

RFP No: 680

Date: 13.12.2024



**REQUEST FOR PROPOSAL (RFP)**

**FOR**

**SELECTION OF AGENCY FOR GIS BASED BASELINE SURVEY AND PREPARATION OF THE VILLAGE DEVELOPMENT PLAN (VDP) FOR SUKINDA AND DANAGADI BLOCKS OF JAJPUR DISTRICT**

**Issuer:**

**Collector and Managing Trustee,**  
District Mineral Foundation, Jajpur  
Government of Odisha  
Phone: 0674-222227  
Email: [dmfjajpur@gmail.com](mailto:dmfjajpur@gmail.com)

**Address for Communication & Submission of Documents**

**Collector and Managing Trustee,**  
District Mineral Foundation (DMF), Jajpur,  
First Floor, DMF Cell, Collectorate Building,  
Jajpur, Odisha, PIN - 755001  
Email: [dmfjajpur@gmail.com](mailto:dmfjajpur@gmail.com)

**TABLE OF CONTENTS**

<b><u>Sl. No.</u></b>	<b><u>Content</u></b>	<b><u>Page No.</u></b>
1	Data Sheet	4
2	Section: 1- Letter of Invitation (EOI)	5
3	Section: 2 - Information to the Bidders	7
4	Section: 3 - Terms of Reference (ToR)	19
5	Section: 4 - Proposal Submission Forms	33
6	Section: 6 - EOI Submission Check List	42

## DISCLAIMER

The information contained in this Request for Proposal (hereinafter referred to either as 'tender') document provided to the Bidders, by the District Mineral Foundation, Jajpur, hereinafter referred to as DMF or any of their employees or advisors, is provided to the Bidder(s) on the terms and conditions set out in this tender document and all other terms and conditions subject to which such information is provided.

The purpose of this tender document is to provide the Bidder(s) with information to implement the following assignment: **"Selection of an agency for GIS based Baseline Survey and Preparation of the Village Development Plan (VDP) for Sukinda and Danagadi blocks of Jajpur district"**. This tender document does not purport to contain all the information each Bidder may require. This tender document may not be appropriate for all persons, and it is not possible for the DMF, their employees, or advisors to consider the business/investment objectives, financial situation, and particular needs of each Bidder who reads or uses this tender document.

Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability, and completeness of the information in this tender document and wherever necessary obtain independent advice from appropriate sources. DMF, Jajpur their employees, and advisors make no representation or warranty and shall incur no liability under any law, statute, rules, or regulations as to the accuracy, reliability, or completeness of the tender document.

DMF, Jajpur may, in its absolute discretion, but without being under any obligation to do so, update, amend, or supplement the information in this tender document.

\*\*\*\*\*

### DATA SHEET

Sl. No.	Particulars	Details
1	Name of the Client	Collector & Managing Trustee, DMF, Jajpur
2	Method of Selection	Quality cum Cost Based Selection (QCBS) (Two Cover System)
3	Date of Issue of Request for Proposal (RFP)	16 <sup>th</sup> Dec 2024
4	Proposal Due Date	06 <sup>th</sup> Jan 2025 (by 05.00 PM)
5	Deadline for Submission of Pre-Proposal Query	23 <sup>rd</sup> Dec 2024
6	Issue of Pre-proposal Clarifications	24 <sup>th</sup> Dec 2024
7	Date of opening of Technical Proposal	07 <sup>th</sup> Jan 2025 (at 11.00 AM)
8	Date of opening of Financial Proposal	07 <sup>th</sup> Jan 2025 (at 11.30 AM)
9	Technical Presentation	07 <sup>th</sup> Jan 2025 (at 12.00 PM)
10	Letter of Award	To be intimated to the selected agency
12	Bid Processing Fee (Non-Refundable)	<b>Rs.10,000/- (Rupees Ten Thousand only)</b> remitted through demand draft drawn in favour of "Collector & Managing Trustee, DMF, Jajpur" payable at "Jajpur"
13	Earnest Money Deposit (EMD) (Refundable)	<b>Rs.2,00,000/- (Rupees Two Lakh only)</b> in shape of TDR/FD/Postal deposit duly pledged in favour of "Collector & Managing Trustee, DMF, Jajpur" from any nationalized scheduled bank/Post office.
14	Contact Details	Collector and Managing Trustee, District Mineral Foundation (DMF), Jajpur, First Floor, DMF Cell, Collectorate Building, Jajpur-755001 Email: <a href="mailto:dmfjajpur@gmail.com">dmfjajpur@gmail.com</a>
15	Mode of Submission	Speed Post / Registered Post (India post)

**Note:**

1. The Client reserves the right to change any schedule. Please visit the website [www.jajpur.odisha.gov.in](http://www.jajpur.odisha.gov.in) regularly for the same.
2. Proposals must be submitted before the date, time, and venue mentioned in the Fact Sheet through Speed/Registered Post. Proposals that are received after the deadline will not be considered.
3. In case, it is not possible to open the financial proposals on the bid opening day, the date of opening of financial proposal will be communicated to eligible bidder through correspondence.

## SECTION - 1

RFP No:

Date:

### Letter of Invitation

**Collector and Managing Trustee,**  
District Mineral Foundation (DMF), Jajpur  
Government of Odisha

**Address:**

Collector and Managing Trustee,  
District Mineral Foundation (DMF), Jajpur  
First Floor, DMF Cell, Collectorate Building, Jajpur-755001  
Email: [dmfjajpur@gmail.com](mailto:dmfjajpur@gmail.com)

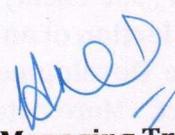
**Subject: Selection of an agency for GIS based Baseline Survey and Preparation of the Village Development Plan (VDP) for Sukinda and Danagadi blocks of Jajpur district**

1. Collector and Managing Trustee, District Mineral Foundation (DMF), Jajpur, Govt. of Odisha (The Client) invites sealed proposal from eligible bidders under the process for "**Selection of an agency for GIS based Baseline Survey and Preparation of the Village Development Plan (VDP) for Sukinda and Danagadi blocks of Jajpur District**". More details on the proposed study are provided at **Section-3: Terms of Reference (ToR)** of this RFP Document.
2. The proposal completed in all respect as specified in the RFP Document must be accompanied by a non-refundable Bid Processing Fee of Rs. 10,000/- (Rupees Ten Thousand only) drawn in favour of "Collector & Managing Trustee, DMF, Jajpur", from any nationalized/scheduled commercial bank and payable at Jajpur, Odisha.
3. The proposal must be delivered at the specified address as per the Data Sheet by Speed post/ Registered Post only. The Client shall not be responsible for postal delay or any consequence. Submission of the proposal through any other mode will be rejected.
4. The last date and time for submission of the proposal complete in all respects is **06<sup>th</sup> Jan 2025** till 5 PM and the date of opening of the technical proposal is **07<sup>th</sup> Jan 2025** 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.

5. This RFP includes the following sections:

- a. Letter of Invitation **[Section - 1]**
- b. Information to the Bidder **[Section - 2]**
- c. Terms of Reference **[Section - 3]**
- d. Technical Proposal Submission Forms **[Section - 4]**
- e. Financial Proposal Submission Forms **[Section - 5]**
- f. Annexure-I [Bid Submission Checklist and any other relevant project related material needs to be provided]

6. While all information/data given in the RFP are accurate within the consideration of the scope of the proposed assignment to the best of the Client's knowledge, the Client holds no responsibility for the 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.

  
**Collector and Managing Trustee**  
**DMF, Jaipur**

## SECTION:2

### 1. Information to the Bidders (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 copies of the required supportive documents/information as part of their technical proposal, failing which the proposals will be rejected.

Sl. No.	Basic Requirement	Specific Requirement	Documents Required
1	Legal Entity	Bidder/vendor should be an organization registered under: <ol style="list-style-type: none"> <li>a. Companies Act 2013,</li> <li>b. Societies' Registration Act 1860,</li> <li>c. Indian Trust Act 1882,</li> <li>d. Indian Partnership Act 1932,</li> <li>e. Limited Liability Partnership Act 2008,</li> <li>f. A sole proprietorship or sole trader registered under GST act 2017.</li> </ol>	Copy of - Certificate of incorporation/ Registration Certificate/ Partnership Deed/ Certificate of registration u/s 12A along with PAN Card, GST Registration Certificate (in Form GST REG-06)
2	Operation	The Agency should have been in operation for the past 5 (five) years as on 30.11.2024 and filed ITRs for the last three FYs (i.e., 2021-22, 2022-23 & 2023-24)	Last three financial years Audited Financial Statements duly sealed & signed by a Chartered Accountant in practice along with ITR for the said periods
3	Financial Capacity	The Agency should have an average annual turnover from similar assignments in conducting Baseline Survey and Need Assessment Study or providing similar services should be of Rs.5.00 Crore (Rupees Five Crore) for the last three FYs (i.e., 2021-22, 2022-23 & 2023-24)	Financial Details of the bidder (TECH- 3) along with copies of last three FY's Audited Financial Statement duly signed by a Chartered Accountant in practice
4	Consortium	No Consortium/JVs/associations/sub-contracting shall be allowed under this project	Declaration of submitting as independent agency from the Authorized Signatory on the Letterhead of the agency

5	Blacklisting	The Agency should not have been blacklisted by any Central / State Government Ministry in India or Public Sector Undertakings or any Government Agencies	Undertaking by the Authorized Signatory on the Letterhead of the agency
6	Experience	Must have experience in GIS based Baseline Survey and Need Assessment Study for Socio-economic Development/ Projects of similar nature in any Central/ State Government/ Public Sector Undertakings/ Reputed NGOs/ INGOs.	Copies of Relevant Work Orders/Sanction Orders/ MOUs/ Engagement Letters/ Completion Certificates or equivalent documentary evidence should be provided as proof of exposure
7	Manpower	The Firm/ Agency should have 20 numbers of experienced professionals on its payrolls as permanent employees	Proof Documents
8	Authorized Representative	A Power of Attorney in the name of the person signing the proposal	Original Notarized Copy of the Power of Attorney on Rs.100 Non-Judicial Stamp Paper.
9	Cost of Tender paper	The Agency should furnish a bid processing fee of <b>Rs.10,000/- (Rupees Ten Thousand Only)</b> , in the form of Demand Draft in favour of "Collector & Managing Trustee, DMF, Jajpur payable at "Jajpur"	Original Instrument
10	Earnest Money Deposit (EMD)	The agency should furnish EMD of <b>Rs.2,00,000/- (Rupees Two Lakh Only)</b> in the shape of TDR/ FD/Postal deposit duly pledged in favour of "Collector & Managing Trustee, DMF, Jajpur" from any nationalized scheduled bank/Post office.	Original Instrument

## 2. Documents/Formats needs to be submitted for TECHNICAL PROPOSAL:

The bidder / vendor has to furnish the following documents duly signed in for their Technical Proposal:

- Filled in Bid Submission Check List (ANNEXURE-I) in Original.
- 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/Deed.
- Copy of PAN/TAN.
- Copy of Goods and Services Tax Identification Number (GSTIN) in Form GST REG-06.

- Copies of Audited financial statements by the CA for the last three financial Years FY 2021-22, 2022-23 & 2023-24.
- 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 favor of the person signing the bid on behalf of the bidder.
- List of completed project 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 on the Letterhead of the agency.
- Proof documents regarding numbers of experienced professionals on its payrolls as permanent employees.
- Self-Declaration regarding Conflict of Interest (TECH - 6).
- Duly filled in Technical Proposal Form TECH – 7.

***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.***

### **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)** 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.2,00,000 (Rupees Two 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 without interest thereon. The EMD of the successful bidder will be released without interest after the contract agreement with DMF upon submission of Security deposit in the form of Performance Bank Guarantee (PBG) as 3% of Annual Contract value.

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-
  - i. Provide any clarifications to the Client,
  - ii. Agrees to the decisions of the contract negotiation meeting,
  - iii. Sign the contract within the prescribed time period,
  - iv. 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 **District Mineral Foundation (DMF) Cell, Jajpur, First Floor, Collectorate Building, Jajpur-755001, Email: dmfjajpur@gmail.com** as per the time limit prescribed. 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.

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

##### **7.1 Preparation of Proposal**

You are requested to submit your proposal through **Speed Post/Registered Post** (India post) as per the information provided in the datasheet in Two Parts strictly using the formats enclosed herewith (refer Section: 2, 3 & 4 for Part-1 and refer Section:5 for Part-2) in Two 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 along with the Bid Processing Fee and EMD shall be sealed and superscripted as "**Technical Proposal - <Proposed Project Name>**" 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 envelope containing Hard Copy of Financial Proposal shall be sealed and superscripted as “**Financia Proposal - <Proposed Project Name>**” and to be furnished inside another envelope. The duly filled-in financial proposal submission forms, along with all the supportive documents and information have to be furnished as part of financial proposal.

- The Bidder shall quote his rates on prescribed format already provided in the RFP. Further the bidder shall have to submit the filled in formats attached in **Section 5** in the 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.
- Bidder 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 no. **7.2 (i)** within the time mentioned in the data sheet 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** as mentioned in **7.2. (ii)**, only of the technically qualified bidders will be opened on the date mentioned in the data sheet after completion of technical evaluation stage.

## 9. Evaluation of Proposal:

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

**PRELIMINARY EVALUATION (1<sup>st</sup> 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 as applicable
- Copy of Certificate of Incorporation/ Registration
- Copy of PAN
- Copy of Goods and Services Tax Identification Number (GSTIN) (If applicable)
- Copies of Financial Statements 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 favor 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)
- Duly filled in Technical Proposal Forms (TECH - 7)
- Declaration of submitting as independent agency (No Consortium/ JVs/ associations/ sub-contracting)
- Declaration for not having been black-listed by any Central / State Government / Any other autonomous bodies/ International & National Organization in the recent past on the Letterhead of the agency.
- Proof documents regarding numbers of experienced professionals on its payrolls as permanent employees.
- 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 outrightly rejected at the discretion of the Client's authority.***

### **TECHNICAL EVALUATION (2<sup>nd</sup> 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:

**Criteria, sub-criteria, and points system for the Evaluation of Technical Proposals:**

<b>Sl. No.</b>	<b>Evaluation Criteria</b>		<b>Max. Score</b>
1	<p>Prior experience of conducting GIS Based Baseline Survey and Need Assessment Study for Socio-economic Development or any other Projects of similar nature:</p> <ul style="list-style-type: none"> <li>• More than 5 years: <b>20 Marks</b></li> <li>• 3 to 5 Years: <b>10 Marks</b></li> <li>• Less than 3 Years: <b>0 Marks</b></li> </ul>		20
2	<p>Within last 5 years of the date of Bid submission, Firms/ Agency must have successfully completed/ in progress 5 separate projects in Central/ State Government/ Public Sector Undertaking/ Reputed NGOs/INGOs conducting GIS Based Baseline Survey and Need Assessment Study for Socio-economic Development or any other Projects of similar nature: <b>10 Marks</b></p> <ul style="list-style-type: none"> <li>• Each additional project: <b>2 marks</b> (Maximum up to 10 Marks)</li> </ul>		20
3	<p>The Firm/ Agency must have 20 experienced workman professionals on its payrolls as permanent employees: <b>5 Marks</b></p> <ul style="list-style-type: none"> <li>• Each additional professionals: <b>1 mark</b> (Maximum up to 5 Marks)</li> </ul>		10
4	<p>The Firm/Agency having audited Annual Average Turnover of Rs.5.00 Crore (Rupees Five Crore) more, in the last three financial years (i.e. 2021-22, 2022-23 and 2023-24): 5 Marks</p> <ul style="list-style-type: none"> <li>• Each additional Rs.1.00 Crore average turnover: 1 Mark (Maximum up to 5 Marks)</li> </ul>		10
5	<p>a. Understanding of Scope, Objectives and Completeness of response: (10 Marks), b. Description of Approach and Methodology: (10 Marks) c. Methodology to be adopted (10 Marks) &amp; d. Staffing and Study Management Plan (10 Marks)</p>		40
<b>Total Marks (1+2+3+4+5)</b>			<b>100</b>

***\* Only bidders who secure above 70% marks in the technical evaluation will be considered for further evaluation.***

**FINANCIAL EVALUATION (3<sup>rd</sup> Stage):**

Financial Proposals of only those applicant Agencies who are technically qualified (i.e., obtain a minimum 70% marks in Technical Evaluation) 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.

**Evaluation Process:**

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.

The lowest evaluated Financial Bid (Fm) shall be given the maximum financial score (Sf) of 100. The formula for determining the financial scores of all other bids shall be calculated as follows:  $Sf = 100 \times Fm/F$ , in which "Sf" is the financial score, "Fm" is the lowest price, and "F" the price of the bid under consideration. The weights given to the Technical (T) and Financial (P) Bids shall be:

T = 70, and

P = 30

Bids shall be ranked according to their combined scores, calculated using the technical score (St) and financial score (Sf) and the weights as follows:

$S = St \times T\% + Sf \times P\%$

The bidder, who has the highest score in the QCBS and shall be called for further process leading to the award of the contract. The bid price will include all taxes as applicable and shall be in Indian Rupees. Prices quoted in the bid must be firm and final and shall not be subject to any modifications on any account whatsoever. In case of a tie, the bidder having higher technical score will be considered the preferred bidder.

For the purpose of evaluation, the total evaluated cost shall be inclusive of all taxes & duties for which the Client will make payment to the consultant including overhead expenses.

**10. Performance Bank Guarantee: (PBG) of contract value:**

Within 10 days of notifying the acceptance of a proposal for award of contract, the qualified bidder shall have to furnish Security deposit in the form of a Performance Bank Guarantee amounting to **3% of Annual Contract value** from a nationalized/scheduled commercial bank in favor of **"Collector and Managing Trustee, District Mineral Foundation Jajpur"**, 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 3 months 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 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.

**11. Contract Negotiation:**

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

**12. Award of Contract:**

After completion of the contract negotiation stage, the Client will notify the successful bidder in writing by issuing an offer letter 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 the contract, no variation or modification of the terms of the contract shall be made except by written amendment signed by both the parties. The contract will be valid for 1 years from the date of effectiveness of the contract. *Sub-contracting / outsourcing of any form shall not be allowed for any activities under this RFP.*

**13. Conflict of Interest:**

Conflict of interest exists in the event of:

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

**14. Disclosure:**

- 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.
- b. 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.
- c. 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.

**15. 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.

**16. Language of Proposals:**

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

**17. Cost of bidding:**

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

**18. Legal Jurisdiction:**

All legal disputes are subject to the jurisdiction of District Session Court, Jajpur only.

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

The schedule given for delivery is to be strictly adhered to in view of the strict time schedule. Any unjustified and unacceptable delay in delivery shall render the bidder liable for liquidated damages and thereafter the Client holds the option for cancellation of the contract for pending activities and complete the same from any other agency. The Client may deduct such sum from any money from their hands due or become due to bidder. The payment or deduction of such sums shall not relieve the bidder from his obligations and liabilities under the contract. The rights and obligations of the Client and the bidder under this contract will be governed by the prevailing laws of Government of India / Government of Odisha. Failure on bidder's part to furnish the deliverables as per the agreed timeline 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.

**20. Confidentiality:**

Information relating to the 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 Consultant 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 consultant or its personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the contract.

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

At any time before submission of proposals, the Client may amend the RFP by issuing an addendum through website [www.jajpur.odisha.gov.in](http://www.jajpur.odisha.gov.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.

**22. 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.

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

**Collector & Managing Trustee, DMF, Jajpur-755001**, 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 Agency shall take all necessary steps to submit them to the Client in compliance with the requirements of the contract.

**24. Force Majeure:**

For purpose of this clause, "Force Majeure" means an event beyond the control of the agency and not involving the agency's fault or negligence and not foreseeable. Such events may include, but are not restricted, wars or revolutions, fires, floods, riots, civil commotion, earthquake, epidemics or other natural disasters and restriction imposed by the Government or other bodies, which are beyond the control of the agency, which prevents or delays the execution of the order by the agency. If a force Majeure situation arises, the agency shall promptly notify Client in writing of such condition, the cause thereof and the change that is necessitated due to the condition. Until and unless otherwise directed by the Client in writing, the Agency shall continue to perform its obligations under the contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The agency shall advise Client in writing, the beginning and the end of the above causes of delay, within seven days of the occurrence and cessation of the

Force Majeure condition. In the event of a delay lasting for more than one month, if arising out of causes of Force Majeure, Client reserves the right to cancel the contract without any obligation to compensate the agency in any manner for whatsoever reason.

**25. Settlement of Disputes:**

The Client and the Consultant shall make every effort to resolve amicably, by direct informal negotiation, any disagreement or dispute arising between them under or arising from or in connection with the Contract within thirty (30) days from the commencement of such informal negotiation. All dispute resolution proceedings shall be held at Jajpur, Odisha, and the language of such proceedings and that of all documents and communications between the parties shall be in English. District Collector cum Chairperson and Managing Trustee, District Mineral Foundation, Jajpur Government of Odisha will be the final authority to resolve the dispute arising between and the Client and the Consultant.

**26. Disqualification of Proposal:**

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

- Proposal submitted without Bid Processing Fee 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 the 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 and 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)**

#### **1. Background**

The District Mineral Foundation (DMF) Jajpur, established under the Mines and Minerals (Development and Regulation) Act, 1957, seeks to mitigate the adverse impacts of mining on local communities. As part of its mission, DMF Jajpur aims to enhance the quality of life, ensure socio-economic stability, and promote sustainable development in Sukinda and Danagadi blocks—mining-affected regions in Jajpur district. DMF Jajpur requires a comprehensive baseline survey and needs assessment to develop a village development plan.

#### **2. Objectives**

The objectives of the baseline survey and village development plan are to:

1. Provide a comprehensive socio-economic profile of Sukinda and Danagadi, focusing on aspects like demographics, livelihood, health, nutrition, education, infrastructure, water, sanitation, social welfare, governance and other aspects of human development.
2. To create a Power BI Dashboard of socio-economic profile.
3. Identify and prioritise key needs and gaps in the community's access to basic services, including health, education, water and sanitation, infrastructure, and economic opportunities.
4. Develop a village development plan for future development interventions by DMF Jajpur, ensuring alignment with community aspirations, sustainable development goals and Gram Panchayat Village Development Plan (GPVDP) by the Ministry of Panchayatiraj and Rural Development.

#### **3. Scope of Work**

##### **3.1. Geographical location**

The study will encompass all the households in the two selected blocks: Sukinda and Danagadi.

<b>Sl. No</b>	<b>District</b>	<b>Block</b>	<b>No. of GPs</b>	<b>No. of Villages</b>	<b>No. of HH from each Blocks</b>
1	Jajpur	Danagadi	23	109	27,128
2	Jajpur	Sukinda	25	104	32,270
3	<b>Total</b>	<b>2</b>	<b>48</b>	<b>213</b>	<b>59,398</b>

### **3.2 Baseline Survey**

- Data Collection: Gather quantitative and qualitative data on socio-economic indicators, including:

- Population demographics (age, gender, income levels, occupation, etc.)
- Health status and access to healthcare services
- Education levels and access to educational facilities
- Livelihood sources and income patterns
- Access to basic amenities (water, sanitation, electricity, transportation)
- Housing conditions and other common infrastructure

### **3.3 Need Assessment**

- Stakeholder Consultations: Engage with local stakeholders, including community members, village panchayats, local leaders, and government officials, to understand their needs and development priorities.

- Identification of Gaps: Assess gaps in essential services such as healthcare, education, infrastructure, water and sanitation, and livelihoods.

- Prioritization of Needs: Based on data and consultations, develop a prioritized list of needs in sectors most relevant to the community, with a focus on sustainable and long-term impact.

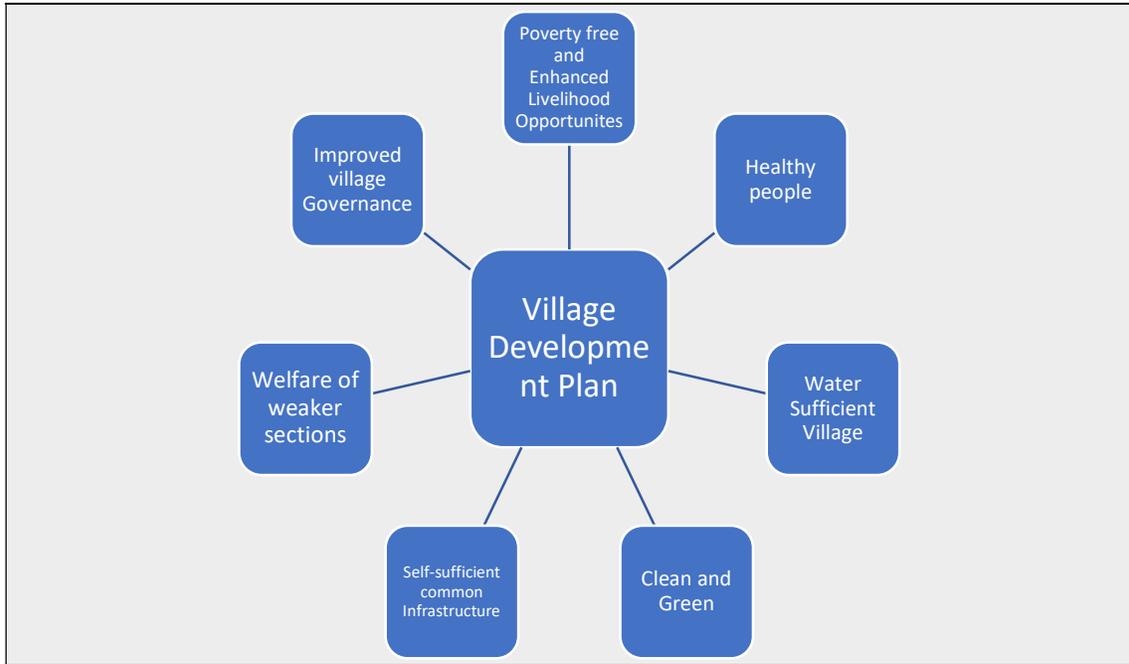
## **4. Methodology**

The methodology involves for both the conceptualisation of village development plan and the data collection, analysis and presentation for baseline survey.

### **4.1. Village Development Plan**

India lives in its village with around 70 per cent to the people live in rural areas. Therefore, development of village is paramount for the development of the country. According to the Gram Panchayat Development Plan by the Ministry of Panchayat Raj and Rural Development, an Ideal village should have self-sufficient infrastructure, clean and greenness, poverty free and having enhanced livelihood opportunities, child friendly, socially just and secured, water sufficient, healthy, good governance and women friendly. However, considering all the aspects of Ministry of Panchayat Raj and Rural Development, we re-conceptualise the village development plan with seven broader themes namely, poverty and livelihoods, health & nutrition, safe water, sanitation, common infrastructure, welfare of weaker sections and governance (Figure 1).

**Figure No 1 Concept of Village Development Plan**



#### 4.2. Defining the parameters of a Village Development Plan

Based on the concept of village development plan, thematic targets are poverty free, and enhanced livelihood opportunities, healthy people comprising the sector of health & nutrition, sufficient safe drinking water, clean village composing the aspects of sanitation, self-sufficient village common infrastructure, welfare of weaker sections and the improved village governance. The following figure illustrates the parameters of village development plan based on the broader theme contributing to village development.

**Figure No 2: Parameters of Village Development Plan**

Sl. No.	Objective	Target	Household-level Parameters	Village-level Parameters	Panchayat-level Parameters
1	To make the village poverty free with self-sustainable livelihood opportunities	Poverty free and Livelihood Enhanced Village	Connecting 100% eligible beneficiaries with social security schemes To provide job cards to 100% eligible applicants To get 100% families enrolled under PDS and to ensure availability of entitle based ration cards Ensure coverage of 100% eligible citizens under Ayusman Bharat Card Scheme Ensure coverage of 100% eligible citizens under Subhadra Scheme Maximum utilisation of land for livelihood opportunities Registration of skill workers Linking the workers with the District Skill Centre Linking farmers with District Agriculture Office for high yielding Linking farmers with District Animal Husbandry for information and enhancing livestock		
2	To attain 100% achievement in health, nutrition and welfare programmes for child and women	To make the village healthy	100% pregnant women to be registered at the Anganwadi centre in the first trimester pregnancy		

			100% enrolment of 2-5-year-old children		
			Construction and use of toilets in 100% eligible households		
			Ensure 100% institutional deliveries		
			100% full immunisation of children		
			100% access to nutritional diet to pregnant women and children from 6 months to 6 years		
			100% conception and birth registration in Anganwadi		
			100% vaccination to children		
			100% Aadhar Enrolment to children		
			100% enrolment of children in Anganwadi	Anganwadi and school with water and sanitation facilities	
			100% enrolment in primary education	Safe drinking water and hand washing in school and Anganwadi	
			Ensuring 100% VHND in village		
3	To make the village self-sufficient in water	To make the village with sufficient water	Ensuring safe drinking water through pipes to 100% households	Sufficient water for consumption	
4	To improve the sanitation in the villages	To make the village cleanly		Availability of toilets in 100% public institutions in Anganwadi, Schools	100% Availability of toilets in Panchayat Office
				Availability of dustbins in Anganwadi and Schools	100% Availability of dustbins in panchayat office
5	To make the village self-sufficient with common infrastructure	To make the village with self-sufficient infrastructure	Ensure pucca houses to 100% eligible families	Quality pucca roads and streetlights in 100% wards	Maintenance of GP Bhawan
				Proper drainage at 100% location	100% Computer and Internet facilities in GP Bhawan

				Proper building in Anganwadi and Schools	Infrastructure for village haat
				Village playgrounds	
				Community library	
				Community Hall	
				Youth club	
				Renovation of village pond with steps	
				Infrastructure for cremation ground	
6	To promote the welfare of weaker sections	To make the village secure and friendly for weaker sections	Ensuring 100% old age, disable and widow pension to eligible persons		
7	To improve the village governance	To make the village with good governance		100% achievement of convening Gram Sabhas	100% achievement of Palli Sabha
				100% achievement in setting up a public information board for important information on funds and activities	100% achievement in setting up a public information board for important information on funds and activities

#### 4.3. Identification of baseline data for village development plan

The following figure depicts the reference points for the intervention parameters and baseline data to be collected.

**Figure No 4: Parameters of intervention and baseline survey**

Sl. No	Objective	Target	Household-level Target	HH level Data Requirement	Village-level Target	Village level Data Requirement	Panchayat-level Target	Panchayat level Data Requirement
1	To make the village poverty free with self-sustainable livelihood opportunities	Poverty free and Livelihood Enhanced Village	Connecting 100% eligible beneficiaries with social security schemes	Identify the deprived households				
			To provide job cards to 100% eligible applicants	Identify the deprived households				

			To get 100% families enrolled under PDS and to ensure availability of entitle based ration cards	Identify the deprived households				
			Ensure coverage of 100% eligible citizens under Ayusman Bharat Card Scheme	Identify the deprived households				
			Ensure coverage of 100% eligible citizens under Subhadra Scheme	Identify the deprived women				
			Maximum utilisation of land for livelihood opportunities	Identify land ownership, type of land and total land in acres				
			Registration of skill workers	Identify the skill and unskilled workers				
			Linking with the District Skill Centre	Number of working days in a year				
				Identify the types of engaged livelihood activities				
			Linking with District Agriculture Office for high yielding	Identify crop and harvesting of households				
			Linking with District Animal Husbandry for information and enhancing livestock	Identify household livestock situation				
2	To attain 100% achievement in health, nutrition and welfare programmes for children and women in the village	To make the village healthy	100% pregnant women to be registered at the Anganwadi centre in the first trimester pregnancy	Identify pregnant women and registration with Anganwadi				
			100% enrolment of 2 - 5-year-old children	Identify children and registration with AWC				
			Construction and use of toilets in 100% eligible households	Identify household toilets				
			Ensure 100% institutional deliveries	Identify pregnant women and institutional delivery				

			100% full immunisation of children	Identify children and vaccine immunisation				
			100% access to nutritional diet to pregnant women and children from 6 months to 6 years	Identify children having meal in Anganwadi centre				
			100% conception and birth registration in Anganwadi	Identify children having birth registration				
			100% vaccination	Identify children with full vaccination				
			100% Aadhar Enrolment	Identify children with Adhar registration				
			100% enrolment of children in Anganwadi	Identify children with enrolment in Anganwadi Centre	Anganwadi and school with water and sanitation facilities	Identify pipe water connectivity to School and AWC		
					Open defecation free village	Identify Toilet facilities in the School and AWC		
						Identify piper water connection to toilets in School and AWC		
			100% enrolment in primary education	Identify enrolment of children in Primary, Secondary and High School	Safe drinking water and hand washing facilities in school and Anganwadi centres	Identify drinking water facilities in School and AWC		
			100% VHND organising	Identify the convening of VHND meeting		Identify hand washing in school and AWC		
3	To make the village self-sufficient in water	To make the village with sufficient water	Pure water supply through pipes to 100% households	Identify the households with pipe water connection	Sufficient water for consumption	Identify sufficient drinking water for the village		
4	To improve the sanitation in the villages	To make the village cleanly			Availability of toilets in 100% public institutions in Anganwadi, Schools		100% Availability of toilets in Panchayat Office	Identify toilets with water connection with the Panchayat Office

					Availability of dustbins in Anganwadi and Schools	Identify dustbins in the village	100%Availability of dustbins in panchayat office	Identify dustbins in the panchayat office
5	To make the village self-sufficient with common infrastructure	To make the village with self-sufficient infrastructure	Availability of housing to 100% eligible families	Identify houses with BPL, APL and pucca houses	Quality pucca roads and streetlights in 100% wards	Identify cc road to all hamlets and streetlights to the main village road	Maintenance of GP Bhawan	Identify the condition of GP building
					Proper drainage at 100% location	Identify drainage on both side of the hamlet road	100% Computer and Internet facilities in GP Bhawan	Identify Computer and internet facilities in GP office
					Proper building in Anganwadi and Schools	Identify the building in AWC	Infrastructure for village haat	Identify sitting areas for vendor
					Village playgrounds	Identify playgrounds in the village		
					Community library	Identify community library		
					Community Hall	Identify community hall		
					Youth club	Identify youth club in the village		
					Renovation of village pond with steps	Identify the dike and steps in the village pond		
					Infrastructure for cremation ground	Identify sitting area and cc place for cremation		
6	To promote the welfare of weaker sections	To make the village secure and friendly for weaker sections	Ensuring 100% old age, disable and widow pension to eligible persons	Identify old age, disable, and widow with pension benefits				
7	To improve the village governance	To make the village with good governance			100% achievement of convening Gram Sabhas	Identify the convening of Palli Sabha	100% achievement of Palli Sabha	Identify the convening of Palli Sabha
					100% achievement in setting up a public information board for important information on funds and activities	Identify the public information board in the village	100% achievement in setting up a public information board for important information on funds and activities	Identify the public information board in panchayat office

#### **4.4. Data collection:**

The data will be collected using survey method of data collection that includes desk research and field-based survey. It will also use some qualitative methods like FGD and PRA for community aspirations and need assessment.

#### **4.5. Data Reliability:**

The data should ensure reliability, accuracy, and relevance to the objectives of the study.

#### **4.6. Process of Data Collection**

- The data will be collected through household and village survey using questionnaire.
- The common physical infrastructure of the village will be mapped with longitudinal and latitudinal coordination using software like GIS, SW Maps etc
- Qualitative data will be collected through Focus Group Discussion and Participatory Rural Appraisal.

#### **4.7. Data Analysis and Report writing**

Develop a comprehensive socio-economic, environmental profile, Power BI Dashboard of data and physical infrastructure using GIS based survey of Sukinda and Danagadi by processing and analyzing data at village, panchayat, and block levels.

Report Preparation: Prepare a comprehensive report and Power BI Dashboard that includes:

- Baseline socio-economic data and environmental indicators.
- Mapping of physical infrastructure with GIS tagging.
- Identified needs and critical gaps, with a focus on high-priority areas.
- Strategic recommendations for DMF Jajpur's development interventions.
- A proposed framework for monitoring and evaluation, based on baseline data.

Presentation of Findings: Present key findings and recommendations to DMF Jajpur with household, village, panchayat and block wise analysis with respect to Sukinda and Danagadi using GIS tagging of public infrastructure and Power BI Dashboard

### **5. Outcome of the Survey**

The outcome of the survey is the following:

- i. Village-wise Socio-economic profiling and GIS mapping of common infrastructures in Sukinda and Danagadi
- ii. Village and Sector-wise Power BI Dashboard of the socio-economic and infrastructure profile
- iii. Development Plan for each village in Sukinda and Danagadi blocks

## 6. Responsibility Matrix

Major Activities	Roles of DMF	Roles of Block Administration	Roles of PRIs Members	Roles of Survey Agency
Preparation of concept note, data collection tools and floating of RFP	<ul style="list-style-type: none"> <li>Preparation and finalizing questionnaire and floating of RFP</li> </ul>			
Selection and on-boarding of agency and initial discussion on survey plan	<ul style="list-style-type: none"> <li>Selection and onboarding of agency</li> <li>Issuing letter to Block Administration for facilitation of survey</li> </ul>	<ul style="list-style-type: none"> <li>Issuing letters to PRIs members for conducting pre-test and field pilot at village and panchayat level.</li> <li>Ensure smooth pre-test and field pilot for agency at GP/Village level</li> </ul>	<ul style="list-style-type: none"> <li>Logistic Support for the agency for conducting pre-test and field pilot at village and panchayat level.</li> </ul>	<ul style="list-style-type: none"> <li>Preparatory meeting with block administration and sharing the survey plan</li> <li>Preparatory meeting with PRIs members and sharing the survey plan</li> <li>Finalisation of data collection tools.</li> </ul>
Conducting the baseline Survey	<ul style="list-style-type: none"> <li>Monitoring and supervision of the survey work of agency</li> </ul>	<ul style="list-style-type: none"> <li>Issue letter to PRIs members for preparatory meeting with Agency for conducting survey</li> <li>Regular monitoring and supervision of survey at GP level</li> </ul>	<ul style="list-style-type: none"> <li>Logistic Support for the agency for conducting survey at village and panchayat level.</li> </ul>	<ul style="list-style-type: none"> <li>Inter- and intra-record checks for minimize errors</li> <li>Weekly update data with block administration</li> <li>Ensure quality data</li> </ul>
Submission of Preliminary GIS based baseline data and Village Development Plan	<ul style="list-style-type: none"> <li>Review the data by the DMF internal teams</li> <li>Providing suggestions and recommendations on the data and VDP</li> </ul>	<ul style="list-style-type: none"> <li>Data validation at the block level</li> <li>Suggestion and objection on baseline data and VDP.</li> </ul>		<ul style="list-style-type: none"> <li>Preparing the preliminary GIS baseline data and village development plan</li> </ul>

<p>Submission of revised GIS based Baseline Data, Power BI Dashboard and the Village Development plan</p>	<ul style="list-style-type: none"> <li>• Review the data by the DMF internal teams</li> <li>• Providing suggestions and recommendations on the data and VDP</li> </ul>	<ul style="list-style-type: none"> <li>• Review the data by the BDOs</li> <li>• Provide suggestions and recommendations to the agency</li> <li>• Confirmation through Block Development office</li> </ul>		<p>Preparing the revise report based on the inputs from DMF and the Block Administration.</p>
<p>Final Report Submission (GIS Baseline Data, Dashboard and Village Development Plan</p>	<ul style="list-style-type: none"> <li>• Reviewing and finalisation of the report</li> </ul>	<ul style="list-style-type: none"> <li>• Reviewing and finalisation of the report.</li> <li>• Provide suggestions and recommendations to the agency if any.</li> </ul>		<ul style="list-style-type: none"> <li>• Submission of final report which includes GIS Baseline Data, Dashboard and Village Development Plan</li> </ul>

## 7. Deliverables

The consultant/agency is expected to deliver the following:

1. **Preliminary Field Report:** The agency will submit a preliminary field report with raw data to be validated with the Block Development Officers and other PRIs Members.
2. **Draft Report:** After the validation of data by the BDOs the agency will prepare a draft report or else have to collect further data if it requires and to be validate for the draft of report. The draft report will be reviewed, including the preliminary findings and key recommendations.
3. **Final Report:** A comprehensive final report, incorporating feedback from BDOs and DMF Jajpur, and summarising the baseline survey findings, analysis and village development plan of each village. It also includes the final Power BI Dashboard and GIS tagging profile report.
4. **Presentation of Findings:** A presentation to DMF Jajpur and other key stakeholders, summarising the results and recommendations.

## 8. Confidentiality and Data Protection

- The consultancy/agency is required to maintain confidentiality of all collected data and findings. All data, reports, and related materials including photos and interviews produced as part of this assignment shall remain the property of DMF Jajpur.
- The consultancy/agency cannot use the data in any form without the prior written permission from the DMF.

## 9. Duration of the Assignment

The assignment is expected to be completed within 3 months from the date of contract signing, as per the agreed timeline with DMF Jajpur.

## 10. Expertise and Qualifications

The agency/consultant should have:

- Proven experience in conducting baseline surveys, socio-economic assessments, and need assessments, preferably in mining-affected areas.
- Expertise in both quantitative and qualitative data collection, analysis, and report writing.
- Knowledge of local socio-economic conditions, cultural dynamics, and development issues in Odisha or similar contexts.
- A multidisciplinary team with specialists in social work, development studies, economics, public health, environmental science, statistics and other allied discipline.

## **11. Budget**

The budget should cover all costs associated with the project, including personnel, field travel, data collection materials, stakeholder engagement activities, and report preparation. The budget will be finalized based on the financial proposal submitted by the selected agency/consultancy.

## **12. Payment Terms**

The payment shall be made as per the BOQ at FIN-3 at the rates accepted by DMF, Jajpur.

In case of any extension of the time period originally assigned, no extra payment will be entertained for the additional days.

Payments will be disbursed in instalments based on deliverables, as follows:

1. **Submission of Preliminary GIS Baseline Data and Village Development Plan- Validation of data (Suggestion and objection through Block Development officer):** [30 % of total budget/Fees]
2. **Submission of Revised Preliminary GIS Baseline Data and Validation of data along with Dashboard (Confirmation through Block Development officer):** [40 % of total budget/Fees].
3. **Final Report Submission (GIS Baseline Data, Dashboard and Village Development Plan):** [30 % of total budget/Fees upon acceptance of final report]

*Other Conditions:*

- a) The agency shall not claim payment against pending services or incomplete stages of work or work-in –progress goods.
- b) The cost of references to be made by the agency to its in-house professional experts or outside professional experts are included in agency's fees and no extra payment will be made by DMF, Jajpur on this account.
- c) The agency shall be present in all presentations/meeting called by the Client in relation to the project.
- d) Standard Force Majeure Clause shall be applicable during the entire period of services.
- e) The firm shall indemnify DMF, Jajpur against any damage/loss/ delay suffered by DMF, Jajpur due to such non-performance by the agency.

---

**SECTION - 4**  
**Technical Proposal Submission Forms**

**TECH -1**  
**COVERING LETTER**  
**(ON BIDDER'S LETTER HEAD)**

*[Location, Date]*

**To**

**Collector & Managing Trustee,  
DMF, Jajpur - 755001**

**Subject: Selection of an agency for GIS based Baseline Survey and Preparation of the Village Development Plan (VDP) for Sukinda and Danagadi blocks of Jajpur district**

**Dear Madam/Sir,**

I, the undersigned, offer to provide the services for the proposed project in respect to your Request for Proposal No. \_\_\_\_\_, Dated: \_\_\_\_\_. I hereby submit the proposal which includes this technical proposal sealed under a separate envelope. 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.

Yours faithfully,

**Authorized Signatory with Date and Seal:**

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

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

**TECH -2**

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

<b>Sl. No.</b>	<b>Description</b>	<b>Full Details</b>
<b>1</b>	<b>Name of the Bidder / Vendor</b>	
<b>2</b>	<b>Address for communication:</b> Tel: Fax: Email Id:	
<b>3</b>	<b>Name of the authorized person signing &amp; submitting the bid on behalf of the Bidder:</b> Mobile No.: Email id:	
<b>4</b>	<b>Registration / Incorporation Details</b> Registration No: Date & Year. :	
<b>5</b>	<b>Local office in Odisha</b> <b>If yes, please furnish contact details</b>	Yes / No
<b>6</b>	<b>Bid Processing Fee Details</b> Amount: DD / No.: Date: Name of the Bank:	
<b>7</b>	<b>EMD Details</b> Amount: TDR/FD/Postal Deposit No.: Date: Name of the Bank:	
<b>8</b>	PAN Number	
<b>9</b>	Goods and Services Tax Identification Number (GSTIN)	
<b>10</b>	ISO/ISI number	
<b>11</b>	Willing to carry out project as per the scope of work of the RFP	<b>YES</b>
<b>12</b>	Willing to accept all the terms and conditions as specified in the RFP	<b>YES</b>

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

**TECH - 3**

**Bidder Organization (Financial Details)**

<b>Financial Information in INR</b>				
Details	FY_____	FY_____	FY_____	Average
<b>Turnover (in Rs.)</b>				
<p><b><i>Supporting Documents:</i></b></p> <p>Audited certified financial statements for the last &lt;Nos&gt; FYs (<b>to be decided accordingly</b>) (Submission of copies of Income &amp; Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form)</p> <p><b><i>Filled in information in this format must have to be jointly sealed and certified by a Chartered Accountant (CA) in practice 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></b></p>				

\_\_\_\_\_

***Signature and Seal of the Company Auditor with Date***

**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**

**(Notarized copy on Rs. 100 Non-Judicial Stamp Paper)**

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/ongoing project only of similar nature\*\* during last 5 years)**

<b>Assignment Name:</b>	
<b>Area of operation:</b>	
<b>Name of Client:</b>	
<b>Address of Client:</b>	
<b>Project Start Date:</b>	
<b>Project Completion Date:</b>	
<b>Professionals provided by your firm/entity:</b>	
<b>Narrative Description of Project (in 100 words):</b>	
<b>Description of Actual Services Provided by Your Staff (in 100 words):</b>	
<b>Nature of supporting document provided</b>	

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

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

**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**

**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:**

- Review existing and proposed framework information matrix
- Highlight any challenges anticipated in delivering the expected outputs
- Approaches to overcome the challenges and meet the requirements of the assignment.
- Review Stakeholders Engagement/involvement
- Establishing system for Implementation Effectiveness
- Monitoring & Evaluation mechanism of programs and interventions for better outcomes
- Check Validity and Reliability of results/outcome
- Dissemination of results to Policy Makers and other audiences Any other issues mentioned in the ToR

**C. Methodology to be adopted:**

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

**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.

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

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

## Section 5: Financial Forms

### FIN 1: Covering Letter (Financial Bid)

*(On Bidder's Letter Head)*

[Location, Date]

**To,  
The Collector & Managing Trustee  
District Mineral Foundation, Jajpur, Odisha,  
PIN- 755001**

#### **Sub: Submission of Financial Bid**

**Dear Madam/Sir,**

We, the undersigned, offer to provide services for the assignment '**Selection of an agency for GIS based Baseline Survey and Preparation of the Village Development Plan (VDP) for Sukinda and Danagadi blocks of Jajpur District**' in accordance with your Request for Proposal (RFP) dated \_\_\_\_\_ and our Technical Proposal.

I, the undersigned, offer to provide the complete setup of services for [Insert title of project] in accordance with your Request for Proposal No..... Dated..... Our attached Financial Proposal is for the sum of Rs..... [Insert amount(s) in words and figures\*].

The above quoted amount is exclusive 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.

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".

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

Yours sincerely,

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

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

**FIN 2: Summary of Financial Proposal**  
(on Bidders Letterhead)

**(To be sealed, signed and stamped in separate envelope)**

**Name of the Bidder:** \_\_\_\_\_

Sl. No.	Description of Item	Price Quoted Including All Charges (Excluding GST)	
		Rupees in Figure	Rupees In Words
	Undertaking of entire scope of work as per the Term of Reference (Section-3) of RFP: (Price Quoted including all Charges and excluding GST)		
A	GIS Based Baseline Survey with GIS Map		
B	Need Assessment & Village Development Plan		
C	Power BI or Any Other Dashboard		
	<b>Total</b>		

**Note:**

The quoted rate shall be inclusive of salary, wages, TA/DA, logistic, etc. to personnel deployed for the assignment by the agency / bidder and training to be impacted by the bidder/ agency to DMF Cell. We fully accept the proposed cost with reference to the RFP. The proposed cost shall be binding upon us subject to the modification resulting from contract negotiations, if any, up to expiry of the validity period of the Proposal. GST shall be paid extra as applicable from time to time.

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

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

**ANNEXURE-I**  
**BID SUBMISSION CHECKLIST**

Sl. No	Description	Submitted (Yes/No)	Page No.
<b>TECHNICAL PROPOSAL (ORIGINAL + 1 COPY)</b>			
1	Filled in Bid Submission Check List ( <b>ANNEXURE I</b> )		
2	Covering Letter ( <b>TECH -1</b> )		
3	Bid Processing Fee of Rs..... /- in form of DD		
4	EMD of Rs..... /- in shape of Demand Draft/Pay Order		
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 ( <b>2021-22, 2022-23 &amp; 2023-24</b> )		
9	General Details of the Bidder ( <b>TECH - 2</b> )		
10	Financial details of the bidder ( <b>TECH - 3</b> ) along with all the supportive documents such as audited copies of Profit – Loss Statement and Balance Sheet for the last 3 FYs ( <b>2021-22, 2022-23 &amp; 2023-24</b> )		
11	Power of Attorney ( <b>TECH - 4</b> ) in favor of the person signing the bid on behalf of the bidder.		
12	List of completed/ongoing assignments of similar nature (Past Experience Details) ( <b>TECH- 5</b> ) along with the copies of work orders for the respective assignments		
13	Self-Declaration on Potential Conflict of Interest ( <b>TECH - 6</b> )		
14	Description of Approach, Methodology & Work Plan ( <b>TECH - 7</b> )		
15	Declaration of submitting as independent agency (No Consortium/JVs/associations/sub-contracting)		
16	Declaration that the agency has not been blacklisted		
17	Proof documents regarding numbers of experienced professionals on its payrolls as permanent employees		
<b>FINANCIAL PROPOSAL (ORIGINAL + 1 COPY)</b>			
18	Covering Letter ( <b>FIN-1</b> )		
19	Summary of Financial Proposal ( <b>FIN-2</b> )		

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

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

**ANNEXURE-II**  
**PERFORMANCE BANK GUARANTEE FORMAT**

To,

**The Collector & Managing Trustee**  
**District Mineral Foundation Trust, Jaipur,**  
**Odisha, PIN- 755002**

WHEREAS ..... (Name and address of the Consultant) (hereinafter called “the Consultant”) 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 Consultant shall furnish you with a bank guarantee by a nationalized/scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

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

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

We hereby waive the necessity of your demanding the said debt from the consultant before presenting us with the demand. We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the consultant shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This performance bank guarantee shall be valid until the ..... day of ....., Our branch at ..... (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 ..... branch a written claim or demand and received by us at our ..... 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

**\*\*End of Document\*\***