



**District Social Welfare Officer
Sundargarh, Odisha**

RFP No: 2/ SW /2023

Date: 08.09.2023

REQUEST FOR PROPOSAL

**“SELECTION OF AGENCY FOR ESTABLISHMENT AND MANAGEMENT
OF CRÈCHES IN SUNDARGARH DISTRICT”**

District Social Welfare Officer (DSWO), Sundargarh, Govt. of Odisha, invites sealed proposals from eligible bidders for “**Selection of Agency for Establishment and Management of Creches in Sundargarh District.**”

Bidders fulfilling the prescribed eligibility criteria of the RFP can access and download the complete RFP Document and other details from <https://sundargarh.nic.in>

The major events under the bid process are:

Sr. No.	List of Key Events	Critical Dates
1	Date of Issue of RFP	08.09.2023
2	Deadline for Submission of Pre-Bid Query	13.09.2023 via email on dswosundargarh@nic.in
3	Issue of Pre-Bid Clarifications	15.09.2023 via online mode on https://sundargarh.nic.in
4	Last Date for Submission of Bid	04.10.2023 by 05.00 PM
5	Date of Opening of Technical Bid	05.10.2023 at 11.00 AM
6	Date of Technical Presentation	Will be communicated to those Bidders who qualify in Stage I of the evaluation {Pre-qualification Criteria}

The proposal complete in all respects must reach the undersigned by **Speed Post/Registered Post/Hand** only latest by **04.10.2023 before 5.00 PM** in a sealed envelope clearly mentioning on the top of it. “**SELECTION OF AGENCY FOR ESTABLISHMENT AND MANAGEMENT OF CRÈCHES IN SUNDARGARH DISTRICT**”. The proposals received beyond the last date and time will be rejected. The authority reserves the right to reject any/ all proposals without assigning any reason thereof.

Address for Submission of Proposal:

District Social Welfare Officer, Sundargarh

Collectorate – 770001

Request for Proposal
“SELECTION OF AGENCY FOR ESTABLISHMENT AND MANAGEMENT OF
CRÈCHES IN SUNDARGARH DISTRICT”



District Social Welfare Officer, Sundargarh
Government of Odisha

July 2023

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Disclaimer

This Request for Proposal (RFP) is issued by the District Social Welfare Officer, Sundargarh hereinafter referred to DSWO, Sundargarh, Government of Odisha.

While the information in this RFP has been prepared in good faith, it does not support to be comprehensive or to have been independently verified. Neither DSWO, Sundargarh nor any of its officers or employees, nor any of their advisers nor consultants accept any liability or responsibility for the accuracy, reasonableness or completeness of, or for any errors, omissions or misstatements, negligent or otherwise, relating to the proposed assignment, or makes any representation or warranty, express or implied, with respect to the information contained in this RFP or on which this RFP is based with respect to any written or oral information made or to be made available to any of the recipients or their professional advisers and, so far as permitted by law and except in the case of fraudulent misrepresentation by the party concerned, and liability therefore is hereby expressly disclaimed.

The information contained in this RFP is selective and is subject to updating, expansion, revision, and amendment at the sole discretion of the DSWO Sundargarh who the Client is. It does not claim to contain all the information that a recipient may require for the purposes for deciding for participation in this selection process. Each bidder must conduct its own analysis of the information contained in this RFP, to correct any inaccuracies therein and is advised to carry out its own investigation into the proposed assignment, the regulatory regime which applies thereto and by and all matters pertinent to the project and to seek its own professional advice on the legal, financial, and regulatory consequences of entering into any agreement or arrangement relating to the project.

This RFP includes certain statements, information, projections, and forecasts with respect to the proposed assignment. Such statements, information, projections, and forecasts reflect various assumptions made by the management, officers, and employees of the DSWO Sundargarh / Client, which (the assumptions and the base information on which they are made) may or may not prove to be correct. No representation or warranty is given as to the reasonableness of forecasts or the assumptions on which they may be based and nothing in this RFP is, or should be relied on as, a promise, representation, or warranty.

DSWO Sundargarh, Government of Odisha shall be the sole and final authority with respect to selection of a Agency for the purpose through this RFP.

Section I: Letter of Invitation & Factsheet

1. Letter of Invitation

RFP No:

Dated:

Name of the Assignment: Selection of Agencies for Establishment and Management of Creches in Sundargarh District

1. The "District Social Welfare Officer, Sundargarh" Government of Odisha (The Client) invites sealed proposal from eligible bidder under the process for "Selection of Agencies for Establishment and management of Creches in Sundargarh District". More details on the proposed study are provided at Section-3: Terms of Reference (ToR) of this RFP Document.
2. A bidder will be selected under QBS Selection procedure as prescribed in the RFP Document.
3. The proposal, complete in all respect as specified in the RFP Document must be accompanied with a non-refundable amount of INR. 10,000/- (Rupees Ten Thousand only) towards Bid Processing Fee and a **Refundable amount towards EMD of INR 5,00,000/- (Rupees Five Lakhs only) in form of Demand Draft (DD) in favour of "DSWO, Sundargarh"** drawn from any Scheduled/Nationalized Bank and payable at Sundargarh, Odisha failing which the bid will be rejected.
4. The proposal must be delivered at the specified address as per the Bidder Data Sheet by Speed post / Registered Post /Hand only. The Client shall not be responsible for postal delay or any consequence. Submission of proposal through any other mode will be rejected.
5. The last date and time for submission of proposal complete in all respects is **Dt. 04.10.2023 before 5.00 PM** and the date of opening of the technical proposal is **Dt. 05.10.2023 at 11.00 AM** in the presence of the bidder's representative at the specified address as mentioned in the Bidder Data Sheet. Representatives of the bidders may attend the meeting with due authorization letter on behalf of the bidder.
6. This RFP includes following sections:
 - a) Letter of Invitation [Section – I]
 - b) Instructions to the Bidder [Section – II]
 - c) Terms of Reference [Section – III]
 - d) Technical Proposal Submission Forms [Section – IV]
 - e) Annexure [Section – VI]
7. While all information/data given in the RFP are accurate within the consideration of scope of the proposed assignment to the best of the Client's knowledge, the Client holds no responsibility for accuracy of information, and it is the responsibility of the bidder to check the validity of information/data included in this RFP. The Client reserves the right to accept / reject any / all proposals / cancel the entire selection process at any stage without assigning any reason thereof.
8. **Agencies already participated & selected through RFP floated vide Letter No 01/SW/2023 DSWO dated 13/07/2023 are not allowed to participate.**


District Social Welfare Officer
Sundargarh
Dist. Social Welfare Officer.
Sundargarh

2. Bidder Data and Factsheet

Sr. No.	Particular	Details
1	Name of the Client	District Social Welfare Officer (DSWO), Sundargarh, Collectorate, Sundargarh – 770001 Email: dsвосundargarh@nic.in
2	Method of Selection	Quality Based Selection (QBS) Method
3	Availability of RFP Document	https://sundergarh.nic.in
4	Date of Issue of RFP	08.09.2023
5	Deadline for Submission of Pre-Proposal Query	13.09.2023 via email on dsвосundargarh@nic.in
6	Issue of Pre-proposal Clarifications	15.09.2023 via online mode on https://sundergarh.nic.in
7	Last Date for submission of Proposal	04.10.2023 by 05.00 PM
8	Date of opening of Technical Proposal	05.10.2023 at 11.00 AM
9	Date of Technical Proposal Presentations (of only those Bidders who become qualified in the Stage I of the evaluation {Pre-qualification Criteria})	Will be communicated to those Bidders who qualify in the Stage I of the evaluation {Pre-qualification Criteria})
10	Contact Person / Address for Submission of Proposal	District Social Welfare Officer (DSWO), Sundargarh, Collectorate, Sundargarh, At/Post: District Sundargarh, Odisha – 770001 Email dsвосundargarh@nic.in
11	Place of Opening of Proposal	DMF Conference Hall, Collectorate, Sundargarh – 770001
12	Mode of Submission	Speed Post / Registered Post /by Hand only to the address as specified above during the office hour only. Submission of bid through any other mode and late bid will be rejected
13	Bid Processing Fee (Non-Refundable)	INR10,000/- (Rupees Ten Thousand only) (including GST) in the form of demand draft (DD) drawn in favour of "DSWO, Sundargarh" drawn in any Nationalized / Scheduled Bank payable at Sundargarh. The bid processing fee shall be submitted along with the 1 st Inner Envelope of the Technical Proposal.

Selection of Agency for Establishment and Management of Creches in Sundargarh District

14	Earnest Money Deposit (EMD) (Refundable)	INR 5,00,000/- (Rupees Five Lakhs only)) in the form of demand draft drawn in favour of "DSWO, Sundargarh" drawn in any Nationalized / Scheduled Bank payable at Sundargarh. The EMD shall be submitted along with the 1 st Inner Envelope of the Technical Proposal.
15	Performance Bank Guarantee	3% of the programme Cost
16	Name of the Project	Selection of Agency Establishment and Management of Creches in Sundargarh District

NOTE:

1. The Client reserves the right to change any schedule. Please visit the website '<https://sundargarh.nic.in>' regularly for the same.
2. Proposals must be submitted before the date, time and venue mentioned in the Factsheet through Speed/Registered Post. Proposals that are received after the deadline will not be considered.

District Social Welfare Officer,
Sundargarh

Section II: Instructions to the Bidders

1. Pre-Qualification Criteria

Before opening and evaluation of the technical proposals, each bidder will be assessed based on the following pre-qualification criteria. The bidder is required to produce the copies of the required supportive documents / information as part of their technical proposal failing which the proposals will be rejected.

Sr. No.	Basic Requirement	Specific Requirement	Documents Required*
1	Registration	The Agency shall be a not-for-profit organization registered under <ul style="list-style-type: none"> • Societies' Registration Act, 1860 • Indian Trust Act, 1882 • Companies Act 1956 /2013 	<ul style="list-style-type: none"> • Copy of Registration/ Certificate of Incorporation/ GST Certificate • PAN Document
2	Experiences	Applying agency shall have prior experience in implementing Crèche Project, and child nutrition project, ECCD/ ECE/ Balwari/child feeding programme for children etc.	Copies of Work Orders/ Sanction Orders / MOUs/ Engagement Letters/ Completion Certificates or equivalent documentary evidence should be provided as proof. Documents in other languages should be supplemented by an English translated copy.
3	Years of Operations	Agency shall have been in operations for minimum 3 years as on date of submission of this RFP and filled ITRs for last three FYs i.e 2018-19, 2019-20, 2020-21	Certificate from statutory auditor/Audited financial statements for the three previous financial years ending March 2021 i.e., FY 2018-19, 2019-20 and 2020-21
4	Turnover	The Agency should have an average turnover of minimum INR 3 Crores in the last three financial years (FY 2018-19 2019-20 and 2020-21)	Certificate from statutory auditor/Audited financial statements for the three previous financial years ending March 2021 i.e., FY 2018-19, 2019-20 and 2020-21, P&L and Balance sheet.
5	Blacklisting	Applicant/Bidder should not be blacklisted by any Central/State Government/Public Sector Undertaking / Judicial pronouncement in India.	Notarized declaration as per TECH-11
6	Authorized Representative	A Power of Attorney in the name of the person signing the proposal.	Original Power of Attorney, notarized on Rs.100.00 Bond paper (TECH-4)
7	Consortium	No consortium / JVs / Associations/ Single proprietorship / subcontracting shall be allowed under this project.	Declaration of submitting as independent Agency from the Authorized Signatory (TECH-10)
8	Bid Processing Fee (Non-Refundable)	INR10,000/- (Rupees Ten Thousand only) in the form of demand draft (DD) drawn in favour of "DSWO, Sundargarh" drawn in	Cost of Tender/ Tender Fee in form of DD

		any Nationalized / Scheduled Bank payable at Sundargarh. The bid processing fee shall be submitted along with the 1 st Inner Envelope of the Technical Proposal.	
9	Earnest Money Deposit (EMD) (Refundable)	INR 5,00,000/- (Rupees Five Lakhs only) in the form of demand draft drawn in favour of "DSWO, Sundargarh" drawn in any Nationalized / Scheduled Bank payable at Sundargarh. The EMD shall be submitted along with the 1 st Inner Envelope of the Technical Proposal.	Earnest Money Deposit Fee in form of DD
<p>Note:</p> <ol style="list-style-type: none"> i. <i>The photocopies of documents submitted towards Pre-qualification criteria are to be substantiated through production of originals, whenever asked for/ whenever required. If any of the above original documents are not produced whenever asked for/ required, the proposals shall be rejected and termed as non-responsive, at any time of the evaluation till signing of the MOU.</i> ii. <i>Bidders should submit the required supporting documents as mentioned above. Bids not conforming to the eligibility criteria and non-submission of required documents as listed above will lead to rejection of the bid.</i> iii. <i>Submission of forged documents will also result in rejection of the bid. Bidders are advised to study all instructions, forms, terms & conditions, and other important information as mentioned in the RFP Document.</i> iv. <i>The proposal must be complete in all respect, indexed, pages numbered and spiral bound. Each page should be numbered and signed (in full) by the authorized representative (as per TECH 4). A table of content, enumerating the page numbers of each document should be mentioned at the start of each proposal.</i> 			

2. Documents / Formats for submission along with Technical Proposal

The bidder must furnish the following documents duly signed in along with their Technical Proposal:

1. Filled in Bid Submission Check List in Original (Annexure-I)
2. Covering letter (TECH – 1) on bidder's letterhead requesting to participate in the selection process.
3. Bid Processing Fee & EMD as applicable.
4. Copy of Certificate of Incorporation/ Registration.
5. Copy of PAN.
6. Copy of Goods and Services Tax Identification Number (GSTIN).
7. General Details of the Bidder (TECH – 2).
8. Financial Details of the bidder (TECH – 3) along with all the supportive documents as applicable duly signed as per the instruction (Copies of IT Return for the last three financial years i.e., FY 2018-19, 2019-

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20 and 2020-21, Turnover Certificate from Chartered Accountant / Statutory auditor / Photocopy of Audited financial statements: P/L and Balance Sheet).

9. Power of Attorney (TECH – 4) in favour of the person signing the bid on behalf of the bidder.
10. List of completed assignments of similar nature (Past Experience Details, TECH – 5) along with copies of contracts/work orders / completion certificate / Experience certificate from previous Clients.
11. Self-Declaration regarding Conflict of Interest (TECH - 6)
12. Comments and Suggestions on the Terms of Reference / Scope of Work and Counterpart Staff and Facilities to be provided by the Client(TECH - 7)
13. Description of Approach, Methodology and Workplan to Undertake the Assignment TECH-8
14. Proposed Plan to Carry out the Assignment (TECH-9)
15. Non-Consortium Declaration (TECH-10)
16. Affidavit Format for Not Blacklisting (TECH-11)
17. Format of Curriculum Vitae (CV) for Programme Coordinator & Accountant only (TECH- 12)
18. Note:
 - i. *Bidders should submit the required supporting documents as mentioned above. Bids not conforming to the eligibility criteria and non-submission of required documents as listed above will lead to rejection of the bid.*
 - ii. *Submission of forged documents will also result in rejection of the bid. Bidders are advised to study all instructions, forms, terms & conditions, and other important information as mentioned in the RFP document.*
 - iii. *The proposal must be complete in all respect, indexed and hard bound. Each page should be numbered and signed by the authorized representative.*

3. Bid Processing Fee

The bidder must furnish as part of technical proposal, the required bid processing fee amounting to INR 10,000/- (Ten Thousand Rupees Only) in shape of DD from any Nationalized / Scheduled Bank in favor of "DSWO, Sundargarh". Proposals received without bid processing fee will be out rightly rejected.

4. Earnest Money Deposit (EMD)

1. The bidder must furnish as part of the technical proposal, an Earnest Money Deposit (EMD) amounting to INR 5,00,000/- (Rupees Five Lakhs only) in shape of DD from any scheduled/nationalized bank in favor of "DSWO, Sundargarh " payable at Sundargarh.
2. The EMD of unsuccessful bidders shall be refunded after finalization of selection process and award of contract.
3. The EMD of the successful bidder will be released only after furnishing of the required Performance Bank Guarantee (PBG) and signing of the contract.
4. The EMD will be forfeited on account of the following reasons:
 - i. Bidder withdraws its proposal during the bid validity period as specified in RFP.
 - ii. Bidder does not respond to requests for clarification of its proposal.
 - iii. Bidder fails to provide required information during the evaluation process or is found to be non-responsive or has submitted false information in support of its qualification.
 - iv. If the bidder fails to:

- a. Provide any clarifications to the Client.
- b. Agree to the decisions of the contract negotiation meeting.
- c. Sign the contract within the prescribed time period.
- d. Furnish required Performance Bank Guarantee in time. Any other circumstance which holds the interest of the Client during the overall selection process.

5. Validity of the Proposal

Proposals shall remain valid for a period of **180 (One Hundred Eighty Days)** from the date of opening of the Technical Proposal. The Client reserves the rights to reject a proposal valid for a shorter period as non-responsive and will make the best efforts to finalize the selection process and award of the contract within the bid validity period. The bid validity period may be extended on mutual consent.

6. Pre-Proposal Queries

Bidders can submit their queries in respect of the RFP and other details if any, to DSWO, Sundargarh through e-mail at dswosundargarh@nic.in till the date mentioned in the Bidders Datasheet and Factsheet in Section 1.2 Clarifications to the above will be uploaded in <https://sundargarh.nic.in> for the purpose of preparation of the proposal. Request for alternation / change in existing terms and conditions of the RFP shall not be considered / entertained. The queries shall necessarily be submitted in the following Excel/ Word format:

Page No.	Section No.	Content of RFP requiring clarification	Change/clarification requested	Remarks

7. Submission of Proposal

Bidder must submit their proposals by **Registered Post / Speed Post /Hand only** to the specified address on or before the last date and time for submission of proposals as mentioned in Bidder Data Sheet. The Client will not be responsible for postal delay / any consequence in receiving of the proposal. The proposal must be submitted in two parts. Each part should be separately bound with no loose sheets. Each page of the two parts should be page numbered and in conformation to the eligibility qualifications and clearly indicated using an index page. The Client will not consider any proposal that arrives after the deadline as prescribed in the Bidder Data Sheet. Any Proposal received after the deadline will be out rightly rejected by the Client.

The procedure for submission of the proposal is described below:

1. Technical Proposal (Original):

The envelope containing technical proposal shall be sealed and superscripted as ***“Technical Proposal – Selection of Agency for Establishment and Management of Creches in Sundargarh District”*** and to be furnished inside one envelope. The duly filled-in technical proposal submission forms, with all the supportive documents and information must be furnished as part of technical proposal.

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The "Technical Proposal" must be submitted in separate sealed envelopes (with respective marking in bold letters) along with the prescribed formats/information mentioned in the RFP Document. The first envelope must be marked as "TECHNICAL PROPOSAL (Selection of Agency for Establishment and Management of Creches in Sundargarh District)".

The above envelope must be sealed and placed inside a main envelope with proper labelling of following information in bold:

NAME OF THE ASSIGNMENT:

RFP NUMBER AND DATE:

NAME OF THE BIDDER:

DEADLINE FOR SUBMISSION OF BID:

NAME AND ADDRESS OF THE BIDDER:

CONTACT NUMBER OF THE BIDDER:

EMAIL ID OF THE BIDDER:

Any deviation from the prescribed procedures / information / formats / conditions shall result in out-right rejection of the proposal. All the pages of the proposal must be sealed and signed by the authorized representative of the bidder. Bids with any conditional offer shall be out rightly rejected. All pages of the proposal must have to be sealed and signed by the authorized representative of the bidder. Agency shall submit only single bid in prescribed format. Multiple bids from same agency will lead to rejection of both bids. Any conditional bids will be rejected.

- 2. Financial Proposal-** The Financial Proposals of only those applicant firms, qualifying the technical evaluation i.e. the 2nd stage who are scoring at least 60 marks from 100 total marks only, shall be considered for opening of financial proposals. The financial proposals shall be opened which is the acceptance of the budget by the agency in the letter head of the agency .

8. Opening of the Proposal

The FIRST ENVELOPE containing **TECHNICAL PROPOSAL** will be opened in the initial stage by the Client in presence of the bidder/bidder's representatives at the location, date specified in the Bidder Data Sheet. The Client will constitute a Consultant Evaluation Committee (CEC) to evaluate the proposals submitted by bidders. Only one representative with proper authorization letter from the participating bidder will be allowed to attend the bid opening meeting.

9. Evaluation of Proposal

A Two stage evaluation process will be conducted as explained below for the evaluation of the proposals:

- 1. Preliminary Evaluation (1st Stage) ***: Preliminary evaluation of the proposals will be done to determine whether the proposal complies with the prescribed eligibility condition and the requisite documents / information have been properly furnished by the bidder or not. Submission of following documents / information will be verified:

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- i. Filled in Bid Submission Check List in Original (**Annexure-I**)
- ii. Covering letter (**TECH 1**) on bidder's letterhead requesting to participate in the selection process
- iii. Bid Processing Fee and EMD as applicable
- iv. Copy of Certificate of Incorporation/ Registration
- v. Copy of PAN
- vi. Copy of Goods and Services Tax Identification Number (GSTIN)
- vii. General Details of the Bidder (**TECH 2**).
- viii. Financial Details of the bidder (**TECH 3**) along with all the supportive documents as applicable duly signed as per the instruction (Copies of IT Return for the last three Financial years i.e., FY 2018-19, 2019-20 and 2020-21, Turnover Certificate from Chartered Accountant / Statutory auditor / Photocopy of Audited financial statements: P/L and Balance Sheet).
- ix. Power of Attorney (**TECH 4**) in favour of the person signing the bid on behalf of the bidder.
- x. List of completed assignments of similar nature (Past Experience Details, (**TECH 5**) along with copies of contracts / work orders / completion certificate from previous Clients
- xi. Self-Declaration on Conflict of Interest (**TECH 6**)
- xii. Comments and Suggestions on the Terms of Reference / Scope of Work and Counterpart Staff and Facilities to be provided by the Client (**TECH- 7**)
- xiii. Description of Approach, Methodology and Workplan to Undertake the Assignment (**TECH 8**)
- xiv. Proposed Plan to Carry out the Assignment (**TECH 9**)
- xv. Non-Consortium Declaration (**TECH 10**)
- xvi. Affidavit Format for Not Blacklisting (**TECH 11**)
- xvii. Format of Curriculum Vitae (CV) for Programme Coordinator and Accountant only (**TECH- 12**)
- xviii. All the pages of the proposal and enclosures/attachments are signed by the authorized representative of the bidder

Bids not complying to any of the above requirement, will be out rightly rejected at the discretion of the Client's authority.

2. **Technical Evaluation (2nd Stage):** Technical proposal will be opened and evaluated for those bidders who qualify the preliminary evaluation stage. Detailed evaluation process as per the following parameters will be adopted for proposal evaluation:

Sr. No.	Criteria	Maximum Marks
1	Experience of the Agency	50 Marks
1.1	Experience in operation and management and running of Creches over the last 10 years <ul style="list-style-type: none"> • Less than 2 years : 2 Marks • 2 years to 5 years: 5 Marks • Equal to and More than 5 years: 10 Marks 	10 Marks

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1.2	<p>Number of No. of Crèches implemented or awarded at different locations over the last 10 years</p> <ul style="list-style-type: none"> • Less than 25 centers: 5 Marks • 25 to 50 centers: 10 Marks • Equal to and More than 50 centers: 15 Marks 	15 Marks
1.3	<p>Experience in implementing ECCD/ECE/Balwari /child feeding programme for children below 6 years (other than Crèches) in last 10 Years</p> <ul style="list-style-type: none"> • Less than 5 centers: 5 Marks • 5 to 7 centers: 10 Marks • Equal to and more than 7 center: 15 Marks 	15
1.4	<ul style="list-style-type: none"> • 	10
2	Human Resources	10 Marks
2.1	<p>Programme Coordinator (1) *</p> <p>PG degree in Social Work/Rural Development/Nutrition/related discipline or an MBA in a relevant discipline from a reputed academic institution</p>	3 mark - for educational qualification
	Minimum 5 years of professional experience	2 marks - for work experience
	1 year or more of professional experience in managing/ handling crèche projects	1 mark - for relevant experience in implementation of similar projects
2.2	<p>Accounts cum Logistic Manager (1)</p> <p>B.Com with minimum</p>	2 mark - for Qualification
	5 years of professional experience of accounts & Logistic management	2marks – for relevant experience
3	Technical Presentation	40 Marks
3.1	<p>Presentation on Approach, Methodology and Work Plan</p> <p>1. Understanding of the Assignment and Issues / Challenges/ Similar Case studies in Government/Private facilities (15 Marks)</p>	40 Marks
		Technical Presentation

	2. Approach, Methodology, Work Plan /Features / Additional Services (25 Marks)	
	Total (1+2 +3)	100 Marks
<p>1. The minimum qualifying Score is: 60 from 100 Marks i.e., 60% of Technical Weightage will be provided.</p> <p>2. All the claims shall be mandatorily substantiated via submission of all the supporting photocopies of relevant documents as per TECH 5.</p> <p>3. *CV mentioned for the post of Programme Manager and Accounts and Logistic Manager is expected to be deployed full-time for a period duration of the project. If in any case replacement is needed, the CV of the replacing manager shall have the same or better qualifications and experiences as mentioned herein. The claims for the same shall be mandatorily substantiated via attachment of photocopies of educational documents, experience certificates, etc along with the technical proposal TECH 12.</p> <p>4. Photocopies of work orders / experience certificates from the clients / agreement etc must be submitted as a proof for each assignment. No assignment should be repeated across various categories of evaluation parameters. Ongoing assignments will be considered for evaluation only if 6 months of the project period have elapsed.</p>		

**The client/committee during evaluation of bids may ask for clarifications/missing documents to be submitted. Additional time may be given to bidders for submission. This will remain at discretion of client.*

3. Financial Evaluation (3rd Stage): The Financial Proposals of only those applicant firms, qualifying the technical evaluation i.e., the 2nd stage who are scoring at least 60 marks from 100 total marks only, shall be considered for opening of financial proposals. The financial proposals shall be opened which is the acceptance of the budget by the agency in the letter head of the agency .

10. Performance Bank Guarantee (PBG)

Within 7 days of notifying the acceptance of a proposal for award of contract, qualified bidder shall have to furnish a Performance Bank Guarantee amounting to **3% of the programme cost** from a Scheduled/Nationalized Bank in favor of "DSWO, Sundargarh", as per the format at Annexure- II, for a period of **Ninety Days (90 Days)** beyond the entire contract period (i.e. PBG must be valid from the date of effectiveness of the contract to a period of Sixty Days beyond the contract period) as its commitment to perform services under the contract. Failure to comply with the requirements shall constitute sufficient grounds for the forfeiture of the PBG. The PBG shall be released immediately after Sixty Days of expiry of contract provided there is no breach of contract on the part of the qualified bidder. No interest shall be paid on the PBG.

11. Contract Negotiation

Contract negotiation, if required will be held at a date, time and address as intimated to the selected bidder/s. The bidder will, as a pre-requisite for attendance at the negotiations, confirm availability of all the proposed staff for the assignment. Representative conducting negotiations on behalf of the bidder must have written authority to negotiate and conclude a contract. Negotiation will be performed covering technical and financial aspects, if any and availability of proposed professionals etc.

12. Award of Contract

After completion of the contract negotiation stage, the Client will notify the successful bidder in writing by issuing an offer letter/ letter of intent (LOI) for signing the contract and promptly notifying all other bidders about the result of the selection process. The successful bidders shall be asked to sign the contract/MOU after fulfilling all formalities and submission of performance bank guarantee (PBG) within 15 days of issuance of the offer letter / LOI. After signing of the contract/MOU, no variation or modification of the terms of the contract shall be made except by written amendment signed by both the parties. **The contract shall be valid for 3 (three) years i.e., thirty-six months from the date of effectiveness of the contract.** The contract can be extended for period of two years, subject to satisfactory performance as determined by the Client and as mutually agreed by both the parties.

13. Conflict of Interest

Conflict of interest exists in the event of:

1. Conflicting assignments, typically monitoring and evaluation/environmental assessment of the same project by the eligible bidder.
2. Consultants, agencies, or institutions (individuals or organizations) who have a business or family relation with the Client directly or indirectly.
3. Practices prohibited under the anti-corruption policy of the Government of India and Government of Odisha. The bidders are to be careful so as not to give rise to a situation where there will be any conflict of interest with the Client as this would amount to their disqualification and breach of contract.

14. Disclosure

1. Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the bidder or termination of its contract.
2. Bidders must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency, or the financial standing of the Bidder, including but not limited to appointment of any officer such as a receiver in relation to the Bidder's personal or business matters or an arrangement with creditors, or of any other similar proceedings.
3. Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:
 - i. a criminal offence or other serious offence punishable under the law of the land, or where they have been found by any regulator or professional body to have committed professional misconduct.
 - ii. corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract.
 - iii. failure to fulfil any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

15. Anti-corruption Measure

1. Any effort by Bidder(s) to influence the Client in the evaluation and ranking of financial proposals, and recommendation for award of contract, will result in the rejection of the proposal.
2. A recommendation for award of Contract shall be rejected if it is determined that the recommended bidder has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question. In such cases, the Client shall blacklist the bidder either indefinitely or for a stated period, disqualifying it from participating in any related bidding process for the said period.

16. Language of Proposals

The proposal and all related correspondence exchanged between the bidder and the Client shall be written in the **English** language. Supporting documents and printed literature that are part of the proposal may be in another language provided they are accompanied by an accurate translation of the relevant passages in English with self-certification for accuracy, in which case, for the purposes of interpretation of the Proposal, the translated version shall govern.

17. Cost of Bidding

The Bidder shall bear all costs associated with the preparation and submission of its proposal. The Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process. Bidder/s is/are not allowed to submit more than one proposal under the selection process. Alternate bids are also not allowed.

18. Legal Jurisdiction

All legal disputes are subject to the jurisdiction of District Civil Court of Sundargarh only.

19. Governing Law and Penalty Clause

The schedule given for delivery is to be strictly adhered to in view of the strict time schedule. Any unjustified and unacceptable delay in delivery shall render the bidder liable for liquidated damages and thereafter the Client holds the option for cancellation of the contract for pending activities and complete the same from any other Agency. The Client may deduct such sum from any money from their hands due or become due to bidder. The payment or deduction of such sums shall not relieve the bidder from his obligations and liabilities under the contract. The rights and obligations of the Client and the bidder under this contract will be governed by the prevailing laws of Government of Odisha. In addition, the PBG amount shall also be forfeited. The decision of the authority placing the contract, whether the delay in development has taken place on account of reasons attributed to the bidder shall be final.

Failure on bidder's part to furnish the deliverables as per the agreed timeline shall enforce a penalty @ **0.25% per week subject to maximum of 5% of the total contract value.**

During Project Implementation: Penalty of **INR 1,00,000/-** for substitution (without appropriate permission) of the Project Coordinator & Accountant, whose CV has been provided in the RFP proposal, and not deployed for the project in Sundargarh, Odisha, at the time of joining.

Fabrication or Duplication of Data will be penalized for 0.01% in every bill.

The amount shall be deducted from the subsequent payment.

20. Confidentiality

Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the bidders 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 Bidder/Agency of confidential information related to the process may result in rejection of its proposal and may be subject to the provisions of the Client's antifraud and corruption policy. During the execution of the assignment except with prior written consent of the Client, the Bidder/Agency or its personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the contract.

21. Amendment of the RFP Document

At any time before submission of proposals, the Client may amend the RFP by issuing an addendum through NIC Sundargarh website. Any such addendum will be binding on all the bidders. To give bidders reasonable time in which to take an addendum into account in preparing their proposals, the Client may, at its discretion, extend the deadline for the submission of the proposals.

22. Client's right to accept any proposal, and to reject any or all proposals

The Client reserves the right to accept or reject any proposal, and to annul or amend the bidding / selection / evaluation process and reject all proposals at any time prior to award of contract award, without assigning any reason there of and thereby incurring any liability to the bidders.

23. Copyright, Patents and Other Proprietary Rights

D\$WO, Sundargarh, OMBADC, Sundargarh and DMF Sundargarh, Government of Odisha shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights, and trademarks, about Documents and other materials which bear a direct relation to or are prepared or collected in consequence or during the execution of this contract. At the Client's request, the Bidder shall take all necessary steps to submit them to the Client in compliance with the requirements of the contract.

24. Force Majeure

For purpose of this clause, "Force Majeure" means an event beyond the control of the Agency and not involving the Agency's fault or negligence and not foreseeable. Such events may include, but are not restricted, wars or revolutions, fires, floods, riots, civil commotion, earthquake, epidemics such as covid or other natural disasters and restriction imposed by the Government or other bodies, which are beyond the control of the Agency, which prevents or delays the execution of the order by the Agency. If a Force Majeure situation arises, the Agency shall promptly notify Client in writing of such condition, the cause thereof and the change that is necessitated due to the condition. Until and unless otherwise directed by the Client in writing, the Agency shall continue to perform its obligations under the contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The Agency shall advise Client in writing, the beginning, and the end of the above causes of delay, within seven days of the occurrence and cessation of the Force Majeure condition. In the event of a delay lasting for more than one month, if arising out of causes of Force Majeure, Client reserves the right to cancel the contract without any obligation to compensate the Agency in any manner for whatsoever reason.

25. Settlement of Disputes

The Client and the Agency shall make every effort to resolve amicably, by direct informal negotiation, any disagreement or dispute arising between them under or arising from or in connection with the Contract within Thirty (30) days from the commencement of such informal negotiation. All dispute resolution proceedings shall be held at Sundargarh, Odisha, and the language of such proceedings and that of all documents and communications between the parties shall be in English. Collector, Sundargarh, Govt of Odisha shall be the final authority to resolve the dispute arising between and the Client and the Selected Agency.

26. Disqualification of Proposal

The proposal is liable to be disqualified in the following cases as listed below:

1. Proposal submitted without Bid Processing Fee & EMD as applicable.
2. Proposal not submitted in accordance with the procedure and formats as prescribed in the RFP.
3. During validity of the proposal, or its extended period, if any, the bidder increases the quoted prices.
4. Proposal is received in incomplete form.
5. Proposal is received after due date and time for submission of bid.
6. Proposal is not accompanied by all the requisite documents / information.
7. Bids with any conditional technical and financial offer.
8. If the bidder provides any assumptions in the financial proposal or qualifies the commercial proposal with its own conditions, such proposals will be rejected even if the commercial value of such proposals is the lowest / best value.
9. Proposal is not properly sealed or signed.
10. Proposal is not conforming to the requirement of the scope of the work of the assignment.
11. Bidder tries to influence the proposal evaluation process by unlawful/corrupt/fraudulent means at one or any point of time during the bid process.
12. If, any of the bid documents, excluding the commercial bid, submitted by the bidder is found to contain any information on price, pricing policy, pricing mechanism or any information indicative of the commercial aspects of the bidders or any person acting on its behalf indulges in corrupt and fraudulent practices.
13. Any other condition / situation which holds the paramount interest of the Client during the overall section process.

27. Replacements of the personnel

The human resources that shall be deployed under this contract are expected to be dedicated for the entire contract period. However, any change shall be allowed under following circumstances only after due approval:

1. In case of non-satisfactory performance of any of the hired staff/personnel, the client reserves the right to request for a replacement. Once a request is raised, the Agency must provide the CV and other qualification and details of the replacement personnel so as to permit evaluation within 14 days.
2. Any proposed substitute CV shall have equivalent or better qualifications and experience than the original candidate and must be submitted to the Client within 7 days of submission of resignation of the original

Selection of Agency for Establishment and Management of Creches in Sundargarh District

departure of original staff/professional deployed.

3. On receipt of such CVs, the client must process the same within 7 days and communicate its approval / rejection. In case of failure to provide replacement personnel within 14 days of communication of the request for a change to the satisfaction of the client, the client reserves the right to not make payment for the resource and the resource may be treated as withdrawn after communication of such rejection.
4. Under unavoidable circumstances of one or more personnel becoming unavailable / leave the place of posting for any reason there off, the Agency must notify the client at least 14 days in advance, explaining the circumstances necessitating the proposed replacement and submit justification and qualification of replacement personnel in sufficient detail to permit evaluation of the impact. On being duly satisfied, the request for change may be approved/rejected by the client within 7 days of receipt of the same.
5. Once the proposal for replacement is accepted, the Agency must replace the staff/professional within 7 days of the communication of such approval. Client reserves the right to invoke the right to claim liquidated damages in case of failure of the Agency to provide replacement personnel to the satisfaction of the Client after 2 such attempts.
6. Further, acceptance of such replacement by the client shall not relieve the Agency from responsibility for failure to meet the requirements of the contract. Any change in personnel without due approval by the Authority will lead to implication of penalty of Rs. 1,00,000/- per substitution of manager.
7. In case there is a gap in replacement of any personnel, no remuneration will be provided for that period.

28. Other Conditions of the contract

1. The selected Agency would be wholly responsible for the acts & omissions of the manpower engaged as per the provisions of the contract.
2. The persons deployed by the Agency should be properly trained, have requisite experience and skills for carrying out the work assigned.
3. For selection of human resources, first preference shall be given to local people of Sundargarh district as per the finalized criteria.
4. Training and capacity building of the staff may be undertaken in consultation with the office of the DSWO, Sundargarh, based on need, at the time of deployment or periodically during the time the staff is deployed. Similarly, intra/inter district travel might also need to be undertaken for training, capacity building, and normal performance of duty assigned.
5. The Agency should ensure the health and safety of its employees.
6. The Agency must employ manpower above the age of 18 (Eighteen) years only. Employment of child labour will lead to the termination of the contract. The Agency shall engage only such human resources, whose antecedents have been thoroughly verified, including character, police verification and other formalities etc.
7. The Agency shall be fully responsible for the conduct of the staff hired.
8. The agency shall not in any condition engage any Sub-Agency or transfer the contract to any other person. If found guilty, the contract will be cancelled immediately at the cost and expense of the Agency.
9. Default of service: Any instance(s) of Violation and/or Refusal and/or Non- performance towards any of the obligations/terms described in the Scope of Work would be treated as default of service by the selected Agency. Upon default of service, the Client reserve the right to forfeit the payment outstanding (if any)

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for the said till that particular stage. In addition, DSWO, Sundargarh would also have the right to terminate the Agreement with the selected agency.

10. The agency shall obtain license under the Contract Labour (Regulation and Abolition) Act, 1970 from the appropriate authority, if applicable and shall produce the license within two months after the commencement of the contract.
11. DSWO, Sundargarh will not be responsible for any injury or loss of life of personnel deployed/deputed by the Agency which may take place in the course of their deployment.
12. All taxes applicable will be deducted as per provisions.
13. All assets, equipment's and tools utilized under the project will be property of the office of the DSWO, Sundargarh and the Agency will have no right over it.
14. If any personnel engaged by the Agency indulge in illegal activities or professional misconduct, action deemed fit against him/her will be taken.

Section III: Terms of Reference

In the recent past, Odisha, one of the eight socio-economically backward states of India, has made remarkable progress in reducing child undernutrition, despite numerous challenges such as insurgency, remote tribal communities, and frequent natural disasters.

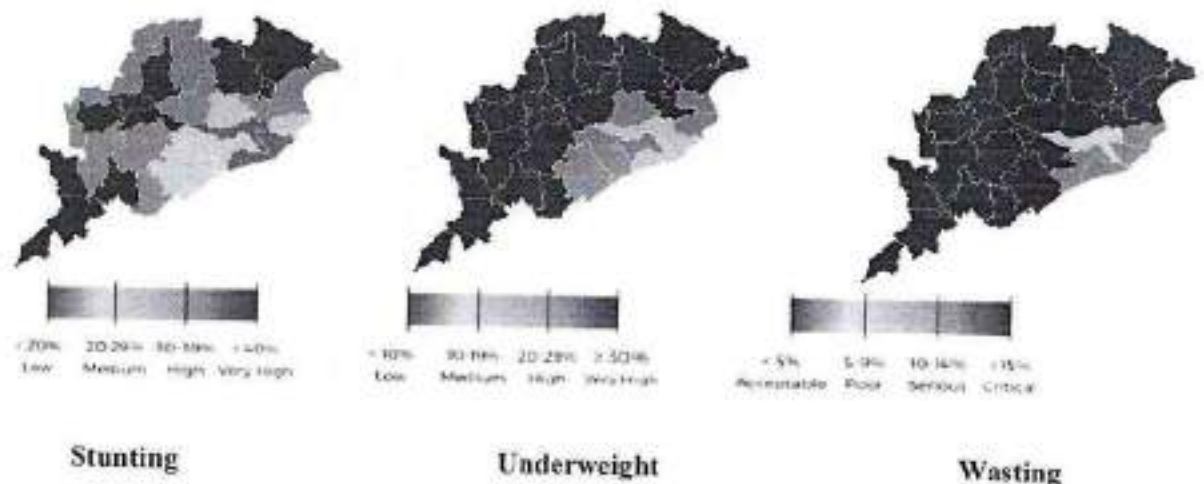
The state has demonstrated significant commitment to reducing undernutrition, expanding nationally sponsored nutrition-specific programmes, and launched state-led initiatives relevant to improving nutrition. While stunting has reduced from 45% of children below five years to 34% over the ten years between NFHS-3 and NFHS-4, the proportion of underweight children in the state has decreased from 41% of children below five years to 34%. There has also been a marked improvement in supplementary nutrition received by pregnant women and lactating mothers.

Comparative analysis (Stunting and Underweight) as per NFHS



However, despite the gains, child malnutrition continues to be a major problem in Odisha, especially in the tribal and mining affected areas of the state. There is stark variability in nutritional indicators across districts. Stunting ranges from as high as 47.5% in Subarnapur to a low of 15.3% in Cuttack. While 52% of children are underweight in Malkangiri district, only 17% are in Jagatsinghapur. Wasting is critically high in 25 out of the 30 districts in the state.*

*NFHS-4



Malnutrition status of children in the 8 major mining affected districts of Odisha*:

District	% Children under 5 who are Stunted	% Children under 5 who are Wasted	% Children under 5 who are Severely Wasted	% Children under 5 who are Underweight
Angul	28.1	22.1	7.7	30.5
Deogarh	28.4	22.6	6.1	34.3
Dhenkanal	33.3	22.7	5.4	30.0
Jajpur	25.5	15.9	6.4	21.8
Jharsaguda	27.1	16.9	3.5	26.9
Keonjhar	30.5	23.8	6.2	37.1
Mayurbhanj	30.7	28.6	6.4	43.9
Sundargarh	31.9	21.1	7.4	34.7

* NFHS 5 -

According to UNICEF, malnourished children have stunted bodies, stunted brains, and stunted lives. This results in poor working capacity in adulthood, affecting ability to earn and leading to a vicious poverty trap. Further, undernourished girls grow into weak mothers, thus perpetuating the cycle of malnutrition. It is more cost effective to institute preventive measures and support for children early on than to compensate for disadvantage as they grow older.

The first 1000 days

The first 1000 days of a child's life is critical for optimum brain development and is most vulnerable to nutrition deficit. Any impoverishment suffered at this stage is likely to be irreparable. Yet, children under three years of age cannot feed themselves and require constant external support. In tribal and other socio-economically backward areas, mothers often leave behind infants with elder siblings to engage in hard labour to support their families. In such situations, a combination of poor purchasing power, lack of knowledge of caregivers, inadequate feeding and absence of dietary diversity adversely affects the growth of children.

While Anganwadi Centres (AWC) have been established across the state under the Integrated Child Development Service (ICDS) programme, children under three years of age, the period when malnutrition sets in, are not looked after in the Anganwadi Centres. Instead, the mother or the head of the family is handed over, Take Home Ration (THR) for consumption by the children, once a week or fortnight, which is most often shared by other members of the family also.

Crèches against malnutrition

One of the possible solutions to improve the nutritional outcomes of children under three years of age is the establishment of day care centres or Crèches in nutritionally vulnerable pockets of the state.

A crèche is a facility which enables parents to leave their young children while they are at work and where children are provided stimulating environment for their holistic development. The Odisha Multi-Sectoral Nutrition Action

Plan (ONAP) adopted by the Government of Odisha also recommends establishment of Crèches as a key nutrition-specific intervention to address undernutrition.

DMF Crèches in Sundargarh

According to NFHS-5, more than 32.9% of children under five years of age in Sundargarh district are stunted and 34.7% underweight, which is worse than the state average. While 21.1 % of the children are wasted, and 7.4% of them are severely wasted. Only 14.7 % of children in the district in the age group of six to twenty-three months receive an adequate diet. 77.1% of children between age group of 6 to 59 months are Anaemic. As per Census 2011, Scheduled Tribes (STs) constitute more than 50.75% of the population of Sundargarh district, which is also home to the "Paudi Bhuyans" an Autochthonous Particularly Vulnerable Tribal Group (PVTG).

Considering the above, 90 Crèches Centre were established in remote and nutritionally vulnerable pockets in the six mining affected areas of Sundargarh under the District Mineral Foundation (DMF), to address acute malnutrition amongst children from tribal communities.

More than 2512 malnourished children from 37 Gram Panchayats and 6 mining affected Blocks of Sundargarh district have benefited from the Creche programme so far. After 6 months of admission in the Crèches, the prevalence of SAM has reduced by 66.7 % and wasting has reduced by 73.3 %, among these children compared to their status at admission. Underweight status among these kids has also reduced by 10.3%, when compared to their admission status.

A. Definition of a Crèche

A Crèche is a decentralized community-based centre where parents/guardians leave their children while they are at work and where children are provided a stimulating environment for their nutritional and holistic development. Crèches primarily serve children between 6 months to 3 years of age. The Crèches provide day care services for children for seven hours a day, for 26 days in a month. All the services in the crèche under the initiative will be provided free of charge to the community.

In this context, around 404 Crèches will now be established and managed in Sundargarh district to achieve the goal of malnutrition-free Sundargarh. These Creches will be based in all 21 Sectors of ICDS.

Sl No.	Name of Block	Number of Creches	Total (in Nos.)	Cluster
1	SADAR	29	111	Cluster- A
	SUBDEGA	36		
	BALISANKARA	46		
2	BARGAON	27	81	Cluster-B
	RAJGANGPUR	54		

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3	GURUNDIA	36	97	Cluster-C
	LATHIKATA	61		
4	RKL INDUSTRIAL	33	115	Cluster-D
	RKL CITY	47		
	RKL CIVIL	35		
TOTAL		404	404	

*All the creches to be started within one year of Inception. Total number of Creches under this project may increase or decrease depending upon, actual survey, availability of funds, and other factors as decided by the office of DSWO.. Each agencies shall submit the priority for all cluster in the performa as mentioned in the format below along with the Technical proposal. It is to be mentioned here that agency securing highest mark in Technical Presentation will be allowed to name the priority cluster followed by other in sequential manner. Number of Creches allotted to agencies may increase or decrease depending upon the number of qualifying agencies at the discretion of tender evaluation committee.

Priority in order of Preference	Name of the Block	Name of the Cluster

B. Programme Objectives:

- a) To take care of children, in the age group of six months to three years, of mothers going out for work, for seven hours a day.
- b) To improve the health and nutritional status of children by providing complementary feeding and services for health promotion.
- c) To provide at least two-third of daily food requirement of children at the crèche.
- d) To facilitate child's physical and mental development by age specific activities at the crèche.
- e) To identify growth-faltering children and take necessary steps to improve the condition, identify childhood illness through symptoms and refer to ASHA and AWW immediately.
- f) To provide sleep and rest to the children
- g) To demonstrate that after six months of birth, that the child can have food other than mother's milk and can digest it too.
- h) To demonstrate hygiene practices such as hand washing for children, food, and water handling, feeding, and preparing nutritious foods at home to the mothers.

C. Services to be provided in the Crèches:

- a) Day care facilities including sleeping facilities
- b) Safe and secure environment
- c) Hygiene: Promotion of personal hygiene, Water and food hygiene & Hygienic environment
- d) Care and stimulation: Age appropriate ECCD activities for overall development
- e) Adequate quality food: Complementary feeding from 6 months: appropriate quantity, consistency, and frequency & Focus on dietary diversity.
- f) All children get locally produced, calorie-dense and protein-rich foods
- g) Growth monitoring
- h) Regular anthropometric monitoring of weight, height, and other age-appropriate milestones
- i) Identification of growth faltering
- j) Action on severe malnutrition and growth faltering including referrals to nearest health facilities and Nutritional Rehabilitation Centre (NRC) as per protocols
- k) Disease prevention, early identification, treatment & rehabilitation, Prevention, promotion of good practices of hygiene and sanitation.
- l) Immunisation, Regular health check-ups & Referral to health facilities
- m) Follow up of children discharged from health facilities

D. Functioning of Crèches:

- a) All Crèches shall be tagged to the nearest Anganwadi Centre to ensure seamless graduation of children from crèche to Anganwadi on attaining the age of 3.
- b) The use of the crèche facility shall be extended to all children of age group of 6 months to 3 years who have been permanently or temporarily enrolled in the nearest/tagged Anganwadi Centre.
- c) All malnourished children in the catchment area of the Anganwadi Centre shall be mandatorily prioritised for admission to the Crèches.
- d) The number of children for proper functioning of a crèche shall not exceed 20. In the event of the number of children exceeding 20, an additional crèche may be opened.
- e) The Crèches will aim at universal coverage and will not be target based.
- f) Each crèche will have two workers from within the local community and identified by the community and trained by the Implementing Agency.
- g) The Crèches shall remain open for 7 hours a day, for 26 days a month. The community will decide on the off days and timings of the Crèches, factoring in work schedule of majority of the mothers. The Crèches will follow the holiday calendar of ICDS. To ensure the safety of children and personnel, the Crèches shall be closed before sunset.
- h) The children shall be fed one hot cooked meal and two cooked snacks as per the recommended meal plan. Additional snacks and provision for extra vegetable oil will be provided to the malnourished children and children who have faltered on growth. The feeding programme shall take care of 60-70% of the calorie and 75-100% of the protein requirement of a child per day.

- i) Weight, length/ height measurements of each child shall be taken/recorded every month. As per the anthropometric measurements, children identified as per Red-flag /At risk/having triggers for urgent action will be referred as per the protocols.
- j) Focus of the crèche shall be on cleanliness and hygiene, i.e., clean surrounding, handwashing with soap before and after each meal, nail cutting, toilet training, and food handling. The crèche shall be swept and mopped at least thrice daily – at the time of opening, after children's meal and at the time of closing. The toilets shall be kept clean all the time and shall have adequate water, soap, towel, etc. Before closing the crèche for the day, all utensils shall be properly cleaned and kept at designated places, durries/mosquito nets shall be dusted, kerchiefs/napkins/towels/aprons shall be washed, and toys rinsed every day.
- k) All food items shall be kept in containers with lids and protected from rats/other vermin. Expired/old food items shall not be used. Crèche Workers shall clean their hands with soap before cooking and while feeding the children. Utensils shall be cleaned before and after cooking/eating. Food shall be served with spoon/ladle only. Feeding area shall be cleaned immediately after feeding the children. Leftover food shall be disposed same day and under no circumstances shall it be used the next day.
- l) Crèches shall provide with toys and other teaching-learning materials required for Early Childhood Care and Development (ECCD) to ensure age-appropriate stimulation and learning. Crèche Workers and Supervisors shall be trained on ECCD. The Odisha State ECCD framework shall be followed in this regard. Parents, family, and community members shall be actively involved in providing a stimulating learning environment to the children.
- m) Provision for sleep and rest of the children at the crèche shall be made.
- n) Routine health check-ups will be done in coordination with local AWW/ANM/ASHA and the medical officer in line with RBSK schedule/ VHND etc. In case of a health emergency during the crèche hours, the child will be handed over to the parents/ guardians/ members of the family and medical support if required will be facilitated by the crèche workers.
- o) The safety and security of the children shall be given top priority. No child shall be left unattended at any point in time. Children shall be handed over only to the parents/other authorized adult family members. In case the parents of any child/adult members of the family fails to fetch the child after crèche working hours, one of the Crèche Workers shall personally drop the child at his/her home.
- p) The use of the crèche premises shall be restricted to children, their parents/guardians, the supervisory staff, and such other persons as may be related to or concerned with children in the crèche.
- q) No punishment, corporal or verbal will be tolerated in the Crèches under any circumstances. All Crèche Workers shall mandatorily be properly oriented towards child protection laws, rules, guidelines, etc.
- r) Any kind of sexual abuse/exploitation in the Crèches will be strictly dealt under the provisions of POCSO Act.
- s) In case of any untoward incident of child death in the Crèches, parents/family shall be informed immediately, along with the AWW/ANM/ASHA.

E. Selection criteria for crèche sites:

- a) Community's need, demand, and consent for setting up the Crèches (to be clearly documented in a resolution)
- b) Presence of at least 10 children in the age group of 6 months to 3 years
- c) Poor nutritional status of the children

- d) Women going out for wage work and agricultural labour
- e) Availability of adequate space in the site to operationalise the Crèches

F. Specifications for Crèche buildings:

- a) The crèche shall be located on the ground floor of a concrete/pukka building providing effective protection and safety of children. The flooring of the crèche shall be of cement/tile, walls shall be plastered, and the ceiling shall not be less than 10 ft. height from the floor. The doors and gates shall be constructed appropriately to ensure safety of children. Physical environment shall be reasonably suitable for children with special needs. Ramps with railings shall be constructed, wherever required.
- b) The crèche shall have a minimum space of about 10 sq. ft. per child (a total of 200 sq. ft for 20 children) to ensure play, rest and learn. It shall preferably have an open space/courtyard outdoors where children can play.
- c) The crèche shall be well-lighted with adequate ventilation and shall have electricity supply with at least four lights and a fan. If electricity is unavailable, solar powered lights and fan shall be provided.
- d) All electrical switches/plugs shall be placed out of reach of children and there shall be no open wiring at any place near to or at the crèche.
- e) The centre shall have a separate kitchen that is completely inaccessible to the children. Cooking Gas shall be used \be extinguished and cooled down immediately after cooking to prevent any untoward accident. Sharp objects like scissors, knife, pins etc shall be safely kept away from the reach of children.
- f) Safe and potable drinking water shall be provided to the children after boiling and through a water filter/purifier. Water stored shall be kept covered at all time and out of reach of children.
- g) The crèche shall have child-friendly toilet for the children and toilet for the crèche workers/ mothers. Hand washing station shall be set up at appropriate location.
- h) Separate space for washing and drying of soiled clothes or other materials shall be available in the Crèches. All wastewater from the Crèches shall be disposed hygienically and safely. Cleaning agents/detergents shall be kept out of reach of children.
- i) The crèche shall not be in close proximity to unsafe places like roads, open drains, deep pits, water bodies, garbage bins, open borewells, establishments emanating noxious fumes, bushes/ hiding places of poisonous insects/reptiles etc.
- j) It shall be possible to use space in the crèche in a multi-purpose manner. For example, playing area shall be convertible into a makeshift sleeping place for children by spreading out durries/mats and mosquito nets.
- k) Wherever possible, as a way of creating a sense of ownership, the community shall be encouraged to create kitchen garden and decorate the walls of the crèche with traditional art. Boundary wall/fencing shall be undertaken to ensure that animals like dogs/cats do not enter the crèche premises.

Note: The crèche shall ideally be located near/at the beneficiaries' neighbourhood/workplace site (within ½ - 1 km). It shall not function from the house of the Crèche Worker.

G. Other amenities in the crèche:

- a) The crèche shall have bright, cheerful, and child-friendly play and teaching/learning material required for stimulation and Early Childhood Care and Development (ECCD).

- b) Handmade toys of paper, cloth, mud, wood, and child friendly toys etc may be used. The crèche workers shall be trained on making such material and shall in turn train the mothers/guardians to make such toys during the monthly meetings. Care shall be taken to ensure that the toys have no sharp edges and are large enough not to pose any choking hazard for children.
- c) Daily schedule, child safety and essential norms, and other relevant material shall be displayed on the walls.
- d) Material prepared by children like their drawings and other artwork shall be displayed at the crèche.
- e) First aid kits, fire extinguishing equipment and related equipment/material shall be available at the crèche, always. They shall be kept at a suitable place, out of reach of children. All personnel shall be trained in providing first aid and using the firefighting equipment. Mock fire drills shall be conducted periodically.

H. Meal Plan:

- a) The feeding programme in the Crèches aims to take care of 60-70% of calories and 75-100% of protein requirement of a child per day.
- b) The meal shall contain different food groups (cereals, pulses & legumes, vegetables, fat, etc.)
- c) The meal plan in the Crèches shall include 2 snacks (morning & evening) and 1 hot cooked meal (lunch). Out of the two snacks, one will be sweet, the other savoury.
- d) Eggs shall be given at least twice a week.
- e) Locally grown green leafy vegetable shall be included in the meal.
- f) Milk has been kept out of the Meal Plan considering challenges in logistics, storage, shelf-life and food safety. However, if the Crèche Committee (CC) feels that milk or milk products (dahi/paneer) can be procured, stored, and served safely, without any food safety risks, then they may be included. Similar is the case with fish, chicken, meat, etc. However, no separate budget has been provisioned for these items. The local community may be encouraged to contribute these items to the Crèches voluntarily.
- g) Children shall be provided adequate drinking water, from time to time, during the day.

Meals	Items	Measurements		
		Per child	For 10 children	As measured by utensils (for 10 children) Gina: 500 ml Glass: 200 ml Oil Measuring Cup: 20ml
Morning Snack	Chhatua (Wheat, Rice & Bengal gram in ratio 1:1:1)	40 grams	400 grams	Slightly more than 1 ½ gina
	Sugar	15 grams	150 grams	Slightly more than ¾ of a glass
	Oil	3 ml	30 ml	1 ½ oil measuring cup
Lunch	Rice	50 grams	500 grams	1 heaped gina

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	Dal	25 grams	250 grams	½ gina
	Oil	2 ml	20 ml	1 full oil measuring cup
	Vegetables	-	-	-
	Salt, jeera/mustard for taste & seasoning	-	-	-
Evening Snack	Either Sooji upma or Mandiya Upma alternatively or depending upon preference of children			
Sooji Upma	Sooji	40 grams	400 grams	1 full gina
	Oil	2 ml	20 ml	1 full oil measuring cup
	Vegetables	-	-	-
	Salt, jeera/mustard for taste & seasoning	-	-	-
Mandiya / Ragi upma	Mandiya/Ragi	40 grams	400 grams	Slightly more than 1 ½ gina
	Oil	2 ml	20 ml	1 full oil measuring cup
	Vegetables	-	-	-
	Salt, jeera/mustard for taste & seasoning	-	-	-
Eggs	One egg per child - twice a week			

Note:

- Provisions of THR under ICDS programmes like egg/chiki etc. will be delivered at Crèches for all eligible children. Crèche workers will ensure intake by children within the Crèche.
- The Crèche Workers shall be adequately trained to ensure age-appropriate feeding to children attending the Crèches. The food shall be covered all the time. Spoons/handles shall be used while cooking/serving food. Crèche Workers shall wash their hands, before cooking and while serving/feeding the children.
- For children who are breastfeeding, every attempt shall be made to encourage the mother to breast feed her child, in the crèche, from time to time. In case the mother is unable to come to the crèche to breastfeed her child, she shall be motivated to give expressed breastmilk, through the Crèche Workers
- For children who are severely malnourished, two additional feeds and two additional teaspoons of oil shall be provided, each day.

I. Home Visits:

- Home visits shall be conducted by Anganwadi Workers (AWW) in case of those children in Crèches:
- who are severely malnourished (underweight/stunted/wasted)
- whose growth has faltered for two months or more in a row
- Home visits shall be conducted to understand the household's food security situation, livelihood condition and childcare practices and assess whether the household has recently experienced any adverse/ distress situation that may have negatively impacted the child's nutrition/health.

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- e) Home visits shall be conducted by Anganwadi Workers (AWW) based on inputs from the Crèche Workers/ Supervisors. The AWW shall prepare a detailed action plan and provide counselling to the family. The AWW shall also undertake regular follow-up visits.

J. Steps in Programme Implementation

Sl. No.	Step	Responsibility	Timeline for Completion
1	Approval for programme initiation	DSWO	Within 15 working days of finalization of the Agency
2	Training of ICDS staff	DSWO	Within 45 days of publication of RFP
3	Selection of Programme Coordinator, Crèche Supervisors, Crèche Managers & training of Programme Coordinator, Crèche Supervisor, Crèche Manager	Agency	Within 30 days of receiving LOA
4	Selection & Training of Crèche Workers (in phases) and identification of Crèche site.	Programme Coordinator	From 45 days onwards of receiving the LOA
5	Procurement of necessary equipment, furniture, etc. by the DSWO following due process (in phases)	DSWO	Within 45 working days of receiving LOA
6	Execution of the programme (50 Crèches)	Per Agencies	Within 45 to 60 working days of receiving LOA
7	Execution of the programme (next number of Crèches allotted) *	Per Agencies	Within 180 working days of signing of MOA
8	Fund release to the selected Agency on submission of bills (monthly)	DSWO	Within 15 working days of receiving of bills from the Agency
9	Supervision, Monitoring and Review of the programme (monthly)	DSWO	By 30th of every month

* Detail implementation plan will be with the selected agencies.

K. Programme Duration

The duration of the contract will be for **Three (3)** years and may be subsequently extended to a maximum of two years subject to satisfactory performance as determined by the client.

L. Operational Structure of the Programme:

a) District Committee

District will Committee comprising of DMF& OMBADC Officials will be set up at district level to support the district administration programme monitoring, coordination with different departments and the District Collector. The team members will also coordinate with district Programme Coordinators appointed by the Implementing Agency. They will also act as resource person in the training of Programme coordinators and ensure quality in conducting training programmes and ensure MIS implementation. DMF & OMBADC Officials will liaison with ICDS & Health department to facilitate Crèche programme implementation.

b) Implementing Agencies

Implementing Agencies will be selected by district administration to roll out the crèche programme across the district. A detailed MOA will be signed with District Social Welfare Officer and the Agencies. Implementing Agency will recruit Programme Coordinator, Crèche Manager, Accounts and Logistic Manager, Crèche Supervisors, Crèche Workers. The Programme Coordinator will lead the programme implementation and will coordinate with DMF/OMBADC Officials for all programmatic needs.

M. Human Resources:

Each cluster shall be managed by the following Human Resources:

1. Crèche Worker (CW)

Every crèche will have two full time Crèche Workers who will be selected from the community. The Crèche Workers are the main frontline force of the crèche programme.

Eligibility Criteria for the CW:

1. Must be a woman from the community aged 25 to 45 years in whom the community has trust.
2. As far as possible no more than one Crèche Worker shall have a child under three years of age.
3. Must be educated till primary level. o Must be willing to work for the community and children.
4. She shall be willing to dedicate 7 hours daily to work in the crèche.
5. Selection of the CW:
6. The Implementing Agency is required to raise awareness in the community about the Crèches, roles and responsibilities of the crèche workers and the criteria on which she is to be identified and selected. This will be done through village meetings.
7. This interaction shall result in short listing of at least three names from each village. From the shortlisted names, the Implementing Agency in consultation with the AWW and ASHAs of the villages will select two names.

Job description:

1. To identify vulnerable and eligible children.
2. To assist AWW/ Crèche Supervisors in motivating working parents and parents of children to send their children to the Crèches.
3. To maintain records of children's attendance, growth monitoring and health records.
4. To liaise with Crèche Committee, parents and community leaders and solicit their support and incorporate their suggestions and recommendations in the functioning of the Crèches.
5. To ensure care and safety of children attending the crèche.
6. Ensure personal hygiene
7. Inculcate proper toilet habits and toilet training
8. Facilitate regular health check-ups and referrals in liaison with local health Sub Centre/Primary Health Centre (PHC)/AWC
9. Ensure that the food is hygienically cooked, stored/preserved and
10. fed to the children at appropriate intervals
11. Ensure the availability of adequate clean towels
12. and handkerchiefs/cloths for each child
13. Plan, initiate and supervise age appropriate ECCD activities, and create toys as per need.
14. To interact closely and regularly with parents to discuss children's individual special care, and support parents in their efforts to address them.
15. To ensure that toys and equipment/play materials are well stocked/available for children, routinely cleaned and properly maintained.
16. To ensure availability of adequate ration at the centre by informing the Crèche Supervisor/Crèche Manager/Programme Coordinator about the requirement of rations and other logistics, maintain inventory and proper storage and refer to the meal plan.
17. To maintain first aid kits and ensure that expired medicines are not used.
18. To share responsibilities among Crèche Workers for executing their day-to-day activities.
19. To ensure monthly anthropometry of Crèche children, preferably along with Crèche Supervisor and AWW.
20. To report routinely to the Crèche Supervisors and in case of emergency report immediately.
21. To ensure that child gets medicine on time, also attend to any minor injuries of the child, wherever required

2. Crèche Supervisor (CS)

The Crèche Supervisor will be a mediator between Crèche Manager/ Programme Coordinator and Crèche Workers. S/he will provide constant guidance and support to the crèche worker in executing her duties. Each CS will be responsible for around 20 Crèches.

Eligibility Criteria for the Crèche Supervisor:

1. Must be in the age group 25-45 years.
2. Must be at least a graduate with basic computer skills.
3. Must have working knowledge of accounts and book-keeping.

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4. Must be willing to serve the community with work experience in community-based programmes, preferably in the sector of health and nutrition.
5. Must have good communication skill, especially in Odia and local tribal dialects.
6. Must have Smart Phone and Knowledge on How to use it.

Job Description:

1. To provide continuous support and guidance to the Crèche Workers to bridge the gap between training and job requirements.
2. To identify suitable location for housing the crèche.
3. To visit each centre at least twice in a month.
4. To conduct monthly review meetings with crèche workers.
5. To fill the MIS formats, monthly reports and ensure that the data is shared with Anganwadi Supervisors, CDPOs, Crèche Manager/Programme Coordinator.
7. To ensure calibration of instrument and devices used in the crèche as per protocols.
8. Maintain diary and record information of all the children in the crèche including additional information about the children who are, malnourished, severely malnourished, sick, and referred.
9. To guide the Crèche Workers in transacting the ECCD and other Crèche related activities.
10. To guide the Crèche Workers to create awareness for early detection of disability, its prevention and make appropriate referrals.
11. To conduct monthly stock audit and collect monthly indents from all the centres and ensure supply and storage of ration, medicines, early childhood education materials, registers, and records in a timely manner.
12. To build good relations with the panchayats/village heads, Crèche Committees, Mahila Mandals, parents, schools, clubs, and other organizations.
13. To ensure that all crèche regulations are complied with and discipline and decorum is maintained in all Crèches.
14. To ensure that the safety and security protocols are being followed and take adequate steps to address any shortcomings.
15. To be the first contact for grievance redressal and conflict resolution among Crèche Workers.
16. To address any existing gaps, if possible, or report the same to the Crèche Manager/ Programme Coordinator for necessary action from higher level.
17. Attend training/reviews/exposure visits conducted by the DSWO.
18. Attend block level reviews and sector meetings to coordinate with the block/district level Officials of the WCD and H&FW Departments.
19. Support and facilitate VHSND sessions, NRC referral and RBSK camps in crèche villages.
20. Carry out any other tasks related to programme as may be instructed, from time to time.

3. Crèche Manager (CM)

The Crèche Manager will be the link between Programme Coordinator and Crèche Supervisor. S/he will provide constant guidance and support to the crèche supervisors & Crèche Workers in executing her duties. Each CM will be responsible for around 80 Crèches.

Eligibility Criteria for the Crèche Manager:

1. Must be in the age group 25-50 years

2. Must be a PG degree in Social Work/Rural Development/Nutrition/ related discipline/or an MBA in a relevant discipline from a reputed academic institution.
3. Must be at least a with basic computer skills.
4. Must have working knowledge on managing MIS.
5. Must be willing to serve the community with work experience in community-based programmes, preferably in the sector of health and nutrition.
6. Must have good communication skill, especially in Odia and local tribal dialects.

Job Description:

1. Build and maintain a high performing team of Crèche Supervisors and Workers in the assigned Crèches.
2. To undertake 15 Crèche centre visits each month to assess quality of implementation and take necessary steps to strengthen programme quality.
3. To ensure that the programme objectives and services to be provided in the crèche and other deliverables under the Scope of Work as mentioned above are satisfied in a timely manner
4. Ensure health check-up of all children once every three months.
5. To compile monthly indents from all the supervisors and ensure supply of ration and other materials in coordination with Accounts and Logistic Manager
6. Conduct review meetings for assessing progress and further action / activities.
7. Collection and compilation of field level data.
8. Developing strategy for each Crèche Supervisor.
9. To provide continuous support and guidance to the Crèche Workers & Crèche Supervisors to bridge the gap between training and job requirements.
10. To ensure that the safety and security protocols are being followed and take adequate steps to address any shortcomings.
11. To be the first contact for grievance redressal and conflict resolution among Crèche Supervisors.
12. To address any existing gaps, if possible, or report the same to the Programme Coordinator for necessary action from higher level.
13. Attend training/reviews/exposure visits conducted by the DSWO
14. Attend block level reviews and sector meetings to coordinate with the block/district level Officials of the WCD and H&FW Departments.
15. Carry out any other tasks related to programme as may be instructed, from time to time.

4. Accounts & Logistic Manager (AM)

The Accounts and Logistic Manager will be responsible for all the accounts related works of the programme of the implementing agency. S/He will also undertake tasks related to supply of logistics to all the Crèches.

Eligibility Criteria for the Accounts & Logistic Manager:

1. Must be in the age group 25-50 years.
2. Must have passed B-Com from any Recognised Institute
3. Must have 5 years of professional experience of accounts management and graduation in any discipline.
4. Competency in usage of IT tools including proficiency in MS Office suite.

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5. Must have thorough knowledge of accounts and bookkeeping.

Job Description:

1. Procurement of items of Capital Expenditure and Operational Expenditure as given in the Budget Document as per the specification, unit cost and total cost.
2. Monitoring and documentation of expenditure, logistics and travel.
3. Support programme team in organising training and review meetings.
4. Day to day accounting and cash reconciliation.
5. Documentation of invoices related to programme activities.
6. Maintain the staff personal files.
7. Reporting to the Programme Coordinator.
8. Any other relevant work that may be included during the negotiations or as directed by the Client.

5. Programme Coordinator

The Programme Coordinator will be overall in charge of the programme leading the implementation and coordinating with departments and other stake holders.

Eligibility Criteria:

1. Must be in the age group 30-50 years.
2. Master's degree in Social Work/Social Studies/Public Health/MBA-Rural Management or equivalent from a reputed institute.
3. Minimum 5 years of experience of leading a District Programme Implementation team on Nutrition/Health/Sanitation related programmes.
4. Prior experience of managing Crèches at district level.
5. Must be willing to serve the community with work experience in community-based programmes, preferably in the sector of health and nutrition.
6. Experience of planning and executing district to village level operations with Government/ Donor/NGO supported programmes with minimum supervision.
7. Must be having prior experience of coordinating with district administration, civil society organizations and participated actively in district level committees and other forums.
8. Ability to engage with different stakeholders at the district level to coordinate, manage, report and address issues of the programme.
9. Prior experience of using online MIS Systems and its analytics in programme implementation.
10. Must have working knowledge of accounts and book-keeping and MS Office.
11. Must have good communication skill, especially in Odia and local tribal dialects.

Job Description:

1. The Programme Coordinator will be overall in charge of the crèche programme implementation across the allocated cluster.
2. The Programme Coordinator will coordinate with different line departments and DMF& OMBADC Officials at the cluster level for smooth functioning of the Crèches.

3. S/he will lead the Crèche Managers, Crèche Supervisors, will oversee the day-to-day operations and provide feedback to the DMF& OMBADC Officials
4. S/he will provide supportive supervision, and monitor Crèche Managers, Crèche Supervisors and Crèche workers in crèche operations - such as training and logistics, reviews, anthropometry, MIS, community participation activities, convergence activities and streamlining service delivery.
5. S/he will report and investigate the cases under the provision of The POCSO Act, 2012 in coordination with the appropriate district level officials.
6. S/he will oversee the documentation of the programme such as monthly reports, MIS analytics, Annual Report, Success Stories etc.

N. Trainings, Orientations and Consultations:

The Crèches shall not only provide nutritional care to children but also contribute to their overall development. It is therefore imperative that all Officials are adequately and appropriately trained before the Crèches are operationalized.

The training and orientations will be provided in the following manner:

Sl. No	Type of Training/ Orientation/ Consultation	Trainees	Training Provider	Duration	Content	Periodicity
1	One day district level consultation chaired by District Collector cum Magistrate	All ICDS and Officials	Resource Person	1 day	Introduction to the programme, services to be provided, roles & responsibilities of various stakeholders etc.	Once. during launch of the programme
2	Training to Programme Coordinator, Accountant, Creche Manager, Supervisor	All Programme Coordinator, Creche Manager, Supervisor,	Resource Person	2 days	Introduction to the programme, services to be provided, roles & responsibilities of various stakeholders etc.	Once. during launch of

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3	Training to crèche workers	All selected crèche workers, supervisors	Programme Coordinator of the Agencies	7 days	Training on Crèche Protocols and Crèche Workers' Module	Before actual start of the programme
4	Refresher training to crèche workers	All crèche workers, supervisors	Programme Coordinator of the Agencies	3 days Only in the Second Year and Third Year	Refresher to the programme	Once every year
5	Thematic training such as ECCD/Anthropometric /MIS application and others	All selected crèche workers, workers & supervisors	Resource Person	To be finalised	Respective themes	From time to time, throughout the programme period

- The trainings will be conducted with the support of the district-level resource persons, specially put-together for this purpose.
- The training of the Crèche Workers will be residential in nature and will be held at the block/district level.
- The training will be conducted in local language.
- In addition to representatives from office of DSWO & CDPOs, representatives from the office of Chief District Medical Officer (CDMO) / respective Medical Officers (MO) from H&FW Departments may also participate in the training programmes.

O. System Linkages:

One of the key objectives of the programme is to ensure linkage and collaboration between different sectors, most importantly the health delivery system and ICDS. Key areas where systems linkages will be ensured are as follows:

1. Coordination with ICDS Officials:

The field Officials of the WCD Department shall provide necessary coordination and support to the programme. The following are the roles and responsibilities of the ICDS field Officials in smooth implementation of the programme:

Roles and responsibilities of District Social Welfare Officer (DSWO):

1. The DSWO will act as a bridge between the Implementing Agency and the Collector.
2. She will be the point person of the WCD Department at the district level for facilitating the implementation and operationalisation of the programme in the field.

3. She will attend the orientation/trainings at the district level as a resource person.
4. She will facilitate monthly district level reviews under the chairpersonship of the Collector and guide the implementation team.
5. She will ensure quality of crèche services by regular visits and review performance of the programme at the block level.
6. She will help in procurement of Crèche Worker Uniform and dresses for the Children at Crèche by selecting Woman SHG in the Block/Cluster.
7. She will facilitate inter departmental convergence at the district level.

Roles and responsibilities of Child Development Project Officer (CDPO):

1. The CDPO will act as a bridge between the programme team and the DSWO.
2. She will be the chief point person in the ICDS at the block level for facilitating the implementation and operationalisation of the programme in the field.
3. She will facilitate the scoping of the villages for the implementation of the programme.
4. She will attend the orientation and training of the crèche workers as a resource person.
5. She will ensure quality of care and anthropometry at the crèche through periodic visits to the crèche centres.
6. She will review the process of referral of the red-flagged children by coordinating with the health department.

Roles and responsibilities of Anganwadi Supervisors:

1. She will facilitate the identification of potential crèche sites and need-based setting up of Crèches in consultation with the community.
2. She will support in conducting community meetings/crèche committee meetings in the villages.
3. She will ensure the quality-of-service delivery and anthropometry at the crèche centre through periodic visits
4. She will attend the orientation and training of the Crèche Workers as a resource person.
5. She will ensure all THR allocation for the age group 7 months to 3 years are delivered at the crèches.

Roles and responsibilities of Anganwadi Workers (AWW):

6. The AWWs along with the ASHAs will assist the Crèche Workers in line listing of all the eligible children in the village.
7. The AWW will deliver THR allocation for the age group 7 months to 3 years at the crèches.
8. The length/height and weight of all the eligible children will be measured by the AWWs and ASHAs before the opening of the Crèches.
9. The monthly weights, lengths, and heights of all the children coming to the crèche will be taken by the AWWs assisted/jointly by the Crèche Workers.
10. Where required, she will support the Crèche Workers in filling the entry registers and monthly records of all the children enrolled in the Crèches.
11. She will conduct home visits to the houses of children who have been experiencing growth faltering since the last two months or are severely malnourished, along with the Crèche Workers.

2. Coordination with the Health Department:

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1. This is critical in meeting the objectives of the programme. Proper referral mechanism with the health system will be embedded within the objectives of the programme.
 2. All children who are SAM (Weight for height Z score < -3) will be referred to the Nutritional Rehabilitation Centre (NRC) through the nearest Community Health Centres (CHC). There will be proper follow ups of these children and efforts will be taken to ensure that the children are prevented from falling into the severe condition again.
 3. Children who have developmental delay or are physically or mentally challenged will be referred for care under the District Early Intervention Centre (DEIC). Proper and diligent follow up of such cases will be facilitated under the programme.
 4. There shall be adequate coordination with Health department to operationalise RBSK camps at village level and necessary follow-ups thereof for children scrutinised/advised.
 5. The programme will facilitate the referral of all the children who need emergency care.
- 3. Coordination with Allied Departments/ Sectors:**
1. For the overall health, development, and wellbeing of children under three years, food security, access to safe drinking water and sanitation/clean environment are necessary factors. The programme will facilitate the community's access to the same by coordinating with concerned departments for convergent activities.
 2. The programme will facilitate the availability of handpumps in the AWCs, wherever they are present. The programme will also advocate for the availability of toilets and create awareness for their usage among the community.
 3. The Crèche Supervisors will bring necessary issues to the notice of the CDPO, who in turn will take them up with the respective BDOs.
 4. For issues concerning convergence with other departments, the DSWO shall inform/report to the Collector.

P. Committee.

1. A District Crèche Advisory Committee

A District Creche Advisory Committee will be formed to provide overall guidance to the crèche programme. The advisory group will have the Collector as its chairperson and CEO, DMF, CDO cum EO Zilla Parishad, CDM&PHO, Representative from DMF & OMBADC and members from implementing agencies as members and DSWO as member convenor. The group will meet at least twice a year and will approve annual action plans, review the progress, take necessary budgetary approvals, and any major decision related to the project.

2. Crèche Committee

An important aspect of getting the community involved in the management of malnutrition through Crèches is the formation of the Crèche Committee (CC). Active involvement of the community in the day to-day and regular functioning of the Crèches is a major component of the programme. For this, a Crèche Committee primarily involving the mothers of the community will be set up in each area where the Crèches will be established.

1. Members:

The members of the Crèche Committee shall be the mothers of all enrolled children at any given point in time, the Crèche Workers (CWs), the sarpanch/ ward members (preferably female members), community leaders, AWW and ASHA of the village, SHG leaders and other interested woman from the village. It is desired that mothers of all enrolled

children will be involved in the Crèche Committee and hence the numbers and members of the committee will change depending on the entry and exit of eligible children from the crèche, every month. Fathers, grandparents, and adolescent girls may also be encouraged to be members of the Crèche Committee.

2. Structure:

The crèche committee shall be composed of an elected

President

Secretary

Treasurer

Conveners (CWs) The two Crèche Workers shall be conveners, by turn/ rotation.

3. Roles and Responsibilities of the Crèche Committee:

- a) The Crèche Committee shall help in identifying the problems faced by the community in general, and women and children. These problems will be prioritised, and strategies will be developed to address them.
- b) The Committee shall monitor the regular functioning of the Crèches.
- c) The Committee shall check quality of the food and delivery of other services at the Crèches.
- d) It shall help in providing valuable inputs on the menu for the feeding in the Crèches.
- e) It shall be a platform for grievance redressal for any issues, problems between community and the Crèche Workers.
- f) It shall decide the timings of the Crèches as per the community's requirements in different seasons.
- g) It shall act as a platform for sensitising and enabling the community to avail better access to public services like healthcare, water and sanitation, Public Distribution System (PDS), ICDS, etc. o Monthly Crèche Committee meetings not exceeding two hours shall be conducted at either in the crèche sites or in locations to be decided by the Crèche Committee. The discussions shall cover topics like feeding, caring of children, growth monitoring, disease prevention and hygiene, monthly expenses, absenteeism, community participation for kitchen garden and fencing, any default in service delivery etc. Security, health, accidents, POCSO issues at the Crèches shall also discussed.
- h) The Crèche Workers shall keep a record of these meetings and shall reach out to Crèche Supervisors for guidance/action on specific agendas/issues that requires interventions.

Q. Transparency and Accountability:

While working with young children, accountability, and transparency are important aspects. Involvement of the community in the day-to-day functioning will help maintain transparency in all facets of the crèche operation. Crèche Workers play a crucial role in ensuring that all the activities of the crèche run smoothly and as per plan. Hence being the primary interface between the children, parents, and Crèche Committees, they must maintain adequate accountability and transparency at the centre and village level. Crèche workers need to be adequately supported by Crèche Supervisors in ensuring accountability and transparency aspects of the crèche functioning at regular intervals. Monthly Crèche Committee meetings shall be used for discussing these issues and solutions/suggestion need to be incorporated in day-to-day functioning. This is expected to bring more confidence and involvement of the community, who are then more likely to share responsibilities with Crèche Workers and Crèche Supervisors for smooth functioning of Crèches. All effort shall made to ensure that mothers/parents are aware of crèche related expenses, attendance, food menu, timings, extra feeding to Red flag

Selection of Agency for Establishment and Management of Crèches in Sundargarh District

children/at risk children/triggers needing urgent action. Detailed information about growth monitoring, referrals etc need to be made available at crèche for reference and counselling through different registers, formats, and charts.

Certain information is to be displayed prominently in the crèche, some to be available in the form of registers/forms and few are to be shared during the monthly Crèche Committee meetings. In addition, relevant data is to be reported to the ICDS Officials at periodic intervals.

1. Crèche Monitoring & Evaluation:

- a) Every Crèche and its activity need to be monitored on a regular basis. Crèche Supervisors (CS) need to monitor each of their allotted centres at least once a month. It is also mandated for the Crèche Managers to undertake centre visits for at least 15% of their allocated centres each month. During their centre visits they shall not only assess but also ensure quality of functioning of Crèches, feeding, sanitation, hygiene, records, stocks, anthropometry verifications, referrals etc. They shall also interact with Crèche Committee members and parents.
- b) Crèche Workers (CW) need to attend a monthly review at the block or sub-block level for at least 4-5 hours for report collection, feedback sharing and undertaking on-the-job training on ECCD, anthropometry, record keeping etc. by the Crèche Supervisors/ Crèche Managers.
- c) DMF/OMBADC Officials members shall visit the centres to encourage mothers, Crèche Committee members and Crèche Workers for their efforts towards smooth functioning of the crèche. The DMF/OMBADC Officials team shall review the Crèche Supervisors, Crèche Manager along with the Programme Coordinators at the district/Block level to get an update on monthly progress, solve quality issues, provide guidance on programme implementation and document case studies/ other reports.

2. Quality Assurance and Management:

Quality of the functioning of the Crèches is an important aspect of the programme. Different measures are to be taken to ensure the same.

- a) To monitor and assure quality of services and materials provided at the crèche, regular monitoring visits are to be conducted by the Programme Coordinators and DMF/OMBADC Officials. A monitoring checklist will be designed to aid the same.
 - b) To ensure quality of anthropometric data, Crèche Supervisors, Programme Coordinators, DMF/OMBADC Officials are to undertake quality check of the anthropometry done at the crèche level on a periodic basis.
 - c) To ensure accurate results, routine calibration of instruments is to be undertaken.
 - d) Weighing scales, stadiometers and infantometers are to be calibrated routinely.
 - e) Stock verification is to be routinely carried out towards the end of each month to ensue regular supply of materials etc.
- d) Annual Audit
- a) Annual Financial/Performance audit shall be conducted to monitor and evaluate the impact of Crèche on nourishment and development of children enrolled.
 - b) The Audit will be carried out after the end of each year.
 - c) The audit shall undertake an exercise/evaluation including but not limited to obtaining feedback from the families of the children enrolled, quality of functioning of Crèches, feeding, sanitation, hygiene, records,

stocks, anthropometry verifications, referrals, financial audits for reconciliation of funds received/expenditure incurred and other related tasks as identified during the execution of the programme.

- d) The annual increment of 10% to be provided to the implementing agency/s shall be based on the performance audit.

5. Final Evaluation

- a) The final evaluation will be carried out at the end of the programme (i.e., 3 years) and will consider the following aspects in addition to those addressed in the yearly audit:
- b) The programme's achievement with respect to the objectives.
- c) The effectiveness of the Crèche for service delivery as envisioned.
- d) Suitability of the Agency, regarding extension of the contract.
- e) Lessons learned and recommendations.

Note:

- a) The yearly audit and final evaluation shall be carried out by engaging a third party, constituted for the purpose by DSWO Sundargarh.
- b) All assets, equipment and tools procured under the programme shall be property of the office of the DSWO, Sundargarh and the implementing agency will have no right over it after completion of the programme.

R. Crèche MIS:

Activities at the crèche are to be documented and recorded in different registers and formats. A crèche MIS has been developed for regular monitoring and review of the activities under the programme.

Each crèche shall maintain the following records and registers:

- a) **House-listing Register:** All children under three years of age in the village must be screened and data must be entered in the MIS
- b) **Entry Level Register:** The entry level register is to be filled at the time of admission by the Crèche Workers with support from the AWW.
- c) **Attendance Register:** Daily attendance of the children coming to the crèche are to be filled in by the Crèche Workers in this register. Monthly anthropometry along with AWC data is also to be recorded here. All data related to the child for that month are entered in the attendance register.
- d) **Red Flag/At Risk Follow-up form/Triggers requiring urgent action:** To be filled in the crèche by the Crèche Workers after the identification of the red flag children.
- e) **NRC Referral Register:** Once the red flag has been identified and the child has been referred to the NRC, the Crèche Supervisors shall enter the referral details in the NRC referral register.

All the data entered in the various registers and records shall be further entered in the MIS portal (eKalika) or any other MIS specifically developed for the programme. The portal will enable the real-time monitoring of the Crèches as well as help in generating data regarding the status of children coming to the Crèches.

S. Reporting Mechanism:

The Crèche Supervisors will fill up Monthly Crèche Report (MCR) for each of the Crèches under his/her supervision. The MCR shall be duly verified and signed by the Anganwadi Worker where the crèche is located. All MPR will be duly verified by ICDS CDPOs by the 5th of every month. All signed MCRs shall be consolidated by the Programme Coordinator of each Implementing Agency which shall be duly approved by the DSWO by the 10th of every month.

The MCR of all Implementing Agencies in the district shall be compiled and reported to District Collector by DSWO by the 15th of every month for undertaking monthly review of the crèche programme and release of payment to Implementing Agencies.

Section IV: Technical Proposal Submission Forms

TECH - 1 Covering Letter

(On Bidder's Letter Head)

[Location, Date]

To,

District Social Welfare Officer (DSWO),
Collectorate, Sundargarh – 758001, Odisha

Subject: Selection of Agency for Establishment and Management of Creches in Sundargarh District
[TECHNICAL PROPOSAL]

Dear Sir,

I, the undersigned, offer to provide the services for the proposed assignment in respect to your Request for Proposal No.: _____, Dated: _____. I hereby submit the proposal which includes this technical proposal sealed under a separate envelope. Our proposal will be valid for acceptance up to **180 Days** and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

All the information and statements made in this technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. If negotiations are held during the period of validity of the proposal, I undertake to negotiate on the basis of the proposal submitted by us. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations.

I have examined all the information as provided in your Request for Proposal (RFP) and offer to undertake the service described in accordance with the conditions and requirements of the selection process. I agree to bear all costs incurred by us in connection with the preparation and submission of this proposal and to bear any further pre-contract costs. In case, any provisions of this RFP/ ToR including of our technical & financial proposal is found to be deviated, then your department shall have rights to reject our proposal. I confirm that, I have the authority to submit the proposal and to clarify any details on its behalf.

I understand you are not bound to accept any proposal you receive. I remain,

Yours faithfully,

Authorized Signatory with :
Date and Seal

Name : _____

Designation : _____

Address of Bidder : _____

Contact Number of Bidder : _____

Email id of Bidder :

TECH 2: Bidder's Organization (General Details)

S. No.	Description	Full Details
1	Name of the Bidder	
2	Address for communication: Tel: Email id:	
3	Name of the authorized person signing & submitting the bid on behalf of the Bidder: Mobile No.: Email id:	
4	Registration / Incorporation Details Registration No: Date & Year. :	
5	Local office in Odisha If Yes, please furnish contact details	Yes / No
6	Bid Processing Fee Details Amount: DD/ Bank Guarantee No.: Date: Name of the Bank:	
7	EMD Details Amount: DD/Bank Guarantee No.: Date: Name of the Bank:	
8	PAN Number	
9	Goods and Services Tax Identification Number (GSTIN)	
10	Willing to carry out assignments as per the scope of work of the RFP	YES
11	Willing to accept all the terms and conditions as specified in the RFP	YES

Authorized Signatory with

Date and Seal

Name : _____
Designation : _____
Address of Bidder : _____
Contact Number of Bidder : _____
Email id of Bidder : _____

Bidders should submit the required supporting documents as mentioned above. Non- submission of required documents as listed above will lead to rejection of the bid.

TECH 3: Bidders Financial Details

Annual Average Turnover Statement

(To be furnished on the letter head of the Chartered Accountant)

Financial Information (In INR)				
Details	FY 2019-20*	FY 2020-21*	FY 2021-22*	Average
Turnover (in Crores)				
	<i>Page no in the bid proposal</i>	<i>Page no in the bid proposal</i>	<i>Page no in the bid proposal</i>	
<p>* Provisional audited statement shall not be considered.</p> <p>Supporting Documents: Audited certified financial statements for the last three FYs (Submission of copies of Income & Expenditure Statement, P/L and Balance Sheet for the respective financial years is mandatory along with this form)</p> <p><i>Filled in information in this format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished along with the technical proposal, failing which the proposal will be out rightly rejected.</i></p>				

Signature and Seal of the Company Auditor / Chartered Accountant with Date in original

Name of Chartered Accountant / Authorized Signatory of Company Auditor

[In full initials with Date and Seal]: _____

Membership No. Chartered Accountant / Authorized Signatory of Company Auditor

Authorized Signatory with :
Date and Seal

Name : _____

Designation : _____

Address of Bidder : _____

Contact Number of Bidder : _____

Email id of Bidder : _____

[NB: No Scanned Signature will be entertained]

Bidders should submit the required supporting documents as mentioned above. Non-submission of required documents as listed above will lead to rejection of the bid.

TECH 4: Format for Power of Attorney

(Notarized on INR 100.00 Stamp Paper)

I, _____, the _____ (Designation) of (Name of the Organization) in witness where of certify that <Name of person> is authorized to execute the attorney on behalf of <Name of Organization>, <Designation of the person> of the company acting for and on behalf of the company under the authority conferred by the < Notification/ Authority order no.> Dated <date of reference> has signed this Power of attorney at <place> on this day of <day><month>, <year>.

The signatures of <Name of person> in whose favour authority is being made under the attorney given below are hereby certified.

Name of the Authorized Representative:

(Signature of the Authorized Representative with Date)

CERTIFIED:

Signature, Name & Designation of person executing attorney:

Address of the Bidder

TECH 5: Bidders Past Experience Details

Details of the Projects

Sr. No	Name of the Project*	Location & address	Project Start Date (DD/MM/YYYY)	Project End Date (DD/MM/YYYY)	Total Number of Creches/ Health and Nutrition Project/ECCD etc	Project Costs Funds Received in INR (In Crores)	Name of the Client and Address	Brief Scope of Work	Page no of the Attached Work Order Experience Certificate**
1									
2									
3									

Authorized Signatory with :
Date and Seal

Name : _____

Designation : _____

Address of Bidder : _____

Contact Number of Bidder : _____

Email id of Bidder : _____

TECH 6: Declaration of Conflict of Interest and Activities

Are there any activities carried out by your Agency which are of conflicting nature as mentioned in Section 2: [Instruction to the Bidder] under Eligibility Criteria: Para (14). If yes, please furnish details of any such activities.

If no, please certify,

On Bidders Letter

I hereby declare that our Agency is not indulged in any such activities which can be termed as the conflicting activities as mentioned in Section 2: [Instruction to the Bidder] under Eligibility Criteria: Para (14).

I also acknowledge that in case of misrepresentation of any of the information, our proposal / contract shall be rejected / terminated by the Client which shall be binding on us.

**Authorized Signatory with
Date and Seal** :

Name :

Designation :

Address of Bidder :

Contact Number of Bidder :

Email id of Bidder :

Bidders should submit the required supporting Documents as mentioned above. Non - submission of required Documents as listed above will lead to rejection of the bid.

**TECH 7: Comments and Suggestions on the Terms of Reference / Scope of Work and
Counterpart Staff and Facilities to be provided by the Client**

A: On the Terms of Reference / Scope of Work:

[The consultant needs to present and justify in this section, if any modifications to the Terms of Reference they are proposing to improve performance in carrying out the assignment (such as deleting some activity considering unnecessary, or adding another, or proposing a different phasing of the activities / study process modifications). Such suggestions should be concise and to the point and incorporated in the technical proposal. Modification / suggestion will not be taken into consideration without adequate justification. Any change in manpower resources will not be taken into consideration]

B: On Input and Facilities to be provide by the Client:

[Comment here on inputs and facilities to be provided by the Client with respect to the Scope of Work and Study Implementation]

Authorized Signatory with :
Date and Seal

Name : _____

Designation : _____

Address of Bidder : _____

Contact Number of Bidder : _____

Email id of Bidder : _____

TECH 8: Description of Approach, Methodology and Workplan to Undertake the Assignment

Technical Approach, Methodology and Work Plan are key components of the Technical Proposal. In this Section, bidder should explain their understanding of the scope and 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. Further, they should highlight the problems being addressed and their importance and explain the technical approach to be adopted to address them. It is suggested to present the required information divided into following three sections:

- A. Understanding of Assignment and Issues/ Challenges**
- B. Description of Approach, Methodology and Work Plan, Unique Selling Proposition / Additional Software / Features**
- C. Similar Case studies**

Authorized Signatory with :

Date and Seal

Name : _____

Designation : _____

Address of Bidder : _____

Contact Number of Bidder : _____

Email id of Bidder : _____

Bidders are requested to furnish the above information limiting it up to 5-7 pages only with Arial Font Size-10.

The agencies who are selected for technical presentation shall adhere to the following format while presentation:

Maximum Number of Slides	Slide Heading	Maximum Marks (40)	Maximum Time for Presentation
1 to 5	Understanding of the Assignment and Issues / Challenges	15	5 minutes
5 to 10	Approach, Methodology, Work Plan, Additional Features & Similar Case Studies	25	5 minutes
	Question & Answer Session		5 minutes

Note 1: Information provided in the form shall correspond to the Technical Presentation. Colour print-out of the PPT also shall be submitted.

Note 2: All the claims shall be substantiated through production of supporting document

TECH 9: Proposed Plan to Carry out the Assignment

Month	1	2	3	4
Sequence of Activities / Sub Activities				

Indicate all main activities / sub activities of the proposed assignment and other associate sub-periodic activities.

Authorized Signatory with :
Date and Seal

Name : _____

Designation : _____

Address of Bidder : _____

Contact Number of Bidder : _____

Email id of Bidder : _____

TECH 10: Non-Consortium Declaration

(On Bidder's Letterhead)

We, _____ <name of the Organisation>, having our registered office at _____, <HQ address of the Organisation> hereby certify and confirm that in the preparation and submission of our Proposal for _____ (name of the Project) under this RFP Reference No. _____, We have not acted in concert or in collusion with any other Bidder or other person(s) and also not done any act, deed or thing, which is or could be regarded as anti-competitive.

We declare that we are submitting this proposal as an independent Agency, and not as a part of any consortium/Joint Venture/Associations.

We further confirm that we have not offered nor will offer any illegal gratification in cash or kind to any person or organization in connection with the instant proposal.

We also acknowledge that in case of misrepresentation of the information, our proposal / contract shall be rejected / terminated at any stage by the client, which shall be binding on us. Any loss or damage to the client, on this count will be compensated by us.

Dated this _____ Day of _____, 2023

:

**Authorized Signatory with
Date and Seal**

Name : _____

Designation : _____

Address of Bidder : _____

Contact Number of Bidder : _____

Email id of Bidder : _____

TECH 11: Affidavit Format for Not Blacklisting

(Notarized on INR.100/- Non-Judicial Stamp Paper)

Affidavit

I, M/s. _____ (the name of the Organization) having our registered office at _____, <HQ address of the Organisation> hereby certify and confirm that we or any of our promoter(s) / Director(s) are not barred by any Department, Govt. of Odisha any other entity of GoO or blacklisted by any State Government or Central Government / Department / Organization in India from participating in Tenders as on the _____ (Date of Signing of this proposal).

We further confirm that we are aware that, our proposal for the captioned Project would be liable for rejection in case any material misrepresentation is made or discovered at any stage of the Bidding Process or thereafter during the agreement period.

Dated this _____ Day of _____, 2023

Authorized Signatory with
Date and Seal

Name : _____

Designation : _____

Address of Bidder : _____

Contact Number of Bidder : _____

Email id of Bidder : _____

TECH 12: Format of Curriculum Vitae (CV) for Programme Coordinator and Accounts and Logistic Manager only

1.	Proposed Position			
2.	Name of Agency			
3.	Name of Staff			
4.	Date of Birth			
5.	Education			
	Name of Institution	Degree(s) or Diploma(s) obtained:	Date/Year of Qualifying	of
6.	Membership in Professional Associations/ Trainings attended			
7.	Languages			
	Language	Reading	Speaking	Writing
	English			
	Odia			
	Hindi			
	Any other			
8.	Employment Record			
	From			To
	Employer			
	Position/s held			
	Responsibilities/ Activities performed:			
	From			To
	Employer			
	Position/s held			
	Responsibilities/ Activities performed			
	From			To
	Employer			

Selection of Agency for Establishment and Management of Creches in Sundargarh District

Position/s held	
9.	Work Undertaken that Best Illustrates Capacity to Handle the Tasks Assigned
	Name of assignment or project
	Year
	Location
	Client
	Main project features:
	•
	Position/s held
	Responsibilities/Activities performed
	•
Year	
Location	
Client	
Main project features	
•	
Position/s held	
Responsibilities/Activities performed	
•	
10.	
<p>I, the undersigned, certify that to the best of my knowledge and belief that this CV correctly describes my qualifications and past experiences. I will undertake this assignment for the full project duration in terms of roles and responsibilities assigned in the technical proposal or any agreed extension of activities thereof. I understand that any misstatement herein leads to my disqualification or dismissal, if engaged</p> <p>Signature of Key Professional</p> <p>Date</p>	

Name of Key Professional: _____

Authorized Signatory [*In full and initials*]: _____

Name and Designation of Authorized Person: _____

Date and Seal: _____

Contact Number of Bidder: _____

Email id of Bidder: _____

Address of the Bidder: _____

Note:

1. CV writeup restricted to 3 pages only with quality information relevant to the key professional requirements. The CVs need to be jointly signed by the proposed professional and the authorized representative of the Bidder.
2. Information provided in the form shall correspond to the Key Personnel Criteria of the Technical Qualification form.
3. All the claims shall be mandatorily substantiated via the production of the supporting documents by attaching photocopies of educational documents and experience certificates along with the technical proposal.
4. Experiences between 1st November 2012 to 31st December 2022 only will be considered for evaluation.
5. CVs submitted as a part of the RFP Bid submission are expected to be deployed full-time for a period of 3 years.

Section V: Financial Proposal Submission Forms

Fin 1: Covering Letter

(On Bidders Letter Head)

[Location,

Date] To,
District Social Welfare Officer,
At- Collectorate, Sundargarh
P.O. Sundargarh District, Pin-770001

Dear Madam,

We, the undersigned, offer to provide services for the assignment 'For the establishment and management of Crèches in Sundargarh district' in accordance with your Request for Proposal (RFP) dated_____.

We fully accept the proposed budget (including the Management Fee) in the RFP. The proposed budget (including the Management Fee) shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

We understand that the management fee will be released on the yearly audit as specified of the RFP documents. We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery. We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act, 1988".

I remain,

Yours faithfully,

Authorized Signatory with Date and Seal :

Name : _____

Designation : _____

Address of Bidder : _____

Contact Number of Bidde: _____

Email id of Bidder: _____

Section VI: Annexures

Annexure I: Bid Submission Checklist

Bidders shall ensure the submission of the required supporting documents in the appropriate envelopes (wrt Technical Proposal and Financial Proposals). Bidders should submit the required supporting documents as mentioned below by arranging the documents serially in the following order, indexing it appropriately, pages of all the bids documents being numbered, mentioning the same page numbers in the column "Page No" against the particulars in the check list as mentioned below for ease of scrutiny. Each page should be numbered and signed (in full) by the authorized representative (as per TECH 4). The proposal must be complete in all respect and spiral bound. Bids not conforming to the eligibility criteria and non-submission of required documents as listed below will lead to rejection of the bid. Submission of forged documents will also result in rejection of the bid. Bidders are advised to study all instructions, forms, terms & conditions, and other important information as mentioned in the RFP Document.

Sr. No.	Description	Submitted (Yes/No)	Page No.
	Technical Proposal (Original)		
1	Filled in Bid Submission Check List (ANNEXURE I)		
2	Covering Letter (TECH 1)		
3	Bid Processing Fee of INR 10,000/- in form of DD		
4	EMD of INR 5,00,000/- in form of DD		
5	Copy of Certificate of Incorporation / Registration of the Bidder		
6	Copy of PAN		
7	Copy of Goods and Services Tax Identification Number (GSTIN)		
8	Copies of IT Returns for the last 3 FYs (18-19,19-20 & 20-21)		
9	General Details of the Bidder (TECH 2)		
10	Financial details of the bidder (TECH 3) along with all the supportive documents such as copies of Profit – Loss Statement and Balance Sheet for the concerned period		
11	Power of Attorney (TECH 4) in favour of the person signing the bid on behalf of the bidder		
12	List of completed assignments of similar nature (Past Experience Details) (TECH 5) along with the photocopies of work orders / experience certificates for the respective assignments		
13	Self-Declaration on Potential Conflict of Interest (TECH 6)		
14	Comments and Suggestions (TECH 7)		
15	Description of Approach, Methodology & Work Plan (TECH 8)		
16	Work Plan (TECH 9)		
17	Non-Consortium Declaration (TECH 10)		
18	Affidavit Format for Not Blacklisting (TECH 11)		
19	Format of Curriculum Vitae (CV) (TECH 12)		

Selection of Agency for Establishment and Management of Creches in Sundargarh District

Undertaking:

- All the information has been submitted as per the prescribed format and procedure.
- Each part has been separately bound with no loose sheets and each page of all the two parts are page numbered along with Index Page.
- All pages of the proposal have been sealed and signed (in full) by the authorized representative.

**Authorized Signatory with
Date and Seal** :

Name :

Designation :

Address of Bidder :

Contact Number of Bidder :

Email id of Bidder :

Annexure II: Performance Bank Guarantee Format

[Location, Date]

To,

**District Social Welfare Officer, (DSWO)
Collectorate, Sundargarh – 770001, Odisha**

WHEREAS.....(Name and address of the Consultant) (hereinafter called "the Consultant") has undertaken, in pursuance of RFP nodated to undertake the service(description of services) (herein after called "the contract").

AND WHEREAS it has been stipulated by(Name of the Client) in the said contract that the Consultant shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract.

AND WHEREAS we have agreed to give the supplier such a bank guarantee.

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the Consultant, up to a total of(amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the consultant to be in default under the contract and without cavil or argument, any sum, or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the consultant before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract Documents which may be made between you and the consultant shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition, or modification.

This performance bank guarantee shall be valid until the day of..... (month and year),

Our branch at Sundargarh.....(Name & Address of the Bank) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our Sundargarh branch a written claim or demand and received by us at our Sundargarh branch on or before Dt..... otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

(Signature of the authorized officer of the Bank)

.....

Name and designation of the officer

.....

.....

Seal, name & address of the Bank & Branch

Annexure III: Cluster Preference Format

[Location, Date]

To,

**District Social Welfare Officer, (DSWO)
Collectorate, Sundargarh – 770001, Odisha**

We hereby furnish the priority of cluster in order of Preference.

Priority in order of Preference	Name of the Block	Name of the Cluster

Authorized Signatory with :

Date and Seal

Name : _____

Designation : _____

Address of Bidder : _____

Contact Number of Bidder : _____

Email Id of Bidder : _____

Annexure- IV: Budget & Fund Flow

Budget mentioned below is tentative and will depend on Actuals.

Operating Cost of 100 Creches in 1st Year			
Sl	Category	Amount in Rs for 100 Creches	Remarks
A	HR	1,76,70,000.00	
B	Training review and Exposure Visit	8,00,000.00	
C	OPEX – Food	1,16,11,200.00	With provision for 5% increment year on year basis
D	OPEX - Other Items	100,49,600.00	With provision for 5% increment year on year basis
E	Total	4,01,30,800.00	
F	Management Fees 3%	12,03,924.00	3% of (A+B+C+D)
Grand Total		4,13,84,734.00	

Note:

*The detailed work plan to be undertaken by the agency utilizing the management fees shall be discussed post selection of agency and be put forth in the MoA detailing out roles and responsibilities.

**A maximum advance amount of two months for OPEX (food) may be considered for each implementing agency for project implementation, Bills are to be cleared each month.

Selection of Agency for Establishment and Management of Crèches in Sundargarh District

A-1- Human Resource Cost

Note-10 % of the total remuneration of the Crèche Supervisors, Crèche Manager and Programme Coordinator has been provisioned as travelling cost & Communication Cost. This travelling cost has been included in total HR cost along with remunerations. All the remuneration is a consolidated amount inclusive of statutory deduction to be made as per the labour law.

In no way HR required under the crèches can claim to be hired by or are staff of DMF OMBADC and DSWO.

Sl	Designation	Optimum ratio within a single Crèche Cluster (Personnel: No. of Crèches/ Cluster)	Salary/month (Rs)	Salary/Year
1	Programme Coordinator (PC) /Cluster	01:01	40,000	4,80,000.00
2	Accounts cum Logistic Manager	01:01	25,000	3,00,000.00
3	Crèche Manager (CM)/ Crèches	1:80	30,000	7,20,000.00
4	Crèche Supervisor (CS)/ Crèches	1:20	25,000	15,00,000.00
5	Crèche Worker - 1(CW-1)/Crèches	1:1	6,000	72,00,000.00
6	Crèche Worker - 2(CW-2)/Crèches	1:1	6,000	72,00,000.00
		209		1,74,00,000.00
	Travelling Cost & Communication Cost @ 10% of the HR cost of PC, CM & CS / month			2,76,000.00
Total HR cost per Annum				1,76,70,000.00

II. Human Resource cluster wise allocation

Sl No	Name of Block	Number of Creches	Total (in Nos.)	Cluster	Programme Co-ordinator	Accountant	Cluster Manager	Creche Supervisor	Creche Worker
1	SADAR	29	111	Cluster-A	1	1	1	6	58
	SUBDEGA	36							72
	BALISANKAR A	46							92
2	BARGAON	27	81	Cluster-B	1	1	1	4	54
	RAJGANGPUR	54							108
3	GURUNDIA	36	97	Cluster-C	1	1	1	5	72
	LATHIKATA	61							122
4	RKL INDUSTRIAL	33	115	Cluster-D	1	1	1	6	66
	RKL CITY	47							94
	RKL CIVIL	35							70
TOTAL		404			4	4	4	21	808

Selection of Agency for Establishment and Management of Creches in Sundargarh District

B-Budget for Trainings, Refreshers, Reviews and exposure

SL No	Proposed DMF		
	Trainings/ Refreshers/Reviews	Total Numbers Planned in Year-1	Total Year-1 cost
1	Creche workers Lodging cost for 7 days	@ 2520/Creche	2,52,000
2	Creche workers food cost for 7 days	@ 3680/Creche	3,08,000
3	Creche workers Refresher (3 day residential)	To be taken up in 2 nd and 3 rd year @2400/Creche	NA
4	Creche workers Monthly Review meetings	@ 1200/Creche	1,20,000
5	Exposure visits to be organised in Y1 (6 visits)	20000 per 30 Creche Workers	1,20,000
	Total	98	8,00,000

*Budget for Training is Tentative. Will be based on actual training done

C-OPEX Food

Note: Provisions for THR under ICDS programmes like egg/chiki etc. will be delivered at Crèches for all eligible children. Crèche workers will ensure intake by children within the Crèche.

Item	Daily Cost (Rs)	Monthly Rate	COST.
Morning Snacks (balua/Kheer)	3.5	Rs. 91/child/ month	21,84,000.00
Cooked Lunch	6.9	Rs. 179.4/child/ month	43,05,600.00
Evening Snacks	3.5	Rs. 91/child/month	21,84,000.00
Egg/Bananas/seasonal fruits	6	Rs. 66/child/month	14,40,000.00
Ragi & Besan Laddoo	1	Rs. 28.6/child/month	6,24,000.00
Creche Worker Food	15	Rs 780/1 for two creche worker /month	9,36,000.00
Total			1,16,11,200.00

Selection of Agency for Establishment and Management of Creches in Sundargarh District

D-Opex- Other items

Sl No	Material	Specification	Numbers Required	Tentative cost/Frequency	Total
1	Transportation of food		12	1000	12,000.00
2	Cooking Gas		6	1200	7,200.00
3	Hand Washing soap/ liquid		12	60	720.00
4	Dish washing soap/ liquid		12	40	480.00
5	Dish washing scrubber		12	30	360.00
6	Detergent powder		12	200	2,400.00
7	Rent for creche premises (only if necessary)		12	3500	42,000.00
9	5 Standard Dresses (Shirt, half pant)	5/child/year	100	200	20,000.00
11	2 Aprons of Child	2/child/year	40	15	600.00
12	1 Winter Wear (Jacket with hood, pant, gloves, socks)	1/child/year	20	250	5,000.00
13	Footwear (Rubber)	1/child/year	20	30	600.00
	Total				91,360.00
	Contingency @ 10%				9,136.00
	Grand Total				1,00,496.00
	Grand Total for 100 Creche				1,00,49,600.00

Items under Capital Expenditure

BUDGET DOCUMENT			
Capital Expenditure (One-time)			
Sl no	Item	Specification	Numbers Required
Category 1: Anthropometric Equipments			
1	Weighing scale (suitable for both infants & toddlers)	Graduation - 10g, digital reading, removable tray, battery powered, Capacity: 15-20 kg, should meet ICDS Standards	1/Creche
2	Stadiometers	Measuring range: 20-205 cm, Graduation - 1mm, should meet ICDS Standards	1/Creche
3	Infantometers	10-99 cm measuring range, Graduation - 5mm, should meet ICDS Standards	1/Creche
4	Smokeless Chulhas	Capacity: 5-25 persons, without electricity powered fan	1/Creche
5	Galvanized Steel Trunk Box (Large)	0.5 mm gauge; 40" X 24" X 24"	1/Creche
6	Galvanized Steel rack with 3 shelves	0.5 mm gauge; 22" X 12" X 24"	1/Creche
7	Stainless Steel Ladle for Dalma (Dabu)	125 g	1/Creche
8	Stainless Steel turner for vegetable curry (Karachuli)	110 g	1/Creche
9	Stainless Steel Spoon for Rice (Chattu)	125 g	1/Creche
10	Stainless Steel Sieve Spoon (Jali Chattu)	150 g	1/Creche
11	Stainless Steel Drum with cover	3.08 kg	1/Creche
12	Stainless Steel Water spoon	250 g	1/Creche
13	Stainless Steel Mug	170 g	1/Creche
14	Stainless Steel Spoon	20 g	1/Child i.e. 20/Creche
15	Stainless Steel Bowl (Ginaa)	130 g	1/Child i.e. 20/Creche
16	Stainless Steel Plate (Thall)	200 g	1/Child i.e. 20/Creche
17	Stainless Steel Glass	50 g	1/Child i.e. 20/Creche
18	Stainless Steel (Gamla)	450 g	2/Creche
19	Stainless Steel jug for storing oil	1 litre, 250 g	1/Creche
20	Steel basket for vessels	1.8 kg	1/Creche
21	Aluminium Dekchi for rice with cover	1.55 kg	1/Creche
22	Aluminium Dekchi for dalma with cover	1.4 kg	1/Creche
23	Aluminium pot	15 litres, 800 g	1/Creche
24	Aluminium bucket	12 litres, 720 g	2/Creche
25	Aluminium containers	4 container set, 1.685 kg	1/Creche
26	Aluminium kadai with cover	13 inch, heavy gauge bottom, 1.80 kg	1/Creche
27	Aluminium Pressure Cooker	5 litres	1/Creche

Selection of Agency for Establishment and Management of Creches in Sundargarh District

28	Iron vili - vegetable cutter (<i>Panikhi</i>)	Iron blade	1/Creche
29	Grocery weighing scale	Capacity -10kg, digital display, battery powered	1/Creche
30	Water purifier + 5 additional cartridges	20 litres, UF technology, gravity-based	1/Creche
31	First Aid Box	1 Plastic Box, Antiseptic cream, Silver Sulfadiazine ointment, Cotton, Gauze, Band Aid	1/Creche
32	Clock	Analog	1/Creche
33	Plastic Mug		2/Creche
34	Soap Case		2/Creche
35	Mirror		1/Creche
36	Comb		3/Creche
37	Nail Cutter		2/Creche
38	Plastic Containers (for loose food items)		3/Creche
39	Dustbin		1/Creche
40	Dust pan		1/Creche
41	Broom	1 Coconut leaf grass, 1 Date-Palm Leaf	2/Creche
42	Floor Mop	5 ft long rod, cotton refill	1/Creche
43	Plastic drum for storing water	HDPE, 200 litres	1/Creche
44	Drum for handwashing station	HDPE, 40 litres	1/Creche
45	Stool, tub, tap, garden hose, sanitary fittings for hand washing station & basin		1/Creche
46	Mosquito Nets	Polyester, 6' X 7'	3/Creche
47	Durries (Plastic)	200 GSM, 9' X 12'	3/Creche
48	Durries (Cotton)	9' X 12'	3/Creche
49	Non-folding Foam Mattress	6' X 3'	4/Creche (1 per 5 children)
50	Waterproof Protector Sheet for mattress	PVC Plastic, 78" X 54"	4/Creche (1 per 5 children)
51	Single Bedsheet	Cotton, 60" X 90"	12/Creche (1 per 5 children + 3 years)
52	Single Solapur Blanket	Cotton, 5' X 7.5'	4/Creche (1 per 5 children)
53	Solar home lighting system	2 lights of 8W each, 1 fan - 20W, Lithium ferro phosphate battery of 12V - 120AH @ C/20 discharge capacity + wiring as required	1/Creche
54	Fire Extinguisher	ABC type, Dry chemical powder, 2kg	2/Creche
55	Window net for mosquitos	Polyester, velero edges	20 sq. ft. (approx.)
56	Padlocks	Steel, 7 levers	2/Creche
57	Creche Nameboard	Sunboard, 6' X 1.5', 5 mm thickness, solvent print with lamination	2/Creche
58	Registers - Visitors register, Attendance Register, Committee Resolution Register		3/Creche

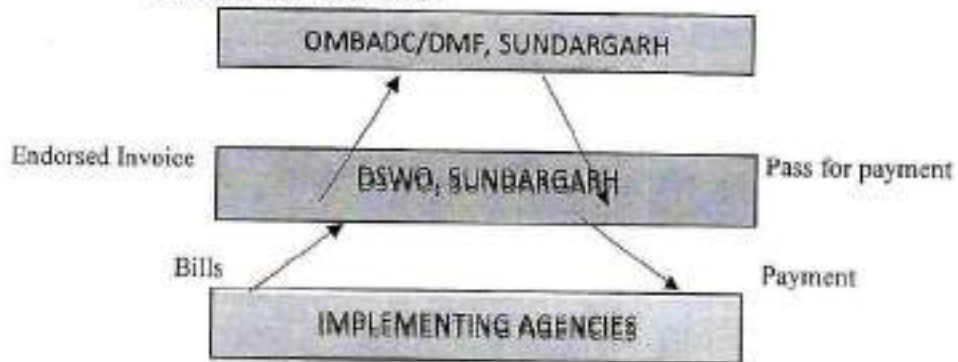
Selection of Agency for Establishment and Management of Creches in Sundargarh District

59	Toys for Children		
60	Printing of Child Growth Chart, Format of Admission sheet, Monthly Report, Monthly vegetable etc		
61	Crèche Decoration including paintings		
62	One-time Contingency @ 10%		

Note

*Capital Items for the Creches to be procured by Department or Government Agencies

2. Fund Flow Mechanism



Annexure- V: Tentative Training plan

Sl.No.	Trainee	Training	Duration	Periodicity	Topics
1.	Programme Coordinator, Accountant, Creche Manager, Creche Supervisor	Orientation	1 day	Prior to Induction Training	Orientation to the programme, aims and objectives etc
		Induction	3 days	Prior to initiation of programme	Introduction to the programme, roles and responsibility, basic concepts of childcare, health & nutrition, Anthropometry, ECCD, safety & security, functioning of crèche, govt policy and programmes, child protection Acts and legislations Same as above, plus any new relevant topic Relevant themes like ECCD, anthropometry, dietary diversity, child protection policies etc
		Refresher	3 days		
		Thematic	1 day	To be finalised as per need	
2.	Crèche Workers	Induction	7 days	Prior to crèche opening	Introduction to the programme, roles and responsibility
		Refresher	3 days	Annually	Introduction to the programme, roles and responsibility, basic concepts of childcare, health & nutrition, ECCD, safety & security, functioning of crèche
		Thematic	1 day	To be finalised a per need	Same as above, plus any new relevant topic Relevant themes like ECCD, Anthropometry and MIS etc.

Annexure VI: Definitions and Acronyms

Acronyms and Definitions		
1	Agencies/ Organization / Bidder	: Any entity or Agencies that may provide or provides the Services to the Client under the Contract.
2	Assignment / Job	: The work to be performed by the selected Agency pursuant to the Contract.
3	Audit	: Audit is defined as a systematic, independent, and documented process for obtaining objective evidence and evaluating it objectively to determine the extent to which the audit criteria are fulfilled or put simply; an audit is a means to establish the extent to which performance meets the objectives for that performance.
4	BOQ	: Bill of Quantities
5	CA	: Chartered Accountant
6	DSWO	: District Social Welfare Officer
7	CEO	: Chief Executive Officer
8	Client	: District Social Welfare Officer, Sundargarh
9	Day	: Means calendar day
10	DD	: Demand Draft
11	DMF	: District Mineral Foundation, Sundargarh
12	OMBADC	: Odisha Mining Bearing Development Corporation
13	EMD	: Earnest Money Deposit
14	FY	: Financial Year
15	ITR	: Income Tax Returns
16	JV	: Joint Ventures
17	LOI	: Letter of Invitation
18	MOA	: Memorandum of Association
19	MOU	: Memorandum of Understanding
20	NEFT	: National Electronic Fund Transfer
21	P&L	: Profit and Loss
22	PBG	: Performance Bank Guarantee
23	Proposal	: Pre-Qualification Documents, Technical Proposal and Financial Proposal
24	QBS	: Quality Based Selection
25	TOR	: Terms of Reference, means the information included in the RFP which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Client and the selected Agency
26	Wrt	: With respect to
27	AWW	: Anganwadi Worker

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