

Government of Odisha
Department of Women & Child Development

No. PT1-WCD-ICDS-N-SCHM-0015-2019 7018

WCD /Dated 22/04/2022

From

Dharanidhar Nanda, OAS(SAG)
Additional Secretary to Govt.

To

Kalyani Pattnaik, OAS
Joint Secretary to Govt.
IT Section

Sub: Publication of the Request for Proposal (RFP) on the selection of agency for the outsourcing of skilled manpower under Poshan Abhiyaan on the Department Website

Madam,

With reference to the subject cited above, I am directed to say that, the Department of W & CD intends to select an agency for the outsourcing of skilled manpower under POSHAN Abhiyaan. In this connection, it is decided to publish the Request for Proposal (RFP) on the Department Website.

Therefore, you are requested to take the necessary steps to transmit this RFP to W& CD Department Website <https://wcd.odisha.gov.in>.

Yours faithfully,


Additional Secretary to Govt.

Encl. Softcopy of the RFP

Memo No. 7019 /WCD., Dt. 22/04/2022

Copy forwarded to PS to Commissioner-cum-Secretary to Govt., W & CD Department and Steno to Director, ICDS & SW for kind information of the Commissioner-cum-Secretary and Director ICDS & SW respectively.


Additional Secretary to Govt.

Department of Women & Child Development, Odisha

TENDER DOCUMENT

REQUEST FOR PROPOSAL

FOR

**SELECTION OF AGENCY FOR OUTSOURCING OF SKILLED MANPOWER
FOR PROVIDING TECHNO-MANAGERIAL SUPPORT UNDER POSHAN
ABHIYAAN in ODISHA**

RFP Number: 01 POSHAN ABHIYAAN

Date of Publishing of RFP : 25.04.2022

Last date for submission of Bids : 31.05.2022 Time 11:00 AM



**Department of Women & Child Development, Government of Odisha
Lok Seva Bhavan
Bhubaneswar**

DISCLAIMER

All information contained in this Request for Proposal (RFP) provided/ clarified are in the good interest and faith. This is not an agreement and this is not an offer or invitation to enter into an agreement of any kind with any party.

Though, adequate care has been taken in the presentation of this RFP document, the interested firms shall satisfy it-self that the document is complete in all respects. The information published in this document is not intended to be exhaustive. Interested Bidders are required to make their own enquiries and assumptions wherever required.

Intimation of discrepancy, if any, should be given to the specified office immediately. If no intimation is received by this office by the date mentioned in the document, it shall be deemed that the RFP document is complete in all respects and firms submitting their bids are satisfied that the RFP document is complete in all respects.

The Director, Department of Women & Child Development, Odisha or any other nominated authority by the Director, ICDS & Social Welfare, DWCD, reserves the right to reject any or all of the applications submitted in response to this RFP document at any stage without assigning any reasons whatsoever. The Department of Women & Child Development, Govt. of Odisha or any other nominated authority by the Director, ICDS & Social Welfare, DWCD also reserves the right to with-hold or withdraw the process at any stage with intimation to all who have submitted their bids in response to this RFP.

The Department of Women & Child Development, Govt. of Odisha also reserves the right to change/ modify/ amend any or all of the provisions of this RFP document without assigning any reason. Any such change would be communicated to the bidders by posting it on the official website **[i.e wcd.odisha.gov.in](http://wcd.odisha.gov.in)**

Neither, the Director, ICDS & Social Welfare, Department of Women & Child Development of Odisha or any other employee/s/official/s or the persons of the Department GoO will have any liability to any prospective respondent interested to apply or any other person under the law of contract to the principles or resolution or unjust enrichment or otherwise for any loss, expense or damage which may raise from or be incurred or suffered in connection with anything contained in this RFP document, any matter deemed to form part of this RFP document, the award of the Assignment, the information and any other information supplied by or on behalf of Department of Women & Child Development, Govt. of Odisha or their employees and Prime applicant (PA) or otherwise arising in any way from the selection process for the Assignment.

Information provided in this document or imparted to any respondent as part of RFP process is confidential to the Department of Women & Child Development, Govt. of Odisha and shall not be used by the respondent for any other purpose, distributed to, or shared with any other person or organization.

Glossary and definitions

Accountant	Accountant
AWW	Anganwadi Worker
BPC	Block Project Coordinator
BPA	Block Project Assistant
BRG	Block Level Resource Group
CAP	Convergence Action Plan
CAS	Common Application Software
CBE	Community Based Events
CDPO	Child Development Project Officer
DC	District Coordinator
DPA	District Project Assistant
DPO	District Programme Officer
DRG	District Level Resource Group
EMD	Earnest Money Deposit
GoO	Government of Odisha
ICDS	Integrated Child Development Services
ICT	Information and Communication Technology
ILA	Incremental Learning Approach
JPC	Joint Project Coordinator
MIS	Management and Information System
MoWCD	Ministry of Women and Child Development
Poshan Abhiyaan	POSHAN ABHIYAAN
QA/QC	Quality Assurance/Quality Control
RTM	Real Time Monitoring
SDA	Software Development Agency
SLA	Service Level Agreement
NRC	Nutrition Resource Centre
SRG	State Resource Group
TSU	Technical Support Unit
VHSNDs	Village Health Sanitation and Nutrition Day
WCD	Department of Women and Child development

BID RELATED INFORMATION

Sl. No.	Particular	Details
1.	Name of the Department	Department of Women and Child Development
2.	Method of Selection & Proposal Validity	Quality Cost-Based Selection (QCBS)
3.	Date of Issue of RFP	25.04.2022
4.	Deadline for Submission of Pre-Proposal Query	02.05.2022
5	Pre-proposal meeting	09.05.2022
6.	Issue of Pre-proposal Clarifications	17.05.2022
7.	Proposal Due Date	31.05.2022 up to 11:00 AM
8.	Date of opening of Technical Proposal	31.05.2022 at 3:00 PM
9.	Date of opening of Financial Proposal	07.06.2022 at 3:00 PM
10.	Expected Date of Commencement of Assignment	July,2022
11.	Pre-proposal meeting	<p>A pre-proposal meeting will be held on 09.05.2022, 11:00 AM OSCPS Conference Hall, Mission Shakti Bhawan.</p> <p>All queries should be received on or before 02.05.2022, 05:00 PM on mail in word format.</p> <p>The name, address, and telephone number of the nodal officer is: Name: Shri. Dharanidhar Nanda Designation: Additional Secretary to Govt., POSHAN Abhiyaan Address: Department of Women and Child Development, Lokseva Bhavan Phone Nos: 0674-2392976 Email id: <u>dirwcd.or@nic.in</u></p>
12.	Bid Processing Fee (Non-Refundable)	Rs. 10,000/- (Rupees Ten thousand only) in shape of Demand Draft in favour of Additional Secretary to Govt., POSHAN Abhiyaan, Department of Women and Child Development, Lokseva Bhavan drawn in any scheduled commercial bank payable at Bhubaneswar.

13.	Earnest Money Deposit (EMD) (Refundable)	Bid Security Declaration is to be furnished.
14.	Contact Person	Name : Shri. Dharanidhar Nanda Designation: Additional Secretary to Govt., POSHAN Abhiyaan Name of the Department: Department of Women and Child Development, Loksewa Bhawan Tel no.: 0674-2392976 Email: dirwcd.or@nic.in
15.	Address for Submission of Proposal	Additional Secretary to Govt., POSHAN Abhiyaan, Department of Women and Child Development, Loksewa Bhawan 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.
16.	Place of Opening of Proposal:	OSCPS Conference Hall Mission Shakti Bhawan

SECTION: 1

LETTER OF INVITATION

RFP No: 01

Date: 25.04.2022

Name of the Assignment: **SELECTION OF AGENCY FOR OUTSOURCING OF SKILLED MANPOWER FOR PROVIDING TECHNO-MANAGERIAL SUPPORT UNDER POSHAN ABHIYAAN in W & CD DEPARTMENT**

1. Department of Women and Child Development, Govt. of Odisha invites sealed proposal from eligible bidder for **SELECTION OF AGENCY FOR OUTSOURCING OF SKILLED MANPOWER FOR PROVIDING TECHNO-MANAGERIAL SUPPORT UNDER POSHAN ABHIYAAN in W & CD DEPARTMENT**. More details on the proposed details are provided at Section-3: Terms of Reference (ToR) of this RFP Document.
2. A bidder will be selected under Quality Cost-Based Selection (QCBS) procedure as prescribed in the RFP Document in accordance with the procedures prescribed herewith circulated vide Office Memorandum No.37323, 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.10000/- (Rupees One thousand only)** towards **Bid Processing Fee** in form of **Demand Draft** in favour of **“Additional Secretary to Govt., POSHAN Abhiyaan, Department of Women and Child Development, Lokseva Bhavan drawn in any scheduled commercial bank payable at Bhubaneswar.”**, Odisha failing which the bid will be rejected.
4. The proposal must be delivered at the office of Additional Secretary to Govt., POSHAN Abhiyaan, Department of Women and Child Development, Govt. of Odisha as per the Bidder Data Sheet by **Speed post / Registered Post / Courier** only. The Department 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 **31.05.2022 upto 11:00 AM** and the date of opening of the technical proposal is **31.05.2022 at 3:00 PM** in the presence of the bidder's representative at the specified address as mentioned in the Bidder Data Sheet (**Sl. no.15**). 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 [**Bid Submission Checklist & Performance Bank Guarantee Format and any other relevant assignment related material needs to be provided**]

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 Department's knowledge, the Department holds no responsibility for accuracy of information and it is the responsibility of the bidder to check the validity of information/data included in this RFP. The Department 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 Govt.
POSHAN Abhiyaan
Department of Women & Child Development**

SECTION-2
(INFORMATION TO THE BIDDER)

Pre-Qualification Criteria:

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

Sl. No.	Eligibility Criteria	Supportive Documents
1	Bidder <i>must be</i> a Company as registered under Indian Companies Act, 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.No consortium is allowed.	Certificate of Incorporation /Partnership deed/Service Tax Registration
2	The bidder 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	Bidder must have successfully completed 3 Nos. of assignments of similar nature (Outsourcing)(having Contract Value as per proposed project of Rs 5 crs , in any sector under Central / State Govt. / Externally Aided Projects / Autonomous bodies operated under Govt. administrative control / International and National Organisation during the last 3 Financial Years .	Copies of Work Order / Contract Document / Completion Certificate from the previous Departments <i>The definition of similar work should be clearly defined with references to domain, sector or industry and functional area of scope of work.</i>
4	The average financial turnover must be Rs. 30 Cr from consulting business only during the last 3 financial years.	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.
5	Bidder 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 Department.	Self Declaration from the Bidder as per the format (TECH - 6)

2. **Documents/Formats needs to be submitted along with TECHNICAL PROPOSAL: (2 copies)**

The bidder has 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- 1**) on bidder's letterhead requesting to participate in the selection process.
- Bid Processing Fee 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 3 assessment years
- General Details of the Bidder (**TECH – 2**)
- Financial Details of the bidder (**TECH – 3**) along with all the supportive documents as applicable duly signed as per the instruction.
- Power of Attorney (**TECH – 4**) in favor of the person signing the bid on behalf of the bidder.
- List of completed assignments of similar nature (Past Experience Details, **TECH – 5**) along with copies of contracts / work orders / completion certificate from previous Departments.
- 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**)

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 authorized representative.

3. Bid Processing Fee :

The bidder must furnish as part of technical proposal, the required bid processing fee amounting to **Rs. 10000 /- (Rupees Ten thousand Only)** in shape of DD from any scheduled commercial bank in favor of **“Additional Secretary to Govt., POSHAN Abhiyaan, Department of Women and Child Development,” Lokseva Bhavan** payable at Bhubaneswar. Proposals received without bid processing fee will be out rightly rejected.

4. Bid Security Declaration:

The bidders are asked for a **‘Bid Security Declaration’** in lieu of bid security with stipulation that if they withdraw or modify their bids during period of validity etc, they will be suspended **for the time specified in the tender document.**

5. Validity of the Proposal:

Proposals shall remain valid for a period of **180 Days** from the date of opening of the technical proposal. The Department 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 / Pre-Proposal Meeting:**

Bidders are allowed to submit their queries in respect of the RFP and other details if any, to Department of Women and Child Development, Govt. of Odisha through e-mail at dirwcd.or@nic.in. till clarifications to the above will be uploaded in the website of the Department wcd.odisha.gov.in / 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.

Pre-proposal meeting will be held on **09.05.2022, 11:00AM at The OSCPS Conference hall, Mission Shakti Bhavan**. The bidders will have to ensure that their queries for pre-proposal meeting should reach seven days before the pre-proposal meeting to the **Additional Secretary to Govt., POSHAN Abhiyaan**.

7. **Submission of Proposal:**

Bidder must submit their proposals by **Registered Post / Speed Post / Courier** only to the **Additional Secretary to Govt., POSHAN Abhiyaan** on or before **31.05.2022 , 11:00 AM**. The **Department** 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 **Department** will not consider any proposal that arrives after the deadline as prescribed in the Bidder Data Sheet. Any Proposal received after the deadline will be out rightly rejected by the Department.

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 – “SELECTION OF AGENCY FOR OUTSOURCING OF SKILLED MANPOWER FOR PROVIDING TECHNO-MANAGERIAL SUPPORT UNDER POSHAN Abhiyaan in W & CD DEPARTMENT”**” 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 – “SELECTION OF AGENCY FOR OUTSOURCING OF SKILLED MANPOWER FOR PROVIDING TECHNO-MANAGERIAL SUPPORT UNDER POSHAN Abhiyaan in W & CD DEPARTMENT.”**”. 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 (SELECTION OF AGENCY FOR OUTSOURCING OF SKILLED MANPOWER FOR PROVIDING TECHNO-MANAGERIAL SUPPORT UNDER POSHAN Abhiyaan in W & CD DEPARTMENT)**".

The second envelope must be marked as "**FINANCIAL PROPOSAL (SELECTION OF AGENCY FOR OUTSOURCING OF SKILLED MANPOWER FOR PROVIDING TECHNO-MANAGERIAL SUPPORT UNDER POSHAN Abhiyaan in W & CD DEPARTMENT)**" 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:

SELECTION OF AGENCY FOR OUTSOURCING OF SKILLED MANPOWER FOR PROVIDING TECHNO-MANAGERIAL SUPPORT UNDER POSHAN Abhiyaan in W & CD DEPARTMENT

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 out-right 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 out rightly rejected. All pages of the proposal must have to be sealed and signed by the authorized representative of the bidder. Any conditional bids will be rejected.

8. Opening of the proposal :

The FIRST ENVELOPE containing **TECHNICAL PROPOSAL** will be opened in the initial stage by the Department in presence of the bidder's representatives at the location, date and time specified in the Data Sheet. The Department will constitute a Tender Evaluation Committee (TEC) 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:

i. **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 – 1**) on bidder's letterhead requesting to participate in the selection process.
- ✓ Bid Processing Fee 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 **3** assessment years
- ✓ 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 Departments.
- ✓ 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 out rightly rejected at the discretion of the Department's authority.*

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

Sl No	Main Criteria & Weights out of Total 100 marks	Subcriteria	Marks
1	Financial Strength	a. Consultancy turnover (average 3 years): Above Rs 24 Cr -5 marks For every additional Rs 2 Cr- 1 marks each subject to a maximum of 15 marks	15
		b. Net worth (average 3 years): Above Rs 2 Cr-5 marks For every additional Rs 0.10 Cr- 1 marks each subject to a maximum of 10 marks	10
2	Institutional Strength Supporting document as proof of -number of personnel in the payroll of the institution -EPF certificate/ burden of certificate	a. Quality of own expert in (maximum three): The agency should have experienced personnel in their regular pay roll who will be involved in engagement & management of staff deployed under the scheme. (as mentioned in table (A))	10
		b. Total number of personnel in the payroll of the institution: Above 200 Nos.- 5 marks, for every additional 20 no.s- 1 mark each subject to a maximum of 10 marks	10
		c. Office functioning in Odisha for outsourcing with due license from Labor Department 1-5 year - 2 marks 5-10 years -3 marks Above 10 years - 5 marks *Bidder is required to submit list of nodal officers at each district for replacement/ management of the employees of the district. The nodal officers are to actively co-ordinate any HR related issue with the collector at the district level. Further, 3 officials are to be assigned for each Zone of the state for smooth co-ordination.	5
		d. Statutory compliance of EPFO/ESIC & payment confirmation slip Certificate submitted for:	10

		>200 up to 300- 5 marks >300 up to 500- 7 marks >500 - 10 marks	
		e. Obtained any quality certificate for servicing i.e. : ISO certification	5
3	Similar project/assignment of recruitment/outsourcing providing technical manpower Social disciplines to Government Departments/ Govt. Institutes/ Public Sector Undertakings carried out in last five year	a. Outsourcing Project/ Labour Contract for providing experts in various discipline with contract value above 3 Crores : 10 marks for each project subject to a maximum of 20 marks	15
4	Methodology including management plan(20 marks)(Based on presentation)		20

*Percentile marking method will be adopted only for SI No.2.a with marking for professionals as under:

A. Experience:- Above 20 years- 5 marks, 16-20 years- 3 marks, 11-15 years- 2 marks, 5-10 years- 1 marks

The bidder securing highest total mark under this heading will be given full marks of 15 & others in proportion to their total mark.

Based on the evaluation of the technical bids, the bidders shall be ranked highest to lowest Technical Score (ST) in accordance with the total marks obtained. The bidders with technical bid score of minimum 70% & above will be considered technically qualified for further process.

As an example, the following procedure can be followed. In a particular case of selection of consultant, it was decided to have minimum qualifying marks for technical qualifications as 75 (Seventy five) and the weightage of the technical bids and financial bids was kept as 70: 30 (Seventy: Thirty). In response to the RfP, three proposals, A, B & C were received. The technical evaluation committee awarded the following marks as under:

A: 75 Marks

B: 80 Marks

C: 90 Marks

The minimum qualifying marks were 75 thus; all the three proposals were found technically suitable. Using the formula

$$ST = (100 * T / T_{high}),$$

Where ST= Technical Score

T_{high}= Highest technical score secured by the qualified bidder

T= Technical score of the proposal under consideration

The following technical points are awarded by the evaluation committee:

A: $100 * (75/90) = 83.33$ points

B: $100 * (80/90) = 88.88$ points

C: $100 * (90/90) = 100$ points

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

The maximum financial score shall be: 100

The formula for determining Financial Score is $SF = 100 * F_1/F_e$

Where, SF means the financial score

F_1 means lowest price offered

F_e means the total price offered by the bidder under consideration

The specific weights to be assigned to the technical & financial proposal shall be:

Weightage technical (WT) = 0.70 & Weightage financial (WF) = 0.30 respectively.

The successful bidder shall be the bidder scoring the highest score. The score shall be determined using the following formula:

$$\text{Total score obtained} = (ST * WT) + (SF * WF)$$

10. **Evaluation Process :**

In Quality and Cost Based Selection method(QCBS), minimum qualifying marks (70 out of maximum 100 marks) as a benchmark for quality of the technical proposal is prescribed and indicated in the RFP along with a scheme for allotting marks for various technical criteria/attributes. During evaluation quality score is assigned out of the maximum 100 marks to each of the responsive bids as per the scheme laid out in the RFP. Financial proposal are then opened for only eligible and responsive offers and are also given a cost-score based on relative ranking of prices, with 100 for the lowest and pro-rated lower marks for higher priced offers. The total score shall be obtained by weighting the quality and cost scores and adding them.

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 TEC (Tender 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.

For the purpose of evaluation, the total evaluated cost shall be inclusive of all taxes & duties for which the Department will make payment to the consulting firm including overhead expenses, such as travel, accommodation, logistics, training/ workshop, preparation of reports / formats, printing & other secretarial expenses etc., which will be shown as part of service charges in the financial bid.

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 3% of the annual contract value i.e **Rs 49.82 Lakhs** from a scheduled commercial bank situated in Bhubaneswar in favour of “**Additional Secretary to Govt., POSHAN Abhiyaan, Department of Women and Child Development**” 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 3 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 and no exemption on PBG will be allowed.**

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 Department 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 1 year from the date of effectiveness of the contract & will be extended subject to satisfactory performance. The agreement is co-terminus with the **tenure of the scheme.**

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 Department 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 Department 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.
 - 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.
- b. 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 Department 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 Department 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 Department 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 Department 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 within Odisha.

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 Department holds the option for cancellation of the contract for pending activities and completes the same from any other agency. The Department 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 Department 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 15 days subject to maximum of 20% 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 Department's antifraud and corruption policy. During the execution of the assignment except with prior written consent of the Department, 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. Agency will be held responsible in case of breach in confidentiality norms.

22. Amendment of the RFP Document:

At any time before submission of proposals, the Department may amend the RFP by issuing an addendum through wcd.odisha.gov.in 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 Department may, at its discretion, extend the deadline for the submission of the proposals.

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

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

24. Copyright, Patents and Other Proprietary Rights:

Department of Women and Child Development, 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 Department's request, the Consultant shall take all necessary steps to submit them to the Department in compliance with the requirements of the contract.

25. Replacement of Key Personnel :

The key professionals to be deployed under this contract should have the requisite qualification as prescribed in the guidelines and must be dedicated in nature. However, the Department 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 14 days for review and approval. The Consultant must replace the personnel within 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 Consultancy firm must notify the Department at least fourteen (14) days in advance, and obtain the approval prior to making any substitution. In notifying the Department, the Consultancy firm 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 Department shall not relieve the consultant from responsibility for failure to meet the requirements of the contract. In case any HR takes long leave due to maternity leave or any medical or other reason, service providers shall temporarily substitute the person in leave in order to ensure continuity of service. Change in HR provided to the Department 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 Department 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 Department 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 Department 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, Department 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 Dispute:

The Department and the agency shall make every effort to resolve amicably, by direct negotiation, any disagreement or dispute arising between them under or arising from or in connection with the contract. Disputes not so resolved amicably within 30 days of receipt of notice of such as a dispute shall be resolved by a sole arbitrator nominated by the **Director, ICDS & Social Welfare, Department of Women and Child Development**, Government of Odisha. The arbitration proceeding shall be held in Bhubaneswar **within Odisha**.

28. Disqualification of Proposal:

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

- Proposal submitted without Bid Processing Fee 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 Department during the overall section process.

SECTION: 3

TERMS OF REFERENCE (ToR)

1. Purpose, Objective

The Integrated Child Development Service (ICDS) scheme is one of the flagship programs of the Government of India for early childhood development and nutrition. It addresses the nutritional needs of children, pregnant and lactating women.

The strategy for addressing the malaise of under-nutrition is to adopt a life cycle approach. The focus therefore, will be to lay emphasis on children from 0 to 6 years of age, adolescent girls, pregnant women, and lactating mothers. The first 1000 days of a child are the most critical, which includes the nine months of pregnancy, six months of exclusive breastfeeding and the period from 6 months to 2 years to ensure focused interventions on addressing under-nutrition. Besides increasing the birth weight, timely intervention will help reduce both Infant Mortality Rate (IMR) and Maternal Mortality Rate (MMR). Additional one year of sustained intervention (till the age of 3 years) would ensure that the gains of the first 1000 days are consolidated. Attention is also needed on children in the age group of 3-6 years for their overall development through the platform of the AWCs.

POSHAN Abhiyaan targets reduction in the level of under-nutrition and other related problems by ensuring convergence with the line departments. It aims to reduce mal-nourishment in a phased manner, through the life cycle concept, by adopting a synergized and result oriented approach. POSHAN Abhiyaan to ensure mechanisms for timely service delivery through robust monitoring of the interventions

Goal of POSHAN Abhiyaan

The goal of NNM are to achieve improvement in nutritional status of children from 0-6 years, pregnant women and lactating mothers in a time bound manner during the three years starting from 2017-18.

The targets under POSHAN Abhiyaan:

#	Objective	Target
1	Prevent and reduce stunting in children (0-6 years)	By 6% @ 2% p.a
2	Prevent and reduce under-nutrition (underweight Prevalence) in children (0-6 years)	By 6% @ 2% p.a
3	Reduce the prevalence of anemia among young children (6-59 months)	By 9% @ 3% p.a
4	Reduce the prevalence of anemia among Women and Adolescent Girls in the age group of 15-49 years	By 9% @ 3% p.a
5	Reduce Low Birth Weight (LBW)	By 6% @ 2% p.a

Major components under POSHAN Abhiyaan are as follows:

1. Information Communication Technology enabled Real Time Monitoring (ICT-RTM) based Poshan Tracker Application across AWCs
2. Training & Capacity Building of ICDS functionaries through Incremental Learning Approach (ILA)
3. Behavioral Change Communication through Community Based Events (BCC, CB) & Janandolan

4. Innovation
5. Convergence Action Plan (CAP) at ICDS Block, District and State level

The **Poshan Tracker Application** is designed to be a beneficial job aid for Anganwadi Workers (AWWs) and Supervisors that will assist them in tracking the service delivery, monitoring and to improve Anganwadi services to women and children more efficiently through mobile based application.

Incremental Learning Approach (ILA)

IL approach is designed as a cascading model to build capacities and skills of state, district, block level functionaries and AWWs on modules prepared based on the life cycle approach. The knowledge and skills acquired through monthly training will contribute significantly towards the POSHAN Abhiyaan targets i.e., reducing malnutrition, anemia and low birth weight.

Behavioural Change Communication through Community Based Events (BCC, CB) & Jan Andolan

The community based events are aimed at capitalizing on important activities and disseminate essential message related to care during pregnancy, early registration, MIYCF (Maternal, Infant and Young child feeding practices) and counsel pregnant and lactating women and their family members on appropriate nutrition and health behaviors. The events are held at AWC with active involvement of PRI, health, SHG members, elders of community and husbands and mother-in-law of beneficiaries. It also covers various activities planned under Jan andolan at state, district, block and AWC.

Innovation: In order to strengthen service delivery system, community mobilization and capacity building of frontline workers for better nutritional outcomes, the POSHAN Abhiyaan provides scope for implementing innovation in block/district and state.

Convergence Action Plan: POSHAN Abhiyaan brings about convergence of various nutrition related schemes by identifying and bringing under one framework key nutrition related interventions, indicators and targets to be monitored and achieved by relevant line ministries/Departments implementing the schemes.

Hence the skilled manpower aimed to outsource and engage under the POSHAN Abhiyaan are expected to work for all the components as mentioned above, to achieve the set targets, as per the Terms of References (ToRs) specified for each position under the Administrative Guidelines issued by Ministry of Women and Child Development, Government of India. The copy of the ToR for all positions can be downloaded from www.wdcw.ap.gov.in .

Scope of Work

The scope of work can also be termed as expectations of the Department of Women & Child Development. The Project persons would be responsible for supporting implementation of activities approved under POSHAN Abhiyaan in the State, District, ICDS Project Offices and also assist the WCD officials in achieving the overarching objectives of the POSHAN Abhiyaan, ICDS, SOPAN and other nutrition interventions implemented in the state. Details of the persons to be deployed at the respective offices of the WCD along with the qualifications required is annexed at Annexure-III.

1. Ensure recruitment of personnel at the State, district and block level within 3 weeks of signing of contract as per the qualification prescribed by Govt of India. As part of this, the

selected bidder shall be required to deploy trained manpower for 747 posts/positions at State, District & Block level offices under POSHAN Abhiyaan.

2. Provide techno-managerial support for managing the SPMU, DPMU and BPMU under POSHAN Abhiyaan.
3. Ensure capacity building of the staff deployed at State, district and block levels under POSHAN Abhiyaan.
4. Maintain a panel of staff and ensure timely replacement in case of staff resigning or on leave.

2. Timelines, stages of deliverables and expected schedule for completing the assignment.

Sl. No.	Description of Items	Corresponding time frame
1	Signing of Agreement with successful bidder	T1
2	Submission of CV's	T2=T1 +15 days
3	Interviews Conduction	T3=T2 +7 days
4	Placing of the Manpower at State, District, and Project offices	T4=T3+7 days
5	Induction of the engaged Consultants	T1 + 30 days
6	Start of work by the deployed Consultants at their respective assigned locations	T1+ 30 days

3. Payment Terms and Schedule in a tabular form

Sl. No.	Deliverables	% of total overhead & service charges
1	On signing the contract & submission of inception report	
2	Preparation of hiring plan & strategy	
3	Advertisement to invite on-line application from candidates	30% of the service charges
4	Publication of final merit list & issue of interview letter	20% of the service charges
5	Verification of certificate, conducting Group Discussion & Interview	
6	Submission of provisional merit list & proceedings	30% of the service charges

Remaining service charges & overhead expenses shall be paid in equal monthly installment over contract period.

Payment towards salary to man power & pro-rata service charges & overhead expenses shall be made on monthly basis on satisfactory performance.

One month pay for manpower will be released in advance to the agency so that manpower should get salary in time. Advance for one month will be given on satisfactory placement of employees.

An annual increase @3% of remuneration per person engaged at the state, district and block level will be granted subject to annual performance review. This is however not applicable for the position of Office Messenger/Peon at the state level.

4. Background materials, data, reports, records of previous surveys and so on, to be provided to the consultant. (Mention a caveat about reliability of material provided and the need for consultant to verify and crosscheck vital aspects)

5. The Department will provide office space and other facilities such as Computers, utilities, secretarial assistance to the consultants joining in the SPMU at the state level.

Consultants joining at the district and block level will be provided space and other support in the offices of the District Social Welfare Officer(DSWO) and Child Development Project Officers respectively.

6. Any other related information specific to proposed study / assignment which is necessary to be furnished to all the bidders.

7. Roles and Responsibilities of Stake holder Department & the Consultancy Firm Agency

• Stake holder Department

- Timely signing of contract after approval
- Ensure release of funds as per approved timelines
- Ensure annual review of performance and renewal of contract with the agency

• Consultancy Firm

- Deployment of staff at the state, district and block level as per the approved qualification
- Provide technomanagerial support for effective management of staff, at state, district, block level, release of salary, management of leave
- Ensure timely placement of staff in case of replacement
- Ensure support for functioning of the state, district and block office as per terms and condition laid down in the contract
- Ensure timely submission of UCs as per approved timelines

8. Review of the work of consultants:

Performance of the consultants engaged at the state and district level will be done on the basis of the terms of reference defined for each position. The performance will be reviewed at the state level by the State Project Director of POSHAN Abhiyaan on a monthly basis on a set of parameters.

Performance of the district and block level staff will be reviewed at the district level under the chairpersonship of the District Collector and District Social Welfare Officer(DSWO) on a set of parameters based on the ToR for each position.

Renewal of contract of the consultants will be done on the basis of annual Performance Appraisal Report (PAR) submitted by each of the consultants through proper channel.

9. Escalation Matrix:

The service provider must provide escalation matrix of telephone numbers for service support.

Section 4
Technical Proposal Submission Forms

TECH-1
COVERING LETTER
(ON BIDDER'S LETTER HEAD)

[Bhubaneswar, Date]

To

**The Additional Secretary to Government, POSHAN Abhiyaan
Women & Child Development Department,
Lok seva Bhavan, Government of Odisha, PIN- 751001**

Subject: FOR HIRING SKILLED MANPOWER FOR PROVIDING TECHNO-MANAGERIAL SUPPORT UNDER POSHAN Abhiyaan 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 submit the proposal which includes this technical proposal sealed under a separate envelope. Our proposal will be valid for acceptance up to **180 Days** and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

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

I have examined all the information as provided in your 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	
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 : DD No. : Date: Name of the Bank:	
7	Bid Security Declaration	
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: _____

TECH - 3

Bidder Organisation (Financial Details)

Financial Information in INR				
Details	FY	FY	FY	Average
Consulting Turnover (in Lakh)				
<i>Supporting Documents:</i> Audited certified financial statements for the last 3 FYs (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form) Bidder is requested to submit the GST return for last 3 financial years . <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>				

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]

TECH - 4

FORMAT FOR POWER OF ATTORNEY
(On Bidder's 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'S PAST EXPERIENCE DETAILS)

Table -1 (List of **3 Nos** 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 Department	*Contract Value (in INR) 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 <Nos>assignments of similar undertaken during the last 3 Financial Years (to be decided accordingly) 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 Departments need to be furnished along with the above information.*

* Assignments having **Contract Value of \geq Rs. 5Lakh** & Duration **of 3 year** only will be taken into consideration.

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'S LETTER HEAD

I, hereby declare that our agency is not indulged in any such activities which can be termed as the conflicting activities as mentioned in **Section 2: [Information to the Bidder] under Eligibility Criteria: Para (6)**.

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

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

Communication Address of the Bidder: _____

TECH -7

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

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 Department:

[Comment here on inputs and facilities to be provided by the Department 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: _____

<<The bidder may be asked to submit the required information within a certain

number of pages, with font specified)

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]

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]
Procuring Entity Name:	
Position Held:	
Details of the Task Assigned [List all tasks to be performed under this Assignment/job]	

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 write up may be restricted to a certain number of pages with quality information relevant to the key professional requirements. This will be easy in evaluating the resumes for short listing. 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
Sequence of activities						
	↓					

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 - I
COVERING LETTER
(In Bidder's Letter Head)

[Bhubaneswar, Date]

To

**The Additional Secretary to Government, POSHAN Abhiyaan
Women & Child Development Department,
Lok seva Bhavan, Government of Odisha, PIN- 751001**

**Subject: FOR OUTSOURCING OF SKILLED MANPOWER FOR PROVIDING
TECHNO-MANAGERIAL SUPPORT UNDER POSHAN Abhiyaan in ODISHA
[FINANCIAL PROPOSAL]**

Sir

I, the undersigned, offer to provide the consulting services for outsourcing of skilled manpower for providing techno-managerial support under POSHAN Abhiyaan in Odisha 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		For Outsourcing of Skilled Manpower For Providing Techno-Managerial Support						Amount in INR	
A		Fee particulars					Remuneration of Professionals & Support staff		
SL No	Description of Manpower	Qty	Net Remuneration	Employers share(ESI)	Employees EPF share	GST on Remuneration	Unit Rate(Fixed)	Total	Yearly expenditure
A 1	State Consultant Planning, Monitoring and Evaluation	1					60000	60000	720000
A 2	State Consultant Health & Nutrition	1					60000	60000	720000
A 3	State Consultant Financial management	1					60000	60000	720000
A 4	State Consultant Capacity Building & BCC	1					60000	60000	720000
A5	State Consultant Procurement	1					60000	60000	720000
A6	Accountant	3					30000	90000	1080000
A7	Project Associate	3					25000	75000	900000
A8	Secretarial Assistant/DEO	2					15000	30000	360000
A9	Office Messenger/Peon	2					8000	16000	192000
A10	District Coordinator	30					30000	900000	10800000
A11	District Project Assistant	30					18000	540000	6480000
A12	Block Coordinator	338					20000	6760000	81120000
A13	Block Project Assistant	338					15000	5070000	60840000
B	Sub Total							13781000	166092000
C	Service Charges								
D	Grand Total(INR)(B +C)								
	In Words								

- Bidders shall submit the financial proposal as per the prescribed format given above in both figures and words, and signed by the Bidder's 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.
- Bid's mentioning unrealistic & unreasonable consulting fees & overhead expenses shall be liable to be rejected.. Overhead charges & consulting fees is to be submitted in terms of 'Rupee' only, anything mentioned in 'Paisa' will not be considered.
- Salary of manpower shall be fixed & any less payment cannot be accepted.

Authorized Signatory [In full and initials]: _____

Name and Designation with Date& Seal: _____

FIN-3

Breakdown of OVERHEAD EXPENSES

SI No	Description	Unit	Quantity	Unit Price in INR	Total Amount in INR
1					
2					
3					
Grand Total in INR					
In Words					

Authorized Signatory [In full and initials]: _____

Name and Designation with Date& Seal: _____

**SECTION 6
BID SUBMISSION CHECK LIST**

SI No	Description	Submitted (Yes/No)	Page No.
TECHNICAL PROPOSAL(ORIGINAL+ I COPY)			
1	Filled in Bid Submission Check List (ANNEXURE-I)		
2	Covering Letter (TECH -1)		
3	Bid Processing Fee of Rs. _____ /- in form to DD		
4	Bid Security Declaration		
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 yrs AYs		
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 last 3 years		
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)		
FINANCIAL PROPOSAL(ORIGINAL + I COPY)			
1	Covering Letter (FIN-1)		
2	Summary of Financial Proposal (FIN-2)		
3	Breakdown of overhead expenses(FIN-3)		

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:

PERFORMANCE BANK GUARANTEE FORMAT

To,

The _____ to Government (DDO)
Women & Child Development Department, Govt. of Odisha
Lok seva Bhavan, PIN- 751001

WHEREAS _____ (Name and address of the Consultancy Firm) (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 _____, <Year>

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

<<Any Other assignment related Material may also be included in the Annexure for the bidder>>

JOB DESCRIPTION/POSITIONS under POSHAN ABHIYAAN**State Level Positions**

#	Positions	Fixed Consolidated remuneration(Rs. per person/per month)	Positions to be filled
1	State Consultant Planning, Monitoring & Evaluation	60,000	1
2	State Consultant Health & Nutrition	60,000	1
3	State Consultant Financial management	60,000	1
4	State Consultant Capacity Building & BCC	60,000	1
5	State Consultant Procurement	60,000	1
6	Accountant	30,000	3
7	Project Associate	25,000	3
8	Secretarial Assistant/DEO	15000	2
9	Office Messenger/Peon	8000	2
Total			15

An annual increase @3% of remuneration per person engaged at the state, district and block level will be granted subject to annual performance review. This is however not applicable for the position of Office Messenger/Peon at the state level.

District and Block level positions					
Sl.	Name of the DDO's	District level positions		Project level positions	
1	2	3	4	5	6
		District Coordinator	District Project Assistant	Block Coordinator	Block Project Assistant
1	Angul	1	1	8	8
2	Bolangir	1	1	14	14
3	Balasore	1	1	15	15
4	Baragarh	1	1	13	13
5	Bhadrak	1	1	8	8
6	Boudh	1	1	3	3
7	Cuttack	1	1	16	16
8	Deogarh	1	1	3	3
9	Dhenkanal	1	1	8	8
10	Gajapati	1	1	7	7
11	Ganjam	1	1	24	24
12	Jagatsinghpur	1	1	8	8
13	Jajpur	1	1	11	11
14	Jharsuguda	1	1	7	7

15	Kalahandi	1	1	14	14
16	Kandhamal	1	1	12	12
17	Kendrapara	1	1	9	9
18	Keonjhar	1	1	14	14
19	Khurda	1	1	13	13
20	Koraput	1	1	15	15
21	Malkangiri	1	1	7	7
22	Mayurbhanj	1	1	26	26
23	Nawapara	1	1	5	5
24	Nawarangpur	1	1	10	10
25	Nayagarh	1	1	8	8
26	Puri	1	1	12	12
27	Rayagada	1	1	11	11
28	Sambalpur	1	1	10	10
29	Sonepur	1	1	6	6
30	Sundergarh	1	1	21	21
	Total	30	30	338	338

N.B. The job positions are subject to the final guideline prescribed by Govt. of India.

ANNEXURE- III

Terms of Reference

S. No.	Position	Essential Qualification and Experience	Desirable	Scope of Work
1	Consultant (Planning, Monitoring & Evaluation)	<p>PG degree/diploma in Management/ Computer Applications/Computer Science OR B. Tech/BE in IT/Computer Engineering or PG in Science with formal training on IT/computer with at least 55% marks.</p> <ul style="list-style-type: none"> • At least 3 years experience in IT/ICT Systems implementation and analysis. • Project management experience. • Extensive experience in development and implementation of web-based applications and mobile applications and demonstrated knowledge and proficiency in M&E methodologies • Excellent oral and written communication skills in English and conversant in local language. 	<p>5 years of experience in IT system implementation and analysis.</p> <ul style="list-style-type: none"> • Experience in managing large scale technology implementation in Government. • Experience of working With Government/Government organizations. • Experience in implementation of mobile technology for community health or nutrition (m-Health) programs. • Knowledge of statistical software packages (e.g. SPSS, STATA, etc.) • Knowledge of project management techniques. 	<ol style="list-style-type: none"> 1. Design a project plan detailing various activities to be performed along for the implementation of Information and Communication Technology enabled Real Time Monitoring (ICTRTM) of ICDS with completion dates for the same; 2. Prepare periodic progress reports detailing tasks completed and issues/ escalations/ risks; 3. Assist the Nodal Officer in overseeing the on-time completion of activities of the Procurement, Operations, Training, Publicity, Recruitment, etc.; 4. Coordination with the State Department of Women and Child Development/Social Welfare, SPMU team, training institutes, State Skill Development Mission, State IT Mission and relevant Development partners for effective implementation of ICT-RTM; 5. Follow-up and facilitate necessary assistance to ensure that the Mission plan is implemented in project

		<ul style="list-style-type: none"> • Good computer skills. 	<p>districts in a timely manner;</p> <p>6. Facilitate dissemination of relevant guidelines, reporting formats, training manuals and other documents relevant to the Mission, developed by the NNRC-CPMU, at the state, district and sub-district level.</p> <p>7. Develop a program evaluation framework to identify areas for improvement;</p> <p>8. Ensure data for indicators on implementation within the results monitoring framework of the project is updated every six months and made available to MWCD;</p> <p>9. Support documentation and dissemination of best practices on ICT-RTM in the Mission and facilitate cross learning on the same across districts;</p> <p>10. Support the Director and Joint Project Coordinators in the preparation of quarterly and annual progress reports;</p> <p>11. Develop processes for the smooth functioning of ICT-RTM, like, transfer of devices in case AWWs quit/new AWWs join etc.</p> <p>12. Assist the Director in obtaining necessary approvals, inputs and feedback on implementation, monitoring and evaluation of related activities.</p> <p>13. Periodically share progress reports detailing tasks completed and issues/ escalations/ risks related to the implementation of ICT-RTM with relevant counterparts at the MWCD and collate and provide relevant information as and when required by the MWCD.</p> <p>14. Monitor and liaison with the State, District and Block Helpdesk to ensure technical support issues are addressed satisfactorily and promptly and that issues are being properly triaged.</p> <p>15. Guide and support State, District and Block level officials in the usage of ICT-RTM in a timely manner, with quality.</p> <p>16. Any other activity, identified by the Director in-charge of Mission, as relevant to the Mission.</p>
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2	Consultant (Health & Nutrition)	<p>PG degree in Nutrition/ Public Health/ Social Sciences/ Rural Development Community Medicine with at least 55% marks</p> <ul style="list-style-type: none"> • At least 3 years experience in planning, implementation and monitoring of child and women nutrition programmes. • For applicants with PhD (in nutrition related subjects), 3 years of doctoral time would be counted as 3 years of experience. • Expertise in MS Office including Word, Excel and PowerPoint. • Good understanding of decentralized planning and supportive supervision. • Excellent oral and written communication skills in English and ability to converse in local language. 	<p>5 years of experience of working in nutrition/ public health/ social development programmes.</p> <ul style="list-style-type: none"> • Experience of working with Government/ Government organizations/ interorganizations. • In-depth knowledge of key nutrition issues and nutrition programmes. • Knowledge of project management techniques. 	<ol style="list-style-type: none"> 1. Provide technical leadership and facilitate designing of nutrition related activities and pilots to be implemented in the Mission. 2. Provide managerial leadership and facilitate development of annual Mission's work plans. 3. Facilitate implementation of all nutrition related activities in the Mission, including multi-sectoral nutrition actions. 4. Provide necessary assistance to ensure that plans are implemented in a timely manner to achieve the agreed milestones of the Disbursement Linked Indicator 5. Facilitate the dissemination of relevant guidelines, reporting formats and documents relevant to the Mission developed by MWCD, at the state, district and sub-district levels. 6. Ensure data for the results monitoring framework of the project is updated every six months and made available to the MWCD. Monitor and review progress of all project interventions and indicators of the results monitoring framework, identify bottle necks in achievement/reporting of results and facilitate supportive action to resolve these. 8. Ensure availability of state approved project related documentation on the website of DWCD/DoSW. 9. Facilitate verification of achievement of milestones of Disbursement Linked Indicators by the Independent Verification Agency. 10. Identify emerging needs from the Mission and facilitate action through Director in-charge of Mission. 11. Support the Director in facilitating meetings with technical expert committees, relevant line departments such as, Departments of Health and Family Welfare, Rural Development, Social Welfare, Agriculture, Horticulture, Food Processing etc. and other
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				<p>stakeholders on nutrition & multisectoral issues.</p> <p>12. Support documentation and dissemination of best practices in the Mission and facilitate cross learning on the same across districts.</p> <p>13. Monitor and review progress of all nutrition related Mission activities and indicators, identify areas and districts in need of support and take follow up supportive action as required.</p> <p>14. Support preparation of quarterly and annual project progress reports.</p> <p>15. Liaison and coordinate with external stakeholders.</p> <p>16. Any other activity, identified by the Director, as relevant to the Mission.</p>
3	Consultant (Financial Management)	<p>CA/ CS/ CMA (CWA) or MBA (Finance) from reputed institute with at least 55% marks.</p> <ul style="list-style-type: none"> • At least 3 years qualification experience out of which 1 year should be in Government/ PSU/ international agencies. • Exposure to budgeting, audit and treasury functions. • Knowledge of state budgetary, treasury and finance rules. • Expertise in MS Office including Word, Excel and Power Point. <p>Or</p> <p>Government employees retired as Under Secretary(Pay Level-11) or equivalent with at least 5 years' experience of financial management /budget/Government treasury accounting.</p>	<p>5 years of experience in finance management.</p> <ul style="list-style-type: none"> • In-depth knowledge and expertise in financial management, internal controls/ systems development & implementation, government treasury accounting, auditing & reporting, taxation, general management and ability to resolve problems or situations that requires the exercising of good judgement. 	<ol style="list-style-type: none"> 1. Ensure proper financial control and management of Mission in implementation in the State. 2. Provide support to timely preparation of annual budget estimate keeping in view of the approved allocations and past expenditure under the Mission. 3. Facilitate allocation of budget to districts and blocks and maintain budget allocation register. 4. Keeping track and maintain database of funds released by MWCD and utilized in the State. Process the revalidation of unspent balances, if any. 5. Prepare the Financial Management Reports (FMR) under Eligible Expenditure Program (EEP) of NNM and arrange to send the duly approved one to MWCD on time. 6. Collection of monthly financial reports from districts and blocks and ensuring reconciliation with Treasury and Accountant General (A&E) on a monthly quarterly basis. 7. Liaison with the State Finance Department, Treasury and MWCD on financial matters under the directions of Director for budget allocation, reallocation and other approvals. 8. Keep track and maintain ledger book of all expenditures incurred and ensure

				<p>reconciliation with the Finance Department/ Treasury.</p> <p>9. Liaison with the Accountant General Office at the State level for annual audit of the project financial statements for expenditures at the State level. This will involve preparation of annual financial statements based on reconciled expenditures, schedules of pending AC Bills and UCs and facilitate in completion of audit by the AG as per standard Terms of Reference by July 31 of each year and submit it to MWCD by September 30 of each year.</p> <p>10. Coordinate with Accountant General Office to address the audit objections / internal control weaknesses, issues of disallowances, if any, in consultation with Director.</p> <p>11. Provide financial and commercial advices and assistance in various procurement proposals for goods and services.</p> <p>12. Provide orientation training as required to the District Mission teams on the financial issues.</p> <p>13. Any other finance related activities of the Mission that may be assigned by the Director, including payment of bills etc. and ensuring adequate internal controls to support the payments.</p>
4	<p>Consultant (Capacity Building & BCC)</p>	<p>PG degree in Social Sciences/ Health Communication/ Mass Communication/ Rural Development that includes courses on training/capacity building management in nutrition/public health with at least 55% marks</p> <ul style="list-style-type: none"> • At least 3 years experience in planning and implementing behaviour change communication and capacity building interventions in public health/ nutrition programs. • Expertise in MS Office including Word, Excel and PowerPoint. • Professional experience in 	<p>5 years of experience of working in nutrition/ public health/ social development programs.</p> <ul style="list-style-type: none"> • Good knowledge and understanding of public health/ nutrition programs. <p>Experience of working with Government/ Government organizations/ international agencies</p> <p>Knowledge of project management techniques</p>	<ol style="list-style-type: none"> 1. Provide technical leadership and facilitate development and deployment of Behaviour Change Communication and Capacity Building interventions in the Mission. 2. Support development of work plans and budget for all training plans under Mission in consultation and collaboration with the Director in charge of Mission and other technical consultants. 3. Coordination with the State Department of Women and Child Development/Social Welfare, SNRCSPMU team, training institutes, State skill development mission, State IT missions and relevant Development & NGO partners for effective

		<p>planning, implementation and monitoring of training programs and state and district levels.</p> <ul style="list-style-type: none"> • Excellent oral and written communication skills in English and ability to converse in local language. 	<p>deployment of training programs.</p> <ol style="list-style-type: none"> 4. Facilitate dissemination of relevant guidelines, reporting formats, training manuals and other documents relevant to the Mission, developed by the NNRC-CPMU, at the state, district and subdistrict level. 5. Provide technical support to training programs at state, district, block, sector and Aanganwadi Center levels; ensure adherence to training modules and guidance provided by the MWCD 6. Identify high quality master trainers in the states, organize training of master trainers for various interventions, including CAS deployment, and Incremental Learning and follow up on quality of training program. 7. Follow-up and facilitate necessary assistance to ensure that training plans are implemented in a timely manner to achieve agreed milestones of the Disbursement Linked Indicator 8. Coordinate documentation relating to assessment of training programs. 9. Ensure maintenance and management of records and progress reports at sector, block, district and state levels. 10. Ensure data for indicators on training within the results monitoring framework of the Mission is updated every six months and made available to the NNRC-CPMU. 11. Monitor and review progress of all training interventions and relevant indicators of the results monitoring framework, identify bottle necks in achievement/reporting of results and facilitate supportive action to resolve these. 12. Support designing of behaviour change communication interventions and pilots, if any. 13. Support the Director in organizing and facilitating meetings with technical expert committees, relevant line departments such as, Health and
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				<p>Family Welfare, Civil Society Organizations and other stakeholders on issues related to behaviour change communication & capacity building.</p> <p>14. Monitor and review progress of all behaviour change communication & capacity building interventions and indicators, identify areas in need of support and take follow up supportive action, liaison and coordinate with external stakeholders in consultation with Director.</p> <p>15. Support districts in preparation of annual training plan, planning and organizing trainings as per the finalized training plan.</p> <p>16. Orient and build capacities of district and block level Mission staff on all training related guidelines, manuals, tools etc.</p> <p>17. Carry out periodic supportive supervision visits, prioritizing poor performing districts to monitor the progress of planned trainings.</p> <p>18. Prepare training plan progress report detailing the users who have received/missed training.</p> <p>19. Ensure timely conduction of refresher trainings.</p> <p>20. Facilitate verification of achievement of milestones of Disbursement Linked Indicators for the Independent Verification Agency.</p> <p>21. Any other activity, identified by the Director, as relevant to the project.</p>
5	Consultant (Procurement)	<p>PG degree in Supply Chain Management/ MBA with specialization in Operations /Supply Chain Management</p> <ul style="list-style-type: none"> • At least 3 years experience in application maintenance / 4 years experience in supply chain management and procurement planning. • Experience of working with front line workers of Government Department and training on IT / Mobiles/Compute ₹ • Problem solving skills. 	<p>5 years experience in working on technology and software application support.</p> <ul style="list-style-type: none"> • Proven ability to successfully handle multiple tasks specially IT and Supply Chain Management, within a team with attention to detail. 	<ol style="list-style-type: none"> 1. Review quality of goods procured and disseminated through the project and recommend remedial actions where quality of goods are compromised. 2. Responsible for overall management of the help desk and ensuring that the incidents are being registered and later resolved by the team. 3. Lead the L2 Support team and provide directions to the team member Responsible for ensuring technical support issues are addressed satisfactorily and

		<ul style="list-style-type: none"> • Good oral and written communication skills in local language. • Computer literacy a must. <p>Or</p> <p>Government employee retired as Under Secretary (Pay Level- 11) or equivalent with at least five years' experience in procurement.</p>		<p>promptly and that issues are being properly triaged</p> <ol style="list-style-type: none"> 4. Support in resolving complex problems 5. Interface with Central help desk team on bugs 6. Help the State help desks / Ministry Users in troubleshooting issues with CAS software 7. Flag critical software errors 8. Train the District Help desk 9. Any other related activities of the project that may be assigned by the Director.
6	Accountant	<p>PG degree in Commerce/ Accounting/ CWA- Inter/CAInter with at least 50% marks</p> <ul style="list-style-type: none"> • At least 3 years experience in accounting with exposure in budgeting & audit out of which 1 year should be in Government/ PSU. • Expertise in MS Office including Word, Excel and PowerPoint. <p>Or</p> <ul style="list-style-type: none"> • Government employees retired as Accountant with at least five year' experience/Accounts Officer/Audit Officer with at least 3 year' experience. 	<p>5 years experience in accounting with exposure in budgeting & auditing.</p> <ul style="list-style-type: none"> • Knowledge of administrative system and procedures of the Central Government, any accounting software will be an added advantage. • Strong computer skills, especially in the use of MS Word and Excel. 	<ol style="list-style-type: none"> 1. Provide support to preparation of project budget estimates keeping in view of the approved allocations and past expenditure under the Mission, revised estimates, if any, and ensure its submission to the MWCD. 2. Keep track and maintain database of funds released by MWCD and the yearly utilization certificates to be submitted by the State; process timely re-validation of unspent balances, if any. 3. Ensure timely submission of the financial reports (FMRs) to MWCD. 4. Process bills for timely payment/reimbursement of all expenditures incurred in the SNRC-SPMU including monthly remuneration of the Consultants and other Mission staff, ensuring adequate internal controls to support the payments. 5. Liaison with the IFD/Budget Section/Plan Unit of MWCD for budget allocation, re-allocations and other approvals as may be necessary from time to time. 6. Keep track and maintain ledger book of all expenditures incurred in the SNRCSPMU and ensure reconciliation with the Pay & Accounts Office on a Provide support to preparation of project budget estimates keeping in view of the approved allocations and past expenditure under the Mission, revised estimates, if any, and ensure its submission to the MWCD. 2. Keep track and maintain database of funds released by MWCD and the yearly utilization

				<p>certificates to be submitted by the State; process timely re-validation of unspent balances, if any.</p> <p>3. Ensure timely submission of the financial reports (FMRs) to MWCD.</p> <p>4. Process bills for timely payment/reimbursement of all expenditures incurred in the SNRC-SPMU including monthly remuneration of the Consultants and other Mission staff, ensuring adequate internal controls to support the payments.</p> <p>5. Liaison with the IFD/Budget Section/Plan Unit of MWCD for budget allocation, re-allocations and other approvals as may be necessary from time to time.</p> <p>6. Keep track and maintain ledger book of all expenditures incurred in the SNRC-SPMU and ensure reconciliation with the Pay & Accounts Office on a quarterly basis.</p> <p>7. Liaison with the AG Civil Audit for annual audit of the Mission and financial statements of the SNRCSPMU;</p> <p>8. Any other financial related activities of the project that may be assigned by the Director.</p>
7	Project Associate	<p>Graduate in Computer Science or IT</p> <ul style="list-style-type: none"> • At least 2 years work experience in the relevant field • Formal training in IT/mobile applications. • Experience in working with technology and software application support. • Previous experience in working with front line workers of Government Department and training on IT/Mobiles/Computer • Good oral and written communication skills in local language. • Computer literacy must. 	<p>PG Degree in Computer Science or IT with 3 years experience in application maintenance and support.</p> <ul style="list-style-type: none"> • Proven ability to successfully handle multiple tasks within a team environment and great attention to detail. • Problem solving skills must. 	<ol style="list-style-type: none"> 1. User account management, including updating roles and permissions. 2. Master data management and updating. 3. System administration. 4. Provision of support to State level officials in using Poshan Tracker App. 5. Coordination with OEMs, telecom companies, etc. on issue resolution. 6. Training of District helpdesk. 7. Supervision District helpdesk. 8. Escalation of issues to Software Development Agency as needed. 9. Provision of general application support i.e. solve issues escalated from Block level in regard to mobile application, web application or reporting. 10. Management of web

				application i.e. extend user management support, set and update new roles and permissions and release new apps for auto-update. 11. Management of addition and removal of users from system 12. Data analysis and knowledge extraction. 13. Any other tasks that may be assigned by the Director.
8	Secretarial Assistant/DEO	As per State norms	As per State norms	As per State Requirements
9	Office Messenger/ Peon)	As per State norms	As per State norms	As per State Requirements
10	District Coordinator	Graduate or Certification/ Diploma in Computer Science or IT • At least 2 years experience in application maintenance & support. • Good oral and written communication skills in local language. • Computer literacy must. • Willingness to travel a must. • Mandatorily local candidates should be engaged.	4 years experience in application maintenance and support. • Formal training on IT/ computer • Experience working with technology and software application support • Proven ability to successfully handle multiple tasks within a team environment • Great attention to detail and problem solving skills	1. Supporting training of Block helpdesk in ICT-RTM. 2. Supervise Block helpdesk. 3. Support District level ICDS officials on usage of Poshan Tracker application. 4. Escalate issues as needed. 5. Logging and managing issues in the Poshan Tracker application 6. Provide general application support i.e. solve issues escalated from Block level in regard to mobile application, web application or reporting. 7. Extend help for lost/stolen phones. 8. Monitor worker activity reports. 9. Follow up on actions from activity reports. 10. Any other tasks that may be assigned by the Director.
11	District Project Assistant	Graduate Degree/Post Graduate Diploma in Management/ Social Sciences/ Nutrition, • Minimum 2 years work Experience of capacity building, with supervisory skills • Good oral and written communication skills in local language and fair skills in English • Good computer skills/knowledge of internet/email • Ability to work in a team and willingness to travel extensively. • Mandatorily local candidates	• 3 years experience of working in social program. • Experience of working on Government Programs in the social sector -Health, Nutrition, Education, Water and Sanitation	1.Support and supervise timely implementation of all Mission activities in the district. 2. Facilitate and participate in all capacity building initiatives undertaken within the project at district and block levels. 3. Periodically assess capacity building needs of district and block level ICDS staff and functionaries and organize and facilitate relevant trainings as per the guidance of the DPO and Commissioner/Director, ICDS. 4. Ensure timely completion and monitoring of planned community mobilization activities within the district to strengthen the demand for ICDS services. 5. Make regular monitoring and

		should be engaged.		<p>supportive supervision visits within the district to provide on-site support to CDPOs and the ICDS Supervisors to ensure all project activities are completed as per schedule.</p> <p>6. During monitoring and supervision visits review and ensure maintenance of reporting formats for all Mission activities.</p> <p>7. Ensure effective coordination between the existing ICDS programme activities and project activities, wherever required, in collaboration with the DPO.</p> <p>8. Ensure collation of Utilization Certificates from Aanganwadis for activities under the Mission and their correct aggregation at the CDPO and DPO levels.</p> <p>9. Prepare monthly progress/monitoring reports in the prescribed formats for project activities and submit the same to the DPO and Commissioner/Director, ICDS.</p> <p>10. Coordinate with the related line departments at the district level for facilitating convergent/multi-sectoral activities under the Mission.</p> <p>11. Facilitate engagement with potential civil society organizations, NGOs, etc. for partnership and support for project implementation.</p> <p>12. Any other task assigned by DPO.</p>
12	Block Coordinator	<p>Graduate. At least 2 years experience working with technology software application support Good oral and communication in language</p> <p>Mandatorily local candidates should be engaged.</p>	<p>Formal training on IT/ computer</p> <ul style="list-style-type: none"> • Worked with front line workers in any Social Development Program of Government • Proven ability to successfully handle multiple tasks within a team environment • Attention to detail and problem solving skills 	<ol style="list-style-type: none"> 1. Supporting training of AWWs and Supervisors in Information and Communication Technology enabled Real Time Monitoring (ICT-RTM). 2. Monitoring usage of ICT-RTM by AWWs by using Poshan Tracker and follow-up on low usage. 3. Providing in-person and over-phone troubleshooting support to users facing hardware or software problems with mobiles and basic issues with Poshan Tracker. 4. Logging issues in the Poshan Tracker application 5. Training reinforcement to AWWs 6. Providing performance feedback to AWWs.

				<p>7. Submitting phones to Original Equipment Manufacturer (OEM) for hardware replacement and repair.</p> <p>8. Escalation of issues to Block/District Coordinator via the Issue Tracker application.</p> <p>9. Supporting Block level ICDS officials on usage of Poshan Tracker.</p> <p>10. Any other task as indicated by CDPO.</p>
13	Block Project Assistant	<p>Graduate.</p> <ul style="list-style-type: none"> • At least 1 year experience of working with Community/Local Government • Good oral and written communication in local language • Mandatorily local candidates should be engaged. 	<p>Worked with front line workers in any Social Development Program of Government</p> <ul style="list-style-type: none"> • Proven ability to successfully handle multiple tasks within a team environment • Attention to detail and problem solving skills 	<ol style="list-style-type: none"> 1. Supervising overall implementation of the Mission activities in the block. 2. Organization/facilitation of the trainings of the ICDS Supervisors and AWWs in coordination with the District Team. 3. Making regular supportive supervision visits to AWCs, provide on-site support to AWWs and monitor implementation. 4. Preparing monthly progress/monitoring reports in the prescribed format and submit the same to the District Coordinator; etc. 5. Any other task as indicated by CDPO.

