



**Government of Odisha  
Planning & Convergence  
Department**

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**RFPNo:1**

PC-PRGI-ECOS-0001-2021

**Date: 22- October- 2021**

**REQUEST FOR PROPOSAL**

**Selection of Agency for Review, Editing, Content Improvement, Infographics,  
Design and Layout of Economic Survey Report of Odisha for 2021-22**

**Planning & Convergence Department**, Govt. of Odisha invites sealed proposals from eligible bidders to carry out “**Selection of Agency for Review, Editing, Content Improvement, Infographics, Design and Layout of Economic Survey Report of Odisha for 2021-22**”. Bidders fulfilling the prescribed eligibility criteria of the RFP can access and download the complete RFP Document and other details from [www.pc.odisha.gov.in](http://www.pc.odisha.gov.in).

The major events under the bid process are:

<b>Sl. No.</b>	<b>List of Key Events</b>	<b>Critical Dates</b>
1	Date of Issue of RFP	<b>22.10.2021</b>
2	Last Date for Submission of Bid	<b>16.11.2021 5.00 PM</b>
3	Date of Opening of Technical Bid	<b>17.11.2021</b>
4	Date of Opening of Financial Bid	<b>24.11.2021</b>

The proposal complete in all respects must reach the undersigned by **Speed Post/ Registered Post** only latest by **16.11.2021 before 5.00 PM** in a sealed envelope clearly mentioning on the top of it “**Selection of Agency for Review, Editing, Content Improvement, Infographics, Design and Layout of Economic Survey Report of Odisha for 2021-22**”. The proposals received beyond the last date and time will be rejected. The authority reserves the right to reject any/ all proposals without assigning any reason thereof.

**Address for Submission of Proposal:**

**OSD-cum-Special Secretary to Government,  
Planning & Convergence Department,  
Lokaseva Bhavan, Bhubaneswar,  
PIN-751001, Odisha**

**OSD-cum-Special Secretary to Government  
Planning & Convergence Department**

**REQUEST FOR PROPOSAL**

**Selection of Agency for Review, Editing,  
Content Improvement, Infographics,  
Design and Layout of Economic Survey  
Report of Odisha for 2021-22**



**GOVT. OF ODISHA**

**PLANNING & CONVERGENCE DEPARTMENT**

**October, 2021**

## **INDEX**

<b>SL NO</b>	<b>BRIEF DESCRIPTION</b>
<b>1</b>	<b>BIDDER DATASHEET</b>
<b>2</b>	<b>SECTION 1: LETTER OF INVITATION (LOI)</b>
<b>3</b>	<b>SECTION 2: INFORMATION TO THE BIDDER</b>
<b>4</b>	<b>SECTION 3: TERMS OF REFERENCE (ToR)</b>
<b>5</b>	<b>SECTION 4: TECHNICAL PROPOSAL SUBMISSION FORMS</b>
<b>6</b>	<b>SECTION 5: FINANCIAL PROPOSAL SUBMISSION FORMS</b>
<b>7</b>	<b>SECTION 6: ANNEXURES</b>

## **DISCLAIMER**

This Request for Proposal (RFP) is issued by the **Planning & Convergence (“P&C”) Department, Government of Odisha.**

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

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

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

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

## BIDDER DATA SHEET

Sl No	Particular	Details
1.	Name of the Client	Planning & Convergence Department, Government of Odisha
2.	Method of Selection	Quality and Cost Based Selection (QCBS) Method
3.	Availability of RFP Document	<a href="http://www.pc.odisha.gov.in">www.pc.odisha.gov.in</a>
4.	Date of Issue of RFP	22 <sup>nd</sup> October 2021
5.	Deadline for Submission of Pre-bid Queries	28 <sup>th</sup> October 2021
6.	Issue of Pre-bidding Clarifications/ Responses	1 <sup>st</sup> November 2021
7.	Last Date for submission of Proposal	16 <sup>th</sup> November 2021 5.00 PM
8.	Date of opening of Technical Proposal	17 <sup>th</sup> November 2021
9.	Date of evaluation of Technical Proposal & shortlisted eligible Bidders	22 <sup>nd</sup> November 2021
10.	Date of opening of Financial Bid	24 <sup>th</sup> November 2021
11.	Award of Assignment Offer Letter	29 <sup>th</sup> November 2021
12.	Acceptance & signature of Contract	7 <sup>th</sup> December 2021
13.	Bid Processing Fee (Non-Refundable)	<p>INR10,000/- (Rupees Ten Thousand) (including GST) in the form of demand draft drawn in favor of “<b>DDO cum Under Secretary to Government, Planning &amp; Convergence Department</b>” drawn in any Scheduled Commercial Bank payable at Bhubaneswar.</p> <p>The Bid Processing Fee shall be submitted along with the 1<sup>st</sup> Inner Envelope of the Technical Proposal.</p>
14.	Bid Security Declaration	All bidders will be required to submit a bid security declaration as provided in TECH 11 of this document
15.	Contact Person	Smt. Sudhapriya Das, Additional Director (Prog.-I Section), Planning & Convergence Department, Lokaseva Bhavan, Bhubaneswar- 751001.

16.	<b>Address for Submission of Proposal</b>	<b>OSD-cum-Special Secretary</b> to Government, <b>Planning &amp; Convergence Department</b> , Loka Seva Bhavan, Odisha State Secretariat, Bhubaneswar, PIN-751001 Odisha. Mode of Submission: <b>Speed Post / Registered Post</b> only to the address as specified above during the office hour only. Submission of bid through any other mode and late bid will be rejected.
17.	<b>Place of Opening of Proposal:</b>	<b>Conference Hall of Planning &amp; Convergence Department, Loka Seva Bhavan, Government of Odisha, Bhubaneswar</b>

[For details please visit: www.pc.odisha.gov.in](http://www.pc.odisha.gov.in)

**SECTION: 1**

**LETTER OF INVITATION**

## **LETTER OF INVITATION**

RFP No: \_\_\_\_\_

Dated: \_\_\_\_\_

**Name of the Assignment: Selection of Agency for Review, Editing, Content Improvement, Infographics, Design and Layout of Economic Survey Report of Odisha for 2021-22**

1. **P&C Department**, Govt. of Odisha (The Client) invites sealed proposals from eligible bidder under the process for “**Selection of Agency for Review, Editing, Content Improvement, Infographics, Design and Layout of Economic Survey Report of Odisha for 2021-22**”. More details on the proposed study are provided at **Section-3: Terms of Reference (ToR)** of this RFP Document.
2. A bidder will be selected under **QCBS Selection** procedure as prescribed in the RFP Document in accordance with the policies and procedures accompanying the Guideline of P&C Department, Govt. of Odisha for “**Guidelines for Engagement of Consultants and Outsourcing of Services**” circulated vide Office Memorandum No. 37323/F, Dated: 30.11.2018 of Finance Department, Govt. of Odisha.
3. The proposal complete in all respect as specified in the RFP Document must be accompanied with a **Non- refundable** amount of **Rs. 10,000/- (Rupees Ten Thousand only)** towards **Bid Processing Fee** in favor of “**DDO cum Under Secretary to Government, P&C Department**”, drawn in any scheduled commercial bank and payable at Bhubaneswar, Odisha failing which the bid will be rejected.
4. The proposal must be delivered at the specified address as per the Bidder Data Sheet by **Speed post /Registered Post** only. The Client shall not be responsible for postal delay or any consequence. Submission of proposal through any other mode will be rejected.
5. The last date and time for submission of proposal complete in all respects is **Dt. 16.11.2021 before 5.00 PM** and the date of opening of the technical proposal is **Dt. 17.11.2021** in the presence of the bidder’s representative at the specified address as mentioned in the Bidder Data Sheet (**Sl. no.16**). Representatives of the bidders may attend the meeting with due authorization letter on behalf of the bidder.
6. This RFP includes the 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 Form [**Section –5**]
  - f. Annexure [**Section – 6**]
7. While all information/data given in the RFP are accurate within the consideration of the scope of the proposed assignment to the best of the Client’s knowledge, the Client holds no responsibility for the accuracy of the information and it is the responsibility of the bidder to check the validity of information/ data included in this RFP. The Client reserves the right to accept/ reject any/ all proposals/ cancel the entire selection process at any stage without assigning any reason thereof.

**OSD-cum-Special Secretary to Government  
P&C Department**

**REQUEST FOR PROPOSAL**



**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
1.	The institution/organization should have been in business in India for at least three years (within the last 5 years) with Indian presence (offices/ representatives/ partners)	Registration/ Incorporation Certificate.
2.	<b>The financial turnover requirements of institutions/ organizations are as follows:</b> <b>i. University / Deemed to be a University/ Institute which is,</b> a) Set up under an Act of Parliament or an Act of a State Legislature b) Constituted as a Society / Trust under the relevant Acts and is recognized by UGC / AICTE / MCI/ ICSSR.	Requirement waived
	<b>ii. Companies / Policy advisory firms which are organized as:</b>  Society / Trust under the relevant Acts	Rs. 50 lakhs as average annual Project Grants, consultancy fees or both in the last three years
	LLP / LLCs / Companies under the relevant Acts	Rs. one crore average annual turnover (defined as consulting fees) in the last three Financial Years (FY 2017-18, FY 2018-19, FY 2019-20).
3.	The Bidder should have experience of working on a minimum of three (3) assignments related to Economic Survey Report/ similar nature of Policy Documents of a minimum duration of 6 months with Central/ State Government agencies (Regulatory, Statutory bodies/ boards, urban local bodies, tribunals, commissions, state owned companies and similar bodies) in India	Work Order/ Copy of agreement/ Completion Certificate
4.	The Bidder/ Institution should have experience of completing consulting assignments of minimum duration of 6 months with Government of India/ three (3) different Central/ State Government Departments/ Autonomous Agencies pertaining to Policy Analysis/ Research Studies, Monitoring and Evaluation Data Analysis	Work Order/ Copy of agreement/ Completion certificate

Sl. No.	Eligibility Criteria	Supportive Documents
5	The institution/ organization should have at least three professionals i.e. faculty/ Researchers/ Technical experts/ Post-doctoral fellows with a Master's or Ph.D in Economics, Statistics, Econometrics, Applied Statistics, Mathematics, Development Studies, Public Policy, or related subject area expertise in Social & Environmental Science for policy research & evaluation studies, Data handling, analytics and visualization.	Certificate of Professionalism
<b>Any kind of consortium/ Joint Venture with other firms is not allowed.</b>		

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

The bidder has to furnish the following documents duly signed in along with their Technical Proposal:

- Filled in Bid Submission Check List in Original (**Annexure-I**)
- Covering letter (**TECH – 1**) on bidder's letterhead requesting to participate in the selection process.
- Bid Processing Fee as applicable.
- Copy of Certificate of Incorporation/ Registration.
- Copy of PAN.
- Copy of Goods and Services Tax Identification Number (GSTIN).
- Copies of IT Return for the last three Financial years (**FY 2017-18, 2018-19 & 2019-20**).
- 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 or Board of Directors
- List of completed assignments of similar nature (Past Experience Details, **TECH – 5**) along with copies of contracts / work orders / completion certificate from previous Clients.
- Self-Declaration regarding Conflict of Interest (**TECH - 6**)

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

## 3. Bid Processing Fee :

The bidder must furnish as part of the technical proposal, the required bid processing fee amounting to **Rs. 10,000/- (Ten Thousand Rupees Only)** in shape of DD/ BC from any scheduled commercial bank in favor of "**DDO cum Under Secretary to Government, P&C Department**" payable at Bhubaneswar. Proposals received without bid processing fee will be out rightly rejected.

## 4. Bid Security Declaration:

All bidders will be required to submit a bid security declaration as provided in **TECH 11** of this document. Any Bidder violating the stipulated conditions in the Bid Security Declaration will be suspended for a period of one year.

## 5. Validity of the Proposal:

Proposals shall remain valid for a period of **180 (One Hundred Eighty Days)** from the date of opening of the technical proposal. The Client reserves the right to reject a proposal valid for a shorter period as non-responsive and will make the best efforts to finalize the selection process and award of the contract within the bid validity period. The bid validity period may be extended on mutual consent.

## 6. Pre -Proposal Queries:

Bidders are allowed to submit their queries in respect of the RFP and other details if any, to P&C Department through e-mail at [programmesection1@gmail.com](mailto:programmesection1@gmail.com) till **28.10.2021** . Clarifications to the above will be uploaded in the P&C Department website / clarified through email to the respective bidders for the purpose of preparation of the proposal. Request for alternation / change in existing terms and conditions of the RFP will not be considered / entertained.

## 7. Submission of Proposal:

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

The procedure for submission of the proposal is described below:

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

The envelope containing the technical proposal shall be sealed and superscripted as “**Technical Proposal – Selection of Agency for Review, Editing, Content Improvement, Infographics, Design and Layout of Economic Survey Report of Odisha for 2021-22**” and to be furnished inside one envelope. The duly filled-in technical proposal submission forms, with all the supportive documents and information, have to be furnished as part of the technical proposal.

ii) **Financial Proposal (Original):**

The envelope containing the financial proposal shall be sealed and superscripted as “**Financial Proposal – Selection of Agency for Review, Editing, Content Improvement, Infographics, Design and Layout of Economic Survey Report of Odisha for 2021-22**”. The duly filled-in financial proposal submission forms should contain the detail price offer for the proposed assignment and to be furnished as per the prescribed format only.

The “**Technical Proposal**” and “**Financial Proposal**” must have to be submitted in two separate sealed envelopes (with respective marking in bold letters) along with the prescribed formats/information mentioned in the RFP Document. The first envelope must be marked as “**TECHNICAL PROPOSAL (Selection of Agency for Review, Editing, Content Improvement, Infographics, Design and Layout of Economic Survey Report of Odisha for 2021-22)**”.

The second envelope must be marked as “**FINANCIAL PROPOSAL (Selection of Agency for Review, Editing, Content Improvement, Infographics, Design and Layout of Economic Survey Report of Odisha for 2021-22)**” and it should contain Financial Proposal only. Both the above envelopes have to be sealed and placed inside a third main envelope with proper labelling of the following information in bold:

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

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

## 8. Opening of the proposal:

The FIRST ENVELOPE containing **TECHNICAL PROPOSAL** will be opened in the initial stage by the Client in presence of the bidder’s representatives at the location, date specified in the Bidder Data Sheet. The Client will constitute a Consultant Evaluation Committee (CEC) to evaluate the proposals submitted by bidders. Only one representative with proper authorization letter from the participating bidder will be

allowed to attend the bid opening meeting. The **SECOND ENVELOPE** containing **FINANCIAL PROPOSAL** only of the **technically qualified bidders** will be opened after completion of technical evaluation stage. The date for opening of the financial proposal will be intimated accordingly to the technically qualified bidders well in advance.

## 9. **Evaluation of Proposal:**

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

- **Preliminary Evaluation (1<sup>st</sup> Stage):** Preliminary evaluation of the proposals will be done to determine whether the proposal complies to the prescribed eligibility condition and the requisite documents / information have been properly furnished by the bidder or not. Submission of the following documents / information will be verified:
  - ✓ Filled in Bid Submission Check List in Original (**Annexure-I**)
  - ✓ Covering letter (**TECH – 1**) on bidder's letterhead requesting to participate in the selection process.
  - ✓ Bid Processing Fee as applicable.
  - ✓ Copy of Certificate of Incorporation/ Registration.
  - ✓ Copy of PAN
  - ✓ Copy of Goods and Services Tax Identification Number (GSTIN)
  - ✓ Copies of IT Return for the last three Financial years (**FY2017-18, 2018-19 & 2019-20**).
  - ✓ 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 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 Clients.
  - ✓ Self Declaration on Conflict of Interest (**TECH - 6**).
  - ✓ Duly filled in Technical Proposal Forms (**TECH - 7 to 11**)
  - ✓ All the pages of the proposal and enclosures/attachments are signed by the authorized representative of the bidder.

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

- **TECHNICAL EVALUATION (2<sup>nd</sup> 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.	Parameter	Max. Marks	Criteria
1	Previous Experience of the Applicant in preparation of Economic Survey chapters/ topics for Government of India or other States. (Based on the number of states and Government of India	20	Whether the applicant has been engaged in/ hired for the task of chapter writing/ analysis work of the Economic Survey of Government of India or any other state. Based on the number of states: a) GOI Economics survey/chapters = 20 b) 4 or More than 4 states = 20 c) 2 States = 15

	chapters.		Less than 2 states = 10												
2	Previous Experience of the applicant in preparation of social Economic Survey/ analysis reports Central/ State Government or their Departments, Autonomous Agencies, PSUs, pertaining to policy analysis, research studies, monitoring & evaluation and data analysis. (Based on the number of assignments in these areas)	20	Based on the number of states: a) More than 2 assignments=20 b) Equal to 2 assignments=15 c) less than 2 States = 10												
3	Relevant Experience of the Key Personnel	20	2 Marks per Key Personnel per Eligible Assignments the Respective Key Personnel has worked on. (e.g. If Team Leader, Subject/ Sector Expert, and Data Analyst proposed to be involved for the relevant task have worked in 04 similar assignments then 08 marks against each key personnel will be awarded). <table border="1" data-bbox="852 798 1404 934"> <thead> <tr> <th>Sl. No.</th> <th>Parameter</th> <th>Max Mark</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Team Leader</td> <td>9</td> </tr> <tr> <td>2</td> <td>Subject/ Sector Expert</td> <td>7</td> </tr> <tr> <td>3</td> <td>Data Analyst</td> <td>4</td> </tr> </tbody> </table>	Sl. No.	Parameter	Max Mark	1	Team Leader	9	2	Subject/ Sector Expert	7	3	Data Analyst	4
Sl. No.	Parameter	Max Mark													
1	Team Leader	9													
2	Subject/ Sector Expert	7													
3	Data Analyst	4													
4	<b>Professional Staff strength and qualifications:</b> Faculty/ Researchers/ Post-doctoral fellows with a Master's or Ph.D in Economics, Statistics, Econometrics, Applied Statistics, mathematics, Public Policy, International Development or related subject area expertise in social sciences, natural/ life science, physical sciences, and other applied sciences	10	<ul style="list-style-type: none"> <li>3 Full time professionals with a PhD – 2.5 marks each and / or</li> <li>5 Full time professionals with a Master's – 1.5 marks each.</li> <li>Additional 1 mark for each full time professional Master's or Ph.D. (specify discipline) capped at 10 marks</li> <li>Additional 1 mark for each part-time Professional (Master's or Ph.D.) associated researcher/ faculty member from other universities/ colleges. Necessary approval from university/ college required</li> </ul>												
5	<b>Published Research on International/ National/ State level policy documents by Institution/ Individual faculty/ researchers (presently employed) in a peer reviewed journal by research staff:</b>  <ul style="list-style-type: none"> <li>No. of published research papers in refereed journals</li> <li>Books and/or chapters in books published by international publishers with an established peer review system</li> </ul>	20	3 publications (sole author or two authors) – 4 marks each, (more than 2 authors – 3 marks each) 2 marks for every additional paper thereafter												

	<ul style="list-style-type: none"> <li>• Research papers in a non-refereed journal having ISBN/ ISSN numbers</li> <li>• Books and/or chapters in books published by national, local, State or Central government publications with ISBN/ ISSN numbers.</li> </ul>		<ul style="list-style-type: none"> <li>• 3 publications (sole author or two authors) – 3 marks each</li> <li>• (more than two authors) – 2 marks each</li> <li>• 1 mark for every additional paper thereafter</li> </ul>
6	<b>Firm turnover</b>	10	INR 50 lakh – INR 1 Cr = 5 INR 1 Cr and above = 10
	<b>Total</b>	100	

Copies of work orders/ agreement/ completion certificates must be submitted as a proof for each assignment. No assignment should be repeated across various categories of evaluation parameters. Ongoing assignments will be considered for evaluation only if 6 months of the project period have elapsed.

All the 05 team members of the Agency are expected to be deployed full-time for a period of 75 days at P&C Department. Office space with necessary facilities shall be provided by the P&C Department to the Agency team. None of the team members should engage in any other engagement while being deployed for the current assignment.

The Team Leader and the 3 Sector Experts are expected to have strong analytical skills and ability to comprehend and optimally utilize various databases on the development and socio-economic indicators at State and National level maintained by various agencies for strategic planning. The entire team should have the requisite skill in data analysis, integration, and visualization techniques to prepare required analytical reports on Economic Survey of Odisha for the year 2021-22.

In case the Department needs any additional resources with specific expertise for a certain duration of the assignment towards successful achievement of the desired outcomes, the same shall be deployed by the selected bidder as per mutually agreed terms and conditions.

**\* Bidders who secure above 70 marks from the total (100 marks) in the technical proposal will be called for financial evaluation.**

- **FINANCIAL EVALUATION (3<sup>rd</sup> Stage):** The financial proposals of only those bidders qualifying the technical evaluation (2<sup>nd</sup> Stage) 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 name of the bidder along with the quoted financial price will be announced during the meeting.

## **10. Evaluation Process:**

Under QCBS selection, the technical proposals will be allotted weightage of 70% (Seventy percent) while the financial proposals will be allotted weightages of 30% (Thirty per cent) or any other respective weightages as declared in the RFP (Example, 60:40, 50:50, but not greater than 80%). The proposed weightages for quality and cost shall be specified in the RFP. Proposal with the lowest cost may be given a financial score of 100 (Hundred) and other proposals given financial scores that are inversely proportional to their prices w.r.t. the lowest offer. Similarly, proposal with the highest technical marks (as allotted by the evaluation committee) shall be given a score of 100 (Hundred) and other proposals be given technical score that are proportional to their marks w.r.t. the highest technical marks. The total score, both technical and financial, shall be obtained by weighing the quality and cost scores and adding them up. On the basis of the combined weighted score for quality



and cost, the consultant shall be ranked in terms of the total score obtained. The proposal obtaining the highest total combined score in evaluation of quality and cost will be ranked as H-1 followed by the proposals securing lesser marks as H-2, H-3 etc. The proposal securing the highest combined marks and ranked H-1 will be invited for negotiations, if required and shall be recommended for award of contract. In the event two or more bids have the same score in the final ranking, the bid with the highest technical score will be H-1.

In such a case, an Evaluated Bid Score (B) will be calculated for each responsive Bid using the following formula, which permits a comprehensive assessment of the Bid price and the technical merits of each Bid:

$$B=(C_{low}/C)*X+\{T/T_{high}(1-X)\}$$

Where,

- C = Evaluated Bid Price  
 C<sub>low</sub> = the lowest of all Evaluated Bid Prices among responsive Bids  
 T = the total Technical Score awarded to the Bid  
 T<sub>high</sub> = the Technical Score achieved by the Bid that was scored best among all responsive Bids  
 X = weightage for the Price as specified in the BDS

The Bid with the best evaluated Bid Score (B) among responsive Bids shall be the Most Advantageous Bid

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 (Seventy five) thus, all the three proposals were found technically suitable. Using the formula  $T/T_{high}$ , the following technical points are awarded by the evaluation committee:

- A:  $75/90 = 83$  points  
 B:  $80/90 = 89$  points  
 C:  $90/90 = 100$  points

The financial proposals of each qualified consultant were opened after notifying the date and time of bid opening to the successful participants. The price evaluation committee examined the financial proposals and evaluated the quoted prices as under:

- A: Rs.120.  
 B: Rs.100.  
 C: Rs.110.

Using the formula  $C_{low}/C$ , the committee gave them the following points for financial proposals:

- A:  $100/120 = 83$  points  
 B:  $100/100 = 100$  points  
 C:  $100/110 = 91$  points

In the combined evaluation, thereafter, the evaluation committee calculated the combined technical and financial score as under:

- Proposal A:  $83 \times 0.30 + 83 \times 0.70 = 83$  points.  
 Proposal B:  $100 \times 0.30 + 89 \times 0.70 = 92.3$  points  
 Proposal C:  $91 \times 0.30 + 100 \times 0.70 = 97.3$  points.

The three proposals in the combined technical and financial evaluation were ranked as under:

- Proposal A: 83 points: H-3  
 Proposal B: 92.3 points: H-2  
 Proposal C: 97.3 points: H-1

Proposal C at the evaluated cost of Rs.110 (Rupees One hundred and ten) was, therefore, declared as the winner and recommended for negotiations/approval, to the competent authority.

#### **11. Performance Bank Guarantee: (PBG)**

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

#### **12. Contract Negotiation:**

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

#### **13. Award of Contract:**

After completion of the contract negotiation stage, the Client will notify the successful bidder in writing by issuing an offer letter for signing the contract and promptly notifying all other bidders about the result of the selection process. The successful bidders will be asked to sign the contract after fulfilling all formalities within 08 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 75 days** from the date of effectiveness of the contract. ***Sub-contracting / outsourcing of any form shall not be allowed for any activities under this RFP.***

#### **14. Conflict of Interest:**

Conflict of interest exists in the event of:

- (i) conflicting assignments, typically monitoring and evaluation/environmental assessment of the same project by the eligible bidder;
- (ii) Consultants, agencies or institutions (individuals or organizations) who have a business or family relation with the Client directly or indirectly; and
- (iii) practices prohibited under the anti-corruption policy of the Government of India and the Government of Odisha. The bidders are to be careful so as not to give rise to a situation where there will be any conflict of interest with the Client as this would amount to their disqualification and breach of contract.

#### **15. Disclosure:**

- a. Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the bidder or termination of its contract.
- b. Bidders must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency or the financial standing of

the Bidder, including but not limited to appointment of any officer such as a receiver in relation to the Bidder's personal or business matters or an arrangement with creditors, or of any other similar proceedings.

- c. Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:
- a criminal offence or other serious offence punishable under the law of the land, or where they have been found by any regulator or professional body to have committed professional misconduct;
  - corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract;
  - failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

#### **16. Anti-corruption Measure:**

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

#### **17. Language of Proposals:**

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

#### **18. Cost of bidding:**

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

#### **19. Legal Jurisdiction:**

All legal disputes are subject to the jurisdiction of **Hon'ble High Court, Odisha, Cuttack and Civil Court of Bhubaneswar only**.

#### **20. Governing Law and Penalty Clause:**

The schedule given for delivery is to be strictly adhered to in view of the strict time schedule. Any unjustified and unacceptable delay in delivery shall render the bidder liable for liquidated damages and thereafter the Client holds the option for cancellation of the contract for pending activities and complete the same from any other agency. The Client may deduct such sum from any money from their hands due or become due to bidder. The payment or deduction of such sums shall not relieve the bidder from his obligations and liabilities under the contract. The rights and obligations of the Client and the bidder under this contract will be governed by the prevailing laws of the Government

of India / the Government of Odisha. Failure on bidder's part to furnish the deliverables as per the agreed timeline will enforce a penalty @ **1% per week subject to a maximum of 10% of the total contract value**. The amount will be deducted from the subsequent payment. In addition, the PBG amount shall also be forfeited. The decision of the authority placing the contract, whether the delay in development has taken place on account of reasons attributed to the bidder shall be final.

## **21. Confidentiality:**

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

## **22. Amendment of the RFP Document:**

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

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

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

## **24. Copyright, Patents and Other Proprietary Rights:**

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

## **25. Replacement of Key Personnel:**

**The key professionals to be deployed under this contract are expected to be dedicated for the entire contract period. However, the change will be allowed under the following circumstances only after due approval:-**

**1. In case of non-satisfactory performance of any of the assigned personnel, the client reserves the right to request for a replacement. Once a request is raised, the consultant must provide the CV and other qualifications and details of the replacement personnel so as to permit evaluation within 14 days. On receipt of such CVs, the client must process the same within 7 days and communicate its approval / rejection. In case of failure to provide replacement personnel within 14 days of communication of the request for a change to the satisfaction of the client, the client reserves the right to not make payment for the resource and the resource may be treated as withdrawn after communication of such rejection.**

**2. Under unavoidable circumstances of one or more key personnel becoming unavailable / leaving the project for any reason there off, the consultant must notify the client at least 14**

days in advance, explaining the 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. On being duly satisfied, the request for change may be approved / rejected by the client within 7 days of receipt of the same.

Once the proposal for replacement is accepted, the consultant must replace the professional within 7 days of the communication of such approval. The Client reserves the right to invoke the right to claim liquidated damages in case of failure of the Consultant to provide replacement personnel to the satisfaction of the Client after 2 such attempts.

Further, acceptance of such replacement by the client shall not relieve the consultant from responsibility for failure to meet the requirements of the contract. Any change in key professionals without due approval by the Authority will lead to the implication of liquidated damages of 10% of the contract value.

## **26. Force Majeure:**

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

## **27. Settlement of Disputes:**

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

## **28. Disqualification of Proposal:**

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

- Proposal submitted without Bid Processing Fee as applicable
- Proposal not submitted in accordance with the procedure and formats as prescribed in the RFP
- During validity of the proposal, or its extended period, if any, the bidder increases the quoted prices
- Proposal is received in incomplete form
- Proposal is received after due date and time for submission of bid
- Proposal is not accompanied by all the requisite documents / information
- A commercial bid submitted with assumptions or conditions
- Bids with any conditional technical and financial offer
- If the bidder provides any assumptions in the financial proposal or qualifies the commercial

proposal with its own conditions, such proposals will be rejected even if the commercial value of such proposals is the lowest / best value

- Proposal is not properly sealed or signed
- Proposal is not conforming to the requirement of the scope of the work of the assignment.
- Bidder tries to influence the proposal evaluation process by unlawful/corrupt/fraudulent means at any point of time during the bid process
- If, any of the bid documents (including but not limited to the hard and soft/electronic copies of the same, presentations during evaluation, clarifications provided by the bidder), excluding the commercial bid, submitted by the bidder is found to contain any information on price, pricing policy, pricing mechanism or any information indicative of the commercial aspects of the bid;
- Bidders or any person acting on its behalf indulges in corrupt and fraudulent practices
- Any other condition / situation which holds the paramount interest of the Client during the overall *section process*.

**SECTION: 3**

**TERMS OF REFERENCE (ToR)**

## 1. Introduction

The Planning & Convergence Department, Govt. Of Odisha has been preparing the Economic Survey of the state every year which is laid before the State Legislative Assembly. The Economic Survey Report provides a snapshot of the State's Economy, composition of Gross State Domestic Product, Net Income, developments in major sectors of the economy, the incidence of poverty and poverty alleviation measures, education, health and nutrition, governance reform and the state finances. The Economic Survey provides an analysis of the state economy viz. Macroeconomic Growth Indicators, Drivers of Economic Growth, analysis of past policy interventions and their impact, and policy proposals to steer the state Economy towards sustainable & inclusive growth. It is instrumental in developmental planning, identifies new sunrise sectors and provides a vision for future growth of the state economy.

Economic Survey of the state for the year 2021-22 is to be prepared in line with the Economic Survey at the Union Level providing in-depth analysis of the current development sectors and prescribing policy interventions for sunrise sectors of the economy.

### **Background Information:-**

A team has been constituted by the Planning and Convergence Department vide letter No.9629/P., dtd.23.08.2021 to draft the Chapters of the Economic Survey Report: 2021-22 with an indicated timeline. A Steering Committee under the Chairmanship of Development Commissioner-cum-Additional Chief Secretary with key Secretaries of the respective Departments has been constituted to oversee the drafting and presentation of Economic Survey Report: 2021-22.

In order to improve the quality of the Document in terms of its Content and get-up as well as its readability, it is proposed to utilize the services of professional agencies, academic research institutions having adequate expertise and experience in working with Central Government/ State Government, Ministries/ Departments, Organizations, PSUs, Autonomous Bodies in bringing out Research studies, Reports concerning various sectors of the National & State Economy, Schemes, Policies including Policy Research and Evaluation Studies, Independent Monitoring, Data-Handling, Analysis and Visualizations.

The detailed scope of work is provided below.

## 2. Scope of the Assignment

### **2.1 Review and editing of the draft Economic Survey of the State for the year 2021-22 being prepared by the Chapter writers covering the following chapters:**

**2.1.1 Odisha Economy: A Macro analysis:** Overall Macro Scenario- World Economy, Indian Economy & State Economy State Income (GSDP), Per-capita income, Sectoral Dynamics- Agriculture, Industry and Service Sector, Infrastructure, Poverty: Rural, Urban, Poverty Gap Ratio, Social Sectors, Public Finance, Labour and Employment, Employment Across Broad Industry Groups, Gender Issues, Child Labour and Bonded Labour, Migrant workers, Minimum Wage Rate, Employment Programmes and Labour Welfare, Consumption Expenditure Inflation and Cost of Living, Relative Standards of Living, Natural disaster

### **2.1.2 Agriculture – Transforming lives and livelihood**

Land utilization pattern, Cropping Intensity, Land holdings, land titling, Operational holdings: Size class, Cropping pattern: Crop Area, Crop production, Vegetable & spices, floriculture, Production & productivity, Factors affecting Agricultural Production, Agricultural Inputs, Post-Harvest Management: MSP, Trend of GSVA share of Agriculture, Income of Agricultural Household, New Government initiatives in agriculture Sector, Livestock population (milk, meat & egg production), animal health care, OMFED, OPOLFED, Trend of GSVA share of Livestock sub-sector, Fisheries: Production of Fish, crab, Export-import of Fish, Trend of GSVA of Fisheries sub-sector, New Government initiatives in Animal Husbandry & Fisheries Sector, Impact of Covid -19 pandemic on Agriculture & allied Sectors, Forest: Forest coverage, diversification of forest area to non - forest use, Afforestation, Forest revenue, Wildlife, Forest Protection & Management, Trend in a share of forestry sub-sector to GSVA, Environment- climate change action plan, State pollution control Board, Rural Development- Rural housing, Rural employment through MGNREGS, drinking water, electricity, rural connectivity, rural sanitation, OLM, Government initiatives in Rural Development, Impact of Covid 19 on Rural Development Sectors

### **2.1.3 Sustainable Growth of Industries – Contribution to Higher Economic growth:**

Overview of industrial performance: Share of sub-sectors to GSVA Mining sector: mineral reserve,

**REQUEST FOR PROPOSAL**



exploration, revenue, i3 MS, employment, mining leases, OMC. OMECL, Manufacturing Sector- IIP, Growth and Diversification, the contribution of the industrial sector to GSDP, registered /unregistered manufacturing, large scale industry, steel industry and downstream industries, make-in-Odisha, Micro, Small and Medium Enterprises (MSME) MSME units in Odisha-contribution of MSME (investment, employment), Startup Odisha, Major Government initiatives in MSME sector, Handicraft and cottage industry: Handloom Industry, Sericulture, Major State-level Institutions: IDCO, IPICOL Export Promotion, Impact of Covid-19 on Industry Sector, Electricity: GSVA from Electricity, Gas & water supply, Power Supply & Demand- Installed capacity, power supply & demand, sector-wise power consumption, peak period supply & demand, captive power plants, energy conservation, renewable energy, Major State level Institutions: GRIDCO, OPGC, OHPC, OPTCL, OTPCL, Government initiatives in the power sector, Impact of Covid-19 on Power Sector, Construction sector- Contribution of the Construction sector to GVA, Impact of Covid 19 on Industry Sector

#### **2.1.4. Up-gradation of Urban lives with special reference to urban slums**

Profile of Urban Odisha, Urbanization in Odisha: Decadal growth of urban population, Decadal shifting of Township, Slum development, Urban housing, Urban power, Smart city, Urban water supply, Urban transport and sanitation. JAGA Mission, Urban Infrastructure (park, Kalyan Mandap, e-toilet), Urban Agglomeration, Migration & its causes (from rural to urban), Urban Employment/ Unemployment, Government interventions, plans and policies, Impact of Covid 19 on Urban Odisha.

#### **2.1.5. Services Sector – A key driver of Odisha's Economy:**

Profile of Service Sectors: Share of the services sector to GSVA Tourism- No. of Tourists, Hotel industry, revenue, the contribution of the Tourism sector to GVA, Health Tourism, New Government initiatives for the Tourism Sector, Impact of Covid -19 on the Tourism sector, Transport- Road (types of road, length of roads), Motor vehicles on road, Railway, Ports, Inland water Transport, Civil aviation, Telecommunication, Financial Service-Banking network, key indicators of financial inclusion, Banking deposits advance and CD Ratio, Finance to SHGs. Mobile Banking, SHGs, Impact of Covid-19 on Services Sector, New Govt. programme and policies for the development of Banking sector.

#### **2.1.6. Transforming Quality of Life – Opportunities ahead:**

Allocation for Human Resource Development, Health & Human Development, life expectancy, health care infrastructure, infant mortality, under-5 mortality, Post-natal care, Institutional delivery, immunization, child malnutrition, reproductive and maternal health, Ayurvedic and Homeopathic institutions, ESI scheme, family welfare programmes of Government etc., Role of the health sector in Covid 19 situation of Odisha, Major interventions by Government in the health sector, Education & Literacy Levels, Elementary & Secondary Education, Learning outcomes, Higher Education, Technical and Vocational Education, Education for SC & ST Skill Training, Impact of Covid 19 on Odisha's Education Scenario, Water Supply & Sanitation, Welfare Programmes, Women and Child Development and Welfare, Mission Shakti, Welfare of Scheduled Castes and Scheduled Tribes, Welfare of Disabled and Elderly persons.

#### **2.1.7. State Governance – Moving towards 5Ts:**

Governance & Wellbeing, 5T & Mo Sarkar, Delivery of Public Services, Law & Order, Tackling Corruption-Governance, Decentralization through Empowering Panchayati Raj Institutions.

#### **2.1.8. Fiscal management in Odisha:**

Major fiscal indicators, State's Own Revenues, Goods and Services Tax, Central Transfers and Compensation for revenue, Losses, Revenue Expenditures, Capital Expenditures, Quality of expenditure, State's liabilities and Indebtedness, Institutional Measures.

#### **2.1.9. COVID-19: Impact on State's Economy and Response of the Government:**

COVID-19 Pandemic in Odisha, Economic Performance: Pre & Post COVID, Impact Analysis, Growth and State Finances, Agriculture and Allied Activities, Industry and MSMEs, Health, Livelihood, Migrant Labourers, Policy Intervention Dilemma– 'Lives vs. Livelihood', Partnership with the Private Sector and the Voluntary Agencies, Policy Implications.

#### **2.1.10 Looking Forward - Development Approach for Odisha:**

#### **2.1.11 Principal Task of the Consultant:**

The Agency shall perform the following principal tasks, including but not limited to, for

this assignment:

- A. Review and editing of draft Chapters including content improvement with reference to national/international level reports in related fields and provide consistency in Data visualization with infographics and incorporation of appropriate indicators for analysis.

Chapter Review:

- i) Does it adequately cover the Topics and their relevance in the present context?
  - ii) Whether the conclusions are consistent with evidence, arguments and data/  
Clarity in presentation and readability
  - iii) Does it address any development issue and is consistent with the existing policy of the Government?
  - iv) Do the tables and figures add value to the aid/ understanding of the Chapters / or prove a point/ or represent a trend
  - v) Whether the interpretation of table and figures are adequate and to the point
  - vi) Spot any major flaw and coming out with improvements through rewriting the text or incorporating relevant data.
- B. Designing of the cover page (preferably 2-3 design options for the inside layout of the Report and Executive Summary in line with the existing cover page and new design in the current contextual setting), Inner page layout designing for content including text, diagram, pictures, graphs and tables with multiple colours in A4 size, photo retouching, editing of graphs and enhancing in High module graphics and comprehensive page layout- by itself or through an agency with the approval of the client, preparation of Executive Summary of the Report and the main text of the Report in Printable PDF format.
- C. Understand the overall context of the report and the relevance of various sub-sections; based on this understanding, identify relevant image repositories/image banks (free as well as paid sources) through research.
- D. Ensure enhancement of the visual appeal of the entire Report by including high quality of pictures, illustrations - infographics, boxes, and charts, Create information hierarchy in the text, breaking of information into excerpts, blurbs, snippet boxes etc. Based on the feedback from the Client, fine-tune and complete the layout for the full Report (400 pages) and its Executive Summary (25 pages), and submit the e-version of the full report and Executive Summary in printable format latest by 31<sup>st</sup> January 2022.
- E. The Consultant will also liaise closely with the Officers of the DE&S and P&C Department and incorporate feedback received at various stages, for completion of the layout and artworks of the Report.
- F. Printing Specification-  
Prepare a print-ready file for the Report along with its Executive Summary with the following specifications:  
**Report:**  
Size-A4, Total pages 400 pgs (approx.)+ Cover (4pgs)  
**Executive Summary**  
Size A4, Total pages 25 pgs (approx.)+ Cover (4pgs)
- G. Submit fonts, image and illustration links, and press-quality PDF.
- H. **Highlights of Economic Survey Report and Press Brief:**  
For high visibility create 2-3 conceptual themes for the Highlights with appropriate visuals and infographics for social media posts, twitter.

- I. Final preparation of draft Economic Survey Report: 2021-22
- i) Power point presentation before Steering Committee in the structure format and content of the Chapters of Economic Survey Report **by 20<sup>th</sup> January 2022**
  - ii) Incorporation of comments of the Steering Committee and finalization of the Economic Survey Report: 2021-22.
- J. Handover all data to the client on a hard disk. In addition, keep all backup files of this data for a period of six months, from the effective date of the contract.
- K. Any other work relating to the preparation and presentation of the Economic Survey Report: 2021-22 to be assigned by the client within the contract period.

### 3. Deliverables and Payment Schedule

The assignment shall be for a period of Two Months duration from the date of effectiveness of the Contract. The deliverable and payment schedule shall be as follows:

Sl. No.	Milestone	Deliverables	Timeline (where 'T' is the date of signing of agreement)	Percentage of Fee
1	Work Plan with comments on Draft Chapters and suggestions after discussion with chapter writers with tentative design & layout	Inception Report containing the Work Plan and comments & suggestions	T + 16 days <b>Dt.23.12.2021</b>	
2	Reviews and editing of the draft report in consultation with Chapter writers	Status report and first-draft	T + 30 days <b>Dt.06.01.2022</b>	50%
3	Submission of 2 <sup>nd</sup> draft	Submission of reviews with approved design & layout by Steering Committee	<b>Dt.20.01.2022</b>	
4	Submission of Draft Economic Survey/ Power Point Presentation	"Draft Report" in five (5) copies in English	T + 48 days <b>Dt.24.01.2022</b>	
5	Submission of final Economic Survey 2021-22 report along with Executive Summary	Final Report along with an Executive Summary in Printable Format & All the data in soft and hard copies	T + 55 days <b>Dt.31.01.2022</b>	50%
	<b>Total</b>			100%

**T = date of Signing of agreement i.e. 7<sup>th</sup> December 2021.**

All the payments mentioned above are subject to acceptance of the output by the consultant Monitoring Committee and Steering Committee constituted by the State Government in Planning & Convergence Department within two weeks of submission of the bills.

### 4. Reporting arrangements

The Agency shall work under the direct supervision of Director (Economics and Statistics) & Additional Director (Programme-I), P&C Department, Government of Odisha. In addition, the Agency will make a presentation on draft chapters and layout of Economic Survey of Odisha: 2021-22 before the Steering Committee and Consultant Monitoring Committee.

## **5. Consultant Evaluation Committee (CEC)**

A **Consultant Evaluation Committee (CEC)** will be constituted under the Chairmanship of Development Commissioner-cum-Additional Chief Secretary to Government, P&C Department, Principal Secretary, WR, Principal Secretary Finance, Principal Secretary, Industries, Principal Secretary, Law Secretary, IT as Members and OSD-cum-Special Secretary to Government, P&C Department as Member Convener to evaluate the bids received. The Consultant Evaluation Committee (CEC) will also act as the consultant to monitor the activities and deliverables of the selected Agency for the proposed assignment from time to time. Monitoring of success of the assignment will be done by the Monitoring Committee and comments provided by the Committee must have to be complied with by the consultant accordingly.

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**SECTION: 4**

**TECHNICAL PROPOSAL SUBMISSION FORMS**

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

*[Location, Date]*

To

**OSD-cum-Special Secretary to Government,  
Planning & Convergence Department  
Lok Seva Bhawan, Odisha State Secretariat  
Bhubaneswar, PIN-751001  
Odisha**

**Subject: Selection of Agency for Review, Editing, Content Improvement, Infographics, Design and Layout of Economic Survey of Odisha for 2021-22 [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 based on 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 provision of this RFP/ ToR including our technical & financial proposal is found to have deviated, then your Department shall have the right 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:** \_\_\_\_\_

**REQUEST FOR PROPOSAL**

**TECH - 2**

**Bidder's Organization (General Details)**

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

**TECH-3**

**Bidder Organization (Financial Details)**

<b>Financial Information in INR</b>				
<b>Details</b>	<b>FY2017 -18</b>	<b>FY2018 -19</b>	<b>FY2019-20</b>	<b>Average</b>
<b>Consulting Turnover (in Lakh)</b>				
<b><i>Supporting Documents:</i></b>  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)  <b><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 outrightly rejected. No scanned copy will be entertained.</i></b>				

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

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

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

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

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

**(BIDDER'S PAST EXPERIENCE DETAILS)**

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

**TECH - 6**

**INFORMATION REGARDING ANY CONFLICTING ACTIVITIES AND DECLARATION THERE OF**

***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 LETTERHEAD**

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

**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 - 7**

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

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

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

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

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

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

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

## **TECH - 8**

### **DESCRIPTION OF APPROACH, METHODOLOGY AND WORKPLAN TO UNDERTAKE THE ASSIGNMENT**

*[Technical approach, methodology and work plan are key components of the Technical Proposal. In this Section, the 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/ she 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 the 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. ***Please do not repeat/ copy the ToR here.***

#### **B. Description of Approach and Methodology:**

- Review and editing of draft Chapters including content improvement with reference to national/ international level reports in related field and provide consistency in Data visualization with infographics and incorporation of appropriate indicators for analysis
- Preparation of draft Economic Survey Report: 2021-22
- Designing of the cover page, Inner page layout designing for content including text, diagram, pictures, graphs and tables with multiple colours in A4 size, photo retouching, editing of graphs and enhancing in High module graphics and comprehensive page layout- by itself or through an agency with the approval of the client.
- Preparation of Executive Summary of the Report and the main text of the Report in Printable PDF format
- Highlights of Economic Survey Report with infographics
- Any other work relating to the preparation of the Economic Survey Report: 2021-22 to be assigned by the client within the contract period

#### **C. Work Plan and assignment for key Professional (Social, Economic, Environment & Regulatory Sector):**

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 the activities under the proposed assignment with sub-activities (week wise) in a bar chart.

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

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

## **TECH - 9**

### **Format of Curriculum Vitae (CV) for Proposed Key Professional**

**1. Proposed Position:**

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

**2. Name of Firm:**

**3. Name of Staff:**

**4. Date of Birth:**

**5. Years with Firm:**

**6. Nationality:**

**7. Education:**

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

**8. Membership in Professional Associations:**

**9. Other Training:**

**10. Countries of Work Experience:**

**11. Languages:**

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

**12. Employment Record:**

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

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

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

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

<b>Name of the Project</b>	
<b>Year</b>	
<b>Location</b>	
<b>Name of the Client</b>	
<b>Project Feature</b>	
<b>Position Held</b>	
<b>Activities Performed</b>	

#### 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 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><u>Sequence of Activities / Sub Activities</u></b>						
						

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

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

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



**TECH - 11**

**BID SECURITY DECLARATION IN LIEU OF BID SECURITY**

Date: \_\_\_\_\_

To,

**OSD-cum-Special Secretary to Government,  
Planning & Convergence Department  
Lok Seva Bhawan, Odisha State Secretariat  
Bhubaneswar, PIN-751001  
Odisha**

I/We understand that, according to the RFP conditions, bids must be supported by a Bid Security Declaration in lieu & Bid Security

If I/We declare that if we withdraw or modify the Bids during the period of validity etc.

I/We will be suspended for the time specified in the RFP and if I/We is awarded the contract and fail to sign the contract or fail to submit performance security before the deadline defined in the request for proposals (RFP) document, they will be suspended for the period of time specified in the request for proposals document from being eligible to submit Bids/Proposals for contracts with the Procuring Entity.

Signed:

in the capacity of: (insert legal capacity of person signing the Bid Securing Declaration)

Dated on \_\_\_\_\_ day of (insert date of signing)

**SECTION: 5**

**FINANCIAL PROPOSAL**

**FIN-1**

**COVERING LETTER**

**(In Bidders Letter Head)**

[Location, Date]

To

**OSD-cum-Special Secretary to Government,  
Planning & Convergence Department  
Lok Seva Bhawan, Odisha State Secretariat  
Bhubaneswar, PIN-751001  
Odisha**

**Subject: Selection of Agency for Review, Editing, Content Improvement, Infographics, Design and Layout of Economic Survey of Odisha for 2021-22 [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 the 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**

**SUMMARY OF FINANCIAL PROPOSAL**

<b>Name of the Assignment :</b>				
<b>Sl. No.</b>	<b>Fee Particulars</b>	<b>Amount in INR</b>		
<b>A</b>	<b>Remuneration for Key Professionals</b>			
	<b>Description of Manpower</b>	<b>Qty</b>	<b>Monthly Rate (in INR)</b>	<b>Total</b>
1	Team Leader	1		
2	Sector Expert	3		
3	Data Analysts	1		
<b>B</b>	<b>Total Remuneration for Key Professionals</b>			
<b>C</b>	<b>Overhead</b>			
<b>D</b>	<b>Layout and designing and Editing, Procurement of Photographs, infographics and Social Media Package</b>			
<b>E</b>	<b>Consulting Fee (B+C+D)</b>			
<b>F</b>	Taxes applicable as per GST Act@ _____% of Consulting Fee (E)			
<b>Grand Total (INR) (E+F)</b>				
<b>In Words</b>				

**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. Taxes will be paid by the Client as per the applicable rate under GST Act from time to time. The Consultancy fee proposed for the assignment shall remain fixed till the completion of the contract.

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

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

**FIN-3**

**DETAIL BREAK-UP OF FEE OF KEY PROFESSIONALS**

SI.No	Position	Requirement	Name of Key Person	Monthly Fee in INR	Total Fee in Two months (INR)
1	Team Leader	1			
2	Sector Expert	3			
3	Data Analysts	1			
<b>Total</b>					

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

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

**FIN-4**

**BREAKDOWN OF OVERHEAD EXPENSES**

<b><u>Sl.No</u></b>	<b><u>Description</u></b>	<b><u>Unit</u></b>	<b><u>Quantity</u></b>	<b><u>Unit Price in INR</u></b>	<b><u>Total Amount in INR</u></b>
1					
2					
3					
<b>Grand Total in INR</b>					
<b>In Words</b>					

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

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

**SECTION-6**

**ANNEXURE**

**BID SUBMISSION CHECK LIST**

Sl. No.	Description	Submitted (Yes/ No)	Page No.
<b>TECHNICAL PROPOSAL (ORIGINAL + 1COPY)</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. 10,000/-</b> in form to DD/ BC		
4	Copy of Certificate of Incorporation / Registration of the Bidder		
5	Copy of PAN		
6	Copy of Goods and Services Tax Identification Number (GSTIN)		
7	Copies of IT Returns for the last <b>3 FYs (17-18,18-19 &amp; 19-20)</b>		
8	General Details of the Bidder ( <b>TECH - 2</b> )		
9	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 the concerned period		
10	Power of Attorney ( <b>TECH - 4</b> ) in favour of the person signing the bid on behalf of the bidder.		
11	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		
12	Self-Declaration on Potential Conflict of Interest ( <b>TECH - 6</b> )		
13	Comments and Suggestions ( <b>TECH – 7</b> )		
14	Description of Approach, Methodology & Work Plan ( <b>TECH - 8</b> )		
15	CV of Key Professionals ( <b>TECH – 9</b> )		
16	Work Plan ( <b>TECH – 10</b> )		
17	Bid Security Declaration Template ( <b>TECH -11</b> )		
<b>FINANCIAL PROPOSAL (ORIGINAL)</b>			
1	Covering Letter ( <b>FIN-1</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 initials]:** \_\_\_\_\_

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



**Annexure – II**

**PERFORMANCE BANK GUARANTEE FORMAT**

To,

**D.D.O.-cum-Under Secretary to Government,  
Planning & Convergence Department**

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 thereunder 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 .....,

Our branch at Bhubaneswar (Name & Address of the Bank) is liable to pay the guaranteed amount depending on the filing of the 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**