

**Department of Women & Child Development**  
**Lokseva Bhawan, Odisha**  
**Telephone Number-0674-2392976, Fax Number-**  
**Email id: [dirwcd.or@nic.in](mailto:dirwcd.or@nic.in)**  
**Website- <https://wcd.odisha.gov.in> / <https://tendesodisha.gov.in>**

Number: 15214/WCD

Dated: 14.09.2022

**Corrigendum**

Proposals are invited from the bidders for the purpose of **SELECTION OF AN AGENCY FOR OUTSOURCING OF SERVICES UNDER POSHAN ABHIYAAN IN ODISHA**

- Revised REF document is uploaded as per the pre-bid queries received from bidders.
- All other terms and condition remain unchanged.

Sd/-  
**Additional Secretary to Govt.**  
**Government of Odisha**

**Department of Women & Child Development, Government of Odisha**  
LokSeva 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) & <https://tendersodisha.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     |
| PoshanAbhiyaan | 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   |

### Bidder Data Sheet

| Sl. No. | Particular                                    | Details  |
|---------|---|--|
| 1.      | Name of the Department                        | Department of Women and Child Development  |
| 2.      | Method of Selection & Proposal Validity       | <b>Quality and Cost-Based Selection (QCBS) &amp; 120 days</b>  |
| 3.      | Date of Issue of RFP                          | 22.08.2022   |
| 4.      | Deadline for Submission of Pre-Proposal Query | 29.08.2022   |
| 5       | Pre-proposal meeting                          | 06.09.2022   |
| 6.      | Issue of Pre-proposal Clarifications          | 14.09.2022   |
| 7.      | Proposal Due Date                             | 26.09.2022, 05:00 PM   |
| 8.      | Date of opening of Technical Proposal         | 27.09.2022, 11:00 AM   |
| 9.      | Date of opening of Financial Proposal         | 11.10.2022, 11:00 AM   |
| 10.     | Expected Date of Commencement of Assignment   | <b>Nov, 2022</b>   |
| 11.     | Pre-proposal meeting                          | <p>A pre-proposal meeting will be held on 06.09.2022 <b>through virtual conference (VC) mode only. Link will be provided in department website.</b></p> <p>All queries should be received on or before 29.08.2022, 05:00 PM on mail in word format.<br/>The name, address, and telephone number of the nodal officer is:<br/><b>Name:</b> Sovan Sahoo<br/><b>Designation:</b> Deputy Secretary to Govt.<br/><b>Address:</b> LoksewaBhawan<br/>Phone No- 91674-2391175<br/>Mail ID-</p> |
| 12.     | Bid Processing Fee (Non-Refundable)           | Rs. 10,000/- (Rupees Ten thousand only) online mode only towards the bid processing fee.   |
| 13.     | Bid Security Declaration                      | <p><b>Bid Security Declaration is to be furnished.(as per the enclosed format)</b><br/><b>EMD is NIL</b> as per OM No. 8484/F dated 05.04.2022 of FD, Govt of Odisha</p>   |

|     |   |   |
|-----|---|---|
| 14. | <b>Contact Person</b>                     | <b>Name: Sovan Sahoo</b><br>Loksewa Bhawan<br><b>Telno.:</b> 91674-2391175<br><b>Email:</b> <a href="mailto:dirwcd.or@nic.in">dirwcd.or@nic.in</a>                                |
| 15. | <b>Address for Submission of Proposal</b> | Submission of bid through only online mode & any other mode bid will be rejected.<br><br><b>Online Mode</b><br><br><a href="http://tendersodisha.gov.in">tendersodisha.gov.in</a> |
| 16. | <b>Opening of Proposal:</b>               | <b>Online Mode</b>  |

## INSTRUCTION TO THE BIDDER FOR E-PROCUREMENT

1. Bid documents consisting of qualification information and eligibility criteria of bidders, plans, , drawings & the schedule of quantities is available in the website [wcd.odisha.gov.in](http://wcd.odisha.gov.in) and <https://tendersodisha.gov.in>.
2. PARTICIPATION IN THE BID IN THE E-PROCUREMENT PORTAL: The Manufacturer/Bidder intending to participate in the bid is required to register in the Portal with some information about the Factory/Company. This is a onetime activity for registering in Portal. During registration, the Bidder has to attach a Digital Signature Certificate (DSC) to his / her unique user ID. The DSC used must be of appropriate class( Class II or Class III) issued from a registered Certifying Authority such as n-Code, Sify, TCS, MTNL, eMudhra etc.
3. Bidder has to submit the relevant information as asked for about the Factory/Company. The portal registration of the bidder is to be authenticated by the State Procurement Cell after verification of online documents like valid certificates/documents such as (i) PAN and (ii) Registration Certificate(RC) / GST Clearance Certificate (for procurement of goods) of the concerned bidder. The time period of validity in the portal is at par with validity of RC/ GST Clearance.
4. To log on to the portal the Manufacturer/Bidder is required to type his/her username and password. The system will again ask to select the DSC and confirm it with the password of DSC. For each login, a user's DSC will be validated against its date of validity and also against the Certificate Revocation List (CRL) of respective CAs stored in system database. The system checks the unique ID, password and DSC combination and authenticates the login process for use of portal.
5. The tender documents uploaded by the Tender Inviting Officer in the website [www.tendersorissa.gov.in](http://www.tendersorissa.gov.in) will appear in the "Latest Active Tender" Section of the homepage. Only a small notification will be published in the newspaper along with mention of the specific website for details. The publication of the tender will be for specific period of time till the last date of submission of bids as mentioned in the 'Invitation for Bid' after which the same will be removed from the list of Active tenders. Any bidder can view or down load the bid documents from the web site.
6. Standard procedure to uploading tender.  
First download the Tender form & Commercial Bid (BOQ File). Read all Terms & conditions carefully. Fill up Tender form & collect all required documents. Scan all marked pages of the Tender form & documents as per annexure for Technical tender form A separately.  
Uploading documents should be in PDF format only.

The Scan copy of all marked pages required to be scanned and upload in PDF format.

For Commercial (Price) Bid : Please upload Commercial bid (BOQ file)

7. In the E-Procurement Portal, an intelligent Commercial bid in Microsoft Excel format shall be made available to the bidder. The bidder shall fill in rates in figures and should not leave any cell blank. The line item total in words and the total amount shall be calculated by the system and shall be visible to the bidder.
8. Bidders are to submit only the original BoQ (in .XIS format) uploaded by Officer Inviting Tender after entering the relevant fields without any alteration/ deletion / modification. Multiple BoQ submission by bidder shall lead to cancellation of bid. In case of item rate tender, bidders shall fill in their rates other than zero value in the specified cells without keeping it blank.
9. Bids cannot be submitted after due date and time. The Bidder should ensure correctness of the bid prior to uploading and take print out of the system generated summary of submission to confirm successful uploading of bid. -The bids cannot be opened even by the OIT or the Procurement Officer Publisher/ opener before the due date and time of opening.
10. Each process in the e-procurement is time stamped and the system can detect the time of log in of each user including the Bidder.
11. The Bidder should ensure clarity/legibility of the document uploaded by him to the portal.
12. The bidder should check the system generated confirmation statement on the status of the submission.
13. The Bidder should upload sufficiently ahead of the bid closure time to avoid traffic rush and failure in the network.
14. For all purpose, the server time displayed in the e-Procurement portal shall be the time to be followed by all the users.
15. The Tender Inviting Officer is not responsible for any failure, malfunction or breakdown of the electronic system used during the e-procurement process.
16. **SIGNING OF BID:** The 'online bidder' shall digitally sign on all statements, documents, certificates uploaded by him, owning responsibility for their correctness/ authenticity as per IT ACT 2000. If any of the information furnished by the bidder is found to be false/fabricated /bogus, his EMD/Bid Security shall stand forfeited & his registration in the portal shall be blocked and the bidder is liable to be blacklisted.
17. **SECURITY OF BID SUBMISSION:** All bid uploaded by the Bidder to the portal will be encrypted.
18. **RESUBMISSION AND WITHDRAWAL OF BIDS:**

Resubmission of bid by the bidders for any number of times before the final date and time of submission is allowed.

Resubmission of bid shall require uploading of all documents including price bid afresh. If the bidder fails to submit his modified bids within the pre-defined time of receipt, the system shall consider only the last bid submitted.

## Procedure for Electronic receipt, accounting and reporting of Cost of processing fee Deposit submission of bids

1. The State Government have formulated rules and procedures for Electronic receipt, accounting and reporting of the receipt- of processing fee on submission of bids through the e-procurement portal of Government of Odisha i.e. "<https://tendersodisha.gov.in>".
2. Electronic receipt of cost of tender paper has been successfully tested through SBI payment gateway. Now it has been decided to introduce electronic receipt of **processing fee on submission of bids** through payment gateway of designated banks such as SBI/ICICI Bank/HDFC Bank for all Government Departments, State PSUs, Statutory Corporations, Autonomous Bodies and Local Bodies etc. in phases (ANNEXURE-I). The process outline as well as accounting and reporting structure are indicated below :
  - a) It will be carried out through a single banking transaction by the bidder for multiple payments like **processing fee on submission of bids**.
  - b) Various payment modes like Internet banking/ NEFT/RTGS of Designated Banks and their Aggregator Banks as well can be accessed by the intending bidders.
  - c) Reporting and accounting of the e-receipts will be made from a single source.
  - d) Credit of receipts into the Government accounts and to the designated Bank account of the participating entities indicated in Para 2 above would be faster.
3. Only those bidders who successfully remit their processing fee on submission of bids would be eligible to participate in the tender/bid process. The bidders with pending or failure payment status shall not be able to submit their bid. Tender inviting authority, State Procurement Cell, NIC, the designated Banks shall not be held responsible for such pendency or failure.
4. **Banking arrangement:**
  - a) Designated Banks (SBI/ICICI Bank/HDFC Bank) payment gateway are being integrated with e-Procurement portal of Government of Odisha (<https://tendersodisha.gov.in>)
  - b) The Designated Banks participating in **Electronic receipt, accounting and reporting of processing fee Deposit on submission of bids** will nominate a Focal Point Branch called e-FPB, who is authorized to collect and collate all e-Receipts. Each such branch will act as the Receiving branch and Focal Point Branch notwithstanding the fact that the bidder might have debited his account in any of the bank's branches while making payment.
5. **Procedures of bid submission using electronic payment of tender paper cost and EMD by bidder:**
  - a) **Log on to e-Procurement Portal:** The bidders have to log onto **the** Odisha e-Procurement portal (<https://tendersodisha.gov.in>) using his/her digital signature certificate and then search and then select the required active tender from the "Search Active Tender" option. Now, submit button can be clicked against the selected tender so that it comes to the "My Tenders" section.
  - b) **Uploading of Prequalification/Technical/Financial bid:** The bidders have to upload the required Pre-qualification /Technical/Financial bid, as mentioned in the bidding document and in line with Works Department office memorandum no.7885, dt.23.07.2013.
  - c) **Electronic payment of processing fee:** Then the bidders have to select and submit the bank name as available in the payment options
    - i. A bidder shall make electronic payment using his/her internet banking enabled account with designated Banks or their aggregator banks.
    - ii. A bidder having account in other Banks can make payment using NEFT/RTGS facility of designated Banks.
  - Online NEFT/RTGS payment using internet banking of the bank in which the bidder holds his account, by adding the account number as mentioned in the challan as an interbank beneficiary.
  - d) **Bid submission:** Only after receipt of intimation at the e-Procurement portal regarding successful transaction by bidder the system will activate the 'Freeze Bid Submission' button to conclude the bid submission process.
  - e) **System generated acknowledgement receipt for successful bid submission:** System will generate an acknowledgement receipt for successful bid submission. The bidder should make a note of '**Bid ID**' generated in the acknowledgement receipt for tracking their bid status.



## **6. Settlement of processing fee;**

- a) **Processing fee:** In respect of Government receipts on account of **processing fee**, the e-Procurement portal shall generate a MIS for the State Procurement Cell (SPC). The MIS will contain an abstract of the cost of tender paper collected with reference to **Bid Identification Number**.  
The State Procurement Cell shall generate Bank-wise-head-wise challans separately for **processing fee** and instruct the designated Banks to remit the money to the State Government account under different heads. In respect of the cost of tender paper received through the e-procurement portal, the remittance to the Cyber Treasury account will be made to the Head of Account 0075-Misc, General Services-800-Other Receipts -0097-Misc. Receipts-02237-Cost of Tender Paper.
- b) For the time being, the State Procurement Cell (SPC) will use over the counter payment facility of the Odisha Treasury portal. Thereafter, remittances through NEFT & RTGS will be facilitated through the Odisha Treasury portal.
- c) Back-end Transaction Matrix of Electronic receipt of processing fee Deposit on submission of bids is enclosed in the Annexure.

## **7. Role of the Banks:**

- a) Make necessary provision / customizations at their end to enable the provision for online payments / refunds as per this document.
- b) Provide necessary real-time message to bidders regarding successful or unsuccessful transactions during online payment processes and redirect them to e-Procurement website with necessary transaction reference details enabling them to submit their bids.
- c) The bank shall ensure transfer of funds from the pooling account to the Government Head/current account of PSUs/ULBs within the next bank working day as per the directions generated from e-Procurement portal.
- d) Bank should provide timely reports and reference details to NIC enabling them to carry out their role as stated below.
- e) Refund of amount to bidders as per the XML file provided by e-Procurement system on the next bank working day from the date of generation of the XML file and also provide a confirmation to NIC on the same.

## **8. Role of State Procurement Cell:**

- a) Communicate requirements of Government departments/ State PSUs/ Autonomous Bodies/ ULBs online payment requirements to National Informatics Centre / the authorised Banks for mapping/ customization.
- b) In every working day, the State Procurement Cell shall generate MIS from the e-Procurement portal to ascertain the tender paper cost received in the e-Tendering process separately bank-wise for the Government Department and the PSUs/ULBs. The SPC shall generate bank-wise separate online challans from the Odisha Treasury portal and make the remittance through over the counter facility or NEFT/RTGS (as and when this functionality is available in Treasury portal) and issue instruction to the bank for remittance of the receipt to the State Government account.
- c) The State Procurement Cell shall be responsible for providing challan details and MIS in respect of the remittance towards tender paper cost to the Tender inviting authorities for their record.
- d) State Procurement Cell shall monitor the progress of e-Tendering by different Government departments / State PSUs/ Autonomous Bodies / ULBs through an MIS. State Procurement Cell shall monitor and send monthly progress reports to the Government.
- e) The e-Procurement system will generate a consolidated refund & settlement XML file as an end of the day activity.
- f) E-procurement system will provide a web service for payment gateway (PG) provider to pull the encrypted refund and settlement details in XML file against a day.
- g) Similarly, payment gateway (PG) provider will provide a web service to pull the refund and settlement status against a day
- h) e-procurement system will update the status accordingly for reconciliation report.

## **9. Role of National Informatics Centre :**

- a) Customize e-Procurement software and web-pages of Government of Odisha (<https://tendersodisha.gov.in>) to enable the provision for electronic payment.
- b) The NIC, Odisha will modify / rectify the errors in electronic data relating to the Chart of Account.
- c) NIC will provide an interface to organizations to download the electronic receipt data.
- d) Enable automatic generation of daily XML files from e-Procurement system and ensure delivery of the same to the authorized Banks for enabling automatic refund/settlement of funds.

- e) NIC shall enable the e-Procurement portal to generate MIS as required for the State Procurement Cell in order to make remittance of the tender paper cost to the State Government account using the Odisha Treasury portal.

**10. Role of Cyber Treasury :**

- a) The cost of the tender paper deposited by the SPC using the Odisha Treasury Portal which will be accounted for by the Cyber Treasury and it shall submit the accounts to A.G (O) as per the established process.
- b) The Cyber Treasury will provide MIS as required to the SPC for the purpose of accounting and reconciliation of the electronic remittances made to the State Government account.

**11. Redressal of Public grievances :**

- a) The State Procurement Cell, Odisha, National Informatics Centre, Odisha and the e-FPB will have an effective procedure for dealing with, public complaint for e-Receipt related matters. In case, any mistake is detected by any of the stakeholders in reporting of processing fee, either suo moto or on being brought to its notice, the State Procurement Cell, Odisha, National Informatics Centre, Odisha unit, Cyber Treasury and the bank will promptly take steps for rectification. The e-Focal Point Branch of the participating Banks, National Informatics Centre, Odisha and the State Procurement Cell, Odisha will notify the contact number and address of the Help Desk for resolution of any dispute regarding e-Receipt.

- 12. These arrangements would be made effective after signing of MoU between the designated Banks and the State Procurement Cell, firming up of Banking arrangements and technical integration between designated Bank and e-Procurement Portal.

**Back-end Transaction Matrix of Electronic receipt and remittance of processing fee on submission of bids.**

|                        | Processing Fee and submission of bids   |
|------------------------|---|
| Government Departments | <ol style="list-style-type: none"><li>1. The payment towards the processing fee in case Govt. Departments shall be collected in separate Pooling Accounts opened in Focal Point Branch called e-FPB of respective designated Banks [ as stated in para-2] at T+1_day.</li><li>2. With reference to the Notice Inviting Tender / Bid identification number, the amount so realized is to be remitted to Govt. Account under the Head Of Account 0075-MISC.General Services-800-Other Receipts - 0097-MISC.Receipts-02237-processing fee through Odisha Treasury Portal after opening of the bid.</li></ol> |

## SECTION: 1

### **LETTER OF INVITATION**

RFP No:

Date:

**Name of the Assignment:**

**SELECTION OF AN AGENCY FOR OUTSOURCING OF SERVICES UNDER POSHAN ABHIYAAN IN ODISHA**

Department of Women and Child Development, Govt. of Odisha invites e-Tender proposal from eligible bidder for **SELECTION OF AN AGENCY FOR OUTSOURCING OF SERVICES UNDER POSHAN ABHIYAAN IN ODISHA**. More details on the proposed details are provided at Section-3: Terms of Reference (ToR) of this RFP Document.

1. 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.
2. 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** through online mode only. Submission of proposal through any other mode will be rejected.
3. The last date and time for submission of proposal complete in all respects is 22.09.2022, 05:00 PM. The bidder & guest users can view the summary of opening of the bids from any system. In the event of the specified date of Bid opening being declared a holiday, the Proposals will be opened at the appointed time and location on the next working day.
4. 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**]
5. 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)

#### **1. Pre-Qualification Criteria:**

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

| Sl. No. | Eligibility Criteria  | Supportive Documents   |
|---------|---|--|
| i       | Bidder must be 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/Registration/Any valid legal document in support of formation of the entity   |
| ii      | The bidder should have been in the manpower providing agency for more than <b>5 years</b> from the date of Incorporation on the last date of submission of the proposal.  |  |
| iii     | Bidder must have successfully completed <b>3 assignments including ongoing projects (of minimum 6 months duration)</b> of similar nature ( <b>Outsourcing of Services</b> ) ( <b>having Contract Value as per proposed project of Rs.5 Cr.</b> , in any sector under Central / State Govt. / Externally Aided Projects / Autonomous bodies operated under Govt. administrative control / International and National Organization during the last 3 <b>Financial Years</b> .(FY 2019-20 to FY 2021-22) | Copies of Work Order / Contract Document / Completion Certificate from the previous Organisations<br><br><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> |
| iv      | The average financial turnover must be <b>Rs. 15 Cr</b> from manpower providing agency only during the last 3 financial years.  | Financial Details of the bidder ( <b>TECH - 3</b> ) 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.                                   |
| v       | 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 ( <b>TECH - 6</b> )   |

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).
- Copy of EPF & ESI certificate with last month challan copy.
- Copies of IT Return for the last 3 assessment years (FY 2020-21 to 2022-23).
- 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. 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**) through online mode only. Proposals received without bid processing fee will be out rightly rejected.

3. **Bid Security Declaration:**

The bidders are asked for a '**Bid Security Declaration**' as per the specified form enclosed at Annexure-V 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.**

#### **4. Validity of the Proposal:**

Proposals shall remain valid for a period of **120 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.

#### **5. 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](mailto:dirwcd.or@nic.in). till clarifications to the above will be uploaded in the website of the Department [wcd.odisha.gov.in](http://wcd.odisha.gov.in) / [tendersodisha.gov.in](http://tendersodisha.gov.in) or 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 **06.09.2022, 3:00 PM through virtual conference (VC) mode**. The bidders will have to ensure that their queries for pre-proposal meeting submitted are before **10.08.2022**. A format for submission of pre-proposal query is provisioned in the draft RFP.(enclosed at Annexure-)

VC link will be provided before the commencement of the meeting through **Department website**.

#### **Submission of Proposal:**

Bidder must submit their proposals only online mode on or before **22.09.2022, 05.00PM**. The proposal must have to be submitted in two parts. 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 **Online as per Govt. of Odisha e-Procurement Procedure as below:**

##### **I. Technical Proposal :**

The bidder shall upload the scanned copy/copies of document in support of eligibility criteria and qualification information in prescribed format in Portable Document Format (PDF) to the portal in the designated locations.



## **II. Financial Proposal:**

The financial BID shall be uploaded only Bill of Quantities (BOQ) format.

The "**Technical Proposal**" and "**Financial Proposal**" must have to be submitted online in two parts along with the prescribed formats/information mentioned in the RFP Document.

*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 berejected.*

### **6. Opening of the proposal:**

The FIRST packet containing **TECHNICAL PROPOSAL** will be opened online modeThe Department will constitute a Consultant Evaluation Committee (TEC) to evaluate the proposals submitted by bidders.

The SECOND packet 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.

### **7. Evaluation of Proposal:**

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

#### **i. Preliminary Evaluation (1<sup>st</sup> 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.
- ✓ Bid security declaration form
- ✓ 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.(FY 2019-20 to FY 2021-22)
- ✓ Copy of EPF & ESI certificate with last month challan copy.
- ✓ 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 Organization in the recent past.
- ✓ Duly filled in Technical Proposal Forms (**TECH - 7 to10**).
- ✓ All the pages of the proposal and enclosures/attachments are signed by the authorized representative of the bidder.

***NB\* Bids not complying with 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                    | Sub-Criteria  | Marks |
|-------|---|---|-------|
| 1     | Specific Experience of the consultant relevant to the assignment  | a. Outsourcing Project/ Labour Contract for providing experts in various disciplines with contract value above 3 Crores: 5 marks for each project subject to a maximum of 20 marks.                                   | 20    |
| 2     | Adequacy of proposed methodology and work plan in response to ToR | Bidder to submit methodology and work plan according to the ToR for POSHAN  | 20    |
| 3     | Proposed Technical Experts deployed for the Purpose               | a. Quality of own expert : The agency should have experienced personnel in their regular pay roll who will be involved in engagement & management of staff deployed under the scheme.<br>i. Qualification:- CA/PG/MBA | 20    |

|   |                        |  |    |
|---|------------------------|--|----|
|   |                        | degree- 10 marks, Graduate- 5 marks,<br>ii. Experience:- Above 20 years- 10 marks, 16-20 years- 8 marks, 11-15 years- 6 marks, 1-10 years- 4 marks   |    |
|   |                        | b. Total number of personnel in the payroll of the institution:<br>Above 500 Nos.- 5 marks,<br>for every additional 100 nos- 1 mark each subject to a maximum of 10 marks  | 10 |
|   |                        | <b>c. Office functioning in Odisha for outsourcing with due license from Labour Department</b><br>1-5 year - 2 marks<br>5-10 years -3 marks<br>Above 10 years - 5 marks<br><b>*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.</b> | 5  |
|   |                        | d. Statutory compliance of EPFO/ESIC & payment confirmation slip<br>Certificate submitted for:<br>>200 up to 300- 5 marks<br>>300 up to 500- 7 marks<br>>500 - 10 marks  | 10 |
|   |                        | e. Obtained any quality certificate for servicing i.e. : ISO certification   | 5  |
| 4 | Technical Presentation |  | 10 |

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 technical bid score of above 70% 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 by 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 (2<sup>nd</sup> 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:

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

## 8. Evaluation Process:

### In Quality and Cost Based Selection method (QCBS),

The 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 CEC(Consultant Evaluation Committee) will correct any computational errors. When correcting computational errors, in case of discrepancy between partial amount and the total amount, or between word and figures the former will prevail. All required items must be priced accordingly in the financial bid.

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.

## 9.Performance Bank Guarantee:(PBG)

Within 7 days of notifying the acceptance of a proposal for award of contract, qualified bidder shall have to furnish a Performance Bank Guarantee amounting to **3% of the annual contract value** 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.

## **10. 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.

## **11. 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.**

## **12. 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 organizations) 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.

## **13. 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.

**14. 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.

**15. 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.

**16. 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.

**17. Legal Jurisdiction:**

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

**18. 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 10% of the total contract value**. The amount will be deducted from the subsequent payment. In addition, the PBG amount shall also be forfeited. The decision of the authority placing the contract, whether the delay in development has taken place on account of reasons attributed to the bidder shall be final.

**19. 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.

**20. 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](http://wcd.odisha.gov.in) & <https://tendersodisha.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.

**21. 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.

**22. 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.



**23. 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. Change in key professional beyond the allowable limit of the contract (more than 1 resources irrespective of position leads to implication of liquidated damage of 1% of the contract value.

**24. 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 whatsoever reason.

**25. 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.

However, disputes not so resolved amicably within 30 days of receipt of notice of such a dispute shall be resolved by a sole arbitrator or nominated by the **Commissioner-cum-Secretary/Director, ICDS & Social Welfare, Department of Women and Child Development**, Government of Odisha.

The arbitration proceeding shall be held in Bhubaneswar within Odisha.

## **26. 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 submitted without duly filled in Bid Security Declaration Form
- 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 complete 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

#### 2. 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 anaemia among young children (6-59 months)                               | By 9% @ 3% p.a |
| 4 | Reduce the prevalence of anaemia 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 |

### **3. Major components under POSHAN Abhiyaan are as follows:**

#### **I. Information Communication Technology enabled Poshan Tracker Application across AWCs:**

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.

#### **II. Training & Capacity Building of ICDS functionaries through 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.

#### **III. Behavioral 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 Janandolan at state, district, block and AWC

#### **IV. 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.

#### **V. Convergence Action Plan (CAP) at ICDS Block, District and State level :**

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.

#### **VI. Incentives and awards**

#### **4. Scope of Work**

POSHAN Abhiyaan is a Govt. of India scheme. 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.

To successfully implement the scheme in the State level, the deployment of skilled manpower at different level i.e. state, district & block level are required for the following tasks

- i. Implementation of Poshan Tracker for monitoring of Anganwadi service delivery by capturing data from the field on smart phones; their transmission in real time and data analysis may require HR with expertise on IT and monitoring & evaluation .
- ii. Tracking data on growth monitoring of children below 6 years and pregnant & nursing women, taken through weighing scales (infants & adults) and stadiometers & infantometers (height/length) and their analysis would require dedicated HR with expertise in health & nutrition and monitoring & evaluation.
- iii. Interventions for behaviour change (community based events, jan andolan, IEC advocacy etc); Incremental Learning Approach; training & capacity building of ICDS functionaries also necessitates related expertise and experience.
- iv. Out of the 408 contractual work force, 338 are to be deployed at block level (one Block Coordinator in each of the 338 blocks) and 60 at the district level (one District Coordinator and one District Project Assistant in each of the 30 districts) taking the total to 398. Only 10 are to be deployed at the state to steer the programme.
- v. Service delivery by the HR will be transactional and their productivity, monitorable. They will also be utilised for monitoring activities under SOPAN.

**5. 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 5 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 408 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.

**6. 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   | T5= T4 + 2days           |
| 6       | Start of work by the deployed Consultants at their respective assigned locations | T6=T5+ 7days             |

## 7. Team composition and Qualification Requirements for the key professionals

| Sl. No | Key Professionals           | Minimum Requirement   |
|--------|-----------------------------|---|
| 1      | Team Leader(1)              | Having master's degree in any discipline with minimum 10 years of relevant experience in HR support. Experience in leading recruitment & selection assignments of similar programmatic nature. S/he should have experience of doing HR planning & designing staff selection methodologies for different agencies. Knowledge of applying reservation policy will be desirable. |
| 2      | Recruitment Expert(5)       | Having master's degree in any discipline with atleast 5 years of conducting recruitment of multi-disciplinary terms. S/he should have knowledge of designing staff selection methodologies & using various selection instruments. Knowledge of applying reservation policy will be desirable.   |
| 3      | Administrative Assistant(5) | Graduation degree with minimum 3 years of experience in data analysis, logistic arrangements, data entry etc.   |

## 8. 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             | 10% of the service charges            |
| 2       | Preparation of hiring plan & strategy                                |                                       |
| 3       | Advertisement to invite on-line application from candidates          |                                       |
| 4       | Publication of final merit list & issue of interview letter          | 10% of the service charges            |
| 5       | Verification of certificate, conducting Group Discussion & Interview |                                       |
| 6       | Submission of provisional merit list & proceedings                   |                                       |
| 7       | Deployment of 408 numbers of manpower in prorata basis               | 20% of the service charges            |

8.1 Rest 60% will be paid in equal **monthly** installments over the contract period on satisfactory retention and performance of deployed resources.

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

8.3 One month pay for manpower will be released in advance to the agency so that everyone should get salary in time. Advance for one month will be given on satisfactory placement of employees. Remuneration towards the manpower to be paid to the concerned bank account of the professional on monthly basis by the agency. The agency should provide the copy of the transaction statement during the successive month to the concerned authority.

8.4 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.

9. Background materials, data, reports, and 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)

10. 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.

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

## **12. Roles and Responsibilities of Stake holder Department& the Manpower Providing Agency**

### **a. Stake holder Department**

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

### **b. Manpower Providing Agency**

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

13. **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.

14. **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,  
Lokseva Bhavan, Government of Odisha, PIN- 751001**

**Subject: SELECTION OF AN AGENCY FOR OUTSOURCING OF SERVICES UNDER  
POSHAN ABHIYAAN IN ODISHA**

**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 **120 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.

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:<br>Tel : Fax:<br>Email id :  |              |
| 3       | Name of the authorized person signing & submitting the bid on behalf of the Bidder:<br>Mobile No. :<br>Email id : |              |
| 4       | Registration / Incorporation Details<br>Registration No: Date &<br>Year. :  |              |
| 5       | Local office in Odisha<br>If Yes, Please furnish contact details  | Yes / No     |
| 6       | Bid Processing Fee Details<br>Amount:<br>DD No.:<br>Date:<br>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 initial*]: \_\_\_\_\_

Name and Designation with Date and Seal: \_\_\_\_\_

**TECH - 3**

**Bidder Organisation (Financial Details)**

| Financial Information in INR  |          |          |          |         |
|---|----------|----------|----------|---------|
| Details   | FY _____ | FY _____ | FY _____ | Average |
| <b>Manpower Providing Agency Turnover (in Lakh)</b>   |          |          |          |         |
| <p><i>Supporting Documents:</i></p> <p>Audited certified financial statements for the last <b>3 FYs</b> (Submission of copies of Income &amp; Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form) Bidder is requested to submit the <b>GST return</b> for last <b>3 financial years</b>.</p> <p><i>Filled in information in this format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be submitted along with the technical proposal through online portal.</i></p> |          |          |          |         |

---

*Signature and Seal of the Company Auditor with Date in original*

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

**Communication Address of the Bidder:** \_\_\_\_\_

**[NB: No Scanned Signature will be entertained]**

**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 No's 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 ≥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 mis-representation 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 initial]:** .  
**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:**

The bidder should explain the different approach for the methodology of the recruitment and deployment of skilled manpower for providing techno-managerial support.

**C. Methodology to be adopted:**

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

**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**

**Proposed Position:**

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

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

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

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

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

**11. 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]*

| <b>From<br/>[Year]</b>  | <b>To<br/>[Year]</b> |
|---|----------------------|
| <b>Procuring Entity Name:</b>   |                      |
| <b>Position Held:</b>   |                      |
| <b>Details of the Task Assigned</b><br>[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.]*

|                            |  |
|----------------------------|--|
| <b>Name of the Project</b> |  |
| <b>Year</b>                |  |
| <b>Location</b>            |  |

|                             |  |
|-----------------------------|--|
| <i>Name of the Client</i>   |  |
| <i>Project Feature</i>      |  |
| <i>Position Held</i>        |  |
| <i>Activities Performed</i> |  |

**Certification:**

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

**Date:**

*Signature of Key Professional with Date*

**Authorized Signatory [In full and initial]:** \_\_\_\_\_

**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**

| <b>Week</b>                   | <b>1</b> | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> | <b>6</b> |
|-------------------------------|----------|----------|----------|----------|----------|----------|
| <b>Sequence of activities</b> |          |          |          |          |          |          |
|                               | ↓        |          |          |          |          |          |
|                               |          |          |          |          |          |          |
|                               |          |          |          |          |          |          |
|                               |          |          |          |          |          |          |

*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 initial]:** \_\_\_\_\_

**Name and Designation with Date and Seal:**

Section 5

**Financial Proposal Submission Forms**

**FIN - 1**

**COVERING LETTER**

**(In Bidder's Letter Head)**

[Bhubaneswar, Date]

To

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

**Subject: SELECTION OF AN AGENCY FOR OUTSOURCING OF SERVICES UNDER  
POSHAN ABHIYAAN IN ODISHA**

Sir

I, the undersigned, offer to provide manpower providing 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 **120 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.

**SUMMARY OF FINANCIAL PROPOSAL**

| SUMMARY OF FINANCIAL PROPOSAL                   |  |     |   |                      |                      |                     |                     |                     |                   |                |                    |
|---|--|-----|---|----------------------|----------------------|---------------------|---------------------|---------------------|-------------------|----------------|--------------------|
| Name of the assignment                          |  |     | For recruitment and deployment of skilled manpower and to provide Techno-Managerial Support |                      |                      |                     |                     |                     |                   |                |                    |
| Fee particulars                                 |  |     | Amount in INR   |                      |                      |                     |                     |                     |                   |                |                    |
| A Remuneration of Professionals & Support Staff |  |     |   |                      |                      |                     |                     |                     |                   |                |                    |
| S1 No   | Description of manpower                              | Qty | Net Remuneration  | Employers share(ESD) | Employees share(ESI) | Employers EPF share | Employees EPF share | GST on remuneration | Unit rate (Fixed) | Total          | Yearly Expenditure |
| A1  | State Consultant Planning, Monitoring and Evaluation | 1   |   |                      |                      |                     |                     |                     | 60000             | 60000          | 720000             |
| A2  | State Consultant Health & Nutrition                  | 1   |   |                      |                      |                     |                     |                     | 60000             | 60000          | 720000             |
| A3  | State Consultant Capacity Building & BCC             | 1   |   |                      |                      |                     |                     |                     | 60000             | 60000          | 720000             |
| A4  | Accountant   | 1   |   |                      |                      |                     |                     |                     | 30000             | 30000          | 360000             |
| A5  | Project Associate                                    | 2   |   |                      |                      |                     |                     |                     | 25000             | 50000          | 600000             |
| A6  | Secretarial Assistant/DEO                            | 2   |   |                      |                      |                     |                     |                     | 15000             | 30000          | 360000             |
| A7  | Office Messenger /Peon                               | 2   |   |                      |                      |                     |                     |                     | 10100             | 20200          | 242400             |
| A8  | District Coordinator                                 | 30  |   |                      |                      |                     |                     |                     | 30000             | 900000         | 10800000           |
| A9  | District Project Assistant                           | 30  |   |                      |                      |                     |                     |                     | 18000             | 540000         | 6480000            |
| A10   | Block Coordinator                                    | 338 |   |                      |                      |                     |                     |                     | 20000             | 6760000        | 81120000           |
| B   | Sub Total  | 408 |   |                      |                      |                     |                     |                     |                   | <b>8510200</b> | <b>102122400</b>   |
| C   | Service Charges                                      |     |   |                      |                      |                     |                     |                     |                   |                |                    |
| D   | Grand total(INR)(B + C)                              |     |   |                      |                      |                     |                     |                     |                   |                |                    |
|   | In words   |     |   |                      |                      |                     |                     |                     |                   |                |                    |

**Instructions :**

- 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.
- Remuneration of the professionals is inclusive of ESI, EPF and GST as per the extant guideline/statutory provision. Consultancy fee proposed for the assignment shall remain fixed till completion of the contract.
- 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.
- The Financial Bid will be evaluated on the basis of Service charges proposed on

the total budget.

- **The Service charge should not be quoted as <3% of the total budget.**

N.B. :-The remuneration of the personnel and other logistic support etc will be made as per the Govt of India guideline. **The consolidated remuneration for office messenger/peon will be fixed as per the Finance Department Letter No 30722 dated 06.11.2021.**

**Authorized Signatory [In full and initial]:** \_\_\_\_\_

**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                         |             |      |          |                   |                     |
| <b>Grand Total in INR</b> |             |      |          |                   |                     |
| <b>In Words</b>           |             |      |          |                   |                     |

**Authorized Signatory [In full and initial]:** \_\_\_\_\_

**Name and Designation with Date & Seal:** \_\_\_\_\_

**SECTION 6**  
**BID SUBMISSION CHECK LIST**

| SI No  | Description   | Submitted (Yes/No) | Page No. |
|--|---|--------------------|----------|
| <b>TECHNICAL PROPOSAL</b>                    |   |                    |          |
| 1  | Filled in Bid Submission Check List ( <b>ANNEXURE-I</b> )   |                    |          |
| 2  | Covering Letter ( <b>TECH -1</b> )  |                    |          |
| 3  | Bid Processing Fee of <b>Rs.</b> _____ /- 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  | Copy of ESI/ EPF Registration Certificate   |                    |          |
| 9  | Copies of IT Returns for the last 3 yrs AYs   |                    |          |
| 10   | General Details of the Bidder ( <b>TECH - 2</b> )   |                    |          |
| 11   | Financial details of the bidder ( <b>TECH - 3</b> ) along with all the supportive documents such as copies of Profit –Loss Statement and Balance Sheet for last 3 years |                    |          |
| 12   | Power of Attorney ( <b>TECH - 4</b> ) in favour of the person signing the bid on behalf of the bidder.  |                    |          |
| 13   | List of completed assignments of similar nature (Past Experience Details) ( <b>TECH - 5</b> ) along with the copies of work orders for the respective assignments       |                    |          |
| 14   | Self Declaration on Potential Conflict of Interest ( <b>TECH- 6</b> )   |                    |          |
| 15   | Undertaking for not have been black-listed by any Central / State Govt./any Autonomous bodies during its business career.   |                    |          |
| 16   | Comments and Suggestions ( <b>TECH – 7</b> )  |                    |          |
| 17   | Description of Approach, Methodology & Work Plan ( <b>TECH - 8</b> )  |                    |          |
| 18   | CV of Key Professionals ( <b>TECH – 9</b> )   |                    |          |
| 18   | Work Plan ( <b>TECH – 10</b> )  |                    |          |
| <b>FINANCIAL PROPOSAL(ORIGINAL + 1 COPY)</b> |   |                    |          |
| 1  | Covering Letter ( <b>FIN-1</b> )  |                    |          |
| 2  | Summary of Financial Proposal ( <b>FIN-2</b> )  |                    |          |
| 3  | Breakdown of overhead expenses( <b>FIN-3</b> )  |                    |          |



**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 initial]:** \_\_\_\_\_

**Name and Designation with Date and Seal:**

**PERFORMANCE BANK GUARANTEE FORMAT**

To,

The \_\_\_\_\_ to Government(DDO)  
Women & Child Development Department, Govt. of Odisha  
Lokseva 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 Capacity Building & BCC           | 60,000   | 1                      |
| 4 | Accountant   | 30,000   | 1                      |
| 5 | Project Associate                                  | 25,000   | 2                      |
| 6 | Secretarial Assistant/DEO                          | 15000  | 2                      |
| 7 | Office Messenger/Peon                              | 10100  | 2                      |
|   | <b>Total</b>                                       |  | <b>10</b>              |

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.

| <b>District and Block level positions</b> |                   |                          |                            |                         |
|---|-------------------|--------------------------|----------------------------|-------------------------|
| Sl.                                       | Name of the DDO's | District level positions |                            | Project level positions |
| 1   | 2                 | 3                        | 4                          | 5                       |
|   |                   | District Coordinator     | District Project Assistant | Block Coordinator       |
| 1   | Angul             | 1                        | 1                          | 8                       |
| 2   | Bolangir          | 1                        | 1                          | 14                      |
| 3   | Balasore          | 1                        | 1                          | 15                      |
| 4   | Baragarh          | 1                        | 1                          | 13                      |
| 5   | Bhadrak           | 1                        | 1                          | 8                       |
| 6   | Boudh             | 1                        | 1                          | 3                       |
| 7   | Cuttack           | 1                        | 1                          | 16                      |
| 8   | Deogarh           | 1                        | 1                          | 3                       |
| 9   | Dhenkanal         | 1                        | 1                          | 8                       |
| 10  | Gajapati          | 1                        | 1                          | 7                       |
| 11  | Ganjam            | 1                        | 1                          | 24                      |
| 12  | Jagatsinghpur     | 1                        | 1                          | 8                       |
| 13  | Jajpur            | 1                        | 1                          | 11                      |
| 14  | Jharsuguda        | 1                        | 1                          | 7                       |
| 15  | Kalahandi         | 1                        | 1                          | 14                      |
| 16  | Kandhamal         | 1                        | 1                          | 12                      |
| 17  | Kendrapara        | 1                        | 1                          | 9                       |
| 18  | Keonjhar          | 1                        | 1                          | 14                      |

|    |              |           |           |            |
|----|--------------|-----------|-----------|------------|
| 19 | Khurda       | 1         | 1         | 13         |
| 20 | Koraput      | 1         | 1         | 15         |
| 21 | Malkangiri   | 1         | 1         | 7          |
| 22 | Mayurbhanj   | 1         | 1         | 26         |
| 23 | Nawapara     | 1         | 1         | 5          |
| 24 | Nawarangpur  | 1         | 1         | 10         |
| 25 | Nayagarh     | 1         | 1         | 8          |
| 26 | Puri         | 1         | 1         | 12         |
| 27 | Rayagada     | 1         | 1         | 11         |
| 28 | Sambalpur    | 1         | 1         | 10         |
| 29 | Sonepur      | 1         | 1         | 6          |
| 30 | Sundergarh   | 1         | 1         | 21         |
|    | <b>Total</b> | <b>30</b> | <b>30</b> | <b>338</b> |

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

## Terms of Reference

| S. No. | Position                                       | Essential Qualification and Experience  |
|--------|--|---|
| 1      | Consultant (Planning, Monitoring & Evaluation) | 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.<br><input type="checkbox"/> <input type="checkbox"/> At least 3 years experience in IT/ICT Systems implementation and analysis.<br><input type="checkbox"/> <input type="checkbox"/> Project management experience.<br><input type="checkbox"/> <input type="checkbox"/> Extensive experience in development and implementation of web-based applications and mobile applications and demonstrated knowledge and proficiency in M&E methodologies<br><input type="checkbox"/> <input type="checkbox"/> Excellent oral and written communication skills in English and conversant in local language.<br><input type="checkbox"/> <input type="checkbox"/> Good computer skills.               |
| 2      | Consultant (Health & Nutrition)                | PG degree in Nutrition/ Public Health/ Social Sciences/ Rural Development Community Medicine with at least 55% marks<br><input type="checkbox"/> <input type="checkbox"/> At least 3 years experience in planning, implementation and monitoring of child and women nutrition programmes.<br><input type="checkbox"/> <input type="checkbox"/> For applicants with PhD (in nutrition related subjects), 3 years of doctoral time would be counted as 3 years of experience.<br><input type="checkbox"/> <input type="checkbox"/> Expertise in MS Office including Word, Excel and PowerPoint.<br><input type="checkbox"/> <input type="checkbox"/> Good understanding of decentralized planning and supportive supervision.<br><input type="checkbox"/> <input type="checkbox"/> Excellent oral and written communication skills in English and ability to converse in local language.      |
| 3      | Consultant (Capacity Building & BCC)           | 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<br><input type="checkbox"/> <input type="checkbox"/> At least 3 years experience in planning and implementing behaviour change communication and capacity building interventions in public health/ nutrition programs.<br><input type="checkbox"/> <input type="checkbox"/> Expertise in MS Office including Word, Excel and PowerPoint.<br><input type="checkbox"/> <input type="checkbox"/> Professional experience in planning, implementation and monitoring of training programs and state and district levels.<br><input type="checkbox"/> <input type="checkbox"/> Excellent oral and written communication skills in English and ability to converse in local language. |
| 4      | Accountant                                     | PG degree in Commerce/ Accounting/ CWA-Inter/CA-Inter with at least 50% marks<br><input type="checkbox"/> <input type="checkbox"/> At least 3 years experience in accounting with exposure in budgeting & audit out of which 1 year should be in Government/ PSU.<br><input type="checkbox"/> <input type="checkbox"/> Expertise in MS Office including Word, Excel and PowerPoint.<br><b>Or</b><br><input type="checkbox"/> <input type="checkbox"/> Government employees retired as Accountant with at least five year' experience/Accounts Officer/Audit Officer with at least 3 year' experience.   |
| 5      | Project Associate                              | Graduate in Computer Science or IT<br><input type="checkbox"/> <input type="checkbox"/> At least 2 years work experience in the relevant field<br><input type="checkbox"/> <input type="checkbox"/> Formal training in IT/mobile applications.<br><input type="checkbox"/> <input type="checkbox"/> Experience in working with technology and software application support.<br><input type="checkbox"/> <input type="checkbox"/> Previous experience in working with front line workers of Government Department and training on IT/Mobiles/Computer<br><input type="checkbox"/> <input type="checkbox"/> Good oral and written Communication skills in local language.<br><input type="checkbox"/> <input type="checkbox"/> Computer literacy must.  |
| 6      | Secretarial Assistant/DEO                      | As per State norms  |
| 7      | Office Messenger/ Peon)                        | As per State norms  |
| 8      | District Coordinator                           | Graduate or Certification/ Diploma in Computer Science or IT<br><input type="checkbox"/> <input type="checkbox"/> At least 2 years experience in application maintenance & support.<br><input type="checkbox"/> <input type="checkbox"/> Good oral and written communication skills in local language.<br><input type="checkbox"/> <input type="checkbox"/> Computer literacy must.<br><input type="checkbox"/> <input type="checkbox"/> Willingness to travel a must.<br><input type="checkbox"/> <input type="checkbox"/> Mandatorily local candidates should be engaged.   |

|    |                            |   |
|----|----------------------------|---|
| 9  | District Project Assistant | Graduate Degree/Post Graduate Diploma in Management/ Social Sciences/ Nutrition,<br><input type="checkbox"/> <input type="checkbox"/> Minimum 2 years work Experience of capacity building, with supervisory skills<br><input type="checkbox"/> <input type="checkbox"/> Good oral and written communication skills in local language and fair skills in English<br><input type="checkbox"/> <input type="checkbox"/> Good computer skills/knowledge of internet/email<br><input type="checkbox"/> <input type="checkbox"/> Ability to work in a team and willingness to travel extensively.<br><input type="checkbox"/> <input type="checkbox"/> Mandatorily local candidates should be engaged. |
| 10 | Block Coordinator          | Graduate.<br>At least 2 years experience working with technology software application support Good oral and communication in language<br>Mandatorily local candidates should be engaged.  |

**Bid Security Declaration Form**

**(On Bidder's Letter Head)**

**Letter No:**

**Date:**

**To,**

**The Tender Inviting Authority**

Sir,

I / We the undersigned, declare that:

I / We understand that, according to RFP conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that we may be disqualified from bidding for any contract with <\*\*\*\*\*> for a period of three year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

a) have withdrawn/modified/amended from the tender, my/our Bid during the period of bid validity specified in the RFP; or

b) having been notified of the acceptance of our Bid by <\*\*\*\*\*> during the period of bid validity (i) fail or refuse to execute the contract, if required, or

(ii) fail or refuse to furnish the Performance Security, in accordance with the information to the bidder.

(iii) Any other circumstance which holds the interest of the client during the bid process.

I/We understand this Bid Securing Declaration shall cease to be valid if I / we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of our Bid.

**Name of the Authorized Representative:** \_\_\_\_\_

**Signature of the Authorized Representative with Date and Seal**



## ANNEXURE- VI

### FORMAT FOR SUBMISSION OF PRE-PROPOSAL QUERY

The bidders will have to ensure that their queries in soft copy should reach to <Additional Secretary to Govt., POSHAN> through email at <dirwcd.or@nic.in> latest by <29.08.2022> as per the prescribed format mentioned below.

| Sl. No. | Page Number / Section of RFP Document | Current Provision / RFP Text | Query from the Bidder |
|---------|---------------------------------------|------------------------------|-----------------------|
| 1.      |                                       |                              |                       |
| 2.      |                                       |                              |                       |
| 3.      |                                       |                              |                       |
| 4.      |                                       |                              |                       |
| 5.      |                                       |                              |                       |
| 6.      |                                       |                              |                       |

**Authorized Signatory [In full and initials]:** \_\_\_\_\_

**Name and Designation with Date and Seal:** \_\_\_\_\_

*[Any deviation to the above prescribed format will not be taken into consideration for clarification. The Client shall not responsible for ensuring that the bidders' queries have been received by them. Any requests for clarifications post submission date and time as per the Bidder Data Sheet of the RFP, shall not be entertained by the Client. The purpose of pre proposal clarification is to provide the bidders with information regarding the RFP terms and conditions, selection process and terms of reference for the assignment. The Client will endeavour to provide timely response to the queries by uploading the same in its website. No individual responses to be provided and its responsibility of the bidder to acknowledge the clarification from the reliable sources prior to preparation of its proposal. However, the client makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does it undertake to answer all the queries that have been submitted by the bidders.]*