



REQUEST FOR PROPOSAL FOR

Operation and Management of 'Maa Gruha' in Partnership mode out of DMF, Sundargarh

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RFP for Operation and Management of 'Maa Gruha' in partnership mode, 2019.

12/24

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SECTION -1: NOTICE INVITING PROPOSAL

Detailed proposals are invited from eligible entities to select the Agency for the “Operation and Management of Maa Gruha”.

Important timelines

Sl. No.	Activity	Timeline
1	Date of advt. publication.	16/12/2019 (The detailed RFP document downloadable from Website: www.nhmodisha.gov.in)
2	Date & Time of Pre-bid meeting	24/12/2019 Time: 12.30 PM Venue: Office Chamber of the CDM&PHO, Sundargarh
3	Last date for submission of the Proposal	Date: 07/01/2020, Time: 05.30 PM Details of the Name and address for submitting the proposal are mentioned at Section 2: Schedule of Submission. NB: Proposals should be submitted through Speed post/Registered post only. No other form of submission will be accepted. Proposal (s) submitted after the due date & time will not be accepted.
4	Opening of the proposal at the District level	Date: 08/01/2020 Place: DPMU, NHM, Sundargarh (In case it is a holiday, the date of opening of the proposal will be the next working day)

SECTION - 2: SCHEDULE OF PROPOSAL SUBMISSION

The following are the district wise list of Maa Gruha projects for which proposals are invited. The Bidders are requested to submit their application as per the details below.

SI No	RFP No	Name of the block where Maa Gruha would be established	District	Address for submission of Proposal
1	DMF, Sundargarh / MWH/ 2019/01	Chandiposh, Gurundia Block	Sundargarh	The CDM&PHO-cum-District Mission Director, Sundargarh, At. DHQ Hospital PO- Sundargarh Sundargarh, 770001
2	DMF, Sundargarh / MWH/2019/02	Phuljhar, Lahunipara Block		
3	DMF, Sundargarh / MWH/2019/03	Koira Block		
4	DMF, Sundargarh / MWH/2019/04	Gundiadihi, Lephripara Block		

SECTION – 3: INSTRUCTIONS TO THE BIDDERS

3.1 Scope of Proposal

Interested bidders fulfilling the eligibility criteria may apply for one or more than one Maa Gruha projects by submitting their bid separately for each Maa Gruha Project they are intending to apply, from amongst the Maa Gruha listed in Section 2: schedule of proposal submission. The following points are to be ensured while applying for the project.

- (a) Detailed description of the objectives, scope of services, deliverables and other requirements relating to “Operation and Management of Maa Gruha” are specified in this RFP. The manner in which the Proposal is required to be submitted, accepted and evaluated is also explained in this RFP.
- (b) Proposals must be submitted through **Speed post/Registered post/Courier only** within the due date and time mentioned in this RFP. **Application submitted in any other form and received after the due date and time will not be accepted.**
- (c) The selection of the Agency shall be on the basis of an evaluation by the Desk Appraisal Committee and District NGO Committee, Sundargarh through the Selection Process specified in this RFP. Bidders shall be deemed to have understood and agreed that no explanation or justification for any aspect of the Selection Process will be given and that the CDM&PHO-cum-District Mission Director’s decision is without any right of appeal whatsoever.
- (d) The bidder shall submit its Proposal in the form and manner as specified in this RFP. **There shall not be any Financial Proposal to be submitted in the tender, as this is a fixed cost based project. The cost of project is Rs. 12,97,653/- per project per annum (fixed cost)** as per provision made in the DMF. The cost may be modified based on approval from DMF, Sundargarh time to time. The continuation of the project is also subject to the approval of the activity in DMF.
- (e) Upon selection, the agency shall be required to enter into an Agreement with the CDM&PHO-cum-District Mission Director, Sundargarh for implementation of the project. The implementation of the “Operation and Management of Maa Gruha” will be guided by the terms and conditions of the agreement.



3.2 Eligibility Criteria for the Agency

The entities fulfilling the following criteria are eligible to apply:

1. It must be registered under Society Registration Act/Indian Trust Act.
 - (a) If registered under Society Registration Act, It must have the provision of health services, health care, primary healthcare, and any other health related services in its memorandum of association.
 - (b) If it is a Trust, it must have been formed to provide health services, health care, primary health care or any other health related services.
2. To be eligible to apply, the entity must be in existence for at least 5 years as on 30th November, 2019. Organizations established/registered after 30th November, 2014 are not eligible to apply.
3. The entities must have minimum 5 years of proven field level experience in Health & Family Welfare Programmes or any Social Development Sectors as on 30th November, 2019.
4. The entity if registered in Society Registration Act, must have an Unique ID no. through the portal NGO-DARPAN of NITI Aayog.
5. The entities should have an annual turnover of at least Rs 20 lakhs per each year in the last three financial year i.e 2016-17, 2017-18 & 2018-19.
6. The entity must enclose documents of having minimum of Rs. 8 lakhs as fixed assets in the name of the entity in terms of Land, building and other fixed assets as per audit report of last FY 2018-19.
7. Entity should have been registered under 12-A of Income Tax exemption.
8. The entity must not never have been “blacklisted”/ “debarred” from participating in any tendering process by any State Govt./Central Govt.Institutions. An affidavit to this effect is to be submitted.
9. The entity or any of its office bearers must not have been convicted/case pending against them by any court of law in India or abroad for any civil/criminal offences. An affidavit to this effect is to be submitted.
10. If based on any adverse report against the organization from the District/ NHM/any Govt. Departments, the partnership of the organization has been discontinued or due to poor performance in implementation of any PPP projects under NHM is identified by the external evaluating agency, then the organization shall not be eligible to apply. In case the services of the organization have been discontinued on the basis of the conduct of any financial irregularities, it will not be allowed to apply.
11. The entities must submit an undertaking for the willingness to sign the service level agreement towards the implementation of the project.



3.3. Submission and Signing of Proposal

The proposal shall be submitted in the following ways:

- i. The Proposal shall be typed or written legibly in English in indelible ink and shall be signed by the authorized representative of the entities.
- ii. Any interlineations, erasures or overwriting shall be valid only if the person or persons signing the Proposal have put his/their initials prior to submission of the same.

3.4. Packing, Sealing and Marking of Proposal

The proposal and attached documents must be inserted in a single envelope, along with applicant's name and address in the left hand corner of the envelope and super scribed as **Proposal for "Operation and Management of Maa Gruha, ___(Name of Block/Area/Village)___, ___(Sundargarh). RFP No. ___(Please mention the RFP no. as mentioned in Section 2).**

The application envelopes shall be addressed to the CDM & PHO-cum-District Mission Director, Sundargarh as per the detailed address mentioned at the Section -2: Schedule of Proposal Submission. If the outer envelope is not sealed and marked as mentioned above, then the O/o the CDM & PHO, Sundargarh will assume no responsibility for the proposal's misplacement or premature opening. Telex, cable or facsimile proposals will be rejected.

3.5. Content of the Proposal

The entity fulfilling the eligibility criteria may submit the information/documents as mentioned in the RFP along with a covering letter on its letter head indicating their interest to apply for the project.

3.6. Earnest Money Deposit (EMD)

EMD of Rs.40, 000/- per each project applied for in the shape of a Demand Draft or Banker's Cheque in favour of **ZSS, NRHM Additionalities, Sundargarh** is to be submitted along with the bid. Details of the Demand Draft or Banker's Cheque (DD/BC No., date, name of the Bank) should be mentioned in the bid.

The EMD will be refunded after selection of the successful bidder. No interest will be paid on the EMD. **Bid proposals not accompanied by EMD will not be considered.** EMD of the bidder will be forfeited if it is discovered that the bidder has submitted false or forged or incorrect or misleading documents or information.

3.7. Sequence of Proposal submission:

The following sequence must be followed while submitting the documents in the proposal/bid. The declaration in the same format required to be submitted in the **Annexure-A** along with the bid.

Sl. No	Sequence of the Document to be submitted
1	EMD of Rs. 40,000/- in the mode of DD/BC.
2	Covering letter for the project by the Entity in its letter head (Document. 1)- To be submitted in Form - T1 .
3	Profile of the Agency (Name, Address, Registration etc.) – (Document. 2)- To be submitted as per Form T2 .
4	Copy of the Registration Certificate or equivalent certificate (Document. 3)
5	Copy of the Memorandum of Association or equivalent document (Document. 4)
6	Copy of Unique ID No. through the portal NGO-DARPAN of NITI Aayog (Document. 5).
7	Copy of the 12A Certificate (Document-6)
8	Copy of the 80G (Document-7)
9	Annual Financial Statements with audit report attached for the last 3 years 2016-17, 2017-18, 2018-19 duly audited by a qualified CA (Document. 8). To be submitted in Form-T3
10	Annual Reports of the entity for the last three years i.e. 2016-17, 2017-18, 2018-19. In case run by the PSUs, annual reports of the PSUs. (Document. 9). Organizations not preparing annual reports should provide legitimate reasons for not preparing the same.
11	Fixed Asset Statement of last Financial Year duly audited by a qualified CA. (Document. 10). To be submitted in Form-T4
12	Work experience of the Agency (Document. 11). To be submitted in Form-T5
13	MoU/Agreement documents pertaining to work experience in implementing projects in any Social Sector out of any Govt. Funding (Document. 12)
14	MoU/Agreement documents pertaining to work experience in implementing projects in any Social Sector out of any Private Funding (Document. 13)
15	MoU/Agreement documents pertaining to work experience in implementing projects in any Social Sector in the applied district (Document. 14).
16	MoU/Agreement documents pertaining to Multi-State work experience in MCH programme out of any Funding support (Document. 15).
17	Names of the Office Bearers along with their addresses (in case of Trusts and Registered Societies) / Names of the key personnel along with their addresses for Other Organizations (Document- 16)
18	Name of the Staffs & qualification in the payroll, other than Funding Project Staff (ANM and other Managerial and Accounts Staff). (Document-17)



Sl. No	Sequence of the Document to be submitted
19	An undertaking that the Office Bearer of the Agency has not been convicted/case pending by any court of law in India or abroad for any criminal offence. (Document- 18) . To be submitted Form – T6 .
20	A certificate that the bidder has never been "blacklisted"/ debarred from participating in any tendering process by any State Government/Central Government institutions. (Document- 19) To be submitted in Form – T7 .
21	An undertaking that the Agency is willing to sign the service level agreement/MoU. (Document 20) . To be submitted in Form – T8 .
22	Copy of PAN card of the Agency (Document: 21)
23	Copy of Bank Pass Book of the Agency (Document: 22)
24	Copy of the document relating to the presence of Agency in the State of Odisha either land & building record issued in the name of Agency/lease agreement in affidavit mode (Document: 23)
25	Copy of the award certificate (National/State/Dist level) received from any Govt./Govt. Institutions only (Document: 24)
26	Copy of the resolution of the competent authority in the Organization authorizing the signatory to respond to this invitation (Document 25) .

All the information, documents, filled in forms must be submitted with clear indication of the Page Number as per above. In case the document contains more than one page, it should be properly bound and identified with clear heading on the first page. All pages of above supporting documents and proposal must be signed by the Authorized signatory of the entity along with seal, failing which the application shall be rejected out rightly.

3.8. Financial Bid:

No financial bid is required to be submitted as this is a fixed cost based project.

3.9. Number of Proposals

Interested bidders fulfilling the eligibility criteria may submit their proposal **separately** for any one /more than one or all Maa Gruha. They have to submit their proposal(s) to the District in which the Maa Gruha Project is located.

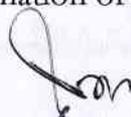
3.10. Cost of Proposal

The bidder shall be responsible for all the cost associated with the preparation of their proposals and their participation in the selection Process. The concerned district authority will neither be responsible nor in any way be liable for such costs, regardless of the conduct or outcome of the selection Process.

3.11. Acknowledgement by the bidder

(a) It shall be deemed that by submitting the Proposal, the bidder has: -

(i) Made a complete and careful examination of the RFP;



- (i) Made a complete and careful examination of the RFP;
 - (ii) Received all relevant information requested from the concerned District authority.
 - (iii) Acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in the RFP or furnished by or on behalf of the concerned district authority relating to any of the matters stated in the RFP Document;
 - (iv) Satisfied itself about all matters, things and information, necessary and required for submitting the Proposal and performance of all of its obligations there-under;
 - (v) Agreed to be bound by the undertaking provided by it under and in terms hereof.
- (b) The concerned district authority shall not be liable for any omission, mistake or error on the part of the bidder in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to RFP or the Selection Process, including any error or mistake in any information or data given by the concerned district authority.

3.12. Language

The proposal with all accompanying documents (the “**Documents**”) and all communications in relation to or concerning the selection process shall be in English language and strictly as per the forms provided in this RFP. No supporting document or printed literature shall be submitted with the proposal unless specifically asked for. In case any of these Documents is in another language than English, it must be accompanied by an accurate translation of the relevant passages in English, in which case, for all purposes of interpretation of the Proposal, the translation in English shall prevail.

3.13. Proposal Due Date

RFP filled in all respect must reach O/o the CDM & PHO, Sundargarh at the address, time and date specified in the Section 1: Notice inviting proposal, through Speed Post/ Regd. Post / Courier only. If the last date for the submission of RFPs is declared as a holiday, the RFPs will be received up to the appointed time on the next working day.

3.14. RFP Opening and Process of Selection

- (a) The district authority of Sundargarh will open all Proposals, in the presence of bidders or their authorized representatives who choose to attend, at the location, date and time mentioned in the Section Notice inviting proposal.
- (b) The bidder/their authorized representatives who will be present shall sign a register recording their attendance.
- (c) In the event of the specified RFP opening date being declared a holiday, the RFPs shall be opened at the appointed time and location on the next working day.
- (d) The Desk Appraisal Committee constituted for conducting the selection process of PHC(N) Management project vide letter no. **OSH&FWS/10565/PPP/432/2017, Dt. 02.08.2018 with inclusion of Dy. Manager-RCH** will conduct the Desk Appraisal.
- (e) The Desk Appraisal Committee at the District level will conduct the screening process of the valid proposals received within the due date and having EMD attached. The Committee will verify whether all the required documents as per the advertisement have been submitted along with each proposal. If at all, any deficiency in document submission



is found out in any of the proposal, the same will be informed to the Agencies through inviting objection.

- (f) After conducting further process, the qualifying checklist of the desk appraisal process along with the reasons of rejection, if any, will be hosted in the District Website inviting objection by giving 7 days notice.
- (g) After 7 days of objection invitation, the Desk Appraisal Committee will finally call the eligible Agencies to the office of CDM&PHO, Sundargarh for necessary verification of their original documents vis-à-vis documents submitted with their application/bid.
- (h) After verification of the original documents, the Desk Appraisal Committee will award score in the prescribed score sheet. No field appraisal process will be conducted for selection.
- (i) The merit list of the Agencies will be prepared those have secured minimum 50% score in the score sheet in order to be eligible for merit.
- (j) The process will be approved in the District NGO Committee meeting Chaired by the Collector & DM, Sundargarh and the Agency in the top of the merit list shall be awarded to manage the MWH/MWHs with intimation to DMF, Sundargarh.
- (k) The final selection result will be hosted in the District Website.

3.15. Conditions of Selection:

In a district maximum up to any **03** partnership projects (including existing and new) under ZSS, Sundargarh can be sanctioned to a particular Agency. In case credible NGOs/Agencies are not available, the case will be decided by the District NGO Committee-whose decision is final. In that scenario maximum number of MWH may go up to **05**.

3.16. Post Selection Procedure:

- i. After approval at the level of DMF, the selected agency will be informed in writing of their selection for the project. This will be the letter of award which shall be issued by the CDM&PHO, Sundargarh to the selected agency.
- ii. Further, the district will host in the district website the name of Agencies finally selected/approved for operation & management of Maa Gruha project in the district.
- iii. Within 15 days of the issue of the letter of award, the selected agency will be required to inform the Chief District Medical & Public Health Officer-cum-District Mission Director, Sundargarh in writing of its acceptance of the award, failing which, the award will be offered to the 2nd rank bidder in the merit for the project.
- iv. On completion of these formalities, the District authority will inform the selected agency regarding date of signing of the agreement/MoU.



SECTION 4: TERMS OF REFERENCE FOR OPERATION & MANAGEMENT OF MAA GRUHA.

4.1 Background

Health care service delivery in remote & inaccessible area remains a challenge due to shortage of health service providers and inadequate health infrastructure. With the aim of promoting institutional births and reducing the high maternal and child mortality rates in the inaccessible zones of rural areas, the Government through National Health Mission is supporting for creation of MAA GRUHA (Maternity Waiting Homes) as an innovative intervention as these MWHs are actually providing nutritional support to ANC mothers, it has been decided to follow this model as it is supported from DMF, Sundargarh. It is a temporary home for expectant mothers where they can await their delivery and be transferred to a nearby public health facility shortly before delivery, or earlier should complications arise. On onset of labour, they are to be shifted to nearby public health facility having BeMOC facilities for delivery. NHM has taken intensive efforts to involve non state entities to manage MAA GRUHA in the identified blocks in partnership with NGOs/ Trusts.

4.2 Scope of work for MAA GRUHA operation:

- a) Accommodation facilities for expectant mothers & her escorts.
- b) Provision of free food for expectant mothers and dependants/ escorts.
- c) The Maa Gruha will be managed by ANM, three Lady Health Assistants and Cook under the project.
- d) Regular health check-up and counselling to the pregnant women.
- e) Coordination with nearest health facility/CHC and necessary follow up etc.
- f) Timely shifting of pregnant women to the nearest Delivery Point during the hour of labour pain.
- g) Recreational facility /Health education sessions through IPC & Audiovisual aids at the Maa Gruha.
- h) Client friendly environment & support at the Maa Gruha.
- i) Regular coordination and follow up with the ANMs and ASHA workers of the tagging villages/GP for mobilization of cases.

4.3 Key deliverables under the project:

- a) There should not be continuous vacancy of any staff for a period of maximum 45 days in the Maa Gruha.
- b) Minimum 20 Pregnant Women must be admitted on an average in a month.
- c) Minimum 80% of the admitted cases should have been institutional delivery

- d) Minimum 90% admitted pregnant women should be from the tagged GPs/Villages.
- e) Minimum 90% sector meetings (under tagged villages) should be attended by the NGO.

4.4 Manpower provision for the Maa Gruha Project:

Sl. No.	Category of Staff	No of post.	Eligibility Qualification
1	ANM	1	<ul style="list-style-type: none"> • Age- She must have attained the age 21 years and should not be above 60 years of age as on the date of Advt. • Minimum Qualification-The candidates must have passed the HSC examination & shall have completed ANM course from institution recognized by Govt and approved INC and must have registered in the odisha nursing council. • He/She should have passes odia language in M.E standard.
2	Lady Assistant Health	3	<ul style="list-style-type: none"> • Age- She must have attained the age 21 years and should not be above 60 years of age as on the date of Advt. • Minimum Qualification-Minimum +2 pass from any stream. • He/She should have passes odia language in M.E standard.
6.	Cook -cum- Attendant	1	<ul style="list-style-type: none"> • Age- She must have attained the age 21 years and should not be above 60 years of age as on the date of Advt. • Minimum Qualification- Minimum 7th Standard.

The Staff so engaged / recruited/ appointed by the Agency shall be exclusively on the pay roll of the Agency and shall under no circumstances this staff will ever have any claim, whatsoever for appointment with the Government. The Agency shall be solely responsible for the performance and conduct of the staff notwithstanding the source of hiring such staff. The Agency shall be fully responsible for adhering to provisions of various laws applicable on them including labour laws. In case the Agency fails to comply with the provisions of applicable laws and thereby any financial or other liability arises on the Government by Court orders or otherwise, the Agency shall be fully responsible to compensate/ indemnify to the Government for such liabilities. For realization of such damages, Government may even resort to the provisions of any Act, which is in force or other laws as applicable on the occurrence of such situations.



The selected agency must complete the above recruitment process within 20 days after getting the sanction letter. Following terms and conditions must be followed during the recruitment process by the agency:

- Recruitment must be through the process of walk-in-interview.
- The list of the selected manpower must be submitted to the DPMU & CDM&PHO, Sundargarh.
- In case of any change of the staff made by the agency (**with valid justification**) one month notice will be serving to the particular staff. However, in case of resignation made by the staff she must intimate to the agency one month before the date of the disengagement. During the in terming period fresh staff will be depute by the agency. The entire process must be communicated to the CDMO-cum-DMD, Sundargarh.
- If anybody wants to resign immediately one month salary must be deposited/ shall not be released the remuneration of last month.

4.5 **Infrastructure Specification for Maa Gruha:**

- In case non-available of space within the CHC campus (Govt. building), the partner Agency has to take private house on rent basis with minimum size of 800 Sq. Ft for operation of Maa Gruha.
- It should have provision of six beds for accommodating six pregnant women.
- It should have separate provision of kitchen & office room with electricity connection.
- The house should have the provision of proper toilet & running water facility.
- Adequate privacy and safety of the admitted cases must be ensured while selection of venue for the Maa Gruha. If any infrastructure is developed for MWH under ZSS of DMF, the house rent or other allowances related to rent/agreement etc will not be provided.

4.6 **Period of Partnership:**

The duration of the project will be initially for one year. However, the project may be extended subject to the fund provision approved in SAMPurNA PIP and satisfactory performance of the Agency in operation and management of Maa Gruha. .

4.7 **Other terms and condition:**

- The Selected Agency will have to open a separate saving bank account for this grant-in-aid in any Nationalized bank. The account will be opened in the name of the project, which shall be operated jointly by at least two office bearers authorized for the purpose by the management committee of the Agency.
- The Agency agrees that no money would be collected from the admitted cases in the Maa Gruha towards, food, accommodation facility, any clinical consultation,

diagnostic services or any other service.

- The agency will agree that the concession granted will not be treated as a business venture and will not be used to, make profits.
- The selected Agency has to submit the monthly progress report on the functioning of Maa Gruha in a standardized format to the Block Public Health Officer, CDM&PHO and DPMU, NHM, Sundargarh.
- The amount of grant should be utilized only for the purpose for which it is sanctioned and the unspent balance of the grants shall be refunded after the close of the financial year.
- The Agency will submit quarterly statement of expenditure and progress report to the district with a copy to DPMU, NHM. At the end of the project year, the Agency shall furnish annual report of the project along with the audited reports.
- The agency agrees that by signing the Agreement, no right on the property and assets of the facilities will be transferred to them now or at any future date. The agency will not claim any proprietary rights on land, buildings or any moveable or immovable assets situated on the land pertaining to the facilities or in use in the facilities.
- The partner agency would furnish a certificate of up-to day payment along with copies of scroll to the District every month under information to the DMF Cell, Sundargarh.

4.8 **Signing of Agreement:**

The selected agency shall have to execute an agreement with the ZSS, Sundargarh within 15 days from the date of acceptance of award of contract. Before execution of the agreement, the bidder shall have to deposit performance security deposit as per norm.

4.9 **Commencement of operation of Maa Gruha:**

The selected agency shall commence the service within **15 days** from the date of signing of the Agreement. If the agency fails to commence the service as specified herein, the district authority may, unless it consents to the extension of time thereof may cancel the agreement and forfeit the Performance Security.

4.10 **Performance Security:**

The selected agency on acceptance must provide the District Authority a **Bank Guarantee for Rs.100,000/- (Rupees One lakh only) per project** in the name of concern Zilla Swasthya Samiti, _____, from a Nationalized Bank valid for a period of minimum one year as performance security of the project which will have to be extended for a further period based on the period of extension.

4.11 **Payment modalities:**

- Grant-in-Aid for the project shall be released to the Agency on the basis of budget provision made in the DMF budget.
- The disbursement/release of funds by ZSS to the Agency would be in three installments i.e. 30%, 35% and 35% in advance of total project cost.

- The 1st installement i.e. 30% will be released after signing of the MoU and submission of the performance security. The 2nd installment, i.e. 35% will be released on 4th month after receipt of the utilization certificate for 75% of 1st installment. The 3rd installment i.e 35% will be released after receipt of the utilization certificate for 75% of 2nd installment on 9th month of annual project period.
- The DPMU, NHM, Sundargarh will make assessment of the project in every six months of operation and annual assessment of the project using the standardized checklist. Further, evaluation of the project will be conducted by an Independent External Agencies after three years of completion of project period.
- Performance Incentive to staff of Maa Gruha shall be released on annual basis. It will be in proportionate to the performance of the Agency as per their annual performance assessment conducted by the District based on the norms prescribed as mentioned below:
 - If the project scores from 50 % to 69%, the performance is to be considered as Good. In this case each staff will get 15% PI on their base remuneration.
 - If the project scores from 70% to 79%, the performance is to be considered Very Good, each staff will get 20% PI on their base remuneration.
 - If the project scores 80% & above, the performance is to be considered outstanding, in this instance, each staff will get 25% PI on their base salary.
- The annual budget of the project may be revised time to time on the basis of approval in the DMF, Sundargarh.

4.12 Performance Monitoring and Standard of Services

- The performance of the Agency will be monitored largely on the basis of output based indicators specified in the key deliverables at 4.3. These indicators and performance standards can be suitably expanded and/ or modified in the interest of better service delivery.
- The service deliverables expected from the Agency are of the minimum standard. The Agency would be encouraged to serve as a role model and to provide services at a much higher standard.
- Concurrent monitoring shall be conducted by DPMU, NHM on quarterly basis and as when required.
- Fixed day review meeting of all PPP projects in every month/bi- monthly at District level. Periodical review of the programme shall be done at the State level.
- Third party evaluation of the project shall be conducted by an external agency in every three years.



4.13 Arbitration:

- If the agency fails to resolve their dispute or difference by such mutual consultations within thirty days of commencement of consultations, then either the Government or the agency may give notice to the other party of its intention to commence arbitration, as hereinafter provided. The applicable arbitration procedure will be as per the Arbitration and Conciliation Act 1996 of India. In that event, the dispute or difference shall be referred to the sole arbitration of an officer as the arbitrator to be appointed by the Government. If the arbitrator to whom the matter is initially referred is transferred or vacates his office or is unable to act for any reason, he / she shall be replaced by another person appointed by the Government to act as Arbitrator.
- Services under this agreement shall, notwithstanding the existence of any such dispute or difference, continue during arbitration proceedings and no payment due or payable by the Government shall be withheld on account of such proceedings unless such payments are the direct subject of the arbitration.
- Unless such payments are the direct subject of the arbitration.
- Venue of arbitration: The venue of arbitration shall be the place from where the agreement has been issued.

4.14 Breach:

If either Party breaches the Conditions Contract or these Terms and Conditions and fails to remedy such breach within 30 days of written notice from any other Party calling for the breach to be remedied, then the non-breaching Party shall be entitled, without prejudice to any other rights that it may have in law, whether under the Contract or otherwise, to cancel the Contract without notice or to claim immediate specific performance of all the defaulting parties.

4.15 Penalty:

Government shall be entitled to fix penalty which would be deducted from the dues payable to the agency, if following gaps identified:

- If the agency fails to provide services as stipulated in the Service Description at Section-4.2.
- In case of less than 60% of beneficiaries (pregnant women) in a month registered from the tagged area.
- In case of a single false entry of beneficiary is found in the Maa Gruha register.

4.16 Force Majeure:

No penalty or damages shall be claimed in respect of any failure to provide service, which the agency can prove to be directly due to a war, sanctions, strikes fire, flood or tempest or Force Majeure, which could not be foreseen or overcome by the agency or to any act or omission on the part of persons acting in any capacity on behalf of agency provided that the agency shall at the earliest bring the same to the notice of the State Government.

4.17 Termination:

- Either party may terminate this agreement by giving not less than one months' notice in writing to the other. This notice shall include reasons as to why the agreement is proposed to be terminated.
- The CDM&PHO / Government may terminate the agreement, or terminate the provision of any part of the Services, by written notice to the Agency with immediate effect if the Agency is in default of any obligation under the agreement, where the default is capable of remedy but the Agency has not remedied the default to the satisfaction of the Government within 30 days of at least two written advice after service of written notice specifying the default Cine requiring it to be remedied; or
 - the default is not capable of remedy; or
 - the default is a fundamental breach of the agreement
- If the CDM&PHO / Government terminates the agreement and then makes other arrangements for the provision of the Services, it shall be entitled to recover from the Agency any loss that had to be incurred due to such sudden termination of agreement.
- Both the parties agree that no further payment would be made to the Agency, even if due till settlement of anticipated loss as a result of premature termination of the agreement.
- The CDM&PHO / Government reserves the right to terminate the agreement without assigning any reason if services of the Agency create serious adverse publicity in media and prima facie evidence emerges showing negligence of the Agency.
- At the time of termination, the Agency must agree to hand over all moveable and immovable assets to the authorized representative of the State Government on a mutually agreed date on "as is where is" basis failing which legal action as per law will be initiated against the erring agency.
- The Agency agrees that no asset will be moved out of the premises or destroyed other than consumables used during the normal course of operation of the facilities, at any time during the period from the effective date to the date of termination without the prior written approval of the State Government.
- The concessionaire agrees that the date of handing over in terms of clause 6.6 above will not be more than 15 calendar days from the date of termination.



4.18 Redressal of grievances:

The grievance related to the “Operation and management of Maa Gruha” is to be redressed at the level of CDM&PHO or District NGO Committee of the District.

4.19 Jurisdiction of Court:

Legal proceedings if any shall be subject to the concerned District jurisdiction only.

4.20 Compliance with existing laws:

The Agency agrees to abide by all laws of the land as will be applicable for operation and maintenance of the facility.

4.21 Right to Accept and Reject any Proposal:

The District Authority reserves the right to accept or reject any proposal at any time without any liability or any obligation for such rejection or annulment and without assigning any reason.



SECTION 5 – EVALUATION OF THE PROPOSALS.

5.1 Evaluation of Technical Proposals

In the first stage, the proposal will be scrutinized on the basis of agency's fulfillment of **eligibility criteria in the prescribed checklist at ANNEXURE-B**. Only those Agencies who qualify as per the eligibility criteria, their proposal will be considered for the next stage of evaluation and Award of Marks in the checklist given below. The Agencies have to score at **least 50 or above out of total 100 marks** in order to be considered for the preparation of merit list for Maa Gruha Project.

SCORING SHEET FOR THE ASSESSMENT OF THE AGENCY

NAME OF THE AGENCY :

Name of the Block applied for :

Name of the District applied for :

Sl. No.	Areas of assessment	Maximum marks	Marks obtained	Means of Verification
Registration & Establishment: (20 marks)				
1	a) Years of existence of entities registered in Society Registration Act/Indian Trust Act. (5--10 yrs=3 marks; >10 yrs =5 marks)	5		Registration certificate
	b) Registered under 80G (if yes=2 mark; if No=0 mark)	2		80G Regd. Certificate
	c) Working experience on social sector in the applied district. (on completion of 1 yr of exp=5 marks, on completion of 2 yrs of exp=7.5 marks, on completion of 3 yrs of exp=10 marks)	10		MoU/Agreement
	d) Governance System (Meeting & minutes of the Executive Committee/ Governing body meeting based on bye-law & Memorandum of the society in the last financial year): (Less than 50% meeting=0 mark; 50%-75% meeting =1 mark; >75% meeting= 3 marks)	3		Proceeding/ Meeting register of GB & EB
Field Level Experience: (40 marks)				
2	a. Years of experience in implementing projects in any social development sector out of any Government Funding support. (1-3 years= 5 marks; >3 to 5 years=7 marks; > 5	15		MoU/Agreement

Sl. No.	Areas of assessment	Maximum marks	Marks obtained	Means of Verification
	years to 10 years=10 marks; > 10 years= 15 marks)			
	b. Years of experience in implementing projects in any social development sector out of any Private Agency Funding support. (1-3 years= 5 marks; > 3 to 5 years=7 marks ;> 5 years to 10 years=10 marks; > 10 years= 15 marks)	15		MoU/Agreement
	c. Agency having Multi-State experience in implementation of maternal & child health (MCH) projects out of any Govt. Funding support. (1-3 years= 5 marks; > 3 to 5 years=7 marks; > 5 years to 10 years=10 marks.	10		MoU/Agreement
Financial strength: (30 marks)				
3	a. Financial turn over (minimum 20 lakhs per each year in the last three FY i.e 2016-17, 2017-18 & 2018-19 as per audit report) (>20-30 lakhs =5 marks; > 30-40 lakhs=10 marks; >40-50 lakhs=15 marks; >50 lakhs=20 marks)	20		Annual Financial Statements of last 3 FY audited by a qualified CA /Audit report of last 3 FY.
	b. Fixed assets in the name of the Agency (minimum 8 lakhs assets) as per 2018-19 audit report. (>8-20 lakhs =4 marks; > 20-30 lakhs=6 marks; >30-40 lakhs=8 marks; >40 lakhs=10 marks)	10		Fixed Asset Statement of last FY duly audited by a qualified CA/ Audit report of last FY
Manpower strength: (05 marks)				
4	Agency having staff in the payroll other than Funding Project Staff. - Minimum 1 ANM=2 marks - Minimum 1 Managerial Staff (Post Graduate)=2 marks - Minimum 1 Accounts Staff = 1 mark	05		Acquaintance & HR documents.
Other Strength (Reward & Recognition): (05 marks)				
5	Agency received any National/State/District Level award by any Government /Government Institutions for significant contribution in social development Sector. (District Level=3 marks; State Level=4 marks; National level=5 marks.	05		Certificate received from any Govt./ Govt. Inst.
Total Marks		100		

NB: Only the Agencies securing at least 50 marks or more, out of 100 marks in the technical evaluation shall be shortlisted for the merit list.

Signature of the Committee members

Name	Designation	Signature



SECTION 6: RFP FORMATS AND SUBMISSION OF PROPOSALS.

Check List for Proposal Submission
(Attach the checklist along with the Proposal)

Sl. No	Sequence of the Document to be submitted	Whether submitted (Y/N)	Page No.
1	EMD of Rs. 40,000/- in the mode of DD/BC.		
2	Covering letter for the project by the Entity in its letter head (Document. 1) - To be submitted in Form - T1 .		
3	Profile of the Agency (Name, Address, Registration etc.) – (Document. 2) - To be submitted as per Form T2 .		
4	Copy of the Registration Certificate or equivalent certificate (Document. 3)		
5	Copy of the Memorandum of Association or equivalent document (Document. 4)		
6	Copy of Unique ID No. through the portal NGO-DARPAN of NITI Aayog (Document. 5) .		
7	Copy of the 12A Certificate (Document-6)		
8	Copy of the 80G (Document-7)		
9	Annual Financial Statements with audit report attached for the last 3 years 2016-17, 2017-18, 2018-19 duly audited by a qualified CA (Document. 8) . To be submitted in Form-T3		
10	Annual Reports of the entity for the last three years i.e. 2016-17, 2017-18, 2018-19. In case run by the PSUs, annual reports of the PSUs. (Document. 9) . Organizations not preparing annual reports should provide legitimate reasons for not preparing the same.		
11	Fixed Asset Statement of last Financial Year duly audited by a qualified CA. (Document. 10) . To be submitted in Form-T4		
12	Work experience of the Agency (Document. 11) . To be submitted in Form-T5		
13	MoU/Agreement documents pertaining to work experience in implementing projects in any Social Sector out of any Govt. Funding (Document. 12)		
14	MoU/Agreement documents pertaining to work experience in implementing projects in any Social Sector out of any Private Funding (Document. 13)		
15	MoU/Agreement documents pertaining to work experience in implementing projects in any Social Sector in the applied district (Document. 14) .		
16	MoU/Agreement documents pertaining to Multi-State work experience in implementing MCH projects out of any Funding		

Sl. No	Sequence of the Document to be submitted	Whether submitted (Y/N)	Page No.
	support (Document. 15) .		
17	Names of the Office Bearers along with their addresses (in case of Trusts and Registered Societies) / Names of the key personnel along with their addresses for Other Organizations (Document-16)		
18	Name of the Staffs & qualification in the payroll, other than Funding Project Staff (ANM, other Managerial and Accounts Staff). (Document-17)		
19	An undertaking that the Office Bearer of the Agency has not been convicted/case pending by any court of law in India or abroad for any criminal offence. (Document- 18). To be submitted Form – T6 .		
20	A certificate that the bidder has never been "blacklisted"/debarred from participating in any tendering process by any State Government/Central Government institutions. (Document- 19) To be submitted in Form – T7 .		
21	An undertaking that the Agency is willing to sign the service level agreement/MoU. (Document 20). To be submitted in Form – T8 .		
22	Copy of PAN card of the Agency (Document: 21)		
23	Copy of Bank Pass Book of the Agency (Document: 22)		
24	Copy of the document relating to the presence of Agency in the State of Odisha either land & building record issued in the name of Agency/lease agreement in affidavit mode (Document: 23)		
25	Copy of the award certificate (National/State/Dist level) received from any Govt./Govt. Institutions only (Document: 24)		
26	Copy of the resolution of the competent authority in the Organization authorizing the signatory to respond to this invitation (Document 25).		

APPLICATION SCRUTINY FORMAT

NAME OF THE AGENCY :

Name of the Block applied for :

Name of the District applied for :

Sl. No	Details of the submissions of key documents	Whether submitted (Yes/No)	Detail Remarks
Compulsory Documents			
1	Whether application is received on/by due date and by registered post/speed post/courier services?		
2	Whether all pages of proposal & documents are signed by Chief Functionary of the Agency?		
3	Whether the Agency has submitted EMD in the mode of valid Demand Draft /Banker Cheque with required amount ?		
4	Whether copy of the Registration Certificate of the Agency (under Society/Trust) submitted ?		
5	Whether the organization completed 5 years of registration by 30.09.2019 ?		
6	Whether copy of the Unique ID under NITI Ayog NGO Darpan submitted ?		
7	Whether copy of the Memorandum of Association / By-Law of the Agency submitted ?		
8	Whether copy of the Contract/MoU documents pertaining to the Agency work experience to meet the eligibility criteria submitted ?.		
9	Whether Annual Financial Statements of the last 3 years duly audited by a qualified CA (As per Form-T3) submitted ?		
10	Whether the agency is having an annual turnover per each year in the last three financial year as per eligibility criteria ?		
11	Whether Fixed Asset Statement of last Financial Year duly audited by a qualified CA (As per Form-T4) submitted ?		
12	Whether the Agency is having the fixed assets in the form of infrastructure/land/building/asset as per eligibility criteria ?		
13	Whether copy of the 12A Registration certificate submitted?		
14	Whether copy of PAN Card submitted ?		
15	Whether copy of Bank Pass Book submitted ?		
16	Whether an undertaking in the form of Affidavit that the office bearer of the Agency has not been convicted by any court of law for any criminal offence (As per Form-T6)		



Sl. No	Details of the submissions of key documents	Whether submitted (Yes/No)	Detail Remarks
	submitted ?		
17	Whether Affidavit certifying that Entities are not blacklisted (As per Form-T7) submitted by the Agency ?		
18	Whether an undertaking that the Agency is willing to sign the service level agreement (As per Form-T8) submitted?		
Optional Documents			
19	Whether copy of the 80G Registration certificate submitted?		
20	Whether names of the Office Bearers along with their addresses statement submitted ?		
21	Whether copy of the meeting minutes of the Executive Committee/ Governing body/ any other body meeting based on by-law/ Memorandum of the Society/ registration document of last three financial years till date submitted ?		
22	Whether details statement of the manpower engaged by the Agency other than Funding Project Staff (Name, Designation, Qualification, years of experience etc) submitted ?		
23	Whether copy of the document relating to the presence of Agency in the State of Odisha either land & building record issued in the name of Agency/lease agreement in affidavit mode submitted ?		
24	Whether copy of the award certificate (National/State/Dist) received from any Govt./Govt. Institutions only submitted?		

N.B: The supporting documents/requirements from the Sl. No. 1 to 18 are compulsory, failing which the application of the Agency shall be rejected.

Findings of the Scrutiny: Whether Accepted or Rejected?, If Rejected, reasons to be specified at below:

Name & Signature of Committee members:

Name of the committee member	Designation	Full Signature



FORM – T1
(Covering Letter)

(To be furnished in the proposal)

PROPOSAL SUBMISSION FORM

(On the letterhead of the agency)

To

The Chief District Medical & Public Health Officer,
_____ *(Mention the District name)*

Re.: RFP Reference no. _____ dated _____

**Sub: Submission of the proposal for “Operation and Management of Maa Gruha”,
.....(name of the Block applied for).....District..**

Dear Sir,

We, the undersigned, offer to provide the services for the “Operation and Management of Maa Gruha”(Name of Block).....(District). We are hereby submitting our Proposal in a sealed envelope.

We hereby declare our Confirmation of acceptance of the Conditions of Contract mentioned in the RFP document under reference cited above.

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

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

Yours sincerely,

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

Name and Title of Signatory: _____

Name of Agency:

Address:

(Seal of the entity)

FORM – T2

(To be furnished in the proposal)

PROFILE OF THE AGENCY

1	Name of the Agency.	
2	Name of the Chief Executive of the Agency	
3	a. Head Office address of the Agency	
	b. Telephone / Mobile Number	
	c. Email ID	
4	a. Act under which the Agency Registered	
	b. Agency Regd. No with year of Regd. (under Society Act/Trust Act)	
5	Agency Unique ID Regd. No. under NGO-DARPAN Portal of NITI Aayog.	
6	Year of 12 A registration	Yes / No
7	Whether registered under 80 G	Yes / No
8.	Agency PAN Number	
9.	Bank details (Name of the Bank, Account number, IFSC Code and address of the bank)	
10	Local Office address of the Agency	
11	Any National/State/District level award received by the Agency for outstanding contribution in social development sector from any Govt./Govt. Institutions only.	

Authorized Signatory/Signature [*In full and initials*]: _____

Name and Title of Signatory: _____

(Seal of the entity)

FORM -T3

ANNUAL AVERAGE TURN OVER STATEMENT

*(To be furnished in the **letter head** of the Chartered Accountant)*

The Annual Turnover of M/s _____

For the last 3 financial years are given below and certified that the statement is true and correct.

Sl.	Financial Year	Turnover in Lakhs (Rs.)
1	2016-17	
2	2017-18	
3	2018-19	
Average Annual Turnover of last three years (Rs. In lakhs)		

Date:

Signature of Chartered Accountant
(Name in Capital)

Place:

Seal

Membership No

Note:

- 1) To be issued in the **letter head** of the Chartered Accountant with membership No.
- 2) Also attach photocopies of the audited P/L account of **each year highlighting** the **turnover** in support of that.



FORM -T4

FIXED ASSETS STATEMENT

*(To be furnished in the **letter head** of the Chartered Accountant)*

The Annual Turnover of M/s _____

For the last financial year statement is given below and certified that the statement is true and correct.

Sl.	Financial Year (last FY)	Fixed Assets value in Lakhs (Rs.)

Date:

Signature of Chartered Accountant

(Name in Capital)

Place:

Seal

Membership No

Note:

- 1) To be issued in the **letter head** of the Chartered Accountant with membership No.



FORM -T5

(To be furnished in the proposal)

Details of the experience

(Attach separate sheets if the space provided is not sufficient)

Name of the assignment	Name/address of the Organization with whom the contract signed	Date of commencement of Contract	Date of completion of Contract	Duration of the Contract	Value of the Assignment (in Rs.)	Key assignments accomplished as per the contract
A. Experience in implementing projects in any Social Sector out of any Govt. Funding:						
B. Experience in implementing projects in any Social Sector out of any Private Funding:						
C. Experience in implementing projects in any Social Sector in the applied district:						
D. Multi-State Exp. in implementing Maternal & Child Health Projects out of any Funding support:						

Note: Please furnish the relevant **MoU / Agreement / Contract documents** of the works executed in support of the information mentioned above.

Authorized Signatory/Signature [*In full and initials*]: _____

Name and Title of Signatory: _____

(Seal of the entity)

FORM -T6

(To be furnished in the proposal)

**Format for Undertaking of the Agency
(On Non Judicial Stamp Paper)**

Affidavit

I,..... (Sole Chief Functionary of the Agency), (the names and addresses of the registered Agency) do hereby solemnly affirm and sincerely state that;

- a) I or any other office bearer on behalf of the Agency has not been convicted by any court of law in India or abroad for any criminal offence.
- b) The Agency has not been blacklisted by any Government (State or Central) Department or Agency in India, which is in force during the currency of the contract.

I further affirm that, in case of any such evidence in contradiction to above declaration come to the notice of the contracting authority any time during the currency of the contract then our partnership with Zilla Swasthya Samiti / NHM, H&FW Department, Govt. of Odisha under such contract shall be liable for termination in addition to other legal recourse available under the law of the land.

Dated thisDay of, 2019

Name of the Applicant

.....

Signature of the Authorized Person

.....

Name of the Authorized Person

(Seal of the entity)



FORM-T7

(To be furnished in the proposal)

**Format for Affidavit certifying that Entities are not blacklisted
(On a Stamp Paper of relevant value)**

Affidavit

This is to certify and confirm that
..... (The name of the agency with
address of the registered office) our organization / we or any of our promoter(s) / director(s) are
not barred by Department of Health & FW, Govt. of Odisha / or any other entity of Govt. of
Odisha or blacklisted by any State Government or Central Government/ Department /
Organization in India from participating in the Project/s, either individually or as member of a
Consortium as on the _____ (Date of Signing of proposal).

We further confirm that we are aware that, our proposal for the captioned Project would be liable
for rejection in case any material misrepresentation is made or discovered at any stage of the
Bidding Process or thereafter during the agreement period.

Dated thisDay of, 2019

Authorized Signatory/Signature [*In full and initials*]: _____

Name and Title of Signatory: _____

(Seal of the entity)



FORM T8

(To be furnished in the proposal)

Format for WILLINGNESS/CONSENT LETTER.

I, Mr/Ms (The name of the agency with address of the registered office) herewith giving my consent to sign the agreement abiding by all norms.

This is for favour of your information and necessary action.

Dated thisDay of, 2019.

Authorized Signatory/Signature [*In full and initials*]: _____

Name and Title of Signatory: _____

(Seal of the entity)

