



Odisha Rural Development and Marketing Society
Panchayati Raj and Drinking Water Department

REQUEST FOR PROPOSAL

RFP No.: 2834

Date : 19/10/2019

Project Name: DDU-GKY(Deen Dayal Upadhyaya-

Grameen Kaushalya Yojana), ORMAS

Method:

QCBS (Quality & Cost Based Selection)

Name of Assignment:

Selection of Agency for Setting up Project Management Support Unit (PMU) for implementation of skill training program for Rural Masons under ORMAS (Special Projects)

Odisha Rural Development & Marketing Society

SIRD Campus, Unit-VIII, Bhubaneswar-751012

Tel: 0674-2565871, E-mail: ormashq@gmail.com,

URL: www.ormas.org

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Selection of Agency for Project Management Support for implementation of skill training program for rural masons
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PART I

Section 1. Letter of Invitation

RFP No. 2834

Dated: 19/10/2019

Project: Selection of Agency for Project Management Support for implementation of skill training program for rural masons under ORMAS (Special Projects)

Dear Bidders

1. This is with reference to the RFP, the Client ORMAS invites proposals from the intended agency for Selection of Agency for Project Management Support for implementation of skill training program for rural masons under ORMAS (Special Projects)
2. The duration of the engagement will be initially for one year, which can be further extended for one more year or less, based on mutual consent of both parties and requirement of the Client.
3. It is not permissible to transfer this invitation to any other firm.
4. A firm will be selected under Quality & Cost Based Selection (QCBS), weight-age shall be given 80% on Technical and 20% on financial proposal. The details is given later part of this RFP.
5. Amendments/corrigendum, if any, would be posted on the www.ormas.org
6. The last date for submission of response to proposal is 20th November 2019, 3 PM
7. The RFP includes the following documents:

Section 1 - Letter of Invitation

Section 2 - Instructions to Agency and Data Sheet

Section 3 - Technical Proposal (FTP) - Standard Forms

Section 4 - Financial Proposal - Standard Forms

Section 5 - Terms of Reference

8. Please submit your proposal in below mentioned address by post/ speed post/ courier/ Tender box:

Chief Executive Officer
Odisha Rural Development & Marketing Society
SIRD Campus, Unit-8
Bhubaneswar
Pin Code: 752012
E-mail: ormashq@gmail.com

9. detailed crucial dates for invitation of RFP for the Assignment

Schedule for Invitation	Dates
Name of the Client & Address for Submission of Proposals	ORMAS, SIRD Campus, Unit-VII, Bhubaneswar-751012, Odisha
Issue of RFP Document	20 th October 2019
Pre-Proposal queries through the email: ormashq@gmail.com	28 th October 2019 by 5 PM
Pre-Proposal Conference	29 th October 2019 at 3 PM
Amendment of RFP to be published(If any)	Within 7 days of Pre-bid Meeting
End Date and Time of submission of RFP	20 th November 2019 by 3 PM
Tentative Time, Place and date for opening of the Technical Proposal	20 th November 2019 by 4 PM
Tentative Time, Place and date for Technical Presentation	Date & venue for technical presentation will be informed to the qualified bidders.
Tentative Time, Place and date for opening of the Financial Proposals	Date & venue will be informed to the technically qualified bidders.
Tentative Time, Place and date for Technical Negotiation if any;	Date & venue for negotiation will be informed to the successful bidders.
Tentative Date for signing of Contract	11 th December 2019
Likely Commencement of Service	20 th December 2019
EMD(Refundable) & Bid Processing Fee(Non-Refundable)	Rs. 1,00,000/- & 11,200(including GST)

Incomplete Offers/ proposals or those received after specified time and date or not fulfilling the specified requirement will not be considered.

Yours Sincerely,

Sd/-

S R Pradhan, IAS

Chief Executive Officer, ORMAS

Section 2. Instructions to Agency

A. General Provisions

1. Definitions

- (a) “Affiliate(s)” means an individual or an entity that directly or indirectly controls, is controlled by, or is under common control with the Agency.
- (b) “Applicable Guidelines” means the policies of the Government of India/ Government of Odisha governing the selection and Contract award process as set forth in this RFP.
- (c) “Applicable Law” means the laws and any other instruments having the force of law in the Client’s country, or in such other country as may be specified in the **Data Sheet**, as they may be issued and in force from time to time.
- (d) “Client” means the implementing agency that signs the Contract for the Services with the selected Agency.
- (e) “Agency” means a legally-established professional consulting firm or an entity that may provide or provides the Services to the Client under the Contract.
- (f) “Contract” means a legally binding written agreement signed between the Client and the Agency and includes all the attached documents listed in its Clause-1
- (g) “Data Sheet” means an integral part of the Instructions to Agency (ITA) Section 2 that is used to reflect specific country and assignment conditions to supplement, but not to over-write, the provisions of the ITA.
- (h) “Day” means a calendar day.
- (i) “Experts” means, collectively, Key Experts, Non-Key Experts, or any other personnel of the Agency and Agencies
- (j) “Government” means the government of the Client’s State.
- (k) “Key Expert(s)” means an individual professional whose skills, qualifications, knowledge and experience are

critical to the performance of the Services under the Contract and whose CV is taken into account in the technical evaluation of the Agency's proposal.

- (l) "ITA" means the Instructions to the Agency that provides the shortlisted agency with all information needed to prepare their Proposals.
- (m) LOI" means the Letter of Invitation being sent by the Client to the shortlisted Agency
- (n) "Non-Key Expert(s)" means an individual professional provided by the Agency or its Agency and who is assigned to perform the Services or any part thereof under the Contract and whose CVs are not evaluated individually.
- (o) "Proposal" means the Technical Proposal and the Financial Proposal of the Agency in response to the RFP.
- (p) "RFP" means the Request for Proposals to be prepared by the Client for the selection of the Agency
- (q) "Services" means the work to be performed by the Agency pursuant to the Contract.
- (r) "TORs" (this Section 5 of the RFP) means the Terms of Reference that explain the objectives, scope of work, activities, and tasks to be performed, respective responsibilities of the Client and the Agency, and expected results and deliverables of the assignment.

2. Introduction

2.1 The Client named in the **Data Sheet** intends to select an Agency, in accordance with the method of selection specified in the **Data Sheet**.

2.2 The Agencies are invited to submit a Technical Proposal and a Financial Proposal, as specified in the **Data Sheet**, for consulting services required for the assignment named in the **Data Sheet**. The Proposal will be the basis for negotiating and ultimately signing the Contract with the selected Agency.

2.3 The Agency should familiarize themselves with the local conditions and take them into account in preparing their Proposals, including attending a pre-proposal conference if one is specified in the **Data Sheet**. Attending any such pre-proposal conference is optional and is at the Agency's expense.

2.4 The Client will timely provide, at no cost to the Agency,

the inputs, relevant project data, and reports, *limited to the bid document (“RFP”)*, required for the preparation of the Agency’s Proposal as specified in the **Data Sheet**.

3. Conflict of Interest

3.1 The Agency is required to provide professional, objective, and impartial advice, at all times holding the Client’s interests paramount, strictly avoiding conflicts with other assignments or its own corporate interests, and acting without any consideration for future work.

3.2 The Agency has an obligation to disclose to the Client any situation of actual or potential conflict that impacts its capacity to serve the best interest of its Client. Failure to disclose such situations may lead to the disqualification of the Agency or the termination of its Contract.

3.2.1 Without limitation on the generality of the foregoing, the Agency shall not be hired under the circumstances set forth below:

a. Conflicting activities

(i) Conflict between consulting activities and procurement of goods, works or non-consulting services: a firm that has been engaged by the Client to provide goods, works, or non-consulting services for a project, or any of its Affiliates, shall be disqualified from providing consulting services resulting from or directly related to those goods, works, or non-consulting services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, or any of its Affiliates, shall be disqualified from subsequently providing goods or works or non-consulting services resulting from or directly related to the consulting services for such preparation or implementation.

b. Conflicting assignments

(ii) Conflict among consulting assignments: The Agency (including its Experts and Agency) or any of its Affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Agency for the same or for another Client.

c. Conflicting relationships

(iii) Relationship with the Client’s staff: The Agency (including its Experts and Agency) that has a close business or family relationship with a professional staff of the Client who is/ are directly or indirectly involved in any part of (i) the preparation of the Terms of Reference for the assignment, (ii) the selection process for the Contract, or (iii) the supervision of the Contract,

may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the client throughout the selection process and the execution of the Contract.

- (iv) Any other types of conflicting relationships as indicated in the datasheet needs to be brought into the notice of the Client.

4. Unfair Competitive Advantage

4.1 Fairness and transparency in the selection process require that the Agency or their Affiliates competing for a specific assignment do not derive a competitive advantage from having provided consulting services related to the assignment in question. To that end, the Client shall indicate in the Data Sheet and make available to all the shortlisted Agency together with this RFP all information that would in that respect give such Agency any unfair competitive advantage over competing Agency.

5. Corrupt and Fraudulent Practices

5.1 The Client requires compliance with its policy in regard to corrupt and fraudulent/ prohibited practices as set forth by the Govt. of Odisha (GoO)

5.2 In further pursuance of this policy, Agency shall permit and shall cause its agents, Experts, Agency, sub-contractors, services providers, or suppliers to permit the client to inspect all accounts, records, and other documents relating to the submission of the Proposal and contract performance (in case of an award), and to have them audited by auditors appointed by the client.

6. Eligibility

6.1 It is the Agency's responsibility to ensure that its Experts, service providers, and/or their employees meet the eligibility requirements as established in the TOR

7. Qualification to the Bid

Bids shall be submitted by the bidders as sole bidder without any Consortium/Joint venture/sub-contracting or other similar arrangements. Bids submitted under Consortium/Joint venture/sub-contracting or other similar arrangements are liable for rejection.

B. Preparation of Proposals

8. General Considerations

8.1 In preparing the Proposal, the Agency is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the

Proposal.

9. Cost of Preparation of Proposal

9.1 The Agency shall bear all costs associated with the preparation and submission of its Proposal, and the Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. The Client is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Agency.

10. Language

10.1 The Proposal, as well as all correspondence and documents relating to the Proposal exchanged between the Agency and the Client, shall be written in the language(s) specified in the Data Sheet.

11. Documents Comprising the Proposal

11.1 The Proposal shall comprise the documents and forms listed in the Data Sheet.

11.2 If specified in the Data Sheet, the Agency shall include a statement of an undertaking of the Agency to observe, in competing for and executing a contract, the Client country's laws against fraud and corruption (including bribery).

11.3 The Agency shall furnish information on commissions, gratuities, and fees, if any, paid or to be paid to agents or any other party relating to this Proposal and, if awarded, Contract execution, as requested in the Financial Proposal submission form (Section 4).

12. Only One Proposal

12.1 The Agency shall submit only one Proposal, either in its own name. If the Agency submits or participates in more than one proposal, all such proposals shall be disqualified and rejected. This preclude consultant, or the Agency's staff from participating as Key Experts and Non-Key Experts in more than one Proposal when circumstances justify and if stated in the Data Sheet.

13. Proposal Validity

13.1 The Data Sheet indicates the period during which the Agency's Proposal must remain valid after the Proposal submission deadline.

13.2 During this period, the Agency shall maintain its original Proposal without any change, including the availability of the Key Experts, the proposed rates and the total price.

13.3 If it is established that any Key Expert nominated in the Agency's Proposal was not available at the time of Proposal submission or was included in the Proposal without his/her confirmation, such Proposal shall be disqualified and rejected for

further evaluation.

a. Extension of Validity Period

13.4 The Client will make its best effort to complete the negotiations within the proposal’s validity period. However, should the need arise, the Client may request, in writing, all Agency who submitted Proposals prior to the submission deadline to extend the Proposals’ validity.

13.5 If the Agency agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal and with the confirmation of the availability of the Key Experts.

13.6 The Agency has the right to refuse to extend the validity of its Proposal in which case such Proposal will not be further evaluated.

b. Substitution of Key Experts at Validity Extension

13.7 If any of the Key Experts become unavailable for the extended validity period, the Agency shall provide a written adequate justification and evidence satisfactory to the Client together with the substitution request. In such case, a replacement Key Expert shall have equal or better qualifications and experience than those of the originally proposed Key Expert. The technical evaluation score, however, will remain to be based on the evaluation of the CV of the original Key Expert.

13.8 If the Agency fails to provide a replacement of Key Expert with equal or better qualifications, or if the provided reasons for the replacement or justification are unacceptable to the Client, such Proposal will be rejected.

c. Sub-Contracting

13.9 The Agency shall not be entitled to sub-contract the Services unless specified in the Data Sheet

14. Clarification and Amendment of RFP

14.1 The Agency may request a clarification of any part of the RFP during the period indicated in the Data Sheet not less than 10 days prior to the Proposals’ submission deadline. Any request for clarification must be sent in writing, or by standard electronic means, to the Client’s address indicated in the Data Sheet. The Client will respond in writing, or by standard electronic means, (including an explanation of the query but without identifying its source). Should the Client deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure described below:

14.1.1 At any time before the proposal submission deadline, the Client may amend the RFP by issuing an

amendment in writing or by standard electronic means.

14.1.2 If the amendment is substantial, the Client may extend the proposal submission deadline to give the Agency reasonable time to take an amendment into account in their Proposals.

14.1.3 The Agency may submit a modified Proposal or a modification to any part of it at any time prior to the proposal submission deadline. No modifications to the Technical or Financial Proposal shall be accepted after the deadline

15. Preparation of Proposals – Specific Considerations

15.1 While preparing the Proposal, the Agency must give particular attention to the following:

15.1.1 The Client may indicate in the Data Sheet the estimated Key Expert’s time input (expressed in person-month) or the Client’s estimated total cost of the assignment, but not both. This estimate is indicative and the Proposal shall be based on the Agency’s own estimates for the same.

15.1.2 If stated in the Data Sheet, the Agency shall include in its Proposal at least the same time input (in the same unit as indicated in the Data Sheet) of Key Experts, failing which the Financial Proposal will be adjusted for the purpose of comparison of proposals and decision for award in accordance with the procedure in the Data Sheet.

16. Technical Proposal Format and Content

16.1 The Technical Proposal shall not include any financial information. A Technical Proposal containing material financial information shall be declared non-responsive.

16.1.1 Agency shall not propose alternative Key Experts. Only one CV shall be submitted for each Key Expert position. Failure to comply with this requirement will make the Proposal non-responsive.

16.2 Depending on the nature of the assignment, the Agency is required to submit a Full Technical Proposal as indicated in the Data Sheet and using the Standard Forms provided in Section 3 of the RFP.

17. Financial Proposal

17.1 The Financial Proposal shall be prepared for one year (12 Months) using the Standard Forms provided in Section 4 of the RFP. It shall list all costs associated with the assignment, including (a) remuneration for Key Experts and Non-Key Experts,

- (b) reimbursable expenses in INR as indicated in the Data Sheet.
- a. Price Adjustment** 17.2 For this assignment a price adjustment provision for foreign and/or local inflation for remuneration rates applies if so stated in the **Data Sheet**.
- b. Taxes** 17.3 The Agency and its Experts are responsible for meeting all tax liabilities arising out of the Contract unless stated otherwise in the **Data Sheet**. Information on taxes in the Client’s country is provided in the **Data Sheet**.
- c. Currency of Proposal** 17.4 The Agency may express the price for its Services in the currency or currencies as stated in the **Data Sheet**. If indicated in the **Data Sheet**, the portion of the price representing local cost shall be stated in the national currency.
- d. Currency of Payment** 17.5 Payment under the Contract shall be made in the currency or currencies in which the payment is requested in the Proposal.

C. Submission, Opening and Evaluation

18. Submission, Sealing, and Marking of Proposals

- 18.1 The Agency shall submit a signed and complete Proposal comprising the documents and forms. The submission can be done by dropping the full proposal in the tender box as prescribed in **Data Sheet**.
- 18.2 An authorized representative of the Agency shall sign the original submission letters in the required format for both the Technical Proposal and, if applicable, the Financial Proposal and shall initial all pages of both. The authorization shall be in the form of a written power of attorney attached to the Technical Proposal.
- 18.3 Any modifications, revisions, interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Proposal.
- 18.4 The signed Proposal shall be marked “ORIGINAL”, and its copies marked “COPY” as appropriate. The number of copies is indicated in the **Data Sheet**. All copies shall be made from the signed original. If there are discrepancies between the original and the copies, the original shall prevail.

18.5 An EMD, in the given format, shall be placed in a separate envelope clearly marked “**EMD**”, “**Selection of Agency for Project Management Support for implementation of Skill training program for rural**

masons under ORMAS (Special Projects) ”, reference number, name and address of the Agency. Unless the EMD is submitted, the Technical Proposal shall not be considered.

18.6 The original and all the copies of the Technical Proposal shall be placed inside of a sealed envelope clearly marked **“Selection of Agency for Project Management Support for implementation of Skill training program for rural masons under ORMAS (Special Projects)”**, reference number, name and address of the Agency, and with a warning **“Do Not Open until [insert the date and the time of the Technical Proposal submission deadline].”**

18.7 Similarly, the original Financial Proposal (if required for the applicable selection method) shall be placed inside of a sealed envelope clearly marked **“FINANCIAL PROPOSAL”** followed by the name of the assignment, reference number, name and address of the Agency, and with a warning **“DO NOT OPEN WITH THE TECHNICAL PROPOSAL.”**

18.8 The sealed envelopes containing the EMD, Technical and Financial Proposals shall be placed into one outer envelope and sealed. This outer envelope shall bear the submission address, RFP reference number, the name of the assignment, Agency’s name and the address, and shall be clearly marked **“DO NOT OPEN BEFORE [insert the time and date of the submission deadline indicated in the Data Sheet]”**.

18.9 If the envelopes and packages with the Proposal are not sealed and marked as required, the Client will assume no responsibility for the misplacement, loss, or premature opening of the Proposal.

18.10 The Proposal must be sent to the address indicated in the **Data Sheet** and received by the Client no later than the deadline indicated in the **Data Sheet**, or any extension to this deadline. Any Proposal or its modification received by the Client after the deadline shall be declared late and rejected, and promptly returned unopened.

18.11 Late submission of tender shall be out rightly rejected. The client shall not be responsible for any matter whatsoever for postal delay or loss of any documents by accident, theft, natural calamities (act of God).

- 19. Confidentiality**
- 19.1 From the time the Proposals are opened to the time the Contract is awarded, the Agency should not contact the Client on any matter related to its Technical and/or Financial Proposal. Information relating to the evaluation of Proposals and award recommendations shall not be disclosed to the Agency who submitted the Proposals or to any other party not officially concerned with the process, until the publication of the Contract award information.
- 19.2 Any attempt by Agency or anyone on behalf of the Agency to influence improperly the Client in the evaluation of the Proposals or Contract award decisions may result in the rejection of its Proposal.
- 19.3 Notwithstanding the above provisions, from the time of the Proposals' opening to the time of Contract award publication, if an Agency wishes to contact the Client on any matter related to the selection process, it should do so only in writing.
- 20. Opening of Technical Proposals**
- 20.1 The Client's evaluation committee shall conduct the opening of the EMD and Technical Proposals in the presence of the Agency' authorized representatives who choose to attend (in person, or online if this option is offered in the **Data Sheet**). The opening date, time and the address are stated in the **Data Sheet**. The envelopes with the Financial Proposal shall remain sealed and shall be securely stored with ORMAS until they are opened in accordance with the ITA.
- 20.2 At the opening of the Technical Proposals the following shall be read out: (i) the name and the country of the Agency; (ii) the presence or absence of a duly sealed envelope with the Financial Proposal; (iii) any modifications to the Proposal submitted prior to proposal submission deadline; and (iv) any other information deemed appropriate or as indicated in the **Data Sheet**.
- 21. Proposals Evaluation**
- 21.1. Subject to provision of the ITA, the evaluators of the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.
- 21.2. The Agency is not permitted to alter or modify its Proposal in any way after the proposal submission deadline. While evaluating the Proposals, the Client will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.
- 22. Evaluation of Technical Proposals**
- 22.1. The Client's evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and the RFP, applying the evaluation criteria,

sub-criteria, and point system specified in the **Data Sheet**. Each responsive Proposal will be given a technical score. A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP or if it fails to achieve the minimum technical score indicated in the **Data Sheet**.

23. Public Opening of Financial Proposals (for QCBS, FBS, and LCS methods)

23.1 After the technical evaluation is completed, the Client shall notify those Agency whose Proposals were considered non-responsive to the RFP and TOR or did not meet the minimum qualifying technical score (and shall provide information relating to the Agency’s overall technical score, as well as scores obtained for each criterion and sub-criterion) that their Financial Proposals will be returned unopened after completing the selection process and Contract signing. The Client shall simultaneously notify in writing those Agency that have achieved the minimum overall technical score and inform them of the date, time and location for the opening of the Financial Proposals. The opening date should allow the Agency sufficient time to make arrangements for attending the opening. The Agency’s attendance at the opening of the Financial Proposals (in person, or online if such option is indicated in the **Data Sheet**) is optional and is at the Agency’s choice.

23.2 The Financial Proposals shall be opened by the Client’s evaluation committee in the presence of the representatives of those Agency whose proposals have passed the minimum technical score and who choose to attend. At the opening, the names of the Agency, and the overall technical scores, including the break-down by criterion, shall be read aloud. The Financial Proposals will then be inspected to confirm that they have remained sealed and unopened. These Financial Proposals shall be then opened, and the total prices read aloud and recorded.

24. Correction of Errors

24.1 Activities and items described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, and no corrections are made to the Financial Proposal.

a. Time-Based Contracts

24.1.1 If a Time-Based contract form is included in the RFP, the Client’s evaluation committee will (a) correct any computational or arithmetical errors, and (b) adjust the prices if they fail to reflect all inputs included for the respective activities or items in the Technical Proposal. In case of discrepancy between (i) a partial amount (sub-total) and the total amount, or (ii) between the amount derived by multiplication of unit price with quantity and the total price, or (iii) between words and figures, the former will prevail. In case of discrepancy between the Technical and

Financial Proposals in indicating quantities of input, the Technical Proposal prevails and the Client’s evaluation committee shall correct the quantification indicated in the Financial Proposal so as to make it consistent with that indicated in the Technical Proposal, apply the relevant unit price included in the Financial Proposal to the corrected quantity, and correct the total Proposal cost.

b. Lump-Sum Contracts

24.2 If a Lump-Sum contract form is included in the RFP, the Agency is deemed to have included all prices in the Financial Proposal, so neither arithmetical corrections nor price adjustments shall be made. The total price, net of taxes understood as per ITA below, specified in the Financial Proposal (Form FIN-1) shall be considered as the offered price.

25. Taxes

25.1 The Client’s evaluation of the Agency’s Financial Proposal shall exclude taxes and duties in the Client’s country in accordance with the instructions in the **Data Sheet**.

26. Conversion to Single Currency

26.1 For the evaluation purposes, prices shall be converted to a single currency using the selling rates of exchange, source and date indicated in the **Data Sheet**.

27. Combined Quality and Cost Evaluation

a. Quality- and Cost-Based Selection (QCBS)

27.1 In the case of QCBS, the total score is calculated by weighting the technical and financial scores and adding them as per the formula and instructions in the **Data Sheet**. The Agency achieving the highest combined technical and financial score will be invited for negotiations.

D. Negotiations and Award

. 28.Negotiations

28.1 The negotiations will be held at the date and address indicated in the **Data Sheet** with the Agency’s representative(s) who must have written power of attorney to negotiate and sign a Contract on behalf of the Agency.

28.2 The Client shall prepare minutes of negotiations that are signed by the Client and the Agency’s authorized representative.

a. Availability of Key Experts

28.3 The invited Agency shall confirm the availability of all Key Experts included in the Proposal as a pre-requisite to the negotiations, or, if applicable, a replacement in accordance with ITA.

28.4 Notwithstanding the above, the substitution of Key Experts at the negotiations may be considered if due solely to circumstances outside the reasonable control of and not foreseeable by the Agency, including but not limited to death or medical incapacity. In such case, the Agency shall offer a substitute Key Expert within the period of time specified in the letter of invitation to negotiate the Contract, who shall have equivalent or better qualifications and experience than the original candidate.

b. Technical Negotiation

28.5 The negotiations include discussions of the Terms of Reference (TORs), the proposed methodology, the Client’s inputs, the special conditions of the Contract, and finalizing the “Description of Services” part of the Contract. These discussions shall not substantially alter the original scope of services under the TOR or the terms of the contract, lest the quality of the final product, its price, or the relevance of the initial evaluation be affected.

c. Financial Negotiation

28.6 The negotiation include the clarification of the Agency’s Tax Liability in the Client’s country and how it should be reflected in the Contract.

d. Payment in Terms

28.7 Payments shall be released as per the conditions stated in the datasheet

29. Conclusion of Negotiation

29.1. The negotiations are concluded with a review of the finalized draft Contract, which then shall be initiated by the Client and the Agency’s authorized representative. If the negotiations fail, the Client shall inform the Agency in writing of all pending issues and disagreements and provide a final opportunity to the Agency to respond. If disagreement persists, the Client shall terminate the negotiations informing the Agency of the reasons for doing so. The Client will invite the next-ranked Agency to negotiate a Contract. Once the Client commences negotiations with the next-ranked Agency, the Client shall not reopen the earlier negotiations.

30. Award of Contract

30.1 After completing the negotiations the Client shall sign the Contract; publish the award information as per the instructions in the **Data Sheet**

30.2 The Agency is expected to commence the assignment on the date and at the location specified in the **Data Sheet**.

31. Upon selection, the Consultant shall furnish to the Client, a performance security of the amount specified in Clause 31.2 below, on or before execution of the Contract to secure the due performance of the obligations of the Consultant under the Contract (the **Performance Security**). The Performance Security will be in the form of an unconditional, irrevocable and on-demand bank guarantee issued in favour of the Client in the format appended to the Contract.
- 31.1 The Performance Security shall be for an amount equal to **10% (Ten per cent)** of the total value of the Contract.

E. Data Sheet

A. General	
SN / Clause Ref	Reference
1 c	Odisha, India
2.1	<p>Name of the Client: Odisha Rural Development & Marketing Society (ORMAS)</p> <p>Method of selection: QCBS wherein Technical and Financial evaluation shall be given a weightage of 80% and 20% respectively</p>
	<p>Address from where the RFP Documents can be obtained: ORMAS, SIRD Campus, Unit-VIII, Bhubaneswar-751012, Odisha</p>
	<p>Issue of RFP Documents: 20th October 2019 between 10 am to 5 pm and website: www.ormas.org</p>
2.2	<p>Financial Proposal to be submitted together with Technical Proposal: Yes</p> <p>The name of the assignment is: RFP for Selection of Agency for Project</p>

	Management Support for implementation of Skill training program for rural masons under ORMAS (Special Projects)
2.3	<p>A pre-proposal conference will be held: Yes</p> <p>Date of pre-proposal conference: 29th October 2019 Time: 3 PM Address: ORMAS Conference Hall E-mail: ormashq@gmail.com Contact person: Sri Badal Mohanty, OAS, Joint CEO, ORMAS Contact No.: 06742565871</p>
2.4	The Client will provide the following inputs, project data, reports, etc. to facilitate the preparation of the Proposals: As per Terms of Reference (ToR)
2.5	This consultancy period will be for period of 1year which could be extended by one more year or less on the same terms and conditions, and as per the mutual agreement of both the parties.
2.6	<p>Bidder participating in the bidding process must furnish an earnest money deposit (EMD) of INR 1 lakh in the form of a Bank Guarantee in the name of ORMAS valid for a period of 90 days for Technical Proposal opening in the format provided in the Annexure. The EMD of bidders shall be refunded soon after final acceptance of bid and award of contract</p> <ul style="list-style-type: none"> • The EMD taken from the bidder shall be forfeited in the following cases:- • When the bidder withdraws his bid proposal after opening of bids. • When the bidder does not execute the agreement after placement of order within the specified time. • When the bidder does not deposit the Performance Guarantee in the form of Bank Guarantee after the work order is placed.
B. Preparation of Proposals	
10	<p>This RFP has been issued in the ENGLISH language. Proposals shall be submitted in English language. All correspondence exchange shall be in English language.</p>
11.1	<p>The Proposal shall comprise the following:</p> <p><u>FULL TECHNICAL PROPSOSAL</u> 1st Inner Envelope with the Technical Proposal (Cover-A) (1) Power of Attorney to sign the Proposal (2) TECH-1 (3) TECH-2 (4) TECH-3</p>

	<p>(5) TECH-4 (6) TECH-5 (7) TECH-6 AND 2nd Inner Envelope with the Financial Proposal (Cover-B) (1) FIN-1 (2) FIN-2 (3) FIN-3</p>
11.2	Statement of Undertaking is required: Yes
12.1	Participation of Sub-Agencies, Key Experts and Non-Key Experts in more than one Proposal is permissible: No
13.1	Proposals must remain valid for 90 days calendar days after the proposal submission deadline.
13.9	<p>a) The Bidder has to be a single entity. All Key Experts should be in the payroll / direct contract of the Bidder.</p> <p>b) Sub-contracting of only Non Key Experts / District Coordinators are allowed. However all responsibility towards the scope of work and deliverables of these positions shall be on the Bidder.</p>
14.1	<p>Clarifications may be requested as per the deadline The contact information for requesting clarifications is: Address: ORMAS, SIRD Campus, Unit- VIII,, Bhubaneswar, 751012, Odisha E-mail: ormashq@gmail.com Contact person/conference coordinator: Shri Badal Mohanty, OAS, Joint CEO, ORMAS, SIRD Campus, Unit- VIII, Bhubaneswar, 751012, Odisha</p>
17.1	<p>Time cost of the Key Experts to be provided in the Financial Proposal All TA/DA as ORMAS permissible shall be additional and will be reimbursed to Agency as per the guidelines of Govt. of Odisha. Office facility shall be provided by ORMAS / Govt. of Odisha.</p>
17.2	A price adjustment provision applies to remuneration rates: The accepted quote (rate on which Bidder is awarded the Project) will be valid for a period of 12 months from the commencement date and will be escalated by 10% for every successful year during the Contract Period.
17.3	The Financial Proposal should be quoted in INR
C. Submission, Opening and Evaluation	
18.1	The Agencies shall not have the option of submitting their Proposals

	electronically. The submission shall be done by dropping the full proposal consisting of three envelopes in the tender box.						
18.4	<p>The Agency must submit the full proposal consisting of three envelopes. All envelopes should be properly marked and sealed:</p> <p>(a) EMD: EMD in the given format</p> <p>(b) Technical Proposal: one (1) original and one (1) soft copy in pdf format in the form of CD;</p> <p>(c) Financial Proposal: one (1) original.</p> <p>The financial proposal should be submitted in the formats mentioned in the RFP for One year only; submission of financial proposal in any other format will be rejected.</p>						
18.7	<p>The Proposals must be submitted no later than:</p> <p>Date: 20th November 2019</p> <p>Time: 3 PM</p> <p>Proposal submission address is:</p> <p>Odisha Rural Marketing & Development Society SIRD Campus, Unit- VIII, Bhubaneswar, 751012, Odisha</p>						
20	<p>Time, Place and date for opening of the EMD and Technical Proposal (Cover-A)</p> <p>Conference Hall of ORMAS, SIRD Campus, Unit- VIII, Bhubaneswar, 751012, Odisha</p> <p>Date: 20th November 2019</p> <p>Time: 4 PM</p>						
20.1	<p>An online option of the opening of the Technical Proposals is offered: No</p> <p>The opening shall take place at:</p>						
20.2	<p>In addition, the following information will be read aloud at the opening of the Technical Proposals:</p> <p>Name of Agency</p>						
22.1	<p>Criteria, sub-criteria, and point system for the eligibility and evaluation of the Technical Proposals:</p> <p>Eligibility Criteria</p> <table border="1"> <thead> <tr> <th>S</th> <th>Criteria</th> <th>Documents Required</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>The Bidder must be incorporated & registered in India, under the India Companies Act,</td> <td>Certificate of Incorporation/</td> </tr> </tbody> </table>	S	Criteria	Documents Required	1.	The Bidder must be incorporated & registered in India, under the India Companies Act,	Certificate of Incorporation/
S	Criteria	Documents Required					
1.	The Bidder must be incorporated & registered in India, under the India Companies Act,	Certificate of Incorporation/					

	1956/Societies Registration Act/Trust Act/any other Act in India and should be in operations in India for a minimum 10 years	Registration under the relevant statute
2.	The Bidder should have a have an annual average turnover of INR 100 Crores turnover from Indian operations in business consulting services in each of the previous three financial years (FY 2015-16, 2016-17 and 2017-18,)	Audited Financial Statement
3.	The Bidder should have an average positive net worth of INR 25 Crores in the previous three financial years (FY 2015-16, 2016-17 and 2017-18)	Audited Financial Statement and certificate from the statutory auditor
4.	The Bidder must have on its rolls consulting staff of at least 300 technically qualified personnel in the area of consulting services for Program / Project Management, HR management, Financial Management, Capacity Building, Security and IT procurement and who possess relevant degrees/credentials with prior experience in providing the above consultancy services as on 31st March 2019.	Declaration from Authorised Signatory (Partner/ Director)
5.	The Bidder firm should not have been blacklisted/ debarred by any State or Central Government department/ agency or PSUs in India.	Declaration from Authorised Signatory
Points		
I. Firm Qualification and Experience (40 marks)		
1.	Experience of Project Management in Government Projects in India with (Central/ State Government Department /Agency or Donor funded project in India) for which it should have executed / under execution advisory projects in excess of INR 10 Crores each as contract value, as a Lead Bidder as part of a contract (including extension contract if any) in the last 5 years	1 project = 2 marks Maximum 10 marks
2.	Experience of managing large scale PMU/PMC/TSA/TSU for facilitating housing projects	1 project = 3 marks Maximum of 9 marks

	<p><i>Note: For experience of managing large scale PMU/PMC/TSA/TSU for facilitating housing projects at the national level, the agency will secure an additional point (over and above 3 marks) for each project</i></p>	<p>National level project = 1 marks Maximum of 3 marks</p>
3.	<p>Minimum 1 year of project experience of field level implementation of DDU-GKY program as a PMU/PMC/TSA/TSU with any SRLM</p>	<p>1 project = 2 marks Maximum 10 marks</p>
4.	<p>Experience of managing large scale programs in Odisha with a value of more than INR 2 Cr each.</p>	<p>1 project = 2 marks Maximum 8 marks</p>
<p><i>Note: Work Order / Completion Certificate and Terms of Reference / Experience Certificate justifying the requirements, should be submitted for each of the assignments submitted for above.</i></p>		
<p>II. Key Experts' qualifications and competence for the Assignment:(20 marks)</p> <p>a) Team Leader..... 20 marks</p> <p>b) 1. Minimum Qualification: 5 Marks</p> <p>c) 2. Relevant Experience: 15</p> <p>d) 3. Government Sector Experience in Odisha: 5 marks</p>		
<p>The number of points to be assigned to each of the above positions shall be considered on various factors including general qualifications, relevant experience and adequacy for the assignment</p>		
<p>III. Approach and Methodology(25 marks)</p>		
<p>IV. Technical Presentation(15 marks) (Overall Approach, Adequacy, Work plan)</p>		
<p>Total points for the three criteria:</p>		<p>100</p>
<p>.....</p>		
<p>The minimum technical score (St) required to pass is: 70 Financial Bid of only those Bidders will be opened who score a minimum of 70 marks</p>		

23	<p>Time, Place and date for opening of the Financial Proposal (Cover- B) To be informed later</p>
25	<p>For the purpose of the evaluation, the Client will exclude only applicable service tax / GST All other taxes are deemed to be included in the financial proposal. All payments shall be made in INR. Conditions of Release of Payments to the Agency as per terms of the MoU:</p> <ol style="list-style-type: none"> 1. Signing of the contract-10% on submission of Bank Guarantee of equal payment. 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: 30%
27.1	<p>The mode of selection will be QCBS</p> <p>The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100.</p> <p>The formula for determining the financial scores (Sf) of all other Proposals is calculated as following:</p> <p>St= The technical score of the Bidder Sf = 100 x Fm/ F, in which “Sf” is the financial score, “Fm” is the lowest price, and “F” the price of the proposal under consideration.</p> <p>The weights given to the Technical (T) and Financial (P) Proposals are: T = _____ 80, and P = _____ 20</p> <p>Proposals are ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) as following: $S = St \times T\% + Sf \times P\%$.</p>
<p>D. Negotiations and Award</p>	
28.1	<p>Expected date and address for contract negotiations and signing : Date: 11th December 2019 Address: ORMAS, SIRD Campus, Unit-VIII, Bhubaneswar-751012, Odisha</p>
28.3	<p>a. During the 1st year of the Contract, the Consultant may change a maximum of 1 Key</p>

	<p>Experts with the prior consent of the Client in accordance with the Contract and in such case; a replacement Key Expert shall have equal or better qualifications and experience as those of the originally proposed Key Expert. If the Consultant proposes to change more than 1 Key Experts in the 1st year, a penalty of 10% of the professional fee quoted for that Key Expert shall be imposed by the Client. But if the Consultant proposes the replacement of the Team Leader in the 1st year, then the penalty shall be 30% of the professional fee quoted for the Team Leader.</p> <p>(b) During the 2nd year of the Contract, Consultant may change a maximum of 2 Key Experts with the prior consent of the Client in accordance with the Contract and in such case; a replacement Key Expert shall have equal or better qualifications and experience as those of the existing Key Expert. If the Consultant propose any change in the number of key experts more than the above prescribed limit in the 2nd year a penalty of 10% of the professional fee quoted for that expert shall be imposed by the Client. But if the Consultant proposes the replacement of the Team Leader in the 1st year, then the penalty shall be 20% of the professional fee quoted for the Team Leader.</p> <p>(c) From the 3rd year of the Contract and for the rest of the term of the Contract, the Consultant may change, with prior consent of the Client in accordance with the Contract, maximum of 3 nos of the Key Experts as on the date of commencement of the 3rd year of the term of the Contract and in such case, a replacement Key Expert shall have equal or better qualifications and experience as those of the existing Key Expert. If the Consultant proposes any change in the number of key experts more than the above prescribed limit beyond 3rd year, penalty of 10% of the professional fee quoted for that expert shall be imposed by the Client. But if the Consultant proposes the replacement of the Team Leader in the 1st year, then the penalty shall be 10% of the professional fee quoted for the Team Leader.</p>
<p>30.</p>	<p>Expected date for the commencement of the Services: 20th December 2019</p>
<p>31.</p>	<p>Limitation of Liability - In no event shall either party be liable for consequential, incidental, indirect, or punitive loss, damage or expenses (including lost profits). Either party shall not be liable to the other hereunder or in relation hereto (whether in contract, tort, strict liability or otherwise) for more than the value of the fees to be paid (including any amounts invoiced but not yet paid) under the Contract.</p> <p>Indemnification: Both parties shall indemnify, defend and hold harmless during the term of the Agreement from and against all liabilities, damages, losses, expenses, deaths, demands, actions, proceedings, costs and claims of any nature whatsoever, including without limitation legal fee and expenses, suffered as a result of or arising out of or in any way connected with the acts, omissions, negligence, nuisance, breach of this Agreement and failure to perform</p>

	<p>obligations hereunder of or by the licensee and its employees, agents, representatives and contractors, including the use or violation of any copyright work or literary property or patented invention, article or appliance, except to the extent that such injury, damage or loss is attributable to a negligent or willful act or omission of either of the parties.</p>
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Section 3. Technical Proposal – Standard Forms

{Notes to Agency shown in brackets { } throughout Section 3 provide guidance to the Agency to prepare the Technical Proposal; they should not appear on the Proposals to be submitted.}

Checklist of Required Forms

FORM	DESCRIPTION
TECH-1	Technical Proposal Submission Form.
Power of Attorney	No pre-set format/form.
TECH-2	Agency's Organization and Experience.
TECH-2A	A. Agency's Organization
TECH-2B	B. Agency's Experience
TECH-3	Comments or Suggestions on the Terms of Reference and on Counterpart Staff and Facilities to be provided by the Client.
TECH-3A	A. On the Terms of Reference
TECH-3B	B. On the Counterpart Staff and Facilities
TECH-4	Description of the Approach, Methodology, and Work Plan for Performing the Assignment
TECH-5	Work Schedule and Planning for Deliverables
TECH-6	Team Composition, Key Experts Inputs, and attached Curriculum Vitae (CV)

All pages of the original Technical and Financial Proposal shall be initialed by the same authorized representative of the Agency who signs the Proposal.

Form TECH-1

TECHNICAL PROPOSAL SUBMISSION FORM

{Location, Date}

To:
The Chief Executive Officer,
ORMAS SIRD Campus, Unit-
VIII,
Bhubaneswar, 751012, Odisha

Dear Sir,

We, the undersigned, offer to provide the consulting services for RFP for Selection of Agency for Project Management Support for implementation of Skill training program for rural masons under ORMAS (Special Projects) in accordance with your RFP vide no xxxx dated xxxxxxxx. We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal sealed in a separate envelope.

We hereby declare that:

- a. All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the Client
- b. Our Proposal shall be valid and remain binding upon us for the period of time specified in the Data Sheet clause 10.
- c. We have no conflict of interest as stated in the RFP
- d. We meet the eligibility requirements as stated in RFP & TOR
- e. In competing for (and, if the award is made to us, in executing) the Contract, we undertake to observe the laws against fraud and corruption, including bribery, in force in the country of the Client.
- f. Except as stated in the ITA & Data Sheet, we undertake to negotiate a Contract on the basis of the proposed Key Experts. We accept that the substitution of Key Experts for reasons other than those stated in ITA may lead to the termination of Contract negotiations.
- g. Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

We undertake, if our Proposal is accepted and the Contract is signed, to initiate the Services related to the assignment no later than the date indicated in the Data Sheet.

We understand that the Client is not bound to accept any Proposal that the Client receives.

We remain,

Yours sincerely,

Authorized Signature {In full and initials}: _____

Name and Title of Signatory: _____

Address: _____

Contact information (phone and e-mail): _____

Form TECH-2 (FOR FULL TECHNICAL PROPOSAL ONLY)

AGENCY'S ORGANIZATION AND EXPERIENCE

Form TECH-2: a brief description of the Agency's organization and an outline of the recent experience of the Agency that is most relevant to the assignment. For each assignment, the outline should indicate the names of the Agency's Key Experts and Sub-Agencies who participated, the duration of the assignment, the contract amount (total and, if it was done in a form of a consortium, the amount paid to the Agency), and the Agency's role/involvement.

A - Agency's Organization

1. Provide here a brief description of the background and organization of your company.
2. Include organizational chart, a list of Board of Directors, and beneficial ownership

B - Agency's Experience

1. List only previous similar assignments.
2. List only those assignments for which the Agency was legally contracted by the Client as a company or was one of the consortium partners. Assignments completed by the Agency's individual experts working privately or through other consulting firms cannot be claimed as the relevant experience of the Agency, or that of the Agency's partners or sub-Agency, but can be claimed by the Experts themselves in their CVs. The Agency should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by the Client.

Selection of Agency for Project Management Support for implementation of skill training program for rural masons under ORMAS (Special Projects)

Duration	Assignment name/& brief description of main deliverables/outputs	Name of Client & Country of Assignment	Approx. Contract value (in INR)/ Amount paid to your firm	Role on the Assignment
{e.g., Jan.2014–Apr.2015}	{e.g., “technical support agency of.....”: Implementation of DDU-GKY.....; }	{e.g., Ministry of, country }	INR.....	Define role {e.g., Lead partner in a consortium if any }
{e.g., Jan-May 2014}	{e.g., “Support to sub-national government.....” : drafted secondary level regulations on..... }	{e.g., municipality of....., country }	INR.....	{e.g., sole Agency }

Form TECH-3 (FOR FULL TECHNICAL PROPOSAL)

COMMENTS AND SUGGESTIONS ON THE TERMS OF REFERENCE, COUNTERPART STAFF, AND FACILITIES TO BE PROVIDED BY THE CLIENT

Form TECH-3: comments and suggestions on the Terms of Reference that could improve the quality/effectiveness of the assignment; and on requirements for counterpart staff and facilities, which are provided by the Client, including: administrative support, office space, local transportation, equipment, data, etc.

A - On the Terms of Reference

{Improvements to the Terms of Reference, if any}

B - On Counterpart Staff and Facilities

{comments on counterpart staff and facilities to be provided by the Client. For example, administrative support, office space, local transportation, equipment, data, background reports, etc., if any}

Form TECH-4 (FOR FULL TECHNICAL PROPOSAL ONLY)

DESCRIPTION OF APPROACH, METHODOLOGY, AND WORK PLAN IN RESPONDING TO THE TERMS OF REFERENCE

Form TECH-4: a description of the approach, methodology and work plan for performing the assignment, including a detailed description of the proposed methodology and staffing for training, if the Terms of Reference specify training as a specific component of the assignment.

{Suggested structure of your Technical Proposal (in FTP format):

- a) Technical Approach and Methodology
- b) Work Plan
- c) Organization and Staffing}

- a) **Technical Approach and Methodology.**{Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TORs), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s), and the degree of detail of such output. Please do not repeat/copy the TORs in here.}
- b) **Work Plan.**{Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing your understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents (including reports) to be delivered as final output(s) should be included here. The work plan should be consistent with the Work Schedule Form.}
- c) **Organization and Staffing.**{Please describe the structure and composition of your team, including the list of the Key Experts, Non-Key Experts and relevant technical and administrative support staff.}

Form TECH-5 (FTP)

WORK SCHEDULE AND PLANNING FOR DELIVERABLES

N°	Deliverables ¹ (D-..)	Months												
		1	2	3	4	5	6	7	8	9	n	TOTAL	
D-1	{e.g., Deliverable #1:													
	1) xxxxxxxx													
	2) xxxxxxxx													
	3) xxxxxxxx													
	4) xxxxxxxx													
	5)													
	6) xxxxxxxxxxxxxxxxxxxx													
D-2	{e.g., Deliverable #2:.....}													
n														

- 1 List the deliverables with the breakdown for activities required to produce them and other benchmarks such as the Client’s approvals. For phased assignments, indicate the activities, delivery of reports, and benchmarks separately for each phase.
- 2 Duration of activities shall be indicated in a form of a bar chart.
- 3 Include a legend, if necessary, to help read the chart.

**FORM TECH-6
(CONTINUED)**

CURRICULUM VITAE (CV)

Position Title and No.	{e.g., K-1, TEAM LEADER}
Name of Expert:	{Insert full name}
Date of Birth:	{day/month/year}
Country of Citizenship/Residence	

Education: {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

Employment record relevant to the assignment: {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included. }

Period	Employing organization and your title/position. Contact information for references	Country	Summary of activities performed relevant to the Assignment
[e.g., May 2005-present]	[e.g., Ministry of, advisor/Agency to... For references: Tel...../e-mail.....; Mr-----]		

Membership in Professional Associations and Publications:

Language Skills (indicate only languages in which you can work): _____

Adequacy for the Assignment:

Detailed Tasks Assigned on Agency's Team of Experts:	Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks
{List all deliverables/tasks as in TECH- 5 in which the Expert will be involved}	

Experts' contact information: (e-mail....., phone.....)

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client.

{day/month/year}

Name of Expert

Signature

Date

{day/month/year}

Name of authorized
Representative of the Agency
(the same who signs the Proposal)

Signature

Date

Section 4. Financial Proposal - Standard Forms

{*Notes to Agency* shown in brackets { } provide guidance to the Agency to prepare the Financial Proposals; they should not appear on the Financial Proposals to be submitted.}

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the instructions provided in Section 2.

FIN-1 Financial Proposal Submission Form

FIN-2 Summary of Costs

FIN-3 Breakdown of Remuneration

FORM FIN-1
FINANCIAL PROPOSAL SUBMISSION FORM

{Location, Date}

To:

Chief Executive Officer,
ORMAS, SIRD Campus,
Unit- VIII, Bhubaneswar,
751012, Odisha

Dear Sir,

We, the undersigned, offer to provide the consulting services for **Selection of Agency for Project Management Support for implementation of Skill training program for rural masons under ORMAS (Special Projects)** in accordance with your RFP XXXXXXXXXX and our Technical Proposal.

Our attached Financial Proposal is for the amount of {Indicate the corresponding to the amount(s) {Insert amount(s) in words and figures}, *excluding of all indirect local taxes in accordance with the ITA & Data Sheet.* The estimated amount of local indirect taxes is {Insert currency} {Insert amount in words and figures} which shall be confirmed or adjusted, if needed, during negotiations. {Please note that all amounts shall be the same as in Form FIN-2}.

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, i.e. before the date indicated in the Data Sheet. No commissions or gratuities have been or are to be paid by us to agents or any third party relating to this Proposal and Contract execution.

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

We remain,

Yours sincerely,

Authorized Signature {In full and initials}: _____

Name and Title of Signatory: _____

In the capacity of: _____

Address: _____

E-mail: _____

FORM FIN-2 SUMMARY OF COSTS

NB: Evaluation shall be made excluding Tax

<i>Item</i>	Cost
	{Agency must state the proposed Costs in accordance with the Data Sheet ; delete columns which are not used}
	<i>In Rupees.</i>
Cost of the Financial Proposal	
(1) Remuneration	
(2) Management Expenses	
A-Total Cost of the Financial Proposal: {Should match the amount in Form FIN- 1 }	
Indirect Local Tax Estimates – to be discussed and finalized at the negotiations if the Contract is awarded	
B. GST	
<u>Gross Total (A+B) including GST</u>	

FORM FIN-3 BREAKDOWN OF REMUNERATION (IN INR ONLY)

SN	Expert	Number of Resources	Range of Remuneration Fixed in INR	Person Month Remuneration Rate in INR excluding tax to be quoted by the Bidder	Total Cost per annum in INR excluding tax to be quoted by the bidder
1.	Civil Engineer – cum-Team Leader	1	60,000-75,000		
2.	Civil Engineering Coordinator	1	55,000- 65,000		
3.	Finance Coordinator	1	55,000- 65,000		
4.	Monitoring, Evaluation & MIS Coordinator	1	55,000- 65,000		
5.	PIA Coordination and Monitoring Coordinator	1	55,000- 65,000		
6.	District Coordinators	30	35,000- 45,000		
	Total	35			

Notes:

- The expert rates quoted should be exclusive of all project management fee etc. and exclusive of applicable taxes.
- The Agency shall not bid their price below the minimum range of remuneration and not the above range of remuneration. If any of the price bid found below the range of remuneration fixed by the ORMAS, their bid shall be out rightly rejected.
- In no case, the successful agency shall disburse their payment to the staff below the range of remuneration fixed. If found so later on during the contract period, their contract shall be terminated.
- Maximum 10% increment of remuneration fee against the available key expert shall be applicable after successful of each year.

Section 5. Terms of Reference

1. Background

Ministry of Rural Development with the objective of improving the quality of construction and ensure availability of skilled mason for construction of house, has incorporated a very critical component of rural mason training under Rural Housing. Qualification pack for the rural mason training in alignment with the national Skill Qualification Framework has been developed and the states have been advised to conduct rural mason training as per the approved qualification pack. This initiative is aimed not only to contribute towards quality construction, but also to ensure additional livelihood generation for rural mason.

Odisha Rural Development and Marketing Society' (ORMAS) is an autonomous body under Panchayati Raj Department, Government of Odisha. Registered under Societies Registration Act-1860, it has been rendering notable services in livelihood promotion and skill development in the state of Odisha including implementation of the national programme of DDU-GKY. ORMAS (Odisha Rural Development & Marketing Agency) has been functioning as the nodal agency to manage the DDU-GKY programme (including its erstwhile versions) in the state since 2010. ORMAS has significantly contributed to the overall implementation of DDU-GKY by training more than 1,42,000 candidates (18% of the national achievement) in 21 sectors and placed above 1 lakh candidates. ORMAS has focussed on adopting and implementing innovating mechanisms and standards in the existing systems and processes including gram sevak model of mobilization, acknowledgement to best performing PIAs, formation of Association of Skill Partners and establishment of most no. of MSCs in the country. With over 90 Project Implementing Agencies and around 150 industry partners, ORMAS has been able to create a robust skilling eco-system in the state of Odisha.

In convergence with the Directorate of Special Projects under the PRI Department, ORMAS has received the mandate of implementing the skill training for 50,000 rural masons annually in the state of Odisha. Under the given mandate, 25000 trainings needs to be given under the RPL category and the remaining 25,000 training for new beneficiaries.

2. Training guidelines for rural masons

Under various state and central training schemes, training is being offered in Masonry, Bar bending, Shuttering Carpentry and Plumbing. However, there is a great demand for a skilled resource available in rural areas who is master of all the relevant trades. Hence a Qualification Pack for 'Skilled Rural Mason' has been developed by Ministry of Rural Development in collaboration with Construction Skill Development Council of India (CSDCI). The uniqueness about this Qualification is about multi-skilling the trainees in necessarily relevant trades which is needed for successful coverage under Rural Housing. For the RPL candidates, the training is primarily onsite training, to be delivered on the site during construction of the

house. For fresh training, training duration is for approximate one and half to two months. 80% attendance is mandatory for the trainees to be eligible to appear for assessments. All trainings shall be imparted by CSDCI / DGT certified trainers who have completed the ToT programme.

3. Scope of Work

The following summary of scope of work has been envisaged under the assignment:

- Facilitate in development of a skill implementation framework and the corresponding strategy, roadmap and implementation plan
- Strategic review of the processes and provisions as per the existing skill training SoPs
- Support in streamlining of the overall skill implementation framework
- Create an enabling environment in the state to motivate Training Providers to participate
- Development of Standard Operation Procedures and Key Performance Indicators
- Design a monitoring mechanism for a streamlined implementation of the scheme
- Support and facilitate registration of Training Providers and candidates
- Design of framework for overall resource mobilization for the programme area
- Liaison and coordination with Ministry, relevant departments and other stakeholders concerned with or providing assistance on sustainable livelihoods
- Support capacity building and training management for all the key stakeholders including Training Providers, PIAs, beneficiaries etc
- Facilitation of knowledge building and knowledge sharing among the stakeholders through
- Identification and synthesis of best practices and lessons from other states
- Suggest and implement innovative models and best practices in skill training
- Suggesting need for bridge courses for trainees under RPL
- Tracking training progress & reports generation

4. Key Deliverables

The expected deliverables of the consultancy services will be to provide high quality services to the state team of ORMAS in implementation of the training programme along with deployment of qualified manpower. The manpower will be deployed as agreed in the agreement. This dedicated team of experts / professionals would be appointed by the Agency for carrying out the assignment. The ‘Agency’ shall provide technical assistance for overall program management of skill training to masons under the scheme.

Time wise deliverables will be finalized in consultation with Authority and the Agency. However the following is the indicative list.

A. Strategy formulation Research & Development	
<i>Activities, Deliverables and Expected Outputs</i>	<ul style="list-style-type: none"> • Provide strategic inputs for development of skill training roadmap with milestones and robust framework for implementation of skill training programme:

	<ul style="list-style-type: none"> • Develop annual operation plan and quarterly plans, with the budget, in accordance with the mandate received from MoRD • Supporting the state team in district and block wise allocation of training targets • Liaison and coordination with Ministry, relevant departments and other stakeholders concerned with or providing assistance on sustainable livelihoods • Suggesting need for bridge courses for trainees under RPL • Assist in end to end implementation of courses under RPL (Mobilization, Counselling & Pre-Screening, Orientation, Final Assessment, Certification) • Coordination with state Skilling initiatives to build integrated approach for the state • Undertake innovation projects
<i>Timeline</i>	Continuous
B. IT, MIS & Monitoring & Evaluation	
<i>Activities, Deliverables and Expected Outputs</i>	<ul style="list-style-type: none"> • Work closely with State team to establish robust monitoring mechanisms: Finalize key performance indicators for end to end monitoring of the training process • Development of parameters for monitoring of quality of infrastructure/ asset developed • Development of monitoring frameworks for tracking payment to Training providers and beneficiaries/ masons • Finalization of formats and templates for reporting • Conducting fortnightly/ monthly reviews with district and block teams on the progress and status of achievement • Collation and preparation of reports in the prescribed format • Guide the training service provider & help them in strengthening their teams for effective monitoring of scheme • Mapping of the functional requirements from time to time and propose for the integration with other ministries/departments/ institutions/agencies • Provide functional inputs to stakeholders for issue redressal: Development of an effective grievance redressal mechanism to establish a system of awareness and helpline numbers •
<i>Timeline</i>	Continuous
C. Training, Capacity Building, Assessment & Certification	
<i>Activities, Deliverables and Expected Outputs</i>	<ul style="list-style-type: none"> • Support capacity building and training management for all the key stakeholders • Identify training needs of stakeholders & prepare training calendars with timelines & detailed agenda • Capacity building of the stakeholders for use of MIS/ national portal • Review of course material and suggest changes, if required

	<ul style="list-style-type: none"> • Coordination with assessment and certification of the trained rural masons through an Assessment & Certification Agency • Review the assessment processes and validate if they are being carried out as per the prescribed assessment criteria • Suggest improvements in assessment and certification to improve quality of construction
<i>Timeline</i>	Continuous
D. IEC and Knowledge Management	
<i>Activities, Deliverables and Expected Outputs</i>	<ul style="list-style-type: none"> • Develop robust strategy for awareness building and reaching for skill training beneficiaries • Facilitation of knowledge building and knowledge sharing among the stakeholders including but not limited to beneficiaries and PIAs • Identification and synthesis of best practices and lessons from other states in IEC in skill development landscape • Develop executive communication, including speeches, organizational updates, client-facing decks, etc • Create content for internal communication channels, including newsletters, blogs, internal communities, etc
<i>Timeline</i>	Continuous
E. Finance	
<i>Activities, Deliverables and Expected Outputs</i>	<ul style="list-style-type: none"> • Facilitating engagement of suitable Training Service Providers / Project Implementation Agencies as per prescribed guidelines for conducting the training of rural masons • Facilitate engagement of assessment and certification agency • Monitor and facilitate timely payment through DBT to beneficiary banks/ post office accounts • Develop internal control process and procedure to ensure government processes are adhered to, to examine, evaluate, report non-compliance as per government statutory/norm. • Undertaking review of Utilization Certificates submitted by the concerned stakeholders
<i>Timeline</i>	Continuous
F. Community Mobilization	
<i>Activities, Deliverables and Expected Outputs</i>	<ul style="list-style-type: none"> • Design of skills framework for overall resource mobilization for the programme area • Assisting training service providers in counselling of candidates and beneficiaries • Coordination with SHGs, CLFs, GPLFs and other agencies for initiating the awareness of the program • Look into the processes/systems followed for mobilization & suggest improvements & newer methods
<i>Timeline</i>	Continuous

1. Team Required for the assignment

Brief information on the qualification requirements and the key responsibilities of the team members is provided below.

***CVs of Non-Key experts are not required during technical evaluation.**

<i>Sl. No.</i>	<i>Name of the position</i>	<i>No. of positions</i>	<i>Qualification</i>	<i>Professional Experience</i>	<i>Key Responsibilities</i>
1.	Civil Engineer cum Team Leader	1	B.Tech/M.Tech in Civil Engineering with Post Graduate/ Master's Degree/MSW/ MBA/PGDBM or equivalent	<ol style="list-style-type: none"> 1. Minimum seven (07) years of experience in project management, stakeholder management with 3 years of experience in Civil Engineering . 2. Experience in handling similar skill implementation assignments in large scale projects 3. Experience of working in Government projects 4. Good written and spoken skill in English, Hindi and Odiya language is desirable 	<ol style="list-style-type: none"> 1. Overall project delivery and development of vision, strategy and skill implementation framework 2. Stakeholder engagement 3. Conflict/issue resolution; 4. Regular reviews & updates to the client; 5. Quality Control & Assurance 6. Project Tracking and Issue Resolution 7. Coordination with state Skilling initiatives to build integrated approach for the state 8. Any other activities which facilitates integration within skills theme.
2.	Civil Engineering Coordinator	1	B.Tech/ M.Tech in Civil engineering In addition an MBA / PGDBM will be preferred	<ol style="list-style-type: none"> 1. Minimum five (05) years of experience in Civil Engineering or M Tech with (03) years having demonstrated experience in handling similar assignments in large scale project 2. Experience of working in Government projects 3. Good written and spoken skill in English, Hindi & Odiya language is desirable 	<ol style="list-style-type: none"> 1. Course framework designing 2. Defining the quality parameters 3. Facilitating skill implementation 4. Overall monitoring of technical aspects of the training and maintenance of the training aide 5. Establish liaison with establishments under the construction sector 6. Anchor/Monitor the administration and

<i>Sl. No.</i>	<i>Name of the position</i>	<i>No. of positions</i>	<i>Qualification</i>	<i>Professional Experience</i>	<i>Key Responsibilities</i>
					implementation of Industry 7. Provide technical support in monitoring and expanding the construction training
3.	Finance Coordinator	1	CA Inter/ICWA Inter /MBA Finance/ PGDBM (Finance)	<ol style="list-style-type: none"> 1. Minimum 5 years of experience in general and 3 years of experience in managing overall financial, audit and accounts matter of large firms/ large scale Government/ PSU/ Semi Government schemes or projects 2. Experience in handling similar skill implementation assignments in large scale projects 3. Proven ability to prepare necessary financial reports including budget preparation, maintaining books of accounts, statement of expenditure, etc along with the financial statement ie ability to establish recognized procedures to account for fund use 	<ol style="list-style-type: none"> 1. Develop internal control process and procedure to ensure government processes are adhered to, to examine, evaluate, report non-compliance as per government statutory/norm. 2. Facilitating skill implementation 3. Review internal and external financial reports as per requirement 4. Undertaking review of Utilization Certificates submitted by the concerned stakeholders 5. Management accounting by ensuring regular update 6. Disbursement scheduling and ensuring timely fund transfers 7. Any other activities which facilitates integration within skills theme
4.	Monitoring, Evaluation & MIS Coordinator	1	Post Graduate/ Master's Degree/MSW/ MBA/PGDBM or equivalent	<ol style="list-style-type: none"> 1. Minimum 5 years' experience required working with Government/ Semi Government/ Donor/ PSU Working in at least 3 years in the areas of monitoring and evaluation 2. Experience in handling similar 	<ol style="list-style-type: none"> 1. Identifying the data requirements and sources for monitoring of the program 2. Monitoring and evaluation of training outcome 3. Facilitating skill implementation 4. Working towards standardizing of internal processes and

<i>Sl. No.</i>	<i>Name of the position</i>	<i>No. of positions</i>	<i>Qualification</i>	<i>Professional Experience</i>	<i>Key Responsibilities</i>
				skill implementation assignments in large scale projects 3. Experience of working in at least one project using web based monitoring and evaluation tools 4. Experience of working on web based MIS platform 5. Should have analytical skills in handling large scale data in MS Excel 6. Report writing skills in MS Word	preparing SoPs for the same 5. Designing various formats, templates, dashboards, etc for comprehensive monitoring 6. Monitoring and evaluation of training outcome 7. Coordinating activities of exiting PIAs by tracking their overall performance
5.	PIA Coordination and Monitoring - Divisional Coordinator	1	Post Graduate/ Master's Degree/MSW/ MBA/PGDBM or equivalent	1. Minimum 5 years' experience required working with Government/ Semi Government/ Donor/ PSU Working in at least 3 years in the areas of monitoring and evaluation 2. Experience in handling similar skill implementation assignments 3. Experience of working in at least one project using web based monitoring and evaluation tools 4. Prior experience of leading implementation teams at a district level	1. Monitor the activities of 10-12 districts assigned to them 2. Management reporting by ensuring regular update 3. Facilitating skill implementation through coordinating with PIAs 4. Identifying the data requirements and sources for monitoring of the program at a district level 5. Monitoring and evaluation of training outcome from a district perspective 6. Any other activities which facilitates integration within skills theme.
6.	District Coordinators	30	Graduate (in any stream) with PGDCA or DOEACC 'A' Level in the reputed and recognised institute.	1. Minimum 3 years Overall minimum experience as per the qualification criteria 2. Experience in rural development/ social/civil projects 3. Familiarity in Odiya language & ICT usage skills	5. Facilitating skill implementation at district level 6. Coordination with SHGs, CLFs, GPLFs and other agencies for initiating the awareness of the program 7. Support in conducting

<i>Sl. No.</i>	<i>Name of the position</i>	<i>No. of positions</i>	<i>Qualification</i>	<i>Professional Experience</i>	<i>Key Responsibilities</i>
				4. Proven experience of handling similar projects	mobilization camps at district level 8. Facilitate the process of program implementation in their respective districts 9. Monitor skill development training centres 10. Monitor skill development programs 11. Monitoring and reporting of PIA performance

Annexure

FORMAT FOR BANK GUARANTEE

BG should be obtained from Nationalized/ Scheduled Commercial Bank

DATE:

BANK GUARANTEE

Name of Bank:

To
The Odisha Rural Development And Marketing Society,
Bhubaneswar
Dear Sir,

Guarantee No.....
Amount of Guarantee Rs...../- (Rupees.....)
only.
Guarantee cover
from.....to.....
Guarantee remain full
force.....
Last date for lodgment of claim:..... (Two months from Date of
Expiry)

This Deed of guarantee executed by (Bank
Name)..... constituted under the Banking
companies (**Acquisition & Transfer of Undertaking**) Act
having its registered office at and amongst other places, a
branch at (hereinafter referred to as the bank) in favour of the
Odisha Rural Development And Marketing Society, **Bhubaneswar** (hereinafter referred to as
ORMAS, the beneficiary.) for an amount not exceeding Rs./-
(Rupees) only at the request of
M/s.....
..... (hereafter referred to as the Technical Support Agency).

This guarantee is issued subject to the condition that the liability of the bank under this
guarantee is limited to maximum of Rs./- (Rupees
.....) only and the guarantee
shall remain in full force from to
..... (date of expiry) with further claim period of two
months and cannot be invoked otherwise than by written demand or claim under this guarantee
served on the bank at our branch at Bhubaneswar
on or before (last date of lodgment of claim) by the
ORMAS, **Bhubaneswar** in writing.

For (Bank) Seal

Branch Manager
Branch

SUBJECT TO AS AFORESAID

(Main guarantee matter may be typed hereafter)

No:..... BG
Date.....
..... Amount.....
..... Valid period from..... to
..... Claim period up to
.....

BANK GUARANTEE

The Odisha Rural Development And Marketing Society, BBSR (hereinafter called as the ORMAS) has agreed to accept from M/sat
..... PO
..... PS
District....., State (hereinafter called as
Technical Support Agency) a bank guarantee for Rs.....
(Rupees) only for the period from
..... to with a
further claim period of two months & last date of lodgment of claim within
..... towards Bid Security/ SD/ ISD/ Performance
Guarantee/ Guarantee against advance payment in connection with
..... Work Order/ Contract/ PO/ Tender no. & date.

We (Bank)
..... branch, do hereby undertake to indemnify and keep
indemnified "ORMAS" to the extent of Rs. (Rupees
..... only) for the period from
..... to .. with the last date of lodgment
of claim within

We (Bank)
..... branch, further agree that if a demand is made by the
ORMAS, have no right to decline to cash the same for any reason whatsoever. The fact that there
is a dispute between the said Technical Support Agency and the ORMAS is no ground for us to
decline to honour invocation the Bank Guarantee and such invocation is a sufficient reason for
the ORMAS to enforce the bank guarantee unconditionally without any reference to the said
Technical Support Agency, within 48 hours excluding holidays.

We (Name of the Bank & Branch)
..... branch, further agree that a mere demand by the ORMAS is
sufficient for us (Bank Name),..... Branch

at Bhubaneswar, to pay the amount covered by the bank guarantee without reference to the said Technical Support Agency and any protest by the said Technical Support Agency cannot be valid ground for us, Bank Branch, to decline payment to the ORMAS.

We the bank, undertake to pay to the ORMAS any money so demanded notwithstanding any dispute or disputes raised by the said Technical Support Agency in any suit or proceedings pending before any court or tribunal relating thereto as our liability under this present being absolute and unequivocal.

If notice of demand is served on the Bank and for this purpose it shall be deemed sufficient if such notice is served on our branch at, Bhubaneswar, by the ORMAS before the last date of lodgment of claim under this guarantee, then notwithstanding anything to the contrary herein contained, the liability of the Bank under this guarantee shall be enforceable as due to us.

No..... BG
..... Date.....
..... Amount.....
..... Valid period from..... to
..... Claim period upto

We the bank further agree that the ORMAS shall have fullest liberty, without our consent and without affecting in any manner our obligation hereunder to vary any of the terms and conditions of the agreement/ work order/ contract/ order etc. or to extend time of performance by the said Technical Support Agency from time or to postpone for any time or from time to time any of the powers exercisable by the ORMAS against the said Technical Support Agency and to forbear or enforce any of the terms and conditions relating to the order and shall not be relieved from our liability by reason of any such variation or extension being granted to the said Technical Support Agency or for any forbearance, act or omission on the part of the ORMAS or any indulgence by the ORMAS to the said Technical Support Agency.

We (Name of the Bank & specify branch name) branch, lastly undertake not to revoke this guarantee during its currency except with the previous consent of the ORMAS in writing.

Notwithstanding anything contained herein above:

1. All claims under this guarantee must be presented to (name of the bank) (Branch), Bhubaneswar (Odisha).
2. Our liability under this Bank Guarantee shall not exceed Rs..... (Rupees) only.
3. This guarantee will not get discharged due to change in the constitution in the bank or the said Technical Support Agency.
4. This bank guarantee shall remain valid upto (date of expiry) with additional claim period of two months and claim under this guarantee can be served on or before (last date of lodgment of claim).
5. We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and only if ORMAS serves a written claim of demand on the bank at our Branch at Bhubaneswar on or before (last date of lodgment of claim).
6. We declare that this Bank Guarantee is not tainted with fraud and is furnished in the written request of the Technical Support Agency.

Signature:

Name:

Address:

For & on behalf of

(Seal)

Signed and delivered this
on.....

End of the Document