



## **DISTRICT MINERAL FOUNDATION, JAJPUR**

### **REQUEST FOR PROPOSAL (RFP)**

**For**

To Set - up and Running of a Rescue & Rehabilitation Centre for Vulnerable / Destitute Mentally ill Persons (Female) and a Child Care Institute for Homeless Children in Sukinda Block of Jajpur District.

**Bid Processing Fee (Non-Refundable): Rs.10,000/-  
(Rupees Ten Thousand Only)**

**Collector & Managing Trustee  
DMF Trust, Jajpur  
1<sup>st</sup> Floor, Collectorate Building, Jajpur Town  
Jajpur-755001**

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### Disclaimer and Confidentiality

This RFP Document has been prepared by **Collector & Managing Trustee, DMF Trust, Jajpur** solely for the purpose of providing information to potential bidders. It is provided on a confidential basis and is not to be distributed or reproduced in whole or in part without the prior written consent of the Client.

The information contained in this RFP document (the "RFP") or subsequently provided to Bidder(s)/Bidder(s), whether verbally or in documentary or any other form by or on behalf of Client or any of their employees or advisors, is provided to Bidder(s) on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by "CLIENT" to prospective Bidder/s. The purpose of this RFP is to provide interested bidders with information that may be useful to them in preparing their proposal i.e. Eligibility/Technical Proposal, Documents and Financial Proposal (the "Bid") pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by "CLIENT" or their advisors in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. It is intended to be used as a guide only and does not constitute advice, including without limitation, investment or any other type of advice. This RFP may not be appropriate for all persons, and it is not possible for "CLIENT", its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this RFP including annexure/attachments/ amendments and obtain independent advice from appropriate sources. "CLIENT" and its advisors assume that any person who reads or uses this document is capable of evaluating the merits and risks of any investment or other decision with respect to a financial/property transaction, operation, its suitability and its financial, taxation, accounting and legal implications without any reliance on this document.

Information provided in this RFP to the Bidder/s is on a wide range of matters, some of which depend upon interpretation. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law.

This document may contain information prepared by third parties. Figures, calculations and other information contained in this document that has been provided to "CLIENT" by third parties have not been independently verified by "CLIENT". Any projections or analyses represent best estimates only and may be based on assumptions, which, while reasonable, may not be correct. Past performance of any property or market information, if any, described in this document is not a reliable indication of future performance of such property. Bidders should not rely on any information contained in this document as a statement or representation of fact and must make their own enquiries to verify and satisfy themselves of all aspects of such information, including without limitation, any income, fee/rentals, dimensions, areas, zoning and permits. While the information in this document has been prepared in good faith and with due care, no representations or warranties are made (express or implied) as to the accuracy, currency, completeness, suitability or otherwise of such information. "CLIENT", its advisors, officers, employees, subcontractors and agents shall not be liable (except to the extent that liability under

statute or by operation of law cannot be excluded) to any person for any loss, liability, damage or expense arising directly or indirectly from or connected in any way with any use of or reliance on such information.

"CLIENT" accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein. "CLIENT", its employees and advisors make no representation or warranty and shall have no liability to any person, including any Bidder or Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way during the Bidding Process.

"CLIENT" also accepts no liability of any nature whether resulting from negligence or otherwise, howsoever caused arising from reliance of any Bidder upon the statements contained in this RFP.

"CLIENT" may in its absolute discretion at any time, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP. "CLIENT" may also withdraw or cancel the RFP at any time without assigning any reasons thereof.

"CLIENT" reserves the right, without any obligation or liability, to accept or reject any or all applications, at any stage of the selection process, to cancel or modify the process or any part thereof, or to vary any or all the terms and conditions at any time, without assigning any reason whatsoever.

The issue of this RFP does not imply that "CLIENT" is bound to select service provider or to appoint the successful service provider, as the case may be. "CLIENT" reserves the right to reject all or any of the Bidder/s or Bids without assigning any reason whatsoever. The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by "CLIENT" or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and "CLIENT" shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

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## DATA SHEET

Sl. No.	Particular	Details
1.	Name of the Client	Collector & Managing Trustee, DMF Trust, Jajpur
2.	Method of Selection & Proposal Validity	Quality Cum Cost Basis (QCBS) (Two Cover System) 70:30
3.	Date of Issue of RFP	01/12/2021
4.	Deadline for Submission of Pre-Proposal Query	08/12/2021
5.	Pre-proposal meeting	09/12/2021 (11.00 A.M)
6.	Issue of Pre-proposal Clarifications	10/12/2021
7.	Proposal submission due date	21/12/2021 (3.00 P.M.)
8.	Date of opening of Technical Proposal	22/12/2021 (11.00 A.M)
9.	Date of opening of Financial Proposal	22/12/2021
10.	Expected Date of Commencement of Assignment	Will be intimated later
11.	Pre-proposal meeting	<p>A pre-proposal meeting will be held on 09/12/2021 (11.00 A.M) in the Office of the Collector &amp; Managing Trustee, DMF, Jajpur, Odisha.</p> <p>All queries should be received on or before 08/12/2021 (3.00 P.M.) in the Office of the Collector &amp; Managing Trustee, DMF, Jajpur, Odisha. on mail in PDF/MS Word/Excel format only.</p> <p>The Name, Address, and Telephone number of the Nodal Officer is: Collector &amp; Managing Trustee, DMF Trust, Jajpur, Odisha. Phone No. – 06728-222227, Email Id - dmfiainur@gmail.com</p>
12.	Bid Processing Fee (Non-Refundable)	Rs.10,000/- (Rupees Ten Thousand only) remitted through demand draft drawn in favour of Collector & Managing Trustee, DMF, Jajpur and payable at Jajpur town.
13.	Earnest Money Deposit (EMD) (Refundable)	Rs.1,00,000/- (Rupees One Lakh only) remitted in shape of a 3 years TDR/FD/Postal deposit duly pledged in favour of Collector & Managing Trustee, DMF, Jajpur from any nationalized scheduled bank/Post office.

14.	Contact Person	Collector & Managing Trustee, DMF Trust, Jajpur, Odisha. Phone No. – 06728-222227, Email Id : dmfjajpur@gmail.com
15.	Address for Hard Copy Submission of Technical Proposal	Collector & Managing Trustee, DMF Cell, 1 <sup>st</sup> Floor, Collectorate Building, Jajpur, Odisha.- 751001 Phone No. – 06728-222227, Email Id : dmfiainpur@gmail.com
16.	Place of Opening of Proposal:	Collector & Managing Trustee, DMF Cell, Jajpur, Odisha. Phone No. – 06728-222227, Email Id : dmfiainpur@gmail.com

RFP can be downloaded from: <https://jajpur.nic.in>



REPUBLIC OF TURKEY  
MINISTRY OF NATIONAL EDUCATION

YATIRIM VE İZLENİM KURULU

YATIRIM VE İZLENİM KURULU

YATIRIM VE İZLENİM KURULU

**SECTION - 1**

**LETTER OF INVITATION**



## DISTRICT MINERAL FOUNDATION, JAJPUR

Ph. - 06728-222227

E-mail: [dmfjajpur@gmail.com](mailto:dmfjajpur@gmail.com), Website – <https://jajpur.nic.in>

**RFP No..... Dt.....**

### **REQUEST FOR PROPOSAL (RFP)**

**For**

To Set - up and Running of a Rescue & Rehabilitation Centre for Vulnerable / Destitute Mentally ill Persons (Female) and a Child Care Institute for Homeless Children in Sukinda Block of Jajpur District.

1. Bidders are called upon to submit their RFP proposals (hard copy) in respect of the Project **“To Set-up and running of a Rescue & Rehabilitation Centre for Vulnerable/Destitute Mentally ill persons (Female) and child care Institute for Homeless Children in Sukinda block of Jajpur district”**, in accordance with the formats, terms and conditions of the RFP and on the basis of National Competitive bidding for the work detailed in the table given below. More details on the proposed details are provided at **Section-3: Terms of Reference (ToR)** of this RFP Document. The firm is advised to examine carefully all instructions in the RFP Document.
2. The RFP will be available for download, free of cost, at <https://jajpur.nic.in>. All Bidders must submit a sum of **Rs.10,000/- (Non-Refundable) (Rupees Ten thousand only)** towards the cost of the RFP Document in the form of Demand Draft only. This is inclusive of GST and **Rs. 1,00,000/- (Refundable) (Rupees One Lakhs Only)** as Bid Security in the form of Term Deposit Receipt (TDR)/F.D/Postal deposit issued by any Nationalised or Scheduled Bank having branch at Jajpur Town duly pledged in favour of “Collector & Managing Trustee, DMF , Jajpur” along with their Proposal as per the conditions outlined in this RFP.
3. A bidder will be selected under **Quality and cost basis (QCBS)** procedure as prescribed in the RFP Document.
4. The proposal completes in all respect as specified in the RFP Document must be accompanied with the proof of remitting Bid Processing Fees & EMD failing which the bid will be rejected.
5. The complete RFP document can be viewed/downloaded from district portal of Jajpur **<https://jajpur.nic.in> from 01/12/2021 to 21/12/2021 (3.00 P.M.)**
6. The last date and time for submission of proposal complete in all respects is 21/12/2021 (3.00 P.M.) the date of Opening of the Technical Proposal is 22/12/2021 (11.00 A.M) in the presence of the bidder’s representative at the specified address as mentioned in the Bidder Data Sheet (SL No.15). Representatives of the bidders may attend the meeting with due authorization letter on behalf of the bidder.

This RFP includes following sections:

- i. Letter of Invitation [Section – 1]
- ii. Information to the Bidder [Section – 2]

- iii. Terms of Reference [Section – 3]
- iv. Technical Proposal Submission Forms [Section – 4]
- v. Financial Proposal Submission Forms [Section –5]
- vi. Annexure [Bid Submission Checklist & Performance Bank Guarantee Format and any other relevant assignment related material needs to be provided]

While all information/data given in the RFP are reasonable 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.

Interested bidders may download the Request for Proposal Documents (the "RFP" document) from the above website to see further details for participation in the online bidding.

**Name & Address of the Officer Inviting RFP:**

Collector & Managing Trustee,  
DMF Trust, Jajpur, Odisha.  
Phone No. – 06728-222227,  
Email Id: dmfjajpur@gmail.com

  
**Collector & Managing Trustee,  
DMF, Jajpur**



## 1. Pre-Qualification Criteria:

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

Sl. No	Eligibility Criteria	Supportive Documents
1	<p>The NGO /Agency should be registered Society / Trust / Company not for profit under prevailing law and provision.</p> <p>The Organization should have been registered under 12-A of Income Tax 1961.</p> <p>The Organization should have been registered under FCRA 1976&amp; 80 G.</p> <p>The Organization must register in Society Registration Act/ Trust Act must have a Unique ID No. through the portal NGO-DARPAN of NITI Aayog.</p> <p>The Organization should have been registered with Service Tax Authority (GSTN).If exempted to be registered, documentary proof must be submitted.</p>	Certificate of Registration/ Service Tax Registration
2	<p>The NGO/Agency must have minimum 15 years working experience in the field of development sector. Out of which minimum 10 years' experience in residential set - up and running of rehabilitation center for mentally challenged persons in the state of Odisha.</p> <p>Experience of implementing projects of similar nature with Govt. of Odisha in PPP mode is preferable.</p>	Copies of Work Order / Contract Document / Completion Certificate from the previous Clients
3	<p>The organization must have minimum total turnover of Rs.3.00 crore in each financial year, consecutively during 2018 -19, 2019-20 &amp; 2020-21. The Audit Report duly certified by a Chartered Accountant should be submitted with the Bid documents.</p> <p>The organization must having minimum of Rs. 5 Crores as fixed assets in the name of the entity in terms of Land, building or other fixed assets as per audit report of FY 2020-21.</p>	Financial Details of the bidder ( <b>TECH - 3</b> ) along with copies of the audited balance sheet and Income& Expenditure Statement duly sealed and certified by the CA and the authorized representative of the bidder.
4	<p>Bidder shall furnish an affirmative statement as to the existence of any potential conflict of interest on the part of the bidder due to prior, current, or proposed agreements, engagements, or affiliations with the Client.</p>	Self-Declaration from the Bidder as per the format ( <b>TECH - 6</b> )

2. **Documents/Formats needs to be submitted along with TECHNICAL PROPOSAL:**

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

- Filled in Bid Submission Check List in Original (**Annexure-1**)
- Covering letter (**TECH- 1**) on bidder's letterhead requesting to participate in the selection process.
- Bid Processing Fee & Earnest Money Deposit (EMD) as applicable
- Copy of Certificate of Incorporation/ Registration
- Copy of PAN
- Copy of Goods and Services Tax Identification Number (GSTIN)
- Copy of the latest GST clearance certificate.
- Copies of IT Return for the last 3 (**Three**) Assessment Years 2018-19, 2019-20 & 2020-21.
- 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.
- List of completed assignments of similar nature (Past Experience Details, **TECH – 5**) along with copies of contracts / work orders / completion certificate from previous Clients.
- Undertaking for not having been black-listed by any Central / State Government / Any other autonomous bodies/ International & National Organization in the recent past.
- Self-Declaration regarding Conflict of Interest (**TECH - 6**)

*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 complete in all respect, indexed and hard bound. Each page should be numbered and signed by the authorized representative.*

3. **Bid Processing Fee :**

The bidder must furnish as part of technical proposal, the required bid processing fee amounting to **Rs.10,000/- (Non-Refundable) (Rupees Ten Thousand Only)** Remitting as shown in the Data Sheet.

4. **Earnest Money Deposit (EMD) :**

The bidder must furnish, as part of the technical proposal, an Earnest Money Deposit (EMD) amounting to **Rs.1,00,000/- (Refundable) (Rupees One Lakh Only)** Remitting as shown in the Data Sheet .

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 of the required Performance Bank Guarantee (PBG) and signing of the contract. The EMD will be forfeited on account of the following reasons:

- Bidder withdraws or modifies (not acceptable to Client) its proposal during the bid validity period as specified in RFP
- Bidder does not respond to requests for clarification of its proposal.
- Bidder fails to provide required information during the evaluation process or is found to be non-responsive or has submitted false information in support of its

qualification.

- If the bidder fails to
  - provide any clarifications to the Client
  - agrees to the decisions of the contract negotiation meeting
  - sign the contract within the prescribed time period
  - Furnish required Performance Bank Guarantee in time.
- Any other circumstance which holds the interest of the Client during the overall selection process.

5. **Validity of the Proposal:**

Proposals shall remain valid for a period of **120 (One Hundred Twenty 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 / Pre-Proposal Meeting:**

Bidders are allowed to submit their queries in respect of the RFP and other details if any, to the Office of the Collector & Managing Trustee, DMF Trust, Jajpur – 755001, Phone No. – 06728-222227, Email Id – [dmfjajpur@gmail.com](mailto:dmfjajpur@gmail.com). Clarifications to the above will be uploaded in the Website/ clarified through email to the respective bidders for the purpose of preparation of the proposal. Request for alternation / change in existing terms and conditions of the RFP will not be considered / entertained.

Pre-proposal meeting will be held at **Office of the Collector & Managing Trustee, DMF Trust, Jajpur – 755001, Phone No. – 06728-222227, Email Id – [dmfjajpur@gmail.com](mailto:dmfjajpur@gmail.com) as shown in the Data Sheet**. The bidders will have to ensure that their queries for pre-proposal meeting should reach two days before the date of pre-proposal meeting to the contact person (Nodal Officer).

7. **Preparation & Submission of Proposal:**

7.1 **PREPARATION OF PROPOSAL**

You are requested to submit your proposal **through Speed post/Registered post (India post) only as per the information provided in the data sheet** in Two Parts strictly using the formats enclosed herewith refer Section: 2,3,4,6 & 7 for Part-1 and refer section:5 for part-2) in 2 separate covers. The two parts shall be:

**Part 1: Fee/ Pre-Qualification/ Technical Proposal and  
Part 2: Financial Proposal.**

Bidder must submit **Hard Copy** of the Technical Proposals by **Registered Post / Speed Post** only to the specified address before stipulated date of opening the Technical Bid as mentioned in Bidder Data Sheet. The Client will not be responsible for postal delay / any consequence in receiving of the proposal.

7.2 **The procedure for submission of the proposal is described below:**

i) **Technical Proposal:**

The envelope containing Hard Copy of Technical Proposal (Section: 2, 3, 4, 6 &7) which is uploaded in electronic form in the web portal along with proof of Remittance of Bid Processing Fee and EMD shall be sealed and superscripted as

“Technical Proposal - To Set - up and Running of a Rescue & Rehabilitation Centre for Vulnerable / Destitute Mentally ill Persons (Female) and a Child Care Institute for Homeless Children in Sukinda Block of Jajpur District ”and to be furnished inside one envelope. The duly filled-in technical proposal submission forms, along with all the supportive documents and information have to be furnished as part of technical proposal. The Technical Bid shall not include any financial information related to the Price Bid. Technical Bid containing financial information related to the Price Bid shall be declared non-responsive.

ii) **Financial Proposal:**

- The Bidder shall quote his rates on prescribed form of the Bill of Quantities (BoQ) already provided in the RFP. Further the Bidder shall have to submit the filled in formats attached in **Section 5** in PDF format in second packet of **Cover-2**.
- The rate offered to remain fixed for the whole contract period or for the extended agreed period.
- The financial proposal shall be inclusive all costs, direct or indirect, for successful delivery of the services defined in the ToR but exclusive of GST.
- Shall express the price of their services in the Local currency (Indian Rupees).

iii) The completed proposal must be submitted on or before the time and date stated in the Data Sheet.

*Any deviation from the prescribed procedures / information / formats / conditions shall result in out-right rejection of the proposal. All the pages of the proposal have to be sealed and signed by the authorized representative of the bidder. Bids with any conditional offer shall be out rightly rejected. All pages of the proposal must have to be sealed and signed by the authorized representative of the bidder. Any conditional bids will be rejected.*

8. **Opening of the Proposal :**

- (i) Opening of Proposals will be done as per the schedule date and time.
- (ii) The **TECHNICAL PROPOSAL** received as mentioned in point nos.7.2(i) will be opened in the initial stage by the Client in presence of the bidder's authorized representatives at the location, date and time specified in the Data Sheet.
- (iii) The Client will constitute a Tender Evaluation Committee (CEC) to evaluate the proposals submitted by bidders. Only one representative with proper authorization letter from the participating bidder will be allowed to witness the bid opening.
- (iv) For participating in the tender, the authorized signatory holding Power of Attorney shall be the Digital Signatory. In case the authorized signatory holding Power of Attorney and Digital Signatory are not the same, the bid shall be considered non-responsive.
- (v) The **FINANCIAL PROPOSAL 7.2. (ii)** only of the **technically qualified bidders** will be opened after completion of technical evaluation stage.

9. **Evaluation of Proposal:**

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

**TECHNICAL EVALUATION (Part-I) :** Technical proposal will be opened and evaluation of the proposals will be done to determine whether the proposal comply to 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.
- ✓ Receipt of Bid Processing Fee & Earnest Money Deposit (EMD) as applicable.
- ✓ Copy of Certificate of Incorporation/ Registration.
- ✓ Copy of PAN.
- ✓ Copy of Goods and Services Tax Identification Number (GSTIN)
- ✓ Copy of the latest GST clearance certificate.
- ✓ Copies of IT Return for the last 3 assessment years
- ✓ 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.
- ✓ Self-Declaration on Conflict of Interest (**TECH - 6**).
- ✓ Undertaking for not having been black-listed by any Central / State Government / Any other Autonomous Bodies/ International & National Organization in the recent past.
- ✓ Duly filled in Technical Proposal Forms **TECH - 7 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 requirement, will be out rightly rejected at the discretion of the Client's authority.*

**TECHNICAL EVALUATION (Part-II):** Detailed evaluation process as per the following parameters will be adopted for evaluation of the proposals.

Sl. No	Parameters for Evaluation
1	<p>The NGO/ Agency must have minimum 15 years working experience in the field of development sector.</p> <ol style="list-style-type: none"> <li>1. 15 Yrs To 20 Yrs.-5 Marks</li> <li>2. 20 Yrs. To 25Yrs.-10 Marks</li> <li>3. 25 Yrs. And Above - 20Marks</li> </ol>
2	<p>Minimum 10 years' experience in residential set-up and running of rehabilitation centers for mentally challenged in the state of Odisha.</p> <ol style="list-style-type: none"> <li>1. 10 Yrs. To 12Yrs. – 5 Marks</li> <li>2. 12 Yrs. To 14 Yrs. – 10 Marks</li> <li>3. 15 Yrs. And Above – 15 Marks</li> </ol>

3	<p>A. Experience of implementing rehabilitation projects of similar nature with Govt. in PPP mode.</p> <ol style="list-style-type: none"> <li>1. Implementation of Rehabilitation center for mentally ill female : 3 marks</li> <li>2. Implementation of Rehabilitation center for mentally ill female &amp; male: 10 Marks</li> </ol>
	<p>B. Experience of implementing projects of Child Care Institutions</p> <ol style="list-style-type: none"> <li>1. Implementation of Child Care Institution: 3 Marks</li> <li>2. Implementation of Child care institution with special adoption agency: 15 Marks</li> </ol>
4	<p>The organization must have minimum total turnover of Rs.3 crore in each financial year, consecutively during 2018 -19, 2019 -20 &amp; 2020-21.</p> <ol style="list-style-type: none"> <li>1. 1.00 Cr. to 3.00 Cr. – 10 Marks</li> <li>2. 3.00 Cr. To 5.00 Cr. – 15 Marks</li> </ol>
5	<p>The organization must have minimum 5 Cr. total fixed Asset in terms of Land, building and other fixed assets as per audit report of last FY 2020-21.</p> <ol style="list-style-type: none"> <li>1. 3 Cr. to 5 Cr. -5 Marks</li> <li>2. 5 Cr to 10 Cr.- 10 Marks</li> <li>3. 10 Cr. &amp; Above- 15 Marks</li> </ol>
6	<p>National level Award and recognition for execution of similar projects of similar nature -10 Marks</p>

Only those bidders who have fulfilled the eligibility criteria shall be evaluated. The cut-off marks for short-listing based on the Technical Evaluation is 60% of total marks. Evaluation Committee shall have the right to verify the claims made by the Bidder, in whichever way it deems fit. Based on the Bid Evaluation, only technically qualified Bidders scoring more than cut-off marks shall be short-listed for opening of financial bid. **If it is not possible to open the financial bid on the same day, the date of opening of financial bid will be communicated to eligible bidder through correspondence.**

#### **FINANCIAL EVALUATION:**

The financial proposals of the bidders qualifying the Technical Evaluation (Part-I & II) only shall be opened at this stage in the presence of the 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.

10. **Evaluation Process :**

**Quality and Cost Based Selection method (QCBS) will be followed for evaluation of bid.**

- a. Financial Proposals of only those Agencies who will be technically qualified (i.e. obtain minimum 60% in Technical Evaluation) shall be opened.
- b. The financial scores (Fs) of the Proposal with the lowest bid cost shall be given a financial score of 100 and the other proposals shall be given financial scores that are inversely proportionate to lowest Financial Proposal as stated below;
- c.  $F_s = 100 \times (F_m / \text{Financial Proposal of Applicant under consideration})$  where  $F_m$ : Lowest Financial Proposal and  $F_s$ : Financial Score

**Final Selection of Agency:**

The total score shall be obtained as shown below:

Weighted Technical Score = Technical Score (Ts)\*70%

Weighted Financial Score = Financial Score (Fs)\*30%

Final Score= Weighted (Technical Score+ Financial Score)

Agencies will be ranked based on score obtained and the highest scoring agency will be selected.

11. **Performance Bank Guarantee: (PBG)**

Within 7 days of notifying the acceptance of a proposal for award of contract, the qualified bidder shall have to furnish a Performance Bank Guarantee amounting to **10% of the Contract Value** from a scheduled commercial bank situated in Jajpur Town in favour of **"The Collector & Managing Trustee, DMF, Jajpur, Odisha"**, as per the format at **Annexure-II**, for a period of three months beyond the entire contract period (i.e. PBG must be valid from the date of effectiveness of the contract to a **period of 24(Twenty Four) months**) 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 three months 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.

12. **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.

13. **Award of Contract:**

After completion of the contract negotiation stage, the Client will notify the successful bidder in writing by issuing an offer letter for signing the contract and promptly notifying all other bidders about the result of the selection process. The successful bidders will be asked to sign the contract after fulfilling all formalities within 15 days of issuance of the offer letter. After signing of the contract, no variation or modification of the terms of the contract shall be made except by written amendment signed by both the parties.

14. **Conflict of Interest :**

Conflict of interest exists in the event of:

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

15. **Disclosure :**

- a. Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the bidder or termination of its contract.
  - Bidders must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency or the financial standing of the Bidder, including but not limited to appointment of any officer such as a receiver in relation to the Bidder's personal or business matters or an arrangement with creditors, or of any other similar proceedings.
- b. Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:
  - 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;
  - corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract;
  - Failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

16. **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 of time, disqualifying it from participating in any related bidding process for the said period.

17. **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.

18. **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.

19. **Legal Jurisdiction:**

All legal disputes are subject to the jurisdiction of civil court of **Jajpur** Odisha.

20. **Governing Law and Penalty Clause:**

The schedule given for delivery is to be strictly adhered to in view of the strict time schedule. Any unjustified and unacceptable delay in delivery shall render the bidder liable for liquidated damages and thereafter the Client holds the option for cancellation of the contract for pending activities and completes the same from any other agency. The Client may deduct such sum from any money from their hands due or become due to bidder. The payment or deduction of such sums shall not relieve the bidder from his obligations and liabilities under the contract. The rights and obligations of the Client and the bidder under this contract will be governed by the prevailing laws of Government of India / Government of Odisha. Failure on bidder's part to furnish the deliverables as per the agreed time line will enforce a penalty **@ 1% per week subject to maximum of 10% of the total contract value**. The amount will be deducted from the subsequent payment. In addition, the PBG amount shall also be forfeited. The decision of the authority placing the contract, whether the delay in development has taken place on account of reasons attributed to the bidder shall be final.

21. **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 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 or its personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the contract.

22. **Amendment of the RFP Document:**

At any time before submission of proposals, the Client may amend the RFP by issuing an addendum through **website <https://jajpur.nic.in>**. 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.

23. **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.

24. **Copyright, Patents and Other Proprietary Rights:**

**The Collector & Managing Trustee, DMF, Jajpur, Odisha** shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights and trademarks, with regard to documents and other materials which bear a direct relation to or are prepared or collected in consequence or in the course of the execution of this contract. At the Client's request, the Bidder shall take all necessary steps to submit them to the Client in compliance with the requirements of the contract.

25. **Replacement of Key Personnel:**

The key professionals to be deployed under this contract must be dedicated in nature. However, the Client reserves the right to request the Bidder to replace the assigned personnel if they are not performing to a level of satisfaction. The Bidder must replace the personnel within seven (7) working days from the date of approval of replacement. If one or more key personnel become unavailable / leave the project for any reason midway under the contract, the Bidder must notify the Client at least fourteen (14) days in advance and obtain the approval prior to making any substitution. In notifying the Client, the Bidder shall provide an explanation of circumstances necessitating the proposed replacement and submit justification and qualification of replacement personnel in sufficient detail to permit evaluation of the impact on the engagement. Acceptance of a replacement person by the Client shall not relieve the Bidder from responsibility for failure to meet the requirements of the contract. Change in key professionals beyond the allowable limit of the contract leads to **implication of liquidated damage of 10% of the contract value.**

26. **Force Majeure :**

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

27. **Settlement of Dispute:**

The Client and the agency shall make every effort to resolve amicably, by direct negotiation, any disagreement or dispute arising between them under or arising from or in connection with the contract. Disputes not so resolved amicably within 30 days of receipt of notice of such as a dispute shall be resolved by a sole arbitrator nominated by the The Collector & Managing Trustee, DMF, Jajpur , Odisha. The arbitration proceeding shall be held in **Jajpur , Odisha.**

28. **Disqualification of Proposal:**

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

- Proposal submitted without Bid Processing Fee & EMD as applicable
- Proposal not submitted in accordance with the procedure and formats as prescribed in the RFP
- During validity of the proposal, or its extended period, if any, the bidder increases his quoted prices
- Proposal is received in incomplete form
- Proposal is received after due date and time for submission of bid

- Proposal is not accompanied by all the requisite documents / information
- A commercial bid submitted with assumptions or conditions
- Bids with any conditional technical and financial offer
- 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
- Proposal is not properly sealed or signed
- Proposal is not conforming to the requirement of the scope of the work of the assignment.
- Bidder tries to influence the proposal evaluation process by unlawful/corrupt/fraudulent means at any point of time during the bid process
- If, any of the bid documents (including but not limited to the hard and soft/electronic copies of the same, presentations during evaluation, clarifications provided by the bidder), 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 bid;
- Bidders or any person acting on its behalf indulges in corrupt and fraudulent practices
- Any other condition / situation which holds the paramount interest of the Client during the overall section process.

**SECTION: 3**

**TERMS OF REFERENCE (ToR)**

## **Introduction (Background)**

### **1. Purpose / Objectives of the Assignment**

#### **GENERAL**

The detailed description of the scope of services, deliverables and other requirements relating to this Consultancy are specified in this RFP. In case the Bidder firm possesses the requisite experience and capabilities required for undertaking the Consultancy, it may participate in the Selection Process as an individual (the "Sole Firm"). No joint venture, consortium of firms and sub-consultancy is allowed in response to this invitation. The term Bidder (the "Applicant") means the Sole Firm. The manner in which the Proposal is required to be submitted, evaluated and accepted is explained in this RFP.

#### **BACKGROUND**

##### **JAJPUR DISTRICT**

Jajpur is located at 20.85°N 86.33°E and has an average elevation of 8 metres (26 ft). The climate of Jajpur District is normal as per Indian standards. All the seasons arrive in the District at their usual time. The District's average height from the sea level is 331 m and its average rain fall is 1014.5 mm. The average maximum and minimum temperatures are 40 degree C and 10 degree C respectively. Overall, the climate of the District is neither hotter nor cooler. The summer season is from March to June when the climate is hot and humid. Thunderstorms are common at the height of the summer. The monsoon months are from July to October when the town receives most of its rainfall from the South West Monsoon. The annual rainfall is around 1014.5 mm. The winter season from November to February is characterized by mild temperatures and occasional showers.

District Mineral Foundations are statutory bodies in India established by the State Government by notification. Legal status from section 98 of Mines and Minerals (Development and Regulation) Act, 1957 as amended on 26 March 2015 as Mines and Minerals (Development and Regulation) Amendment Act, 2015. This amendment came into force from 12 January 2015.

The objective of District Mineral Foundation is to work for the interest of the benefit of the persons and areas affected mining related operations in such manner as may be prescribed by the State Government. To address various activities / projects have been taken up under different sector according to priority. Which includes infrastructural development under health, education, connectivity along with other social development activities/projects.

Besides these, District Mineral Foundation Trust wants to emphasis on security and social development of vulnerable and destitute mentally ill/retired persons who are unwittingly separated from families and loved ones, end up as roadside destitute, unclothed, unfed & uncared.

To address such issue, District Mineral Foundation, Jajpur desirous to Set - up and Running of a Rescue & Rehabilitation Centre for Vulnerable / Destitute Mentally Ill Persons (Female) and a Child Care Institute for Homeless Children in Sukinda Block of Jajpur District.

## 2. SCOPE OF WORK

The center will act as a **Rescue cum Rehabilitation Centre for Person with Mental Illness and Child Care Institute for Homeless Children**. It would devise ways to ensure that any information pertaining to such cases can come directly or indirectly to it. The center will employ skilled personnel to provide specialized services to these persons, including counseling support.

The interested NGO /Agency have to provide the following services for Set - up and Running of a Rescue & Rehabilitation Centre in the district:

1. Rescue of mentally ill female & destitute /orphan children.
2. Providing shelter, healthy food, clothing and medical support.
3. Regular counseling support to the aggrieved and sick inmate.
4. Skill development, education to children and other initiatives to help the minors to lead a better life.
5. Effort for making them skilled to have some source of income.
6. Initiative to reunite them with their families/relatives.
7. To undertake various recreational activities for early recovery.
8. Regular follow up and support even after reunion with their family members.
9. Initiatives to create awareness on the issue at various levels.

The center will provide integrated services starting from rescue to reunion in a sequential manner as follows:

Vocational and Occupational training shall play a crucial role in the recovery process for the



residents, enabling them to return to their community and lead a meaning, dignified and productive life to make them self-sustenance after recovery.

## 3. Infrastructure Requirement.

The center should provide such residential facilities that would ensure a respectable and dignified standard of living for inmates. Accordingly, the center should provide residential space of approximately 80sqft.Per inmate excluding common space and utilities with adequate facilities of bath rooms, toilets, dining hall and a multipurpose hall to be used as common / entertainment room. The center to be established and

continue in a rented / leased house. Minimum of 6000 - 8000 sqrf. Space to be taken to establish the center.

**4. Team composition and Schedule for the key professionals**

The indicative provision of staff (minimum requirement) for a 100 persons with mental illness rescue and rehabilitation center and 50 homeless children would be as under.

<b>Provision of Human Resources for Mentally ill Rehabilitation Center (100 Residents)</b>	
<b>Designation</b>	<b>No' s of Staff</b>
Center Superintendent	1
Pharmacist	2
Part - time Doctor (Psychiatrist)	1
Part - time Doctor (Medicine & General Physician)	2
Staff Nurse	4
Counsellor	4
Vocational Instructor	1
Multipurpose Worker	2
Patient Support Worker	10
Cook	2
Security/ Watchman	2
Peon / Office boy	1
Driver	1

<b>Provision of Human Resources for Child Care Institutions (50 Children)</b>	
<b>Designation</b>	<b>No' s of Staff</b>
Center Superintendent	1
Child welfare Officer	1
Pharmacist	1
Counsellor	2
House Mother	7
Tutor	2
Part time Doctor (Physician)	1
Para medical Staff/Nursing Staff	2
Store Keeper cum Accountant	1
PT cum Yoga Trainer	1
Cook	1

House keeping	2
Driver	1

**(i) Qualification , Roll and Responsibility of Human Resources:**

**A. For Mentally ill female rehabilitation Center**

Sl.No.	Designation	Qualification	Responsibility
1	Superintendent	MSW/MBA	Overall supervision of establishment and running of the institution. Coordination with all stakeholders for smooth management of the center. To look after the daily activities of Staff and inmates.
2	Pharmacist	B - Pharm/D -Pharm	Management of medicine supply And distribution. Maintenance of records.
3	Part time Doctor (Psychiatrist )	MBBS	Health check-up of inmates and treatment with regular follow - up.
4	Part time Doctor (Medicine & physician)	MBBS(Medicine)	Health check-up of inmates and treatment with regular follow - up.
5	Staff Nurse	GNM / BSC. Nursing	Provide nursing service to the inmates as per advice of doctor. Maintenance of personal file and Record of inmates.

6	Counselor	MA in psychology	Counseling to the inmates to lead a dignified life and possible reunion with family.
7	Vocational Instructor/ Extracurricular trainer for children	Part time	To provide training to inmates as prepared for rehabilitation.
8	Multipurpose Worker	10 <sup>th</sup> pass	To provide helping hand to the institution as per day to day need.
9	Patient Support Worker	10 <sup>th</sup> pass	To look after the general care and provide support service to the particular patients assigned to them.
10	Cook	10 <sup>th</sup> pass	To undertake day to day food preparation of the inmates and to provide special diet to the patients as per advice of doctor from time to time.
11	Security/ Watchman	8 <sup>th</sup> pass	To look after the security of the Center with attention to the inmates about their movement.
12	Peon / Office boy	8 <sup>th</sup> pass	To provide assistant work to the institution as per need.
13	Driver	10 <sup>th</sup> pass with valid DL	To drive and Ambulance. maintenance

<b>B. For Child Care Institution</b>			
Sl.No.	Designation	Qualification	Responsibility
1	Center Superintendent	MBA/MSW	Superintendent of the Institution is in-charge of the maintenance of the CCI and for providing care and protection to the children including Overall supervision of establishment and running of the institution. Coordination with all

			stakeholders for smooth management of the center. To look after the daily activities of S
2	Child welfare Officer	MA. Psychology/MSW	To take responsibility for supervision of a child period of up to three years who may be released on probation in the custody of parents, guardian, NGO, or to a fit facility, and provide periodic reports to the JJB as directed. To undertake home visits, visits to place of employment of child, school, and vocational training centre, to ensure that the child is fulfilling goals outlined in the ICP/post release plan/rehabilitation card. To submit report outlined in form 10 of JJ Model Rules, 2016.
3	Pharmacist	B.Pharma	Management of medicine supply And distribution. Maintenance of records
4	Counsellor	MA. Psychology	To conduct Counselling sessions with Children who need help. record of counselling sessions: The summary and key highlights of each counselling session should be documented in the child's case file.
5	House Mother	10th Pass	The house mothers/fathers shall function under the direction of the Superintendent/Person-in-charge and shall be assigned duties towards providing care to children.
6	Tutor	Graduate	To Conduct classes daily, and coordinate with voluntary agencies providing education support services in the CCI to ensure that all children receive educational support
7	Part time Doctor (Physician)	MBBS	Health check-up of inmates and treatment with regular follow - up.
8	Para medical Staff/Nursing Staff	ANM/GNM	Provide nursing service to the children as per advice of doctor. Maintenance of personal file and Record of inmates
9	Store Keeper cum Accountant	B.Com	To Maintain all stocks of CCI and Financial Record.
10	PT cum Yoga Trainer	Graduate with Certification	To conduct Exercise and Yoga Activities on regular basis.
11	Cook	7th Pass	To cook quality and hygiene foods for the children of CCI
12	House keeping	5th Pass	To clean and maintenance of the premises
13	Driver	10th Pass with DL	To drive and Ambulance. maintenance

The abovementioned personnel must have working experience in relevant field.

5. Standard cost estimate:

A. For Mentally ill Rehabilitation Center:

Sl.No	Particulars	Nos. of Unit	Unit Cost /Month (Rs.)	Nos. of Month	Total Budget for One Year (Rs.)
<b>A</b>	<b>Food:</b>				
1	Breakfast, Lunch & Dinner	100		12	
<b>B</b>	<b>Healthcare &amp; Clothing:</b>				
1	Medicine & Check-up	100		12	
2	Clothing	100		12	
<b>C</b>	<b>Human Resources :</b>				
1	Centre Superintendent	1		12	
2	Pharmacist	2		12	
3	Part time Doctor (Psychiatrist)	1		12	
4	Part time Doctor (Medicine & General Physician)	2		12	
5	Staff Nurse	4		12	
6	Counsellor	4		12	
7	Vocational Instructor/ extracurricular trainer for children	2		12	
8	Multipurpose Worker	2		12	
9	Patient Support Worker	10		12	
10	Cook	2		12	
11	Security/ Watchman	2		12	
12	Peon / Office boy	1		12	
13	Driver	1		12	
<b>D</b>	<b>One Time Setup Cost:</b>				
1	Bed	100			
2	Bed sheet, mattress, pillow	100			
3	Saline stand & medicine box	100			
4	Computer	1			
5	Printer	1			

6	Scanner	1			
7	CCTV set (16 channel)	2			
8	TV Set (80 Cm)	2			
9	Refrigerator (200 ltr)	2			
10	Water Purifier with cooler	2			
11	Furniture (Office Table, Almirah etc)	LS			
12	Fan, light, inverter	LS			
13	Cooking utensils	LS			
14	Ambulance	1			
E	Vocational Training:	LS			
F	Recreational Activities	LS			
G	Hygiene & Sanitation	LS			
<b>H</b>	<b>Administrative Overhead:</b>				
1	House rent	Monthly		12	
2	Electricity & Telephone	Monthly		12	
3	Stationery & Consumables	Monthly		12	
4	Miscellaneous , if any	Monthly		12	
<b>Total</b>					

**A. For Child Care Institution:**

SLN o	Particulars	Nos. of Unit	Unit Cost /Month (Rs.)	Nos. of Month	Total Budget or One Year (Rs.)
<b>A</b>	<b>Food:</b>				
1	Breakfast, Lunch & Dinner	50		12	
<b>B</b>	<b>Healthcare &amp; Clothing:</b>				
1	Medicine & Check-up	50		12	
2	Clothing	50		12	
<b>C</b>	<b>Human Resources :</b>				
1	Center Superintendent	1		12	
2	Child welfare Officer	1		12	
3	Pharmacist	1		12	

4	Counsellor	2		12	
5	House Mother	7		12	
6	Tutor	2		12	
7	Part time Doctor (Physician)	1		12	
10	Para medical Staff/Nursing Staff	2		12	
11	Store Keeper cum Accountant	1		12	
12	PT cum Yoga Trainer	1		12	
13	Cook	1		12	
14	Housekeeping	2		12	
<b>D</b>	<b>One Time Setup Cost:</b>				
1	Bed	50			
2	Bed sheet, mattress, pillow	50			
3	Saline stand & medicine box	20			
4	Computer	1			
5	Printer	1			
6	Scanner	1			
7	CCTV set (16 channel)	2			
8	TV Set (80 Cm)	1			
E	<b>Art &amp; Crafts activities</b>	LS			
F	<b>Recreational &amp; Calibrations</b>	LS			
G	<b>Hygiene &amp; Sanitation</b>	LS			
<b>H</b>	<b>Administrative Overhead:</b>				
1	House rent	Monthly		12	
2	Electricity & Telephone	Monthly		12	
3	Stationery & Consumables	Monthly		12	
4	Miscellaneous , if any	Monthly		12	
	<b>Total</b>				

The organization / agency have to raise monthly invoice proportionately considering the numbers of inmate actually present during the month. The organization/agency have to maintained proper books and records relating to the grant and expenditure, which is subject to verification as deemed fit by the Competent Authority.

**6. Payment Terms.**

The total cost of the project is to be finalized on the basis of the amount quoted in the financial bid by the successful bidder and subsequent price negotiation, if any. However, the payment schedule shall be finalized at the time of signing contract form for the assignment.

**Note: This is based on attendance of Key experts. For absence of expert for more than 15 days proportionate deduction to be made.**

The payment of professional fees will be made on monthly basis. The payments will be made upon submission of an invoice backed by Monthly Progress Reports outlining the areas covered in RFP. Payment of professional fees would be made within two weeks of submission of Invoices. However, the payment schedule shall be finalized at the time of signing contract form for the assignment.

SECTION 4  
TECHNICAL PROPOSAL SUBMISSION FORMS

Section - 4

**Technical Proposal Submission Forms**

12

**TECH-1**

**COVERING LETTER**  
**(ON BIDDER'S LETTER HEAD)**

*[Location, Date]*

**To**

**The Collector & Managing Trustee, DMF, Jajpur**

**Subject:** To Set - up and Running of a Rescue & Rehabilitation Centre for Vulnerable / Destitute Mentally ill Persons (Female) and a Child Care Institute for Homeless Children in Sukinda Block of Jajpur District.

**Dear Sir,**

I, the undersigned, offer to provide the services for the proposed assignment in respect to your Request for Proposal No. \_\_\_\_\_, Dated: \_\_\_\_\_. I hereby submit the proposal which includes this technical proposal sealed under a separate envelope. Our proposal will be valid for acceptance up to **120 Days** and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

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

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

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

Yours faithfully,

**Authorized Signatory with Date and Seal:**

**Name and Designation:** \_\_\_\_\_

**Address of Bidder:** \_\_\_\_\_

**TECH-2**

**Bidder's Organization (General Details)**

Sl. No.	Description	Full Details
1	Name of the Bidder / Bidder	
2	Address for communication: Tel : Fax: 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: TDR/FD/Postal Deposit 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 [*In full and initials*]: \_\_\_\_\_  
Name and Designation with Date and Seal: \_\_\_\_\_

**TECH - 3**

**Bidder Organisation (Financial Details)**

Financial Information in INR				
Details	FY _____	FY _____	FY _____	Average
Consulting Turnover (in Lakh)				
<b>Supporting Documents:</b>  Audited certified financial statements for the last <Nos> FYs (to be decided accordingly) (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form)  <i>Filled in information in this format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished in original along with the technical proposal failing which the proposal will be out rightly rejected. No scanned copy will be entertained.</i>				

\_\_\_\_\_  
*Signature and Seal of the Company Auditor with Date in original*

Authorized Signatory [In full initials with Date and Seal]: \_\_\_\_\_

Communication Address of the Bidder: \_\_\_\_\_

**[NB: No Scanned Signature will be entertained]**

**TECH - 4**

**FORMAT FOR POWER OF ATTORNEY**  
**(On Bidder's Letter Head)**

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

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

**Name of the Authorized Representative:**

\_\_\_\_\_  
(Signature of the Authorized Representative with Date)

**CERTIFIED:**

**Signature, Name & Designation of person executing attorney:**

*Address of the Bidder:*

**TECH - 5**

**(BIDDER'S PAST EXPERIENCE DETAILS)**

**Table -1 (List of <Nos> completed assignments only of similar nature\*\* in any sector during last <5> years)**

Sl. no.	Period	Name of the Assignment with details	Name of the Client	*Contract Value (in INR) and Duration	Date of Award / Commencement of assignment	Date of Completion of assignment	Remarks if any
A	B	C	D	E	F	G	H
1							
2							
3							

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

**Name and Designation with Date and Seal:**

**Note: Bidders are requested to furnish the list limited to <Nos> assignments of similar undertaken & decided accordingly) as per the above prescribed format only. Information not conforming to responsive. Copies of the Work order / Contract Document / Completion Certificate from the previous the above information.**

**TECH - 6**

**INFORMATION REGARDING ANY CONFLICTING ACTIVITIES AND DECLARATION  
THEREOF**

*Are there any activities carried out by your agency which are of conflicting nature as mentioned in Section 2: [Information to the Bidder] under Eligibility Criteria: Para (5). If yes, please furnish details of any such activities.*

If no, please certify,

**IN BIDDER'S LETTER HEAD**

I, hereby declare that our firm / company as an Individual is not indulged in any such activities which can be termed as the conflicting activities as mentioned in **Section 2: [Information to the Bidder] under Eligibility Criteria: Para (6).**

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

**Authorized Signatory [In full initials with Date and Seal]:** \_\_\_\_\_

**Communication Address of the Bidder:** \_\_\_\_\_

**TECH-7**

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

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

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

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

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

**Authorized Signatory [In full and initials]:** \_\_\_\_\_  
**Name and Designation with Date and Seal:** \_\_\_\_\_

## TECH-8

### **DESCRIPTION OF APPROACH, METHODOLOGY AND WORKPLAN TO UNDERTAKE THE ASSIGNMENT**

*[Technical approach, methodology and work plan are key components of the Technical Proposal. In this Section, bidder should explain his 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, he should highlight the problems being addressed and their importance, and explain the technical approach to be adopted to address them. It is suggested to present the required information divided into following four sections]*

#### **A. Understanding of Scope, Objectives and Completeness of response**

Please explain your understanding of the scope and objectives of the assignment based on the scope of work, the technical approach, and the proposed methodology adopted for implementation of the tasks and activities to deliver the expected output(s), and the degree of detail of such output. *Please do not repeat/ copy the ToR here.*

#### **B. Description of Approach and Methodology :**

- a. Key guiding principles for the study.
- b. Proposed Framework.
- c. Information matrix
- d. Any other issues

#### **C. Methodology to be adopted :**

Explaining of the proposed methodologies to be adopted highlighting of the compatibility of the same with the proposed approach. This includes:

- a. Detail research design including sample design and estimation procedure.
- b. Field Process Protocol control
- c. Identification of beneficiary/stake holder of the project.
- d. Suggestive tools for data collection.
- e. Analysis of field data and preparation of reports
- f. Any other issues

#### **D. Staffing and Study Management Plan:**

The bidder should propose and justify the structure and composition of the team and should enlist the main activities under the assignment in respect of the Key Professionals responsible for it. Further, it is necessary to enlist of the activities under the proposed assignment with sub-activities (week wise). (Graphical representation)

**Authorized Signatory [In full and initials]:** \_\_\_\_\_

**Name and Designation with Date and Seal:** \_\_\_\_\_

**<<The bidder may be asked to submit the required information within a certain number of pages, with fonts specified>>**

**TECH - 9**

**Format of Curriculum Vitae (CV) for Proposed Key Professional**

1. **Proposed Position :**  
*[For each position of key professional separate form Tech B-6 will be prepared]*
2. **Name of Firm:**
3. **Name of Staff :**
4. **Date of Birth:**
5. **Years with Firm :**
6. **Nationality:**
7. **Education:**  
*[Indicate college / university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates]*
8. **Membership in Professional Associations:**
9. **Other Trainings:**
10. **Countries of Work Experience:**
11. **Languages:**  
*[For each language indicate proficiency: excellent, good, fair, or poor; in speaking, reading, and writing]*
12. **Employment Record:**  
*[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held. For experience in last ten years, also give types of activities performed and Client references, where appropriate as per the prescribed format given below]*

From [Year]	To [Year]
<b>Procuring Entity Name:</b>	
<b>Position Held:</b>	
<b>Details of the Task Assigned</b> <i>[List all tasks to be performed under this Assignment/job]</i>	

13. **Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned**  
*[Among the Assignment/jobs in which the staff has been involved, indicate the following information for those Assignment /jobs that best illustrate staff capability to handle the tasks listed under point 12.]*

<i>Name of the Project</i>	
<i>Year</i>	
<i>Location</i>	
<i>Name of the Client</i>	
<i>Project Feature</i>	
<i>Position Held</i>	
<i>Activities Performed</i>	

**Certification:**

*I, the undersigned, certify that to the best of my knowledge and belief that this CV correctly describes my qualifications and past experiences. I will undertake this assignment for the full project duration in terms of roles and responsibilities assigned in the technical proposal or any agreed extension of activities thereof. I understand that any misstatement herein leads to disqualification of CV.*

**Date:**

**Signature of Key Professional with Date** \_\_\_\_\_

**Authorized Signatory [In full and initials]:** \_\_\_\_\_

**Name and Designation with Date and Seal:** \_\_\_\_\_

**<<NB: CV write up may be restricted to a certain number of pages with quality information relevant to the key professional requirements. This will be easy in evaluating the resumes for short listing. The CVs needs to be jointly signed by the proposed professional and the authorized representative of the Bidder.>>**

**TECH - 10**

**PROPOSED WORKPLAN TO CARRY OUT THE ASSIGNMENT**

<b>Week</b> →	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b><i>Sequence of Study Activities / Sub Activities</i></b>						

*Indicate all main activities / sub activities of the proposed assignment including delivery of reports (Inception, and Final Reports) and other associate sub-activities*

**Authorized Signatory [In full and initials]:** \_\_\_\_\_

**Name and Designation with Date and Seal:** \_\_\_\_\_

**Section 5**

**Financial Proposal Submission Forms**

**The bidder shall submit the FIN-1, FIN-2, FIN-3 & FIN-4 in PDF format along with the Financial bid through.**

Please note that the technical bid containing financial information shall be treated as Non-Responsive,

**FIN - 1**  
**COVERING LETTER**  
**(In Bidder's Letter Head)**

*[Location, Date]*

**To**

**The Collector & Managing Trustee, DMF, Jajpur, Odisha**

**Subject: Financial Quote - Authorized Signatory [In full and initials]:**

**Name and Designation with Date and Seal:**

**Note: Bidders are requested to furnish the list limited to <Nos> assignments of similar undertaken during the last <Nos> Financial Years (to be decided accordingly) as per the above prescribed format only. Information not conforming to the above format will be treated as non-responsive. Copies of the Work order / Contract Document / Completion Certificate from the previous Clients need to be furnished along with the above information.**

Sir

I, the undersigned, offer to provide the 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 *[Insert amount(s) in words and figures\*]*.

The above quoted amount is inclusive of the taxes applicable as per GST Act. 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 <Nos.> 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 [In full and initials]**

**Name and Designation of Signatory with Date and Seal:**

**Address of the Bidder:**

*\*Amount must match with the one indicated in Fin-2.*

**FIN - 2**

**SUMMARY OF FINANCIAL PROPOSAL**

<b>Name of the Assignment :</b>				
<b>Sl. No.</b>	<b>Fee Particulars</b>	<b>Amount in INR</b>		
<b>A</b>	<b>Remuneration for Professionals and Support Staff</b>			
	Description of Manpower	Qty	Unit Rate	Total
A 1				
A 2				
A 3				
A 4				
A 5				
<b>B</b>	<b>Sub Total</b>			
C	Overhead expenses			
<b>D</b>	<b>Consulting Fee (B+C)</b>			
E	Taxes applicable as per GST Act @ % of Consulting Fee (D)			
<b>Grand Total (INR) (D + E)</b>				
<b>In Words</b>				

- *Bidders shall submit the financial proposal as per the prescribed format given above in both figures and words, and signed by the Bidder's Authorized Representative. In the event of any difference between figures and words, the amount indicated in words shall prevail.*
- *Taxes will be paid by the Client as per the applicable rate under GST Act from time to time. Consultancy fee proposed for the assignment shall remain fixed till completion of the contract.*

**Authorized Signatory [In full and initials]:** \_\_\_\_\_

**Name and Designation with Date& Seal:** \_\_\_\_\_

FIN - 3

**BREAKDOWN OF REMUNERATION OF KEY PROFESSIONALS**

Sl. No.	Name of Key Person	Position	Unit Rate (MAN DAY)(A)	Proposed MAN DAY (B)	Total Amount in INR (A*B)
1					
2					
3					
4					
5					
<b>Grand Total in INR</b>					
<b>In Words</b>					

**Authorized Signatory [In full and initials]:** \_\_\_\_\_

**Name and Designation with Date& Seal:** \_\_\_\_\_

**FIN - 4**

**BREAKDOWN OF OVERHEAD EXPENSES**

Sl. No.	Description	Unit	Quantity	Unit Price in INR	Total Amount in INR
1					
2					
3					
<b>Grand Total in INR</b>					
<b>In Words</b>					

**Authorized Signatory [In full and initials]:** \_\_\_\_\_

**Name and Designation with Date& Seal:** \_\_\_\_\_



Check List of documents

Sl. No.	Description	Submitted (Yes/No)	Page No.
<b>TECHNICAL PROPOSAL (ORIGINAL + 1 COPY)</b>			
1	Filled in Bid Submission Check List (ANNEXURE-I)		
2	Covering Letter (TECH -1)		
3	Bid Processing Fee of Rs. _____/- in form to DD		
4	Rs. _____/- in shape of Demand Draft		
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 <Nos> AYs (to be decided accordingly)		
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	Self Declaration on Potential Conflict of Interest (TECH - 6)		
14	Undertaking for not have been black-listed by any Central / State Govt./any Autonomous bodies during its business career.		
15	Comments and Suggestions (TECH – 7)		
16	Description of Approach, Methodology & Work Plan (TECH - 8)		
17	CV of Key Professionals (TECH – 9)		
18	Work Plan (TECH – 10)		
19	Deleted		
<b>FINANCIAL PROPOSAL (ORIGINAL + 1 COPY)</b>			

1	Covering Letter (FIN-1)		
2	Summary of Financial Proposal (FIN-2)		
3	BREAKDOWN OF REMUNERATION OF KEY PROFESSIONALS(FIN-3)		
4	BREAKDOWN OF OVERHEAD EXPENSES(FIN-4)		

**Undertaking:**

- All the information have 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 [In full and initials]:** \_\_\_\_\_

**Name and Designation with Date and Seal:** \_\_\_\_\_

PERFORMANCE BANK GUARANTEE FORMAT

To,

**The Collector & Managing Trustee, DMF,  
Jajpur Odisha**

**WHEREAS** \_\_\_\_\_ (Name and address of the Bidder) (hereinafter called "the Bidder") has undertaken, in pursuance of RFP No \_\_\_\_\_ dated \_\_\_\_\_ to undertake the service \_\_\_\_\_ (description of services) (herein after called "the contract").

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

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

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

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

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

This performance bank guarantee shall be valid until the \_\_ day of \_\_\_\_\_, <Year>

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

.....(Signature of the authorized officer of the Bank)  
..... Name and designation of the officer  
.....Seal, name & address of the Bank &  
**Branch**

<<Any Other assignment related Material may also be included in the Annexure for the bidder>>