



Government of Odisha
Finance Department

RFP No: 11/ PPOMU /19-20

Date: 10.07.2019

REQUEST FOR PROPOSAL

**THIRD PARTY EVALUATION OF e-VIDYALAYA PROJECT UNDER
ICT@SCHOOL SCHEME IN ODISHA**

Finance Department, Govt. of Odisha invites sealed proposals from eligible bidders to carry out "THIRD PARTY EVALUATION OF e-VIDYALAYA PROJECT UNDER ICT@SCHOOL SCHEME IN ODISHA". Bidders fulfilling the prescribed eligibility criteria of the RFP can access and download the complete RFP Document and other details from www.finance.odisha.gov.in.

The major events under the bid process are:

Sl. No.	List of Key Events	Critical Dates
1	Date of Issue of RFP	10.07.2019
2	Last Date for Submission of Bid	03.08.2019 up to 5:00 PM
3	Date of Opening of Technical Bid	05.08.2019 at 11:30 AM
4	Date of Opening of Financial Bid	14.08.2019 at 11:30 AM

The proposal complete in all respect must reach the undersigned by **Speed Post/ Registered Post / Courier** only latest by **03.08.2019 up to 5:00 PM** in a sealed envelope clearly mentioning on the top of it "REQUEST FOR PROPOSAL - THIRD PARTY EVALUATION OF e-VIDYALAYA PROJECT UNDER ICT@SCHOOL SCHEME IN ODISHA". The proposals received beyond the last date and time will be rejected. The authority reserves the right to reject any/ all proposals without assigning any reason thereof.

Address for Submission of Proposal:

Additional Secretary to Government
Finance Department
Programme Performance & Outcome Monitoring Unit (PPOMU)
Ground Floor, State Resource Persons Guest House
MDRAFMCampus, Near XIMB Square, Chandrasekharpur
Bhubaneswar-751023, Phone: 0674-2303692
Email: ppomufinance@gmail.com

Additional Secretary to Government
Finance Department

REQUEST FOR PROPOSAL

**THIRD PARTY EVALUATION OF e-VIDYALAYA PROJECT UNDER
ICT@SCHOOL SCHEME IN ODISHA**



**GOVT. OF ODISHA
FINANCE DEPARTMENT**

July, 2019

[LUMP-SUM CONTRACT]

INDEX

SL NO	BRIEF DESCRIPTION	PAGE
1	BIDDER DATA SHEET	5 - 6
2	SECTION -1: LETTER OF INVITATION (LOI)	7 - 8
3	SECTION -2: INFORMATION TO THE BIDDER	9 - 20
4	SECTION-3: TERMS OF REFERENCE (ToR)	21 - 26
5	SECTION- 4: TECHNICAL PROPOSAL SUBMISSION FORMS	27- 38
6	SECTION-5: FINANCIAL PROPOAL SUBMISSION FORMS	39 - 43
7	SECTION-6: ANNEXURE	44 - 48

DISCLAIMER

This Request for Proposal (RFP) is issued by the **Finance Department, Government of Odisha.**

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

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

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

The Finance Department, Government of Odisha shall be the sole and final authority with respect to selection of a consultant for the purpose through this RFP.

BIDDER DATA SHEET

Sl. No.	Particular	Details
1.	Name of the Client	Finance Department, Govt. of Odisha
2.	Method of Selection	Least Cost Selection
3.	Date of Issue of RFP	10 th July, 2019
4.	Deadline for Submission of Pre-Proposal Query	16 th July, 2019 (Up to 5:00PM)
5.	Issue of Pre-proposal Clarifications	19 th July, 2019
6.	Proposal Due Date	3 rd August, 2019 (Up to 5:00PM)
7.	Date of opening of Technical Proposal	5 th August, 2019 at 11:30 AM
8.	Date of opening of Financial Proposal	14 th August, 2019 at 11:30 AM
9.	Expected Date of Commencement of Assignment	September, 2019
10.	Bid Processing Fee (Non-Refundable)	Rs. 5,000/- (Five Thousand Rupees Only) in shape of Banker's Cheque / Demand Draft in favour of "Under Secretary to Govt. (DDO), Finance Department" drawn in any scheduled commercial bank payable at Bhubaneswar
11.	Earnest Money Deposit (EMD) (Refundable)	Rs. 1,00,000/- (Rupees One Lakh) in shape of Banker's Cheque / Demand Draft in favour of "Under Secretary to Govt. (DDO), Finance Department" drawn in any scheduled commercial bank payable at Bhubaneswar
12.	Contact Person	Mr. Manmohan Mohapatra IT Procurement Specialist PPOMU, Finance Department Tel no.: 0674 - 2303692 Email: ppomufinance@gmail.com
13.	Address for Submission of Proposal	The Additional Secretary to Government, Finance Department, Programme Performance & Outcome Monitoring Unit (PPOMU), Ground Floor, State Resource Persons Guest House, MDRAFM Campus, Chandrasekharpur, Bhubaneswar-751023 Mode of Submission: Speed Post / Registered Post / Courier only to the

		address as specified above during the office hour only. Submission of bid through any other mode and late bid will be rejected.
14.	Place of Opening of Proposal:	Conference Hall, Programme Performance & Outcome Monitoring Unit (PPOMU), Finance Department, Ground Floor, State Resource Persons Guest House, MDRAFAM Campus, Chandrasekharpur, Bhubaneswar-751023

For details please visit: <http://finance.odisha.gov.in>

SECTION: 1

LETTER OF INVITATION

LETTER OF INVITATION

RFP No: 11 / PPOMU / 19-20

Dated: _____

Name of the Assignment: THIRD PARTY EVALUATION OF e-VIDYALAYA PROJECT UNDER ICT@SCHOOL SCHEME IN ODISHA

1. **Finance Department**, Govt. of Odisha (The Client) invites sealed proposal from eligible bidder / consortium under the selection process to conduct “**THIRD PARTY EVALUATION OF e-VIDYALAYA PROJECT UNDER ICT@SCHOOL SCHEME IN ODISHA**”. More details on the proposed study are provided at **Section-3: Terms of Reference (ToR)** of this RFP Document.
2. A bidder / consortium will be selected under **Least Cost Selection** procedure as prescribed in the RFP Document in accordance with the policies and procedures accompanying the Guideline of Finance Department, Govt. of Odisha for “**Guidelines for Engagement of Consultants and Outsourcing of Services**” circulated vide *Office Memorandum No. 37323/F, Dated: 30.11.2018* of Finance Department, Govt. of Odisha.
3. The proposal complete in all respect as specified in the RFP Document must be accompanied with a **Non- refundable** amount of **Rs. 5,000/- (Rupees Five Thousand only)** towards **Bid Processing Fee** and a **Refundable** amount towards **EMD of Rs. 1,00,000/- (Rupees One Lakh only)** in form of **Demand Draft / Banker’s Cheque** in favour of “**Under Secretary to Government (DDO), Finance Department**”, drawn in any scheduled commercial bank and payable at Bhubaneswar, Odisha failing which the bid will be rejected.
4. The proposal must be delivered at the specified address as per the Bidder Data Sheet by **Speed post / Registered Post / Courier** only. The Client shall not be responsible for postal delay or any consequence. Submission of proposal through any other mode will be rejected.
5. The last date and time for submission of proposal complete in all respects is **Dt. 03.08.2019 up to 5:00 PM** and the date of opening of the technical proposal is **Dt. 05.08.2019 at 11:30 AM** in the presence of the bidder’s representative at the specified address as mentioned in the Bidder Data Sheet (**Sl. no.14**). Representatives of the bidders may attend the meeting with due authorization letter on behalf of the bidder.
6. This RFP includes following sections:
 - a. Letter of Invitation [**Section – 1**]
 - b. Information to the Bidder [**Section – 2**]
 - c. Terms of Reference [**Section – 3**]
 - d. Technical Proposal Submission Forms [**Section – 4**]
 - e. Financial Proposal Submission Forms (**Section –5**)
 - f. Annexure (**Section – 6**)
7. While all information/data given in the RFP are accurate within the consideration of scope of the proposed assignment to the best of the Client’s knowledge, the Client holds no responsibility for accuracy of information and it is the responsibility of the bidder / consortium of consultants to check the validity of information/data included in this RFP. The Client reserves the right to accept / reject any / all proposals / cancel the entire selection process at any stage without assigning any reason thereof.

**Additional Secretary to Government
Finance Department**

SECTION: 2

INFORMATION TO THE BIDDER

Pre-Qualification Criteria:

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

Sl. No.	Eligibility Criteria	Supportive Documents
1	Bidder / consortium <i>must be</i> a Company as registered under Indian Companies Act, 1956 / 2013 or a Society registered under The Societies Registration Act, 1860 or a Trust registered under the Indian Trusts Act, 1882 or a Partnership Firm registered under the Indian Partnership Act, 1932 or a Limited Liability Partnership registered under The Limited Liability Partnership Act, 2008.	Certificate of Incorporation / Registration
2	The bidder / consortium members should have been in the consulting business for more than 5 years from the date of Incorporation on the last date of submission of the proposal.	
3	<p>Bidder / Lead consultant of consortium must have successfully completed 3 assignments of similar nature (having Contract Value \geq Rs. 25.00 Lakh and Duration \geq 3 Months), i.e. Concurrent Evaluation / Impact Assessment / Rapid Assessment / Baseline Survey in any social sector under Central / State Govt. / EAPs*/ Autonomous bodies operated under Govt. administrative control / International and National Organisation during the last 3 years**.</p> <p>Consortium partner must have successfully completed 3 assignments of similar nature (having Contract Value \geq Rs. 15.00 Lakh and Duration \geq 3 Months), i.e. Concurrent Evaluation / Impact Assessment / Rapid Assessment / Baseline Survey in any social sector under Central / State Govt. / EAPs*/ Autonomous bodies operated under Govt. administrative control / International and National Organisation during the last 3 years**.</p>	Copies of Work Order / Contract Document / Completion Certificate from the previous Clients
4	<p>In case of single bidder the average financial turnover must be Rs. 1.00 Cr from consulting business only during the last 3 financial years.</p> <p>In case of consortium, the average financial turnover of lead consultant must be Rs. 1.00 Cr and that of the consortium partners must be Rs. 50 Lakh each from consulting business during last three financial years.</p>	Financial Details of the bidder (TECH - 3) along with copies of the audited balance sheet and Income & Expenditure Statement duly sealed and certified by the CA and the authorized representative of the bidder / consortium

		consultants.
5	Bidder / Lead consultant shall furnish an affirmative statement as to the existence of any potential conflict of interest on the part of the bidder due to prior, current, or proposed agreements, engagements, or affiliations with the Client.	Self Declaration from the Bidder / Lead consultant as per the format (TECH - 6)
6	In case of consortium of consultants, the members shall submit a Power of attorney in favour of the lead consultant.	Copy of power of attorney.

The following norms may be followed in case of consortium.

For the purpose of this RFP, consortiums are allowed. The lead bidder in the consortium shall be solely responsible for delivery of services envisaged under this RFP.

1. The consortium partner(s), through a consortium agreement / MOU duly signed by the authorised signatories, shall designate the roles of each partner.
2. The lead member / partner of the consortium should meet the eligibility criteria as stipulated in eligibility criteria.
3. The consortium agreement shall designate one of the partners to be the coordinator (Lead Consultant) with the client and shall be authorised to receive instructions for and on behalf of partners of the consortium, be located in Odisha.
4. All statutory documents of the consortium shall be furnished.
5. The consortium and its members shall be jointly and severally responsible and be held liable for the purpose of guaranteed obligation and any other matter as required under the contract and shall be responsible for execution of the assignment.
6. The consortium shall have a maximum of **three (3)** members.

2. Documents / Formats needs to be submitted along with TECHNICAL PROPOSAL :

The bidder / consortium of consultants have to furnish the following documents duly signed in along with their Technical Proposal:

- Filled in Bid Submission Check List in Original **(Annexure-I)**
- Covering letter **(TECH A – 1)** on bidder's letterhead requesting to participate in the selection process.
- Bid Processing Fee & Earnest Money Deposit (EMD) as applicable
- Copy of Certificate of Incorporation/ Registration
- Copy of PAN
- Copy of Goods and Services Tax Identification Number (GSTIN)
- Copies of IT Return for the last three assessment years **(AY 2016-17, 2017-18 & 2018-19)**.
- General Details of the Bidder **(TECH – 2)**
- Financial Details of the bidder **(TECH – 3)** along with all the supportive documents as applicable duly signed as per the instruction.
- Power of Attorney **(TECH – 4)** in favour of the person signing the bid on behalf of the bidder.

- List of completed assignments of similar nature (**Past Experience Details, TECH – 5**) along with copies of contracts / work orders / completion certificate from previous Clients.
- Undertaking for not having been black-listed by any Central / State Government / Any other autonomous bodies/ International & National Organization in the recent past.
- Self Declaration regarding Conflict of Interest (**TECH - 6**)

NB:

* Externally Aided Projects (EAP) funded through Ministry of Economic Affairs, Govt. of India by World Bank, DFID, JICA, ADB, KfW and European Commission etc.
 ** Financial Years (16-17, 17-18 & 18-19)
 *** Universities & Institutions under Central / State Government administrative control are exempted from submission of EMD. Bidders are requested to mention their names in capital letter behind the BC/ DDs for convenience.

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

3. Bid Processing Fee :

The bidder must furnish as part of technical proposal, the required bid processing fee amounting to **Rs. 5,000/- (Five Thousand Rupees Only)** in shape of DD / BC from any scheduled commercial bank in favor of “**Under Secretary to Government. (DDO), Finance Department**” payable at Bhubaneswar. Proposals received without bid processing fee will be out rightly rejected.

4. Earnest Money Deposit (EMD) :

The bidder must furnish, as part of the technical proposal, an Earnest Money Deposit (EMD) amounting to **Rs. 1,00,000/- (One Lakh Rupees Only)** in shape of DD/BC from any scheduled commercial bank in favour of “**Under Secretary to Government. (DDO), Finance Department**” payable at Bhubaneswar:

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

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

5. Validity of the Proposal:

Proposals shall remain valid for a period of **180 (One Hundred Eighty Days)** from the date of opening of the technical proposal. The Client reserves the rights to reject a proposal valid for a shorter period as non-responsive and will make the best efforts to finalize the

selection process and award of the contract within the bid validity period. The bid validity period may be extended on mutual consent.

6. Pre -Proposal Queries:

Bidders are allowed to submit their queries in respect of the RFP and other details if any, to PPOMU, Finance Department through e-mail at ppomufinance@gmail.com till **16.07.2019 up to 5:00 PM**. Clarifications to the above will be uploaded in the Finance Department website / clarified through email to the respective bidders for the purpose of preparation of the proposal. Request for alternation / change in existing terms and conditions of the RFP will not be considered / entertained.

7. Submission of Proposal:

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

The procedure for submission of the proposal is described below:

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

The envelope containing technical proposal shall be sealed and superscripted as "**Technical Proposal – THIRD PARTY EVALUATION OF e-VIDYALAYA PROJECT UNDER ICT@SCHOOL SCHEME IN ODISHA**" and to be furnished inside one envelope. The duly filled-in technical proposal submission forms, soft copy in word form in CD along with all the supportive documents and information have to be furnished as part of technical proposal.

ii) **Financial Proposal (Original + 1 Copy):**

The envelope containing financial proposal shall be sealed and superscripted as "**Financial Proposal – THIRD PARTY EVALUATION OF e-VIDYALAYA PROJECT UNDER ICT@SCHOOL SCHEME IN ODISHA**". The duly filled-in financial proposal submission forms should contain the detail price offer for the proposed assignment and to be furnished as per the prescribed format only along with soft copy in pdf form in CD as part of financial proposal.

The "**Technical Proposal**" and "**Financial Proposal**" must have to be submitted in two separate sealed envelopes (with respective marking in bold letters) along with the prescribed formats/information mentioned in the RFP Document. The first envelope must be marked as "**TECHNICAL PROPOSAL (NAME OF THE ASSIGNMENT)**".

The second envelope must be marked as "**FINANCIAL PROPOSAL (NAME OF THE ASSIGNMENT)**" and it should contain Financial Proposal only. Both the above envelopes have to be sealed and placed inside a third main envelope with proper labeling of following information in bold:

NAME OF THE ASSIGNMENT:
RFP NUMBER AND DATE:
NAME OF THE BIDDER:
DEADLINE FOR SUBMISSION OF BID:
NAME AND ADDRESS OF THE BIDDER:

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

8. Opening of the proposal :

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

9. Evaluation of Proposal:

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

- **Preliminary Evaluation (1st Stage):** Preliminary evaluation of the proposals will be done to determine whether the proposal comply to the prescribed eligibility condition and the requisite documents / information have been properly furnished by the bidder or not. Submission of following documents / information will be verified:
 - ✓ Filled in Bid Submission Check List in Original (**Annexure-I**)
 - ✓ Covering letter (**TECH A – 1**) on bidder's letterhead requesting to participate in the selection process.
 - ✓ Bid Processing Fee & Earnest Money Deposit (EMD) as applicable.
 - ✓ Copy of Certificate of Incorporation/ Registration.
 - ✓ Copy of PAN.
 - ✓ Copy of Goods and Services Tax Identification Number (GSTIN)
 - ✓ Copies of IT Return for the last three assessment years (**AY 2016-17, 2017-18 & 2018-19**).
 - ✓ General Details of the Bidder (**TECH – 2**).
 - ✓ Financial Details of the bidder (**TECH – 3**) along with all the supportive documents as applicable duly signed and certified as per the instruction.
 - ✓ Power of Attorney (**TECH – 4**) in favour of the person signing the bid on behalf of the bidder.
 - ✓ List of completed assignments of similar nature (Past Experience Details, **TECH – 5**) along with copies of contracts / work orders / completion certificate from previous Clients.
 - ✓ Self Declaration on Conflict of Interest (**TECH - 6**).

- ✓ Undertaking for not having been black-listed by any Central / State Government / Any other autonomous bodies/ International & National Organisation in the recent past.
- ✓ Duly filled in Technical Proposal Forms **TECH - 7 to 10**.
- ✓ All the pages of the proposal and enclosures/attachments are signed by the authorised representative of the bidder.

*** Bids not complying to any of the above requirement, will be outrightly rejected at the discretion of the Client's authority.**

- **TECHNICAL EVALUATION (2nd Stage):** Technical proposal will be opened and evaluated for those bidders / consortium (Lead Partner only) who qualify the preliminary evaluation stage. Detailed evaluation process as per the following parameters will be adopted for evaluation of the proposals.

Bid Evaluation Parameters	Maximum Mark
Specific Experience of the Bidder	15
Understanding , approach & methodology and Deployment Plan	25
Key Professionals	60
TOTAL MARK	100

*** Bidders who secure above 75 marks from the total (100 marks) in the technical proposal will be called for financial evaluation.**

- **FINANCIAL EVALUATION (3rd Stage):**The financial proposals of only those bidders qualifying the technical evaluation (2nd Stage) shall be opened at this stage in the presence of the bidder's representative who wishes to attend the meeting with proper authorisation letter. The name of the bidder along with the quoted financial price will be announced during the meeting.

10. Evaluation Process:

Least Cost Selection method will be followed during the overall selection process. The financial bids of technically qualified bidders will be opened on the prescribed date in the presence of bidders' representatives. The bidder, who submits the lowest financial price bid shall be adjudged as the **L1 bidder** and shall be called for further process leading to the award of the contract. Only fixed price financial bids indicating total price for all the deliverables and services specified in this RFP document will be considered.

The bid price will include all taxes as applicable and shall be in Indian Rupees. Prices quoted in the bid must be firm and final, and shall not be subject to any modifications on any account whatsoever. The CEC (Consultant Evaluation Committee) will correct any computational errors. When correcting computational errors, in case of discrepancy

between partial amount and the total amount, or between word and figures the former will prevail. All required items must be priced accordingly in the financial bid. **In case of a tie with respect to the bid price for L1, the bidder having higher technical score will be considered the preferred bidder.**

For the purpose of evaluation, the total evaluated cost shall be inclusive of all taxes & duties for which the Client will make payment to the consultant including overhead expenses, such as travel, accommodation, logistics, training/ workshop, preparation of reports / formats, printing & other secretarial expenses etc.

11. Performance Bank Guarantee: (PBG)

Within 7 days of notifying the acceptance of a proposal for award of contract, each qualified bidder shall have to furnish a Performance Bank Guarantee amounting to **10% of the contract value** from a scheduled commercial bank situated in Bhubaneswar in favour of **“Under Secretary to Govt. (DDO), Finance Department”**, as per the format at **Annexure-II**, for a period of three months beyond the entire contract period (i.e. PBG must be valid from the date of effectiveness of the contract to a **period of 3 months beyond the contract period**) as its commitment to perform services under the contract. Failure to comply with the requirements shall constitute sufficient grounds for the forfeiture of the PBG. The PBG shall be released immediately after three months of expiry of contract provided there is no breach of contract on the part of the qualified bidder. No interest shall be paid on the PBG.

12. Contract Negotiation:

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

13. Award of Contract:

After completion of the contract negotiation stage, the Client will notify the successful bidder in writing by issuing an offer letter for signing the contract and promptly notifying all other bidders about the result of the selection process. The successful bidders will be asked to sign the contract after fulfilling all formalities within 15 days of issuance of the offer letter. After signing of the contract, no variation or modification of the terms of the contract shall be made except by written amendment signed by both the parties. The contract will be valid for **4 months** from the date of effectiveness of the contract and will be extended on mutual consent. ***Sub-contracting / outsourcing of any form shall not be allowed for any activities under this RFP.***

14. Conflict of Interest:

Conflict of interest exists in the event of:

- (i) conflicting assignments, typically monitoring and evaluation/environmental assessment of the same project by the eligible bidder;

- (ii) Consultants, agencies or institutions (individuals or organisations) who have a business or family relation with the Client directly or indirectly; and
- (iii) practices prohibited under the anti-corruption policy of the Government of India and Government of Odisha. The bidders are to be careful so as not to give rise to a situation where there will be any conflict of interest with the Client as this would amount to their disqualification and breach of contract.

15. Disclosure:

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

16. Anti-corruption Measure:

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

17. Language of Proposals:

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

18. Cost of bidding:

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

19. Legal Jurisdiction:

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

20. Governing Law and Penalty Clause:

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

21. Confidentiality :

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

22. Amendment of the RFP Document:

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

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

The Client reserves the right to accept or reject any proposal, and to annul or amend the bidding / selection / evaluation process and reject all proposals at any time prior to award of

REQUEST FOR PROPOSAL

contract award, without assigning any reason there of and thereby incurring any liability to the bidders.

24. Copyright, Patents and Other Proprietary Rights:

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

25. Replacement of Key Personnel:

The key professionals to be deployed under this contract must be dedicated in nature. However, the Client reserves the right to request the Consultant to replace the assigned personnel if they are not performing to a level of satisfaction. After written notification, the Consultant will provide CV of appropriate candidates within Seven **(7) days** for review and approval. The Consultant must replace the personnel within seven (7) working days from the date of approval of replacement. If one or more key personnel become unavailable / leave the project for any reason midway under the contract, the Consultant must notify the Client at least fourteen **(14) days** in advance, and obtain the approval prior to making any substitution. In notifying the Client, the Consultant shall provide an explanation of circumstances necessitating the proposed replacement and submit justification and qualification of replacement personnel in sufficient detail to permit evaluation of the impact on the engagement. Acceptance of a replacement person by the Client shall not relieve the consultant from responsibility for failure to meet the requirements of the contract. Change in key professionals beyond the allowable limit of the contract leads to implication of liquidated damage of **10% of the contract value**.

26. Force Majeure:

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

27. Settlement of Disputes:

The Client and the Consultant shall make every effort to resolve amicably, by direct informal negotiation, any disagreement or dispute arising between them under or arising from or in connection with the Contract within thirty (30) days from the commencement of such informal negotiation. All dispute resolution proceedings shall be held at Bhubaneswar, Odisha, and the language of such proceedings and that of all documents and communications between the parties shall be in English. Secretary to Government, Finance Department will be the final authority to resolve the dispute arising between Client and the Consultant.

28. Disqualification of Proposal:

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

- Proposal submitted without Bid Processing Fee & EMD as applicable
- Proposal not submitted in accordance with the procedure and formats as prescribed in the RFP
- During validity of the proposal, or its extended period, if any, the bidder increases his quoted prices
- Proposal is received in incomplete form
- Proposal is received after due date and time for submission of bid
- Proposal is not accompanied by all the requisite documents / information
- A commercial bid submitted with assumptions or conditions
- Bids with any conditional technical and financial offer
- If the bidder provides any assumptions in the financial proposal or qualifies the commercial proposal with its own conditions, such proposals will be rejected even if the commercial value of such proposals is the lowest / best value
- Proposal is not properly sealed or signed
- Proposal is not conforming to the requirement of the scope of the work of the assignment.
- Bidder tries to influence the proposal evaluation process by unlawful/corrupt/fraudulent means at any point of time during the bid process
- If, any of the bid documents (including but not limited to the hard and soft/electronic copies of the same, presentations during evaluation, clarifications provided by the bidder), excluding the commercial bid, submitted by the bidder is found to contain any information on price, pricing policy, pricing mechanism or any information indicative of the commercial aspects of the bid;
- Bidders or any person acting on its behalf indulges in corrupt and fraudulent practices
 - ***Any other condition / situation which holds the paramount interest of the Client during the overall section process.***

SECTION: 3

TERMS OF REFERENCE (ToR)

1. Introduction

With the objective of bringing e-learning to government schools in the state, Odisha launched an E-Vidyalaya programme, ICT@School, in the state in 2014. The programme aims to provide easy access of technology designed to help students learn beyond regular classroom studies beginning with the set up of ICT Labs. Besides, it also aims at giving equal opportunities to utilise technology to those students belonging to disadvantaged socio-economic and geographical situations.

The School and Mass Education (S&ME) Department, Government of Odisha, through the Odisha Madhyamik Sikshya Mission (OMSM) has taken the initiative to integrate technology in teaching and learning process through ICT@School scheme for students of Class IX and X across 4,000 government and government aided high schools in the state in Phase I on a Build Own Operate Transfer (BOOT) mode over a period of five years. The ICT@School scheme is being implemented through Odisha Knowledge Corporation Limited (OKCL) by selected vendors, viz. ILFS and TCIL.

That the Department is getting ready to expand the implementation of the scheme to another 2,000 schools in Phase II there is a felt need to assess the efficiency and effectiveness of the scheme through a third party.

In this background, the Finance Department, Government of Odisha seeks to conduct an assessment of the scheme implementation across the State. The assessment findings are expected to point out gaps in scheme implementation, if any, and will also bring out lessons which can be used by the S&ME Department in future for more efficient and effective implementation of the scheme in the State.

2. Scope of the Assignment

The ICT @ Schools scheme is being implemented in 4,000 Government and Government aided high schools in the state of Odisha. As assessments of 400 schools have already been conducted last year, the scope of the present assignment will be limited to remaining **3,600 schools across all districts of the State.**

The assessment will focus on physical reporting of ICT laboratories including functionality of equipments, specification verification of equipments in the ICT laboratories, class room transaction, and teachers' perception and students' views on learning achievements of students.

3. Objectives of the Assignment

The objectives of the present assignment are as follows;

- i) To examine the quality of outputs of the scheme;
- ii) To evaluate scheme efficiency and effectiveness;
- iii) To evaluate the efficiency/effectiveness of the existing monitoring mechanism;
- iv) To recommend suitable measures for improvement, if any, in scheme implementation process; and
- v) To recommend a suitable and workable monitoring and evaluation (M&E) framework for undertaking concurrent evaluation of all schools in future.

4. Methodology

As has already been mentioned under the scope of the study, the Consultant will collect information on **physical reporting of ICT laboratories including functionality of equipments, specification verification of equipments in the ICT laboratories and class room transaction.** In addition, the Consultant will also collect **responses from teachers and students about their perception on scheme implementation and benefits.**

The study will be conducted in 3,600 schools across the State covering 36,000 student respondents (at least 10 students from each school to be selected randomly) and 3,600 teacher respondents (at least one teacher involved with ICT@SCHOOL scheme). The list of schools and number of respondents to be covered in each District are provided at Annexure-III for reference. It may be noted here that for administrative reasons, the Districts have been clubbed under six different educational zones.

The tools for recording observation relating to physical condition of ICT laboratories and equipments will be provided by the client. However, the bidder has to develop other tools as per the requirement of the assignment which will be finalised in consultation with Finance Department (PPOMU) after award of contract.

The Consultant will use structured tools for collection of both qualitative and quantitative responses from the respondents. Besides, the Consultant will also use observation checklist for physical reporting of ICT laboratories including functionality of equipments, specification verification of equipments in the ICT laboratories and class room transaction.

5. Deliverables and Corresponding Time Frame

The Consultant shall complete the assignment within a period of 120 **(One Hundred Twenty)** days from the date of effectiveness of the Contract. The Consultant shall deliver the following deliverables:

a. Inception report

- A brief note on the study methodology and study tools to be used. **(Maximum 2 pages)**
- A note on the detailed plan for data collection with timelines for key milestones. **(Maximum 2 pages)**
- To conduct a state level inception workshop involving Finance Department/PPOMU and S&ME Department/OMSM, and submit a report on the workshop proceeding including the feedback points. **(Maximum 2 pages)**
- Based on the feedback from the client, an **Inception Report** mentioning final data collection plan, study methodology and tools. **(Maximum 10 pages)**

b. Draft study report

- Detailed analysis of the study done and submission of the draft study report. **(Maximum 30 pages in A4 size paper written in Arial font, size 11 and 1.5 space excluding an Executive Summary of maximum 2 pages)**

Note: Before writing the draft study report, the Consultant is required to share the chapter plan with the Client and take their approval.

c. Final workshop on sharing study findings

- A note for discussion with stakeholders including study objectives, methodology, sample covered and major study findings to discuss the draft study report in the final workshop for feedback and suggestion. **(Maximum 4 pages)**
- To conduct the state level final workshop with various stakeholders and a report on the workshop proceeding including the feedback points. **(Maximum 2 pages)**

- d. **Final report** incorporating feedback/suggestions from final workshop and submission of final report. **(Maximum 30 pages in A4 size paper written in Arial font, size 11 and single space including 2 page Executive Summary)**

The table below summarizes the deliverables and corresponding time frame of the study.

Deliverables vis-a-vis time frame

Sl. No.	Description of Items	Corresponding time frame
1	Conducting Inception Workshop and submission of Inception Report including finalised methodology and work plan	T+15 days
2	Submission of draft study report	T+75 days
3	Conducting final workshop on sharing study findings and Submission of final report	T+120 days

T- Effective date of Contract

Note: All reports being submitted to the Client are to be supplied in seven (7) hard copies along with CD/DVD in MS-Word format.

6. Composition of the consulting team

The consulting team should constitute **one (1) Project Manager, six (6) Zonal Supervisor, sixty (60) Field Investigators and one (1) Data Manager cum Statistician** as per the following details.

Sl.No	Key Persons	Person-Days
1	Project Manager	25
2	Zonal Supervisors (6 Nos. @ 30 person-days each)	180
3	Data Manager cum Statistician	30
4	Field Investigators (60 Nos. @ 45 person-days each)	2700

The **Project Manager** will have the overall responsibility of completion of the assignment including manpower management and report preparation, submission and coordination with Finance Department (PPOMU), S&ME Department / OMSM and OKCL. This key person should have project management experience of at least 10 years involving evaluation studies on socio-economic development issues, preferably pertaining to education sector. The key person should be a post-graduate in Computer Science/IT/Management/Economics/Statistics/Social Sciences. Project Manager with knowledge of IT infrastructure and having experience in education sector will be preferred.

The **Zonal Supervisors** will have the responsibility of coordinating Field Investigators of respective zones in data collection, logistics support provision, back checking of data collected (at least 10%), data cleaning and submission of cleaned data to Data Manager cum Statistician. Besides, the Zonal Supervisors will also support the Project Manager in report preparation and conducting state level workshops. Quality control in data collection will be the primary responsibility of this key position. The key persons should have at least a master degree in social sciences/management and should have 6 years of experience in coordinating/conducting socio-economic survey. Zonal Supervisors with knowledge of computer hardware, networking and having experience in education sector will be preferred.

The **Data Manager cum Statistician** will have the responsibility of consolidating school wise/ District wise/zone wise/State wise data and preparing MIS report. The person should have 5

REQUEST FOR PROPOSAL

years of experience in ms-office / open-office, preparation of pivot table, data validation and consolidation including checking the quality of all data for completeness, consistency, and correctness and make amendments as required, resolving issues pertaining to technical and functional aspects and ensuring timeliness and quality of data being entered. Data reporting including designing and preparing reports or formats using excel/open office should also be the responsibility of the key professional. This key professional should have a master degree in computer science/IT/MCA/Statistics/Economics. Data Manager cum Statistician with knowledge of computer hardware and having experience in education sector will be preferred.

The **Field Investigators** will have the responsibility of verification of physical assets in ICT labs in schools and observe their functionalities. Besides, the responsibility will also include collecting responses from different stakeholders through questionnaire administration and using observation checklist. Each FI should be a graduate in Computer Science/IT/Social Sciences/Statistics and have minimum three years of experience in data collection. Field Investigators with knowledge of computer hardware, networking and having experience in education sector will be preferred.

7. Reporting arrangements

The Consultant shall work under the direct supervision of the Secretary to Government, Finance Department, Government of Odisha and will report to Special Secretary / Additional Secretary to Government, Finance Department. The Consultant is required to keep in touch with Finance Department/PPOMU and the designated personnel from the S&ME Department/OMSM to acquaint themselves with the scheme, its implementation mechanism and the deliverables.

8. Roles and Responsibilities

- **Finance Department**
 - ✓ Approval of RFP/TOR
 - ✓ Conducting bidding process
 - ✓ Constituting Consultant Evaluation Committee
 - ✓ Selecting the Consultant
 - ✓ Enter into agreement with the consultant
 - ✓ Administrative facilitation and coordination meetings with the stakeholders
 - ✓ Constituting Consultant Monitoring Committee
 - ✓ Ensuring independence of work and release of funds on certification of PPOMU
 - ✓ Providing technical inputs on the study to the Consultant.
- **PPOMU**
 - ✓ Communication with Finance Department and S&ME Department/OMSM
 - ✓ Preparation of RFP & TOR
 - ✓ Bid Process Management
 - ✓ Representation in selection process
 - ✓ Quality check of survey methodology, instruments, data outputs
 - ✓ Certification of the outputs
 - ✓ Coordinate timely payment to the Consultant
 - ✓ Close follow up, technical inputs and close coordination with the consultant.
- **Consultant**
 - ✓ Undertake the assignment and complete different tasks/outputs in accordance with agreed TOR and submission of report to Finance Department.
- **S&ME Department/OMSM**
 - ✓ Concurrence to the TOR
 - ✓ Party to the selection of Consultant

- ✓ Act as a link between PPOMU and the Consultant in providing all administrative support to the Consultant
- ✓ Providing secondary data, helping in identifying sample schools in sample districts, issuing letters to schools to facilitate the study
- ✓ Providing technical inputs on the study to the Consultant
- ✓ Quality check of outputs
- ✓ Certification of the outputs

9. Payment Terms and Schedule

Table 1 provides details of payment terms and schedule.

Table 1: Payment Terms and Schedule

Sl. No.	Deliverables	% of total payment payable
1	Signing of contract and submission of Study Management and Staff Deployment Plan	20
2	Submission of Draft Study Report to Finance Department	40
3	Conducting final workshop on sharing study findings and Submission of final report	40

10. Consultant Monitoring Committee (CMC)

A **Consultant Monitoring Committee (CMC)** will be constituted by the Secretary to Government, Finance Department consisting of Officials from School & Mass Education Department / OMSM and PPOMU to monitor the activities and deliverables of the Consultant for the proposed assignment from time to time. Monitoring in each phase of the assignment will be done by the Committee and comments provided by the Committee must have to be complied to by the consultant accordingly.

SECTION: 4

TECHNICAL PROPOSAL SUBMISSION FORMS

TECH -1

COVERING LETTER

(ON BIDDERS LETTER HEAD)

[Location, Date]

To

**The Additional Secretary to Government
Finance Department, Government of Odisha
Odisha State Secretariat
Bhubaneswar - 751001**

Subject: THIRD PARTY EVALUATION OF e-VIDYALAYA PROJECT UNDER ICT@SCHOOL IN ODISHA. [TECHNICAL PROPOSAL]

Dear Sir,

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

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

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

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

I remain,

Yours faithfully,

Authorized Signatory with Date and Seal :

Name and Designation: _____

Address of Bidder: _____

TECH -2**Bidder's Organisation (General Details)**

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

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

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

TECH -3**Bidder Organisation (Financial Details)**

Financial Information in INR				
Details	FY2016 -17	FY2017 -18	FY2018 -19	Average
Consulting Turnover (in Lakh)				
<p>Supporting Documents:</p> <p>Audited certified financial statements for the last three FYs (2016-17, 2017-18 and 2018-19) (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form)</p> <p><i>Filled in information in this format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished in original along with the technical proposal failing which the proposal will be out rightly rejected. No scanned copy will be entertained.</i></p>				

Signature and Seal of the Company Auditor with Date in original

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

Communication Address of the Bidder: _____

[NB: No Scanned Signature will be entertained]

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

TECH - 4

FORMAT FOR POWER OF ATTORNEY

(On Bidders Letter Head)

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

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

Name of the Authorized Representative:

(Signature of the Authorized Representative with Date)

CERTIFIED:

Signature, Name & Designation of person executing attorney:

Address of the Bidder:

TECH - 5**(BIDDER/CONSORTIUM PARTNER'S PAST EXPERIENCE DETAILS)**Table -1 (**List of 3 completed assignments only** of similar nature** in any sector during last 3 years)

Sl. no.	Period	Name of the Assignment with details thereof	Name of the Client	* Contract Value (in INR) and Duration in Month	Date of Award / Commencement of assignment	Date of Completion of assignment	Remarks if any
A	B	C	D	E	F	G	H
1							
2							
3							

Authorized Signatory [*In full and initials*]: _____

Name and Designation with Date and Seal: _____

Note: Bidders are requested to furnish the list limited to two assignments of similar undertaken during the last 3 Financial Years (16-17, 17-18 & 18-19) as per the above prescribed format only. Information not conforming to the above format will be treated as non-responsive. Copies of the Work order / Contract Document / Completion Certificate from the previous Clients need to be furnished along with the above information.

***Assignments having Contract Value of \geq Rs. 15 Lakh & Duration of \geq 3 Month only will be taken into consideration.**

**** Bidders are requested to refer to the eligibility criteria available at Section: 2 - Information to the Bidder.**

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

REQUEST FOR PROPOSAL

TECH - 6

INFORMATION REGARDING ANY CONFLICTING ACTIVITIES AND DECLARATION THEREOF

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

If no, please certify,

IN BIDDER/LEAD PARTNER'S LETTER HEAD

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

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

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

Communication Address of the Bidder: _____

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

TECH -7

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

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

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

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

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

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

TECH -8**DESCRIPTION OF APPROACH, METHODOLOGY AND WORKPLAN TO UNDERTAKE THE ASSIGNMENT**

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

A. Understanding of Scope, Objectives and Completeness of response

Please explain your understanding of the scope and objectives of the assignment based on the scope of work, the technical approach, and the proposed methodology adopted for implementation of the tasks and activities to deliver the expected output(s), and the degree of detail of such output. ***Please do not repeat/copy the ToR here.***

B. Description of Approach and Methodology:

- a. Key guiding principles for the study.
- b. Proposed Framework.
- c. Information matrix
- d. Any other issues

C. Methodology to be adopted:

Explaining of the proposed methodologies to be adopted highlighting of the compatibility of the same with the proposed approach. This includes:

- a. Detail research design including sample design and estimation procedure.
- b. Field Process Protocol control
- c. Suggestive tools for data collection.
- d. Analysis of field data and preparation of reports
- e. Any other issues

D. Staffing and Study Management Plan:

The bidder should propose and justify the structure and composition of the team and should enlist the main activities under the assignment in respect of the Key Professionals responsible for it. Further, it is necessary to enlist of the activities under the proposed assignment with sub-activities (week wise). (Graphical representation)

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

NB: Bidders are requested to furnish the above information limiting it up to 5-7 pages only with Arial Font Size-10.

TECH - 9**Format of Curriculum Vitae (CV) for Proposed Key Professional****1. Proposed Position:**

[For each position of key professional separate form Tech B-6 will be prepared]

2. Name of Firm:**3. Name of Staff:****4. Date of Birth:****5. Years with Firm:****6. Nationality:****7. Education:**

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

8. Membership in Professional Associations:**9. Other Trainings:****10. Countries of Work Experience:****11. Languages:**

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

12. Employment Record:

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

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

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

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

Name of the Project	
Year	
Location	
Name of the Client	
Project Feature	
Position Held	
Activities Performed	

Certification:

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

Date:

Signature of Key Professional with Date _____



Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

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

TECH – 10

PROPOSED WORKPLAN TO CARRY OUT THE ASSIGNMENT

Week 	1	2	3	4	5	6
<u>Sequence of Study Activities / Sub Activities</u> 						

Indicate all main activities / sub activities of the proposed assignment including delivery of reports (Inception. and Final Reports) and other associate sub-activities

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

SECTION: 5

FINANCIAL PROPOSAL SUBMISSION FORMS

FIN-1

COVERING LETTER

(In Bidders Letter Head)

[Location, Date]

To

**The Additional Secretary to Government
Finance Department, Government of Odisha
Odisha State Secretariat
Bhubaneswar, 751001**

Subject: THIRD PARTY EVALUATION OF e-VIDYALAYA PROJECT UNDER ICT@SCHOOL IN ODISHA [FINANCIAL PROPOSAL]

Sir

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

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

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

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

I remain,

Yours faithfully,

Authorized Signatory [*In full and initials*]:

Name and Designation of Signatory with Date and Seal:

Address of the Bidder:

—

**Amount must match with the one indicated in Fin-2.*

FIN-2**SUMMARY OF FINANCIAL PROPOSAL**

Name of the Assignment :				
Sl. No.	Fee Particulars	Amount in INR		
A	Remuneration for Professionals and Support Staff			
	Description of Manpower	Qty	Unit Rate	Total
A 1	Project Manager			
A 2	Zonal Supervisor			
A 3	Data Manager cum Statistician			
A 4	Field Investigator			
B	Sub Total			
C	Workshop Expenses			
D	Logistics Expenses			
E	Consulting Fee (B+C+D)			
F	Taxes applicable as per GST Act @ _____ % of Consulting Fee (E)			
Grand Total (INR) (E + F)				
In Words				

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

Authorized Signatory [In full and initials]: _____

Name and Designation with Date& Seal: _____

FIN-3**BREAKDOWN OF REMUNERATION OF KEY PROFESSIONALS**

<u>Sl.No</u>	<u>Name of Key Person</u>	<u>Position</u>	<u>Unit Rate (MAN DAY)(A)</u>	<u>Proposed MAN DAY (B)</u>	<u>Total Amount in INR (A*B)</u>
1		Project Manager		25	
2		Zonal Supervisor (6Nos. @30days per Supervisor)		180	
3		Data Manager cum Statistician		30	
4		Field Investigator (60Nos. @45 days per FI)		2700	
Grand Total in INR					
In Words					

Authorized Signatory [*In full and initials*]: _____

Name and Designation with Date& Seal: _____

FIN-4

BREAKDOWN OF OVERHEAD EXPENSES

<u>Sl.No</u>	<u>Description</u>	<u>Unit</u>	<u>Quantity</u>	<u>Unit Price in INR</u>	<u>Total Amount in INR</u>
1	Inception Workshop				
2	Final Sharing Workshop				
3	Logistics				
Grand Total in INR					
In Words					

Authorized Signatory [In full and initials]: _____

Name and Designation with Date& Seal: _____

SECTION - 6

ANNEXURE

BID SUBMISSION CHECK LIST

Sino	Description	Submitted (Yes/No)	Page No.
TECHNICAL PROPOSAL (ORIGINAL + 1 COPY)			
1	Filled in Bid Submission Check List (ANNEXURE-I)		
2	Covering Letter (TECH -1)		
3	Bid Processing Fee of Rs. 5,000/- in form to DD/ BC		
4	Rs. 1,00,000/- (Rupees One Lakh) in shape of Banker's Cheque / Demand Draft		
5	Copy of Certificate of Incorporation / Registration of the Bidder		
6	Copy of PAN		
7	Copy of Goods and Services Tax Identification Number (GSTIN)		
8	Copies of IT Returns for the last 3 AYs (16-17, 17-18 & 18-19)		
9	General Details of the Bidder (TECH - 2)		
10	Financial details of the bidder (TECH - 3) along with all the supportive documents such as copies of Profit – Loss Statement and Balance Sheet for the concerned period		
11	Power of Attorney (TECH - 4) in favour of the person signing the bid on behalf of the bidder.		
12	List of completed assignments of similar nature (Past Experience Details) (TECH - 5) along with the copies of work orders for the respective assignments		
13	Self Declaration on Potential Conflict of Interest (TECH - 6)		
14	Undertaking for not have been black-listed by any Central / State Govt./any Autonomous bodies during its business career.		
15	Comments and Suggestions (TECH – 7)		
16	Description of Approach, Methodology & Work Plan (TECH - 8)		
17	CV of Key Professionals (TECH – 9)		
18	Work Plan (TECH – 10)		
19	Consortium agreement duly signed by the authorized signatories, shall designate the roles of each partner		
FINANCIAL PROPOSAL (ORIGINAL + 1 COPY)			
1	Covering Letter (FIN-1)		
2	Summary of Financial Proposal (FIN-2)		

Undertaking:

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

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

Annexure – II

PERFORMANCE BANK GUARANTEE FORMAT

To,

**The Under Secretary to Government (DDO)
Finance Department, Govt. of Odisha
Odisha State Secretariat
Sachivalaya Marg.
Bhubaneswar – 751001, ODISHA**

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

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

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

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

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

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

This performance bank guarantee shall be valid until the day of, 2018

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

.....
(Signature of the authorized officer of the Bank)
.....
Name and designation of the officer
.....
.....
Seal, name & address of the Bank & Branch

Annexure – III

SL. No.	Name of the District	ZONE	Schools under ICT@School Scheme	Schools have already covered under TPE	Schools to be covered under present TPE	Total	Sample Respondent	
							Students	Teachers
1	BALASORE	ZONE-I	280		280	637	2800	280
2	BHADRAK		183		183		1830	183
3	MAYURBHANJA		280	106	174		1740	174
4	KENDRAPARA	ZONE-II	203	79	124	512	1240	124
5	JAGATSINGHPUR		151		151		1510	151
6	JAJPUR		237		237		2370	237
7	CUTTACK	ZONE-III	280		280	677	2800	280
8	KHORDHA		180		180		1800	180
9	NAYAGARH		114		114		1140	114
10	PURI		169	66	103		1030	103
11	BARGARH	ZONE-IV	134	50	84	497	840	84
12	DEOGARH		32		32		320	32
13	JHARSUGUDA		56		56		560	56
14	KEONJHAR		222		222		2220	222
15	SAMBALPUR		103		103		1030	103

16	ANGUL	ZONE-V	114	47	67	571	670	67
17	BOLANGIR		135		135		1350	135
18	DHENKANAL		139		139		1390	139
19	SONEPUR		50		50		500	50
20	SUNDERGARH		180		180		1800	180
21	KALAHANDI	ZONE-VI	107		107	706	1070	107
22	KORAPUT		86	32	54		540	54
23	MALKANGIRI		32		32		320	32
24	NABARANGPUR		52	20	32		320	32
25	NUAPADA		51		51		510	51
26	RAYAGADA		58		58		580	58
27	BOUDH		28		28		280	28
28	GAJAPATI		38		38		380	38
29	GANJAM		246		246		2460	246
30	KANDHAMAL		60		60		600	60
GRAND TOTAL			4000	400	3600	3600	36000	3600