



District Mineral Foundation Trust

Angul, Odisha. PIN – 759122

Tele: 0674 – 230745 / E – mail: dmfangul@gmail.com



Directional Secretaries of Mining Mineral Areas & Towns

RFP No. - 421

Date: 25/07/2022

Request for Proposal (RFP)

District Mineral Foundation Trust (DMFT), Angul invites RFP from interested agencies for "Establishment and Running of Programme Management Unit (PMU) for District Mineral Foundation Trust (DMFT) Angul" as detailed in the bid document. The complete RFP is available in the district website, i.e. www.angul.nic.in. Details of the schedule are given below:

Request for Proposal (RFP) document made available to the applicants	26 th July' 2022
Last date for receiving of queries, if any	2 nd August' 2022 up to 5.00 P.M. to e – mail ID: dmfangul@gmail.com
Clarification to queries, if any	4 th August' 2022
Last date for submission / receipt of Technical and Financial Proposal (Seal Envelop)	17 th August' 2022 (5.00 P.M.)
Opening of Technical Proposals & Technical Presentation	19 th August' 2022 (11.00 A.M.)
Opening of Financial proposals of applicants who qualified in Technical Proposal / Bid	Will be communicated after opening of Technical Bid Documents & Presentation.
Letter of Award	To be intimated to selected Agency
Start Date	To be intimated to selected Agency
Method of Selection	QCBS (80:20)
Ernest Money Deposit (EMD)	Rs.5,00,000/- (Rupees five lakh) only in the form of Demand Draft in favour of The Collector & Chairperson – Cum - Managing Trustee, DMF, Angul payable at Angul.
Bid Cost	Rs.10,000 (Rupees ten thousand) only in the form of Demand Draft to be drawn in favor of The Collector & Chairperson – Cum - Managing Trustee, DMF , Angul, drawn on any Scheduled Bank , 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	The Chief Executive, District Mineral Foundation Trust, Redcross Bhawan, Collectorate Campus, Angul, Odisha, PIN – 759122, Tel. No. – 0674 – 230745, E – mail: dmfangul@gmail.com

Memo No: 422 Date: 25/07/2022

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


25/7/2022
Chief Executive, DMFT, Angul

Memo No: 423 /2017, Date: 25/07/2022

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 RFP on the notice board of their respective offices.


25/7/2022
Chief Executive, DMFT, Angul

Memo No: 424 Date: 25/07/2022

Copy to DIO, NIC, Angul for information & necessary action. He is requested to web hoist the RFP regarding selection of an agency for "Establishment and Running of Programme Management Unit (PMU) for District Mineral Foundation Trust (DMFT) Angul" in www.angul.nic.in from 26.07.2022 to 17.08.2022 (5.00 P.M.)


25/7/2022
Chief Executive, DMFT, Angul

Request for Proposal

SELECTION OF AGENCY FOR ESTABLISHMENT AND RUNNING OF PROGRAMME MANAGEMENT UNIT (PMU) FOR DISTRICT MINERAL FOUNDATION TRUST (DMFT) ANGUL



**District Mineral Foundation Trust,
Angul**

Government of Odisha

Tele. No. – 06764 - 230745
E - mail ID: dmfangul@gmail.com

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Disclaimer

This Request for Proposal (RFP) is issued by the **District Mineral Foundation Trust (DMFT), Angul, Government of Odisha**.

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

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

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

DMFT Angul, shall be the sole and final authority with respect to selection of a consultant for the purpose through this RFP.



Bidder Data Sheet

S. No	Particular	Details
1	Name of the Client	Collector & Chairperson – cum - Managing Trustee, DMFT, Angul, District - Angul Government of Odisha
2	Method of Selection	Quality and Cost Based Selection (QCBS) Method (80:20)
3	Availability of RFP Document	https://angul.nic.in
4	Date of Issue of RFP	26.07.2022
5	Deadline for Submission of Pre-Bid Query, if any	02.08.2022 by 5:00 PM
6	Issue of Pre- Bid Clarifications, if any	04.08.2022 (https://angul.nic.in)
7	Last date for submission / receipt of Bid Documents	17.08.2022 by 05.00 PM
8	Date of opening of Technical Proposal	19.08.2022 at 11.00 AM
9	Date of Technical Presentations by Bidders	19.08.2022 at 3.30 PM
10	Date of opening of Financial Proposal	Will be communicated to the Bidders
11	Bid Processing Fee (Non-Refundable)	<p>INR10,000/- (Rupees Ten Thousand only) in the form of a demand draft drawn in favour of "The Collector & Chairperson –cum - Managing Trustee, District Mineral Foundation Trust, Angul" in any Scheduled Bank payable at Angul.</p> <p>The bid processing fee shall be submitted along with the 1st Inner Envelope of the Technical Proposal.</p>
12	Earnest Money Deposit (EMD) (Refundable)	<p>INR 5,00,000/- (Rupees five lakhs only) in the form Demand Draft in favour of the Collector & Chairperson – Managing Trustee, DMFT, Angul drawn from any Scheduled Bank and payable at Angul.</p> <p>The EMD shall be submitted along with the 1st Inner Envelope of the Technical Proposal.</p>
12	Address for submission of Proposal / Bid documents	P.D., DRDA – cum - Chief Executive, DMFT, DMF Cell, Redcross Bhawan, Collectorate Campus, Angul - 759122, Odisha
13	Place of Opening of Proposal	DRDA Conference Hall, Angul

Selection of Agency for Establishment and Running of PMU for DME, Angul

14	Mode of Submission	Speed Post / Registered Post only to the address as specified above during the office hour. Submission of bid documents through any other mode and late bid will be rejected.
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For details please visit: <https://angul.nic.in>



Section - I:
Letter of Invitation

Letter of Invitation

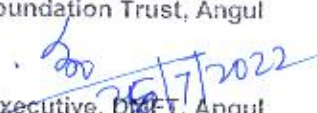
RFP No: 421

Dated: 25/07/2022

Name of the Assignment: Selection of Agency for Establishment and Running of Programme Management Unit (PMU) for District Mineral Foundation Trust (DMF), Angul

1. The District Collector & Chairperson – cum - Managing Trustee, District Mineral Foundation Trust, Angul, Government of Odisha (The Client) invites sealed proposal from eligible bidders for "Selection of Agency - Establishment and Running of Programme Management Unit (PMU) for District Mineral Foundation Trust (DMFT), Angul". More details on the proposed RFP are provided at Section - 3: Terms of Reference (ToR) of this RFP Document.
2. A Bidder will be selected under QCBS method as prescribed in the RFP Document.
3. The proposal, complete in all respect as specified in the RFP Document must be accompanied with a Non-refundable amount of Rs. 10,000/- (Rupees Ten Thousand only) towards Bid Processing Fee and a Refundable amount towards EMD of INR 5,00,000/- (Rupees Five Lakhs only) in form of Demand Draft in favor of "the Collector & Chairman – cum - Managing Trustee, DMF, Angul", drawn in any scheduled commercial bank and payable at Angul, Odisha failing which the bid will be rejected.
4. The proposal must be delivered at the specified address as per the Bidder Data Sheet by Speed post / Registered Post only. The Client shall not be responsible for postal delay or any consequence. Submission of proposal through any other mode will be rejected.
5. The last date and time for submission of proposal completed in all respects is:- 17.08.2022 before 5.00 PM and the date of opening of the technical proposal is 19.08.2022 in the presence of the bidder's representative at the specified address as mentioned in the Bidder Data Sheet. Representatives of the bidders may attend the meeting with due authorization letter on behalf of the bidder.
6. This RFP includes following sections:
 - a. Letter of Invitation [Section – I]
 - b. Instructions to the Bidder [Section – II]
 - c. Terms of Reference [Section – III]
 - d. Technical Proposal Submission Forms [Section – IV]
 - e. Financial Proposal Submission Form [Section –V]
 - f. Annexure [Section – VI]
7. While all information/data given in the RFP are accurate within the consideration of scope of the proposed assignment to the best of the Client's knowledge, the Client holds no responsibility for accuracy of information, and it is the responsibility of the bidder to check the validity of information/data included in this RFP. The Client reserves the right to accept / reject any / all proposals / cancel the entire selection process at any stage without assigning any reason thereof.

By order of Collector & Chairperson – cum - Managing Trustee,
District Mineral Foundation Trust, Angul


Chief Executive, DMFT, Angul

Section II:
Instructions to the Bidders

1. Pre - Qualification Criteria:

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

Sr. No.	Basic Requirement	Specific Requirement	Documents Required
1	Registration	The bidder should be a Company / Firm / LLP registered in India with a track record of providing consulting / advisory services for at least 5 years as on March 31' 2022.	Copy of Registration / Certificate of Incorporation / Partnership Deed
2	Programme Management Experience	The bidder should have minimum experience of running at least 5 PMU / TSU or equivalent for Central Government Ministries & Departments / State Government Departments / District Administrations in social development sectors or PMKKKY / OMBADC or Govt. schemes out of external aided fund. <ul style="list-style-type: none"> • Minimum contract value of INR.50.00 lakh each • Minimum contract duration of 12 months each 	Copy of Completion Certificate / Agreement / Work Order
3	Turnover	The bidder should have minimum total average annual turnover of INR 75.00 Crores (Rupees seventy five crores) and a positive net worth in each of the previous three financial years (FY 2018 - 19 , 2019 - 20 and 2020 - 21)	Certificate from statutory auditor / audited financial statements for the three previous financial years ending March 2020 - 21
4	Institutional Strength	The bidder should have minimum 100 nos. of consulting professionals on payroll as on 31 st March' 2022	Certificate from HR & Authorized Signatory declaring the numbers of resources on payroll
5	PAN / GST	Must be Registered under GSTN.	Copy of PAN / GST Registration must be submitted.
6	EMD	The bidder must submit an EMD of Rs.5,00,000/- (Rupees Five Lakh Only) in the form of Demand Draft in favour of The Collector & Chairperson – cum - Managing Trustee, District Mineral Foundation (DMF), Angul on any scheduled bank payable at Angul.	Original DD to be submitted.



7	Bid Processing Fees / Cost	The bidder must submit the Bid Processing Fees / Cost of Rs.10,000 (Rupees Ten Thousand Only) in the form of Demand Draft in favor of The Collector & Chairperson – cum - Managing Trustee, District Mineral Foundation (DMF) Angul, drawn on any scheduled bank, payable at Angul.	Original Demand Draft to be submitted
8	Not Black Listed	The bidder should not have been blacklisted by any Central / State Government or Public Sector Undertakings.	Affidavit by the Authorized Signatory stating not blacklisted.
9	Power of Attorney	A Power of Attorney in the name of the Signatory Authority of the proposal. Copy of board resolution is also acceptable.	Original Power of Attorney / copy of the Board Resolution must be submitted.
10	Self-Declaration regarding Conflict of Interest	Declaration with reference to the clause no. – 14 of RFP	Original copy of the declaration must be submitted
Any kind of Consortium / Joint Venture / Sub-Contracting with / to other firms is not allowed			

2. Documents / Formats for submission along with Technical Proposal

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

- Filled in Bid Submission Check List in Original (Annexure-I)
- Covering letter (TECH – 1) on bidder's letter head requesting to participate in the selection process.
- Bid Processing Fee & EMD as applicable.
- Copy of Certificate of Incorporation / Registration.
- Copy of PAN.
- Copy of Goods and Services Tax Identification Number (GSTIN).
- Copies of IT Return for the last three Financial Years (FY 2018-19, 2019- 20 & 2020 - 21).
- General Details of the Bidder (TECH – 2).
- Financial Details of the bidder (TECH – 3) along with all the supportive documents as applicable duly signed as per the instruction.
- Power of Attorney (TECH – 4) in favor of the person signing the bid on behalf of the bidder or Board of Directors.
- List of completed / ongoing assignments in development sector (Past Experience Details : TECH – 5) along with copies of agreement / work orders / completion certificate from previous Clients.
- Self-Declaration regarding Conflict of Interest (TECH - 6)

Bidders should submit the required supporting documents as mentioned above. Bids not conforming to the eligibility criteria and non-submission of required documents as listed above will lead to rejection of the bid. Submission of forged documents will also result in rejection of the bid. Bidders are advised to study all instructions, forms, terms & conditions, and other important information as mentioned in the RFP document. The proposal must be completed in all respect, indexed and hard bound. Each page should be numbered and signed by the authorized representative.



3. Bid Processing Fee:

The bidder must furnish the required bid processing fee amounting to Rs.10,000/- (Ten Thousand Rupees Only) in shape of Demand Draft drawn on any scheduled bank in favor of "The Collector & Chairperson – cum - Managing Trustee, District Mineral Foundation Trust, Angul" payable at Angul as a part of Technical Proposal. Proposals received without bid processing fee will be out rightly rejected.

4. Earnest Money Deposit (EMD):

The bidder must furnish an Earnest Money Deposit (EMD) amounting to INR 5,00,000/- (Rupees Five Lakhs only) in shape of Demand Draft in favor of "The Collector & Chairperson – Cum - Managing Trustee, District Mineral Foundation Trust, Angul" payable at Angul.

The EMD of unsuccessful bidders shall be refunded after finalization of selection process and awarding of contract. The EMD of the successful bidder will be released only after furnishing of the required Performance Bank Guarantee (PBG) and signing of the contract. The EMD will be forfeited on account of the following reasons:

- Bidder withdraws its proposal during the bid validity period as specified in RFP
- Bidder does not respond to requests for clarification of its proposal.
- Bidder fails to provide required information during the evaluation process or is found to be non-responsive or has submitted false information in support of its qualification.
- If the bidder fails to
 - provide any clarifications to the Client
 - agree to the decisions of the contract negotiation meeting
 - sign the contract within the prescribed time period
 - furnish required Performance Bank Guarantee in time.
- Any other circumstance which holds the interest of the Client during the overall selection process.

5. Validity of the Proposal:

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

6. Pre - Proposal Queries:

Bidders can submit their queries in respect of the RFP and other details if any, to DMFT Angul through e-mail at dmfangul@gmail.com till 02.08.2022 (5.00 PM). Clarifications, if any to the queries will be uploaded in <https://angul.nic.in> for the purpose of preparation of the proposal. Request for alternation / change in existing terms and conditions of the RFP will not be considered / entertained. (Mention that subject title)

7. Submission of Proposal:

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

The procedure for submission of the proposal is described below:

1. **Technical Proposal (Original + 1 Copy):**

The envelope containing technical proposal shall be sealed and superscripted as "**Technical Proposal – Selection of Agency for Establishment and Running of Programme Management Unit (PMU) for District Mineral Foundation Trust (DMFT), Angul**" and to be furnished inside one big envelope. The duly filled-in technical proposal submission forms, with all the supportive documents and information must be furnished as part of technical proposal.

2. **Financial Proposal (Original):**

The envelope containing financial proposal shall be sealed and superscripted as "**Financial Proposal – Selection of Agency for Establishment and Running of Programme Management Unit (PMU) for District Mineral Foundation Trust (DMFT), Angul**". The duly filled- in financial proposal submission forms should contain the detail price offer for the proposed assignment and to be furnished as per the prescribed format only.

The "**Technical Proposal**" and "**Financial Proposal**" must have to be submitted in two separate sealed envelopes (with respective marking in bold letters) along with the prescribed formats/information mentioned in the RFP Document. The first envelope must be marked as "**TECHNICAL PROPOSAL (Selection of Agency for Establishment and Running of Programme Management Unit PMU) for District Mineral Foundation Trust (DMFT), Angul**".

The second envelope must be marked as "**FINANCIAL PROPOSAL (Selection of Agency for Establishment and Running of Programme Management Unit (PMU) for District Mineral Foundation Trust (DMFT), Angul)**" and it should contain Financial Proposal only. Both the above envelopes must be sealed and placed inside a third main envelope with proper labeling.

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



8. Opening of the Proposal

The FIRST ENVELOPE containing **TECHNICAL PROPOSAL** will be opened in the initial stage by the Bid Evaluation Committee in presence of the bidder's representatives at the location, date specified in the Bidder Data Sheet. The Client will constitute a Bid Evaluation Committee (BEC) to evaluate the proposals submitted by bidders. Only one representative with proper authorization letter from the participating bidder will be allowed to attend the bid opening meeting. The SECOND ENVELOPE containing **FINANCIAL PROPOSAL** only of the technically qualified bidders will be opened after completion of technical evaluation process. The date for opening of the financial proposal will be intimated accordingly to the technically qualified bidders.

9. Evaluation of Proposal

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

- **Preliminary Evaluation (1st Stage) ***: Preliminary evaluation of the proposals will be done to examine whether the proposal complies with the prescribed eligibility condition and the requisite documents / information have been properly furnished by the bidder or not. Submission of following documents / information will be verified:
 - Filled in Bid Submission Check List in Original (**Annexure-I**)
 - Covering letter (**TECH 1**) on bidder's letter head requesting to participate in the selection process
 - Bid Processing Fee and EMD as applicable
 - Copy of Certificate of Incorporation/ Registration.
 - Copy of PAN
 - Copy of Goods and Services Tax Identification Number (GSTIN)
 - Copies of IT Return for the last three Financial years (**FY2018 - 19, 2019 - 20 and 2020 - 21**).
 - General Details of the Bidder (**TECH 2**).
 - Financial Details of the bidder (**TECH 3**) along with all the supportive Documents as applicable duly signed and certified as per the instruction
 - Power of Attorney (**TECH 4**) in favor of the person signing the bid on behalf of the bidder
 - List of completed / ongoing assignments in development sector (Past Experience Details, **TECH 5**) along with copies of contracts / work orders / completion certificate from previous Clients.
 - Self-Declaration on Conflict of Interest (**TECH 6**)
 - Duly filled in Technical Proposal Forms (**TECH 7 to 9**)
 - All the pages of the proposal and enclosures / attachments are signed by the authorized representative of the bidder
- * Bids not complying with any of the above requirement will be out rightly rejected at the discretion of the Client's authority.
- **Technical Evaluation (2nd Stage)**: Technical proposal will be opened and evaluated for those bidders who qualify the preliminary evaluation stage. Detailed evaluation process as per the following parameters will be adopted for proposal evaluation:

Selection of Agency for Establishment and Running of PMU for DMF, Angul

S.No	Criteria	Maximum Marks
1	Experience of the Bidder	30 Marks
1.1	The Bidder must have minimum 5 years of experience for providing consulting / govt. advisory services / engagement as on March 31 st 2022.	10 Marks 0 to 5 Years = 0 Mark 2 marks for each additional year/s beyond first five years, subject to a maximum of 10 marks.
1.2	Minimum 5 nos. of PMU / TSU or equivalent for Central Government Ministries & Departments / State Government Departments / PSUs / District Administrations in social development sector or PMKKKY / OMBADC or Govt. schemes out of external aided fund. • Minimum contract value of INR.50.00 Lakh each • Minimum contract duration of 12 months each	10 Marks 0 to 5 engagements = 0 Mark 2 marks for each additional engagement beyond first five, subject to a maximum of 10 marks.
1.3	The bidder should have minimum 100 nos. of consulting professionals on payroll / pool as on 31 st March' 2022.	10 Marks 0 to 100 Nos. = 0 Mark 1 mark for each additional 10 nos. of professional beyond first 100 nos., subject to a maximum of 10 marks.
2	Turnover of the Bidder	20 Marks
2.1	The Bidder should have total minimum average annual turnover of INR 75.00 Crores (Rupees seventy five Crores) and a positive net worth in each of the previous three financial years (FY 2018 - 19 , 2019 - 20 and 2020 - 21)	20 Marks Up to 75 Crores = 0 Mark > 75 Crore ≤ 100 Crore = 10 Marks > 100 Crore ≤ 125 Crore = 15 Marks More than 125 Crore = 20 Marks
3	Team Experience (Key Personnel)	10 Marks
2.1	Team Leader (One) • Master's Degree (or equivalent) in Management, Development Studies / Practice, Social Work, or in related field(s) from a reputed National / International Institution. • Minimum 10 years of relevant work experience related to project management & monitoring in development sector (Govt. / Public) with managerial skills in implementation of government schemes / projects.	10 Marks • 3 marks - for educational qualification • 3 marks - for work experience • 4 marks – 1 marks for each additional year/s of relevant experience beyond first ten years, subject to a maximum of 4 marks.

	• Proficient in document writing & success stories.	
4	Presentation on Organization, Approach, Methodology and Work Plan 1. Organization Structure & Consulting Staffs (10 Marks) 2. Understanding of the Assignment and Issues / Challenges (10 Marks) 3. Approach, Methodology and Work Plan (10 Marks) 4. Case study / success stories on handling any Social Development / Govt. Projects (10 Marks)	40 Marks Technical Presentation (PPT)
	Total (1 + 2 + 3+4)	100 Marks

Copies of work orders / agreement / completion certificates must be submitted as a proof for each assignment. No assignment should be repeated across various categories of evaluation parameters. Related ongoing assignments may also be considered for evaluation, if found suitable by the Bid Evaluation Committee.

All the team members of the PMU are expected to be deployed on full-time for a period of 3 years at DMFT, Angul, Odisha subject to annual renewal upon satisfactory performance with enhancement of contract fees as decided by competent authority. Adequate office space with necessary facilities / equipment and logistic support shall be provided by DMFT, Angul to the PMU team. None of the team members should engage in any other engagement while being deployed at the PMU. In case, DMFT, Angul needs any additional resources with specific expertise on part-time / full-time basis for the assignment towards successful achievement of the desired outcomes, the same will be deployed by the selected bidder as per mutually agreed terms and conditions.

* Bidders who secure above 70 marks from the total (100 marks) in the technical evaluation process will be called for financial evaluation process.

3. Financial Evaluation (3rd Stage): The financial proposals of only those bidders qualifying the technical evaluation process (2nd Stage) shall be opened in the presence of the bidder's representative who wishes to attend the meeting with proper authorization letter. The name of the bidder along with the quoted financial price will be announced during the meeting.

10. Evaluation Process:

QCBS method will be followed during the overall selection process. The financial bids of technically qualified bidders will be opened on the prescribed date in the presence of bidder's representatives.

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

$$T = 80, \text{ and}$$

$$P = 20$$

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

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

The bidder, who has the highest score in the QCBS, shall be called for further process leading to the award of the contract. The bid price will include all taxes as applicable and shall be in Indian Rupees. Prices

quoted in the bid must be firm and final and shall not be subject to any modifications on any account whatsoever. In case of a tie, the bidder having higher technical score will be considered the preferred bidder.

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

11. Performance Bank Guarantee (PBG):

Within 15 days of notifying the acceptance of a proposal for award of contract, the qualified bidder shall have to furnish a Performance Bank Guarantee amounting to **5% of the contract value** from a Scheduled Bank in favor of " **The Collector & Chairman – Cum - Managing Trustee, District Mineral Foundation Trust Angul**", as per the format at Annexure- II, for a period of three months beyond the entire contract period (i.e. PBG must be valid from the date of effectiveness of the contract to a period of 3 months beyond the contract period) as its commitment to perform services under the contract. Failure to comply with the requirements shall constitute sufficient grounds for the forfeiture of the PBG. The PBG shall be released immediately after three months of expiry of contract provided there is no breach of contract on the part of the qualified bidder. No interest shall be paid on the PBG.

12. Contract Negotiation:

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

13. Award of Contract

After completion of the contract negotiation stage, the Client will notify the successful bidder in writing by issuing an offer letter for signing the contract and promptly notifying all other bidders about the result of the selection process. The successful bidder will be asked to sign the contract after fulfilling all formalities within 7 days of issuance of the offer letter. After signing of the contract, no variation or modification of the terms of the contract shall be made except by written amendment signed by both the parties. The contract will be valid for **3 years** from the date of effectiveness of the contract subject to annual renewal upon satisfactory performance of the agency. The contract can be extended for 2 years beyond these 3 years based on satisfactory performance. However, decision of the Client will be final in this regard. After execution of the contract, the agency has to immediately submit the CVs of suitable resources to the Competent Authority for vetting and deployment of suitable resources within 15 days.

14. Conflict of Interest:

Conflict of interest exists in the event of:

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

15. Disclosure:

1. Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the bidder or termination of its contract.
2. Bidders must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency, or the financial standing of the Bidder, including but not limited to appointment of any officer such as a receiver in relation to the Bidder's personal or business matters or an arrangement with creditors, or of any other similar proceedings.
3. Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:
 - i. a criminal offence or other serious offence punishable under the law of the land, or where they have been found by any regulator or professional body to have committed professional misconduct.
 - ii. corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract.
 - iii. failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

16. Anti-corruption Measure:

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

17. Language of Proposals:

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

18. Cost of Bidding:

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

19. Legal Jurisdiction:

All legal disputes are subject to the jurisdiction of Hon'ble High Court, Odisha, Cuttack, and Civil Court of Angul only.

20. Governing Law and Penalty Clause:

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

21. Confidentiality:

Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the bidders who submitted the proposals or to other persons not officially concerned with the process, until the publication of the award of contract. The undue use by any Consultant of confidential information related to the process may result in rejection of its proposal and may be subject to the provisions of the Client's antifraud and corruption policy. During the execution of the assignment except with prior written consent of the Client, the consultant or its personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the contract.

22. Amendment of the RFP Document:

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

23. Client's right to accept any proposal, and to reject any or all proposal/s:

The Client reserves the right to accept or reject any proposal, and to annul or amend the bidding / selection / evaluation process and reject all proposals at any time prior to award of contract award, without assigning any reason there of and thereby incurring any liability to the bidders.

24. Copyright, Patents and Other Proprietary Rights:

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

25. Replacement of Key Personnel / Team Members:

The key professionals to be deployed under this contract are expected to be dedicated for the entire contract period. However, the change will be allowed under following circumstances only after due approval:

1. In case of non-satisfactory performance of any of the assigned personnel, the client reserves the right to request for a replacement. Once a request is raised, the consultant must provide the CV and other qualification and details of the replacement personnel so as to permit evaluation within 15



days. On receipt of such CVs, the client must process the same within 7 days and communicate its approval / rejection. In case of failure to provide replacement personnel within 15 days of communication of the request for a change to the satisfaction of the client, the client reserves the right to not make payment for the resource and the resource may be treated as withdrawn after communication of such rejection.

2. Under unavoidable circumstances of one or more key personnel becoming unavailable / leave the project for any reason there off, the consultant must notify the client at least 15 days in advance, explaining the circumstances necessitating the proposed replacement and submit justification and qualification of replacement personnel in sufficient detail to permit evaluation of the impact on the engagement. On being duly satisfied, the request for change may be approved / rejected by the client within 7 days of receipt of the same.
3. Once the proposal for replacement is accepted, the consultant must replace the professional within 15 days of the communication of such approval. Client reserves the right to invoke the right to claim liquidated damages in case of failure of the Consultant to provide replacement personnel to the satisfaction of the Client after 2 such attempts.
4. Further, acceptance of such replacement by the client shall not relieve the consultant from responsibility for failure to meet the requirements of the contract. Any change in key professionals without due approval by the Authority will lead to implication of liquidated damages of up to 10% of the contract value.

26. Force Majeure:

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

27. Settlement of Disputes:

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

28. Disqualification of Proposal:

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

1. Proposal submitted without Bid Processing Fee & EMD as applicable.
2. Proposal not submitted in accordance with the procedure and formats as prescribed in the RFP.
3. During validity of the proposal, or its extended period, if any, the bidder increases the quoted prices.



4. Proposal is received in incomplete form.
5. Proposal is received after due date and time for submission of bid.
6. Proposal is not accompanied by all the requisite documents / information.
7. Bids with any conditional technical and financial offer.
8. If the bidder provides any assumptions in the financial proposal or qualifies the commercial proposal with its own conditions, such proposals will be rejected even if the commercial value of such proposals is the lowest / best value.
9. Proposal is not properly sealed or signed.
10. Proposal is not conforming to the requirement of the scope of the work of the assignment.
11. Bidder tries to influence the proposal evaluation process by unlawful/corrupt/fraudulent means at one or any point of time during the bid process.
12. If, any of the bid documents, excluding the commercial bid, submitted by the bidder is found to contain any information on price, pricing policy, pricing mechanism or any information indicative of the commercial aspects of the bidders or any person acting on its behalf indulges in corrupt and fraudulent practices.
13. Any other condition / situation which holds the paramount interest of the Client during the overall selection process.

29. Competent Authority:

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

1. May amend the RFP 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 Agency.
3. At discretion during evaluation of bids, request an Agency for clarification on its proposal. This request will be in writing and the 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 reserves the right to accept or reject any / all proposal partially or fully without assigning any reason thereof. The decision of the Competent Authority shall be final and binding on all the Bidders.

30. Termination of the Contract:

The competent authority may, by a 30 days written notice to the selected agency, suspend / terminate the contract, if the agency fails to perform any of its obligations under this contract (including carrying out of the services as per Scope of Work / ToR) provided that such notice of suspension:

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

Section III:
Terms of Reference



1. Introduction:

The District of Angul situated at the heart of Odisha was a part of Undivided Dhenkanal District till early March 1993, but for the administrative convenience, Dhenkanal District was divided into two parts i.e. Dhenkanal and Angul vide State Government Notification No. DRC-44/93/14218/R. dated 27 March 1993. Angul District came into existence as a separate District on April 1, 1993. The District is surrounded by Cuttack & Dhenkanal on the east, Sambalpur & Deogarh on the west, Sundargarh & Keonjhar on the north and Phulbani on the south. Covering an area of 6232 sq.km, Angul District is located at Latitude 20.50 North to 85.00 East Longitude. The altitude of this place is 564 to 1187 mts. Angul District is densely populated as per the 2011 census. The District has 1930 villages having 1273821 population. Total population comprises of 655718 male population and 618103 female population. District's rural population is more compared to its urban population, as is the case in almost all other Districts of the state. Total rural population of the District is 1067275 while total urban population is 206546, as per 2011 census. The District has 239552 SC and 179603 ST population.

The Administrative headquarters of the Angul District is located at Angul city. In the present scenario of the administrative set up, there are 4 sub division, 8 tahsils and 8 blocks in the District. There are total number of 225 Gram Panchayats, 2 Municipalities, 1 Notified Area Council (NAC), and 23 Police stations functioning in the District of Angul.

The climatic condition of Angul District is much varied. The average annual rainfall of the District is 1421 mm. However there is a great variation of rainfall from year to year. The rainfall in the District during the last 10 years varied between 896 mm & 1744 mm. The best time to visit this District is during winter. Agriculture occupies a vital place in the economy of Angul District, as it provides direct and indirect employment to around 70 % of its total work force, as per the 2001 census. The total cultivable area of this District is 2, 16,403 hectares, covering 32.7 % of its total geographical area. The major crops of the Kharif season are paddy, maize, ragi, oilseeds, pulses, small millets and vegetables etc. Paddy, wheat, maize, field pea, sunflower, garlic, ginger, potato, onion, tobacco, sugarcane and coriander etc are the major Rabi crops.

The last two decade has witnessed a tremendous improvement in the industrial scenario of Angul District. Many public sector undertakings have setup up plants and offices here, like National Aluminium Company Limited (NALCO), Mahanadi Coal Fields Limited (MCL), National Thermal Power Corporation (NTPC) and Talcher Thermal Power Station (TTPS). One of the major coalfields is the Talcher coalfield, which contains huge reserves of power grade non-coking coal. Engineering Units, Rice Mills, Hotels, Fly Ash Brick units, Stone Crushers, Service Units, Bleaching units, Bread and Bakery units, Tyre Rethreading units, Flour Mills and Spices Grinding units etc. are some of the small scale industries functioning here. Besides above many coal mines are functioning and markedly contributing to the revenue generation of State along with proportionate contribution to the DMFT as well for overall development of mining affected people and areas.

Dhokra casting works, Terracotta works, Wood carvings, Art textiles and Soft toys etc are some examples of the crafts that have been generating revenues for this District. The District Industries Center functioning in the District promotes its various industrial activities.

The Angul District is having 4,09,260 male literates and 2,62,173 female literates. As per educational institutes are concerned Angul District has many Government and Private Institutes. Government College (Angul), Angul Women's College (Angul) and Talcher College (Talcher) are the important educational institutions of the District. There are other training institutes of the District, like Police Training College (PTC) Angul, Forest Rangers College Angul and a number of industrial training

institutes providing quality technical education to a vast number of students of the District. Different educational programmes like Sarva Sikhya Axiyan, Total Literacy Campaign, Post Literacy Campaign, Continuing Education Programme and National Child Labour Project have been initiated by the Government with an objective of reaching education to all, including those unprivileged ones for whom education is still out of bounds and reach.

2. Objective of the Proposal:

The proposal aims to establish a Programme Management Unit (PMU) for increasing the effectiveness and efficiency of the District Mineral Foundation Trust (DMFT), in the larger interest for the welfare and overall development of people and their livelihoods, affected by mining activities in Angul District.

3. Scope of Work:

A Programme Management Unit (PMU) will be established and run under the administrative control of the Collector & Chairperson – cum – Managing Trustee, District Mineral Foundation Trust (DMFT). It will be manned by a team of experts with developmental background including specialization in critical areas such as Livelihood, Health, Education, Skill Development, Drinking Water, Sanitation, health, Infrastructure, Environment, Irrigation, Women & Child Development, Social Welfare - fare, etc. The PMU will serve as a 'Secretariat' of the District Mineral Foundation Trust. The Project Director, DRDA who is also the Chief Executive of DMF. Further, the PMU will also facilitate the functioning of the Trust Board and Executive Committee of the DMF and to work with concerned Line Departments.

The PMU will function as a 'DMF Resource and Function Hub' and will be responsible for the following activities:

- Identification of critical gaps in the mining affected areas for prioritized action.
- Evaluation of proposals submitted to DMF for support.
- Planning, implementation, and monitoring of projects under DMF.
- Convergence with various line departments for coordinated and concerted action.
- Identification and promotion of innovative solutions through field level pilot.
- Interventions and adopting best practices from various sectors and geographies to the district.
- Demonstrate the effectiveness of DMF activities on the lives of targeted communities through communication medium.
- Preparation of policy briefs, documentation of lessons learnt, and impact achieved.
- Capacity building activities and knowledge management.
- Technical and facilitation assistance to the Trust Board and Executive Committee.
- Any other assignments given by the Competitive Authority from time to time.

4. Team Composition

The PMU shall comprise of following team members:

S.No	Role	Education and Qualification	Key Roles & Responsibilities
1	Team Leader (One)	<ul style="list-style-type: none"> • Master's Degree (or equivalent) in Management, Development Studies / Practice, Social Work, or related field(s) from a reputed National/ International Institution. • Minimum of 12 years of relevant work experience related to project management & monitoring in Govt. / public sector. • Experience in implementation of government schemes/ projects is desirable. • Proficient in document writing / development & success stories. • Prior experience in DMF will be preferable. 	<ul style="list-style-type: none"> • Responsible for overall functioning of the Programme Management Unit (PMU). • Build and maintain a high performing team in the PMU. • Provide effective program management, managing human and financial resources to effectively achieve the objectives of the DMFT. • Ensuring timely achievement of deliverables and reporting to management. • Conceptualize a wide range of innovation projects for improved public service delivery. • Evaluate the projects submitted by different line departments/ stakeholders to be taken up under DMF. • Converge with various lines to improve the effectiveness of interventions on the community. • Undertake action research to discover more appropriate ways of doing things under the DMF/ • Facilitate the approval of the Annual Action Plans in the EC and Governing Board of DMFT. • Facilitate in document writing / development & success stories • Act as a formal channel of communication between the selected Agency and DMFT. • Report to the Chief Executive, DMFT. • Any other assignments given from time to time.



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2	Engineering Expert (One)	<ul style="list-style-type: none"> • B.E/ B.Tech in Civil Engineering from a recognized University / Institute. • Minimum of 08 years of relevant work experience related to design, estimation, execution and supervision of civil engineering projects. • Minimum of 05 years of experience in Implementation of government infrastructure projects. • Prior experience in DMF will be preferable. 	<ul style="list-style-type: none"> • Study drawings and estimates of projects submitted by various line departments for approval under the District Mineral Foundation Trust (DMF). • Propose alterations and revisions required considering the reasonability, if any. • Supervise various construction activities taken up under DMFT through regular field visits and raise flags at appropriate levels in case of potential delays, quality issues or cost over-runs. • Ensure that the construction is in compliance with the drawings and estimates approved. • Evaluate projects submitted by different stakeholders to be taken up under DMF. • Facilitate the approval of the Annual Action Plans in the Executive Committee and Governing Board of the DMF. • Evaluate the value of works done and assist DMFT for release of funds to the implementing agency. • Any other assignments given from time to time.
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3	Health Expert (One)	<ul style="list-style-type: none"> • Master Degree or equivalent in Management, Public Health from any recognized institute / university. • Minimum 05 years of relevant work experience related to implementation, management & monitoring of social development / women & child development / health care projects in Govt. / public sector. • Prior experience in DMF will be preferable. 	<ul style="list-style-type: none"> • Conduct and update the situation analysis for strengthening the existing health care facilities in Angul. • Contributes to and supports in the review of systems and capacity to deliver child development and nutrition services. • To suggest effective measures for service delivery of maternal and child nutrition programs. • Collaborates with other sectors to supports strengthening of inter- sectorial collaboration to share knowledge and programming experiences. • To promote development of a sustainable health program by offering creative ideas and new approaches to solving problems in the health program. • design, planning, monitoring and evaluation of the Health & Nutrition programme to be implemented in the locality • Evaluate the projects submitted by different line departments/ stakeholders to be taken up under DMF. • Converge with various lines to improve the effectiveness of interventions on the community. • Undertake action research to discover more appropriate ways of doing things under the DMF/ • Prepare documentation of success stories, lesson learnt and impact at periodic intervals. • Any other assignments given from time to time.
4	Livelihoods Expert (One)	<ul style="list-style-type: none"> • Master Degree or equivalent in Management, Agriculture from any recognized institute / university. • Minimum 05 years of relevant work experience related to implementation, management, M & E of social development / livelihoods / agriculture & allied projects in Govt. / public sector. • Prior experience in DMF will be preferable. 	<ul style="list-style-type: none"> • Carry out diagnostic study to understand the socio – economic conditions in mining affected villages and analyze the impact of existing govt. schemes / projects. • Identification of alternative livelihoods opportunity for mining affected peoples. • Implementation of poverty alleviation projects in Agriculture, Horticulture, Irrigation and Livestock. • Formation and Strengthening of Producer Groups and Farmer Producer Organizations including Institution Building and Capacity Building of Group Members and Shareholders. • Identification and establishment of Livelihoods related assets like Irrigation, Farm Mechanization, Community Hiring Centers, and Community Seed Centers. • Identification and Development of Watershed and Wadi Projects. • Implementation of Projects related to

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			<p>acceptance of Millets and value addition of Millet based Products.</p> <ul style="list-style-type: none"> • Identification, strengthening and analysis of value chain in agro-based commodities including Post Harvest Management • Prior Experience with managing Project Implementing Agencies and NGOs with large teams. • Capacity Building of Agriculture Entrepreneurs. • Establishment of robust Marketing Channels for agro-based rural products • Evaluate the projects submitted by different line departments/ stakeholders to be taken up under DMF. • Converge with various lines to improve the effectiveness of interventions on the community. • Undertake action research to discover more appropriate ways of doing things under the DMF/ • Prepare documentation of success stories, lesson learnt and impact at periodic intervals. • Any other assignments given from time to time.
5	Rural Management & Sanitation Expert (One)	<ul style="list-style-type: none"> • Master Degree or equivalent in Management, Social Study & Practices from any recognized institute / university. • Minimum 04 years of relevant work experience related to implementation, management, M & E of rural development / WASH & allied projects in Govt. / public sector. • Prior experience in DMF will be preferable. 	<ul style="list-style-type: none"> • Developing strategies and policies for waste collection, disposal, minimization, and recycling. • Development of waste disposal (Solid / Plastic / Textile / C&D etc.) procedures and proposals, detailed implementation plan. • Ensure compliance with current legislation in the transportation, handling, and disposal of waste • Development of storage protocols in coordination with Government Departments. • Consult with stakeholders about waste management issues, identify their requirements and provide appropriate solutions • Development of recycling programs and plan for outreach and marketing of end product. • Recommend Action Plans, KPI commissioning installation of machinery equipment's. • Experience in managing Project Implementing Agencies and NGOs with large teams. • Organizing Capacity Building Programs for various stakeholders. • Creating and Coordinating for management of Budgets, resources planning under the sector.

			<ul style="list-style-type: none"> • Develop WASH sector policies and policy environment, governance and institutional bottlenecks, systems of management, risk allocation and coordination systems around WASH sector programs. • Provides guidance and support to District and Block team to manage and implement work plan. • Provide technical advice and support to government authorities and institutes to plan and organize capacity building programs for community water management, water quality surveillance and response planning, sanitation and hygiene promotion. • Identifies training needs for the purpose of capacity building and sustainability of programs /projects. Provides technical expertise as required, facilitates learning exchanges as well as policy influencing • Ensure critical gaps in information, knowledge and understanding relating to water supply, water safety, water resource management and sanitation and hygiene promotion are recognized and addressed by stakeholders. • Evaluate the projects submitted by different line departments/ stakeholders to be taken up under DMF. • Converge with various lines to improve the effectiveness of interventions on the community. • Undertake action research to discover more appropriate ways of doing things under the DMF/ • Prepare documentation of success stories, lesson learnt and impact at periodic intervals. • Any other assignments given from time to time.
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6	Education Expert (One)	<ul style="list-style-type: none"> • Master Degree or equivalent in Management, Social Work from any recognized institute / university. • Minimum 04 years of relevant work experience related to implementation, management, M & E of social development / education sector projects in Govt. / public sector. • Prior experience in DMF will be preferable. 	<ul style="list-style-type: none"> • Carry out diagnostic study to understand and find out the critical gaps for school transformation under 5T. • Liaising with different stakeholders for providing modern provisions for science laboratory, foreign language learning, Digital literacy, and Computer aided Learning etc. in schools. • Identification of critical gaps in the mining affected areas for prioritized action under DMFT like permanent electricity to schools, better sanitation, drinking water facility • Preparation of policy briefs, documents of lessons and impact and submission to District Collector • Liaising with industrial stakeholders for exploring CSR activities in schools of Angul district. • Implementation of new learning model in selected MLE schools of Angul district, • Capacity building training for High School teachers in Angul District for digital literacy and modern teaching-learning aid, leadership skill with collaboration of OSEPA. • Evaluate the projects submitted by different line departments/ stakeholders to be taken up under DMF. • Converge with various lines to improve the effectiveness of interventions on the community. • Undertake action research to discover more appropriate ways of doing things under the DMF/ • Prepare documentation of success stories, lesson learnt and impact at periodic intervals. • Any other assignments given from time to time.
7	Environment & Climate Change Expert (One)	<ul style="list-style-type: none"> • Master Degree or equivalent in Management, Social Study & Practices from any recognized institute / university. • Minimum 03 years of relevant work experience related to implementation, management, M & E of projects related to Urban Development / Environment Preservation / Pollution Control in public / Govt. Sector. • Prior experience in DMF will be preferable. 	<ul style="list-style-type: none"> • Develop master plans (intelligent land information system), sanitation master plans, sector plans, District and urban design. • Prepare physical layout plans for residential, Commercial, Institutional, Recreational, Industrial areas and development plans. • Conduct Socio-economic-environment impact assessment and demographic studies. • Prepare Environmental Impact Assessment, Site Analysis and Environmental Audit Reports. • Embedding Resources Efficiency and Circular Economy approach in operations and management • Conduct of transportation and Traffic management studies. • Direct and control the Process of City Development Projects.



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			<ul style="list-style-type: none"> • City Management planning and implementation. • Waste Management planning and implementation with ULBs • Prepare Slum Improvement Programmes. • Prepare feasibility reports and planning briefs. • Provide professional advice for real estate / property developers. • Disaster Risk Assessment and Emergency Management. • Digital urban command and control management system. • Preserve / conserve historical sites planning and monitoring • Evaluate the projects submitted by different line departments/ stakeholders to be taken up under DMF. • Converge with various lines to improve the effectiveness of interventions on the community. • Undertake action research to discover more appropriate ways of doing things under the DMF/ • Prepare documentation of success stories, lesson learnt and impact at periodic intervals. • Any other assignments given from time to time.
8	Skill Dev. Expert (One)	<ul style="list-style-type: none"> • Master Degree or equivalent in Management, Social Work from any recognized institute / university. • Minimum 03 years of relevant work experience related to implementation, management, M & E of projects related to Skill Development, Capacity Building & Knowledge Management (KM) in public / Govt. Sector. • Prior experience in DMF will be preferable 	<ul style="list-style-type: none"> • Design skill gap study, interest mapping, and develop skill development program matching National Skill Qualifications Framework Levels. • Strategically align the training and development of skills in an organization. • Analyze the skilling requirements and coordinate the execution of the skill development programs. • Conduct analysis to define training outcomes. • Understand the Sector Skills Plan with focus on employers' skill set requirement. • Assessment of principles, methods, and tools appropriate to develop and implement valid, reliable measures of individuals' skill needs and progress. • Facilitate and organize employment linked programs – OJT, Apprenticeship, Job Fair, Skill Conclave, Campus Recruitment, RTD, PLTP, Industry exposure visit. • Facilitate and organize entrepreneurship development program - EDP, Entrepreneurship conclave, Market Linkage, Credit Linkage, Product Development, Building networks with investors/partnership. • Evaluate the projects submitted by different



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			<p>line departments/ stakeholders to be taken up under DMF.</p> <ul style="list-style-type: none"> • Converge with various lines to improve the effectiveness of interventions on the community. • Undertake action research to discover more appropriate ways of doing things under the DMF/ • Prepare documentation of success stories, lesson learnt and impact at periodic intervals. • Any other assignments given from time to time.
9	Urban Development Expert (One)	<ul style="list-style-type: none"> • Master Degree or equivalent in Management, Social Study & Practices, Urban Development from any recognized institute / university. • Minimum 03 years of work experience related to implementation, management, M & E of projects related to Urban Development / Urban Planning in public / Govt. Sector. 	<ul style="list-style-type: none"> • Develop master plans (intelligent land information system), urban development master plans, sector plans, District and urban design. • Prepare physical layout plans for residential, Commercial, Institutional, Recreational, Industrial areas and development plans. • City Management planning / landscaping and implementation. • Transport & traffic management system. • Digital urban command and control management system. • Preserve / conserve historical sites planning and monitoring • Evaluate the projects submitted by different line departments/ stakeholders to be taken up under DMF. • Converge with various lines to improve the effectiveness of interventions on the community. • Undertake action research to discover more appropriate ways of doing things under the DMF. • Any other assignment as given by the authority from time to time.



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10	Finance Expert (One)	<ul style="list-style-type: none"> • Master Degree or equivalent in Management, Finance, Commerce, Accounting or related fields from any recognized institute / university. • Minimum 8 Years of relevant work experience in accounting, auditing and financial management in Govt. Sector. • Prior experience in DMF will be preferable 	<ul style="list-style-type: none"> • Oversee the book keeping & record maintenance at DMFT Level. • Funds flow management. • Facilitating for sanction and release of funds for implementation of projects. • Facilitating DMFT in preparation of annual budget. • Preparation of Financial Reports / PFS. • Comply with auditory requirements of the DMFT. • Comply with statutory and legal requirements of the DMFT. • Follow – up with Executing Agencies for timely submission of UCs. • Claim settlement and vendor management. • Facilitating in procurement of goods and services at DMFT level. • Preparation of RFPs/ Eols and oversee the bidding procedure. • Facilitating in execution of agreement & contract management. • Liaison with the banks on various issues and BRS. • Any other assignments given from time to time.
11	MIS & Documentation Expert (One)	<ul style="list-style-type: none"> • Master in Computer Science / MBA / MCA / B.Tech. in Computer Science or equivalent from recognized institute / university. • Minimum 05 years of relevant work experience related to software development, data collection / data - base management / data analysis / documentation & MIS in large scale public / Govt. sector project. 	<ul style="list-style-type: none"> • Data collection / capturing in digital platform. • Development / supervision of software based data management / MIS. • Coordination with all Executing Agencies for timely & accurate data flow. • Ensure timely collection of MPR / UCs for record. • Consolidation of MPR / QPR and onwards transmission. • Preparation of physical / financial reports as per requirement. • Data analysis and report to management. • Document designing, Preparation of presentation, etc. • Maintenance of PCs/ Laptops for smooth function. • Development of documents / success stories and facilitate other Expert for M & E. • Any other assignments given from time to time.



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12	Accounts Assistant (One)	<ul style="list-style-type: none"> • B.CoM / M.Com from any recognized institute / university. • Minimum 05 years of relevant work experience related to Book Keeping / Record Maintenance in large scale public / Govt. sector project. • Basic computer knowledge with Tally ERP is desirable. 	<ul style="list-style-type: none"> • Day to day book keeping & record maintenance as per accepted accounting policies. • Processing for sanction & release of funds to line departments/ implementing agencies as per requirement. • Processing of bills and claim settlement. • Maintenance of subsidiary registers. • Accounting of expenditure & timely up - dation of Cash Book, Ledgers. etc. • Preparation of Bank Reconciliation Statements. • Assisting in Audit and compliances. • Collection of UCs from line department. • Assisting in preparation of financial reports and statutory compliances. • Safe preservation of books and records for future reference. • Assisting in consolidation of Accounts and preparation of PFS. • Proficiency in Tally and computerized accounting system. • Any other assignments given from time to time.
13	Office Assistant (Two)	<ul style="list-style-type: none"> • Minimum Graduation in any discipline or equivalent from recognized institute / university. • Minimum 05 years of relevant work experience related day to day office management & logistic support to in large scale public / Govt. sector project. • DCA / PGDCA in Computer application. 	<ul style="list-style-type: none"> • Coordinating for file processing / management. • Dak receipt & dispatch. • Compliance to RTI & reply to assembly questions. • Vehicle management & log book maintenance. • Consumables & stores management. • Assisting for database management & MIS. • Assisting in letter, minutes & report drafting. • Facilitating for banking transactions & liaising. • Safe custody / preservations of files and documents for future reference. • Facilitating in arrangement of meetings. • Coordinating with Team lead & Experts for day to day office management. • Any other assignments given from time to time.

Key Competencies and Skills:

- Demonstrated ability to work in a multi-cultural environment and establish harmonious and effective working relationships.
- Strong analytical skills, ability to think strategically, analyses diverse information and manage multiple projects simultaneously.
- Ability to communicate ideas clearly and confidently, articulate issues and recommend solutions.
- Proven ability to identify innovations and translate them into implementable practices.
- Competency in usage of IT tools including proficiency in MS Office.
- Strong oral and writing skills in English with effective documentation skills.
- Ability to communicate in Odia is preferable.

2

Note for Bidder:

- (i) The agency should ensure capacity building of Resources by providing them regular trainings / exposure.
- (ii) The agency should develop monitoring tools for performance appraisal of resources deployed and the deliveries of each resource should be target oriented.
- (iii) Professional fees to the resources shall be based on qualification, relevant experience commensurating to the industry norms for similar projects. Quoting un-reasonable price, may subject to disqualification, as deemed fit by the Bid Evaluation Committee.

5. Deliverables and Payment Schedule:

The assignment shall be for a period of 3 year duration from the date of effectiveness of the contract, subject to annual renewal with an enhancement in contract fees upon satisfactory performance. The deliverable and payment schedule shall be as follows:

Sr. No.	Milestone	Timeline (where 'T' is the date of signing of Agreement)	Percentage of Fee
1	Inception Report and Annual Plan of Action	T + 30 days	Nil
2	Monthly Progress Reports	Monthly	100% (equally divided across 36 payments / invoice)
Total			100%

The invoices will be paid within 15 days from the date of submission.

6. Reporting Arrangements:

The PMU will work under the direct supervision of the District Collector & Chairman – cum - Managing Trustee, DMFT, Angul and the P.D., DRDA -cum- Chief Executive, DMFT, Angul, Government of Odisha.



Section IV:
Technical Proposal Submission Forms

Tech - 1 Covering Letter

(On Bidder's Letter Head)

[Location, Date]

To,

The P.D., DRDA -cum- Chief Executive,
District Mineral Foundation Trust (DMF Cell),
AT – Redcross Bhawan, Collectorate Campus,
Angul, Odisha, PIN – 759122.

Sub.: Selection of Agency for Establishment and Running of Programme Management Unit (PMU) for District Mineral Foundation Trust (DMFT), Angul [TECHNICAL PROPOSAL]

Dear Sir,

I, the undersigned, offer to provide the services for the proposed assignment in respect to your Request for Proposal No.: _____, Dated: _____. I hereby submit the proposal which includes this technical proposal sealed under a separate envelope. Our proposal will be valid for acceptance up to 180 Days and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

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

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

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

Yours faithfully,

Authorized Signatory with Date and Seal:

Name and Designation: _____

Address of Bidder: _____



Tech 2: Bidder's Organization (General Details)

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

Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal:

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



Tech 3: Bidders Financial Details

Financial Information (In INR)				
Details	FY 2018 - 19	FY 2019 - 20	FY 2020 - 21	Average
Average Annual Turnover				
<p>Supporting Documents:</p> <p>Audited certified financial statements for the last three FYs (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form)</p> <p><i>Filled in information in this format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished in original along with the technical proposal failing which the proposal will be out rightly rejected.</i></p>				

Signature and Seal of the Company Auditor with Date in original

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

Communication Address of the Bidder: _____

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



Tech 4: Format for Power of Attorney
(on Bidders Letter Head)

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

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

Name of the Authorized Representative:

(Signature of the Authorized Representative with Date)

CERTIFIED:

Signature, Name & Designation of person executing attorney:

Address of the Bidder:

Note: Board resolution confirming the Authority of the signatory to submit the proposals could also be provided as a substitute to the Power of Attorney.



Tech 5: Bidders Past Experience Details

Sl. No.	Name of the Assignment / Engagement	Location (City / State / Country)	Name of Client (Name of Ministry / Department / Any Other)	Duration of Project / Assignment	Annual Contract Cost (INR)	Nos. of Personnel / Consultant Deployed	Date of Commencement and Status (On - going or Completed)
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

Note: To be supported by copy of agreement / work order / certificate of completion.

Authorized Signatory *[In full and initials]*:

Name and Designation with Date and Seal:



Tech 6: Declaration of Conflict of Interest and Activities

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

If no, please certify,

On Bidders Letter Head

I hereby declare that our agency is not indulged in any such activities which can be termed as the conflicting activities as mentioned in **Section 2: [Information to the Bidder] under Eligibility Criteria: Para (5)**.

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

Authorized Signatory [in full initials with Date and Seal]:

Address of the Bidder:

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



Tech 7: Comments and Suggestions on the Terms of Reference / Scope of Work and Counterpart Staff and Facilities to be provided by the Client

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

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

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

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

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

Name and Designation with Date and Seal:



Tech 8: Description of Organization Structure, Approach, Methodology and Work Plan to Undertake the Assignment

[Technical Approach, Methodology and Work Plan are key components of the Technical Proposal. In this Section, bidder should explain their understanding of the scope and objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. Further, they should highlight the problems being addressed and their importance and explain the technical approach to be adopted to address them. It is suggested to present the required information divided into following three sections]

- A. **Organizational Structure & Consulting Staffs.**
- B. **Understanding of Assignment and Issues/ Challenges**
- C. **Description of Approach, Methodology and Work Plan**
- D. **Case study / success stories on handling any Social Development / Govt. Projects**

Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal:



Tech 9: Format of Curriculum Vitae (CV) for Proposed Key Professional

1. **Proposed Position:**

2. **Name of Firm:**

3. **Name of Staff:**

4. **Date of Birth:**

5. **Years with Firm:**

6. **Nationality:**

7. **Education:**

[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]

8. **Membership in Professional Associations:**

9. **Other Trainings:**

10. **Work Experience:**

11. **Languages:**

[For each language indicate proficiency: excellent, good, fair, or poor; in speaking, reading, and writing]

12. **Employment Record:**

[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held. For experience in last fourteen years, also give types of activities performed and Client references, where appropriate as per the prescribed format given below]

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

13. **Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned**

[Among the Assignment/jobs in which the staff has been involved, indicate the following information for those Assignment/jobs that best illustrate staff capability to handle the tasks listed under point 12.]

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<i>Sectorial Expertise(as per Section III TOR and Team Composition)</i>	
<i>Name of the Project</i>	
<i>Year</i>	
<i>Location</i>	
<i>Name of the Client</i>	
<i>Project Feature</i>	
<i>Position Held</i>	
<i>Activities Performed</i>	

Certification:

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

Date:

Signature of Key Professional with Date

Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal:

NB: CV write- up restricted to 3 pages only with quality information relevant to the key professional requirements. The CVs needs to be jointly signed by the proposed professional and the authorized representative of the Bidder.



Section V:
Financial Proposal Submission Forms

Fin 1: Covering Letter

(On Bidders Letter Head)

[Location, Date]

To,

The Chief Executive,
District Mineral Foundation Trust (DMF Cell),
AT – Redcross Bhawan, Collectorate Campus,
Angul, Odisha, PIN – 759122.

Subject: Selection of Agency for Establishment and Running of Programme Management Unit (PMU) for District Mineral Foundation Trust (DMFT), Angul. [FINANCIAL PROPOSAL]

Sir,

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

The above quoted amount is inclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the RFP Document.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of **180 days**. I have carefully read and understood the terms and conditions of the RFP and do hereby undertake to provide the service accordingly.

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

I remain,

Yours faithfully,

Authorized Signatory [In full and initials]:

Name and Designation of Signatory with Date and Seal:

Address of the Bidder:

* Amount must match with FIN-2 Summary of financial Proposal, FIN-3- Breakdown of Remuneration of Key Professionals, FIN-4- Breakdown of Overhead Expenses



Fin 2: Summary of Financial Proposal

Name of the Assignment:				
Sl. No.	Fee Particulars		Amount in INR	
A	Remuneration of Professionals			
	Position of Manpower	Nos.	Monthly Fee (INR)	Annual Fee (INR)
1.	Team Leader	1		
2.	Engineering Expert	1		
3.	Livelihood Expert	1		
4.	Health Expert	1		
5.	Rural Management & Sanitation Expert	1		
6.	Education Expert	1		
7.	Environment & Climate Change Expert	1		
8.	Skill Development Expert	1		
9.	Urban Development Expert	1		
10.	Finance Expert	1		
11.	MIS Expert	1		
12.	Accounts Assistant	1		
13.	Office Assistant	2		
B	Total Remuneration of Manpower / Resources			
C	Overhead Cost (Including Capacity Building / Training Programs / Exposure Visit)			
D	Consulting Fee (B+C)			
E	Taxes applicable as per GST Act @ _____% of Consulting Fee (D)			
Grand Total (INR) (D+E)				
In Words				

NB:

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

Authorized Signatory [In full and initials]:



**Section VI:
Annexures**

Annexure I: Bid Submission Checklist

Sr. No.	Description	Submitted (Yes/No)	Page No.
Technical Proposal (Original + 1 Copy)			
1	Filled in Bid Submission Check List (ANNEXURE I)		
2	Covering Letter (TECH 1)		
3	Bid Processing Fee of Rs. 10,000/- in form of DD		
4	EMD of Rs.5,00,000/- in form of DD		
5	Copy of Certificate of Incorporation / Registration of the Bidder		
6	Copy of PAN		
7	Copy of Goods and Services Tax Identification Number (GSTIN)		
8	Copies of IT Returns for the last 3 FYs (18-19, 19-20 & 20 - 21)		
9	General Details of the Bidder (TECH 2)		
10	Financial details of the bidder (TECH 3) along with all the supportive Documents such as copies of Profit – Loss Statement and Balance Sheet for the concerned period		
11	Power of Attorney (TECH 4) in favour of the person signing the bid on behalf of the bidder		
12	List of completed assignments of similar nature (Past Experience Details) (TECH 5) along with the copies of work orders for the respective assignments		
13	Self-Declaration on Potential Conflict of Interest (TECH 6)		
14	Comments and Suggestions (TECH 7)		
15	Description of Approach, Methodology & Work Plan (TECH 8)		
16	CV of Key Professionals (TECH 9)		
17	Declaration of Not Blacklisted		
FINANCIAL PROPOSAL (ORIGINAL)			
1	Covering Letter (FIN 1)		
2	Summary of Financial Proposal (FIN 2)		



Undertaking:

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

Authorized Signatory [In full and initials]:

Name and Designation with Date & Seal:

A handwritten signature in blue ink, consisting of a stylized 'S' followed by a horizontal line.

Annexure II: Performance Bank Guarantee Format

[Location, Date]

To,

The P.D., DRDA -cum- Chief Executive,
District Mineral Foundation Trust, (DMF Cell)
At – Redcross Bhawan, Collectorate Campus,
Angul, Odisha, PIN – 758001.

WHEREAS (Name and address of the Consultant) (hereinafter called "the Consultant") has undertaken, in pursuance of RFP no..... dated to undertake the service..... (description of services) (herein after called "the contract").

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

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

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

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

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

This performance bank guarantee shall be valid until theday of.....(month and year),

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

.....
(Signature of the authorized officer of the Bank)

.....
Name and designation of the officer

.....
Seal, name & address of the Bank & Branch

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