



DISTRICT MINERAL FOUNDATION TRUST ANGUL

District: Angul, Odisha, Pin: 759122

E-mail: dmfangul@gmail.com Office Ph. No.: 06764-230745



ଅନୁବନ୍ଧନ ଓ ଉନ୍ନତ ଉପାଦାନ
ଶ୍ରମି ପ୍ରଭାବିତ ଅଞ୍ଚଳ ଓ ଲୋକଙ୍କ ଉନ୍ନତ ଓ ବୃଦ୍ଧି
Development and Welfare of Mining Affected Areas & People

Eol No. 528 /DMF Cell

File No. XV-77

Dated 14/11/2020

EXPRESSION OF INTEREST INVITED FOR SELECTION FOR HUMAN RESOURCE SERVICE PROVIDER AGENCY FOR ENGAGING DIFFERENT SUBJECT MATTER SPECIALISTS IN DISTRICT MINERAL FOUNDATION (DMF), ANGUL

District Mineral Foundation (DMF), Angul invites Eol from registered & reputed man power service providing agencies/companies/firms with certain terms and conditions for engagement of different Subject Matter Specialist as detailed in the bid document.

The selection of service provider agency will be of two bid systems i.e. Technical Bid & Financial Bid. The agency who qualifies the Technical Bid will be allowed to participate in the Financial Bid. Proposal along with all documents can be submitted by the interested agencies through **Speed Post/ Registered Post** only to "Project Director, DRDA – cum – Chief Executive, District Mineral Foundation (DMF), Angul, Odisha, PIN – 759122". The agency should submit their **Technical & Financial Bid** in two separate envelopes & both these envelopes are to be packed inside one sealed envelope and is to be superscripted with "**SELECTION OF HUMAN RESOURCE SERVICE PROVIDER AGENCY FOR ENGAGING DIFFERENT SUBJECT MATTER SPECIALIST IN DMF, ANGUL.**"

The details of the Expression of Interest will be available in the district website, i.e. www.angul.nic.in and can be downloaded from 14.10.2020. The last date for receipt of the bid documents is 27.10.2020 (5.00 PM) through speed / registered post only.

1. Availability Bid Documents in District Website: 14.10.2020 to 27.10.2020 (5.00 P.M.)
2. Last date for receipt of Eol Documents: 27.10.2020 (5.00 P.M.)
3. Opening of Eol/Bid documents : 28.10.2020 at 11.00 A.M.(Technical Bid)
4. Opening of Eol/ Bid documents : 28.10.2020 at 1.00 P.M.(Financial Bid)
5. Cost of EMD: Rs. 50,000/- (Rupees fifty thousand only) in shape of TDR / FD / Postal Deposits duly pledged in favour of "**Collector & Chairperson – cum – Managing Trustee, DMF, Angul**" from any nationalized /scheduled bank / post office
6. Eol can be downloaded from the District website i.e. www.angul.nic.in only. The intending bidders are required to submit the bid document cost worth Rs.2000/- (Rupees two thousand) only in shape of Demand Draft in favour of the "**Collector & Chairperson – cum – Managing Trustee, DMF, Angul**" payable at Angul from any of the nationalized/scheduled bank along with the Proposal in Technical Bid. In the absence of Cost of EMD & Tender fee, the Eol will be rejected.

32
14/11

**Collector & Chairperson – cum –
Managing Trustee, DMF, Angul**

Memo No: 529 **Date:** 14/x/2020

Copy forwarded to ADM, Angul for information. He is requested to display the Eol notice on the notice board of the District Office.

sl
14/x

**Collector & Chairperson – cum –
Managing Trustee, DMF, Angul**

Memo No: 530 /2017, **Date:** 14/x/2020

Copy forwarded to All Sub – Collectors of Angul District / All BDOs of Angul District/ All Tahasildars of Angul District/All Executive Officers, ULBs for information. They are requested to publish the Eol on the notice board of their respective offices.

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**Collector & Chairperson – cum –
Managing Trustee, DMF, Angul**

Memo No: 531 **Date:** 14/x/2020

Copy to DIO, NIC, Angul for information & necessary action. He is requested to web hoist the **Expression of Interest (Eol)** in www.angul.nic.in from 14.10.2020 to 27.10.2020 (5.00 P.M.).

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**Collector & Chairperson – cum –
Managing Trustee, DMF, Angul**



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ଓଡ଼ିଶା ସରକାର ଓ ଲୋକଙ୍କ ବିକାଶ ଓ ଭଲଖାଣ
Development and Welfare of Mining Affected Areas & People

District Mineral Foundation (DMF)
Angul

Expression of Interest (Eoi)

BID DOCUMENT
For
Selection of Human Resource Service Provider
Agency for Engagement of Different Subject Matter
Specialists in DMF, Angul

Important Dates

1. ***Availability of Bid Documents: 14.10.2020 to 27.10.2020 (5.00 P.M.)***
2. ***Last date for Receipt of Bid Documents: 27.10.2020 up to 5.00 P.M.***
3. ***Opening of Bid Documents : 28.10.2020 at 11.00 A.M.(Technical Bid)***
4. ***Opening of Bid Documents : 28.10.2020 at 1.00 P.M.(Financial Bid)***

O/o - Project Director, DRDA,
District Mineral Foundation
Angul, Odisha, PIN -759122
Tel. No.: 06764 - 230745
E – mail ID: dmfangul@gmail.com

CONTENT

1. Fact Sheet	2
2. Proposal	3
3. Background Information	3
4. Instruction to Bidder	3
4.1. General	3
4.2. Scope of Work	3
4.3. Compliant Proposals/ Completeness of Tender Paper	3
4.4. Key Requirements of the Bid	4
4.4.1. Right to Terminate the Process	4
4.4.2. Cost of Tender Paper	4
4.4.3. Earnest Money Deposit (EMD)	4
4.4.4. Additional Performance Security	4
4.4.5. Submission of Proposals	4
4.4.6. Authentication of Bids	5
4.5. Preparation and Submission of Tender Paper	5
4.5.1. Preparation Costs	5
4.5.2. Language	5
4.5.3. Venue & Deadline for Submission of Tender Paper	5
4.5.4. Late Bids	6
4.6. Evaluation Process	6
4.6.1. Tender Opening	6
4.6.2. Tender Validity	7
4.6.3. Tender Evaluation	7
5. Criteria for Evaluation	7
5.1. Eligibility Criteria	7
5.2. Technical Evaluation	9
5.3. Financial Evaluation	9
6. Appointment of Service Provider Agency	9
6.1. Award Criteria	9
6.2. Right to Accept Any Proposal and To Reject Any or All Proposal(s)	9
6.3. Notification of Award	10
6.4. Contract Finalization and Award	10
6.5. Signing of Contract	10
6.6. Failure to Agree with the Terms and Conditions of the Tender Paper	10
6.7. Period of Contract	10
7. Terms of Reference	10
7.1. Role and Responsibility of the HR Service Providing Agency	10
7.2. Remuneration & Compensation Package	11
7.3. Eligibility and Responsibilities of Consultants	11
7.4. Payment Terms	12
7.5. Termination for Default	12
7.6. Force Majeure	12
7.7. Arbitration	12
7.8. Legal Jurisdiction	13
7.9. Liquidated Damages	13
Appendix-I: Technical Bid	14
Form 1: Compliance Sheet for Eligibility Criteria	14
Form 2: Bid Letter (Technical Bid)	15
Form 3: Particulars of the Bidder	16
Form 4: Format for List of Projects Executed	17
Form 5: Project Citation Format	18
Form 6: Affidavit of not be under Ineligibility	19
Appendix-II: Commercial Bid	20
Form 7: Compliance Sheet for Financial Proposal	20
Form 8: Bid Letter (Financial Bid)	21
Form 9: Financial Proposal	22

1. FACT SHEETS:2

THIS FACT SHEET COMPRISES IMPORTANT FACTUAL DATA ON THE TENDER FOR QUICK REFERENCE OF THE BIDDER RELATING TO SELECTION OF HR SERVICE PROVIDER AGENCY FOR DMF, ANGUL.

Clause Reference	Topic
Method of Selection	Two Bid method shall be used to select the Human Resource Service Providing Agency for providing different Subject Matter Specialist to be engaged in DMF, Angul. The Bidder has to submit the bid in two separate sealed envelopes marked Technical & Financial Bid. Financial evaluation will be done for only those bidders who satisfy technical bid criteria. Technically qualified bidder, who quotes the least price, will be selected as Service Provider for the assignment. Consortium / Sub – let is not allowed.
Tender Fee	Eoi can be downloaded from the district website, i.e.www.angul.nic.in. The bidders are required to submit the Bid Document Fee of Rs. 2000/- (Rupees two thousand) only in shape of Demand Draft in favour of the Collector & Chairperson – cum – Managing Trustee, DMF, Angul, payable at Angul from any of the Nationalized/scheduled bank along with the Proposal.
Earnest Money Deposit (EMD)	Earnest Money Deposit of Rs. 50,000/- (Rupees fifty thousand) only in shape of 2 years TDR / FD / Postal Deposit duly pledged in favour of the Collector & Chairperson – cum – Managing Trustee, DMF, Angul, payable at Angul from any nationalized / scheduled bank / India Post must accompany with the technical bid.
Scope of Work	Selected Service Provider is expected to execute an agreement with P.D., DRDA – cum - Chief Executive, DMF, Angul for an initial period of 12 months, subject to extension for further period as per requirement.
Project Timeline	The Timeline may be extended on requirement of District Mineral Foundation and satisfactory performance of the Service Provider.
Language of Bid	The proposal should be prepared by the Bidder in English language only.
Currency of the Bid	The bidder should quote price in Indian Rupees only. The offered price must be exclusive of taxes and duties. The taxes as appropriate & applicable would be paid at the prevalent rates.
Validity Period	Proposals/ Bids must remain valid minimum for 180 days from the date of submission.
Bid to be Submitted to	The proposal must be submitted to: The Project Director, DRDA - cum – Chief Executive, DMF, Angul, Odisha, PIN - 759122 through registered post or speed post only. No other mode of submission is allowed. The tender paper, technical bid, tender fees and EMD shall be put in a sealed envelope with superscription as “Technical Bid”. The price bid shall be put in a separate sealed envelope with superscription as “Price Bid”. Both the envelopes shall be put in a separate big envelope with superscription as “Proposal for Selection of Human Resources Service Agency for District Mineral Foundation (DMF), Angul”.

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2. PROPOSAL

Sealed tenders are invited from eligible, reputed and qualified organizations for the assignment as defined under the Terms of Reference section. This invitation to bid is open to all Bidders meeting the minimum eligibility criteria as mentioned in subsequent section of this EoI Document.

3. BACKGROUND INFORMATION

District Mineral Foundation Trust, Angul has dedicated its effort towards the mission of changing lives of human beings and ecology in an integrated manner by exploring various innovative ideas and allocating sufficient fund towards programme implementation. Over the past 4 years, DMF consistently striving to cherish the need of the area and people through several sectorial interventions of livelihood, irrigation, drinking water, sanitation, health education, energy, afforestation, infrastructure, children & women empowerment and support for aged and disable persons. However, DMFT aims for overall development of peoples and areas of Angul district affected by mining activities.

4. INSTRUCTION TO BIDDER

4.1. General

- a) While sincere effort has been made to provide comprehensive and accurate background information, requirements and specifications, Bidders must form their own conclusions about the support needed to meet the requirements based on their past experience.
- b) All information supplied by Bidders may be treated as contractually binding on the Bidders, on successful award of the assignment by the Collector, Angul.
- c) No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by the Collector & Chairperson – cum – Managing Trustee, DMF, Angul (The Authority) on behalf of the District Mineral Foundation trust. Any notification of preferred bidder status by the DMFT shall not give rise to any enforceable rights by the Bidder. The Authority may cancel this agreement / contract at any time prior to a formal written contract being executed.

4.2. Scope of Work:

The selected Service Provider has to execute an agreement with P.D., DRDA - cum – Chief Executive, DMF, Angul for an initial period of 12 months, subject to extension for further period as per requirement for supply of two nos. of Subject Matter Specialist. However, the nos. of person may be increased / decreased as per the requirement of DMFT with mutual consent of both the party for supply of Subject Matter Specialist (Full Time) / Specialist (On Day – basis).

4.3. Compliant Proposals/ Completeness of Tender Paper

- i. Submission of the bid shall be deemed to have been done after careful study and examination of the EoI document with full understanding of its implications.
- ii. Failure to comply with the requirements of this paragraph or any clause of the EoI may render non-compliant and the proposal may be rejected. Bidders must:
 - include all documentation specified in this EoI;
 - Follow the format prescribed in this EoI and respond to each element in the order as set out in this EoI.
 - Comply with all requirements as set out within this EoI.

4.4. Key Requirements of the Bid

4.4.1. Right to Terminate the Process

- i. Collector & Chairperson – cum – Managing Trustee, DMF, Angul on behalf District Mineral Foundation (as Authority) may terminate the Eol process at any time and without assigning any reason thereof. The authority makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- ii. The submission of tender paper does not constitute an offer by Collector, Angul or District Mineral Foundation Trust . The bidder's participation in this process may result in selecting the bidder to engage towards execution of the contract.

4.4.2. Cost of Tender Paper

- i. Eol / Bid document can be downloaded from the District Website www.angul.nic.in. The bidders are required to submit the non-refundable tender document fee of Rs. 2,000/- (Rupees two thousand) only in shape of an Demand Draft in favour of Collector & Chairperson – cum – Managing Trustee, DMF, Angul and payable at Angul from any nationalized/ scheduled bank along with the Tender Paper. Proposals received without or with inadequate fees shall be rejected.

4.4.3. Earnest Money Deposit (EMD)

- a) Bidders shall submit, along with their Technical Bids, EMD of Rs. 50,000/- (Rupee fifty thousand) only in the shape of a 2 years TDR / FD / Postal Deposit duly pledged in favour of Collector & Chairperson – cum – Managing Trustee from any nationalized / scheduled bank / post office.
- b) EMD of all unsuccessful bidders would be refunded within 180 days of the bidder being notified as unsuccessful. The EMD, for the amount mentioned above, of successful bidder would be kept as part of Performance Guarantee till acceptance of final deliverable along with the additional performance security to be deposited by successful bidder.
- c) The tender paper submitted without EMD, mentioned above, will be summarily rejected.
- d) The EMD may be forfeited:
 - If a bidder withdraws its bid during the period of bid validity.
 - In case of a successful bidder, if the bidder fails to sign the contract in accordance with this tender paper.
 - If found to have a record of poor performance such as having abandoned work, having been black-listed, having inordinately delayed completion and having faced Commercial failures etc.

4.4.4. Additional Performance Security by Successful Bidder:

- The successful bidder has to submit an additional performance security worth Rs.50,000/- (Rupees fifty thousand) in shape of 5 years TDS / FD / Postal Deposit duly pledged in favour of Collector & Chairperson – cum – Managing Trustee, DMF, Angul.

4.4.5. Submission of Proposals

- a) The bidders shall submit their tender paper as per the format given in this tender paper in the following manner

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- Technical Bid [Form 1 to Form 6] - in first envelope [Tender Paper, Technical Bid, EMD, Cost of Tender Paper]
 - Price Bid [Form 7, 8 & 9] - in second envelope
- b) The response to Technical Bid and Price Bid (As mentioned in previous paragraph) should be covered in separate sealed envelopes super-scribing "Technical Bid" and "Price Bid" respectively.
- c) Please Note that Prices shall not be indicated in the Technical Bid and shall only be indicated in the Price Bid.
- d) The two envelopes containing copies of Technical Bid and Price Bid shall be put in another single sealed envelope clearly marked as "Proposal for Selection of Human Resource Service Providing Agency for DMF, Angul".
- e) The outer envelope thus prepared shall also indicate clearly the name, address, telephone number, e-mail ID and fax number of the bidder.
- f) All the pages of the tender paper must be sequentially numbered and must contain the list of contents with page numbers. Any deficiency in the documentation may result in the rejection of bid.
- g) The original bid shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the bidder itself. Any such corrections must be initialed by the person (or persons) who sign(s) the tender paper.
- h) All pages of the bid shall be initialed and stamped by the person or persons who sign the bid.

4.4.6. Authentication of Bids

The tender paper shall be accompanied by a power-of-attorney in the name of the signatory of the proposal who can bind the Firm/ Company.

4.5. Preparation and Submission of Tender Paper

4.5.1. Preparation Costs

The bidder shall be responsible for all costs incurred in connection with participation in the tender process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/ discussions/ presentations, preparation of tender paper, in providing any additional information required by the District mineral Foundation Trust to facilitate the evaluation process, and in negotiating a definitive contract or all such activities related to the bid process. District Mineral Foundation trust will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

4.5.2. Language

The Proposal shall be filled by the Bidder in English language only. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the Bidders. For purposes of interpretation of the Proposal, the English translation shall govern.

[Handwritten signature]
14/1/2020

4.5.3. Venue & Deadline for Submission of Tender Paper

Proposals, completed in all respects as specified in the tender paper, must be submitted on or before the last date and time of submission of bid as mentioned on the cover page of the tender paper at the address specified below through registered post/ speed post [Indian Post] only. No other way of submission of tender paper including submission through courier shall be considered. District Mineral Foundation Trust shall not be responsible for any postal delay.

The bid along with documents may be submitted the Project Director, DRDA - cum – Chief Executive, DMF Cell, Angul, Odisha, PIN – 759122.

Last Date & Time of Submission: 27.10.2020 up to 5.00 P.M. (through registered / speed post only). No other mode of submission is allowed.

4.5.4. Late Bid

- a) Bids received after the due date and the specified time (including the extended period, if any) for any reason whatsoever, shall not be entertained and shall be returned unopened.
- b) The bids submitted by telex/ telegram/ fax/ e-mail etc. shall not be considered. No correspondence will be entertained on this matter.
- c) DMFT, Angul shall not be responsible for any postal delay or non-receipt/ non-delivery of the documents. No further correspondence on the subject will be entertained.
- d) Collector & Chairperson – cum – Managing Trustee, DMFT, Angul reserves the right to modify and amend any of the above-stipulated condition/criterion depending upon project priorities vis-à-vis urgent commitments. Such amendments shall be hosted in the district administration website and shall be published in the same newspaper in which the tender call notice is published.

4.6. Evaluation Process

- a) Collector & Chairperson – cum – Managing Trustee, DMFT, Angul has constituted a Tender Evaluation Committee [Tender Committee] to evaluate the responses of the bidders.
- b) The Tender Evaluation Committee constituted by the Collector, Angul shall evaluate the tender papers and all supporting documents / documentary evidence including the rate of service charge. Inability to submit requisite supporting documents / documentary evidence as specified in clause – 5.1 of tender paper may lead to rejection.
- c) The decision of the Committee in the evaluation of tender papers shall be final. No correspondence will be entertained outside the process of negotiation/ discussion with the Committee.
- d) The Committee may ask for meetings with the Bidders to seek clarifications on their proposals.
- e) The Committee reserves the right to reject any or all proposals on the basis of any deviations.
- f) Each of the tender paper shall be evaluated as per the criteria and requirements specified in this tender paper.

4.6.1. Tender Opening

The bids documents submitted will be opened on scheduled date and time by the tender committee, in the presence of the Bidders or their authorized representatives, who may be present at the time of

opening. The representatives of the bidders are advised to carry the identity card or a letter of authority from the tendering firms to identify their *bona fides* for attending the opening of the proposal.

4.6.2. Tender Validity

The offer submitted by the Bidders shall be valid for minimum period of 180 days from the date of last date of submission of Tender Paper.

4.6.3. Tender Evaluation

a) Initial during bid scrutiny, incomplete details as given below will be treated as non-responsive and liable to be rejected. If tender papers;

- Are not submitted in as specified in the tender document
- Received without the Letter of Authorization (Power of Attorney)
- Are found with suppression of details and facts
- With incomplete information, subjective, conditional offers and partial offers submitted
- Submitted without the documents requested in the checklist
- Have non-compliance of any of the clauses stipulated
- With lesser validity period.
- Received without Cost of Tender Paper/ EMD or both

b) All responsive Bids will be considered for further processing as below.

Tender Committee will make scrutiny of responsive bidders, who comply with all the Terms and Conditions of the Tender. All eligible bids will be considered for further evaluation by the Committee according to the Evaluation process defined in this RFP document. The decision of the Committee will be final in this regard.

5. Criteria for Evaluation

Proposals for this contract will be assessed in accordance with two bid system. The Tender Committee will carry out a detailed evaluation of the Technical Proposals with reference to the minimum eligibility criteria by taking into account the following factors:

- Overall completeness and compliance with the requirement.
- Any other relevant factors, if any, listed in the document, the tender committee members deemed necessary or prudent to take into consideration

In order to facilitate the technical proposal evaluation, the technical criteria laid down have been presented in subsequent sections. Bidders satisfying all the criteria would be considered for technical evaluation. Bidders qualifying in the technical evaluation will only be considered for further financial bid evaluation. Bids of Tenders which don't possess the minimum specified documents will be considered technically non-responsive and hence debarred from being considered for further evaluation.

5.1. Eligibility Criteria of Bidder:

The Tender Committee will carry out a detailed evaluation of the Proposals, only those who have submitted documents detailed below as relevant to the bidder.

Handwritten signature and date:
19/1/2020

SI No	Basic Requirement	Specific Requirements	Documents Required
1.	Legal Entity	<ul style="list-style-type: none"> The bidder must be a Company registered under the Indian Companies Act, 1956 (Now CA-2009) or registered under Limited Liability Partnership Act 2008 and be in business for more than 3 years in India as on last date of submission of bid. The bidder must be registered with GSTN, EPF, ESI, PAN and up-to-date IT return for last three years. 	<p>Certificates of incorporation.</p> <ul style="list-style-type: none"> GST Registration EPF Registration Certificate with number. ESI Registration Certificate with number. PAN copy. IT Return for last 3 years.
2.	Average Annual Turnover and Positive Net-worth	<ul style="list-style-type: none"> Average Annual Turnover during last three financial years (as per the last published Balance Sheets), should be minimum Rs. 75,00,000/- (Rupees seventy five lakh) only. The Net worth of the Bidder must be Positive and it should be a profit making company as per the audited balance sheet during last three financial years. 	Copy of the Audited Balance sheet and Profit & Loss Account; Showing the relevant trade for last three F.Y. (2016 - 17, 2017 - 18 and 2018 - 19)
3.	Consortiums	Not allowed.	
4.	Quality & Capability Certification	The bidder must be a CMM/ISO 9001/IEC 20000 certified company.	Copy of the CMM/ISO 9001/IEC 20000 certificate/s.
5.	Technical Capability	The bidder must have successfully undertaken at least two projects not less than the amount Rs 5,00,000/- (Rupees Five Lakhs) only in government sector in India primarily related to Project Management Consulting/ Supplying professional manpower/ Implementation of e-Governance solution, etc.	Work order from the client mentioning details of order and amount of claim.
6.	Local Presence of the bidder	The bidder's local presence is desirable but not essential.	Self-Certified letter on existence of local office along with necessary evidence.
7.	Blacklisting	Affidavit by the authorized signatory of the bidder that the bidder has not been blacklisted by any Central / State Government (Central/State Government and Public Sector) or under a declaration of ineligibility for corrupt or fraudulent practices must be submitted on original letter head of the bidder with signature and stamp.	Affidavit in prescribed format [Form 6]
8.	Tender Fees	The Bidder must have submitted Rs.2,000/- (Rupees two thousand) only towards the cost of the Tender Document.	In shape of D.D. from any Scheduled Commercial Bank.
9.	EMD	The Bidder must have furnished the EMD of Rs.50,000/- (Rupees Fifty Thousand Only).	In shape of 2 years TDR / FD / Postal Deposit duly pledged in favour of Collector & Chairperson – cum – Managing Trustee, DMF from any nationalized / schedule bank / post office.

5.2. Technical Evaluation

Bidders need to score minimum 70 Marks out of 100 marks for qualifying to next stage i.e. Financial Evaluation. However, decision of Tender Committed is final depending up on the circumstances. Detailed technical evaluation will be done on following criteria:

Sl. No	Criteria	Max. Marks
1	Specific experience of the bidder relevant to the assignment with reference to clause no 5.1.5 of EoI i. Experience from 3 years to 5 years - 20 Marks ii. Experience from 5 Years to 7 Years - 25 Marks iii. 7 Years and above - 30 Marks	30
2	Nos. of Completed Projects with reference to clause no. – 5.1.5 i. Nos. of Completed Projects from 3 to 5 - 20 Marks ii. Nos. of Completed Projects from 6 to 8 - 30 Marks iii. More than 8 nos. of Completed Projects - 40 marks	40
	Financial strength of the bidder with reference to clause no. -5.1.2 i. Average Turnover from Rs.75.00 Lakh to 150.00 Lakh - 10 Marks ii. Average Turnover from 150.00 Lakh to 300.00 Lakh - 20 Marks iii. Average Turnover more than 300.00 Lakh - 30 Marks	30
Total		100

5.3. Financial Evaluation

The bidder must quote price exclusive of any taxes and duties. Arithmetical errors will be rectified on the following basis. Amount mentioned in word will prevail against the figure, in case of any discrepancy in Financial Proposal. Technically qualified bidder quoting the lowest price will be declared as preferred bidder.

6. Appointment of Service Provider Agency

6.1. Award Criteria

Collector & Chairperson – cum – Managing Trustee, DMF, Angul on behalf of District Mineral Foundation Trust will award the Contract to the successful bidder whose proposal has been determined to be substantially responsive and has been determined as the most responsive bids as per the process outlined above.

6.2. Right to Accept Any Proposal and To Reject Any or All Proposal(s)

Collector & Chairperson – cum – Managing Trustee, DMF, Angul on behalf of District Mineral Foundation Trust reserves the right to accept or reject any proposal, and to annul the tendering process / Public procurement process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for such action.

6.3. Notification of Award

Prior to the expiration of the validity period, Collector & Chairperson – cum – Managing Trustee, DMF, Angul on behalf of District Mineral Foundation Trust will notify the successful bidder in writing or by fax or email, that its proposal has been accepted. In case the EoI process/ public procurement process has not been completed within the stipulated period, DRDA, Angul may like to request the bidders to extend the validity period of the bid. In such case such extended period shall be accepted as mutually agreed upon.

Upon successful bidder's signing the contract, DMFT, Angul will notify each unsuccessful bidder and return their EMD.

6.4. Contract Finalization and Award

Collector & Chairperson – cum – Managing Trustee, DMF, Angul on behalf of District Mineral Foundation Trust shall reserve the right to negotiate with the bidder(s) whose proposal has been ranked best value bid on the basis of Technical and Price Evaluation. On this basis the draft contract agreement would be finalized for award & signing.

6.5. Signing of Agreement:

Collector & Chairperson – cum – Managing Trustee, DMF, Angul on behalf of District Mineral Foundation Trust, shall enter into an agreement, incorporating all clauses and the proposal of the bidder between the department and the successful bidder. The Draft I Agreement will be provided as a separate document.

6.6. Failure to Agree with the Terms and Conditions of the Tender Paper

Failure of the successful bidder to agree with the Draft Agreement and Terms & Conditions of the tender paper shall constitute sufficient grounds for the annulment of the award, in which event Collector & Chairperson – cum – Managing Trustee, DMF, Angul on behalf of District Mineral Foundation Trust may award the contract to the next best value bidder or call for new proposals from the interested bidders. In such a case, Collector, Angul shall forfeit the EMD of the successful bidder.

6.7. Period of Contract:

The contract shall be for an initial period of 12 months from the date of execution of agreement. The period of contract may be extended as per requirement, subject to satisfactory performance and consent of the DMFT, Angul only.

7. Terms of Reference

7.1. Role and Responsibility of the Human Resource Service Providing Agency

The Resource Providing Agency (RPA) will be completely responsible to Collector & Chairperson – cum – Managing Trustee, DMF, Angul on behalf of District Mineral Foundation Trust and report to him for regular activities.

Following are the key responsibilities of agency.

- a) Must ensure that two nos. of Subject Matter Specialist on full time and two Consultant / Advisor on daily fees basis to be engaged by the agency in District Mineral Foundation Trust.
- b) Overall monitoring of staff deployed in DMFT, Angul.
- c) Timely payment of remuneration through on-line bank account transfer mode to the personnel deployed.
- d) The Resource Providing Agency is expected to always keep available a reserve pool of resources that can be tapped for immediate deployment in district if vacancy arose. In case of any replacement, the outgoing resource / HR Providing Agency must provide 15 days of handholding support to the fresh incumbent to ensure continuity and smooth knowledge-transfer. No post should remain vacant at any time.
- e) The Resource Providing Agency is expected to provide professional, objective and impartial advise and at all times hold the interests of the State Government paramount, strictly avoid conflicts with any other assignments/jobs or their own corporate interests and act without any consideration for future work.
- f) In case any of the proposed resources are found to be not performing or not meeting the expectations of the District Mineral Foundation Trust, the Resource Providing Agency shall find a replacement for

the resources. Collector, Angul will evaluate the replacement profile and indicate the acceptance / rejection of the profile.

- g) The resources will be exclusively deployed in DMFT, Angul as per the given assignments and will not work in any other assignments by themselves or by the resource providing agency.

7.2. Remuneration & Compensation Packages:

Sl. No.	Name of Position	Nos.	Remuneration Per Month including all Statutory Charges like EPF / ESI, towards Employee Share (Rs.)	Period /Month	Total Remuneration Per Year Excluding GST / Service Charge (Rs.)
1	Urban Expert	01	60,000.00	12	7,20,000.00
2	Community Mobilization & Institution Building	01	60,000.00	12	7,20,000.00
3	Advisor / Consultant (Planning & Policy Formulation)	01 (Daily Basis)	2,000.00 / Per Day	12	2,000 / Per Day
4	Advisor/Consultant (Environment)	01 (Daily Basis)	2,000.00 / Per Day	12	2,000 / Per Day

Note:

- Statutory Charges like EPF / ESI towards Employer Share will be paid extra.
- Bidders quoting negligible Service Charge Should Submit justification and the Tender Committee has the rights to accept or reject the bid with such rate.

7.3. The minimum qualifications and experience requirement of Subject Matter Specialist to be engaged in DMF, Angul shall be as under:

Sl. No.	Position	Qualification	Experience
1	Urban Development Expert	Minimum Post-Graduation / Master Degree in relevant discipline.	Minimum 01 years' experience in urban development and governance, developing strategy for ULBs and Programme Management and Partner Support and any other assignments given by authority from time to time.
2	Community Mobilization & Institution Building Expert	Minimum Post-Graduation / Master Degree in Rural Management or Rural Development or in any relevant discipline.	Minimum 01 years' experience in community mobilization , formation of Producer Group, Capacity Building Programmes, Forward and Backward Linkages and Marketing, Monitoring & Evaluation of Special Projects and any other assignments given by authority from time to time.
3	Advisor / Consultant (Planning & Policy Formulation)	Master Degree in any Discipline	Minimum 5 years' experience in planning and formulation of policies for Govt. / External – aided Projects, Survey , Need Assessment and Institutional Development and any other assignments given by authority from time to time.
	Advisor / Consultant (Environment)	Master Degree in Environmental Science or any relevant field.	Minimum 5 years' experience in taking up projects for preservation of environment and pollution control in mining affected areas.

		Any other assignments given by authority from time to time.
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7.4. Payment Terms

The Service Provider can raise claim on calendar month basis according to the number of manpower engaged in the project. The DMFT will release the payment to the service provider within 15 days of their claim after acceptance of monthly deliverables. All payments are subject to statutory deductions as applicable from time to time.

7.5. Termination for Default

DMFT may without prejudice to any other remedy for breach up of terms and conditions (including forfeiture of Performance Security by written notice of default sent to the Service Provider, terminate the work / task in whole or in part, after sending a notice to the Service Provider in this regard.)

- If the Service Provider fails to deliver or complete the job assigned in the terms and conditions within the time period (s) specified in the Tender Document.
- If the Manpower engaged / Service Provider fails to perform any other obligations under the terms and conditions.
- All the positions are purely temporary and will be terminated, subject to requirement of DMFT.
- Immediate termination of resources deployed may be taken up in case of breach of trust / severe misconduct / non-performance by giving one month time in lieu of notice period.

7.6. Force Majeure

- This clause shall mean and be limited to the following in the execution of the contract placed by the department.
- War / hostilities
- Riot or civil commotion
- Earth Quake, Flood, Tempest, Lightning or other natural physical disaster
- Restrictions imposed by the Government or other statutory bodies, which is beyond the control of the consultant, which prevent or delay the execution of the order by the consultant
- The Service Provider shall advise the department in writing the beginning and the end of the above clauses of delay, within 7 days of occurrence and cessation of the force majeure conditions. In the event of a delay lasting for more than one month, if arising out of clauses of force majeure, department reserves the right to cancel the contract without any obligation to compensate the consultant in any manner for whatsoever reason, subject to the provision of clause mentioned.

7.7. Arbitration

- All disputes, differences, claims and demands arising under the contract shall be referred to the DMFT, Angul for final decision and the same shall be binding on all parties.
- Any other terms and conditions mutually agreed prior to finalization of the order / agreement shall be binding on the service provider.
- DMFT, Angul and the selected Service Provider shall make every effort to resolve amicably through direct negotiation, any disagreement or dispute arising between them under or in connection with the work order. If any dispute arises between parties on aspects not covered by this agreement, or the construction or operation thereof, or the rights, duties or liabilities under these except as to any matter the decision of which is specially provided for by the general conditions, such disputes shall be referred to two arbitrators, one to be appointed by each party and the said arbitrators shall appoint an umpire in writing before entering into the reference and the award of the arbitration or umpire, as the case may be. Shall be final and binding on both the parties. The arbitrators or the umpire as the case may be, with

the consent of parties, may modify the time frame for making and publishing the award. Such arbitration shall be governed in all respects by the provision of the Indian Arbitration and Conciliation Act, 1996 or later and the rules there under and any statutory modification or reenactment there of the arbitration proceeding shall be held in the respective district head quarter.

7.8. Legal Jurisdiction

All legal disputes are subject to the jurisdiction of Angul district only.

7.9. Liquidated Damages

The selected service provider must supply the required manpower within 15 days of signing the contract. Any delay in supplying manpower will invite a penalty @ Rs. 500 per manpower per day delay beyond the stipulated timeline. The same clause is also applicable for delay in replacement of manpower beyond the stipulated timeline of 15 days.



Appendix-I: Technical Bid

Form 1: Compliance Sheet for Eligibility Criteria

Eol NO: _____, Date: _____

Please check whether following have been enclosed in the respective covers, namely, letter of Technical Bid.

Sl. No.	Compliance Document	Provided (Yes/ No)	Page No in the Technical Bid
1	Copy of Certificate of Incorporation / Registration		
2	Copy of Service Tax Registration Certificate and GST Compliance if applicable		
3	Copy of PAN		
4	Copy of Audited Balance sheet and Profit & Loss Account; Showing the relevant trade as proof of Annual Turnover of last three F.Y. 2018 -19		
5	Tender Paper Cost (DD No.: _____, Amount: _____, Bank: _____, Date: _____)		
6	Earnest Money (TDR / FD No.: _____, Amount: _____, Bank: _____, Date: _____)		
7	Bid Letter (Technical Bid) [In Form 2]		
8	Particulars of the Bidder [In Form 3]		
9	List of Projects Executed [In Form 4] [Certificate from the client as per clause 5.1]		
10	Project Citation of each Project listed in Form 5 [In Form 5]		
11	Affidavit of not be under Ineligibility(In Form 6)		
12	Copy of Power of Attorney in the name of the Authorized signatory		
13	Self-Certified letter on existence of local office in Odisha along with necessary evidence		
14	Copy of the CMM/ISO 9001/IEC 20000 certificate or any relevant certificates		

Signature of witness

Date:

Place:

Signature of the Bidder

Date:

Place:

Company Seal

Form 2: Bid Letter (Technical Bid)

Eol NO: _____, Date: _____

<Location, Date>

To

**The Collector & Chairperson – cum – Managing Trustee,
DMF, Angul**

Subject: Submission of the Technical bid for supply of manpower in District Mineral Foundation, Angul.

Dear Sir/Madam,

We, the undersigned, offer to provide our services to the Collector & Chairperson – cum – Managing Trustee, DMF, Angul with your Expression of Interest dated <insert date> and our Proposal. We are hereby submitting our Proposal, which includes this Technical Bid and the Financial Bid sealed in separate envelopes.

We hereby declare that all the information and statements made in this Technical Bid are true and accept that any misinterpretation contained in it may lead to our disqualification.

We undertake, if our Proposal is accepted, to initiate the Implementation services related to the assignment not later than the date indicated in Fact Sheet.

We agree to abide by all the terms and conditions of the Eol document. We would hold the terms of our bid valid for 180 days as stipulated in the Eol document.

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

Yours sincerely,

Authorized Signature [*In full and initials*]: Name and
Title of Signatory:

Name of the Firm:

Address:

Location:

Date:



Form 3: Particulars of the Bidder

Eol NO: _____, Date: _____

1. Name of the Organisation:

2. Status of Registration of Orgn.

3. Address of Office

4. Telephone No Fax No

5. Email Address

6. Website

7. Registration No & Date

8. No. of employees :

Technical	Managerial	Support	Total
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

9. No. of years of proven experience of providing similar Services in India:

10. No. of years of proven experience of providing similar Services in Odisha:

11. Annual Turnover of the company (in last three years)

Fiscal Year	Amount (`)		
	PBT	PAT	ATO
2016 - 17	<input type="text"/>	<input type="text"/>	<input type="text"/>
2017 - 18	<input type="text"/>	<input type="text"/>	<input type="text"/>
2017 - 19	<input type="text"/>	<input type="text"/>	<input type="text"/>

Signature of witness

Date:

Place:



Signature of the Bidder

Date:

Place:

Company Seal

Form 4: Format for List of Projects Executed

Eol NO: _____, Date: _____

Sl. No.	Name, Address of the Client	Name of the Project	Project Period		Total Project Cost	Is this Project Similar to Current Assignment
			From	To		(Yes / No)
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Note: The information provided in the above table must supported by relevant work order copy.

2

Form 5: Project Citation Format

EoI NO: _____, Date: _____

I. Client Details

1. Name of the Client:

2. Sector of the Client (Put a tick Mark [☑]): a. Govt. in India b. Govt. in Odisha
c. PSU in India d. Others

3. Detail of concerned officer of the client (Name, Designation, Address, Phone, e-mail):

II. Project Detail

4. Name of the Project:

5. Work Order No & Date

6. Project Start Date: Completion Date:

7. Project Cost(Excluding Tax in INR):

8. Type of Project: a) Supply of Manpower b) Project Management Consulting
c) E-Governance Project Implementation d) Other

9. No. of skilled Professionals involved in the project:

10. Implementation Coverage : a) State Level b) District Level c) Block/ Taluk Level

11. Brief details about scope of the project:

Signature of witness

Date:

Place:

Signature of the Bidder

Date:

Place:

Company Seal

Form 6: Affidavit of not be under Ineligibility

Before the Executive Magistrate/ Notary Public Sri _____

AFFIDAVIT

I, Sri/Smt. _____ aged about _____
S/o./D/o./W/o. _____ Proprietor/Partner/ Director of
M/s. _____ At- _____ Po-
_____, P.S- _____, Dist- _____ do hereby solemnly affirm and state
as follows:

- 1) That pursuant to the tender call notice dt. _____ of District Mineral Foundation for Supply of Subject Matter Specialist, I/my firm/company am/is an intended bidder to participate in the said tender process.
- 2) That as per terms & conditions of the tender documents, I am to declare that, I/my firm/company have not been blacklisted by any Central/State Govt. Organisation or by any Public Sector undertakings of the State/Central Govt.
- 3) That neither any criminal case nor any vigilance case is pending against me/my firm/company before any forum.
- 4) That I/my firm/company not have any record of poor performance, abandoned work, having inordinately delayed completion and having faced Commercial failures etc. for any State Government or Government of India organization/department.
- 5) That this affidavit is required to be produced with tender paper before the Collector, Angul on behalf of District Mineral Foundation, Government of Odisha.
- 6) That the facts stated above are true to the best of my knowledge and belief.

Identified by me

Deponents

Advocate

The above deponent being present before me & duly identified by Sri _____ Advocate states on oath that the facts stated above are true to the best of his/her knowledge.

Deponent

Executive Magistrate/

***Strike out whichever is not applicable.**

Notary Public _____

Appendix-II: Financial Bid

Form 7: Compliance Sheet for Financial Proposal

Eol NO: _____, Date: _____

Please check whether following have been enclosed in the respective covers, namely, Financial Bid.

a. Bid Letter (Financial)

(In the format attached at Form 8)

Yes/No

b. Financial Proposal

(In the format attached at Form 9)

Yes/No

Signature of witness

Date:

Place:

Signature of the Bidder

Date:

Place:

Company Seal



Form 8: Bid Letter (Financial Bid)

<Location, Date>

To

**The Collector & Chairperson – cum – Managing Trustee,
DMF, Angul**

Subject: Submission of the financial bid for Supply of Manpower (Subject Matter Specialist) to be engaged in DMF, Angul.

Dear Sir/Madam,

We, the undersigned, offer to provide our services for *supply of manpower (02 nos. full time Subject Matter Specialist and 02 nos. Part-time Consultant on Day Basis)* in accordance with your Request for Proposal << EoI No. >> dated <<Date>> and our Proposal (Technical and Financial Proposals). Our Financial Proposal is attached in Form 11. This amount quoted is exclusive of any taxes and duties.

1. PRICE AND VALIDITY

All the prices mentioned in our Tender Documents are in accordance with the terms as specified in the EoI documents. All the prices and other terms and conditions of this Bid are valid for a period 180 days from the date of opening of the Bid.

We hereby confirm that our prices do not include any taxes and duties.

We understand that the actual payment would be made as per the existing tax rates during the time of payment.

2. UNIT RATES

We have indicated in the relevant forms enclosed, the unit rates for the purpose of on account of payment as well as for price adjustment in case of any increase to / decrease from the scope of work under the contract.

3. TENDER PRICING

We further confirm that the prices stated in our bid are in accordance with your Instruction to Bidders included in Tender documents.

4. QUALIFYING DATA

We confirm having submitted the information as required by you in your Instruction to Bidders. In case you require any other further information/documentary proof in this regard before evaluation of our Tender, we agree to furnish the same in time to your satisfaction.

5. BID PRICE

We declare that our Bid Price is for the entire scope of the work as specified in the appropriate section in the EoI. These prices are indicated Commercial Bid attached with our Tender as part of the Tender. Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

We understand that, you are not bound to accept any Proposal you receive.

We hereby declare that our Tender is made in good faith, without collusion or fraud and the information contained in the Tender is true and correct to the best of our knowledge and belief.

We understand that our Tender is binding on us and that you are not bound to accept a Tender you receive.

Thanking you,
Yours sincerely,

Authorized Signature:
Name and Title of Signatory:

Name of Firm with Address



Form 9: Financial Proposal

Eol NO: _____, Date: _____

All the prices quoted below are exclusive of any taxes and duties.

Sl. No.	Name of Position	Nos.	Remuneration Per Month including all Statutory Charges like EPF / ESI, if applicable towards Employee Share (Rs.)	Period /Month	Total Remuneration Per Year / Day (Excluding Service Charge & GST) (Rs.)
1	Urban Expert	01/ Monthly	60,000.00	12	7,20,000.00
2	Community Mobilization & Institution Building	01 / Monthly	60,000.00	12	7,20,000.00
3	Advisor / Consultant (Planning & Policy Formulation)	01 (Daily Basis)	2,000 / Per Day	12	2,000/ Per Day
4	Advisor / Consultant (Environment)	01 (Daily Basis)	2,000 / Per Day	12	2,000/ Per Day
Service Charge (_____% on Remuneration)					xxxx
Total Quoted Price Exclusive of Taxes (Rupees In Words _____)					xxxxxx
Taxes As Applicable (_____% on Total Price)					xxxxx
Total Price After Tax					xxxxxx

Note:

- i. Statutory Charges like EPF / ESI towards employer share will be paid extra.
- ii. Bidders quoting negligible Service Charge Should Submit justification and the Tender Committee has the rights to accept or reject the bid with such rate.
- iii. Selection of Agency will be based on % or quantum of service charge quoted in Financial Bid.

Signature of witness

Date:

Place:

Signature of the Bidder

Date:

Place:

Company Seal

