



District Mineral Foundation

Angul, Odisha, PIN – 759122
Tele: 0674 – 230745 / E – mail: dmfangul@gmail.com



Eol No. - 1156

Date: 30/11/2021

Expression of Interest (Eol)

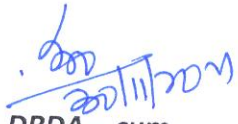
Selection of agency for conducting survey managing mixed method data collection for the baseline assessments of health and nutrition Project of Angul District.

District Mineral Foundation Trust, Angul invites Expression of Interest (Eol) from reputed Non - Govt. Organization for “Conducting survey managing mixed method data collection for the baseline assessments of health and nutrition Project of Angul District”. Interested organizations are requested to download the Eol documents from the website: www.angul.nic.in. Queries pertaining to the Eol document can be communicated to this office in the E - mail ID - dmfangul@gmail.com by 8th December’ 2021 (5.00 P.M.). Details of the schedule are given below:

Expression of Interest (Eol) document made available to the applicants	30 th November’ 2021
Clarification Meeting at DRDA Conference Hall	09 th December’ 2021 at 11.00 A.M.
Last date for Receipt of Technical and Financial Proposals (Sealed Envelope)	22 nd December’ 2021 by 5.00 P.M.
Date of opening of Technical Proposals and Financial Proposal	23 rd December’ 2021
Letter of Award	To be intimated to selected Agency
Start Date	To be intimated to selected Agency
Method of Selection	QCBS (70:30)
Ernest Money Deposit (EMD)	Rs.30,000/- (Rupees thirty thousand) only in the form of 2 Year TDR / FD duly pledged in favour of The Collector & Chairperson – Cum - Managing Trustee, DMF, Angul
Bid Cost	Rs.5,000 (Rupees five thousand) only in the form of Demand Draft in favor of The Collector & Chairperson – Cum - Managing Trustee, DMF , Angul, drawn on any Nationalized, payable at Angul.
Mode Submission of Bid Document	Bid document are to be submitted by Speed Post / Registered Post (India Post) only.
Address for Communication / submission of Proposal	P.D.,DRDA– cum – Chief Executive, DMF Cell, At – Red cross Bhawan, Collectorate Campus, Angul, Odisha, PIN – 759122, Tel. No. – 0674 – 230745, E – mail: dmfangul@gmail.com

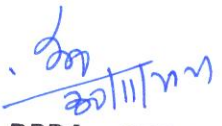
Memo No: 1157 Date: 30/11/2021

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


P.D., DRDA – cum –
Chief Executive, DMF, Angul

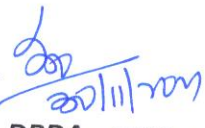
Memo No: 1158 /2021, Date: 30/11/2021

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 EoI on the notice board of their respective offices.


P.D., DRDA – cum –
Chief Executive, DMF, Angul

Memo No: 1159 Date: 30/11/2021

Copy to DIO, NIC, Angul for information & necessary action. He is requested to web hoist the EoI "Selection of agency for conducting survey managing mixed method data collection for the baseline assessments of health and nutrition Project of Angul District." in www.anqul.nic.in from 30.11.2021 to 22.12.2021 (5.00 P.M.).


P.D., DRDA – cum –
Chief Executive, DMF, Angul

EoI No: 1156/DMF - 30 / 11 / 2021



District Mineral Foundation Trust (DMFT), Angul,
Government of Odisha

Expression of Interest

For

**Managing mixed method data collection for the baseline
assessments of health and nutrition Project of Angul District**

Telephone No. – (06764) - 230745
E – Mail ID: dmfangul@gmail.com

CONTENTS

Sl. No.	Particulars	Page No.
A	Schedule of Invitation of EoI	03
B	General Instructions	03
C	Background of DMF	04
D	Overview and Summary of the Project	04
E	Objective of Project	05
F	Study Design	06-07
G	Key Component	8
H	Specific Deliverables	10
I	Eligibility Criteria	10
J	Procedure for Application	11-12
K	Ernest Money Deposit (EMD) and Bid Cost	12
L	Bid Evaluation Committee	13
M	Selection & Award of Contract	13
N	Evaluation of Proposal – Technical Evaluation Process. – Financial Evaluation Process.	13-14
O	Competent Authority	15
P	Payment Schedule / Mechanism	15
Q	Other Terms & Conditions	16
Annexure – I (A to D)	Format for submission of Pre – Qualification Form & Technical Bid	18-19
Annexure – II	Format for submission of Financial Bid	20

A. Schedule of Invitation of Eol:

Date of Issue	30.11.2021
Clarification Meeting at DRDA Conference Hall	09.12.2021 at 11.00 A.M.
Last Date and Time for Receipt of Eol Document	22.12.2021 (5.00 P.M.)
Eol Document to be Submitted to	Project Director , DRDA – Cum – Chief Executive , DMF Cell , At – Red cross Bhawan, Collectorate Campus, Angul, Odisha, Pin – 759122
Date and Time for Opening of Eol / Bid Document	To Be Communicated Later
Mode of Submission of Documents	Bid documents are to be submitted by Speed Post / Registered Post (India Post) only.
Ernest Money Deposit (EMD)	Rs.30,000/- (Rupees thirty thousand) only in the form of 2 Year TDR / FD duly pledged in favour of The Collector & Chairperson – Cum - Managing Trustee, DMF, Angul
<i>Bid Cost</i>	Rs.5,000 (Rupees five thousand) only in the form of Demand Draft in favour of The Collector & Chairperson – Cum - Managing Trustee, DMF , Angul, drawn on any Nationalized, payable at Angul.

Note:

1. Please address all queries and correspondence to the Project Director, DRDA – Cum – Chief Executive, DMFT, Angul, Odisha, PIN - 759122. The queries of the bidders, if any should be submitted through e-mail only to dmfangul@gmail.com latest by 8th December' 2021 (5.00 P.M.).
2. Please quote Eol Ref. number in all your correspondence.

B. General Instructions:

1. Interested organization will have to submit the proposal document as per the prescribed guidelines of the Eol.
2. **Technical and Financial document:** Applicants shall submit self-certified hard copy of their **Technical Bidas** well as the **Financial Bid** in sealed envelopes super-scribed with due date, time, project and nature of document.
3. Once quoted, the bidder shall not make any subsequent price changes, whether resulting or arising out of any technical/commercial clarifications sought regarding the bid, even if any deviation or exclusion may be specifically stated in the bid. Such price changes shall render the bid liable for rejection.
4. The price/ rates / quotes by the bidder shall be applicable for the entire contract period.

C. Background of DMF:

District Mineral Foundations are statutory bodies in India established by the State Government by notification. They derive their legal status from section 9B of Mines and Minerals (Development and Regulation) Act, 1957 as amended on 26 March 2015 as Mines and Minerals (Development and Regulation) Amendment Act, 2015. This amendment came into force from 12 January 2015.

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

D. Overview and Summary of the Proposed Contract:

A 3-year health and nutrition project is being launched in Angul District through DMF across district to achieve better health and nutrition outcomes. In relation to the baseline assessments for this project, DMF is seeking proposals from agencies with strong credentials and long experience of managing large scale population-based mixed method data collection in the area of health and nutrition.

The winning bidder, referred to as the 'Data Agency' will be responsible for carrying out data collection for the baseline assessments, following the requisite quality standards. The primary deliverable will be raw data, collected using the tools and instruments provided and analysed data.

The data collection agency will be required to review the sample structure and tools and provide operational suggestions to ensure coverage as well as an operational plan for pilot testing of the tools. Following the finalization of tools and guidelines, the agency will identify, train and deploy a team of supervisors and enumerators for conducting the data collection will ensure data quality protocol and consent processes. The selected agency will coordinate closely with Project Steering Committee (PSC) members of this project teams at each step and obtain approvals before moving to the next step. Details will be specified in a pre-bid conference.

The selection of the data collection agency will be determined based on their proven capacity in handling complex assignments of similar magnitude in the given geographical locations as well as their technical capability for engaging and managing a team of qualified enumerators and supervisors for conducting the requisite data collection.

PSC/DMF, in consultation with a selection committee, will shortlist the data collection agency based on their technical capability as well as the cost for the assignment. All technical aspects of the assessments will be overseen and ratified by members of PSC.

Technical bid will be considered first based on the technical eligibility criteria and financial bids will be considered for assessment only for those who will qualify for the technical eligibility.

- A brief summary of the project and the Baseline is presented in the following pages.

E. (i) Project's Objectives:

This project is a three-year investment benefitting intrapartum care in facilities and both women's and young children's nutritional status. The project focuses on increasing the capacity of existing state government health systems and programmes to accomplish their own stated goals for nutrition. By focusing on the crucial first 1,000 days, this intervention is set to provide benefit to women and children in both the medium and long term.

(ii) Objective of the baseline assessment:

The baseline assessment has the ultimate objective to generate reliable and representative estimates of, but not limited to, a set of quantitative indicators in the selected intervention and control districts. Some interlinked semi-structured and narrative information from relevant service providers and related stakeholders will also be captured through semi-structured, open-ended guidelines in relation to the target indicators. This baseline will be followed by a midline during the mid-course of the intervention and an end line, after the completion of the intervention. While the baseline study will provide greater information to the project team on what are the stronger relationships between variables and the optimal programmatic entry points to improve service delivery, the midline data will inform the ongoing implementation process and influence any course-correction thus necessitated. The end line data will help in comparison with the base and midline to track the progress, identify relevant programmatic efforts, inputs and processes (to which any observed change can be attributed) along with impact of the intervention on the relevant indicators as well as in developing insights for sustainability and scale up. The scope of this RFQ is limited to the baseline assessments.

The baseline assessments will generate robust district specific understanding of the state of nutrition of mothers and children and of the interventions of the state government intended to address under nutrition.

(iii) Scope of the Work

Household survey

The baseline structured, closed ended, questionnaire-based household survey involving a representative sample of eligible respondents at the population level in Angul district in Odisha will gather information through interviewer administered in-person interviews of the mothers/families and anthropometry of children.

The major indicators specific for the mentioned age groups will include:

- Stunting and wasting (along with IYCF practices, childhood illness, deworming, immunization basic Family planning methods used by mother) from mothers of children aged 12-23 m, 24-35 m
- ANC, IFA consumption, dietary diversity of lactating mothers, EIBF, newborn care, EBF, ICDS -services, exposure to ASHA/AWW/community-based events etc. from mothers of children aged 0-5 m
- BF/CF practices, illness management including feeding, ICDS and health services, exposure to ASHA/AWW/community-based events etc. – from mothers of children aged 6-11 months.
- Thus, a sample of determined size will be required to be recruited for each of these 4 age groups for each district.

F. Study design

(i) Household survey

Broadly, the design for the household/family level sample is across-sectional study with quasi-experimental design using proportional random sampling at Anganwadi level followed by systemic component at individual level using a random start. The sample structure for the quantitative data collection will need a representative sample sufficient to generate state and district level estimates of key indicators, change in estimates over time and the predictors of outcomes and change in outcomes.

(ii) Sample Size

Using the sample size calculation formula for binomial proportions (Scheaffer et al.), sample size required for district level estimates and their comparison across arms, over rounds, is $384/\text{age group/arm (intervention and control)}/\text{district}$, Factoring in a sample loss of 5% the target sample size will be ~ 400 .

Thus, 400 individuals will be required to be recruited for each of the 4 age groups for both intervention and control districts (mothers of children aged: 0-5/6-11/12-23/24-35 months, requiring a total sample of = $400 \text{ mothers} * 4 \text{ age groups} * 2 \text{ districts} = 3200/\text{arm}$ (each for intervention and control arm)

So, 1600 mothers and their babies will need to be recruited in each of the intervention and control districts altogether culminating into 6400 interviews for the survey.

Additionally, ASHA catering the same village, AWW of the same AWC, LS of the same Sector, CDPO of the same block and MO I/c of the nearby public sector facility are also to be interviewed.

For DOD need to observe 5 deliveries/service provider and must include 2 night time deliveries/service provider.

(iii) Sampling design and operation:



- 400 Anganwadi Centres (AWC) will be randomly selected from district (assuming all AWC in the rural area have equal population, as will be the case for tribal areas too, which from our experience is a reasonable one) – lists of AWC will be provided by PSC members.
- Selected AWCs will be required to be distributed across all the blocks of the district, proportionate to the population of the block.

Stratified proportional sampling will be conducted to ensure proportional representation of the AWC populations for both Tribal and rural areas

- Selection of 1 random individual from each of the age groups in each sampled AWC, after listing following a random start until one individual from each of the four targeted age groups has been found (expect to list about 80-100 households following a random start to find one individual in each age group) and interviewed.
- There should be minimal loss of sample since available mothers and children will be selected, and all data collection (interviews and anthropometry) from selected samples will be completed immediately on selection. It is understood that unavailable individuals will not be sought through repeated attempts / revisits.
- Separate, appropriately trained teams need to be assigned the tasks of conducting interviews and anthropometry.

(iv) Direct observation of Delivery at CHC and above facilities.

Deliveries and other clinical processes (management of complications, newborn care at labour room, sick newborn care etc.) will be observed directly by trained female nursing professionals to understand the translation of knowledge and skills into real life practices and changes thereof over time will be elicited through comparison of findings between baseline and end line.

Based on the same sample size calculation in each iteration (baseline and end line) altogether 400 such events will be observed and analysed based on a structured, internally pre-validated tool.

(v) Systems component

The objective of the systems component of the baseline assessment is to develop and document a basic understanding of the extent, intensity and quality of present systemic interventions to address malnutrition in the two districts.

The approach is to conduct semi-quantitative studies that include a minimal narrative description of the functions of existing health workers and their superiors, and the related planned activities, events, processes and tools. This is closely linked to the household survey. Interlinked semi-structured and narrative information from the corresponding ASHA (catering the same village), Anganwadi Worker (AWW) [of the

same Anganwadi Centre (AWC)], Lady Supervisor (LS) [of same Sector], Child Development Project Officer (CDPO) [of same block] and Medical Officer-in-Charge (MO I/c) of the nearby public sector facility will also be required to be captured through semi-structured, open-ended guidelines in relation to the target indicators. In addition, about 30 community level events such as VHNDs will be observed in each district.

The most extensive data collection tools are expected to be for the 0-5 m group, and this should take no longer than 45 minutes of interview time.

All data collection will be through digital data capture applications on tablets

G. (i) Key components:

Age groups			
0-5mth	6-11mth	12-23mth	24-35mth
Sample for interviews and anthropometric measurements			
400/district	400/district	400/district	400/district
Socio-demographic information, Stunting and Wasting (Height/length, weight, MUAC)			
Proportion of women consuming 100+ IFA and dietary diversity of lactating mothers (includes FLW & ICDS services and participation in community based events during pregnancy and lactation)	IYCF practices, FLW & ICDS services, immunization, deworming, awareness and participation in Community based events of Angul, common childhood illnesses and care seeking pattern, knowledge of fathers on NBC	IYCF practices, FLW & ICDS services, immunization, deworming and common childhood illnesses	Immunization and Childhood illnesses
TIBF, EBF, colostrum and prelacteal feeds, new born care practices, FLW & ICDS services, common childhood illnesses and care seeking, knowledge of mothers on NBC and identification of danger signs, knowledge of fathers on NBC			

At Facility level DOD

(ii) Maternal health

- Direct arrival by ambulance
- Presence of birth companion
- Proportion of pregnant women accompanied by ASHA
- Main delivery conductors
- Status of mother at the time of arrival
 - Pre-delivery complication
 - Post-delivery complication
 - Without complication
- Vitals assessed vs. stage of labour at arrival
- Episiotomy
 - Proportion of cases where episiotomy was indicated
 - Set available
 - Local anaesthesia used for episiotomy
 - Sterile set used for episiotomy
- All instruments used for delivery were sterile
- Hand washing before delivery
- PPE usage (Apron, Mask, Gloves in both hands and head cap)
- Pre-delivery vitals measurement (at least once before delivery)
 - Vaginal examination
 - Blood pressure
 - Pulse
 - FHR
 - Temperature
 - Abdominal examination
- Perineal support
- Placing of sterile sanitary pad
- Non recommended practices
 - Direct gloving
 - Fundal pressure
 - Pre-delivery uterotonics
- AMTSL
 - Uterotonic given within proper time with proper dose and route
 - Uterine tone assessment
 - Controlled cord traction

(iii) Essential new-born care

- Baby dried with clean cloth
- Baby wrapped with clean cloth
- Cord checked for pulsation
- Sterile cord cut
- Delayed cord clamping
- Skin to skin care initiated inside labour room

- Breastfeeding initiated inside labour room
- Dry cord care
- Birth weight taken and recorded in register

(iv) Asphyxia management

- Baby did not cry immediately after birth
- Meconium staining of liquor
- Management
 - Head slightly extended with shoulder roll
 - Suction or stimulation
 - BMV
 - Oxygenation
 - Chest compression
- Outcome of asphyxiated cases

H. (i) Specific Deliverables:

The following deliverables are expected from the agency within the timeline specified: -

- Inception report consisting of – overall approach and methodology, detailed work plan, staff assignments and deployment strategy, along with study tools (questionnaires, discussion guidelines, interview schedules), data entry formats, data recording format (database dashboard).
- Adaption of instruments, field testing of questionnaires and report.
- Household master data collection through open data kit (ODK).
- Baseline Survey Report, including needs assessment report.
- High quality raw data from the sample specified for each target group.
- Data dictionary and detailed documentation of all processes involved in data collection.

Further details will be discussed, finalized and communicated at the pre-bid meeting as scheduled or may be modified before signing of agreement with mutual consent of both the parties.

(ii) Areas of expertise required by data collectors

- At least bachelor's degrees in relevant subjects
- Demonstration of previous experience in collecting quantitative information (structured household survey) from large-scale survey
- Proficiency and prior experience of data collection using digital technology (mobile technology)
- For supervisors: demonstrable experience in managing teams in the field and coordination with multiple stakeholders to share information
- Team members fluent in Odia and Hindi
- Desirable fluency in English

(iii) **Duration of contract:** To be finalized basing on the presentation (Proposed time line) after selection of the agency, with the consent of both the parties.

(I) Eligibility Criteria:

The Organization meeting the following technical and financial qualifications are eligible to apply for providing above services:

- The organization should be registered as Firm / Society / Trust / Company or under any prevailing law or provision.
- The organization must have minimum 03 years of experience in the field of development sector. Out of total experience, the organization must have minimum 01 years' experience in the field of base line survey / health survey / impact assessment / research & studies in the relevant field by 31st March 2021.
- The organization shall have experience of similar field in Govt. programmes / external aided projects will be an added advantage.
- Proven experience in conducting quantitative assessments in Odisha in health, ideally commissioned by multi-lateral agencies or the government of India
- Knowledge of and working experience in Odisha, in particular within the specified districts, with focus on large-scale survey for public health agencies
- Experience in working with large data collection teams across multiple contexts
- The average annual turnover of the organization should not be less than Rs. 20.00 lakh for each consecutive three years.
- The organization have adequate dedicated qualified technical staff with relevant experience to undertake the assignment.
- The organization must be registered under GST.
- The organization should have filed the ITR for the F.Y.: 2017 - 18, 2018 - 19 and 2019 - 20.

(J) Procedure of Application:

Eligible Organization / agency have to submit their technical and financial proposals under separate sealed covers to the Project Director, DRDA – cum - Chief Executive, DMF, Angul. The EMD amount in shape of 2 year TDR / FD shall be kept in the technical proposal envelops. Both the envelop, i.e. technical proposal and financial proposal shall be kept in one sealed envelope and super – scribed with “**Managing mixed method data collection for the baseline assessments of health and nutrition Project in Angul District**”.

Technical proposal should be accompanied with proof of annual turnover, detailed experience in conducting similar assignments and other documents as described in the eligibility criteria above. All pages of the offer must be signed.

The proposal must be submitted in the format attached at Annexure-I and Annexure- II to the EoI stating all necessary details as mentioned above.

The proposal must be accompanied by a letter on the organization's letter head showing the registered office address of the firm. It should be signed by a competent authority. The organization must quote the work title and include the **following declarations:**

1. This proposal is valid for acceptance within 180 days and we confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.
2. The proposal (Technical & Financial) has been arrived at independently and without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any other organization/ firm invited to submit proposal for this contract.
3. We confirm that all personnel named in the proposal will be available to undertake the services.
4. We confirm that there are no personal, financial and business activities that will, or might, give rise to a conflict of interest, if we were awarded this assignment. The EoI issuing authority reserves the right to reject any Proposal which, in its opinion, gives rise, or could potentially give rise to, a conflict of interest.
5. We confirm that the organization:
 - i. Are not or have not been the subject of any proceedings or other arrangements relating to bankruptcy, insolvency or financial standing.
 - ii. Have not been convicted of any offence concerning professional misconduct
 - iii. Have not been convicted of corruption including the offence of bribery
 - iv. We agree to bear all costs incurred by us in connection with the preparation and submission of this proposal and to bear any further pre-contract costs.

I confirm that, I have the authority of [**Name of Firm**] to submit proposal and to clarify any details on its behalf.

(K) Earnest Money Deposit (EMD)& Bid Cost :

- i. An EMD of Rs.30,000/- (Rupees thirty thousand) only in the form of 2year TDR / FD dully pledged in favour of the Collector & Chairperson – Cum – Managing Trustee DMFT, Angul must be submitted along with the Proposal.
- ii. Proposals not accompanied by EMD and Bid Cost shall be rejected as non-responsive.
- iii. No interest shall be payable by the Contracting Authority for the sum deposited as earnest money deposit.
- iv. No bank guarantee will be accepted in lieu of the earnest money deposit.

- v. The EMD of the unsuccessful bidders would be returned back within one month of signing of the contract.

The EMD shall be forfeited by the Contracting Authority in the following events:

- i. If proposal is withdrawn during the validity period or any extension agreed by the consultant thereof.
- ii. If the Proposal is varied or modified in a manner not acceptable to the Contracting Authority after opening of proposal during the validity period or any extension thereof.
- iii. If the consultant tries to influence the evaluation process.
- iv. If the First ranked consultant withdraws his proposal during negotiations (failure to arrive at consensus by both the parties shall not be construed as withdrawal of proposal by the consultant).

Along with the EMD an additional amount of **Rs.5,000/-** shall be submitted towards **Bid Cost in the form of D.D.** drawn on any nationalized bank in favour of <District Mineral Foundation Trust, Angul> payable at Angul, along with the Proposal.

(L) Bid Evaluation Committee:

Evaluation of Bid Document shall be done by a Committee appointed by Competent Authority. The Committee shall determine the approach and methodologies for the issues, which may arise during the evaluation / selection process and have not been addressed in this EoI Document. The decision of the Committee shall be final and binding on all the Bidders.

(M) Selection and award of Contract:

The selection will be done at a two-stage process. Firstly, the agencies scoring more than 60 marks in the technical bid will be qualified for further opening of financial bid.

Bidder shall be shortlisted on the basis of the scores obtained and shall be ranked. The authority reserves the right to empanel few agencies for the said work and award the work to one or more than one number of agencies at the rate of 1st successful bidder, subject to negotiation, if found appropriate.

(N) Evaluation of the Proposal:

Technical Bids will be evaluated first and if shortlisted, the competence of the financial bid will be evaluated subsequently. Bids shall be evaluated on a **Quality and Cost Based Selection (QCBS)** basis. Bids shall be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal = 70%; P = the weight given to the Financial Proposal = 30%; T + P = 100%) using the formula:

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

Authority is not bound in any manner to select any of the bidders submitting bids or to select the bidder offering the lower price.

The bidder achieving highest combined technical and financial score (S) will get the highest rank, followed by others. Bidder obtaining highest number of points shall be invited for contract negotiations, with a view to clarify any outstanding points, to finalize technical and financial arrangements and, in case of successful negotiations, to sign a Contract Agreement. Bidders submitting the bids should clearly understand that any or all parts of their bids are liable to be part of the negotiation procedure.

N.1 - TECHNICAL EVALUATION:

The technical evaluation of the bid shall be carried out on the following parameters.

Sl. No.	Parameters for Evaluation
1	The organization must have minimum 03 years of experience in the field of development sector. 1. 3 Yrs. To 5 Yrs. – 05 Marks 2. 5 Yrs. And Above – 10 Marks
2	Out of total experience, the organization must have minimum 01years' experience in the field of health survey / base line survey / impact assessment / research & studies in the relevant field. 1. 1 Yrs. To 3 Yrs. – 10 Marks 2. 3 Yrs. And Above – 15 Marks
3	The average annual turnover of the organization should not be less than Rs. 20.00 lakh for consecutive three years. 1. Rs. 20.00 lakh to Rs. 40.00 lakh – 10 Marks 2. Rs. 40.00 lakh and Above – 15 Marks
4	Nos. of successful projects undertaken with Govt. / PSU / External Aided Projects or CSR of similar type of activity including health survey work. 1. Up to 02 nos. of Projects – 05 Marks 2. More than 02 Nos. of Projects – 10 Marks
5	Presentation on assignment regarding Organization Experience, Planning , Approach , Strategy , Technology, Time Line & Personnel to be engaged with reference to the clauses of EoI – 50 Marks

Only those bidders who have fulfilled the eligibility criteria shall be evaluated. The cut-off marks for short-listing based on the Technical Evaluation is 60 out of total marks. Evaluation Committee shall have the right to verify the claims made by the Bidder, in whichever way it deems fit. Based on the Bid Evaluation, only technically qualified Bidders scoring more than cut-off marks shall be short-listed.

N.2- FINANCIAL EVALUATION:

Financial bid of only the short-listed Bidders shall be opened. The lowest evaluated financial bid (Fm) will be given the maximum financial score (Sf) of 100 (one hundred)

points. The financial scores (Sf) of the other Financial Proposals will be computed as per the formula – $Sf = 100 \times Fm/F$, in which Sf is the financial score, Fm is the lowest financial quote and F is the financial quote under consideration.

(O) Competent Authority:

The Collector & Chairperson - cum – Managing Trustee, DMFT, Angul shall be the competent authority for this project. The powers of the Competent Authority will be as under:

1. Amend EoI documents during the proposal evaluation process. Any amendments will be conveyed to the short-listed organization / Agency;
2. Modify scope of work at the time of the award of the contract. Such modifications will be discussed and agreed with the preferred organization/ Agency.
3. At discretion during evaluation of bids, request an organization/ agency for clarification on its proposal. This request will be in writing and the organization/ agency should respond in writing. No change in price or substance of the bid shall be sought, offered or permitted at this stage.
4. The competent authority has the right to accept or reject any proposal without assigning any reason thereof.

(P) Payment Schedule / Mechanism:

- (i) The total project cost is to be finalized on the basis of the final quoted amount in the financial bid and subsequent price negotiation, if any.
- (ii) The agency has to quote the price in financial bid, which must include all expenses considering the cost of Human Resources, Logistics, Capex and Overhead Cost for completion of the assignment.
- (iii) GST as applicable will be paid extra.
- (iv) No advance will be paid.

The following is the tentative payment schedule to the agency on successful completion of the phase wise assignment. However, the payment schedule subject to change , if so required at the time of signing contract for the assignment.

Phase	Up to Stage	% of Contract Fees
1 st	Deployment of Resources, Development of schedule / questionnaires, trainings and pretesting.	30 %
2 nd	On completion of Data collection for HH base line survey, data analysis and data compilation and submission of working sheets.	30%
3 rd	Preparation & submission of draft report on findings and recommendation with reference to the clauses of	20%

	Eo relation to Scope of Work/ Deliverables.	
4 th	Submission of Final Report with necessary modification after taking feed back of Project Steering Committee (PSC).	20%

Future Use of Data: The working papers and the data generated out of the process is the sole property of DMFT, Angul. The agency cannot use the data for their own research purposes, nor license the data to be used by others, without the written consent from Competent Authority.

N.B.: The selected agency has to commence and complete the assignment as per requirement of the DMFT and submit the final report in the prescribed format and timelines as decided by both the parties mutually.

(Q) Other Terms and Conditions:

1. Authority's Right to Vary Scope at Time of Award:

If any change in Scope of the Contract causes an increase or decrease in the cost of, or the time required for, the Bidder performance of any part of the work under the Contract, an equitable adjustment shall be made in the Contract Price or schedule of implementation, or both, and the Contract, shall, accordingly be amended. Any claims by the Bidder for adjustment under this Para must be asserted within thirty (30) days from the date of the Bidder receipt of the Authority changed order.

2. Authority's right to accept and to reject any/ all Bids:

Authority reserves the right to reject any / all bid partially or fully at any stage without assigning any reason thereof.

3. Notification of Award & Signing of Contract:

- Prior to expiry of the period of Bid validity, the Authority will notify the successful Bidders in writing that its Bid has been accepted and send the successful Bidders the Contract Form.
- Within 10 days of receipt of the Contract Form, the successful Bidders shall sign the contract and return it to the Authority. If the successful Bidder/s thus selected fails to sign the contract as stipulated, the Authority reserves the right to offer the contract to the next lowest Bidder. However, the authority reserves the right to award the work to more than one agency subject to the condition that the bid prices of all the shortlisted agencies are same.

4. Penalty:

Authority will levy penalty in case the agency fails to provide the services specified by the Authority in the ToR of this EoI document. The amount of penalty shall be commensurate with the nature of the breach/ defect/ deviation/ fault and as decided by Authority. Such an amount payable by the Service Provider shall be final and binding and shall not exceed 10 % of the Total Accepted Contract Value of the agency for the Contract Period.

If there is repeated delay in submitting interim / final report as demanded by the Authority, then penalty shall be charged as deemed appropriate by the Authority subject to maximum of 10% upper limit.

5. Termination of The Contract:

The competent authority may, by a written notice of termination to the Bidder, suspend the Contract if the Bidder fails to perform any of its obligations under this Contract (including the carrying out of the services) provided that such notice of suspension.

1. Shall specify the nature of the failure and
2. Shall request the Bidder to make good such failure within a specified period from the date of receipt of such notice of suspension by the Bidder.

6. Proposal Validity:

Proposal must remain valid for 180 days after the submission date. During this period, Agencies shall maintain the availability of professional staff nominated in the Proposal and fully commit to their financial proposal, unchanged. The Client will make is best effort to complete negotiation within this period.

Changes to the proposals shall not be permitted once they have been submitted to DMF. All applicants must retain a copy of the proposal and all enclosures which accompany their application for their own records. The proposal must accompany with detailed information on the organization's primary contact details.



Annexure - I

Pre – Qualification / Minimum Eligibility Form

Sl. No.	Particulars	Remarks / Documents to be attached
1	Name of Agency	As mentioned in the Regd. Certificate / Deed (Attach Copy)
2	Address of Head Office: Telephone No. E – mail Id Name of Authorized Person	
3	Correspondence Address (if different from above)	
4	Year of Establishment	
5	The organization must have minimum 03 years of experience in the field of development.	As per format - I (A)
6	Out of total experience, the organization must have minimum 01 years' experience in the field of base line survey / health survey / impact assessment / research & studies in relevant field.	As per format - I (B)
6	Annual Turnover of the Firm (Not less than INR 20.00 Lakh): 2018 -19 2019 -20 2020 -21	For average annual turnover of last three years, submit a declaration duly certified by CA. Also submit the ITR filed.
7	Nos. of successful projects undertaken with Govt. / PSU / External Aided Projects of similar type of activity including health survey work	As per format - I (C)
8	Income Tax – PAN	Attach Copy
9	GST Registration No.	Attach Copy
10	If the firm is a proprietary / partnership / company / society / trust , etc.	Attach a copy of documentary evidence.

11	Details of manpower to be engaged for the assignment.	As per format - I (D)
12	Details of EMD and Bid Cost Fees Deposited	Attach TDR / FD of Rs.30,000/- as EMD and Demand Draft for Rs.5,000/- as Bid Cost.

Format - I (A)

The organization must have minimum 03 years of experience in the field of development sector (Attach Documentary Evidence)

Sl. No.	Name of The Client	Type of Work / Assignment	Project Cost	Year

Format - I (B)

Out of total experience, the organization must have minimum 01 years' experience in the field of base line survey / health survey / impact assessment / research & studies (Attach Documentary Evidence)

Sl. No.	Name of The Client	Type of Work / Assignment	Project Cost	Year

Format - I (C)

Nos. of successful projects undertaken with Govt. / PSU / External Aided or CSR Projects of similar type of activity including health survey work(Attach Documentary Evidence)

Sl. No.	Name of The Client	Type of Work / Assignment	Project Cost	Year

Format - I (D)

Details of manpower to be engaged for the projects

Sl.	Name of The	Qualification	Designation	Total Years	Experience
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No.	Person			of Work Experience	with the Firm

Annexure - II

FINACIAL BID FORMAT

Eol Notice No. – _____ dated _____

To

The P.D.,DRDA – cum – Chief Executive
DMF Cell, Red Cross Bhawan,
Collectorate Campus, Angul.

Sir,

I/we hereby bid for providing services for as per the “Terms and Reference given in this Eol document” within the time specified and in accordance with the specification / T &C. The rates are quoted in prescribed format given below:

Sl. No.	Particulars	Total Costs (in INR)
1	Total Cost for Conducting Base Line SurveyManaging Mixed Method Data Collection for the Baseline Assessments of Health and Nutrition Project implemented by DMFTincluding all Expenses with reference to clauses of Eol relating to ToR / Scope of work / Deliveries (Clause – D to H).	
2	Applicable Tax (GST), if any	
3	Total Cost After Tax	

The rates indicated above are all – inclusive for completion of assignments & submission of report to DMFT and are valid for the total contract period.

Signature of the Bidder with Seal