



**Project Management Consultants (PMC) -
Higher Education Department
Government of Odisha**

Request for Proposal

for

**Engagement of Project management Consultants (PMC) under
Higher Education Department, Government of Odisha**

Tender Document No: 8938

Dated ; 28 / 02 / 2023

Tender Issued By:

**Higher Education Department
Government of Odisha
Lok Seva Bhawan
Bhubaneswar
Phone: 0674-2954600,
E-mail: hedscheme@gmail.com**

Request for Proposal

Engagement of Project Management Consultant, Higher Education Department, Government of Odisha

Higher Education Department, Government of Odisha invites sealed proposals from eligible bidders to engage Project Management Consultants under Higher Education Department, Government of Odisha. Bidders fulfilling the prescribed eligibility criteria of the RFP can access and download the complete RFP Document and other details from www.dhe.odisha.gov.in.

The major events under the bid process are:

Sl. No.	List of Key Events	Critical Dates
1	Date of Issue of RFP	10/03/2023
2	Submission of Pre Bid Queries	15/03/2023 up to 11:00 AM
3	Pre Bid Meeting	17/03/2023 at 03.30 PM
4	Last Date and Time for Submission of Technical and Financial Proposal	04/04/2023 up to 03.30 PM
5	Date of Opening of Technical Proposal	05/04/2023 at 4.00 PM
6	Date of Opening of Financial Proposal	11/04/2023 at 3:30 PM

The proposal complete in all respects must reach the undersigned by **Speed Post/ Registered Post / Courier** only latest by **04/04/2023 up to 3.30 PM** in a sealed envelope clearly mentioning on the top of it—Request for Proposal-under, Higher Education Department, Government of Odisha. The proposals received beyond the last date and time will be rejected. The authority reserves the right to reject any/ all proposals without assigning any reason thereof.

Address for Submission of Proposal:

The Principal Secretary to Government
Higher Education Department,
Lokaseva Bhavan, Ground Floor
Sachivalaya Marg, Bhubaneswar
Phone:0674-2954600, E-mail: hedscheme@gmail.com

Sd/-

**Joint Secretary to Government,
Higher Education Department**

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Disclaimer

The information contained in this Request for Proposal (hereinafter referred to either as —TENDER) document provided to the Bidders, by the Principal Secretary, Higher Education Department, Government of Odisha, is provided to the Bidder(s) on the terms and conditions set out in this TENDER document and all other terms and conditions subject to which such information is provided.

The purpose of this TENDER document is to provide the Bidder(s) with information for engagement of Project Management Consultants under DHE. This TENDER document does not purport to contain all the information each Bidder may require.

This TENDER document may not be appropriate for all persons, and it is not possible for the Higher Education Department, Government of Odisha to consider the business/investment objectives, financial situation and particular needs of each Bidder who reads or uses this TENDER document.

Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this TENDER document and wherever necessary obtain independent advice from appropriate sources. Higher Education Department, Government of Odisha make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or Completeness of the TENDER document.

Higher Education Department, Government of Odisha may, in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this TENDER document.

Bidder's Data Sheet

Sl. No.	Particulars	Details
1	Name of the Client	Principal Secretary, Higher Education Department, Government of Odisha
2	Method of Selection	Combined Quality and Cost Based Selection (CQCBS) Method
3	Availability of RFP Document	www.dhe.odisha.gov.in
4	Date of Issue of RFP	10/03/2023
5	Date for Submission of Pre-Proposal Query	15/03/2023 up to 11:00 AM (E-mail for Pre-Proposal Query: hedscheme@gmail.com)
6	Date of Pre Bid clarification meeting	17/03/2023 at 3.30 PM
7	Last Date and Time for submission of Technical and Financial Proposal (Sealed Envelope)	04/04/2023 up to 03.30 PM
8	Date of opening of Technical Proposal	05/04/2023 at 04:00 PM
9	Date of opening of Financial Proposals	11/04/2023 at 3:30 PM
10	Bid Processing Fees (Non-Refundable)	Rs. 2,000/- in shape of Demand Draft/ Banker's Cheque from any scheduled commercial bank in favour of " Under Secretary to Government Higher Education Department " payable at Bhubaneswar
11	Earnest Money Deposit (EMD) (Refundable)	Rs. 50,000/- in shape of Demand Draft/ Banker's Cheque from any scheduled commercial bank in favour of " Under Secretary to Government, Higher Education Department " payable at Bhubaneswar
12	Performance Security value (Performance Bank Guarantee)	5% of contract value
13	Performance Bank Guarantee (PBG) validity period	PBG should be valid for a period of three months beyond the entire contract period
14	Address for Submission of Proposal	The Principal Secretary Higher Education Department Lokaseva Bhavan, Ground Floor Sachivalaya Marg, Bhubaneswar
15	Mode of Submission of Proposal	Speed Post/ Registered Post/ Courier only to the address as specified above during office hour only. Submission of bid through other mode and late bid will be rejected.
16	Place of Opening of Technical Proposal	The Higher Education Department Lokaseva Bhavan, Ground Floor Sachivalaya Marg, Bhubaneswar

Section: 1

Letter of Invitation

Tender Document No:8938/2023/DHE

Dated:28/02/2023

Name of the Assignment: Engagement of Project management Consultants, Higher Education Department, Government of Odisha

Principal Secretary to Government, Higher Education Department, Government of Odisha (The Client) invites sealed Technical and Financial Proposals from eligible bidders of national repute for selection of Project Management Consultants (hereafter PMC) for providing techno-managerial support to Higher Education Department, Government of Odisha. More details on the proposed assignment are provided at Section-3: Terms of Reference of this RFP document.

A PMC will be selected under Combined Quality and Cost Based Selection (CQCBS) procedure as prescribed in this RFP document in accordance with the financial and procurement guidelines of Higher Education Department, Government of Odisha.

The proposal completes in all respect as specified in the RFP document must be accompanied with a non-refundable amount of Rs. 2,000/- (Rupees Two Thousand only) towards Bid Processing Fees and a Refundable amount of Rs. 50,000/- (Rupees fifty thousand only) towards EMD in the form of Demand Draft / Banker's Cheque from any scheduled commercial bank in favour of Under Secretary to Government, Higher Education Department payable at Bhubaneswar failing which the bid will be rejected.

The proposal must be delivered at the specified address as per the Bidder Data Sheet by **Speed Post/ Registered Post/ Courier** only. The Client shall not be responsible for postal delay or any consequence. Submission of proposal through any other mode will be rejected.

The last date and time for submission of proposal complete in all respects is 04/04/2023 up to 3:30 PM and the date of opening of the technical bid is 05/04/2023 at 4.00 PM in the presence of the bidder's representative at the specified address as mentioned in the Bidder Data Sheet. Representatives of the bidders may attend the meeting with due authorization letter on behalf of the bidder.

- 1 This RFP includes following sections:
 - a. Letter of Invitation [Section –1]
 - b. Information to the Bidder [Section – 2]
 - c. Terms of Reference [Section –3]
 - d. Technical Proposal Submission Forms [Section – 4 (Part – A &B)]
 - e. Financial Proposal Submission Forms (Section–5)
 - f. Annexure (Section –6)

While all information/data given in the RFP document are accurate within the consideration of scope of the proposed assignment to the best of the Client's knowledge, the Client holds no responsibility for accuracy of information and it is the responsibility of the bidder to check the validity of information/data included in this document. The Client reserves the right to accept / reject any/all proposals/ terminate the entire selection process at any stage without assigning any reason thereof.

Sd/-

**Joint Secretary to Government,
Higher Education Department**

Section: 2
Information to the Bidder

1. Pre-Qualification /Eligibility Criteria:

The invitation to Proposal is open to all bidders who qualify the eligibility criteria given below and the bidders must produce the required supportive documents/information as indicated against each as part of their technical proposal:

Sl. No	Basic Requirement	Specific Requirement	Supporting Documents Required
1	Legal Entity	Single entity legally registered under Section 13 of Companies Act in India. Consortium or Joint Venture is allowed. The bidder must be registered under GST Act 2017.	a. Copy of certificate of Incorporation/Registration b. Copy of GST Registration c. Copy of valid PAN
2	Experience	The bidder or any of its JV partners should have more than 15 years of experience in the field of promoting quality higher education, research projects of national standards, handling developmental projects in education sector. The bidder must have 10 years of working experience in Odisha and experience of working with the Govt. of Odisha in, at least, one assignment. The bidder must have at least one project experience, value of which not less than INR 2 crore	Copies of engagement such as MoU/Work Order / Contract Document/ Completion Certificate of 3 projects
3	Turn Over	The bidders should have an average annual turnover of more than INR10 Crores during the past three financial years (2019-20, 2020-21 and 2021-22)**.	Copies of audited balance sheet and profit and loss account with all schedules and a turnover certificate certified by the Chartered Account and by the bidder (s) along with the acknowledgement of Income Tax return as proof and duly sealed (TECHA-3)

4	Bid Processing Fee	The applicant should furnish a Bid Processing Fee of Rs. 2,000 in the form of Demand Draft or Banker's Cheque in favour of " Under Secretary to Government, Higher Education Department " payable at Bhubaneswar	Original Demand Draft/ Banker's Cheque
5	Earnest Money Deposit (EMD)	The applicant should furnish an Earnest Money Deposit (EMD) of Rs. 50,000/- in the form of Demand Draft or Banker's Cheque in favour of " Under Secretary to Government, Higher Education Department " payable at Bhubaneswar	Original Demand Draft/ Banker's Cheque
6	Affirmative statement	Bidder shall furnish an affirmative statement as to the existence of any potential conflict of interest on the part of the bidder due to prior, current or proposed agreements, engagements, or affiliations with the Client.	Self Declaration from the Bidder as per the format (TECH A-5)
7	Blacklist	The bidder should not have been banned/blacklisted/debarred/suspended by the World Bank / Central Government / any State Government/ Government Organization/Financial Institution/Court /Public Sector Unit in India.	Self-declaration by the Authorized representative on the bidder's letter held (TECH A-6).

2. Definitions

Unless the context otherwise requires, the following terms whenever used in this RFP document have the following meaning:

- a. Applicant - means Agency/Organization/Firm/Company/Educational Institutions which submits proposal in response to this RFP document
- b. PMC-means Project Management Consultant, selected through competitive process in pursuance of this RFP, for providing the services under the Contract
- c. HED - means Higher Education Department, Government of Odisha
- d. Contract - means the Contract entered into by the parties for engagement of PMC under Higher Education Department, Government of Odisha
- e. Personnel –means professional and support staff provided by the PMC to perform Services to execute the assignment and any part thereof
- f. Proposal - means proposal submitted by Bidder in response to the RFP issued by Higher Education Department, Government of Odisha for selection of PMC
- g. Services –means the work to be performed by the third party agency pursuant to this RFP and to the Contract to be signed by the parties in pursuance of any specific assignment awarded by Higher Education Department, Government of Odisha.

3. Period of Contract

The assignment is for 5 years from 2023 to 2028. The PMC will be engaged for three year initially and its contract can be renewed in subsequent years subject to satisfactory performance. If the selected agency fails to perform the functions as agreed upon in the contract to be signed with HED or commit breach of any of the terms and conditions, provisions or stipulations of the contract, HED shall take appropriate action including termination of the contract with the agency, even at any time / during the first phase of the contract.

4. Documents to be submitted along with Technical Proposal(Part-A):

The bidders have to furnish the following documents duly signed in along with their Technical Proposal:

Sl. No.	Name of the document
1	Filled in Bid Submission Check List in Original (Annexure-I)
2	Covering letter (TECH A-1) on bidder's letterhead requesting to participate in the bid process.
3	Bid Processing Fee and Earnest Money Deposit (EMD) in sealed envelop
4	Copy of Certificate of Incorporation/ Registration
5	Copy of PAN
6	Copy of Goods and Services Tax Identification Number (GSTIN)
7	Copies of IT Return for the last three financial years (2019-20, 2020-21& 2021-22).
8	General Details of the Bidder (TECH A-2)
9	Financial Details of the bidder (TECH A-3) along with all the supportive documents as applicable duly signed as per the instruction.
10	List of completed or ongoing (3) assignments of similar nature (Past Experience Details, TECH A-4) along with copies of contracts / work orders / completion certificate from previous clients.
11	Self Declaration regarding Conflict of Interest (TECH A-5).
12	Undertaking for not having been banned/blacklisted/debarred/suspended by the World Bank/ Central Government / any State Government / Government Organization/Financial Institution/Court /Public Sector Unit in India (TECHA-6).

NB:

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 summary 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 information as mentioned in the RFP document. The proposal must be complete in all respect, indexed and hard bound. Each page should be numbered and certified by the authorised representative. Failure to comply with the RFP requirements will result in outright rejection of the proposal.

5. Bid Processing Fee:

The bidder must furnish, as part of technical proposal, the required bid processing fee amounting to Rs. 2,000/- (Rupees Two Thousand Only) in shape of Demand draft / Banker's Cheque from any scheduled commercial bank in favour of Under Secretary to Government, Higher Education Department payable at Bhubaneswar. The bids received without bid processing fee will be rejected.

6. Earnest Money Deposit (EMD) :

The bidder must submit, as part of the technical proposal, an Earnest Money Deposit (EMD) amounting to **Rs. 50,000/- (Rupees Fifty Thousand Only)** in shape of Demand draft / Banker's Cheque from any scheduled commercial bank in favour of **Under Secretary to Government, Higher Education Department”** payable at Bhubaneswar. **The bid not accompanying EMD is liable to be rejected.** The EMD will not carry any interest. The EMD of unsuccessful bidders shall be refunded after finalization of selection process and award of contract. The EMD of the successful bidder will be released only after furnishing of the required Performance Bank Guarantee (PBG) and signing of the contract. The EMD will be forfeited on account of the following reasons:

- Bidder withdraws its proposal during the bid validity period as specified in RFP.
- Bidder has submitted false information in support of its qualification.
- Any other circumstance which holds the interest of the Client during the overall selection process.

7. Validity of the Proposal:

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

8. Pre-Proposal Clarifications:

Bidders can submit their queries in respect to the RFP and other details if any, to Higher Education Department through e-mail at hedscheme@gmail.com till 15/03/2023 up to 03.30 PM. Clarifications to the above will be uploaded in the Higher Education Department website (www.dhe.odisha.gov.in) for information of the bidders. Queries submitted beyond the above deadline will not be entertained.

9. Submission of Proposal:

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

The procedure for submission of the proposal is described below:

- **Technical Proposal (Part – A) and (Part –B) (Original + 1Copy)**

The envelope containing technical proposal (Part-A) and (Part-B) shall be sealed and super scripted as **Technical Proposal– Project Management Consultants under Higher Education Department, Government of Odisha**. Two different parts i.e. **Part-A and Part-B** should be **bound together and furnished inside one envelope**. The duly filled-in technical proposal submission forms, (Part-B) along with all the supportive documents and information have to be furnished as part of technical proposal as per the requirement.

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

The envelope containing financial proposal shall be sealed and super scripted as **- Financial Proposal – Project Management Consultants under Higher Education Department, Government of Odisha**. The duly filled-in financial proposal submission forms should contain the detailed price offer for the proposed assignment and have 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 (Name of the Assignment)**" and it should contain Technical Proposal (Part- A) and (Part -B).

The second envelope must be marked as "**Financial Proposal (Name of the Assignment)**" and it should contain Financial Proposal only. Both the above envelopes have to be sealed and placed inside a third main envelope with proper labelling of following information in bold:

Name of the Assignment:
Tender 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.

10. Opening of the Proposal:

The First Envelope containing **Technical Proposal** will be opened in the initial stage by the Client in presence of the bidder's representatives at the location, date and time specified in the Bidder Data Sheet. The Client will evaluate the proposals submitted by bidders.

Only one representative with proper authorization letter from the participating bidder will be allowed to attend the technical bid opening meeting. The Second Envelope containing **Financial Proposal** only of the **technically qualified bidders** will be opened after completion of technical evaluation stage. The date and time for opening of the financial proposal will be intimated accordingly to the technically qualified bidders well in advance.

11. Evaluation of Proposal:

A three stage process will be adopted as explained below for evaluation of the proposals:

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

- Undertaking for not having been banned/blacklisted/debarred/suspended by the World Bank/ Central Government / any State Government / Government Organization/Financial Institution/Court /Public Sector Unit in India (**TECHA-6**).
- All the pages of the proposal and enclosures/attachments are to be signed.

Bid not complying to any of the above requirement, will be out-rightly rejected.

- **Technical Evaluation (2nd Stage): Total 100 Marks (70% is the qualifying mark):** Technical proposal will be opened and evaluated for those bidders who qualify the preliminary evaluation stage. Technical evaluation of the proposals of the qualified bidders shall be made as per the following technical parameters:

Sl. No.	Bid Evaluation Parameter	Scoring Methodology	Maximum Mark
1	Experience of the bidder: The bidder or any of its JV partners should have more than 15 years of experience in the field of promoting quality higher education, research projects of national standards, handling developmental projects in education sector. The bidder must have 10 years of working experience in Odisha and experience of working with govt. Of Odisha at least in one assignment. The bidder must have at least one project experience, value of which not less than INR 2 crores	3 projects = 20 marks 1 projects >= INR 2 Crore value = 10 marks More than 15 years of Experience in promoting quality higher education, research projects of national standards, handling developmental projects in education sector = 10 marks 10 years of working experience in Odisha = 5 marks Experience of working with Govt. Of Odisha = 5 marks	50
2.	Team Members (key Consultants)		30
2.1	Team Leader (1)	Qualification and Experience as required	10
2.2	Subject Matter Specialist (1)	Qualification and Experience as required	5
2.3	Social and Institutional expert	Qualification and Experience as required	5
2.4	Monitoring and Evaluation expert	Qualification and Experience as required	5
2.5	Research and Policy Expert	Qualification and Experience as required	5

2.6	Non-Key - Office Manager (1), Documentation (1), Field Research (4), Accountant (1), office assistant (1)	Qualification and Experience as required. (No evaluation)	
3	Technical Presentation	The assignment and methodology for completion of the Assignment	20
Grand Total			100

Bidders have to do a presentation as a part of the technical proposal (2nd stage). The objective of the presentation is to enable the Client to evaluate the bidders about their understanding and preparedness for the proposed assignment. The bidder whose technical proposal secures a **score above minimum qualifying mark of 70** in the technical evaluation stage will be qualified for opening of the financial proposal. The financial proposals of the technically qualified bidders will be opened on the date and time mentioned in the Bidder's Data Sheet.

- **Financial Evaluation (3rd Stage):** The financial proposals of the technically qualified bidders only shall be opened at this stage in the presence of the bidder's representative who wishes to attend the meeting with proper authorization letter. The name of the bidder along with the quoted financial price will be announced during the meeting.

12. Evaluation Process:

Combined Quality and Cost Based Selection (CQCBS) method will be followed during the overall selection process. Based on the evaluation of technical proposal, the technically qualified bidders shall be ranked highest to lowest Technical Score (**ST**) in accordance to the marks obtained during the technical evaluation stage. There shall be **80%** weight age to technical score and **20%** weight age to financial score.

The individual bidder's financial score (**SF**) will be evaluated as per the formula given below:

$$\mathbf{SF = [Fmin / Fb] * 100}$$
 (rounded off to 2 decimal places)

Where;

SF= Normalized financial score of the bidder under consideration

Fmin= Lowest financial quote among the technically qualified bidders

Fb= Financial quote of the bidder under consideration

$$\mathbf{Combined\ Score\ (S) = ST * 0.8 + SF * 0.2}$$

Where ST = Technical score secured by the bidder

SF = Financial score secured by the bidder

The bidder securing the highest evaluated **Combined Score (S)** will be awarded the contract observing due procedure. For the purpose of evaluation, the total evaluated cost shall be inclusive of all taxes & duties for which the Client will make payment to the PMC including overhead expenses, such as travel, accommodation, logistics, training/ workshop, preparation of reports/ formats, printing & other secretarial expenses etc.

Combined Score of the bidders for the bid shall be worked out as under:

Bidder	Technical Score (ST)	Financial Score (SF)	Weighted Technical Score (80% of ST)	Weighted Financial Score (20% of SF)	Combined Score (F=D+E)
A	B	C	D	E	F

13. Taxes:

Income Tax (TDS) will be deducted from the contract value as per the prevailing tax rate.

14. Performance Bank Guarantee:(PBG)

Within 15 days of notifying the acceptance of proposal for the award of contract, the qualified bidder shall have to furnish a Performance Bank Guarantee amounting to **5% of the contract value** from a scheduled commercial bank situated in Bhubaneswar in favour of “**Under Secretary to Government, Higher Education Department**”, as per the format at **Annexure-II**, for a period of three months beyond the entire contract period (i.e. PBG must be valid from the date of effectiveness of the contract to a **period of 3 months beyond the contract period**) as its commitment to perform services under the contract. Failure to comply with the requirements shall constitute sufficient grounds for the forfeiture of the PBG. The PBG shall be released immediately after three months of expiry of contract provided there is no breach of contract on the part of the qualified bidder. No interest shall be paid on the PBG.

15. Contract Negotiation:

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

16. 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 notify all other bidders about the result of the selection process. The successful bidders will be asked to sign the contract after fulfilling all formalities within 15 days of issuance of the offer letter. After signing of the contract, no variation or modification of the terms of the contract shall be made except by written amendment signed by both the parties. The PMC will be engaged for 3 year initially and its contract can be renewed in subsequent years subject to satisfactory performance. ***Sub-contracting / outsourcing of any form shall not be allowed for any activities under the scope of the work as mentioned in this RFP.***

17. Conflict of Interest:

Conflict of interest exists in the event of: (i) conflicting assignments, including implementing, providing consultation, 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 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.

18. 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.

19. 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.

20. 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.

21. 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 are not allowed to submit more than one proposal under the selection process. Alternate bids are also not allowed.

22. Legal Jurisdiction:

All legal disputes are subject to the jurisdiction of the Orissa High Court, Cuttack.

23. 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 PMC liable for liquidated damages and thereafter the Client holds the option for cancellation of the contract for pending activities and completes the same from any other agency. The rights and obligations of the Client and the PMC under this contract will be governed by the prevailing laws of Government of India and Government of Odisha. Failure on PMC's part to furnish the deliverables as per the agreed timeline will enforce a penalty **@ 1% per week subject to maximum of 10% of the total contract value**. In case delay in the delivery of services is found not attributed to the PMC, the penalty may be waived.

24. Confidentiality:

Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the bidders who submitted the proposals or to other persons not officially concerned with the process, until the publication of the award of contract. The undue use by any bidder 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 bidder or its personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the contract.

25. Amendment of the RFP Document:

At any time before submission of proposals, the Client may amend the RFP by issuing an addendum through Higher Education 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.

26. 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.

27. Copyright, Patents and Other Proprietary Rights:

Higher Education 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 PMC shall take all necessary steps to submit them to the Client in compliance with the requirements of the contract.

28. Replacement of Personnel:

The professionals to be deployed under this contract must be dedicated in nature. However, the Client reserves the right to request the PMC to replace the assigned personnel if they are not performing to a level of satisfaction. If, for any reason beyond the reasonable control of the PMC, such as retirement, death, medical incapacity, transfer, among others, it becomes necessary to replace any of the personnel, the PMC shall forthwith provide as a replacement a person of equal or better qualifications. After written notification, the PMC will provide CV of appropriate candidates within Seven **(7) days** for review and approval. The PMC must replace the personnel within seven (7) working days from the date of approval of replacement. If one or more key personnel become unavailable / leave the project for any reason midway under the contract, the PMC must notify the Client at least fourteen **(14) days** in advance, and obtain the approval prior to making any substitution. In notifying the Client, the PMC shall provide an explanation of circumstances necessitating the proposed replacement and submit justification and qualification of replacement personnel in sufficient detail to permit evaluation of the impact on the engagement. Acceptance of a replacement person by the Client shall not relieve the PMC from responsibility for failure to meet the requirements of the contract. Change in the professionals beyond the allowable limit of the contract leads to implication of liquidated damage of **5% of the contract value**.

29. Force Majeure:

For purpose of this clause, "Force Majeure" means an event beyond the control of the PMC and not involving the PMC's fault or negligence and not foreseeable. Such events may include, but are not restricted, wars or revolutions, fires, floods, riots, civil commotion, earthquake, epidemics or other natural disasters and restriction imposed by the Government or other bodies, which are beyond the control of the PMC, which prevents or delays the execution of the order by the PMC. If a Force Majeure situation arises, the PMC 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 PMC 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 PMC shall advise Client in writing, the beginning and the end of the above causes of delay, within seven days of the occurrence and cessation of the Force Majeure condition. In the event of a delay lasting for more than one month, if arising out of causes of Force Majeure, Client reserves the right to cancel the contract without any obligation to compensate the PMC in any manner for what so ever reason.

30. Arbitration:

The Client and the PMC shall make every effort to resolve amicably, by direct negotiation, any disagreement or dispute arising between them under or arising from or in connection with the contract. Disputes not so resolved amicably within 30 days of receipt of notice of such as a dispute shall be resolved by a sole arbitrator nominated by the Commissioner-cum-Secretary, Higher Education Department, Government of Odisha. The arbitration proceedings shall be governed in all respects by the provision of the Indian Arbitration and Conciliation Act, 1996 and the rules

there under and any statutory modification or re-enactment, thereof. The arbitration proceeding shall be held in Bhubaneswar.

31. Disqualification of Proposal:

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

- Proposal submitted without Bid Processing fee and EMD as applicable
- Proposal not submitted in accordance with the procedure and formats as prescribed in the RFP
- During validity of the proposal, or its extended period, if any, the bidder increases his quoted prices
- Proposal is received in incomplete form
- Proposal is received after due date and time for submission of bid
- Proposal is not accompanied by all the requisite documents/information
- A commercial bid submitted with assumptions or conditions
- Bids with any conditional technical and financial offer
- If the bidder provides any assumptions in the financial proposal or qualifies the commercial proposal with its own conditions, such proposals will be rejected even if the commercial value of such proposals is the lowest/ best value
- Proposal is not properly sealed or signed
- Proposal is not conforming to the requirement of the scope of the work
- 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 Department of Higher Education, Government of Odisha (DoHE) is the overseer of 15 state public universities and 6 state private universities. Besides these, there are 6 state public universities and 3 state private universities under the administration of other departments of the Government of Odisha. Out of these, only 7 have NAAC accreditation – A+: 1, A: 3 and B+: 3 – as on 31 December 2020.

Following the formation of the OSHEC, several measures have been implemented to bring reforms in quality of education. These include measures like uniform academic calendar, common syllabus, examination reforms and examination regulation. The DoHE has established a Scheme Section for effective implementation and monitoring of various central and state sponsored schemes, including Rashtriya Uchchar Sikshya Abhiyan (RUSA) 1.0 and 2.0, Odisha Higher Education Programme for Excellence and Equity (OHEPEE), Biju Yuva Sashaktikaran Yojana and Mo College Abhiyan Parichalana Sangathan.

While all these reforms and development initiatives have benefited the operation of the universities in Odisha and facilitated improvement in the quality of education imparted to students at the university level, we are still far away from achieving higher standards of excellence, as would be reflected through accreditations / ratings of several agencies, including NAAC. Considering that only 3 universities of Odisha feature in the top 100 of the NAAC list, it is obvious that we have to pay attention to proper design and implementation of the IDPs, and possibly, target a overall goal of featuring, at least, 10 of our state universities in the top 100 of the NAAC list, by 2030.

2. Objectives

The PMC shall be responsible for the

- Independent and transparent review of Schemes, Policies and Provisions and bring the findings to table of the HED for result oriented plans and policies.
- Track the achievements, high performing and low performing areas in the development framework of HED and suggest the required and appropriate changes.
- To develop and design strategies in promoting the Institutions through Institutional Development Plan

3. Scope of Work

1. Track I – Policy and schemes

- a. Reviewing policies of the Central Government / State Government for potential modification requirements, if any, which shall facilitate improvement of delivery of higher education in the state
- b. Assessing prospective policy directions required for HEIs of Odisha, for improving the process of delivery of the education, strengthening of the infrastructure, and improving the accreditation of the HEIs

2. Track II – Capacity building and institutional strengthening (CB&IS)

- a. Assessing capacity building and institutional strengthening (including skill

development plans) requirements of the HED and the HEIs and formulation of time-bound action plans

- b. Designing a comprehensive CB&IS framework and implementation plan for the HED with provisions for periodic review and modifications
- c. Assessing potential external (IDA) internal funding options for the CB&IS action items
- d. Implementing and monitoring CB&IS action items

3. Track III – Digitalization and governance

- a. Reviewing the present-day digitalization status of the HED and the HEIs and formulating action plan for improving the same

Reviewing the present-day governance structure of the HED and implementing possible changes considering the digitalization

6. PMC’s Inputs and Resources Required

HED will assess the demonstrated experience and capacity of the interested agencies applying for this consultancy assignment for ensuring credible verification. The assignment requires a firm or agency with skills and experience in independent third party assessment / verification, relevant M&E systems, and in conducting evaluations of Education or any social sector.

The PMC team must comprise the following managerial, field investigators and data entry operator positions, with qualifications and experience as mentioned.

CVs of the proposed personnel will be evaluated.

Table 2: Suggested Team Composition and Time to be Engaged

Position	Suggested Number	Qualifications and Experience	Engagement months per year
Team Leader - Represent PMC in meetings at state level. Plan, supervise, coordinate and manage the entire PMC.	01	PhD/Post Graduate in Social Sciences or equivalent. At least 15 years of experience in education sector. Experience in managing team as team leader is an advantage	10
Subject Matter Expert (Education Sector)	01	PhD/Post Graduate in Social Sciences or equivalent. At least 7 years of experience in education sector.	10
Social & Institutional Expert	01	Postgraduate in Social Sciences or equivalent. At least 7 years of experience in education sector.	06
Monitoring and Evaluation Expert	01	Post Graduate in Social Sciences or equivalent preferably with statistics, economics, mathematics etc. At least 7 years of experience in education	09

		sector.	
Research and Policy expert	01	Post Graduate in Social Sciences or equivalent preferably with rural management, statistics, economics, etc. At least 7 years of experience in education sector.	06
Non-key Staffs: Office Manager (1), Documentation (1), Field Research (4),	04	Post Graduate/ Rural Management with 2 years of experience	06
Accountant (1),	01	Masters/graduation in commerce or equivalent	12
Office assistant (1)	01		12

The PMC will make its own arrangements for all the activities it has to perform in meeting the scope of services under this consultancy. This will include all travel and logistic arrangements required for its team for field verification and desk review for each consultantss.

7. Implementation Arrangement

The PMC will report to Principal Secretary, HED, Government of Odisha and also work closely with other officials of the department. The Principal Secretary will provide the required project documents and access to any available data sets. The se will also arrange, as required, introductions to institutions and other stakeholders. The PMC will be responsible for administering all data collection instruments.

8. Payment Schedule

Activities	Payment Schedule for each year
Signing of contract and Establishment of the PMC	25% of the contact value
Successful completion of the year-1	25% of the contact value
Successful completion of the year-2	25% of the contact value
Successful completion of the year-3	25% of the contact value

Activities	Payment Schedule for each year
Signing of the extension contract	30% of the contact value
Successful completion of the year-4	30% of the contact value
Successful completion of the project in year-5	40% of the contact value

9. Reporting

The PMC shall carry out the assignment under the overall supervision of the Principal Secretary to Government, Higher Education Department, Government of Odisha. The PMC shall submit the quarterly and annual reports to the Principal Secretary, HED. The PMC shall ensure that reports are timely, accurate, objective and are backed-up by evidence and a clear rationale. The PMC will be required to make presentations as needed in Bhubaneswar and clarify, in a timely manner, any issues and questions raised by HED.

The office of the Principal Secretary, HED shall provide the PMC with relevant data and documents necessary to perform its activities. The office of the Principal Secretary, HED shall make arrangements to ensure that the PMC's staff and consultants have access to all Institutions under the Project.

Section: 4
Technical Proposal Submission Forms

Technical Proposal

(Part – A)

TECH A-1

Covering Letter

(On Bidders Letter Head)

[Location, Date]

To

.....
.....

Subject: Selection of Project Management Consultants (PMC) under the Higher Education Department, Government of Odisha [Technical Proposal: Part – A]

Dear Sir,

I, the undersigned, offer to participate in the selection process to provide consultancy services for _____ in accordance with your Tender No.: _____, Dated _____. We are hereby submitting our proposal, which includes Technical Proposal and Financial Proposal sealed in separate envelopes.

I hereby declare that 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. 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 the validity of the bid.

I hereby unconditionally undertake to accept all the terms and conditions as stipulated in the RFP document. In case any provision of this RFP are found violated, then your department shall without prejudice to any other right or remedy be at liberty to reject our proposal including forfeiture of the full said earnest money deposit absolutely.

I remain,

Yours faithfully,

Authorized Signatory with Date and Seal:

Name and Designation: _____

Address of the Bidder: _____

TECH A -2

Bidder's Organisation (General Details)

SI No.	Description	Full Details
1	Name of the Organization/Firm/Company:	
2	Date of Establishment:	
3	Experience	
4	Registered Office Address: Tel: Fax: Email id:	
5	Address for Communication: Tel : Fax: Email id:	
6	Details of Individual who will serve as the point of contact/communication: Name: Designation: Mobile No.: Email id:	
7	Details of the authorized person signing & submitting the bid on behalf of the Bidder: Name: Designation: Mobile No.: Email id:	
8	Registration / Incorporation Details Registration No: Date & Year:	
9	Bid Processing Fee Details: Amount : BC/DD No.: Date: Name of the Bank:	
10	EMD Details: Amount : BC/DD No.: Date: Name of the Bank:	
11	PAN Number	
12	Goods and Services Tax Identification Number(GSTIN)	
13	Willing to carry out assignments as per the scope of work of the RFP	Yes
14	Willing to accept all the terms and conditions as specified in the RFP	Yes

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

TECH A -3

Bidder Organization (Financial Details)

Financial Information in Rs.				
Details	FY 2019-20	FY 2020-21	FY 2021-22	Average
Annual Turnover (in Lakh)				
<i>Supporting Documents:</i> Audited financial statements for the last three FYs (2019-20, 2020-21 and 2021-22) (Submission of copies of Profit & Loss Account and Balance Sheet along with all the schedules and IT return for the respective financial years is mandatory along with this form) <i>Filled in information in this format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished in original along with the technical proposal failing which the proposal will be out rightly rejected. No scanned copy will be entertained.</i>				

Signature and Seal of the Bidder's Auditor with Firm Name, Membership Number & Date in original

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

Communication Address of the Bidder: _____

[NB: No Scanned Signature will be entertained]

TECH A-4

(Bidder's Past Experience Details)

Table-1

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

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

Note: Bidders are requested to furnish the list of the assignments undertaken/completed as per the above prescribed format only. Information not conforming to the above format will be treated as non-responsive. Copies of the Work order/ Contract Document/ Completion Certificate from the previous Clients need to be furnished along with the above information.

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

TECH A- 5

Information Regarding any Conflicting Activities and Declaration Thereof

Are there any activities carried out by your agency which are of conflicting nature as mentioned in Section 2: [Information to the Bidder] under Eligibility Criteria: Para (6). If yes, please furnish details of any such activities.

If no, please certify,

In Bidders Letter Head

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

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

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

Communication Address of the Bidder: _____

TECH A-6

Self-declaration for Not Banned/Black Listed/Debarred/Suspended

To

.....
.....

Ref.:TenderNo. _____, Dated: _____

Sir,

I hereby declare that our agency has not been banned/ blacklisted/debarred/suspended by the World Bank/ Central Government/ any State Government/ Government Organization/Financial Institution/Court /Public Sector Unit in India as mentioned in **Section-2: [Information to the Bidder] under Eligibility Criteria: Para (7)**.

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: _____

Technical Proposal

(Part – B)

TECH B -1

Covering Letter

(On Bidders Letter Head)

[Location, Date]

To

.....
.....

Subject: Engagement of PMC under the Higher Education Department, Government of Odisha [Technical Proposal: Part - B]

Dear Sir,

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

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

I have examined all the information as provided in your Request for Proposal (RFP) and offer to undertake the service described in accordance with the conditions and requirements of the selection process. I agree to bear all costs incurred by us in connection with the preparation and submission of this proposal and to bear any further pre-contract costs. In case, any provisions of this RFP/ ToR including of our technical & financial proposal is found to be deviated, then your department shall have rights to reject our proposal including forfeiture of the Earnest Money Deposit absolutely. I confirm that, I have the authority to submit the proposal and to clarify any details on its behalf. I understand you are not bound to accept any proposal you receive.

I remain,

Yours faithfully,

Authorized Signatory with Date and Seal:

Name and Designation: _____

Address of Bidder: _____

TECH B -2

**Bidder
Organisation(Brief
Profile)**

[Provide here a brief description regarding professional background of the organisation]

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

[NB: Bidder needs to restrict the above information within 3-5 pages only]

TECH B - 3 (I)

Bidder's Experience

Table -1

Sl. No	Period	Name of the Assignment with details thereof	Name of the Client	Contract Value in Rs.	Date of Award / Commencement of assignment	Date of Completion of assignment	Remarks if any	Page No
A	B	C	D	E	F	G	H	I
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

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

Name and Title of Signatory with date and seal

NB: Bidders are requested to furnish the information for 3 projects or more. . Copies of Work Order / Contract Document / Completion Certificate for the respective assignments need to be furnished along with the technical proposal.

TECH B -3 (II)

Bidder Experience

[Using the format below, provide information on each assignment for which your organisation was legally contracted as **single entity** for carrying out consulting services similar to the ones requested under this assignment during last **five financial years**]

**FORM-I:
(Assignment as desired)**

Assignment Name:	Value of the Contract (in Rs.):
Location:	Duration of Assignment (months):
Name of Client:	Total No. of staff-months of the Assignment:
Address:	
Start Date (Month/Year):	No of professional staff-months provided by associated Consultants:
Completion Date (Month/Year):	
Narrative Description of Project:	
Description of actual services provided by your staff within the Assignment:	

Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal: _____

[NB: 3 Best Assignments in any sector, write up restricted to 1 page only]

TECH B -4

Comments and Suggestions of the Consultant 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/she 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 B -5

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 his/her understanding of the objectives and scope of the assignment, approach to the services, methodology and work plan for carrying out the activities and obtaining the expected outputs. It is suggested to present the required information divided into following four sections.]

A. Understanding of the Objectives, Scope and Completeness of response

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

B. Description of Approach and Methodology:

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

C. Methodology to be adopted:

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

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

D. Staffing and Study Management Plan:

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

Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal: _____

NB: Bidders are requested to furnish the above information limiting it up to 5-7 pages only with Arial Font Size-11.

TECH B -6

Format of Curriculum Vitae (CV) for Proposed Professional/ Staff

1. Proposed Position:

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

2. Name of Firm [Insert name of Firm proposing the position]:

3. Name of Staff [Insert Name of Staff in Full]:

4. Date of Birth:

5. Years with Firm:

6. Nationality:

7. Education [Include other specialised education of staff]:

Education	Name of Institution	Name of Board/University	Year of Completion	Percentage of Marks

8. Membership in Professional Associations:

9. Other Trainings:

10. Countries of Work Experience:

11. Languages:

Language	Speaking	Reading	Writing
English			
Odia			
Hindi			

NB: 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 five years**, also give types of activities performed and Client references, where appropriate as per the prescribed format given below]*

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

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

[Among the Assignment/jobs in which the staff has been involved, indicate the following information for those Assignment/jobs that best illustrate staff capability to handle the tasks listed under point12.]

Name of the Assignment/Job/Project	
Year:	
Location:	
Name of the Client:	
Project Features:	
Position Held:	
Activities Performed:	

Certification:

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

Date:

Place:

Signature of the Staff Member 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 professional requirements.

TECH B -7

Team Composition and Task Assignment for Each Year for 3 Years

Sl. No.	Name of the Professional/ Staff	Position Assigned	No. of Input Months			Task assigned
			Field	Office	Total	
1		Team Leader				
2		SME				
3		Social & Institutional Expert				
4		M&E Expert				
5		Research and Policy Expert				
6		Field Investigators (4)				
7		Accountant				
8		Documentation officer				
9		Office Manager				
10		Office assistant				

(Please provide the details of all the Professionals and Support Staff to be deployed for the proposed assignment as per the format.)

TECH B – 8

Work Schedule for the Proposed Assignment

Proposed Work Plan for Each Year for 3 Years

Month →	April				May			
Week →	1	2	3	4	1	2	----	----
Sequence of Study Activities / Sub Activities ↓								

Indicate all main activities / sub activities of the proposed assignment including delivery of reports (Inception, Draft and Final Verification Reports) and other associated sub-activities

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

Section: 5

Financial Proposal Submission Forms

FIN-1

Covering Letter

(In Bidders Letter Head)

[Location, Date]

To

.....
.....

Subject: Engagement of PMC under the Higher Education Department, Government of Odisha [Financial Proposal]

Sir

I, the undersigned, offer to provide the consulting services for [*Insert title of assignment*] in accordance with your Tender No. _____, Dated: _____. Our attached Financial Proposal is for the sum of [***Insert amount(s) in words and figures****]. This amount is inclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the RFP document.

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

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

I remain,

Yours faithfully,

Authorized Signatory [*In full and initials*]:

Name and Designation of Signatory with Date and Seal:

Address of the Bidder:

—

**Amount must match with the one indicated in Fin-2 (Table-1).*

FIN-2

Table- 1: Financial Proposal for First Year (2023-24)*

Sl. No.	Fee Particulars	Amount in Rs.
A	Consulting Fee**	
B	Taxes applicable as per GST Act@_____ % of Consulting Fee	
Grand Total Cost of Assignment (Rs.) (A+B)		
In Words		

**5% annual increment is allowed on Grand Total Cost of the assignment in subsequent years.*

*** Consulting Fee includes (1) Remuneration for the Professional/Staff, (2) Overhead expenses comprising travel expenses, subsistence allowances, office accommodation and orientation of Field Investigators, and (3) Miscellaneous Expenses comprising office contingency expenses and preparation of formats, documents and reports.*

N.B. Taxes will be paid by the client as per the applicable rate under GST Act from time to time. Income Tax (TDS) will be deducted as per applicable law.

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.
Technical Proposal			
(Part – A) (Original)			
1	Filled in Bid Submission Check List (Annexure-I)		
2	Covering Letter (TECH A-1)		
3	Bid Processing Fee of Rs. 10,000/- in form of Demand Draft/Banker's Cheque		
4	EMD of Rs. 1,00,000/- in form of Demand Draft/Banker's Cheque		
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 three financial years (2015-16, 2016-17 & 2017-18)		
9	General Details of the Bidder (TECH A-2)		
10	Financial details of the bidder (TECH A-3) along with all the supportive documents such as copies of Profit & Loss Account and Balance Sheet along with all schedules and IT return for the concerned period		
11	List of completed or ongoing assignments of third party Evaluation/Endline Study/ End-Term Evaluation/ Impact Assessment (Past Experience Details)(TECH A-4) along with the copies of work orders for the respective assignments		
12	Self Declaration on Potential Conflict of Interest (TECH A-5)		
13	Undertaking for not having been banned/blacklisted/debarred/suspended by the World Bank/ Central Government / any State Government / Government Organization/Financial Institution/Court /Public Sector Unit in India (TECH A-6).		
(Part– B) (Original +1 Copy+ Soft Copy in CD in Word Format) & (1 Copy + Soft Copy in ppt Format in CD)			
1	Covering Letter (TECH B-1)		
2	Bidder Organisation(TECH B-2)		
3	Bidder Experience (TECH B-3) Form – (I, II & III)		
4	Comments and Suggestions (TECH B-4)		
5	Description of Approach, Methodology & Work Plan (TECH B-5)		
6	CV of Key Professionals (TECH B-6)		
7	Team Composition and Task Assignment (TECH B-7)		
8	Work Plan (TECH B-8)		
9	Technical Presentation (1 Copy + Soft Copy in ppt Format in CD)		
Financial Proposal (Original + 1 Copy + Soft Copy in CD in PDF Format)			
1	Covering Letter (FIN-1)		
2	Financial Proposal (FIN-2)		

Undertaking:

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

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal:

Performance Bank Guarantee Format

To

.....
.....

WHEREAS..... (Name and address of the Consultant) (hereinafter called —the ConsultantII) has undertaken, in pursuance of Tender No.....dated.....to undertake the service..... (description of services)(hereinafter called—the contractII).

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 theday of.....,2023.

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

.....
(Signature of the Authorized Officer of the Bank)

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Name and designation of the officer

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Seal, name & address of the Bank &Branch