

ଜିଲ୍ଲାଖଣିଜପ୍ରତିଷ୍ଠାନ, ସୁନ୍ଦରଗଡ଼.
DISTRICT MINERAL FOUNDATION, SUNDARGARH



ସୁନ୍ଦରଗଡ଼

RFP NO: -DMF/SNG/11-2019-20.

**REQUEST FOR PROPOSAL (RFP)
FOR**

Selection of NGO for “Strengthening People’s Participation through Grassroots Planning, Baseline Survey & Micro Planning, Gap Analysis & Comprehensive Annual Action Plan of Mining Affected Gram Panchayats of Sundargarh District”

TENDER SCHEDULE

Availability of Tender documents : 03-01-2020 at 11.00 A.M.

Last date for submission of Sealed Tender: 22-01-2020 up to 5.00 P.M.

Opening of Technical Bid & Financial bid: 24-01-2020 at 11.00 AM

**Issued by:
Collector & Chairperson
DMF, Sundargarh**

ଜିଲ୍ଲାଖଣିଜପ୍ରତିଷ୍ଠାନ, ସୁନ୍ଦରଗଡ଼.

DISTRICT MINERAL FOUNDATION, SUNDARGARH.



(1st floor, DMF Office)

District Rural Development Agency

Email- dmfsundergarh@gmail.com

Sundargarh -770001

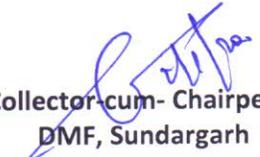
Tel / Fax No. 06622-273846

Letter No. 03 / (DMF)

Dated the 02 / 01 / 2019

RFP NO: -DMF/SNG/11-2019-20

1.	The Collector-cum-Chairperson, District Mineral Foundation (DMF) Sundargarh, Government of Odisha invites technical and financial proposals from reputed implementing Agency/ Firms of National and International repute for "Strengthening People's Participation through Grassroots Planning, Baseline Survey & Micro Planning, Gap Analysis & Comprehensive Annual Action Plan of Mining Affected Gram Panchayats of Sundargarh District" as detailed in the Scope of Work in this DTCN. The interested and eligible Firms with valid Registration Certificate as a Company, as detailed in DTCN, may apply for the same in OFF-LINE mode. (For details visit www.sundergarh.nic.in).	
2.	Nature of Works	:- Selection of NGO for "Strengthening People's Participation through Grassroots Planning , Baseline Survey & Micro Planning, Gap Analysis & Comprehensive Annual Action Plan of Mining Affected Gram Panchayats of Sundargarh District"
3.	Tender(Bid) Cost	:- Rs.6,000/-
4.	EMD	:- Rs.30,000/-
4.	Availability of bid document in the website	:- From 11.00 A.M. of 03.01.2020 to 22.01.2020 up to 5:00 P.M.
5.	Last date of receipt of Bid	:- 22.01.2020 up to 5:00 P.M.
6.	Mode of Receipt of Bids	:- Through Speed Post/ Registered Post (India Post)
7.	Date of opening of Technical Bid and Commercial Bid	:- Date: 24.01.2020 at 11:00 A.M.
8.	Address for Business query and correspondence	:- Chief Executive Officer, District Mineral Foundation, Sundargarh Sundargarh -770001, Tel- 06622-273846 Website-www.sundergarh.nic.in E-mail Id- dmfsundergarh@gmail.com
9.	The bidders have to participate in OFF-LINE bidding only. Further details can be seen from the Sundargarh District website (www.sundergarh.nic.in). Any addendum /corrigendum / cancellation of tender can also be seen in the said websites. If any query then contact E-mail ID - dmfsundergarh@gmail.com .	


Collector-cum- Chairperson
DMF, Sundargarh

Memo No.....04...../DMF

Dt. 02/01/2020

Copy to DIO, NIC, Sundargarh with a request to upload this Bid Identification Notice in the Sundargarh District Web-Site www.sundargarh.nic.in by **03.01.2020** for wide publication and timely response by the intending Contractors.


Collector & Chairperson,
DMF, Sundargarh

Memo No.....05...../DMF

Dt. 02/07/2020

Copy to the A.D.M., Sundargarh/ Rourkela/ Sub-Collector, Sadar/Panposh/Bonai/ All Block Development Officers of the District/Executive Engineer, R&B Division, Sundargarh/Rourkela/ Executive Engineer, RW Division, Sundargarh/Rourkela/ Executive Engineer Minor Irrigation Division, Sundargarh/ Executive Engineer, Irrigation Division, Sundargarh/ Executive Engineer, Rukura Irrigation Division, Panposh/ Executive Engineer, RWSS Division, Sundargarh/Rourkela/ Executive Engineer, OLIC, Sundargarh/ Rourkela/ Executive Engineer, PHED, Rourkela/Executive Officers of Urban Local Bodies of the district/ DI & PRO, Sundargarh/ Rourkela for information and with a request to display this Tender Notice in their respective office Notice Board for wide publication.

Copy to Addl. P.D.(Tech.), DRDA, Sundargarh/ Asst. Director, OREDA, DRDA, Sundargarh/ Asst. P.D.(Finance), DRDA, Sundargarh/ Asst. P.D.(RH), DRDA, Sundargarh/ Junior Engineer(Estimator), DRDA, Sundargarh/Cashier, DRDA, Sundargarh/ DMF Cell, Sundargarh/ Notice Board of DRDA, Sundargarh for information & necessary action.


Collector & Chairperson,
DMF, Sundargarh

SECTION 1: INSTRUCTION TO NGOS

Definitions

- a) "DMF" means DISTRICT MINERAL FOUNDATION, SUNDARGARH;
- b) "Employer/DMF" means the COLLECTOR, DMF, SUNDARGARH
- c) "NGO" means any Non-Government Organisation registered under Society registration act, that will provide the Services to the DMF under the Contract.
- d) "Contract" means the Contract signed by the Parties and all the attached documents.
- e) "RFP" means such part of the Instructions to NGOs used to reflect specific country and assignment conditions.
- f) "Day" means calendar day.
- g) "Instructions to NGOs" means the document which provides shortlisted NGOs with all information needed to prepare their Proposals.
- h) "QCBS" means Quality- and Cost-Based Selection.
- i) "Services" means the work to be performed pursuant to the Contract.
- j) "Terms of Reference" (TOR) means the document included in the RFP as Section 5 which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the DMF and the NGO, and expected results and deliverables of the assignment.

1. INTRODUCTION

District Mineral Foundations (DMF) are statutory bodies established by the State Government by notification. They derive their legal status from section 9B of Mines and Minerals (Development and Regulation) Act, 1957 as amended on 26th March, 2015 as Mines and Minerals (Development and Regulation) Amendment Act, 2015. This amendment came into force from 12th January, 2015. Each DMF is a trust established in the mining affected districts across the country.

The aim of District Mineral Foundation is to work for the interest of the benefit of the persons and the State Government may prescribe areas affected by mining related operations in such manner as prescribed in the ODMF Guidelines. Each District Mineral Foundation is established by the state Governments by notification as a trust or non-profit body in the mining operation affected districts.

It is also aligned to an important scheme of the Government of India, the Pradhan Mantri Khanij Kshetra Kalyan Yojana (PMKKKY) that was launched in September-2015 to implement various developmental projects and welfare programmes in mining affected areas with DMF funds.

2. BACK GROUND OF SUNDARGARH DISTRICT:

Sundargarh district is in the northwestern part of Odisha state in eastern India and is the second largest district in the state accounting for 6.23% of the total area. The geographical area of the district is 9712 Km². It is one of the 5th scheduled areas under constitution of India. Sundargarh District was constituted on the 1st January, 1948, out of the two ex-princely states of Gangpur and Bonai, which merged into present district of Sundargarh Odisha. True to its name, this beautiful District of Sundargarh with about 43 percent of its total area are under forest cover and numerous colorful tribes dotting its landscape and abundant mining potential is bounded by Ranchi District

of Jharkhand on the North, Raigarh District of Chhattisgarh on the west and North West, Jharsuguda, Sambalpur and Angul Districts of Odisha on the South and South East and Singhbhum District of Jharkhand and Keonjhar District of Odisha on the east.

Sundargarh District has 3 sub divisions, 18 Tehsils, 17 Blocks and 279 Gram Panchayats. Topographically, this district is located between latitude 21°36'N to 22° 32' N and longitude 83° 32' E to 85° 22' E. The population of this District (2011 Census) is 20, 80,664, this being the fifth most populous District of the state. The district has a population density of 214 inhabitants per square kilometer. Its population growth rate over the decade from 2001 to 2011 was 13.66%. Its rural population exceeds twelve Lakh and the urban population is more than six Lakh. The male literacy rate is 82.13 and female literacy rate in the District is 65.93.

The administrative headquarter of Sundargarh district Sundargarh district is located at Sundargarh town. There are three subdivisions which include Sundargarh, Panposh and Boani. There are presently 17 Blocks in the district and 279 Gram Panchayats(GP). The blocks include Balisankara, Bargaon, Bisra, Bonaigarh, Gurundia, Hemgir, Koida, Kuarnmunda, Kutra, Lahunipara, Lathikata, Lephripara, Nuagaon, Rajgangpur, subdega, Sundargarh, Tangarpali

Sundargarh district can be divided into three broad natural divisions. Sundargarh and Panposh subdivisions are long and undulating tracts of varying heights up to about 700 feet (213 metre) above the mean sea level, dotted with hill-ranges and isolated peaks of considerable height. Similarly, the Bonai sub-division is largely an isolated hilly tract with an average elevation of about 800 feet (244 metre) above mean sea level .

The Mining affected areas of Sundargarh district are rural areas spreaded across six Blocks and one ULB, such as Koida, Kutra, Hemgir, Kuarmunda, Rajgangpur, Lahunipada Blocks and Biramitrapur Municipality. The iron ore and manganese mines are concentrated in Koida and Lahunipada block areas. Limestone and Dolomite is found in the Rajgangpur, Kutra and Kuarmunda Blocks and Biramitrapur Municipality. Coal mines are restricted to the IB valley region of the district in Hemgir block .

3. MINING AFFECTED AREA

Sundargarh is rich with Iron-ore, Limestone, Dolomite and Coal and is one of the major mining district of Odisha. Besides the major mining affected blocks are Koida, Lahunipada, kuarmunda, Rajgangpur, Kutra and Hemgir. The Iron ore and Manganese mines are concentrated in Koida and Lahunipada Blocks, Limestone and Dolomites are found in Kuarmunda, Rajgangpur, Kutra Blocks & Biramitrapur Municipality and Coal reserves are in Hemgir Block.

Identification of affected areas and people to be covered under DMF are as per rule;

1. *Directly Affected Areas* – Where direct mining related operations, such as excavation, mining blasting, beneficiation and waste disposal (overburdened dumps, tailing ponds, transport corridors etc.) are going on.
 - a) The Villages and Gram Panchayats within which the mines are situated and are operational, which may extend to neighboring village block or district.
 - b) An area within such radius from a mine or cluster of mines as may be specified by the

State Government, irrespective of whether this falls within the district concerned or adjacent district.

- c) Villages in which families displaced by mines have resettled/rehabilitated by the project authorities.
 - d) Villages that significantly depend on the mining areas for meeting their economic needs and have usufruct and traditional rights over the project areas i.e. for grazing, collection of minor forest produce etc.
2. *Indirectly Affected Areas* – Those areas where local population is adversely affected on account of economic, social and environmental consequences due to mining-related operations. The major negative impacts of mining by way of deterioration of water, soil and air quality, reduction in stream flows, depletion of ground water, congestion and pollution due to mining operations, transportation of minerals, increased burden on existing infrastructure and resources.

4. ACTIVITIES OF DMF AREA

The fund of the trust to be utilized for implementing the PMKKKY consisting of the following activities

I. High Priority Sector:

- Drinking Water Supply– Centralized purification systems, water treatment plants, permanent/temporary water distribution network including standalone facilities for drinking water, laying of piped water supply system.
- Environment preservation and pollution control measure – Effluent treatment plants, prevention of pollution of streams, lakes, ponds, ground water, other water sources in the region, measure for controlling air and dust pollution caused by mining operations and dumps, mine drainage system, mine pollution prevention technologies, and measures for working or abandoned mines and other air, water and surface pollution control mechanisms required for environment-friendly and sustainable mine development
- Health care– The focus must be on creation of primary / Secondary health care facilities in the affected areas. The emphasis should not be only on the creation of the health care infrastructure, but also on provision of necessary staffing, equipment and supplies required for making such facilities effective. To that extent, the effort should be to supplement and work in convergence with the existing health care infrastructure of the local bodies, state and Central government. The expertise available with the National Institute of Miners Health Works may also be drawn upon to design special infrastructure needed to care of mining related illnesses and diseases. Group Insurance Scheme for health care may be implemented for mining affected persons.
- Education – Construction of school buildings, Additional class rooms, Laboratories, Art and crafts room, Toilet Blocks, Drinking Water Provisions, Residential Hostels for students/ teaches in remote areas, sports infrastructure, engagement of teachers/other supporting staff,

e-learning setup, other arrangement of transport facilities (bus/van/cycles/rickshaws etc.) and nutrition related programs

- Welfare of Women and Children– Special programmes for addressing problems of maternal and child health, malnutrition, infectious diseases etc.
- Welfare of aged and disabled people – Special program for welfare of aged and disabled people. Provision of aids and appliances to disabled persons etc.
- Skill Development – Skill development for livelihood support, income generation and economic activities for local eligible persons. The projects/ schemes may include training, development of skill development center, self-employment schemes, and support to Self Help Groups and provision of forward and backward linkages for such self- employment economic activities.
- Sanitation– Collection, transportation & disposal of waste, cleaning of public places, provision of proper drainage & Sewage Treatment Plant, provision for disposal of fecal sludge, provision of toilets and other related activities.

II. **Other priority Sector:**

- Physical Infrastructure – Providing required physical infrastructure- road bridges, railways and waterways projects.
- Irrigation–Developing alternate sources of irrigation, adoption of suitable and advanced irrigation techniques.
- Energy and watershed Development – Development of alternate source of energy (including micro-hydel) rainwater harvesting system. Development of orchards, integrated farming and economic forestry and restoration of catchments. Any other measures for enhancing environmental quality in mining district.
- Afforestation - Plantation of trees and regeneration of degraded forest, soil conservation measures etc.

5. **Scope of the Work**

To strengthen people's participation in making effective village/gram Panchayat planning and development through capacity building of the communities and PRI members and enhance their participation in Gram Sabha in the gram Panchayat of Sundargarh district of Odisha.

- a. To mobilize communities to identify their needs and assess priorities for their own development and participation
- b. To collect data/information on various indicators to identify issues and needs and guidance to fill the gap at the Gram Panchayat level
- c. To prepare the village/gram Panchayat development plan through people's participation (gram sabha)
- d. To develop an effective convergence mechanism for coordination and improve holistic development at the gram panchayat level

Major Activities

1. Creating a Baseline for all affected Households
2. Preparation of District Action Plan for the DMF affected
3. Conduct Village Level Gap Analysis and Action Plan (micro planning)
4. Approval of the Action Plan at the Gram Sabha with People's Mobilisation
5. Training of Communities and PRI Members of Planning and Development

Use of Participatory Rural Appraisal (PRA) Tools

- a. Focused Group Discussion
- b. Social and Resource Mapping
- c. Preparation of Action Plan

Key Features of Implementation:

a. *Gram Panchayat/Village Level*

- Data collection at gram panchayat/village level on various indicators and facilities with the help PRI members and Service providers (for preparation of village level micro plan)
- Mobilization of communities and groups specifically the most vulnerable section SC/ST and women to participate in the planning and development process.
- Identify and assess the critical needs of the gram panchayat/village level. (infrastructure, resources, services and capacity).
- Strengthen PRI members for effective participation and address people's needs and aspirations through training. Understand the roles and responsibilities and train them for involving citizen in the planning process.
- Conduct awareness on participatory planning and active participation in Gram Sabha among the most vulnerable communities.
- Gram panchayat level convergence with the help of PRIs and other line departments for better coordination and effective service delivery.

b. *Block Level*

- Block level planning will be developed by integrating the gram panchayat plans.
- Block level training will be provided to the PRI members for participatory planning
- Convergence between various line departments at the block level

c. *District Level*

- Integration all the block and gram panchayat level plans and preparation of a district plan
- The GP planning and information and data will help to integrate and prepare the district plan.

Micro planning process requires people to interact with each other to share their concerns and ideas for planning for a sector. If the planning process has to be democratic and sustainable, then all concerned people's (the stakeholders) feelings, ideas and plans have to be taken into consideration. Coming together on a common platform is also an empowering process for the poor and disadvantaged. People get an opportunity to clarify their stands, their misconceptions.

Therefore, Micro Planning requires:

1. All stakeholders to come together.
2. Mobilizing the disadvantaged and the poor people.
3. Providing them with an opportunity to interact and share.
4. Facilitating sharing of problems and developing action plans on solutions.
5. Constant follow-up on action plans made.

A micro plan may not generate all needed resources, but it can create good will, cooperation, and mutual support in ensuring quality of services and maintenance of community infrastructure. It creates opportunity to constructively channelize the community human power for collective development. Micro plan is an important instrument for human resources development and developing community cohesiveness. It may not be the right mechanism for infrastructure development, but in the process people can identify the kind of infrastructure that they need.

The scope of the project will be (not limited to) the following geographies and health services

Target Beneficiaries

- People in General
- Women and children
- Scheduled Tribe and Scheduled Caste
- Vulnerable Groups like PWDs, Senior Citizen and Third Gender

Geography

- District: Sundargarh
- Gram Panchayat: 31 GPs
- Villages: 185 affected villages nos.
- All services delivered by the Gram Panchayat

Institutions

- Gram Panchayat
- Block Administration
- District Administration

6. Reporting, Monitoring and Coordination

- The agency will adopt a proper reporting and monitoring system, in consultation with Villagers /Panchayat officer.
- The agency will report on monthly basis to BDO's &DMF about physical, financial progress through progress reports, as per pre-designed formats and suggested outlines.

- Monitoring will be organized at various levels. Indicators developed by the project for the purpose, will be periodically made use of. Efforts will be made to have gender sensitive indicators.
- Monitoring will include those done by the agency with the community members, by the agency management done for their respective field staff, for the progress of work in the villages. The field staff of agency (especially the village coordinators /social mobilisers) should also include women.

7. Management

- Agency will evolve and maintain regular monitoring mechanisms with consultation of Block Development officers.
- Devise work plan and time schedules periodically; report achievements accordingly.
- Participate regularly in meetings and coordinate effectively with various govt. bodies
- Prepare reports, case studies, impact assessment and provide it to DMF.
- Adopt a flexible approach to allow modifications and changes as the project evolves.

I- Gram Sabha

Agency must ensure rural communities participation in Gram Sabha. In each gram sabha at least 50 rural people shall participate, and agencies also will be responsible to record meeting minutes, photograph etc. Agency will produce *Gram Sabha* records to DMF along with monthly progress report. During meeting agency will responsible to arrange snack and tea, audio system arrangement. Gram Sabha minute should be recorded in Gram Panchayat register. Copy of this copy submitted to DMF office.

II- Baseline House Hold Survey

Agency will be responsible to conduct individual household survey according to prescribed format. Agency will also be responsible to prepare consolidated report based on household survey findings.

III- Training & Capacity Building

- i. Organize block /cluster level training programme for PRI members and village community, BDOs.
- ii. In each training programme nos. of participants would be 50, if nos. of participants found less than 50 nos. that training will be treated as cancelled.
- iii. The agency will arrangement venue for training, breakfast, lunch, tea, drinking water, LCD projector, mike, audio system, training materials, logistics and photography etc.
- iv. Arrangement of training kit, pen, bag, spiral pad, copy of presentations, posters leaflets etc

- v. Agency has to develop backdrop/banners for trainings programme, back drop design shall be finalized with the consultation with DMF
- vi. Agency shall prepare training agenda, subject matter and material for trainings programme
- vii. After completion of trainings programme agency will submit training wise report and participant's feedback with the list of participants and photographs.

IV- Team Composition

The selected team should possess a strong capacity in capacity building, interpersonal skills and knowledge of the local context. The team should preferably have experience in rural area with qualification in Social background.

The agency will be expected to provide the following personnel for the indicated duration. The durations given are indicative and subject to variation by agreement between the agency and DMF.

The team composition are shown below

Human Resources	Duration in Months
One Project Coordinator	12
Two Research Assistance	12
Six Block Coordinators	12
Village Level Facilitator (VLF)	3

Basic Qualification and Experience of the Team

Human Resources	Eligibility Criteria	Roles and Responsibilities
One Project Coordinator	MBA in Rural Management, MA in Sociology/Social Work, 5 years' experience in similar responsibility, understand local governance and use PRA tools and research methodology, willingness to work and stay in remote tribal areas	Project Lead- Overall Responsibility to Implement the Project including planning, implementation and monitoring
Two Research Assistance	M.Phil./MA in Social Science, 5 years' experience in social science research, skills in data collection, analytics and report generation and willingness to work and stay in remote tribal areas	Design tools for mapping, design questionnaire, skills in data collection using e-dashboard and monitor field work prepare analytical tables and reports
Six Block Coordinators	MA in Sociology/MSW having 4 years of experience in community mobilisation, local governance, willingness to stay and work in remote tribal areas	Directly involve in community mobilisation, awareness, meeting at gram Panchayat level, mobilise PRI members, monitor VLF, conduct all activities at the village and GP level
Gram Panchayat/Village Level Facilitator (VLF)	Graduate in any stream, understand local governance and public schemes, basic communication and writing skills	Directly involve in field activities, mobilise people, collect secondary data, organise village meeting and gram sabha

The agency will be responsible for deployment/withdrawal of staff. The agency has to submit

record of all village level facilitator deployed during the execution of agreement

Facilities: The agency will have to make his own arrangements for office, utilities, accommodation and transport and should include cost of all these elements in his Financial Offer.

8. TERMS & CONDITIONS:

1. GENERAL TERMS & CONDITIONS:

- i- DMF will select an NGO in accordance with the method of selection specified in the RFP.
- ii- NGO should familiarize themselves with local conditions and take them into account in preparing their Proposals. To obtain first-hand information on the assignment and local conditions, NGO are encouraged to visit the project site.
- iii- DMF is not bound to accept any Proposal and reserves the right to annul the selection process at any time prior to contract award, without thereby incurring any liability to the NGO.
- iv- In preparing their Proposals, NGO are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal

1. Bid Security (Earnest Money Deposit)

- a. The bid security of amount indicated in RFP in favour of "CEO, District mineral Foundation" payable at Sundargarh shall be in the form of Demand Draft. The bid security is to remain valid for a period of 90 days beyond the final bid validity period.
- b. The Employer shall reject any bid not accompanied by appropriate bid security, as nonresponsive.
- c. The bid security of the successful Bidder shall be returned as promptly as possible once the he has signed the Contract.
- d. Bid securities of the unsuccessful bidders shall be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract to successful bidder.
- e. The bid security may be forfeited:
 - a) If a Bidder withdraws its bid during the period of bid validity.
 - b) If the successful Bidder fails to execute the contract agreement within 15 days from the date of issue of the LOA by the DMF.

1.1 PREPARATION OF THE PROPOSAL

NGO's Proposal shall consist of following envelopes:

Envelope I: Letter containing Application for Bid Proposal and the Technical Proposal, and

Envelope II: The Financial Proposal

1.2 Bid Security, Cost of RFP Document, and evidences of proving Bid Eligibility: Bid security above shall be placed in Envelope I. In addition, the NGO must enclose all evidences to support the bid eligibility along with the Demand Draft for the cost of RFP Document, if any. If the bid security, cost of RFP document, and evidences supporting bid eligibility are found proper then only technical and financial proposals will be entertained.

1.3 The Proposal should include a cover letter signed by person(s) with full authorization to make legally binding contractual (including financial) commitments on behalf of the NGO.

1.4 The Proposal should include a cover letter signed by person(s) with full authorization to make legally binding contractual (including financial) commitments on behalf of the NGO.

3.0 THE TECHNICAL PROPOSAL

General

- 1.1 The Technical Proposal shall not include any information related to financial proposal and any Technical Proposals containing information related to financial proposal shall be declared nonresponsive.
- 1.2 The NGO shall submit technical proposal as per the RFP which indicates the format of the Technical Proposal to be used for the assignment. Submission of the wrong type of Technical Proposal will result in the Proposal being deemed non-responsive.
- 1.3 The proposal shall contain details on the following

Proposal Type Content	Technical Proposal (TP)
Experience of the NGO	<ol style="list-style-type: none">i) Introducing the firm's backgroundii) Relevant completed promising delivered projects of illustrating firm's relevant experience.iii) Firm's turn over detailsiv) Power point presentation on understanding of project

Technical Proposal Content

The Technical Proposal shall contain information of experience provided by the NGO.

- i- An outline of recent experience of the NGO on related assignments is required for each assignment; the outline should indicate inter-alia, the assignment, contract amount and the NGO's involvement. Information should be provided only for those assignments for which the NGO was legally and directly contracted by the DMF.
- ii- The Technical Proposal shall not include information related to financial proposal. Technical Proposals containing information related to financial proposal shall be declared non responsive
- iii- The NGO will have to submit the certificate of completion of different types of projects and similar assignments.

2. FINANCIAL PROPOSAL:

- 4.1 All information provided in NGO " Financial Proposal will be treated as confidential".
- 4.2 The Financial Proposal is to be submitted in the requisite forms enclosed.
- 4.3 No proposed schedule of payments should be included in NGO" Financial Proposals.
- 4.4 NGOs shall quote the rates in Indian National Rupees only.
- 4.5 The rates to be quoted shall be in the format given in RFP and it shall include all costs / expenses and statutory taxes.

5. PROPOSAL EVALUATION:

- 5.1 From the time the Proposals are opened till the time the contract is awarded, the NGO should not contact the DMF on any matter related to its Technical and/or Financial Proposal. Any effort by an NGO to influence the DMF in examination, evaluation, ranking of Proposals or recommendation for award of contract may result in rejection of the NGO's Proposal.
- 5.2 The eligibility criteria will be first evaluated as defined in Notice Inviting Request for Proposals for each bidder. Detailed technical evaluation will be taken up in respect of only those bidders, who meet with the prescribed eligibility criteria.
- 5.3 The DMF will be responsible for evaluation and ranking of Proposals received.

The DMF evaluates and ranks the Technical Proposals on the basis of Proposal's responsiveness to the TOR using the evaluation criteria and points system specified in the RFP. Each Technical Proposal will receive a technical score. A Proposal shall be rejected if it does not achieve the minimum technical mark of 60 from the maximum of 100 points.5.5. A Technical Proposal may not be considered for evaluation in any of the following cases:

- (i) The NGO that submitted the Proposal was found not to be legally registered or established.
- (ii) The Technical Proposal included details of costs of the services; or
- (iii) The Technical Proposal reached the DMF after the submission closing time and date specified in the RFP.

After the technical evaluation is completed, the DMF shall notify NGO who's Proposals did not meet the minimum qualifying technical mark or NGO who's Technical Proposals were considered non-responsive to the RFP requirements, indicating that their Financial Proposals will be returned unopened after completion of the selection process. The DMF shall simultaneously inform to NGO whose Technical Proposals received a mark of 60 or higher, indicating the date, time, and location for opening of Financial Proposals. (NGOs attendance at the opening of Financial Proposals is optional) .

(iv) EVALUATION OF FINANCIAL PROPOSALS

Following the ranking of Technical Proposals, based on QCBS method, financial proposals shall be opened publicly and read out; and the highest ranked bidder based on cumulative technical and financial evaluation ranking will be invited for contract negotiations.

NOTE:

The weight for Financial Proposal and Technical Proposal has been given 30% and 70% respectively.

The Financial Proposals shall be given scores as follows:

$$Pf = 100 \times Fm/F$$

Where:

Pf is Financial Score

Fm is the Lowest Bid Price

F is the price of the proposal under consideration

The Composite Score from Technical Proposal and Financial Proposal shall be computed as follows:

$$\text{Composite Score} = (Pf \times 0.3) + (Pt \times 0.7),$$

Where: Pt is the Technical Score of the proposal under consideration

- i) The Eligible NGO getting highest marks would be declared Successful.
- ii) In the event that two or more Eligible NGO (s) secures the same overall score, DMF may:
Declaring the Eligible NGO securing highest technical marks amongst the Eligible Bidder(s), as preferred bidder.

6. CONTRACT NEGOTIATION AND AWARD OF CONTRACT

DMF may either choose to accept the Proposal of the Preferred NGO or invite him for negotiations. In case negotiation fails, DMF has the right to invite the next preferred NGO for negotiation.

After completing negotiations, the DMF shall award the Contract to the selected NGO and notify the other NGOs who could have been invited to negotiate a Contract that they were unsuccessful.

9. PERFORMANCE SECURITY

The NGO will furnish within 15 days of the issue of Letter of Acceptance (LOA), an Account Payee Bank Draft or Unconditional Bank Guarantee in favor of "Chief Executive Officer, District Mineral Foundation" payable at Sundargarh, from any nationalized or Scheduled Bank in India for an amount to Rs 5,00,000 (Five lakh) towards Performance security valid for one year. The Bank Guarantee will be released after three months of completion of the work.

10. PAYMENT MILESTONE

<i>(A) Per Month Items</i>	Percentage/Amount
Human Resources (Per Month)	
Administrative Expenses (Per Quarter)	
<i>(B) Programme</i>	
Concept Development of Baseline Survey and Project	10%
Draft of Baseline Survey Tools:	20%
Final Tools:	70%
<i>(C) Administrative Expenses</i>	25% on each Quarterly

Sl. #	Activities	Timeline (12 Months)											
		1	2	3	4	5	6	7	8	9	10	11	12
1	Design and Implementation of Baseline Survey and Report	√	√	√	√	√	√	√					
2	Village Level Mobilization, Planning and Gram Sabha Approval, DMF awareness	√	√	√	√	√	√	√	√	√	√	√	√
3	GP Level Training of PRI Members						√	√	√	√	√	√	√
4	GP Level Convergence Meeting						√	√	√	√	√	√	√
5	Block/Municipality Level Convergence Meeting and Training									√	√	√	√
6	Submission of Village Development Plan Reports										√	√	√

Sl. No.	Instruction																		
1	NGO will submit Technical and Financial Proposals in separate envelopes.																		
2	<p>The NGO will have an option to provide Bid Security in the form of a demand draft from any Nationalized/Scheduled/Commercial Bank in India drawn in favour of Chief Executive Officer, DMF and payable at the Sundargarh, odisha. The Bid shall be summarily rejected if it is not accompanied by the Bid Security.</p> <p>The Bid security refundable of Rs. 30,000 (Rupees Thirty Thousand Only) to be submitted with RFP</p>																		
3	<p>Add the following text:</p> <p>The technical proposal shall also include documents establishing eligibility criteria as defined in Notice inviting Request for Proposal (RFP).</p>																		
4	<p>Technical Proposals shall be evaluated on the basis of following pre-identified criteria:</p> <p>a) Following Technical criteria that would be considered for selection of preferred bidder:</p> <table border="1" style="margin-left: 40px;"> <thead> <tr> <th style="text-align: center;">Sl. No.</th> <th style="text-align: center;">Criteria</th> <th style="text-align: center;">Score Allocated</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">I</td> <td>Firms general experience & experience in similar assignment (micro planning, baseline survey, use of PRA tools and techniques, techniques of awareness generation)</td> <td style="text-align: center;">30</td> </tr> <tr> <td style="text-align: center;">II</td> <td>Experience in mobilization of people, working with vulnerable communities ensure their participation in gram Sabha, mobilize PRI members and their capacity building and sensitisation on DMF</td> <td style="text-align: center;">20</td> </tr> <tr> <td style="text-align: center;">III</td> <td>Annual Turnover of NGO</td> <td style="text-align: center;">10</td> </tr> <tr> <td style="text-align: center;">IV</td> <td>Technical Presentation on Approach and Methodology</td> <td style="text-align: center;">40</td> </tr> <tr> <td colspan="2" style="text-align: center;">Total score</td> <td style="text-align: center;">100</td> </tr> </tbody> </table> <p>b) The DMF will carry out the evaluation of proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria.</p> <p>Each responsive proposal will be given a technical score. Firms securing 60 and above marks will be held technically responsive by DMF.</p>	Sl. No.	Criteria	Score Allocated	I	Firms general experience & experience in similar assignment (micro planning, baseline survey, use of PRA tools and techniques, techniques of awareness generation)	30	II	Experience in mobilization of people, working with vulnerable communities ensure their participation in gram Sabha, mobilize PRI members and their capacity building and sensitisation on DMF	20	III	Annual Turnover of NGO	10	IV	Technical Presentation on Approach and Methodology	40	Total score		100
Sl. No.	Criteria	Score Allocated																	
I	Firms general experience & experience in similar assignment (micro planning, baseline survey, use of PRA tools and techniques, techniques of awareness generation)	30																	
II	Experience in mobilization of people, working with vulnerable communities ensure their participation in gram Sabha, mobilize PRI members and their capacity building and sensitisation on DMF	20																	
III	Annual Turnover of NGO	10																	
IV	Technical Presentation on Approach and Methodology	40																	
Total score		100																	
5	<p>Replace with following text:</p> <p>Quality and Cost Based Selection (QCBS) method will be adopted for evaluation and award of this assignment</p>																		

DETAILED MARKING SCHEME FOR TECHNICAL EVALUATION

S. No.	Criteria	Maximum Marks
I	Firms General Experience & Experience in Similar Assignments like Experience in working with Local Governance and Participatory Planning , Experience in working with Marginalised Communities (SCs, STs, Women)	
A	General experience of firm <ul style="list-style-type: none"> • 1 to 2 Projects – 5 marks • More than 2 projects – 10 marks 	10
B	Experience in Similar Assignments with in Odisha in last five years. <ol style="list-style-type: none"> 1. Experience in Conducting Baseline Survey and Social Science Research in Odisha 2. Experience in working with Gram Panchayat and Local Governance in Odisha 3. Capacity Development of PRIs and Marginalised Communities in Odisha <ul style="list-style-type: none"> • Up to 1 districts/ULBs – 5 marks • Up to 2 districts/ ULBs – 10 marks • More than 3 districts/ULBs- 20 marks 	20
II	Experience of community and PRI mobilisation, participation and working with gram sabha and sensitisation through different types of medias in Odisha in last five years. <ul style="list-style-type: none"> • One Type-5 marks • Two Types- 10 marks • More than three Types- 20 marks 	20
III	Annual Turn Over of NGO (min. Rs 50 lakh) <ul style="list-style-type: none"> • One Year – 5 marks • Two Years- 10 marks 	10
IV	Approach & Methodology for (a) micro planning, baseline survey and comprehensive action plan, (b) gram sabha, community and PRI mobilisation and sensitisation and (c) Approval of village development plan and integrated district plan. (d) Awareness of DMF schemes (Power point presentation in front of committee during technical bid evaluation)	40
	TOTAL MARKS	100

TECHNICAL PROPOSAL SUBMISSION FORM

Date

To,

Chief Executive Officer
District Mineral Foundation
Sundargarh, Odisha

Dear Sir,

We, the undersigned, offer to provide the services for "*Strengthening People's Participation through Grassroots Planning, Baseline Survey & Micro Planning, Gap Analysis & Comprehensive Annual Action Plan of Mining Affected Gram Panchayat of Sundargarh District*" in Sundargarh District in accordance with your Request for Proposal dated..... and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

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

If negotiations are held during the period of validity of the Proposal, we undertake to negotiate on the basis of the proposed personnel. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,
Authorized Signature [*In full and initials*]:
Name and Title of Signatory:
Name of Firm:
Address

FINANCIAL PROPOSAL SUBMISSION FORM

Project Title: "Strengthening People's Participation through Grassroots Planning, Baseline Survey & Micro Planning, Gap Analysis & Comprehensive Action Plan of Mining Affected Gram Panchayats of Sundargarh District"

Sl. No.	Activities	Sub-activities	No.	Unit	Rate Per Unit (In Rs.)	Amount (In Rs.)
1	Baseline Survey	1. Development of software /Tools 2. Data Collection& Record keeping 3. Report Preparation& Development	1	Lump Sump		
2	Participatory Micro Planning and Approval in Gram Sabha	1. Participatory Planning 2. Approval in Gram Sabha	185	Each Gram sabha Meeting		
3	Training and Capacity Development of Community and PRI Members	1. Training of PRI members at Gram Panchayat and Block and District Level	90	Each Training		
4	Human Resources	1. Project Coordinator (for 12 month)	1no. x12months	Per month		
		2. Research Assistance (for 12 month)	2no. x12months	Per month		
		3. Block Coordinator (for 12 month)	6no. x 12months	Per month		
		4. Village Level Facilitator (for 3 month)	185no. x3 months	Per month		
5	Administrative Expenses (Office expenses, rent, stationary, transport communication, photographs etc.) (for 12 months)	1. Transportation 2. Printing and Stationary 3. Office Rent 4. Communication 5. Administrative Staff	1	Lump Sump		
Total Cost						

Total Cost: Rs. _____

(In Words) _____

Authorize Signature with Seal

Annexure-1

1. Details and documentary evidence to be furnished under all claims. Proposals are subject to automatic disqualification in case relevant documents are not furnished
2. All documents submitted in support of claims will be subject to physical verification by DMF

Organization Details and Documents to be enclosed

Name of the Organization	
Address	
Website, email and phone	
Registration under Societies Registration Act.1860/ Trust/Indian Companies Act 1956 (copy to be enclosed)	
Registered Under Section 12A of the Income Tax Act (copy to be enclosed)	
PAN Number (copy to be enclosed)	
TAN Number (copy to be enclosed)	
FCRA renewable registration if (copy to be enclosed)	
Enclose copies of Balance Sheets, Audited Statement of Accounts for 2018-19, 2017-18 and 2016-17 financial years.	
Copies of Income Tax Returns for 2018-19, 2017-18 and 2016-17 financial years.	
Award and Accreditations if any (certificate to be enclosed)	

Annexure-2

Declaration

1. I have read and understood the terms and conditions relevant to the Terms of Reference vide advertisement No..... dated.....and submitted the proposal in accordance with terms and conditions of the above referred notification.
2. The information furnished in the proposal are true and factual and I clearly understand that our proposal is liable for rejection, if any information is found to be incorrect and not factual at any point of time and DMF will have the right to initiate any action as deemed fit
3. The registered Non-Government Organisation / Non-Profit Organisation _____ is not black listed by CAPART / any other department of Government of India or State Government/International Agencies as on the date of submission of this proposal.

Date
with Seal
Place

Authorize Signature

Annexure-2

DMF Mining Affected Village List					
Sl. No.	Block	Name of GP	Sl.No.	Name of the Village	Total population of the GP
1	Koida	Dengula	1	Sidimba (Anandpur)	180
2			2	Rengma(Rengua)	317
3			3	Bandal	468
4			4	Dengula	936
5			5	Jaldihi	292
6			6	Tantigram (Tinto)	212
7			7	Kalamanga	111
8			8	Kula	753
9			9	Raikela	1342
10			10	Tentulidihi	353
11		Tensa	1	Tensa	4469
12			2	Bahamba	195
13			3	Tantra	1082
14		Kalta	1	Kalta	2532
15			2	Kamanda	1081
16			3	Kusumdihi	858
17			4	Jhirpani	619
18			5	Tada	2695
19		Koira	1	Kadodiha	1323
20			2	Koira	6763
21			3	Nuagaon	440
22			4	Teherei	754
23			5	Harischandrapur	944
24		Kasira	1	Kasira	1280
25			2	Nadikasira	541
26			3	Rangalbeda	628
27			4	Segasahi	271
28			5	Bhanjapali	803
29		Malda	1	Adaghat	462
30			2	Bad Indipur	548
31			3	Dalita	69
32			4	Deoghar	223
33			5	Ghodabudani	167
34			6	Ganua	1617
35			7	Gidai	226
36			8	Kenaveta	124
37			9	Malda	564
38			10	Mandajoda	191
39			11	Patbeda	145
40			12	San Indipur	786
41			13	Kalmanga	1290
42		Patamunda	1	Badpatuli	456
43			2	Baldihi	327
44			3	Basarda	153
45			4	Kadalia	437
46			5	Kadamdihi	514
47			6	Khajurdihi	365
48			7	Kiriakudar	354
49			8	Mithirda	221

Sl. No.	Block	Name of GP	Sl.No.	Name of the Village	Total population of the GP
50	Koida	Patamunda	9	Patmunda	1013
51			10	Podadihi	327
52			11	Ranisa	287
53			12	San Putuli	894
54			13	Sanua	338
55			14	Sargigarh	738
56	LAHUNIPADA	Darjing	1	Angarpara	173
57			2.	Badsahajbahal	451
58			3	Balisuda	443
59			4	Birtola	606
60			5	Darjing	691
61			6	Dhenkiam	166
62			7	Gahami	92
63			8	Gauduniposh	617
64			9	Jamerdihi	447
65			10	Kariadihi	670
66			11	Kolijhar	323
67			12	Kudapada	223
68			13	Ludhuni	472
69			14	Madhupur	366
70			15	Mahishichhapal	314
71			16	Mahura	338
72			17	Saleipali	744
73			18	Sanbirtola (Dhagar)	111
74			19	Sanshajbahal	341
75			20	Thiaberna	555
76		Talbahali	1	Arjuhari	235
77			2	BabeiHUDI	410
78			3	Badnuagaon	345
79			4	Barghat	385
80			5	Budhabhuin	1294
81			6	Deogharia	104
82			7	Karkudar	558
83			8	Khatiabhanguni	168
84			9	Kilinda	240
85			10	Ladhapani	258
86			11	Landamunda	134
87			12	Mahulata	203
88			13	Rangamatia	543
89			14	Sannuagaon	724
90			15	Talbahali	278
91			16	Tantabahal	176
92		Sashyakala	1	Barsuan	2504
93			2	Baunarkela	134
94			3	Damalu	684
95			4	Kusumdihi	207
96	5		Raikala	311	
97	6		Sashyakala	1706	
98	7		Tinko	388	
99	Bhutuda	1	Batagaon	222	
100		2	Bhutuda	832	
101		3	Chadha	46	

Sl. No.	Block	Name of GP	Sl.No.	Name of the Village	Total population of the GP	
102	LAHUNIPADA	Bhutuda	4	Kemshila	223	
103			5	Lasi(Sarkunda)	704	
104			6	Raisuan	288	
105			7	Randa	271	
106			8	Ranta	804	
107			9	Sareikela	422	
108			10	Silguda	169	
109			11	Tilkuda	251	
110			KUARMUNDA	Andhari	1	Andhari
111	2	Banki			1471	
112	3	Dhanginacha			1310	
113	4	Ghaghari			1359	
114	Jalangbira	1		Jalangbira	4286	
115	Pratappur	1		Bhalulata	944	
116		2		Indrapur	861	
117		3		Mugtoli	265	
118		4		Pograposh	412	
119		5		Pratappur	568	
120		6		Sakambahal	285	
121	RAJGANGPUR	ALANDA		1	Alanda	3891
122			2	Datarampur	637	
123			3	Dudukabahal	1645	
124			4	Tilaimal	536	
125		KESRAMAL	1	Kesramal	2214	
126			2	Raiberna	3009	
127		KUKUDA	1	Bihabandh	1748	
128			2	Dhauraadha	2092	
129			3	Kukuda	3703	
130	KUTRA	Amgova	1	Amgova	1779	
131			2	Elga	1044	
132			3	Kahupani	1094	
133			4	Jouramunda	1616	
134			5	Samleimunda	1291	
135		Gyanpali	1	Bheluadihi	922	
136			2	Chhatentoli	94	
137			3	Gyanpali	1762	
138			4	Laxmiposh	996	
139		Jharbeda	1	Jharbeda	4456	
140		Katang	1	Katang	3812	
141			2	Lanjiberna	2573	
142			3	Litibeda	1650	
143		Khatkurbahal	1	Falsakani	1571	
144			2	Khatkurbahal	4260	
145			3	Kulenbahal	450	
146			4	Sanbrsa	707	
147		Tunmura	1	Sialjore	874	
148			2	Tunmura	3181	
149		Hemgir	BALINGA	1	BALINGA	1008
150				2	BANGURKELA	1333
151				3	BANKIBAHAL	566
152				4	GARJAN BAHAL	1288
153				5	KARALI KACHHAR	428
154				6	KUISIRA	568

Sl. No.	Block	Name of GP	Sl.No.	Name of the Village	Total population of the GP
155	Hemgir	TUMULIA	1	GADDWAR	395
156			2	KULDA	166
157			3	KUND	834
158			4	SAHASPUR	837
159			5	TUMULIA	3311
160		GOPALPUR	1	BALABASPUR	636
161			2	GOPAL PUR	3171
162			3	JHUPURUNGA	1845
163			4	RATANSARA	1713
164			5	SANA RAMPJA	135
165			6	SIAR MAL	595
166		SUMURA	1	KALET PANI	246
167			2	SARANGI JHARIA	425
168			3	SARDEGA	416
169			4	SUMURA	817
170			5	TIKILIPADA	1818
171			6	TIURIA	430
172		KANJIKA	1	BANDHABAHAL	81
173			2	BENDIRI CHUAN	187
174			3	BHENLUATIKRA	143
175			4	BHURTTA	214
176			5	BRAHMANI	58
177			6	DALAK	225
178			7	KANIKA	3268
179			8	KUTRAJOR	210
180			9	LOKED JHARAN	365
181			10	TANGARDIHI	1072
182		DUDUKA	1	BAD BALICHUAN	714
183			2	BARPALI	1567
184			3	DUDUKA	959
185			4	KUNDARA	285
		Total			167740