



District Social Security Officer,
Keonjhar, Odisha

RFP No: 2065/DSSO

Date: 20.09.2022

REQUEST FOR PROPOSAL

Selection of Agency for Establishment and Management of 30 Beds Shelter Home for Homeless People / Destitutes with Mentally Illness (HPMI), under District Mineral Foundation, Keonjhar

District Social Security Officer (DSSO), Keonjhar, Govt. of Odisha, invites sealed proposals from eligible bidders for “**Selection of Agency for Establishment and Management of 30 Beds Shelter Home for Homeless People / Destitutes with Mentally Illness (HPMI), under District Mineral Foundation, Keonjhar**”

Bidders fulfilling the prescribed eligibility criteria of the RFP can access and download the complete RFP Document and other details from <https://kendujhar.nic.in>.

The major events under the bid process are:

Sr. No.	List of Key Events	Critical Dates
1	Date of Issue of RFP	20.09.2022
2	Deadline for Submission of Pre-Proposal Query	29.09.2022 by email
3	Issue of Pre-proposal Clarifications	12.10.2022 via online mode on https://kendujhar.nic.in .
4	Last Date for Submission of Bid	25.10.2022 by 05.00 PM
5	Date of Opening of Technical Bid	26.10.2022 at 11.00 AM
6	Date of Technical Presentation	27.10.2022 at 11.30 AM
7	Method of Selection	Quality Based Selection

The proposal complete in all respects must reach the undersigned by **Speed Post/Registered Post** only latest by **25.10.2022 before 5.00 PM** in a sealed envelope clearly mentioning on the top of it “**Selection of Agency for Establishment and Management of 30 Beds Shelter Home for Homeless People / Destitutes with Mentally Illness (HPMI), under District Mineral Foundation Keonjhar**”. The proposals received beyond the last date and time will be rejected. The authority reserves the right to reject any/ all proposals without assigning any reason thereof.

Address for Submission of Proposal:

District Social Security Officer,
Office of District Social Security,
Collectorate Keonjhar, P.O. Keonjhargarh – 758001

Request for Proposal

Selection of Agency for Establishment and Management of 30 Beds Shelter Home for Homeless People / Destitutes with Mentally Illness (HPMI), under District Mineral Foundation Keonjhar



District Social Security Officer (DSSO), Keonjhar, Govt. of Odisha

September 2022

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Disclaimer

This Request for Proposal (RFP) is issued by the District Social Security Officer (DSSO), Keonjhar, Govt. of Odisha, hereinafter referred to as DSSO Keonjhar, Government of Odisha.

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

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

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

DSSO Keonjhar, Government of Odisha shall be the sole and final authority with respect to selection of an Agency/ Consultant / Technical Service Provider for the purpose through this RFP.

Section I: Letter of Invitation and Factsheet

1. Letter of Invitation

RFP No: 2065/DSSO

Dated: 20.09.2022

Name of the Assignment: Selection of Agency for Establishment and Management of 30 Beds Shelter Home for Homeless People / Destitutes with Mentally Illness (HPMI), under District Mineral Foundation Keonjhar

1. The “District Social Security Officer (DSSO), Keonjhar, Govt. of Odisha” (The Client) invites sealed proposal from eligible bidder under the process for “Selection of Agency for Establishment and Management of 30 Beds Shelter Home for Homeless People / Destitutes with Mentally Illness (HPMI), under District Mineral Foundation Keonjhar” More details on the proposed study are provided at Section-3: Terms of Reference (ToR) of this RFP Document.
2. A bidder will be selected under QBS Selection procedure as prescribed in the RFP Document in accordance with the procedures prescribed herewith circulated vide Office Memorandum No. 37323/F, Dated: 30.11.2018 of Finance Department, Govt. of Odisha.
3. The proposal, complete in all respect as specified in the RFP Document must be accompanied with a Non-refundable amount of Rs. 10,000/- (Rupees Ten Thousand only) towards Bid Processing Fee and a **Refundable amount towards EMD of INR 1,00,000/- (Rupees One Lakhs only)** in form of **Demand Draft** in favour of “District Social Security Officer (DSSO), Keonjhar” drawn from any Nationalized/Scheduled Bank payable at Keonjhar, Odisha failing which the bid will be rejected.
4. The proposal must be delivered at the specified address as per the Bidder Data Sheet by Speed post / Registered Post only. The Client shall not be responsible for postal delay or any consequence. Submission of proposal through any other mode will be rejected.
5. The last date and time for submission of proposal complete in all respects is Dt. 25.10.2022 before 5.00 PM and the date of opening of the technical proposal is 26.10.2022 in the presence of the bidder’s representative at the specified address as mentioned in the Bidder Data Sheet. Representatives of the bidders may attend the meeting with due authorization letter on behalf of the bidder.
6. This RFP includes following sections:
 - a. Letter of Invitation [Section – I]
 - b. Instructions to the Bidder [Section – II]
 - c. Terms of Reference [Section – III]
 - d. Technical Proposal Submission Forms [Section – IV]
 - e. Financial Proposal Submission Form [Section –V]
 - f. Annexure [Section – VI]
7. While all information/data given in the RFP are accurate within the consideration of scope of the proposed assignment to the best of the Client’s knowledge, the Client holds no responsibility for accuracy of information, and it is the responsibility of the bidder to check the validity of information/data included in this RFP. The Client reserves the right to accept / reject any / all proposals / cancel the entire selection process at any stage without assigning any reason thereof.

-S/D

**District Social Security Officer (DSSO), Keonjhar,
Govt. of Odisha**

2. Bidder Data and Factsheet

Sr. No	Particular	Details
1	Name of the Client	District Social Security Officer, Office of District Social Security, Collectorate Keonjhar, P.O. Keonjharagarh – 758001 Email: dssokeonjhar@gmail.com
2	Method of Selection	Quality Based Selection (QBS)
3	Availability of RFP Document	https://kendujhar.nic.in
4	Date of Issue of RFP	20.09.2022
5	Deadline for Submission of Pre-Proposal Query	29.09.2022 by email to dssokeonjhar@gmail.com
6	Issue of Pre-proposal Clarifications	12.10.2022 via online mode on https://kendujhar.nic.in .
7	Last Date for submission of Proposal	25.10.2022 by 05.00 PM
8	Date of opening of Technical Proposal	26.10.2022 at 11.00 AM
9	Date of Technical Proposal Presentations	27.10.2022 at 11.30 AM (Of only those Bidders who become qualified in the Stage I of the evaluation {Pre-qualification Criteria})
10	Contact Person / Address for Submission of Proposal	District Social Security Officer, Office of District Social Security, Collectorate Keonjhar, P.O. Keonjharagarh – 758001 Email: dssokeonjhar@gmail.com
11	Place of Opening of Proposal	DRDA Conference Hall, 2 nd Floor, DRDA Building, Collectorate, Keonjhar – 758001, Odisha
12	Mode of Submission	Speed Post / Registered Post only to the address as specified above during the office hour only. Submission of bid through any other mode and late bid will be rejected
13	Bid Processing Fee (Non-Refundable)	INR10,000/- (Rupees Ten Thousand only) (including GST) in the form of demand draft drawn in favour of “District Social Security Officer (DSSO), Keonjhar” drawn from any Nationalized/Scheduled Bank payable at Keonjhar.

		The bid processing fee shall be submitted along with the 1 st Inner Envelope of the Technical Proposal.
14	Earnest Money Deposit (EMD) (Refundable)	INR 1,00,000/- (Rupees One Lakhs only) in the form of demand draft drawn in favour of “District Social Security Officer (DSSO), Keonjhar” drawn in any Nationalized/Scheduled Bank payable at Keonjhar. The EMD shall be submitted along with the 1 st Inner Envelope of the Technical Proposal.
15	Performance Bank Guarantee	INR 10,00,000/- (Rupees Ten Lakhs only)
16	Method of Selection	Quality Based Selection (QBS)

NOTE:

- The Client reserves the right to change any schedule. Please visit the website '<https://kendujhar.nic.in>' regularly for the same.
- Proposals must be submitted before the date, time and venue mentioned in the Factsheet through Speed/Registered Post. Proposals that are received after the deadline will not be considered.

-S/D
District Social Security Officer (DSSO),
Keonjhar, Govt. of Odisha

Section II: Instructions to the Bidders

3. Pre-Qualification Criteria

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

Sr. No.	Pre-Qualification Criteria	Specific Requirement	Documents Required
1.	Legal Entity	The Agency shall be a not-for-profit organization registered under Societies' Registration Act 1860 Indian Trust Act 1882 Companies Act 1956	Certificate of Incorporation Registration Certificate PAN No. GST No. / Form 12 AA Certificate along with 80G Registration certificate of NGO Darpan Portal
2.	Operation	The Agency shall have been in operation for the past three (3) years as on 31/03/2021 and filed ITRs for the last 3 FYs i.e., 2018-19, 2019-20 and 2020-21.	Last three FY's Audited Financial Statement duly signed by a Chartered Accountant for 2018-19, 2019-20 and 2020-21.
3.	Financial Capacity	The Agency shall have an average annual turnover of at least Rupees one (1) Crores over the last three FYs 2018-19, 2019-20 and 2020-21. 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 shall not have been blacklisted by any Central / State Government Ministry in India or Public Sector Undertakings or any Government Agencies.	Undertaking by the Authorized Signatory
6.	Experience	The Agency shall have prior experience of Operations and Management of residential set-up for (either of the following): <ul style="list-style-type: none"> • Rehabilitation Centers for Homeless and Destitutes (minimum 30 inmates). • Rehabilitation Centers for Physically & Mentally challenged people i.e. People with Disabilities (PWDs) and Children with Disabilities (CWDs) (for a minimum of 30 inmates). • Drug De-addiction and Rehabilitation Centre (minimum 30 inmates). • Old Age Home / Elderly Care Homes (minimum 50 inmates). 	Copies of Work Orders/ Sanction Orders/ MOUs/ Engagement Letters/ Completion Certificates or equivalent documentary evidence shall be provided as proof. Documents in other languages shall be supplemented by an English translated copy.

		<ul style="list-style-type: none"> Urban Homeless Centers / Beggar Home / Maa Gruha, etc or any other residential setups with minimum 25 inmates or working for vulnerable section of the society. 	
7.	Authorized Representative	A Power of Attorney in the name of the person signing the proposal.	Original Power of Attorney (Notarized on a Rs. 100/- Non-Judicial Stamp Paper)
8.	Cost of Tender/ Tender Fee	The Agency shall furnish a Tender Fee of Rs. 10,000.00 (Rupees Ten Thousand Only), in the form of Demand Draft in favor of 'District Social Security Officer, Keonjhar', and payable at Keonjhar.	Original Demand Draft
9.	Earned Money Deposit (EMD)	The Agency shall furnish an EMD of Rs. 1,00,000.00 (Rupees One Lakhs Only), in the form of Demand Draft in favor of 'District Social Security Officer, Keonjhar', and payable at Keonjhar.	Original Demand Draft
<p>NOTE: The photocopies of documents submitted towards Pre-qualification criteria are to be substantiated through production of originals, whenever asked for/ whenever required. If any of the above original documents are not produced whenever asked for/ required, the proposals shall be rejected and termed as non-responsive, at any time of the evaluation.</p>			

4. Documents / Formats for submission along with Technical Proposal

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

- Filled in Bid Submission Check List in Original (Annexure-I)
- Covering letter (TECH – 1) on bidder's letterhead requesting to participate in the selection process
- Bid Processing Fee & EMD as applicable
- Copy of Certificate of Incorporation/ Registration
- Copy of PAN
- Copy of Goods and Services Tax Identification Number (GSTIN)
- Copies of IT Return for the last three Financial years (FY 2018-19, 2019-20 and 2020-21)
- General Details of the Bidder (TECH – 2)
- Financial Details of the bidder (TECH – 3) along with all the supportive documents as applicable duly signed as per the instruction
- Power of Attorney (TECH – 4) in favour of the person signing the bid on behalf of the bidder or Board of Directors
- List of completed assignments of similar nature (Past Experience Details, TECH – 5) along with copies of contracts / work orders / completion certificate from previous Clients
- Self-Declaration regarding Conflict of Interest (TECH - 6)
- TECH - 7 till TECH -10

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

3. Bid Processing Fee

The bidder must furnish as part of technical proposal, the required bid processing fee amounting to Rs. 10,000/- (Ten Thousand Rupees Only) in shape of DD from any Nationalized/Scheduled Bank in favour of "District Social Security Officer (DSSO), Keonjhar". Proposals received without bid processing fee will be out rightly rejected.

4. Earnest Money Deposit (EMD)

The bidder must furnish as part of the technical proposal, an Earnest Money Deposit (EMD) amounting to INR 1,00,000/- (Rupees One Lakhs only) in shape of DD from any scheduled Nationalized/Scheduled bank in favor of "District Social Security Officer (DSSO), Keonjhar" payable at Keonjhar.

The EMD of unsuccessful bidders shall be refunded after finalization of selection process and award of contract. The EMD of the successful bidder will be released only after furnishing of the required Performance Bank Guarantee (PBG) and signing of the contract. The EMD will be forfeited on account of the following reasons:

- Bidder withdraws its proposal during the bid validity period as specified in RFP
- Bidder does not respond to requests for clarification of its proposal.
- Bidder fails to provide required information during the evaluation process or is found to be non-responsive or has submitted false information in support of its qualification.
- If the bidder fails to:
 - Provide any clarifications to the Client
 - Agree to the decisions of the contract negotiation meeting
 - Sign the contract within the prescribed time
 - Furnish required Performance Bank Guarantee in time
- Any other circumstance which holds the interest of the Client during the overall selection process.

5. Validity of the Proposal

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

6. Pre-Proposal Queries

Bidders can submit their queries in respect of the RFP and other details if any, to DMF Keonjhar through e-mail at 'dssokeonjhar@gmail.com' till the date mentioned in the Bidders Data and Factsheet. Clarifications to the above will be uploaded in <https://kendujhar.nic.in> / clarified through email to the respective bidders for the purpose of preparation of the proposal. Request for alternation / change in existing terms and conditions of the RFP will not be considered / entertained. (Mention that subject title)

7. Submission of Proposal

Bidder must submit their proposals by **Registered Post / Speed Post only** to the specified address on or before the last date and time for submission of proposals as mentioned in Bidder Data Sheet. The Client will not be responsible for postal delay / any consequence in receiving of

the proposal. The proposal must be submitted in two parts. Each part should be separately bound with no loose sheets. Each page of the two parts should be page numbered and in conformation to the eligibility qualifications and clearly indicated using an index page. The Client will not consider any proposal that arrives after the deadline as prescribed in the Bidder Data Sheet. Any Proposal received after the deadline will be out rightly rejected by the Client.

The procedure for submission of the proposal is described below:

1. Technical Proposal (Original):

The envelope containing technical proposal shall be sealed and superscripted as **“Technical Proposal – Selection of Agency for Establishment and Management of 30 Beds Shelter Home for Mentally – Ill and Destitutes Persons in Keonjhar, Odisha under District Mineral Foundation Keonjhar”** and to be furnished inside one envelope. The duly filled-in technical proposal submission forms, with all the supportive documents and information must be furnished as part of technical proposal.

2. Financial Proposal (Original):

The envelope containing financial proposal shall be sealed and superscripted as **“Financial Proposal – Selection of Agency for Establishment and Management of 30 Beds Shelter Home for Mentally – Ill and Destitutes Persons in Keonjhar, Odisha under District Mineral Foundation Keonjhar”**. The Financial Proposal has been prepared as per Section VI Annexure II and needs to be agreed upon as per the attached Financial Form FIN 1 (in Section V). The financial proposal shall not include any conditions attached to it and any such conditional financial proposal shall be rejected.

The **"Technical Proposal"** and **"Financial Proposal"** must have to be submitted in two separate sealed envelopes (with respective marking in bold letters) along with the prescribed formats/information mentioned in the RFP Document. The first envelope must be marked as **"TECHNICAL PROPOSAL (Selection of Agency for Establishment and Management of 30 Beds Shelter Home for Mentally – Ill and Destitutes Persons in Keonjhar, Odisha under District Mineral Foundation Keonjhar)"**.

The second envelope must be marked as **“FINANCIAL PROPOSAL (Selection of Agency for Establishment and Management of 30 Beds Shelter Home for Mentally – Ill and Destitutes Persons in Keonjhar, Odisha under District Mineral Foundation Keonjhar)”** and it should contain Financial Proposal only. Both the above envelopes must be sealed and placed inside a third main envelope with proper labelling of following information in bold:

NAME OF THE ASSIGNMENT:

RFP NUMBER AND DATE:

NAME OF THE BIDDER:

DEADLINE FOR SUBMISSION OF BID:

NAME AND ADDRESS OF THE BIDDER:

CONTACT NUMBER OF THE BIDDER:

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

8. Opening of the Proposal

The FIRST ENVELOPE containing **TECHNICAL PROPOSAL** will be opened in the initial stage by the Client in presence of the bidder's representatives at the location, date specified in the Bidder Data Sheet. The Client will constitute a Consultant Evaluation Committee (CEC) to evaluate the proposals submitted by bidders. Only one representative with proper authorization letter from the participating bidder will be allowed to attend the bid opening meeting. The SECOND ENVELOPE containing **FINANCIAL PROPOSAL** only of the technically qualified bidders will be opened after completion of technical evaluation stage.

9. Evaluation of Proposal

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

A. Preliminary Evaluation (1st Stage) *: Preliminary evaluation of the proposals will be done to determine whether the proposal complies with the prescribed eligibility condition and the requisite documents / information have been properly furnished by the bidder or not. Submission of following documents / information will be verified:

- Filled in Bid Submission Check List in Original (**Annexure-I**)
- Covering letter (**TECH 1**) on bidder's letterhead requesting to participate in the selection process
- Bid Processing Fee and EMD as applicable
- Copy of Certificate of Incorporation/ Registration.
- Copy of PAN
- Copy of Goods and Services Tax Identification Number (GSTIN)
- Copies of IT Return for the last three Financial Years (**FY 2018-19, 2019-20 and 2020-21**).
- General Details of the Bidder (**TECH 2**).
- Financial Details of the bidder (**TECH 3**) along with all the supportive Documents as ~~per~~ duly signed and certified as per the instruction
- Power of Attorney (**TECH 4**) in favour of the person signing the bid on behalf of the bidder
- List of completed assignments of similar nature (Past Experience Details, **TECH 5**) along with copies of contracts / work orders / completion certificate from previous Clients
- Self-Declaration on Conflict of Interest (**TECH 6**)
- Duly filled in Technical Proposal Forms (**TECH 7 to 12**)
- All the pages of the proposal and enclosures/attachments are signed by the authorized representative of the bidder

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

B. Technical Evaluation (2nd Stage): Technical proposal will be opened and evaluated for those bidders who qualify the preliminary evaluation stage. Detailed evaluation process as per the following parameters will be adopted for proposal evaluation:

Sr. No.	Criteria	Maximum Marks
1	Turnover	5 Marks
1.1	<p>Average annual turnover of the last three financial years, i.e., FY 2018-19, 2019-20 and 2020-21</p> <p>Scoring Criteria</p> <ul style="list-style-type: none"> • INR 1 crore to 1.49 crores = 1 marks • INR 1.5 crores to INR. 1.99 crores = 2 marks • INR 2 crores to INR 2.49 crores = 3 marks • INR 2.5 crores to INR 2.99 crores = 4 marks • INR 3.00 crores and above = 5 marks 	5 Marks
2	Experience of the Bidder***	20 Marks
2.1	<p>Number of Rehabilitation Centers for Homeless and Destitutes / Rehabilitation Centers for Homeless and Disabled Persons (PwDs) with atleast 30 inmates, presently implemented</p> <p>(Marks awarded will be dependent on the summation of number of such projects, i.e., $P = P1 + P2 + P3 + \dots + Pn$)</p> <p>Scoring Criteria</p> <ul style="list-style-type: none"> • Project (P) less than 1 = 1 Marks • 1 Project to 2 Projects = 2 Marks • 3 Project to 5 Projects = 5 Marks • More than 5 Projects = 7 Marks 	7 Marks
2.2	<p>Years of Experience of running Rehabilitation Centers for Homeless and Destitutes / Rehabilitation Centers for Homeless and Disabled Persons (PwDs) (with atleast 30 inmates)</p> <p>(Marks awarded will be dependent on the summation of years of experience in individual projects, i.e., $Y = Y1 + Y2 + Y3 + \dots + Yn$)</p> <p>Scoring Criteria</p> <ul style="list-style-type: none"> • Years less than 4.99 years = 1 Marks • 5 years to 9.99 years = 3 Marks • 10 years to 14.99 years = 5 Marks • Years more than 15 years = 7 Marks 	7 Marks
2.3	<p>Experience of managing residential accommodation facilities for adults, like Old Age Home / Urban Homeless Centers / Beggar Home / Maa Gruha Drug De-addiction cum Rehabilitation Centers / Integrated Rehabilitation Centre for Addicts (IRCA), etc or any other residential setups with minimum 50 inmates or working for vulnerable section of the society</p> <p>(Marks awarded will be dependent on the summation of years of experience in individual projects, i.e., $Y = Y1 + Y2 + Y3 + \dots + Yn$)</p> <p>Scoring Criteria</p> <ul style="list-style-type: none"> • Years less than 4.99 years = 0 Marks • 5 years to 9.99 years = 2 Marks • 10 years to 14.99 years = 4 Marks • Years more than 15 years = 6 Marks 	6 Marks

3	Personnel*	10 Marks
3.1	Coordinator cum Centre Head (One)* <ul style="list-style-type: none"> • Master's Degree in Social Work / Social Sciences / Bachelors in Hospital Administration & Management. • Experience of managing similar centres for a minimum period of four years or work experience in project planning, implementation, and management. • Good knowledge and experience of participatory approaches in program implementation. • Demonstrable capability for running such centres and having working knowledge of computers. 	5 Marks <ul style="list-style-type: none"> • 2 marks - for educational qualification • 2 mark - for work experience • 1 mark - for relevance of experience to desired work experience
3.2	Counsellor cum Psychologists (One)* <ul style="list-style-type: none"> • Master's Degree in Counselling/Psychology with a Diploma in Counselling from a government approved university. • Atleast four years of experience in counselling practice. • Hold a Training Certificate in Mental Health Rehabilitation Sciences from an institute of repute like NIMHANS / IHBAS, New Delhi etc (preferred). • Have knowledge of English and Odiya language. 	5 Marks <ul style="list-style-type: none"> • 2 marks - for educational qualification • 2 marks - for work experience • 1 mark - for relevance of experience to proposed position
4	Awards and Recognition of the Bidder	5 Marks
4.1	National level Award and recognition only from Government Bodies/ Entities for execution of projects of similar nature.	5 Marks
5	Technical Presentation	10 Marks
5.1	Presentation on Approach, Methodology and Work Plan 1. Understanding of the Assignment and Issues/Challenges (4 Marks) 2. Approach, Methodology and Work Plan (4 Marks) 3. Similar Case Studies (2 Marks)	10 Marks Technical Presentation
	Total (1 + 2 + 3 + 4 + 5)	50 Marks**
Note: * Experiences between 1 st September 2012 to 31 st August 2022 only will be considered for evaluation. The CV submitted as a part of the RFP Bid submission are expected to be deployed full-time for a period of 3 years. ** The minimum qualifying mark is: 30 (60%). *** Photocopies of work orders / original experience certificates from the clients / MOU / MOA / agreements etc must be submitted as a proof for each assignment. No assignment should be repeated across various categories of evaluation parameters. Ongoing assignments will be considered for evaluation only if 6 months of the project period have elapsed.		

C. Financial Evaluation (3rd Stage)

1. 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.
2. Financial Proposals of only those applicant Agencies who are technically qualified (i.e., obtain minimum 60 % in Technical Evaluation) shall be opened.

10. Final Selection of Agency

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

11. Contract Negotiation

- A. Negotiations will be held (if necessary) at the office of DSSO Keonjhar. 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.
 - 1. 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.
 - 2. Financial Negotiations: After the technical negotiations are over, financial negotiations will be carried out 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.
- B. 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.

12. 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 (LOI).
- C. After signing of the contract, no variation or modification of the terms of the contract shall be made except by written amendment signed by both the parties. The contract will be valid for 3 years from the date of effectiveness of the contract. The contract can be extended for every 2 years beyond these 3 years based on satisfactory performance.

13. Performance Bank Guarantee (PBG)

- A. Within 7 days of notifying the acceptance of a proposal for award of contract, the qualified bidder shall have to furnish a Performance Bank Guarantee amounting to **Rs. 10,00,000.00 (Rs. Ten Lakhs Only)** from a Scheduled / Nationalized Bank situated in Keonjhar in favour of “**District Social Security Officer (DSSO), Keonjhar, Govt. of Odisha**”, as per the format at Annexure- II, for a period of **90 days** beyond the entire contract period (i.e., PBG must be valid from the date of effectiveness of the contract to a period of **90 days** beyond the contract period) as its commitment to perform services under the contract.
- B. 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.
- C. Performance Bank Guarantee would be returned only after successful completion of tasks assigned to the selected Agency, and only after adjusting/recovering any dues recoverable/payable from/by the selected Agency on any account under the contract.
- D. Failure to comply with the requirements shall constitute sufficient grounds for the forfeiture of the PBG. The PBG shall be released immediately after three months of expiry of contract provided there is no breach of contract on the part of the qualified bidder. No interest shall be paid on the PBG.
- E. 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 II.

14. Conflict of Interest

Conflict of interest exists in the event of:

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

15. Disclosure

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

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

- C. Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:
1. A criminal offence or other serious offence punishable under the law of the land, or where they have been found by any regulator or professional body to have committed professional misconduct.
 2. Corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract.
 3. Failure to fulfil any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

16. Anti-corruption Measure

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

17. Language of Proposals

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

18. Cost of Bidding

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

19. Legal Jurisdiction

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

20. Governing Law and Penalty Clause

The schedule given for delivery is to be strictly adhered to in view of the strict time schedule. Any unjustified and unacceptable delay in delivery shall render the bidder liable for liquidated damages and thereafter the Client holds the option for cancellation of the contract for pending activities and complete the same from any other agency. The Client may deduct such sum from any money from their hands due or become due to bidder. The payment or deduction of such sums shall not relieve the bidder from his obligations and liabilities under the contract. The rights and obligations of the Client and the bidder under this contract will be governed by the prevailing laws of Government of India / Government of Odisha. Failure on bidder's part to furnish the deliverables as per the agreed timeline will enforce a penalty **@ 1% per week subject to maximum of 10% of the total contract value**. The amount will be deducted from the subsequent payment. In addition, the PBG amount shall also be forfeited. The decision of the authority placing the contract, whether the delay in development has taken place on account of reasons attributed to the bidder shall be final.

21. Confidentiality

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

22. Amendment of the RFP Document

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

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

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

24. Copyright, Patents and Other Proprietary Rights

DSSO Keonjhar and DMF Keonjhar, Government of Odisha shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights, and trademarks, about Documents and other materials which bear a direct relation to or are prepared or collected in consequence or during the execution of this contract. At the Client's request, the

Bidder/Agency shall take all necessary steps to submit them to the Client in compliance with the requirements of the contract.

25. Replacement of the Personnel

- A. The key professionals (as requested in the technical bid proposal (Tech 9) are to be deployed under this contract are expected to be dedicated for the entire contract period. However, any the change shall be allowed under following circumstances only after due approval:
- i. During start of engagement: Due to any unavoidable circumstances, if 1 CV (out of 2 CVs) submitted for evaluation can be replaced by the selected Agency during team deployment, duly notifying the circumstances necessitating the replacements, subject to approval of proposed replacement CVs by the DSSO Keonjhar.
 - ii. If both of the 2 CVs (out of 2) are replaced, at the start of engagement, the selected Agency during team deployment, the selected Agency shall duly notify the circumstances necessitating the replacements and seek approval of proposed replacement CVs by the DSSO Keonjhar.
 - iii. If any time of project period, any replacement of personnel is necessitated, the selected Agency shall seek approval of the proposed replacement cv from DSSO Keonjhar.

26. Force Majeure

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

27. Settlement of Disputes

The Client and the Agency shall make every effort to resolve amicably, by direct informal negotiation, any disagreement or dispute arising between them under or arising from or in

connection with the Contract within Thirty (30) days from the commencement of such informal negotiation. All dispute resolution proceedings shall be held at Keonjhar, Odisha, and the language of such proceedings and that of all documents and communications between the parties shall be in English. District Magistrate and Collector -cum- Chairman and Managing Trustee DMF Keonjhar, Govt of Odisha shall be the final authority to resolve the dispute arising between and the Client and the Agency.

28. Disqualification of Proposal

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

- A. Proposal submitted without Bid Processing Fee & EMD as applicable.
- B. Proposal not submitted in accordance with the procedure and formats as prescribed in the RFP.
- C. During validity of the proposal, or its extended period, if any, the bidder increases the quoted prices.
- D. Proposal is received in incomplete form.
- E. Proposal is received after due date and time for submission of bid.
- F. Proposal is not accompanied by all the requisite documents / information.
- G. Bids with any conditional technical and financial offer.
- H. If the bidder provides any assumptions in the financial proposal or qualifies the commercial proposal with its own conditions, such proposals will be rejected even if the commercial value of such proposals is the lowest / best value.
- I. Proposal is not properly sealed or signed.
- J. Proposal is not conforming to the requirement of the scope of the work of the assignment.
- K. Bidder tries to influence the proposal evaluation process by unlawful/corrupt/fraudulent means at one or any point of time during the bid process.
- L. If, any of the bid documents, excluding the commercial bid, submitted by the bidder is found to contain any information on price, pricing policy, pricing mechanism or any information indicative of the commercial aspects of the bidders or any person acting on its behalf indulges in corrupt and fraudulent practices.
- M. Any other condition / situation which holds the paramount interest of the Client during the overall section process.

Section III: Terms of Reference

1. Introduction

Keonjhar (Kendujhar) district, endowed with rich mineral deposits, occupies a prominent place in the mineral resource map of Odisha. The district fulfils the domestic and overseas demand with huge reserves of high-grade iron ore & manganese along with other minerals such as chromite, limestone, dolomite, nickel, granite etc. The entire forest range of Keonjhar is dotted with several iron ore & manganese ore mines of varying production capacities.

Despite the vast natural resources, the district continues to be socio-economically backward. The poverty Head Count Ratio (HCR) of the district is about 47 percent. More than 85 percent 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 SCs account for 11.6 percent and STs account for 45.5 percent. Under

Under point (vi) of sub-section (A) of Section 10 of Odisha District Mineral Foundation Rules, 2015, special programs such as Shelter Home for Homeless People / Destitutes with Mentally Illness (HPMI)

shall be taken up for welfare of the destitutes, and mentally ill population. DMF Keonjhar endeavours to adopt a just, humane, and sensitive approach for security and social development of vulnerable and destitute mentally ill/retired persons who are unwittingly separated from families and loved ones, end up as roadside destitute, unclothed, unfed & uncared. DMF Keonjhar, attempts to ensure that the population at large is aware of the ill effects of neglects of mental disorders and conditions and ensures to safeguard the human rights for HPIMs. The 30 beds Shelter Home for HPIMs, thus established shall be funded by District Mineral Foundation (DMF), Keonjhar.

2. Objective

Homeless persons with mental illness (HPMI) suffer indignities due to shirking of all obligations by the society. In addition, the HPMI is denied all rights available to citizens, such as confidentiality, privacy, safety, right to practice religion, health, and the right to not suffer from inhuman treatment. In this context, the new Mental Healthcare Act (MHCA), 2017 has brought in a list of rights for HPMI, and this is a welcome sign. The MHCA has also taken away the mandated involvement of judiciary to provide care for the HPMI. However, the ground realities in terms of the systems and the existent infrastructure are far from satisfactory to handle the vast diaspora of issues of homeless and mentally ill.

By tradition, in our country, there is a hesitation to accept mental problem as an illness in our society. While mental illness itself is severe enough not only for the mentally ill patients themselves but also for their families, it becomes critical if they are disowned by their families. They are left to take care of themselves without a shelter and become vulnerable members of the society

Hence, there is an urgent need to invest in community facilities such as shelter homes, halfway homes, day-care centres, home again facilities, and clustered group homes etc. Further, there is a need to support families by exploring innovative approaches to strengthen them.

3. Aim

1. Promote a better quality of life of HPMI.
2. Protection of Human Rights and Dignity of the HPMI.
3. Ensure participation in the community activities and help to achieve economic independence.
4. Achieve community integration for HPMI.
5. Awareness generation for rights, and care provision of HPMI.

4. Functioning of the Shelter Home

1. The Shelter Home shall act as a **Rescue cum Rehabilitation Centre for Homeless Persons/ Destitutes with Mental Illness (HPMI)**. It would establish a network of resources with all the stakeholders and devise ways to ensure that any information pertaining to such cases shall come directly or indirectly to it.
2. The centre shall employ skilled personnel to provide specialized services to these persons, including counselling support.
3. Services provisions of the Shelter Home:
 - i. Identification and rescue of HPMI (females, males and juvenile destitutes).
 - ii. Providing shelter, healthy food, clothing, and medical support.
 - iii. Regular counselling support to the aggrieved and sick inmate.
 - iv. Skill development and other initiatives to help to lead a better life.
 - v. Effort for making them skilled to have some source of income.
 - vi. Initiative to reunion them with their families/relatives.
 - vii. To undertake various recreational activities for early recovery.
 - viii. Regular follow up and support even after reunion with their family members.
 - ix. Initiatives to create awareness on the issue at various levels.
4. The Centre shall provide integrated services starting from rescue to reunion in a sequential manner as follows:
 - i. Rescue and Admission
 - ii. Clinical Interventions (Clinical / Psychiatric Assessment, Observation, Diagnosis, Treatment etc)
 - iii. Psychosocial Therapy / Interventions (Counselling, Physio-Occupational Therapy, etc)
 - iv. Vocational Training
 - v. Look for Discharge Readiness, Reunion, and re-integration with family
 - vi. Follow-up (clinical treatment, Family Counselling, Motivational Counselling etc, Improvement of vocational efficiencies etc)
5. Vocational and Occupational training shall play a crucial role in the recovery process for the inmates, enabling them to return to their community and lead a meaning, dignified and productive life to make them self-sustenance after recovery.

6. Where it is not possible for a mentally ill person to live with their family or relatives, or where a mentally ill person has been abandoned by his/her family or relatives, the Centre provide support as appropriate including legal aid and to facilitate exercising his/her right to family home and living in the family home.
7. Conduct household / door-to- door survey and analysis for identification of patients who require care at the community / household level and ensure continuity of care.
8. Awareness generation in the community for various early signs symptoms, ill-effects of mentally illness and disorders, early treatment for all people with psychotic episodes, critical to address many problems that may arise following the onset of psychosis, etc.

5. Scope of Work

1. Ensure that all the 'Aims', 'Objectives', 'Functioning of the Centre', and as mentioned in Section III (2 to 5) are met.
2. Formulate a Detailed Project Execution Plan (DPEP) for the establishment and operationalization of the Centre. The DPEP shall include details regarding:
 - i. Recruitment, Training Modules and Plan for training of the staff of 'Shelter Home for Homeless People / Destitutes with Mentally Illness (HPMI).
 - ii. Standard Operating Procedures (SOP) for day-to-day operation to ensure proper functioning of the Centre along with SOPs for different emergency scenarios.
 - iii. Copy of approvals / permissions required under relevant statutes and rules.
 - iv. Formats for registers, MIS, and other related documentation. The format, content, frequency, and circulation of the MIS shall be decided in consultation with the office of the DSSO and CDM&PHO Keonjhar.
 - v. Implementation schedules for placement of personnel, adoption/development of MIS, and other deliverables under this project.
3. Execute the approved DPEP.
4. Maintain and enforce a geo-tagged attendance system for all the personnel hired under this project.
5. Provide regular updates to the Client through the assigned point of contact in the office of the DSSO.
6. Ensure proper documentation (Medical Records as well as administrative documents, registers, reports etc) as per decided by the executive committee.
7. Undertake annual financial planning of the project, submit necessary bills for release of funds and submit Utilization Certificates for the fund spent.
8. Submit Monthly, Quarterly, and Annual Progress Reports to the office of the DSSO Keonjhar.
9. Undertake periodic appraisal of the project execution status and take/suggest corrective steps/mid-course correction.
10. Identify critical gaps in existing social security systems and recommend any improvements/additions required to amplify the impact of the project to the client.

11. Attend all meetings as required by the office of the DSSO related to progress and assessment of the program.
12. Take feedback from the beneficiaries, patients, relatives, staff, etc and act on the complaints/feedback received and take corrective measures.
13. Infrastructure:
 - i. The Shelter Home shall provide residential facilities that would ensure a respectable and dignified standard of living for the beneficiaries, inmates, and patients.
 - ii. The Shelter Home shall provide residential space of approximately 80 sq ft per inmate excluding common space and utilities with adequate facilities of bathrooms, toilets, and circulation area.
 - iii. The Shelter Home shall have adequate and separate space for dining hall, multipurpose hall to be used as common / entertainment room apart from office areas and doctors, counsellors' rooms etc.
 - iv. The Shelter Home shall be established and continued in a rented / leased house.
 - v. The space plan for proposed Shelter Home has been annexed (Annexure III). Minimum of 6,000 sq ft shall be rented for establishing the Shelter Home.
14. Any other relevant work as directed by the Client. Client can request for any other services as per the provisions of:
 - i. Indian Mental Health Care Act 2017.
 - ii. Deendayal Divyangjan Rehabilitation Scheme (Revised Guidelines w.e.f. 01.04.2022) from Department of Empowerment of Persons with Disabilities, Ministry of Social Justice & Empowerment, GOI
 - iii. Guidelines for 'Central Sector Scheme for Assistance for Prevention of Alcoholism and Substance (Drugs) Abuse and Social Defence Services', effective from 2018 by Government of India, Ministry of Social Justice and Empowerment. Scheme of National Action Plan for Drug Demand Reduction, revised w.e.f. 01.04.2020 by Ministry of Social Justice and Empowerment, Govt. of India.

6. Types of Beneficiaries for Admission to the Shelter Home

1. Homeless Persons/ Destitutes with mental illness (HPMI), who can be rehabilitated and main streamed / re-integrated into the society.
2. Severe Mentally ill patients whose families have no regular means of income / livelihood, who require life-long institutional care.
3. Persons with mental illness living below the poverty line whether in possession of a below poverty line (BPL) card, or who are destitute or homeless.

7. Process of Admission

1. Identification and rescue of HPMI (females, males and juvenile destitutes) and severe mentally ill patients; by Social Workers, Counsellors etc. via house-hold survey, referrals

from government officials and, information received from verified government departments etc.

2. These identified HPMI and Patients can be brought to the nearest CHC/SDH/DHH by Social Workers, Counsellors, and the Medical Officer/MOIC/Specialist Doctor at CHC/SDH/DHH shall assess these patients for its eligibility for admission in the Shelter Home. If assessed to be eligible, these HPMI and patients shall be referred to the Shelter Home by the assessing MOIC/Medical Officer/Specialist Doctor.
3. To streamline the admission of beneficiaries to the Shelter Home, the Psychiatrist / Mental Health Specialist at DHH Keonjhar shall impart training to the Medical Officer/MOIC, General Duty Medical Officer (GDMO)/ Specialist Doctors of the PHCs, CHCs, SDHs DHH and the Shelter Home for assessment, and identification of patients and beneficiaries who could be admitted.
4. the Psychiatrist / Mental Health Specialist at DHH Keonjhar shall also impart training for undertaking a detailed history taking; clinical evaluation of the patients physical, mental status; counselling of the patients/beneficiaries etc to all the Medical Officer/MOIC, General Duty Medical Officer (GDMO)/ Specialist Doctors of the PHCs, CHCs, SDHs DHH and the Shelter Home.

8. Team Composition

Sr. No.	Name of Post and Minimum Qualification	Responsibilities
1	<p>General Duty Medical Officer/Doctor</p> <ul style="list-style-type: none"> • Completed MBBS from a recognized institute. • Hold a Training Certificate in Mental Rehabilitation Sciences from a either institute of repute like NIMHANS / IHBAS, New Delhi etc (preferred). • Atleast three years clinical work experience in an in-patient hospital facility. • Should have knowledge of English and Odiya language. 	<ul style="list-style-type: none"> • Assessing patients/inmates about their physical / mental conditions. • 'History taking', complete examination, complete documentation of medical records etc for all the patients. • Presentation of the case findings and discussion of further plan of medications and treatment with the In-house Psychiatrist / Mental Health Specialist at DHH Keonjhar. • Carrying out the treatment plan as per case discussions. • Follow the instructions of specialists for their treatment specific regime for each individual patient. • Documentation of case history, symptoms, assessment, and evaluation finding, treatment prescribed, tests results etc for complete medical record management. • Monitoring of drug administration by the staff nurses and treatment provisions. • Respond immediately to the clinical emergency and be available for 24 hours on call.

		<ul style="list-style-type: none"> • Coordinating with the counsellors to plan the treatment and recovery of individual inmates. • Preparing discharge summary, follow-up schedule in consultation with the multi-disciplinary team and explain the medications which are to be continued after re-union with family members / discharge. • Liaison with specialists in psychiatry, internal medicine, neurology, pathology, biochemistry etc for referral in case of further treatment.
2	<p>Counsellor /Psychologist*</p> <ul style="list-style-type: none"> • Master's Degree in Counselling/Psychology with a Diploma in Counselling from a government approved university. • Atleast four years of experience in counselling practice. • Hold a Training Certificate in Mental Rehabilitation Sciences from a either institute of repute like NIMHANS / IHBAS, New Delhi etc (preferred). • Should have knowledge of English and Odiya language. 	<ul style="list-style-type: none"> • Assessment of patients/inmate individually as well as along with the clinical team. • Understand the behaviour patterns, attitude, capabilities, and limitations of newly admitted inmates and record them in the Medical File. • Maintaining individual case records of inmates. • Prepare an effective and practical care plan for the inmate in the light of the information collected through observation, enquiries, and medical reports. • Recording and documentation of the inmate's treatment processes. • Providing motivation, counselling clients, families and significant others and planning treatment strategies from admission to treatment, to follow-up after re-union with family. • Conducting re-educative classes, individual / group therapy, participation in awareness programmes in the community etc. • Functioning in a team to coordinate activities and receive feedback from other members of the team. • Visiting and networking with governmental and non-governmental agencies to support the inmates in treatment and escorting / guiding inmates for admission to other organisations. • Attend concerned meetings, training and capacity building activities organized as necessary and any other relevant work that may be included during the negotiations or as directed by the Client.
3	Staff Nurse*	<ul style="list-style-type: none"> • Assisting with history taking on admission assessment, daily rounds.

	<ul style="list-style-type: none"> • General Nursing Midwifery (GNM) from recognized medical institution. • Registered in State Nursing Council. • Atleast two years' experience in hospital. 	<ul style="list-style-type: none"> • Dealing with emergencies and assisting the Medical Officer/doctor on duty. • Administering medication, injections etc and monitoring for any adverse drug reaction, following doctors' orders etc. • Informing the doctor of any pertinent clinical issue noted during the drug administration or routine monitoring. • Maintaining all registers and records of inmates (e.g., blood pressure and urine sugar etc). • Ensuring continuous availability of medicines and keeping the doctor and centre head informed, well in advance in case of less medicine stock. • Ensuring safekeeping of medication. • Ensuring adequate dispensing procedure: confirming inmates' status, identity, dose, current prescription, dispensing medications in directly observed manner and ensuring that no diversion happen. • Ensuring adequate record keeping for the medicine and other consumables and stock. • Ensure that the inmates' belongings are properly recorded, stored in safe custody, and handed over to them with defined procedures as and when required. • Supervising the functioning of ward boys, sweepers.
4	<p>Project Coordinator cum Centre Head and Project Incharge *</p> <ul style="list-style-type: none"> • Master's Degree in Social Work / Social Sciences / Bachelors in Hospital Management & Administration. • Experience of managing similar centres for a minimum period of four years or work experience in project planning, implementation, and management. • Good knowledge and experience of participatory 	<ul style="list-style-type: none"> • Responsible for overall functioning, coordinating administrative responsibilities, and managing the day to activities of the Centre. • Ensure that all the project objectives are met and the Centre functions as per standards mentioned in the RFP. • Warrant that the inmates are admitted following due procedure and proper documentation. • Actively coordinate between the Client, Line departments, Centre staff, and Executive Committee, take necessary steps to resolve issues and represent the Centre at meetings. • Follow instructions on matters relating to the administration, running and management of the Centre given by the Client. • Supervise the work of other staff and ensure that they are fulfilling their responsibilities. • Liaison with Sakhi Cell in DHH / DCPO / DWO / DSWO / Police department and other appropriate administrative authorities in case of legal compliances pertaining to the

	<p>approaches in program implementation.</p> <ul style="list-style-type: none"> • Demonstrable capability for running such centres and having working knowledge of computers. 	<p>admission and treatment of juvenile inmates, etc to the Centre.</p> <ul style="list-style-type: none"> • 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. • 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. • Preparation of Annual Report, progress reports, process documents, regulating the legal and statutory compliances, and other reports in a time bound manner and submit the same to DSSO. • Organize monthly and other meetings of the Centre and other related agencies as per schedule and follow recommendations/suggestions/orders as mentioned in the minutes of the Executive Committee meeting. • 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. • Hold responsibility as the Public Relation Officer of the Centre and manage day to day correspondence. • Proper maintenance of various files related to records of the inmate(s), staff, stock, finance, assets, etc. • Encourage and conduct training programs and capacity building activities for volunteers / staff / stakeholders as per the instructions of the Executive Committee. • Any other relevant work that may be included during the negotiations or as directed by the DSSO. • Liaison with government and non-governmental organisations working in the field of de-addiction.
5	<p>Outreach Worker/Social Worker*</p> <ul style="list-style-type: none"> • Master's in Social Work / Social Sciences. • Certificate Course in Rehabilitation Sciences (preferred). • Atleast two years of work experience in awareness / outreach activities 	<ul style="list-style-type: none"> • Plan, coordinate and carry out the outreach, awareness activities, services, and campaign in coordination with relevant government departments and non-governmental organizations. • Providing routine information and services of the Centre for creating awareness in the masses and public, keep a lookout for inmates suitable for admission in the Centre. • Identification and rescue of potential inmates to be admitted, particularly the vulnerable locations i.e., hutting's, mining areas, open spaces such as pavements, under flyovers and

	<p>planning, implementation, and management.</p>	<p>staircases, places of worship, or railway platforms. etc and pursue their admission in the Centre with due procedure.</p> <ul style="list-style-type: none"> • Maintain a database directory of various NGOs, chalk out outreach services and collaborative initiatives for sensitization of masses about the mental health care requirement of the homeless persons and targeted interventions. • Reporting regularly to the team at Centre for planning further awareness and outreach activities and multidisciplinary treatment approach for the patients/clients. • Planning of Outreach services—such as Health Initiative Group for the Homeless (a joint initiative of Aashray Adhikar Abhiyan) • Regular follow-up with inmates and their family members for increasing the impact of Centre for Care, Rehabilitation services provided to the inmates/patient and prevention of relapses.
6	<p>Vocational Rehabilitation Counsellor</p> <ul style="list-style-type: none"> • Master's in Social Work / Social Sciences / Psychology / Rehabilitation Counselling. • Atleast two years' experience of counselling is essential. • Candidates with certificate in Career Counselling and atleast one years' experience in vocational skill development / counselling / rehabilitation of mental health patients / persons with disabilities / patients with vocational disabilities etc will be preferred. 	<ul style="list-style-type: none"> • Evaluate inmates by studying their qualifications, strengths, and weaknesses to help determine suitable education and employment for them. • Interview and assess inmates to determine their employment readiness and the type of work that best suits their skills and qualifications. • Assess inmates' skills and viability for the workforce to determine if they are ready for part-time or full-time employment positions. • Provide vocational counselling and assistance for employability. • Engage the inmates in activities which shall enhance skill learning of the commonly employable traits. Ex: Tailoring, Weaving, Candle making, envelope making, saal leaves plate making, paper plates making, typing and basic computer skills, DTP, painting, cooking, gardening, beauty parlour / barber shops, telephone operators, tele-callers, leather goods maker, etc. • Follow up with inmates and record and add notes to their files to maintain a current record after every session with the patients/inmates and provide group and individual job counselling.

		<ul style="list-style-type: none"> • Liaison with District Employment Exchange/Vocational development centres/skill training institutes/ ITI's etc for referring the ex-addicts for imparting skills for vocational habilitation and livelihood support by industry specific skill training. • Assist for livelihood support of recovered inmates by effective networking with employable agencies, schemes, programs, contractors, institutions etc. • Assist in availing financial assistance for livelihood generation by utilizing the services available through various Centrally and State sponsored schemes/programmes. • Maintain a network directory of the specialized vocational skill imparting institutions as well employment exchange agencies and organizations. • In case of homeless juveniles with mentally illness, liaison with IIC / DCPO / DEO / DWO / DSWO etc as applicable for enrolment in age-appropriate educational intuitions / LINK centre / schools etc. • In consultation with counsellors, social worker/outreach worker maintain appropriate follow-up for sustained education, vocation, livelihood etc.
7	<p>Physiotherapist/Occupational Therapist</p> <ul style="list-style-type: none"> • Degree in Bachelors in Physiotherapy (B.P. Th) / Bachelor's in Occupational Therapy (B.O. Th). • Experience of three years' work in hospital / healthcare institute. • Work experience in Mental Health institutions / Special Schools etc (Preferred). 	<ul style="list-style-type: none"> • Visit the Centre every-day for a minimum two hours per day for providing physical exercises and mental rehabilitation activities in consultation with the treating specialists as per the treatment plan chalked out for each inmate, enabling independence in Activities of Daily Living (ADL) etc. • Evaluate the patient's ability to function, help them set short- and long-term goals, and evaluate their likelihood for rehabilitation into the society. • Engage each inmate in activities which will help patients to achieve mental stability, re-establish the roles and identities most meaningful to them. • Use techniques of 'Behavioural Change Therapy', address various issues such as development of coping strategies, rebuilding roles, balancing responsibilities, managing money, effectively communicating with others, and developing stress management skills etc. • Participate in multi-disciplinary team approach for sustaining recovery via stress and anger management, modifications to social behaviour, occupational exploration, and

		<p>development of life skills which will ultimately help in improvements in occupational performance, improve the quality of life, enhance and sustain recovery, and prevent relapse into mental imbalance etc.</p> <ul style="list-style-type: none"> • Participate in Family Counselling sessions, convalesce therapy, as well as in awareness camps and outreach activities.
8	<p>Yoga Therapist (Part-time)</p> <ul style="list-style-type: none"> • Diploma in Yoga from a recognized Institute. • Experience of atleast one year in a healthcare/wellness centre. 	<ul style="list-style-type: none"> • Shall visit the Centre atleast 3 times a week for atleast two hours per visit. • Conducting physical exercises / yoga for the inmates targeted towards achieving independence in ADL. • Conducting meditation and classes on spirituality. • Teaching meditation and relaxation techniques. • Participate in multidisciplinary team approach for treatment, convalesce therapy and vocational rehabilitation etc
9	<p>Multi-purpose Worker / Ward Boy /Attendant</p> <ul style="list-style-type: none"> • 10th Class pass preferably experienced in such centres. • Ward Boy shall undergo training by either institute of repute like NIMHANS / IHBAS, New Delhi / National Institute of Social Defence (NISD). 	<ul style="list-style-type: none"> • Assisting the clinical team in the treatment procedures. • Attending to the personal hygiene of bed- ridden inmates. • Escorting the inmates to labs / other specialists / referred hospitals etc. • Monitoring the visitors and checking inmates for possession of drugs/any harmful items etc. • Assist in conducting physical exercises of the inmates. • Assist the staff in office work of the Centre as and when required. • Assist in procurement and purchase of the required materials for the Centre. • Assist in the disposal of waste, through composting and other means.
10	<p>Sanitary Worker / Housekeeping Staff</p> <ul style="list-style-type: none"> • 10th Class pass preferably experienced in such centres. 	<ul style="list-style-type: none"> • Cleaning of the entire centre including toilets and bathrooms. • Maintaining the garden or space available around the Centre. • Maintaining clean and hygienic environment. • Sweep and mopping the Centre atleast twice daily with appropriate disinfectant. • Clean and disinfect the toilets atleast thrice daily with 0.5 % active chlorine solution. • Take the soiled clothes, used bed sheets and pillow covers from the inmates for washing in the laundry.

		<ul style="list-style-type: none"> • After washing, assist the inmates in sun drying the clothes and make sure the inmates get their clothes and bed materials back. • Any other relevant work that may be included during the negotiations or as directed by the Client.
11	Accountant/Clerk (Part-time) <ul style="list-style-type: none"> • B. Com with knowledge of Computers, MS-Office, and Tally. • Working Experience of one year preferred. 	<ul style="list-style-type: none"> • Compilation of accounts, book-keeping, computerizing collected database & information, maintaining records & files, maintaining bills, vouchers etc as per provisions of the project. • Writing main account / petty cash account and preparing monthly expenditure statement. • Ensure supplies and other logistics as per the procurement rules and standards. • Ensure that procured items are properly recorded in the Stock Register. • Disbursement of cash for salaries and incidental expenditure.
<p>* Must have good communication skills in Odia i.e., to read, write and speak.</p> <p>** Security services, Food & Beverage/Cooking and Cleaning/Housekeeping services may be outsourced to professional agencies providing these services. Nevertheless, the minimum number of personnel/staffs as mentioned in Annexure III.3, shall be deployed for avoiding any hinderances in quality-of-service provision.</p>		

9. Steps in Project Implementation

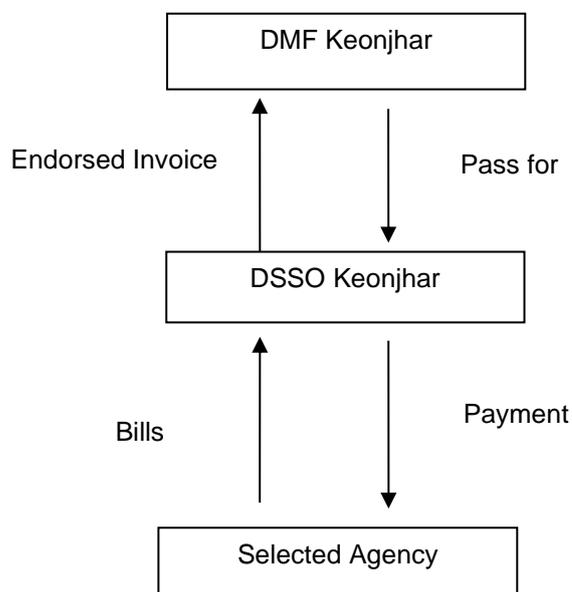
Sr. No.	Step	Responsibility	Timeline for Completion
1	Issue of Letter of Intent (Lol)	DSSO	Within 15 working days of finalization of the agency
2	Finalization of the site, procurement, installation of necessary equipment, furniture, etc. deployment of manpower, readiness of the Centre by the agency by approval of DSSO following due process	Agency	Within 30 working days of signing of MOU
3	Preparation of DPEP	Agency	Within 40 working days of signing of MOU
4	Approval of DPEP and formation of the Executive Committee	DSSO and CDM & PHO, Keonjhar	Within 15 working days of receiving the DPEP
5	Execution of the project	Agency	Within 30 to 40 working days of signing of MOU
6	Submission of monthly bills by the Agency to the DSSO	Agency	By the 4 th of every proceeding month

7	Fund release to the selected Agency on submission of bills (monthly)	DSSO	Within 12 working days of receiving of bills from the Agency
8	Supervision, Monitoring and Review of the project (monthly)	DSSO	By 20 th of every month

10. Project Duration

- Initially the duration of the project will be for Three (3) Years i.e., Thirty-Six Months (36 Months) from the date of signing of agreement and may be extended for a further period of every Two (2) years i.e., every Twenty-Four Months (24 Months) subject to satisfactory performance.
- The number of Shelter Homes / Number of beds in the Shelter Homes may be extended upon satisfactory performance of the selected agency and decision of the Competent Authority as well as availability of built-up infrastructure/building etc.
- Commencement: The selected agency shall commence the work with immediate effect from the date of signing of the agreement.
- Validity: Unless terminated earlier, the agreement shall be valid up to 36 months from the date of execution of agreement and automatically expire after completion of the agreement period.

11. Fund Flow Mechanism



12. Responsibilities of DSSO Keonjhar

DSSO, Keonjhar will be the nodal department having overall responsibility for the project with following responsibilities:

- Selection of Agency for project implementation through this RFP and formulate the necessary

committees for the same.

2. Signing of MOU with the selected Agency, overview of the implementation and adherence to the project objectives.
3. Approve the Detailed Project Execution Plan (DPEP) formulated by the selected Agency and suggest changes, if any.
4. Inform the Agency, Executive Committee, and Collector cum Managing Trustee DMF for non-compliance or poor performance of the Agency.
5. Verify and forward bills that are submitted by the selected Agency to DMF for release of funds for payment to the Agency in a timely manner.
6. Attend quarterly and yearly review meetings with Collector cum Managing Trustee DMF for overall assessment of the performance of the Agency.

13. Responsibilities of DMF Keonjhar

1. Administratively approve the project proposal as received from DSSO Keonjhar.
2. Participate in quarterly and yearly review meetings conducted by the Collector and Managing Trustee DMF Keonjhar for performance assessment of the Agency.
3. Take necessary action as per the information received from DSSO Keonjhar during review of the concerned Agency as per instructions of Collector and Managing Trustee DMF Keonjhar.
4. Scrutiny and release of funds to the DSSO Keonjhar as per actual bills submitted and stipulated norms.
5. Monitor and Evaluate project progress periodically.

14. Monitoring and Evaluation

1. Regular review meetings shall be conducted by the office of the DSSO to monitor the implementation of the project. The selected Agency shall submit the progress report on monthly basis in the desired format as per given schedule to the office of the DSSO, Keonjhar. This monthly progress report shall be verified and submitted by the DSSO to the office of DMF Keonjhar on a regular basis.
2. Yearly review (atleast one per year) shall be conducted by a team nominated by the Collector-cum-Chairperson and Managing Trustee, DMF along with DSSO to assess the services provided and the compliance of the selected Agency to the Scope of Work.
3. DSSO shall undertake an 'Inspection' for evaluation of the Centre and submit the report to Collector-cum-Chairperson and Managing Trustee, DMF. The Inspection shall be carried out after the end of each year (after project initiation) and shall take feedback from the patients of the Centre; inspect the Centre for cleanliness and security; check the geo-tagged attendance of the staffs; inspect the video recording of the CCTV cameras; financial assessments for reconciliation of funds received/expenditure incurred and other related tasks.

4. The selected Agency shall onboard an 'Impact Evaluation Agency' at the start of the project itself. The Impact Evaluation Agency shall carry out a Baseline Evaluation, Midline Evaluation (at various intervals as fixed by the Agency in consultation with the Client), as well as the Final Evaluation. All the reports of the evaluations carried out by the Impact Evaluation Agency shall be submitted by the selected Agency to the office of DSSO Keonjhar and CEO DMF Keonjhar. The 'Final Evaluation' shall be carried out by this 'Third Party / Impact Evaluation Agency' at the end of the project (i.e., 3 years) and will consider the following aspects in addition to those addressed in the in every evaluation:
 - i. The project's achievement with respect to the objectives.
 - ii. The effectiveness of the Centre for service delivery as envisioned.
 - iii. Suitability of the Agency, regarding extension of the contract.
 - iv. Impact generated, opportunities of improvements, and recommendations etc.
5. 'Annual Financial Audit' shall be carried out by the selected agency through an independent auditor and the report shall be submitted to DSSO Keonjhar and CEO DMF Keonjhar within three months of completion of a Financial Year.
6. No additional funds shall be provided for these audits and evaluations.
7. All assets, equipment 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.
8. Executive Committee: This committee shall comprise of DSSO Keonjhar (Chairperson), Mental Health Specialist, DHH, Keonjhar; Project Coordinator cum Project Incharge (Member Convener); and Medical Officer of the Agency; and any other member as approved by the District Collector cum Managing Trustee DMF Keonjhar. It shall be responsible for overall execution and management of the project. The process of finalizing the capital/one time purchase items, approval if excess funds if required, phasing of clinical staff hiring, training of staff, etc shall be firstly approved by this committee.

Section IV: Technical Proposal Submission Forms

Tech - 1 Covering Letter

(On Bidder's Letter Head)

[Location, Date]

To,
District Social Security Officer,
At- Collectorate, Keonjhar
P.O. Keonjhar District, Pin-758001

Subject: Selection of Agency for Establishment and Management of 30 Beds Shelter Home for Homeless People / Destitutes with Mentally Illness (HPMI), under District Mineral Foundation Keonjhar
[TECHNICAL PROPOSAL]

Dear Sir,

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

All the information and statements made in this technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. If negotiations are held during the period of validity of the proposal, I undertake to negotiate on the basis of the proposal submitted by us. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations. I have examined all the information as provided in your Request for Proposal (RFP) and offer to undertake the service described in accordance with the conditions and requirements of the selection process. I agree to bear all costs incurred by us in connection with the preparation and submission of this proposal and to bear any further pre-contract costs. In case, any provisions of this RFP/ ToR including of our technical & financial proposal is found to be deviated, then your department shall have rights to reject our proposal. I confirm that, I have the authority to submit the proposal and to clarify any details on its behalf.

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

Yours faithfully,

Authorized Signatory :
with Date and Seal

Name : _____

Designation : _____

Address of Bidder : _____

Contact Number of Bidder : _____

Email id of Bidder : _____

Tech 2: Bidder's Organization (General Details)

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

Authorized Signatory : _____
with Date and Seal
Name : _____
Designation : _____
Address of Bidder : _____
Contact Number of Bidder : _____
Email id of Bidder : _____

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

Tech 3: Bidders Financial Details

Annual Average Turnover Statement
(To be furnished in the letter head of the Chartered Accountant)

The Annual Turnover of M/s _____ for the last 3 FYS are given below and certified that the statement is true and correct.

Financial Information (In INR)				
Details	FY 2018 -19*	FY 2019 -20*	FY 2020-21*	Average
Consulting Turnover (in Crores)				
	<i>Page no in the bid proposal</i>	<i>Page no in the bid proposal</i>	<i>Page no in the bid proposal</i>	
<p>* Provisional audited statement shall not be considered.</p> <p>Supporting Documents: Audited certified financial statements for the last three FYs (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form).</p> <p>Filled in information in this format shall have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished in original along with the technical proposal failing which the proposal will be out rightly rejected. No scanned copy will be entertained.</p>				

Signature and Seal of the Company Auditor / Chartered Accountant with Date in original

Name of Chartered Accountant / Authorized Signatory of Company Auditor

[In full initials with Date and Seal]: _____

Membership No. Chartered Accountant / Authorized Signatory of Company Auditor

Authorized Signatory : _____
with Date and Seal
Name : _____
Designation : _____
Address of Bidder : _____
Contact Number of Bidder : _____
Email id of Bidder : _____

[NB: No Scanned Signature will be entertained]

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

**Tech 4: Format for Power of Attorney
(Notarized on INR 100.00 Stamp Paper)**

I, _____, the _____ (Designation) of (Name of the Organization) in witness where of certify that **<Name of person>** is authorized to execute the attorney on behalf of **<Name of Organization>**, **<Designation of the person>** of the company acting for and on behalf of the company under the authority conferred by the **< Notification/ Authority order no.>** Dated **<date of reference>** has signed this Power of attorney at **<place>** on this day of **<day><month>**, <year>.

The signatures of **<Name of person>** in whose favour authority is being made under the attorney given below are hereby certified.

Name of the Authorized :
Representative

(Signature of the Authorized Representative with Date)

CERTIFIED :

Signature of person executing attorney

Name of person :
executing attorney

Designation of person :
executing attorney
Date and Seal

Address of Bidder :

Contact Number of Bidder : _____

Email id of Bidder : _____

Tech 5: Bidders Past Experience Details

1. Name of the Organization: *As mentioned in the Registration Certificate. Also attach the certification copy (along with page number in the proposal).*
2. Ownership details:
3. Date and Place of Registration/Establishment:
4. Address of Head Office:
5. Correspondence Address (if different from above):
6. Telephone Number and Email id:
7. Name, contact number and email id of Authorized person for this project:
8. Name, contact number and email id of the Chief Officer/Head of the Organization:
9. Work Experience for Operations and Management of 'Rehabilitation Centres for Homeless and Destitutes (minimum 30 inmates)'.

Sr. No.	Name of the Project*	Number of Beneficiaries	Name of the Funding Agency	Source of funding (Govt. / Private)	Project Start Date	Project End Date	Project Cost (In Lakhs)	Major Task Carried Out
1								
2								
3								

*(*Photocopies of Work Orders/ Sanction Orders/ MOUs/ Engagement Letters/ Completion Certificates of equivalent projects to be attached as documentary proof along with page number in the proposal. More lines can be added for enumerating experience as required.)*

10. Work Experience in field of Development Sector (i.e., managing Drug De-addiction and Rehabilitation Centres/IRCA, residential accommodation facilities for adults, like Old Age Home / Urban Homeless Centres / Rehabilitation Centres for Homeless and Disabled Persons (PwDs) / Beggar Home / Maa Gruha, etc or any other residential setups with minimum 25 inmates or working for vulnerable section of the society):

Sr. No.	Name of the Project**	Number of Beneficiaries	Name of the Funding Agency	Source of funding (Govt. / Private)	Project Start Date	Project End Date	Project Costs (In Lakhs)	Major Task Carried Out
1								
2								
3								

*(**Photocopies of Work Orders/ Sanction Orders/ MOUs/ Engagement Letters/ Completion Certificates of equivalent projects to be attached as documentary proof along with page number in the proposal. More lines can be added for enumerating experience as required.)*

11. Any award/recognition for execution of similar projects: *Attach copy and mention page number in proposal.*
12. Details of Tender Fees DD: *Attach copy and mention details here*
13. Details of EMD DD: *Attach copy and mention details here*

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

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

**Authorized Signatory
with Date and Seal** :

Name : _____

Designation : _____

Address of Bidder : _____

**Contact Number of
Bidder** : _____

Email id of Bidder : _____

Tech 6: Declaration of Conflict of Interest and Activities

Are there any activities carried out by your agency which are of conflicting nature as mentioned in Section 2 **[Information to the Bidder]**: Para 14. If yes, please furnish details of any such activities.

If no, please certify,

On Bidders Letter

I hereby declare that our agency is not indulged in any such activities which can be termed as the conflicting activities as mentioned in **Section 2 [Information to the Bidder]: Para 14.**

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

Authorized Signatory with Date and Seal :

Name : _____

Designation : _____

Address of Bidder : _____

Contact Number of Bidder : _____

Email id of Bidder : _____

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

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

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

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

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

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

Authorized Signatory with Date and Seal :

Name : _____

Designation : _____

Address of Bidder : _____

Contact Number of Bidder : _____

Email id of Bidder : _____

Tech 8: Description of Approach, Methodology and Workplan to Undertake the Assignment

[Technical Approach, Methodology and Work Plan are key components of the Technical Proposal. In this Section, bidder should explain their understanding of the scope and objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. Further, the bidder shall highlight the problems being addressed and their importance and explain the technical approach to be adopted to address them. It is suggested to present the required information divided into following four sections viz 'Technical Approach & Methodology, Work Plan, Organization & Staffing, Challenges Envisaged']

- a) **Technical Approach and Methodology:** In this chapter, you shall 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 shall highlight the problems being addressed and their importance and explain the technical approach you shall adopt to address them. You shall 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 shall 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 shall 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, shall be included here. The work plan shall be consistent with the Work Schedule.
- c) **Organization and Staffing:** In this chapter, you shall propose the structure and composition of your team. You shall list the main disciplines of the assignment, the key expert responsible, and proposed staff. The details of these resources shall be given in Technical Form – 5 and 6.
- d) **Challenges Envisaged:** In this chapter, you shall list out some major challenges that could arise while implementation of the project. Also, the proposed action plan/road map and quality control mechanisms that you shall contemplate to follow while overcoming these challenges.

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

The agencies who are selected for technical presentation shall adhere to the following format while presentation:

Maximum Number of Slides	Slide Heading	Maximum Marks (10)	Maximum Time for Presentation
1 to 3	Understanding of the Assignment and Issues/Challenges	4	5 minutes
4 to 6	Work Plan and Staffing	4	5 minutes
7 to 10	Similar Case Studies	2	5 minutes

	Question & Answer Session		5 minutes
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Note 1: Information provided in the form shall correspond to the Technical Presentation. Colour print-out of the PPT also shall be submitted.

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

**Authorized Signatory
with Date and Seal** :

Name : _____

Designation : _____

Address of Bidder : _____

Contact Number of Bidder : _____

Email id of Bidder : _____

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

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/Year of Qualifying	
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			
	Responsibilities/ Activities performed:			
	From	To		
	Employer			
	Position/s held			
	Responsibilities/ Activities performed			
	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			
	Responsibilities/Activities performed			

	•
	Name of assignment or project
	Year
	Location
	Client
	Main project features
	•
	Position/s held
	Responsibilities/Activities performed
	•
10. Certification	
	<p>I, the undersigned, certify that to the best of my knowledge and belief that this CV correctly describes my qualifications and past experiences. I will undertake this assignment for the full project duration in terms of roles and responsibilities assigned in the technical proposal or any agreed extension of activities thereof. I understand that any misstatement herein leads to my disqualification or dismissal, if engaged</p> <p>Signature of Key Professional</p> <p>Date</p>

Name of Key Professional: _____

Authorized Signatory [In full and initials]: _____

Name and Designation of Authorized Person: _____

Date and Seal: _____

Contact Number of Bidder: _____

Email id of Bidder: _____

Address of the Bidder: _____

Note:

1. CV writeup restricted to 3 pages only with quality information relevant to the key professional requirements. The CVs needs to be jointly signed by the proposed professional and the authorized representative of the Bidder.
2. Information provided in the form shall correspond to the Key Personnel Criteria of the Technical Qualification form.
3. All the claims shall be mandatorily substantiated via production of the supporting documents by attaching photocopies of educational documents and experience certificates along with the technical proposal.
4. Experiences between 1st September 2012 to 31st August 2022 only will be considered for evaluation.
5. CVs submitted as a part of the RFP Bid submission are expected to be deployed full-time for a period of 3 years.

Tech 10: Proposed Plan to Carry out the Assignment

Month →	1	2	3	4
↓				
↓				
↓				

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

Authorized Signatory with Date and Seal :

Name : _____

Designation : _____

Address of Bidder : _____

Contact Number of Bidder : _____

Email id of Bidder : _____

Tech 11: Non-Consortium Declaration

We, _____ <name of the Organisation>, having our registered office at _____, <HQ address of the Organisation> hereby certify and confirm that in the preparation and submission of our Proposal for _____ (name of the Project) under this RFP Reference No. _____, We have not acted in concert or in collusion with any other Bidder or other person(s) and also not done any act, deed or thing, which is or could be regarded as anti-competitive. We declare that we are submitting this proposal as an independent agency, and not as a part of any consortium/Joint Venture/Associations.

We further confirm that we have not offered nor will offer any illegal gratification in cash or kind to any person or organization in connection with the instant proposal.

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.

Dated this _____ Day of _____, 2022

Authorized Signatory
with Date and Seal

Name : _____

Designation : _____

Address of Bidder : _____

Contact Number of Bidder : _____

Email id of Bidder : _____

TECH 12: Affidavit Format for Not Blacklisting

(Notarized on Rs.100/- Non-Judicial Stamp Paper)

Affidavit

I, M/s. _____ (the name of the Organization) having our registered office at _____, <HQ address of the Organisation> hereby certify and confirm that we or any of our promoter(s) / Director(s) are not barred by Social Security & Empowerment of Persons With Disabilities Department, Govt. of Odisha / Department of Health & FW, Govt. of Odisha / or any other entity of GoO or blacklisted by any State Government or Central Government / Department / Organization in India from participating in Tenders as on the _____ (Date of Signing of this proposal).

We further confirm that we are aware that, our proposal for the captioned Project would be liable for rejection in case any material misrepresentation is made or discovered at any stage of the Bidding Process or thereafter during the agreement period.

Dated this _____ Day of _____, 2022

Authorized Signatory
with Date and Seal :

Name : _____

Designation : _____

Address of Bidder : _____

Contact Number of Bidder : _____

Email id of Bidder : _____

Section V: Financial Proposal Submission Forms

Fin 1: Covering Letter for Financial Proposal

(On Bidders Letter Head)

[Location, Date]

To,
District Social Security Officer,
At- Collectorate, Keonjhar
P.O. Keonjhar District, Pin-758001

Dear Sir,

We, the undersigned, offer to provide services for the assignment '**Selection of Agency for Establishment and Management of 30 Beds Shelter Home for Homeless People / Destitutes with Mentally Illness (HPMI), under District Mineral Foundation 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 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 Signatory :
with Date and Seal

Name : _____

Designation : _____

Address of Bidder : _____

Contact Number of Bidder : _____

Email id of Bidder : _____

Section VI: Annexures

Annexure I: Bid Submission Checklist

Sr. No.	Description	Submitted (Yes/No)	Page No.
Technical Proposal (Original)			
1	Filled in Bid Submission Check List (ANNEXURE I)		
2	Covering Letter (TECH 1)		
3	Bid Processing Fee of Rs. 10,000/- in form of DD		
4	EMD of Rs. 1,00,000/- in form of DD		
5	Copy of Certificate of Incorporation / Registration of the Bidder		
6	Copy of PAN		
7	Copy of Goods and Services Tax Identification Number (GSTIN)		
8	Copies of IT Returns for the last 3 FYs (18-19, 19-20, & 20-21)		
9	General Details of the Bidder (TECH 2)		
10	Financial details of the bidder (TECH 3) along with all the supportive documents such as copies of Profit — Loss Statement and Balance Sheet for the concerned period		
11	Power of Attorney (TECH 4) in favour of the personsigning the bid on behalf of the bidder		
12	List of completed assignments of similar nature (Past Experience Details) (TECH 5) along with the copies of work orders for the respective assignments		
13	Self-Declaration on Potential Conflict of Interest (TECH 6)		
14	Comments and Suggestions (TECH 7)		
15	Description of Approach, Methodology & Work Plan (TECH 8)		
16	CV of Key Professionals (TECH 9)		
17	Work Plan (TECH 10)		
18	Non-Consortium Declaration (TECH 11)		
19	Affidavit Format for Not Blacklisting (TECH 12)		
FINANCIAL PROPOSAL (ORIGINAL)			
20	Covering Letter for Financial Proposal (FIN 1)		

Undertaking:

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

Authorized Signatory : _____
with Date and Seal
Name : _____
Designation : _____
Address of Bidder : _____
Contact Number of Bidder : _____
Email id of Bidder : _____

Annexure II: Performance Bank Guarantee Format

[Location, Date]

To,
**District Social Security Officer,
At- Collectorate, Keonjhar
P.O. Keonjhar District, Pin-758001**

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

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

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

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

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

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

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

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

.....
(Signature of the authorized officer of the Bank)

.....
Name and designation of the officer

.....
Seal, name & address of the Bank & Branch

Annexure III: Budget and Fund Flow

1. Abstract of Budget

Cost of operationalizing of 30 Beds Shelter Home for Mentally – III and Destitutes Persons (Over Three Years)					
Sr. No.	Item	Costs in 1st Year (in Rs.)	Cost in 2nd Year (in Rs.)	Cost in 3rd Year (in Rs.)	Remarks
1	Capital Cost	50,00,000			One time as per Annexure V
2	Personnel Cost	71,40,000	74,97,000	78,71,850	5% increment in subsequent year (as per NHM norms)
3	Recurring Cost	51,00,000	53,55,000	56,22,750	5% increment in subsequent year (considering avg. inflation of 4.75 % in last three years)
4	Management Fee*	6,12,000	6,42,600	6,74,730	5 % of (Personnel Cost + Recurring i.e., Running Cost)
Total		1,78,52,000	1,34,94,600	1,41,69,330	
		4,55,15,930			
*The detailed work plan to be undertaken by the agency using the management fees shall be discussed post selection of agency and be put forth in the MoU detailing out roles and responsibilities.					

2. Detailed Recurring i.e., Running Costs

Sr. No.	Item	Monthly Budgeted Cost (in Rs.) **	Annual Budgeted Cost (in Rs.)
1.	Cooking allowance (@ Rs.150/inmate for 3 wholesome meals per day for 1530 inmates)	1,35,000	16,20,000
2.	Consumables (medicines, toiletries, detergents, life skills /educational kits, BCC, and IEC material, newspaper, periodicals etc.)	60,000	7,20,000
3.	Contingency (electricity, DTH, stationary, repairs, maintenance, transport, water, telephone, recreational programs/functions etc.)	50,000	6,00,000
4.	Outreach Activities (Travel for Home visits, follow-up, community-based awareness, networking, etc) ***	30,000	3,60,000
5.	Payment of Part-time - Clinical Staff	80,000	9,60,000
6.	Payment of Part-time - Non-clinical Staff	10,000	1,20,000
7.	Payment of Part-time - Support Staff	10,000	1,20,000
8.	Rent	50,000	6,00,000
Total		4,25,000	51,00,000
** This is the upper limit of all the expenses mentioned herein. All the bills/vouchers shall be submitted to the office of DSSO for reimbursement as per actuals.			
*** The tour plan, tour diary needs to be submitted to the office of DSSO in advance for approval.			

3. Detailed HR Cost and Requirement

Post	Qty	Shift	Reliever	Total Qty	Cost per person per month (In Rs.) *****	Cost Estimate per month (In Rs.)	Annual Cost Estimate (In Rs.)	Remarks
General Duty Medical Officer / Doctor	1	1	0	1	65,000	65,000	7,80,000	9 am to 5 pm
Counsellor / Psychologists	1	1	0	1	40,000	40,000	4,80,000	9 am to 5 pm
Staff Nurses	1	3	2	5	20,000	1,00,000	12,00,000	6 am to 2 pm, 2 pm to 10 pm, 10 pm to 6 am
Coordinator cum Centre Head	1	1	0	1	40,000	40,000	4,80,000	General shift, available for 24 hours
Social Worker / Outreach Worker	2	1	2	4	30,000	1,20,000	14,40,000	9 am to 5 pm
Vocational Counsellor / Instructor	1	1	0	1	30,000	30,000	3,60,000	9 am to 5 pm
Physiotherapist / Occupational Therapist	1	1	0	1	40,000	40,000	4,80,000	9 am to 2 pm, 12 pm to 5 pm
Multi-purpose Worker / Ward – boy / Aaya / Attendant	2	3	0	6	10,000	60,000	7,20,000	6 am to 2 pm, 2 pm to 10 pm, 10 pm to 6 am (Atleast one male and one female in each shift should be available)
Cook	1	2	0	2	10,000	20,000	2,40,000	7 am to 3 pm, 2 pm to 10 pm
Security Guards	2	2	1	5	10,000	50,000	6,00,000	
Sanitary Worker / Housekeeping Staff	1	2	1	3	10,000	30,000	3,60,000	
Total Resources*****				30		5,95,000	71,40,000	

**** Maximum limit for payment of salary to be provided per month per person

***** Apart from above full-time personnel, following should be made available on a part time basis as mentioned below:

1. Psychiatrist - Part Time Clinical Staff: Psychiatrist shall visit the Shelter Home/Centre at least twice a week for health check-up of all the inmates. The doctor is bound to attend the inmates in emergency and provide telephonic consultation to the inhouse General Duty Medical Officer on a daily basis.
2. Yoga Therapist - Part Time Non-Clinical Staff (Diploma in Yoga from a recognized Institute): Yoga therapist should visit the Shelter Home/Centre atleast three times in a week for a minimum two hours per day.
3. Accountant/Clerk Part - Time Support Staff (B. Com with knowledge of computers and Tally): Compilation of accounts, book-keeping, computerizing collected database & information, maintaining records & files, maintaining bills, vouchers etc as per provisions of the project.

Note:

- i. Management fee will be based on actual expenditure incurred each month on Personnel and Recurring i.e., Running cost.
- ii. Management fee will be based on actual expenditure incurred each month on Personnel and Recurring i.e., Running cost. Training of all the staff as per courses listed out by NIMHANS, IHBAS and similar institutes, other industry specific professional courses for staff for provision and improvement in the quality of services at the Centre, awareness activities/ outreach services in community, laboratory and diagnostic tests (if required to be performed from a private facility/not available in nearby CHC/SDH/UPHC/DHH), staff group insurance, travel, transport, any other district level activities, Third Party audit fees, and any other services as requested by the Client, etc shall be met out from the Management fees. The selected Agency shall enter all the expenditure occurred for these activities in appropriate ledger as well as maintain the receipts/bills/vouchers of the same for scrutiny and verification.
- iii. Funds provisioned under Capital Cost shall be utilized by the selected agency to procure the items as per tentative list provided at Annexure V by following a due procedure of rate realisation (lowest quotation) subject to the budget provisioned. If in case the procurement cost exceeds with respect to the budget, then the matter shall be put up before Executive Committee for its due approval and further approval of funds under DMF.
- iv. Personnel cost shall be calculated on the reports generated from biometric system for staff as per their attendance in the particular month.
- v. Recurring i.e., Running Cost shall be reimbursed to the agency after submission of original bill, vouchers etc.

- vi. In case Security Services, Food & Beverage/Cooking and Cleaning/Housekeeping Services are outsourced; the expenses incurred for monthly payments, shall be reimbursed to the agency after submission of original bill, vouchers etc.

Annexure IV: Proposed Space Plan for 30 Beds Shelter Home for HPMI

Space Type	Unit	Area Unit (NSF)	Net Total Area (NSF)	Net Total Area (NSM)
IPD				
Patient Beds	30	60	900 1800	84 167
Nursing Station	3	20	60	6
Crash Cart	3	10	30	3
Store – Drugs and Consumables	1	60	60	6
Equipment Store	1	50	50	5
Clean Utility	1	40	40	4
Dirty Utility	1	40	40	4
Patient Toilets	4	60	240	22
OPD				
Doctors Room	1	60	60	6
Psychologist Room	1	60	60	6
Family Counselling Room	1	60	60	6
Therapists Room	1	60	60	6
Group Exercise	1	200	200	19
Offices and Common areas				
Office - Centre Head	1	40	40	4
Offices for the supportive staff	1	100	100	9
Waiting space for visitors	1	100	100	9
Enquiry & Reception	1	20	20	2
Staff – Toilets	1	60	60	6
Visitor- Toilets	1	60	60	6
Kitchen and Dining Area	1	100	100	9
Laundry & Drying Space	1	60	60	6
CCTV and Security Control Room	1	20	20	2
Open Space/Garden	1	400	400	37
		Subtotal	3,720	346
Total Space Requirement		40% Circulation	5,208	691

Annexure V: Tentative List of Items to be Purchased under Capital Cost

Sr. No.	Item#
1	Beds (with restrains if required), Mattress, Macintosh, Pillows etc
2	Bed Overhead Table
3	Bed sheet, Pillow cover, Patient Blankets
4	Mosquito nets
5	Storage Boxes (with chain and lock)
6	Cupboards for Medicines and Consumables
7	CCTV camera arrangement
8	Laptop/Computer
9	Diesel Generator
10	Biometrics
11	Printer cum Scanner
12	Television with DTH Connection
13	Music System
14	Books and bookshelves
15	Indoor and Outdoor Play equipment's (Carrom boards, Ludo sets, chess, badminton, etc)
16	Fire Extinguisher and Fire Fighting Equipment's
17	Washing Machine (8 kg, Automatic)
18	Medical equipment's (List of essential medicines and equipment's to be decided in consultation with CDM & PHO and Mental Health Specialist at DHH Keonjhar), First Aid Kit
19	Crash Cart
20	Refrigerator 200 Liters
21	Tables and Chairs
21	Patient Examination Table (1890x560x840 mm, 75" x 22" x 33" mild steel frame with BP Tray)
23	Dining Table with Chairs
24	RO Water Filter
25	Fans, LED Lights
26	Steel Bucket and Mug (Medium Size)
27	Steel Bucket and Mug (Large Size)
28	Patla/Stool for bathroom, Plastic Tubs
29	Plastic Dustbins, Dustpan, Soap Dish, Brooms etc
30	Geysers (depending on number of bathrooms)
# The above list is not comprehensive. The items, quantity and specifications shall be finalized in consultation with the Executive Committee and subsequent approval by DSSO.	

Annexure VI: Definitions and Acronyms

1	Act	:	Mental Healthcare Act (MHCA), 2017
2	ADL	:	Activities of Daily Living
3	Agency / Bidder	:	Entities or persons that may provide or provides the Services to the Client under the Contract.
4	AIIMS	:	All India Institute of Medical Sciences
5	APL	:	Above Poverty Line
6	Assignment / job	:	The work to be performed by the selected Agency pursuant to the Contract.
7	BPL	:	Below Poverty Line
8	CDM&PHO	:	Chief District Medical & Public Health Officer
9	Centre/Shelter Home for Homeless Persons with Mental Illness		A health establishment/Centre where homeless / destitute persons with mental illness are identified, admitted, cared for during convalescence, provided treatment, and rehabilitation etc, for either temporary period or otherwise.
10	CV	:	Curriculum Vitae
11	Day	:	Calendar day
12	DCPO		District Child Protection Officer
13	DD	:	Demand Draft
14	DMF, Keonjhar	:	District Mineral Foundation, Keonjhar
15	DPEP	:	Detailed Project Execution Plan to be submitted by the selected Agency to DSSO pursuant to the Contract.
16	DRDA	:	District Rural Development Agency
17	DSSO/Client	:	District Social Security Officer, Keonjhar, Government of Odisha
18	DSWO		District Social Welfare Officer
19	DTP	:	Desktop Publication
20	DWO	:	District Welfare Officer
21	EC	:	Evaluation Committee
22	EMD	:	Earnest Money Deposit
23	EO	:	Executive Officer
24	FY	:	Financial Year
25	Health Initiative Group for the Homeless		Health Initiative Group for the Homeless (a joint initiative of Aashray Adhikar Abhiyan [initiative for the right to home], the Institute of Human Behaviour and Allied Sciences, and Delhi State Legal Services Authority) in Delhi
26	HIV		Human Immunodeficiency Virus
27	Homelessness	:	Homelessness, defined as house-less-ness (Census India, 2011), is a state in which persons live in places other than a house with a roof. (As per https://www.ncbi.nlm.nih.gov/pmc/articles/PMC6482680/)
28	HPMI	:	Homeless Persons with Mental Illness
29	IHBAS		Institute of Human Behaviour and Allied Sciences, New Delhi
30	IIC	:	Inspector Incharge
31	Indigent	:	Any senior citizen who is not having sufficient means, as determined by the State Government, to maintain oneself.
32	Inmate	:	Resident of the Shelter Home / Centre
33	Instructions to applicant Agencies	:	The document which provides interested Agencies with the information needed to prepare their respective Proposals.
34	IPD		Indoor Patient Department
35	IRCA	:	Integrated Rehabilitation Centre for Addicts

36	ITI		Industrial Training Institutes
37	LOI	:	Letter of Invitation, (Section 1 of the RFP) means the 'Letter of Invitation' being sent by the Client.
38	MHCA		Mental Healthcare Act
39	MHE	:	Mental Health Establishment
40	MIS		Management Information System
41	NGO	:	Non-Governmental Organization
42	NIMHANS		National Institute of Mental Health and Neurosciences, Bangalore
43	NISD		National Institute of Social Défense
44	NR	:	Nominated Representative
45	NSF		Net Square Feet
46	NSM		Net Square Meter
47	OPD		Outpatient Department
48	Personnel	:	Professionals and support staff provided by the selected Agency and assigned to perform the Services or any part thereof.
49	Proposal	:	Pre-Qualification Documents, Technical Proposal and Financial Proposal.
50	PWDs		Persons with Disabilities
51	QBS	:	Quality Based Selection
52	RFP	:	Request for Proposal, circulated by the Client for the selection of an Agency.
53	sq ft		Square Feet
54	STD		Sexually Transmitted Diseases
55	TIA	:	Tender Inviting Authority /Client
56	TOR	:	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.
57	UN	:	United Nations
58	WHO	:	World Health Organizations