



District Education Office, Sundargarh
Sundargarh, Odisha

RFP No: 1730

Date: 9/2/2024

REQUEST FOR PROPOSAL

SELECTION OF BIDDER FOR PROVIDING CAREER COUNSELLING TRAINING TO STUDENTS IN SCHOOLS & COLLEGES OF SUNDARGARH DISTRICT, ODISHA UNDER DISTRICT MINERAL FOUNDATION, SUNDARGARH

The Governor of Odisha, represented through the Office of the District Education Officer (DEO), Sundargarh, Government of Odisha, invites sealed proposals from eligible Bidder for "Selection of Bidder for providing career counselling to students in Sundargarh, Odisha" under District Mineral Foundation, Sundargarh.

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	09.02.2024
2	Deadline for Submission of Pre-Proposal Query	16.02.2024 by email
3	Issue of Pre-proposal Clarifications	19.02.2024 via online mode
4	Last Date for Submission of Bid	28.02.2024 by 12.00 PM
5	Date of Opening of Technical Bid	29.02.2024 at 03.30 PM
6	Date of Technical Presentation	To be intimated to selected Bidders at later stage
7	Date of Opening of Financial Bid	To be intimated to selected Bidders at later stage
8	Method of Selection	Quality cum Cost Based Selection (QCBS)

The proposal complete in all respects must reach the undersigned by **Speed Post/Registered Post** only latest by **28.02.2024 before 12.00 PM** in a sealed envelope clearly mentioning on the top of it "Selection of Bidder for providing Career counselling Training to students in Sundargarh, Odisha under District Mineral Foundation, Sundargarh". 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 Education Officer (DEO),
At./Po./ Dist- Sundargarh,
Pin – 770001, Odisha

Request for Proposal

**SELECTION OF BIDDER FOR PROVIDING CAREER
COUNSELLING TRAINING TO STUDENTS IN SCHOOLS &
COLLEGES OF SUNDARGARH DISTRICT, ODISHA UNDER
DISTRICT MINERAL FOUNDATION, SUNDARGARH**



**District Education Officer (DEO),
Sundargarh, Government of Odisha**

January 2024

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Disclaimer

This Request for Proposal (RFP) is issued by the Office of the District Education Officer, Sundargarh, Govt. of Odisha, hereinafter referred to as DEOSundargarh, 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 DEOSundargarh nor any of its officers or employees, nor any of their advisors 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 or 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 DEO, Sundargarh who is the Client. 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 DEO, 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.

DEOSundargarh, Government of Odisha shall be the sole and final authority with respect to selection of an Bidder/ Organisation for the purpose through this RFP.

Section I: Letter of Invitation and Factsheet

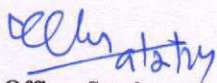
1. Letter of Invitation

RFP No:

Dated:

Name of the Assignment: "Selection of Bidder for providing career counselling Training to students in Sundargarh, Odisha" under District Mineral Foundation, Sundargarh

1. The "District Education Officer, Govt. of Odisha" invites sealed proposal from eligible Bidder under the process for "**Selection of Bidder for providing Career counselling Training to students in Sundargarh, Odisha** under District Mineral Foundation Sundargarh". More details on the proposed study are provided at Section-3: Terms of Reference (ToR) of this RFP Document.
2. An Bidder will be selected under QCBS procedure as prescribed in the RFP Document.
3. The proposal, complete in all respects 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 1,00,000/- (Rupees one Lakh only)** in form of **Demand Draft** in favour of "**DISTRICT EDUCATION OFFICER, SUNDARGARH**" drawn from any Nationalized/Scheduled Bank 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/Courier 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. 01.03.2024 before 12.00 PM** and the date of opening of the technical proposal is **Dt. 02.03.2024 AT. 03.30 PM** in the presence of the Bidder/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. Financial Proposal [Section – V]
 - f. 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.


District Education Officer, Sundargarh
Govt. of Odisha

2. Bidder Data and Factsheet

Sr. No	Particular	Details
1	Name of the Client	District Education Officer, Sundargarh Government of Odisha, P.O. Sundargarhgarh – 770001 Email: deosundergarh30@gmail.com
2	Publish Date	09.02.2024; 03: 00 PM
3	DocumentDownload/Sale Start Date	09.02.2024; 4:00 PM
4	Document Download/Sale End Date	19.02.2024; 10.:00AM
5	Bid Submission Start Date	19.02.2024; 10.:00 AM
6	Bid Submission End Date	28.02.2024; 12: 00 PM
7	Bid Opening Date	29.02.2024; 03: 30PM
8	Bid Validity (Days)	180 days
9	Method of Selection	Quality cum Cost Based Selection (QCBS)
10	Availability of RFP Document	https://sundergarh.nic.in
11	Date of opening of Technical Proposal	29.02.2024 at 03.30 PM
12	Date of Technical Proposal Presentations	To be intimated to selected Bidders on later stage (Only those Bidders who qualify in the Stage I of the evaluation {Pre-qualification Criteria})
13	Contact Person / Address for Submission of Proposal	District Education Officer, Sundargarh Government of Odisha P.O. Sundargarhgarh – 770001 Email: deosundergarh30@gmail.com
14	Place of Opening of Proposal	Zilla Parishad Conference Hall, 2 nd Floor, Zilla Parishad Building, Collectorate, Sundargarh – 758001, Odisha
15	Mode of Submission	Speed Post / Registered Post/Courier 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.
16	Bid Processing Fee (Non-Refundable)	INR 10,000/- (Rupees Ten Thousand only) (including GST) in the form of demand draft drawn in favour of “DISTRICT EDUCATION OFFICER, SUNDARGARH” drawn from 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.
17	Earnest Money Deposit (EMD) (Refundable)	INR 1,00,000/- (Rupees One Lakh only) in the form of demand draft drawn in favour of “DISTRICT

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		EDUCATION OFFICER, 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.
18	Method of Selection	Quality cum Cost Based Selection (QCBS)

NOTE:

- Amendments/ Corrigendum(a) to the RFP document, if any, would be published on the website. Please visit the website "<https://sundargarh.nic.in>" regularly for the same.
- 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.
- DEO, Sundargarh reserves all the rights to cancel the Selection Process and reject any or all the proposals at any point of time.
- No contractual obligation whatsoever shall arise from the RFP document unless and until a formal contract is signed and executed between DEO and the Selected Bidder.
- DEO disclaims any factual or other errors in the RFP document (the onus is purely on each Bidder to verify such information) and the information provided therein are intended only to help the Bidder(s) to prepare a proposal in accordance with the terms and conditions as set out in this RFP document.

[Handwritten Signature]

District Education Officer (DEO), Sundargarh
Govt. of Odisha

Section II: Instructions to the Bidders

2.1 General Terms of Bidding

2.1.1 Bidders are invited to submit Technical Proposal (referred to as “**the Proposal/ Bid**”), as specified in the schedule of RFP, for the services required under the Project. The Proposal will form the basis for grant of Work Order/Contract to the Selected Bidder. The Bidder who is declared as a Selected Bidder hereunder shall enter into an agreement (**Agreement/Contract**) for the purpose of discharging the obligations under the Project as outlined therein which inter alia shall include obligations towards the scope of work (“**SOW**”) under and in accordance with the provisions of the RFP. Subsequently, the Agreement to be entered between the Selected Bidder and the DEO, Sundargarh in the form provided by the DEO, Sundargarh as part of the Bidding Documents pursuant hereto.

2.1.2. DEO, Sundargarh shall receive Proposal(s) pursuant to this RFP in accordance with the terms set forth in this RFP and other documents provided by DEO, as modified, altered, amended and clarified from time to time by DEO, Sundargarh (collectively the “**Bidding Documents**”), and all Proposal(s) shall be prepared and submitted in accordance with such terms on or before the Bid submission end date specified in Notice for Request for Proposal (the “**Proposal Due Date**”).

2.1.3 The statements and explanations contained in this RFP are intended to provide a better understanding to the Bidders (the “**Bidder**”) about the subject matter of this RFP and should not be construed or interpreted as limiting in any way or manner the Scope of Work and obligations of the Selected Bidder set forth in the Agreement or the DEO, Sundargarh rights to amend, alter, change, supplement or clarify the scope of work, the Project to be awarded pursuant to this RFP or the terms thereof or herein contained. Consequently, any omissions, conflicts or contradictions in the Bidding Documents including this RFP are to be noted, interpreted, and applied appropriately to give effect to this intent, and no claims on that account shall be entertained by the DEO, Sundargarh.

2.1.4 DEO, Sundargarh requires that the Bidder hold DEO’s, Sundargarh interests’ paramount, avoid conflicts with other assignments or its own interests, and act without any consideration for future work. The Bidder shall not accept or engage in any assignment that may place it in a position of not being able to carry out its obligations in the best interests of DEO, Sundargarh and the Project.

2.1.5 It is DEO’s Sundargarh policy to require that the Bidders observe the highest standard of ethics during the Selection Process and execution of Project. Pursuant thereto, DEO, Sundargarh:

- (a) will reject the Proposal for award if it determines that such Bidder has engaged in corrupt or fraudulent activities in competing for the Project in question;
- (b) will declare a Bidder ineligible, either indefinitely or for a stated period, for any award of the contract or Work Order if it at any time determines that such Bidder has engaged in corrupt or fraudulent practices in competing for and in executing the Work Order/ Contract.

2.2 Number of Proposals: No Bidder shall submit more than 01 (one) Proposal for the Project. In the event of such an occurrence (i.e., submission of more than 01 (one) Technical or Financial Proposal), both the Proposals, shall be summarily rejected.

2.3 Acknowledgement by Bidder

(a) It shall be deemed that by submitting the Proposal, the Bidder has:

- (i) made a complete and careful examination of the Bidding Documents;
- (ii) received all relevant information requested from DEO, Sundargarh;
- (iii) accepted the risk of inadequacy, error or mistake in the information provided in the Bidding Documents or furnished by or on behalf of DEO, Sundargarh;
- (iv) satisfied itself about all matters, things and information, necessary and required for submitting an informed Proposal, execution of the Project in accordance with the Bidding Documents and performance of all its obligations there under;

- (v) acknowledged and agreed that inadequacy, lack of completeness or incorrectness of information provided in the Bidding Documents or ignorance of any of the matters shall not be a basis for any claim for compensation, damages, extension of time for performance of its obligations, loss of profits etc. from DEO, Sundargarh; or a ground for termination of the Contract by the Selected Bidder;
- (vi) acknowledged that it does not have a Conflict of Interest; and
- (vii) agreed to be bound by the undertaking provided by it under and in terms hereof. DEO, Sundargarh and/ or its advisors/ consultants shall not be liable for any omission, mistake or error on the part of the Bidder in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to RFP or the Selection Process, including any error or mistake therein or in any information or data given by DEO, Sundargarh and/ or its consultant.

2.4 Right to reject any or all Proposals:

- (viii) Notwithstanding anything contained in this RFP, DEO, Sundargarh reserves the right to accept or reject any Proposal and to annul the Selection Process and reject all Proposals, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof.
- (ix) Without prejudice to the generality of above, DEO, Sundargarh reserves the right to reject any Proposal if:
 - (x) at any time, a material misrepresentation is made or discovered; or
 - (xi) the Bidder does not provide, within the time specified by DEO, Sundargarh, the supplemental information sought by DEO, Sundargarh for evaluation of the Proposal.
 - (xii) Such misrepresentation/ improper response by the Bidder may lead to the disqualification/debarment/blacklisting of the Bidder.
 - (xiii) If such disqualification/ rejection occurs after the Proposals have been opened and the First Ranked Bidder gets disqualified/ rejected, then DEO, Sundargarh reserves the right to:
 - (xiv) choose the Selected Bidder in accordance with clause 3.6.3 and 3.6.4 of this RFP ; or
 - (xv) take any other measure as may be deemed fit in the sole discretion of DEO, Sundargarh, including annulment of the Selection Process.
 - (xvi) DEO, Sundargarh reserves the right to debar or blacklist the First Ranked Bidder or any Bidder whosoever is disqualified at any stage of the Selection Process for reasons inclusive of but not limited to reasons mentioned above as well as failure to comply with instructions enumerated in the RFP/Annexures/Addendum/Corrigendum/Work Order/Contract.
 - (xvii) That the Proposal by the Bidder suffers from a material misrepresentation/improper response includes but is not limited to the non-fulfillment of any of the conditions or requirements of the Selection Process.
 - (xviii) In case it is found during the evaluation or at any time before signing of the Contract or after its execution and during the period of subsistence thereof, that 1(one) or more of the pre- qualification conditions have not been met by the Bidder, or the Bidder has made material misrepresentation or has given any materially incorrect or false information, the Bidder shall be disqualified forthwith if not yet appointed as the Selected Bidder either by issue of the Work Order or entering into of the Contract, and if the successful Bidder has already been issued the Work Order or has entered into the Contract, as the case may be, the same shall, notwithstanding anything to the contrary contained therein or in this RFP, be liable to be terminated, by a communication in writing by DEO, Sundargarh to the Bidder, without DEO, Sundargarh being liable in any manner whatsoever to the Bidder. DEO, Sundargarh shall be entitled to forfeit and appropriate the EMD or Performance Security, as the case may be, as Damages, and without prejudice to any other right or remedy which the DEO, Sundargarh may have under this RFP, the Bidding Documents, the Agreement or otherwise.
 - (xix) DEO, Sundargarh reserves the right to verify all statements, information and documents submitted by the Bidder in response to the RFP or the Bidding Documents and the Bidder shall, when so required by DEO, Sundargarh make available all such information, evidence and documents as may be necessary for such verification. Any such verification or lack of such verification by DEO, Sundargarh shall not relieve the Bidder of its obligations or liabilities hereunder nor will it affect any rights of DEO, Sundargarh thereunder.
 - (xx) The DEO, Sundargarh may, in its sole discretion and on grounds of reciprocity, disqualify a Bidder, if any or all of its constituents are entities incorporated in a country where an entity incorporated in India does not have similar rights of bidding for contracts contemplated hereunder.

3. 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.	Pre-Qualification Criteria	Specific Requirement	Documents Required
1.	Legal Entity	<p>The Bidder/Bidder shall be in operation for the past Three (3) years as on submission of the bid and shall be registered under:</p> <p>Indian Companies Act, 1956/2013 or a Society registered under The Societies Registration Act, 1860 or a Trust registered under the Indian Trusts Act, 1882 or a Partnership Firm registered under the Indian Partnership Act, 1932 or a Limited Liability Partnership registered under The Limited Liability Partnership Act, 2008 registered</p>	<p>Registration documents of the Bidder as a duly registered legal entity in India along with:</p> <p>Registration document showing incorporation of the Bidder;</p> <p>Details of Board of Director/ Managing Director/ CEO/ Partners/ Governing body or council/ managing or executive committee members/ Trustees/ Proprietor signed by the PoA Holder</p> <p>PAN Card of the registered legal entity</p> <p>GST certificate of the registered legal entity</p> <p>Certified copy of registered Partnership Deed; copy of Statement filed in the Register of Firms disclosing names, addresses and relevant details of all partners of the Partnership Firm</p> <p>Copy of the Registration Deed and Byelaws, in case of an NGO or Society</p> <p>Certified copy of Trust Deed</p> <p>Copy of the Registration Deed and byelaws, in case of an NGO or Society</p> <p>Any other supporting document, as may be required</p>
2.	No failure of performance on any contract,	<p>A Bidder including any Associate should, in the last 3 (three) years, have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Bidder, or Associate, as the case may be, nor has been expelled from any project or contract by any public entity nor have had any contract terminated by any public entity for breach by such Bidder, or Associate. Provided, however, that where a Bidder claims that its disqualification arising on account of any cause or event specified in this RFP is such that it does not reflect (a) any</p>	<p>DEO would place sole reliance on the certification provided by the Bidder in this regard in its Cover Letter. Any misrepresentation or concealment of any information in this regard shall render the Bid liable for outright rejection at the sole discretion of the DEO, Sundargarh</p>

		malfeasance on its part in relation to such cause or event; (b) any willful default or patent breach of the material terms of the relevant contract; (c) any fraud, deceit or misrepresentation in relation to such contract; or (d) any rescinding or abandoning of such contract, it may make a representation to this effect to the DEO, Sundargarh for seeking a waiver from the disqualification hereunder and the DEO, Sundargarh may, in its sole discretion and for reasons to be recorded in writing, grant such waiver if it is satisfied with the grounds of such representation and is further satisfied that such waiver is not in any manner likely to cause a material adverse impact on the Bidding Process or on the implementation of the Project.	
2.	Financial Capacity	The Bidder shall have an average annual turnover of at least INR50 Lakhs over the last three FYs 2020-21, 2021-22 & 2022-23. This must be the individual Bidder's turnover and not that of group companies/organizations.	Certificate from statutory auditor, Audited financial statements, Balance sheets and Profit and loss accounts for the three previous financial years ending March 2023 i.e., FY, 2020-21, 2021-22 & 2022-23.
3.	Consortium	No consortium / JVs / associations / subcontracting shall be allowed under this project.	Declaration of submitting as independent Bidder from the Authorized Signatory.
4.	Blacklist	The Bidder shall not have been blacklisted by any Central / State Government Ministry in India or Public Sector Undertakings or any Government Agencies. Any Bidder that has been barred by the Central Government, any State Government, a statutory authority, or a Public Sector Undertaking, as the case may be, from participating in any project and the bar subsists as on the date of the Proposal Due Date, would not be eligible to submit a Proposal.	Notarized Undertaking by the Authorized Signatory
5.	Experience	The Bidder shall have 3 years of prior experience for the last three consecutive financial year in providing **similar kind of services and 1 year of prior experience working with government program/UN Bidder/International Bidder which includes the following: Career Counselling Services Life Skills Training Development of Career Assessment Tools A minimum of 5000 candidates should	Copies of Work Orders/ Sanction Orders/ MOUs/ Engagement Letters/ Completion Certificates or equivalent documentary evidence shall be provided as proof. Documents in other languages shall be supplemented by an English translated copy.

		have been Career counselling/guidance training imparted training by the Bidder. Similar***- As outlined in Clause 2 under Section-III of ToR	
6.	Authorized Representative	A Power of Attorney in the name of the person signing the proposal.	Original Power of Attorney (Notarized on a Rs. 100/- Non-Judicial Stamp Paper)
7.	Cost of Tender/ Tender Fee	The Bidder shall furnish a Tender Fee of INR 10,000.00 (Rupees Ten Thousand Only), in the form of Demand Draft in favour of 'DEO, Sundargarh', and payable at Sundargarh.	Original Demand Draft
8.	Earned Money Deposit (EMD)	The Bidder shall furnish an EMD of INR 1,00,000.00 (Rupees One Lakh) Only, in the form of Demand Draft in favor of '(DEO), Sundargarh', and payable at Sundargarh.	Original Demand Draft
NOTE: The copies of documents submitted towards Pre-qualification criteria are to be substantiated through production of originals, when asked for.			

In case it is found during the evaluation or at any time before signing of the Contract or after its execution and during the period of subsistence thereof, that 01(one) or more of the Qualification Criteria have not been met by the Bidder, or the Bidder has made material misrepresentation or has given any materially incorrect or false information, the Bidder shall be disqualified forthwith if not yet appointed as the Selected Bidder either by issue of the Work Order or entering into of the Contract, and if the Selected Bidder/ Consortium has already been issued the Work Order or has entered into the Contract, as the case may be, the same shall, notwithstanding anything to the contrary contained therein or in this RFP, be liable to be terminated, by a communication in writing by DEO, Sundargarh to the Bidder, without DEO, Sundargarh being liable in any manner whatsoever to the Bidder The DEO, Sundargarh shall be entitled to forfeit and appropriate the EMD or Performance Security, as the case may be, as Damages, and without prejudice to any other right or remedy which the DEO, Sundargarh may have under this RFP, the Bidding Documents, the Agreement or otherwise.

DEO Sundargarh reserves the right to verify all statements, information and documents submitted by the Bidder in response to the RFP or the Bidding Documents and the Bidder shall, when so required by DEO Sundargarh make available all such information, evidence and documents as may be necessary for such verification. Any such verification or lack of such verification by DEO Sundargarh shall not relieve the Bidder of its obligations or liabilities hereunder nor will it affect any rights of DEO Sundargarh thereunder.

4. Documents / Formats for submission along with Technical Proposal

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

- Filled in Bid Submission Check List in Original (Annexure-I)
- Covering letter (TECH – 1) on Bidder's letterhead requesting to participate in the selection process
- Bid Processing Fee & EMD as applicable.
- Copy of Certificate of Incorporation/ Registration
- Copy of PAN
- Copy of Goods and Services Tax Identification Number (GSTIN)
- Copies of IT Return for the last three financial years FY, 2020-21, 2021-22 & 2022-23
- General Details of the Bidder (TECH – 2)
- Financial Details of the Bidder (TECH – 3) along with all the supportive documents as applicable duly signed as per the instruction.

- Power of Attorney (TECH – 4) in favour of the person signing the bid on behalf of the Bidder or Board of Directors
- List of completed assignments of similar nature (Past Experience Details, TECH – 5) along with copies of contracts / work orders / completion certificate from previous Clients.
- Duly filled in Technical Proposal Forms (**TECH 6 to 10**)

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. 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. The proposal must be completed in all respect, indexed and hard bound. Each page should be numbered and signed by the authorized representative. Client at its own discretion reserves the right to ask for clarifications/supporting documents at anytime during evaluation. Additional time may be given for submission of documents. This will remain at discretion of client.

3. Bid Processing Fee

The Bidder must furnish as part of technical proposal, the required bid processing fee amounting to Rs. 10,000/- (Rupees Ten Thousand) Only in the shape of DD from any Nationalized/Scheduled Bank in favour of **“DISTRICT EDUCATION OFFICER, SUNDARGARH”** and payable at Sundargarh, its validity shall not be less than 180 (one hundred and eighty) days from the Bid Due Date. Proposals received without a bid processing fee will be rightly rejected.

4. Earnest Money Deposit (EMD)

The Bidder must furnish as part of the technical proposal, an Earnest Money Deposit (EMD) amounting to INR 10,00,000/- (Rupees Ten Lakh only) in shape of DD from any scheduled Nationalized/Scheduled bank in favour of **“DITRICT EDUCATION OFFICER, SUNDARGARH”** payable at Sundargarh.

The EMD of unsuccessful Bidders shall be refunded after finalization of selection process and award of contract. The EMD of the successful Bidder will be released only after furnishing the required Performance Bank Guarantee (PBG) and signing of the contract. The EMD will be forfeited on account of the following reasons:

- A Bidder engages in a corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice as envisaged under this RFP (including the standard form of Work Order); or,
- If any Bidder withdraws its Proposal during the Bid Validity Period as specified in this RFP and as extended by the Bidder from time to time; or,
- In the case of the Selected Bidder, if the Selected Bidder fails to accept the Work Order or execute the Contract or fails to furnish the Performance Security within the specified time limit; or,
- If the Bidder commits any breach of terms of this RFP or is found to have made a false, representation to DEOSundargarh; or
- A Bidder submits a non-responsive Proposal.

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 DEOSundargarh through email at 'deosundergrh30@gmail.com' till the date mentioned in the Bidders Data and Factsheet. Clarifications to the above will be uploaded in <https://sundergarh.nic.in> of the respective Bidders for the purpose of preparation of the proposal. Requests for alternation / change in existing terms and conditions of the RFP will not be considered / entertained. (Mention that subject title)

7. Submission of Proposal

Bidders must submit their proposals by **Registered Post / Speed Post** 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 the proposal. The proposal must be submitted as mentioned below. Each part should be separately bound with no loose sheets. Each page should be 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 rightly rejected by the Client. Bidders should submit only 1 bid.

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 BIDDER FOR PROVIDING CAREER COUNSELLING cum LIFE SKILLS TRAINING TO STUDENTS IN SCHOOLS & COLLEGES OF SUNDARGARH DISTRICT, ODISHA UNDER DISTRICT MINERAL FOUNDATION, SUNDARGARH**" 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.

2. Financial Proposal (Original):

The envelope containing financial proposal shall be sealed and superscripted as "**FINANCIAL PROPOSAL – SELECTION OF BIDDER FOR PROVIDING Career counselling TRAINING TO STUDENTS IN SCHOOLS & COLLEGES OF SUNDARGARH DISTRICT, ODISHA UNDER DISTRICT MINERAL FOUNDATION, SUNDARGARH**" and to be furnished inside one envelope. The duly filled-in financial proposal forms should contain the detail price offer for the proposed assignment and to be furnished as per the prescribed format only.

The "**Technical Proposal**" and "**Financial Proposal**" must be submitted in two separate sealed envelopes (with respective markings 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 Bidder for Providing Career counselling Training to Students in Schools & Colleges Of Sundargarh District, Odisha Under District Mineral Foundation, Sundargarh)**".

The second envelope must be marked as "**FINANCIAL PROPOSAL (Selection of Bidder for Providing Career counselling Training to Students in Schools & Colleges of Sundargarh District, Odisha Under District Mineral Foundation, Sundargarh)**" and it should contain Financial Proposal only. Both the above envelopes must be sealed and placed inside a third 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:

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 rightly rejected. All pages of the proposal must have to be sealed and signed by the authorized representative of the Bidder. Any conditional bids will be rejected.

8. Opening of the Proposal

The 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 a proper authorization letter from the participating Bidder will be allowed to attend the bid opening meeting. The **SECOND ENVELOPE** containing **FINANCIAL PROPOSAL** only of the technically qualified Bidders will be opened after completion of technical evaluation stage. The date for opening of the financial proposal will be intimated accordingly to the technically qualified Bidders well in advance.

9. Evaluation of Proposal

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

A. 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:

- Filled in Bid Submission Check List in Original (**Annexure-I**)
- Covering letter (**TECH 1**) on Bidder's letterhead requesting to participate in the selection process.
- Bid Processing Fee and EMD as applicable.
- Copy of Certificate of Incorporation/ Registration
- Copy of PAN
- Copy of Goods and Services Tax Identification Number (GSTIN)
- Copies of IT Return for the last three Financial Years (**FY, 2020-21, 2021-22 & 2022-23**).
- General Details of the Bidder(**TECH 2**).
- Financial Details of the Bidder(**TECH 3**) along with all the supportive Documents as applicable duly signed and certified as per the instruction
- Power of Attorney (**TECH 4**) in favour of the person signing the bid on behalf of the Bidder
- List of completed assignments of similar nature (Past Experience Details, **TECH 5**) along with copies of contracts / work orders / completion certificate from previous Clients
- Duly filled in Technical Proposal Forms (**TECH 6 to 10**)
- 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 requirements, will be out rightly rejected at the discretion of the Client's authority.

B. 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	Average annual turnover of the last three financial years, i.e., FY 2020-21, 2021-22 and 2022-23 Scoring Criteria	10 Marks

	<p>INR 50.00 Lakhs to INR 75.00 Lakhs = 2.5 Marks INR 75.01 Lakhs to INR 1.00 crores = 5 Marks INR 1.01 crores to 1.25 crores = 7.5 Marks Above 1.25 Crores = 10 Marks</p>	
2	<p>Experience in providing services in Career counselling/Guidance/Career counselling in Govt./UN Bidder/National/International Bidder/private No. of years as on January 1, 2024 More than 3 years to 5 years = 5 Marks More than 5 years to 7 years = 10 Marks Above 7 years = 15 Marks</p>	15 Marks
3	<p>Number of candidates counselled under similar*** career counselling/guidance program by the Bidder in the past 5 years till the bid application due date (ADD) Similar***- As outlined in Clause 2 under Section-III of ToR</p> <p>(Marks awarded will be dependent on the summation of number of contractual agreement/invoices/Completion certificate depicting the number of candidates/students counselled, i.e., $P = P_1 + P_2 + P_3 + \dots + P_n$) Scoring Criteria More than 5000 candidates to 25000 candidates = 5 Marks 25001 candidates to 45000 candidates = 10 Marks 45001 candidates to 65000 candidates = 15 Marks Above 65000 Candidates = 20 Marks</p>	20 Marks
4	<p>Bidder having value of MOU in providing services in Career counselling/Guidance in Govt./UN Bidder/National/International Bidder/private As on January 1, 2024 Agreement /MOU having value of More than 1 crore to 5 crore = 5 Marks More than 5 crore to 10 crore = 10 Marks More than 10 crore = 15 Marks</p>	15 Marks
5	Technical Presentation	40 Marks
5.1	<p>Presentation on Approach, Methodology and Work Plan</p> <p>1. Understanding of the Assignment and Issues/Challenges (10 Marks)</p> <p>2. Approach, Methodology and Work Plan (10 Marks)</p> <p>2.1. E-content development – 2 marks 2.2. Psychometric Test- 2 marks 2.3. Team qualification- 2 marks 2.4. Tech Platform – Website/Dashboard and Helpline Number for students – 2 marks 2.5. Expert Sessions – 2 marks</p> <p>3. Similar Case Studies (10 Marks)</p> <p>3.1. Case studies on 3 Similar *** Government projects -3.5 marks 3.2. Case studies on working in Tribal Populated District - 3 marks. 3.3. Case studies -working on 5 no career counselling projects (both UN Bidder/International Bidder & registered companies) -3.5 marks.</p>	<p>40 Marks</p> <p>Technical Presentation</p>

	4. Session Demonstration (10 Marks) 4.1 Career Counselling session - 2.5 marks 4.2 documentation of creatives/ flowcharts of career path -2.5 marks 4.3 Life skill session – 2.5 marks 4.4 documentation of creatives/ flowcharts related to life skills – 2.5 marks Similar***- As outlined in Clause 3 under Section-III of ToR	
	Total (1 + 2 + 3 + 4)	100 Marks**
Note: * Experiences – 3 years preceding application due date ** The minimum qualifying mark is: 60 *** Copies of work orders / original experience certificates from the clients / MoU /agreements 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.		

10. Final Selection of Bidder

The Financial Proposals of only those applicant firms, qualifying the technical evaluation i.e. the 2nd stage who are scoring at least 70 marks out of 100 total marks only, shall be considered for opening of financial proposals. The financial proposals shall be opened in the presence of the Bidder/Bidder's representative who wishes to attend the meeting with proper authorization letter. The name of the Bidder along with the quoted financial price will be announced during the meeting.

11. Evaluation of Financial Proposal

- QCBS method will be followed during the overall selection process. The financial bids of technically qualified Bidders will be opened on the prescribed date in the presence of Bidder's representatives.
- Financial Proposals of only those applicant Agencies who are technically qualified (i.e., obtain minimum 70 marks in Technical Evaluation) shall be opened.
- The financial bid will be opened only of the shortlisted/qualified Bidders. Accordingly, the financial score (F) for each of these shortlisted/qualified Bidders will be calculated. The lowest Bidder would be awarded a financial score of 100. The Cumulative score (C) will be evaluated based on the following ratio 70 (T): 30 (F).

Financial score (F)	:	(Lowest price quote/Price quote of the Bidder) *100
Cumulative score (C)	:	{70 *(T) + 30*(F)}/100

- The firm getting highest Cumulative score (C) based on technical and financial evaluation will be awarded the contract.
- For the purpose of evaluation, the total evaluated cost shall be inclusive of all taxes & duties for which the Client shall make payment to the Bidder including overhead expenses.

12. Payment Schedule

The payment to the selected bidder will be release on half yearly basis with subject to the submission of the documents as mentioned in the TOR clause 5.

12.1. Half Yearly Cycle (Six Month)

Sl.no	Outcome Parameter	Timeline of Deliverable	Payment Tranche
1	On issue of Work Order, Submission of Program Implementation Plan for Career Counselling and Life skill(as per	T	10 % of the Overall Cost

	the clause no. 5 .1 and 5.2in TOR)		
2	Development of Technology Platform and content for career counselling and life skills	T+ week 20	15% of the Overall Cost
	Training of Trainers for career counselling and life skills		
	Registration of students in portal.		
	2.4 Conducting Psychometric test and submission of career reportsand conduct initial assessment of students under life skills along with life skill trend analysis report.		
3	Performance Evaluation & Submission of Report ** for one Career Counselling per student &one Life Skill per students and as mentioned in DPEP (Draft Project Executed Plan)	T+ week 23	15% of the Overall Cost
4	Submission of Closure Report** for Career Counselling & Life Skill	T+ week 27	10% of the Overall Cost
<p>T* - Date of issue of work order</p> <p>Career Counselling Performance Evaluation & Submission of Report **- Explained in clause no 5.1.L under "Section III -Terms of Reference" Submission of Closure Report**- Explained in clause no 5.1.M under "Section III -Terms of Reference" The count of students participating in the Psychometric test must match the count of students participating forClosure Report(having analysis of each student, those are register). In the event of a disparity between the two counts, payment shallbebased on the number of students mentioned in the closure report.</p> <p>Life Skill Conducting initial assessment **- Explained in clause no 5.2.C under "Section III- Terms of Reference." Performance Evaluation & Submission of Report **- Explained in clause no 5.2.F under "Section III -Terms of Reference" Submission of Closure Report**- Explained in clause no 5.2.E under "Section III -Terms of Reference" The count of students participating in the Psychometric test must match the count of students participating for Closure Report. In the event of a disparity between the two counts, payment shall be based on the number of students mentioned in the closure report.</p>			
<p>12.2.</p> <p>Second Yearly</p>			
<p>Half Cycle</p>			
Sl.no	Outcome Parameter	Timeline of Deliverable	Payment Tranche
1	Upgradation of Technology Platform and content for career counselling and life skills with respect to time	T+ week 39	15% of the Overall Cost
	Training of Trainers for career counselling and life skills		
	1.3 Conducting Psychometric test and submission of career reportsand conduct initial		

	assessment of students under life skills along with life skill trend analysis report.		
2	Performance Evaluation & Submission of Report **for one Career Counselling per student & one Life Skill per students and as mentioned in DPEP (Draft Project Executed Plan)	T+ week 42	15% of the Overall Cost
3	Submission of Closure Report** for Career Counselling & Life Skill	T+ week 45	20% of the Overall Cost
<p>T* - Date of issue of work order</p> <p>Career Counselling Performance Evaluation & Submission of Report **- Explained in clause no 5.1.L under “Section III -Terms of Reference” Submission of Closure Report**- Explained in clause no 5.1.M under “Section III -Terms of Reference” The count of students participating in the Psychometric test must match the count of students participating for Closure Report(having analysis of each student, those are register). In the event of a disparity between the two counts, payment shall bebased on the number of students mentioned in the closure report.</p> <p>Life Skill Conducting initial assessment **- Explained in clause no 5.2.C under “Section III- Terms of Reference.” Performance Evaluation & Submission of Report **- Explained in clause no 5.2.F under “Section III -Terms of Reference” Submission of Closure Report**- Explained in clause no 5.2.E under “Section III -Terms of Reference” The count of students participating in the Psychometric test must match the count of students participating for Closure Report. In the event of a disparity between the two counts, payment shall be based on the number of students mentioned in the closure report.</p>			

13. 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 **5% of the contract value** from a Scheduled/Nationalized Bank in favour of “**DISTRICT EDUCATION OFFICER, SUNDRGARH**”, as per the format at Annexure- II, for a period of **Sixty Days (60 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.

14. 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.

15. Conflict of Interest

A Bidder shall not have a conflict of interest (the “Conflict of Interest”) that affects the Bidding Process. Any Bidder found to have a Conflict of Interest shall be disqualified. In the event of disqualification, the Authority shall be entitled to forfeit and appropriate the Bid Security, as mutually agreed genuine pre-estimated loss and damage likely to be suffered and incurred by the Authority and not by way of penalty for, inter alia, the time, cost and effort

of the Authority, including consideration of such Bidder's proposal (the "Damages"), without prejudice to any other right or remedy that may be available to the Authority under the Bidding Documents and/ or the Agreement or otherwise. Without limiting the generality of the above, a Bidder shall be deemed to have a Conflict of Interest affecting the Bidding Process, if:

(i) the Bidder or its Associate and any other Bidder or its Associate thereof have common controlling shareholders or other ownership interest; provided that this disqualification shall not apply in cases where the direct or indirect shareholding of a Bidder or an Associate thereof (or any shareholder thereof having a shareholding of not more than 25% (twenty-five per cent) of the paid up and subscribed share capital of such Bidder or Associate, as the case may be) in the other Bidder or Associate is not more than 25% (twenty five per cent) of the subscribed and paid up equity share capital thereof; provided further that this disqualification shall not apply to any ownership by a bank, insurance company, pension fund or a public financial institution referred to in sub-section (72) of section 2 of the Companies Act, 2013. For the purposes of this Clause indirect shareholding held through one or more intermediate persons shall be computed as follows: (aa) where any intermediary is controlled by a person through management control or otherwise, the entire shareholding held by such controlled intermediary in any other person (the "Subject Person") shall be taken into account for computing the shareholding of such controlling person in the Subject Person; and (bb) subject always to sub-clause (aa) above, where a person does not exercise control over an intermediary, which has shareholding in the Subject Person, the computation of indirect shareholding of such person in the Subject Person shall be undertaken on a proportionate basis; provided, however, that no such shareholding shall be reckoned under this sub-clause (bb) if the shareholding of such person in the intermediary is less than 26% of the subscribed and paid up equity shareholding of such intermediary; or

(ii) a constituent of such Bidder is also a constituent of another Bidder; or

(iii) such Bidder or any Associate thereof receives or has received any direct or indirect subsidy, grant, concessional loan or subordinated debt from any other Bidder or any Associate thereof or has provided any such subsidy, grant, concessional loan or subordinated debt to any other Bidder or any Associate thereof; or

(iv) such Bidder has the same legal representative for purposes of this Bid as any other Bidder; or

(v) such Bidder, or any Associate thereof has a relationship with another Bidder, or any Associate thereof, directly or through common third party/parties, that puts either or both of them in a position to have access to each other's information about, or to influence the Bid of either or each other; or

(vi) such Bidder, or any Associate thereof has participated as a consultant to the Authority in the preparation of any documents, design or technical specifications of the Project.

ii) Final selection

- A. Bidder whose Proposal is adjudged as responsive and who has scored highest marks in Cumulative score (Technical + Financial Bid) shall ordinarily be declared as the selected Bidder for that Division (the "Selected Bidder"). In the event that the DEO rejects or annuls all the Bids, it may, in its discretion, invite all eligible Bidders to submit fresh Bids hereunder. In the case of two or more Bidders quoting the same value, the Bidder having the higher annual average turnover as per the eligibility criterion would be the first in sequence.
- B. The Authority reserves the right to call the Selected Bidder for the Negotiations.

iii) Grant of Work Order

- C. After selection, a work order ("Work Order") will be issued, in duplicate, by DEO to the Selected Bidder(s). The Work Order will be handed to the Selected Bidder or emailed or posted to the Selected Bidder's address as given in the Proposal and such handing or emailing or posting shall be deemed good service of such a notice. The Selected Bidder (s) shall, within 03 (three) working days of the receipt of the Work Order, sign and return the duplicate copy of the Work Order in acknowledgement thereof. Thereafter, the Selected Bidder will enter into a Agreement with DEO ("Selected Bidder") and shall work in accordance with the SOW mentioned in the RFP

- D. The acceptance of the Work Order by the Selected Bidder shall create binding obligations upon the Selected Bidder to fulfil the conditions as specified in this RFP and the Work Order, including the execution of the Contract within the prescribed time, all to the satisfaction of DEO
- E. In the event the duplicate copy of the Work Order duly signed by the Selected Bidder (s) is not received by the stipulated date, DEOSundargarh may, unless it consents to extension of time for submission thereof, appropriate the Earnest Money Deposit of such Selected Bidder(s) as mutually agreed genuine pre-estimated loss and damage suffered by DEOSundargarh on account of failure of the Selected Bidder(s) to acknowledge the Work Order.
- F. Additionally, non-acceptance of the Work Order by the Selected Bidder within the time prescribed therein shall lead to forfeiture of the Earnest Money Deposit of such Selected Bidder and thereafter, DEOSundargarh shall be free to award the Project to the next Bidder in sequence, or to proceed in the manner as considered in the best interest of DEO, Sundargarh at the sole discretion of DEOSundargarh

iv) Disclosure

- G. Bidder 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.
- H. Bidder 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.
- I. Bidder must disclose if they have been convicted of, or are the subject of any proceedings relating to:
 - 1. 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.
 - 2. Corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract.
 - 3. Failure to fulfil any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

v) Information & Technology

19.1 Data Sharing and Ownership:

- 1. The district administration is the sole owner of the data stored or generated by the technology platform in production and testing. The Bidder is liable to give access to the data (**readable**) without any condition as when asked by the administration in its original form or derived as requested. Also, the Bidder without any condition need to allow the administration to **read** the as when required using original shape/form of data storing/accessing tools used in the portal. The service provider has to make the necessary changes in the dashboard/website/ content as per the requirement of the district administration.
- 2. As well as the Bidder is not allowed to reproduce or use the source code and data generated during production and testing outside the purview of District administration Sundargarh without prior approval from the administration. In no condition the data and source code can be shared to any outsiders without prior permission of the Administration, the violation may result legal action as per laws of land. The dispute will be subject to jurisdiction of Sundargarh District of Odisha.
- 3. The district administration has the right to obtain the personal identification information data such as original response from the Aadhar verification APIs or any other identification validation methodology used to validate authenticity of the candidates/party as when required.

19.2 Information Security **

- 1. All the public interfacing portal should use at least TSL v1.3 HTTPS with at least SHA-256 encryption standards.
- 2. The Bidder should follow the information security directive released by the Ministry of Electronics and Information Technology and Cert-In, Government of India within the stipulated timeline directed during entire tenure of service.
- 3. The Bidder should ensure that the application ecosystem is Audited by Cert In empanelled auditors to be compliance according to the laws before moving applications to live production. And the audit report needs to be submitted to district administration in beginning of project and after certain intervals as when asked by the administration.

4. The Bidder is required to follow the guidelines released by Cert-In, Government of India to ensure safety of government owned data
5. The Bidder is liable follow the UIDAI guideline to process and store the Aadhar data along with its images and comply to the future guideline also.

** Information Security Guideline

- a. <https://www.cert-in.org.in/PDF/guidelinesgovtentities.pdf>
- b. <https://pib.gov.in/PressReleaseIframePage.aspx?PRID=1936470>
- c. https://uidai.gov.in/images/Aadhaar_Authentication_for_Good_Governance_Rules_2020.pdf
- d. <https://uidai.gov.in/en/about-uidai/legal-framework/rules.html>

Data Back-up, Integration and Exit Strategy

1. The Bidder must ensure that there must be a data back-up system which will dynamically back of the entire data present in the data warehouse every day at the end of day as per Indian standard time and should keep at least back up stored for past 8 days at point of time when asked to produce or restored. This will help restore data in case of ransomware attack or scenario of data getting corrupted.
2. The data warehouse architecture should be designed such a way that the data can be migrated to other alternative ecosystem as when required.
3. The application should be designed in such a way that it can integrate secure APIs or other data integration methods as when require to other government services and data or similar requirement.
4. The Bidder must lay down an exit strategy to handover the data to district administration or any Bidder authorised by the district administration using secure and universally accepted methodology and get the strategy approved by district administration.

Service continuity and obligation

1. The Bidder is liable for service continuity of the technology platform and addition of new feature addition as when required by the district administration.
2. In case of exit the Bidder must transfer entire knowledge of the technology platform to the new Bidder in case scenario arises.
3. The Bidder is required to promptly respond the query and support requested by the administration and its related offices.
4. The web portal architecture should be capable of handling at least 6000 concurrent users uploading their data or authority acting on the application at any single point of time.
5. While in production no record can be deleted without prior approval of the district administration.

vi) Anti-corruption Measure

- A. 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.
- B. 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.

vii) 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.

viii) 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.

ix) Legal Jurisdiction

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

x) 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/Bidder 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/Bidder or its personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the contract.

xi) 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.

xii) Client's right to accept any proposal, and to reject any or all proposal/s

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.

xiii) Disqualification of Proposal

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

- A. Proposal submitted without Bid Processing Fee & EMD as applicable.
- B. Proposal not submitted in accordance with the procedure and formats as prescribed in the RFP.
- C. During validity of the proposal, or its extended period, if any, the Bidder increases the quoted prices.
- D. Proposal is received in incomplete form.
- E. Proposal is received after due date and time for submission of bid.
- F. Proposal is not accompanied by all the requisite documents / information.
- G. Bids with any conditional technical and financial offer.
- H. 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.
- I. Proposal is not properly sealed or signed.
- J. Proposal is not conforming to the requirement of the scope of the work of the assignment.
- K. Bidder tries to influence the proposal evaluation process by unlawful/corrupt/fraudulent means at one or any point of time during the bid process.
- L. 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.
- M. Any other condition / situation which holds the paramount interest of the Client during the overall section process.

xiv) Fraud and Corrupt Practices

The Bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Bidding Process. Notwithstanding anything to the contrary contained herein, DEOSundargarh may reject a Bid without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the Bidding Process. In such an event, DEOSundargarh shall be entitled to forfeit and appropriate the Bid Security or Performance Security, as the case may be, as Damages, without prejudice to any other right or remedy that may be available to DEOSundargarh under the Bidding Documents and/ or the Agreement, or otherwise.

Without prejudice to the rights of the DEOSundargarh hereinabove and the rights and remedies which DEOSundargarh may have under the RFP, or otherwise if a Bidder is found to have directly or indirectly or

through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Bidding Process such Bidder, at the sole and absolute discretion of DEOSundargarh , shall not be eligible to participate in any tender or RFP issued by DEOSundargarh during a period of 2 (two) years from the date such Bidder, is found to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practices, as the case may be. The following terms shall have the meaning hereinafter respectively assigned to them:

- (a) “corrupt practice” means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the Bidding Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of DEOSundargarh who is or has been associated in any manner, directly or indirectly, with the Bidding Process or work order or has dealt with matters concerning the Agreement or arising therefrom, before or after the \ execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the DEOSundargarh, shall be deemed to constitute influencing the actions of a person connected with the Bidding Process); or
- (ii) save and except as permitted under the Clause of this RFP, engaging in any manner whatsoever, whether during the Bidding Process person in respect of any matter relating to the Project, who at any time has been or is a legal, financial or technical adviser of DEOSundargarh in relation to any matter concerning the Project;
- (b) “Fraudulent Practice” means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts.
- (c) “Coercive Practice” means impairing or harming, or threatening to impair or harm, directly or indirectly, any person or property to influence any person’s participation or action in the Bidding Process.
- (d) “Undesirable Practice” means (i) establishing contact with any person connected with or employed or engaged by the Project Sponsoring Authority withpenal the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Bidding Process; or (ii) having a Conflict of Interest; and
- (e) “Restrictive practice” means forming a cartel or arriving at any understanding or arrangement among Bidder with the objective of restricting or manipulating a full and fair competition in the Bidding Process.

Section III: Terms of Reference

1. Background:

Secondary school is a period when students need to discover their interests and aptitudes and begin to form ideas on what courses of study they would like to pursue or what occupation they would like to engage themselves in the future. These students are undergoing huge physical as well as emotional transformations. This is a critical age since peer pressure and peer expectations are high. This is the period when the students have to perform competitively as well as make some important career decisions related to their future careers and need timely guidance for the same. Since the students have to prepare for global challenges, the 21st century needs some specific Life Skills and Career Guidance support. There is a need to pay special attention to developing them to enable them to reach their potential. Further, the risk of attraction to various addictions is very high in the adolescent age in the era of digital and social media, and cyber security and hence behaviors needs to be addressed.

Against this backdrop, to address the developmental needs and concerns of students at different stages of schooling, a professionally trained person, a Volunteer/Fellow, or a teacher-counselor is required to work within the system. The purpose of career counselling and life skill services is to help each student develop as an individual in his/her own right to make choices and set goals based on his/her strengths by attending to the special needs and requirements of students belonging to different social, economic and cultural backgrounds. Hence, the **DEO, Sundargarh** is planning to launch a Career counselling project to help the students studying in class 9th to 12th & degree college students in taking the effective transition from school to the workforce and Higher Education.

Contribution to Sustainable Development Goals (SDGs)¹: This program is envisaged to contribute to Goal 4 of the SDGs, which is focused on ensuring quality education for all. Goal 4 aims to provide an inclusive and equitable education, promote lifelong learning opportunities, and enhance the skills and capabilities of individuals.

- **Equitable Access to Quality Education:** This program would promote equitable access to quality education by ensuring students from all backgrounds, regardless of their socio-economic status or geographical location, can receive guidance and support for making informed education and career choices.
- **Enhanced Learning Outcomes:** This learning and experience opportunity would enhance learning outcomes by helping students understand their strengths, interests, and skills. This knowledge enables them to select educational pathways and courses that align with their abilities and aspirations.

Alignment with National Education Policy 2020:

This integrated programme for students is seamlessly aligned with the visionary goals and principles outlined in the National Education Policy (NEP) 2020, serving as a vital catalyst for the holistic development of

¹https://www.niti.gov.in/sites/default/files/2020-07/SDX_Index_India_Baseline_Report_21-12-2018.pdf&ved=2ahUKewiOrOePtcidAxUzUGwGHdQPCdIQFnoECA4QAQ&usg=AOvVaw1tRrrr5yv25heSk8snLCou

learners and the realization of the policy's objectives. The NEP 2020 highlights the importance of Career Counselling Programmes as they address the need for equitable and inclusive education by ensuring that all students, regardless of their socio-economic background or circumstances, receive personalized guidance to explore diverse career pathways, fostering an environment of equal opportunities for success. NEP 2020 seeks to instill life skills and 21st-century skills among students to not just promote cognitive development but to also build character and create holistic individuals.

2. Objectives of the Project

The main objective of the project is to create a sustainable model and an ecosystem for each student by identifying their strength, weaknesses, areas of interest and aptitudes because of linking them to their higher education and skill improvement program leading to competent and skillful manpower for getting good employment opportunities or self-employment. The process of identifying the area of interest and aptitude should be objective and measurable. This project shall help students.

1. To find a career that maximizes their potential.
2. To explore personal potential and personality strengths and to assess basic competencies.
3. To track career aspirations and aptitude for suitable and appropriate skill development and capacity-building programs.
4. Provide access to comprehensive career guidance services with easy-to-understand content for first-generation learners, ensuring equitable availability.
5. Facilitate self-awareness and self-assessment among individuals, helping them better understand their skills, interests, and values.
6. Mitigate economic barriers by educating about paths to financial assistance or affordable training options, ensuring that financial limitations do not hinder career development.
7. To create awareness of the varied work, career, and livelihood vistas available to youth today.
8. Address personal barriers by offering motivation, counselling, and support to help individuals overcome insecurities and fear of failure.

3. Scope of work

Career Guidance/ Counselling cum Life Skill Programme:

The DEO, Sundargarh is keen to implement the programme with the support of the Career counselling Agencies or Institutions as Partners for the rollout. The Project will be funded by the DMF Sundargarh.

The psychometric career assessment test will be conducted for the students of class 9th, 11th and first year based on the results, the module for Career counselling will be prepared and taught for class 9th to 12th and undergraduate students.

3.1 The design of the Career Guidance/Counselling cum Life Skill proposed is as follows: -

- i. Identifying a Partner for the rollout of the Career counselling Programme.
- ii. The identified Partner Bidder/Institution has to perform the following activities -
 - A. To put in place an effective and efficient administrative team to monitor, supervise and continuously evaluate the quality of training, acquisition of proposed learning outcomes for the modules, attendance, and programme outcomes.
 - B. To identify, evaluate, record and assess career readiness/employability skill/life skill sets and personal

competencies for all students enrolled.

- C. To identify and assess career aspirations vis-a-vis career aptitude and to suggest appropriate routes for further studies and/or facilitate linkage to existing job-oriented skills training programmes.
- D. To document beneficiaries, record project milestones and provide printed reports and assessments thereof at regular intervals to the Department.
- iii. The steps involved during the cycle are as below –
- A. **Career Awareness** - Promoting Career Awareness through the arrangement of informative career seminars for students and parents, highlighting diverse opportunities, and hosting career exhibitions to visually depict various pathways for both students and their parents.
 - B. **Psychometric career assessment** - Test for the students during aptitude, personality, and interest test
 - Personality inventory
 - Vocational attitudes scale
 - Self-awareness and Livelihoods Awareness tools
 - Learning style assessment
 - Skill assessment & Leadership Skills

Generate a unique psychometric career report by analyzing the assessment test using Data Analysis Techniques that give a deep understanding of the student's strengths, weaknesses, personality traits, and interest areas along with scientific career recommendations including probable courses after class 10th, 12th and final year.
 - C. **Career Dashboard** - Career Dashboard in the online portal for every student. Students who undertook psychometric assessment can log in on the portal with their school student ID and password to an online career dashboard which has the following features:
 - Accessing the career report
 - Information on different careers (both professional and vocational careers)
 - Information on various entrance exams including competitive exams.
 - Information on different college admission processes & scholarships
 - Chatting facility to post queries to the Volunteer/Fellow
 - The portal is mobile responsive and can open on any mobile phone using a 4G internet connection.
 - Helpline Number to resolve student & parent queries.
 - D. **Identification of Life Skills:** Identified one or many Life Skills Institution(s) must provide one-on-one counselling to Students by appointing Career Guidance Instructors.
 - E. **Module Development & Capacity Building Training Session:** Module development for Career Guidance Instructors to provide guidance and counselling for the students in the form of Key Resource Persons
 - i. Key Resource Person training (SRG)
 - ii. Capacity building training session on Career Guidance and life skill to the Headmasters/Principals, CRC/BRT and 2 identified Teachers from each school/college.
 - iii. The overall focus on Leadership Skills, Career Options and Livelihoods Awareness
 - iv. Career Counselling/guidance cum Life Skill sessions as per the Modules at the School level for students and a few counselling sessions for the Teachers and Parents
 - v. Three TOT per year, One TOT is having for the batch consisting of 60 number of teachers for 500 tentative number of teachers those have to be trained under this program. Every Teacher should train on each module.
 - F. **Career exploration:** To orient each student to plan their career. The Volunteer/Fellows will educate them about the available scope along with new career options.
 - G. **Counselling:** An established career Volunteer/Fellow will firstly, be able to explain to the students the perks and disadvantages of pursuing both their interests and aptitudes and give them the clarity and understanding to make the right decisions. This is much needed, especially, when students are prone to taking advice from inexperienced sources.

H. **Selection of future institutions:** To guide students about the selection of colleges, institutions and their application procedure. To give resource inputs on institutional linkage entrepreneurship and skill development

I. **Post-intervention:** survey of the students (feedback from the students)

J. **Impact Assessment:** The impact of the year project cycle be assessed by 3rd party.

3.2 **Coverage:** The program has to cover all the Government and Government-aided Schools of 17 blocks of Sundargarh district. The number of targeted students studying is 59,792 (refer Annexure-I).

Institute Type	No. of Schools	No. of Students
Secondary Schools	384	46615
Higher Secondary Schools	60	4261
Colleges (undergrad.)	30	8916
Total	474	59792

- As per the requirement of the client some selective life skill training have to be conducted by the bidder as per the same terms and conditions. The client will intimate the specific number of school and number of students separately.

3.3 **Project Cycle**

- i. Career guidance will align with the academic calendar of schools and colleges, commencing on April 1st and concluding on March 31st of the following year.
- ii. The purpose of adhering to this schedule is to initiate counselling promptly after the conclusion of examinations, ensuring its continuity until the subsequent final year examinations.
- iii. Initially the duration of the project will be for Three (3) Years i.e., Thirty-Six Months (36 Months) from the date of signing of agreement. After one year of satisfactory performance reviewed by the **Joint Review Committee (JRC)** of the district, it may be continued for a further period of Two (2) years.

3.4 **Periodicity of Payment**

- i. The Service provider will raise its invoice on completion of services during this period duly accompanied by evidence of services provided. The payment will be subject to TDS as per Income Tax Rules and other statutory deductions as per Applicable laws.
- i. The Successful Bidder will have to intimate the bank account number, and other details of the bank to enable DEO, SUNDARGARH to credit the payments into the account.
- ii. No interest shall be payable for delay in making the payments. The Successful Bidder shall not be entitled to any interest with respect to any money which may be due to him from DEO, SUNDARGARH.
- iii. While claiming the payment, the Successful Bidder must certify on the bill that the payment being claimed is strictly within terms of the Contract and all the obligations on his part for claiming this payment have been fulfilled as required under the Contract.

3.5 **Methodology**

Blended Learning Model:

- i. Integrates a repository of offline content with online educational components.
- ii. Provides the benefits of in-person interaction along with the flexibility of online accessibility.
- iii. Addresses various learning preferences and situations.

Curated Electronic Content:

- i. Digital resources, such as interactive videos and multimedia, constitute the e-content.
- ii. Interactive e-content improves engagement and retention in the learning process.
- iii. Offers convenient access to a rich array of educational materials.

3.6 Post Exam Support

- i. Thorough career counselling will be provided after exams to ensure that students make career choices based on their preferences rather than succumbing to external pressures.
- ii. Psychological counselling will be offered to students to prevent them from taking adverse actions following the release of results.

3.7 Sessions by Professionals (Career Podcast)

- i. A session led by experts from various fields such as Sports, bureaucracy, Banking, Engineering, Medical etc.
- ii. The Bidder can leverage the use of Smart Classroom & studio for conducting this session.
- iii. Session will be conducted 3 times a month.
- iv. The session will be documented, and subsequent workshops can be referred to as episodes.
- v. After the Live session, an episode of that session shall be made available to all students in the portal.

3.8 IEC activities & Documentation (Report & Video) ***

- i. The Bidder will prepare and release a monthly newsletter containing testimonials of students, teachers and officials, and success stories if any.
- ii. The Bidder will produce a brief video (2-3 minutes) every two months, featuring testimonials of students, teachers and officials, and success stories if any.
- iii. Before making the final publication of the newsletter/video by Bidder, the draft shall be shared with the Client for review.
- iv. Photos/videos/any kind of similar evidence gathered by Bidder for making a newsletter or video shall be shared with the Client.

3.9 Monthly Review Meeting

A monthly Review meeting shall be conducted to understand the progress of the project.

A. Roles and responsibilities of the Joint Review Committee (JRC)

- i. A joint review committee shall be constituted for the proper implementation, supervision, and monitoring of the project.
- ii. The joint review committee shall constitute of the following members from their respective organizations:
 - Collector, Sundargarh (Chairperson)
 - CEO, DMF, Sundargarh
 - District Education Officer, Sundargarh (Convener)
 - District Welfare Officer, Sundargarh
 - Principal of Sundargarh College, Sundargarh
 - Representative from DMF, Sundargarh
- iii. The initial phase of the project will involve a review of the Program Implementation plan by JRC, and JRC retains the authority to either approve or reject the plan.
- iv. JRC may review eligibility of staffs deployed by Bidder prior to team deployment.
- v. If any staff deployed by Bidder was found irregular with duty JRC hold the right to instruct Bidder take corrective

- action as required, that might lead to disengagement from the project.
- vi. The joint review committee shall also be responsible for monitoring and supervision of the project.
 - vii. For assessing the impact, JRC may take inputs from students and teacher on regular basis.
 - viii. JRC will assess the Bidder's performance post one year, and the decision to grant extension as outlined in Clause A, Section -1 rests with JRC.
 - ix. The joint review committee or any of its members, shall have the right to visit the Training Centre, conduct surprise visits, interview the trainees, trainers, and other staff, check the quality of the ongoing program, suggest improvements, etc. All such visits shall be properly recorded.

3.10 Responsibilities of Bidder

1. Performance of the activities and carrying out its obligations with all due diligence, efficiency, and economy in accordance with the generally accepted professional techniques and practices.
2. The successful Bidder must submit the Detail project execution plan (DPEP) and take necessary approval from DEO, Sundargarh before executing the project.
3. Observance of sound management practices, and safe methods. In respect of any matter relating to the agreement, always act as faithful partner to the Government and shall all times support and safeguard the Government's legitimate interests in any dealing with the Contracts.
4. Shall not except for his own benefit any commission, discount, or similar payment in connection with the activities pursuant to discharge of his obligations under the agreement and shall use his best efforts to ensure that his personnel and agents, either of them similarly shall not receive any such additional remuneration.
5. Bidder shall provide and deploy, on the site for carrying out the work, only those manpower resources who are skilled and experienced in their respective trades, deemed necessary for the prescribed scope of work in the RFP and who are competent to execute or manage/supervise the work in a proper and timely manner.
6. The Bidder would keep DEO,Sundargarh updated with the details of the staff members deployed on the Project. The Bidder will ensure that the rosterschedule of all deployed manpower for each day at the required locations is made available to DEO, sundargarh for view by authorized DEO,Sundargarh staff. No change to the deployed manpower shall be done by the Bidder without written approval from DEO, Sundargarh except where such removal and/or replacement becomes necessary due to exceptional circumstances like disability, resignation, termination, death, etc. of the resource.
7. The Bidder shall maintain backup staff and shall promptly provide replacement of every person removed, pursuant to this section, with a substitute who is equally competent or higher in competence from the pool of backup personnel.
8. In case of change of any staff, the Bidder shall ensure a reasonable amount of time-overlap in activities to ensure proper knowledge transfer and handover/ takeover of documents and other relevant materials between the outgoing and the new member. The Bidder shall also ensure that such a change does not adversely impact the quality and timelines of the Project.
9. Bidderis required to observe the highest standard of ethics and shall not use 'corrupt/fraudulent practice'. For this provision, 'corrupt practice' means offering, giving, receiving, or soliciting anything of value to influence the action of a public official in implementation of the project and 'fraudulent practice' means misrepresentation of facts to influence implementation process of the project in detriment of the Government.
10. If found that the Bidder is incompetent to provide the Service requested, in such a situation, the proposal may be reviewed for award of the Contract to the next qualifying Bidder or go for a fresh bid depending on the circumstance. No form of compensation shall be payable in any form whatsoever to the forfeited firm. In case it is

decided to go for the next qualifying Bidder, negotiation maybe considered to bring down their price nearer to the originally Evaluated or Lowest Bidder in consideration herewith.

11. All services / supplies shall be of best quality with utmost satisfaction. In case of any articles supplied or services rendered are not as per Qualitative Standards, the same shall be liable to be rejected or replaced and any expense as a result of the rejection or replacement shall be entirely being at the cost of the successful Bidder.
12. The Bidder should designate one person ("Contact Person" and "Authorized Representative and Signatory") authorized to represent the Bidder in its dealings with DEO, Sundargarh. This designated person should hold the Power of Attorney and be authorized to perform all tasks including but not limited to providing information, responding to enquiries. The Covering Letter submitted by the Bidder shall be signed by the Authorized Signatory and shall bear the stamp of the firm.
13. Project Report System will be developed to monitor and review the project by DEO, Sundargarh. The Report system is designed to enable review of the timely outputs and outcomes. The format, content of the report will be pre-agreed with the selected Bidder.
14. Annual financial planning of the project, proforma for the claiming the funds against invoice, necessary documents for release of grant and submit Utilization Certificates for the fund spent by.
15. The Bidder shall be responsible for all the costs associated with the preparation of the Proposal and any subsequent costs incurred as a part of the Bidding Process. DEO, Sundargarh shall not be responsible in any way for such costs, regardless of the conduct or outcome of this process.
16. The Bidder will submit the monthly, quarterly & yearly progress report to DEO Sundargarh. Also, with DMF, Sundargarh as and when it required.

3.11 Responsibilities of DEO, Sundargarh

DEO, Sundargarh will be the nodal department having overall responsibility for the project with following responsibilities:

1. Selection of Bidder for project implementation through this RFP and formulation of any requisite committees if required.
2. Signing of Contract with the selected Bidder, communicating with the Bidder for providing necessary support, access etc.
3. For proper day-to-day functioning of the Career counselling, Sundargarh will provide training & activities.
4. Approve the Detailed Project Execution Plan (DPEP) formulated by the selected Bidder and suggest changes, if any.
5. Assign, supervise, and monitor the work of the selected Bidder on a regular basis. At Block/Cluster level, the program will be supervised and monitored by BDO/BRT and CRC respectively. At college level, the program will be supervised and monitored by Officer (Nominated College Principal) at subdivision level Sundargarh, Panposh and Bonai. The monitoring report and field level observation will be shared by CRC/BRP to BDO level. In turns, the concerned BDO/Principal will share his report with DEO, Sundargarh on monthly basis. DEO, Sundargarh will compile all the block level & college level report and share the status of the project to DMF, Sundargarh on monthly basis.
6. Inform the Bidder and Collector cum Managing Trustee DMF for non-compliance or poor performance of the selected Bidder with valid documents/proofs of poor performances/negligence from scope of work etc.

7. Verify and forward bills that are submitted by the selected Bidder to DMF for release of funds for payment to the Bidder in a timely manner.
8. Attend quarterly and yearly review meetings with Collector cum Managing Trustee DMF for overall assessment of the performance of the Bidder.
9. Monitor the service's performance regularly, gather feedback from stakeholders, and make improvements as needed.
10. DEO, Sundargarh shall act as the contact point for implementation of the Project and for issuing necessary instructions, approvals, commissioning, acceptance certificates, payments etc. to the Bidder.
11. DEO Sundargarh shall provide timely approvals to the Bidder from time to time, which may include approval of Project plans, implementation methodology, design documents, specifications, or any other document necessary in fulfillment of this Bidder
12. Provide reasonable support through personnel to test the system during the Term.
13. DEO Sundargarh shall interface with the Bidder, to provide the required information, clarifications, and to resolve any issues as may arise during the execution of the Bidder.
14. DEO Sundargarh shall provide requisite data related to its functioning, facilitate obtaining of approvals from various governmental agencies, in cases, where the intervention of DEO Sundargarh is proper and necessary.
15. DEO Sundargarh may provide on the Bidder request, particulars/information/ or documentation that may be required by the Bidder for proper planning and execution of work and for providing goods and Services covered under this Agreement.
16. DEO Sundargarh may at any time request the Bidder to remove from the work / site the Bidder representative or any person(s) deployed by the Bidder for professional incompetence or negligence or for being deployed for work for which he/she is not suited. The Bidder shall accede to DEO Sundargarh request and shall not again deploy any person so objected to on the work or on the sort of work in question (as the case may be) without the written consent of DEO, Sundargarh.
17. DEO, Sundargarh shall the Nodal department to release the fund to the Bidder.
18. DEO, Sundargarh shall submit annual requisition of fund for the project to DMF based on assessment for approval and release.
19. DEO, Sundargarh should conduct the **Joint Review Committee meeting** quarterly basis to judge the overall performance of the Bidder including the footfall of the patients and other quality indicators.

3.13 Responsibilities of DMF Sundargarh

1. Administratively approve the project proposal as received from DEO Sundargarh.
2. Participate in quarterly and yearly review meetings conducted by the Collector and Managing Trustee DMF Sundargarh for performance assessment of the Bidder.
3. Take necessary action as per the information received from DEO Sundargarh during review of the concerned Bidder as per instructions of Collector and Managing Trustee DFM Sundargarh.
4. Scrutiny and release of funds to the DEO Sundargarh as per actual bills submitted and stipulated norms. Monitor and Evaluate project progress periodically.

3.14 Implementation

Following are the steps for implementation of Career Counselling Program,

- a) **Implementation plan:** will be different for 3 different levels.
- Level 1 – Secondary level (Class 9 to Class 10)
 - Level 2- Higher Secondary Schools (Class 11 & Class 12)
 - Level 3 – Undergraduate & Post Graduate levels.

b) **Project Team Deployment:**

Roles	Numbers
Project Manager	2
Finance & Accountant	1
Project Officer at the Subdivision level	3
MIS Coordinator & Documentation	2
Content Developer & Resource Person	3
Volunteer for Life Skill cum Career counselling	50 (1 per 10 schools/institutions)

❖ Dashboard approval done before Project Team Deployment

c) **Inspection of existing Infrastructure of schools and colleges at the Institutes for implementation planning**

Evaluating the infrastructure including in institutes for planning the delivery model for each level for Career counselling (Online/Offline)

Assigning and organizing the team responsible for implementing the project:

d) **Mapping of teacher/lecture for training under “Training of Trainer” Program:**

- Each Institute (Schools & Colleges) will recommend one teacher /lecture as a trainer, who will undergo ToT programme. - Mapping of trainer will be facilitated by the implementing Bidder.

e) **Steps for Project Implementation:**

Sr. No.	Step	Responsibility	Timeline for Completion
1	Issue of Letter of Intent (LoI)	DEO	Within 10 working days of finalization of the Bidder
2	Submission of Performance Bank Guarantee	Bidder	Within 15 working days of receiving the LOI
3	Signing of the Contract	DEO with the Bidder	Within 15 working days of receiving the PBG from the Bidder
4	Deployment of manpower, readiness, and commencement of Career counselling Program at three scale level in	Bidder	Within 1 Months of signing of Contract

	Sundargarh district		
5	Submission of DPEP (Draft Project Executed Plan)	Bidder	Within 15 days of signing of Contract
6	Approval of DPEP	DEO	Within 7 working days of receiving the DPEP
8	Submission of monthly bills by the Bidder to the DEO	Bidder	By the 4 th of every proceeding month
9	Fund release to the selected Bidder on submission of bills (monthly)	DEO	Within 20 working days of receiving of bills from the Bidder
10	Supervision, Monitoring and Review of the project (monthly)	DEO	By 20 th of every month

f) Monitoring and Evaluation

1. Regular review meetings shall be conducted by the office of the DEO, Sundargarh to monitor the implementation of the project. The selected Bidder shall submit the progress report on monthly basis in the desired format as per given schedule to the office of the DEO, Sundargarh. This monthly progress report shall be verified and submitted by the DEO, Sundargarh to the office of DMF Sundargarh on a regular basis.
2. Quarterly review meeting (at least three review meeting per year) shall be conducted by a **Joint Review Committee (JRC)**, DMF along with DEO, Sundargarh to assess the services provided and the compliance of the selected Bidder to the Scope of Work.
3. DEO shall do the inspection of the regular session /activities and training to ensure the quality and submit the report to Collector-cum-Chairperson and Managing Trustee, DMF. The Inspection shall be carried out after the end of each year (after project initiation) and shall take feedback from the students and parents during the activities/session; inspect the quality of delivery of training and module; check the geo-tagged attendance of the staffs; financial assessments for reconciliation of funds received/expenditure incurred and other related tasks.
4. All e-content, IEC material, dashboard and content developed under the project will be property of the office of the DEO, Sundargarh and the Bidder will have no right over it.

g) Payment of Appropriate Wages by the Selected Bidder

1. The Bidder shall pay as applicable all the wages / salaries as provisioned for each category of HR hired for:
 - i. Payment of Wages Act, 1936
 - ii. Minimum Wages Act, 1948
 - iii. Employer's Liability Act, 1938
 - iv. The Workmen Compensation Act, 1923
 - v. Industrial Disputes Act, 1947
 - vi. Maternity Benefit Act, 1961
 - vii. Any other relevant Act

2. Wages shall not be less than the minimum wages prescribed by Govt. of Odisha for Contractual worker. It is mandatory for the Bidder to make the payment to personnel engaged by the Bidder in this TSU within time stipulated as per labour laws by way of ECS/RTGS/NEFT and submit the photocopy of the acquaintance roll along with the bill for the following month as a proof thereof.
3. Payment of wages to the Contractual staff engaged is to be ensured by Bidder and it would not be linked with clearance of Bill/Invoice of the selected Bidder from the office of DEO Sundargarh.
4. In case any complaint is received, or it is observed that payment to deployed staff is not being made as per law, the Bidder shall have to make payment to these staff at their risk and cost, in the presence of an authorized officer of DEO, Sundargarh.
5. The Bidder shall be fully responsible for adhering to the provisions of various laws applicable on them including Labour laws and Minimum Wages Act. In case the Bidder fails to comply with the provisions of applicable laws and thereby any financial or other liability arises on the Government by Court orders or otherwise, the Bidder shall be fully responsible to compensate/indemnify to the Government for such liabilities. For realization of such damages, Government may even resort to the provisions of Public Debt Recovery Act or other laws as applicable on the occurrence of such situations.

h) Reporting Arrangements

1. The selected Bidder direct shall work under supervision of the District Education Officer, Sundargarh; and CEO, DMF Sundargarh, Government of Odisha.
2. Regular review meetings shall be conducted by the office of the DEO to monitor the implementation of the project and achievement of objectives.

i) Payment Procedure

1. The payment to the selected bidder will be released on half yearly basis. The selected bidder will submit the bills/invoices as mentioned in the clause no. 12(12.1& 12.2) with subject to the submission of the following documents:
 - Attendance sheets/Timesheets, Remuneration / Salary / Wages sheets of all the employees / HR Staff etc deployed at Career Counselling and Life Skill Training Project
 - Closure Report for the Career counselling and life skills which includes –
 - i. The number of students participated in Psychometric assessment and Initial assessment.
 - ii. The number of students included in the counselling.
 - iii. The number of students those evaluated during performance evaluation.
 - iv. Closure Report - The number of students impacted.

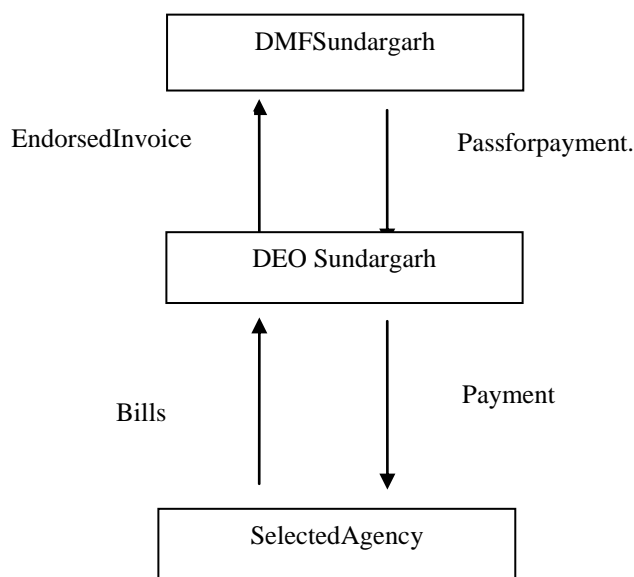
After the issue of work order & submission of Program Implementation Plan, the selected Bidder will be paid 10 % of the overall cost as advance payment.

The next tranche will be paid as mentioned (clause no. 12) subject to submission of documental evidence of 75% expenditure of the earlier fund released.

After submission of a centralized bill/invoice complete in all respect, it shall be scrutinized for its correctness, verified, and approved for payment by the DEO, Sundargarh.

2. Office of DEO Sundargarh shall submit these verified bills/invoices along with abstract and supporting documents, within 15 working days to DMF Sundargarh.
3. DMF Sundargarh shall verify the abstract and supporting documents and release payment to DEO Sundargarh.
4. Centralized payment shall be done by DEO,Sundargarh for the single monthly bill/invoice raised by the selected Bidder.
5. All taxes applicable will be deducted as per provisions.
6. All assets, equipment's and tools utilized under the project will be property of the office of the DEO, Sundargarh and the Bidder will have no right over it.
7. DEO, Sundargarh may order variations in the scope or quantum of work through a written variation order. The payment for the variation shall be worked out on the basis of Contract rates for manpower.
8. Invoice submitted should be in the format as specified under GST Laws viz. all details as mentioned in Invoice Rules like GSTIN registration number, invoice number, quantity, rate, value, taxes with nomenclature CGST, SGST, IGST mentioned separately, HSN (Harmonized System of Nomenclature) Code / SAC (Services Accounting Code) Code etc.
9. Payment to the successful Bidder will be subjected to TDS as per rules in force from time to time. The Tax Deduction at Source (TDS) shall be done as per the provisions of Income Tax Act & GST, as amended from time to time and a certificate to this effect shall be provided to the successful Bidder by DEO, Sundargarh.
10. The Successful Bidder has to give an undertaking that GST as mentioned in the invoice has been /will be paid and also file returns as per respective extant rule.

Fund Flow Mechanism



4. Finalization of the Program Implementation Plan

Preparing “Program Implementation Plan” for Career counselling and submitting before “Joint Review Committee” for approval.

- a. **Registration of Schools/Institutes:**
 - i. Enrolling schools and institutes in the program for the Project Dashboard to monitor the progress of the project in a streamlined manner.
 - ii. Following data fields are to be placed mandatorily in the e-registration form to be placed under Technology

Platform.

1. Name of the Student:
2. Parent Name (Either Father or Mother):
3. Aadhar Number:
4. Mobile Number:
5. Name of the School:
6. Current Class in which the student is enrolled:
7. Academic Year:

Any other additional information as desired by District Administration from time to time.

b. Initial training of trainers under ToT programme.

- i. Pre-Training Assessment: Assessing the skills and needs of participants before training, to enable tracking the pre, mid, and post-training impact on every student.
- ii. Launch Event (5 days): The official commencement and introduction of the project, spanning 5 days divided between the 3 subdivisions of Sundargarh as per the size and need of each subdivision.
- iii. Institute Stakeholder Engagement: Orientation and engagement of all relevant stakeholders in the institutes to introduce them to the project, the implementation plan, and the deliverables from each stakeholder to make the project a success.
- iv. Introductory and Capacity Building Session: Detailed explanation of the curriculum and related roles and responsibilities to the career counselling project team and support required from schoolteachers/personnel.
- v. Three TOT per year, One TOT is having for the batch consisting of 60 number of teachers for 500 tentative number of teachers those have to trained under this program. Every Teacher should train on each module.

c. Creation and Operationalization of Project Dashboard/ Career Portal and Helpline Number

- i. Activating the Project Dashboard which will track the progress of the Project on multiple levels like student, school, divided in education levels of Secondary/Higher Secondary and Graduate Level each student, school, cluster monitoring system for the project.
- ii. To handle all the incoming queries of the youth related to their career.
- iii. Helpline number will provide services in Odia, Hindi, and English on working days from 9am to 6pm to address students' queries.
- iv. The platform will include assessment desk, counselling corner, skill and entrepreneurship corner, a mobile app, institutional linkage, e-book corner and will provide link with other Govt of India's career portal. The e book corner will be a repository of information about institutions, courses timeline when to apply, whom to contact, course materials and link of GOI's online repositories and other eminent links.
- v. Participation of students in the online portal need to be analysed along with feedback from the students about how much this endeavor is helpful to them.
- vi. System should have SMS system to send SMS to the students related to the career guidance or matter related to career oriented.
- vii. Success story of students to be documented and uploaded in the portal to motivate others.

d. Psychometric Test (Separate for Sec., Higher Sec, and College):

- i. Administering psychometric tests starting with graduate students, followed by higher secondary and then secondary level to comprehend the psychological aspects and career alignment of every student.
- ii. Psychometric career assessment test for the students during aptitude, personality, and interest test
 - Personality inventory
 - Vocational attitudes scale
 - Self-awareness and Livelihoods Awareness tools

- Learning style assessment
- Skill assessment & Leadership Skills

e. Career Report Generation:

- Career Reports will be generated based on psychological alignment with the available career options of each student.
- The same career report will be shared with the District Education Officer, Sundargarh the principal/Headmaster of the respective institute.

f. Career Counselling Sessions:

Following an analysis of the career reports, students sharing similar career aspirations will be grouped, and tailor-made group career guidance sessions will be organized for them.

g. Mid-Training Assessment:

- Post career guidance sessions, an assessment will be conducted to track the impact of career guidance sessions.
- The same assessment report will be shared with the principal/Headmaster of the respective institute.

h. Life Skills Training:

- The life skills sessions will cover 11 thematic areas, including personality development, communication and presentation skills, professional skills, critical and creative thinking, self-discipline, leadership and management skills, and ethical and moral values.

j. Subject Expert Lectures/Workshops/Session:

Professionals with expertise in the field will facilitate comprehensive sessions encompassing lectures, workshops, and life skills training. These sessions will be conducted through both online and offline modes, ensuring accessibility and flexibility for all participants.

k. Performance Evaluation:

Conducting a comprehensive evaluation, which includes an examination of the steps taken by students in their career decision-making process, to gauge the enduring effects of Career counselling programme on their personal and professional development.

l. Closure Report:

- Preparing a comprehensive report summarizing the project's outcomes and achievements and submit it before JRC.
- JRC will evaluate the report and give necessary feedback.

m. Deployment of Resources:

- Appointment and deployment of Project Manager, Finance and Accountant, MIS coordinator & documentation, Content developer and Resource person, Officer at the Subdivision level, coordinators, IT Team, Volunteer/Fellows (counselling and life skill at school level) and to cover government schools and institutes of the district of Sundargarh.
- They will be deployed at the allocated District/Sub-division/cluster (GP) level.
- Initially they will be responsible for the inspection of existing infrastructure of all institutes.
- Essential eligibility criteria will be as follows:

Project Manager:

- Minimum Post Graduation/PG Diploma in Business Administration/Science/Mathematics/ Technology/Social Work or related field.
- Minimum of 5 years' experience in Project Management/School monitoring/Social Work or related field

Project Officer:

- Minimum Graduation in Arts/ Science/ Commerce/ Technology or related field.

- Minimum of 3 years' experience in service delivery/operation management/ public grassroots implementation projects or related field.

MIS Coordinator:

- Minimum Graduation in Arts/ Science/ Commerce/ Technology or related field.
- Minimum of 2 years' experience in MIS preparation/ MS Excel/ Data Entry/Reporting or related field.

Content Developer & Resource Person:

- Minimum Graduation in psychology, counselling, education, social work, English, business management, IT or related disciplines.
- Minimum of 3 years' experience in developing content and being a facilitator.

Volunteer/ Fellows:

- Minimum Graduation with a certificate of diploma in Career counselling/life skill or higher in fields such as psychology, counselling, social work, education, English, business management, IT or related disciplines.
- Minimum of 2 years' experience in providing career/educational counselling to students at schools/ colleges/ educational institutes.
- These Volunteers/Fellows are to be appointed at the cluster level where the Volunteer/Fellow should visit the schools at least once every 7 days. Volunteers/Fellows are to be supported by the respective school teachers.

Project Manager

- 2 Project Manager to oversee the entire program's planning, implementation, and evaluation.
- Monitoring project progress and reporting to the department.
- Coordinate with JRC by submitting regular weekly/monthly reports.



MIS Coordinator

- 2 MIS Coordinator to ensure that the project operates efficiently, maintains accurate records, and leverages technology effectively.
- Database and online-portal management



Project Officer at Subdivision level

- Project Officer to coordinate the delivery of ToT programme, career counselling sessions, workshops, and other programme activities in the assigned cluster of schools or block.
- Collaborate with the institutes and ensure proper deployment of the counsellors and trainers.
- Ensuring report is regularly submitted before Principal/Headmaster of each institute and their feedback is taken care of.



Content Developer & Resource Person

- 3 Content Developer & Resource Person to ensure quality training with assessment and develop module and e-content in Odia, Hindi & English languages.

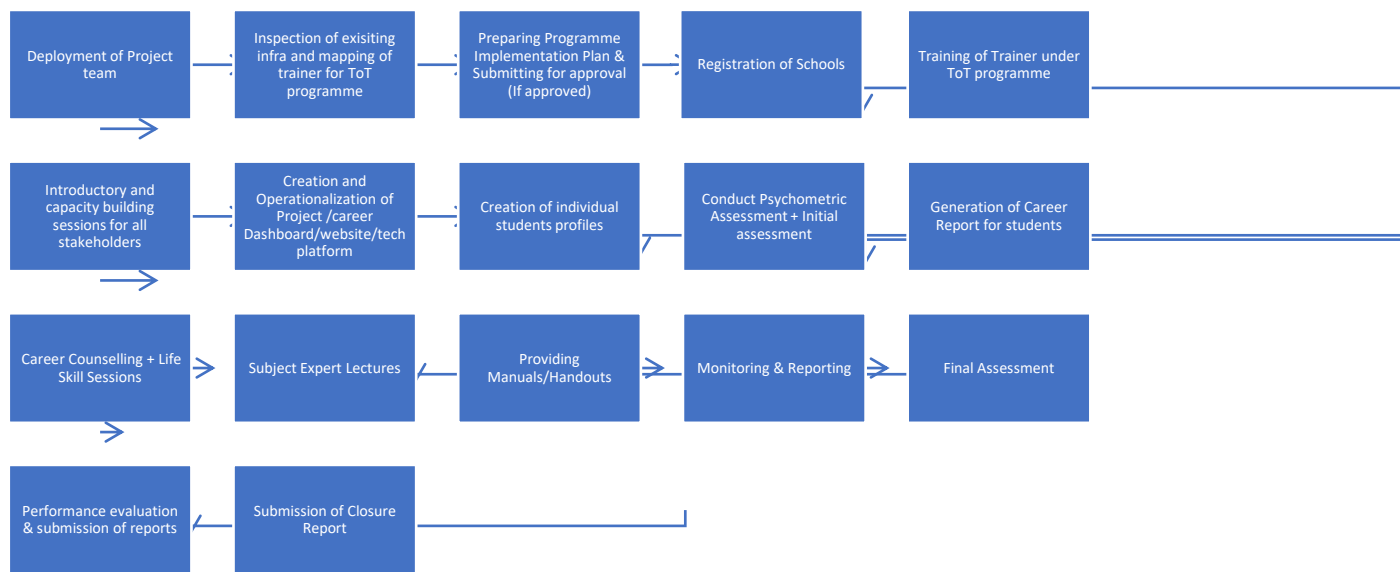


Volunteer/Fellow

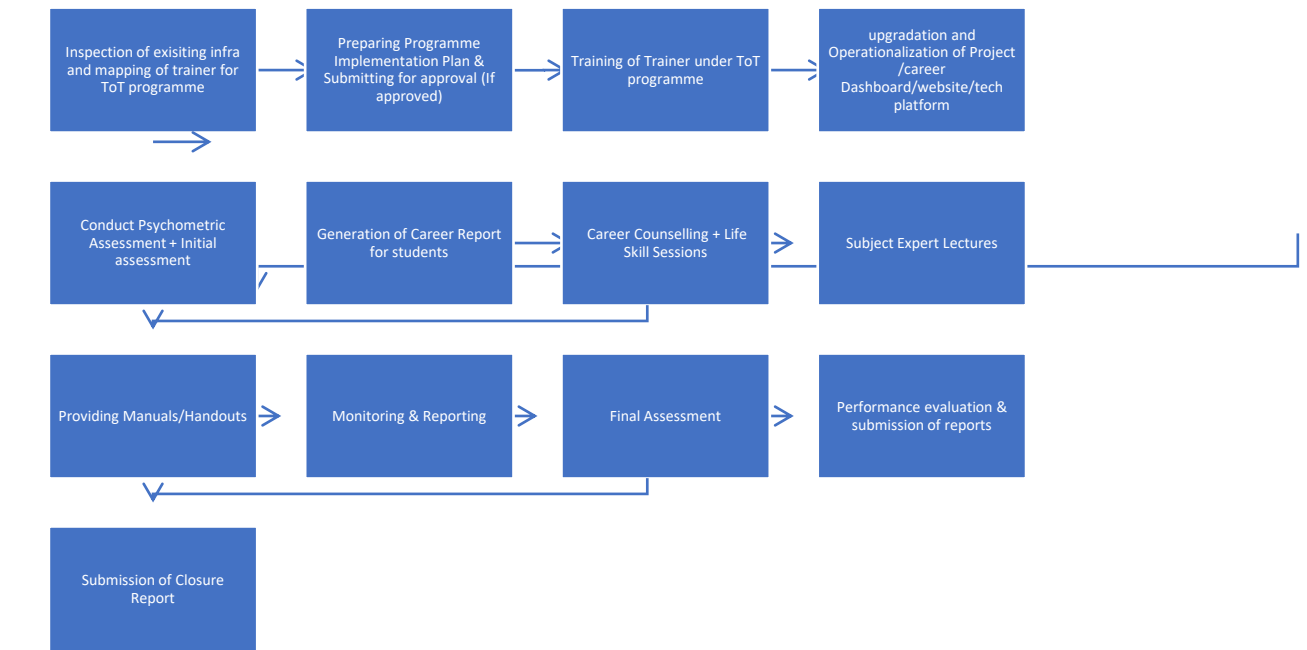
- 50 Volunteer/Fellows to conduct life skill cum career counselling sessions with students and administer career assessment tools and interpret results.

3 The scope covers the following essential components:

Half Yearly Cycle (Six Month) Flow-

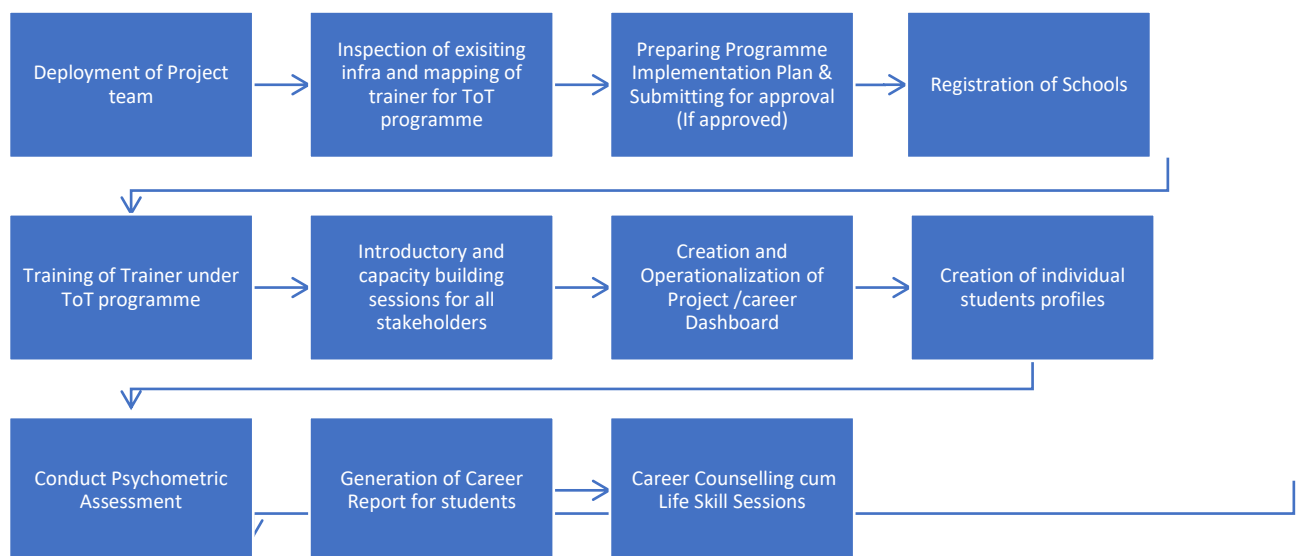


Half YearlySecond Cycle (Six Month)



5.1

Part – I : Career Counselling



A. Inspection of existing infra and mapping of trainer for ToT programme

- i. The project team shall physically visit all schools and colleges and do the inspection of existing infrastructure of institute that includes smart classroom /e library /classroom etc.
- ii. The principal/Headmaster will recommend one teacher/lecturer from respective institute for ToTprogramme.

B. Creation and Operationalization of Project Dashboard:

The program's digital platform will function as a centralized hub, offering students, teachers, and Volunteer/Fellows easy access to information, resources, and tools pertinent to career development. The platform is

intended to be user-friendly, interactive, and crafted to amplify participant engagement and enhance the learning experience. Outlined below are the key features and functionalities of the digital platform:

- i. Engaging career assessment tests designed to be interactive, aiding students in identifying their strengths, interests, and potential career paths.
- ii. A comprehensive repository of digital resources, encompassing career guides, articles, videos, infographics, and success stories.
- iii. Personalized progress tracking capabilities that enable users to monitor their involvement in various activities, assessments, and resources.
- iv. The dashboard should capture ToT module (Career Awareness, Career Trends, Career Planning, Scholarships, Career workshop, one to one counselling and group counselling), number of training conducted with name of topics and number and name of HMs/Teachers/CRC/BRP who trained under this TOT.

C. Preparing Programme Implementation Plan & Submitting for approval

- i. The project team will prepare one project implementation plan that may incorporate their strategy of implementation of the project by using existing infra and other resources.
- ii. Plan shall be submitted before JRC for review & approval.
- iii. If JRC suggest for changes then project team shall make necessary, change, and resubmit.

D. Registration of Schools:

An established registration process to ensure that all schools/ institutes/ students have a seamless entry into the programme. After receiving school/institute data from the department, registration of schools and students to be done on the digital platform to generate School, Student, and Teacher IDs.

E. Training of Trainer:

Upon receiving list of recommended teacher/lecture from all institutes, ToT training will start block /cluster wise as per plan outlined in “Program Implementation Plan”.

F. Introductory and Capacity Building Session:

- i. Introductory session on “Significance of Career counselling” to engage teachers, and other stakeholders and provide them with a clear understanding of the program’s goals, benefits, and expectations. This would serve as a platform to generate interest, address queries and set the tone for the entire initiative. Also, to provide an overview of the program’s themes, timeline, including important milestones, counselling sessions, workshops, activities and assessments.
Emphasize the significance of extracurricular activities or non-academic learning experiences for students in a dedicated session, highlighting their role beyond the standard academic curriculum.
- ii. Conduct a capacity-building session addressing the requisite approaches and models for both pre-training and post-training counselling needs. This includes facilitating access to valuable information for candidates seeking diverse routes to explore future career and job opportunities.
- iii. Develop pertinent training content aligned with project objectives and goals to enhance the capacity of participants.
- iv. Deliver orientation training for onboarding counselors, covering fundamental aspects such as counselling basics (goals, process, ethics), establishing rapport, active listening, perception change, career counselling models and theories, group facilitation, contextual understanding through case studies, and digital content.
- v. Provide training on the proficient use of career assessment tools and techniques, encompassing the administration and interpretation of aptitude tests, interest inventories, personality assessments, and other career-related evaluations.
- vi. Equip career counselors with up-to-date information and resources pertaining to diverse career options, especially job opportunities in the public & private sector, educational pathways, and prevailing labor market trends to offer precise guidance to students.

- vii. Familiarize career counselors with college and university application procedures, admission requirements, and scholarship opportunities, guiding students through the entire application process.
- viii. Cultivate cultural awareness among career counselors, enabling them to effectively engage with diverse student populations and address unique challenges faced by marginalized and underrepresented students.
- ix. Encourage collaboration among career counselors, teachers, and other school stakeholders to establish a supportive environment for comprehensive student career development, ensuring a holistic approach to their educational and career planning.
- x. Three TOT per year for the batch consisting of 60 number of teacher for 500 tentative number of teacher those have to trained under this program.

G. Conduct Psychometric Assessment

- i. Develop a meticulously crafted psychometric assessment test, taking into consideration the needs and learning levels of the student beneficiaries, while aligning with the program's objectives.
- ii. Administer an online/offline psychometric assessment (in Odia, Hindi, or English) within school premises, utilizing the existing infrastructure. If ICT facilities are unavailable, conduct an offline test.
- iii. Construct the career assessment based on a candidate's personality, aptitude, and interests, thereby creating a comprehensive psychometric assessment and analysis. Generate a detailed analysis report for each candidate, accessible online through personalized logins for individuals either digitally or offline within school premises.
- iv. Integrate the assessment tool into the digital platform for schools equipped with ICT infrastructure, enabling students to complete it online and access their results digitally.

H. Generation of Career Report for Students

- i. Share a detailed Career Report with students who appeared for the assessment. (Odia/English Language)
- ii. Career Volunteer/Fellows will interpret and analyze the assessment results in conjunction with students' personal aspirations and goals and provide appropriate guidance.

I. Career counselling Sessions:

- i. Hybrid- Personalized/ Group counselling interaction (spanning 30 to 60 minutes) by the Volunteer/Fellows on interpretation of the career assessment report. The group session counselling to provide candidates with sources for accessing multiple information to find out suitable career and job opportunities.
- ii. Grade-wise modules to be covered in Odia/ Hindi/ English. Such sessions may be conducted online/ offline depending upon the accessibility available in schools/ institutes.
- iii. Career Counselling will be done through ToT as well as Physical visit mode.
- iv. For Physical visit of mode, Volunteer has to visit minimum 2 institutes per day to ensure every institute is covered minimum once in a week.
- v. Engage students in discussions to help them understand their strengths, interests, values, and personality traits upon generation of career counselling assessment report. Counselling sessions should facilitate discussions about multiple career options, industries, and professions that align with students' interests and traits.

J. Post Career Counselling Support:

In the aftermath of psychometric assessments and the generation of career reports following steps shall be followed by the implementing Bidder.

- i. Exclusive target groups shall be constituted aligned with the career interests of the students at all three levels i.e, Secondary, Higher Secondary and Undergraduate/ Postgraduate Levels and thus exclusive “career tracks” will be

formed.

- ii. These career tracks will be divided into two categories: conventional career track and emerging career track.
- iii. The implementing Bidder shall develop a dedicated digital interactive platform for rendering counselling support to the students adopting career options across the above two tracks.
- iv. This support shall be specific to each of the abovementioned target groups. For example, the Bidder will follow an intensive strategy for each target group by forming dedicated digital/ social media platforms.
- v. These platforms shall be leveraged aiming at connecting these students with Volunteer/Fellows/ experts specific to each career tracks.
- vi. The Volunteer/Fellows/ experts/ trainers and concerned career Volunteer/Fellows deployed at the block level shall be responsible to ensure end-to-end support in this regard.

K. Performance Evaluation & Submission of Report

Following career counselling, students will undergo a thorough assessment via a test to measure their grasp of the following topics:

- o Comprehension of their selected career track.
- o Career possibilities within their chosen track
- o Types of courses offered in their chosen track
- o Entrance examinations relevant to their chosen track
- o Available scholarship programs
- o National and international opportunities related to their chosen track, and so forth.

Performance evaluation shall be conducted for students and Report shall be prepared per school and per Level **covering performance of all students and that report is to be submitted before the client.

Level- Explained in clause 2 of “Section III -Terms of Reference”.

Additional parameters for evaluation may be suggested by JRC during the finalization of the Program Implementation plan.

L. Closure Report

A Closure Report will be crafted to assess the program's impact, encompassing the number of schools and students included in the counselling, demographic analysis of the covered students, implementation methodology, initial stages of student involvement, and the impact of counselling on students.

The Bidder may introduce supplementary elements, which will be determined and finalized by JRC during the completion of the Program Implementation Plan.

Below is an illustrative framework to be followed to conduct Career Counselling sessions:

Level 1- Secondary School (class 9th to 10th):

Awareness: Student Self-Awareness- This session highlights self-discovery, strengths and weaknesses, willingness and ability to decide to pursue their goal
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Parent Awareness – It helps parents to know different career opportunities and support their kids to pursue their interest area.

Stream Guidance:

This session highlights the options of different streams like Humanities/Arts/Science/Commerce after secondary education and prospects.

Understanding Professional Values, Interests, and Abilities:

In this session, students will dive deeper into their work values, interests, and abilities.
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Understanding Your Career Report & Using It in The Right Way:
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The students will understand how they can use the career report to assist them in making the right stream/ career choice.

Stream Suitability:

In this session, students will get to know more about the different career streams available higher secondary level, the streams they can pursue further concerning their career report and the stream that would be suitable for them.

Subject Exploration:

Exploring the Subjects/Streams which lead to Courses in ITIs, Polytechnics, and certificate Programs: In this session, students will gain insights into the various academic courses and subject areas offered at ITIs, Polytechnic Colleges, and NSDC-accredited centres, both locally and across India. They will discover how these diploma and certificate programs can enrich their knowledge and skills in specific subjects, paving the way for their academic journey ahead.

Probable Career Choices [with Post Assessment]:

The students will be guided in exploring opportunities in terms of scholarships, Olympiads, school curriculum, and online material that's related to their interests and abilities. It will be done from an exploration angle and encourage them to maintain that mindset rather than being under pressure to make a stream/career choice. This will help them make an informed career choice as they will have explored many options.

Unlimited Possibilities of The World:

In this session, students will be guided to explore the unlimited possibilities in this world by hearing the stories of some amazing people who have achieved their goals and created new possibilities for themselves as well as for others.

Level 2- Higher Secondary School (Class 11th & 12th):

Career Trends:

Discuss the increasing demand for technology professionals, explore career trends, and highlight opportunities in cultural/creative fields, the public sector, academic options etc.

Self-Exploration:

In this session, students will get to understand what self-exploration is and how to use it to make the right career choice for themselves by understanding their values, interests, abilities, and personality types. Assist students to understand how they can use the career report and assist them in making the right career choice.

Course Exploration:

In this session, students will be given detailed guidance about the different career options available after Higher Secondary and the graduation courses they can pursue from colleges nearby and across India.

Career Exploration:

In this session, students will be guided more about the different career options available in Colleges nearby and across India, and how they can benefit from these degree/diploma/certificate courses in their career ahead.

Career Planning:

Here, the students will be guided on - 1. how to make the right career choice based on a deeper understanding of self and knowledge about different career options available, and 2. how to plan their career path ahead, setting milestones that they can complete to achieve their goal and having alternative Plan B and Plan C ready.

Criteria For Choosing a Good Degree & College:

In this session, students will understand how to choose the right degree/course and college/institute/ITI for themselves based on their career choice and why choosing on the basis of only a certain few factor can cause more harm than good.

Exam/Entrance Preparation:

In this session, students will be guided on the preparation for school/board and entrance examination. Including developing strategies which can help them in better preparations for their exams. They will also be guided to successfully manage time to simultaneously prepare for their board exams/school exams, respective entrance exams, and build soft skills needed for success while continuing their learning about the respective career option they have chosen.

Level 3- Graduate Level:**Career Planning:**

Equips students to strategically plan their careers, seize diverse opportunities. It is crucial as it enables informed decision-making and provides a competitive advantage in a dynamic job market.

Career Decision:

Help students understand how they can prepare themselves to make the right choice for their next big step in their career - their first job, next post graduate program, or their first entrepreneurial venture.

Introduce Yourself:

Establish Your Unique Identity: In this session, students will be guided on to introduce themselves in English using up 1-2 minutes of time which will activate their self-discovery and career plan concepts along with their communication skills.

Interview Skills:

Students will be guided on how to give their best in an interview and increase their chances of selection for a job, scholarship, or an undergraduate degree in a reputed university, depending on their aspirations

Build Your Communication Skills:

This will be an activity-based session where students will be given tips and tricks to build their communication skills and practice them.

Financial Education:

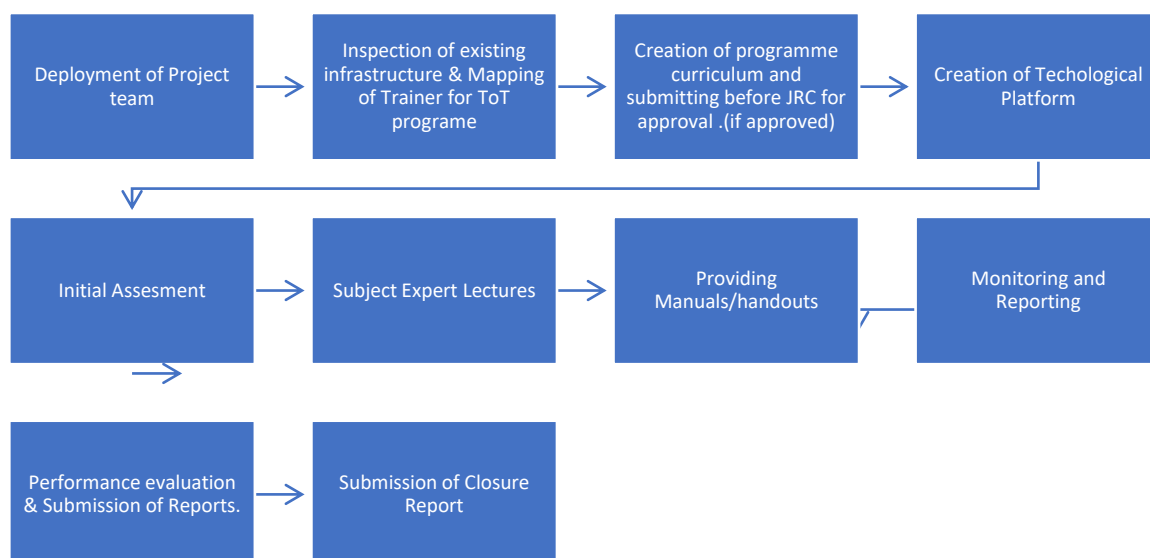
In this session, students will be guided about wealth management as per their career aspirations, monetary expenditure/financial obligations, and how they should earn, spend, save, and invest money in the coming future when they start earning it.

Advanced and Higher Education/Career Building:

Guidance sessions will be conducted with more specification in various career options available in different locations across India or options in pursuing further education. This will help them identify the best option for them in terms for career or higher education.

5.2

Part – II : Life Skill Sessions



A. Course Curriculum:

- i. Digital e-content in the form of videos/ animated videos to be created as a teaching-learning aid to conduct life skill training sessions. Such content should be appropriate and engaging for first-generation learners.
- ii. Content should be age-appropriate, and colorful and should contain lessons and educational values as described in the life skills themes framework below; this should be educative and entertaining and ensure that the content is relevant, and engaging for students at different stages/levels of their education:

S. No	Major Skills	Topics
1	Self-Awareness	Discovering Self, My Strengths & weakness, Self-esteem & its Importance, Overcoming Low Self-esteem
2	Personality Development Skills	Introduction to Personality Development, Goal Setting, Decision Making, Problem-Solving, Networking, People and Relationships, Dealing with Pressure/ Stress Management.
3	Effective Communication and Presentation Skills	Verbal/Non-Verbal Communication, Importance of Listening, Speaking, Writing, Body Language, Assertive Behaviors, Modes of Communication
4	Professional Skills	Career Readiness, Professional Communication, Basic Digital Literacy, Uses of social media, Resume Building
5	Effective Time Management	Goal Setting, Time Prioritization, Planning, Crisis Management, Delegation
6	Stress Management	Causes of stress, Symptoms of distress, Managing Stress
7	Critical and Creative Thinking	Analytical skills, Task Management, Productivity, Critical Analysis, Continuous Learning, Risk Management, Importance of Creative Expression
8	Decision Making	Making informed choices, practising making decisions, I can decide, Ripple effects of decision making
9	Self-Discipline	Time Management, Goal Setting, Resilience, Grooming, Planning & Prioritizing
10	Leadership and	Collaboration, Mentoring, Interpersonal Skills, Negotiating, Motivation,

	Management Skills	Empathy, Conflict Resolution, Team Building.
11	Ethical and Moral Values	Peace and harmony, Inclusivity, Global Citizenship, Green Skills, Constitutional Values, Community Involvement.

Life skill sessions should be developed within the themes mentioned in the framework given above and should be organized in short- modules. Thoughtful and professional integration of lessons and knowledge should be created into videos/ e-content for teaching in classrooms.

- iii. **Technological Platform:** Dashboard to manage the content and provide real-time insights into the progress of life skills sessions across all schools.

B. Subject Expert Lectures/Workshops/Sessions:

- i. Conduct hybrid sessions by professionals, experts, and successful individuals from various sectors/ industries to deliver guest lectures. Topics can range from career journeys, industry insights, emerging trends, skills required, and challenges faced.
- ii. For Physical visit of mode, Volunteer has to visit minimum 2 institutes per day to ensure every institute is covered minimum once in a week.
- iii. Below is, a bucket list of sectors-

Sector	Sector	Sector
• Travel & Tourism	• Hospitality	• Health Sector
• Retail Management	• Computing & Information and Communication Technology	• Agriculture
• Entrepreneurship Development Program	• Business English	• Horticulture
• Healthcare Management	• English language Training	• Food Industry

- iv. Provide opportunities for students to connect with these experts/ professionals and peers during and after the lectures.

C. Initial Assessment:

An assessment shall be conducted through online/virtual mode for all registered students to test the knowledge on all Major skills ** of Life skill.

Major skills** -Explained in clause A.ii. under Section III of Terms of Reference.

- D. **Manuals/ Handouts/ Career Booklets/ IEC Material:** Handouts/manuals on Career counselling to be provided for wider access to information. These will equip participants with structured information, guidelines, and tools to navigate the programme effectively.

E. Monitoring and Reporting:

- i. Project management dashboard for admin/ to view real-time data/ log-in – assessments taken, utilization of the career knowledge dashboard to track project progress.
- ii. Every school/ institute to have login to the dashboard; used by Head of School or designated extension Volunteer/Fellows
- iii. Monthly Reports (on agreed templates) to keep track of the project progress. These could be based on career report published for students undertaken the career counselling, school training progress reports and such.
- iv. Creating impact measurement metrics to capture the outcomes and impact of the programme
- v. Volunteer/Fellow to have view of their monthly calendar with planned school-wise visits
- vi. Calendar should be maintained for the number of visits to be conducted by a Volunteer/Fellow
- vii. Volunteer/Fellow to mark completion details of school visits
Project officer to have provision to monitor and report KPIs of Volunteer/Fellows and track their deliverables and progress
- viii. Every cluster coordinator to have their respective cluster view of dashboard at Volunteer/Fellow level, school level for program impact assessment, and data-driven decision making.

F. Performance Evaluation & Submission of Reports

Following Life Skill cum Career Counselling programme, students will undergo a thorough assessment via a test to measure their grasp of the subject knowledge on various major themes as mentioned in **Part II-Life skill session** under Section III-Terms of Reference (TOR).

Performance evaluation shall be conducted for students and Report shall be prepared per school and per Level ****covering the performance of all students and that report is to be submitted before the client.**

Additional parameters for evaluation may be suggested by JRC during the finalization of the Program Implementation plan.

****Level****- Explained in clause 2 of “Section III -Terms of Reference”.

E. Closure Report

A Closure Report will be crafted to assess the program's impact, encompassing the number of schools and students included in the Life Skill Training, demographic analysis of the covered students, implementation methodology, initial stages of student involvement, and the impact of life skill training on students.

The Bidder may introduce supplementary elements, which will be determined and finalized by JRC during the completion of the Program Implementation Plan.

4 Expected Outcomes (Generic)

- Three training per year for TOT at each operation level mentioned at clause no. C (Implementation Plan) to train them for Career counselling Training.
- Number of teacher/CRC/BRP participation class-wise/school/Institute wise.
- Number of student’s participation class-wise/ school/institute-wise is from registered students.
- Number of students appearing for competitive exams after Higher Secondary/ Graduation, demonstrating improved clarity for future career prospects.
- Number of first-generation learners who exhibit increased awareness of their interests, strengths, and values, leading to more informed career choices.
- Number of students engaged in career counselling demonstrates improved motivation and academic engagement.
- Number of students with improved soft skills, such as communication, teamwork, critical thinking, and problem-solving.

5 Project Milestone & Deliverables

Sr No	Project Activities	Deliverables	Targeted Timelines
1	Details of Proposed Team	Candidates Profile, Proof of educational Qualification & experience	T+week 2
2	Deployment of approved team	Deployment of proposed team after approval from JRC	T+week 3
3	Inspection of Existing infra and Mapping of trainer for ToT	Team after deployment will assess the existing infra and do the mapping of potential trainer from School/Colleges	T+week 5
4	Creation & Operation of Project Dashboard	Bidder will ensure creation & fully operation of a Project Dashboard	T+week 5

5	Preparing Program Implementation Plan and Submitting before JRC for Approval	The Bidder is responsible for creating a Program Implementation Plan by incorporating insights from infrastructure assessment and implementation strategy. Subsequently, the plan will be reviewed by JRC for approval.	T+week 6
6	Registration of Schools	Bidder will do registration of schools by creating unique ID for trainer & students	T+week 7
7	ToT programme	Training of Trainer Programme	T+week 8
8	Introductory & Capacity Building Session	Bidder will Conduct capacity building session for all stakeholders	T+week 9
9	Psychometric test	Bidder will Conduct Psychometric test of all students	T+week 10
10	Career Report	Psychometric test will be generated through a report and will be shared with Principal/Headmaster of institutes	T+week 11
11	Career Counselling	Bidder will start career counselling in both online and offline mode	week 12 onwards
12	Performance Evaluation & Submission of Report	Bidder will conduct performance evaluation and submit the result through report	T+week 42
13	Submission of Closure Report	Bidder shall prepare and submit one closure report by incorporating impact of the program	T +week 45
14	Review of Performance by JRC	JRC will review the impact of the programme and shall take decision on extension	T+week 48

T***- Date of issue of Work Order

Section IV: Technical Proposal Submission Forms

Tech - 1 Covering Letter
(On Bidder's Letter Head)

[Location, Date]

To,
**District Education Officer (DEO),
Sundargarh
Sundargarh District, Pin-758001**

Subject: Selection of Bidder for providing Career counselling to students in Sundargarh, Odisha, under District Mineral Foundation Sundargarh

[TECHNICAL PROPOSAL]

Dear Sir,

We are submitting our Proposal as [____*Insert name of the Bidder*_____].

We understand you are not bound to accept any Proposal you receive. Further:

1. We acknowledge that DEOSundargarh will be relying on the information provided in the Proposal and the documents accompanying the Proposal for selection of the Bidder, and we certify that all information provided in the Proposal and in the supporting documents is true and correct, nothing has been omitted which renders such information misleading; and all documents accompanying such Proposal are true copies of their respective originals
2. This statement is made for the express purpose of appointment as the Selected Bidder for the aforesaid Project
3. We shall make available to DEO Sundargarh any additional information it may deem necessary or require for supplementing or to authenticate the Proposal
4. We acknowledge the right of DEOSundargarh to reject our Proposal without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by Applicable Law our right to challenge the same on any account whatsoever
5. We certify that in the last 03 (three) years, we/ or our Associates have neither failed to perform on any assignment or contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against us, nor been expelled from any project, assignment or contract by any public authority nor have had any assignment or contract terminated by any public authority for breach on our part
6. We declare that:
 - (a) We have examined and have no reservations to the RFP, including any corrigenda/addenda issued by DEO, Sundargarh;
 - (b) We do not have any Conflict of Interest in accordance with the terms of the RFP;
 - (c) We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice, or restrictive practice, as defined in the RFP document, in respect of any tender or request for proposal issued by or any agreement entered with DEOSundargarh or any other public sector enterprise or any government, Central or State; and
 - (d) We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice, or restrictive practice.
 - (e) We declare that the undertakings given by us along with the Proposal in response to the RFP for the Project are true and correct as on the date of making the Proposal and we shall continue to abide by them.
 - (f) We declare that there is no pending, active or previous legal action that prevents us from submitting the Proposal and executing the Agreement or fulfilling the conditions of the Project.
7. We understand that DEOSundargarh may cancel the Selection Process at any time and that DEOSundargarh is neither bound to accept any Proposal that you may receive nor to select the Bidder, without incurring any liability to the Bidders
8. We declare that we or any Member of the Consortium, or any of our/ their Associates are not directly or indirectly related to any other Bidder applying for selection as a Bidder for the Project
9. We certify that in regard to matters other than security and integrity of the country, we or any of our Associates have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which would cast a doubt on our ability to undertake the Project or which relates to a grave offence that outrages the moral sense of the community.
10. We further certify that in regard to matters relating to security and integrity of the country, we or our Associates have not been charge-sheeted by any Bidder of the Government or convicted by a court of law for any offence committed by us or by any of our Associates.
11. We further certify that no investigation by a court or regulatory authority is pending either against us or against our Associates or against our CEO or any of our Partners /Directors/ Managers/ employees.
12. We declare that we or any of our/ their Associates have not paid and shall not pay any bribe to any officer of DEO Sundargarh for awarding this Project at any stage during its execution or at the time of payment of bills and further,

if any officer of DEO Sundargarh asks for bribe/gratification, we/any member of the Consortium, or our/ their, Associates shall immediately report it to the appropriate authority in DEO Sundargarh

13. We further certify that we or any member of the Consortium or any of our /their Associates are not barred by the Central Government/ State Government or any entity controlled by it, from participating in any project, and no bar subsists as on the date of Proposal
14. We undertake that in case due to any change in facts or circumstances during the Selection Process, we are attracted by the provisions of disqualification in terms of the provisions of this RFP, we shall intimate DEO Sundargarh of the same immediately
15. We agree that if at any stage, any information/documents submitted by us are found to be false, we or our Associates shall be liable for debarment from tendering in DEO, Sundargarh apart from any other appropriate/legal action, as the case maybe
16. We hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by DEO Sundargarh in connection with the selection of Bidder or in connection with the Selection Process itself in respect of the abovementioned Project. We agree and understand that the Proposal is subject to the provisions of the RFP document. In no case, shall we have any claim or right of whatsoever nature if the Project is not awarded to us or our proposal is not opened or rejected
17. We agree to keep this offer valid for 180 (one eighty) days from the Proposal Due Date specified in the RFP, or provide extension of Bid Validity Period, if so, required by DEO Sundargarh
18. We agree that if we fail to provide extension of Bid Validity Period, it will be construed that Bid is withdrawn and we will not be entitled to claim or receive any penalty/ damages/ interest/charges, nor be entitled to return of the Bid documents submitted or refund of the EMD
19. A Power of Attorney in favor of the Authorized Signatory to sign and submit this Proposal and documents is attached herewith
20. The Financial Proposal has been/shall be submitted online as per the prescribed timeline set out in the RFP document. This Proposal read with the Technical and Financial Proposal shall constitute the Proposal which shall be binding on us
21. We agree and undertake to abide by all the terms and conditions of the RFP

In witness thereof, I/we submit this Bid under and in accordance with the terms of the RFP

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 No.: Date: Name of the Bank:	
7	EMD Details Amount: DD 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)

The Annual Turnover of M/s _____ for the last 3 FYS are given below and certified that the statement is true and correct.

Financial Information (In INR)				
Details	FY 2020-21*	FY 2021-22*	FY 2022-23*	Average
Consulting Turnover (in Crores)				
	Page no in the bid proposal	Page no in the bid proposal	Page no in the bid proposal	
* Provisional audited statement shall not be considered.				
Supporting Documents:				
Audited certified financial statements for the last three FYs (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form).				
Filled in information in this format shall have to be jointly certified and sealed by the CA and the authorized representative of the Bidder and to be furnished in original along with the technical proposal failing which the proposal will be out rightly rejected. No scanned copy will be entertained.				

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)**

Know all men by these presents, We,(*Insert name of Bidder*)..... (name of the firm and address of the registered office) do hereby constitute, nominate, appoint, and authorize Mr. / Ms. (*Insert Name of PoA Holder*)....., presently residing at(*Insert address*)....., who is presently employed with us and holding the position of(*Insert designation of the PoA Holder in the organization*)....., as our true and lawful attorney (hereinafter referred to as the “**Attorney**”) to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Proposal/Bid for the “*Insert name of Project*” for a period of _____ years (“**Project**”) as defined under this RFP for the (Name of the Authority) (the “DEO, Sundargarh”, ”), including but not limited to signing and submission of all applications, bids and other documents and writings, participate in Pre-Bids and other conferences and providing information/ responses to the DEO, representing us in all matters before the DEO,Sundargarh signing and execution of all contracts including the Agreement and undertakings consequent to acceptance of our bid, and generally dealing with the DEO in all matters in connection with or relating to or arising out of our bid for the said Project and/ or upon award thereof to us and/or till the entering into of the Agreement with the DEOSundargarh.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE,(*Insert name of Bidder*)....., THE ABOVE-NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS DAY OF 2023

Accept

Notarized

(*Signature of **PoA Holder***)

(*Name, Title and Address*)

Name of the Authorized :
Representative

(Signature of the Authorized Representative with Date)

CERTIFIED :

Signature of person executing attorney

**Name of person executing :
attorney**

Designation of person :
executing attorney

Date and Seal

Address of Bidder :

Contact Number of Bidder :

Email id of Bidder :

WITNESS:

1) Full Name
Address
Signature

2) Full Name
Address
Signature

Notes:

- *The mode of execution of Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.*
- *Also, wherever required, the executant(s) should submit for verification the extract of the charter documents and documents such as a resolution / Power of attorney in favor of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder*

Tech 5: Bidders Past Experience Details

1. Name of the Organization: As mentioned in the Registration Certificate. Also attach the certification copy (along with page number in the proposal).
2. Ownership details:
3. Date and Place of Registration/Establishment:
4. Address of Head Office:
5. Correspondence Address (if different from above):
6. Telephone Number and Email id:
7. Name, contact number and email id of Authorized person for this project:
8. Name, contact number and email id of the Chief Officer/Head of the Organization:
9. Work Experience for providing similar services of Career Counselling/Guidance:

Sr. No.	Name of the Project*	Source of funding (Govt. / Private)	Project Start Date	Project End Date	Project Cost (In Lakhs)	Major Task Carried Out
1						
2						
3						

(*Photocopies of Work Orders/ Sanction Orders/ MOUs/ Engagement Letters/ Completion Certificates of equivalent projects to be attached as documentary proof along with page number in the proposal. More lines can be added for enumerating experience as required.)

10. Any award/recognition for execution of similar projects: Attach copy and mention page number in proposal.
11. Details of Tender Fees DD: Attach copy and mention details here
12. Details of EMD DD: Attach copy and mention details here

Note 1: Information provided in this form shall sufficiently support/justify the criteria of the Technical Qualification Form.

Note 2: All the claims shall be substantiated through production of supporting documents. All supporting documents shall have the period of execution, along with details of the project components clearly highlighted.

**Authorized Signatory with :
Date and Seal**

Name : _____

Designation : _____

Address of Bidder : _____

Contact Number of Bidder : _____

Email id of Bidder : _____

Tech 6: 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 Bidder 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 considered 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 provided by the Client:

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

**Authorized Signatory with
Date and Seal**

Name : _____

Designation : _____

Address of Bidder : _____

Contact Number of Bidder : _____

Email id of Bidder : _____

Tech 7: 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, the Bidder shall 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 four sections viz ‘Technical Approach & Methodology, Work Plan, Organization & Staffing, Challenges Envisaged’]

a) **Technical Approach and Methodology:** In this chapter, you shall explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You shall highlight the problems being addressed and their importance and explain the technical approach you shall adopt to address them. You shall also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

b) **Work Plan:** In this chapter, you shall propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates. The proposed work plan shall be consistent with the technical approach and methodology, **showing understanding of the TOR** and ability to translate and implement **each of the objectives, services, and care to be provided, and scope of work** into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, shall be included here. The work plan shall be consistent with the Work Schedule.

c) **Organization and Staffing:** In this chapter, you shall propose the structure and composition of your team. You shall list the main disciplines of the assignment, the key expert responsible, and proposed staff. The details of these resources shall be given in Technical Form – 5 and 6.

d) **Challenges Envisaged:** In this chapter, you shall list out some major challenges that could arise while implementation of the project. Also, the proposed action plan/road map and quality control mechanisms that you shall contemplate to follow while overcoming these challenges.

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 (30)	Maximum Time for Presentation
1 to 3	Understanding of the Assignment and Issues/Challenges	10	5 minutes
4 to 6	Work Plan and Staffing	10	5 minutes
7 to 10	Similar Case Studies	10	5 minutes
	Question & Answer Session		5 minutes

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

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

**Authorized Signatory with
Date and Seal**

Name : _____

Designation : _____

Address of Bidder : _____

Contact Number of Bidder : _____

Email id of Bidder : _____

Tech 8: 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 9: Non-Consortium Declaration

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 Bidder, 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 10: Affidavit Format for Not Blacklisting
(Notarized on Rs.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 Social Security & Empowerment of Persons With Disabilities Department, Govt. of Odisha / Department of Health & FW, Govt. of Odisha / or 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 : _____

Section V: Financial Proposal Submission Forms

Fin F1 : Covering Letter

(On Bidders Letter Head)

[Location, Date]

To,
District Education Officer,
Sundargarh – 758001,
Odisha

Subject Selection of Bidder for providing Career counselling to students in Sundargarh, Odisha under District Mineral Foundation Sundargarh [FINANCIAL PROPOSAL]

Sir,

I, the undersigned, offer to provide the career consulting services for _____ [Insert title of assignment] in accordance with your Request for Proposal No. _____, Dated: _____. Our attached Financial Proposal is for the sum of **INR**_____ [**Insert amount(s) in words and figures***], which includes all the deliverables, travel, and overhead expenses etc for the period of 3 years.

The above quoted amount is inclusive of all the applicable taxes at the time of invoicing. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the RFP Document.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of **180 days**. I have carefully read and understood the terms and conditions of the RFP and do hereby undertake to provide the service accordingly.

I understand that 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 : _____

Fin 2: Financial Proposal
(To be submitted in Financial Bid Envelop)

Career Counselling and Life skill Training Fees per Candidate:				
SI No	Work Description	Charges per Candidate in Figure (Rs.) exclusive of taxes	Taxes if any in Rs.	Charges per Candidate in Figure (Rs.) inclusive of all taxes
1	Cost per Candidate (Career Counselling and Life Skill Training)			
Total				

The cost per candidate will be inclusive of all cost

If a candidate receives Counselling/Life Skill Training repeatedly (More than 1 session) it shall still be considered as Single Candidate. Unless new student is counselled, repeated sessions to the same students shall be considered as single candidate.

The financial evaluation will be based on the value of cost per candidate (career counselling and Life skill Training).

Any bids received with missing quotes or items will be disqualified.

In the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the RFP Document.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of 180 days. I have carefully read and understood the terms and conditions of the RFP and do hereby undertake to provide the service accordingly.

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 understand that you are not bound to accept any proposal you receive.

I remain, Yours sincerely,

Authorized Signatory :
with Date and Seal

Name : _____

Designation : _____

Address of Bidder : _____

Contact Number of : _____

Bidder

Email id of Bidder : _____

Fin 3: Summary of the Financial Proposal

(On bidder letter head)

Career Counselling /Life skill Training Fees per Candidate:				
SI No	Work Description	Charges per Candidate in Figure (Rs.) exclusive of taxes	Taxes if any in Rs.	Charges per Candidate in Figure (Rs.) inclusive of all taxes
1	Cost per Candidate (Career Counselling Training)			
2	Cost per Candidate (Life Skill Training)			
Total				

The cost per candidate will be inclusive of all cost

If a candidate receives Counselling/Life Skill Training repeatedly (More than 1 session) it shall still be considered as Single Candidate. Unless new student is counselled, repeated sessions to the same students shall be considered as single candidate.

The financial coating mentioned in the F2 should be match with the F3.

The financial evaluation is based on the F2 only.

Authorized Signatory : _____
with Date and Seal
Name : _____
Designation : _____
Address of Bidder : _____
Contact Number of Bidder : _____
Email id of Bidder : _____

Section VI: Annexures

Annexure I: Bid Submission Checklist

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 Rs. 10,000/- in form to DD		
4	EMD of Rs. 1,00,000/- 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 (2020-21, 2021-22& 2022-23)		
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 copies of work orders for the respective assignments		
13	Comments and Suggestions (TECH 6)		
14	Description of Approach, Methodology & Work Plan (TECH 7)		
15	Work Plan (TECH 8)		
16	Non-Consortium Declaration (TECH 9)		
17	Affidavit Format for Not Blacklisting (TECH 10)		
18	Financial Bid		

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 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,
DEO, Sundargarh
P.O. Sundargarh District, Pin-758001

In consideration of you, *****, having its office at *****, (hereinafter referred to as the "DEOSundargarh", which expression shall unless it be repugnant to the subject or context thereof include its successors and assigns) having agreed to receive the Bid of (a Company registered under Companies Act, 2013) and having its registered office at (and acting on behalf of its Consortium) (hereinafter referred to as the "Bidder" which expression shall unless it be repugnant to the subject or context thereof include its/their executors administrators, successors and assigns), for (NAME OF PROJECT)***** (hereinafter referred to as "the Project") pursuant to the RFP Document dated issued in respect of the Project and other related documents including without limitation the draft Agreement (hereinafter collectively referred to as "Bidding Documents"), we (Name of the Bank) having our registered office and one of its branches at (hereinafter referred to as the "Bank"), at the request of the Bidder, do hereby in terms of Clause 2.1.7 read with Clause 2.1.8 of the RFQ cum RFP Document, irrevocably, unconditionally and without reservation guarantee the due and faithful fulfilment and compliance of the terms and conditions of the Bidding Documents (including the RFQ cum RFP Document) by the said Bidder and unconditionally and irrevocably undertake to pay forthwith to the DEOSundargarh an amount of Rs. ***** (Rupees ***** Only) (hereinafter referred to as the "Guarantee") as our primary obligation without any demur, reservation, recourse, contest or protest and without reference to the Bidder if the Bidder shall fail to fulfil or comply with all or any of the terms and conditions contained in the said Bidding Documents.

1. Any such written demand made by the DEOSundargarh stating that the Bidder is in default of the due and faithful fulfilment and compliance with the terms and conditions contained in the Bidding Documents shall be final, conclusive and binding on the Bank.
2. We, the Bank, do hereby unconditionally undertake to pay the amounts due and payable under this Guarantee without any demur, reservation, recourse, contest or protest and without any reference to the Bidder or any other person and irrespective of whether the claim of the DEOSundargarh is disputed by the Bidder or not, merely on the first demand from the DEOSundargarh stating that the amount claimed is due to the DEOSundargarh by reason of failure of the Bidder to fulfil and comply with the terms and conditions contained in the Bidding Documents including failure of the said Bidder to keep its Bid open during the Bid validity period as set forth in the said Bidding Documents for any reason whatsoever. Any such demand made on the Bank shall be conclusive as regards amount due and payable by the Bank under this Guarantee. However, our liability under this Guarantee shall be restricted to an amount not exceeding Rs. (Rupees Only).
3. This Guarantee shall be irrevocable and remain in full force for a period of XXXXXXXXX days from the Bid Due Date inclusive of a claim period of 60 (sixty) days or for such extended period as may be mutually agreed between the DEOSundargarh and the Bidder, and agreed to by the Bank, and shall continue to be enforceable till all amounts under this Guarantee have been paid.
4. We, the Bank, further agree that the DEOSundargarh shall be the sole judge to decide as to whether the Bidder is in default of due and faithful fulfilment and compliance with the terms and conditions contained in the Bidding Documents including, inter alia, the failure of the Bidder to keep its Bid open during the Bid validity period set forth in the said Bidding Documents, and the decision of the DEOSundargarh that the Bidder is in default as aforesaid shall be final and binding on us, notwithstanding any differences between the DEOSundargarh and the Bidder or any dispute pending before any Court, Tribunal, Arbitrator or any other DEOSundargarh.
5. The Guarantee shall not be affected by any change in the constitution or winding up of the Bidder or the Bank or any absorption, merger or amalgamation of the Bidder or the Bank with any other person.

6. In order to give full effect to this Guarantee, DEOSundargarh shall be entitled to treat the Bank as the principal debtor. The DEOSundargarh shall have the fullest liberty without affecting in any way the liability of the Bank under this Guarantee from time to time to vary any of the terms and conditions contained in the said Bidding Documents or to extend time for submission of the Bids or the Bid validity period or the period for conveying acceptance of Letter of Award by the Bidder or the period for fulfilment and compliance with all or any of the terms and conditions contained in the said Bidding Documents by the said Bidder or to postpone for any time and from time to time any of the powers exercisable by it against the said Bidder and either to enforce or forbear from enforcing any of the terms and conditions contained in the said Bidding Documents or the securities available to the DEOSundargarh and the Bank shall not be released from its liability under these presents by any exercise by the DEOSundargarh of the liberty with reference to the matters aforesaid or by reason of time being given to the said Bidder or any other forbearance, act or omission on the part of the DEOSundargarh or any indulgence by the DEOSundargarh to the said Bidder or by any change in the constitution of the DEOSundargarh or its absorption, merger or amalgamation with any other person or any other matter or thing whatsoever which under the law relating to sureties would but for this provision have the effect of releasing the Bank from its such liability.
7. Any notice by way of request, demand or otherwise hereunder shall be sufficiently given or made if addressed to the Bank and sent by courier or by registered mail to the Bank at the address set forth herein.
8. We undertake to make the payment on receipt of your notice of claim on us addressed to name of Bank along with branch address and delivered at our above branch who shall be deemed to have been duly authorised to receive the said notice of claim.
9. It shall not be necessary for the DEOSundargarh to proceed against the said Bidder before proceeding against the Bank and the guarantee herein contained shall be enforceable against the Bank, notwithstanding any other security which the DEOSundargarh may have obtained from the said Bidder or any other person and which shall, at the time when proceedings are taken against the Bank hereunder, be outstanding or unrealised.
10. We, the Bank, further undertake not to revoke this Guarantee during its currency except with the previous express consent of the DEOSundargarh in writing.
11. The Bank declares that it has power to issue this Guarantee and discharge the obligations contemplated herein, the undersigned is duly authorised and has full power to execute this Guarantee for and on behalf of the Bank.
12. For the avoidance of doubt, the Bank's liability under this Guarantee shall be restricted to Rs. ***** (Rupees ***** Only). The Bank shall be liable to pay the said amount or any part thereof only if DEO serves a written claim on the Bank in accordance with paragraph 9 hereof, on or before *****
13. This guarantee shall also be operatable at our branch at ***City, from whom, confirmation regarding the issue of this guarantee or extension/ renewal thereof shall be made available on demand. In the contingency of this guarantee being invoked and payment hereunder Appendix II claimed, the said branch shall accept such invitation letter and make payment of amounts so demanded under the said invocation.

(Signature of the authorized officer of the Bank)

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Name and designation of the officer

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Seal, name & address of the Bank & Branch