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BID DOCUMENTS

For

**“Placement of Resource Persons for Implementing
Project Management Unit (PMU)”**

Under

District Mineral Foundation (DMF)



**Collector & Chairperson cum- Managing Trustee,
District Mineral Foundation (DMF), Kalahandi**

Website: www.kalahandi.nic.in

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1. CHECK LIST

1	Tender No.	Bid Identification No/ZP-DMF-_____
2	Name of the Work	Placement of Resource Persons for Project Management Unit (PMU) under DMF, Kalahandi.
3	Authority Inviting Bid	Collector & Chairperson – cum Managing Trustee, District Mineral Foundation, Kalahandi
4	Availability & Downloading of Tender Documents in the Website;	www.kalahandi.nic.in Dt.20.03.2023(10.00 AM) to 05.04.2023 (4.00 PM)
5	Last Date for Submission of Bid	Dt.05.04.2023 (up to 5.00 PM)
6	Date of Bid Opening (Technical)	Dt.06.04.2023 (11AM)
7	Date of Bid Opening (Commercial)	Dt.06.04.2023 (12.30 PM)
8	Place of Bid Opening	Office of the Chief Development Officer-cum- Executive Officer Zilla Parishad, Kalahandi
9	Address of Communication	At/Po: Zilla Parishad, Kalahandi, Bhawanipatna. PIN-766001 (Odisha State)
10	Earnest money Deposit (EMD)	Rs.1.00 lakh in shape of Demand Draft or TDR issued from any nationalized scheduled bank duly pledged in favour of the Chief Development Officer-cum- Executive Officer Zilla Parishad, Kalahandi
11	Validity of Proposal	Proposals must remain valid 90 days after the opening date (Dt.07.07.2023)
12	Bid Submission	Bid Submission will be through Speed Post or Registered Post (India Post) only.

Note:

- i. The date of opening of the commercial bids will be intimated to the qualified Bidders through Email or Telephone, **if it is not possible to open on the schedule date of opening of technical bids due to some unavoidable circumstances the bid will be opened in the next working day.**
- ii. Collector & Chairperson-cum-Managing Trustee of DMF reserves the right to change any schedule of bidding process. Please visit www.kalahandi.nic.in regularly for the same.

2. BACKGROUND INFORMATION:

2.1 ABOUT KALAHANDI:

Kalahandi District covering a geographical area of 7920 sq km lies in between 19.175489° to 20.454517° North Latitude and 82.617767° to 83.794874° East Longitude . The District occupies the South Western portion of Odisha, bordered to the North by the Balangir District and Nuapada District, to the South by the Nabarangpur District, Koraput District and Rayagada District, and to the East by the Rayagada, Kandhamal District and Boudh District.

The climate of the Kalahandi District is of extreme type. It is dry except during monsoon. The maximum temperature of the District is 45+ degree Celsius, whereas the minimum temperature recorded is 4 degree Celsius. The District experiences the average annual rainfall as 1378.20 mm. The monsoon starts late in June and generally lasts up to September.

Kalahandi District is largely an agricultural based Economy. The District is rich in agriculture. Dharamgarh sub division is historically known for rice production in Odisha. After 2000 AD the Indravati Water Project is the second biggest in the state has changed the landscape of southern Kalahandi, leading to two crops in a year. Because of this, blocks like Kalampur, Junagarh, Jaipatna, Dharmagarh are the leading producer of paddy in district. Cotton is widely cultivated in areas of Kesinga, Bhawanipatna, Golamunda blocks. Forest based produces like Mahua, Kendu-Leaf, Wood, Timber and Bamboos also contribute to local economy largely. Kalahandi District supplies substantial raw materials to paper mills in neighbouring Rayagada District. Kalahandi District celebrates many festivals round the year. Chhatar Jatra in Bhawanipatna, Deepawali, Rathajatra, Shivaratri, Holi, Janmastami, Ramanabami are the famous festivals celebrated by local people with joy and glee. There are also some other local festivals like Khandabasa, Nuakhai, Amnuan, Kandulnuan, Semnuan, Dumernuan, Kalahandi Utsav, Ghanta Jatra that are celebrated in the District. Many eminent personalities have taken birth in the soil of Kalahandi District. Rendo Majhi (freedom fighter in Odisha), Pratab Kesari Deo (former MP and ex- Maharaja of Kalahandi), Chakra Bisoi (freedom fighter), Ram Chandra Patra (bureaucrat, social worker, administrator), Natyarashmi Prafulla Ratha, Dayanidhi Nayak (former minister), Jayanta Kumar Behera (social activist and artist) and mountaineer Jogabyasa Bhoi (first from district to climb Mount Everest) are a few among them.

2.2 ABOUT DISTRICT MINERAL FOUNDATION (DMF):

In sub-section (4) of section 15 and section 15A read with section 9B of the Mines and Minerals (Development and Regulation) Act, 1957 (Act 67 of 1957) provides for establishment of a District Mineral Foundation Trust by the State Government, a non-profit body, with an objective to work for the interest and benefit of persons, and areas affected by mining related operations in such manner as may be prescribed by the State Government, and WHEREAS the Government for this purpose has decided to set up a trust as an entity under the State Government for “no profit” and for playing an important role for common good of the community and for using the fund of the trust for the interest and benefit of persons, and areas affected by mining related operations in such manner as may be prescribed by the State Government.

Board of Trustee of the District Mineral Foundation

The Board of Trustee consists of the following members:

- (i) Collector, Kalahandi : Chairperson-cum- Managing Trustee
- (ii) CDO-cum-EO and CEO,DMF, Kalahandi : Ex Officio, Member
- (iii) Additional District Magistrate, Kalahandi : Ex Officio, Member
- (iv) Mining Officer, Kalahandi: Ex Officio, Member : Ex Officio, Member
- (v) Divisional Forest Officer, Kalahandi (North): Ex Officio, Member
- (vi) Divisional Forest Officer, Kalahandi (South) : Ex Officio, Member
- (vii) Executive Engineer, Rural Works, Kalahandi : Ex Officio, Member
- (viii) Executive Engineer, Rural Water Supply & Sanitation, Kalahandi: Ex Officio, Member
- (ix) Executive Engineer, Roads & Building, Kalahandi: Ex Officio, Member
- (x) District Welfare Officer, Kalahandi: Ex Officio, Member
- (xi) Chief District Medical Officer, Kalahandi: Ex Officio, Member
- (xii) Hon`ble MP (LokSabha),Kalahandi : Ex Officio, Member
- (xiii) Hon`ble MLA, Lanjigarh : Ex Officio, Member
- (xiv) Deputy Director(Planning & Statistics), DPMU, Kalahandi: Ex Officio, Member
Zilla Pariashad Member, Zone-1,Th. Rampur Block: Ex Officio, Member
- (xv) Chairman,Th.Rampur Block: Member
- (xvi) Sarpanch, Adri G.P., Th. Rampur Block : Member
- (xvii) P.S Member, Chatrapur G.P., Lanjiharh Block: Member

B. Executive Committee of the District Mineral Foundation

The Executive Committee of the Trust consists of the following members: I. Collector, Kalahandi- Chairperson II. Chief Development Officer –cum- Executive Officer, Zillaparishad, Kalahandi Member and Chief Executive Officer (CEO) of the Trust and District level officers of Rural Development, Works, Forest & Environment and Steel & Mines Departments are also the Members of the Executive Committee.

2.3 ABOUT PROJECT MANAGEMENT UNIT FOR DISTRICT MINERAL FOUNDATION (DMF) KALAHANDI

District Administration of Kalahandi is investing significantly in the district to build following Infrastructure –

- i) **Drinking Water Supply:** Centralized purification system, water treatment plant, piped water supply network.
- ii) **Environment Preservation and Pollution Control:** Pollution prevention of ponds, lakes, ground water, etc. Measures for controlling air and dust pollution caused by mining activities.

- iii) **Health Care:** Creation of primary and secondary health-care facilities and up gradation of existing health care facilities.
- iv) **Education:** Construction and upgradation of school buildings, Libraries, Art and craft rooms, e-learning setup, sports infrastructure, toilet and drinking water provision, transport facilities, residential hostels for teachers and students.
- v) **Sanitation:** Collection, transportation and disposal of waste, provision of drainage and sewerage treatment plant, construction of public toilets.
- vi) **Physical Infrastructure:** construction of required physical infrastructures such as roads and other related to rural areas.
- vii) **Irrigation & Watershed Development:** Construction of alternate source of irrigation, check dams, diversion weirs, water conservation & water harvesting system.
- viii) **Energy:** Development of alternate source of energy such as micro-hydel and wind energy generation, etc.
- ix) **Afforestation:** Plantation of trees and regeneration of degraded forest, soil conservation measures, etc.
- x) **Identification** of affected areas and people by mining and related activities.
- xi) **Livelihood** Enhancement.

In order to closely monitor & control these major Infrastructure Projects from inception to closure, DMF Kalahandi decided to establish Project Management Unit.

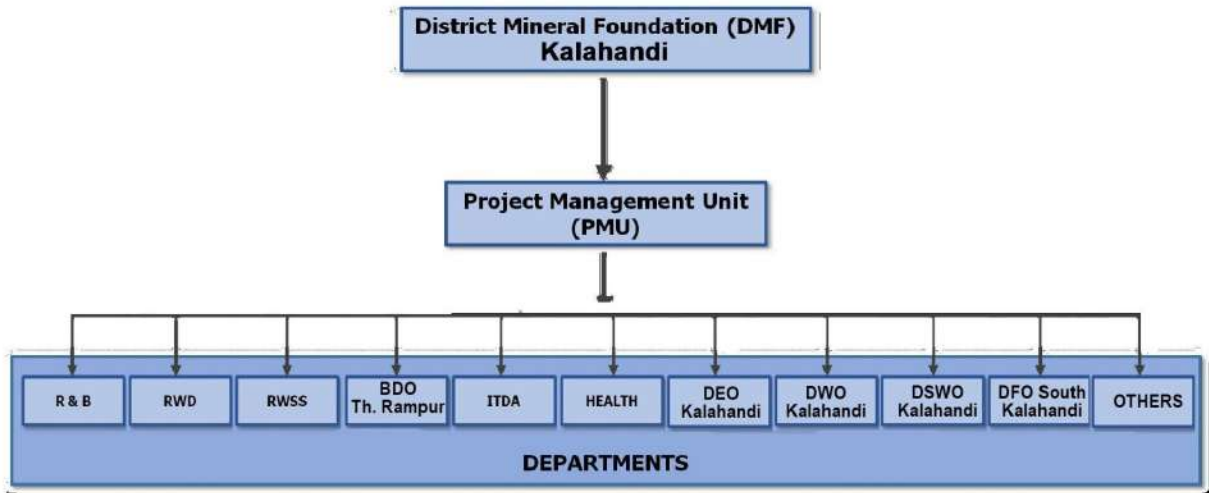
Project Management Unit (PMU) – Team of resource persons as an interface between District Administration, DMF Kalahandi, Government Implementing Departments and People.
This tender is for Project Management Unit (PMU).

2.4 FOCUS AREA OF THIS TENDER

Project Management Unit (PMU)

Collector and Chairperson cum Managing Trustee DMF Kalahandi in the state of Odisha, invites technical and financial proposals from reputed consulting firm(s) for selection of Project Management Unit (PMU) team. The successful bidder will provide services covered under this tender for a period of 12 months. The contract duration can be extended for a further period of up to One year or more on mutual consent, and satisfactory performance rendered by the Service Provider.

The scope of this tender is to implement Project Management System through team of resource persons having various expertises, which will be referred to as Project Management Unit (PMU). The overall picture of this initiative is as shown below graphically.



The major stakeholders in this initiative are –

- People of Kalahandi District
- District Administration of Kalahandi
- District Mineral Foundation Kalahandi (DMF)
- Roads & Building Department (R& B)
- Rural Works Department (RWD)
- Rural Water Supply and Sanitation (RWSS)
- Integrated Tribal Development Agency (ITDA)
- Health & Family Welfare Deptt.
- Education Sector (Schools & Colleges)
- Block Development Officer, Th.Rampur
- Others.

SECTION-I

By FAX/ E-Mail/ Regd. Post/ Speed Post

ZILLA PARISHAD KALAHANDI, BHAWANIPATNA

No. 1769 /ZP/DMF

Dated the 20 March, 2023.

Bid Identification Notice No/ZP-DMF- 2022-23

The Chairperson, District Mineral Foundation (DMF) Kalahandi invites bid in double cover system (Technical bid & Financial bid separately) on behalf of Governor of Odisha from reputed Consulting Firms, service provider etc for "Placement of Resource Persons of various Expertise for Project Management Unit of implementation of District Mineral Foundation Scheme in Kalahandi district in conformity with detailed tender called notice (DTCN).

2. The Bid documents can be downloaded from the Website: www.kalahandi.nic.in or Zilla Parishad, Kalahandi from 10.00 A.M. of Dt.20.03.2023 to Dt.05.04.2023 up to 4.00 P.M. on payment of Rs. 10000.00/- (Rupees Ten thousand) only in shape of DD (non-refundable) in favour of CDO-cum-EO, Zilla Parishad, Kalahandi.
3. Bids shall be received through Registered Post/ Speed Post only. The bids must reach to Zilla Parishad, Kalahandi by 5.00 PM of 05.04.2023 in the address of "Chief Development Officer-cum- Executive Officer Zilla Parishad, Kalahandi At/Po-Bhawanipatna, District-Kalahandi, PIN- 766001. The bids received after schedule date & time as mentioned above shall not be entertained. The authority will not be held responsible for Postal delay if any or non-receipt of the tender documents in time. The bidders are required to write their name on the outer cover of the bid, and also to write the name of the Project mentioned in the Notice.
4. The bids shall be incorporated with scanned copy of Registration Certificate of the Company, EPF/ ESI/ PAN Card, valid GST / work experience certificate & other related documents duly self attested EMD of required amount & cost of bid documents failing which the tender will be rejected summarily.
5. The EMD for Rs. 1.00 lakh shall be incorporated with the bid document in shape of NSC, Kissan Bikash Patrika, FDR, TDR, Bank guarantee only in favour of Chief Development Officer-cum- Executive Officer Zilla Parishad, issued from State Bank of India or any nationalized scheduled bank payable at Kalahandi. The bids without EMD will be rejected. The EMD can be exempted on production of valid documents.
6. The bids will be opened on 06.04.2023 at 11.00 AM in the presence of bidders or their authorized representatives.
7. The authority reserves the right to reject any or all the bids without assigning any reason thereof.

Collector & Chairperson-cum Managing Trustee,
DMF Board Trust, Kalahandi

Memo No. 1771 /ZP

Dated the 20 March, 2023.


Copy submitted to the Principal Secretary to Govt., Steel & Mines Dept., Odisha, Bhubaneswar for kind information.

Collector & Chairman-cum Managing Trustee,
DMF Board Trust, Kalahandi

Memo No. 1772/ZP,

dt. 20 / March, 2023.


Copy submitted to the Director, Special Projects, PR & DW Department for kind information.


Collector & Chairperson-cum Managing Trustee,
DMF Board Trust, Kalahandi

Memo No. 1773 / ZP

Dated the 20 March, 2023.

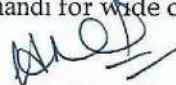
Copy to the DIO, NIC, Kalahandi with a request to upload this Bid Identification Notice in the Kalahandi District Web-Site www.kalahandi.nic.in by _____ for wide publication.


Collector & Chairperson-cum Managing Trustee,
DMF Board Trust, Kalahandi

Memo No. 1774 / ZP

Dated the 20 March, 2023.

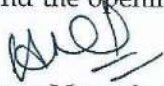
Copy to office Notice Boards of Zilla Parishad/ Collectorate Office/ ZP/Sub-Collector Offices/ All Block Offices/ All Tahasil Offices/ Executive Engineer, R&B Division, Kalahandi/ Executive Engineer, RW Division, Kalahandi/ Executive Engineer, RWSS Division, Kalahandi, / DI & PRO, Kalahandi for wide circulation.


Collector & Chairperson-cum Managing Trustee,
DMF Board Trust, Kalahandi

Memo No. 1775 / ZP

Dated the 20 March, 2023.


Copy to members of Tender Committee for information. They are directed to attend the opening of tender at scheduled date & time.


Collector & Chairperson-cum Managing Trustee,
DMF Board Trust, Kalahandi

Memo No. 1776 / ZP

Dated the 20 March, 2023.

Copy to Deputy Director of Information and Public Relation Department Odisha, Bhubaneswar (Advertisement) with requested to arrange publication of the notice in two leading Odia dailies and one National English Daily News Paper for wide publication.


Collector & Chairperson-cum Managing Trustee,
DMF Board Trust, Kalahandi

SECTION-2

1. 0. INSTRUCTION TO THE BIDDERS

1.1. General Instruction:

The District Mineral Foundation Board Trust, Kalahandi invites Tender for “Placement of Resource Persons having required qualification & Experience in the appropriate field for Implementing Project Management Unit (PMU)” under District Mineral Foundation (DMF), Kalahandi. The appointment shall be for one Year & can be extended further on the mutual consent if the performance is found satisfactory.

2.0. Definition:

(2.1) **Act** - means the Mines and Minerals (Development and Regulation) Act. 1957 (Act 67 of 1957);

(2.2) **Board** - means the Board of Trustees of the Trust established under these rules;

(2.3) **Government**- means the State Government;

(c-a) **PMKKY** - means Pradhan Mantri Khanij Kshetra Kalyan Yojana which is a scheme framed by the Central Government, to be implemented by the District Mineral Foundation of the respective Districts under these rules using the funds accruing to them.

(2.4) **Rules**- means the Odisha district Mineral Foundation Rules.

(2.5) **Trust**- means the District Mineral Foundation constituted under these rules;

(2.6) **Year means**- financial year commencing from the 1st April and ending on the 31st March.

(2.7) **Owner** -shall mean the Collector & Chairperson-cum-Managing Trustee, DMF Board Trust, Kalahandi

(2.8) **Bidder(s)** - shall mean those who have participated in this Bid floated by the DMFT, Kalahandi;

(2.9) **Contract** - shall mean the agreement entered into between the OWNER & the successful bidder

(2.10) **Bid** - shall means documents as asked for in the NIT(notice inviting Tender), ITB, GCC Forms, Education Qualification of Resource Persons, Technical bid and Financial Bid;

(2.11) **Letter of acceptance** - shall mean the official letter issued by the owner notifying successful bidders

3.0 SCOPE OF WORK:

This includes selection & placement of resource persons for project management unit (PMU) under DMF, Kalahandi and competency test of the resource persons. The PMU unit shall be responsible for implementation of DMF scheme under direct supervision of District Collector -cum- Chairman & Managing Trustee, DMF, Kalahandi & CDO -cm- Chief Executive Officer, DMF, Kalahandi

3.1 Eligibility of the Bidder:

SL. No.	Basic Requirement	Specific Requirement	Documents Required
1	Registration	The Bidder must be a Registered Company/ Firm/ Service Provider registered under Companies Act, 1956; Partnership Act 1932, limited Liability Act 2008, or Societies Registration Act 1860, Registered with the service Tax authorities in India with a track record of providing consulting/ advisory services for at least 10 years as on December 31, 2022.	Copy of Registration/ Certificate of Incorporation
2	Annual Turnover	The bidder must have a minimum average Annual turnover of Rs.10.00 core over the last three Financial years (FY19-20, 20-21 & 21-22). Out of which Rs 5.00 Crore shall be from Consultancy Services in the Govt. Organizations.	Audited Balance Sheet, Profit & loss account; Certificate from Auditor. Copy of Work order or Agreement made with Govt. organizations.
3	Work Experience	The Bidder must have experience in doing at least 3 nos of similar nature of works i.e. Programme Management Job or equivalent under Central Government/ State Government Departments.	Copy of Completion Certificate/Agreement/Work Order

Bid Documents: The Bidder must possess the following Documents for eligibility

- (1) Registration Certificate
- (2) PAN Card
- (3) GST Registration Certificate
- (4) Cost of Tender Documents
- (5) Work experience certificates
- (6) Audited Annual Accounts for last three years.
- (7) CA certificate for Annual Turnover
- (8) Affidavit for not having been blacklisted in recent past from any central/State Govt.
- (10) Affidavit for authenticity of the documents.
- (11) Affidavit for not having any litigation in the past.
- (12) EMD for Rs 1,00,000.00 (Rs One Lakhs) in shape of NSC, Kissan Bikash Patrika, FDR, TDR & Bank guarantee
- (13) ESI, EPF registration certificate

4. COST OF BID DOCUMENTS:

The Bidder shall pay Rs.10,000/- in shape of Demand Draft issued from any Nationalized Schedule Bank payable at Bhawanipatna, Kalahandi (Odisha) towards cost of Bid documents in favour of CDO-cum-EO, Zilla Parishad, Kalahandi. The bid without bid cost will be rejected summarily. The bidder shall bear all expenses for participation & submission of bids.

5. BID SECURITY (EMD):

The Bidder shall deposit EMD for Rs 1.00 Lakh only in shape of NSC, Kissan Bikash Patrika, FDR, TDR & DD duly pledged in favor of the Chief Development Officer-cum- Executive Officer Zilla Parishad, Kalahandi .

1. The EMD of the successful bidder will be retained till successful completion of the bidding process.
2. The EMD of the unsuccessful bidder will be released one week after the signing of contract.
3. The EMD of the successful bidder will be released one year after satisfactory completion of the task.
4. EMD shall be forfeited if :
 - a) A bidder withdraws its bids during the Period of bid validity
 - b) In case of the successful bidder does not acknowledge the LOA / work order or does not execute the contract agreement.
 - c) Poor performance.
 - d) The bidder is found to be indulged in any suppression of facts, furnishing of fraudulent statement, misconduct or other dishonest or other ethically improper activity.
 - e) A proposal contains deviations from DTCN conditional offers and partial offers.

6. LANGUAGE OF BID:

All correspondences and bid documents shall be made in English. However any printed literature furnished by the Bidder in any other language shall be accepted.

7. VALIDITY OF BID:

The Bid shall remain valid for 90 days from the last date of receipt of Bids.

The validity can be extended by the bidder if he desires.

8. DATELINE FOR SUBMISSION OF TENDER:

The Bid must be submitted within the time period mentioned in the NIT.

The Owner may extend the dateline for submission of bid by amending the due date of submission of bid through corrigendum.

9. DISCLAIMER:

The bid documents includes statements, forms, schedules under the category viz. tender notification, bid forms, which may or may not be correct. Each bidder should conduct its own estimation and analysis and shall check the accuracy, reliability and completeness of the information in this document and obtain independent advice from appropriate sources in their own interest.

Neither Departments nor its employees will have any liability whatsoever to any Bidder or any other person under the cyber law of contract, the principles of restitution or unjust enrichment or otherwise for any loss, expense or damage whatsoever which may arise from or be incurred or suffered in connection with anything contained in this Document, any matter deemed to form part of this Document, provision of services any other information addenda.

10. SUBMISSION OF BID:

The bidder shall submit the Bid in the double cover system in due date & time well before the dateline for submission of the tender. The Technical Bid & the Price Bid shall be submitted in one cover super scribing bid for “Placement of Resource Persons for Implementing Project Management Unit (PMU)” under District Mineral Foundation (DMF) through Registered post, Speed Post & courier Service only. The Bid will not be received by hand or through any electronic media. The late Bids shall not be opened. All the bid documents shall be self attested on each page.

11. TECHNICAL BID:

The Technical bid shall be submitted in a separate cover super scribing Technical Bid.

The technical bid shall contain following documents:

- (1) Registration Certificate
- (2) PAN Card
- (3) GST Registration Certificate
- (4) Cost of Tender Documents
- (5) Work experience certificates
- (6) Audited Annual Accounts for last three years.
- (7) CA certificate for Annual Turnover
- (8) Affidavit for not having been blacklisted in recent past from any central/State Govt.
- (9) Affidavit for authenticity of the documents.
- (10) Affidavit for not having any litigation in the past.
- (11) EMD for Rs 1,00,000.00 (Rs One Lakhs) in shape of NSC, Kissan Bikash Patrika, FDR, TDR & Bank guarantee
- (12) ESI, EPF registration certificate

12. PRICE BID:

The Bidder shall submit price bid in the prescribed format duly quoted the price in separate cover superscribing price bid.

13.LATE BID:

The bids received after schedule date & time shall not be opened.

14.OPENING OF BID(TECHNICAL & FINANCIAL):

The Bid shall be opened on the schedule date and time by the District level Tender Committee in the presence of their authorized agents. The agents without authorization letter shall not be allowed. The Technical Bid shall be opened & evaluated. The price bid of qualified bidders shall only be opened.

15. OPENING OF PRICE BID:

The price bid proposal of responsive bidders shall be opened subsequently to evaluate L1 Bidder.

The owner reserves the right to accept or reject any price Bid, and to annul the bidding process and reject all bids at any time prior to contract award, without assigning any reason and without incurring any liability to the bidders.

16.COMMUNICATION OF PRICE BID OPENING:

All the techno-commercially responsive bidders shall be communicated the date, time & venue of the price bid opening later on.

17. EVALUATION OF TECHNO COMMERCIAL PROPOSALS & RESPONSIVENESS:

17.1 A substantially responsive techno-commercial proposal is one that confirms to all the terms, conditions, specification of the bidding document without materials deviation, reservation, or omission and that agrees to provide services as per the scope of the work. The bidder has to submit the declaration in the prescribed format i.e. commercial & technical Deviation schedule attached with the bid document.

17.2 The procurement entity will determine to its satisfaction whether the bidder eligible, qualified & capable in all respect to perform the contract satisfactory.

17.3 All pages of the bid should be signed by the authorized representative of the bidder.

17.4 The bid should conform to all conditions of bid submission laid down in ITB.

17.5 Department shall ensure that all terms & conditions specified in the bid document have been accepted by the bidder without any material deviation or reservation.

17.6 After the examination of the terms and conditions of the Techno commercial proposal of a bidder, if the Department determines that it is not substantially responsive in accordance with the requirement and in compliance with the bid documents, he shall reject the concerned Bid as non-responsive.

18. DECLARATION OF RESPONSIVE BID:

The tender committee shall examine all bid documents of all bidders & prepare a list of responsive bids. The results of the commercial bid will be announced including the irresponsible bids after approval of competent authority. The price bids of responsive bidders are to be opened in the presence of bidder on due date & time or as intimated to them later on.

19. RIGHT OF BIDDER TO QUESTION REJECTION OF TECHNO-COMMERCIAL STAGE:

A bidder shall have the right to be heard in case he feels that a proper procurement process is not being followed and / or his techno commercial bid has been rejected wrongly. The bidder is to be permitted to send his representation in writing. On receipt of representation it may be decided whether to withhold opening of the financial bids and bidder may be expeditiously replied. Certain decisions of the procuring entity in accordance with the provision of internal guidelines shall not be subject to review.

20. EVALUATION OF FINANCIAL BIDS AND RANKING OF TENDERS:

20.1 The financial bids of the techno commercially qualified bidders shall only be opened.

20.2 If there is any discrepancy between the rate quoted in words & figure, than the quoted price in word shall prevail.

20.3 The bidder shall be ranked in the ascending order of their quoted rate.

21. REASONABLENESS OF PRICES:

The tender committee shall examine the reasonableness of the quoted prices of the bidders and recommend the L1 bid for acceptance.

22. CONSIDERATION OF ABNORMALLY LOW BIDS:

An abnormally low bid is one in which the bid price in combination with other elements of the bid appears so low that it raises material concerns as to the capability of the bidders to perform the contract at the offered price. Procuring entity may in such cases seek written clarifications from the bidder including detailed price analyses of their Bid price in relation to scope of work. If bidder fails to demonstrate its capability to deliver the contract at the offered price, the Procuring entity may be rejected.

23.LACK OF COMPETITION:

In case, sufficient numbers of bids are not received the bidding process shall be closed & it shall be recommended for re-tendering.

24. REJECTION OF ALL BIDS/ RE-TENDER

The procuring entity shall cancel the process of procurement rejecting all bids at any time before intimating acceptance of successful bid under the circumstances mentioned below.

24.1. When none of the tenders is substantially responsive to the requirement of the procurement documents.

24.2. None of the technical proposals meets the minimum technical qualifying scores.

24.3. If effective competition is lacking.

24.4. When the bid prices are substantially higher than the cost estimated

25.0 REJECTION OF BIDS

25.1 tender shall be rejected, if

25.2 Cost of tender document is not enclosed

25.3 EMD/ Bid security declaration is not enclosed

25.4 Price bid is enclosed with the technical Bid.

25.5 All other documents along with affidavit is not enclosed as per bid document.

26.LOWEST PRICE OF THE BIDS

26.1. Department shall open and compare the price bids of all the Techno-commercially responsive bidders to determine L1 bidder provided the lowest price is reasonable.

26.2. Price bid of other Techno-commercially eligible bidders shall be ranked in ascending order i.e L2, L3, L4 & so on.

27. CONTRACT PRICE & AWARD OF CONTRACT TO THE LOWEST BIDDER

27.1. The successful bidder shall be notified appropriately through registered post that his bid has been accepted

27.2. Until a formal contract agreement is executed, the letter of acceptance shall constitute a binding contract.

27.3. In an event, Lowest bidder refuses to accept the letter of acceptance the bid security shall be forfeited.

28. AWARD OF THE CONTRACTS TO OTHER THAN LOWEST BIDDER

Pursuant to suspension of the lowest bidder (L-1), OWNER at its own discretion reserve the rights to ask all other bidders (L-2, L-3, L-4, L-5 in order of ranking) who agree to execute the work at the Lowest price (L-1)

29. SIGNING OF CONTRACT

Within 15 days of issue of Letter of acceptance, the contractor shall sign the contract agreement in non-judicial stamp paper with the concerned Chief Development Officer-cum- Executive Officer Zilla Parishad, Kalahandi .

30. CONTRACT PERIOD

The agreement period for the contract shall be 1 (One) year.

It can be extended further on mutual agreement upon by the owner & the successful bidder

31. ARBITRATION

31.1.If any dispute arises between the owner & the successful bidder steps shall be taken to resolve it amicable by mutual consultation.

31.2. If amicable settlement is not forthcoming the recourse shall be taken to settle the dispute through arbitration & conciliation Act 1996 as amended by arbitration and conciliation Act 2015 under the jurisdiction of Bhawanipatna court.

32. CANCELLATION OF CONTRACT

The contract shall be closed or terminated & EMD shall be forfeited if:

32.1. If the contractor is unable to honor important stipulation of the contract (Breach of contract)

32.2. The contractor has committed fraud.

32.3. The contractor fail's to perform any other obligation under the contract.

SECTION- III

GENERAL CONDITIONS OF CONTRACT (GCC)

1.APPLICABILITY:

1.1. This general conditions of contracts shall govern the execution of this contract.

1.2. The bidder shall adhere to the General Conditions of contract for satisfactory completion of the scope of the works defined under bid documents.

2. EFFECTIVE DATE OF CONTRACT:

2.1. The date of issue of Letter of award / work order in favour of the successful bidders shall be the effective date of contract.

3. MANNER OF EXECUTION OF CONTRACT:

3.1. Chief Development Officer-cum- Executive Officer Zilla Parishad, Kalahandi . shall issue the letter of Acceptance (LOA) to the successful bidder.

3.2. The successful bidder shall acknowledge the LOA / WO duly signed by him stamped and send it to the Chief Development Officer-cum- Executive Officer Zilla Parishad, Kalahandi .within 07 (Seven) days of issuance of letter of Acceptance.

3.3. Within 15 (Fifteen) days of the issue of the letter of Acceptance, the successful bidder shall sign the contract/ agreement at the office of the on a date and time to be mutually agreed.

3.4. The contract agreement will be signed in 03 copies (01 original & 02 copies) and the bidder shall be provided with one signed original and the rest will be retained by the office of the Chief Development Officer-cum- Executive Officer Zilla Parishad, Kalahandi .

4. ENFORCEMENT OF TERMS:

The failure of either party to enforce at any time any of the provisions of this contract or any rights in respect thereto or to exercise any optioned therein provided, shall in no way be construed to be a waiver of such provisions, rights or options or in any way to affect the validity of the contract. The exercise by either party of any of its rights herein shall not preclude or prejudice either party from exercising the same or any other right it may have under the contract.

5. LIQUIDATED DAMAGES FOR DELAY IN COMPLETION OF WORK:

If the contractor fails to perform the job satisfactory OWNER shall have the right to levy liquidated damages @ 0.5% for each week for delay or breach of contract limited to maximum of 10%.

6. PAYING OFFICER:

The “Chief Development Officer-cum- Executive Officer Zilla Parishad”, Kalahandi .of concerned district, shall be the paying officer for this project.

7. TERMS OF PAYMENT:

The Service Provider can raise claim on calendar month basis according to the number of manpower engaged in the project. The department will release the payment to the service provider within 15 days of their claim after acceptance of monthly deliverables.

8. TAXES & DUTIES

8.1) Goods & service tax as applicable shall be released against the tax invoice raised by the service provider.

8.2) All statutory deduction, i.e. Income tax, Surcharge on Income tax construction cess and other taxes & duties etc. as applicable at the time of payment shall be deducted.

8.3) For such cases TDS certificates shall be issued by the paying officer.

9. STATUTORY OBLIGATION :

The service provider shall ensure that the all statutory obligation have been fully complied under the contract with them.

10. PROTECTION OF PROPERTY AND CONTRACTOR LIABILITY :

The service provider shall be responsible for any damage resulting from his operations.

11. TERMINATION:

Termination for default:

11.1) Owner may, without prejudice to any other remedy for breach of Contract, by giving one months notice of default to the service provider terminate the contract in whole or in part.

i) If the service provider fails to deliver any or all of the services within the period specified in the contract, or within any extension thereof granted by OWNER pursuant to GCC

ii) If the service provider, in the judgment of owner has engaged in corrupt, fraudulent, collusive or coercive practices, as defined in GCC in competing for or in executing the contract.

iii) If, any representation made by the service provider in the proposal is found to be false or misleading

iv) If the service provider commits any breach of the contract and fails to remedy or rectify the same within the period of four weeks (or such longer period as owner in its absolute discretion decide) provided in a notice on this behalf.

11.2) In the event Owner terminates the contract in whole or in part, pursuant to GCC, Owner may procure, upon such terms and in such manner as it deems appropriate, services similar to those undelivered or not performed, and the contractor shall be liable to owner for any additional costs for such services. However, the service provider shall continue performance of the contract to the extent not terminated.

12. SETTLEMENT OF DISPUTES & ARBITRATION:

12.1) Any disputes or differences arising out of or in connection with the contract shall, to the extent possible, be settled amicably between the parties.

12.2) Any disputes arising out of this contract shall be referred to the Chief Development Officer-cum- Executive Officer Zilla Parishad, Kalahandi of concerned district who shall decide the case as sole arbitrator.

12.3) For the purpose of dispute resolution, this agreement shall be governed by the provision of Arbitration and conciliation Act 1996. All disputes shall be subjected to exclusive jurisdiction of the Bhawanipatna court and the writ Jurisdiction of Hon'ble High Court of Odisha at Cuttack.

13. REPORTING ARRANGEMENTS:

The PMU will work under the direct supervision of the District Collector-cum-Chairman and Managing Trustee DMF Kalahandi and Chief Development Officer-cum- Chief Executive DMF, Kalahandi, Govt.of Odisha.

SECTION - IV

SI No	RESOURCE PERSON / EXPERT	EDUCATIONAL QUALIFICATION & EXPERIENCE
1	<p>Team Leader</p> <p>Age: Not more than 45 Years as on 01.01.2023</p>	<p>MINIMUM ELIGIBILITY CRITERIA The candidate will have the following qualifications and experience: 1. MBA/MA in Population Studies/ Social Science/ Rural Management (with relevant work experience as mentioned below).</p> <ul style="list-style-type: none"> • Minimum 10 years of overall experience under State/National level Leading implementation of large Capacity Building/Skilling/Rural Development Schemes etc. • Experience is leading projects at Govt. of India/ State Government level will be given preference. • Hands-on experience in design, monitoring and evaluation of rural development/Livelihood and skill development projects. • Experience in handling partnerships including funding. • Experience in examining proposal for release of funds. • Experience in preparing the Annual action Plan, Annual Reports, Success stories, Case stories & other documentations. <p>SKILLS AND COMPETENCIES</p> <ul style="list-style-type: none"> • Ability to communicate with different stakeholders as per requirements. • Ability to suggest solutions to complex problems. • Confidence to attend meetings at highest level. • Analytical and problem-solving skills. • Sensitive, thoughtful & positive in intent & action. • Demonstrated ability and experience of coordinating with government officers, professionals, communities and other stakeholders. • Excellent interpersonal communication (both written and verbal) and presentation skills. • Ability to function effectively as a team leader and team member interchangeably. • Gender sensitivity. • High level of integrity and honesty. • Ability to understand and consistently apply organizational policies and procedures in work. • Ability and willingness to travel extensively.
2	<p>CIVIL Engineering Expert (CEE)</p> <p>Age: Not more than 40 Years as on 01.01.2023</p>	<p>MINIMUM ELIGIBILITY CRITERIA B.E/ BSC Engg /B-Tech/Diploma in Civil Engineering At least 3 years experience of working in an engineering sector under State Govt. / Central Govt., / State or Central Govt., PSU/ Reputed private construction related firm.</p> <p>SKILLS AND COMPETENCIES Surveying, Planning, Designing Estimating, Evaluating, Monitoring, Reviewing, Supervising follow of action, Quality Controlling Etc. of civil engineering construction projects in Rural and Urban areas.</p> <ul style="list-style-type: none"> • Knowledge of procurement, Tendering, OPWD code, Contracting S/R and A/R

		<ul style="list-style-type: none"> • Adequate knowledge on project management as per SWOT Matrix • Study of Drawing verifying bills and vouchers. • Basic Computer knowledge. • Extensive touring with night Halts. • Ensure timely Completion of the Projects. • Working in Complex Environment. • Coordinate with Executive Agencies and Other Government Bodies. • Prepare the documentation PPT, Success stories, Impact Analysis periodically. • Any other works as per Desired of the Authority. • Good Communication Skill in Hindi, English, Odia. • Any other duties as may be assigned.
3	Office Assistant Age: Not more than 40 Years as on 01.01.2023	MINIMUM ELIGIBILITY CRITERIA The Minimum Educational Qualification for Office assistant will be Graduation in any discipline with PGDCA from any recognized Govt. institute. 2. The Candidate shall be well conversant in computer and essentially well trained in MS Office and internet. He should also be proficient in other standard packages & applications. 3. The Candidate shall have working knowledge of English and Oriya. SKILLS AND COMPETENCIES <ul style="list-style-type: none"> • Prepare Daily Report under DMF • Documentation • Social Media handling • DMF portal update • Any work assigned by the Authority.

SECTION- V

Tech - 1 Covering Letter
(On Bidder's Letter Head)

[Location, Date]

To,

**THE CHIEF DEVELOPMENT OFFICER -CUM- CHIEF EXECUTIVE DMF KALAHANDI,
At. ZILLA PARISHAD,
KALAHANDI, 766001, ODISHA**

Subject: Selection of Agency for Establishment and Running of Programme Management Unit (PMU) for District Mineral Foundation (DMF), Kalahandi [TECHNICAL PROPOSAL]

Dear Sir,

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

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

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

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

faithfully,

Authorized Signatory with Date and Seal: Name

and Designation: _____

Address of Bidder: _____

Tech 2: Bidder's Organization (General Details)

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

Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal:

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

Tech 3: Bidders Financial Details

Financial Information (In INR)				
Details	FY 2019-20	FY 2020-21	FY 2021-22	Average
Financial Turnover from consultancy business. (in Crores)				
<p><i>Supporting Documents:</i></p> <p>Audited certified financial statements for the last three FYs (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form)</p> <p><i>Filled in information in this format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished in original along with the Technical proposal failing which the proposal will be out rightly rejected.</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: _____

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

**Tech 4: Format for Power of Attorney
(on Bidders Letter Head)**

I, _____, the _____ (Designation) of (Name of the Organization) in witness where of certify that <Name of person> is authorized to execute the attorney on behalf of <Name of Organization>, <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 favor 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:

Note: Board resolution confirming the Authority of the signatory to submit the proposals could also be provided as a substitute to the Power of Attorney.

Tech 5: Bidders Past Experience Details

Assignment Name:		Country:
Location within Country:		Professional Staff provided by your Firm / Entity (profiles):
Name of Client:		No of Staff:
Address:		No of Staff-Months:
Start Date:	Completion Date:	Approx. Value of Services (in INR):
Name of Associated Consultants, If Any:		No of Months of Professional Staff Provided by Associated Consultants: NA
Name of Senior Staff Involved and Corresponding Positions:		
Narrative Description of Project:		
Description of Actual Services Provided by Your Staff:		

Tech 6: Declaration of Conflict of Interest and Activities

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,

On Bidders Letter

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 (5)**.

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

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

Address of the Bidder:

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

Tech 7: Comments and Suggestions on the Terms of Reference / Scope of Work and Counterpart Staff and Facilities to be provided by the Client

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

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

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

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

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

and Designation with Date and Seal:

Tech 8: Description of Approach, Methodology and Work plan to undertake the Assignment

[Technical Approach, Methodology and Work Plan are key components of the Technical Proposal. In this Section, bidder should explain their 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, they 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 three sections]

- A. Understanding of Assignment and Issues/ Challenges**
- B. Description of Approach, Methodology and Work Plan**
- C. Case study of handling OMBADC/ DMF/ PMKKKY (or similar) PMU**

Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal:

Tech 9: Format for Curriculum Vitae (CV) for Proposed Key Professional

1. Proposed Position:

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

2. Name of Firm:

3. Name of Staff:

4. Date of Birth:

5. Duration of service with the firm:

6. Nationality:

7. Educational qualification:

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

8. Other Trainings done:

9. Work Experience abroad:

10. Languages known:

[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]

SL NO	NAME OF THE EMPLOYER	DESIGNATION	PERIOD OF SERVICE	JOBS ASSIGNED
1				
2				
3				

12. Work Undertaken that illustrates best in leading 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.]

<i>Sectoral Expertise</i>	
<i>Name of the Project</i>	
<i>Year</i>	
<i>Location</i>	
<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 initials]:

Name and Designation with Date and Seal:

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

Tech 10: Proposed Plan to carry out the Assignment

Month →	1	2	3	4
Sequence of Activities / Sub Activities				
↓				
↓				

Indicate all main activities / sub activities of the proposed assignment and other associate sub-periodic activities.

Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal:

Section VI:
Financial Proposal Submission Forms

Fin 1: Covering Letter

(On Bidders Letter Head)

[Location, Date]

To,

**CHIEF DEVELOPMENT OFFICER -CUM- CHIEF EXECUTIVE DMF KALAHANDI,
AT: ZILLA PARISHAD, KALAHANDI,
PIN-766001, ODISHA**

Subject: Selection of Agency for Establishment and Running of Programme Management Unit (PMU) for District Mineral Foundation (DMF), Kalahandi. [FINANCIAL PROPOSAL]

Sir,

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

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

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

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

remain,

Yours faithfully,

Authorized Signatory [In full and initials]:

Name and Designation of Signatory with Date and Seal:

Address of the Bidder:

*** Amount must match with FIN-2 Summary of financial Proposal, FIN-3- Breakdown of Remuneration of Key Professionals, FIN-4- Breakdown of Overhead Expenses**

Fin 2: PRICE BID PROPOSAL

Fee Particulars		Amount in INR				
Remuneration of Key Professionals						
SL No	Description of Manpower	Qty	Monthly Fee (INR) including EPF, ESI & other statutory dues.	TOTAL VALUE	TOTAL REMUNERATION TOWARDS ALL	SERVICE CHARGE
1	Team Leader	1	80,000.00	80,000.00	1,78,000.00 (Rupees One Lakh Seventy Eight Thousand only)	
2	Civil Engineering Expert(CEE)	2	40,000.00	80,000.00		
3	Office Assistant	1	18,000.00	18,000.00		
Total				178000.00		

NB:

1. *Bidders shall submit the financial proposal as per the prescribed format given above in both figures and words and signed by the Authorized Representative. In the event of any difference between figures and words, the amount indicated in words shall prevail.*
2. *GST at 18% will also be claimed by the bidder at the time of submitting bills.*
3. *Service charge should be quoted in Rupees.*

Authorized Signatory [In full and initials]:

Name and Designation with Date& Seal:

Section VII:

Annexures

Annexure I: Bid Submission Checklist

Sr. No.	Description	Submitted (Yes/No)	Page No.
Technical Proposal (Original + 1 Copy)			
1	Filled in Bid Submission Check List (ANNEXURE I)		
2	Covering Letter (TECH 1)		
3	Bid Processing Fee of Rs. 10,000/- in form to DD		
4	EMD of Rs. 1,00,000/- in form of DD/TDR/FDR		
5	Copy of Certificate of Incorporation / Registration of the Bidder		
6	Copy of PAN		
7	Copy of Goods and Services Tax Identification Number (GSTIN)		
8	Copies of IT Returns for the last 3 FYs (19-20, 20-21 & 21-22)		
9	General Details of the Bidder (TECH 2)		
10	Financial details of the bidder (TECH 3) along with all the supportive Documents such as copies of Profit – Loss Statement and Balance Sheet for the concerned period		
11	Power of Attorney (TECH 4) in favour of the person signing the bid on behalf of the bidder		
12	List of completed assignments of similar nature (Past Experience Details) (TECH 5) along with the copies of work orders for the respective assignments		
13	Self-Declaration on Potential Conflict of Interest (TECH 6)		
14	Comments and Suggestions (TECH 7)		
15	Description of Approach, Methodology & Work Plan (TECH 8)		
16	CV of Key Professionals (TECH 9)		
17	Work Plan (TECH 10)		
FINANCIAL PROPOSAL (ORIGINAL)			
1	Covering Letter (FIN 1)		
2	Summary of Financial Proposal (FIN 2)		
3	Detail Break-up of Fee of Key Professionals (FIN 3)		
4	Breakdown of Overhead Expenses (FIN 4)		

Undertaking:

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

Authorized Signatory [In full and initials]:

Name and Designation with Date& Seal:

Annexure II: Performance Bank Guarantee Format

[Location, Date]

To,

**CHIEF DEVELOPMENT OFFICER -CUM- CHIEF EXECUTIVE, DMF KALAHANDI,
AT. ZILLAPARISHAD, KALAHANDI,
766001, ODISHA**

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

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

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

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

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

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

This performance bank guarantee shall be valid until the day of (month and year),

Our branch at Kalahandi(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 Kalahandi
branch a written claim or demand and received by us at our Kalahandi 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

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