

SECTION-A

SCOPE OF WORK AND TERMS OF REFERENCE

**Selection of Migration Support Centres/Post placement Support Centres
under DeenDayalUpadhayayGrameenKaushalyaYojana**

1. Background:

ORMAS is an autonomous professional body under the aegis of Panchayati Raj Department, Government of Odisha. ORMAS was constituted under the Societies Registration, Act of 1860, in the year 1991, engaged in Livelihood promotion, Marketing of Rural Products, Skill Development & Placement and MahilaKishanSashaktikaranPariyojana (MKSP) and operating in 30 districts of Odisha.

Ever since inception, ORMAS (Odisha Rural Development and Marketing Society) is the first and only organisation of its type, under the Panchayati Raj Department, Government of Odisha, facilitating sustainable livelihoods for rural producers, under different poverty alleviation programmes. In the process, providing training, capacity building, value addition, adopting key activity approach and adopting clusters, thus bringing economic hope and promise to rural Odisha and India.

ORMAS is the nodal agency for the implementation of the DDU GKY project in the state. The total training target for the financial year 2015-16 is 50000 and the placement target is 37503. However the spill over training target of 34900 and placement target of 26082 of the previous financial year 2014-15 has also been included in the current year's target amounting to a training target achievement responsibility to 84900 and the placement target to 63585. Till date ORMAS has achieved training of 43000 candidates and placed 20000 candidates.

2. Objective of ORMAS:

ORMAS has been instrumental in the field of skill development of rural youths of Odisha and it has been following certain mandates in order to ensure successful implementation of the programme:

- Mobilization of Rural Youth
- Skill Enhancement of rural youth
- Policy framing and advocacy for Skill Development Programmes
- Capacity Building of project implementing Agencies (PIAs) and Skill Development Cell
- Designing skill development promotional strategies
- Documentation of best practices on pilot basis and scaling up
- Placement and Post placement Tracking

3. DDU-GKY Programme in Odisha & Need for Migration Support/Post placement Support Centres:

DeenDayalUpadhyayaGrameenKaushalyaYojana (DDU-GKY) is the placement and career progression oriented skilling initiative of the Ministry of Rural Development, Government of India (MoRD). The

programme has its origins in the special projects component of the Swarnajayanti Gram SwarozgarYojana (SGSY) and Aajeevika Skills Development Programme (ASDP) which provided time-bound skill training and economic empowerment of BPL families. It is an important part of the current National Skill Development Policy and serves as one of the strategic intervention of National Rural Livelihoods Mission (NRLM). The programme aims to bring about rapid economic and social transformation among rural youth by linking them with formal wage employment and career progression opportunities. The focus of the initiative is on skill development enabling employment and career progression opportunities for the rural poor, especially the ones with limited access to decent employment.

In its conceptualisation DDU-GKY recognized the imperative of migration among youth that have received new employable skills and are in search for employment opportunities. In several cases the DDU-GKY beneficiaries have to relocate from their native districts and/or states for work after being skilled through the programme. New to the city, confronted with lifestyle and cultural shocks and unfamiliar with the norms and demands of urban labour markets, most alumni face problems in adapting to the urban environment. Attrition among migrant alumni placed in far-off cities is high as they find it difficult to cope up with the isolation, regimented work conditions, high costs of living and return home early unable to integrate with the urban milieu.

Carrying the similar vision ORMAS (Odisha Rural Development and marketing Society) the SRLM at Odisha under Panchayati Raj Department, Government of Odisha which is the nodal agency for implementing the DDU-GKY programme in the state has initiated the process of establishing Migration Support Centres/Post placement Support Centres in the locations where it has maximum concentration of the students placed through the programme. The State has been immensely working towards successful accomplishment of the programme. In due course of its implementation, the state has successfully completed training of more than 40000 candidates and placed around 20000 students both within and outside the state.

With this view, ORMAS has planned to establish Migration Support Centres/Post Placement Support Centres at three locations namely Bhubaneswar, Bangalore and Delhi NCR where maximum numbers of its trained candidates are placed.

3.1 Migration Support Centres/Post Placement support centres:

Migration Support Centres (MSCs) are conceptualized as walk-in resource centres for successful trainees of DDU-GKY, displaced from their native places in search of better employment prospects. MSCs are designed to offer counseling, access to information, acclimatization support and targeted services to vulnerable displaced workers.

In stage I, it is proposed to set up MSCs/PPSCs in the cities that receive large number of migrant youth. Creation of support centres at source locations of DDU-GKY trainees would be undertaken in second phase.

A collection of services meant to reduce the hardships of young skilled workers coming to cities and enable greater returns from the urban labour markets are termed as migration services. Migration Support Services are proposed to be offered through a network of walk-in resource centres catering to the requirements, and exigencies faced by workers and their families. The Core Migration Support Services include –

- Registration of workers migrated out of their home (native) locations and facilitating access to identity related documents
- Access to basic social services: housing-related, schools, hospitals, etc.
- Access to basic Government services, social programmes/ schemes, etc.
- Financial inclusion, bank linkages, salary remittance from remote locations, financial counseling, and linkages to social security
- Healthcare counseling, health education and linkages with formal institutions/schemes

- Legal education, mediation and counseling services for workers facing disputes at work

[Note: Given that, DDU-GKY enables identity creation within the trainee enrolment process with due linkages to Aadhar Card, there will be limited identity related support requirements for an alumnus of DDU-GKY]

3.4 Eligibility criteria:

Sl.No.	Eligibility Criteria	Required Documents to be furnished
1.	The bidder must be registered with Indian Trust Acts /Any State Society Registration Act 1860 /Any State Cooperative Societies /Multi-State Co-operative Acts/ The Companies Act 2013	Copy of Certificate of Registration & Copy of Certificate of Incorporation under relevant act, Memorandum/Article/By Laws
2.	The bidder should have minimum of 5 years operational experience and 3 years of experience in Migration Support Services as on 31st March, 2016	Copy of Certificate of Registration & Copy of Certificate of Incorporation
3.	The average annual turnover of last three financial years of the bidder i.e., 2013-14 , 2014-15, 2015-16 should not be less than Rs 30 lakhs	Copy of Audited Financial Statement of last three financial year 2013-14 , 2014-15, 2015-16 Copy of Balance sheet, Income tax return
4.	Minimum of 2 years of Experience in Settlement of Labour Workforce	Approval/License from the State/Central Government
5.	Organization having the the required land and/ or building(either through ownership or rental, including long-term lease) which could host the MSC at the applied location,i.e at Bangalore and Delhi NCR	Rent Agreement/Lease Agreement of the existing infrastructure

In addition to the above the bidders have to furnish the following documents along with the pre-qualification proposal:

- Service Tax Registration Certificate if applicable
- Memorandum/Articles/Byelaws
- Income Tax Return of last Three financial year (2013-14 , 2014-15, 2015-16)
- List of Board of Directors/Governing Body members
- PAN Number
- Covering letter
- Registration Certificate / Certificate of Incorporation
- Format for Letter of Undertaking (Form-4)

Non-submission of any one of the above document along with technical proposal, leads to outright rejection of the proposal.

3.5 Minimum Infrastructure Requirement:

- The overall space of the Migration Support Centre shall be 3000 sq. including the following physical infrastructure:
 - Dormitory Facility the overall size of which might range between 1200 to 1500 sq.ft
 - A common room that can be used a multi-purpose hall, the size of which could range between 600 and 1000 sq.ft.
 - Two or Three rooms to serve as office and reception space which should be fully furnished with adequate power supply
 - The MSC should have 2-3 computers with basic accessories like scanner, UPS, printer, internet connection etc.
 - There should be a provision for power backup such as generator or inverter
 - A basic kitchen (optional) to prepare food for all candidates in transit and guests.
 - Two toilets and bathrooms separate for men and women

3.6 Minimum Requirement of Manpower:

- Centre Coordinator (1)
- Community Mobiliser/Counsellor (2)

3.7 Application Process:

Interested eligible organizations may submit their expression of interest or the application for establishing and operating the MSCs, through the forms (formats) enclosed in Section -C. A collaborative application or consortium based application are encouraged under this empanelment.

Existing Project Implementing Agencies (PIAs), if intending to submit their interest, may do so only for locations where they do not have direct training service operations and/ or linkages to their trainees.

4. Scope of Work, Key Deliverables and Output:

Particular	Deliverable	Output
Provision of Helpline Services: Establishment & Operation of Helpline services to facilitate communication, aid service delivery, support community counsellors, pre-register candidates, facilitate post placement tracking	<ul style="list-style-type: none">• Identification of toll free number (incoming & outgoing)• Populate the Help line centre with an agent well versed with English, Hindi & regional language if any• Helpline to be used as an extension of SRLM in tracking efforts & post placement verification on behalf of SRLM only• Grievance Addressal of the Candidates	<ul style="list-style-type: none">• Detailed Database of the candidates placed in the concerned location• Record of the grievances and list of the resolved issues• Quarterly reporting to SRLM with the database and records
Registration and Photo ID Services:	<ol style="list-style-type: none">1. Providing Identity cards to the workers which must include details such as Worker's Name,	<ul style="list-style-type: none">• Quarterly Reporting

Partnership with local PRI head & relevant authorities to provide a photo ID in order to secure the workers with a proof of identity	<p>Domicile, Trade, Education, Work Destination & contact Details</p> <ol style="list-style-type: none"> 2. Linkage to Aadhar Identity Services 3. Coordination with various bodies such as police stations, mobile service providers, banks etc. to create wider acceptance of Migration ID card 	to SRLM regarding number of Ids , Aadhar ID generated
Post Training & Pre-Placement Support	<ul style="list-style-type: none"> • Pre placement Negotiation services which includes provision of initial accommodation facility (in case accommodation is not a part of employers offer) and fooding facility for initial 4-5 days through an agreement with PIAs through SRLM where rent is to be decided by SRLM • Overseeing the negotiation process done by the PIAs with the Placement agencies • Orientation of candidates & familiarizing them with geography of location, Important social norms, common phrases in local language, familiarization with local areas, hospitals, banks, police station etc. • Assisting them in finalizing rental agreement with house owners and providing them access to food & kitchen 	<ul style="list-style-type: none"> • Compliance Report on the negotiation process done by the PIAs with the employers • Preparatory documents to provide a first-hand induction to the trainees arriving at the Migration Support Centre • Database of Accommodation providers and Record keeping of number of copies of Rental Agreement finalized for the workers
Post Placement Support	<ul style="list-style-type: none"> • Engagement with employers to facilitate provision of salary slip and joint salary certificate • Periodic visit to worksites in cooperation with PIA staff to have an insight on existing working environment, condition of workers etc. • Routine Investigation of Drop outs or non-performance or excellence etc. 	<ul style="list-style-type: none"> • Monthly Post Placement Tracking of the workers • Monthly Submission of copy of Salary slips of the candidates to the PIAs and SRLM • Detailed Database on number of Dropouts
Legal Aid & Education	<ul style="list-style-type: none"> • Conducting Legal Literacy Event • Resolution of Dispute (if any) between migrant worker and employers • Conducting periodic legal clinic days as a platform for registration of disputes and their speedy redressal which should aim at catering to the need of workers as well as employers 	<ul style="list-style-type: none"> • Documentation of the Events conducted • Quarterly submission of report with the details of events conducted and the outcome of the same with the supporting documents such as copy of resolved cases, photos, videos

		if any etc.
Financial Inclusion, Financial Literacy & Social Security Linkages	<ul style="list-style-type: none"> • Ensuring Accessibility to bank accounts • Information and Advisory on safeguarding of hard earned income and investments • Process of Remittance through various channels • Basic Financial Planning and Budgeting • Conducting Financial Literacy Meetings • Conducting Social Security Camps to impart important features of social security and facilitating linkages to social security schemes • Linkages to ration Cards at Destination 	<ul style="list-style-type: none"> • Detailed Report on number of Bank Accounts created • Proceedings of financial Literacy meetings to be shared with SRLM
Health Services and Health Education	<ul style="list-style-type: none"> • Conducting Health workshops and Health Camps for the workers • Providing basic knowledge on Health and Hygiene • Facilitating Doctor Visit and Consultation 	<ul style="list-style-type: none"> • Quarterly Report on camps and workshops with supporting photographs and videos
Value added Services of the MSC	<ul style="list-style-type: none"> • Work Counselling to facilitate job retention and career progression • Identification of vulnerable individuals & contacting them frequently to assess their current work situation and work relationships • Counselling the workers who have a slow progress in their task or falling behind the set targets to boost their confidence and help them improve their performance • Access to further education opportunities through linkages to open schooling and recognized universities for degree and diploma programmes • Assisting the workers in transitioning from one job in a proper procedure • Conducting Alumni Meets and Industry Interface • Organizing Community Festivals 	<ul style="list-style-type: none"> • Detailed Report on the various Initiatives with respect to the deliverables mentioned
Impact Assessment and Documentation	<ul style="list-style-type: none"> • Impact Assessment Study to highlight various indicators regarding work performance, career making opportunities, impact on candidates economic 	<ul style="list-style-type: none"> • Impact Assessment Report • Success Story Report • Grievance Resolution report

	<p>condition post placement</p> <ul style="list-style-type: none"> • Record Keeping on Success Stories • Documentation in the form of maintaining case files for each worker and his related disputes • For closed files/complaints a copy of the MoU of the disputes to be preserved • Record Keeping in the form of formats, reports, registers and lists on a monthly basis 	
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SECTION: B

Request for Proposals (RFP)

**Selection of Agencies for Establishment of Migration Support
Centres/Post Placement Support Centres**

1. Invitation for Requests for Proposal (RFP):

ORMAS proposes to hire services of agencies for setting up of Migration Support Centres, the details of which are available in this RFP. Under this assignment, ORMAS now invites proposals in complete respect from the specialized agencies to accomplish the above assignment.

a Bidders Data Sheet

1	Name of the Assignment	Selection of specialized agencies for establishment of Migration Support Centers
2	Descriptions and the objectives of the Assignments	To provide post placement support and migration support services to the beneficiaries who migrate to places outside their native as a result of the placement received through the programme
3	Language of documentation	English
4	Method of Selection	Quality and Cost Based Selection (QCBS) Method as per the guidelines of Finance Department, Govt. of Orissa
5	No of Copies of Technical and Financial Proposal	1 copy of Technical proposal and 1 copy of Financial Proposal in two separate envelopes
6	Address for submission of bid	The Executive Director ORMAS, SIRD Campus, UNIT-VIII, Bhubaneswar-751021
	Contact person	Team Leader,TSA, ORMAS
8	Date of Issue of RFP	2.07.2016
9	Last date & time of submission of written queries for clarifications on RFP document to ORMAS tlormas1@gmail.com)	17.07.2016, 05:00 PM
10	Mode of Submission	Proposals complete in all respect should be submitted to the inviting authority through Speed Post / Registered Post only. Authority will not be responsible for postal delay or any other consequences.
11	Cost of RFP Document	N/A
12	EMD	N/A
13	Last date and time for submission of Bid	30.07.2016 , 02: 00 PM
14	Date and time for opening of technical proposal	30.07.2016 , 03: 30 PM

b. General Instructions to the Bidder:

1. This enquiry is in the nature of Request for Proposal intended to hire services of specialized agencies for establishment of Migration Support Centres/Post Placement Support Centres in three locations namely: Bhubaneswar, Bangalore and Delhi NCR.
2. The agency can apply as an individual bidder or in a consortium mode.
3. The agency shall be required to undertake the assignments as mentioned in the Terms of Reference of this RFP
4. Please note that costs of preparing the proposal and of negotiating the contract, including visits to the Client etc. are not reimbursable.
5. The Agency shall be deemed to have full knowledge of the role and responsibilities of the work, where works to be carried out, whether it inspects them physically or not.
6. The Bidder is expected to carefully examine all the instructions, guidelines, terms and conditions and formats in the RFP. Failure to furnish all the necessary information as required by the RFP or submission of a proposal not substantially responsive to all the requirements of the RFP shall be at Bidders own risk and is liable for rejection.
7. The proposal and all the associated correspondence shall be written in English and shall conform to the prescribed formats.
8. The proposal shall be typed or written in indelible ink (if required) and shall be signed by the Bidder or duly authorized persons to bind the Bidder to the contract. The Letter of authorization shall be indicated by written power of attorney and shall accompany the proposal.
9. In addition to the identification the envelopes containing the proposals shall mention the name and address of the Bidder.
10. Proposals received by facsimile shall be treated as defective, invalid and rejected.
11. No bidder is allowed to modify, substitute or withdraw the proposal after its submission.
12. The agency shall have to depute appropriate number of staff for carrying out the routine activities of the Migration Support Centre and also timely reporting to ORMAS.

c. Disqualification:

ORMAS may at its sole discretion and at any time during the evaluation of the Proposal disqualify any Bidder if the bidder has:

1. Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements

2. Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures in any of the previous undertakings by the concerned bidder.
3. Withdrawal of Proposal by the Bidder after the Proposal Due Date will lead to black listing and debarring the bidder in all the future assignments.
4. Declared as ineligible by Gol/State/UT for corrupt, fraudulent practices or has been blacklisted.
5. A Bidder's proposal may be rejected if it is determined that the Bidder has engaged in corrupt, fraudulent or unfair trade practices.
6. Agency proposes any alteration in the work specified or any conditions or corrections made in this RFP.
7. Any eraser made in the RFP is unauthenticated or any page or a page is/are removed or replaced.
8. Agency shall submit the RFP which does not satisfy each and every condition laid down in the notice and RFP documents, failing which the RFP will be liable for rejection.
9. Agency's RFP containing conditions shall be liable for rejection outright without assigning any reason for the same.
10. Stipulates the bid validity period less than what is stated in the form or tender.
11. Stipulates its own conditions.
12. Does not fill in and sign the Bid form as well as annexure, specifications etc.
13. Does not submit the bid before the stipulated time line to the inviting authority
14. Does not attach the required documents along with the RFP.
15. Canvassing in any manner to influence the Authority will be summarily rejected.

d. Conflict of Interest:

The agency at all times shall hold the Department's interests paramount and shall avoid conflicts with its other assignments.

e. Right to Accept or Reject Proposals:

ORMAS reserves the right to annul the RFP process, or to accept or reject any proposal, in whole or part without assigning reasons and without any obligation to inform and without incurring any liability to any of the bidders.

f. Validity of Bid:

The Bid submitted by the bidders shall remain valid for a period of **90 days** from the technical bid opening date.

g. Amendments and Clarification for RFP:

ORMAS during the process of evaluation of Proposals may at its discretion ask bidders for clarifications on their proposals and the bidders shall respond within the time frame as may be mentioned. Further ORMAS reserves the right to modify/amend the contents of the RFP before the last date of submission under due intimation to the bidders to whom this RFP is issued and the bidders may be asked to amend their proposal due to such amendments. In order to provide the prospective bidders reasonable time to take the amendment into account in preparing the bids, ORMAS may, at its discretion extend the last date for receipt of Bid. Any such amendments will be uploaded on its web.

h. Preparation of Proposal:

At the time of preparation of proposal, following points to be taken into consideration:

1. A bidder is allowed to quote only one quote for the selection process.
2. The agency is required to offer the rates in lump sum for the activities to be undertaken as mentioned in the Scope of Work of this RFP and inclusive of all travel cost, taxes and duties for the assignment.

i. Submission of Proposal:

- Bidders shall submit their proposals at the address and within the time frame as specified in the bidder's data sheet of this RFP.
- The bidder shall submit the proposal as per the following sections:

PART-I: TECHNICAL PROPOSAL:

The technical Proposal shall be submitted in a sealed cover superscripted "**Technical Proposal for Establishment of Migration Support Centre/Post Placement Support Centre**" with the following documents inside: a) Duly Filled technical proposal formats along with details and supportive documentary evidence as laid down in the RFP.

The agency is required to submit the proposal along with the detail filled in formats {Form-1, Form-2, Form-3, Form-4 and Form-5) mentioned in Section-C of the document.

PART- II : FINANCIAL PROPOSAL:

The Bidder shall submit the financial Proposal in a sealed cover superscripted "Financial Bid for audit of ORMAS" in the duly filled in Financial Proposal Formats as laid down with the necessary details in FORM-6 and FORM-7 in Section-C of this RFP.

- The bidders are requested to submit their financial proposal as per the prescribed format. Any deviation to the prescribed format for submission, liable to rejection of the bids outrightly.
- The sealed and super scribed covers of Prequalification and Technical Bid(s) shall be kept in a sealed envelope of bigger size superscripted "Pre-qualification and Technical proposal for audit of ORMAS".
- The above mentioned sealed covers shall be kept in an envelope of bigger Size and shall be properly sealed and super-scribed with the name of Firm, its address, name of the work as given in the data sheet of this RFP.

General instructions for the bidders for the submission of proposal:

1. Submission of a proposal by a bidder shall mean that he/she has read this notice and RFP documents and has made himself/herself aware of the scope of work and terms and conditions of the work to be done, material to be supplied etc. that may be required by firm in carrying out the work, local conditions, laws and bylaws of the Government, ORMAS and other factors bearing influence on the execution of the service so proposed.
2. The technical proposal and financial proposal will be opened on date and time specified. One representative from each bidder with necessary authorization will be allowed to attend the opening of Financial Bid only.
3. Bids received after stipulated time line specified in the bidder data sheet shall not be considered and are outrightly rejected.
4. The successful Firm(s) shall be required to enter into agreement with ORMAS after the work order issued for the said work.
5. ORMAS reserves the right to cancel / alter the bid requirement without assigning any reasons thereof.
6. Designated Authority reserves the right to open or not to open any or all RFP document without assigning any reason thereof.

2.Evaluation of Proposals

a. Evaluation of Technical Proposal:

The evaluation / scoring pattern for technical proposal shall be as follows

SL No	Criteria	Maximum Marks	Supporting documents required to be furnished along with this form
1	Relevant Approach and Methodology for Establishing and Operating MSCs <ul style="list-style-type: none">• Prior Experience in Operating Migration Support Centre- 20 Marks• Successful running of centres for more than 1 year-3 marks; for every 1 year 2 marks each maximum upto 20 marks	40	Copy of MoU entered with MoRD/Relevant Government Department Copy of MoU entered with MoRD/Relevant Government Department
2	Relevant institutional structure and network capability 2 marks for partnership with 1 Government bodies/LSG and 1 mark for every additional organization maximum upto 10 marks	10	Details of Networking Partner and copy of agreement with partner organisations
3	Prior experience of establishing and/ or operating MSCs or similar services 2 marks for 1 year experience and 1 mark for every additional year maximum upto 10 marks	10	Work Order/Sanction Order/Contract/Agreement

4	Prior experience of working on labour welfare issues/ services 2 marks for 1 year experience and 1 mark for every additional year maximum upto 5 marks	5	Approval/License from State or Central Government Copies/Orders for relevant Government authorities
5	Prior experience of citizen services* 2 marks for 1 year experience and 1 mark for every additional year maximum upto 5 marks	5	Relevant Documents on Identity services, housing support, healthcare support, counselling services, financial inclusion services, etc.
6	Demonstrated experience and expertise of MSC Team proposed <ul style="list-style-type: none"> Experience of Team Leader- 5 marks for more than 3 years; 2 marks each for additional 1 year maximum upto 10 marks 	10	Organogram of the Company/CV & Profile of Team
7	Average Association of The team with the organization 3 Marks for more the 2 years and 1 mar for every additional year	10	CV and Letter of Engagement of Team Members PF/ESI/Pan Number of the Team Members
8	Establishment &Operational Presence and Experience in the following 3 locations: Only in Bhubaneswar- 3 marks; Only in Bangalore- 3 Marks; Only at Delhi NCR- 4 Marks	10	Work Order/Sanction Order/Contract/Agreement

Financial Bid

To be eligible for price bid opening, the bidder has to score a minimum of 70 marks out of 100 marks and agencies scoring below 60 would not be eligible for price bid opening

The bidder with lowest price among the technically qualified bids shall be selected for the contract subject to compliance of terms & conditions of the RFP. In case of tie in the financial bid,

the bid with the higher technical score shall be selected. ORMAS reserves the right to award the contract to one or more bidders for different locations.

The quoted prices should be inclusive of all taxes and duties and ORMAS shall not be liable for any tax liability on the contract value. TDS as applicable shall be deducted from the bills. The prices are formed during the tenure of the contract and no escalation is allowed

The bidders shall be liable for all relevant statutory compliances for operation of the MSC

Payment Terms & Mode: Payment will be released to party, based on periodic submission of documents as mentioned in deliverables:

1. On signing of MoU and submission of work plan – 10%
2. Completion of 1st Quarter and successful delivery of assignments- 20%
3. Completion of 2nd Quarter and successful delivery of assignments- 20%
4. Completion of 3rd Quarter and successful delivery of assignments- 20%
5. Completion of 4th Quarter and successful delivery of assignments and submission of UC and audited accounts- 30%

C. AWARD OF CONTRACT:

ORMAS will notify the successful bidder in writing for finalizing the contract conditions. The successful bidders will be requested to sign the Contract Agreement within 7 days of the notification. After signing of the Contract Agreement, no variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties. The selected bidders have to start the work within 7 days or within such time as advised by ORMAS from the date of award of the contract.

D. LEGAL JURISDICTION:

All legal disputes are subject to the jurisdiction of civil court of Bhubaneswar only.

E. CONFIDENTIALITY

Undue use by any of the bidder of any confidential information related to the process may result in rejection of the proposal. Confidential Information shall mean and include any and all to confidential or proprietary information furnished in whatever form or medium or disclosed verbally or otherwise by the bidder or the Department to each other including, but not limited to, financial data, personal statistics, and plans whether or not marked as confidential or proprietary by the Bidder(s)/ Department.

F. GENERAL TERMS AND CONDITIONS

1. Following the issue of the letter of acceptance, the successful agency shall be required to

enter into Agreement with the ORMAS within 7 days.

2. Committee or Designated Officer reserves the right to accept one or to reject all bids without assigning any reason thereof and which shall be binding to the agency(s). No dispute whatsoever in this regard shall be entertained.

3. Dispute if any shall be discussed and mutually settled and in case of disagreement the same shall be referred to Executive Committee or Designated Officer of ORMAS. After referring to Executive Committee or Designated Officer if the said dispute is not solved, the same shall be referred to the court subject to Bhubaneswar Jurisdiction only.

4. Agency shall indemnify the ORMAS against all actions, suits, claims, demands and proceedings and any loss or damage or cost or expense that may be suffered by them on account of anything done by the agency in connection with the performance of its obligations under this contract.

5. Tenure of work: The work shall be started within 30 days from date of work order after signing of agreement. The contract is valid for 1 year initially which may be extended further

6. ORMAS reserves the right to extend the period of assignment by one more financial year at the same prices, terms and conditions.

7. ORMAS or Authority Designated in this behalf reserves exclusive rights to modify/increase scope of the selected agency and will be informed accordingly to the selected agency.

8. Notification to Agency commitment to fair and transparent process: The successful agency shall be notified of the award by the ORMAS/Designated Authority by registered letter or by e-mail. This letter (hereinafter called the "Letter of Acceptance") The Agency shall acknowledge in writing, the receipt of the Letter of Acceptance and shall send its acceptance to enter into the agreement within Seven (7) days by registered letter/speed post or by fax` from the receipt of the Letter of Acceptance.

G. Signing of Agreement: Pursuant to the Agency acknowledging the Letter of Acceptance, the Agency, ORMAS/Designated Authority shall promptly and in no event later than 15 days from the date of acknowledgement of the Letter of Acceptance, sign the agreement. Executive Committee or Authority Designated in this behalf shall have the right and authority to negotiate certain terms with the successful Agency before signing of the agreement. The signing of the agreement shall amount to award of the work and the Agency shall initiate the execution of the work as specified in the ToR.

H. Failure to abide by the work: The conditions stipulated in the work shall be strictly adhered to and violation of any of these conditions shall entail immediate termination of the work

without prejudice to the rights of concerned ORMAS/Designated Authority with such penalties as specified in the RFP Document and the agreement and the agency will be black listed and debarred from any further bidding process under ORMAS.

I. Termination of Agreement

1.1 :Termination for Default:ORMAS / Designated Authority may, without prejudice,

to any other remedy for breach of agreement, by prior written notice of default sent to the Agency, terminate the work in whole without assigning any reason if the qualified agency fails to deliver any or all of the obligations within the timeperiod(s) specified in the agreement, or any extension thereof granted by ORMAS or Authority Designated in this behalf.

The qualified agency fails to perform any other obligation (s) under the agreement. If the agency is in material breach of the representations and warranties contained in this agreement Termination for Insolvency, Dissolution etc.: ORMAS/Designated Authority may at any time terminate the agreement in case of dissolution of agency or winding up of company, provided that such termination will not prejudice or affect any right of action or remedy which has accrued thereafter to ORMAS/Designated Authority.

1.2:Termination for Convenience:ORMAS/Designated Authority reserves the right to terminate by prior written notice, the whole or part of the agreement at any stage. The notice of termination shall specify that termination be for ORMAS convenience, the extent to which performance of work under the contract is terminated and the date on which such termination becomes effective. Upon termination of this agreement, ORMAS shall have the right to enter into an agreement with any third party.

If the selected agency will not start the work within 30 days or the within the time

Stipulated by ORMAS from date of allotment of the work without intimating the reason of delay of work to the client, then the contract may be cancelled and the said work will be allotted to the other rank holder bidders.

SECTION: C

**ANNEXURES TO BE ATTACHED WITH THE
TECHNICAL PROPOSAL**

FORM-1

APPLICATION FORMAT:

Application submitted to: The Executive Director
ORMAS, SIRD Campus, UNIT-VIII,
Bhubaneswar-751021.

Application Summary

Name of the Applicant Organization	
Legal Status of the Applicant Organization [<i>please provide proof of legal status</i>]	
Location for which the application is made	
Jurisdiction of services/ service area [<i>please specify all the blocks/ geographies to be covered</i>]	
Number of migrants targeted	
Key Services Proposed:	1.
	2.
	3.
	4.
	5.
Total Proposed Budget for establishing and 1 Year operations	INR

FORM-2

Detailed Application

1. An Introduction to the Implementing Organization and its Work

(Provide an overview of the organization's work so far (brief history, operational area, target group, nature of intervention etc) and explain how the work on labour migration fits into/augments the current portfolio of activities)

2. Profile of Migration and Labour in the Project Area

(Provide a narration of the migration context in the given city - profile of migrant workers, challenges faced by them in the city, engagement with local administration and such)

3. Coverage

(Describe clearly how many occupational groups/Labor Nakas/wards are expected to be covered in a centre-wise manner. Also how many migrants will each centre cover?)

4. Proposed Interventions and Activities

(The possible activities under MSCs are outlined here in a table. The agency may identify a select number of relevant interventions and propose a programme based on the requirements of their area.

Proposed Intervention	Activities	Targeted Output/Outcome
Worker registration and identity solutions	A1. Worker Registration	
	A2. Issue of photo IDs	
	A3. Linkages to government IDs- Aadhaar	
Youth counseling and post-placement acclimatization support	B1. Acclimatization support	
	B2. Post Placement Tracking & Impact Assessment of DDU-GKY trainees	
	B3. Alumni meet	
Legal aid for workers	C1. Legal literacy for workers	
	C2. Legal clinic days for workers	
	C3. Promotion of paralegal cadre	
	C4. Public Hearings	
Financial inclusion and linkage to social security	D1. Opening of bank accounts	
	D2. Insurance linkages	
	D3. Pension linkages	
	D4. Credit linkages	
	D5. Financial Inclusion Day	
	D6. Financial Literacy and Counseling	
Health Service and Health Education	E1. Health camps and health linkages	
	E2. Preventive health workshops	
	E3. Community kitchens	
Migration profile of the work area(s)	Mapping of workers and their issues	

5. Budget and sources of Funding

Budget Head	Costs	Supported by DDU-GKY	Other Sources of Funding (if any)
1. Personnel Costs			
1.1			
1.2			
2. Capital costs			
2.1			
2.2			
3. Program Costs			
3.1			
3.2			
4. Overheads			
4.1			
4.2			
Total Costs			

6.Strategies and Partnerships

7. MSC Team

(Please describe the structure, experience/ expertise and roles of team members in the proposed project)

6. Monitoring, Data Management and Reporting

FORM -3
Anti-Collusion Certificate

We certify that, this bid is made in good faith and that we have not fixed or adjusted the Bid by or under or in accordance with any agreement or arrangement with any other person. We also certify that we have not, and we undertake that we will not take activities as state below, before the award of any contract for work:

1. Communicate to any person (outside this consortium, its professional and financial advisers, proposed financing banks and their professional and financial advisers) other than the ORMAS any commercial information.
2. Enter into any agreement or arrangement with any person (outside this consortium) that they shall restrain from Bidding, that they shall withdraw and Bid once offered or vary the amount of any bid to be submitted.
3. Pay, give or offer to pay or give any sum of money or other valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other Bid or proposed Bid or the work, any act or thing of the sort described at (i) (a) or (b) above.

Signature (authorized signatory)

For and on behalf of

Date:

FORM -4
Letter of Undertaking

(On the Letterhead of the Agency with full postal address, telephone nos. or fax, e-mail address etc.)

To,

The Executive
Director ORMAS,
SIRD Campus, Unit-
VIII Bhubaneswar-
751001

Sub: Selection of Agencies for Establishing Migration Support Centre/Post Placement Support Centre

Sir,

I/We the undersigned offer to execute and complete whole of the said work in a schedule time limit from the date of issue of letter of Acceptance/ Work Order as given in Condition of Contract and in conformity with the above set of documents for the Financial Offer in separate sealed Envelope.

I/We undertake, if my/our bid is accepted to deliver the works in accordance with the contract for period as specified in the bid from the date of receipt of letter of acceptance issued to me/us.

I/We agree to abide by this bid for a period of (90 days) from the date fixed for receiving the same and it shall remain binding upon us and may be accepted at any time before the expiry of that period.

In the event of our bid being accepted, we agree to enter into formed contract agreement incorporation the conditions of contract there to annexed but until such agreement is prepared this together with ORMAS written acceptance there and shall constitute a binding contract between us.

We understand that we have to follow the instruction of GoO, ORMAS, and their designated officers. If any during the execution of the work within the contract period.

We understand that you are not bound to accept the lowest or any bid you may receive.

Signature of the Agency

Name of the Person

Company Seal

(Name of Agency)

Duly authorized to sign bid for and on behalf of (fill in block capitals)

FORM – 5
Financial Turnover of the agency during last three years

Sl. No.	Financial Year	Turn Over in INR	Net Worth of the Agency
1	2013-2014		
2	2014-2015		
3	2015-2016		
Average Annual Turnover & Net Worth for the last three financial years (INR)			

Authorized Signatory [In full initials and Seal]:

Name of the Organization

(Please provide the copies of the IT Return, Balance Sheet and Profit Loss Statement for the corresponding period along with the pre-qualification proposal)

SECTION-D

ANNEXURES FOR FINANCIAL BIID

FORM-6
FINANCIAL PROPOSAL (COVER LETTER)

[Location, Date]

FROM:

[Name and Address of the Firm]

TO:

The Executive Director
ORMAS,
SIRD Campus, Unit-VIII
Bhubaneswar-751012

Subject: RFP for Selection of Agencies for Establishment of Migration Support Centres/ Post placement Support centres

FINANCIAL PROPOSAL

Dear Sir

I, the undersigned, offer to provide the consulting services for [*Insert title of assignment*] in accordance with your Request for Proposal and our Technical Proposal. Our attached Financial Proposal is for the sum of [*Insert amount(s) in words and figures**]. This amount is inclusive of Service Tax. Service tax will be paid in addition to the fees with the rate as applicable.

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 90 days. No fees, gratuities, rebates, gifts, commissions or other payments have been given or received in connection with this Proposal.

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

Yours sincerely,

Authorized Signature [*In full and initials*]:

Name and Title of Signatory:

Name of Firm with Communication Address:

FORM-7**FORMAT FOR FINANCIAL BID****(Please provide the break-up of Firm's quoted fees for each work and unit)**

Particulars	Total Amount (in Rupees)
Staff Salary	Total amount in Numeric and in words Rs. _____/- (Rupees _____)
Programme Expenses	Total amount in Numeric and in words Rs. _____/- (Rupees _____)
Utility Expenses	Total amount in Numeric and in words Rs. _____/- (Rupees _____)
Amount to be Inclusive of all taxes	