



SUNDARGARH

ଜିଲ୍ଲାଖଣିଜପ୍ରତିଷ୍ଠାନ, ସୁନ୍ଦରଗଡ଼.

DISTRICT MINERAL FOUNDATION, SUNDARGARH

RFP NO: -DMF/SNG/01-2022-23.

Request For Proposal (RFP)

for

Selection of Agency for "Empowering Women and Adolescent Girls in Sundargarh District supported by District Mineral Foundation, Sundargarh"

TENDER SCHEDULE

Availability of RFP Documents	: 02.04.2022 at 11:00 A.M.
Last date for submission of Sealed RFP	: 22.04.2022 up to 5:00 P.M.
Opening of Technical Bid & Financial bid	: 25.04.2021 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

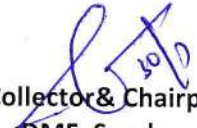
DISTRICT MINERAL FOUNDATION, SUNDARGARH

Letter No. 640 / (DMF)

Dated the 30/03 / 2022

RFP NO: -DMF/SNG/01-2022-23

1.	The Collector-cum-Chairperson, District Mineral Foundation (DMF) Sundargarh, Government of Odisha invites Request for Proposal(RFP) includes technical and financial proposal from reputed implementing NGOs/Agencies/ Firms of National and International repute for "Selection of Agency for Empowering Women and Adolescent Girls in Sundargarh district " 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 Agency for Empowering Women and Adolescent Girls in Sundargarh district"
3.	Method of Selection	:- QCBS
3.	RFP (Bid) Cost (Demand Draft) – Non refundable	:- Rs.10,000/- in favour of Chief Executive Officer, District Mineral Foundation, Sundargarh to be drawn at Sundargarh.
4.	EMD (Demand Draft)	:- Rs.50,000/- in favour 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 02.04.2022 to 22.04.2022 up to 5:00 P.M.
5.	Last date of receipt of Bid	:- 22.04.2022 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 Financial Bid	:- Date: 25.04.2022 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. 641 /DMF

Dt. 30-3-22

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 02.04.2021 for wide publication and timely response by the intending Contractors.


Collector & Chairperson
DMF, Sundargarh

Memo No. 641-A /DMF

Dt. 30-3-22

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 Agency for Empowering Women and Adolescent Girls 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.

EOIs must be submitted before the date, time and venue mentioned in the Fact Sheet. EOIs 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 empower women and adolescent girls economically, socially, culturally and politically by enhancing their abilities to plan their own lives, the District Collector & Chairperson-cum-Managing Trustee of District Mineral Foundation (DMF), Sundargarh invites proposals from reputed registered organizations those having experience in empowering women and adolescent girls. The program is looking for a wide range of objectives that all girls are going to school, have defined career objectives, early marriage and teenage pregnancies are reduced, all forms of violence against women and girls are eliminated, more women are into the workforce and have better say in families and societies with increased access services and facilities.
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 women and girl's empowerment
 - 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.

**Collector & Chairperson,
DMF, Sundargarh**

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 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	02/04/2022
Last date for receiving queries	13/04/2022
Last date for receipt of Technical and Financial Proposals (Sealed Envelope)	22/04/2022
Opening of Technical Proposals	25/04/2022
Technical Presentation by shortlisted agencies	25/04/2022
Opening of Financial proposals of applicants who qualify in Technical Proposal / Bid	25/04/2022
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 in favour of Chief Executive Officer, District Mineral Foundation, Sundargarh on any Nationalized Bank Payable at Sundargarh
Tender Fee / Bid Cost	Rs. 10,000/- in the shape of D.D in favour of Chief Executive Officer, District Mineral Foundation, Sundargarh 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.sundargarh.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

A society's prosperity increases when women and girls can contribute on the same term as men and boys through their resources, knowledge and skill. Tapping the abilities and initiative of women is an important drive of development. Poverty decreases and productivity increases when women participate in the economy, labor market and have access to resources and functioning area.

Skilled women and girls are vital for inclusive growth. Lack of education and lack of skills among women and girls is a pandemic that we need to overcome. In the current scenario, empowering women and girls and achieving gender equality is crucial to create an inclusive, open and prosperous society. Gender inequalities, however, persist in many countries so we must find new ways of addressing this issue to promote access and opportunity for women and girls and build their skills and confidence to achieve their potential and have more influence over decisions that affect their lives.

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

E.1 Programme Objective:

The objective of this RFP is also to empanel agency to provide a complete set of solutions to address gender inequalities and empower women and girls in rural places of Sundargarh. The project will work for the elimination of discrimination against women and girls; the empowerment of women and girls, the achievement of safety and equality for them to establish a just and enabling society for them.

The program objectives are to:

- a) Identify and train 10,000 women and 8,000 Adolescent girls with skills to enhance their capacities by improving psychosocial competencies, developing interpersonal skill sets, creating employability and income-generating opportunities
- b) Boost female career development and promote increased women participation in the workforce through skill development training & entrepreneurship building initiatives
- c) Support women in setting up small and micro business units by building financial and market linkages support system
- d) Exhibit evidence of training outcomes of girls through career-building opportunities & redressing gender disparities
- e) Ensure drop out girls back in school, their retention, enrolment of girls in different career-building technical and vocational education and trainings
- f) Reduce the incidences of different forms of gender-based violence such as early marriage, teenage pregnancies, child trafficking, sexual violence, domestic violence and imbalanced sex ratio
- g) Lessen the burden of different health issues among women and girls

E.2 Scope of Work

- a) To understand the specific issues and challenges the adolescent girls face by virtue of their ethnicity, geography and gender that hinder their growth and potential and address those through a specific strategy
- b) To impart life skills training to adolescent girls to develop their understanding on gender, power, and patriarchy, and how these constructs influence and impact their identity
- c) To enhance specific skills (communication, Decision making, problem-solving, goal-setting, etc.) that can enhance girls' agency and negotiation ability to assert themselves, exercise their rights & choices and develop as community role models
- d) To enable career pathways by facilitating different skilling and career-building opportunities through building linkages with skill training and academic institutions
- e) Addressing different issues among women and adolescent girls through ensuring monthly health screening, promotion of IFA supplementation, nutrition training on about dietary diversification & micro-nutrient supplementation and training on behavior change communication in safe sanitation, clean drinking water, personal and menstrual hygiene etc.
- f) Eliminating harmful social practices like child marriage, gender inequality & discriminations, gender-based violence and trafficking etc. through social mobilization and mass awareness generation, strengthening existing redressal mechanisms and by formation, capacity building and functioning of community vigilance groups and stakeholder capacity building programmes.
- g) Improving sex ratio by conducting mass awareness about the importance of girl child, different government schemes such as 'Beti Bachao Beti Padhao', 'Sukanya Samridhi Yojana', 'Balika Samridhi Yojana' etc.
- h) To equip women with skills like qualities and styles of communication, problem-solving and decision making, time management and negotiation etc., to become self-reliant through transformational life skill training
- i) Boosting female career development through aspiration building, self esteem skill development and by providing entrepreneurship and employment support and ensuring increased access to resources and services
- j) Setting up of complete value chain intervention model for women entrepreneurs by developing forward and backward linkages

E.3 Geography/Area of Work

The proposed interventions will be carried out in 4 blocks namely Koida, Lahuni para, Bonai and Gurundia in Sundargarh district. The other blocks may be taken up as necessary.

E.4 Project Duration

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

E.5 Project Team

The Project Team shall consist of the following positions.

- a) Programme Manager
- b) Training Manager
- c) Livelihood Manager
- d) Block Coordinators
- e) Trainers
- f) MIS & Documentation officer
- g) Accountant

Programme Manager

The Programme Manager will be responsible for the delivery of project 'Empowering Women and Adolescent Girls in Sundargarh' by providing technical support for the implementation of activities and analyzing results achieved during implementation and applying systems and procedures. She/he will work in close collaboration with the DMF team and District Administration Sundargarh.

Job Function/ Description:

1. Ability to design and formulation of project initiatives, translating project's priorities into local interventions and ensuring substantive rigor in the design and application of proven successful approaches
2. Supports the effective application of Results-Based Management (RBM) tools throughout the project management cycle
3. Provide technical support for the implementation of key activities under the project towards social and economic empowerment of target communities
4. Facilitates the collaborative relationships with district administration and other stakeholders and ensuring timely and efficient delivery of activities
5. Supports relevant, high-impact social awareness activities and campaigns with key stakeholders
6. Collects knowledge on current and emerging trends by gathering relevant information on projects, strategies, approaches and ongoing experience for lessons learned, best practices; Contributes to knowledge networks and communities of practice.
7. Will be responsible for generating and publishing reports pertaining to the project and maintain project related data and documents

Qualifications & Preferred Skills

- Master degree in Social Work, Sociology, Anthropology or relevant field
- Minimum of 8 years of relevant work experience in handling development projects in Govt., National and International organizations
- Development/programming skills particularly on gender issues and women and girl's rights; Good understanding of gender equality and women's empowerment issues;
- Ability to support formulation, implementation, monitoring and evaluation of development programmes and projects;
- Knowledge of Results Based Management frameworks and approaches;
- Ability to maintain networks and partnerships with government departments and other partners to promote partnership and build alliances to advance project interests and competencies;
- Open to working in challenging situations and should have team management skills

Livelihood Manager:

The Livelihoods Manager will report to the Programme Manager and will play a pivotal role in providing livelihood promotion support to the project by facilitating sustainable livelihoods interventions

Job Function/ Description:

- Ensure that livelihood initiatives are designed with market demand, utilizing available resources and skill sets of women that link the restoration of essential services with livelihood opportunities for community stability
- Ensure that the agricultural potential in the region is assessed with an aim of improving on the existing systems and water management practices for increased crop production and farm productivity.
- Responsible for establishing linkages with existing Livelihood promotion schemes and interventions and financial service providers to enhance financial inclusion
- Develop and organize technical skill trainings for support to livelihood activities
- Conduct capacity building activities for women on financial/digital skill development, entrepreneurship development and business management
- Facilitate stakeholder engagements with critical development stakeholders
- Contribute to the monthly report about the general achievement and challenge in the areas of intervention; these will include outcome and challenges

Qualifications & Preferred Skills:

1. Have a master's qualification in social sector with 5 years experience in livelihood promotion programmes
2. Work experience with government livelihood interventions, linkage building, rural skill development program and value chain development will be preferable

3. Good communication skills and ability to operate in challenging environments
4. Team work spirit, ability to deliver as per timeline and willingness for extensive travel to all intervening areas

Training Manager

The Training Manager will be responsible to organize and monitor training activities proposed under the program intervention. She/he will design, plan, and implement training programs across the project locations.

1. Will be responsible for all training related activities in the assigned blocks Life skills, Livelihood and other career building trainings for women and girls
2. Review and manage all training related activities
3. Ensure all training mandates are fulfilled as per Project Deliverables
4. Organise and Manage TOT for Identified trainers from time to time
5. Ensure the training modules, curriculums and session plans are in place
6. Monitor and motivate trainers at all times. Assess the training effectiveness to ensure quality of training imparted.
7. Maintain updated training related MIS and documentation for the entire project cycle
8. Ensure right training and learning methodologies are adopted and practiced at all times throughout the project lifecycle.

Qualifications & Preferred Skills:

1. Masters/Graduate with excellent verbal and written communication skill in both English and local language.
2. Should have experience in conducting and managing Life skills, Livelihood and other career building training programs for Women and Girls.
3. Should have experience of training in rural setup and showcase training outputs.
4. Should have minimum of 3-5 yrs of experience in managing and leading training programs in Govt. and Non-Govt Organizations.
5. Digital skill set to run and track online knowledge assessment tool
6. Should have team handling skills and ability to meet deadlines and work in challenging situations
7. Willingness to travel for trainings and workshops

Trainer

The trainers will be responsible for implementing all training programs for women and adolescent girls and will be reporting to the training manager.

1. The trainers should be preferably from the project blocks and have the following qualification and experience to conduct the different training programmes
2. She/he will be responsible for all training related activities in the identified area
3. Should be aware of challenges and Socio economic need of Women and girls in the identified areas.

4. Motivate & Mobilize the target group in specified areas and ensure all eligible population is covered
5. Ensure maximum attendance during all training sessions
6. Prepare training plan and conduct training as per the plan
7. Maintain training related registers and trainee data and document success stories
8. Facilitate linkages for trainees

Qualifications & Preferred Skills

- Intermediate or above with have excellent verbal and written communication skill in both Odiya and local language
- Should have at least 1 yr of prior training experience with different types of participatory training tools
- Should have exposure to different gender based training programmes and workshops
- Should have experience of community mobilization and other development activities

MIS & Documentation Officer

The person will be responsible for doing all project related monitoring and documentation activities and will work under the guidance of the Project Manager. The incumbent will have following responsibilities.

- Monitor project progress based on performance indicators and identify improvement areas
- Ensure preparing well-organized system for data collection, documentation, filing and reporting so that regular reliable data is provided to project management team against objectives and indicators
- Support the project team in development of questionnaires and tools for project baseline and end line surveys, conducting analysis and report generation
- Develop lines of communication with key stakeholders and communicate regularly with them.
- Ensure proper documentation of the communications materials and knowledge products
- Support in developing the Impact Indicators of project and help in tracking them
- Prepare and edit press releases, programme related progress reports and documents;
- Support the project manager in developing Social media (Facebook page, twitter, blog) contents
- Document all reports , success stories on monthly, quarterly and yearly basis across project intervention area
- Generate Weekly, Monthly and Quarterly MIS reports

Required Skills and Experience

- The candidate should have a Master's degree in social science/ mass communications or other relevant fields
- At least of three years relevant working experience
- Candidate should have experience in communication, reporting, documentation, publication in relation to social development fields;
- Candidate should possess excellent writing, editing, and speaking skills in both English and Odiya
- Some working experience in the media communication will be an asset

Accountant

This position will have responsibility of handling all project related financial transactions. The person will work closely with Programme Manager and organization's Finance team

1. Maintenance of Books of Accounts: - Maintaining books of accounts for the project on regular basis including disbursements and verification of bills/vouchers and ensure all accounting compliance are met as per project mandate
2. Financial control systems: – Planning, reviewing/auditing and tracking of accounts and budgets for the project.
3. Reporting system: - Preparation and submission of monthly, quarterly, half and annual Financial Progress for the project under supervision of Head of Finance
4. Vendor management: - Managing vendors and procurement requirements for the project.

Qualifications & Preferred Skills

- Should be an Accounting graduate with a B.Com degree
- Should have minimum of 3-5 years of relevant working experience
- Should have had experience of maintaining books of accounts and project data
- Should have working experience of Tally and MS Office and data management system

Block Coordinator:

The main role of the block coordinator is to manage in all project related works conducted in the project blocks and will be reporting to the Programme Manager.

1. Will lead training and mentoring of trainers in conducting all life skill training activities in coordination with the training manager
2. Will plan and execute livelihood promotion activities for the women in coordination with the livelihood manager
3. Will ensure linkages with skill building and vocational skill training institutes and ensuring enrolment of adolescent girls under different career building opportunities, facilitate linkage options for the trained population

4. Will keep proper coordination with village, panchayat and block level stakeholders for effective implementation of project activities
5. Will facilitate the Programme Manager in planning and intervention for all activities and events of the project for the block as per set timelines
6. Will monitor all project related activities to ensure quality and timely execution
7. Will prepare and maintain report, relevant documents data collection and entry

Qualifications & Preferred Skills

1. Should be a graduate in any stream with minimum of 3 yrs of working experience in the relevant sector
2. Should have working experience with Women and Girls in urban and rural communities
3. Should have prior experience of working with stakeholders, partners, govt. agencies and with own team to build overall efficiency and effectiveness
4. Must be Proficient in MS Office, management and use data
5. Should willing to do extensive travel in allocated blocks

E.6 PROJECT DELIVERABLES:

- Documentation of case studies, good practices, lessons learnt
- Monthly Activity Progress Report with details of activities conducted against the plan and milestone achieved against targets with photographs
- Monthly MIS Database
- Quarterly Activity Progress Report with Photographs
- Annual Activity Report
- Annual Financial Utilization Report
- Video Documentaries, Testimonials etc.

E.7 Fund Release:

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

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

Payment milestone:

Schedule of release of Payments:

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

- a. The supporting documents i.e., commencement report, includes Report, Photographs and Attendees of All Training Programme and consolidated expenditure for the month shall be submitted in the prescribed formats along with the Invoice duly signed by the Agency to DMF, Sundargarh for reimbursement of expenses.
- b. For all the claims or payments, the Agency shall raise its invoice in the prescribe format and submit the same accompanied with the required documents.

Monitoring Mechanism:

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

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

F. SECTION 6: INSTRUCTION TO BIDDERS

F.1 General Instructions

- a) The RFP document can be downloaded from the website <http://www.sundargarh.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 EOI documents carefully. Submission of the bid shall be deemed to have been done after careful study and examination of the EOI document with a full understanding of its implications. The response to this EOI should be full and complete in all respects. Failure to furnish all information required by the EOI document or submission of a proposal not substantially responsive to the EOI 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 administration's interest paramount.
- f) The EOIs to be submitted by the Bidders should be firm and valid for a period of 60 days from the last date of submission of the EOI.
- g) The Applications must reach on or before 22.04.2022 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 EOI by issuing an addendum. The addendum shall be a part of the original EOI 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 EOI Document. The Applicants shall submit all supporting documents in the format as prescribed in the EOI 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 EMPOWERING WOMEN AND ADOLESCENT GIRLS IN SUNDARGARH"
- k) The envelopes containing the Proposal shall be placed into an outer envelope and sealed. This outer envelope shall be clearly marked as "PROPOSAL FOR EMPOWERING WOMEN AND ADOLESCENT GIRLS IN SUNDARGARH".
- l) 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.
- m) Collector, Sundargarh reserves the right to accept or reject any or all the applications without assigning any reason.
- n) 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 EOI 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 fulfill 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. 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 EOI

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 thereof
- 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 practise" 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

F.27 Site visit and verification of information:

The Bidders are encouraged to submit their respective proposals after visiting the Blocks 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 Ayog.	<ul style="list-style-type: none">- Registration Certificate- PAN Card- NITI Aayog Registration no.
2.	Applicant Turnover	The applicant should have a minimum average annual turnover of Rs 1 Crore 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 conducting certified life skill training programs with women and adolescent girls in communities and institutional setups - Should have a presence in Sundargarh having working experience with the empowerment of women and adolescent girls - Should have undertaken skill development projects with Government Departments - Should have currently empaneled with state or central skill development & training activities - The organization should have a track record of prevention of child trafficking, child marriage and other child protection related work, women and girl's empowerment works etc. 	List of activities conducted by the organization in the last 3 years in the format provided with documentary evidence (MoU, Permission letter from district administrations, Project Evaluation Reports etc.)
4	Not a blacklisted Agency	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	A 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	Must have a team with relevant work experience Organizations having structured modules of life skills for women and adolescent girls will add weight to their application	<ul style="list-style-type: none"> - The detailed resumes of team - A sample set of life skill 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 1 Crore for the last 3 FYs. a) Annual Turnover from 1crore to 1.5 crore- 5marks b) More than 1.5 Crore- 10 marks	10
1.2*	Should have at least 3 years' experience of conducting relevant programmes	
1.2.1	3 years' experience in women and adolescent girls' life skill-building training a) 0-3 Years' experience - 5 marks b) More than 3 years' experience- 10 marks	10
1.2.2	3 years' experience in working with adolescent age groups a) 0-3 Years' experience - 5 marks b) More than 3 years' experience- 10 marks	10
1.2.3	3 years of experience in child protection work such as prevention of child marriage, child trafficking, child labour etc. and rescuing children at risk	5
1.2.4	3 years of working experience in skill development Skill building with employment and entrepreneurship support to women	5
1.3*	The Applicant should have structured modules of life skill training for women and adolescent girls	10
1.4	Should have a presence in Sundargarh having working experience with the empowerment of women and adolescent girls	5
1.5	Relevant Experience and Expertise of Team	5
2	Technical Power Point Presentation (PPT) 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 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. Bidder shall be bound to give same or more % of discount on the list price of the OEMs on the future purchases (additional purchases within the contract period) by Collector and Chairperson, DMF Sundargarh. Bidder shall ensure that the future products supplied are of the latest specifications as per the OEM roadmap.
- m. 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.
- 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 in this larger demand and give the best possible rate to Collector and Chairperson, DMF Sundargarh.

- o. Agency should refer to the Tender for details on the technical/functional requirements of the system and the benchmark specifications for the items mentioned in the Financial Formats.
- p. Line items mentioned in the Financial Formats are for representation purposes and Agency may propose alternate technology/solution (with proper justification). Bidders are required to suitably add line items / merge the cost components depending upon their proposed solution.
- q. No escalations of prices will be considered under any circumstances.

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 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 incompetence from the pool of backup personnel.
 - i. 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 and technical/functional solution.
- Details of the complete solution proposed
- Integration approach with existing Infrastructure
- The reasoning for the 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, Implementation plan and Maintenance of Infrastructure components and Applications, if any, 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 to after signing of the agreement.
- Detailed Project Plan with timelines, resource allocation, milestones etc. for supply, installation and commissioning of the various project components.

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 Empowering Women and Adolescent Girls		
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 Empowering Women and Adolescent Girls in Sundargarh District supported by District Mineral Foundation, Sundargarh. (RFP No: _____ Dated: -
//____)

Sir/ Madam

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 (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 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

Ref: Selection of an agency for Empowering Women and Adolescent Girls in Sundargarh District supported District Mineral Foundation, Sundargarh.

Sir/ Madam,

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

Date:

Signature of Authorized Representative

Name of Agency:

Full Address:

Telephone No.:

11.5 Experience in Empowering Women and Adolescent Girls

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 Agency for Empowering Women and Adolescent Girls of 4 Blocks in Sundargarh District supported by District Mineral Foundation, Sundargarh.”

Sl. No	Particulars	Unit	Unit cost	Per Month Cost	For 1 Year (12 Months) Cost	For 3 Year
1	Recurring Cost					
I	Manpower					
A	Programme Manager	1 No.				
B	Training Manager	1 No.				
C	Livelihood Manager	1 No.				
D	Block Coordinator	4 Nos.				
E	Trainers for 4 Blocks (4 for each Block)	16 Nos.				
F	MIS & Documentation	1 No.				
G	Accountant	1No.				
II	Administrative Cost					
A	Rent includes Office rent and Electricity & Water charges	Lumpsum				
B	Staff Travel	Lumpsum				
C	Printing & Stationary	Lumpsum				
III	Training Cost					
A	Training to Adolescent Girls on Life Skill Education	8000 nos.				
B	Training to Women on Life Skill Education	10000 nos.				
C	Skilling & Career building of Adolescent Girls	500 nos.				
D	Training to Women on Skill Building & Entrepreneurship	1000 nos.				
E	Addressing other social issues					
F	Video Documentation	Lumpsum				
G	Designing circulation of IEC materials	Lumpsum				
	Total Cost					

Note:

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

Place-
Date -

Signature of Authorized Signatory
Seal with Designation

Detailed breakup of each quoted cost:

BUDGET FOR EMPOWERING WOMEN AND ADOLESCENT GIRLS IN SUDERGARH DISTRICT

SI No	Project Head	Unit Type	Number of Units	Unit Cost (INR)	Frequency	Total Cost (INR)
1	Life Skill Training Cost Adolescent girls	Girls	8000			0.00
2	Skilling & career Building of Adolescent girls	Girls	500			0.00
3	Life Skill Training Cost Women	Women	10000			0.00
4	Skill Building and Entrepreneurship Support to women					
4.1	Skill building training in different trades		1000			0.00
4.2	Market Linkages establishment	Women	1000			0.00
4.3	Periodic Training and capacity building on book keeping and business management		1000			0.00
4.4	Organizing Expo for Women Entrepreneurs		1			0.00
5	Addressing other social issues					
5.1	Mass Awareness campaign on eliminating harmful social practices	Activity	8			0.00
5.2	Periodic Block level stakeholders' meeting	Meeting	8			0.00
5.3	Designing circulation of IEC materials	Lumpsum	1			0.00
5.4	Video documentation	Lumpsum	1			0.00
6	HR cost					
6.1	Programme Manager	Person	1			0.00
6.2	Training Manager	Person	1			0.00
6.3	Livelihood Manager	Person	1			0.00
6.4	Block coordinators	Person	4			0.00
6.5	Trainers	Person	16			0.00
6.6	MIS cum Documentation	Person	1			0.00
6.7	Accountant	Person	1			0.00
6.8	Staff Conveyance	Travel	1			0.00
7	Administrative cost					
7.1	Field Office rent (Electricity & Water)	Lumpsum	1			0.00
7.2	Office Management cost(Printing, Stationery, postage, Maintenance etc)	Lumpsum	1			0.00
	Grand Total					-

Date:

Signature of Authorized Representative

Name of Agency:

Full Address:

Telephone No.:

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 Empowering Women and Adolescent Girls in Sundargarh District supported by District Mineral Foundation, Sundargarh.”(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 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 originals, whenever demanded.