

RFP Number: 09/DMF

Date: 02/05/2019

**REQUEST FOR PROPOSAL (RFP)**  
**FOR THE**  
**SELECTION OF AN AGENCY FOR 'ESTABLISHMENT AND MANAGEMENT OF A**  
**50-SEATED OLD AGE HOME AT JODA MUNICIPALITY' UNDER DISTRICT**  
**MINERAL FOUNDATION (DMF), KEONJHAR**

Issuer:

District Collector cum Chairperson and Managing Trustee,  
District Mineral Foundation (DMF), Keonjhar  
Government of Odisha  
Phone: 06766-255401  
Email: [dm-keonjhar@nic.in](mailto:dm-keonjhar@nic.in)

Address for Communication & Submission of Documents during Tender Period:

District Collector cum Chairperson and Managing Trustee,  
District Mineral Foundation (DMF), Keonjhar  
Second Floor,  
District Rural Development Agency (DRDA), Keonjhar  
Keonjhar - 758001  
Email: [dmfkeonjhar@gmail.com](mailto:dmfkeonjhar@gmail.com)

## DISCLAIMER

The information contained in this Request for Proposal (hereinafter referred to either as 'TENDER') document provided to the Bidders, by the District Mineral Foundation, Keonjhar, hereinafter referred to as DMF, or any of their employees or advisors, 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 to implement the following assignment: **'ESTABLISHMENT AND MANAGEMENT OF A 50 SEATED OLD AGE HOME AT JODA MUNICIPALITY UNDER DISTRICT MINERAL FOUNDATION (DMF), KEONJHAR'**. 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 DMF, their employees or advisors 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. DMF, their employees and advisors 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.

DMF may, in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this TENDER document.

**Section 1: Letter of Invitation (LoI)**

District Collector cum Chairperson and Managing Trustee,  
District Mineral Foundation (DMF), Keonjhar  
Government of Odisha

Address:

District Collector cum Chairperson and Managing Trustee,  
District Mineral Foundation (DMF), Keonjhar  
Second Floor,  
District Rural Development Agency (DRDA), Keonjhar  
Keonjhar – 758001  
Email: [dmfkeonjhar@gmail.com](mailto:dmfkeonjhar@gmail.com)

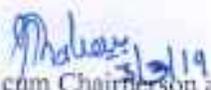
**SUBJECT: Selection of an Agency for 'Establishment and Management of a 50 seated Old Age Home at Joda Municipality' under District Mineral Foundation (DMF), Keonjhar**

*The District Collector cum Chairperson and Managing Trustee, District Mineral Foundation (DMF), Keonjhar invites proposals from reputed agencies for 'Establishment and Management of a 50 seated Old Age Home at Joda Municipality' under DMF, Keonjhar.*

*The Agency will be selected based on Quality Based Selection (QBS) criteria described in this RFP.*

The RFP comprises the following sections:

- Section 1 – Letter of Invitation (LoI)
- Section 2 – Definitions
- Section 3 – Factsheet
- Section 4 – Background and the need for an Old Age Home in Keonjhar
- Section 5 – Terms of Reference
- Section 6 – Instructions to applicant Agencies
- Section 7 – Standard Forms
- Section 8 – Technical Proposal Forms
- Section 9 – Financial Form
- Annexure I – Draft Performance Guarantee
- Annexure II – Budget & Fund Flow

  
District Collector cum Chairperson and Managing Trustee;  
District Mineral Foundation,  
Keonjhar

## Section 2: Definitions

- a) "DMF" means the District Mineral Foundation, Keonjhar.
- b) "Client" is the District Collector cum Chairperson and Managing Trustee, DMF, Keonjhar, Government of Odisha.
- c) "OAH" means the 50 seated Old Age Home to be established at Joda Municipality, Keonjhar where indigent senior citizens of the age of 60 and above will live and be cared for lifetime or up to the time they desire to stay.
- d) "DSSO" means the District Social Security Officer of Keonjhar district.
- e) "Agencies" means entities or persons that may provide or provides the Services to the Client under the Contract.
- f) "Day" means calendar day.
- g) "Instructions to applicant Agencies" means the document which provides interested Agencies with the information needed to prepare their respective Proposals.
- h) "LOI" (Section 1 of the RFP) means the 'Letter of Invitation' being sent by the Client.
- i) "Personnel" means professionals and support staff provided by the selected Agency and assigned to perform the Services or any part thereof.
- j) "Proposal" means Pre-Qualification Documents, Technical Proposal and Financial Proposal.
- k) "RFP" means the Request for Proposal circulated by the Client for the selection of an Agency.
- l) "Assignment / job" means the work to be performed by the selected Agency pursuant to the Contract.
- m) "DPEP" means the Detailed Project Execution Plan to be submitted by the selected Agency to DSSO pursuant to the Contract.
- n) "Terms of Reference" (TOR) means the information included in the RFP which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Client and the selected Agency.
- o) "Indigent" means any senior citizen who is not having sufficient means, as determined by the State Government, to maintain oneself.
- p) "Inmate" means a senior citizen duly admitted to reside in the Old Age Home
- q) "Act" means the Maintenance and Welfare of Parents and Senior Citizens Act, 2007

### Section 3: Factsheet

Request for Proposal (RFP) document made available to the applicants	5 <sup>th</sup> March, 2019
Date of Pre-bid meeting	12 <sup>th</sup> March, 2019 (11:00 Hrs)
Last date for receiving queries	18 <sup>th</sup> March, 2019 (by 17:00 Hrs)
Response to queries	23 <sup>rd</sup> March, 2019
Last date for receipt of Proposals (Sealed Envelope)	30 <sup>th</sup> March, 2019 (by 17:00 Hrs)
Opening of Proposals received within the stipulated date	2 <sup>nd</sup> April, 2019 (11:00 Hrs)
Technical Presentation	5 <sup>th</sup> April, 2019 (11:00 Hrs)
Letter of Award	To be intimated to the selected Agency
Project Start Date	To be intimated to the selected Agency
Cost of Tender (Demand Draft)	INR 5,000 (Rupees Five Thousand Only)
Earnest Money Deposit (EMD) (Demand Draft)	INR 50,000 (Rupees Fifty Thousand Only)
Performance Bank Guarantee	INR 5,00,000 (Rupees Five Lakhs Only)
Method of Selection	Quality Based Selection (QBS)
Contact Details	District Collector cum Chairperson and Managing Trustee, District Mineral Foundation (DMF), Keonjhar Second Floor, District Rural Development Agency (DRDA), Keonjhar Keonjhar – 758001 Email: <a href="mailto:dmfkeonjhar@gmail.com">dmfkeonjhar@gmail.com</a>

Note:

1. The Client reserves the right to change any schedule. Please visit the website [www.keonjhar.nic.in](http://www.keonjhar.nic.in) regularly for the same.
2. Proposals must be submitted before the date, time and venue mentioned in the Factsheet through Speed/Registered Post or by hand. Proposals that are received after the deadline will not be considered.

#### **Section 4: Background and the need for an Old Age Home in Keonjhar**

Population growth and the exponential increase in the number of elderly people is a global phenomenon resulting from declining fertility rate, increasing life expectancy at birth and at older ages and shifting of the leading causes of death and illness from infectious and parasitic diseases to non-communicable diseases and chronic conditions.

According to an UN report (2015) titled *World Population Ageing* the number of people in the world aged 60 years or over is projected to grow by 56 per cent, from 901 million to 1.4 billion, and by 2050, the global population of older persons is projected to more than double its size in 2015, reaching nearly 2.1 billion. According to a WHO study (2011) titled *Global Health and Ageing* India's older population – those aged over 65 years – will likely swell to 227 million by 2050 from 60 million today, which is an increase of nearly 280 per cent from what it is today.

It is projected that the geriatric population of India aged sixty and over will rise from 7.5% in 2010 to 11.1 % in 2025. It is expected that, a sizeable section of the people will be at the risk of developing chronic diseases, ill-health and dependence that often accompany old age. With the increasing number of elderly people, the concern for their holistic care is expected from the government and society. In this emerging scenario, the primary task is to address geriatric care considering the demographic transition.

According to the 2011 Census, 9.49 % of Odisha's population consists of the elderly, which is higher than the national average of 8.58 %. Out of the total persons aged 60 years and above, about 32 percent of males and 77 per cent of females in the rural areas of Odisha are fully dependent (economically) on others. The same figure is 33 per cent and 80 per cent in urban areas of Odisha. Out of the total elderly population in Odisha, about 3.3 percent are living alone, while 11.9 per cent are living with their spouses only. About 15.2 per cent of the elderly persons are not living with children, relatives or non-relatives. Hence, they might be in immediate need of geriatric care.

In pursuance of the Maintenance and Welfare of Parents and Senior Citizens Act, 2007, the government of Odisha has framed the Odisha Maintenance of Parents and Welfare of Senior Citizens Rules, 2009 to provide secured and quality life to the elderly population.

In 2011, Keonjhar which is an administrative district of Odisha state had about 1,43,972 elderly citizens, out of which 9666 suffered from various disabilities. The district comprises of 5.3 per cent of Odisha's landmass with about 4.24 per cent of the population of the state. The district has abundant mineral resources and large forest reserves. Despite the vast natural resources, the district continues to be socio-

economically backward. The poverty Head Count Ratio (HCR) of the district is 47 per cent. More than 85 per cent of the population of the district live in rural areas. The district has high proportion of Scheduled Caste (SC) and Scheduled Tribe (ST) population, of which SC accounts for 11.6 per cent and ST accounts for 45.5 per cent (2011 Census).

In the context of Keonjhar, given the travails associated with the mining economy, elderly abuse and abandonment has become more pronounced. Therefore, it is imperative that an Old Age Home is established to ensure the wellbeing, respect and dignity of the elderly who are homeless, abandoned and destitute.

Under point (vi) of sub-section (A) of Section 10 of Odisha District Mineral Foundation Rules, 2015, special programmes such as an Old Age Home can be taken up for the welfare of the elderly. District Mineral Foundation, Keonjhar endeavours to adopt a just, humane and sensitive approach to ensure that the elderly who are in difficult circumstances are able to access shelter and other allied services so as to safeguard their right to life and dignity.

## Section 5: Terms of Reference

### 1. Definition

The Old Age Home will be a place where indigent senior citizens of the age of 60 and above live and are cared for lifetime or up to the time they desire to stay. The facility will be open to all indigent senior citizens irrespective of their place of origin. It will be a 24 hours, 365 days a year residential housing facility where food, clothing, healthcare, recreation activities and other necessities are provided.

### 2. Project Introduction

Currently, there is no operational government-run Old Age Home in the district. However, an infrastructure shown below has been created in Joda Municipality, where the Old Age Home is proposed to be established. It will presently house 25 male inmate, and 25 female inmate. Provisions for joint stay of indigent married couples will be made subsequently based on need.



In this regard, a reputed and credible agency is sought to be enlisted to establish and manage the above shown infrastructure for the best interest of indigent senior citizens.

### 3. Project Objectives

- A. To ensure the wellbeing of the homeless, destitute and abandoned elderly people
- B. To provide them adequate and nutritious food and a permanent shelter to live in
- C. To provide them necessary health care

- D. To engage them in recreational and other suitable activities
- E. To ensure their citizenship rights through welfare schemes
- F. To ensure their identity and dignity in life and death

#### 4. Project Description

##### A. Services to be provided at the Old Age Home

- i. 24\*7 residential shelter
- ii. Nutritious and wholesome diet
- iii. Adequate clothing for the inmates
- iv. Adequate arrangements for sanitation, hygiene, recreation and security
- v. Arrangements for medical care
- vi. Link to all welfare schemes of the governments like pensions and insurance

##### B. Infrastructure to be made available to the Selected Agency

Two buildings of about 3600 square feet of floor area has already been constructed, with all modern facilities of drinking water, toilets, kitchen, dining hall, pleasant landscaping etc. in a campus of about 2 acres, which is within the urban areas of Joda Municipality.

This infrastructure is proposed to be sufficient for about 50 inmates (25 male and 25 female). However, based on need the additional infrastructure can be constructed subsequently.

##### C. Eligibility criteria for admission to the Old Age Home \*

The indigent senior citizen should be of **sixty (60) years** of age or above and fulfill any of the criteria mentioned below:

- i. Destitute i.e. those who cannot provide for themselves and have nobody to look after
- ii. Those who suffer from neglect within the family or have been abandoned by families, and the case is under consideration of the maintenance tribunal mandated under the Odisha Maintenance of Parents and Senior Citizens Rules, 2009
- iii. Those who are living alone and cannot support themselves
- iv. Those who are transferred from identical institutions

#### **D. Process of admission to the Old Age Home**

- i. An indigent senior citizen fulfilling the eligibility criteria may either self-apply or be referred by any stakeholder<sup>1</sup>
- ii. The application can be on a plain white paper citing the reason and addressed to the DSSO, Keonjhar
- iii. In case of referral, a letter signed by the referee shall be attached with the application form citing the reason thereof
- iv. Upon receipt of any application, DSSO will mandatorily undertake a social enquiry by its district officials and facilitate a medical examination by a government health practitioner for both physical, mental check-up, age proof, hospitalization, etc. as the need may be. Any senior citizens found suffering from contagious diseases and/or fully bedridden and/or of unsound mind, will not be considered fit for admission to the Old Age Home.
- v. In case of violation of the Act, DSSO shall pursue the case according to the Act's provisions
- vi. Applications received by the DSSO shall also be sent to the jurisdictional Police for background enquiry and possible repatriation
- vii. Upon the receipt of the Medical Certificate and the Social Enquiry Report, the DSSO will allow the applicant for interim stay in the OAH, for which documentary consent will be taken from the applicant.
- viii. Upon receipt of the Police Report, the Governing Committee will provide a final decision of acceptance / rejection of the application. If the application is rejected, the interim stay order will be cancelled.

#### **E. Other considerations for admissions**

- i. The first priority in admission will be given to senior citizens from mining affected areas of Keonjhar district. Senior citizens from the rest of the district may be given second priority. Residents of other districts may be allowed to stay temporarily until suitable arrangement for repatriation is made.
- ii. In no case the number of admissions shall exceed the number of beds available. However, no inmate of the OAH will be removed solely to accommodate a fresh inmate.

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<sup>1</sup> It can be a concerned citizen, public representatives, NGOs, Police, Courts and other government agencies.

- iii. Where the number of applications exceeds the number of beds available, priority for admission shall be given based on the socio-economic factors.
- iv. No discrimination shall be made on the basis of religion, place of origin, caste, race, creed, language, etc. among indigent senior citizens seeking admission into the OAH.

**5. Documents required for admission**

The following documents are required at the time of admission to the OAH. These will be kept in the Inmate Personal File

- A. If available; any government issued identity proof such as Aadhaar, EPIC, Ration Card, BPL/APL card or any other documents issued by the Central/State government. However, providing such a document should not be mandatory.
- B. Application form signed by the inmate citing the reason for taking admission.
- C. Medical Certificate from the jurisdictional Medical Officer. In cases where there is uncertainty regarding the age of the applicant, and no government issued identify proof is available, estimated age by a Registered Government Medical Practitioner should be considered.
- D. Police Verification Report (for background check or in case of missing report filed against the applicant)
- E. In case of referral, letter from the referring entity will also be kept.
- F. Interim/Final Approval from the District Social Security Officer (DSSO)/Governing Committee
- G. Orders from court/statutory bodies, if available.

**6. Functioning of the Old Age Home**

- A. The Old Age Home shall operate round-the-clock i.e. 24 hours, 365 days a year
- B. The home shall mandatorily provide separate lodging for male and female inmates, unless they are a married couple
- C. The inmates shall be served with hot cooked meals three times a day (breakfast, lunch and dinner). Tea and snacks will also be provided every morning and evening.
- D. Emphasis should be given on maintaining proper hygiene, both by the staff and inmates
- E. The inmates should be encouraged to participate in the day to day activities of the home which may be organising social events for celebrating various festivals, developing kitchen gardens, etc.

- F. Neither the inmates nor any person shall be permitted entry/exit from the OAH campus without the approval of the Superintendent of the OAH
- G. The inmates may be taken on an excursion once every two months to nearby picnic spots
- H. Volunteers, especially students from nearby colleges may be encouraged to interact and help the inmates in their day to day activities as an empathy building exercise. Physical presence of the Superintendent is mandatory during such sessions. However, such activities shall be done in a planned manner with prior written approval of the Executive Committee.

#### 7. Standards of the Old Age Home

- A. There shall be separate dormitories for male and female inmates
- B. If possible, separate compartments shall be made available for married couples within the dormitory to ensure privacy
- C. There should be enough space between beds for free movement of wheelchairs
- D. Each inmate should be provided with a shelf / secured box for keeping personal belongings.
- E. Each bed shall be provided with a mosquito net. The doors and windows shall also be fixed with mosquito nets
- F. There should be emergency calling bell/alarm/whistle near the bedside.
- G. Dormitories, compartments and beds should be properly numbered
- H. Fire extinguishers shall be provided in every dormitory
- I. Smoking, consumption and storage of alcohol, tobacco, drugs or intoxicants are forbidden on the OAH premises
- J. Inmates should only be allowed access to their respective compartments, dormitories of same gender and common areas of the OAH
- K. Dressing room for female inmates
- L. CCTV cameras in the male dormitory area, female dormitory area, office room, outside the building, and in common areas, stored locally for a minimum of 90 days and available for viewing to authorized representative of the selected Agency/client only.
- M. Under no condition, should the inmates be allowed to use a common area to stay
- N. There should be separate bathrooms and toilets for male and female inmates
- O. The clothes of the inmates shall be washed in mechanized laundry using washing machines. Schedule for the laundry shall be drawn up
- P. Space for the machines and drying clothes should be identified
- Q. The food timings and the menu shall be prominently displayed in the dining hall

- R. Proper waste disposal using separate dustbins for wet and dry waste should be ensured. The wet waste shall be used to generate compost for the kitchen garden while the dry waste shall be collected by the Municipality
- S. Inmates' belongings shall be catalogued/recorded in the Inmate Personal File, stored safely at the time of admission
- T. A vehicle may be hired on need basis as per the vehicle policy decided by the office of the DSSO.
- U. It is imperative that the elderly inmates are treated with respect, empathy and affection and in no case shall harsh language or abusive behavior be used. Any violation shall be treated as professional misconduct and invite serious action against the concerned person

#### 8. **Scope of Work**

- A. Ensure that all the 'Project Objectives', 'Services to be provided', and 'Functioning of the OAH' as mentioned in Section 3, Section 4(A) and Section 6 are met.
- B. Formulate a Detailed Project Execution Plan (DPEP) for the establishment and operationalization of the OAH. The DPEP should include details regarding:
  - i. Recruitment of OAH staff
  - ii. Training modules and plan for training the OAH staff
  - iii. Standard Operating Procedures (SOP) for day to day operation to ensure proper functioning of the OAH
  - iv. SOP for different emergency scenarios
  - v. Copy of approvals / permissions required under relevant statutes and rules.
  - vi. Formats for registers, MIS and other related documentation. The format, content, frequency and circulation of the MIS should be decided in consultation with the office of the DSSO.
  - vii. Implementation schedules for placement of personnel, adoption/development of MIS, and other deliverables under this project
- C. Execute the approved Detailed Project Execution Plan (DPEP)
- D. Maintain and enforce a geo-tagged attendance system for all the personnel hired under this project
- E. Provide regular updates to the Client through the assigned point of contact in the office of the DSSO
- F. Ensure proper documentation and record keeping of the inmates in the OAH, including the Inmate Personal File

- G. Undertake annual financial planning of the project, submit necessary bills for release of funds and submit Utilization Certificates for the fund spent
- H. Submit monthly, quarterly and annual Progress Reports to the office of the DSSO
- I. Undertake periodic appraisal of the project execution status and take/suggest corrective steps
- J. Identify critical gaps in existing social security systems and recommend any improvements/additions required to amplify the impact of the project to the client
- K. Attend all meetings as required by the office of the DSSO related to progress and assessment of the program
- L. Take feedback from the inmates, act on the complaints/feedback received and take corrective measures
- M. Any other relevant work as directed by the Client

#### 9. Steps in Project Implementation

Sl. No	Step	Responsibility
1	Preparation of DPEP (Detailed Project Execution Plan)	Agency
2	Procurement of necessary equipment, furniture, etc. by the Agency on due approval of DSSO following due process	Agency
3	Installation of equipment, furniture, etc.	Agency
4	Approval for project initiation	DSSO
5	Execution of the project	Agency
6	Fund release to the selected Agency on submission of bills (monthly)	DSSO
7	Supervision, Monitoring and Review of the project (monthly)	DSSO

#### 10. Project Duration

The duration of the contract will be for **three** year and may be extended for a further period of 2 years, subject to satisfactory performance as determined by the Client.

#### 11. Role and Responsibilities of Stakeholders

##### A. Responsibility of DMF

- i. Ensure the availability of OAH building and infrastructure, as per standards
- ii. Selection of agency for project implementation through this RFP.
- iii. Scrutiny and release of funds to DSSO as per actual bills and stipulated norms

- iv. Conduct review and evaluation of the project (mid-term, end-term, etc.) and suggest course correction.
  - v. In cases of necessity, coordinate with the DSSO and Agency
- B. Responsibility of District Social Security Officer**
- i. Sign the MoU with the selected Agency
  - ii. Ensure that the inmates are admitted to the OAH after due procedure and approval
  - iii. Responsible for the overall well-being of the inmates of the OAH
  - iv. Coordinate with DMF and line departments in conjunction with the Superintendent of the OAH
  - v. Ensure the inmates avail the benefits of all government welfare schemes such as assistive devices under Rashtriya Vayoshree Yojana, pensions, health insurance, Barishtha Nagarika Tirtha-Yatra Yojana, Mahaprayan, Harishchandra Yojana, etc.
  - vi. Ensure that all procurement is done as per applicable rules and standards
  - vii. Supervise, monitor and review the functioning of the Old Age Home
  - viii. Formulate a written vehicle use policy and supervise its compliance
- C. Responsibility of CDM & PHO**
- i. Ensure the Medical Reports of the applicants are prepared and sent to the DSSO
  - ii. Ensure the applicants or inmates are provided with hospitalisation and proper treatment as per geriatric norms of the government
  - iii. Ensure that a weekly check-up of all the inmates is provided through Mobile Health Unit/ Mobile Health Team
  - iv. Ensure that correct and timely referral services is provided to every inmate, in suitable government health facility
- D. Responsibility of Police**
- i. Carry out enquiry of the applicants (for background check or in case of missing report filed against them) and their possible repatriation
  - ii. Prepare and send the Police Verification Reports to the DSSO
- E. Responsibility of EO, Joda Municipality**
- i. Make available the OAH building and infrastructure as per standards
  - ii. Execute the maintenance and repairs as necessary
- F. Responsibility of Governing Committee**
- i. The Old Age Home will be regulated overall by the Governing Committee comprising of the Project Director, DRDA (Chairperson), District Social Security Officer (Convenor), District Social Welfare Officer and District Welfare Officer.

- ii. The Governing Committee will finalise the acceptance/rejection of applications for admission to the Old Age Home.
- G. **Responsibility of Executive Committee**
- i. The operation of the OAH will be overseen by an Executive Committee comprising of DSSO (Chairperson), OAH Superintendent (Member-Convener), OAH Counsellor, EO, Joda (invitee), IC Joda PS (invitee), one male and one female inmate (members)
  - ii. The process of admission and moving out of the senior citizens will be monitored by the Committee
  - iii. All social events, visits of students, etc. at the OAH shall be undertaken after written approval of the Committee
- H. **Responsibility of Inmates**
- i. The inmates shall abide by the rules and regulations of the OAH
  - ii. The inmates shall maintain hygiene and keep their beds and immediate surroundings clean
  - iii. With a view of maintaining an active lifestyle, the inmates may wash their plates/cups, dry their clothes, cultivate kitchen gardens, assist in distribution of food and other general activities of the OAH

## 12. **Monitoring and Evaluation**

Monthly review will be conducted at Keonjhar HQ, by the office of the DSSO to monitor the implementation of the project. The selected agency should submit the progress report on monthly basis in the desired format as per given schedule to the office of the DSSO.

Quarterly review will be held in the Old Age Home at Joda Municipality by a team nominated by the Collector-cum-Chairperson and Managing Trustee, DMF to assess the services provided at the OAH, and the compliance of the selected Agency to the Scope of Work.

Yearly Audit will be conducted in order to monitor and evaluate the OAH. The Audit will be carried out after the end of each year (after project initiation). The audit should take feedback from the inmates in the OAH, inspect the OAH for cleanliness and security; check the geo-tagged attendance of the staffs, inspect the video recording of the CCTV cameras, and other related tasks.

The final evaluation will be carried out at the end of the project (i.e. 3 years) and will consider the following aspects in addition to those addressed in the yearly audit:

- A. The project's achievement with respect to the objectives
- B. The effectiveness of the OAH for service delivery as envisioned
- C. Suitability of the Agency, with regard to extension of the contract
- D. Lessons learned and recommendations

The yearly audit and final evaluation will be carried out by a committee constituted for the purpose by the District Collector cum Management Trustee of DMF Keonjhar.

**NOTE:**

All assets, equipments and tools procured under the project will be property of the office of the DSSO, Keonjhar and the Agency will have no right over it.

**13. Team Composition**

Following is the minimum team deployment for the project:

SL. No.	Position	No. of resources
1.	Superintendent	1
2.	Co-ordinator	1
3.	Counsellor	1
4.	Staff Nurse	12
5.	Cook	2
6.	Sanitary Worker (One male, One Female)	2
7.	Multi-purpose Worker (One male, One Female)	2
8.	Security Guard (shift-basis)	3

**A. Superintendent**

**Deployment: Full time and Residential**

**Minimum Qualification:** Master's in Public Health/ PGD (Post Graduate Diploma) in Hospital and Health Management/ Diploma in Gerontology with Graduation/ PGD in Geriatric Care/ Certificate Course in Geriatric Care with Graduation/ PGD in Health and Social Gerontology and Post Graduation in Social Sciences/ Social Work. At least 5 years of work experience in project planning, implementation and management. Candidates with 2 or more years of experience in running and managing Old Age Homes will be preferred

### Other requirements:

- i. The candidate should be less than 45 years of age.
- ii. Good knowledge and experience of participatory approaches in government programme implementation
- iii. Must have good communication skills in Odia i.e. to read, write and speak
- iv. Knowledge of tribal language(s) will be an advantage
- v. Excellent interpersonal verbal and written skills including presentation skills
- vi. Should have proficiency in Microsoft office suits and Internet Browsing

### Key role & responsibilities

- i. Responsible for overall functioning and management of the OAH
- ii. Ensure that the "Project Objectives", "Services to be provided in the Old Age Home" and other deliverables under the "Scope of Work" as mentioned in Section 3, Section 4 (A), and Section (6) are satisfied in a timely manner
- iii. Ensure the applicants are admitted following due procedure and proper documentation
- iv. After approval from the DSSO, formally induct the applicant and explain to them their rights, duties, facilities provided and the rules of the OAH
- v. Actively coordinate between the Client, line departments, OAH staff and Executive Committee, take necessary steps to resolve issues and represent the OAH at meetings
- vi. Follow instructions on matters relating to the administration, running and management of the OAH given by the Client.
- vii. Supervise the work of other staff and ensure that they are fulfilling their responsibilities
- viii. Ensure supplies and other logistics as per the procurement rules and standards
- ix. Ensure that procured items are properly recorded in the Stock Register.
- x. Supervise and ensure that the inmates are provided with all their welfare and government entitlements and it is recorded in the specified register.
- xi. Ensure that the unused and un-repairable items are auctioned and remit their value to DMF as per the rules and norms set by the DSSO.
- xii. Coordinate and arrange health camps for regular check up of the inmates.
- xiii. Ensure proper in-home treatment and take steps for admission of the patient in the hospital as advised by the OAH doctor
- xiv. Ensure that the inmates' belongings are properly recorded, stored in safe custody and

- handed over to them with defined procedures as and when required.
- xv. Open bank accounts in the name of the inmates and help them in their pensions deposited/withdrawn
  - xvi. Preparation of Annual Report, progress reports, process documents and other reports in a time bound manner and submit the same to DSSO.
  - xvii. Organize monthly and other meetings of the OAH and other related agencies as per schedule, and follow recommendations/suggestions/orders as mentioned in the minutes of the Executive Committee meeting
  - xviii. Inform the DSSO in case of personal and professional misconduct of the staff and take necessary and immediate action against them as per written direction
  - xix. Inform the DSSO in case of violation of rules and regulations by the inmates and take necessary and immediate action against them as per written direction
  - xx. Hold responsibility as the Public Relation Officer of the OAH.
  - xxi. Day to day correspondence
  - xxii. Proper maintenance of various files related to records of the inmates), staff, stock, finance, assets, etc.
  - xxiii. Preparation of Annual Budget and everyday financial management of the OAH
  - xxiv. Encourage and conduct training programs and capacity building activities for volunteers/staff/ stakeholders as per the instructions of the Executive Committee.
  - xxv. Any other relevant work that may be included during the negotiations or as directed by the DSSO.

## **B. Coordinator**

### **Deployment: Full time and Residential**

**Minimum Qualification:** Graduation Degree in Social work/Social Sciences / Certificate Course in Geriatric Care after intermediate. At least 5 years of work experience in project planning, implementation and management. Candidates with one or more years of experience in running and managing Old Age Homes will be preferred.

### **Other requirements**

- i. The candidate should be less than 35 years of age.
- ii. Good knowledge and experience of participatory approaches in programme implementation

- iii. Must have good communication skills in Odia i.e. to read, write and speak
- iv. Knowledge of tribal language(s) will be an advantage
- v. Excellent interpersonal verbal and written skills

**Key role & responsibilities**

- i. Identification and rescue of abandoned, homeless and destitute senior citizens and pursue their admission in the OAH with due procedure
- ii. Ensure the routine activities of the OAH are proceeding as per schedule
- iii. Coordination with different agencies for procurement of required supplies and other logistics and record the same in the registers
- iv. Management of kitchen including menu wise food preparation, cleanliness, and service
- v. Ensure cleanliness of the dormitories/compartments, bathrooms and toilets
- vi. Coordination with government hospital for regular health check-up of the inmates
- vii. Purchase of essential medicines and other medical instruments/materials as per the standards and norms of the procurement policy and enter it in the specified register(s)
- viii. Assist the superintendent in organizing and conducting meetings, training and capacity building programs for the volunteers/staff and stakeholders.
- ix. Take over all the urgent and required works for running the OAH in the absence of the Superintendent.
- x. Assist the Superintendent to make all the necessary entries in the respective files and registers.
- xi. Make available the counselling service to the needy inmates by coordinating with the counsellor of the OAH
- xii. Any other relevant work that may be included during the negotiations or as directed by the Client.

**C. Counsellor**

**Deployment: Part time and non-Residential**

**Minimum Qualification:** A Master's degree in Counselling/Psychology with a Diploma in Counselling from a government approved university with at least three or more years of experience in counselling practice. Counsellor with one or more years of counselling experience in Old Age Homes will be preferred.

**Other requirements:**

- i. Must have good communication skills in Odia i.e. to read, write and speak
- ii. Knowledge of tribal language(s) will be an advantage
- iii. Excellent observation and listening skills; empathy, patience, tolerance, sensitivity and an appreciation for confidentiality issues
- iv. Excellent interpersonal skills such as active listening, clarification, reflection and effective interpretation skill

**Key Role and Responsibilities:**

- a. Understand the behavior patterns, attitude, capabilities and limitations of newly admitted inmates and record them in the Inmate Medical File
- b. Prepare an effective and practical care plan for the inmate in the light of the information collected through observation, enquiries and medical report
- c. Implement the care plan with the aim of helping the inmate adapt to the OAH environment
- d. Give individual or group counseling to inmates with mental strain and psychological problems
- e. Attend concerned meetings, training and capacity building activities organized by the OAH
- f. Any other relevant work that may be included during the negotiations or as directed by the Client

**D. Staff Nurse****Deployment: Full time and non-Residential**

**Minimum Qualification:** Diploma in General Nursing & Midwifery/ BSc. Nursing from a recognized institutions approved by the Indian Nursing Council. The candidate must have been registered with the Odisha Nursing Council and have at least 1 year of work experience in hospitals. Candidates work experience in geriatric care or in Old Age Homes will be preferred

### **Other requirements**

- i. The candidate must be in the age group of 25-45 years
- ii. Must have good communication skills in Odia i.e. to read, write and speak
- iii. Knowledge of tribal language(s) will be an advantage

### **Key role & responsibilities**

- i. Administer medicines, provide first aid and perform regular tests of blood pressure level, diabetes, etc. for the inmates as prescribed by the doctor
- ii. In cases of medical emergency, stabilize the condition of the inmates and assist in admitting them to the hospital
- iii. Make all the related entries in the medical records of the inmates and ensure their safety
- iv. Store the medicines and medical equipments in the designated places and maintain their records in the concerned registers
- v. Assist the doctor while attending to the inmates
- vi. Ensure personal hygiene is maintained by the inmates
- vii. Ensure the inmates are provided food as per the diet chart prescribed by the doctor
- viii. Attend concerned meetings, training and capacity building activities organized by the OAH
- ix. Ensure that the inmates use clean clothes, bed sheets and pillow covers
- x. Any other relevant work that may be included during the negotiations or as directed by the Client

### **E. Cook**

#### **Deployment: Full time and residential**

#### **Requirements**

- i. Primary education
- ii. Good communication skills in Odia

### **Key Role and Responsibilities**

- i. Should cook and serve fresh food for approx. 50 persons thrice per day
- ii. Should prepare food, tea and snacks for inmates as per the diet rule prescribed by the doctor
- iii. Prepare food, tea, snacks, etc. and serve it to the inmates at fixed timings.
- iv. Assist in procurement of food items and other materials
- v. Keep the food items safely in clean and air tight containers with labels
- vi. Should maintain absolute cleanliness in the kitchen, dining hall and stores
- vii. Wash the utensils/cutlery and ensure they are clean for reuse
- viii. Should ensure that the waste from the kitchen and dining are segregated into wet and dry waste and disposed properly
- ix. Should maintain the kitchen stock register and prepare the required item list to be procured
- x. Any other relevant work that may be included during the negotiations or as directed by the Client

### **F. Multi-purpose Worker**

**Deployment: Full time and residential**

#### **Requirements**

- i. Primary education
- ii. Good communication skills in Odia

### **Key Role and Responsibilities**

- i. Assist the cook in preparing and serving the food
- ii. Assist the cook in washing the utensils/cutlery
- iii. Assist the staff in office work of the OAH as and when required
- iv. Assist in procurement and purchase of the required materials for the OAH.
- v. Assist in the disposal of waste, through composting and other means.
- vi. Any other relevant work that may be included during the negotiations or as directed by the Client

#### **G. Sanitary Worker**

**Deployment: Full time and non-residential**

##### **Key Role and Responsibilities**

- i. Maintaining clean and hygienic environment in the OAH
- ii. Sweep and mopping the OAH once daily with appropriate disinfectant
- iii. Disinfect the toilets twice daily with 0.5 % active chlorine solution.
- iv. Take the soiled clothes, used bed sheets and pillow covers from the inmates for washing in the laundry
- v. After washing, assist the inmates in sun drying the clothes and make sure the inmates get their clothes and bed materials back
- vi. Any other relevant work that may be included during the negotiations or as directed by the Client

#### **14. Leaves for Staff / Personnel Hired in the Project**

The staff/personnel hired under this project are expected to be self-motivated to achieve the objectives of the project. Considering the criticality and nature of the services provided, and to ensure that essential healthcare delivery system is not affected / disrupted, the leaves granted to the staff/personnel in this project should be accordingly regulated with the following considerations:

- i. The selected agency will ensure full functioning of the OAH, 365 days a year including government holidays, national/state/local holidays, and religious/cultural holidays.
- ii. The staff may avail of Casual Leave (CL) of upto 12 days per year as per policy of 'Odisha State Health & Family Welfare Society, Govt. of Odisha'.
- iii. If the Superintendent is on leave, then the Coordinator/Counsellor should be made the *vc Superintendent* for that period.

#### **15. Hiring of Outsourcing Agencies**

Security services may be outsourced to professional security management agencies.

### Section 6: Instruction to applicant Agencies

- 1.1 The District Collector cum Chairperson and Managing Trustee, District Mineral Foundation (DMF), Keonjhar will select an Agency, in accordance with the method of selection specified below:

**Name of the Client:** District Collector cum Chairperson and Managing Trustee, District Mineral Foundation (DMF), Keonjhar

**Method of selection:** Pre-Qualification of eligible applicant Agencies followed by Quality Based Selection [QBS]

- 1.2 Interested applicant Agencies are invited to submit a Proposal, for the assignment named below:

**Name of the Project:** 'Selection of an Agency for Establishment and Management of a 50 seated Old Age Home at Joda Municipality' under DMF, Keonjhar.

The detailed scope of the project has been described in the Terms of Reference in Section 5.

- 1.3 **The Proposal submission address is:**

District Collector cum Chairperson and Managing Trustee,  
District Mineral Foundation (DMF), Keonjhar  
Second Floor,  
District Rural Development Agency (DRDA), Keonjhar  
Keonjhar – 758001  
Email: dmfkeonjhar@gmail.com

- 1.4 The Proposal (comprising of Pre Qualification documents, Technical Proposal and Financial Proposal) must be submitted by hand or by registered/speed post, which should be received by the Client, no later than the following date and time:

Date: 30/03 /2019 Time: 17:00 hrs

- 1.5 The Proposal, technical presentation, and any clarifications provided by the applicant Agencies along with the Terms of Reference provided in the REP will be the basis for selection and ultimately for a signed Contract with the selected Agency.

1.5 **Applicant Clarifications:**

- a) The Client shall invite queries from applicant Agencies as per the details mentioned in the Fact Sheet of this document.
- b) The Applicants must ensure that their queries should reach DMF, Keonjhar, on or before last date mentioned in Fact Sheet of this document only through the e-mail of the Client i.e. [dmfkeonjhar@gmail.com](mailto:dmfkeonjhar@gmail.com)
- c) The queries should necessarily be submitted in the following format:

Section/Page No.	Content of RFP requiring clarification	Change/clarification requested	Remarks

- d) Client shall not be responsible for ensuring that the Applicant's queries have been received by them.
- e) Any requests for clarifications post the indicated date and time may not be entertained by the Client.
- f) The purpose of query clarification is to provide the Applicants with information regarding the RFP, project requirements, and opportunity to seek clarification regarding any aspect of the RFP and the project.
- g) However, the Client reserves the right to hold or re-schedule the process.

**Responses to Queries and Issue of Corrigendum:**

- a) The Authorized Representative of the Client will endeavour to provide timely response to the queries. However, no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does undertake to answer all the queries that have been posed by the Applicants.
- b) At any time prior to the last date for receipt of Proposals, the Client may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Applicant, modify the RFP Document by a corrigendum.
- c) The Corrigendum (if any) & clarifications to the queries from all Applicants will be uploaded on the website <http://kendujhar.nic.in>. Any such corrigendum shall be deemed to be incorporated into this RFP.
- d) In order to provide prospective Applicants reasonable time for taking the corrigendum into account, the Client may discretionally extend the last date for the receipt of Proposals.

e) The Client's representative is: Project Director, District Rural Development Agency (DRDA) cum Chief Executive, District Mineral Foundation, Keonjhar.

1.7 Applicant Agencies shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. The Client is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the applicant Agencies.

**1.8 Conflict of Interest:**

a) Client requires that the selected Agency shall perform the required services, provide professional, objective, and impartial advice and at all times hold the Client's interests paramount, strictly avoid conflicts of interest with other assignments or their own interests and act without any consideration for future work. Without limitation on the generality of the foregoing, the agencies, and any of their affiliates, shall be considered to have a conflict of interest and shall not be engaged, under any of the circumstances set forth below:

**Conflicting Relationships:**

- b) Applicant Agencies (including its Personnel and Sub-Agencies) that has a business or family relationship with a member of the Client's staff who is directly or indirectly involved in any part of (i) the preparation of the Terms of Reference of the Assignment, (ii) the selection process for such Assignment, or (iii) supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Client throughout the selection process and the execution of the Contract.
- c) Applicant Agencies have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of the Client, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the applicant / selected Agency or the termination of its Contract.
- d) No Agency or current employees of the Client shall work as Agency under their own ministries, departments or agencies.

**1.9 Unfair Advantage**

If an applicant Agency could derive a competitive advantage from having provided other services related to the assignment in question, the Client shall make available to all other applicant Agencies together with

this RFP all information that would in that respect give such applicant Agency any competitive advantage over competing applicant Agencies.

#### **1.10 Fraud and Corruption**

It is required that applicant Agencies participating in the project adhere to the highest ethical standards, both during the selection process and throughout the execution of the contract.

The Client:

- a) Defines the terms set forth below as follows:
  - i. "corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official or members of the Evaluation Committee, in the selection process or in contract execution;
  - ii. "fraudulent practice" means a misrepresentation or omission of facts in order to influence a selection process or the execution of a contract;
  - iii. "collusive practices" means a scheme or arrangement between two or more applicant Agencies with or without the knowledge of the Client, designed to establish prices at artificial, non-competitive levels;
  - iv. "coercive practices" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract;
- b) will reject a proposal for award, if it determines that the Agency recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract in question;

Applicant Agencies should be aware of the provisions on fraud and corruption stated in the specific clauses in the Contract.

Applicant Agencies shall furnish information on commissions and gratuities, if any, paid or to be paid to agents relating to this proposal and during execution of the assignment if the applicant Agency is awarded the Contract.

### 1.11 Only one Proposal

An applicant Agency may only submit one proposal. If an applicant Agency submits or participates in more than one proposal, all such proposals shall be disqualified.

### 1.12 Proposal Validity

Proposals must remain valid for 120 days after the submission date. During this period, applicant Agencies shall maintain the availability of Professional staff nominated in the Proposal and fully commit to their financial proposal, unchanged. The Client will make its best effort to complete negotiations within this period. Should the need arise; however, the Client may request applicant Agencies to extend the validity period of their proposals. Applicant Agencies who agree to such extension shall confirm that they maintain the availability of the Professional staff nominated in the Proposal, unchanged, or in their confirmation of extension of validity of the Proposal, applicant Agencies could submit new staff in replacement, who would be considered in the final evaluation for contract award. Applicant Agencies who do not agree, have the right to refuse to extend the validity of their Proposals, under such circumstances, the Client shall not consider such proposal for further evaluation.

### 1.13 Preparation of Proposals:

- a) The Proposal as well as all related correspondence exchanged by the applicant Agencies and the Client, shall be written in English.
- b) In preparing their Proposal, applicant Agencies are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal.

The Proposal consists of three parts (i) Pre-Qualification documents (ii) Technical Proposal (iii) Financial Proposal.

### 1.14 Pre-Qualification Documents

The Technical Proposals of only those applicant Agencies who meet the pre-qualification criteria in the table below will be opened. Applicant Agencies failing to meet these criteria or not submitting requisite proof for supporting pre-qualification criteria are liable to be rejected summarily. Applicant Agencies should fill the Pre-Qualification Form which is included in Section 7 of this RFP. The filled up Pre Qualification Form and the supporting documents should be enclosed in a separate envelope marked as "Pre Qualification Documents".

S.No	Basic Requirement	Specific Requirement	Documents Required
1.	Legal Entity	The Agency should be a not-for-profit organization registered under <ul style="list-style-type: none"> <li>• Societies' Registration Act 1860</li> <li>• Indian Trust Act 1882</li> <li>• Companies Act 1956</li> </ul>	<ul style="list-style-type: none"> <li>• Certificate of incorporation</li> <li>• Registration Certificate</li> <li>• PAN No.</li> <li>• GST No.</li> </ul>
2.	Operation	The Agency should have been in operation for the past three (3) years as on 31/03/18 and filed ITRs for the last 3 FYs	Last three FY's Audited Financial Statement duly signed by a Chartered Accountant
3.	Financial Capacity	The Agency should have an average annual turnover of at least Rupees 100 lakhs over the last three FYs (15-16, 16-17 & 17-18). This must be the individual Agency's turnover and not that of group companies/organizations.	Average Annual Turnover Statement
4.	Consortium	No consortium / JVs / associations / subcontracting shall be allowed under this project.	Declaration of submitting as independent Agency from the Authorized Signatory
5.	Blacklist	The Agency should not have been blacklisted by any Central / State Government Ministry in India or Public Sector Undertakings or any Government Agencies.	Undertaking by the Authorised Signatory
6.	Experience	The Agency should have prior experience of running Old Age Home	Copies of Work Orders/ Sanction Orders/ MOU/ Engagement Letters/ Completion Certificates or equivalent documentary evidence should be provided as proof
7.	Authorized Representative	A Power of Attorney/ Board Resolution in the name of the person signing the proposal	Original Power of Attorney or Board Resolution Copy
8.	Cost of Tender/ Tender Fee	The Agency should furnish a Tender Fee of ₹5,000 (Rupees Five Thousand Only), in the form of Demand Draft in favour of <i>The District Collector cum Chairperson and Managing Trustee, District Mineral Foundation (DMF), Keonjhar</i> , and payable at Keonjhar.	Original Demand Draft

9	Earned Money Deposit (EMD)	The Agency should furnish an EMD of ₹50,000 (Rupees Fifty Thousand Only), in the form of Demand Draft in favour of <i>The District Collector cum Chairperson and Managing Trustee, District Mineral Foundation (DMF), Keonjhar</i> , and payable at <i>Keonjhar</i> .	Original Demand Draft
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**NOTE:** The copies of documents submitted towards Pre-qualification criteria are to be substantiated through production of originals, if and when required.

### 1.15 Technical Proposal Format and Content

Applicant Agencies are required to fill the **Tech Forms**. The filled up Tech Forms (in Section 7) should be enclosed in a separate envelope along with all necessary/supporting documents to justify the claims. The supporting documents have to be produced in original by the applicant Agencies, if and when demanded by the Client. Submission of the wrong type of Technical Proposal will result in the Proposal being deemed non-responsive.

The formats of the Technical Proposal (in Section 7) to be submitted are:

- a) Tech Form 1: Technical Evaluation Form
- b) Tech Form 2: Letter of Proposal Submission
- c) Tech Form 3: Applicant Agency's Organization and Experience
- d) Tech Form 4: Description of Approach, Methodology and Work Plan for Performing the Assignment
- e) Tech Form 5: Team Composition and Task Assignments
- f) Tech Form 6: Curriculum Vitae (CV) of proposed staff
- g) Tech Form 7: Undertaking regarding any Conflicting Activities and Declaration thereof

The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information shall be declared non responsive.

### 1.16 Financial Proposals

The Financial Proposal shall be prepared using the attached Fin Form (in Section 8). The financial proposal shall not include any conditions attached to it and any such conditional financial proposal shall be rejected.

### 1.17 Tender Fee, Earnest Money Deposit (EMD) and Performance Guarantee

#### Tender Fee

Tender Fee of Rupees Five Thousand (₹5,000), in the form of Demand Draft (DD) drawn in favour of "District Collector cum Chairperson and Managing Trustee, District Mineral Foundation (DMF), Keonjhar" and payable at Keonjhar, must be submitted along with the Proposal. Proposals not accompanied by Tender Fee shall be rejected as non-responsive.

#### 1.18 Earnest Money Deposit

An Earnest Money Deposit (EMD) of Rupees Fifty Thousand (₹ 50,000), in the form of Demand Draft (DD) drawn in favour of "District Collector cum Chairperson and Managing Trustee, District Mineral Foundation (DMF), Keonjhar" and payable at Keonjhar, must be submitted along with the Proposal. Proposals not accompanied by Tender Fee and EMD shall be rejected as non-responsive. No interest shall be payable by the Client for the sum deposited as EMD and no bank guarantee will be accepted in lieu of the EMD. The EMD of the successful and unsuccessful bidders would be returned within one month of signing of the contract.

The EMD shall be forfeited by the applicant Agencies in the following events:

- a) If Proposal is withdrawn during the validity period or any extension agreed by the applicant Agencies thereof.
- b) If the Proposal is varied or modified in a manner not acceptable to the Client after opening of Proposal during the validity period or any extension thereof.
- c) If the applicant Agencies tries to influence the evaluation process.
- d) If the selected Agency withdraws its proposal during negotiations.

#### 1.19 Performance Bank Guarantee

The selected Agency shall be required to furnish a Performance Bank Guarantee of ₹5,00,000/- (Rupees Five Lakhs Only) in the form of an unconditional and irrevocable bank guarantee from a

Nationalized/Scheduled bank in India in favour of "District Collector cum Chairperson and Managing Trustee, District Mineral Foundation (DMF), Keonjhar" for the entire period of contract with 90 days claim period. The bank guarantee must be submitted after award of contract but before signing of contract. The successful bidder must renew the bank guarantee on same terms and conditions for the period up to contract including extension period, if any. Performance Bank Guarantee would be returned only after successful completion of tasks assigned to them and only after adjusting/recovering any dues recoverable/payable from/by the selected Agency on any account under the contract. On submission of this performance guarantee and after signing of the contract, demand draft submitted towards EMD would be returned in original. The format for the Performance Bank Guarantee is provided in Annexure I.

#### 1.20 Submission, receipt and opening of proposals

- a) The Proposals (Pre-Qualification, Technical Proposal and Financial Proposal) shall contain no interlineations or overwriting, except as necessary to correct errors made by the applicant Agencies themselves. The under signee person for the proposal must provide his initial beside such corrections. Submission letters for the Technical Proposal and Financial Proposals should respectively be in the format specified.
- b) An authorized representative of the applicant Agency shall initial all pages of the original Pre-Qualification, Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney accompanying the Technical and Financial Proposals or in any other form demonstrating that the representative has been duly authorized to sign.
- c) The Pre Qualification form and all documents (listed in 1.14) including the Tender Fee, EMD, declaration of submission as independent agency and power of attorney shall be placed in a separate sealed envelope clearly marked "PRE QUALIFICATION DOCUMENTS". The Technical Proposal including all the Tech Forms and supporting documents (listed in 1.15) shall be placed in a separate sealed envelope clearly marked "TECHNICAL PROPOSAL". Similarly, the Financial Proposal including the Fin Form (described in 1.16) shall be placed in a separate sealed envelope clearly marked "FINANCIAL PROPOSAL". All the three sealed envelopes shall be placed in an outer envelope and sealed. This outer envelope shall bear the submission address and shall be clearly marked "DO NOT OPEN, EXCEPT IN PRESENCE OF THE OFFICIAL APPOINTED, BEFORE 11 :00 hrs ON 02/04 /2019". The Client shall not be responsible for misplacement, loss or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may also be deemed as fit case for Proposal rejection. If the Proposal is not submitted in separate sealed envelopes duly

marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.

- d) The Proposals must be sent to the address indicated and received by the Client no later than the time and the date of submission, or any extension to this date in accordance with corrigendum. Any proposal received by the Client after the deadline for submission shall be returned unopened.
- e) From the time the Proposals are opened to the time the Contract is awarded, the applicant Agencies should not contact the Client on any matter related to its Technical and/or Financial Proposal. Any effort by applicant Agencies to influence the Client in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the applicant Agencies' Proposal.

#### 1.2) Evaluation of Technical Proposal

- a) An Evaluation Committee (EC) will be constituted by the Client for the purpose of evaluating the proposals.
- b) In the first stage of evaluation, only responsive proposals which satisfy the Pre-Qualification Criteria shall be further taken up for evaluation. A Proposal shall be rejected if it is found deficient as per the requirements indicated.
- c) The EC shall then evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and by applying the evaluation criteria, sub-criteria specified in the Table below.
- d) The Evaluation Committee while evaluating the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded and the competent authority accepts the recommendation.
- e) Agencies shall also make a presentation before the Evaluation Committee, which will be evaluated.
- f) Each responsive Proposal will be given a technical score.
- g) A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP and particularly the Terms of Reference or if it fails to achieve the minimum technical score indicated below.

**Criteria, sub-criteria, and points system for the Evaluation of Technical Proposals:**

Sl.	Evaluation Criteria	Supporting Form	Max. Marks
1.	<b>Turnover</b>	Average Annual Turnover Statement	5
1.1	Average annual turnover of the last three financial years, i.e. , 2015-16, 2016-17, 2017-18  <u>Scoring criteria</u>  ( Rs. 1 crore – 1.49 crores = 1 marks; Rs. 1.5 crores – 1.99 crores = 2 marks; Rs. 2 crores – 2.49 crores = 3 marks; Rs. 2.5 crores – 2.99 crores = 4 marks and Rs. 3.00 + crores = 5 marks)		5
2.	<b>Experience</b>		20
2.1	Number of Old Age Home (with more than 25 inmates) presently implemented  (Marks awarded will be dependent on the summation of number of such projects, i.e. $P = P1 + P2 + P3 + \dots + Pn$ )  <u>Scoring criteria</u>  $P < 1$ = 0 marks $1 < P < 3$ = 1 marks $3 < P < 5$ = 3 marks $P > 5 +$ = 5 marks		5
2.2	Experience of running Old Age Home (with more than 25 inmates)  (Marks awarded will be dependent on the summation of years of experience in individual projects, i.e. $Y = Y1 + Y2 + Y3 + \dots + Yn$ )  <u>Scoring criteria</u>  $Y < 4.99$ = 0 marks $5 < Y < 9.99$ = 1 marks $10 < Y < 14.99$ = 3 marks $Y > 15 +$ = 5 marks	Tech Form 3	5
2.3	Experience of running Old Age Home (with more than 25 inmates) in Scheduled Areas  (Marks awarded will be dependent on the summation of years of experience in individual projects, i.e. $Y = Y1 + Y2 + Y3 + \dots + Yn$ )  <u>Scoring criteria</u>		5

Sl.	Evaluation Criteria	Supporting Form	Max. Marks
	$Y < 4.99$ = 0 marks $5 < Y < 9.99$ = 1 marks $10 < Y < 14.99$ = 3 marks $Y > 15 +$ = 5 marks		
2.4	Experience of managing residential accommodation facilities for adults, like Maa Gruha, Urban Homeless Centres, etc.  (Marks awarded will be dependent on the summation of years of experience in individual projects, i.e. $Y = Y1 + Y2 + Y3 + \dots + Yn$ ) <u>Scoring criteria</u>  $Y < 4.99$ = 0 marks $5 < Y < 9.99$ = 1 marks $10 < Y < 14.99$ = 3 marks $Y > 15 +$ = 5 marks		5
3	<b>Personnel</b>	Tech Form 5 & Tech Form 6	10
3.1	Superintendent (1)		4
3.2	Coordinator (1)		3
3.3	Counsellor (1)		3
4	<b>Presentation of Approach, Methodology and Work Plan before the evaluation committee</b>	Tech Form 4	15
<b>Total Marks</b>			<b>50</b>

\*Experiences between 1<sup>st</sup> April, 2010 – 31<sup>st</sup> March, 2018 only will be entertained.

Note: The minimum qualifying mark is: 30 (60 %).

### 1.22 Evaluation of Financial Proposal

- The Financial Proposal is only a declaration of acceptance of the proposed budget (including Management Fee) by the applicant Agencies and is non-evaluative in nature.
- Financial Proposals of only those applicant Agencies who are technically qualified (i.e. obtain minimum 60 % in Technical Evaluation) shall be opened.

### 1.23 Final Selection of Agency

All applicant Agencies who are technically qualified (i.e. obtain minimum 60 % in Technical Evaluation) shall be ranked on the basis of marks obtained in the Technical Evaluation and the Agency scoring the highest marks will be selected by the Client.

### 1.24 Expected date and address for contract negotiations

*Date to be communicated later*

Address:

District Collector cum Chairperson and Managing Trustee,

District Mineral Foundation (DMF), Keonjhar

Second Floor,

District Rural Development Agency (DRDA), Keonjhar

Keonjhar – 758001

Email: [dmlkeonjhar@gmail.com](mailto:dmlkeonjhar@gmail.com)

### Expected date and place for commencement of services:

*To be communicated later*

### 1.25 Negotiations

Negotiations will be held at the address indicated above. The invited Agency will, as a pre-requisite for attendance at the negotiations, confirm availability of all Professional staff. Failure in satisfying such requirements may result in the Client proceeding to negotiate with the next-ranked Agency. Representatives conducting negotiations on behalf of the Agency must have written authority to negotiate and conclude a Contract.

- a) **Technical Negotiations:** Negotiations will include a discussion of the Technical Proposal including the proposed technical approach and methodology, work plan, organization and staffing, and any suggestions made by the selected Agency to improve the Terms of Reference. The Client and the selected Agency will finalize the Terms of Reference, staffing schedule, work schedule, and reporting. These documents will then be incorporated in the Contract as "Description of Services". Special attention will be paid to clearly defining the inputs and facilities required from the Client to ensure satisfactory implementation of the assignment. The Client shall prepare minutes of negotiations which will be signed by the Client and the selected Agency.

- b) **Financial Negotiations:** After the technical negotiations are over, financial negotiations will be carried out in order to discuss any changes in financials due to change in scope of work or due to clarification on any aspect of the technical proposal during the technical negotiations. Under ordinary circumstances, the financial negotiation shall not result in any increase in the proposed budget. However, in case of exceptional reasons/circumstances, the client may consider an increase/modification in the budget.
- c) **Conclusions of Negotiations:** Negotiations will conclude with a review of the draft Contract. To complete negotiations the Client and the selected Agency will initial the agreed Contract. If negotiations fail, the Client will invite the next-ranked Agency to negotiate a Contract.

#### 1.26 Award of Contract

- a) After completing negotiations the Client shall issue a Letter of Intent to the selected Agency, and promptly notify all applicant Agencies who have submitted proposals about the decision taken.
- b) The selected Agency will sign the contract after fulfilling all the formalities/pre-conditions including submission of the Performance Bank Guarantee within seven (7) working days of issuance of the Letter of Intent.

#### 1.27 Confidentiality

Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the applicant Agencies 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 Agency of confidential information related to the process may result in the rejection of its Proposal.

## Section 7: Standard Forms

### Pre-Qualification Form 1

S.No	Basic Requirement	Specific Requirement	Documents Required	Document Submitted (Yes/No)
1.	Legal Entity	The Agency should be a not-for-profit organization registered under <ul style="list-style-type: none"> <li>• Societies' Registration Act 1860</li> <li>• Indian Trust Act 1882</li> <li>• Companies Act 1956</li> </ul>	<ul style="list-style-type: none"> <li>• Certificate of incorporation</li> <li>• Registration Certificate</li> <li>• PAN No.</li> <li>• GST No.</li> </ul>	
2.	Operation	The Agency should have been in operation for the past three years as on 31/03/18 and filed ITRs for the last 3 FYs	Last three FY's Audited Financial Statement duly signed by a Chartered Accountant	
3.	Financial Capacity	The Agency should have an average annual turnover of at least 100 lakhs over the last three FYs (15-16, 16-17 & 17-18). This must be the individual Agency's turnover and not that of group companies/organizations.	Average Annual Turnover Statement (Supporting form 'Pre-Qualification Form 2')	
4.	Consortium	No consortium / JVs / associations / subcontracting shall be allowed under this project	Declaration of submitting as independent Agency from the Authorized Signatory (Supporting form 'Pre-Qualification Form 3')	
5.	Blacklist	The Agency should not have been blacklisted by any Central / State Government Ministry in India or Public Sector Undertakings or any Government Agencies	Undertaking by the Authorised Signatory (Supporting form 'Pre-Qualification Form 4')	
6.	Experience	The Agency should have prior experience in running Old Age Home	Copies of Work Orders/ Sanction Orders/ MOUs/ Engagement Letters/ Completion Certificates or equivalent documentary evidence should be provided as proof	
7.	Authorized Representative	A Power of Attorney/ Board Resolution in the name of the person signing the proposal	Original Power of Attorney or Board Resolution Copy	
8.	Cost of Tender/ Tender Fee	The Agency should furnish a Tender Fee of ₹5,000 (Rupees Five Thousand Only), in the form of Demand Draft in favour of <i>The District Collector cum Chairperson</i>	Original Demand Draft	

		<i>and Managing Trustee, District Mineral Foundation (DMF), Keonjhar, and payable at Keonjhar.</i>	
9.	Earned Money Deposit (EMD)	The Agency should furnish an EMD of ₹50,000 (Rupees Fifty Thousand Only), in the form of Demand Draft in favour of <i>The District Collector cum Chairperson and Managing Trustee, District Mineral Foundation (DMF), Keonjhar, and payable at Keonjhar.</i>	Original Demand Draft

**Note:** All claims should be substantiated through production of supporting documents. All supporting documents should have the period of execution, along with details of the project components, partners, etc. clearly highlighted.

**Pre-Qualification Form 2**

**AVERAGE ANNUAL TURNOVER STATEMENT**

The Average Annual Turnover statement of ..... <name of the organisation>, at ..... <address of the organisation>, for the last three financial year are given below and certified that the statement is true and correct.

Sl. No.	Financial Year	Turnover in lakhs (₹)
1	2015-16	
2	2016-17	
3	2017-18	
4	Average annual turnover statement	

Date:

Signature of Chartered Accountants

Place:

Seal:

Membership No:

Note:

1. To be issued in the letter head of the Chartered Accountant.
2. The annual average turnover statement will be invalid without the membership number of the Chartered Accountant

Pre-Qualification Form 3

**NON-CONSORTIUM DECLARATION**

We, .....<name of the Organisation>, having our registered office at ..... <HQ address of the Organisation> hereby declare that we are submitting this proposal in reference to the Request for Proposal for the "Selection of an Agency for 'Establishment and Management of 50-seated Old Age Home at Joda Municipality' under District Mineral Foundation (DMF), Keonjhar.

We declare that we are submitting this proposal as an independent agency, and not as a part of any consortium/joint Venture/Associations.

We also acknowledge that in case of misrepresentation of the information, our proposal / contract shall be rejected / terminated at any stage by the client, which shall be binding on us. Any loss or damage to the client, on this count will be compensated by us.

Date:

Authorised Signature:

Place:

Name and Title of Signatory:

Seal:

Note:

1. To be issued in the letter head of the Organisation

**Pre-Qualification Form 4**

**NON-BLACKLIST UNDERTAKING**

We, .....<name of the Organisation>, having our registered office at ..... , <HQ address of the Organisation> hereby declare that we are submitting this proposal in reference to the Request for Proposal for the "Selection of an Agency for 'Establishment and Management of 50 seated Old Age Home at Joda Municipality' under District Mineral Foundation (DMF), Keonjhar.

We declare that we have not been blacklisted by any Ministry / Department / Public Sector Undertaking or any other agency of the Central/State Government.

We declare that there are no proceedings, disputes or enquiries pending against us in connection with cheating, misappropriation of funds or exploitation of beneficiary.

We also acknowledge that in case of misrepresentation of the information, our proposal / contract shall be rejected / terminated at any stage by the client, which shall be binding on us. Any loss or damage to the client, on this count will be compensated by us.

Date:

Authorised Signature

Place:

Name and Title of Signatory

Seal:

Note:

1. To be issued on the letter head of the Organisation

**Section 8: Technical Proposal Forms**

**Tech Form 1: Technical Evaluation Form**

Sl.	Evaluation Criteria	Supporting Tech Form													
1.	<b>Turnover</b>	Average Annual Turnover Statement													
1.1	<p>Average annual turnover of the last three financial years, i.e., 2015-16, 2016-17, 2017-18</p> <p><u>Scoring criteria</u></p> <p>(Rs. 1 crore – 1.49 crores = 1 marks; Rs. 1.5 crores – 1.99 crores = 2 marks; Rs. 2 crores – 2.49 crores = 3 marks; Rs. 2.5 crores – 2.99 crores = 4 marks and Rs. 3.00 + crores = 5 marks)</p>		[Provide average annual turnover for the last three financial years]												
2.	<b>Experience</b>	Tech Form 3													
2.1	<p>Number of Old Age Home (with more than 25 inmates) presently implemented</p> <p>(Marks awarded will be dependent on the summation of number of such projects, i.e. <math>P = P_1 + P_2 + P_3 + \dots + P_n</math>)</p> <p><u>Scoring criteria</u></p> <p><math>P &lt; 1</math> = 0 marks  <math>1 &lt; P &lt; 3</math> = 1 marks  <math>3 &lt; P &lt; 5</math> = 3 marks  <math>P &gt; 5 +</math> = 5 marks</p>		<table border="1"> <thead> <tr> <th>Old Age Home Name</th> <th>No. of Inmates</th> </tr> </thead> <tbody> <tr> <td>Project 1- P(1)</td> <td>N(1)</td> </tr> <tr> <td>Project 2- P(2)</td> <td>N(2)</td> </tr> <tr> <td>Project 3- P(3)</td> <td>N(3)</td> </tr> <tr> <td>....</td> <td>....</td> </tr> <tr> <td>Project n- P(n)</td> <td>N(n)</td> </tr> </tbody> </table>	Old Age Home Name	No. of Inmates	Project 1- P(1)	N(1)	Project 2- P(2)	N(2)	Project 3- P(3)	N(3)	....	....	Project n- P(n)	N(n)
Old Age Home Name	No. of Inmates														
Project 1- P(1)	N(1)														
Project 2- P(2)	N(2)														
Project 3- P(3)	N(3)														
....	....														
Project n- P(n)	N(n)														
2.2	<p>Experience of running Old Age Home (with more than 25 inmates)</p> <p>(Marks awarded will be dependent on the summation of years of experience in individual projects, i.e. <math>Y = Y_1 + Y_2 + Y_3 + \dots + Y_n</math>)</p> <p><u>Scoring criteria</u></p> <p><math>Y &lt; 4.99</math> = 0 marks  <math>5 &lt; Y &lt; 9.99</math> = 1 marks  <math>10 &lt; Y &lt; 14.99</math> = 3 marks  <math>Y &gt; 15 +</math> = 5 marks</p>		<table border="1"> <thead> <tr> <th>Project name</th> <th>No. of Years</th> </tr> </thead> <tbody> <tr> <td>Project 1</td> <td>Y1</td> </tr> <tr> <td>Project 2</td> <td>Y2</td> </tr> <tr> <td>Project 3</td> <td>Y3</td> </tr> <tr> <td>....</td> <td>....</td> </tr> <tr> <td>Project (n)</td> <td>Y(n)</td> </tr> </tbody> </table>	Project name	No. of Years	Project 1	Y1	Project 2	Y2	Project 3	Y3	....	....	Project (n)	Y(n)
Project name	No. of Years														
Project 1	Y1														
Project 2	Y2														
Project 3	Y3														
....	....														
Project (n)	Y(n)														

Sl.	Evaluation Criteria	Supporting Tech Form		
2.3	Experience of running Old Age Home (with more than 25 inmates) in Scheduled Areas  (Marks awarded will be dependent on the summation of years of experience in individual projects, i.e. $Y = Y1 + Y2 + Y3 + \dots + Yn$ )  <u>Scoring criteria</u>  $Y < 4.99$ = 0 marks $5 < Y < 9.99$ = 1 marks $10 < Y < 14.99$ = 3 marks $Y > 15 +$ = 5 marks		<i>Project name</i>	<i>No. of Years</i>
			<i>Project 1</i>	<i>Y1</i>
			<i>Project 2</i>	<i>Y2</i>
			<i>Project 3</i>	<i>Y3</i>
			---	---
			<i>Project (n)</i>	<i>Y(n)</i>
2.4	Experience of managing residential accommodation facilities for adults, like Maa Gruha, Urban Homeless Centres, etc.  (Marks awarded will be dependent on the summation of years of experience in individual projects, i.e. $Y = Y1 + Y2 + Y3 + \dots + Yn$ )  <u>Scoring criteria</u>  $Y < 4.99$ = 0 marks $5 < Y < 9.99$ = 1 marks $10 < Y < 14.99$ = 3 marks $Y > 15 +$ = 5 marks		<i>Project name</i>	<i>No. of Years</i>
			<i>Project 1</i>	<i>Y1</i>
			<i>Project 2</i>	<i>Y2</i>
			<i>Project 3</i>	<i>Y3</i>
			---	---
			<i>Project (n)</i>	<i>Y(n)</i>
3	<b>Personnel</b>	Tech Form 3 and Tech Form 6		
3.1	Superintendent (1)		<i>CV attached? (Yes/No)</i>	
3.2	Coordinator (1)		<i>CV attached? (Yes/No)</i>	
3.3	Counsellor (1)		<i>CV attached? (Yes/No)</i>	
4	<b>Presentation of Approach, Methodology and Work Plan before the evaluation committee</b>	Tech Form 4		

**Note:** All claims should be substantiated through production of supporting documents. All supporting documents should have the period of execution, along with details of the project components clearly highlighted. And, experiences between 1<sup>st</sup> of April, 2010 – 31<sup>st</sup> of March, 2018 only will be entertained.

**Tech Form 2: Letter of Proposal Submission**

To,

The District Collector cum Chairperson and Managing Trustee,  
District Mineral Foundation (DMF), Keonjhar

Dear Sir,

We, the undersigned, offer to execute the assignment - **'Establishment and Management of 50 seated Old Age Home at Joda Municipality' under District Mineral Foundation (DMF), Keonjhar** in accordance with your Request for Proposal dated \_\_\_\_\_. We are hereby submitting our Proposal, which includes the Pre-Qualification Documents, Technical Proposal and Financial Proposal, sealed in separate envelopes.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the services related to the assignment not later than the date indicated.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

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

Name and Title of Signatory: \_\_\_\_\_

Name of Agency: \_\_\_\_\_

Address: \_\_\_\_\_

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

### Tech Form 3 – Applicant Agency's Organization and Experience

#### A – Agency's Organization

*[Provide here a brief description of the Agency's background including ownership details, date and place of registration, objectives, etc. Provide an outline of experience/assignments of similar nature including name of assignment, duration, contract amount, client details, staff involved, tasks carried out, etc. Apart from this, also provide details and supporting information/documents under the Pre-qualification criteria and Evaluation criteria].*

Note 1: Information provided in this form should sufficiently support/justify the criteria of the Technical Qualification Form.

Note 2: All the claims should be substantiated through production of supporting documents. All supporting documents should have the period of execution, along with details of the project components clearly highlighted.

## Tech Form 4 – Description of Approach, Methodology and Work Plan for Performing the Assignment

*[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal divided into the following three chapters:*

*a) Technical Approach and Methodology;*

*b) Work Plan; and*

*c) Organisation and Staffing]*

- a) **Technical Approach and Methodology:** In this chapter, you should explain your understanding of the 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. You should highlight the problems being addressed and their importance, and explain the technical approach you should adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.
- b) **Work Plan:** In this chapter, you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates. The proposed work plan should be consistent with the technical approach and methodology, **showing understanding of the TOR and ability to translate and implement each of the objectives, services and care to be provided, and scope of work** into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work Schedule.
- c) **Organization and Staffing:** In this chapter, you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed staff. The details of these resources shall be given in Tech Form –4.

Note 1: Information provided in the form should correspond to the Technical Presentation.

Note 2: All the claims should be substantiated through production of supporting documents.

**Tech Form 5 – Team Composition and Task Assignments**

<b>Professional Staff</b>			
<b>Name of Staff</b>	<b>Area of Expertise</b>	<b>Position Assigned</b>	<b>Task Assigned</b>

Note 1: Information provided in the form should correspond to Key Personnel criteria of the Technical Qualification form.

Note 2: All the claims should be substantiated through production of supporting documents.

### Tech Form 6 - Curriculum Vitae (CV) of Proposed Staff

1.	Proposed Position			
2.	Name of Agency:			
3.	Name of Staff:			
4.	Date of Birth			
5.	Education			
	Name of Institution:	Degree(s) or Diploma(s) obtained:	Date	
6.	Membership in Professional Associations/ Trainings attended			
7.	Languages			
	Language	Reading	Speaking	Writing
	English			
	Odia			
	Hindi			
	Any other			
8.	Employment Record:			
	FROM :		TO:	
	EMPLOYER			
	POSITION/S HELD			
	FROM:		TO:	
	EMPLOYER			
	POSITION/S HELD			
	FROM:		TO:	
	EMPLOYER			
	POSITION/S HELD			
9.	Work Undertaken that Best Illustrates Capacity to Handle the Tasks Assigned			
	Name of assignment or project:			
	Year:			
	Location:			
	Client:			
	Main project features:			

•	
Position/s held:	
Activities performed:	
•	
Name of assignment or project:	
Year:	
Location:	
Client:	
Main project features:	
•	
Position/s held:	
Activities performed:	
•	
10.	Certification
I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.	
Signature	

Note 1: Information provided in the form should correspond to the Key Personnel Criteria of the Technical Qualification form.

Note 2: All the claims should be substantiated through production of supporting documents.

**Tech Form7 – Undertaking Regarding any Conflicting Activities and Declaration Thereof**

Are there any activities carried out by your Agency which are of conflicting nature as mentioned in para 1.8 of section 6. If yes, please furnish details of any such activities.

If no, please certify,

*[We hereby declare that our Agency has not indulged in any such activities which can be termed as the conflicting activities under para 1.8 of the section 6. We also acknowledge that in case of misrepresentation of the information, our proposals /contract shall be rejected / terminated by the Client which shall be binding on us.]*

*Authorized Signature [In full and initials]*

*Name and Title of Signatory:*

*Name of Agency:*

*Address:*

**Section 9**

Fin Form

[Location, Date]

To:

District Collector cum  
Chairperson and Managing Trustee,  
District Mineral Foundation (DMF), Keonjhar

Dear Sir,

We, the undersigned, offer to provide services for the assignment '**Establishment and Management of 50 seated Old Age Home at Joda Municipality' under District Mineral Foundation (DMF), Keonjhar**' in accordance with your Request for Proposal (RFP) dated \_\_\_\_\_ and our Technical Proposal.

We fully accept the proposed budget (including the Management Fee) in the RFP. The proposed budget (including the Management Fee) shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

We understand that the management fee will be released on the yearly audit as specified in Section 5 (C) of the RFP documents.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery. We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act, 1988".

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Agency: \_\_\_\_\_

Address: \_\_\_\_\_

ANNEXURE- I

DRAFT PERFORMANCE BANK GUARANTEE

(To be issued by a Bank \_\_\_\_\_)

This deed of Guarantee executed at \_\_\_\_\_ by \_\_\_\_\_ (Name of the Bank) having its Head/Registered Office at \_\_\_\_\_ (hereinafter referred to as "the Guarantor") which expression shall unless it be repugnant to the subject or context thereof include its heirs, executors, administrators, successors and assigns.

In favour of **Collector & Chairperson cum Managing Trustee, District Mineral Foundation, Keonjhar** having its office at (Keonjhar) (hereinafter called DMF, Keonjhar, which expression shall unless it be repugnant to the subject or context thereof include its heirs, executors, administrators, successors and assigns);

Whereas \_\_\_\_\_, an organisation registered/formed under \_\_\_\_\_ (specify the applicable law) and having its registered office at \_\_\_\_\_ (hereinafter referred to as the Agency) has been consequent to conduct and completion of a competitive bidding process in accordance with the Request for Proposal (RFP) document No. \_\_\_\_\_ dated \_\_\_\_\_ issued by **Collector & Chairperson cum Managing Trustee, District Mineral Foundation, Keonjhar**, selected for the Agreement by **Collector & Chairperson cum Managing Trustee, DMF Keonjhar** as more specifically defined in the aforementioned Document including statement of work and the Agreement executed between the **Collector & Chairperson cum Managing Trustee, District Mineral Foundation, Keonjhar** and Agency.

The Agreement requires the Agency to furnish an unconditional and irrevocable Bank Guarantee for an amount of ₹ \_\_\_\_\_/- Rupees \_\_\_\_\_ only) by way of security for guaranteeing the due and faithful compliance of its obligations under the Agreement.

Whereas, the Agency approached the Guarantor and the Guarantor has agreed to provide a Guarantee being these presents.

Now this Deed witnessed that in consideration of the premises, we, \_\_\_\_\_ Bank hereby guarantee as follows:

1. The Agency shall implement the project- '**Establishment and Management of 50 seated Old Age Home at Joda Municipality under District Mineral Foundation (DMF), Keonjhar**' in accordance with the term and subject to the conditions of the Agreement and fulfil its obligations there under
2. We, the Guarantor, shall, without demur, pay to **Collector & Chairperson cum Managing Trustee, District Mineral Foundation, Keonjhar** an amount not exceeding ₹ \_\_\_\_\_ (Rupees \_\_\_\_\_ only) within 7(seven) days of receipt of a written demand from **Collector & Chairperson cum Managing Trustee, District Mineral**

Foundation, Keonjhar stating that the Agency has failed to fulfil its obligations as stated in Clause 1 above.

3. The above payment shall be made by us without any reference to the Agency or any other person and irrespective of whether the claim of the **Collector & Chairperson cum Managing Trustee, District Mineral Foundation, Keonjhar** is disputed by the Agency or not.
4. The Guarantee shall come into effect from \_\_\_\_\_ (Start Date) and shall continue to be in full force and effect till the earlier of its expiry at 1700 hours Indian Standard Time on \_\_\_\_\_ (Expiry Date) (both dates inclusive) or till the receipt of a claim, from the **Collector & Chairperson cum Managing Trustee, District Mineral Foundation, Keonjhar** under this Guarantee, which is one month after the expiry of performance guarantee, whichever is earlier. Any demand received by the Guarantor from **Collector & Chairperson cum Managing Trustee, District Mineral Foundation, Keonjhar** prior to the Expiry Date shall survive the expiry of this Guarantee till such time that all the moneys payable under this Guarantee by the Guarantor to **Collector & Chairperson cum Managing Trustee, District Mineral Foundation, Keonjhar**.
5. In order to give effect to this Guarantee, **Collector & Chairperson cum Managing Trustee, District Mineral Foundation, Keonjhar** shall be entitled to treat the Guarantor as the principal debtor and the obligations of the Guarantor shall not be affected by any variations in the terms and conditions of the Agreement or other documents by **Collector & Chairperson cum Managing Trustee, District Mineral Foundation, Keonjhar** or by the extension of time of performance granted to the Agency or any postponement for any time of the power exercisable by **Collector & Chairperson cum Managing Trustee, District Mineral Foundation, Keonjhar** against the Agency or forbear or enforce any of the terms and conditions of the Agreement and we shall not be relieved from our obligations under this Guarantee on account of any such variation extension forbearance or omission on the part of **Collector & Chairperson cum Managing Trustee, District Mineral Foundation, Keonjhar** to the Agency to give such matter or thing whatsoever which under the law relating to sureties would but for this provision have effect of so relieving us.
6. The Guarantee shall be irrevocable and shall remain in full force and effect until all our Obligations under this guarantee are duly discharged.
7. The Guarantor has power to issue this guarantee and the undersigned is duly authorized to execute this Guarantee pursuant to the power granted under \_\_\_\_\_

In witness, whereof the Guarantor has set its hands hereunto on the day, month and year first here-in-above written.

Signed and Delivered by \_\_\_\_\_ Bank by the hand of Shri \_\_\_\_\_ its  
\_\_\_\_\_ and authorized office.

Authorised

Signatory

Bank

## ANNEXURE- II

## BUDGET &amp; FUND FLOW

## 1. ABSTRACT OF BUDGET

Cost of operationalising OAH (Over three years)					
Sl. No	Item	Costs in 1st Year (in ₹)	Cost in 2nd Year (in ₹)	Cost in 3rd Year (in ₹)	Remarks
1	Capital Cost	1304650			
2	Personnel Cost	5550000	5827500	6118875	5% increment in subsequent year (as per NHM norms)
3	Running Cost	3400000	3536000	3677440	4% increment in subsequent year (considering avg. inflation of 3.80% in last three years)
4	Management Fee	671250	702262.5	734723.625	7.5 % of (Personnel Cost + Running Cost)
TOTAL		10925900	10065762.5	10531038.63	
		31522701.13			

## 2. CAPITAL COST

Sl. No.	Item	Quantity	Price/Unit	Total Cost	Remarks
1	Bed	50	3,000	150000	
2	Mattress	50	1,000	50000	
3	Pillow	50	100	5000	
4	Bed sheet	60	200	12000	
5	Pillow cover	60	30	1800	
6	Mosquito nets	60	300	18000	
7	Storage Boxes (with chain & lock)	50	750	37500	
8	Dinning Table Set (4 seated) with Chairs	8	4000	32000	
9	RO filter	2	15,000	30000	
10	Power backup for AAC (Inverter + Battery Unit)	2	80,000	160000	
11	CCTV camera arrangement	2	30,000	60000	
12	Fans	24	1,200	28800	
13	LED Lights	24	100	2400	
14	Steel Bucket and Mug (Medium Size)	15	500	7500	
15	Steel Bucket and Mug (Large Size)	10	850	8500	
16	Plastic Dustbins	15	150	2250	

17	First-Aid Kit	4	1000	4000	
18	Laptop	1	30,000	30000	
19	Table	1	2,500	2500	
20	Chairs	6	400	2400	
21	Printer cum Scanner	1	20,000	20000	
22	Fire Extinguisher	2	5,000	10000	
23	Washing Machine (8 kg, Automatic)	2	35,000	70000	
24	Minor Changes in Building layout, etc.	2	100,000	200000	
25	Medical equipments	1	100,000	100000	List of essential medicines and equipments to be decided by CDM & PHO
26	Television with DTH Connection	4	20,000	80000	
27	Music System	2	20,000	40000	
28	Books and bookshelves	2	30,000	60000	
29	Indoor and Outdoor Play equipments (Carrom boards, ludo sets, chess, badminton, etc)	2	20,000	40000	
30	Miscellaneous	2	20,000	40000	
<b>TOTAL</b>				<b>1304650</b>	

### 3. DETAILED PERSONNEL COST

Sl. no.	Item	Cost Estimate per month	Annual Costs (in ₹)	Remarks
i	Superintendent	60,000	720000	
ii	Coordinator	50,000	600000	
iii	Counsellor	40,000	480000	
iv	Staff Nurse (12)	240,000	2880000	In three shifts
v	Cook (2)	20,000	240000	
vi	Sanitary Worker (2)	15,000	180000	
vii	Multi-purpose Worker (2)	15,000	180000	
viii	Security Guards (3)	22,500	270000	In three shifts
<b>Total</b>		<b>462,500</b>	<b>5550000</b>	

#### 4. DETAILED RUNNING COST

Sl. no.	Item	Cost Estimate per month	Annual Costs (in ₹)
i.	Cooking allowance (@ ₹ 125/attendant – 50 nos.)	187500	2250000
ii.	Consumables (medicines, toiletries, detergents, etc.)	35,000	420000
iii.	Newspapers and periodicals	2,500	30000
iv.	Contingency (travel, electricity, DTH, doctor fees, ambulance, maintenance, etc.)	50,000	600000
v.	Annual Maintenance Cost		100000
Sub-total		275000	3400000

#### Note:

- i. Management fee will be based on actual expenditure incurred each month on personnel & running cost
- ii. Under Capital Cost head, flexibility is provided to the agency to adjust the cost of individual items, subject to not exceeding the total budget of ₹ 13,04,650.

#### 5. FUND FLOW MECHANISM

