



SUNDARGARH

**ଜିଲ୍ଲା ଖଣିଜ ପ୍ରତିଷ୍ଠାନ, ସୁନ୍ଦରଗଡ଼.**

**DISTRICT MINERAL FOUNDATION, SUNDARGARH.**

RFP NO: -DMF/SNG/01-2021-22.

**REQUEST FOR PROPOSAL (RFP)**

**FOR**

“SELECTION OF AN AGENCY FOR THE ‘ESTABLISHMENT AND MANAGEMENT OF DISABILITY REHABILITATION CENTRES IN MINING AFFECTED IN SUNDARGARH DISTRICT FOR 5 YEARS UNDER DISTRICT MINERAL FOUNDATION (DMF) FUND”

**TENDER SCHEDULE**

Availability of RFP documents : 08.05.2021.

Last date for submission of Sealed RFP : 18-05-2021 up to 5.00 P.M.

Opening of Technical Bid & Financial bid : 19-05-2020 at 11.00 AM

**Issued by:**

**Collector & Chairperson  
DMF, Sundargarh.**



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

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

Letter No. 1016 /(DMF)

Dated the 07/05 / 2021

### RFP NO: -DMF/SNG/01-2021-22

1.	The Collector-cum-Chairperson, District Mineral Foundation (DMF) Sundargarh, Government of Odisha invites technical and financial proposals from reputed implementing NGO/Agency/ Firms of National and International repute for <b>"Selection of Agencies for Establishment &amp; Management of Disability Rehabilitation Centre in Mining Affected Blocks for 5 years in Sundargarh District under District Mineral Foundation"</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	:-	RFP document for Selection of Agencies for Establishment & Management of Disability Rehabilitation Centre in Mining Affected Blocks for 5 years in Sundargarh District under District Mineral Foundation
3.	RFP (Bid) Cost	:-	Rs.10,000/-
4.	EMD	:-	Rs.50,000/-
4.	Availability of RFP document in the website	:-	From 11.00 A.M. of 08.05.2021 to 18.05.2021 up to 5:00 P.M.
5.	Last date of receipt of Bid	:-	18.05.2021 up to 5:00 P.M.
6.	Mode of Receipt of Bids	:-	Through Speed Post/ Registered Post (India Post)/ and by no other means.
7.	Date of opening of Technical Bid and Commercial Bid	:-	Date: 19.05.2021 at 11:00 A.M.
8.	Address for Business query and correspondence	:-	District Mineral Foundation, Collectorate Campus, Near Sub-Collector Office Sundargarh-770001 Tel No. - 06622-273846 Website- <a href="http://www.sundergarh.nic.in">www.sundergarh.nic.in</a> E-mail Id- <a href="mailto:dmfsundergarh@gmail.com">dmfsundergarh@gmail.com</a>
9.	The bidders have to participate in OFF-LINE 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:dmfsundergarh@gmail.com">dmfsundergarh@gmail.com</a> .		

  
Collector & Chairperson  
DMF, Sundargarh

Memo No...1017 /DMF Dated...07/05/2021

Copy to DIO, NIC, Sundargarh with a request to upload this Bid Identification Notice in the Sundargarh District Web-Site [www.sundargarh.nic.in](http://www.sundargarh.nic.in) by **08.05.2021** for wide publication and timely response by the intending Contractors.

  
Collector & Chairperson  
DMF, Sundargarh

Memo No...1018 /DMF Dated...07/05/2021

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

Copy to Addl. P.D.(Tech.), DRDA, Sundargarh/ Asst. Director, OREDA, DRDA, Sundargarh/ Asst. P.D.(Finance), DRDA, Sundargarh/ Asst. P.D.(RH), DRDA, Sundargarh/ Deputy Director of Horticulture, Sundargarh/Chief District Agriculture Officer, Sundargarh/PD, Watershed, Sundargarh/ Notice Board of DRDA, Sundargarh for information & necessary action.

  
Collector & Chairperson,  
DMF, Sundargarh

## **DISCLAIMER**

The information contained in this Request for Proposal (hereinafter referred to either as “RFP”) 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 RFP document and all other terms and conditions subject to which such information is provided.

The purpose of this RFP document is to provide the Bidder(s) with information to implement the following assignment: **“SELECTION OF AGENCIES FOR ESTABLISHMENT & MANAGEMENT OF DISABILITY REHABILITATION CENTRE IN MINING AFFECTED BLOCKS FOR 5 YEARS IN SUNDARGARH DISTRICT UNDER DISTRICT MINERAL FOUNDATION”**. This RFP document does not purport to contain all the information each Bidder may require. This RFP document may not be appropriate for all persons, and it is not possible for the DMF, their employees or advisors to consider the business/investment objectives, financial situation and needs of each Bidder who reads or uses this RFP document

Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP document and wherever necessary obtain independent advice from appropriate sources. DMF, their employees and advisors make no representation or warranty and shall incur no liability under and law, statute, rules or regulations as to the accuracy, reliability or completeness of the RFP document.

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

## Factsheet

Request for Proposal (RFP) document made available to the applicants	<b>08.05.2021</b>
Last date for receiving queries	<b>15.05.2021</b>
Last date for Response to queries	<b>15.05.2021</b>
Last date for receipt of Technical & Financial Proposal (Sealed Envelope) through Post	<b>18.05.2021</b>
Opening of Technical Proposals received within the stipulated date	<b>19.05.2021</b>
Technical Presentation	<b>19.05.2021</b>
Letter of Award	To be intimated to selected Agency
Start Date	To be intimated to selected Agency
Method of Selection	Quality Based Selection (QBS)
Joint Venture/ Consortium	No
Contact Details	Chief Executive Officer, DMF, Sundargarh, Odisha, PIN – 770001
Earnest Money Deposit (EMD)	Rs. 50,000.00 in shape of Demand Draft (DD) in favor of Chief Executive Officer, DMF, Sundargarh to be drawn at Sundargarh.
Tender Fee / Bid Cost	Rs. 10,000/- in shape of Demand Draft (DD) in favor of Chief Executive Officer, DMF, Sundargarh to be drawn at Sundargarh.

**Note:**

1. The Client reserves the right to change the above schedule by due intimation / information to the intended agencies. Please visit the website [www.sundargarh.nic.in](http://www.sundargarh.nic.in) regularly for the updates.
2. Proposals must be submitted on or before the prescribed date, time and venue mentioned in the Fact Sheet. Proposals received after deadline will be summarily rejected.

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

Sundargarh 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 (DRC s to placed among these 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 and sub humid. Normal rainfall of the District is approximately 1230 mm, but there is a deviation in receipt of rainfall pattern which is influencing crop production.

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

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

### **1.1 Project Background:**

Development Disorder, Disability and geriatric mobility issues is one of the significant challenges in the mining affected areas of Odisha. When Development Disorder and Disability occurs in early childhood, it leads to poverty and poor social development which is likely to have its effect throughout one's life on the whole family. This results in poor working capacity that affects their earning capacity, thus keeping them in a poverty trap. Further, leading to the vicious cycle of proportional poverty and disability

Early Identification is most important in rural and tribal areas and is implemented by some programs but intervention is most desired to stop the developmental delay and reversible disability into permanent disability for the children. However, the present system needs to have to install further infrastructure and resources to ensure the desired outcome.

Further, with adequate community engagement and participation, the services can be strengthened more. Another area of concern is the poor childcare practices in rural and tribal areas, where men and women often have to work hard in order to support the household economy, leaving little time to take care of the person affected.

This situation is exacerbated in Sundargarh district especially in mining affected blocks, especially in the mining affected villages with higher prevalence than states prevalence.

- The prevalence of disability in Sundargarh is 2780 per every lakh whereas it is 2400 in the state.
- Mental retardation is highest with 3.93% prevalence whereas Autism Spectrum Disorder is lowest with 0.25% of prevalence across Odisha.
- While Autism Spectrum Disorder (ASD) is highest with 5.84% of prevalence whereas learning disability is lowest with 0.83% of prevalence in the overall comparison of DD in Sundargarh.

Ref: [http://ethesis.nitrkl.ac.in/8498/1/2016\\_MA\\_\\_414HS1001\\_FAMBAREEN.pdf](http://ethesis.nitrkl.ac.in/8498/1/2016_MA__414HS1001_FAMBAREEN.pdf)

Children with development disorders and persons with disability are the most vulnerable because of the following problems:

- They cannot travel due to barriers
- Inadequate resources to provide desired health and rehabilitation care Extreme poverty, lack of awareness
- Lack of knowledge of parents

One of the possible solutions to address these gaps could be establishment of Disability rehabilitation centres. This would establish an overall environment where interventions related to rehabilitation and health will be able to make an impact on disability.

Poor families spend much time and energy working for wages, doing housework, working on land-holdings and looking after cattle with poor scope for sparing efforts and resources for disability rehabilitation and then driving themselves into poverty. It is in this context that the disability rehabilitation centre model is found to be suitable to provide the environment where disability can be tackled and the social development is not hindered.

## 1.2 Project/Tender Objective

### A. Definition of a Disability Rehabilitation Centre

**(With respect to children with development disorders, disabilities and senior citizens who are defined as beneficiaries)**

A **Disability Rehabilitation Centre** is a community centre where the **beneficiaries** (Children with Developmental Disorders and Delay and Persons with Disabilities and Senior Citizens) receive comprehensive rehabilitation in inclusive setups with barriers removed.

The DRC provides rehabilitation services for the beneficiaries for eight hours a day for 6 days in a week. Each DRC is set up in the identified location in the rural/mining affected communities in Sundargarh district.

### B. Project objectives:

1. Ensure **beneficiaries** (Children with Developmental Disorders/Person with Disability/Senior Citizen with rehabilitation needs) is engaged in the rehabilitation in the project area.
2. Ensure optimal coverage of essential services like specialist consultations via Tele Medicine, Rehabilitation and facilitate the assistive devices and corrective surgeries via available resources in the district.
3. Halve preventable disability at the earliest and increase the functional independence of the individual.
4. Ensure that all the beneficiaries in the DRC are adequately assisted to health and social development and that disabilities are detected early and quick intervention is taken up.
5. Ensure through community meetings and counselling that no child or person with disability and Senior Citizen in the project area is subjected to any sort of superstitious practices and negligence etc.

### C. Project Description

There will be 2 types of DRC s set up:

- **DRC in the existing and available health care or any other facility:** DRC will be co-located within existing health care facilities like Sub centre /Primary Health Centre/Community Health Centre /Area Hospital/any other government building available.
- **DRC in a Rented Building:** DRC s are set up in independent, stand-alone premises in the locations where such health centres are non-existent or not accommodatable due space and other limitations. In either of the locations a minimum of 750 Square feet area with scope for disability inclusive accessibility measures is required.

#### **Services to be provided in the DRC:**

- a. Early Intervention including Early Identification facilities to the Children with Developmental disorders like
  - Loco motor Delay (Orthopedically disabled Etc.)
  - Neuro Motor Impairments (Cerebral Palsy and others)
  - Intellectual Disorders (Formerly Known as Mentally Retarded)
  - Cognitive and Behavioural Disorders (Autism and ADHD)
  - Learning delay and disorders
- b. Rehabilitation for the Persons with Disability and Senior Citizens with
  - Brain and Spinal cord injuries

- Cerebro Vascular Accidents
  - Post orthopaedic surgery rehabilitation
  - Congenital Neuro -Orthopaedic disabilities
  - Musculoskeletal Disorders limiting the mobility in senior citizens
- c. Health care assistance like
- Teleconsultations with specialist doctors
  - Drugs from the available health care facilities like PHC, CHC and other sources by reference and follow up.
  - Day to day rehabilitation therapies like Physiotherapy, Speech therapy, Behaviour therapy and Sensory Integration Therapy by primary Rehabilitation Professionals under the supervision of professionals
  - Convergence between AWW, ANM (ICDS and NRHM) and other frontline health workers to identify and refer the children and PwDs and Senior Citizens to Disability Rehabilitation Center (DRC).

#### **D. Adaptations within the scope:**

As the project is bound to progress, with the new challenges, the adaptations to suit the new demands are permitted with prior permission provided the adaptations are within the scope of the project and budget with justifiable reasons.

#### **E. Functioning of the Disability Rehabilitation Centres (DRC)**

1. The DRC project should cover all the Children with Developmental Disorders, respective to the Locomotor, NeuroMotor, Intellectual and Behavioural Delay and Disorders either Congenital or Acquired in nature.
2. Children with Development Delay, Disorder and Disability should be brought to the DRC through mobilization and convincing the parents and E- Autos are used for the mobilization with a prior schedule for the beneficiaries
3. Persons with Disorder and Disability (PwD) and Senior Citizens with mobility needs should be brought to the DRC through mobilization and E-Autos are used for the mobilization with a prior schedule for the beneficiaries.
4. Each DRC has two Rehabilitation professionals (Physiotherapist / Speech Therapist / Special Educator) and a driver with license in valid for the E-Auto for mobilization with awareness on local territorial details.
5. The DRC will be an Out-Patient Rehabilitation Centre open for 8 hours per day and 6 days in a week. It will follow the holidays as per the guidelines of Government of Orissa but shall also accommodate the community demands for deciding on holidays and operations.
6. The DRC's will aim at target based beneficiaries who are pre identified however identification is a continuous process. Admissions to DRC will be on a pre identification basis.
7. The **DRC would accommodate a maximum of 20 beneficiaries in a day** with two Rehabilitation professionals with the optimum ratio of Rehabilitation professionals to being 1:10

8. The beneficiaries will be provided a minimum of three sessions a week of rehabilitation therapy and specialist consultation -Tele Medicine mode at least once in 3 months or need based and transportation depending on travelling abilities, need of assistance and distance coverage etc.
9. In the DRC, beneficiaries will be evaluated every month and their prognosis shall be measured quarterly.
10. Apart from rehabilitation, focus will also be given for the promotion of social rights as per Rights of Persons with disabilities act (RPwD Act),2016.

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

1. Ensure that all the 'Project Objectives' and the 'Services to be provided in the Disability Rehabilitation Centres as mentioned previously are met.
2. Formulate project proposals on the establishment and operationalization of minimum of 10 DRCs in the mining affected Blocks under DMF with the 'Project Objectives' and the 'Services to be provided in the DRC"s as mentioned previously being an integral part of the proposals and the locations for the centres are to be decided by the committee based on the disability prevalence and based on the demand and performance , committee may modify the number of DRC"s.
3. Identification of location where DRCs can be established (baseline study for identification of location)
4. Develop implementation plan for the approved DRCs as part of the project proposal. The implementation plan would include:
  - Identification of location and suitable space for establishment of DRCs in the mining affected blocks of the Sundargarh district
  - Establishment of the DRC" s to provide TeleMedicine, Physiotherapy, Speech Therapy, Behaviour Therapy along with Sensory Integration Therapy and a E-Auto for the transportation for the identified beneficiary from home and back
  - Develop training modules and train the Human resources.
  - Standard Operating Procedures (SOP) for day to day coordination/facilitation to ensure early identification, engagement, intervention and rehabilitation.
  - Registers, guidelines, manuals and protocols have to be developed for DRCs functionality relevant to identification, community activities like Focus group discussions (FGD), planning of rehabilitation, follow up and additional referral service like surgeries etc. Please note that this is only a minimum list and the Agency is independent to formulate more such systems.
5. Recruit qualified and experienced personnel for the complete operationalization of the DRC s and to provide regular updates to the beneficiaries through the assigned point of contact in DMF.
6. Execute the approved implementation plan.
7. Monthly Report System will be developed to monitor and review the project. The Report system is designed to enable review of the monthly outputs and outcomes. The format, content of the report will be pre-agreed with the selected agency.
8. Annual financial planning of the project, proforma for the claiming the funds against invoice, necessary documents for release of grant and submit Utilisation Certificates for the fund spent by.
9. Organise exposure visits and training/capacity building programmes of the DRC Staff on the DRC guidelines and protocol.
10. Conduct awareness/capacity building events for Anganwadi, ASHA, ANM and other health and welfare workers as well as the community.
11. Form a committee for each DRC consisting of the guardians of the children and PwD s and senior citizens and engage in community linkage activities and conduct bi monthly meetings.
12. Outline the system linkages to the Social Security Department With particular emphasis on the early identification, Intervention and rehabilitation.

13. Outline the system linkages to the Health Department with particular emphasis on the early identification, Intervention and rehabilitation.
14. Submit monthly, quarterly and annual progress reports to the government through the assigned point of contact in DMF and other concerned departments whenever it is required.
15. Periodic appraisal of the project implementation status and take/suggest corrective steps for the development.
16. Identify critical gaps in existing development interventions and recommend any improvements/additions required to amplify the impact of the programs to the DMF.
17. Attend all meetings as required by the DMF and/or the line departments related to progress and assessment of the program.
18. Suggest measures to improve health status of PwDs, senior Citizens across the mining affected blocks and across the district.
19. Any other relevant work as directed by the Client
20. The Project manager will seek the facilitation from the representative from the district Mineral body for the project while reaching out to various stakeholders while implementing and the same shall be provided by the DMF

### A. Project Duration

The duration of the contract will be for 5 years from signing of the contract and there will be an extension further subject to demand and satisfactory performance.

### B. Project Coverage

At present 10 DRCs would be implemented in 10 blocks (one in each block) namely, Hemgir, Lephripara, Balisankara, Kutra, Rajgangpur, Kuarmunda, Lathikata, Lahunipara, Koida and Bonai of Sundargarh District. Locations shall be finalised by the committee based on the baseline studies. Number of the DRC s can be modified based on the demand.

### C. Team Composition

Following are the minimum team deployment for the program:

SL No.	Position	No of Resources
01	Programme Manager	1 (for all 10 DRCs)
02	Program Assistant	2 (one each for a cluster of 5 DRC s)
03	Professional Team Comprising <ul style="list-style-type: none"> <li>• Early Intervention Therapist</li> <li>• Physiotherapist</li> <li>• Speech Therapist</li> <li>• Behaviour Therapist</li> </ul>	4 Members (Senior Professionals and willing to visit all 10 DRCs)
04	Primary Rehabilitation Professionals (Physiotherapist/Speech Therapist/ Special Educator)	2 for each DRC
05	Driver cum mobilizer	1 for each DRC
06	Administrative assistant including accounts, correspondence and communication	1 for 10 DRCs

#### 1. Programme Manager (PM)

**Deployment:** Full Time

**Desired Profile:** Minimum 5 years of professional experience and PG degree in Public Health /Rehabilitation /Social Work/Rural Development/Development Studies /related discipline and/or an MBA in a relevant discipline from a reputed academic institution.

**Previous experience of handling health/rehabilitation projects and exposure to the government's project will be preferred.**

**Personal qualities of the Programme Manager:**

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

**Specific Responsibilities:**

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

**2. Project Assistant (PAS)**

**Deployment: Full Time**

**Minimum 1 year of experience.**

**Desired Profile:** Graduation in Rehabilitation//Social Work/ Rural Development/ Rural Management/ related discipline or MBA in any discipline from a reputed academic institution.

**Previous experience of handling rehabilitation projects and exposure to the government's project will be preferred.**

**Personal qualities of the Project Assistant:**

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

## **Roles and responsibilities:**

1. Provide continuous support and guidance to rehabilitation Professionals on the beneficiary details.
2. Visit each centre at least twice a week.
3. Visit the coverage villages to meet the beneficiaries and AWW/ANM/ASHA for identification 2 days a week while ensuring that every village is covered once in a month with a detailed calendar of visiting schedules.
4. Monthly meetings with rehabilitation Professionals.
5. Maintain diary and record information relating to Children Development Disorders and Delay and Persons with Disabilities and Senior Citizens.
6. Establish rapport with Panchayats/ Village Heads, Mahila Mandals, schools, clubs, other organizations and guardians of beneficiaries and win their trust and confidence.
7. Ensure Early Identification and facilitate engagement.
8. Ensure prognosis monitoring
9. Home visits to severely affected beneficiaries to evaluate and facilitate home care.
10. Collate and check the registers and records received from the DRCs.
11. Maintaining the early Intervention, rehabilitation materials, registers and records.
12. Ensure that all DRC regulations are complied with and discipline and decorum are maintained.
13. Address any existing gaps, if possible, or report the same to the Programme Manager for action from higher level.
14. Prepare and submit regular activity and financial reports to the Programme Manager.
15. Identify and prepare/assist the Programme Manager in preparing, relevant anecdotes and case studies.
16. In case of any emergency report to the Programme Manager.
17. Follow up of birth defects children and assist in medical interventions following which enrolment for rehabilitation.

### **3.Primary Rehabilitation Professional**

**Deployment: Full Time**

**Experience: Freshers /Experienced**

**Desired Profile:** Two professionals preferably in the age group of 20-45 years

appointed as per the recruitment. Degree in rehabilitation Courses like Physiotherapy, Speech Therapy and Special Education shall also be prioritised within the financial limitations awarded.

**Personal qualities of the Primary Rehabilitation Professional:**

1. Must be a local (belongs to Odisha & able to speak Odia).
2. Must be caring and affectionate.
3. Must be willing to work with and for the community.
4. He/she should be willing to dedicate 8 hours daily to work in the Disability Rehabilitation Centre.

**Roles & responsibilities of Primary Rehabilitation Workers:**

1. Identifying Beneficiaries children and persons with disabilities senior citizens with mobility needs in association with Project Assistants.
2. Work with project assistants in motivating working parents to send their beneficiary to the rehabilitation centre.
3. Develop and maintain profiles of beneficiaries.
4. Maintain records of attendance, prognosis monitoring and records.
5. Liaise with concerned local agencies, partners and community leaders and solicit their support.
6. Care and safeguard of beneficiaries attending the DRC.
7. Promote Regular health check-ups and referrals in liaison with local health Sub Centre/health post/Anganwadi.
8. Planning the rehabilitation Program along with the district team and providing rehabilitation activities as planned.

9. Interact closely and regularly with parents to discuss beneficiaries special care needs.
10. Ensure that equipment is well functional and properly maintained.
11. Maintain First Aid Kits.
12. Help the co-worker in coordinating the activities of the DRC
13. General reporting to the Program assistant, in case of emergency reporting to Programme Manager.
14. Working hours - 8 hours.
15. To regularly interact with the DRC committee to incorporate their suggestions and recommendations in the functioning of the DRCs.
16. Any other relevant work that may be included during the Technical negotiations or as directed by the client

#### **4. Office Assistant**

**Deployment: Full Time**

**Experience: Freshers /Experienced**

**Desired Profile:** Degree with accounts as subject with MS Office suite skilled, **preferably** in the age group of 20-45 years appointed.

**Personal qualities:**

5. Must be disciplined.
6. Must be skilled in communication
7. Must collect the daily report, weekly reports and all the mandatory reports and summate and keep in the format for inspection,
8. He/She should be willing to dedicate 8 hours daily to work in the office and travel in case any need arises.

#### **Roles & responsibilities of Primary Rehabilitation Workers:**

1. Office administration
2. Communication among the stakeholders
3. Collection of reports and summations and submission for verification
4. Collection of bills and maintaining the books.
5. Act is contact point among all the team

#### **D. Norms and standards to be followed in a DRC**

1. DRC Location: The centre should be at the workplace site and covering beneficiaries' as per the committee decision.

#### 2. Infrastructure/ Space:

- Ground floor to ensure barrier free for beneficiaries.
- The centre should have concrete (pukka) structure as per CPWD norms.
- A centre must have a minimum space of 750 square feet with 3 rooms and open space.
- The room should have proper light, fan, AC and should be well ventilated.
- There should be no unsafe places like open drains, deep and large pits, garbage bins etc. near the centre.
- The centre must have a safe and RO drinking water source with a water purifier installed.
- Ramps and handrails for better accessibility.
- Power backup for the machines, lights and fans (Diesel generator/Solar Generator)

### 3.DRC environment:

- Ensure a nurturing, responsive and inclusive environment in the DRC.
- The DRC should have bright, cheerful and accessible display for the PwDs
- Daily schedule, safety and essential norms, and other relevant material to be displayed on the walls.

### 4.DRC equipment/material:

- Provision of equipment and material for Physiotherapy, Speech therapy, Behaviour Therapy, Sensory Integration and others
- Provision of ICT material for telemedicine and others
- Furniture provided at the DRC to be appropriate to the age and number of beneficiaries
- The specific requirements for furniture of children with special needs or disabilities and senior Citizens will also be provided.
- All equipment to be sturdy, safe, with no sharp edges and easy to maintain
- E-Auto for the transportation shall be provided with modifications to safeguard the safety while travelling. All RTA permissions shall be ensured.  
(Refer to Annexure I for DRC set up material list)

### 5.Safety/Protection at the DRC:

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

### 6.Rehabilitation Practices:

- As per the recommendations and suggestions of the Professional team a rehabilitation schedule is prepared for implementation.
- One session in a day and not less than 45 minutes per session.
- Ensure that every beneficiary should get a well-balanced therapy program for a minimum of 3 sessions a week.
- All hygiene procedures for preparation/storage/service to be strictly followed.
- Monitor the prognosis of the beneficiary by standard protocols on a monthly basis.

## 7. Hygiene and Sanitation Practices:

- Adequate materials for cleaning should be provided at the centre like soap, phenyl, disinfectants etc.
- Practice preventive measures such as sanitizing materials/equipment etc. to minimize spread of germs.
- Label all the dustbins and keep them clean.
- Maintaining cleanliness of the toilets, therapy area and all the surroundings, especially at the corners, is necessary.
- The water taps should be placed at a height which can be easily accessed by the beneficiaries independently.
- Use a shoe rack for keeping shoes.
- Personal cleanliness of the beneficiary and all the stakeholders should be maintained.

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

### **E: Funds to the Agency**

#### **A. Fund Release:**

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

- a. The DRC management charges shall be made as for the Agency per the invoice.
- b. The total fee payable shall include all taxes and incidental charges.

#### **B. Payment milestone:**

##### **Schedule of release of Payments:**

1. 10 % mobilization cost shall be released in advance after the signing the agreement.
2. Cost for the Nonrecurring expenses shall be provided against the invoice.
3. Funds for recurring expenses will be provided month wise against invoice submitted. The funds shall be released to the Agency as per the following schedule.
  - a. The supporting documents i.e., commencement report, consolidated attendance sheet of the beneficiaries for the month shall be submitted in the prescribed formats along with the Invoice duly signed by the Agency & certified by DSSO, Sundargarh to DMF, Sundargarh for reimbursement of expenses.
  - b. For all the claims or payments, the Agency shall raise its invoice in the prescribed format and submit the same accompanied with the required documents.

### **F: Monitoring Mechanism:**

Primarily the agency engaged will be responsible for smooth management and monitoring of the Centre including updated documentation. However, a committee will be constituted by the Client for Monitoring & Evaluation of the Project 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 (30 days) after the bid submission deadline date prescribed by the Collector and Chairperson, DMF Sundargarh.
- Any bid NOT accompanied by an enforceable and compliant bid security (EMD) may be rejected by the Collector and Chairperson, DMF Sundargarh as non-responsive.
- The bid security of unsuccessful Bidders shall be returned as promptly as possible upon award of contract to the successful Bidder. No interest will be payable by the Collector and Chairperson, DMF Sundargarh on the amount of the Bid Security.
- The bid security of the unsuccessful Bidder shall be returned as promptly as possible once the successful Bidder has signed the Contract and furnished the required performance security.
- The bid security will be forfeited by Collector and Chairperson, DMF Sundargarh on account of one or more the following reasons:
  - If a bidder withdraws its bid during the period of bid validity
  - If the successful bidder fails to sign the contract in accordance with terms and conditions of this RFP.
  - In the case of a successful bidder, if the Bidder fails to sign the Contract or to furnish Performance Bank Guarantee within specified time

### 3.2 Clarifications

- Bidders requiring any clarification on the RFP may notify the Authority in writing by post or e-mail to the address in accordance with relevant Clause. They should send in their queries before the date mentioned in the Schedule of Bidding Process specified in relevant Clause, the Authority shall endeavor to respond to the queries within the period specified therein. The responses will be sent by post or e-mail. The Authority will forward all the queries and its responses thereto, to all Bidders without identifying the source of queries.
- The Authority shall endeavor to respond to the questions raised or clarifications sought by the Bidders. However, the Authority reserves the right not to respond to any question or provide any clarification, in its sole discretion, and nothing in this Clause shall be taken or read as compelling or requiring the Authority to respond to any question or to provide any clarification.
- The Authority may also on its own motion, if deemed necessary, issue interpretations and clarifications to all Bidders. All clarifications and interpretations issued by the Authority shall be deemed to be part of the Bidding Documents. Verbal clarifications and information

given by Authority or its employees or representatives shall not in any way or manner be binding on the Authority.

- Any Cancellation/ Addendum/ Corrigendum thus issued relating to RFP will be published in the Sundargarh District Website "[www.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 alterations, 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 7.1)
- Bid Security (EMD) in the form of DD.
- RFP Bid cost in the form of DD
- Particulars of the Bidder (Format 7.2)
- CA certified Net Worth certificate for Bidder
- CA certified Consolidated Turnover for Last 3 Years (Format 7.3)

- Self- declaration by Bidder for not Being Blacklisted (Format7.4)
- Experience in (Format 7.5)
- CV of the Key Manpower Proposed (Format 7.6)
- Manufacturer's Authorization letter
- Presentation in respect of understanding of services, credentials and strategy to handle all the task

#### Financial Bid Submission

- Proposal consisting of the Bidders' financial offer for the Project in the format set out in (Format 7.8) of this document.
  - The financial proposal shall be inclusive of all out of pocket expenses incurred by the Consultant towards Local site office, site visits, travel, documentation and communication etc., taxes, royalties, fees, taxes and charges, excluding GST, as applicable except those as prescribed in this RFP.
  - The Authority reserves the right to reject any Financial Proposal which is conditional and non-responsive.
- **Envelopes shall be addressed to:**  
Chief Executive Officer,  
District Mineral Foundation, Collectorate  
Campus, Sundargarh At/Po/District-  
Sundargarh, Odisha PIN- 770001  
Contact Details- 06622-273846  
E-MAIL ADDRESS: [dmsundergarh@gmail.com](mailto:dmsundergarh@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:

- Made a complete and careful examination of the Bidding Documents;
- Received all relevant information requested from the Authority;
- 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;
- 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;
- 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 the Collector and Chairperson, DMF Sundargarh by email 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 the 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 3 % of Total Project Cost. All incidental charges whatsoever such as premium, commission etc., with respect to the Performance Guarantee shall be borne by the Bidder. The Performance Guarantee shall be valid for six months post completion of the Project. Subject to the terms and conditions in the contract.

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

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

### **3.11 Legal and Stationery Charges**

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

### **3.12 Bid Currencies**

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

### **3.13 Bid Validity Period**

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

### **3.14 Rectification of Errors**

- Bidders are advised to exercise adequate care in quoting the prices. No excuses 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 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 Conflict, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Client throughout the selection process and the execution of the Contract.
- b) Agencies have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of the Client, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Agency(s) or the termination of its Contract.
- c) No Agency or current employees of the Client shall work as Agency under their own ministries departments or agencies

### **3.18 Unfair Advantage**

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

### **3.19 Fraud and Corruption**

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

The Client:

a) Defines the terms set forth below as follows:

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

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

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

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

### **3.21 Single bidder**

Collector & Chairperson, DMF, Sundargarh will do it's best to encourage the participation of multiple parties for the tender, however in the case of a single bidder, Collector & Chairperson, DMF, Sundargarh can take a decision of awarding the contract due to the nature of the service being that of emergency services and affecting the lives of the citizens of the District.

### **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 issuance of the letter of internet.
- c) If not more than one bidder has submitted bid, the Collector and Chairperson, DMF Sundargarh may award the bid to the only bidder submitting the bid however terms shall be negotiated during the Financial Negotiations.

### **3.22 Confidentiality:**

Information relating to evaluation of Proposals and recommendations award shall not be disclosed 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 proposals partially or fully without assigning any reason thereof. The decision of the Competent Authority shall be final and binding on all the Bidders.
5. Any dispute in this regard subject to Sundargarh jurisdiction only

#### 4. Section IV- Qualification and Evaluation Methodology

##### 4.1 Per Qualification Criteria

SL No.	Basic Requirement	Specific Requirement	Document Required
1	Legal Entity	The Agency should be registered under <ul style="list-style-type: none"> <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 No</li> </ul>
2	Relevant Experience	The Agency must have minimum 2 years' experience in the relevant field (planning, designing, implementing Rehabilitation projects in tribal/rural areas) in Odisha or neighbouring states of Odisha as on 31/03/2021.	<ul style="list-style-type: none"> <li>● Details of relevant experience</li> <li>● Work order from Supporting Agency</li> </ul>
3	Financial Capacity	The agency should have an annual turnover of at least Rs. 50 lakh per FY year for the last three FYs (2017-18, 2018-19& 2019-20) and must fill 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 The District Collector & Chairperson – cum - Managing Trustee, 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 The District Collector & Chairperson – cum - Managing Trustee, District Mineral Foundation	Original Demand Draft

		(DMF) Sundargarh, drawn on any nationalized bank at Sundargarh.	
10	Service Tax (GST)	Must be Registered under GSTN	Attach Regd. Certificate and GST No.

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

#### 4.2 Technical Evaluation Criteria

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

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

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

Sl.	Evaluation Criteria	Supporting Form	Max. Marks
<b>1.</b>	<b>Experience</b>		<b>35</b>
<b>1.1</b>	No. of Rehabilitation Centres at different Location over 3 Years: (Each of DRCs = 2 Mark, Maximum 20 Marks)	Form Tech 2	20
<b>1.2</b>	Experience of implementing DRCs (Each Year of Experience = 2 Marks, Maximum 10 Marks)		10
<b>1.3</b>	Experience of working with the Government on a child health and PwD rehabilitation project for a minimum period of 2 years		5
<b>2</b>	<b>Key Personnel (CV to be provided as per format)</b>	Form in Tech 4 & 5	<b>15</b>
<b>2.1</b>	Programme Manager Minimum 3 years of professional experience and PG degree/PG Diploma in Public Health/Rehabilitation studies /Social Work/Rural Development/Development Studies /Nutrition and/or an MBA in a relevant discipline from a reputed academic institution: <b>3 marks</b> 1 year or more of professional experience in managing/handling Rehabilitation Projects: <b>2 marks</b> Exposure to GOI's Children and PwD Development Schemes: <b>1 mark</b> (Total maximum score: 15 marks)		6
<b>2.3</b>	Project Assistant (Minimum 2 nos.) Graduation in Rehabilitation Courses like Public Health /Physiotherapy and Speech therapy and other s/Social Work/ Rural Development/ Rural Management/ related discipline or MBA in any discipline from a reputed academic institution: 2 mark  Experience of 2 years and above:1.5 Mark		Max. 4.5 marks * 2 nos. = 9

	1 year or more of professional experience in coordinating/handling rehabilitation projects: 1 mark		
<b>3</b>	Average annual turnover of above Rs.50 Lakh in last 3 financial years i.e., 2017-18, 2018-19 & 2019-20 0.5 Core - 1 Core= 5 Marks Above 1 Core = 10 Marks	Format	<b>10</b>
<b>4</b>	<b>Technical presentation before Evaluation Committee</b>	Tech 3	<b>40</b>
<b>Total</b>			<b>100</b>

1. To qualify the technical evaluation stage, the bidder must score a minimum of 60 marks. Collector and Chairperson, DMF Sundargarh will open the Financial Bids of those Bidders who will achieve minimum score of 70 marks in technical evaluation
2. Documentary evidence (Citation, copy of completion / ongoing client certificate and work order / Contract) is required for all project experience.
3. In case the 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 fulfill 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:

$$\mathbf{SF = 100 \times FM / F}$$

(**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 (ST) and financial (SF)

scores as follows:

$$S = ST \times TW + SF \times FW$$

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

### 5. Section – V Financial Bid Format and instructions

#### 5.1 General Instructions

- a. Financial Bid needs to be submitted offline (separate envelope) as per the instructions given in the RFP in the format prescribed in this section.
- b. Bidder should provide all prices as per the prescribed format under this Section.
- c. All the prices are to be entered in Indian Rupees (INR) only
- d. Prices indicated in the schedules shall be inclusive of all taxes, Levies, duties, Transportation including GST prices. The prices should also specify Five-year support cost as per provided formats.
- e. It is mandatory to provide breakup of all Taxes, Duties and Levies wherever asked for.
- f. Collector and Chairperson, DMF Sundargarh reserves the right to ask the Agency to submit proof of payment against any of the taxes, duties, levies indicated.
- g. The Agency needs to account for all Out of Pocket expenses due to Boarding, Lodging and other related items.
- h. The Unit Rate as mentioned in the following formats may be used for the purpose of 'Change Order' for respective items, if any. However, based on the market trends, Collector and Chairperson, DMF Sundargarh retains the right to negotiate this rate for future requirement
- i. The successful bidder shall not object to the upward or downward variation in quantities of any item within the variation limits.
- j. Payment for additional quantities within the variation limit shall be made at tender rates and the tender rates shall be valid for the entire duration of the contract.
- k. No claim shall be entertained or become payable for price variation of additional quantities
- l. Bidders shall be bound to give the same or more % of discount on the list price of the OEMs on the future purchases (additional purchases within the contract period) by Collector and Chairperson, DMF Sundargarh. Bidder shall ensure that the future products supplied are of latest specifications as per the OEM roadmap.
- m. For the purpose of evaluation of Financial Bids, Collector and Chairperson, DMF Sundargarh shall make appropriate assumptions to arrive at a common Bid price for all the bidders. This however shall have no correlation with the Contract value or actual payment to be made to the Bidder.

- n. Collector and Chairperson, DMF Sundargarh also intends to utilize various rates obtained through this tender for requirements across various departments. Bidders are requested to factor this larger demand and give the best possible rate to the Collector and Chairperson, DMF Sundargarh.
- o. Agency should refer to the Tender for details on the technical/functional requirements of the system and the benchmark specifications for the items mentioned in the Financial Formats.
- p. Line items mentioned in the Financial Formats are for representation purposes and the Agency may propose alternate technology / solution (with proper justification). Bidders are required to suitably add line items / merge the cost components depending upon their proposed solution.
- q. No escalations of prices will be considered under any circumstances.

## **5.2 Format for Financial Bid**

Bidders 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 9.12 in a 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 the 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 5 years from the date commissioning of DRC. The Term, for the purposes of any payments to Agency, does not include (a) any extension arising out of breach of any obligations.

## **5.5 Statutory Requirements**

- i. During the Term of this contract, the Agency shall refrain from indulging in activities which are in contravention of any law, act and/ or rules/ regulations, there under or any amendment thereof governing inter-alia customs, excise, taxes and levies, stowaways, foreign exchange etc. and shall keep Collector and Chairperson, DMF Sundargarh indemnified in this regard.
- ii. The Agency will ensure that an updated location-wise list of all assets deployed by the Agency for the purpose of the Project is available to Collector and Chairperson, DMF Sundargarh at all times. The Agency will seek

Collector and Chairperson, DMF Sundargarh approval before installing any hardware at any location and will also not alter / change / replace any hardware component deployed for the purpose of the Project without prior consent of Collector and Chairperson, DMF Sundargarh.

## 5.6 Agency Responsibilities

- i. Agency shall provide and deploy, on the site for carrying out the work, only those manpower resources who are skilled and experienced in their respective trades, deemed necessary for the prescribed Scope of Work in the RFP and who are competent to execute or manage/ supervise the work in a proper and timely manner.
- ii. The Agency would keep Collector and Chairperson, DMF Sundargarh updated with the details of the staff members deployed on the Project. The Agency will ensure that the roster schedule of all deployed manpower for each day at the required locations is made available to Collector and Chairperson, DMF Sundargarh for view by authorized Collector and Chairperson, DMF Sundargarh Staff. No change to the deployed manpower shall be done by the Agency without written approval from Collector and Chairperson, DMF Sundargarh except where such removal and/or replacement becomes necessary due to exceptional circumstances like disability, resignation, termination, death, etc. of the resource.
- iii. Collector and Chairperson, DMF Sundargarh may at any time request the Agency to remove from the work / site the Agency representative or any person(s) deployed by the Agency for professional incompetence or negligence or for being deployed for work for which he/she is not suited. The Agency shall accede to Collector and Chairperson, DMF Sundargarh request and shall not again deploy any person so objected to on the work or on the sort of work in question (as the case may be) without the written consent of Collector and Chairperson, DMF Sundargarh.
- iv. The Agency shall maintain backup staff and shall promptly provide replacement of every person removed, pursuant to this section, with a substitute who is equally competent or higher in competence from the pool of backup personnel.

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

## 6. General Section – VI Formats for the Technical Bid

### 6.1 Instructions on Preparation of the Technical Proposal

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

#### a. Bidder's Competence to execute the project:

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

- Experience in Similar projects

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

- Understanding of the Project
- Clear articulation and description of the design and technical/functional solution.

- Details of the complete solution proposed
- Integration approach with existing Infrastructure
- Reasoning for selection of the proposed technology over other options.
- Strength of the Bidder to provide services including examples or case-studies of similar solutions deployed for other clients
  - Clearly articulate the Strategy and Approach and Methodology for Design, Installation, Configuration and Maintenance of 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 requirement for the operations

**c. Other Details**

- **Bill of Material:** This document should give details of all the proposed 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).

**5. Bidding Format Check-list**

SL No	Documents required	Submitted (Y/N)	Page No
1	Format for Technical proposal cover letter		
2	Formats for Particular Bidder		
3	Certificate for net worth for bidder		
4	Bidder's consolidated Turnover last 3 financial years		
5	Format for self-declaration by bidder for not being black listed		
6	Experience in establishment & management of DRC		
7	CVs of the Key Manpower proposed		
8	Format for Financial Bid		

## 7.1 Format for Technical Proposal Cover Letter

Date: DD/MM/YYYY

To

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

**Sub:** Submission of Technical Compliance Proposal

**Ref:** Selection of an agency for Establishment and Management of Disability Rehabilitation Centres in mining affected blocks in Sundargarh District under District Mineral Foundation Fund (RFP No: \_\_\_\_\_ Dated: \_\_/\_\_/\_\_\_\_)

Sir/ Madam

Having examined the RFP, the receipt of which is hereby duly acknowledged, we, the undersigned, offer 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 the 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 a successful bidder, we shall submit the PBG in the form prescribed in the RFP. We do hereby undertake, that until a contract is prepared and executed, this bid together with your written acceptance thereof, the RFP and placement of letter of intent awarding the contract, shall constitute a binding contract between us.

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

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

Date

Signature of Authorized Representative

Name of Agency:

Full Address:

Telephone No.

## 7.2 Format for Particulars of the Bidder

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

Date:

Signature of Authorized Representative

Name of Agency:

Full Address:

Telephone No.

### 7.3 Bidders Average Turnover for last 3 financial years

Date: DD/MM/YYYY

The Average Annual Turnover statement of <name of the organization>,

at .....<address of the organization >, for the last three financial years 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 for Establishment and Management of Disability Rehabilitation Centres in mining affected blocks in Sundargarh District under District Mineral Foundation Fund

Sir/ Madam,

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

Date:

Signature of Authorized Representative

Name of Agency:

Full Address  
Telephone No.:

## 7.5 Experience in Establishment and Management of Disability Rehabilitation Centres

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

### Detailed Project Experience

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

Please check on the supporting documents enclosed:

- Work order received from Client
- Agreement signed between Bidder & Client
- Client certificates/others (if any)

**7.6 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	<table border="1"> <thead> <tr> <th>Language</th> <th>Reading</th> <th>Writing</th> <th>Speaking</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Language	Reading	Writing	Speaking												
Language	Reading	Writing	Speaking															
<b>9</b>	Employment Record (For the total relevant experience)	<table border="1"> <tbody> <tr> <td>From/ To</td> <td></td> </tr> <tr> <td>Employer</td> <td></td> </tr> <tr> <td>Position Held</td> <td></td> </tr> <tr> <td>From/ To</td> <td></td> </tr> <tr> <td>Employer</td> <td></td> </tr> <tr> <td>Position Held</td> <td></td> </tr> </tbody> </table>	From/ To		Employer		Position Held		From/ To		Employer		Position Held					
From/ To																		
Employer																		
Position Held																		
From/ To																		
Employer																		
Position Held																		
<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)	<table border="1"> <tbody> <tr> <td>Name of Project</td> <td></td> </tr> <tr> <td>Year:</td> <td></td> </tr> <tr> <td>Location</td> <td></td> </tr> <tr> <td>Client</td> <td></td> </tr> <tr> <td>Main Project Feature</td> <td></td> </tr> <tr> <td>Position Held</td> <td></td> </tr> <tr> <td>Activities Performed</td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table>	Name of Project		Year:		Location		Client		Main Project Feature		Position Held		Activities Performed			
Name of Project																		
Year:																		
Location																		
Client																		
Main Project Feature																		
Position Held																		
Activities Performed																		

## 7.7 Format for submission of Pre-Queries

[ON BIDDERS LETTERHEAD]

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

**Date:** DD/MM/YYYY

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

**Ref: Selection of an agency for Establishment and Management of Disability Rehabilitation Centres s in mining affected blocks in Sundargarh District under District Mineral Foundation Fund** out of

District Mineral Foundation funding for Operation period of 5 years (RFP No: \_\_\_\_\_)

Dated: \_\_/\_\_/\_\_\_\_)

Dear Sir,

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

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

Date:

Signature of Authorized Representative

Name of Agency:

Full Address:

Telephone No.:

## 7.8 Financial Proposal

### Financial Bid

For

“Selection of an agency for Establishment and Management of Disability Rehabilitation centres in mining affected blocks in Sundargarh District under District Mineral Foundation Fund”

Sl. No	Particulars	Unit	Per Month Cost (Inclusive of all Taxes)	For 5 Years (60 Months) Cost (Inclusive of all Taxes)
1	Fixed Cost			
	Material includes (Telemedicine, IT and Physio/Speech and other therapy material along with furniture and other inclusive Expenses			
2	Recurring Cost			
<b>I</b>	Manpower			
A	Office Assistant cum accountant			
B	2 Primary Rehabilitation Professionals & 1 Driver for each DRC)			
C	Project Assistant (1 each for a cluster of 5 DRCs)			
D	1 Programme Manager for Project			
<b>II</b>	Maintenance includes Electricity & Water charges and rent if applicable			
<b>III</b>	Transportation Maintenance			
<b>IV</b>	Consumables			
3	Management Fee (includes training, travel cost)			
	Taxes and other duties			
	Total Cost			

Place-  
Date -

Signature of Authorized Signatory  
Seal with Designation

## 1. 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.

## **Annexure I**

### **DRC Materials**

#### **1. Furniture/ Appliances/Equipment (non-recurring)**

- ❖ One RO water purifier/ filter
- ❖ Wall clock
- ❖ One music system
- ❖ 3 locks and keys
- ❖ A table Dimension: length-55cm, width 30 cm, height- 30cm
- ❖ 3 office leather /Cloth chairs for desk works
- ❖ Two almirah with shelves to keep belongings
- ❖ One almirah for storage of stationery,folders etc..
- ❖ Two – four low height tables (preferably of wood): Dimension: length-48 cm, width 24 cm, height- 10 cm
- ❖ Highchairs for infants: as per requirement
- ❖ Bulletin/ display boards: at least two (3 feet 3 feet)
- ❖ One black board
- ❖ One white board
- ❖ Shoe rack
- ❖ Small folding stools: 2
- ❖ Weighing scale
- ❖ Stadiometers and infant meter, for measuring height and length
- ❖ One clinical examination Table
- ❖ Two therapy Bed-Normal height tables (preferably of wood): Dimension: length-48 cm, width 24 cm, height- 10 cm
- ❖ Two Foot Rest to climb the bed for the patients for therapy

#### **2. IT Material**

- Desktop-HP 54.61 cm (21.5 inch) (10th Gen Core i3/8 GB/1 TB), 22-df0141in
- Video Conference Webcam, HD 1080p Camera with Built-In Speakerphone
- Battery backup with Capacity 2 KVA, Rated Power 1680 W
- Printer :Canon Pixma E470 Colour Multifunction Inkjet Wi-Fi Printer
- ADHAR enabled Biometric Attendance Machine

### 3.Rehabilitation Unit Material

Physiotherapy/Speech Therapy/Sensory integration therapy/Teaching and Learning Material

ELECTROTHERAPY	
Unit	Technical Specification
Brio Combination Therapy	<p>Single unit, multiple treatment at one go, two independent channel simulations and one channel ultrasound of 1 MHz, 3 MHz and Dynamic</p> <p>Large colour touch screen</p> <p>Library for Clinical Pathology - A convenient and comprehensive treatment guide for you.</p> <p>Anatomy Library - Extensive Anatomical library that illustrates a wide variety of pathologies.</p> <p>Ultrasound Therapy</p> <p>Ultrasound watchdog feature, to make sure that every treatment is precise.</p> <p>Back Light Graphic LCD Display.</p> <p>Frequencies: 1 MHz, 3 MHz &amp; Dynamic from single applicator.</p> <p>Clinical library: 25 programs.</p> <p>Treatment Head : 5 cm<sup>2</sup></p> <p>Electrotherapy</p> <p>All major currents including 4 pole, Vectors (40% &amp; 100%), 2 pole, TENS, Russian, interrupted galvanic, Faradic, Iontophoresis, NMES, HVPC &amp; Trabert</p> <p>SD Curve</p> <p>Anti-accommodation mode for uniform treatment experience</p> <p>COMBINATION THERAPY</p> <p>Combination of Ultrasound and Electrotherapy will save time and provide effective treatment on pain and tissue repair in less time.</p>
Traction Unit with Table	<p>New fully Computerised Digital Traction System is user friendly &amp; reliable.</p> <p>Microprocessor controlled System, can be used for both cervical &amp; Lumbar Traction. Lumbar and Cervical Traction</p> <p>With 2 section/ split Traction table</p> <p>Treatment Time: 1 to 60 min.</p> <p>Hold Time Set: 1 to 60 Sec Variable.</p> <p>Rest Time: 1 to 60 Sec Variable.</p> <p>Mode Set: Inter, Static.</p> <p>Traction Force: 5 to 45 Kgs.</p> <p>Main Supply: 230V AC / 50 Hz</p> <p>Weight: Approx. 10Kgs</p> <p>Display: LCD. STANDARD ACCESSORIES</p> <ul style="list-style-type: none"> <li>• 04100 - Head Holder - 01pc</li> <li>• 04106 - 01pc Wall Bracket</li> <li>• 04107 - Spreader Bar - 01pc</li> </ul>

	<ul style="list-style-type: none"> <li>• 09115 - Mains Cord - 01pc</li> <li>• Operating manual CD – 1pc</li> <li>• 04102 - Thoracic Belt</li> <li>• 04103 - Pelvic Belt</li> </ul>
<b>EXERCISE THERAPY</b>	
Quadriceps Table	Total Metal tubular construction Powder coated finish The table consist of a from (2")High quality Rexene Angled (0-99 degrees) alignment of backrest Adjustable height of armrest Adjustable lever (0 to 360 degree)High comfortable , Can be adjusted both by increasing the weight as Well as by the variability of the swinging arm By alternating the distance the turning point and The weights Types of exercises it offers :Exercises in seating position e.g. Knee stretching Exercises reclining position e.g. knee Flexion and hop stretching Press up exercises Resistance exercises.
Compact Shoulder wheel	Wall mounting unit that is highly suitable for shoulder exercise movements. Compact in size with different resistance options. Also another lever of supination and pronation.
Hand exercise table	It comes with a laminated top fitted with six pulleys in a steel frame loop and nylon rod passing through the pulleys with hanging weight underneath provides opportunity to exercise the interstice and muscles, wrist and forearm.
Ankle Exerciser	An ankle exercise that is used to hold the foot is mounted on a laminated base with a stainless steel sheet bracket having two springs for ankle exercises. The resistance of these units can be increased further by tightening spring "'s nut.
Resistance Tube Kit	5 resistance tubes with pair of Foam Handles,pair of extremity strap, Door Anchor for Training, Exercise Guide
Rehab Cycle	Upper and Lower limb pedal exerciser Compact Folding Design:Compact and reliable folding design, sized for home use. Digital Display:Track distance, speed, time, and calorie counts on the screen. 1/1.5/2KGS Flywheel Option: During your dynamic cycling session, engage the flywheel to gain momentum. adjustable Design: Tailor the cycle bike to your riding style. Adjust the height of the multi-grip handlebars to fit your arm length.
Parallel Bar	Parallel Bar Adjustable is used in Rehabilitation purpose the width and height of the railing can be adjusted manually as per patient comfort ,wooden base polished and provided with no slippery carpet . All Manual-Adjusting Parallel Bars with Hand-rails made of P.V.C. sheathed heavy-gauge iron tubing, bars are mounted on a strong metal frame platform with inclination on both ends &

	covered with non-slip matting.
Shoulder pulley	Wall Mounted Folding Pulley Pods Heavy duty construction The Top and Bottom pulley pods fold away flat on the wall after use
Finger ladder	Shoulder Abduction Ladder - Ladder made of polished hardwood having Thirty numbered steps for shoulder abduction exercises. Unit Size : 8cm wide x 6cm deep x 100cm high.
Wrist exerciser	Wrist roll: one piece aluminium roll in three different diameters i. E. 30mm, 40mm and 50mm is fitted on a laminated board size: 25cm x 80cm long with adjustable friction control mechanism, controllable from zero to maximum for flexion and extension exercises of wrist and forearm.
Hand Gripper	Spring exercisers with 6 springs as resistance
supination and pronation	wrist rotary machine with adjustable resistance
weight cuffs set	complete set consist of pair of 0.250 gms, 0.5 kg, 1 kg, 2 kg and 3 kgs
Dumbbell set	Stand with 0.5kg, 1 kg, 1.5 kg
Resistance Bands	Set of 4 bands, light resistance, medium, heavy and extra heavy. 1.5 mts
Resistance Band loop Small	set of 4 loop bands light resistance, medium, heavy and extra heavy
Resistance band loop large	set of 3 large loop bands light resistance, medium, heavy .
Gym ball set	set of 45cm, 85cm, 95cm
Peanut Ball set	set of small 35*80cm, medium 45*90cm and large 50*100cm
Foam Rollers	45 cm long and 15 cm diameter
<b>Paediatric Rehab</b>	
Bolsters	set of 3- 6 inch, 8 inch and 10 inch diameter
Fine Motor Activities	49 pin Boards- Horizontal Nut and bolt, perception board, Pipe Link set
Standing frame	For 10 years old child to 35 Years old and above <ul style="list-style-type: none"> <li>• Detachable rimmed tray for activities and also Height adjustable</li> <li>• Non-slip matted foot board.</li> </ul>
Sensory spiky ball	55cm 65cm
Wedges	medium and large size
Balance Pads	Eva foam based
Balance Pods	Set of 4
Ball pool with staircase	3 feet * 3 feet * 2.5 feet
Sensory gel ball	Made up of silica
Trampoline	36inches

Rope ladder	In between Steps Distance 9"-Width 18"Rungs 8,Working Load-70 Kgs
Bolster Swing	Base Diameter 8" Length 48" Working Load 120 Kgs
ADL Activities	Basic skill board, Nut and bolts, dressing frames, Door latches
Alphabets and Number	Hand Puzzle, Object match English alphabet, Number Tree puzzle
Beads	3d Beads with laces
Stacking towers	Hexagon, circular
Parts Of Body	Face Puzzle, Body part puzzle- boy and Girl
Peg boards	Cylindrical- thin to thick, Different shape pegs, numbering pegs,
Shape size	Circle shape sorter, Form Board, fraction A circle, Shape, Rainbow colour Board
size and serration	Apple Serration
TKM KITS	1,2,3 & 4 Kits

#### 4. Transportation Vehicle

- Lithium ion battery enables D+4 Seater Electric Auto with suitable modifications for safe travel

#### 5. Disability Inclusive Alterations

- Disability inclusive Toilet (As per Disability inclusive Guidiens )
- Ramp and railings (As per disability Inclusive Guidelines)
- Positive wall Coloring and safe Floor matting for preventing from injuries

#### 6. Electrical Fitting and Devices

- Air Condition
- Fans : 3
- Tubelights :3
- Diesel Generator: 1

#### B. Recurring material:

A) Monthly

##### 1. Cleaning material:(10 Units per each)

- One Soft broom
- One Hard broom
- Floor mop

- Toilet soap
- Hand Washing liquid soap
- Two Soap case
- Antiseptic lotion
- Floor swab
- Pandemic Accessories

## **B) Quarterly**

### **1. Stationary**

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

### **C) Annually**

#### **C1. First aid material**

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

C2. Dustbins with lid-10 & Bucket and mug-10

C3: Annual maintenance and Servicing Cost

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