10. Monitor the Post Placement Support activities</p> <p>11. Other similar activities as when required.</p>
6	MIS & Monitoring Coordinator	<ul style="list-style-type: none"> <li>MBA (2 years course) from a recognized institution/University.</li> </ul>	<p>Minimum of 3 years of experience in working with government or government-aided projects.</p> <p>Proven experience in industry partner tie-ups, stakeholder management, and collaboration for skills development initiatives.</p>	<ol style="list-style-type: none"> <li>1. Sound knowledge on software development,</li> <li>2. at least 3 years' experience as State level expert/ Specialist / coordinator/ project manager in Skill Development Projects implemented by State / Central Government Departments / State Skill Development Missions, corporations, authorities etc.</li> <li>3. Should have at least 3 years of experience at similar level in handling entire ERP &amp; MIS system of DDUGKY in SRLM (at State level) / CTSA / NMMU of MORD and other related IT/ ICT platforms of DDUGKY and other skill programmes like OMC, New Age Skill, Plumbing, Mason etc..</li> </ol>
7	Industrial Partner Coordinator	<p>PG Diploma Management (2 years) / MBA/ MSW / Masters in Rural Development/ Rural Management ( 2 years course)</p>	<p>Minimum of 3 years of experience in working with government or government-aided projects.</p>	<ol style="list-style-type: none"> <li>1. Establish and maintain partnerships with industries to align skill development projects with market demands.</li> <li>2. Plan, execute, and monitor skills development projects in collaboration with government and industry stakeholders.</li> <li>3. Ensure projects are delivered within timelines and meet quality standards.</li> <li>4. Develop and oversee the implementation of industry-specific training programs.</li> <li>5. Prepare and present reports on project progress, outcomes, and impact to stakeholders.</li> <li>6. Conduct market research to identify industry trends and skills gaps.</li> <li>7. Propose and implement strategies to address skills mismatches in collaboration with industry partners.</li> <li>8. Maintain accurate and detailed documentation for audits and reporting.</li> </ol>
8	Desk Verification	2 years MSW / PG in Rural Management /		<ol style="list-style-type: none"> <li>1. Coordinate with PIAs for submission of documents for</li> </ol>



**Selection of Agency for providing Manpower to ORMAS for implementation of various schemes or projects**

	Coordinator	PG in Rural Development / MBA		<p>installments claims</p> <ol style="list-style-type: none"> <li>2. Conduct desk verifications of training and placement documents of different installments submitted by PIAs/other agency.</li> <li>3. Keep all hard copy of the documents submitted by the PIAs/different organisations in safe custody.</li> <li>4. Conduct physical placement verifications of placed youths at different locations in the country / state.</li> <li>5. Other similar activities as when required.</li> </ol>
9	Online tracking & Call Centre Coordinator	2 years MSW / PG in Rural Management / PG in Rural Development / MBA	<p>Minimum 2 years of experience in a call centre environment.</p> <p>Preference will be given to candidates with experience handling calls for government-aided schemes.</p>	<ol style="list-style-type: none"> <li>1. Manage incoming and outgoing calls related to government-aided schemes.</li> <li>2. Provide accurate and comprehensive information to beneficiaries.</li> <li>3. Resolve queries and complaints promptly while maintaining a high level of professionalism.</li> <li>4. Assist callers in understanding the scheme guidelines, application processes, and benefits.</li> <li>5. Guide beneficiaries in troubleshooting issues and provide appropriate resolutions.</li> <li>6. Escalate complex or unresolved issues to the appropriate department or manager.</li> <li>7. Track and maintain a database of candidates placed under various government-aided schemes.</li> <li>8. Conduct follow-up calls to placed candidates to assess their progress and gather feedback.</li> <li>9. Collaborate with relevant teams to address any challenges faced by placed candidates.</li> <li>10. Generate reports on placement outcomes, retention rates, and areas for improvement.</li> <li>11. Maintain detailed call logs, including the nature of queries, resolutions provided, and follow-up actions.</li> <li>12. Prepare periodic reports on call metrics, beneficiary feedback, and recurring issues.</li> <li>13. Ensure compliance with organizational standards for data security and confidentiality.</li> <li>14. Stay updated on the details of various government-aided schemes.</li> <li>15. Attend regular training sessions and workshops to enhance knowledge and improve service delivery.</li> <li>16. Meet call quality and performance benchmarks as set by the organization.</li> </ol>

**Selection of Agency for providing Manpower to ORMAS for implementation of various schemes or projects**

				17. Gather feedback from beneficiaries and provide insights for service improvement.
10	District Skill Manager	2 years Post-Graduation in Rural Development, Sociology, MSW.	<p>Atleast 2 years' experience in rural area on IB &amp; CB.</p> <p>Good interpersonal relationship, Quality to motivate the rural youths for acquiring skill for their livelihoods.</p>	<ol style="list-style-type: none"> <li>1. Skill Manager will report to the Joint CEO/Dy. CEO in the District.</li> <li>2. The Skill Manager shall conduct survey the HHs and assess the requirement of skills for the local community.</li> <li>3. Based on the available opportunities, the skill manager mobilize the candidates for skill training and to the training centers managed by the PIAs.</li> <li>4. Engage with local community &amp; PRIs to raise awareness about skill development opportunity and participation.</li> <li>5. Ensure proper IEC dissemination in the local villages.</li> <li>6. Organise small village level counseling camp with the help of the PIAs/Employer to motivate the candidates for taking skill training.</li> <li>7. Counsel the candidates and parents on requirement of skill training and opportunities after taking skill training.</li> <li>8. Keep contact with the candidates and take their feedback during the training programme.</li> <li>9. Take follow up with the PIAs on placement of candidates in different places and also if required visit the placement spot Assess the difficulty on the basic things before leaving the candidates for employment.</li> <li>10. Maintain record of the trainees, job placement, employer and candidate tracking for atleast 1 year. Also keep in touch with the candidates during their placement on getting regular salary, hour of job, health issues if any etc.</li> <li>11. Inspect the training centers and check the quality of training and facilities provided in the training center.</li> <li>12. Prepare exposure visit plan of parents and opinion makers to the place of posting of the candidates.</li> <li>13. Prepare a report on candidates taken training and candidates joined in jobs after training, candidates retained in the job in every quarter.</li> <li>14. Build a network between the local community and with other skill development organization on their best practices and success stories.</li> <li>15. Create role model of among the local</li> </ol>

**Selection of Agency for providing Manpower to ORMAS for implementation of various schemes or projects**

				<p>candidates, who are excelling in his career.</p> <p>16. Maintain compliance with relevant regulations and documentation required.</p> <p>17. Handle unexpected challenges or crises that may arise during skill development training programme and also during placement period.</p> <p>18. Any other task assigned.</p>
11	District Business Manager	MBA-Marketing/ Agri Business (2 years).	<p>Atleast 2 years' experience in the field of business promotion, sales and logistics support.</p> <p>Client relationship Negotiation, Online Marketing, Creativity, Sales Planning to meet the sales target.</p>	<p>1. Business Manager will report to the Joint CEO/Dy. CEO in the District.</p> <p>2. The Business Manager will promote the products and services to the clients and negotiate contracts with the aim of maximizing profits of the goods produced by the CBOs in the District.</p> <p>3. The Business Manager will facilitate the business transactions between CBOs with the bulk buyers, institutional sales, online sales etc. by setting sales goals and developing sales strategies.</p> <p>4. Facilitate in collection, procurement, storage of primary raw materials required for processing by the CBOs at a better bargain price.</p> <p>5. Arrange necessary logistic support for safe delivery of consignment to the buyer in time.</p> <p>6. Maintain the database of stock of raw materials and finished product and prepare planning for supply of goods to different clients.</p> <p>7. Identify potential buyer and business partners for selling of finished products.</p> <p>8. Facilitate for payment of taxes, returns and other legal formalities for supply of products.</p> <p>9. Ensure productivity and evaluate the business to be performed on various tasks within a specific time frame.</p> <p>10. Ensure no credit transactions. Explore all possibilities to achieve the sales target and ensure timely payment from the buyer.</p> <p>11. Identify product improvements or new products by remaining current trends,</p>

**Selection of Agency for providing Manpower to ORMAS for implementation of various schemes or projects**

				market activities, and competitors.  12. Prepares sale reports fortnightly of different products produced by the CBOs and supply to different clients.
12	Programme Assistant-1	Graduate with PGDCA or Computer Science or IT	<input type="checkbox"/> At least 2 years work experience in the relevant field <input type="checkbox"/> experience in working with front line workers of Government Department	Support to designated Officer in day to day activities
13	Data Entry Operator-2	12th pass from recognized Board/equivalent Board with Diploma or Certificate in Computers	Having office work experience	Support to designated Officer in day to day activities
14	Sweeper-5			Routine work
15	Office Attendant-2	10th pass from recognized Board/equivalent Board		Routine Work
16	Gardener-1			
17	PA-cum-Steno-2	Graduate with PGDCA and stenography application support. <input type="checkbox"/> Good oral and written Communication skills in local language. <input type="checkbox"/> Computer literacy must.	<input type="checkbox"/> At least 2 years work experience in the relevant field .	Support to designated Officer in day to day activities

## 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	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 ORMAS
- 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 staff will be at par with the Group C employees of ORMAS.

## 9. Other Terms & Conditions:

- The expert at state level should generally be stationed in Bhubaneswar and districts. 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.
- The experts at State level shall get prior approval of Chief Executive Officer, ORMAS before leaving Head Quarter.
- Leave entitlement and computation will be effective from date of start of project. A consultant (staff) can avail as per ORMAS norms per year on pro-rata basis. More than that proportionate deduction from respective man-month consultancy amount.
- 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 ORMAS .
- 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.
- 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.
- 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 providing manpower to 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 **120 Days** and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

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

I have examined all the information as provided in your Request for Proposal (RFP) and offer to undertake the service described in accordance with the conditions and requirements of the selection process. I agree to bear all costs incurred by us in connection with the preparation and submission of this proposal and to bear any further pre-contract costs. In case, any provisions of this RFP/ ToR 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
Average Turnover (in Rs.)				
<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:**

**Undertaking**

**FORMAT FOR AFFIDAVIT CERTIFYING THAT BIDDER IS NOT BLACKLISTED**

I M/s. .... , (the name of the Bidder and addresses of the registered office) hereby certify and confirm that we or any of our promoter/s/chief executive officer/ directors/managers are not barred or blacklisted by any government or government instrumentality or public sector in India or in any other jurisdiction to which we or our Affiliates belong or in which we or our Affiliates conduct business from participating in any project or being awarded any contract, either individually or as member of a consortium and no such bar or blacklisting exists as on the Proposal Due Date.

Dated this .....Day of....., 2025....

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

## **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: Proposed Annual Plan to Carry out the Assignment

Month →	1	2	3	4 to 12
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 providing manpower to 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 **120 days**. I have carefully read and understood the terms and conditions of the RFP and do hereby undertake to provide the service accordingly.

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

I remain,

Yours faithfully,

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

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

**Address of the Bidder:**

**\* Amount must match with FIN-2 Summary of financial Proposal, FIN-3- Breakdown of Remuneration of Key Professionals,**

## Fin 2: Summary of Financial Proposal

Name of the Assignment:					
Sr. No.	Fee Particulars		Amount in INR without GST		
A	Remuneration of Key Professionals				
Description of Manpower		Qty	Monthly Fee (INR) fixed	Annual Fee (INR)	Total Fee (INR) for 36 months
1.	Mobilization coordinator	1	50,000	600000	
2.	Exhibition (Inside & Outside) Coordinator	1	50,000	600000	
3.	Product Development Coordinator	1	50,000	600000	
4.	Corporate linkage Coordinator	1	50,000	600000	
5.	Placement & post Placement Coordinator	2	50,000	1200000	
6.	MIS & Monitoring Coordinator	1	50,000	600000	
7.	Industrial Partner Coordinator	1	50,000	600000	
8.	Coordinators (Desk Verification, Online tracking & Call Centre)-10	10	40,000	4800000	
9.	District Skill Manager (DSM)-31	31	30,000	11160000	
10.	District Business Manager(DBM)-40	40	30,000	14400000	
11.	Program Assistant-1	1	Highly skilled		
Minimum take Home as per labor wage rule per person/ month in Rs.					
EPF 13%					
ESI 3.25%					
Total per person/ month					
12.	Data Entry Operator-2	2	Skilled		
Minimum take Home as per labor wage rule per person/ month					

**Selection of Agency for providing Manpower to ORMAS for implementation of various schemes or projects**

			in Rs.			
			EPF			
			ESI			
			Total per person/ month			
13.	Sweeper-5	5	Unskilled Minimum take Home as per labor wage rule per person/ month in Rs.			
			EPF 13%			
			ESI 3.25%			
			Total per person/ month			
14.	Office Attendant-2	2	Unskilled Minimum take Home as per labor wage rule per person/ month in Rs.			
			EPF 13%			
			ESI 3.25%			
			Total per person/ month			
15.	Gardener-1	1	Unskilled Minimum take Home as per labor wage rule per person/month in Rs.			
			EPF 13%			
			ESI 3.25%			
			Total per person/ month			
16.	PA-cum-Steno-2	2	Highly Skilled @26,400/- as per GA Deptt., notification	<b>Rs, 26,400</b>		
			EPF 13%			
			ESI 3.25%			
			Total per person/ month			
<b>B</b>	<b>EPF 13 % ( SI 1 to 10)</b>					
<b>C</b>	<b>Total Remuneration of staff</b>					
<b>D</b>	<b>Service Charge ( range between 3.85 to 7%)</b>					

<b>E</b>	<b>Total Consulting Fee (C+D)</b>		
<b>F</b>	<b>Taxes applicable as per GST from E</b>		
<b>Grant Total (INR) (E+F) including GST</b>			
<b>In Words</b>			

NB:

- 1. Bidder shall not modify the fixed remuneration fee.*
- 2. Bidder shall quote their price for Highly skilled, skilled and unskilled staff as per the latest labor department wage rules indicated in the format ,.ie. take home + EPF+ESI.*
- 3. 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.*
- 4. Taxes will be paid by the Client as per the applicable rate under GST Act from time to time.*
- 5. Bids with less than 3.85% quoted service charges will be treated as “non-responsive” and will be rejected during the financial evaluation stage.*
- 6. The bidder shall quote rate of service charge shall be within the 3.85% to 7 % (3% profit plus transaction charges) as per Rule of OGFR, 2023 ( vide Finance Department , Govt of Odisha, OM No. 19595 dtd. 11.07.2023). The bidder shall not propose against the fixed consultancy fee as it is fixed structure.*
- 7. In case of tie in price among the eligible bidders, the bidder having highest similar projects will be considered for award of contract. In case of 2<sup>nd</sup> tie up, the highest annual average turnover as asked in the criteria shall be considered.*

**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.	Mobilization coordinator	1	50,000			
2.	Exhibition (Inside & Outside) Coordinator	1	50,000			
3.	Product Development Coordinator	1	50,000			
4.	Corporate linkage Coordinator	1	50,000			
5.	Placement & post Placement Coordinator	2	50,000			
6.	MIS & Monitoring Coordinator	1	50,000			
7.	Industrial Partner Coordinator	1	50,000			
8.	Coordinators (Desk Verification, Online tracking & Call Centre)-10	10	40,000			
9.	District Skill Manager (DSM)-31	31	30,000			
10.	District Business Manager(DBM)-40	40	30,000			
11.	Programme Assistant-1	1	Highly skill			
12.	Data Entry Operator-2	2	Skill			
13.	Sweeper-5	5	Unskill			
14.	Office Attendant-2	2	Unskill			
15.	Gardener-1	1	Unskill			
16.	PA-cum-Steno-2	2	26,400 as per GA dept			
<b>Total</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>7,00,000/-</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 not have been black listed (TECH 6)		
14	Comments and Suggestions (TECH 7)		
15	Description of Approach, Methodology & Work Plan (TECH 8)		
17	Work Plan (TECH 9)		
<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)		

#### 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**