



ଜିଲ୍ଲା ଖଣିଜ ପ୍ରତିଷ୍ଠାନ, ସୁନ୍ଦରଗଡ଼.

DISTRICT MINERAL FOUNDATION, SUNDARGARH.

RFP NO: -DMF/SNG/10-2020-21.

REQUEST FOR PROPOSAL (RFP)

FOR

“SELECTION OF AN AGENCY FOR THE ‘ESTABLISHMENT AND MANAGEMENT OF CRÈCHES IN MINING AFFECTED BLOCKS FOR 3 YEARS IN SUNDARGARH DISTRICT UNDER DISTRICT MINERAL FOUNDATION (DMF) & OMBADC FUND”

TENDER SCHEDULE

Availability of RFP documents	: 08.01.2021
Last date for submission of Sealed RFP	: 28.01.2021
Opening of Technical Bid & Financial bid	: 29.01.2021

Issued by:
Collector & Chairperson
DMF, Sundargarh.



District Mineral Foundation
Collectorate Campus, Sundargarh-770001
Email ID: dmsundergarh@gmail.com
Tel No. - 06622-273846

ଜିଲ୍ଲା ଖଣିଜ ପ୍ରତିଷ୍ଠାନ, ସୁନ୍ଦରଗଡ଼ DISTRICT MINERAL FOUNDATION, SUNDARGARH

Letter No. 45 / (DMF)

Dated the 08/01/2021

RFP NO: -DMF/SNG/10-2020-21

1.	The Collector-cum-Chairperson, District Mineral Foundation (DMF) Sundargarh, Government of Odisha invites technical and financial proposals from reputed implementing NGOs/Agencies/ Firms of National and International repute for "Selection of an agency for Establishment and Management of Crèches in mining affected blocks for 3 Years in Sundargarh District under DMF & OMBADC Fund" as detailed in the Scope of Work in this RFP., as detailed in RFP, may apply for the same in OFF-LINE mode. (For details visit www.sundergarh.nic.in).	
2.	Nature of Works	:- Selection of an agency for Establishment and Management of Crèches in mining affected blocks for 3 Years in Sundargarh District under District Mineral Foundation & OMBADC Fund
3.	RFP (Bid) Cost	:- Rs.10,000/-
4.	EMD	:- Rs.50,000/-
4.	Availability of RFP document in the website	:- From 11:00 A.M. of 08.01.2021 to 28.01.2021 up to 5:00 P.M.
5.	Last date of receipt of Bid	:- 28.01.2021 up to 5:00 P.M.
6.	Mode of Receipt of Bids	:- Through Speed Post/ Registered Post (India Post)/ and by no other means.
7.	Date of opening of Technical Bid and Commercial Bid	:- Date: 29.01.2021 at 11:00 A.M.
8.	Address for Business query and correspondence	:- District Mineral Foundation, Collectorate Campus, Near Sub-Collector Office Sundargarh-770001, Tel No. - 06622-273846 Website- www.sundergarh.nic.in E-mail Id- dmsundergarh@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 - dmsundergarh@gmail.com .	


Collector & Chairperson
DMF, Sundargarh

Memo No. 46 /DMF

Dated 08/01/2021

Copy forwarded to **The Editor, Times of India (Bhubaneswar Edition)** with a request to publish widely circulated Daily English Newspaper and to **The Editor, Samaj, Pargtivadi & Sambad** with a request to publish in their widely circulated Daily Odia newspapers before **09.01.2021** for wide publication of the RFP. Complimentary copy of newspaper containing the Request for Proposal (RFP) should be submitted to this office for reference & record.


Collector & Chairperson,
DMF, Sundargarh

Memo No. 47 /DMF

Dt. 08/01/2021

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 **08.01.2021** for wide publication and timely response by the intending Contractors.

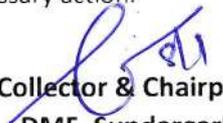

Collector & Chairperson,
DMF, Sundargarh

Memo No. 48 /DMF

Dt. 08/01/2021

Copy to the CDMO, Sundargarh/ DSWO Sundargarh/ 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/ Deputy Director of Horticulture, Sundargarh/Chief District Agriculture Officer, Sundargarh/PD, Watershed, Sundargarh/ DMF Cell, Sundargarh/ Notice Board of DRDA, Sundargarh for information & necessary action.


Collector & Chairperson,
DMF, Sundargarh

SUNDARGARH DISTRICT AT A GLANCE:

Sundargarh District was constituted on the 1st January, 1948, out of the two ex-States of Gangpur and Bonai, which merged with Odisha on that day. True to its name, this beautiful District of Sundargarh with about 43 percent of its total area under forest cover and numerous colourful tribes dotting its landscape and with abundant mining potential is bounded by Ranchi District of Jharkhand on the North, Raigarh District of Chhatisgarh 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.

The Sundargarh town is the district headquarter. Geographically, the district is not a compact unit and consists of widely dissimilar tracts of expansive and fairly open, dotted with tree, clad isolated peaks, vast inaccessible forests, extensive river valleys and mountainous terrain. Broadly speaking, it is an undulating tableland of different elevations broken up by rugged hill ranges and cut up by torrential hill streams and the rivers IB and Brahmani. The general slope of the District is from north to south. Because of this undulating, hilly and sloping nature of landscape, the area is subjected to rapid runoff leading not only to soil erosion but also to scarcity of water for both agriculture and drinking purposes. Brahmani, Sankh, Koel and IB are the major rivers flowing through this District. Covering a geographical area of 9712 SQ. KMs., Sundargarh District is the second largest District of the state, accounting for 6.23 percent of its total area. Out of this total area, forests cover 4232.57 SQ. KMs., this being the second largest in the state, accounting for 8.53 percent of the state total.

Sundargarh District has 3 sub divisions, 18 Tehsils, 17 Blocks and 279 Gram Panchayats and 1779 no. of villages (includes 8 Census Towns and 9 out growths) and 04 Urban Local Bodies. Topographically, this district is located between latitude 21 degree 36' N to 22 degree 32' N and longitude 83 degree 32' E to 85 degree 22' E. The population of this District is 20,93,437, which is fifth most populous District of the state, out of which the rural population is 13,55,340 and urban population is 7,38,097 and **the TRIBAL population of the district is 10,62,349, which is more than 50% of the total population.** The literacy rate of the district is 73.34%.

The climate of this District is characterized by extremely hot summers and cool winters. Climate is hot & moist sub humid. Normal rainfall of the District is approximately 1230 mm, but there is a deviation in receipt of rainfall pattern which is influencing crop production.

Sundargarh is recognized as an industrial district in the map of Odisha. Steel Plant, Coal Mines, Power Plants, Fertilizer Plant, Cement factory, Ferro Vanadium Plant, Machine building factory, Glass and china clay factory and Spinning mills are some of the major industries of this District. Sundargarh occupies a prominent position in the mineral map of Odisha and is rich in iron ore, limestone, manganese, dolomite, and fire clay. Major industries are the Odisha Cements Ltd, Hart Fertilizers Ltd, and Odisha Industries Ltd. The industrial town of Rourkela in this District has the first government sector plant built with foreign collaboration and was the first in India to use LD oxygen technology.

Bidding Data Sheet

1	RFP Identification No.	RFP Identification Notice <u>No/ DMF/SNG/10-2020-21.</u>
2	Name of work	"Selection of an agency for Establishment and Management of Crèches in mining affected blocks for 3 Years in Sundargarh District under District Mineral Foundation & OMBADC Fund"
3	Method of selection	QCBS
4	Joint venture/Consortium	No
5	Contacting authority	Chief Executive Officer, DMF, Sundargarh
6	Availability & Downloading of tender documents from the Website.	08.01.2021 (11.00 AM) to 28.01.2021 (05.00 PM) Website: www.sundergarh.nic.in
7	Last date of bid submission	28.01.2021 till 5:00 PM
8	Cost of Bid Document	Rs.10,000/- to be submitted in shape of DD in favour of Chief Executive Officer, DMF, Sundargarh to be drawn at Sundargarh.
9	EMD	Rs.50,000/- to be submitted in shape of DD in favour of Chief Executive Officer, DMF, Sundargarh to be drawn at Sundargarh.
10	Submission of queries if any	Latest by 22.01.2021 (5.00 PM)
11	Opening of Technical proposal & Financial proposal	29.01.2021 at 11:00 AM
13	Validity of Proposal	90 days from the date of submission.
14	Mode of submission	Through Speed Post/ Registered Post (India Post)/ and by no other means.
15	Address	Chief Executive Officer, District Mineral Foundation, Sundargarh (Odisha) – 770001 Email: dmfsundergarh@gmail.com Tel: 06622-273846


**Collector and Chairperson cum
Managing Trustee, DMF, Sundargarh**

1. Section I - Invitation for Bid

1.1 Project Back Ground:

Malnutrition is one of the significant challenges in the mining affected areas of Odisha. When malnutrition occurs in early childhood, it leads to poor intellectual and cognitive development, which is likely to have its effect throughout one's life. This results in poor working capacity that affects their earning capacity, thus keeping them in a poverty trap. Further, under-nourished girls grow into weak mothers, thus maintaining the vicious cycle of poverty and ill health.

Anganwadi Centres (AWC) across the state has been operationalized under the ICDS programme; one function of this program is to provide supplementary nutrition to preschool children. However, children below 3 years of age (the period when malnutrition sets in) are not looked after in the Anganwadi centres. The mother or the family is handed over the Take Home Ration (THR) meant for the under-3 children once a week or fortnight. Further, with inadequate community engagement and participation, the demand for ICDS services continues to remain low. Another area of concern is the poor childcare practices in rural and tribal areas, where women often have to work hard in order to support the household economy, leaving little time to take care of their children. This situation is exacerbated in Sundargarh, especially in the mining affected villages where young mothers have to leave behind their infants to do hard labour in the mines. Under-3 children are the most vulnerable because of the following problems:

- ▶ They cannot feed themselves
- ▶ No one to feed them frequently as parents are daily wage earners
- ▶ Extreme poverty, lack of purchasing capacity of parents
- ▶ Lack of knowledge of caregivers – poor quality of food, low frequency of feeding

One of the possible solutions to address these gaps could be establishment of day care centres or crèches. This would establish an overall environment where interventions related to nutrition and health will be able to make an impact on malnutrition. Poor women spend much time and energy working for wages, doing housework, working on land-holdings and looking after cattle. It is in this context that the crèche model is found to be suitable to provide this environment where malnutrition can be tackled.

1.2 Project/Tender Objective

A. Definition of a crèche

A crèche is a community centre where mothers leave their children when they are at work. The crèches provide day care services for children for eight hours a day for 6 days in a week. The timings for the Crèches will be decided for each village with respect to the work timings of the mothers in consultation with the community. Crèches primarily serve children between 6 months to 3 years of age.

B. Project objectives (with respect to the children of the age group 6 months – 3 years in the project area):

1. Ensure no child in the age group of 6 months – 3 years is malnourished as measured by underweight, stunting and wasting in the project area by the end of the first year

2. Ensure 100% coverage of essential nutrition services like iron supplementation, Vitamin A supplementation, deworming, optimum complementary feeding practices with respect to initiation, frequency and diversity.
3. Halve preventable infant deaths in the age group of 6 months – 3 years by the end of the first year and completely eliminate it by the end of the second year
4. Achieve 100 percent growth monitoring, immunization and health check-up by the end of second year through robust linkage to Anganwadi and Village Health and Nutrition Day (VHND)
5. Ensure that all the children in the crèche are adequately exposed to stimulation and cognitive development
6. Ensure that all kinds of diseases, disability and growth faltering amongst the children in the crèche are detected early and quick intervention is taken up
7. Ensure through community meetings and counselling that no child in the age group of 0 – 3 years in the project area is subjected to any sort of superstitious practices such as hot iron branding, etc

C. Project Description

There will be 2 types of community crèches set up:

- **Anganwadi cum Crèche:** Crèche will be co-located within existing AWCs. While the AWC will cater to children from 3-6 years, the crèche will focus on children aged 6 months-3 years.
- **Crèche in a remote/tagged village:** Crèches will be formed in tribal hamlets which are inaccessible and lack AWC's. These crèches will be stand-alone and cater to the needs of children aged under 3 years.

Services to be provided in the crèche:

- a. Childcare facilities to house interventions of nutrition and health
 - Growth monitoring and age appropriate physical and cognitive developmental milestones
 - Record, report and action towards growth faltering
 - Safety and hygienic environment
 - Early Childhood Care and Development (ECCD) Care and stimulation
- b. Adequate and quality food for children.
 - Complementary feeding for 6 months – 3 years with dietary diversity
 - All children with malnutrition get locally produced calorie dense, protein rich food
- c. Disease prevention, treatment and rehabilitation
 - Prevention
 - Early identification of growth faltering and undernutrition
 - Mobilization and community awareness towards immunization and Village Health and Nutrition Day (VHND)
 - Convergence between AWW, ANM (ICDS and NRHM) and other frontline health workers to identify and refer the severe acute malnourished children to Nutrition Rehabilitation Center (NRC) and follow up of discharged SAM children.

Functioning of the crèches

1. The crèche project should cover all the children in the age group of 0-3 years of working mothers, irrespective of the type of work the mothers are involved in, whether at home or outside. Also, the crèche would cover those children of 6 months - 3 years who have no caregivers at home.
2. While children of 6 months – 3 years should be brought to the crèche through community mobilization and convincing the parents, children of the age group 0 – 6 months need to be catered to by counselling best practices such as the need for colostrum feeding, exclusive and frequent breast feeding to all the members of the household and especially the mother

3. Each crèche will have two workers who are local women from the same village, identified by the community and trained by the project.
4. The crèche will be a day care centre open for 8 hours per day and 6 days in a week. It will follow the holidays as per the guidelines of ICDS but shall also accommodate the community demands for deciding on holidays and functioning.
5. The crèches will aim at universal coverage and will not be target based. Admissions to crèches will be on a voluntary basis.
6. The **crèche would accommodate a maximum of 20 children** with two crèche workers with the optimum ratio of crèche worker to children being 1:10
7. The children will be fed three times a day with hot cooked food (one full meal and two snacks) that is calorie-dense and protein-rich, with special nutritional care based on local foods for malnourished children and children whose growth has faltered.
8. The feeding programme in the crèches is aimed to take care of 70% of calorie requirement of a child per day.
9. In the crèches, children will be weighed every month and their height shall be measured thrice in a year.
10. Apart from feeding and growth monitoring, focus will also be given for the promotion of hygiene and the crèches will also be provided with toys and other materials required for Early Childhood Care and Development (ECCD).
11. Periods of sleep and rest will be ensured for the young children.
12. Health check-ups will be organized in partnership with the government and the programme will be ensure that the children are able to access the ICDS and health services that they are entitled to.

2. Section II - Scope of Work and Terms of Reference

1. Ensure that all the 'Project Objectives' and the 'Services to be provided in the crèche' as mentioned previously are met.
2. Formulate project proposals on the establishment and operationalization of 10-15 Crèches each in the mining affected Blocks (**Hemgir, Rajgangpur, Kutra, Kuarnmunda, Lahunipada & Koida**) under DMF with the 'Project Objectives' and the 'Services to be provided in the crèche' as mentioned previously being an integral part of the proposals.
3. **Identification of location/village where Crèche can be established (base line study for identification of location)**
4. Develop implementation plan for the approved crèches as part of the project proposal. The implementation plan would include:
 - Identification of space for establishment of crèche and recruitment of crèche workers
 - Develop training modules and train the crèche workers
 - Standard Operating Procedures (SOP) for day to day coordination/facilitation to ensure proper feeding, growth monitoring and early childhood development techniques at all the Crèches
 - SOP also needs to also be developed in case of emergency situations at the crèches
 - Registers, guidelines, manuals and protocols has to be developed for referrals to NRCs and other health institutions, entry level, attendance, health card, health check-up form, meal planning, growth faltering, severely malnourished (SAM) children, home visits, stunting, wasting and identification of disability. Please note that this is only a minimum list and the Agency is independent to formulate more such systems
5. Recruit qualified and experienced personnel for the complete operationalization of the crèches and to provide regular updates to the Client through the assigned point of contact in DMF.
6. Execute the approved implementation plan
7. A full-fledged MIS will be developed to monitor and review this project. The MIS system is designed to enable early identification and prevention of malnutrition among crèche children. The format, content, frequency and circulation of the MIS will be pre-agreed with the selected agency
8. Annual financial planning of the project, submit necessary documents for release of grant and submit Utilisation Certificates for the fund spent by it
9. Organise exposure visits and training/capacity building programmes of the crèche workers on the Crèche guidelines and protocols, facilitate institution building, provide handholding support
10. Conduct awareness/capacity building events for Anganwadi workers as well as the community

11. Form a crèche committee consisting of the mothers of the crèche children and outline the roles and responsibilities of the committee
12. Outline the system linkages to the Women and Child Development Department (WCD) with particular emphasis on the Integrated Child Development Scheme (ICDS)
13. Outline the system linkages to the Health Department with particular emphasis on referral to Nutrition Rehabilitation Centres and the consequent follow-up
14. Submit monthly, quarterly and annual progress reports to the Client through the assigned point of contact in DMF and other concerned departments
15. Periodic appraisal of the project implementation status and take/suggest corrective steps
16. Identify critical gaps in existing development interventions and recommend any improvements/additions required to amplify the impact of the programs to the DMF
17. Attend all meetings as required by the DMF and/or the line departments related to progress and assessment of the program
18. Suggest measures to improve health status of both, mother and child across the mining affected villages;
19. Any other relevant work as directed by the Client

A. Project Duration

The duration of the contract will be for 3 years and there will be an extension of 1 more years subject to satisfactory performance.

B. Project Coverage

Around 10-15 crèches would be implemented in each mining affected blocks, i.e. Hemgir, Rajganggpur, Kutra, Kuammunda, Lahunipada and Koida of Sundargarh District.

G. Team Composition

Following are the minimum team deployment for the program:

SL. No.	Position	No. of resources
1.	Programme Manager	1 (for all 10-15 crèches)
2.	Crèche Supervisor	3 (one each for a cluster of five crèches)
3.	Crèche Worker 1	(one for each crèche)
4.	Crèche Worker 2	(one for each crèche)

1. Programme Manager (PM)

Deployment: Full Time

Desired Profile: Minimum 5 years of professional experience and PG degree in Social Work/Rural Development/Nutrition/related discipline and/or an MBA in a relevant discipline from a reputed academic institution. **Previous experience of handling crèche projects and exposure to the government's ICDS project will be preferred. Female will be preferred**

Personal qualities of the Programme Manager:

1. Must be in the age group 25-45 years.
2. Competency in usage of IT tools including proficiency in MS Office suite.
3. Strong oral and writing skills in English with effective documentation skills. Must have working knowledge of accounts and book keeping.
4. Must have desire and willingness to serve the community.
5. Should preferably have previous experience of working with tribal communities
6. Must have good communication skills, especially in the local language, viz. Odia and other tribal languages.

Specific responsibilities:

1. Responsible for overall functioning and implementation of all the Crèches
2. Build and main
3. tain a high performing team of Crèche Supervisors and Workers
4. Ensure that the 'Project Objectives', 'Services to be provided in the crèche' and other deliverables under the 'Scope of Work' as mentioned previously are satisfied in a timely manner.
5. Identification of location for housing of crèche.
6. Monitor location to ensure quality and check maintenance of various records related to children at crèche and details of beneficiary families
7. Create awareness on early detection of disability and its referral
8. Coordinate case by case referrals and child death cases
9. Ensure health check-up of all children once every year
10. Logistics arrangement of all supplies to all the Crèches
11. Conduct review meetings for assessing progress and further action / activities
12. Collection of field level data and compiling data from the field
13. Developing strategy for each Crèche Supervisor
14. Act as a formal channel of communication between the selected Agency and the District Mineral Foundation (DMF).
15. Report to the Client or the Authorized representative of the Client
16. Identifying, assessing gaps and addressing them if possible or highlighting them to the DMF, and assessing the progress, developing the strategies for improvements and reporting
17. Any other relevant work that may be included during the Technical negotiations or as directed by the Client or as may be instructed by DMF or Programme Manager

2. Crèche Supervisor (CS)

Deployment: Full Time

Desired Profile: Graduation in Social Work/ Rural Development/ Rural Management/ related discipline or MBA in any discipline from a reputed academic institution. **Previous experience of handling crèche projects and exposure to the government's ICDS project will be preferred. Female candidate required.**

Personal qualities of the crèche Supervisor:

1. Must be in the age group 20-45 years.
2. Must have adequate computer skills.
3. Must have working knowledge of accounts and book keeping.
4. Must have desire and willingness to serve the community.
5. Should preferably have previous experience of working with tribal communities
6. Must have good communication skills, especially in the local language, viz. Odia and other tribal languages.

Roles and responsibilities:

1. Provide continuous support and guidance to crèche worker to bridge the gap between training and job requirements.
2. Visit each centre at least once a week.
3. Monthly meetings with crèche workers
4. Maintain dairy and record information relating to crèche children, malnourished, severely malnourished children, and sick referred children.
5. Check the enlisting of beneficiaries from low economic strata and severely malnourished children particularly within 3 years of age.
6. Assist crèche worker to establish rapport with parents of children attending the crèches and winning their trust and confidence.
7. Guide the crèche worker in conducting preschool education.

8. Demonstrate to crèche worker effective methods of providing early education session.
9. Guide crèche worker to create awareness for early detection of disability, its prevention and making appropriate referrals.
10. Ensure growth monitoring (recording weight, plotting on the chart and counselling)
11. Home visits to severely malnourished children.
12. Collate and check the registers and records received from the crèches.
13. Arrangement for storage of ration, medicines, early education materials registers and records.
14. Build good relations with the Panchayats/ Village Heads, Mahila Mandals, schools, clubs, and other organizations.
15. Identifying location for housing the crèche.
16. Ensure that all crèche regulations are complied with and discipline and decorum is maintained in all crèches.
17. Address any existing gaps, if possible, or report the same to the Programme Manager for action from higher level.
18. Prepare and submit regular activity and financial reports to the Programme Manager.
19. Identify and prepare/assist the Programme Manager in preparing, relevant anecdotes and case studies.
20. In case of any emergency report to the Programme Manager.
21. Follow up of SAM children.
22. Any other relevant work that may be included during the Technical negotiations or as directed by the Client or as may be instructed by DMF or Programme Manager

1. Crèche Worker (CW)

Deployment: Full Time

Desired Profile: Two workers who are local women from the same village, preferably in the age group of 20-45 years. Someone who has studied up to 8th standard or is literate will be preferred. Selection of the crèche worker the crèche worker will be selected after due consultations with the community.

Personal qualities of the crèche worker:

1. Must be a mother herself.
2. A minimum primary education is desirable but not mandatory.
3. Must be caring and affectionate.
4. Must be willing to work with and for the community.
5. She should be willing to dedicate 8 hours daily to work in the crèche.

Roles and responsibilities of crèche workers:

1. Identifying working couple and children.
2. Assist Crèche Supervisor in motivating working parents to send their children to the day care centre.
3. Develop and maintain profiles of children and their families.
4. Maintain records of children's attendance, growth monitoring and health records.
5. Liaise with concerned local agencies, partners and community leaders and solicit their support.
6. Care and safeguard of children attending the crèche
 - Ensure personal hygiene
 - Inculcate proper toilet habits
 - Regular health check-ups and referrals in liaison with local health Sub Centre/health post/Anganwadi
 - Ensure regular supply of food to children at appropriate intervals and that the same is hygienically cooked, stored and served

- Planning and supervision of appropriate play activities

7. Interact closely and regularly with parents to discuss children's individual special care needs, if any, and support parents in their efforts to address them.
8. Ensure that toys and equipment are well-stocked and properly maintained.
9. Ensure regular supply of ration and maintain inventory and proper storage and meal planning.
10. Maintain First Aid Kits.
11. Help the co-worker in coordinating the activities of the crèche.
12. Coordinate with the Anganwadi worker in taking the weights of the children in the crèche every month and measuring heights of the children every six months.
13. General reporting to the crèche Supervisor, in case of emergency reporting to crèche Supervisor/ Programme Manager.
14. Working hours - 8 hours.
15. To regularly interact with the crèche committee to incorporate their suggestions and recommendations in the functioning of the crèches.
16. Any other relevant work that may be included during the Technical negotiations or as directed by the client

Materials to be provided in the crèche

(Annexure-II attached)

Norms and standards to be followed in a crèche

Crèche Location: The centre should be near/at the workplace site or in the beneficiaries' neighbourhood, within 500 metres or 1 Km

Infrastructure/ Space:

- Ground floor to ensure safety of children
- The centre should have concrete (pukka) structure as per CPWD norms.
- A crèche centre must have a minimum space of 10 to 12 sq. ft. per child to ensure that children can play, rest, and learn.
- The room should have proper light and should be well ventilated.
- There should be no unsafe places like open drains, deep and large pits, garbage bins etc. near the centre.
- The centre must have a safe and potable drinking water source with a water purifier installed.
- Ramps and handrails for better accessibility.
- There should be demarcated separate areas for different age groups for eating, sleeping, cleaning and for conducting activities.

Crèche environment:

- Ensure a nurturing, responsive and inclusive environment in the crèche.
- The crèche should have bright, cheerful and child accessible displays of essential play and teaching learning material.
- Daily schedule, child safety and essential norms, and other relevant material to be displayed on the walls.
- Material prepared by children like their drawings and other artwork to be displayed at the crèche to create a child friendly environment.

Crèche equipment/material:

- Provision of equipment and material for complementary nutrition, cleaning, personal hygiene, sleeping and medical aid.
- Furniture and play equipment provided at the crèche to be appropriate to the age and number of children.

- The specific requirements for furniture of children with special needs or disabilities will also be provided for.
- All equipment to be sturdy, safe, with no sharp edges and easy to maintain
(Refer to Annexure II for Crèche set up material list)

Safety/Protection at the Crèche:

- The centre timings and shift should be followed as decided.
- The doors and gates should be installed as per requirement.
- Materials and the equipment should be stored safely after the centre is closed every day.
- The centre should not be in proximity to any establishment with noxious fumes.
- The teacher should have full information about the child's identity, residential address etc. Personal details of the person who is picking up and dropping the child to the centre should be available with the worker and the child should be handed over to that person only. In case any other person picks up or drops the child, then his/her identity with the authorization from parents would be necessary.
- Attendance of all children should be taken in the morning on the child's arrival as well as at the time when child is picked up.
- All sharp objects like scissors, knives, blades, pins etc. should always be kept away from the children.
- Chemicals such as detergents, cleaning agents, phenyl etc. should be kept out of the child's reach.
- All the furniture and fixtures should be safe and sturdy.
- Toys should be child friendly, age appropriate, safe and with no sharp edges.
- It should be ensured that all electrical switches/plugs are out of children's reach.
- There should be no open wiring at any place near or inside the crèche.
- Fire extinguishing equipment and other firefighting material should be provided at the centre.
- No child should be left alone at any point in the crèche, even during breaks.
- Any kind of verbal or physical abuse should be strictly prohibited.
- Child protection policy should be made and adhered to.
- Any kind of sexual abuse and sexual exploitation to be strictly dealt under POCSO act.
- The supervisor has to ensure that no persons, known or unknown be allowed inside the crèche at any point of time, during the functioning hours of the crèche. For example, plumbing or any other civil work should be done during weekend/holidays only.

Nutrition Practices:

- As per the recommendations and suggestions of parents and standard calorie requirements the meals should be cooked and served at the crèche
- In either of the above cases, 3 meals should be served in a day which includes a morning snack, lunch and an evening snacks.
- Ensure that children should get a well-balanced and nutritious diet as per recommendations and guidelines
- All hygiene procedures for food preparation/storage/service to be strictly followed.
- Monitor the growth of the child by taking weight on monthly basis.
- If the child is underweight, then inform the parents immediately and take appropriate action as per NRHM guidelines .

Hygiene and Sanitation Practices:

- Adequate materials for cleaning should be provided at the centre like soap, phenyl, disinfectants etc.
- Practice preventive measures such as sanitizing toys etc. to minimize spread of germs.
- Label all the dustbins and keep them clean.
- If there is identification of any pest, the administrative staff should be immediately informed and pest control done promptly.
- Maintaining cleanliness of the toilets, dining area, activity area and all the surroundings, especially at the corners, is necessary.
- The water taps should be placed at a height which can be easily accessed by the children independently.
- Use shoe rack for keeping children's shoes.
- Personal cleanliness of the child should be maintained.

- Practice preventive measures such as washing hands, wiping nose, changing diapers etc. to minimize spread of germs.
- Check the diaper once the child comes to the centre. If soiled, change the diaper.
- Crèche table should be set up at an appropriate place. Different size diapers, towels, wipes etc. should be kept at the crèche table.
- Diapers to be changed only on the crèche table.
- Change the diaper every 2 to 3 hours and if needed, early
- Throw the soiled diaper after wrapping it with newspaper/ wastepaper in the dustbin.
- The worker should wash her hands after every diaper change.
- Always use gloves for potty cleaning.
- If plastic potty's are used then they should be cleaned and sterilized after every use.
- Every week check children's nails. If the nails are long they should be trimmed. But if the parents ask not to trim then ask parents to trim them
- Place two spare slippers in front of toilets for children's use.
- Whenever required use separate towels for each child.
- Workers hair should be tied all the time while working at the crèche.

The above norms and standards are minimum requirements. Any other heads that may be relevant will be negotiated during the Financial Negotiations and will be included only if found acceptable to the client but in no case will there be an upwards revision of the costs submitted in the proposal

For any nutrition supplementation foods provided to children will be reimbursed after submission of doctor prescription & actual bills which are to be Endorsed by CDPO.

Sl. No.	Material	Time/Period	Unit Cost	No. of Units	Amount (Rs.)
1	Fooding (children will be fed three times a day with hot cooked food (one full meal and two snacks) that is calorie-dense and protein-rich, with special nutritional care based on local foods)				
2	Rent for managing the Crèche (if applicable)				
3	Other Accessories including fuel, utensils, smokeless chullah, Mats, Mosquito net, buckets, plates, other stimulation material				
4	Operational cost				

Calorie requirement chart for infants & young children

Age group	Body weight(Kg) approx...	kcal/kg/day	kcal/day	Protein g/day
06-12months	8.4kg	80kcal/kg/d*	672kcal/day	1.69 g/kg/day
1-3yrs	12.9kg	82kcal/kg/d*	1057.8kcal/day	16.7g/day

General guidelines:

- Begin to feed at 6 months Type of food: Soft porridge, well mashed food How often: 2 to 3 times each day How much: 2 to 3 tablespoons at each meal
- From 6 up to 9 months Type of food: Mashed food How often: 2 to 3 times each day and 1 to 2 snacks How much: 2 to 3 tablespoons up to one-half (1/2) cup at each meal

- From 9 up to 12 months Type of food: Finely chopped or mashed food and foods that baby can pick up with his or her fingers How often: 3 to 4 times each day and 1 to 2 snacks How much: At least one half (1/2) cup at each meal
- From 12 up to 36 months Type of food: Family foods, chopped or mashed if necessary, How often: 3 to 4 times each day and 1 to 2 snacks How much: Three-quarters (3/4) up to 1 full cup at each meal

Note: * A snack is extra food between meals ** A cup is 250 ml

Things to remember:

- ❖ Between the age of 6 months and 2 years a child needs to continue breastfeeding.
- ❖ If not breastfeeding, feed the baby two cups (500 ml total) of milk every day.
- ❖ Always feed the baby using a clean open cup. Do not use bottles, teats or cup with a mouth piece.
- ❖ During illness give the baby small frequent meals and more fluids, including breast milk or other liquids.
- ❖ After illness feed more food and more often than usual for at least 2 weeks

Frequency of feeding

AGE	TEXTURE	FREQUENCY	AMOUNT AT EACH MEAL
6 months	Soft porridge, well mashed vegetables/fruits plus frequent breastfeed.	2 times/ day	2 tablespoons
7-8 months	Mashed foods plus frequent breast feeds.	3 times/day	Increase gradually to 2/3 rd bowl
9-11 months	Finely chopped or mashed foods that baby can pick up	3 meals plus one snack plus breastfeeds	3/4 th bowl
24-36 months	Family foods, chopped or mashed, if necessary.	3 meals plus 2 snacks between meals breastfeed	A bowl of 250ml or more.

Recipes

AGE	Menu
6 + months	Rice mix/Puffed rice mix/ Chuda mix
7-8 months	Ragi porridge/Suji porridge/Chuda kheeri/Dhalia porridge/Cereal + dal porridge.
9-11 months	Pausthik Khichidi/Ragi halwa/ Green gram +rice porridge/ Poha/Aatta burfi/ Vegetable cheela/Suji halwa
12-24 months	Pausthik Chila/ Khichidi/ Mixed porridge/Ragi laddoo/Ragi barfi/ Chuda laddoo/Poha/ Suji upma

Note: Details of recipes is enclosed in Annexure I

H. Fund Release:

Modalities to be specified in the contract documents as per the decision of the Authority of DMF,

Crèches management Charges

- a. The Crèche management charges shall be made as for the Agency per children
- b. The total fee payable shall include all taxes and incidental charges and Tax Deductions at Source as applicable shall be deducted.

Payment milestone:

Schedule of release of Payments:

The release of funds will be month wise. The funds shall be released to the Agency as per the following schedule.

- a. The supporting documents i.e. commencement report, consolidated attendance sheet of the children for the month shall be submitted in the prescribed formats along with the Invoice duly signed by the Agency & counter signed by DSWO Sundargarh for reimbursement of expenses.
- b. For all the claims or payments, the Agency shall raise its invoice in the prescribe format and submit the same accompanied with the required documents.
- c. Agency will be asked to discontinue the centre and will be paid only on prorata basis if the out irregular of children to the Crèche centre.

A. Monitoring Mechanism:

Primarily the agency engaged will be responsible for smooth management and monitoring of the Centre including updated documentation. However, a committee will be constituted by the Client for Monitoring & Evaluation of the Project and report on the following matter:

- Resolving of issues / conflicts arises during the project period as requested by the agency.
- Periodical review & monitoring of the projects.
- Recommending preventives and improvements.
- Any other issues as assigned by the competent authority.

3. Section III - Instruction to Bidders

3.1. General

- From the time of bid advertisement to the time of Contract award, if any Bidder wishes to contact the Collector and Chairperson, DMF Sundargarh (or designated officer) on any matter related to the bid, it should do so in writing at the address mentioned in Bid Fact Sheet.
- The Bids shall remain valid for the period of 90 days after the bid submission deadline date prescribed by the Collector and Chairperson, DMF Sundargarh.
- Any bid NOT accompanied by an enforceable and compliant bid security (EMD) may be rejected by the Collector and Chairperson, DMF Sundargarh as non-responsive.

-
- The bid security of unsuccessful Bidders shall be returned as promptly as possible upon award of contract to the successful Bidder. No interest will be payable by the Collector and Chairperson, DMF Sundargarh on the amount of the Bid Security.
- The bid security of the unsuccessful Bidder shall be returned as promptly as possible once the successful Bidder has signed the Contract and furnished the required performance security.
-
- The bid security will be forfeited by Collector and Chairperson, DMF Sundargarh on account of one or more the following reasons:
 -
 - If a bidder withdraws its bid during the period of bid validity
 - If the successful bidder fails to sign the contract in accordance with terms and conditions of this RFP.
 - In the case of a successful bidder, if the Bidder fails to sign the Contract or to furnish Performance Bank Guarantee within specified time

3.2 Clarifications

- Bidders requiring any clarification on the RFP may notify the Authority in writing by post or e-mail to the address in accordance with relevant Clause. They should send in their queries (Format 7.1) before the date mentioned in the Schedule of Bidding Process specified in relevant Clause, the Authority shall endeavor to respond to the queries within the period specified therein. The responses will be sent by post or e-mail. The Authority will forward all the queries and its responses thereto, to all Bidders without identifying the source of queries.
- The Authority shall endeavor to respond to the questions raised or clarifications sought by the Bidders. However, the Authority reserves the right not to respond to any question or provide any clarification, in its sole discretion, and nothing in this Clause shall be taken or read as compelling or requiring the Authority to respond to any question or to provide any clarification.
- The Authority may also on its own motion, if deemed necessary, issue interpretations and clarifications to all Bidders. All clarifications and interpretations issued by the Authority shall be deemed to be part of the Bidding Documents. Verbal clarifications and information given by Authority or its employees or representatives shall not in any way or manner be binding on the Authority.
- Any Cancellation/ Addendum/ Corrigendum thus issued relating to RFP will be published in the Sundargarh District Website "www.sundargarh.nic.in".
- At any time prior to the deadline for submission of Proposals, the Authority may, for any reason, whether at its own initiative or in response to clarifications requested by a Bidder, modify the RFP by the issuance of Addenda.
- In order to afford the Bidders a reasonable time for taking an Addendum into account, or for any other reason, the Authority may, at its own discretion, extend the Proposal Due Date, if necessary.
- At any time prior to the last date of receipt of the bids, Collector and Chairperson, DMF Sundargarh may, for any reason, whether at its own initiative or in response to a clarification raised by a prospective bidder, modify the Bidding Document through a Corrigendum.
- Any such corrigendum shall become part of this RFP.
- In order to provide prospective bidder reasonable time for taking the corrigendum into account, Collector and Chairperson, DMF Sundargarh may, at its discretion, extend the last date for the submission of the Bid.
- Collector and Chairperson, DMF Sundargarh reserves the right to cancel the RFP or reject all the bid applications without assigning any reasons at any stage of bidding process.

3.3 Sealing, Marking and Submission of Bids

- The Bidder shall provide all the information sought under this RFP. The Authority will evaluate only those Proposals that are received in the required formats and complete in all respect.
- The Proposal shall be typed or written in indelible ink and signed by the authorized signatory of the Bidder who shall also initial each page, in blue ink. All the alternations, omissions, additions or any other amendments made to the Proposal shall be initialized by the person(s) signing the Bid.
- The Bidder shall submit the Proposal in the format specified in relevant Clause, and seal it in envelopes.
- The documents accompanying the Proposal shall be placed in separate envelopes and marked as indicated below. The Proposal submission shall include:

Technical Bid Submission

- Particulars of the Bidder (Format 7.2)
- CA certified Average Turnover for Last 3 Years (Format 7.3)
- Self- declaration by Bidder for not Being Blacklisted (Format 7.4)
- Technical Proposal Cover Letter (Format 9.5)
- Experience in (Format 7.6)
- CV of the Key Manpower Proposed (Format 7.7)
- Financial Bid (Format 7.8)
- Presentation in respect of understanding of services, credentials and strategy to handle all the task

Financial Bid Submission

- Proposal consisting of the Bidders' financial offer for the Project in the format set out in (Format 7.8) of this document.
- The financial proposal shall be inclusive of all out of pocket expenses incurred by the Consultant towards Local site office, site visits, travel, documentation and communication etc., taxes, royalties, fees, taxes and charges, excluding GST, as applicable except those as prescribed in this RFP.
- The Authority reserves the right to reject any Financial Proposal which is conditional and non-responsive.

- Envelopes shall be addressed to:
Chief Executive Officer, DMF, Sundargarh
District Mineral Foundation, Building,
Collectorate Campus, Sundargarh
At/Po/District-Sundargarh, Odisha
PIN- 770001
Contact Details- 9437339279
E-MAIL ADDRESS: dmfsundergarh@gmail.com

3.4 Site visit and verification of information

Bidders are encouraged to submit their respective Proposal after visiting the site and any other matter considered relevant by them.

It shall be deemed that by submitting a Proposal, the Bidder has:

- a. Made a complete and careful examination of the Bidding Documents;
- b. Received all relevant information requested from the Authority;
- c. Acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in the Bidding Documents or furnished by or on behalf of the Authority relating to any of the matters above;
- d. Satisfied itself about all matters, things and information necessary and required for submitting an informed Proposal, execution of the Project in accordance with the Bidding Documents and performance of all of its obligations there under;
- e. Acknowledged and agreed that inadequacy, lack of completeness or incorrectness of information provided in the Bidding Documents or ignorance of any of the matters shall not be a basis for any claim for compensation, damages, extension of time for performance of its obligations, loss of profits etc. from the Authority, or a ground for termination of the Service Agreement; and
- f. Agreed to be bound by the undertakings provided by it under and in terms hereof.

The 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, the Bidding Documents or the Bidding Process, including any error or mistake therein or in any information or data given by the Authority.

3.5 Rights to Accept/Reject any or all Bids

Collector and Chairperson, DMF Sundargarh reserves the right to accept or reject any bid, and to annul the bidding process and reject all Bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for Collector and Chairperson, DMF Sundargarh action.

3.6 Language of Bid

The proposal and all correspondence and documents shall be written in English. In case of accompanying literature or brochures etc., being in a language other than English, a certified

translation should accompany the documents as a part of the RFP. All proposals and accompanying documentation will become the property of Collector and Chairperson, DMF Sundargarh.

3.7 Modification and Withdrawal of Bids

No proposal may be modified / withdrawn in the interval between the deadline for submission of proposals and the expiration of the validity period specified by the Bidder on the proposal form. In case the Bidder wishes to withdraw the Bid after the date of opening of the bids, the bidder may do so, but the EMD of the Bidder shall be forfeited.

- A Bidder wishing to withdraw its bid shall notify to Collector and Chairperson, DMF Sundargarh by e-mail prior to the deadline prescribed for bid submission. A withdrawal notice may also be sent by electronic means such as e-mail, but it must be followed by a signed confirmation copy, postmarked no later than the deadline for submission of bids.
- No bid should be withdrawn in the interval between the bid submission deadline and the expiration of the bid validity period specified in the Bid Data Sheet. Withdrawal of a bid during this interval may result in the forfeiture of the Bidder's EMD.

3.8 Notifications of awards and Signing of Contract

- Prior to the expiration of the period of bid validity, the Bidder will be notified in writing or by email that their bid has been accepted.
- At the time Collector and Chairperson, DMF Sundargarh notifies the successful Bidder that its bid has been accepted, Collector and Chairperson, DMF Sundargarh will send the Bidders the proforma for Contract, incorporating all clauses/agreements between the parties. The successful Bidder shall sign and date the Contract and return it to Collector and Chairperson, DMF Sundargarh Draft Format of the contract has been included in the bid document.

3.9 Performance Bank Guarantee

- The successful Bidder at own expenses shall deposit the Bank Guarantee with the Collector and Chairperson, DMF Sundargarh, within 15 (fifteen) days after the receipt of notification of award of the Contract (Letter of Award) from Collector and Chairperson, DMF Sundargarh. An unconditional and irrevocable Performance Bank Guarantee (PBG) from a Nationalized/Scheduled Commercial Bank acceptable to Collector and Chairperson, DMF Sundargarh, in the format prescribed in this RFP payable on demand, for the due performance and fulfillment of the Agreement by the Bidder.
- The Performance Bank Guarantee may be submitted as Bank guarantee from a Nationalized/Scheduled Commercial Bank.
- This Performance Bank Guarantee shall be for an amount equivalent to 5% of Total Project Cost. All incidental charges whatsoever such as premium, commission etc., with respect to the Performance Guarantee shall be borne by the Bidder. The Performance Guarantee shall be valid for six months post

completion of the Project. Subject to the terms and conditions in the contract.

3.10 Failure to agree with the Terms and Conditions of the Bid/Contract

- Failure of the Bidder to agree with the Terms and Conditions of the bid/Contract shall constitute sufficient grounds for the annulment of the award of contract, in which event the contract may be awarded to the next most responsive Bidder.

3.11 Legal and Stationery Charges

- The successful bidder will have to bear the legal & stationery charges at rates for preparing contract documents as per prevailing circular. The stamp duty payable for the contract shall be borne by the Implementation Agency.
- The successful Bidder shall enter into a contract agreement with Collector and Chairperson, DMF Sundargarh within 30 days from the date of issue of Work Order and the same should be adjudicated for payment of Stamp Duty by the successful Bidder.
- All legal charges and incidental expenses in this respect shall be borne and paid by the successful Bidder.

3.12 Bid Currencies

- Prices shall be quoted in Indian Rupees (INR).

3.13 Bid Validity Period

The proposals shall be valid for a period of 90 days from the deadline of submission of Bids. On completion of the validity period, unless the Bidder withdraws proposal in writing, it will be deemed to be valid until such time that the Bidder formally (in writing) withdraws proposal.

3.14 Rectification of Errors

- Bidders are advised to exercise adequate care in quoting the prices. No excuse for corrections in the quoted price will be entertained after the proposals are opened. All corrections, if any, should be initiated by the person signing the proposal form before submission, failing which the figures for such items may not be considered.
- Arithmetic errors in proposals will be corrected as per unit rates quoted

3.15 Bidder Qualification

- The Bidder may be duly Authorized Representative and shall submit a Certificate of authority. All Certificates and documents (including any clarifications sought and any subsequent correspondences) received hereby, shall, as far as possible, be furnished and signed by the authorized representative.

- The authorization shall be indicated by written Power of Attorney (as per Agency's format) accompanying the Qualification Bid.

3.16 Conflict of Interest

Client requires that Agency (s) shall perform the required services, provide professional, objective, and impartial advice and at all times hold the Client's interest's paramount, strictly avoid conflicts of interest with other assignments or their own interests and act without any consideration for future work.

Without limitation on the generality of the foregoing, Agency (s), and any of their affiliates, shall be considered to have a conflict of interest and shall not be engaged, under any of the circumstances set forth below:

3.17 Conflicting Relationships:

- a) An Agency (including its Personnel and Sub-Agencies) that has a business or family relationship with a member of the Client's staff who is directly or indirectly involved in any part of (a) the preparation of the terms of reference of the Assignment, (b) the selection process for such Assignment or (c) supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Client throughout the selection process and the execution of the Contract.
- b) Agencies have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of the Client, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Agency(s) or the termination of its Contract.
- c) No Agency or current employees of the Client shall work as Agency under their own ministries departments or agencies

3.18 Unfair Advantage

If an Agency(s) could derive a competitive advantage from having provided other services related to the assignment in question, the Client shall make available to all other Agencies together with this RFP all information that would in that respect give such Agency any competitive advantage over competing Agencies

3.19 Fraud and Corruption

It is required that Agencies participating in the project adhere to the highest ethical standards, both during the selection process and throughout the execution of a contract.

The Client:

- a) Defines the terms set forth below as follows:
 - i. "corrupt practice" means the offering, giving, receiving or soliciting, directly or indirectly or anything of value to influence the action of a public official or members of the Evaluation Committee, in the selection process or in contract execution;
 - ii. "fraudulent practice" means a misrepresentation or omission of facts in order to influence a selection process or the execution of a contract;
 - iii. "collusive practices" means a scheme or arrangement between two or more Agencies with or without the knowledge of the Client, designed to establish prices, artificial, non-competitive levels;
 - iv. "coercive practices" means harming or threatening to harm, indirectly, persons or their property to influence their participation in a procurement process or affect the execution of a contract;

- b) Will reject a proposal for award, if it determines that the Agencies recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract in question:

Applicant Agencies should be aware of the provisions on fraud and corruption stated in the specific clauses in the Contract.

Agencies shall furnish information on commission and gratuities, if any, paid or to be paid to agents relating to this proposal and during execution of the assignment if the Agency is awarded contract.

3.20 Only one Proposal:

An Agency may only submit one proposal. If any Agency submits or participates in more than one proposal, all such proposal shall be disqualified.

3.21 Award of Contract:

- a) After completing negotiations, the Client shall issue a Letter of Intent to the selected Agency, and promptly notify all Agencies who have submitted proposals about the decision taken.
- b) The Agency will sign the contract after fulfilling all the formalities/pre-conditions within 7 days of issuances of the letter of internet.

3.22 Confidentiality:

Information relating to evaluation of Proposals and recommendations award shall not be disclose to the Agencies who submitted the Proposals or to other persons not officially concerned with the process, until the publication of the award of Contract. The undue use by any Agency of confidential information related to the process may result in the rejection of its Proposal.

3.23 Termination of the Contract:

The competent authority may, by a written notice of termination to the Bidder, suspend the Contract if the Bidder fails to perform any of its obligations under this Contract (including the carrying out of the services) provided that such notice of suspension.

1. Shall specify the nature of the failure and

2. Shall request the Bidder to make good such failure within a specified period from the date of receipt of such notice of suspension by the Bidder.

3.24 Competent Authority:

The Collector & Chairperson - cum – Managing Trustee, DMF, Sundargarh shall be the competent authority for this project. The powers of the Competent Authority will be as under:

1. May amend RFP documents during the proposal evaluation process. Any amendments will be conveyed to the short-listed organization / Agency;

2. Modify scope of work at the time of the award of the contract. Such modifications will be discussed and agreed with the Agency.
3. At discretion during evaluation of bids, request an Agency for clarification on its proposal. This request will be in writing and the Agency should respond in writing. No change in price or substance of the bid shall be sought, offered or permitted at this stage.
4. The competent authority reserves the right to accept or reject any / all proposal partially or fully without assigning any reason thereof. The decision of the Competent Authority shall be final and binding on all the Bidders.
5. Any dispute in this regard subject to Sundargarh jurisdiction only

4. Section IV- Qualification and Evaluation Methodology

4.1 Per Qualification Criteria

SL No.	Basic Requirement	Specific Requirement	Document Required
1	Legal Entity	The Agency should be registered under <ul style="list-style-type: none"> • Societies Registration Act 1860 • Indian Trust Act 1882 • Companies Act 1956 	<ul style="list-style-type: none"> • Certificate of incorporation • Registration Certificate • PAN No. • TAN
2	Relevant Experience	The Agency must have minimum 2 years' experience in the relevant field (planning, designing, implementing crèche projects in tribal/rural areas) in Odisha as on 31/03/2020.	<ul style="list-style-type: none"> • Details of relevant experience • Work order from Supporting Agency
3	Financial Capacity	The agency should have an annual turnover of at least Rs. 1 Crore each year for last three F.Y.s (2017-18, 2018-19 & 2019-20) and must filled the ITR.	Last three F.Y.'s Audited Financial Statement duly signed by a Chartered Accountant ITR for the F.Y. -2017-18, 2018-19 & 2019-20 is require.
5	Consortium	No consortium/ Joint Venture / Associations or Subcontracting / Sub-letting shall be allowed for this project	Declaration of submitting as independent Agency from the Authorized Signatory.
6	Blacklist	The Agency should not have been blacklisted by any Central/ State Government or Public Sector Undertakings.	Affidavit by the Authorized Signatory stating not blacklisted.
7	Authorized Representative	A power of Authority/ Board Resolution in the name of the person signing the proposal	Original Power of Attorney or Board Resolution Copy
8	Bid Cost	The Agency must furnish a Bid Cost of Rs 10,000 (Rupees Ten Thousand Only) in the form of Demand Draft in	Original Demand Draft

		favour of The District Collector & Chairperson – cum - Managing Trustee, District Mineral Foundation (DMF) Sundargarh, drawn on any nationalized bank at Sundargarh.	
9	Earnest Money Deposit (EMD)	The Agency must submit an EMD of Rs.50,000/- (Rupees Fifty Thousand Only) in the form of Demand Draft in favour of The District Collector & Chairperson – cum - Managing Trustee, District Mineral Foundation (DMF) Sundargarh, drawn on any nationalized bank at Sundargarh.	Original Demand Draft
10	Service Tax (GST)	Must be Registered under GSTN	Attach Regd. Certificate and GST No.

NOTE: The copies of documents submitted towards Pre-qualification criteria are to be substantiated through production of originals, if and when required.

4.2 Technical Evaluation Criteria

Proposals of only those Applicants who satisfy the Conditions of Eligibility will only be considered for detailed technical evaluation. In the first stage, the technical capability of the applicant will be evaluated and short listed for consideration of their presentation.

The scoring criteria to be used for evaluation shall be as follows:

The aforesaid applicants, subject to detailed evaluation as per the scoring criteria given in the table below will be short listed and considered for evaluation of their financial proposal. The Applicants, scoring 70 marks and above only will be qualified for further evaluation

Sl.	Evaluation Criteria	Supporting Form	Max. Marks
1.	Experience		35
1.1	No. of Crèches at different Location over 10 Years: (Each of Creches = 2Mark, Maximum 20 Marks)	Format 7.6	20
1.2	Experience of implementing creches (Each Year of Experience = 2 Marks, Maximum 10 Marks)		10
1.3	Experience of working with the Government on a maternal and child health project for a minimum period of 2 years		5
2	Key Personnel (CV to be provided as per format)	Format 7.7	15
2.1	Programme Manager Minimum 5 years of professional experience and PG degree in Social Work/Rural Development/Nutrition and/or an MBA in a relevant discipline from a reputed academic institution: 3 marks		6

Sl.	Evaluation Criteria	Supporting Form	Max. Marks
	1 year or more of professional experience in managing/handling crèche projects: 2 marks Exposure to GOI's Integrated Child Development Scheme (ICDS): 1 mark (Total maximum score: 15 marks)		
2.3	Crèche Supervisor (Minimum 3 nos.) Graduation in Social Work/ Rural Development/ Rural Management/ related discipline or MBA in any discipline from a reputed academic institution: 1 mark Experience of 5 years and above: 1 Mark 1 year or more of professional experience in coordinating/handling crèche projects: 1 mark		Max. 3 marks * 3 nos. = 9
3	Average annual turnover of above Rs. 1 Crore in last 3 financial years i.e., 2017-18, 2018-19 & 2019-20 1 Core - 2 Core = 5 Marks Above 2 Core = 10 Marks	Format 7.3	10
4	Technical presentation before Evaluation Committee	Tech 1	40
Total			100

- To qualify the technical evaluation stage, the bidder must score a minimum of 60 marks. Collector and Chairperson, DMF Sundargarh will open the Financial Bids of those Bidders who will achieve minimum score of 70 marks in technical evaluation
- Documentary evidence (Citation, copy of completion / ongoing client certificate and work order / Contract) is required for all project experience.
- In case project is on-going projects, a certificate to that effect should be furnished from the competent authority supported with Work Orders/ LoA.
- Collector and Chairperson, DMF Sundargarh (or a nominated party) reserves the right to check/validate the authenticity of the information provided by the Bidder for Technical Evaluation criteria and the requisite support must be provided by the Bidder.

4.3 Financial Evaluation

In the second stage, the financial evaluation will be carried out as per this Clause. Each Financial Proposal will be assigned a financial score (SF).

For financial evaluation, the total cost indicated in the Financial Proposal (Format 7.8) and Illustration given in Annexure 2.

The Collector and Chairperson, DMF Sundargarh will determine whether the Financial Proposals are complete and unconditional. The cost indicated in the Financial Proposal shall be deemed as final and reflecting the total cost of services. Omissions, if any, in costing any

item shall not entitle the firm to be compensated and the liability to fulfill its obligations as per the TOR within the total quoted price shall be that of the Agency. The lowest Financial Proposal (F_M) will be given a financial score (S_F) of 100 points. The financial scores of other proposals will be computed as follows:

$$S_F = 100 \times F_M / F$$

(F = Amount of Financial Proposal)

Provided that the bid is substantially responsive, the Authority shall correct arithmetical errors on the following basis:

If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Employer there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;

- If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.

4.4 Final Evaluation of Bid

Collector and Chairperson, DMF Sundargarh will award the Contract to the Bidder based on Quality Cum Cost Basis (QCBS). All the bids will be scrutinized/evaluated as per the criteria given in the RFP documents and a list of successful bidders will be evaluated on the QCBS pattern of 60:40 (Technical Bid - 60% weightage, Financial Bid - 40% weightage)

Proposals will finally be ranked according to their combined technical (S_T) and financial (S_F) scores as follows:

$$S = S_T \times T_W + S_F \times F_W$$

Where S is the combined score, and T and F are weights assigned to Technical Proposal and Financial Proposal that shall be 0.60 and 0.40 respectively.

5. Section – V Financial Bid Format and instructions

5.1 General Instructions

- a. Financial Bid needs to be submitted offline (separate envelope) as per the instructions given in the RFP in the format prescribed in this section.
- b. Bidder should provide all prices as per the prescribed format under this Section.
- c. All the prices are to be entered in Indian Rupees (INR) only
- d. Prices indicated in the schedules shall be inclusive of all taxes, Levies, duties, Transportation including GST prices. The prices should also specify Five-year support cost as per provided formats.
- e. It is mandatory to provide breakup of all Taxes, Duties and Levies wherever asked for.

- f. Collector and Chairperson, DMF Sundargarh reserves the right to ask the Agency to submit proof of payment against any of the taxes, duties, levies indicated.
- g. The Agency needs to account for all Out of Pocket expenses due to Boarding, Lodging and other related items.
- h. The Unit Rate as mentioned in the following formats may be used for the purpose of 'Change Order' for respective items, if any. However, based on the market trends, Collector and Chairperson, DMF Sundargarh retains the right to negotiate this rate for future requirement
- i. The successful bidder shall not object to the upward or downward variation in quantities of any item within the variation limits.
- j. Payment for additional quantities within the variation limit shall be made at tender rates and the tender rates shall be valid for entire duration of the contract.
- k. No claim shall be entertained or become payable for price variation of additional quantities
- l. Bidder shall be bound to give same or more % of discount on the list price of the OEMs on the future purchases (additional purchases within the contract period) by Collector and Chairperson, DMF Sundargarh. Bidder shall ensure that the future products supplied are of latest specifications as per the OEM roadmap.
- m. For the purpose of evaluation of Financial Bids, Collector and Chairperson, DMF Sundargarh shall make appropriate assumptions to arrive at a common Bid price for all the bidders. This however shall have no co-relation with the Contract value or actual payment to be made to the Bidder.
- n. Collector and Chairperson, DMF Sundargarh also intends to utilize various rates obtained through this tender for requirements across various departments. Bidders are requested to factor this larger demand and give the best possible rate to Collector and Chairperson, DMF Sundargarh.
- o. Agency should refer to the Tender for details on the technical/functional requirements of the system and the benchmark specifications for the items mentioned in the Financial Formats.
- p. Line items mentioned in the Financial Formats are for representation purpose and Agency may propose alternate technology / solution (with proper justification). Bidders are required to suitably add line items / merge the cost components depending upon their proposed solution.
- q. No escalations of prices will be considered under any circumstances.

5.2 Format for Financial Bid

Bidder are requested to visit the site and do the preliminary survey before quoting the bid. Bidder can refer. The Bidder must submit the Financial Bid as per Format 7.8 in separate envelope.

5.3 Performance Bank Guarantee (PBG)

- i. The Agency shall, within 15 days after the receipt of Letter of Award from Collector and Chairperson, DMF Sundargarh, furnish an unconditional, irrevocable and continuing Performance Guarantee to Collector and Chairperson, DMF Sundargarh for an amount equal to 3 % of the Contract Price from a Scheduled Bank in the format provided in the RFP. The Performance Bank Guarantee shall be valid for entire Term and six months thereafter. If the Performance Bank Guarantee is liquidated /en-cashed, in whole or in part, during the currency of the Performance Bank Guarantee, the Agency shall top up the Performance Bank Guarantee with the same amount as has been en-cashed within 15 days of such encashment without demur.

- ii. In the event of the Agency being unable to service the Agreement for whatever reason, Collector and Chairperson, DMF Sundargarh would invoke the PBG. Notwithstanding and without prejudice to any rights whatsoever of Collector and Chairperson, DMF Sundargarh under the Agreement in the matter, the proceeds of the PBG shall be payable to Collector and Chairperson, DMF Sundargarh as compensation for any loss resulting from the Agency failure to perform/comply its obligations under the Contract. Collector and Chairperson, DMF Sundargarh shall notify the Agency in writing of the exercise of its right to receive such compensation within 30 days, indicating the contractual obligation(s) for which the Agency is in default.
- iii. In case the Project is delayed beyond the Timelines as mentioned in RFP, the PBG shall be accordingly extended by the Agency till completion of scope of work as mentioned in RFP.

5.4 Commencement and Duration of the Contract

This Agreement shall come into effect on the Effective Date and shall continue, unless terminated earlier in accordance with the provisions hereof, for a period of 3 years from the date commissioning of Crèche The Term, for the purposes of any payments to Agency, does not include (a) any extension arising out of breach of any obligations.

5.5 Statutory Requirements

- i. During the Term of this contract, the Agency shall refrain from indulging in activities which are in contravention of any law, act and/ or rules/ regulations, there under or any amendment thereof governing inter-alia customs, excise, taxes and levies, stowaways, foreign exchange etc. and shall keep Collector and Chairperson, DMF Sundargarh indemnified in this regard.
- ii. The Agency will ensure that an updated location-wise list of all assets deployed by the Agency for the purpose of the Project is available to Collector and Chairperson, DMF Sundargarh at all times. The Agency will seek Collector and Chairperson, DMF Sundargarh approval before installing any hardware at any location and will also not alter / change / replace any hardware component deployed for the purpose of the Project without prior consent of Collector and Chairperson, DMF Sundargarh.

5.6 Agency Responsibilities

- i. Agency shall provide and deploy, on the site for carrying out the work, only those manpower resources who are skilled and experienced in their respective trades, deemed necessary for the prescribed Scope of Work in the RFP and who are competent to execute or manage/ supervise the work in a proper and timely manner.
- ii. The Agency would keep Collector and Chairperson, DMF Sundargarh updated with the details of the staff members deployed on the Project. The Agency will ensure that the roster schedule of all deployed manpower for each day at the required locations is made available to Collector and Chairperson, DMF Sundargarh for view by authorized Collector and Chairperson, DMF Sundargarh Staff. No change to the deployed manpower shall be done by the Agency without written approval from Collector and Chairperson, DMF Sundargarh except where such removal and/or replacement becomes necessary due to exceptional circumstances like disability, resignation, termination, death, etc. of the resource.

- iii. Collector and Chairperson, DMF Sundargarh may at any time request the Agency to remove from the work / site the Agency representative or any person(s) deployed by the Agency for professional incompetence or negligence or for being deployed for work for which he/she is not suited. The Agency shall accede to Collector and Chairperson, DMF Sundargarh request and shall not again deploy any person so objected to on the work or on the sort of work in question (as the case may be) without the written consent of Collector and Chairperson, DMF Sundargarh.
- iv. The Agency shall maintain backup staff and shall promptly provide replacement of every person removed, pursuant to this section, with a substitute who is equally competent or higher in competence from the pool of backup personnel.

In case of change of any staff, the Agency shall ensure a reasonable amount of time-overlap in activities to ensure proper knowledge transfer and handover/ takeover of documents and other relevant materials between the outgoing and the new member. The Agency shall also ensure that such a change does not adversely impact the quality and timelines of the Project

6. General Section – VI Formats for the Technical Bid

6.1 Instructions on Preparation of the Technical Proposal

- I. Bidders have to submit a very structured and organized technical bid, which will be analyzed by the Technical Evaluation Committee for different compliances with regards to the requirements of the project. The document submitted must be searchable and well indexed without any handwritten material. Since the cut-off marks for Technical bid Score is 70, the quality and completeness of the information submitted by the Bidder will matter a lot. All the documents must be submitted in one file only.

- II. Bidder is expected to divide its Bid in following sections / documents:

a. Bidder's Competence to execute the project

This document should bring about the capability of the firm to execute this project. Some of the required documents are as follows:

- Experience in Similar projects

b. Technical Proposal: The technical proposal should specify the following:

- Understanding of the Project
- Clear articulation and description of the design and technical/functional solution.
- Details of the complete solution proposed
- Integration approach with existing Infrastructure
- Reasoning for selection of the proposed technology over other options.
- Strength of the Bidder to provide services including examples or case-studies of similar solutions deployed for other clients
- Clearly articulate the Strategy and Approach and Methodology for Design, Installation, Configuration and Maintenance of School IT Infrastructure components and Application implemented in the project.

- Approach and Methodology for Management of Agreement Requirements specified in the bid. Bidder is required to clearly articulate how the Agreement requirements would be adhered after signing of the agreement.
- Detailed Project Plan with timelines, resource allocation, milestones etc. for supply, installation and commissioning of the various project components.
- Internet bandwidth band width requirement for the operations

c. Other Details

- **Bill of Material:** This document should give details of all the proposed IT and Non-IT components, without specifying the costs. Please note that the bid shall get disqualified if Bidder gives price details in the technical document.
- CVs of the Key Manpower proposed (Qualification of each resource is provided in this RFP Section.

7. Bidding Format Check-list

Sr. No.	Documents required	Submitted (Y / N)	(Page No.)
1	7.1 Format for submission of Queries		
2	7.2 Format for Particulars of the Bidder		
4	7.3 Bidders Average Turnover last 3 financial years		
5	7.4 Format for Self-declaration by Bidder for not being blacklisted		
6	7.5 Format for Technical Proposal Cover Letter		
7	7.6 Experience in Setting up of		
8	7.7 CVs of the Key Manpower proposed		
9	7.8 Format for Financial Bid		

7.1 Format for submission of Pre Queries

[ON BIDDERS LETTERHEAD]

To

**The Chief Executive Officer (CEO),
District Mineral Foundation,
Sundargarh (Odisha) Pin 770001**

Date: DD/MM/YYYY

Sub: Submission of Clarification by <<firm name>>

Ref: Selection of an agency for Establishment and Management of Crèches in mining affected blocks in Sundargarh District under District Mineral Foundation Fund out of District Mineral Foundation funding for Operation period of 3 years (RFP No: _____ Dated: __/__/__)

Dear Sir,

We have gone through the bid document and have the following queries. Request you to kindly address the same. We seek your clarification on the queries mentioned below.

Sr. No.	Clause No in RFP	Page Number	Existing Clause	Query/Remarks

Date:

Signature of Authorized Representative

Name of Agency:

Full Address:

Telephone No.:

7.2 Format for Particulars of the Bidder

Details of the Bidder		
A	Name of the Bidder	
B	Address of the Bidder	
C	Year of Incorporation /Registration	
D	Registration Number & Registration Authority	
E	Legal Status (Public/Private)	
F	Name & Designation of the Authorized person to whom all references shall be made regarding this RFP	
G	Telephone No. (with STD Code)	
H	E-Mail of the Contact person:	
I	Website	
K	Financial Detail (Organization's turnover of last three financial years)	FY 17-18:
		FY 18-19:
		FY 19-20:
L	GSTIN Number	
M	PAN	
N	EMD Details	

Date:

Signature of Authorized Representative

Name of Agency:

Full Address:

Telephone No.:

7.3 Bidders Average Turnover for last 3 financial years

Date: DD/MM/YYYY

The Average Annual Turnover statement of<name of the organization>, at<address of the organization >, for the last three financial year are given below and certified that the statement is true and correct.

Sl. No.	Financial Year	Turnover in lakhs (₹)
1	2017-18	
2	2018-19	
	2019-20	
	Average annual turnover statement	

Date:

Signature of Chartered Accountants

Place:

Seal:

Membership No:

7.4 Format for Self-declaration by Bidder for not being blacklisted

[ON BIDDERS LETTERHEAD]

To

**Collector and Chairperson
District Mineral Foundation,
Sundargarh (Odisha) Pin 770001**

Sub: Declaration of no valid ineligibility for corrupt or fraudulent practices or blacklisted by Government (Central or State)/Semi-Govt. or PSU as on 31-12-2020.

Ref: Selection of an agency for Establishment and Management of Crèches in mining affected blocks in Sundargarh District under District Mineral Foundation Fund

Sir/ Madam,

In response to the above mentioned RFP I, _____, as _____ <Designation> _____ of M/s _____, hereby declare that our Company / Firm _____ has not been declared blacklisted or ineligible to participate for bidding by any State/Central Govt., Semi-Govt. or PSU in last years from the date of submission of bid.

Date:

Signature of Authorized Representative

Name of Agency:

Full Address:

Telephone No.:

7.5 Format for Technical Proposal Cover Letter

Date: DD/MM/YYYY

To

**Collector and Chairperson
District Mineral Foundation,
Sundargarh (Odisha) Pin 770001**

Sub: Submission of Technical Compliance Proposal

Ref: Selection of an agency for Establishment and Management of Crèches in mining affected blocks in Sundargarh District under District Mineral Foundation Fund (RFP No: _____)

Dated: __/__/____)

Sir/ Madam

Having examined the RFP, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to product and services as required and outlined in the RFP. We attach hereto our responses to Technical Compliance Criteria.

We confirm that the information contained in these responses or any part thereof, including the exhibits, and other documents and instruments delivered or to be delivered to Collector and Chairperson, DMF Sundargarh is true, accurate, verifiable and complete. This response includes all information necessary to ensure that the statements therein do not in whole or in part mislead the department in its short-listing process.

We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading the selection process, we are liable to be dismissed from the selection process or termination of the contract during the project, if selected to do so.

We agree for unconditional acceptance of all the terms and conditions set out in the RFP document and also agree to abide by this RFP response for a period of 90 days from the date fixed for bid opening.

We hereby declare that in case we are chosen as successful bidder, we shall submit the PBG in the form prescribed in the RFP. We do hereby undertake, that until a contract is prepared and executed, this bid together with your written acceptance thereof, the RFP and placement of letter of intent awarding the contract, shall constitute a binding contract between us.

We agree that you reserve the right in absolute sense to reject all or any of the products/ services specified in the RFP response with or without assigning any reason whatsoever.

It is hereby confirmed that I am entitled to act on behalf of our company/ corporation/ firm/ organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Date:

Signature of Authorized Representative

Name of Agency:

Full Address:

Telephone No.

7.6 Experience in Establishment and Management of Crèches

Sl. No.	Name of Project	Year of Project	Page Number
1			
2			
3			
4			

Detailed Project Experience

Project Information	
Name of the project	
Client Name	
Name and contact details of the client	
Description of the project	
Scope of services	
Start date	
Completion date	
Duration of the project	
Other Relevant Information (if any)	

Please check (√) on the supporting documents enclosed:

- Work Order received from Client
- Agreement signed between Bidder and Client
- Client Certificate/ others (if any)

7.7 CVs of the Key Manpower proposed

1	Name of the Staff															
2	Current Designation in the Organization															
3	Proposed Role in the Project															
4	Proposed Responsibilities in the Project															
5	Date of Birth															
6	Education															
7	Summary of Key Training and Certifications															
8	Summary of Key Training and Certifications	<table border="1"> <thead> <tr> <th>Language</th> <th>Reading</th> <th>Writing</th> <th>Speaking</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Language	Reading	Writing	Speaking										
Language	Reading	Writing	Speaking													
9	Employment Record (For the total relevant experience)	<table border="1"> <tbody> <tr> <td>From/ To</td> <td></td> </tr> <tr> <td>Employer</td> <td></td> </tr> <tr> <td>Position Held</td> <td></td> </tr> <tr> <td>From/ To</td> <td></td> </tr> <tr> <td>Employer</td> <td></td> </tr> <tr> <td>Position Held</td> <td></td> </tr> </tbody> </table>	From/ To		Employer		Position Held		From/ To		Employer		Position Held			
From/ To																
Employer																
Position Held																
From/ To																
Employer																
Position Held																
10	Total No. of Years of Work Experience															
11	Total No. of Years of Experience for the Role proposed															
12	Highlights of relevant assignments handled and significant accomplishments (Use following format for each project)	<table border="1"> <tbody> <tr> <td>Name of Project</td> <td></td> </tr> <tr> <td>Year:</td> <td></td> </tr> <tr> <td>Location</td> <td></td> </tr> <tr> <td>Client</td> <td></td> </tr> <tr> <td>Main Project Feature</td> <td></td> </tr> <tr> <td>Position Held</td> <td></td> </tr> <tr> <td>Activities Performed</td> <td></td> </tr> </tbody> </table>	Name of Project		Year:		Location		Client		Main Project Feature		Position Held		Activities Performed	
Name of Project																
Year:																
Location																
Client																
Main Project Feature																
Position Held																
Activities Performed																

7.8 Financial Proposal

Financial Bid

For

15 no. creches per Block & each Creche have capacity of 20 children

Sl. No	Particulars	Qty.	Unit	Unit Cost for 15 no creches (Including All Taxes, PF and ESI)	For 3 Years (36 Months) Cost per creches (Including All Taxes, PF and ESI)
1	Fixed Cost				
	Utensil includes (Gas, challah, bucket, mat, plate, mosquito net, soap etc.(Scope as per annexure II) – One time cost for 3 yrs	15	One Time		
2	Recurring Cost				
I	Manpower				
A	Creche Worker	30	Per Month		
B	Helper for each Creche	15	Per Month		
C	Creche Supervisor (1 each for a cluster of 5 Creches)	3	Per Month		
D	1 Programme Manager for 15 Creches	1	Per Month		
II	House Rent includes Electricity & Water charges	15	Per Month		
III	Fooding (as per diet plan includes transportation, special nutrition diet for SAM children (scope as per Annexure-I) (20 Children * 26 Days* 15 Creches)	15	Per Month		
IV	Consumables				
A	Diaper (20 Nos. Children for 26 Day for 15no. Creches)	7800	Per Month		
B	Dress (20Nos. Children*3 Pairs Dress*15Creches)	1800	Per Year		
i	6 Months to 1 Year	5 Nos.	Per Year		
ii	1 Year to 2 Year	5 Nos.	Per Year		
iii	2Year to 3 Year	10 Nos.	Per Year		
C	Sweater (20Nos. Children*2 Pairs Sweater*15Creches)	600	Per Year		
i	6 Months to 1 Year	5	Per Year		
ii	1 Year to 2 Year	5	Per Year		
iii	2Year to 3 Year	10	Per Year		
D	Shocks (20Nos. Children*2 Pairs Shocks *15Creches)	600	Per Year		
3	Management Fee (includes training, travel cost & medical first aid other miscellaneous expenses) (including GST)	36	Per Month		
	Total Cost				

Note :- The Recurring and Management Cost Shall be Varied as per Number of Children in the Creches.

Place-
Date -

Signature of Authorized Signatory
Seal with Designation

Form Tech I

Description of Approach, Methodology and Work Plan for Performing the Consultancy Assignment

[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal divided into the following three chapters:

- a) Technical Approach and Methodology,*
- b) Work Plan, and*
- c) Organization and Staffing]*

- a) **Technical Approach and Methodology:** In this chapter, you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.
- b) **Work Plan:** In this chapter, you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, **showing understanding of the TOR** and ability to translate and implement **each of the objectives, scope of work** into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work Schedule.
- c) **Organization and Staffing:** In this chapter, you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed staff.

Note 1: Information provided in the form should correspond to the Technical Presentation.

Note 2: All the claims should be substantiated through production of originals, whenever demanded.

Annexure I
DIET CHART

1. RICE MIX

Ingredients :

Raw Rice powder 75g. ,Roasted moong dal 25g.

Method of preparation :

1. Roast rice and moong dal separately.
2. Grind rice and moong dal to a fine powder.
3. Mix the dry powder and fill in an air-tight bottle.
4. Store in a dry airtight container.

Nutritive value per 100 gms : Calories 346 Protein 11 .2 g. Iron 1 .5 mg. Carotene 12 µg

2.CHIDWA MIX (RICE FLAKES)

Ingredients :

Chuda (Rice Flakes) 100 g. ,Moong dal 30 g.

Method of preparation :

1. Roast Chidwa and Moong dal separately.
2. Grind the ingredients individually and mix thoroughly.
3. Store in a dry airtight container.

Nutritive value per 100 gms : Calories 346 Protein 10 .73 g. Iron 16 .28 mg. Carotene 38 µg.

4. BROKEN WHEAT (DALIA) MIX

Ingredients :

Broken Wheat 40 g. ,Green gram dal 20 g. ,Groundnut 10 g. Sugar 30 g.

Method of preparation :

1. Roast broken wheat, green gram dal and groundnuts separately.
2. Powder these roasted ingredients separately.
3. Add powdered sugar and mix all the dry ingredients.
4. Store in dry and airtight container.

Nutritive value per 100 gms : Calories 385 Protein 12 .24 g. Iron 3 .21 mg. Carotene 35 .6 µg.

5. SUJI PORRIDGE

Ingredients :

Wheat Rava (Suji) 40 g. .Green Gram Dal (Washed) 10 g. .Jaggery 20 g. Fat oil 10 g.
.Cardamom 1 No. Water 200 ml.

Method of preparation :

1. Clean Wheat Rava and greengram dal. Roast separately and mix.
2. Boil water, add the above mixture and cook till it becomes soft.
3. Add powdered jaggery and continue cooking, till jaggery dissolves.
4. Add oil and cardamom powder, mix well and serve hot.

Nutritive values per 100 gms : Calories 340 Protein 7.2 g. Iron 1.66 mg. Carotene 4.9 µg.

6.DALIA PORRIDGE

Ingredients :

Dalia (Broken wheat) 25 g. .Moong dal 20 g. Milk 60 ml. .Sugar 30 g. Ghee/oil 15 g.

Method of preparation :

1. Roast broken wheat in a pan.
2. when half done, add dhal and continue roasting till light brown.
3. Add water to the above, cook till soft and slightly thick (semi solid).
4. Remove from fire. Add milk, sugar and oil. Boil for a few minutes and serve.

Nutritive value per 100 gms : Calories 310 Protein 6.5 g. Iron 1.5 mg. Carotene 497 µg.

7.DALIA KHICHERI

Ingredients :

Dalia 100 g. .Masurdal 30 g. .Moongdal 20 g. .Potato 50 g. .Pumpkin 50 g. .Amaranth (tender) 50 g. .Onion 10 g..Oil 10 ml. .Salt & Haldi to taste ,Water sufficient to cook

Method of preparation :

1. Wash and peel the vegetables and cut into pieces (medium size).
2. Wash green leafy vegetables thoroughly and chop.
3. Wash dalia and dal.
4. Heat oil in a pan and add chopped onion and vegetables.
5. Fry for sometime.
6. Add dalia and dal, mix thoroughly.
7. Add salt, haldi powder and warm water and cook till dalia and vegetables become soft.

Nutritive values per 100 gms : Calories 220 Protein 8 g. Iron 3.19 mg. Carotene 884 µg

8. SUJI HALWA

Ingredients :

Suji (Roasted) 200 g. ,Groundnut (Roasted) 40 g.,Jaggery 100 g. Oil 10 ml. ,Water 800 ml.

Method of preparation :

1. Grind groundnuts coarsely after removal of skin.
2. Heat oil in a pan add suji and fry till light brown.
3. Add groundnuts to suji and mix well.
4. Add jaggery and water to the above and cook till it leaves sides.

Nutritive values per 100 gms : Calories 408 Protein 9 .05 g. Iron 2 .02 mg.

9. VEGETABLE CHEELA

Ingredients :

Wheat flour 100 g. ,Besan 50 g. ,Tomatoes 100 g.,Spinach 100 g. ,Coriander leaves 50 g.,Onion 100 g. Oil 50 g. Green chilies 2 nos. ,Spices-salt, Red chilly As per taste Powder, Turmeric powder, etc.

Method of preparation :

1. Wash and chop all vegetables.
2. Mix wheat flour and besan. Add all chopped vegetables. Add spices and prepare a batter of pouring consistency.
3. Heat tawa and grease it with a little oil. Place a laddleful mixture on tawa (iron plate) and spread evenly.
4. Apply oil from the sides and cook on both sides till golden brown.

Nutritive values per 100 gms : Calories 186 Protein 4 .41 g. Iron 5 .32 mg. Carotene 1896 µg.

10. SUJI UPMA

Ingredients :

Suji 100 g.,Ghee/Oil 20 g. ,Tomatoes 20 g. ,Potatoes 20 g.,Green peas 20 g. ,Cauliflower 20 g. ,Onion 20 g. Coriander leaves 20 g.,Curry leaves 20 g.,Black gram dal 25 g. ,Green chilies 5 g. ,Spices As per taste Mustard seeds 5 g.

Method of preparation :

1. Soak black gram dal in water for 10 minutes.
2. Wash and cut all the vegetables into pieces.
3. Heat Ghee or Oil in a pan. Add mustard seeds, black gram dal, onion and curry leaves.
4. Cook till golden brown.

5. Add vegetables and cook till soft.
6. Add salt, spices and suji with sufficient water.
7. Cook for sometime.

Nutritive value per 100 gms : Calories 222 Protein 6 .39 g. Iron 3 .02 mg. Carotene 603 µg.

11. PAUSHTIK KHICHERI

Ingredients :

Rice 100 g., Dal 50 g. ,Potatoes 20 g. ,Beans 20 g. ,Spinach 50 g. ,Tomatoes 20 g.,Onion 10 g. ,Coriander leaves 10 g.

Green chilies 5 g. ,Fat/oil 15 g. ,Salt, chilies, turmeric powder As per taste Jeera 5 g.

Method of preparation :

1. Wash and chop all vegetables.
2. Pick, wash and soak rice and for 15-20 minutes.
3. Heat fat / oil , add jeera and fry onion, till golden brown.
4. Add all the vegetables and spices.
5. Add soaked rice and dal.
6. Add sufficient water and cook till soft.
7. Serve khicheri with coriander leaves.

Nutritive value per 100 gms : Calories 216 .2 Protein 6 .13 g. Iron 4 .68 mg. Carotene 699 µg.

12. PAUSHTIC CHILA

Ingredients :

Atta 200 g. ,Besan 100 g. ,Spinach 100 g. ,Carrots 50 g. ,Salt To taste ,Oil/ghee 50 ml.

Method of preparation :

1. Wash and finely chop spinach.
2. Wash, peel and grate carrots.
3. Mix vegetables in atta & besan and add salt.
4. Prepare batter by adding water .
5. Heat tawa, spread a laddle-full batter and cook from both sides applying little ghee/oil till slightly brown.

Nutritive value per 100 gms : Calories 270 Protein 9 .8 g Iron 4.2 mg. Carotene 2772 µg.

Annexure II

Annexure II (a) Crèche Materials (Fixed)

1. Furniture/ Appliances/Equipment (non-recurring)
 1. Cribs: as per requirement
 2. One refrigerator (of good capacity for summers)
 3. One water purifier/ filter
 4. Wall clock
 5. One induction stove/gas stove with cylinder
 6. One music system
 7. Few locks and keys
 8. A table to be used to change the diapers and to clean young children. Dimension: length- 55cm, width 30 cm, height- 30cm
 9. Two almira with shelves to keep children's daily and weekly belongings
 10. One almira for storage of stationary, children folders, educational toys etc.
 11. One almira /cupboard to store eatables, snacks etc.
 12. Two – four low height tables (preferably of wood): Dimension: length-48 cm, width 24 cm, height- 10 cm
 13. Highchairs for infants: as per requirement
 14. Bulletin/ display boards: at least two (3 feetx3 feet)
 15. One black board
 16. One white board
 17. Plastic Potty: 2 or rings that can be fitted on western toilet seats for children's ease and safety.
 18. Shoe rack
 19. Small folding stools: 2
 20. Weighing scale and infantometers
 21. Stadiometers and infant meter, for measuring height and length
2. Utensils and Fuels: Nonrecurring but need to replenish when needed
 - Two Knives- 2 and kitchen scissors and peeler and chopping board
 - Milk Strainer
 - 20 Steel plates (medium size)
 - 20 Spoons (small size)
 - 20 Steel glasses (medium size)
 - 10 Steel bowls (medium size)
 - 10 Storage containers to store biscuits, snacks etc.
 - 20 small rectangular trays for the children's food
 - Net/Basket for covering the food trays
 - Cooking instruments – induction stove, gas stove or any other safe cooking stove plus cylinder

Annexure II (b) Recurring material:

A) Monthly

1. Eatables:

- Food is cooked at the centre the raw materials should be purchased based on the locally accepted menu chart

2. Cleaning material:

- One Soft broom
- One Hard broom
- Floor mop
- Bucket and mug
- Toilet soap
- Handwashing liquid soap
- Two Soap case
- Antiseptic lotion
- Floor swab
- Four dustbins with lid
- 4 comb
- One Nail cutter
- Tissue paper
- Wet wipes

B) Quarterly

3. Stationary

- 20 Chart papers 4-5 colour glaze paper
- Old magazines/ greeting cards
- 10 fevi-sticks
- Fevicol
- Child friendly Water colours
- White chalk/coloured chalk
- Packets of Sketch pen and crayons
- Child friendly clay
- Bold markers
- Packet of Pencils
- 10 Sharpeners
- 10 erasers
- 10 large and 10 small rulers
- Rubber bands
- 4-5 small scissors for children use
- 4 registers
- A4 size blank sheets
- Few small size colorful long tubs with lids to store activity material

C) Annually or Bi- annually

4. Clothes

- 10 Medium size towels
- 30 small size towels
- One packet of 10 diapers/nappies of each size for emergency

5. Linen

- Foldable mats for each child to sleep (4 feet/ 3 feet)
- 5 Bed sheets, 5 Blankets--- single (for winters)
- 4 square floor mats for conducting activities
- 10 baby quick dry sheet for young children
- Curtains as per need

6. First aid material

- First aid box
- Thermometer
- Scissors
- Torch
- Cotton
- Antiseptic cream
- Bandage
- Paracetamol

7. Games and toys

- Small ball
- Large ball
- Skipping rope
- Large wooden blocks
- Carom board
- Puzzles
- Dolls
- Doll house
- Kitchen set
- Doctor set
- Squeaking toys
- Small wooden blocks for creative play
- Rubber toys
- Slide, swings, sea-saw, jungle gym etc.
- Story books
- Sand play corner, preferably in the open area