



SUNDARGARH

ଜିଲ୍ଲା ଖଣିଜ ପ୍ରତିଷ୍ଠାନ, ସୁନ୍ଦରଗଡ଼.

**DISTRICT MINERAL FOUNDATION, SUNDARGARH.**

RFP NO: -DMF/SNG/06-2021-22.

REQUEST FOR PROPOSAL (RFP)

FOR

SELECTION OF AN AGENCY FOR "IMPROVING SAFE LIVING CONDITION OF CHILDREN AND CHILDHOOD THROUGH PARTICIPATION, CAPACITY BUILDING AND CONVERGENCE IN SUNDARGARH DISTRICT UNDER DISTRICT MINERAL FOUNDATION (DMF) FUND"

**TENDER SCHEDULE**

Availability of RFP documents	:28.07.2021
Last date for submission of Sealed RFP	:11.08.2021
Opening of Technical Bid & Financial bid	:12.08.2021

**Issued by:**

**Collector & Chairperson  
DMF, Sundargarh.**



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

## ଜିଲ୍ଲା ଖଣିଜ ପ୍ରତିଷ୍ଠାନ, ସୁନ୍ଦରଗଡ଼ DISTRICT MINERAL FOUNDATION, SUNDARGARH

Letter No. 2570 / (DMF)

Dated the 27/07 / 2021

### RFP NO: -DMF/SNG/06-2021-22

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 <b>"Selection of an agency for Improving Safe Living Condition of Children and Childhood through Participation, Capacity Building and Convergence in Sundargarh District under District Mineral Foundation Fund"</b> as detailed in the Scope of Work in this DTCN. The interested and eligible Firms with valid Registration Certificate as a Company, as detailed in DTCN, may apply for the same in OFF-LINE mode. (For details visit <a href="http://www.sundergarh.nic.in">www.sundergarh.nic.in</a> ).		
2.	Nature of Works	:-	<b>"Selection of an agency for Improving Safe Living Condition of Children and Childhood through Participation, Capacity Building and Convergence in Sundargarh District under District Mineral Foundation (DMF) Fund"</b>
3.	RFP (Bid) Cost	:-	<b>Rs.10,000/-</b>
4.	EMD	:-	<b>Rs.50,000/-</b>
4.	Availability of RFP document in the website	:-	<b>From 11:00 A.M. of 28.07.2021 to 11.08.2021 up to 5:00 P.M.</b>
5.	Last date of receipt of Bid	:-	<b>11.08.2021 up to 5:00 P.M.</b>
6.	Mode of Receipt of Bids	:-	<b>Through Speed Post/ Registered Post (India Post)/ and by no other means.</b>
7.	Date of opening of Technical Bid and Financial Bid	:-	<b>Date: 12.08.2021 at 11:00 A.M.</b>
8.	Address for Business query and correspondence	:-	<b>District Mineral Foundation, Collectorate Campus, Near Sub-Collector Office Sundargarh-770001, Tel No. - 06622-273846 Website-<a href="http://www.sundergarh.nic.in">www.sundergarh.nic.in</a> E-mail Id- <a href="mailto:dmsundergarh@gmail.com">dmsundergarh@gmail.com</a></b>
9.	The bidders have to participate in <b>OFF-LINE</b> bidding only. Further details can be seen from the Sundargarh District website ( <a href="http://www.sundergarh.nic.in">www.sundergarh.nic.in</a> ). Any addendum /corrigendum / cancellation of tender can also be seen in the said websites. If any query then contact E-mail ID - <a href="mailto:dmsundergarh@gmail.com">dmsundergarh@gmail.com</a> .		

  
Collector & Chairperson  
DMF, Sundargarh

Memo No. 2571 /DMF

Dt. 27/07/21


Copy to DIO, NIC, Sundargarh with a request to upload this Bid Identification Notice in the Sundargarh District Web-Site [www.sundargarh.nic.in](http://www.sundargarh.nic.in) by **28.07.2021** for wide publication and timely response by the intending Contractors.

  
Collector & Chairperson,  
DMF, Sundargarh

Memo No. 2572 /DMF

Dt. 27/07/21

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

  
Collector & Chairperson,  
DMF, Sundargarh

## **DISCLAIMER**

The Information contained in this Request for Proposal (hereinafter referred to either as “TENDER”) document provided to the Bidders, by the District Mineral Foundation, Sundargarh hereinafter referred to as DMF, or any of their employees or advisors, is provided to the Bidder(s) on the terms and conditions set out in this TENDER document and all other terms and conditions subjected to which such information is provided.

The Purpose of this TENDER document is to provide the Bidder(s) with information to implement the following assignment: IMPROVING SAFE LIVING CONDITION OF CHILDREN AND CHILDHOOD THROUGH PARTICIPATION, CAPACITY BUILDING AND CONVERGENCE IN SUNDARGARH DISTRICT UNDER DISTRICT MINERAL FOUNDATION (DMF)” SUNDARGARH. This TENDER document does not purport to contain all the information each bidder may require. This TENDER document may not be appropriate for all persons, and it is not possible for the DMF, their employees or advisor to consider the business/investment objectives, financial situation and particular needs of each bidder who reads or uses this TENDER document.

Each bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information on this TENDER document and wherever necessary obtain independent advice from appropriate sources. DMF, their employees and advisors make no representation or warranty or completeness of the TENDER document.

DMF may, in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this TENDER document.

## **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. The iron ore and manganese mines are concentrated in Koida and Lahuni pada block areas. Limestone and Dolomite is found in the Rajgangpur, Kutra and Kuarmunda Blocks and Biramitrapur Municipality. Coal mines are restricted to the IB valley region of the district in Hemgir block. 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.	<b>RFP Identification Notice No/ DMF/SNG/06-2021-22.</b>
2	Name of work	<b>"Selection of an agency for Improving Safe Living Condition of Children and Childhood through Participation, Capacity Building and Convergence in Sundargarh District under District Mineral Foundation Fund"</b>
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.	28.07.2021 (11.00 AM) to 11.08.2021 (05.00 PM) Website: <a href="http://www.sundargarh.nic.in">www.sundargarh.nic.in</a>
7	Last date of bid submission	11.08.2021 till 5:00 PM
8	Cost of Bid Document	<b>Rs.10,000/-</b> to be submitted in shape of DD in favour of Chief Executive Officer, DMF, Sundargarh to be drawn at Sundargarh.
9	EMD	<b>Rs.50,000/-</b> 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 06.08.2021 (5.00 PM)
11	Opening of Technical proposal, Financial proposal & Power point presentation before Evaluation Committee	12.08.2021 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: <a href="mailto:dmfsundargarh@gmail.com">dmfsundargarh@gmail.com</a> Tel: 06622-273846

  
Collector and Chairperson cum  
Managing Trustee, DMF, Sundargarh

# **1. Section I - Invitation for Bid**

## **1.1 Project Back Ground:**

Children consider as supreme assets of the nation. The richness of a society reflects how well it treats its children and facilitate access to good quality basic services and entitlements as defined under different domestic and international legal framework. The Convention on the Rights of the Child is the most widely human rights treaty in history. Lessons from the implementation of this treaty across regions and in countries with different economic, social, cultural and political contexts provide a unique basis for reflection and an inspiration for future action.

Over the past 25 years, children's rights have gained an increasing attention at the international, regional, national, state and local levels. Indeed, these two and half decades were marked by a significant process of change, with: extensive changes in national laws and policies; the establishment of independent institutions to voice and serve the best interests of the child. The setting up of high level governmental mechanisms to promote coordination of child related activities; more and better data on children, helping to grant visibility to hidden areas of neglect and giving a face to marginalized children; the introduction of child rights in school curricula at all levels, and in capacity building initiatives of professionals working with and for children.

Moreover, national and state initiatives have been promoted to consolidate standards on the protection of the rights of the child and to enhance cross border cooperation for the safeguard of children's rights. For instance, government of India has passed more than dozen laws and amended old laws in order to ensure effective legal provisions and subsequently increase budget allocation for promotion of child rights.

On the other hand, the state government has also initiated many schemes and programmes to promote child rights including their survival, development, protection and participation.

District Mineral Foundation, Sundargarh has also initiated many projects for the survival, development and protection of children. It has been launched projects to improve child survival through Matru Jyoti, to provide antenatal care (four free ultrasound test) to the pregnant women, provide nutrition food to the children in Anaganwadi Centres like promotes millets, Ragi LMPCS, provide raggi laddu, spirulina, chikki and sugar, established Maa Gruha (maternity waiting home) for pregnant women, crèches for the care and support of young children (0-3 years), construction of Aadarsha Anganwadi Centres,

For development of children developed aadarsh anganwadi centre, life skill training for adolescent girls, virtual class (70 schools digital learning) to continue education during the

pandemic, provision of school buses for aadarsh vidyalaya, setting up of libraries for the school children to read, and renovation of 1001 school with improved infrastructure facilities.

To ensure safety and security of children in Sundargarh Police has begun an initiative 'Ama Khusi Ama Suraksha' - to develop child-friendly police stations in the district. This aimed at making every police station in the district child-friendly in a phased manner as per the guidelines of National Commission for Protection of Child Rights (NCPCR).

## 1.2 Project/Tender Objective

This proposed model covers aspects of child<sup>1</sup> survival, development, protection and participation that will be implemented throughout the district. The ideation has been generated from the 'Child Friendly Gram Panchayat<sup>2</sup> (CFGP). Under this program initiatives will be undertaken to make every Gram Pachayat 'child friendly' and platform will be created for children, families and their communities to have more structured engagement with the district administration and service providers. This process helps them to connect elected and public officials on regular interval on various issues that affects the life of children and their families.

The process creates an enabling environment for people in the district to have close participation in their own development process. Regular discussion and debate, and collective action with share responsibility among the stakeholders empower the community as well as fasten the development process. The most important part of this project is children as right holders get maximum opportunity to participate in their own decisions making process and lead the process in setting the indicators and monitoring the same along with elected representatives and service providers.

This model advocate for optimum utilization of existing resources allocated from State as well as National government under various schemes and programs. As highlighted, the CFD model promotes effective participation of community more importantly children and recognizes their voices. The model champion for maximum use of human resource potential available in the district and engage them with shared responsibility based on key fundamental principles of participatory development theory.

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<sup>1</sup>Anyone whose age is less than 18 years and needs help in his/her development and progress. A child is identified only on the basis of age, not on the basis of their occupation or marital status. If anyone is less than 18 years of age but is married, has children and is meeting needs of family, even then the person will be called a child as per national and international criteria. Even though, as per child labour prohibition act, an individual below the age of 14 years is called a child labourer, still in this training, we shall consider any body below 18 years as 'child'

<sup>2</sup>'Child Friendly Gram Panchayat' is a model covering aspects of child survival, development, protection and participation. The fundamentals of child friendly gram panchayat are child centered, fulfilling the interest of the children, child participation, family centered, community based, rights based and sensitivity towards gender.

## **Project objectives:**

### **Overall Objective**

Build an enabling environment for children and their families in Sundargarh district by promoting the concept of child rights; and facilitate the engagement between key duty bearers and children and their families in the district to increase their access to right to survival, development, protection and participation.

### **Specific Objective**

1. To mobilise and ensure participation of children, their families and other government stakeholders on child rights and development
2. To develop safe living environment for children in every Gram Panchayat with 'child friendly' components
3. To strengthen child protection mechanism at the Gram Panchayat level through capacity building and convergence
4. To develop an effective convergence mechanism for coordination and improve holistic development of children at block and district level

## **Project Strategies**

This model will adopt follow key strategy in order to achieve the desire results.

- This initiative will focus on six **priority action<sup>3</sup> areas** and use corresponding flagship programs' targets and platform as mean to facilitate children's right to survival, development, protection and participation.
- This model will use **participation of children (5-9 years) and adolescents (9-18 years)** as key vehicles of establish. Efforts will be made to constitute adolescent collectives to build their capacities and engage them in their own decision making. Children's Gram Sabha will be organized to promote citizenship/participation rights of children.
- This model will emphasize comprehensive **mechanisms of planning, monitoring, review and coordination** at Gram Panchayat as well as block and district level that involves and empower children, adolescents and their families to have open dialogue with key stakeholders and jointly contribute to the overall development and advancement of the district.

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<sup>3</sup>Five priority actions are 1) reduction of neonatal death, 2) reduction of stunting, 3) all children access to drinking water, sanitation and hygiene, 4) all children are in school and learning, 5) protect children from violence and exploitation, 6) children capacitate to participate in their own development

- **Training is an integral part** of the initiative. Series of training will be organised to train the children, adolescents, their families and government stakeholders on the other side training will be provided on the functioning of the model, process, indicators, targets, monitoring and review mechanism.
- First part of the initiative i.e. **initially, efforts will be made on social mobilization** with focus on formation children and adolescent collectives, development of Gram Panchayat factsheet, indicators, Gram Panchayat report card and establishment of review/monitoring mechanism and coordinating platform. In the second part **focus will be to ensure both platform and knowledge generated in first part are best utilised** and there is continuation of dialogue and action in each and every level as per the plan. Basically actions are spread over lots of follow up support at GP as well block and district level with key stakeholders, monitoring and recording progress and sharing with key audience and revisiting priorities.

### 1.3 Project Activities

1. Design and development of ‘Child Friendly Gram Panchayat<sup>4</sup>’ guidebook<sup>5</sup> with child rights components
2. Setting up of target indicators by collecting information and data from various child development and rights issues, projects and schemes at gram panchayat, block and district level
3. Development Gram Panchayat factsheet based on child friendly indicators with plan and targets endorsed by GP; and report card used as means for review and follow up action. (Data will be taken from the existing baseline survey for 6 blocks)
4. Mobilise children, families and government stakeholders to ensure their participation in various projects and development programme
5. Establishment of Child Rights<sup>6</sup> Committee<sup>7</sup> at the Gram Panchayat, with provision of training on child rights and participation

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<sup>4</sup> ‘Child friendly Gram Panchayat’ under this program initiatives will be undertaken to make every Gram Panchayat ‘child friendly’ and platform will be created for children, families and their communities to have more structured engagement with the gram panchayat, block, district administration and service providers. This process helps them to connect elected and public officials on regular interval on various issues that affects the life of children and their families.

<sup>5</sup> Guidebook- Roles and Responsibilities of Gram Panchayat, PRI members and other stakeholders, Structure of the Committee, Indicators and Targets, Review and Monitoring Mechanism

<sup>6</sup> Right to security- it means right for security from abuse and social evils, Right to Survival- This includes right to health and nutrition, Right to development- It includes right to education, upbringing, social security, participation in recreational and cultural activities, Right to security from hazardous jobs under 14 years of age- As per this, no child shall be engaged in hazardous employment, Right to equal opportunities for healthy development- this means that all children will be given equal opportunities for development, Right to equality- Just like adults, children will also get right to equality, irrespective of whichever caste, sex or social background they may be from, Right to freedom from discrimination- it means there will be no discrimination for children on the basis of caste, sex, religion or any other aspect, Right to security from human trafficking and bonded labour- every child will have right to security from human trafficking and bonded labour

<sup>7</sup> Structure, Roles and Responsibilities, Review and Monitoring Mechanism

6. Establishment of Child Rights Joint Coordination Committee<sup>8</sup> at the Block and District level with clear review and monitoring mechanism
7. Design structure of various committees, roles and responsibilities, review and monitoring mechanism.
8. Training of elected representative and officials on child friendly gram panchayat at the gram panchayat, block and district level (process, roles and responsibilities indicators, review and monitoring mechanism)

**Box: The fundamentals of Child Friendly Gram Panchayat are:**

- **Child centred:** all activities of child friendly panchayat will be children centered or provide them care directly or indirectly
- **Fulfilling interest of the children:** all activities under this will protect children from any harm and ensure basic human rights for them.
- **Child Participation:** This is an inseparable part of the programme and it covers empowering children and giving them necessary information as well build up their capacities to participate.
- **Family centric:** It has been accepted under this initiative that family is the best source of providing security to children
- **Community based:** It comes after family in providing security to children. Therefore capacities of community-based organizations will be enhanced in order to help children directly
- **Rights based:** the help provided to children through programmes and interventions under this initiative will not be considered as obligation, instead those will be treated as their rights.
- **Sensitivity towards gender:** equal attention will be given to needs of the girls in organizing programmes, implementation and evaluation under child friendly panchayats, in other words the programmes will be gender-sensitive.

**Project Coverage**

District	Block	Gram Panchayat
Sundargarh	17 Blocks	279 (all GPs of Sundargarh)

**Priority Areas and Indicators of Child Friendly District**

Components	Indicators	Specific	Flagship Programme
<b>A. All Gram Panchayats developed as ‘Child Friendly Gram Panchayat’</b>			
Survival	<ol style="list-style-type: none"> <li>1. reduction of neonatal death</li> <li>2. reduction of stunting</li> </ol>	<ol style="list-style-type: none"> <li>1. all children access to nutritional food and preschool education</li> <li>2. all pregnant women access to antenatal care and services</li> <li>3. all delivery should be institutional</li> <li>4. all children access to immunization</li> <li>5. all anganwadi centres have basic facilities and</li> </ol>	<ol style="list-style-type: none"> <li>1. Integrated Child Development Scheme (ICDS)</li> <li>2. Matru Jyoti and Poshan Abhiyan</li> <li>3. National Health Mission (NHM)</li> </ol>

<sup>88</sup> Structure, Roles and Responsibilities, Review and Monitoring Mechanism

		infrastructure	
Development	<ol style="list-style-type: none"> <li>1. all children are in school and learning</li> <li>2. all children access to clean, safe drinking water, sanitation and hygiene</li> </ol>	<ol style="list-style-type: none"> <li>1. zero dropout and 100% retention</li> <li>2. all HHs and institutions have provision of clean and safe drinking water, sanitation and hygiene (WASH) facilities</li> </ol>	<ol style="list-style-type: none"> <li>3. Sarva Sikshya Abhiyan</li> <li>4. Swachh Bharat Mission</li> </ol>
Protection	<ol style="list-style-type: none"> <li>1. protect children from violence and exploitation</li> </ol>	<ol style="list-style-type: none"> <li>1. early child marriage free</li> <li>2. no children with in the age of 0-14 years employed or permitted to work in any occupation or process</li> <li>3. all children are protected from offence of sexual assault, harassment and pornography</li> <li>4. no children with or without their consent trafficked by means of threat or use of force, for the purpose of exploitation.</li> <li>5. Police stations made child friendly and all police stations have child desk</li> </ol>	Integrated Child Protection Scheme (ICPS)
Participation	<ol style="list-style-type: none"> <li>1. children capacitate to participate in their own development</li> </ol>	<ol style="list-style-type: none"> <li>1. children participate in School Management Committee meeting</li> <li>2. all schools have functional child cabinet and children get opportunity to participate</li> <li>3. children get opportunity to speak/opine in Gram Sabha</li> </ol>	Gram Sabha (child rights)

### **Key Features of Implementation:**

#### *a. Gram Panchayat/Village Level*

- Data collection at gram panchayat/village level on various indicators and facilities with the help PRI members and Service providers on children and child rights. (use the data from baseline survey)
- Mobilization of children, adolescent, their families and communities to participate in the planning and development of child friendly process.

- Identify and assess the critical needs of the children at gram panchayat/village level. (Infrastructure, resources, services and capacity).
- Strengthen PRI members for effective participation and address children's needs and aspirations through training. Understand the roles and responsibilities and train them for involving children and in the child friendly gram Panchayat process
- Conduct awareness on child friendly components, participatory planning and participation of children in Gram Sabha.
- Gram panchayat level convergence with the help of PRIs and other line departments for better coordination and effective service delivery to the children.

*b. Block Level*

- Block level Child Rights Committee will be developed by integrating the gram panchayat plans for children.
- Block level training will be provided to the PRI members and officials for participatory planning, review and regular monitoring
- Convergence between various line departments at the block level

*c. District Level*

- Project launching and formation of the District Level Child Rights Committee under the chairmanship of District Collector
- Design and development of structure, roles and responsibilities and review and monitoring mechanism

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

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

### **2.1 Target Beneficiaries**

- Children and adolescent (0-18 years)
- Parents and their families
- Women and children
- People in General
- Scheduled Tribe and Scheduled Caste
- Vulnerable Groups like PWDs, Senior Citizen and Third Gender

### **2.2. Geography**

- District: Sundargarh
- Blocks: 17 blocks
- Gram Panchayat: 266 GPs

### **2.3. Institutions and stakeholders**

<b>Level</b>	<b>Institutions</b>	<b>Govt. Stakeholder</b>	<b>Citizen/Committee</b>
Gram Panchayat	<ol style="list-style-type: none"> <li>1. Gram Panchayat</li> <li>2. Anganwadi Centre</li> <li>3. School</li> <li>4. Health Care Centre</li> <li>5. Child Care Institutions</li> </ol>	<ol style="list-style-type: none"> <li>1. PRI Members</li> <li>2. Anaganwadi Worker</li> <li>3. ANM</li> <li>4. ASHA</li> <li>5. School Teachers</li> <li>6. Doctors</li> <li>7. CCI members</li> </ol>	<ol style="list-style-type: none"> <li>1. Children and Families</li> <li>2. Communities</li> <li>3. Child and Youth Club</li> <li>4. Child Cabinet</li> <li>5. GPCPC</li> <li>6. SMC</li> <li>7. Mother Committee and Janch Committee</li> <li>8. GKS/RKS</li> <li>9. VWSC</li> </ol>
Block	<ol style="list-style-type: none"> <li>1. Panchayat Samiti</li> <li>2. Block Administration</li> </ol>	<ol style="list-style-type: none"> <li>1. Samiti Chairperson and Members</li> <li>2. BDO</li> <li>3. Supervisors and CDPO</li> <li>4. BEO</li> </ol>	<ul style="list-style-type: none"> <li>• Child Leaders</li> <li>• BLCPC</li> <li>•</li> </ul>
District	<ol style="list-style-type: none"> <li>1. District Administration</li> <li>2. Zilla Parishad</li> <li>3. District Child Protection Unit</li> <li>4. Child Welfare Committee</li> </ol>	<ol style="list-style-type: none"> <li>1. Collector cum DM</li> <li>2. Chairperson and Members of Zilla Parishad</li> <li>3. DEO</li> <li>4. DSWO</li> </ol>	<ol style="list-style-type: none"> <li>1. DLCPC</li> </ol>

	5. Juvenile Justice Board 6. Police-Special Police Unit 7. DMF-Sundargarh 8. Child Line-1098 9. Child Care Institutions 10. NGOs (Child Rights)	5. CDMO 6. Member CWC 7. Member JJB 8. Police Officials	
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## 2.4. Key Deliverables

Sl. No	Activities	Description/Sub-activities	Unit	Quantity
1	Child Friendly Gram Panchayat Guidebook (expert consultation, design, development and printing)  With details of Gram Panchayat, Block and District Level Child Friendly/Rights Committee	a. Roles and Responsibilities of Gram Panchayat, PRI members and other stakeholders, b. Structure of the Committee, c. Indicators and Targets, d. Review and Monitoring Mechanism	Guidebook	600 copies
2	Formation Gram Panchayat Level Child Rights Committee	a. Mobilisation and Formation-structure, roles and responsibilities b. 1 <sup>st</sup> Meeting of the Committee c. Presentation of Fact Sheet and Targets	Each Gram Panchayat	279
3	Gram Panchayat Fact Sheet (based on CFGP indicators mentioned in guidebook)	a. Baseline and Target Values	Each GP	279
4	Training of Gram Panchayat Level Child Rights Committee	a. PRI Members and Service Providers b. Children and Families c. Training Module	Each GP	279
5	Formation of Gram Panchayat Level Child and Adolescent Collectives (One children club 5-8 years and one adolescent/teen club 9-18 years) Advika model	a. Children and Families b. Understand issues and participate	Each GP	279
6	Formation of District Level Child Rights Committee Formation	a. Mobilisation and Formation -structure, roles and responsibilities b. 1 <sup>st</sup> Meeting of the Committee c. Presentation of Fact Sheet and Targets	District	1
7	District Level Programme Launching and Formation of	a. District Level Meeting b. Formation -structure, roles	District	1

	District Level Coordination Committee (1 District Launching)	and responsibilities c. Presentation of indicators and targets		
8	Formation of Block Level Child Rights Committee Formation	d. Mobilisation and Formation - structure, roles and responsibilities e. 1 <sup>st</sup> Meeting of the Committee f. Presentation of Fact Sheet and Targets	Each Block	17
9	Training of Block Level Child Rights Committee (Supervisor and CDPO, CRCC and BEO, BLCPC, ZP Members etc)	a. PRI Members and Service Providers b. Training Module	Each Block	17
10	District Level Training on Child Protection	a. Child Protection Laws b. Coordination and convergence mechanism c. Training Module	District	1
11	Block Fact Sheet (based on CFGP indicators)	Baseline and Target Values	Block	1
12	District Fact Sheet (based on CFGP indicators)	Baseline and Target Values	District	1

## 2.5. Project Duration

The duration of the contract will be for **12 months (1year)**

## 2.6. Personnel Engagement

- 1. Project Coordinator:** MBA in Rural Management, MA in Sociology/Social Work, 5 years' experience in child rights, protection and participation, understand local governance, government schemes for children, networking and coordination skills, use of data and analytical skills, willingness to work and stay in remote tribal areas having a bike and smart phone
- 2. Research and Documentation Associate:** M.Phil./MA in Social Science, 5 years' experience in social science research, skills in data collection, analytics, use of SPSS and report generation and willingness to work and stay in remote tribal areas having a bike and smart phone
- 3. Block Coordinator:** MA in Sociology/MSW having 4 years of experience in community mobilisation, child rights, local governance, willingness to stay and work in remote tribal areas, having a two wheeler and smart phone

4. **Gram Panchayat Facilitator:** Graduate in any stream, understand child rights and local governance and public schemes related to children, basic communication and writing skills, having a two wheeler and smart phone

## 2.7.Expected Results

- All Gram Panchayats declared as ‘Child Friendly Gram Panchayat’ with all the target indicators and secondary data, GP level fact sheets, plan/targets and Gram Panchayat performance report card based on the indicators.
- Children, adolescents, families and community based organisations<sup>9</sup> in all Gram Panchayats of Sundargarh are mobilised and their capacity enhanced to facilitate the rights and entitlements of children and their families in Sundargarh.
- Sundargarh has a plan of action with targets for ‘Child Friendly District’. This includes development of district specific indicators and secondary data, Gram Panchayat and block level fact sheets, plan/targets and performance report card based on the indicators.
- Monitoring mechanism established under the leadership of District Collector at the district as well as block level with active involvement of representatives from line departments. Evidence of regular review cum coordination meeting organised; performance against the target as per the plan on five priority action reviewed and follow up action planned developed and implemented.

## Glossary

1. **Children and Adolescent Collective:** is an assembly of children (5-8 years)/ adolescent/teen (9-18 years) at GP level (clubs) at Gram Panchayat level promoting the **Advika model** of WCD and federation at the PS (block) level
2. **Child Friendly Gram Panchayat:** is a model covering aspects of child survival, development, protection and participation. The fundamentals of child friendly gram panchayat are child centered, fulfilling the interest of the children, child participation, family centered, community based, rights based and sensitivity towards gender.
3. **Gram Panchayat Level Fact Sheet:** is collection of all information on 5 priority programmes (both the primary and secondary), contains related issues and service delivery gaps at gram panchayat (GP) level will help in creating benchmark for future comparisons.

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<sup>9</sup>Community Based Organizations : Youth Club, SHG, SMC, CPC, GKS, VDC, Children’s and Adolescents collectives

4. **Gram Panchayat Report Card:** report card is a tool to assess the 'child friendliness' of a community (Gram Panchayat level) to from perspective of child rights and entitlements (5 priority areas) consists of CFGP indicators
5. **Five Priority Areas/indicators:** the five priority areas/indicators are 1. Reduction of neonatal deaths, 2. Reduction of stunting, 3. Reduction of open defecation, 4. All children in school and learning, 5. Protect children from valance and exploitation
6. **Five Flagship Programmes:** the five flagship programmes are 1. National Health Mission (NHM), 2. Integrated Child Development Scheme (ICDS), 3. Swachha Bharat Mission (SBM), 4. Sarva Sikshya Abhiyan (SSA), 5. Integrated Child Protection Scheme (ICPS)
7. **Child Rights Gram Sabha:** This is process where adolescent and young adults get an opportunity to meet electorate and elected representatives of Gram Panchayat and share their view in the decision making process. Pre-Gram Sabha meeting is must with all children to decide the agenda and discussion areas; and findings shared by adolescent and young people representatives in proper Gram Sabha meeting.
8. **Child Friendly District:** This model covers aspects of child survival, development, protection and participation that will be implemented throughout the district. The ideation has been generated from the 'child friendly gram panchayat'. Under this program initiatives will be undertaken to make every Gram Pachayat 'child friendly' and platform will be created for children, families and their communities to have more structured engagement with the district administration and service providers. This process helps them to connect elected and public officials on regular interval on various issues that affects the life of children and their families.

#### **Fund Release:**

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

- a. The charges shall be made as for the Agency per month
- 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<sup>10</sup> i.e., commencement report, consolidated expenditure for the month shall be submitted in the prescribed formats along with the Invoice duly signed by the Agency to DMF, 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.

### **Monitoring Mechanism:**

Primarily the agency engaged will be responsible for smooth management and monitoring of the project activities including updated documentation. However, a committee will be constituted by the Client for Monitoring & Evaluation of the Project by DMF 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.

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<sup>10</sup> Types of Supporting Documents for Various Activities : 1. Committee Formation Resolution, Roles and responsibilities Photographs and Report at GP, Block and District Level, 2. GP, Block and District Fact Sheet with Data and Information on All Indicators of Child Rights (baseline and target indicators), 3. Copy of the Guidebook, 4. Gram Panchayat Level Child and Adolescent Collectives Resolution, Roles and responsibilities Photographs and Report, 5. Report, Photographs and Attendees of All Training Programme, 6.

- 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 before the date mentioned in the Schedule of Bidding Process specified in relevant Clause, the Authority shall endeavour 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 endeavour 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.sundergarh.nic.in](http://www.sundergarh.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

- Letter of Proposal in the prescribed format (As Per Format 7.5)
- Particulars of the Bidder (Format 7.2)
- CA certified Consolidated Turnover for Last 3 Years (Format 7.3)
- Self- declaration by Bidder for not Being Blacklisted (Format 7.4)
- Experience in (Format 7.6)
- CV of the Key Manpower Proposed (Format 7.7)
- 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 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- 06622-273846**

E-Mail Address: [dmfsundergarh@gmail.com](mailto: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 fulfilment 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.
- 4 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.
  - 5 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 initialled 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:
  - i. Applicant Agencies should be aware of the provisions on fraud and corruption stated in the specific clauses in the Contract.
  - ii. 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**

<b>SL No.</b>	<b>Basic Requirement</b>	<b>Specific Requirement</b>	<b>Document Required</b>
1	Legal Entity	The Agency should be registered under <ul style="list-style-type: none"><li>• Societies Registration Act 1860</li><li>• Indian Trust Act 1882</li><li>• Companies Act 1956</li></ul>	<ul style="list-style-type: none"><li>• Certificate of incorporation</li><li>• Registration Certificate</li><li>• PAN No.</li><li>• TAN</li></ul>
2	Relevant Experience	The agency must have 3-5 years of experience in relevant field (child rights, survival, development, protection and participation, and capacity and previous experience in design, development plan, implementation child friendly component in both urban and rural	<ul style="list-style-type: none"><li>• Project Proposals, Implementation Reports and Agreement Copies with Supporting Agencies</li></ul>

		areas), local governance and participation of children in Gram Sabha in Odisha	
3	Child Protection Policy	The agency must have a child protection policy within the organisation in line with the Indian Laws	Copy of the Child Protection Policy duly approved by the governing board
4	Financial Capacity	The agency should have an annual turnover of at least Rs. 50 Lakhs 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 required.
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 favour of Chief Executive Officer, District Mineral Foundation (DMF) Sundargarh, drawn on any nationalized bank at Sundargarh.	Original Demand Draft
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 Chief Executive Officer, District Mineral Foundation (DMF) Sundargarh, drawn on any nationalized bank at Sundargarh.	Original Demand Draft

**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
<b>1.</b>	<b>Experience</b> Firms General Experience & Experience in Similar Assignments like Experience in working with Children, Child Rights, Local Governance and Child Led Participatory Planning, Experience in working with Marginalised Communities (SCs, STs, Children, Adolescent and Women)		<b>30</b>
<b>1.1</b>	General experience of Agency <ul style="list-style-type: none"> <li>• 1 to 2 Projects – 5 marks</li> <li>• More than 2 projects – 10 marks</li> </ul>	Form Tech 2	10
<b>1.2</b>	Experience in Similar Assignments with in Odisha in last five years. <ol style="list-style-type: none"> <li>1. Experience in Child Rights (Survival, Development, Protection and Participation) Projects in Odisha</li> <li>2. Experience in Design Development and Implementation of Child Friendly Components and Project in Odisha</li> <li>3. Working with Gram Panchayat and Local Governance Capacity Development of PRIs Members, Service providers, Children and Adolescent and Marginalised Communities in Odisha <ul style="list-style-type: none"> <li>• Up to 1 districts – 5 marks</li> <li>• Up to 2 districts – 10 marks</li> <li>• Up to 3 districts -15 marks</li> </ul> </li> </ol> More than 3 districts/ULBs- 20 marks		20
<b>2</b>	Experience on Children & Adolescent participation and working with Gram Sabha and sensitisation through different types of medias in Odisha in last five years. <ul style="list-style-type: none"> <li>• One Project-5 marks</li> <li>• Two Project- 10 marks</li> <li>• Three Project-15 marks</li> </ul> More than three Types- 20 marks		20
<b>3</b>	Average annual turnover of above Rs. 50 Lakhs in last 3 financial years i.e., 2017-18, 2018-19 & 2019-20  50 Lakhs - 1 Core= 5 Marks Above 1 Core = 10 Marks		<b>10</b>
<b>4</b>	<b>Technical presentation before Evaluation Committee</b>	Tech 3	<b>40</b>

Sl.	Evaluation Criteria	Supporting Form	Max. Marks
	Approach & Methodology for (a) child friendly components, design, child led planning and action plan, preparation of factsheet (child rights indicators) (b) convergence plan and networking with PRI members and service providers at Gram Panchayat, Block and District Level (c) children and adolescent participation and participation of community and PRI members in Gram Sabha and mobilisation and sensitisation on child rights and (d) training of children/adolescents, PRI members, various committees, and service providers.		
<b>Total</b>			<b>100</b>

1. To qualify the technical evaluation stage, the bidder must score a minimum of 70 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
2. Documentary evidence (Citation, copy of completion / ongoing client certificate and work order / Contract) is required for all project experience.
3. In case project is on-going projects, a certificate to that effect should be furnished from the competent authority supported with Work Orders/ LoA.
4. 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 9.12) 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 fulfil its obligations as per the TOR within the total quoted price shall be that of the Agency. The lowest Financial Proposal (FM) will be given a financial score (SF) of 100 points. The financial scores of other proposals will be computed as follows:

$$SF = 100 \times FM / F$$

(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 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
- h. The successful bidder shall not object to the upward or downward variation in quantities of any item within the variation limits.
- i. 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.
- j. No claim shall be entertained or become payable for price variation of additional quantities
- k. 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.
- l. 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.
- m. 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.
- n. 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.
- o. 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.
- p. 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 1 year from the date commissioning of programme. 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**

- a. 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.
- b. 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.

**1. 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		
3	7.3 Bidders Consolidated Turnover last 3 financial years		
4	7.4 Format for Self-declaration by Bidder for not being blacklisted		
5	7.5 Format for Technical Proposal Cover Letter		
6	7.6 Experience in Setting up of		
7	7.7 CVs of the Key Manpower proposed		

8	7.8 Format for Financial Bid		
9	Bid cost (Demand draft)		
10	EMD (Demand draft)		

## 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 Improving Safe Living Condition of Children and Childhood through Participation, Capacity Building and Convergence in Sundargarh District under District Mineral Foundation Fund" for Operation period of 01 year.(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.

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

Date:  
Representative

Signature of Authorized

Name of Agency:

Full Address:

Telephone No.:

## 7.2 Format for Particulars of the Bidder/Agency

Details of the Bidder (Company)		
A	Name of the Bidder	
B	Address of the Bidder	
C	Year of Incorporation	
D	Registration Number & Registration Authority	
E	Name & Designation of the Authorized person to whom all references shall be made regarding this RFP	
F	Telephone No. (with STD Code)	
G	E-Mail of the Contact person:	
H	Website	
I	Financial Detail (Organization's turnover of last three financial years)	FY 17-18:
		FY 18-19:
		FY 19-20:
K	PAN	
L	EMD Details	
M	Award and Accreditations for the Child Rights Projects if any (certificate to be enclosed)	

Date:  
Representative

Signature of Authorized

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 31-03-2021.

**Ref:** Selection of an agency “Improving Safe Living Condition of Children and Childhood through Participation, Capacity Building and Convergence 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:  
Representative

Signature of Authorized

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 Improving Safe Living Condition of Children and Childhood through Participation, Capacity Building and Convergence 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:  
Representative

Signature of Authorized

Name of Agency:

Full Address:

Telephone No.

### **7.6 Experience in Improving Safe Living Condition of Children and Childhood through Participation, Capacity Building and Convergence**

<b>Sl. No.</b>	<b>Name of Project</b>	<b>Year of Project</b>	<b>Page Number</b>
1			
2			
3			
4			

#### **Detailed Project Experience**

<b>Project Information</b>	
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

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

## 7.8 Financial Proposal

### Financial Bid

For “Selection of an agency for Improving Safe Living Condition of Children and Childhood through Participation, Capacity Building and Convergence in Sundargarh District under District Mineral Foundation Fund”

Sl. No.	Activities	Sub-activities	No.	Unit	Rate Per Unit (In Rs.)	Amount (In Rs.)
1	Formation of Gram Panchayat Level Child and Adolescent Collectives (advika model) covering all villages	a. One adolescent/teen club advika model (9-18 years children) covering all villages b. Children and Families c. Understand issues and participate	279	Child Club/Teen Club (in each Gram Panchayat)		
2	Gram Panchayat Fact Sheet (based on CFGP indicators mentioned in guidebook)	a. Baseline and Target Values	279	Each Gram Panchayat		
3	Formation Gram Panchayat Level Child Rights Committee (based on CFGP structure mentioned in guidebook)	a. Mobilisation and Formation-structure, roles and responsibilities b. 1 <sup>st</sup> Meeting of the Committee c. Presentation of fact Sheet and Targets	279	Each Gram Panchayat		
4	Child Friendly Gram Panchayat Guidebook (expert consultation, design, development and printing)  With details of Gram Panchayat, Block and District Level Child Friendly/Rights Committee	a. Roles and Responsibilities of Gram Panchayat, PRI members and other stakeholders, b. Structure of the various Committees, c. Indicators and Targets, d. Review and Monitoring Mechanism e. Expert Consultation	600	Printed Copies		
5	Training of Gram Panchayat Level Child Rights Committee	a. PRI Members and Service Providers b. Children and Families c. Training Module	279	Each Gram Panchayat		
6	Formation of Block Level	a. Mobilisation and Formation -structure, roles and	17	Each Block		

	Child Rights Coordination Committee	responsibilities b. 1 <sup>st</sup> Meeting of the Committee c. Presentation of Fact Sheet and Targets				
7	Training of Block Level Child Rights Coordination Committee (Supervisor and CDPO, CRCC and BEO, BLCPC, ZP Members etc)	a. PRI Members and Service Providers b. Training Module	17	Each Block		
8	Formation District Level Child Rights Coordination Committee	a. Child Protection Laws b. Coordination and convergence mechanism c. Training Module	1	District		
9	Training of District Level Child Rights Coordination Committee	a. PRI Members and Service Providers b. Training Module	2	District		
10	Block Fact Sheet (based on CFGP indicators)	Baseline and Target Values	1	Block		
11	District Fact Sheet (based on CFGP indicators)	Baseline and Target Values	1	District		
12	District Level Programme Launching	a. District Level Meeting b. Presentation of indicators and targets	1	District		
12	<b>Human Resources</b>	1. Project Coordinator ( for 12 month)	1no. x12months	Per month		
		2. Research and Documentation Associate ( for 12 month)	2no. x12months	Per month		
		3. Block Coordinator ( for 12 month)	17 no. x 12months	Per month		
		4. Gram Panchayat Level Facilitator ( for 4 month)	279 no. x 4 months	Per month		
13	<b>Administrative Expenses</b> (Office expenses, rent, furniture, stationary, transport communication, photographs, audit fees etc.)	1. Transportation 2. Printing, Stationery and Furniture 3. Office Rent 4. Communication 5. Administrative Staff and Audit	1     <b>(for 12 months)</b>	<b>Lump Sump</b>		
	<b>Total Cost</b>					

Place:  
Date :-

Signature of Authorized Signatory  
Seal with Designation

### Form Tech 3

#### 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. The details of these resources shall be given in Form TECH – 4

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.