



Chief District Medical and Public Health Officer (CDM & PHO), Jajpur, Odisha

RFP No: 15 /2026

Date: 15.01.2026

REQUEST FOR PROPOSAL

Selection of an Agency for ‘Operation and Management of a 10 bedded Nutritional Rehabilitation Center (NRC) at Kaliapani, under District Mineral Foundation (DMF), Jajpur

Chief District Medical and Public Health Officer (CDM & PHO), Jajpur, Govt. of Odisha, invites sealed proposals from eligible bidders for “**Selection of an Agency for ‘Establishment and Management of Nutritional Rehabilitation Center (NRC) at Kaliapani under District Mineral Foundation (DMF), Jajpur.**”

Bidders fulfilling the prescribed eligibility criteria of the RFP can access and download the complete RFP Document and other details from <http://jajpur.odisha.gov.in>.

The major events under the bid process are:

Sl. No.	List of Key Events	Critical Dates
1	Date of Issue of RFP	16.01.2026
2	Pre-bid Meeting	Date & Time of pre-bid meeting: 19.01.2026 at 11.30 am
3	Deadline for Submission of Pre-Proposal Query via email	20.01.2026
4	Last Date for Submission of Bid	31.01.2026 before 05.00 PM
5	Date of Opening of Technical Bid	02.02.2026 at 4.30 PM
6	Date of Technical Presentation	Only those Bidders who qualify in the Stage I of the evaluation {Pre-qualification Criteria} the technical presentation will be taken into consideration and marks be awarded from the hard /soft copy submitted by them along with the technical bid.

The proposal complete in all respects must reach the undersigned by **Speed Post/Registered Post/courier** only latest by 31.01.2026 **before 5.00 PM** in a sealed envelope clearly mentioning on the top of it “**Selection of an Agency for ‘Operation and Management of a Nutritional Rehabilitation Center (NRC) at Kaliapani under District Mineral Foundation (DMF), Jajpur**”. The proposals received beyond the last date and time shall be rejected. The authority reserves the right to reject any/ all proposals without assigning any reason thereof.

Address for Submission of Proposal:

Chief District Medical and Public Health Officer (CDM & PHO), Jajpur
At/Po/ District- Jajpur, Pin- 755001

RFP Number: 15 /CDM &PHO

Date: 15 /01 /2026

REQUEST FOR PROPOSAL

FOR

**SELECTION OF AN AGENCY FOR ‘OPERATION AND MANAGEMENT OF A
NUTRITIONAL REHABILITATION CENTER AT KALIAPANI UNDER DISTRICT MINERAL
FOUNDATION, JAJPUR**



Chief District Medical and Public Health Officer (CDMO & PHO), Jajpur,
Odisha

January 2026

DISCLAIMER

This Request for Proposal (RFP) is issued by the Office of the Chief District Medical & Public Health Officer (CDM&PHO), Jajpur, Govt. of Odisha, hereinafter referred as Client.

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

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

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

CDM&PHO, Jajpur, Government of Odisha shall be the sole and final authority with respect to selection of a Bidder/ Organization for the purpose through this RFP.

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Section I: Letter of Invitation and Factsheet

1. Letter of Invitation

RFP No: 15

Date: 15.01.2026

Name of the Assignment: Selection of an Agency for ‘Operation and Management of a Nutritional Rehabilitation Center at Kaliapani, Sukinda block Under District Mineral Foundation, Jajpur’

1. The “Chief District Medical and Public Health Officer, Jajpur” Government of Odisha (The Client) invites sealed proposal from eligible bidder under the process for “Selection of an Agency for ‘Operation and Management of a Nutritional Rehabilitation Center at Kaliapani, Sukinda block Under District Mineral Foundation, Jajpur’”. More details on the proposed study are provided at Section - III: Terms of Reference (ToR) of this RFP Document.
2. A bidder will be selected under QBS Selection procedure as prescribed in the RFP Document in accordance with the procedures prescribed herewith
3. The proposal, complete in all respect as specified in the RFP Document must be accompanied with a non-refundable amount of INR. 5,000/- (Rupees five Thousand only) towards Bid Processing Fee and a **Refundable amount towards EMD** of INR 50,000/- (Rupees Fifty Thousand only) in form of Demand Draft (DD) in favour of “ZSS NON NRHM FUND ACCOUNT” drawn from any Scheduled/Nationalized Bank and payable at Jajpur, Odisha failing which the bid will be rejected.
4. The proposal must be delivered at the specified address as per the Bidder Data Sheet by Speed Post / Registered Post / Courier only. The Client shall not be responsible for postal delay or any consequence. Submission of proposal through any other mode will be rejected.
5. The last date and time for submission of proposal complete in all respects is Date 31.01.2026 before 5.00 PM and the date of opening of the technical proposal is 02.02.2026 at 04.30 PM in the presence of the bidder’s representative at the specified address as mentioned in the Bidder Data Sheet. Representatives of the bidders may attend the meeting with due authorization letter on behalf of the bidder.
6. The RFP comprises the following sections:
Section 1 – Letter of Invitation & Factsheet
Section 2 – Instructions to applicant Agencies
Section 3 – Terms of Reference
Section 4 – Technical Proposal Submission Forms
Section 5 – Annexures (I – Bid Submission Checklist, II – Draft Performance Bank Guarantee, III- Definition & Acronyms)
7. While all information/data given in the RFP are accurate within the consideration of scope of the proposed assignment to the best of the Client’s knowledge, the Client holds no responsibility for accuracy of information, and it is the responsibility of the bidder to check the validity of information/data included in this RFP. The Client reserves the right to accept / reject any / all proposals / cancel the entire selection process at any stage without assigning any reason thereof.

-S/D

**CDM &PHO, Jajpur,
Odisha**

2. Bidder Data and Factsheet

Sl. No.	Particular	Details
1	Name of the Client / Contact Person / Address for Submission of Proposal	Chief District Medical & Public Health Officer (CDM &PHO), At / P.o/ District- Jajpur, Pin-755001 Email: jajpurcdmo@gmail.com
2	Availability of RFP Document	https://jajpur.odisha.gov.in
3	Date of Issue of RFP	16.01.2026
4	Deadline for Submission of Pre-Proposal Query	on jajpurcdmo@gmail.com The pre-bid meeting shall be organized as per the following schedule: Date & Time of pre-bid meeting: mentioned above. Venue of pre-bid meeting: The clarification/amendment, if any, due to the pre-bid queries shall only be hosted in the http://jajpur.odisha.gov.in (under 'Tender' link).
5	Issue of Pre-proposal Clarifications	https://jajpur.odisha.gov.in
6	Last Date for Submission of Bid	As mentioned above
7	Date of Opening of Technical Bid	As mentioned above
8	Date of Technical Presentation	As mentioned above
9	Place of Opening of Proposal	Office of ADM (General),Collectorate ,Jajpur
10	Mode of Submission	Speed Post / Registered Post / Courier only to the address as specified above during the office hour only. Submission of bid through any other mode and late bid will be rejected
11	Bid Processing Fee (Non-Refundable)	INR5,000/- (Five Thousand only) in the form of demand draft (DD) drawn in favor of "ZSS NON NRHM FUND ACCOUNT" drawn in any Nationalized / Scheduled Bank payable at Jajpur. The bid processing fee shall be submitted along with the 1 st Inner Envelope of the Technical Proposal.
12	Earnest Money Deposit (EMD) (Refundable)	INR 50,000/- (Rupees Fifty thousand only) in the form of demand draft drawn in favor of "ZSS NON NRHM FUND ACCOUNT" drawn in any Nationalized / Scheduled Bank payable at Jajpur. The EMD shall be submitted along with the 1 st Inner Envelope of the Technical Proposal.
13	Performance Bank Guarantee	3% of the entire contract value
14	Name of the Project	Selection of an Agency for 'Operation and Management of a Nutritional Rehabilitation Center at Kaliapani, Sukinda block Under District Mineral Foundation, Jajpur'
15	Method of Selection	QBS (Quality Based Selection)

Note:

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

-S/D

Chief District Medical & Public Health Officer, Jajpur, Odisha

Section II: Instruction to Applicant Agencies

1. Pre-Qualification Form 1

Sl. No	Basic Requirement	Specific Requirement	Documents Required
1.	Legal Entity	<p>The agency shall be in operation for the past Three (3) years as on submission of the bid and shall be registered as:</p> <ul style="list-style-type: none"> ○ Company under Companies Act, 1956/2013 or ○ Society registered under The Societies Registration Act, 1860 or ○ Trust registered under the Indian Trusts Act, 1882 or 	<p>Registration documents of the Bidder as a duly registered legal entity in India along with:</p> <ul style="list-style-type: none"> • Registration document showing incorporation of the Bidder; • PAN Card of the registered legal entity • GST certificate of the registered legal entity • Certified copy of Trust Deed in case of Trust • Copy of the Registration Deed and byelaws, in case of an NGO or Society • Any other supporting document, as may be required
2.	Operation	The Agency should have been in operation for the past three years as on 31/03/2025 and filed ITRs for the last 3 FYs in India.	Last three FY's Audited Financial Statement duly signed by a Chartered Accountant with UDIN No.
3.	Financial Capacity	The Agency should have an average annual turnover of at least Rs. 2.0 Crores over the last three FYs (2022-23, 2023-24 and 2024-25). This must be the individual Agency's turnover and not that of group companies/organizations.	Audited Financial statement of Average Annual Turnover Statement (Supporting form 'Technical Form3') with UDIN No.
4.	Consortium	No consortium / JVs / associations / subcontracting shall be allowed under this project	Declaration of submitting as independent Agency from the Authorized Signatory (Supporting form 'Technical Form-10')
5.	Blacklist	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 (Supporting form 'Technical Form11')

6.	Experience	<p>The Agency should have prior experience of minimum 5 years in Operation and Management of at least 3 Facilities/ Centers/ Units, for cumulative of the following:</p> <ul style="list-style-type: none"> • Maa Gruhas • Nutritional Rehabilitation Centers (NRCs) 	<p>Filled up Technical Form 5 along with Contract/ Agreement/ Work Orders/ Letter of Invitation from client(s) that clearly states the details of the scope of work, date of commencement, details of services provided and all other essential details of the contract.</p> <p>The Bidder shall also provide documentary evidence by way of Client Certificate / Statutory Auditor'/ Chartered Accountant's certificate (having valid registration) with respect to the project with required details.</p> <p>Undertakings/ Declarations in lieu of/or in support of above requirement if submitted on Bidder's letter head shall not be accepted.</p> <p>Documents in other languages should be supplemented by an English translated copy.</p>
7.	Authorized Representative	A Power of Attorney in the name of the person signing the proposal.	Original Power of Attorney (Notarized on a Rs. 100/- Non-Judicial Stamp Paper as per Technical Form 4
8.	Cost of Tender/ Tender Fee	The Agency should furnish a Tender Fee of ₹5,000 (Rupees Five Thousand Only), in the form of Demand Draft in favour of "ZSS NON NRHM FUND ACCOUNT" , and payable at Jajpur.	Original Demand Draft The bid process fee shall be submitted along with the Inner Envelope of the Technical Proposal
9.	Earnest Money Deposit	The Agency should furnish an EMD of ₹50,000/- (Rupees Fifty Thousand Only), in the form of Demand Draft in favour of "ZSS NON NRHM FUND ACCOUNT" and payable at Jajpur.	Original Demand Draft The bid process fee shall be submitted along with the Inner Envelope of the Technical Proposal

Note:

- i. The photocopies of documents submitted towards Pre-qualification criteria are to be substantiated through production of originals, whenever asked for / whenever required.
- ii. If any of the above original documents are not produced whenever asked for/ required, the proposals shall be rejected and termed as non-responsive, at any time of the evaluation till issuance of Letter of Intent / Supply Order / Signing of MOU.
- iii. Client at its own discretion reserves the right to ask for clarifications/supporting documents at any time during evaluation. Additional time may be given for submission of documents. This will remain at discretion of client.

2. Documents/ Formats for submission along with Technical Proposal

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

1. Filled in Bid Submission Check List in Original (Annexure-I)
2. Covering letter (Technical Form – 1) on bidder’s letterhead requesting to participate in the selection process.
3. Bid Processing Fee & EMD as applicable.
4. Copy of Certificate of Incorporation/ Registration.
5. Copy of PAN.
6. Copy of Goods and Services Tax Identification Number (GSTIN).
7. General Details of the Bidder (Technical Form – 2).
8. Financial Details of the bidder (Technical Form – 3) along with all the supportive documents as applicable duly signed as per the instruction (Copies of IT Return for the last three financial years i.e., FY 2022-23, 2023-24 and 2024-25, Turnover Certificate from Chartered Accountant / Statutory auditor / Photocopy of Audited financial statements: P/L and Balance Sheet).
9. Power of Attorney (Technical Form – 4) in favour of the person signing the bid on behalf of the bidder / TSP.
10. List of completed assignments of similar nature (Past Experience Details, Technical Form – 5) along with copies of contracts / work orders / completion certificate from previous Clients.
11. Self-Declaration regarding Conflict of Interest (Technical Form - 6)
12. Technical Form - 7 till Technical Form -12 (coloured PPT as per Tech 8 and 9).
13. Note:
 - i. Bidders should submit the required supporting documents as mentioned above. Bids not conforming to the eligibility criteria and non-submission of required documents as listed above will lead to rejection of the bid.
 - ii. Submission of forged documents will also result in rejection of the bid. Bidders are advised to study all instructions, forms, terms & conditions, and other important information as mentioned in the RFP document.
 - iii. The photocopies of documents submitted for Technical Proposal are to be substantiated through production of originals, whenever asked for/ whenever required. If any of the above original documents are not produced whenever asked for/ required, the proposals shall be rejected and termed as *non-responsive, at any time during evaluation till issuance of Supply Order / signing of MOU.*
 - iv. The proposal must be complete in all respect, indexed, pages numbered and spiral bound. Each page should be numbered and signed (in full) by the authorized representative (as per TECH 4). A table of content, enumerating the page numbers of each document should be mentioned at the start of each proposal.

3. Bid Processing Fee, Earnest Money Deposit (EMD)

The bidder must furnish as part of technical proposal, the required bid processing fee of Rupees Five Thousand (₹ 5,000), in the form of Demand Draft (DD) from any National / Scheduled Bank in favour of “**ZSS NON NRHM FUND ACCOUNT**” and payable at Jajpur, must be submitted along with the Proposal. Proposal received without bid processing fee will be out rightly rejected.

Earnest Money Deposit (EMD)

1. An Earnest Money Deposit (EMD) of Rupees 50,000 (Fifty Thousand only), in the form of Demand Draft (DD) drawn in favour of “**ZSS NON NRHM FUND ACCOUNT**” and payable at Jajpur, must be submitted along with the Proposal. Proposals not accompanied by Tender Fee and EMD shall be rejected as non-responsive. No interest shall be payable by the

Client for the sum deposited as EMD and no bank guarantee will be accepted in lieu of the EMD. The EMD of the successful and unsuccessful bidders would be returned within one month of signing of the contract.

2. If the bidder is registered with Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) then to avail its benefits related to RFP, necessary documents shall be submitted along with technical bid documents.
3. The EMD of unsuccessful bidders shall be refunded after finalization of selection process and award of contract.
4. The EMD of the successful bidder will be released only after furnishing of the required Performance Bank Guarantee (PBG) and signing of the contract.
5. The EMD shall be forfeited by the applicant Agencies in the following events:
 - i. Bidder withdraws its proposal during the bid validity period as specified in RFP.
 - ii. Bidder does not respond to requests for clarification of its proposal.
 - iii. Bidder fails to provide required information during the evaluation process or is found to be non-responsive or has submitted false information in support of its qualification.
 - iv. If the bidder fails to:
 - a) Provide any clarifications to the Client.
 - b) Agree to the decisions of the contract negotiation meeting.
 - c) Sign the contract within the prescribed time. Furnish required Performance Bank Guarantee in time.
 - v. Any other circumstance which holds the interest of the Client during the overall selection process.

4. Validity of the Proposal

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

5. Applicant Clarifications and Queries

Bidders can submit their queries in respect of the RFP and other details if any, to the client i.e., CDM&PHO Jajpur through e-mail at 'cdmojajpur@gmail.com' till the date mentioned in the Bidders Datasheet and Factsheet in Section 1.2.

1. A pre-bid meeting will be held on the date and time mentioned in the Bidder Data Sheet and Factsheet.
2. Clarifications to the above will be uploaded in <https://jajpur.odisha.gov.in> for the purpose of preparation of the proposal.
3. Request for alternation / change in existing terms and conditions of the RFP shall not be considered / entertained.
4. The queries shall necessarily be submitted in the following format:

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

1. Client shall not be responsible for ensuring that the Applicant's queries have been received by them.
2. Any requests for clarifications post the indicated date and time may not be entertained by the Client.
3. The purpose of query clarification is to provide the Applicants with information regarding the RFP, project requirements, and opportunity to seek clarification regarding any aspect of the RFP and the project.
4. However, the Client reserves the right to hold or re-schedule the process.
5. Responses to Queries and Issue of Corrigendum:
 - a. The Authorized Representative of the Client will endeavor to provide timely response to the queries. However, no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does undertake to answer all the queries that have been posed by the Applicants.
 - b. At any time prior to the last date for receipt of Proposals, the Client may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Applicant, modify the RFP Document by a corrigendum.
 - c. The Corrigendum (if any) and clarifications to the queries from all Applicants will be uploaded on the website <http://jajpur.odisha.gov.in>. Any such corrigendum shall be deemed to be incorporated into this RFP.
6. To provide prospective Applicants reasonable time for taking the corrigendum into account, the Client may discretionally extend the last date for the receipt of Proposals.

6. Submission of Proposal

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

The procedure for submission of the proposal is described below:

Technical Proposal (Original):

The envelope containing technical proposal shall be sealed and superscripted as “**Technical Proposal – Establishment and Management of 8(Eight) Seated Nutrition Rehabilitation Center at Kaliapani, Sukinda block Under District Mineral Foundation, Jajpur**” and to be furnished inside one envelope. The duly filled-in technical proposal submission forms, with all the supportive documents and information must be furnished as part of technical proposal.

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

NAME OF THE ASSIGNMENT:

RFP NUMBER AND DATE:

DEADLINE FOR SUBMISSION OF BID:

NAME OF THE AGENCY:

NAME OF THE BIDDER:

CONTACT NUMBER OF THE BIDDER:

EMAIL ID OF THE BIDDER:

ADDRESS OF THE BIDDER:

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

7. Opening of Proposal

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

8. Evaluation of Proposal

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

- 1) **Preliminary Evaluation (1st Stage) ***: Preliminary evaluation of the proposals will be done to determine whether the proposal complies with the prescribed eligibility condition and the requisite documents / information have been properly furnished by the bidder or not. Submission of following documents / information will be verified:
 1. Filled in Bid Submission Check List in Original (Annexure-I)
 2. Covering letter (TECH 1) on bidder's letterhead requesting to participate in the selection process.
 3. Bid Processing Fee and EMD as applicable.
 4. Copy of Certificate of Incorporation/ Registration.
 5. Copy of PAN
 6. Copy of Goods and Services Tax Identification Number (GSTIN)
 7. General Details of the Bidder (TECH 2).
 8. Financial Details of the bidder (TECH 3) along with all the supportive documents as applicable duly signed as per the instruction (Copies of IT Return for the last three financial years i.e., FY 2022-23, 2023-24 and 2024-25, Turnover Certificate from Chartered Accountant / Statutory auditor / Photocopy of Audited financial statements: P/L and Balance Sheet).
 9. Power of Attorney (TECH 4) in favour of the person signing the bid on behalf of the bidder.
 10. List of completed assignments of similar nature (Past Experience Details, TECH 5) along with copies of contracts / work orders / completion certificate from previous Clients.
 11. Self-Declaration on Conflict of Interest (TECH 6).
 12. Duly filled in Technical Proposal Forms (TECH 7 to 11 along with coloured PPT as per Tech 8 and 9).
 13. All the pages of the proposal and enclosures/attachments are signed by the authorized representative of the bidder.

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

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

Sl.	Evaluation Criteria	Max. Marks
1.	Turnover	10
1.	Average annual turnover of the last three financial years, i.e., FY 2022-23, 2023-24 and 2024-25 1. <u>Scoring Criteria:</u> 1 <ul style="list-style-type: none"> • More than (or equal to) INR 2 Cr. & less than INR 3 Cr. = 5 marks • More than (or Equal to) INR 3 Cr. & less than INR 5 Cr. = 7 marks • More than (or Equal to) INR 5 Cr. and above = 10 marks 	10
2.	Experience of the Bidder***	60
2.	Total Years of Experience of functional/ completed cumulative units of Operations and Management of Maa Gruha and NRC (Minimum duration of one project contract period should not be less than six months) 1 (Marks awarded will be dependent on the summation of years of experience in individual projects, i.e., $Y = Y1 + Y2 + Y3 + \dots + Yn$) <u>Scoring Criteria:</u> <ul style="list-style-type: none"> • More than (or equal to) 3 years & up to 6 years = 10 Marks • More than 6 Years and & up to 9 Years = 20 Marks • More than 9 Years = 30 Marks 	30
2.	Total number of functional/ completed cumulative units of Operations and Management of Maa Gruha and NRC.(Minimum duration of one project contract period should not be less than six months) 2 (Marks awarded will be dependent on the summation of number of such projects, i.e., Facilities or Centres or units, $P = P1 + P2 + P3 + \dots + Pn$) <u>Scoring Criteria:</u> <ul style="list-style-type: none"> • More than (equal to) 3 & up to 7 Facilities/ Centres/ Units = 10 Marks • More than 8 & up to 14 Facilities/ Centres/ Units = 15 Marks • More 15 & up to 21 Facilities/ Centres/ Units = 20 Marks • More than 21 Facilities/ Centres/ Units= 30 Marks 	30
4	Technical Presentation	20
4.	Presentation of Approach, Methodology and Work Plan through hard copy only <ul style="list-style-type: none"> • Understanding of the Assignment and Issues/Challenges (05 Marks) • Approach, Methodology, Work Plan, Unique Selling Proposition / Additional Software / Features, Additional Services related to the assignment (05 Marks) • Challenges and Risk Mitigation Strategies (5Marks) Similar Case Studies (05 Marks)	20 Technical Presentati on through hard / soft copy of work plan

Sl.	Evaluation Criteria	Max. Marks
5	<p>Manpower: Currently agency having own staffs in the payroll minimum in last 6 (six) months other than any Govt. / Private funding project staff. Criteria for award of Marks:</p> <ul style="list-style-type: none"> • Minimum one clinical staffs(MBBS/ Ayush / SN/ ANM / Pharmacist) = 02 marks • Minimum one managerial staffs with post graduate qualification = 04 Marks • Minimum one account staffs with minimum B. Com qualification = 04 marks 	10
Total		100

Note:

1. *Experience preceding application due date.
 2. **The minimum qualifying Score is: 70 from 100 Marks.
 3. All the claims shall be mandatorily substantiated via submission of all the supporting photocopies of relevant documents as per TECH 5.
 4. ***Photocopies of work orders / experience certificates from the clients / agreement etc must be submitted as a proof for each assignment. No assignment should be repeated across various categories of evaluation parameters. Ongoing assignments will be considered for evaluation only if 6 months of the project period have elapsed.
 5. All the claims shall be mandatorily substantiated via submission of all the supporting photocopies of relevant documents as per TECH 5.
 6. Valid certificate means the certificates should be valid on the date of opening of technical bid.
 7. Client at its own discretion reserves the right to ask for clarifications/supporting documents at any time during evaluation. Additional time may be given for submission of documents. This will remain at discretion of client.
- 3) **Final Selection of Agency:** All the applicant Agencies who are technically qualified (i.e., obtain minimum 70 Marks in Technical Evaluation) shall be ranked based on marks obtained in the Technical Evaluation and the Agency scoring the highest marks will be selected by the Client.

9. Contract Negotiations

1. Negotiations will be held (if necessary) at the office of CDM & PHO Jajpur. The invited Agency will, as a pre-requisite for attendance at the negotiations, confirm availability of all Professional staff. Failure in satisfying such requirements may result in the Client proceeding to negotiate with the next-ranked Agency. Representatives conducting negotiations on behalf of the Agency must have written authority to negotiate and conclude a Contract/MoU.
- 1) Technical Negotiations: Negotiations will include a discussion of the Technical Proposal including the proposed technical approach and methodology, work plan, organization and staffing, and any suggestions made by the selected Agency to improve the Terms of Reference. The Client and the selected Agency will finalize the Terms of Reference, staffing schedule, work schedule, and reporting. These documents will then be incorporated in the Contract/MoU as “Description of Services”. Special attention will be paid to clearly defining the inputs and facilities required from the Client to ensure satisfactory implementation of the assignment. The Client shall prepare minutes of negotiations which will be signed by the Client and the selected Agency.

2. Conclusions of Negotiations: Negotiations will conclude with a review of the draft Contract/MoU. To complete negotiations the Client and the selected Agency will initial the agreed Contract/MoU. If negotiations fail, the Client will invite the next-ranked Agency to negotiate a Contract/MoU.

10. Award of Contract

1. After completion of the contract negotiation stage, the Client will notify the successful bidder in writing by issuing a proposal for letter of intent (LOI) / award of contract / offer letter for signing the contract and promptly notifying all other bidders about the result of the selection process.
2. The successful bidders shall be asked to sign the contract after submission of PBG and fulfilling all formalities within 15 days of issuance of the LOI / award of contract / offer letter.
3. 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.
4. The contract shall be valid for Two (2) years i.e., Twenty- Four Months from the date of effectiveness of the contract.
5. The contract can be extended for next One (1) years i.e., Twelve months, subject to satisfactory performance as determined by the Client and as mutually agreed by both the parties.
6. After a 3-year term of the total contract with the agency, the contract will terminate, and a new tender process will commence.

11. Performance Bank Guarantee (PBG)

1. Within Seven (7) working days of notifying the acceptance of a proposal for award of contract/ LOI, the qualified bidder shall have to furnish a Performance Bank Guarantee amounting to 3% of the contract value from a Scheduled / Nationalized Bank situated in Jajpur in favour of “ZSS NON NRHM FUND ACCOUNT” as per the format at Annexure- II, for a period of **Sixty (60) days** beyond the entire contract period (i.e., PBG must be valid from the date of effectiveness of the contract to a period of **60 days** beyond the contract period) as its commitment to perform services under the contract.
2. The bank guarantee must be submitted after award of contract/LOI but before signing of contract. The successful bidder must renew the bank guarantee on same terms and conditions for the period up to contract including extension period, if any.
3. Performance Bank Guarantee would be returned only after successful completion of tasks assigned to the selected Agency, and only after adjusting/recovering any dues recoverable/payable from/by the selected Agency on any account under the contract.
4. 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.
5. On submission of this performance guarantee and after signing of the contract, demand draft submitted towards EMD would be returned in original. The format for the Performance Bank Guarantee is provided in Annexure II

12. Conflict of Interest

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

of the Authority, including consideration of such Bidder's proposal (the "Damages"), without prejudice to any other right or remedy that may be available to the Authority under the Bidding Documents and/ or the Agreement or otherwise. Without limiting the generality of the above, a Bidder shall be deemed to have a Conflict of Interest affecting the Bidding Process, if the Bidder or its Associate and any other Bidder or its Associate thereof have common controlling shareholders or other ownership interest; provided that this disqualification shall not apply in cases where the direct or indirect shareholding of a Bidder or an Associate thereof (or any shareholder thereof having a shareholding of not more than 25% (twenty-five per cent) of the paid up and subscribed share capital of such Bidder or Associate, as the case may be) in the other Bidder or Associate is not more than 25% (twenty five per cent) of the subscribed and paid up equity share capital thereof, provided further that this disqualification shall not apply to any ownership by a bank, insurance company, pension fund or a public financial institution referred to in sub-section (72) of section 2 of the Companies Act, 2013. For the purposes of this Clause indirect shareholding held through one or more intermediate persons shall be computed as follows: (aa) where any intermediary is controlled by a person through management control or otherwise, the entire shareholding held by such controlled intermediary in any other person (the "Subject Person") shall be taken into account for computing the shareholding of such controlling person in the Subject Person; and (bb) subject always to sub-clause (aa) above, where a person does not exercise control over an intermediary, which has shareholding in the Subject Person, the computation of indirect shareholding of such person in the Subject Person shall be undertaken on a proportionate basis; provided, however, that no such shareholding shall be reckoned under this sub-clause (bb) if the shareholding of such person in the intermediary is less than 26% of the subscribed and paid up equity shareholding of such intermediary; or

- (i) a constituent of such Bidder is also a constituent of another Bidder, or
- (ii) such Bidder or any Associate thereof receives or has received any direct or indirect subsidy, grant concessional loan or subordinated debt from any other Bidder or any Associate thereof or has provided any such subsidy, grant, concessional loan or subordinated debt to any other Bidder or any Associate thereof, or
- (iv) such Bidder has the same legal representative for purposes of this Bid as any other Bidder, or
- (v) such Bidder, or any Associate thereof has a relationship with another Bidder, or any Associate thereof, directly or through common third party/ parties, that puts either or both of them in a position to have access to each other's information about, or to influence the Bid of either or each other or
- (vi) such Bidder, or any Associate thereof has participated as a consultant to the Authority in the preparation of any documents, design or technical specifications of the Project

13. Disclosure

1. Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the bidder or termination of its contract.
2. Bidders must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency, or the financial standing of the Bidder, including but not limited to appointment of any officer such as a receiver in relation to the Bidder's personal or business matters or an arrangement with creditors, or of any other similar proceedings.
3. Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:

- i. A criminal offence or other serious offence punishable under the law of the land, or where they have been found by any regulator or professional body to have committed professional misconduct.
- ii. Corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract.
- iii. Failure to fulfil any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

14. Anti-corruption Measure

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

15. Language of Proposal

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.

16. 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.

17. Legal Jurisdiction

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

18. Governing Law and Liquidate Damages

1. 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.
2. 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.
3. The rights and obligations of the Client and the bidder under this contract will be governed by the prevailing laws of Government of Odisha.
4. In addition, the PBG amount shall also be forfeited.
5. 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.
6. The following liquidated damages shall be imposed in case of:

- i. During Project Implementation: Failure on bidder's part to furnish the deliverables as per the agreed timeline shall enforce a penalty @ **0.5% per week subject to maximum of 5% of the total contract value.**
- ii. During Project Implementation: **Penalty of INR.1,00,000/-** for substitution (without appropriate permission) of the ANM whose CV has been provided in the RFP application proposal, and not deployed for the project in 'Establishment and Management of A 8 Seated Nutrition Rehabilitation Center at Kaliapani, Sukinda block under District Mineral Foundation, Jajpur' at the time of joining.
- iii. During Project Implementation A penalty of **INR. 25,000/-** per instances shall be levied in case the Inspector (Official Representative of the Client) finds the premises of the Nutrition Rehabilitation Center in unclean, unhygienic state.
- iv. During Project Implementation: **Penalty of INR.1,00,000/-** per instances shall be levied in case the Inspector (Official Representative of the Client) finds mismatch of the accounts, registers, tally books kept in the Nutrition Rehabilitation Center with the bills / invoices previously submitted to the office of CDM & PHO, Jajpur.

19. 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.

20. Amendment of the RFP Document

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

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

The Client reserves the right to accept or reject any proposal, and to annul or amend the bidding / provide additional time period for submission of missing documents / 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.

22. Copyright, Patents, and other Proprietary Rights

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

23. 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, pandemics, such as covid, lockdowns 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.

24. Settlement of Disputes

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

25. Disqualification of Proposal

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

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

26. Compliance to the Statutory and Legal Requirements

1. The Service provider shall comply with all the provisions of Minimum Wages Act, Contract Labour (Regulation & Abolition) Act, 1970 and other applicable labor laws.
2. The Service provider shall also comply with all other statutory requirements including but not limited to provisions regarding medical education and eligibility criteria of human resources deployed by the Service provider for providing the services, biomedical waste management, biosafety, occupational and environmental safety.
3. The overall legal responsibility of provision of services under this scope of services lies with the Service Provider.
4. The Service provider shall maintain confidentiality of medical records and shall make adequate arrangement for cyber security.

27. Compliance to Minimum Wages Act and Other Statutory Requirements

1. The Service provider shall comply with all the provisions of Minimum Wages Act and other applicable labor laws.
2. The Service provider shall also comply with all other statutory provision including but not limited to provisions regarding medical education and eligibility criteria of human resources deployed by the Service provider for providing the services, biomedical waste management, biosafety, occupational and environmental safety.
3. The overall legal responsibility of provision of medical care in the MMU lies with the selected Bidder.
4. The Service provider shall maintain confidentiality of medical records, strict adherence to HIPPA, protection of data security and confidentiality laws etc and shall make adequate arrangement for cyber security.

28. Damages for Mishap/Injury

1. The Service provider shall be fully responsible damages of any kind or for any mishap/injury/ accident caused to any personnel / property of the Service provider while performing the duty, scope of services etc.
2. All liabilities, legal or monetary, arising in that eventuality shall be borne by the service provider/ Agency.
3. The service provider shall keep the Client indemnified against damages from all of the above mishaps/injuries/accidents.

29. Fraud and Corrupt Practice

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

Without prejudice to the rights of the Collector & MT, DMF hereinabove and the rights and remedies which Collector & MT, DMF may have under the RFP, or otherwise if a Bidder is found to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice,

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

- a) "corrupt practice" means (1) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the Bidding Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of Collector & MT, DMF who is or has been associated in any manner, directly or indirectly, with the Bidding Process or work order or has dealt with matters concerning the Agreement or arising therefrom. before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the Collector & MT, DMF, shall be deemed to constitute influencing the actions of a person connected with the Bidding Process); or (fi) save and except as permitted under the Clause of this RFP, engaging in any manner whatsoever, whether during the Bidding Process person in respect of any matter relating to the Project, who at any time has been or is a legal, financial or technical adviser of Collector & MT, DMF in relation to any matter concerning the Project;
- b) "Fraudulent Practice" means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts.
- c) "Coercive Practice" means impairing or harming, or threatening to impair or harm, directly or indirectly. any person or property to influence any person's participation or action in the Bidding Process.
- d) ("Undesirable Practice" means (1) establishing contact with any person connected with or employed or engaged by the Project Sponsoring Authority with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Bidding Process; or (ii) having a Conflict of Interest; and
- e) "Restrictive practice" means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the Bidding Process.

Section III: Terms of Reference

1. Background and the need for a Nutrition Rehabilitation Center in Jajpur

Nutrition Rehabilitation centre (NRC) is a unit in a health facility where children with Severe Acute Malnutrition (SAM) and with certain medical complications are admitted and managed. Children are admitted as per the defined admission criteria and provided with medical and nutritional therapeutic care. Once discharged from the NRC, the child continues to be in the Nutrition Rehabilitation program till the child is cured of SAM. In addition to curative care, special focus is given on timely, adequate, and appropriate feeding for children and on improving the skills of mothers and caregivers on complete age-appropriate caring and feeding practices. In addition, efforts are made to build the capacity of mothers /caregivers through counselling and support to identify the nutrition and health problem of their child. In the NRCs, the admitted children are provided with specialized treatment and medications by qualified and trained doctors, given recommended therapeutic feeding (F-75, F-100) as per the SAM Management Guideline of Government of India, taken special care by the nurses till the child's conditions improve and s/he meets the discharge criteria.

The children are discharged after a minimum period of 14 days, provided the child does not show obvious signs of infection or enema, has received stipulated number of micronutrients, is gaining at least 8. g/kg/day. The child is again brought to the centre on designated follow-up dates, following discharge from the NRC. The anthropometric measurements are taken on the follow up visits and the child is treated for medical conditions and re-admitted if needed.

Under point 5 of sub-section (1) of subclause c (a) of Odisha District Mineral Foundation Rules, 2024, special programs such as an Nutritional Rehabilitation Centre can be taken up for the welfare of the malnourished children. CDM & PHO, Jajpur endeavors to adopt a just, humane, and sensitive approach to ensure that the malnourished children who are living far distance from the CHC can access Center shelter. The NRC thus established shall be funded by District Mineral Foundation, Jajpur.

2. Project Introduction

Currently, there are one operational Nutritional Rehabilitation Center (NRC) in Community Health Center of Sukinda block in Jajpur district. Unfortunately, these existing facilities are inadequate to meet the needs of the that nearby villages. However, the current NRC distance is too far from the villages they live in hilly areas.

In this regard, there is a need to enlist a reputed and credible agency to establish and manage a new facility that caters to the best interests of pregnant mothers. However, adequate infrastructure is available for operationalization.

3. Project Objectives

1. To provide clinical management & reduce mortality among children with severe acute malnutrition, particularly among those with medical complications.
2. To promote physical & psychological growth of children with severe acute malnutrition (SAM).
3. To build the capacity of mothers & other care givers in appropriate feeding & caring practices for infants & young children.
4. To identify and address the social factors that contributed to the child slipping into Severe Acute Malnutrition.

4. Project Description

A. Services to be provided at the Nutrition Rehabilitation Center

- i. The NRC shall operate round-the-clock i.e., 24 hours, 365 days a year.
- ii. Provide medical treatment and clinical management for children with Severe Acute Malnutrition (SAM).
- iii. Administer therapeutic feeding to all admitted children.
- iv. Offer sensory stimulation and emotional care to support overall child development.
- v. Conduct regular health and weight monitoring, and maintain proper records.
- vi. Serve hot, cooked meals three times a day (breakfast, lunch, dinner), along with morning and evening tea/snacks.
- vii. Ensure proper hygiene and sanitation is maintained by both staff and patients.
- viii. Promote a child-friendly and client-friendly environment within the NRC.
- ix. Build the capacity of primary caregivers through counselling on:
 - x. Preparation of low-cost nutritious meals using locally available ingredients
 - xi. Developing healthy feeding practices and time management
 - xii. Establishing kitchen gardens for home-based nutrition
- xiii. Provide additional counselling services including:
 1. Family planning
 2. Hygiene and sanitation practices
 3. Psychosocial care and child development
- xiv. Conduct health education sessions using interpersonal communication (IPC) methods and audiovisual aids.
- xv. Maintain a line listing of Moderate Acute Malnutrition (MAM) and SAM children in the tagged villages using AWW registers in coordination with ANMs.

- xvi. Ensure follow-up of all children discharged from NRC through:
 - 1. Scheduled follow-up visits to the NRC (15 days, 1 month, 3 months, 6 months)
 - 2. Community-level monitoring to ensure proper feeding and identify children needing re-admission or referral
- xvii. Follow up with pregnant women in the tagged villages and facilitate access to free referral transport services.
- xviii. Supervise NRC staff and provide hands-on training and feedback, led by the Medical Officer, using monthly performance data.
- xix. Regulate entry and exit from the NRC premises, requiring approval from the ANM.
- xx. Children discharged from the NRC should be followed up at the community level to ensure appropriate feeding, follow up at the NRC for scheduled visits & to identify children who are not responding to treatment for referral to the facility level.

B. Infrastructure to be made available to the Selected Agency

The infrastructure with all the facilities for the toilet, kitchen will be handed over. The infrastructure is proposed to be sufficient for about 10 patients. However, based on need, the additional infrastructure can be formed subsequently.

C. Intake Capacity of Nutrition Rehabilitation Center

It will accommodate 10 patients at any point of time and average cases in a month. Mother or local guardian (Primary care giver) will be accepted with the child. Under no circumstances, cases coming for admission are to be rejected.

D. Process of admission to the Nutrition Rehabilitation Center

The criteria for admission for inpatient treatment in a NRC are as follows:

- i. Children 6-59 months
Any of the following:
 - 1. MUAC < 115mm or 11.5 cm with or without any grade of oedema
 - 2. WFH < -3 SD with or without any grade of oedema
 - 3. Bilateral pitting oedema +/+++ (children with oedema +++ always need inpatient care)

WITH

 Any of the following complications:
 - 1. Anorexia (Loss of appetite)

2. Fever (39 degree C) or Hypothermia (<35 C)
 3. Persistent vomiting
 4. Severe dehydration based on history and clinical examination.
 5. Not alert, very weak, apathetic, unconscious, convulsions
 6. Hypoglycemia
 7. Severe Anemia (severe palmar pallor)
 8. Severe pneumonia
 9. Extensive superficial infection requiring IM medications.
 10. Any other general sign that a clinician thinks requires admission for further assessment or care.
- ii. Infant <6 months
Infant is too weak or feeble to suckle effectively (independently of his/her weight-for-length)
- Or
- WfL (weight-for-length) <-3SD (in infant >45cm)
- Or
- Visible severe wasting in infant <45cm
- Or
- Presence of oedema both feet
Children may be referred to NRC from Pushtikar Diwas / VHND/ Paediatric ward etc. or may come directly to NRC but admission will be done only if the child meets the above-mentioned criteria.
- iii. ASHA (Accredited Social Health Activist) and Agan Wadi Workers (AWW) should be sensitized about identifying SAM children.
 - iv. Child should have Adhar/Voter ID card for the admission.
 - v. The NGO implementing the above project should prepare the micro plan with the involvement of ANMs at the Sub-centres. The micro plan must be prepared in consultation with the service providers concerned & approved by the Chief District Medical Officer for implementation. DPM/ASHA Coordinator at the District level & BPM/MO, I/C at the Block level must facilitate this activity.
 - vi. An admission register must also be maintained, documenting previous routine tests and other relevant information.
 - vii. The stay of the patient is complete depends on the treating Medical Officer.

5. Standards of the Nutrition Rehabilitation Center

- i. Patient area to house beds, in NRC adult beds would be kept so that the mother can be with the child.
- ii. Play and counselling area with toys, audiovisual equipment like TV, and IEC material.
- iii. For Transportation from Home to NRC & then to the Home as per the JSY norm.
- iv. Regular diet provision as per the diet chart for admitted patient.
- v. There should be enough space between beds for free movement of wheelchairs.
- vi. There should be emergency calling bell/alarm/whistle near the bedside.
- vii. Beds should be properly numbered.
- viii. Fire extinguishers shall be provided in every room.
- ix. Smoking, consumption and storage of alcohol, tobacco, drugs, or intoxicants are forbidden on the NRC premises.
- x. CCTV cameras in the ward, outside the building, and in common areas, stored locally for a minimum of 90 days and available for viewing to authorized representative of the selected Agency/client only.

- xi. There should be separate bathrooms and toilets patients.
- xii. Bathrooms and toilets must have anti-slippery tiles and railings for hand support.
- xiii. The clothes of the patients shall be washed in mechanized laundry using washing machines. Schedule for the laundry shall be drawn up.
- xiv. Space for the machines and drying clothes should be identified.
- xv. Infrastructure- home shall have minimum area per resident as per the following norms:
 - a) Minimum size of 1950 Sq. Ft for operation of Nutrition Rehabilitation Center.
 - b) It should have provision of 10 beds for accommodating 10 childrens.
 - c) Patient area to house the beds; in NRC adult beds are kept so that the mother can be with the child.
 - d) Ventilation: Should be adequately ventilated, especially for the kitchen area.
 - e) Mosquito & fly screen: Windows should be covered with mosquito & fly covers.
 - f) There should be adequate space between the beds for free movement of mothers and sitting space for dependent/escort.
 - g) It should have separate provision of kitchen, dining room, & office room with electricity connection.
 - h) The house should have the provision of proper toilet and bathroom facility for mothers and children along with two separate hand washing areas.
 - i) Nursing Station.
 - j) Kitchen and food storage area attached to ward, or partitioned in the ward, with enough space for cooking, feeding and demonstration.
 - k) Attached toilet and bathroom facility for mother and children along with two separate hand washing areas.
 - l) Open space alongside NRC, which can be converted to a kitchen garden and play area for children.
 - m) Floor surface-Floor surface would be easily cleanable and would minimize the growth of microorganisms.
 - n) Walls-As with floor, the case of cleaning and durability of wall surface will be considered. Walls will be brightly painted and decorated.
 - o) Water supply-Unit would have 24hour uninterrupted running water supply.
 - p) Power supply-Unit would have a 24hour uninterrupted stabilized power supply.
 - q) Lighting-Would be well.
 - r) Ventilation-Would be adequately ventilated, especially for the kitchen area.
- xvi. Nutrition – adequate quantity, good quality, variety in food stuff (as per local conditions) be provided to the beneficiaries, every day as per the instruction of MO and Nutrition Counsellor. The food timings and the menu shall be prominently displayed in the dining hall.
- xvii. Medical facilities/ Medicare, outdoor games as per the government NRC guidelines.
- xviii. Proper waste disposal using separate dustbins as per the Bio-Hazard standard.
- xix. Patients' belongings shall be catalogued/recorded in the Patient Personal File, stored safely at the time of admission.
- xx. Every room and common facility should have dustbin placed in it.

6. Key deliverables of the Nutrition Rehabilitation Center

- i. Minimum 80% of child in average are admitted from the tagging villages by end of the year.
- ii. There is no vacancy of maximum 60days of any position in the project throughout the year.

- iii. There should not be continuous vacancy of any staff for a period of maximum 45 days in the Nutrition Rehabilitation Center.

7. Scope of Work

- i. Ensure all the 'Project Objectives', 'Services to be provided' and 'Standards' as mentioned are met.
- ii. Formulate a Detailed Project Execution Plan (DPEP) for the operationalization of the NRC. The DPEP should include details regarding:
 - a. Recruitment of NRC staff.
 - b. Training modules and plan for training the NRC staff.
 - c. Standard Operating Procedures (SOP) for day-to-day operation to ensure proper functioning of the NRC and for different emergency scenarios.
 - d. Copy of approvals / permissions required under relevant statutes and rules.
 - e. Formats for registers, MIS, and other related documentation. The format, content, frequency, and circulation of the MIS should be decided in consultation with the office of the CDM & PHO.
 - f. Implementation schedules for placement of personnel, adoption/development of MIS, and other deliverables under this project.
- iii. Get approval for the DPEP and execute the approved DPEP.
- iv. Maintain and enforce a geo-tagged attendance system for all the personnel hired under this project.
- v. Provide regular updates to the Client through the assigned point of contact in the office of the CDM & PHO.
- vi. Ensure proper documentation and record keeping of the Patients in the NRC, including the patient Personal File.
- vii. Undertake annual financial planning of the project, submit necessary bills for release of funds and submit Utilization Certificates for the fund spent.
- viii. Submit monthly, quarterly, and annual progress reports to the office of the CDM & PHO.
- ix. Undertake periodic appraisal of the project execution status and take/suggest corrective steps.
- x. Ensure proper documentation and record keeping of the treatment of SAM children in the NRC.
- xi. Document all cases of mortality, including lesions learnt and recommendations/change of practices as needed.
- xii. Suggest measure to improve nutrition and health status of children across the district.
- xiii. Attend all meeting as required by the office of the CDM & PHO, DSWO, and DMF related to progress and assessment of the program, and other meetings concerning infant and childcare in the district.
- xiv. Liaison with CDM&PHO and DSWO for effective linkages with Anganwadi centres, Sub-Centres, VHNDs, PHCs, CHCs, Ambulance Services, ASHAs, ANMs, AWWs, etc.
- xv. Identify critical gaps in existing social security systems and recommend any improvements/additions required to amplify the impact of the project to the client.
- xvi. Take feedback from the patients, act on the complaints/feedback received and take corrective measures.
- xvii. Any other relevant work as directed by the Client.

8. Project Duration

The duration of the contract will be for Two(2) years and may be subsequently extended for period of One (1) years at a time, basis performance evaluation after 2 years. Depending on the evaluation, the Authority shall extend or discontinue the Contract/MoU.

9. Team Composition

Following is the minimum team deployment for the project:

Sl. No.	Post	Work Timing	Minimum Qualification & Requirement	Quantity
1	Medical Officer	Part Time	<ul style="list-style-type: none">Qualified medical doctor (MBBS) trained in facility-based management of SAM.	1
2	Nutritionist cum Counsellor	9 a.m. to 5 p.m. Full time.	<ul style="list-style-type: none">BA with Home Science honours with at least 2 years of experience in the related field.Home should be within 5 km radius from NRC	1
3	ANM/ Nursing Assistant	6 hourly shifts	<ul style="list-style-type: none">Minimum Qualification of 10th Standard.Undergone 1 year 6 months training for MHW(F) from recognized as per UOI No-89/DAMT dated 13th August 2008Good communication skills in Odia.	4
4	Cook cum Attendant	8 hourly shifts, Full time	<ul style="list-style-type: none">Minimum Qualification of 7th Standard.Good communication skills in Odia.	3
Total				9

Note:

- i. Applicants working in the health department either on regular or on contractual basis should apply through proper channel.
- ii. Applicant should not have been disengaged from the society on administrative grounds such as disobedience, poor performance, misbehavior, criminal activity prior to applying for the posts.
- iii. Upper age limit for all the positions (except Medical Officer) is 65 years as on closing date of receipt of application.

Key Roles & Responsibilities

1. Medical Officer

- i. MO will be the overall in-charge of the unit & will be responsible for clinical management of children admitted in the NRC.
- ii. MO will examine each patient every day & will attend to emergency calls as per need.
- iii. MO will ensure that screening has been done properly, prescribe treatment as per recommended Guidelines & monitor the progress of the child admitted in NRC.

2. Nutritionist cum Counsellor

Other Requirements:

- i. The candidate should be attained the age 21years and not above 60 years of age on the date of Advt.
- ii. Must have passes Odia language in M.E. standard.
- iii. Knowledge of tribal language(s) will be an advantage.
- iv. Must be a lady Candidate

Key Roles and Responsibilities

- i. Supervisor of the unit, trainer & Counsellor for the staffs posted in the NRC as well as mothers / caregivers.
- ii. Chart out specific therapeutic diet plan for each child as per the guidelines in consultation with the Medical Officer.
- iii. Responsible for monitoring the preparation & distribution of feeds as per diet charts, maintaining NRC records in registers, preparing reports of the NRC & in diet & treatment sheets.
- iv. Assess the feeding problem in each child & give individual counselling to mothers.
- v. Nutrition Counsellor will bring all mothers & caregivers of the admitted children together & give demonstration on making low-cost nutritious energy dense culturally acceptable child foods
- vi. Provide group counselling on various topics like nutrition & malnutrition, hygiene & sanitation, infant & young child feeding practices, immunisation, family planning etc.
- vii. Provide counselling & demonstrate to mothers on structured play therapy for psychosocial stimulation to engage children in play therapy for at least 30 minutes play each day.
- viii. Provide group counselling to mothers of all children admitted in the health facility (eg. Pediatric or general ward) and also to mothers of children presenting in outpatients department on designated days (eg. Immunisation day).
- ix. Oversee the cleanliness & ensure hygiene practices at NRC.
- x. Ensure that the child is provided services as per the recommended Guidelines.
- xi. Ensure that the NRC data is updated & entered in the NRC software.
- xii. Responsible for reporting & analysis of NRC data & ensuring follow up of the children discharged from the NRC.
- xiii. Preparation of database for each block in the district i.e. database of the Anganwadi Centre, SC & PHC and name & contact number of the AWW/ANM & ASHA.
- xiv. Fill up the discharge cards with the support of the ANMs & counsel mothers/relatives regarding follow-up schedule at the NRC & home visits by AWW/ANM/ASHA.
- xv. Nutrition Counsellor of the NRC trained on IYCF will be given additional responsibility to visit the Gynaecology ward, Paediatric ward & SNCU to interact with the mothers and provide them one- to -one counselling on IYCF, twice a week.

3. ANM (F)

- i. Responsible for nursing care including weight record; measure, mix & dispense feed.
- ii. Assess clinical signs & fill the multi chart with all the routine information.
- iii. Counsel the mothers/caregivers on the emotional needs of her child & encourage them to give sensory stimulation.
- iv. In charge of structured play therapy.
- v. Carry out screening as per the recommended Guidelines.
- vi. Give medicine & treatment (injectables) as per the MOs Guidance & advice.
- vii. Ensure that all steps in the management of SAM cases are followed in the NRC.
- viii. Fill the daily intake sheet, the SAM information sheet & consult with Nutritionist on the feeding timetable of all children at the NRC.

4. Cook cum attendant

- i. Should cook and serve fresh food for patients and dependent/escorts thrice per day.
- ii. Prepare the therapeutic diet (F75, F100 and Food-based Diet) for children as prescribed by the MO under the supervision of the Counsellor.
- iii. Assist in procurement of food items and other materials under the supervision of the Nutritional Counsellor.
- iv. Keep the food items safely in clean and airtight containers with labels.
- v. Should maintain absolute cleanliness in the kitchen, dining hall and stores.
- vi. Wash the utensils/cutlery and ensure they are clean for reuse.
- vii. Should ensure that the waste from the kitchen and dining are segregated into wet and dry waste and disposed properly.
- viii. Should maintain the kitchen stock register and prepare the required item list to be procured.
- ix. Responsible for managing the cleaning duties & the provision of detergents, hand soaps, chlorine etc.
- x. Floors should be cleaned every day with soap & water.
- xi. Toilets should be disinfected with 0.5% active chlorine solution.
- xii. Any other relevant work that may be included during the negotiations or as directed by the Client.

10. Leaves for Staff/ Personnel Hired in the project:

The staff/personnel hired under this project are expected to be self-motivated to achieve the objectives of the project. Considering the criticality and nature of the services provided, and to ensure that essential healthcare delivery system is not affected / disrupted, the leaves granted to the staff/personnel in this project should be accordingly regulated with the following considerations:

- i. The selected agency will ensure full functioning of the Nutritional Rehabilitation Center, 365 days a year including government holidays, national/state/local holidays, and religious/cultural holidays.
- ii. Recruitment must be through the process of walk-in-interview.
- iii. Recruitment must be done through an open and competitive process, with proper documentation of selection criteria. Agencies shall maintain records of background verification and appointment letters for compliance audits.
- iv. The list of the selected manpower must be submitted to the CDM & PHO

- v. During start of engagement: Due to any unavoidable circumstances, if 1 CV (out of 2 CVs) submitted for evaluation can be replaced by the selected Agency during team deployment, duly notifying the circumstances necessitating the replacements, subject to approval of proposed replacement CVs by the CDM & PHO, Jajpur.
- vi. If both of the 2 CVs (out of 2) are replaced, at the start of engagement, the selected Agency during team deployment, the selected agency shall duly notify the circumstances necessitating the replacements and seek approval of proposed replacement CVs by the CDM & PHO, Jajpur.
- vii. If any time of project period, any replacement of personnel is necessitated, the selected Agency shall seek approval of the proposed replacement CV from CDM & PHO, Jajpur.
- viii. In case of any change of the staff made by the Agency (with valid justification) one month notice will be serving to the particular staff. However, in case of resignation made by the staff, she must intimate to the Agency by giving one month notice. During the notice period fresh staff shall be deployed by the Agency. The entire process must be communicated to the CDM&PHO, Jajpur.
- ix. If any staff wants to resign immediately without serving one month notice, then the staff is required to deposit one month remuneration before the agency, or her last month remuneration may not be released by the Agency
- x. The staff may avail of Casual Leave (CL) of upto 12 days per year as per policy of 'Odisha State Health & Family Welfare Society, Govt. of Odisha'. A replacement staff must be on duty in case of absence of any staff member, so as not to hamper any work in the Maa Gruha.
- xi. The staff so engaged / recruited/ appointed by the Agency shall be exclusively on the pay roll of the Agency and shall under no circumstances this staff will ever have any claim, whatsoever for appointment with the Government.
- xii. The agency shall be solely responsible for the performance and conduct of the staff notwithstanding the source of hiring such staff.
- xiii. The agency shall be fully responsible for adhering to provisions of various laws applicable on them including labour laws.
- xiv. In case the agency fails to comply with the provisions of applicable laws and thereby any financial or other liability arises on the Government by Court orders or otherwise, the agency shall be fully responsible to compensate/ indemnify to the Government for such liabilities. For realization of such damages, Government may even resort to the provisions of any Act, which is in force or other laws as applicable on the occurrence of such situations.

11. Steps in Project Implementation

Sr. No.	Step	Responsibility	Timeline for Completion
1.	Issue of Letter of Intent (LoI)	CDM & PHO	Within 15 working days of finalization of the Agency
2.	Submission of Performance Bank Guarantee	Agency	Within 7 working days of receiving the LOI
3.	Signing of the MOU	CDM & PHO with the Agency	Within 15 working days of receiving the PBG from the Agency

4.	Finalization of Infrastructure	Agency	Within 20 working days of signing of the MOU
5.	Submission of DPEP	Agency	Within 40 working days of signing of the MOU
6.	Procurement of necessary equipment, furniture, etc. by the Agency on due approval of CDM & PHO following due process; Installation of equipment, furniture etc.	Agency	Within 30 working days of signing of the MOU
7.	Operationalization of the Nutrition Rehabilitation Center	Agency	Within 45 working days of signing of the MOU
8.	Fund release to the selected Agency on submission of bills (monthly)	CDM & PHO	Within 15 working days of receiving of bills from the Agency
9.	Supervision, Monitoring and Review of the project (monthly)	CDM & PHO	By 20th of every month

12. Roles and Responsibilities of Stakeholders

A. Responsibility of CDM & PHO

Health and family welfare (H&FW) Department represented by the Chief District Medical Officer and Public Health Officer will be the nodal department having overall responsibility for facilitation, monitoring, supervision and review of the project. its responsibilities will include the following:

- i. Ensure the availability of building and infrastructure, as per the standards.
- ii. Procure necessary equipment's, instruments and furniture.
- iii. Ensure necessary approvals/ clearance for running the NRC from relevant authorities.
- iv. Sign as agreement with the selected agency for project implementing agency and subsequently extend the MoU based on satisfactory performance.
- v. Approve the detailed project execution plan submitted by the selected agency. Ensure that the DPEP has systemic linkage with the child health components of the PIP prepared by NHM.
- vi. Ensure quality of the NRC through regular inspections.

- vii. Ensure effective follow-up of children discharged from NRCs through the ANMs in every VHND.
- viii. Follow up with ASHA to ensure that the discharges children return for the scheduled follow ups at the NRC at 15days, 1month, 3month and 6month interval from the day following discharge from the NRC.
- ix. Ensure the availability end maintenance of equipment's, instruments, and furniture through periodic repairs.
- x. Verify and forward bills that are submitted by the selected agency to DMF for payment.
- xi. Review and monitor the implementation of the project.
- xii. Evaluate the outputs/outcomes of the project
- xiii. Submission of reports to DMF Jajpur.

B. Responsibilities of DMF Jajpur

- i. Administratively approve the project proposal as received from CDM & PHO, Jajpur
- ii. Participate in quarterly and yearly review meetings conducted by the Collector and Managing Trustee DMF Jajpur for performance assessment of the Agency.
- iii. Take necessary action as per the information received from CDM & PHO, Jajpur during review of the concerned Agency as per instructions of Collector and Managing Trustee DFM Jajpur.
- iv. Scrutiny and release of funds to the CDM & PHO, Jajpur as per actual bills submitted and stipulated norms.
- v. Monitor and Evaluate project progress periodically.

C. Responsibility of DSWO

- i. Identify SAM children in the different Anganwadi centre of the district
- ii. Refer identified SAM children to NRC.
- iii. Train and orient the Anganwadi Workers, Supervisor and CDPOs on the institution based treatment and management of SAM children
- iv. Ensure that the child discharge from the NRC is enrolled in the anganwadi centres and a supplementary foods per the guidelines.
- v. Ensure that the AWWs prioritize the discharged children from home visits, every week in the first 4 weeks and then the ones in 2 weeks till the child is cured of SAM.
- vi. Ensured that the discharge children are weighed every week at the AWCs.

- vii. Followed AWWs to ensure that the discharge children return from the schedule follow up at the NRC at 15 days, 1 month, 3 months and 6 months from the day following discharge from the NRC.
- viii. Ensure that the AWWs observe feeding practices during home visits and provide appropriate counselling and support to the mothers.
- ix. Coordinate with NRC for effective community-based management of SAM through the ICDS network

D. Responsibility of Governing Committee

- i. The NRC will be regulated overall by the Governing Committee comprising of the Collector & District Magistrate cum Managing Trustee DMF Jajpur (Chairperson); CEO DMF Jajpur (Member); Chief District Medical & Public Health Officer (Convenor).
- ii. Any new activity, initiative, requirement proposed by Executive Committee shall be put forth for approval to the Governing Committee.
- iii. The Governing Committee will finalise the acceptance/rejection of the proposals apart from mentioned in this RFP document, for the NRC.

13. Monitoring Indicators

A. Gender and Age Disaggregated Indicators

The following gender and age disaggregated indicators will be used for monitoring the quality of service being provided by the NRC on a quarterly basis:

- i. Total number of patients residing in month.
- ii. Admissions
 - a. Gender & age disaggregated.
 - b. Referred by AWWs/AHSA/Pediatrics ward or emergency
- iii. Average length of stay of SAM children in the NRC
- iv. Rate of referral to higher facility by the NRC
- v. Bed Occupancy rate of the NRC
- vi. Average weight gain of SAM children during the stay in the NRC
- vii. Recovery rate of SAM children admitted in the NRC.
- viii. Case fatality rate of SAM children admitted in the NRC
- ix. Defaulter rate of SAM children discharged from the NRC
- x. Relapse rate of SAM children discharged from the NRC
- xi. Non-respondents of SAM children admitted in the NRC

- xii. Death rate following discharge from NRC while s till in program i.e. till the child is cured of SAM
- xiii. Average length of stay of SAM children in the program i.e. till the child is cured of SAM.

B. The following process indicators will be used to monitor the availability & quality of services in the NRC - IIR, supplies, reporting and training need. The following details will have to be submitted by the selected agency on a periodic basis:

- a. Staff in position
- b. Staff position lying vacant for more than one month
- c. Staff trained in management of SAM
- d. Staff in position for more than a month but not trained
- e. Stock outs of
 - Antibiotics
 - Consumables

C. Acceptable levels of care

Performance of NRCs will be assed based on the criteria described below

Indicators	Acceptable	Not Acceptable
Recovery rate	>75%	<50%
Death rate	<5%	>15%
Defaulter rate	<15%	>25%
Avg weight Gain (g/kg/d)	>=8g	<8g
Length of stay (Weeks)	1-4	<1 and >6
Bed Occupancy rate	>75%	<50%

In case of any mortality of SAM child, the Implementing Agency will document all the lessons learnt in such cases so that corrective intervention can be undertaken to prevent such cases in the future.

14. Monitoring and Evaluation

- i. Regular review meetings shall be conducted by the office of the CDM & PHO to monitor the implementation of the project as per govt standard format. The selected Agency shall submit the progress report on monthly basis in the desired govt. format as per given schedule to the office of the CDM & PHO, Jajpur. This monthly progress report shall be verified and submitted by the CDM & PHO to the office of DMF Jajpur on a regular basis.
- ii. Monthly statement of expenditure and progress report as per govt standard format to the district to be submitted to the CDM & PHO.
- iii. At the end of the project year, the Agency shall furnish annual report of the project along with the audited reports.
- iv. Quarterly reporting as per govt standard format should be submitted to CDM & PHO office.
- v. Half yearly review (at least one per year) shall be conducted by a team nominated by the Collector-cum-Chairperson and Managing Trustee, DMF along with CDM & PHO to assess the services provided and the compliance of the selected Agency to the Scope of Work.
- vi. CDM & PHO shall undertake an 'Inspection' for evaluation of the Centre and submit the report to CEO DMF. The Inspection shall be carried out after the end of each year (after project initiation) and shall take feedback from the patients. CDM & PHO inspect for cleanliness and security; check the geo-tagged attendance of the staffs; inspect the video recording of the CCTV cameras; financial assessments for reconciliation of funds received/expenditure incurred and other related tasks.
- vii. 'Annual Financial Audit' shall be carried out by the selected agency through an independent auditor and the report shall be submitted to CDM & PHO Jajpur and CEO DMF Jajpur within three months of completion of a Financial Year.'
- viii. No additional funds shall be provided for these audits and evaluations.
- ix. All assets, equipment and tools procured under the project will be property of the office of the CDM & PHO, Jajpur and the Agency will have no right over it.

15. Budget and Fund Flow

Salaries: Salary of the staff should be budgeted as per the existing salary scales in the state.

Wage compensation: Wage compensation is to be given to the mother/ caregiver for the duration of the stay at NRC as per the basic daily wages in the state. Mother or the caregiver staying with the child should be provided food from the health facility.

1. Abstract of Budget

Sl. No	Item	Costs in 1st Year (in INR) 2025-26	Remarks
1	Capital Cost	Rs.1,40,000/-	Housekeeping, administrative cost of NGO and other incidental expenses
2	Personnel Cost	Rs.40,00,000/-	
3	Running/Recurring Cost	Rs.22,60,000/-	
Total		Rs.64,00,000 /-	

2. Detailed Personal Cost

Sr. No.	Post	Quantity	Cost per person per month (in Rs.)	Annual Cost Estimate (In INR)	Remark
1	Medical Officer	1	Rs.150,000/-	Rs.18,00,000/-	Continuing Paediatrician/ any SAM trained MBBS doctor from the CHC where the NRC is located can be mobilized to provide part-time service on daily basis. @ Rs.5000/- per day as consultancy fee
2	Nutrition cum Counsellor	1	Rs.24,406/-	Rs. 2,92,872/-	5% increment per year after completion of 1 completed year
3	ANM	4	Rs.17,490/-	Rs. 8,39,520/-	
4	Cook cum Attendant	3	Rs.12,797/-	Rs. 4,60,692/-	
5	Non-Recurring cost (calculated below)	One time	Rs.5,20,000/-	Rs.5,20,000/-	(One time cost for new project only detailed below)
6	Total	9	Rs.7,24,693/-	Rs.39,16,084/- or say Rs.40,00,000/-	

3. Detailed Running/Recurring Cost

Sr. No.	Item	Cost Estimate Per Month (in INR)	Annual Costs (in INR)
1	Kitchen Supplies (consumables)	Rs.15,000/-	Rs.1,80,000/-
2	Consumables (stationery, toiletries, detergents, etc.)	Rs.3,500	Rs.42,000/-
3	Wage compensation for care givers (Rs.462/Day)	Rs.1,40,525/-	Rs.16,86,300/-

4	Transportation Cost of mothers during Discharge (Rs.500/day)=500x20 expected number of cases	Rs.10,000	Rs.1,20,000/-
5	Transportation Cost of mothers for follow up a) 2 follow ups at HWC=@Rs.100X2=200/- b) 2 follow ups at NRC= @ Rs.300x2=600/- for 10 beds (expected one bed to be occupied by at least two Childs in a month) or as per actual	Rs.16,000	Rs.1,92,000/-
4	Contingency (travel, electricity, DTH, internet, maintenance, etc.)	Rs.3500	Rs.42,000/-
Total		Rs.1,88,525/-	Rs.22,62,300/- or say Rs.22,60,000/-

1. Non Recurring Cost(One time cost for new project only)

Sl. No	Name of the item	Cost	Total	Remarks
1	Utensils	Rs.37,000/-	Rs.37,000/-	Utensils includes Aquagard 15 liter
2	Gas Chula with Cylinder	Rs.12000/-	Rs.12000/-	
3	Bed with Gadi	@Rs.15000/- X 10 pices =Rs.150000/-	Rs.150000/-	
4	Blanket	@Rs.1500/- X 10 pices =Rs.15,000/-	Rs.15000/-	
5	Bed-sheet	@Rs.500/- X 10 pices =Rs.5000/-	Rs.5000/-	
6	Pillow with Pillow cover	@300/- X 10 pices =Rs.3000/-	Rs.3000/-	
7	Mosquito Net	@300/- X 10 pices =Rs.3000/-	Rs.3000/-	
8	Furniture	Rs.20,000/-	Rs.20000/-	Chair, table, stool, steel almirah
9	Inverter	Rs.35,000/-	Rs.35,000/-	Double battery
10	TV(LED)	Rs.50,000/-	Rs.50,000/-	LED with 55 cm), CD Player, DTH service
11	Computer with printer	Rs.80,000/-	Rs.80,000/-	
12	Fan, bulb, tube light	Rs.10,000/-	Rs.10,000/-	
13	Bed side locker/cupboard	Rs.8,000/-	Rs.80000/-	
14	Semi automatic washing machine	Rs.20000/-	Rs.20000/-	
Total		Rs.4,48,000/-	Rs.5,20,000/-	

2. Note:

- i. Training of all the staff as per courses listed out by reputed institutes , other industry specific professional courses for staff for provision and improvement in the quality of services at the Centre, awareness activities/ outreach services in community, laboratory and diagnostic tests (if required to be performed from a private facility/not available in nearby CHC/SDH/UPHC/DHH), staff group insurance, travel, transport, any other district level activities, Third Party audit fees, and any other services as requested by the Client, etc shall be met out from the Management fees.
- ii. The selected Agency shall enter all the expenditure occurred for these activities in appropriate ledger as well as maintain the receipts/bills/vouchers of the same for scrutiny and verification.
- iii. ASHA Incentives: Incentives of Rs. 50 can be provided to ASHA for accompanying the child to the NRC and motivating the mother to stay for at least 7 days till the child is stabilized and has started to eat. Additional incentive of Rs. 50 may be given for each follow up visit by the child, up to a maximum of three visits.
- iv. The disbursement/release of funds by ZSS to the agency would be in three installments i.e. 30%, 40% and 30% in advance of total project cost.
- v. The 1st installment i.e. 30% will be released after signing of the MoU and submission of the performance security. The 2nd installment, i.e. 35% will be released on 4th month after receipt of the utilization certificate for 75% of 1st installment. The 3rd installment i.e 35% will be released after receipt of the utilization certificate for 75% of 2nd installment on 9th month of annual project period.
- vi. Under Capital Cost head, flexibility is provided to the agency to adjust the cost of individual items, subject to **not exceeding the total budget mentioned in Capital Cost for 1st year (which is INR 1,40,000/-)** by following a due procedure of rate realisation (lowest quotation) subject to the budget provisioned. If in case the procurement cost exceeds with respect to the budget, then the matter shall be put up before Executive Committee for its due approval and further approval from Governing Committee and allotment of funds under DMF.
- vii. Personnel cost shall be calculated on the reports generated from biometric system for staff as per their attendance in the particular month.
- viii. Performance Incentive to staff of Nutrition Rehabilitation Center shall be released on annual basis. It will be in proportionate to the performance of the Agency as per their annual performance assessment conducted by the District based on the norms prescribed as mentioned below:
 - If the institution scores 80% & above, the performance is to be considered as outstanding, in this instance, each staff will get 25% PI on their base remuneration.
 - If the institution scores from 70% to 79%, the performance is to be considered Very Good, each staff will get 20% PI on their base remuneration.
- ix. Running/Recurring Cost shall be reimbursed to the agency after submission of original bill, vouchers etc from the office of CDM & PHO, Jajpur.
- x. The agency shall agree that no money would be collected from admitted cases in the NRC toward food, accommodation facility, any clinical consultation, diagnostic services, and transportation to the delivery point or any other services.
- xi. The agency will agree that the concession granted will not be treated as a business venture and will not be used to make profit.

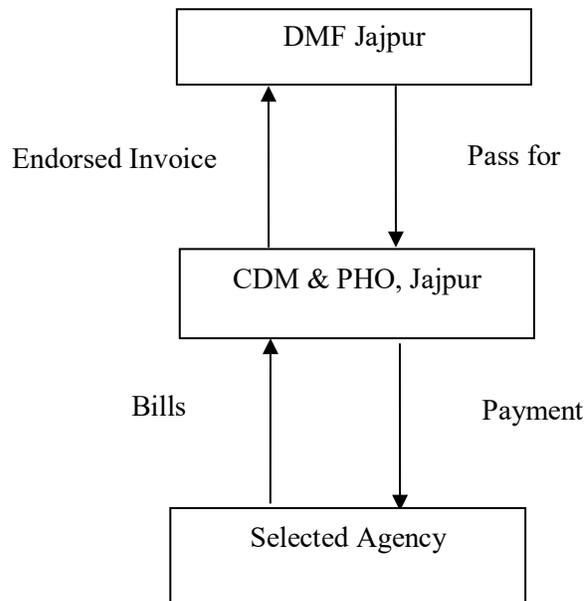
- xii. The amount of grant should be utilized only for the purpose for which it sanctioned, and the unspent balance of the grant shall be refunded after the close of the financial year.
- xiii. In case Security services, Food & Beverage/Cooking and Cleaning/Housekeeping services are outsourced; the expenses incurred for monthly payments, shall be reimbursed to the agency after submission of original bill, vouchers etc from the office of CDM & PHO, Jajpur.
- xiv. The Client can request for any other provisions, services as mentioned in 'Operational Guideline for Nutrition Rehabilitation Center floated by National Health Mission, Govt. of Odisha'. And these guidelines shall be binding for the operations of the Nutrition Rehabilitation Center.

16. Payment Procedure

1. The payment of Capital Cost shall be done after successful installation of all the Equipment's Item and Furniture (EIF) as per govt. guideline in the premise of the NRC. The list of EIF shall be submitted by the selected agency to the client along with 3 vendor quotations and comparative statement / rate realization (lowest quotation) before purchase for approval with the limit of budget provisioned in Capital Cost
2. The bills of Capital Cost shall be accompanied by:
 - a. List of items installed along with the bills / invoices.
 - b. Photographs of the items installed with DMF logo pasted on the items and geo-tag location of the Nutrition Rehabilitation Center.
3. Payment of Operational Expenditure (OPEX cost / HR and Running Cost) shall be done on a monthly basis as per the budget provisioned for it.
4. For the Operational Cost, the Selected Agency shall submit the Bills/Invoices by the 5th day of each subsequent month (next working day if 5th is a holiday) to the office of CDM & PHO, Jajpur.
5. Bills/Invoices of the OPEX cost must be raised based on the actual expenditure agency. The Bills / Invoices shall be supported with the following documents:
 - i. Attendance sheets of the HR
 - ii. Remuneration / Salary / Wages shall be paid through bank transfer to all the employees / HR Staff etc. deployed. These online transfer sheets shall be submitted along with the bill.
 - iii. Copy of EPF Challan along with details of deduction of each employee and ESIC certificate. The EPF challan along with details of deduction of each employee and GST of the previous months shall be attached.
 - iv. Abstract / Statement of Expenditure (SOE) of all the components of the running cost.
 - v. Bills / Invoices of all the consumables etc.

6. After submission of a centralized monthly bill / invoice complete in all respect, it shall be scrutinized for its correctness, verified, and approved for payment by the CDM & PHO Jajpur.
7. Office of CDM & PHO, Jajpur shall submit these verified bills / invoices along with abstract and supporting documents, within 20 working days to DMF Jajpur.
8. DMF Jajpur shall verify the abstract and supporting documents and release payment to CDM & PHO Jajpur.
9. Centralized payment shall be done by CDM & PHO for the single monthly bill / invoice raised by the Selected Agency.
10. All taxes applicable will be deducted as per provisions.
11. All assets, equipment's and tools utilized under the project will be property of the office of the CDM & PHO, Jajpur and the Agency will have no right over it.
12. CDM & PHO Jajpur may order variations in the scope or quantum of work through a written variation order. The payment for the variation shall be worked out on mutually decide terms and approval of DMF Jajpur.

17. Fund Flow Mechanism



18. Termination of the Project and Agreement Contract

1. The Client by written notice, may suspend /terminate the agreement if the Selected Agency fails to perform any of its obligations as per the terms and conditions of the agreement including carrying out the services, such notice of suspension shall:
 - i. Specify the nature of failure.
 - ii. Advise the remedy of such failure.
2. The Selected Agency shall rectify the failure within a period not exceeding 30 days from the date of receipt of such notice by the Client.
3. Client may terminate the contract by not less than 30 days written notice of termination to the selected agency on occurrence of any of the events specified below and / or as specified in Terms & Conditions / Agreement. The decision of the Competent Authority and the Client shall be final and binding on the selected agency.
 - i. If the Selected Agency does not rectify a failure in the performance of his obligations within 30 days of receipt of notice or within such further period as the Client have subsequently approved in writing.
 - ii. If the Selected Agency becomes insolvent or bankrupt.
 - iii. If, as a result of force majeure, the Selected Agency is unable to perform a material portion of the services for a period of not less than 30 days.
 - iv. If, the Selected Agency is found to be engaged in corrupt or fraudulent practices in competing for or in implementation of the project.
 - v. Failure of the Selected Agency to commence the services within time schedules as mutually decided by the Client and the Selected Agency from the date of the agreement.
 - vi. Failure of the Selected Agency to comply with the statutory requirements, rules, and other applicable Acts / Regulations.
 - vii. Criminal indictment of the promoters, member/s of the Board of Directors, Chief Functionaries, key personnel engaged by the Selected Agency for operations and management of the services.
 - viii. Engagement of unqualified personnel by the Selected Agency for operations of the project.
 - ix. Certification of unsatisfactory performance by the Monitoring Committee / Evaluation Team or Officer – in Charge from the Clients side.

4. In the event Force Majeure makes the performance of this Agreement impossible, or the continuation of the Agreement becomes unlawful, then either Party may issue a 30 days' notice to terminate.
 - i. The Agreement may be terminated by both parties through mutual consent.
 - ii. Both the parties shall honor commitments made prior to the date of notice, complete the ongoing commitments to avoid major inconveniences. The Client shall pay the Selected Agency for all valid service received without any dues.
 - iii. Despite termination, the parties shall abide by the usual professional ethics and normal code of conduct to maintain the confidentiality of the information and intellectual property rights.
 - iv. The termination will not affect the rights and obligations of the Parties incurred prior to termination.
5. Non-payment of service fee to the Selected Agency by the Client can entitle termination of services by the Service provider/ Second Party.

Section IV: Technical Proposal Forms

Technical Form 1: Letter of Proposal Submission

To,
Chief District Medical & Public Health Officer,
At / P.O/ District- Jajpur, Pin-755001

Dear Sir,

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

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

1. We acknowledge that Collector & MT, DMF will be relying on the information provided in the Proposal and the documents accompanying the Proposal for selection of the Agency, and we certify that all information provided in the Proposal and in the supporting documents is true and correct, nothing has been omitted which renders such information misleading, and all documents accompanying such Proposal are true copies of their respective originals.
2. This statement is made for the express purpose of appointment as the Selected Agency for the aforesaid Project
3. We shall make available to Collector & MT, DMF any additional information it may deem necessary or require for supplementing or to authenticate the Proposal
4. We acknowledge the right of Collector & MT, DMF to reject our Proposal without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by Applicable Law our right to challenge the same on any account whatsoever
5. We certify that in the last 03 (three) years, we/or our Associates have neither failed to perform on any assignment or contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against us, nor been expelled from any project, assignment or contract by any public authority nor have had any assignment or contract terminated by any public authority for breach on our part
6. We declare that:
 - (a) We have examined and have no reservations to the RFP, including any corrigenda/addenda issued by Collector & MT, DMF;
 - (b) We do not have any Conflict of Interest in accordance with the terms of the RFP;
 - (c) We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice, or restrictive practice, as defined in the RFP document, in respect of any tender or request for proposal issued by or any agreement entered with Collector & MT, DMF or any other public sector enterprise or any government, Central or State; and
 - (d) We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice, or restrictive practice.
 - (e) We declare that the undertakings given by us along with the Proposal in response to the RFP for the Project are true and correct as on the date of making the Proposal and we shall continue to abide by them.
 - (f) We declare that there is no pending, active or previous legal action that prevents us from submitting the Proposal and executing the Agreement or fulfilling the conditions of the Project.

7. We understand that Collector & MT. DMF may cancel the Selection Process at any time and that Collector & MT. without incurring any liability to the Bidders
8. We declare that we or any Member of the Consortium, or any of our/ their Associates are not directly or indirectly related to any other Bidder applying for selection as an Agency for the Project
9. We certify that in regard to matters other than security and integrity of the country, we or any of our Associates have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which would cast a doubt on our ability to undertake the Project or which relates to a grave offence that outrages the moral sense of the community.
10. We further certify that in regard to matters relating to security and integrity of the country, we or our Associates have not been charge-sheeted by any agency of the Government or convicted by a court of law for any offence committed by us or by any of our Associates.
11. We further certify that no investigation by a court or regulatory authority is pending either against us or against our Associates or against our CEO or any of our Partners /Directors/ Managers/employees.
12. We declare that we or any of our their Associates have not paid and shall not pay any bribe to any officer of Collector & MT, DMF for awarding this Project at any stage during its execution or at the time of payment of bills and further, if any officer of Collector & MT, DMF asks for bribe/gratification, we any member of the Consortium, or our/ their, Associates shall immediately report it to the appropriate authority in Collector & MT. DMF
13. We further certify that we or any member of the Consortium or any of our their Associates are not barred by the Central Government/ State Government or any entity controlled by it, from participating in any project, and no bar subsists as on the date of Proposal
14. We undertake that in case due to any change in facts or circumstances during the Selection Process, we are attracted by the provisions of disqualification in terms of the provisions of this RFP, we shall intimate Collector & MT, DMF of the same immediately
15. We agree that if at any stage, any information/documents submitted by us are found to be false, we or our Associates shall be liable for debarment from tendering in Collector & MT, DMF, apart from any other appropriate legal action, as the case maybe
16. We hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by Collector & MT, DMF in connection with the selection of Agency or in connection with the Selection Process itself in respect of the abovementioned Project. We agree and understand that the Proposal is subject to the provisions of the RFP document. In no case, shall we have any claim or right of whatsoever nature if the Project is not awarded to us or our proposal is not opened or rejected
17. We agree to keep this offer valid for 180 (one eighty) days from the Proposal Due Date specified in the RFP, or provide extension of Bid Validity Period, if so, required by Collector & MT, DMF
18. We agree that if w. fail to provide extension of Bid Validity Period, it will be construed that Bid is withdrawn and we will not be entitled to claim or receive any penalty/damages/ interest/charges, nor be entitled to return of the Bid documents submitted or refund of the EMD
19. A Power of Attorney in favor of the Authorized Signatory to sign and submit this Proposal and documents is attached herewith
20. We agree and undertake to abide by all the terms and conditions of the RFP.

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

Yours sincerely,

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

Name and Title of Signatory: _____

Name of Bidder: _____

Address: _____

Email id: _____

Technical Form 2: Bidders Organization (General Details)

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

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

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

Technical Form 3: Bidders Financial Details

Annual Average Turnover Statement
(To be furnished in the letter head of the Chartered Accountant)

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

Financial Information (In INR)				
Details	FY 2022 -23*	FY 2023 -24*	FY 2024-25*	Average
Consulting Turnover (in Crores)				
	<i>Page no in the bid proposal</i>	<i>Page no in the bid proposal</i>	<i>Page no in the bid proposal</i>	
<p>* Provisional audited statement shall not be considered.</p> <p>Supporting Documents: Audited certified financial statements for the last three FYs (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form).</p> <p>Filled in information in this format shall have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished in original along with the technical proposal failing which the proposal will be out rightly rejected. No scanned copy will be entertained.</p>				

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

Name of Chartered Accountant / Authorized Signatory of Company Auditor

[In full initials with Date and Seal]: _____

Membership No. Chartered Accountant / Authorized Signatory of Company Auditor

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

[NB: No Scanned Signature will be entertained]

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

Technical Form 4: Format for Power of Attorney
(Notarized on INR 100.00 Stamp Paper)

Know all men by these presents, We,(insert name of Bidder).....(name of the firm and address of the registered office) do hereby constitute, nominate, appoint and authorize Mr./Ms. (insert Name of PoA Holder)....presently residing at.....(Insert address).....who is presently residing at who is presently employed with us and holding the position of.....(Insert designation of the PoA Holder in the organization)....., as our true and lawful attorney (hereinafter referred to as the "Attorney") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Proposal/Bid for the ***Name of Project*** for ** years ("Project") as defined under this RFP for the ***name of Authority **. including but not limited to signing and submission of all applications, bids and der documents and writings, participate in Pre-Bids and other conferences and providing information/responses to the Authority, representing us in all matters before the Authority, signing and execution of all contracts including the Agreement and undertakings consequent to acceptance of our bid, and generally dealing with the Authority in all matters in connection with or relating to or arising out of our bid for the said Project and/or upon award thereof to us and/or till the entering into of the Agreement with the Authority. AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE,.....(Insert name of Bidder).....THE ABOVE-NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS DAY OF2025

Accept

(Signature of PoA Holder)

Notarized

(Name, Title and Address)

Name of the Authorized :
Representative

(Signature of the Authorized Representative with Date)

CERTIFIED :

Signature of person executing attorney

Name of person executing attorney :

Designation of person executing attorney :
Date and Seal

Address of Bidder :

Contact Number of Bidder : _____

Email id of Bidder

:

WITNESS:

1) Full Name

Address

Signature

2) Full Name

Address

Signature

Notes:

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

Technical Form 5: Bidders Past Experience Details

1. Work Experience for Operations and Management of ‘Nutrition Rehabilitation Center/ Maa Gruha.):

Sr. No.	Name of the Project*	Number of Beneficiaries	Name of the Funding Agency	Source of funding (Govt. / Private)	Project Start Date in DD/M M/YY YY	Project End Date in DD/MM /YYYY	Project Cost (In Lakhs)	Major Task Carried Out	Page number in the proposal
1									
2									
3									
4									

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

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

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

Authorized Signatory with Date and Seal :

Name : _____

Designation : _____

Address of Bidder : _____

Contact Number of Bidder : _____

Email id of Bidder : _____

Technical Form 6: Declaration of Conflict of Interest and Activities

Are there any activities carried out by your agency which are of conflicting nature as mentioned in Section 3 **[Information to the Bidder]**: Clause 3. If yes, please furnish details of any such activities.

If no, please certify,

On Bidders Letter

I hereby declare that our agency is not indulged in any such activities which can be termed as the conflicting activities as mentioned in **Section 2 [Information to the Bidder]**

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

**Authorized Signatory with
Date and Seal** :

Name : _____

Designation : _____

Address of Bidder : _____

Contact Number of Bidder : _____

Email id of Bidder : _____

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

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

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

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

**Authorized Signatory with
Date and Seal** :

Name : _____

Designation : _____

Address of Bidder : _____

Contact Number of Bidder : _____

Email id of Bidder : _____

Tech Form 8: Description of Approach, Methodology and Work Plan

The following are the key components of the Technical Proposal. You are suggested to present your Technical Proposal divided into the following three chapters:

- a) **Understanding of the Assignment and Issues/Challenges:** . Understanding of the Need / Demand of the Project/Assignment: In this chapter, you shall explain your understanding of the objectives of the assignment, need, demand and usefulness of the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You shall highlight the problems being addressed and their importance.
- b) **Approach, Methodology, Work Plan, Unique Selling Proposition/Additional Software/Features, Additional Services:** In this chapter, and explain the technical approach you shall adopt to address the objectives of the assignment. You shall also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach. You shall propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates. The proposed work plan shall be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate and implement each of the objectives, services, and care to be provided, and scope of work into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output etc., shall be included here. The work plan shall be consistent with the Work Schedule.
- c) **Challenges Envisaged and Risk Mitigation Strategies:** In this chapter, you shall list out some major challenges that could arise while implementation of the project. Also, the proposed action plan/road map and quality control mechanisms that you shall contemplate to follow while overcoming these challenges
- d) **Similar Case Studies:** In this chapter, you shall list out any similar experiences, similar works carried out.

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

Max. No. of Slides	Slide Heading	Max. Marks (40)	Maximum Time for Presentation
1 to 3	Understanding of the Assignment and Issues/Challenges	15	5 minutes
4 to 6	Approach, Methodology and Work Plan (15 Marks), Challenges and Risk Mitigation Strategies(5 Marks)	20	5 minutes
7 to 10	Similar Case Studies	10	5 minutes
	Question & Answer Session		5 minutes

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

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

Note 3: Bidders are requested to furnish above information limiting it up to 5-7pages only with Arial FontSize-10.

Authorized Signatory with Date and Seal :

Name : _____

Designation : _____

Address of Bidder : _____

Contact Number of Bidder : _____

Email id of Bidder : _____

Technical Form 9: Proposed Plan to Carry out the Assignment.

Month →	1	2	3	4
Sequence of Activities / Sub Activities				
↓				

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

Authorized Signatory with Date and Seal :

Name : _____

Designation : _____

Address of Bidder : _____

Contact Number of Bidder : _____

Email id of Bidder : _____

Technical Form 10: Non-Consortium Declaration

We, <name of the Organisation>, having our registered office at <HQ address of the Organisation> hereby declare that we are submitting this proposal in reference to the Request for Proposal for the “.....” <Name of the project>.

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

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

Authorized Signatory with :

Date and Seal

Name : _____

Designation : _____

Address of Bidder : _____

Contact Number of Bidder : _____

Email id of Bidder : _____

Note:

1. To be issued in the letter head of the Organisation

Technical Form 11: Affidavit Format for Not Blacklisting

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

Affidavit

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

However, we wish to bring to your notice (in case the agency has been blacklisted previously), the details of our previous backlisting's as per details below:

Sr. No.	Name of the Organization / Department / Ministry that blacklisted the Agency	Duration from which the blacklisting started to when it ended (in DD/MM/YYYY)	Reasons for being Blacklisted	Issues that led to blacklisting was resolved / Not resolved	Details of the Documents Supporting the Blacklisting Resolution	Page Number of the Attached Supporting Documents for Blacklisting Resolution
1						
2						

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

Dated:DD/MM/YYYY

Authorized Signatory with Date and Seal :

Name : _____

Designation : _____

Address of Bidder : _____

Contact Number of Bidder : _____

Email id of Bidder : _____

Technical Form 12 - Curriculum Vitae (CV) of Proposed Staff

1.	Proposed Position			
2.	Name of Agency			
3.	Name of Staff			
4.	Date of Birth			
5.	Education			
	Name of Institution	Degree(s) or Diploma(s) obtained:	Date/Year of Qualifying	
6.	Membership in Professional Associations/ Trainings attended.			
7.	Languages			
	Language	Reading	Speaking	Writing
	English			
	Odia			
	Hindi			
	Any other			
8.	Employment Record			
	From		To	
	Employer			
	Position/s held			
	Responsibilities/ Activities performed:			
	From		To	
	Employer			
	Position/s held			
	Responsibilities/ Activities performed			
	From		To	
	Employer			
	Position/s held			
9.	Work Undertaken that Best Illustrates Capacity to Manage the Tasks Assigned			
	Name of assignment or project			
	Year			
	Location			
	Client			

	Main project features:	
	•	
	Position/s held	
	Responsibilities/Activities performed	
	•	
	Name of assignment or project	
	Year	
	Location	
	Client	
	Main project features	
	•	
	Position/s held	
	Responsibilities/Activities performed	
	•	
10.	Certification	
	<p>I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.</p>	
	Signature	

Note:

1. CV writeup restricted to 3 pages only with quality information relevant to the key professional requirements. The CVs needs to be jointly signed by the proposed professional and the authorized representative of the Bidder.
2. Information provided in the form should correspond to the Key Personnel Criteria of the Technical Qualification form.
3. All the claims should be substantiated through production of supporting documents.
4. Experiences between 1st April 2014 to 31st March 2024 only will be entertained.
5. CVs submitted as a part of the RFP Bid submission are expected to be deployed full-time for a period of 3 years.

Section V: Annexures

Annexure I: Bid Submission Checklist

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

Sr. No.	Description	Submitted (Yes/No)	Page No.
Technical Proposal (Original)			
1	Filled in Bid Submission Check List (ANNEXURE I)		
2	Covering Letter (TECH1)		
3	Bid Processing Fee of INR.5,000/-in form of DD		
4	EMD of INR. 50,000/- in form of DD		
5	Copy of Certificate of Incorporation/Registration of the Bidder		
6	Copy of PAN		
7	Copy of Good sand Services Tax Identification Number (GSTIN)		
8	Copies of IT Returns for the last 3 FYs (20-21, 21-22& 22-23)		
9	General Details of the Bidder (TECH2)		
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 (TECH4) infavor of the person signing the bidon behalf of the bidder		

12	List of completed assignments of similar nature (Past Experience Details) (TECH 5) along with the photocopies of workorders / experience certificates for the respective assignments		
13	Self-Declaration on Potential Conflict of Interest (TECH6)		
14	Comments and Suggestions (TECH7)		
15	Description of Approach, Methodology & Work Plan (TECH8)		
16	Work Plan (TECH 9)		
17	Non-Consortium Declaration (TECH 10)		
18	Affidavit Format for Not Blacklisting (TECH 11)		
19	Format of Curriculum Vitae (TECH 12)		

Undertaking:

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

Authorized Signatory with :

Date and Seal

Name : _____

Designation : _____

Address of Bidder : _____

Contact Number of Bidder : _____

Email id of Bidder : _____

Annexure-II: Draft Performance Bank Guarantee

(To be issued by a Bank _____)

To,
**District Chief Medical and Public Health Officer,
At/ P.O/Dist.- Jajpur, Pin-755001**

WHEREAS (Name and address of the Agency) (hereinafter called “the Agency”) 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 Agency 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 Agency, 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 Agency 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 Agency 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 Agency shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition, or modification. This performance bank guarantee shall be valid until the day of..... (Month and year),

Our branch at 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 branch on or before Dt.....otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

.....

(Signature of the authorized officer of the Bank)

.....

Name and designation of the officer

.....

.....

Seal, name & address of the Bank & Branch

Annexure- III: Definitions and Acronyms

Agency	:	Entities or persons that may provide or provides the Services to the Client under the Contract.
APL	:	Above Poverty Line
Assignment / job	:	The work to be performed by the selected Agency pursuant to the Contract.
CDM&PHO	:	Chief District Medical & Public Health Officer
CV	:	Curriculum Vitae
Day	:	Calendar day
DD	:	Demand Draft
DMF, Jajpur	:	District Mineral Foundation, Jajpur
DPEP	:	Detailed Project Execution Plan - to be submitted by the selected Agency to CDM & PHO pursuant to the Contract.
DRDA	:	District Rural Development Agency
DDM	:	District Data Manager
EC	:	Evaluation Committee
EMD	:	Earnest Money Deposit
EO	:	Executive Officer
EPIC	:	Electoral Photo Identity Card
FY	:	Financial Year
Indigent	:	Any senior citizen who is not having sufficient means, as determined by the State Government, to maintain oneself.
Instructions to Applicants/Agencies	:	The document which provides interested Agencies with the information need to prepare their respective Proposals.
LOI	:	Letter of Invitation, (Section 1 of the RFP) means the 'Letter of Invitation' being sent by the Client.

MO	:	Medical Officer
NRC	:	Nutritional Rehabilitation Centre
Personnel	:	Professionals and support staff provided by the selected Agency and assigned to perform the Services or any part thereof.
Proposal	:	Pre-Qualification Documents, Technical Proposal and Financial Proposal.
QBS	:	Quality Based Selection
RFP	:	Request for Proposal circulated by the Client for the selection of an Agency.
TIA	:	Tender Inviting Authority
TOR	:	Information included in the RFP which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Client and the selected Agency.