



SUNDARGARH

ଜିଲ୍ଲା ଖଣିଜ ପ୍ରତିଷ୍ଠାନ, ସୁନ୍ଦରଗଡ଼.

DISTRICT MINERAL FOUNDATION, SUNDARGARH

RFP NO: -DMF/SNG/03-2022-23.

Request For Proposal

for

Selection of an Agency for "Community Empowerment through Capacity Building of elected PRI representatives and Community Leaders of all Gram Panchayats in Sundargarh District supported by District Mineral Foundation, Sundargarh"

TENDER SCHEDULE

Availability of RFP Documents	: 18.04.2022 at 11:00 A.M.
Last date for submission of Sealed RFP	: 09.05.2022 up to 5:00 P.M.
Opening of Technical Bid & Financial bid	: 10.05.2021 at 11:00 AM

Issued by:

Collector & Chairperson
DMF, Sundargarh.



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

ଜିଲ୍ଲାଖଣିଜପ୍ରତିଷ୍ଠାନ,ସୁନ୍ଦରଗଡ଼

DISTRICT MINERAL FOUNDATION, SUNDARGARH

Letter No. 790 / (DMF)

Dated the 16/04/2022

RFP NO: -DMF/SNG/03-2022-23


1.	The Collector-cum-Chairperson, District Mineral Foundation (DMF) Sundargarh, Government of Odisha invites technical and financial proposals from reputed implementing NGOs/Agencies/ Firms of National and International repute for "Selection of an Agency for Community Empowerment through Capacity Building of elected PRI representatives and community leaders of all Gram Panchayats in Sundargarh District of Odisha, supported by District Mineral Foundation, Sundargarh" as detailed in the Scope of Work in this DTCN. The interested and eligible Firms with valid Registration Certificate, as detailed in DTCN, may apply for the same in OFF-LINE mode. (For details visit www.sundergarh.nic.in).	
2.	Nature of Works	:- RFP document for "Selection of an Agency for Community Empowerment through Capacity Building of elected PRI representatives and community leaders of all Gram Panchayats in Sundargarh District of Odisha"
3.	Method of Selection	:- QCBS
3.	RFP (Bid) Cost (Demand Draft) – <i>Non refundable</i>	:- Rs.10,000/- in favor of Chief Executive Officer, District Mineral Foundation, Sundargarh to be drawn at Sundargarh.
4.	EMD (Demand Draft)	:- Rs.50,000/- in favor of Chief Executive Officer, District Mineral Foundation, Sundargarh to be drawn at Sundargarh.
4.	Availability of RFP document in the website	:- From 11:00 A.M. of 18.04.2022 to 09.05.2022 up to 5:00 P.M.
5.	Last date of receipt of Bid	:- 09.05.2022 up to 5:00 P.M.
6.	Mode of Receipt of Bids	:- Through Speed Post/ Registered Post (India Post only) and by no other means.
7.	Date of opening of Technical Bid and Commercial Bid	:- Date: 10.05.2022 at 11:00 A.M.
8.	Address for Business queries and correspondence	:- District Mineral Foundation, Collectorate Campus, Near Sub-Collector Office Sundargarh-770001, Tel No. - 06622-273846 Website- www.sundergarh.nic.in E-mail Id- dmfsundergarh@gmail.com
9.	The bidders have to participate in OFF-LINE bidding only. Further details can be seen from the Sundargarh District website (www.sundergarh.nic.in). Any addendum /corrigendum/cancellation of tender can also be seen in the said websites. For queries, if any, then contact E-mail ID - dmfsundergarh@gmail.com	


Collector & Chairperson
DMF, Sundargarh

Memo No. 791 /DMF

Dt. 16-04-22

Copy to DIO, NIC, Sundargarh with a request to upload this Bid Identification Notice in the Sundargarh District Web-Site www.sundargarh.nic.in by 18.04.2022 for wide publication and timely response by the intending Contractors.



Collector & Chairperson
DMF, Sundargarh

Memo No. 799 /DMF

Dt. 16-04-22

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/ DMF Cell, Sundargarh/ Notice Board of DRDA, Sundargarh for information & necessary action.


Collector & Chairperson
DMF, Sundargarh

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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 an Agency for Community Empowerment through Capacity Building of elected PRI representatives and community leaders of all Gram Panchayats in Sundargarh District of Odisha"**. 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 any law, statute, rules or regulations as to the accuracy, reliability or completeness of the RFP document.

RFPs must be submitted before the date, time and venue mentioned in the Fact Sheet. RFPs that are received after the deadline will not be considered.

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.

A. SECTION 1: LETTER OF INVITATION

**The Collector & Chairperson-cum-Managing Trustee,
District Mineral Foundation, Sundargarh,
Government of Odisha.**

Dear Bidder,

1. In order to enhance the capacity and knowledge of newly elected PRI Representatives & Support Functionaries, the District Collector & Chairperson-cum-Managing Trustee of District Mineral Foundation (DMF), Sundargarh invites proposals from reputed registered organizations, those having experience in training and capacity building of PRI representatives. The program is looking for a wide range of objectives that provide support to the newly elected PRI Members in effective delivery of public services, promotion of social justice and creating enabling environment to hold the Panchayats accountable to people through Gram Sabha and Social Audit. Most of the Panchayat representatives particularly the newly elected women and tribal representatives can work effectively, if they will be provided timely support and required training. The information and skill level of the representatives can be continuously upgraded given the nature and demand of the work to be done through a mechanism that provides continuous support to make Panchayati Raj system more effective.
2. The details of the required scope of work and services expected from the Agency are provided in **Section 5: Objective, Scope of Work & Terms of Reference** in this RFP document.
3. An Agency(s) will be selected as per the **Quality and Cost Based Selection (QCBS)** criteria described in this RFP.
4. The RFP comprises the following sections:
 - a) Section 1 – Letter of Invitation.
 - b) Section 2 – Definitions.
 - c) Section 3 – Fact-Sheet.
 - d) Section 4 – Background and the need for the project
 - e) Section 5 – Objective, Scope of Works & Terms of Reference.
 - f) Section 6 – Instructions to Agencies
 - g) Section 7 – Qualification & Evaluation Methodology
 - h) Section 8 – Financial Bid Format Instructions
 - i) Section 9 – Statutory Requirements
 - j) Section 10 – Agency Responsibilities
 - k) Section 11 – Technical Bid Format Instructions.

B. SECTION 2: DEFINITIONS

- a) "DMF" means the District Mineral Foundation, Sundargarh
- b) "Client" is the District Collector-cum- \Chairperson and Managing Trustee, DMF, Sundargarh, Government of Odisha.
- c) "Agency" means any entity or person that may provide or provides the Services to the Client under the Contract.
- d) "Day" means calendar day.
- e) "Instructions to Agencies" means the document which provides interested Agencies with the information needed to prepare their respective Proposals.
- f) "LOI" means the "Letter of Intent" is sent by the Client.
- g) "Personnel" means professional and support staff provided by the Agency and assigned to perform the Services or any part thereof.
- h) "Proposal" means Technical Proposal and the Financial Proposal.
- i) "RFP" means the Request for Proposal circulated by the Client for the selection of Agency(s).
- j) "Assignment/job" means the work to be performed by the Agency pursuant to the Contract.
- k) "Terms of Reference" (ToR) means the information included in the RFP which explain the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Client and the selected Agency(s).
- l) "Competent Authority" means The Collector & Chairperson – cum - Managing Trustee, DMF, Sundargarh, Government of Odisha.

C. SECTION 3: FACTSHEET

Empanel related document made available to the applicants	18/04/2022
Last date for receiving queries	28/04/2022
Last date for receipt of Technical and Financial Proposals (Sealed Envelope)	09/05/2022
Opening of Technical Proposals	10/05/2022
Technical Presentation by shortlisted agencies	10/05/2022
Opening of Financial proposals of applicants who qualify in Technical Proposal / Bid	10/05/2022
Letter of Award	To be intimated to the Selected Agency
Start Date	To be intimated to the Selected Agency
Method of Selection	Quality & Cost Based Selection (QCBS)
Contact Details	Chief Executive Officer, DMF, Sundargarh, Odisha, PIN – 770001
Earnest Money Deposit (EMD)	Rs. 50,000.00 in the shape of DD on any Nationalized Bank Payable at Sundargarh
Tender Fee / Bid Cost	Rs. 10,000/- in the shape of D.D. on any Nationalized Bank Payable 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.sundergarh.nic.in regularly for updates.
2. Proposals must be submitted on or before the prescribed date, time and venue mentioned in the Fact Sheet. Proposals received after the cutoff date will be summarily rejected.
3. Scope of work may increase/decrease. The Client reserves the right to cancel the RFP without citing any reasons thereof.

D. SECTION 4: BACKGROUND AND NEED OF THE PROJECT

The Panchayati Raj institutions are important system which plays a vital role in rural development in India. Panchayati Raj Institutions (PRIs) & specially community participation continue to get increasingly involved not only in planning and execution but also in monitoring various public welfare schemes and programmes. Considering the large numbers of elected representatives associated with the PRIs in Sundargarh district, their capacity building, particularly in an on-going manner, poses a challenge.

Panchayati Raj Institutions (PRIs) still have a long way to go in becoming strong, inclusive and democratic institutions in the spirit of the constitutional amendments. Various systemic and social constraints have been affecting this; however, a major factor has been the weak capacities of the elected representatives in understanding and implementing the spirit of the constitutional amendments.

Thus, the Capacity Building of elected PRI representatives and community members is a major intervention to strengthen the PRIs and to make them effective units of local governance.

E. SECTIONS 5: OBJECTIVE, SCOPE OF WORK & TERMS OF REFERENCE

E.1 Programme Objective:

The objective of this RFP is to select agency to provide wide-ranging capacity building and training programmes, which emphasized a comprehensive approach and 100 per cent coverage of PRI stakeholders & other community leaders. And to provide adequate resources, in terms of physical infrastructure, soft infrastructure, technical expertise and management capabilities, to address the challenge of covering the huge volumes of elected representatives and community leaders of the district.

Key Functional Areas for the Effective Implementation of Capacity Building (CB)

- a) Training Coverage to PRI members for understanding their role & responsibilities, community participation in Panchayat Raj system
- b) Capacity assessment (CA) and training needs assessment (TNA)
- c) Extent of addressing gender issues in CB and CB needs of Elected Women Representatives (EWRs)
- d) Training implementation (scheduling & information, logistics & mode of delivery)
- e) Training for implementation of Govt. Schemes
- f) monitoring & evaluation
- g) Local resources development
- h) Focus on holistic capacity building (newsletter, helpline, exposure visits etc)
- i) Information Communication T usage in PRI CB

E.2 Scope of Work

The main objective on scope of work is to Promote Community leaders either be a PRI member or other individual who could support for overall development of Panchayat in all aspects through knowledge management and active participation.

- a) To conduct a total of **four round** of capacity building and training programmes **in a year** on various topics for a batch size of 40 nos. which includes PRI members & Community Leaders under each Gram Panchayat under Sundargarh District of Odisha.
- b) A total of **1116** training programmes (Batch size of 40) to be conducted in all 279 Gram Panchayats for **every year**.
- c) Training programme to be conducted in every quarter which will cover 4 times in a year
- d) Providing Exposure to the PRI members & community leaders which can promote to learn and adopt innovation practices.
- e) A comprehensive package of strategies, identified cadre of resource teams and sound micro-planning is required to achieve the huge task of 100 per cent coverage.
- f) Capability to simultaneously organize training programmes across the district.
- g) To have a comprehensive and actionable plan for 100% coverage every year.

- h) Conducting studies focused on institutional capacity assessment, training/capacity building needs assessment of the PRI members to assess individual capacity needs, is also a significant step before designing the CB strategy for the District.
- i) Provide comprehensive capacity development strategies that the district needs to adopt for PRI & community leaders, assuming the critical importance of the district to carry forward the PRI CB activities.
- j) To lay special focus to conduct CB, significantly for Elected Women Representatives (EWRs) who come with many limitations like lower literacy levels compared to their male counterparts, gender differences, difficulty in access to training, limited mobility and communication access etc.

E.3 Programme Scheduling and information

A task well-planned is a task half done. In the PRI training context, the importance of sound planning and information is much more relevant. Training schedules need to take into account the local contextual factors like festivals, local events, agriculture peak seasons, accessibility, cut off periods during monsoon/flood, school vacations, wedding seasons etc.

PRI members, particularly Elected Women Representatives (EWRs), face a number of restrictions in attending training, whether residential or non-residential including travel arrangements, issues related to remaining away from home for long periods, the need of children and elder's care at home, household responsibilities etc. Advance information helps them to plan properly and make substitute arrangements which enable them to attend training sessions.

E.3.1 Logistics

Logistic arrangements are one of the most important parts of training organization and more challenging in the context of PRIs when organized at the block/cluster level. A well-organized training will have an easily accessible venue which is easy to locate with a vibrant learning environment, proper seating and acoustic arrangements, adequate lighting, fans and ventilation, appropriate arrangements for lunch and refreshments, drinking water, a first aid kit, a crèche for taking care of the children accompanying the EWRs, separate toilets for men and women etc. Training should be a pleasant experience to ensure maximum learning and the above-mentioned factors play a crucial role in making the training a memorable experience.

E.3.2 Mode of Delivery

Training delivery to a large extent influences the effectiveness of the training. Most of the training focuses largely on content and has a minimal focus on the mode of delivery. As generally observed training delivery is mostly done through lecture method or accompanied by PowerPoint slides with lots of text. Such trainings may be theoretically sound, but may not be absorbed well by the audience with no or minimal literacy, rural backgrounds and no track record of learning based on standard learning methods. PRI training delivery needs to be

based on participatory method, staggered inputs in an easily absorbable and understandable form with a variety of delivery approach like animation, graphics, storytelling, Group discussion, case studies etc. It has been suggested that a district-specific Training Need Assessment (TNA) be carried out with a specific focus on identifying appropriate delivery approaches and strategies in the local context.

E.3.3 Training Monitoring, Evaluation and Impact Evaluation

Training monitoring, evaluation and impact are very crucial aspects of the programme. The focus should be on the achievement of outcome levels rather than the achievement of output levels. Therefore, focus should be more on qualitative changes resulting out of training rather than the quantitative achievements of training coverage. There should have a system of collecting participants' feedback at the end of the training, and also a system of deputing training monitors to visit the training sessions.

E.3.4 Role of the Agencies

- Provide a benchmark for other PRIs
- Motivate PRIs to achieve the benchmark and make it better
- Provide a strong demonstration impact through capacity building programmes
- Strengthen the spirit of healthy competition
- Make learning more meaningful through the exchange of dialogues with peers (especially skills like leadership, communication, values, etc. are best learnt and percolated through demonstration and not through classroom sessions)
- Motivate the recognized individuals to better performances

E.4 Geography/Area of Work

The proposed interventions will be carried out in all 279 Gram Panchayats under Sundargarh District.

E.5 Project Duration

The duration of the Project is for a period of **Five years**. However, the project period may be extended every year subject to performance.

F. SECTION 6: INSTRUCTION TO BIDDERS

F.1 General Instructions

- a) The RFP document can be downloaded from the website <http://www.sundergarh.nic.in> up to the date and time mentioned in the RFP Notice.
- b) The Bidders are invited to submit Technical Proposal as per the given formats in separate sealed covers for the services required for the assignment.
- c) Applicants are advised to study all instructions, forms, terms, requirements and other information in the RFP documents carefully. Submission of the bid shall be deemed to have been done after careful study and examination of the RFP document with a full understanding of its implications. The response to this RFP should be full and complete

in all respects. Failure to furnish all information required by the RFP document or submission of a proposal not substantially responsive to the RFP documents in every respect will be at the Applicant's risk and may result in rejection of their proposal.

- d) The Applicant is responsible for all costs incurred in connection with participation in this process, including, but not limited to costs incurred in the conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of its application, in providing any additional information required by the authority, Sundargarh to facilitate the application process. District administration, Sundargarh will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process. All materials submitted by the Applicant shall become the property of District administration, Sundargarh and may be returned at its sole discretion.
- e) The selected bidder shall provide professional, objective, and impartial advice and at all times hold the district administrations interest paramount.
- f) The RFPs to be submitted by the Bidders should be firm and valid for a period of 90 days from the last date of submission of the RFP.
- g) The Applications must reach on or before **09.05.2022** up to 17:00 hrs. District authority won't be responsible for any postal delays.
- h) At any time before the submission of Proposals, district administration may amend the RFP by issuing an addendum. The addendum shall be a part of the original RFP and shall be uploaded to the Sundargarh district official website.
- i) The Application including supporting documents shall be typed or written in indelible ink and the Applicant shall initial each page. All the alterations, omissions, additions, or any other amendments made to the Applicant shall be initialed by the Authorized Signatory of the Applicant. Applicants should fill in the information in prescribed formats for qualification as mentioned in the RFP Document. The Applicants shall submit all supporting documents in the format as prescribed in the RFP Document along with suggested documentary evidence with the Application.
- j) The proposal shall be placed in a separate sealed envelope clearly marked as, **PROPOSAL FOR SELECTION OF AN AGENCY FOR "FOR COMMUNITY EMPOWERMENT THROUGH CAPACITY BUILDING OF ELECTED PRI REPRESENTATIVES AND COMMUNITY LEADERS OF ALL GRAM PANCHAYATS IN SUNDARGARH DISTRICT OF ODISHA"**. The envelopes containing the Proposal shall be placed into an outer envelope and sealed. This outer envelope shall be clearly marked as "SELECTION OF AN AGENCY FOR "FOR COMMUNITY EMPOWERMENT THROUGH CAPACITY BUILDING OF ELECTED PRI REPRESENTATIVES AND COMMUNITY LEADERS OF ALL GRAM PANCHAYATS IN SUNDARGARH DISTRICT OF ODISHA".
- k) An authorized representative of the bidders shall initial all pages of the Proposals. The authorization shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been duly authorized to sign.

- l) Collector, Sundargarh reserves the right to accept or reject any or all the applications without assigning any reason.
- m) The bidder should give a brief presentation of five minutes before the district selection committee to finalize the selection process.

F.2 Eligibility Criteria

The applicant must possess the requisite experience, strength and capability in providing the services necessary to meet the requirements as described in the RFP document.

The proposals must be complete in all respect and should cover the entire scope of work as stipulated in the RFP document.

F.3 General Condition

Specialized agencies that fulfil the following requirements shall be eligible for presentation.

- a) Bidder should match the criteria mentioned in the eligibility criteria table above.
- b) The bidder must submit technical as well as financial proposals

F.4 Evaluation & Selection

All responsive bids will be considered for further processing as Below.

The Selection Committee will prepare a list of responsive Applicants, who comply with all the Terms and Conditions of the Tender. The decision of the Committee will be final & binding in this regard.

The proposal shall be opened in the presence of Applicants' authorized representatives who intend to attend at their cost. The Applicants' authorized representatives who are present shall sign a register giving evidence of their attendance

The proposal document shall be evaluated as per the following steps.

- a) Preliminary examination of pre-qualification/ eligibility criteria documents: The prequalification document will be examined to determine whether the Applicant meets the eligibility criteria, whether the Proposal is complete in all respects, whether the documents have been properly signed and whether the bids are generally in order. Any bids found to be non-responsive for any reason or not meeting the minimum levels of the performance or eligibility criteria specified in various sections of this RFP document will be rejected and will not be considered further.
- b) Evaluation of document: Bids received would be assigned scores based on the parameters defined in the table below. All supporting documents submitted in support of the Eligibility and Technical Evaluation matrix should comply with the following:

F.5 Process of Selection

- a) Organizations will be shortlisted from the applications received after desk assessment by the selection committee.
- b) Presentations will be given by shortlisted organizations/agencies in front of the selection panel chosen by the Collector-cum-Chairperson, District Mineral Foundation (DMF) Sundargarh,

- c) Organizations have to submit all relevant supporting documents as per the claims in the RFP

F.6 Acknowledgement by Bidder

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

- a) Made a complete and careful examination of the RFP, general condition of contract, submission formalities and evaluation mechanism;
- b) Received all relevant information requested from the district authority;
- c) Acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in this invitation document or furnished by or on behalf of District Administration;
- d) Satisfied itself about all matters, things and information necessary and required for submitting the proposal and performance of all of its obligations there under;
- e) Acknowledged that it does not have a conflict of interest with any other Agencies/Firm; and
- f) Agreed to be bound by the undertaking provided by it under and in terms hereof
- g) The Collector-cum-Chairperson, District Mineral Foundation (DMF) Sundargarh shall not be liable for any omission, mistake or error on the part of the firm in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to this invitation document or the selection process, including any error or mistake therein or in any information or data given by him

F.7 Right to reject any or all Proposals

Notwithstanding anything contained in this invitation document, The Collector-cum-Chairperson, District Mineral Foundation (DMF) Sundargarh, reserves the right to accept or reject any proposal and to annul this selection Process and reject all proposals, at any time without any liability or any obligation for such acceptance-rejection or annulment, and without assigning any reasons thereof.

The Collector-cum-Chairperson, District Mineral Foundation (DMF) Sundargarh also reserves the right to reject any Proposal if:

- a) At any time, a material misrepresentation is made or uncovered, or
- b) The firm does not submit sufficient information as being asked for

F.8 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 the Collector and Chairperson, DMF Sundargarh.

F.9 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) A Bidder wishing to withdraw its bid shall notify to Collector and Chairperson, DMF, Sundargarh by e-mail before 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.
- b) 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.

F.10 Notifications of awards and Signing of Contract

- a) 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.
- b) At the time Collector and Chairperson, DMF, Sundargarh notifies the successful Bidder that its bid has been accepted, Collector and Chairperson, DMF, Sundargarh will send the Bidders the proforma for Contract, incorporating all clauses/agreements between the parties. The successful Bidder shall sign and date the Contract and return it to Collector and Chairperson, DMF, Sundargarh.

F.11 Performance Bank Guarantee

- a) The successful Bidder at their expense 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.
- b) The Performance Bank Guarantee may be submitted as a Bank Guarantee from a Nationalized/Scheduled Commercial Bank.
- c) 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., concerning 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.

F.12 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.

F.13 Legal and Stationery Charges:

- a) The successful bidder will have to bear the legal & stationery charges at rates for preparing contract documents as per the prevailing circular. The stamp duty payable for the contract shall be borne by the Implementation Agency.
- b) 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.
- c) All legal charges and incidental expenses in this respect shall be borne and paid by the successful Bidder.

F.14 Bid Currencies

Prices shall be quoted in Indian Rupees (INR).

F.15 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 the proposal in writing, it will be deemed to be valid until such time that the Bidder formally (in writing) withdraws the proposal.

F.16 Rectification of Errors

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

F.17 Bidder Qualification

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

F.18 Conflict of Interest

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

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

F.19 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

F.20 Unfair Advantage

If an Agency 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.

F.21 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:
 - "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 contract execution;

- "Fraudulent practice" means a misrepresentation or omission of facts in order to influence a selection process or the execution of a contract;
 - "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;
 - "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 the execution of the assignment if the Agency is awarded the contract.

F.22 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.

F.23 Sealing, Marking and Submission of Bids:

- a) 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 are complete in all respect.
- b) The Proposal shall be typed or written in indelible ink and signed by the authorized signatory of the Bidder who shall also initial each page, in blue ink. All the alternations, omissions, additions or any other amendments made to the Proposal shall be initialized by the person(s) signing the Bid.
- c) The Bidder shall submit the Proposal in the format specified in the relevant Clause, and seal it in envelopes.
- d) The documents accompanying the Proposal shall be placed in 02 (Two) separate envelopes and marked on the cover as indicated below. The Proposal submission shall include:

F.24 Technical Bid Submission

- a) Letter of Proposal in the prescribed format (As Per Format 11.1)
- b) Bid Security (EMD) & Bid Cost in the form of DD.
- c) Particulars of the Bidder (Format 11.2)
- d) CA certified Consolidated Turnover for Last 3 Years (Format 11.3)

- e) Self-declaration by Bidder for not Being Blacklisted (Format 11.4)
- f) Experience (Format 11.5)
- g) CV of the Key Manpower Proposed (Format 11.6)
- h) Declaration & Letter of Authorization (Format 11.7)
- i) Presentation in respect of understanding of services, credentials and strategy to handle all the task

F.25 Financial Bid Submission

- a) Proposal consisting of the Bidders' financial offer for the Project in the format set out in (Format 11.8) of this document.
- b) 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, GST, as applicable except those as prescribed in this RFP.
- c) The Authority reserves the right to reject any Financial Proposal which is conditional and non-responsive.

F.26 Correspondence Address

Envelop should be addressed to:

Chief Executive Officer, DMF, Sundargarh
 District Mineral Foundation, Building,
 Collectorate Campus, Sundargarh
 At/Po/District-Sundargarh, Odisha, PIN- 770001
 Contact Details- +91-6622-273846
 E-MAIL ADDRESS: [dmfsundergarh@gmail.com](mailto:dmf Sundergarh@gmail.com)

From
 Agency Name
 Address
 Contact No. Mob.

F.27 Site visit and verification of information:

The Bidders are encouraged to submit their respective proposals after visiting the site and any other matter considered relevant by them. It shall be deemed that by submitting a Proposal, the Bidder has:

- a) Made a complete and careful examination of the Bidding Documents;
- b) Received all relevant information requested from the Authority;
- c) Acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in the Bidding Documents or furnished by or on behalf of the Authority relating to any of the matters above;

- d) Satisfied itself about all matters, things and information necessary and required for submitting an informed Proposal, execution of the Project in accordance with the Bidding Documents and performance of all of its obligations
- e) Acknowledged and agreed that inadequacy, lack of completeness or incorrectness of the information provided in the Bidding Documents or ignorance of any of the matters shall not be a basis for any claim for compensation, damages, the 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 Bidder.

F.28 Award of Contract

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

F.29 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 for accessing confidential information related to the process may result in the rejection of its Proposal.

F.30 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.

- a) Shall specify the nature of the failure and
- b) 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.

F.31 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:

- a) May amend RFP documents during the proposal evaluation process. Any amendments will be conveyed to the short-listed organization / Agency;
- b) Modify the scope of work at the time of the award of the contract. Such modifications will be discussed and agreed upon with the Agency.
- c) At discretion during the 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.
- d) The competent authority reserves the right to accept or reject any / all proposal partially or fully without assigning any reason thereof. The decision of the Competent Authority shall be final and binding on all the Bidders.
- e) Any dispute in this regard shall be subject to Sundargarh jurisdiction only.

G. SECTION 7- QUALIFICATION AND EVALUATION METHODOLOGY

G.1 Pre-Qualification Criteria

Conditions of Eligibility			
Sl. No.	Basic Requirement	Specific Requirement	Documents Required
1.	Legal Entity	<ul style="list-style-type: none"> - Applicants eligible for participating in the assignment should be a single Legal Entity registered in India. - Applicants should be registered under the Indian Societies Act /Indian Trust Act / Indian Religious and Charitable Trusts Act /or as a not-for-profit Company under the Companies Act or the relevant state Acts for at least three years as of the 1st January 2022. - Must be registered in NITI Aayog. 	<ul style="list-style-type: none"> - Registration Certificate - PAN Card - GST Certificate - NITI Aayog Registration no.
2.	Applicant Turnover	The applicant should have a minimum average annual turnover of Rs 50 Lakhs over the latest three financial years (FY18-19, FY 19-20 & FY 20- 21).	Audited Financial statement, Balance sheet, IT returns for last 3 years with chartered accountant certificate
3.	Applicant's Experience	<ul style="list-style-type: none"> - Should have at least 3 years' experience in capacity building and training programme for PRI representatives or Communities - Should have a presence of 3 years in Sundargarh and having working experience with the PRI representatives/Communities - Should have undertaken any development projects with Government Departments 	List of activities conducted by the organization in the last 3 years in the format provided with documentary evidence (MoU, Permission letter from Govt.)

4		Should not have any track record of being blacklisted by any state Govt. / Central Govt. Organization.	No Conviction Certificate duly signed (Format given in Annexure)
5.	Authorized Representative from an applicant	Power of Attorney / Board Resolution in the name of the person signing the proposal.	Original Power of Attorney / Board Resolution Copy
6.	Applicant's Capability	<ul style="list-style-type: none"> - Must have a team with relevant work experience - Organizations having structured modules of capacity building programmes for PRI representatives or for other stakeholders 	<ul style="list-style-type: none"> - The detailed resumes of team - A sample set of any training modules

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

G.2 Technical Evaluation Criteria:

Proposals of only those Applicants who satisfy the Pre-Qualification Criteria will be considered for detailed technical evaluation. In the first stage, the technical capability of the applicant will be evaluated and shortlisted for consideration of their presentation.

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

Sl. No.	Evaluation Criteria	Maximum marks
1	Credentials	60
1.1*	The Applicant should have a turnover of Rs 50 Lakhs for the last 3 FYs. a) Rs.50 Lakhs to Rs.1Crore – 5 marks b) More than Rs.1 Crore -- 10 marks	10
1.2*	Should have at least 3 years' experience of conducting relevant programmes	
1.2.1	Years of experience in training and capacity building of PRI representatives or Community Leaders a) 3 years of experience- 5 marks b) 3 to 5 years of experience- 10 marks c) more than 5 years of experience- 15 marks	15
1.2.2	Years of experience in working with PRI representatives & Community Leaders a) 3 years of experience- 5 marks b) 3 to 5 years of experience- 10 marks c) more than 5 years of experience- 15 marks	15
1.3*	The Applicant should have structured training modules of PRI representative or community leaders	5

1.4	Should have a presence in Sundargarh having working experience with the PRI Representatives & other community stakeholders a) 3- 5 years of experience- 5 marks b) More than 5 years of experience- 10 marks	10
1.5	Relevant Experience and Expertise of Team	5
2	Technical Presentation before the selection committee	40
3	Total	100

- a. To qualify for the technical evaluation stage, the bidder must score a minimum of 70 marks. Collector and Chairperson, DMF Sundargarh will open the Financial Bids of those Bidders who will achieve a minimum score of 70 marks in technical evaluation
- b. Documentary evidence (Citation, copy of completion / ongoing client certificate and work order / Contract) is required for all project experience.
- c. 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.
- d. Collector and Chairperson, DMF Sundargarh (or a nominated party) reserve 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.

G.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 11.8) and Illustration has given in below

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 reflect the total cost of services. Omissions, if any, in costing any item shall not entitle the firm to be compensated and the liability to fulfil its obligations as per the TOR within the total quoted price shall be that of the Agency. The lowest Financial Proposal (FM) will be given a financial score (SF) of 100 points. The financial scores of other proposals will be computed as $SF = 100 \times FM / F$ (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;

- a) 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
- b) 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.

G.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 70:30 (Technical Bid - 70% weightage, Financial Bid - 30% weightage)

Proposals will finally be ranked according to their combined technical (ST) and financial (SF) scores as $S = ST \times TW + SF \times FW$

Where S is the combined score, and T and F are weights assigned to Technical Proposal and Financial Proposal that shall be 0.70 and 0.30 respectively.

H. Section – 8 Financial Bid Format Instructions

H.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 the Five-year support cost as per provided formats.
- e. It is mandatory to provide a 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 successful bidder shall not object to the upward or downward variation in quantities of any item within the variation limits.
- i. Payment for additional quantities within the variation limit shall be made at tender rates and the tender rates shall be valid for the entire duration of the contract.
- j. No claim shall be entertained or become payable for price variation of additional quantities
- k. For the purpose of evaluation of Financial Bids, the Collector and Chairperson, DMF Sundargarh shall make appropriate assumptions to arrive at a common Bid price for all

the bidders. This however shall have no co-relation with the Contract value or actual payment to be made to the Bidder.

- l. 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 in this larger demand and give the best possible rate to Collector and Chairperson, DMF Sundargarh.
- m. No escalations of prices will be considered under any circumstances.

H.2 Format for Financial Bid

Bidder is requested to visit the site and do the preliminary survey at their own cost before quoting the bid. The Bidder must submit the Financial Bid as per Format 11.8 in a separate envelope.

H.3 Performance Bank Guarantee (PBG)

- a) 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.
- b) 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.
- c) In case the project is delayed beyond the Timelines as mentioned in RFP, the PBG shall be accordingly extended by the Agency till the completion of the scope of work as mentioned in the RFP.

I. Section – 9: Statutory Requirements

- a) During the Term of this contract, the Agency shall refrain from indulging in activities which are in contravention of any law, act and/ or rules/ regulations, thereunder or any amendment thereof governing inter-alia customs, excise, taxes and levies, stowaways, foreign exchange etc. and shall keep Collector and Chairperson, DMF Sundargarh indemnified in this regard.

- b) The Agency will ensure that an updated location-wise list of all assets deployed by the Agency for the purpose of the Project is available to Collector and Chairperson, DMF Sundargarh at all times. The Agency will seek Collector and Chairperson, DMF Sundargarh's 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 the prior consent of Collector and Chairperson, DMF Sundargarh.

J. Section – 10: Agency Responsibilities

- a) The 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.
- b) 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.
- c) 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.
- d) 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 has 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 timeliness of the Project.

K. Section- 11: Technical Bid Format Instructions

K.1 Instruction on Preparation of the Technical Proposal

- a) Bidders have to submit a very structured and organized technical bid, which will be analysed by the Technical Evaluation Committee for different compliances concerning the requirements of the project. The document submitted must be searchable and well-indexed without any handwritten material. Since the cut-off mark for the Technical bid Score is 60, 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.
- b) Bidder is expected to divide its Bid into the following sections/documents:

K.1.b.i 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

K.1.b.ii Technical Proposal

The technical proposal should specify the following:

- Understanding of the Project
- Clear articulation and description of the design training modules.
- Details of the complete solution proposed
- 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, Methodology and Time line for Implementation of the project.

K.1.b.iii Other Details

CVs of the Key Manpower proposed (Qualification of each resource is provided in this RFP Section.

K.1.b.iv Bidding Format Check-list

Sr. No.	Documents required	Submitted (Y / N)	(Page No.)
1	11.1 Format for Technical Proposal Cover Letter		
2	11.2 Format for Particulars of the Bidder		
3	11.3 Bidders Average Turnover for last 3 Financial Years		
4	11.4 Self Declaration of Non-Blacklisted		
5	11.5 Experience in conducting capacity building programme and training for PRI representatives		
6	11.6 CVs of proposed key personnel		
7	11.7 Declaration & authorization letter		
8	11.8 Financial Bid		
9	11.9 Format for Pre-Bid Queries.		
10	11.10 Description of Approach, Methodology and Work Plan for Performing the Assignment		

11.1 : 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 "Community Empowerment through Capacity Building of elected PRI representatives and community leaders of all Gram Panchayats in Sundargarh District of Odisha" (RFP No: _____ Dated: __/__/____)

Sir,

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

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

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

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

We hereby declare that in case we are chosen as the 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 an 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 other documents, which may be required in this connection.

Date:

Signature of Authorized Representative

Name of Agency:

Full Address:

Telephone No.

11.2 Format for Particulars of the Bidder

Details of the Bidder (Company)		
A	Name of the Bidder	
B	Address of the Bidder	
C	Year of Incorporation	
D	Registration Number & Registration Authority	
E	Legal Status	
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 18-19:
		FY 19-20:
		FY 20-21:
L	GSTIN Number	
M	PAN	
N	EMD Details	

Date:

Signature of Authorized Representative

Name of Agency:

Full Address:

Telephone No.

11.3 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	2018-19	
2	2019-20	
3	2020-21	
	Average annual turnover statement	

Date:

Signature of Chartered Accountants

Place:

Seal:

Membership No:

11.4 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 15-06-2021.

Ref: Selection of an agency for "Community Empowerment through Capacity Building of elected PRI representatives and community leaders of all Gram Panchayats in Sundargarh District of Odisha"

Sir,

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

Date:

Signature of Authorized Representative

Name of Agency:

Full Address:

Telephone No.:

11.5 Experience in Capacity Building & Training for Elected Representatives and Community Leaders

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

Detailed Project Experience

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

Please check (√) on the supporting documents enclosed:

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

11.6 CVs of the Key Manpower Proposed

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

11.7 Declaration & Authorization Letter

(ON BIDDER'S LETTER HEAD)

(RFP No: _____ / Dated: _____)

1. I, _____ (Name of the authorized person) hereby declare that all the information provided in this bid form / proposal are true to the best of my knowledge and that we shall be bound by the acts of duly constituted attorney.
2. I also hereby declare that all matters related to Collector & Chairperson, DMF, Sundargarh, shall be treated as confidential and no information shall be passed on to any unauthorized person without written permission of the Competent authority.
3. Mr/Ms./Smt. _____, whose signatures are appearing below, is /are the authorized representative of the firm.
4. I/We also undertake the responsibility to communicate changes in the constitution or working of firm, affecting the accuracy of the facts, stated above.
5. I/we have read and understood all the Terms and Conditions of Collector & Chairperson, DMF, Sundargarh as mentioned in this document and consciously agree to abide by them.

Signature of Authorized Person: _____

Place: _____

Signature of Authorized Representative: _____

Date (with Firm's Seal): _____

L. 11.8 Financial Proposal

Financial Bid

For

"Selection of an agency for "Community Empowerment through Capacity Building of elected PRI representatives and community leaders of all Gram Panchayats in Sundargarh District of Odisha"

Sl. No	Particulars	Unit	For 1 Year (12 Months) Cost
1	Recurring Cost		
1.1	Cost of training (279 GPs*4 round) 40 participants per Batch*4 round for each GP	1116	
	Total Cost		

Note:

- *The cost quoted is excluding GST and other Taxes.*
- *A detailed break-up of each quoted cost is to be submitted separately.*
- *This is only for illustration purposes, if the bidder wants to furnish other heads of expenses, then S/He is allowed to do so*

Place-
Date -

Signature of Authorized Signatory
Seal with Designation

11.9 Format for submission of Pre-Bid 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 "Community Empowerment through Capacity Building of elected PRI representatives and community leaders of all Gram Panchayats in Sundargarh District of Odisha"(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.:

11.10 – Description of Approach, Methodology and Work Plan for performing the 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 the 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.

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

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