



Office of the District Fisheries Officer,
Keonjhar, Odisha

RFP No: 3643 /2024

Date: 20.07.2024

REQUEST FOR PROPOSAL

Conducting BASELINE STUDY for “LIVELIHOOD ENHANCEMENT OF PEOPLE IN MINING AFFECTED AREAS OF KEONJHAR DISTRICT THROUGH AQUACULTURE” under DMF, KEONJHAR

The Governor of Odisha represented through office of the District Fisheries Officer, Keonjhar, Government of Odisha, **invites sealed proposals from eligible bidders for** conducting BASELINE STUDY for “LIVELIHOOD ENHANCEMENT OF PEOPLE IN MINING AFFECTED AREAS OF KEONJHAR DISTRICT THROUGH AQUACULTURE” under DMF, KEONJHAR

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

The major events under the bid process are:

Sr. No.	List of Key Events	Critical Dates
1	Date of Issue of RFP	20.07.2024
2	Deadline for Submission of Pre-Proposal Query	24.07.2024 by email Email id: dfokendujhar@gmail.com
3	Issue of Pre-proposal Clarifications	29.07.2024 via online mode
4	Last Date for Submission of Bid	05.08.2024 by 03.00 PM
5	Date of Opening of Technical Bid	06.08.2024 at 11.00 AM
6	Method of Selection	Quality cum Cost Based Selection

The proposal complete in all respects must reach the undersigned by **Speed Post/Registered Post** only latest by **05.08.2024 before 3.00 PM** in a sealed envelope clearly mentioning on the top of it “**RFP for Conducting BASELINE STUDY for “LIVELIHOOD ENHANCEMENT OF PEOPLE IN MINING AFFECTED AREAS OF KEONJHAR DISTRICT THROUGH AQUACULTURE” under DMF, 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:

The District Fisheries Officer,
Opposite OSME Campus, Mining Road
District – Keonjhar, PIN- 758001(Odisha)

Request for Proposal

Conducting BASELINE STUDY for “LIVELIHOOD ENHANCEMENT OF PEOPLE IN MINING AFFECTED AREAS OF KEONJHAR DISTRICT THROUGH AQUACULTURE” under DMF, KEONJHAR



**Office of the District Fisheries Officer,
Keonjhar, Government of Odisha**

July 2024

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Disclaimer

This Request for Proposal (RFP) is issued by the Office of the District Fisheries Officer, Keonjhar, Govt. of Odisha, hereinafter referred to as DFO 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 DFO 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 DFO, Keonjhar who is the Client. 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 DFO, 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.

DFO Keonjhar, Government of Odisha shall be the sole and final authority with respect to selection of an Agency/ Organisation for the purpose through this RFP.

Section I: Letter of Invitation and Factsheet

1. Letter of Invitation

RFP No: /2024

Dated: 20.07.2024

Name of the Assignment: “Conducting BASELINE STUDY for “LIVELIHOOD ENHANCEMENT OF PEOPLE IN MINING AFFECTED AREAS OF KEONJHAR DISTRICT THROUGH AQUACULTURE” under DMF, KEONJHAR”

1. The “Office of the District Fisheries Officer, Govt. of Odisha” invites sealed proposal from eligible bidder under the process for “Conducting BASELINE STUDY for “LIVELIHOOD ENHANCEMENT OF PEOPLE IN MINING AFFECTED AREAS OF KEONJHAR DISTRICT THROUGH AQUACULTURE” under DMF, KEONJHAR”. More details on the proposed study are provided at Section-III: Terms of Reference (ToR) of this RFP Document.
2. A bidder will be selected under QCBS procedure as prescribed in the RFP Document.
3. 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.
4. The last date and time for submission of proposal complete in all respects is **Dt. 05.08.2024 before 3.00 PM** and the date of opening of the technical proposal is **Dt. 06.08.2024** in the presence of the bidder/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.
5. 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. Annexure [Section – V]
6. 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.

**Office of the District Fisheries Officer, Keonjhar,
Govt. of Odisha**

2. Bidder Data and Factsheet

Sr. No	Particular	Details
1	Name of the Client	The District Fisheries Officer, Opposite OSME Campus, Mining Road District – Keonjhar, PIN- 758001(Odisha) Email: dfokendujhar@gmail.com
2	Method of Selection	Quality cum Cost Based Selection (QCBS)
3	Availability of RFP Document	https://kendujhar.odisha.gov.in/
4	Date of Issue of RFP	20.07.2024
5	Deadline for Submission of Pre-Proposal Query	24.07.2024 by email on (dfokendujhar@gmail.com)
6	Issue of Pre-proposal Clarifications	29.07.2024 via online mode on https://kendujhar.odisha.gov.in/
7	Last Date for submission of Proposal	05.08.2024 by 03.00 PM
8	Date of opening of Technical Proposal	06.08.2024 at 11.00 AM
9	Contact Person / Address for Submission of Proposal	The District Fisheries Officer, Opposite OSME Campus, Mining Road District – Keonjhar, PIN- 758001(Odisha) Email: dfokeonjhar@gmail.com
10	Place of Opening of Proposal	The District Fisheries Officer, Opposite OSME Campus, Mining Road District – Keonjhar, PIN- 758001(Odisha)
11	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.
12	Method of Selection	Quality cum Cost Based Selection (QCBS)

NOTE:

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

**Office of the District Fisheries Officer, 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.	Basic Requirement	Specific Requirement	Documents Required
1.	Legal Entity	The Agency should be a not-for-profit / for-profit organization registered under <ul style="list-style-type: none"> • Societies' Registration Act 1860 • Indian Trust Act 1882 Companies Act 2013, under Section 8	<ul style="list-style-type: none"> • Certificate of incorporation • Registration Certificate • PAN No. • GST Certificate
2.	Operation	The Agency should have been in operation for the past 3 years as on 31/3/2024 and filed ITRs for the last 3 FYs	Last three FY's (2020-21,2021-22, 2022-23) Annual Report and ITR copy of the respective Assessment Year
3.	Financial Capacity	The Agency should have an average annual turnover of at least Rs 25 lakhs over the last three FY's (2020-21,2021-22, 2022-23)	Last three FY's Audited Financial Statement along with a statement of Average Annual Turnover duly signed by a Chartered Accountant
4.	Blacklist	The agency should not have been blacklisted by any Central / State Government Ministry in India or Public Sector Undertakings or any Government Agencies	Undertaking by the Authorized Signatory
5.	Experience of Agency relevant to Baseline study	The Agency should have undertaken and successfully completed at-least three (3) similar Assessments (Social Science/Health/ Nutrition/Socioeconomic & Bio-Physical)/ /Impact Evaluation or Assessment Design and Implementation Projects with Central Govt / State Govt./JICA assisted Projects/World Bank Projects/multilateral/international or national development agencies during last 5 years. The consulting fees in each of the projects to be at-least INR 10 lakhs. The Agency should have demonstrated experience in undertaking on-ground activities covering data collection, conducting surveys, field-level monitoring and/or	Copies of Work Orders/ Sanction Orders/ MoUs/ Engagement Letters/ Completion Certificates/ or equivalent documentary evidence should be provided as proof

		placement verification.	
6.	Authorized Representative	A Power of Attorney from Executive head of the organization	Original Power of Attorney or Board Resolution Copy
7.	Declaration of Non - political entity	The chief functionary of the institution should not be formal member of the political party	Furnish an undertaking to this effect issued by the Authorized Representative
NOTE: The copies of documents submitted towards Pre-qualification criteria are to be substantiated through production of originals, if and when asked for.			

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
- 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 2020-21,2021-22, 2022-23)
- 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 -12

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.

5. Validity of the Proposal

Proposals shall remain valid for a period of **120 (One Hundred Twenty 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 DFO Keonjhar through email at 'dfokeonjhar@gmail.com' till the date mentioned in the Bidders Data and Factsheet. Clarifications to the above will be uploaded in <https://kendujhar.odisha.gov.in/> of the respective bidders for the purpose of preparation of the proposal. Requests for alternation / change in existing terms and conditions of the RFP will not be considered / entertained. (Mention that subject title)

7. Submission of Proposal

Bidders must submit their proposals by **Registered Post / Speed Post only** to the specified address on or before the last date and time for submission of proposals as mentioned in Bidder Data Sheet. The Client will not be responsible for postal delay / any consequence in receiving the proposal. The proposal must be submitted as mentioned below. Each part should be separately bound with no loose sheets. Each page should be 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 rightly rejected by the Client. Bidder shall submit only 1 bid.

The procedure for submission of the proposal is described below:

- 1) Request for Proposal is available in the district website <https://kendujhar.odisha.gov.in/> under the notices section.
- 2) Process of Selection
 - Stage 1: Applicant Agencies will submit all the relevant documents as mentioned in the RFP form. Based on QCBS (Quality & Cost Basis Selection, 70% Quality, 30% cost), the applicant agencies shall be sorted as 1,2,3 agencies
 - Stage 2: The 1st agency in the list shall be contacted & asked to accept the offer & confirm within 2 days of intimation
 - Stage 3: Agreement will be signed between DFO, Keonjhar and selected Agency for partnering in carry out the study
- 3) The filled RFP application with all relevant documents must be mandatorily delivered in a written format to the address below by (India Post) Speed Post/Registered Post only in a sealed envelope super-scribed as **“RFP for Conducting BASELINE STUDY for “LIVELIHOOD ENHANCEMENT OF PEOPLE IN MINING AFFECTED AREAS OF KEONJHAR DISTRICT THROUGH AQUACULTURE” under DMF, KEONJHAR” latest by 3.00 pm. dated 05th August 2024** to the address “Office of the District Fisheries Officer-Keonjhar, Mining School Road, Keonjhar-758001.
- 4) Preparation of RFP
 - a) The RFP as well as all related correspondence exchanged by the Agencies and the DFO, shall be written in English
 - b) In preparing their RFP, the agencies are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of expression.
- 5) RFP form

Applicant agencies are required to fill out the **RFP form**. The filled-up Technical proposal with all necessary/supporting documents to justify the claims, should be enclosed in a separate

envelope, sealed and superscribed as **“Technical Proposal for Conducting BASELINE STUDY for “LIVELIHOOD ENHANCEMENT OF PEOPLE IN MINING AFFECTED AREAS OF KEONJHAR DISTRICT THROUGH AQUACULTURE” under DMF, KEONJHAR”** followed by the agency name and the Financial proposal should be enclosed in a separate envelope, sealed and superscribed as **“Financial Proposal for Conducting BASELINE STUDY for “LIVELIHOOD ENHANCEMENT OF PEOPLE IN MINING AFFECTED AREAS OF KEONJHAR DISTRICT THROUGH AQUACULTURE” under DMF, KEONJHAR”**, followed by the agency name.. Both these envelopes should be enclosed in a separate envelope, sealed and superscribed as **“Proposal for Conducting BASELINE STUDY for “LIVELIHOOD ENHANCEMENT OF PEOPLE IN MINING AFFECTED AREAS OF KEONJHAR DISTRICT THROUGH AQUACULTURE” under DMF, KEONJHAR”** followed by the agency name. The supporting documents have to be produced in original by the Agencies during the document verification process by the selection committee or when demanded. Submission of the wrong type of RFP will result in it being deemed non-responsive.

6) Submission, receipt, and opening of RFP

- a) The RFP Proposal shall contain no interlineations or overwriting, except as necessary to correct errors made by the Agencies themselves. The under-signee person for the RFP must provide his initial beside such corrections.
- b) An authorized representative of the Agency shall initial (put her/his signature) all pages of the original RFP form. The authorization shall be in the form of a written power of attorney.
- c) The envelope shall bear the submission address and shall be clearly marked **“DO NOT OPEN, EXCEPT IN PRESENCE OF THE OFFICIAL APPOINTED”**. DFO Keonjhar will not be responsible for misplacement, loss or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may also be deemed as fit case for Proposal rejection. If the forms are not submitted in separate sealed envelopes duly marked as indicated above, this will constitute grounds for declaring the submissions non-responsive.
- d) All the documents as mentioned above must be sent to the address indicated and received by the DFO no later than the time and the date of submission, or any extension to this date in accordance with corrigendum. Any documents received by DFO, Keonjhar after the deadline for submission will not be considered.
- e) From the time the envelopes are opened to the time the Contract is awarded, the Agency should not contact DFO Keonjhar on any matter related to their RFP submission. Any effort by Agency to influence DFO Keonjhar or who so ever concerned in the examination, evaluation, ranking of expressions, and recommendation for award of Contract may result in the rejection of the Agency’s Proposal.

7) General Instructions

- a) Agencies need to apply in the specified format only.
- b) Information furnished with **“Request for Proposal”** should be accompanied by facts and documents of any related activities implemented by the Agencies
- c) Information furnished with Qualification form and RFP form should be substantiated with relevant supporting documents separately and the **all the supporting documents attached should be marked/tagged and highlighted with a clear mention of concerned Sl. No. of the respective forms**. If a document pertains to more than one criterion of the same form, the respective Sl. Nos. should be clearly marked on that

supporting document. The claim of the Agencies will not be considered unless the marking of supporting documents is done as above.

- d) The applicant Agencies must submit any other document(s) as and when required.
- e) Agencies with experience of project / assignments in the Keonjhar district would be preferred.
- f) The agency should commit to implement the project deliverables as per the timelines in their respective blocks as mentioned in the RFP and further agreed upon in the MoA signed for the purpose.
- g) Date of signing of the MoA will be the beginning of the contract for the assignment.

8. Evaluation of Proposal

A Two 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 2019-20, 2020-21 and 2021-22**)
- General Details of the Bidder (**TECH 2**)
- Financial Details of the bidder (**TECH 3**) along with all the supportive Documents as applicable duly signed and certified as per the instruction
- Power of Attorney (**TECH 4**) in 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 10**)
- 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 requirements, will be out rightly rejected at the discretion of the Client's authority.

B. Technical Evaluation (2nd Stage)

The agency will be evaluated and selected based on the following criteria

Sr. No.	Particulars	Divison of Marks
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1	<p>The Experience of the Research Agency in conducting baseline studies – 10 Marks</p> <ul style="list-style-type: none"> • Minimum 3 years of experience in undertaking Social Science / Health/Nutrition Research Projects (5 marks) • Have undertaken a minimum of 3 research projects with Government/ Government institutions /International development agencies in the past (5 marks) <p>The Principal Investigator (PI)/Co PI to have following qualification- 15 marks</p> <ul style="list-style-type: none"> • PhD in Statistics, Population Science, Economics, Public Health, Nutrition or any Social Science Subject from reputed institutions – 10 Marks • Minimum 5 years of working experience as an academician/ researcher after the doctorate degree. Must have led at least 3 large scale research projects of Government/International/National/multilateral/bilateral Agencies – 5 Marks • Experience of working in statistical tools like STATA, SAS, SPSS, etc <p>The Research Associates/Research scholars associated with the study to have following qualification- 15 marks</p> <ul style="list-style-type: none"> • MPhil degree in Public Health, Nutrition, Statistics, or any Social Science subjects from reputed institutions– 10 Marks • Minimum 5 years’ experience of working with Government/ academic /research/national/international development agencies institutions on research-based activities – 5 Marks 	40 Marks
2	Experience in conducting baseline studies in Odisha	20 Marks (4 Marks for Each assignment upto 5 Assignments)
3	<p>Approach & Methodology</p> <ol style="list-style-type: none"> 1. Understanding of the Assignment and Issues / Challenges (10 Marks) 2. Approach, Methodology, Work Plan, Unique Selling Proposition / Additional Features (20 Marks). 3. Similar Case studies working with Government /International/National Development Agencies (10 Marks) 	40 Marks

- (i) District Fisheries Officer, Keonjhar will open the Financial Quotation of those agencies who will achieve minimum score of 60 marks in the technical evaluation
- (ii) Documentary evidence (Citation, copy of completion / ongoing client certificate, and work order / Contract) is required for all project experience.
- (iii) District Fisheries Officer, Keonjhar (or a nominated party) reserves the right to check/validate the authenticity of the information provided by the Bidder for

Technical Evaluation criteria and the requisite support must be provided by the Bidder.

Financial Evaluation

Each Financial Proposal will be assigned a financial score (SF). For financial evaluation, the total cost indicated in the Financial Proposal and Illustration given in Annexures.

The District Fisheries Officer, Keonjhar will determine whether the Financial Proposals are complete and unconditional. The cost indicated in the Financial Proposal shall be deemed as final and reflect the total cost of services. Omissions, if any, in costing any item shall not entitle the firm to be compensated, and the liability to fulfill its obligations as per the ToR within the total quoted price shall be that of the Agency. The lowest Financial Proposal (FM) will be given a financial score (SF) of 100 points. The financial scores of other proposals will be computed as follows:

$$SF = 100 \times FM / F$$

(F = Amount of Financial Proposal)

Provided that the bid is substantially responsive, the Authority shall correct arithmetical errors on the following basis:

If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected unless in the opinion of the Employer there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;

- If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.
- Any conditional quotation shall be summarily rejected.

Final Evaluation of Bid (QCBS Method)

District Fisheries Officer, Keonjhar will award the Contract to the Bidder based on Quality Cum Cost Basis (QCBS). All the bids will be scrutinized/evaluated as per the criteria given in the RFP documents and a list of successful bidders will be evaluated on the QCBS pattern of 70:30 (Technical Bid - 70% weightage, Financial Bid - 30% weightage). Proposals will finally be ranked according to their combined technical (ST) and financial (SF) scores as follows:

$$CS = ST \times TW + SF \times FW$$

Where,

CS- Combined Score

ST- Technical Score

TW- Technical Bid Weightage

SF- Financial Score

FW- Financial Bid Weightage

TW & FW shall be 0.70 and 0.30 respectively.

9. 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.

10. Contract Negotiation

A. Negotiations will be held (if necessary) at the office of DFO 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.

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.

11. 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 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

12. 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.

13. 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.

14. 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.

15. 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.

16. 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.

17. Legal Jurisdiction

All legal disputes are subject to the jurisdiction of Civil Court of Keonjhar only.

18. 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 HR Cost paid to the agency. The amount will be deducted from the subsequent payments. 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.

19. 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.

20. 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.

21. 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.

22. Copyright, Patents and Other Proprietary Rights

DFO 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.

23. Replacement of the Personnel

- A. The key professionals (as requested in the technical bid proposal are to be deployed under this contract and 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 DFO 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 DFO 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 DFO Keonjhar.

24. 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.

25. 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 Keonjhar, Govt of Odisha shall be the final authority to resolve the dispute arising between the Client and the Agency.

26. Disqualification of Proposal

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

- A. Proposal not submitted in accordance with the procedure and formats as prescribed in the RFP.
- B. During validity of the proposal, or its extended period, if any, the bidder increases the quoted prices.
- C. Proposal is received in incomplete form.
- D. Proposal is received after due date and time for submission of bid.
- E. Proposal is not accompanied by all the requisite documents / information.
- F. Bids with any conditional technical and financial offer.
- G. 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.
- H. Proposal is not properly sealed or signed.
- I. Proposal is not conforming to the requirement of the scope of the work of the assignment.
- J. Bidder tries to influence the proposal evaluation process by unlawful/corrupt/fraudulent means at one or any point of time during the bid process.
- K. 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.
- L. Any other condition / situation which holds the paramount interest of the Client during the overall section process.

Section III: Terms of Reference

A. Description

The project “**Livelihood Enhancement of People in Mining Affected Areas of Keonjhar District through Aquaculture**” originated from a partnership between District Fisheries Officer (DFO), Keonjhar & SDS (Sesta Development Agency), Guwahati. The project is focused to trigger adoption of commercial aquaculture practices leading to intensification of fisheries activities in the existing water bodies, promote aquaculture activities in new water bodies, Dam Reservoirs & bio-flocs in 7 DMF blocks (the details of the blocks & Villages are included in the annexure) of Keonjhar district.

The program was launched with the signing of the MoU on 20th December 2022 in the presence of The Collector, Keonjhar.

District Fisheries Officer of Keonjhar is now implementing the seven blocks (597 villages) i.e., Jhumpura, Harichandanpur, Hatadihi, Banspal, Champua, Sadar and Joda of Keonjhar District funded by District Mineral Foundation, Keonjhar.

The major outcomes envisaged under the project for each of the blocks are as follows:

- ▲ 3500 small holder producers shall be benefited by the project and ensure sustainable livelihood through Aquaculture
- ▲ All members shall be included into a Fish Farmers producers’ organization (FFPO)
- ▲ 1000 new Pond’s excavation, 2000 Existing Ponds, 300 Bio-flocs, 250 Cage Culture, 1 Feed plant and 2 Hatchery and nursery unit for livelihood enhancement through aquaculture

B. Duration of the project

The time period of the project is 3 years; starting from 20th-Dec-2022 up to 19th-Dec-2025

C. The objective of the study & Scope of work for the agencies applying for conducting the Baseline study

Background

A reference study of baseline status followed by end-line evaluation will help to measure the quantum of change happened within the program implementation period. The study will be used as a reference document for the implementing partners, DMF, and the administration for project purposes.

Objectives

- The study aims to map the current **socio-economic scenario** of the context assigned
- To understand the kind of livelihood portfolio the producers have in terms of the streams of livelihood & volume wise break up
- Status of existing Aquaculture practices like: Access to the water body (community & personal), kind of practices followed, output from the activity, Major gaps, support extended by the various resources agencies (Govt Depts, NGO or other such sort of agencies)
- Status of finance to the activity

Additional info

The agencies / institutions / organization are required to conduct the survey process by following scientific data collection and by following appropriate research methods with proper statistical measures.

- The team will adopt a mix of **quantitative as well as qualitative** indicators at the systemic as well as operational level that are vital to gauge the efficacy and effectiveness of the service delivery.
- The total sample size is 500
- The sample should be 50% from the population currently engaged in the aquaculture practices while other 50% from the population who is not engaged in the aquaculture practices

D. Period of Assignment

The period of completion of the baseline study will be within 60 days of the signing of the contract

E. Output/Deliverables

- ✓ An Inception report with a detailed work plan of the assignment must be submitted within 10 days of the signing of the contract
- ✓ All the reports submitted will have block level analysis as well as District level analysis.
- ✓ Mid-term progress report on 30 days of signing of the contract.
- ✓ Draft baseline report with required information specified in the scope of work, after 45 days of signing of contract.
- ✓ Final report within 60 days, from the date of signing the contract.
- ✓ For delay in completion of the projects, a Penalty will be imposed as decided by the Competent Authority.
- ✓ All the other reports & the timeline is mentioned in the deliverable & Payment schedule
- ✓ The report shall specifically state:
 - Age, gender, and primary occupation of the surveyed population
 - Average income generated from farm, non-farm & aquaculture activities
 - Availability of Aquaculture inputs, mechanization, and other facilities
 - Status of technical know-how amongst farmers
 - Status of availability of technical & advisory services to the aquaculture farmers at least on key parameters: Selection of Fish Species for rearing, Density & time of stocking, Pond Renovation, Water Quality management, Disease & feed management, Harvesting management, Marketing services
 - Level of support provided by various government and non-government agencies
 - Scope & Requirement for Promotion of Fish Feed Manufacturing unit & Fish Hatchery
 - Level of marketing support currently being provided
 - Availability of finance for the activity
 - Attitude && feasibility (of adoption) of farmers towards aquaculture activities as supplementary livelihood activity
 - Existing Aquaculture interventions in the region (Private / Government)

- Challenges faced by farmers
- Other areas of support required
- Key recommendations on potential interventions

F. Eligibility Criteria

- ✓ The invitation is open to any Agency / Organization / Entity / Institutions / NGOs with expertise in conducting analytical and qualitative studies by using scientific processes and research methodologies accepted by.
- ✓ Having work experience with bilateral projects/ State Govt./ Govt. of India / CSR in any districts of Odisha.
- ✓ The entity should have done similar types of assignments / surveys / studies in recent and within in last 3 years.
- ✓ The entity should have done similar types of assignments / surveys / studies in Keonjhar district within in last 3 years.
- ✓ The entity should not be black-listed by any authorities (Departments of state govt. & central govt.)

G. Payment Schedule

SI No.	Milestone Description	% of payment
1	An Inception report with a detailed work plan of the assignment within 15 days of the signing of the contract (After Approval of Competent Authority)	30% of the Total Cost
2	Mid-term progress report on 60 days of the signing of the contract (After Approval of Competent Authority)	30% of the Total Cost
3	Draft baseline report with required information specified in the scope of work after 90 days of signing the contract (After Approval of Competent Authority)	20 % of the Total Cost
4	Final report by 120 days after signing the contract (After Approval of Competent Authority)	20 % of the Total Cost

Section IV: Technical Proposal Submission Forms

Tech 1: Covering Letter

(On Bidder's Letter Head)

[Location, Date]

To,
The District Fisheries Officer,
Opposite OSME Campus, Mining Road
District – Keonjhar, PIN- 758001(Odisha)

Subject: Selection of Agencies for “Conducting BASELINE STUDY for “LIVELIHOOD ENHANCEMENT OF PEOPLE IN MINING AFFECTED AREAS OF KEONJHAR DISTRICT THROUGH AQUACULTURE” under DMF, 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 **120 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)

Sl.NO	Information	Details
1	Name of the Bidder	
2	Address of communication: Tel: Mail id:	
3	Name of the Authorized person signing &submitting the bid on behalf of the bidder	
4	Registration/Incorporation Details Registration No: Date & year:	
5	Local Office at Odisha If yes, please furnish contact details	
7	PAN Number	
8	Goods and Services Tax Identification Number (GSTIN) (If applicable or just write NA)	
9	Willing to carry out assignment as per the scope of work of the RFP	
10	Willing to accept all the terms and conditions as specified in the RFP	

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 on 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 2020-21*	FY 2021-22*	FY 2022-23*	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>	

*** Provisional audited statement shall not be considered.**

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).

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.

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

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

Name of the Authorized :
Representative

(Signature of the Authorized Representative with Date)

CERTIFIED :

Signature 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. List only previous similar assignments successfully completed in the last 3 years.
2. List only those assignments for which the Consultant was legally contracted by the Client as a company or was one of the joint venture partners. Assignments completed by the Consultant's individual experts working privately or through other consulting firms cannot be claimed as the relevant experience of the Consultant, or that of the Consultant's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Consultant should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by the Client.

Duration	Assignment name/& brief description of main deliverables/outputs	Name of Client & Country of Assignment	Area (District & State)
{e.g., Jan.2009– Apr.2010}	{e.g., “Improvement quality of.....”: designed master plan for rationalization of; }	{e.g., Ministry of, country}	{e.g., US\$1 mill/US\$0.5 mill}
{e.g., Jan-May 2008}	{e.g., “Support to sub-national government.....” : drafted secondary level regulations on.....}	{e.g., municipality of....., country}	{e.g., US\$0.2 mil/US\$0.2 mil}

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, 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.

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 considered 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 provided 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

A description of the approach, methodology and work plan for performing the assignment, including a detailed description of the proposed methodology and staffing for training.

- a) Technical Approach and Methodology
- b) Work Plan
- c) Organization and Staffing }

a) **Technical Approach and Methodology.** {Please explain your understanding of the objectives of the assignment as outlined the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s), and the degree of detail of such output. Please do not repeat/copy the TORs in here. }

b) **Work Plan.** {Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing your understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents (including reports) to be delivered as final output(s) should be included here. The work plan should be consistent with the Work Schedule Form. }

d) **Organization and Staffing: Please provide the details in the following format**

Sr. No.	Position	Name	No. of Persons	Qualification	Experience
1	Team Leader & POC				
2	Statistical Analyst				
3	Enumerators	Could be decided once contract is awarded			

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 2006 to 2022 only will be considered for evaluation.

Tech 10: Proposed Plan to Carry out the Assignment

N°	Deliverables ¹ (D-..)								
		1	2	3	4	5	6	7	8
D-1	{e.g., Deliverable #1: Report A								
	1) data collection								
	2) drafting								
	3) inception report								
	4) incorporating comments								
	5)								
	6) delivery of final report to Client}								
D-2	{e.g., Deliverable #2:.....}								
n									

- 1 List the deliverables with the breakdown for activities required to produce them and other benchmarks such as the Client’s approvals. For phased assignments, indicate the activities, delivery of reports, and benchmarks separately for each phase.
- 2 Duration of activities shall be indicated in a form of a bar chart.
3. Include a legend, if necessary, to help read the chart.

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 _____, 2023

:

**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 _____, 2024

:

**Authorized Signatory
with Date and Seal**

Name : _____

Designation : _____

Address of Bidder : _____

Contact Number of Bidder : _____

Email id of Bidder : _____

Section V: 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 to 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 (2019-20, 2020-21 & 2021-22)		
9	General Details of the Bidder (TECH 2)		
10	Financial details of the bidder (TECH 3) along with all the supportive documents such as copies of Profit – Loss Statement and Balance Sheet for the concerned period		
11	Power of Attorney (TECH 4) in favour of the person signing the bid on behalf of the bidder		
12	List of completed assignments of similar nature (Past Experience Details) (TECH 5) along with the copies of work orders for the respective assignments		
13	Self-Declaration on Potential Conflict of Interest (TECH 6)		
14	Comments and Suggestions (TECH 7)		
15	Description of Approach, Methodology & Work Plan (TECH 8)		
16	CV of Key Professionals (TECH 9)		
17	Work Plan (TECH 10)		
18	Non-Consortium Declaration (TECH 11)		
19	Affidavit Format for Not Blacklisting (TECH 12)		

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: Cover Letter

Letter No.

Date

**To,
The District Fisheries Officer,
Keonjhar**

We, the undersigned, hereby offer to provide professional services for [insert: title of services] in accordance with your Request for Proposal dated [insert: Date] and our Proposal. We are hereby submitting our Proposal, which includes the Technical Proposal and Financial Proposal sealed under a separate envelope.

We hereby declare that:

- a) All the information and statements made in this Proposal are true and we accept that any misrepresentation contained in it may lead to our disqualification;
- b) We are currently not blacklisted by any agency

We confirm that we have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities required of us in this RFP, and the General Terms and Conditions of Contract. We agree to abide by this Proposal for [insert: period of validity as indicated in Data Sheet].

We undertake, if our Proposal is accepted, to initiate the services not later than the date indicated in the Data Sheet.

We fully understand and recognize that DFO, Keonjhar is not bound to accept this proposal, that we shall bear all costs associated with its preparation and submission, and that DFO will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

Thanking You,

Yours Sincerely,

Authorized Signature

Name and Designation of Signatory:

Name of Agency:

Address:

Annexure III: Sample application for financial quotation

Letter No.
Date

To,
The District Fisheries Officer,
Keonjhar

Dear Sir,

We the undersigned offer to provide services for the assignment **“Conducting BASELINE STUDY for “LIVELIHOOD ENHANCEMENT OF PEOPLE IN MINING AFFECTED AREAS OF KEONJHAR DISTRICT THROUGH AQUACULTURE” under DMF, KEONJHAR”** in accordance with your Request for Proposal (RFP).

Our Financial Proposal is as per cost mentioned:

Sl. No.	Particulars	Amount (INR)
1	Total Cost including all Expenses i.e. Administrative, Travelling & Stationary costs, the cost for development of software, mobile application and devices for trackingetc.	
2	Applicable Tax (GST)	
3	Total cost including all taxes	

We fully accept the proposed cost with reference to the RFP. The Proposed Total cost including all taxes (Sl. No. 3) Shall be binding upon us subject to the modification resulting from contract negotiation.

Thanking You,

Yours Sincerely,

Authorized Signature
Name and Designation of Signatory:
Name of Agency:
Address: