



**District Mineral Foundation  
Keonjhar  
Government of Odisha**

RFP No: 3/VI-11/2021

Date: 29.05.2025

**REQUEST FOR PROPOSAL**

**Selection of Agency for Establishment and Running of Programme Management Unit (PMU) for District Mineral Foundation (DMF), Keonjhar**

District Collector -cum- Chairman and Managing Trustee DMF, Keonjhar, Govt. of Odisha invites sealed proposals from eligible bidders to carryout "**Selection of Agency for Establishment and Running of Programme Management Unit (PMU) for District Mineral Foundation (DMF), Keonjhar**".

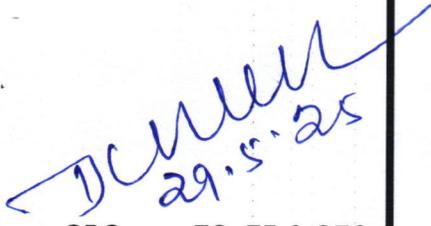
Bidders fulfilling the prescribed eligibility criteria of the RFP can access and download the complete RFP Document and other details from <https://kendujhar.odisha.gov.in>

The major events under the bid process are:

Sr. No.	List of Key Events	Critical Dates
1	Date of Issue of RFP	29.05.2025
2	Last Date for Submission of Bid	18.06.2025 by 03.00 PM
3	Date of Opening of Technical Bid	18.06.2025 at 05.00 PM
4	Date of Technical Proposal Presentations	21.06.2025 at 11.00 AM
5	Date of Opening of Financial Bid	25.06.2025 at 11.00 AM

The proposal complete in all respects must reach the undersigned by **Speed Post/Registered Post** only latest by **18.06.2025 before 3.00 PM** in a sealed envelope clearly mentioning on the top of it "**SELECTION OF AGENCY FOR ESTABLISHMENT AND RUNNING OF PROGRAMME MANAGEMENT UNIT (PMU) FOR DISTRICT MINERAL FOUNDATION (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:**  
CDO cum EO, ZP (Zilla Parishad) & Chief Executive,  
DMF Keonjhar,  
Ground Floor, Zilla Parishad, District Collectorate,  
Keonjhar, 758001, Odisha

  
29.5.25  
CDO cum EO, ZP & CEO,  
DMF Keonjhar

## **Request for Proposal**

# **SELECTION OF AGENCY FOR ESTABLISHMENT AND RUNNING OF PROGRAMME MANAGEMENT UNIT (PMU) FOR DISTRICT MINERAL FOUNDATION (DMF) KEONJHAR**



**District Mineral Foundation,  
Keonjhar  
Government of Odisha**

May 2025

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### **Disclaimer**

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

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

DMF Keonjhar, Government of Odisha shall be the sole and final authority with respect to selection of a consultant for the purpose through this RFP.

**Bidder Data Sheet**

S. No	Particular	Details
1	Name of the Client	District Collector -cum- Chairman and Managing Trustee, DMF Keonjhar, Government of Odisha
2	Method of Selection	Quality and Cost Based Selection (QCBS) Method (80:20)
3	Availability of RFP Document	<a href="https://kendujhar.odisha.gov.in">https://kendujhar.odisha.gov.in</a>
4	Date of Issue of RFP	29.05.2025
5	Deadline for Submission of Pre-Proposal Query	02.06.2025
6	Issue of Pre-proposal Clarifications	05.06.2025
7	Last Date for submission of Proposal	18.06.2025 by 03.00 PM
8	Date of opening of Technical Proposal	18.06.2025 at 05.00 PM
9	Date of Technical Proposal Presentations	21.06.2025 at 11.00 AM
10	Date of opening of Financial Proposal	26.06.2025 at 11.00 AM
11	Bid Processing Fee (Non-Refundable)	INR10,000/- (Rupees Ten Thousand only) (including GST) in the form of demand draft drawn in favour of "Collector -cum- Chairman and Managing Trustee, District Mineral Foundation Keonjhar" drawn in any Scheduled Commercial Bank payable at Keonjhar.  The bid processing fee shall be submitted along with the 1 <sup>st</sup> Inner Envelope of the Technical Proposal.
12	Earnest Money Deposit (EMD) (Refundable)	INR 10,00,000/- (Rupees Ten Lakhs only) in the form of demand draft or bank guarantee drawn in favour of "Collector -cum- Chairman and Managing Trustee, District Mineral Foundation Keonjhar" drawn in any Scheduled Commercial Bank payable at Keonjhar.  The EMD shall be submitted along with the 1 <sup>st</sup> Inner Envelope of the Technical Proposal.
12	Contact Person / Address for Submission of Proposal	CDO cum EO, ZP & Chief Executive Officer, DMF Keonjhar, Ground Floor, Zilla Parishad, District Collectorate, Keonjhar - 758001, Odisha
13	Place of Opening of Proposal	Mini Conference Hall,

Selection of Agency for Establishment and Running of PMU for DMF, Keonjhar

		District Collectorate, Keonjhar - 758001, Odisha
14	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

For details please visit: <https://kendujhar.odisha.gov.in>

**Section I: Letter of Invitation**

## Letter of Invitation

RFP No:

Dated:

**Name of the Assignment:** Selection of Agency for Establishment and Running of Programme Management Unit (PMU) for District Mineral Foundation (DMF), Keonjhar

1. The District Collector -cum- Chairman and Managing Trustee, District Mineral Foundation, Keonjhar, Government of Odisha (The Client) invites sealed proposal from eligible bidder under the process for "**Selection of Agency for Establishment and Running of Programme Management Unit (PMU) for District Mineral Foundation (DMF), 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 QCBS 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 in form of **Demand Draft** and a **Refundable amount towards EMD of INR 10,00,000/- (Rupees Ten Lakhs only)** in form of **Demand Draft/ Bank Guarantee** in favor of "Collector -cum- Chairman and Managing Trustee, DMF Keonjhar", drawn in any scheduled commercial bank and 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 18.06.2025 before 03.00 PM and the date of opening of the technical proposal is 21.06.2025 at 05:00 PM in the presence of the bidder's representative at the specified address as mentioned in the Bidder Data Sheet. Representatives of the bidders may attend the meeting with due authorization letter on behalf of the bidder.
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.

By order of Collector and Chairperson -cum- Managing Trustee,  
District Mineral Foundation, Keonjhar

Sd/-  
CDO cum EO, ZP & Chief Executive Officer,  
District Mineral Foundation, Keonjhar

**Section II: Instructions to the Bidders**

## 1. Pre-Qualification Criteria

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

Sr. No.	Basic Requirement	Specific Requirement	Documents Required
1	Registration	The Bidder should be a Company / Firm / LLP registered in India with a track record of providing consulting/ advisory services for at least 10 years as on March 31, 2025	Copy of Registration / Certificate of Incorporation
2	Programme Management Experience	The Bidder should have experience of running at least 5 Programme Management Units (PMU) or equivalent for Central Government Ministries & Departments / State Government Departments / District Administrations for social sector schemes/ projects <ul style="list-style-type: none"> <li>• During the last 5 years</li> <li>• Of minimum contract value of INR 3 Crore each</li> <li>• Of minimum contract duration of 12 months each</li> </ul>	Copy of Completion Certificate / Agreement/ Work Order
3	Turnover	The Bidder should have an average consulting turnover of minimum INR 50 Crores (Rs. Fifty Crores) and a positive net worth in each of the previous three financial years (FY 21-22, 22-23 and 23-24)	Certificate from statutory auditor / audited financial statements for the three previous financial years ending March 2020 i.e., FY 2021-22, FY 2022-23, FY 2023-24
<b>Any kind of Consortium/ Joint Venture/ Sub-Contracting with/to other firms is not allowed</b>			

## 2. 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 2021-22 ,2022-23 & 2023-24).
- General Details of the Bidder (TECH – 2).
- Financial Details of the bidder (TECH – 3) along with all the supportive documents as applicable duly signed as per the instruction.

- Power of Attorney (TECH – 4) in favor of the person signing the bid on behalf of the bidder or Board of Directors.
- List of completed assignments of similar nature (Past Experience Details, TECH – 5) along with copies of contracts / work orders / completion certificate from previous Clients.
- Self-Declaration regarding Conflict of Interest (TECH - 6).
- Filled 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 scheduled commercial bank in favor of "Collector -cum- Chairman and Managing Trustee, District Mineral Foundation Keonjhar" payable at 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 10,00,000/- (Rupees Ten Lakhs only) in shape of DD/ Bank Guarantee from any scheduled commercial bank in favor of "Collector -cum- Chairman and Managing Trustee, District Mineral Foundation 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 period.
  - 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 [ori-dkeonjhar@nic.in](mailto:ori-dkeonjhar@nic.in) till 02.06.2025. Clarifications to the above will be uploaded in <https://kendujhar.odisha.gov.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.

## 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 + 1 Copy):**

The envelope containing technical proposal shall be sealed and superscripted as "**Technical Proposal – Selection of Agency for Establishment and Running of Programme Management Unit (PMU) for District Mineral Foundation (DMF), 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 Running of Programme Management Unit (PMU) for District Mineral Foundation (DMF), Keonjhar**". The duly filled-in financial proposal submission forms should contain the detail price offer for the proposed assignment and to be furnished as per the prescribed format only.

The "**Technical Proposal**" and "**Financial Proposal**" must have to be submitted in two separate sealed envelopes (with respective marking in bold letters) along with the prescribed formats/information mentioned in the RFP Document. The first envelope must be marked as "**TECHNICAL PROPOSAL (Selection of Agency for Establishment and Running of Programme Management Unit (PMU) for District Mineral Foundation (DMF), Keonjhar)**".

The second envelope must be marked as "**FINANCIAL PROPOSAL (Selection of Agency for Establishment and Running of Programme Management Unit (PMU) for District Mineral Foundation (DMF), 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:**

***Any deviation from the prescribed procedures / information / formats / conditions shall result in outright 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. The date for opening of the financial proposal will be intimated accordingly to the technically qualified bidders well in advance.

## 9. Evaluation of Proposal

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

- **Preliminary Evaluation (1<sup>st</sup> Stage) \***: Preliminary evaluation of the proposals will be done to determine whether the proposal complies 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 (**FY2021-22, 2022-23 and 2023-24**).
  - General Details of the Bidder (**TECH 2**).
  - Financial Details of the Bidder (**TECH 3**) along with all the supportive Documents as applicable duly signed and certified as per the instruction.
  - Power of Attorney (**TECH 4**) in favor of the person signing the bid on behalf of the Bidder.
  - List of completed assignments of similar nature (Past Experience Details, **TECH 5**) along with copies of contracts / work orders / completion certificate from previous Clients.
  - Self-Declaration on Conflict of Interest (**TECH 6**).
  - Duly filled in Technical Proposal Forms (**TECH 7 to TECH 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 requirement, will be out rightly rejected at the discretion of the Client's authority.

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

S.No	Criteria	Maximum Marks
<b>1</b>	<b>Experience of the Bidder</b>	<b>30 Marks</b>
<b>1.1</b>	<p>Experience of running PMU or equivalent for Central Government Ministries &amp; Departments/ State Government Departments/ District Administrations for social sector schemes/ projects</p> <ul style="list-style-type: none"> <li>• During the last 5 years</li> <li>• Of minimum contract value of INR 3 Crore each annually</li> <li>• Of minimum contract duration of 12 months each</li> </ul>	<p>15 Marks</p> <p>0 PMU to 5 PMUs = 0 mark</p> <p>3 marks for each additional PMU beyond first five, subject to a maximum of 15 marks</p>
<b>1.2</b>	<p>Experience of running PMU or equivalent for Central Government Ministries &amp; Departments/ State Government Departments / PSUs/ District Administrations for the implementation of DMF/ PMKKKY/ OMBADC or similar</p> <ul style="list-style-type: none"> <li>• During the last 5 years</li> <li>• Of minimum contract value of INR 50 lakhs each annually</li> <li>• Of minimum duration of 6 months each</li> </ul>	<p>15 Marks</p> <p>3 marks for each PMU, subject to a maximum of 15 marks</p>
<b>2</b>	<b>Team Experience</b>	<b>40 Marks</b>
<b>2.1</b>	<p>Team Leader (One)</p> <ul style="list-style-type: none"> <li>• Master's Degree (or equivalent) in Management, Development Studies/ Practice, Social Work, or related field(s) from a reputed National/ International University/ Institution</li> <li>• Minimum of 6 years of total work experience related to project management in private/ public/ not-for-profit sector.</li> <li>• Minimum of 4 years of experience in implementation of government schemes/ projects</li> </ul>	<p>5 Marks</p> <ul style="list-style-type: none"> <li>• 2 marks - for educational qualification</li> <li>• 1 mark - for work experience</li> <li>• 2 marks - for relevance of experience to proposed position</li> </ul>
<b>2.2</b>	<p>Senior Project Officer - Development and Project Management (Ten)</p> <ul style="list-style-type: none"> <li>• Master's Degree (or equivalent) in Management, Development Studies/ Practice, Social Work, or related field(s) from a reputed National/ International University/ Institution</li> <li>• Minimum of 3 years total work experience related to project management in private/ public/ non-for-profit sector</li> <li>• Minimum of 2 years of experience in implementation of government schemes/ projects</li> <li>• Expertise in one or more of the following sectors:                             <ol style="list-style-type: none"> <li>i. Livelihood, Skill Development</li> <li>ii. Drinking Water, Sanitation</li> <li>iii. Healthcare, Hospital Administration</li> <li>iv. Education</li> <li>v. Environment Conservation, Watershed &amp;</li> </ol> </li> </ul>	<p>2.5 Marks each</p> <ul style="list-style-type: none"> <li>• 0.5 marks - for educational qualification</li> <li>• 0.5 marks - for work experience</li> <li>• 1.5 marks - for relevance of experience to proposed position</li> </ul>

	<p>Natural Resource Management</p> <p>vi. Nutrition, Women &amp; Child Development</p> <p>vii. Infrastructure Development</p> <p>viii. Urban &amp; Town Planning</p> <p>ix. Irrigation, Water Harvesting</p> <p>x. Alternate/ Renewable Energy Development</p> <p>(* CVs proposed must cover at least 7 out of the 10 sectors to ensure diversity of team)</p>	
<b>2.3</b>	<p>Senior Project Officer – Communication (One)</p> <ul style="list-style-type: none"> <li>• Master's Degree (or equivalent) in Management, (Marketing), Mass Communication, Journalism, Public Relations, or related field(s) from a reputed University/Institution</li> <li>• Minimum of 3 years of total work experience</li> <li>• Minimum of 2 years of experience in implementation of large-scale IEC programmes for Central Government/ State Governments/ District Administrations/ Multi-Lateral/ International Organizations/ reputed NGOs</li> </ul>	<p>2 Marks</p> <ul style="list-style-type: none"> <li>• 0.5 marks - for educational qualification</li> <li>• 0.5 marks - for work experience</li> <li>• 1 mark - for relevance of experience to proposed position</li> </ul>
<b>2.4</b>	<p>Senior Project Officer – Public Procurement (One)</p> <ul style="list-style-type: none"> <li>• Master's Degree (or equivalent) in Management, Finance, Commerce, Accounting, or related field(s) from a reputed University/ Institution</li> <li>• Minimum of 3 years of total work experience in procurement of goods, works &amp; services, contract management in Government/ Development Sector/ reputed NGOs</li> </ul>	<p>2 Marks</p> <ul style="list-style-type: none"> <li>• 0.5 marks - for educational qualification</li> <li>• 0.5 marks - for work experience</li> <li>• 1 mark - for relevance of experience to proposed position</li> </ul>
<b>2.5</b>	<p>Project Officer – Engineering (Two)</p> <ul style="list-style-type: none"> <li>• B.E/ B.Tech in Civil Engineering/ B.Arch. from a recognized University/ Institution</li> <li>• Minimum of 3 years of total work experience related to design, estimation, execution and supervision of civil engineering projects</li> <li>• Minimum of 2 years of experience in implementation of government infrastructure projects</li> <li>• Proficient in Auto CAD or similar software packages</li> </ul>	<p>2 Marks each</p> <ul style="list-style-type: none"> <li>• 0.5 marks - for educational qualification</li> <li>• 0.5 marks - for work experience</li> <li>• 1 mark - for relevance of experience to proposed position</li> </ul>
<b>2.6</b>	<p>Project Officer – Finance (One)</p> <ul style="list-style-type: none"> <li>• Master's Degree (or equivalent) in Management, Finance, Commerce, Accounting, or related field(s) from a recognized University/ Institution</li> <li>• Minimum of 3 years of total work experience in accounting, auditing and financial management in Government/ Development Sector/ reputed NGOs</li> <li>• Familiarity with Government of Odisha accounting standards, practices and requirements</li> <li>• Proficient in Tally or similar software packages</li> </ul>	<p>2 Marks</p> <ul style="list-style-type: none"> <li>• 0.5 marks - for educational qualification</li> <li>• 0.5 marks - for work experience</li> <li>• 1 mark - for relevance of experience to proposed position</li> </ul>

<b>3</b>	<b>Presentation on Approach, Methodology and Work Plan</b>  1. Understanding of the Assignment and Issues/Challenges (10 Marks)  2. Approach, Methodology and Work Plan (10 Marks)  3. Case study of handling DMF/ PMKKKY/ OMBADC/ or similar (10 Marks)	<b>30 Marks</b>  Technical Presentation
	<b>Total (1 + 2 + 3)</b>	<b>100 Marks</b>

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

All the team members of the PMU are expected to be deployed full-time for a period of 3 years at DMF Keonjhar, Odisha. Office space with necessary facilities shall be provided by DMF Keonjhar to the PMU team. None of the team members should engage in any other engagement while being deployed at the PMU. In case DMF Keonjhar needs any additional resources with specific expertise on part-time/ full-time basis for the assignment towards successful achievement of the desired outcomes, the same shall be deployed by the selected bidder as per mutually agreed terms and conditions.

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

**3. Financial Evaluation (3rd Stage):** The financial proposals of only those bidders qualifying the technical evaluation (2<sup>nd</sup> Stage) shall be opened at this stage in the presence of the bidder's representative who wishes to attend the meeting with proper authorization letter. The name of the bidder along with the quoted financial price will be announced during the meeting.

## 10. Evaluation Process

QCBS method will be followed during the overall selection process. The financial bids of technically qualified bidders will be opened on the prescribed date in the presence of bidder's representatives.

The lowest evaluated Financial Bid (Fm) shall be given the maximum financial score (Sf) of 100. The formula for determining the financial scores of all other bids shall be calculated as follows:  $Sf = 100 \times Fm/F$ , in which "Sf" is the financial score, "Fm" is the lowest price, and "F" the price of the bid under consideration. The weights given to the Technical (T) and Financial (P) Bids shall be:

$$T = 80, \text{ and}$$

$$P = 20$$

Bids shall be ranked according to their combined scores, calculated using the technical score (St) and financial score (Sf) and the weights as follows:

$$S = St \times T\% + Sf \times P\%$$

The bidder, who has the highest score in the QCBS and shall be called for further process leading to the award of the contract. The bid price will include all taxes as applicable and shall be in Indian Rupees. Prices quoted in the bid must be firm and final and shall not be subject to any modifications on any account whatsoever. In case of a tie, the bidder having higher technical score will be considered the preferred bidder.

For the purpose of evaluation, the total evaluated cost shall be inclusive of all taxes & duties for which the Client will make payment to the consultant including overhead expenses.

## 11. Performance Bank Guarantee (PBG)

Within 7 days of notifying the acceptance of a proposal for award of contract, each qualified bidder shall have to furnish a Performance Bank Guarantee amounting to **3% of the contract value** from a Scheduled Commercial Bank situated in Keonjhar in favor of "**Collector -cum- Chairman and Managing Trustee, District Mineral Foundation Keonjhar**", as per the format at Annexure- II, for a period of three months beyond the entire contract period (i.e. PBG must be valid from the date of effectiveness of the contract to a period of 3 months beyond the contract period) as its commitment to perform services under the contract. Failure to comply with the requirements shall constitute sufficient grounds for the forfeiture of the PBG. The PBG shall be released immediately after three months of expiry of contract provided there is no breach of contract on the part of the qualified bidder. No interest shall be paid on the PBG.

## 12. Contract Negotiation

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

## 13. Award of Contract

After completion of the contract negotiation stage, the Client will notify the successful bidder in writing by issuing an offer letter for signing the contract and promptly notifying all other bidders about the result of the selection process. The successful bidders will be asked to sign the contract after fulfilling all formalities within 15 days of issuance of the offer letter. After signing of the contract, no variation or modification of the terms of the contract shall be made except by written amendment signed by both the parties. The contract will be valid for 3 years from the date of effectiveness of the contract. The contract can be extended for 2 years beyond these 3 years based on satisfactory performance. A 15% hike in fee will be considered after completion of 3 years, if and when extension is granted to the selected Agency upon approval of Executive committee and Trust Board.

## 14. Conflict of Interest

Conflict of interest exists in the event of:

1. Conflicting assignments, typically monitoring and evaluation/environmental assessment of the same project by the eligible bidder.
2. Consultants, agencies, or institutions (individuals or organizations) who have a business or family relation with the Client directly or indirectly.
3. 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

1. 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.

2. The Bidder Should not be black listed as on date of Submission of the Bid. Bidders must disclose if they are blacklisted 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 as on date of submission of the bid.
3. Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:
  - i. 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.
  - ii. corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract.
  - iii. failure to fulfil any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

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

1. 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.
2. 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 Consultant of confidential information related to the process may result in rejection of its proposal and may be subject to the provisions of the Client's antifraud and corruption policy. During the execution of the assignment except with prior written consent of the Client, the consultant or its personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the contract.

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

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

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

## **25. Liability**

Neither Client nor selected agency will be responsible for any amount with respect to loss of profit, data or goodwill, or any other consequential, incidental, indirect, exemplary, punitive or special damages in connection with claims arising out of this agreement or otherwise relating to the services, whether or not the likelihood of such loss or damage was contemplated.

Client (and any others for whom Services are provided) may not recover from the selected agency, in contract or tort, under statute or otherwise, aggregate damages in excess of the fees actually paid for the Services that directly caused the loss in connection with claims arising out of this agreement or otherwise relating to the Services.

## **26. Replacement of the Personnel**

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

(A) During team deployment/ start of engagement

1. Due to any unavoidable circumstances, up to 3 CVs (out of 16) 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.
2. If more than 3 CVs (out of 16) are replaced, a penalty of 1% of contract value per CV replaced may be imposed on the selected Agency.
3. If more than 7 CVs (out of 16) are replaced, then the contract with the selected Agency may be rescinded and the PBG amount may also be forfeited.

(B) During the assignment

1. In case of non-satisfactory performance of any of the assigned personnel during the course of the assignment, the client reserves the right to request for a replacement. Once a request is raised, the consultant must provide the CV and other qualification and details of the replacement personnel so as to permit evaluation within 14 days. On receipt of such CVs, the client must process the same within 7 days and communicate its approval / rejection. In case of failure to provide replacement personnel within 14 days of communication of the request for a change to the satisfaction of the client, the client reserves the right to not make payment for the resource and the resource may be treated as withdrawn after communication of such rejection.
2. Under unavoidable circumstances of one or more personnel becoming unavailable / leave the project for any reason there off during the course of the assignment, the consultant must notify the client at least 14 days in advance, explaining the circumstances necessitating the proposed replacement and submit justification and qualification of replacement personnel in sufficient detail to permit evaluation of the impact on the engagement. On being duly satisfied, the request for change may be approved / rejected by the client within 7 days of receipt of the same.
3. Once the proposal for replacement is accepted, the consultant must replace the professional within 14 days of the communication of such approval. Client reserves the right to invoke the right to claim liquidated damages in case of failure of the Consultant to provide replacement personnel to the satisfaction of the Client after 2 such attempts.
4. Further, acceptance of such replacement by the client shall not relieve the consultant from responsibility for failure to meet the requirements of the contract. Any change in personnel without due approval by the Authority will lead to implication of liquidated damages of up to 10% of the contract value.

## **27. 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.

## **28. Settlement of Disputes**

The Client and the Consultant shall make every effort to resolve amicably, by direct informal negotiation, any disagreement or dispute arising between them under or arising from or in connection with the Contract within Thirty (30) days from the commencement of such informal negotiation. All dispute resolution proceedings

shall be held at Keonjhar, Odisha, and the language of such proceedings and that of all documents and communications between the parties shall be in English. Collector -cum- Chairman and Managing Trustee DMF Keonjhar, Govt of Odisha will be the final authority to resolve the dispute arising between and the Client and the Consultant.

## **29. Disqualification of Proposal**

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

1. Proposal submitted without Bid Processing Fee & EMD as applicable.
2. Proposal not submitted in accordance with the procedure and formats as prescribed in the RFP.
3. During validity of the proposal, or its extended period, if any, the bidder increases the quoted prices.
4. Proposal is received in incomplete form.
5. Proposal is received after due date and time for submission of bid.
6. Proposal is not accompanied by all the requisite documents / information.
7. Bids with any conditional technical and financial offer.
8. 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.
9. Proposal is not properly sealed or signed.
10. Proposal is not conforming to the requirement of the scope of the work of the assignment.
11. Bidder tries to influence the proposal evaluation process by unlawful/corrupt/fraudulent means at one or any point of time during the bid process.
12. 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.
13. 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.

## 2. Objective of the Proposal

The proposal aims to establish a Programme Management Unit (PMU) for increasing the effectiveness and efficiency of the District Mineral Foundation (DMF), in the larger interest of welfare and overall development of people and their livelihoods, affected by mining in Keonjhar district.

## 3. Scope of Work

A Programme Management Unit (PMU) will be established and run under the District Mineral Foundation (DMF). It will be manned by a team of experts with developmental background including specialisation in critical areas such as livelihood, education, skill development, drinking water & sanitation, health, infrastructure, environment etc. The PMU will serve as a 'Secretariat' of the District Mineral Foundation and will work under the overall control, supervision and guidance of the District Collector who is the Chairman and Managing Trustee of DMF; and technical and administrative direction of the CDO cum EO, Zilla Parishad who is also the Chief Executive of DMF. Further, the PMU will also facilitate the functioning of the Trust Board and Executive Committee of the DMF.

The PMU will function as a 'DMF Resource and Function Hub' and will be responsible for the following activities:

- Identification of critical gaps in the mining affected areas for prioritized action.
- Evaluation of proposals submitted to DMF for support.
- Planning, implementation, and monitoring of projects under DMF.
- Convergence with various line departments for coordinated and concerted action.
- Identification and promotion of innovative solutions through field level pilot.
- Interventions and adopting best practices from various sectors and geographies to the district.
- Demonstrate the effectiveness of DMF activities on the lives of targeted communities through communication medium.
- Preparation of policy briefs, documentation of lessons learnt, and impact achieved.
- Capacity building activities and knowledge management.
- Technical and facilitation assistance to the Trust Board and Executive Committee.

#### 4. Team Composition

The PMU shall comprise of following team members:

S.No	Role	Education and Qualification	Key Roles & Responsibilities
1	Team Leader (One)	<ul style="list-style-type: none"> <li>Master's Degree (or equivalent) in Management, Development Studies/ Practice, Social Work, or related field(s) from a reputed National/ International University/ Institution</li> <li>Minimum of 6 years of total work experience related to project management in private/ public/ not-for-profit sector.</li> <li>Minimum of 4 years of experience in implementation of government schemes/ projects</li> </ul>	<ul style="list-style-type: none"> <li>Responsible for overall functioning of the Programme Management Unit (PMU).</li> <li>Build and maintain a high performing team in the PMU.</li> <li>Provide effective program management, managing human and financial resources to effectively achieve the objectives of the DMF.</li> <li>Ensure that deliverables are satisfied in a timely manner.</li> <li>Conceptualise a wide range of innovation projects for improved public service delivery.</li> <li>Act as a formal channel of communication between the selected Agency and DMF.</li> <li>Report to the Chief Executive Officer, District DMF.</li> </ul>
2	Senior Project Officer - Development and Project Management (Ten)	<ul style="list-style-type: none"> <li>Master's Degree (or equivalent) in Management, Development Studies/ Practice, Social Work, or related field(s) from a reputed National/ International University/ Institution</li> <li>Minimum of 3 years total work experience related to project management in private/ public/ non-for-profit sector</li> <li>Minimum of 2 years of experience in implementation of government schemes/ projects</li> <li>Expertise in one or more of the following sectors:                             <ul style="list-style-type: none"> <li>-Livelihood, Skill Development</li> <li>-Drinking Water, Sanitation</li> <li>-Health care, Hospital Administration</li> <li>-Education</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Carry out diagnostic study to understand the socio-economic conditions in mining affected villages and analyse the impact (or deficit) of existing government schemes/ projects</li> <li>Conduct participatory planning and need assessment exercise in the mining affected villages in the district.</li> <li>Evaluate projects submitted by different stakeholders to be taken up under DMF.</li> <li>Converge with various lines to improve effectiveness of interventions on the community.</li> <li>Facilitate the approval of the Annual Action Plans in the Executive Committee and Governing Board of the DMF.</li> <li>Oversee the implementation of the approved projects through regular field visits and raise flags at appropriate levels in case of potential delays or cost over-runs.</li> <li>Promote community-based monitoring tools like Social Audit of projects executed under the DMF.</li> <li>Undertake action-research to discover more appropriate ways of doing things under the DMF.</li> <li>Demonstrate the effectiveness of various projects taken up under DMF on the lives of</li> </ul>

		<ul style="list-style-type: none"> <li>-Environment Conservation, Watershed &amp; Natural Resource Management</li> <li>-Nutrition, Women &amp; Child Development</li> <li>-Infrastructure Development</li> <li>-Urban &amp; Town Planning</li> <li>-Irrigation, Water Harvesting</li> <li>-Alternate/ Renewable Energy Development</li> </ul>	<p>the mining affected communities through various communication mediums.</p> <ul style="list-style-type: none"> <li>• Prepare documentation of success stories, lessons learnt and impact at periodic intervals.</li> <li>• Report to the Team Leader, PMU DMF.</li> <li>• Any other duties as may be assigned.</li> </ul>
3	Senior Project Officer - Communication (One)	<ul style="list-style-type: none"> <li>• Master's Degree (or equivalent) in Management, (Marketing), Mass Communication, Journalism, Public Relations, or related field(s) from a reputed University/Institution</li> <li>• Minimum of 3 years of total work experience</li> <li>• Minimum of 2 years of experience in implementation of large-scale IEC programmes for Central Government/ State Governments/ District Administrations/ Multi-Lateral/ International Organizations/ reputed NGOs</li> </ul>	<ul style="list-style-type: none"> <li>• Design and develop an integrated communications plan for projects under DMF including finalizing target audiences, key messages, modes of engagement, communication schedule, etc.</li> <li>• Develop brand communication and promotion strategy for projects under DMF and suggest tools to execute the same.</li> <li>• Develop content and creatives in the form of images, graphics, infographics, animations, posters/flyers, blogs, podcasts, jingles, videos/documentary, etc. in collaboration with creative firm(s).</li> <li>• Prepare press releases, advertorials, newsletters, case studies, annual reports, coffee table books, etc.</li> <li>• Create and actively maintain accounts on social media platforms including but not limited to Facebook, X, YouTube, and Instagram, Redditt, LinkedIn etc.</li> <li>• Support content discovery/visibility and enhance audience engagement in social media platforms.</li> <li>• Work closely with all the line departments for rolling out communication activities at their respective levels.</li> <li>• Report to the Team Leader, PMU DMF.</li> <li>• Any other duties as may be assigned.</li> </ul>
4	Senior Project Officer – Public Procurement (One)	<ul style="list-style-type: none"> <li>• Master's Degree (or equivalent) in Management, Finance, Commerce, Accounting, or related field(s) from a reputed University/ Institution</li> <li>• Minimum of 3 years of total work experience in procurement of goods,</li> </ul>	<ul style="list-style-type: none"> <li>• Assist DMF in procurement of goods, services and works for the implementation of DMF projects.</li> <li>• Assist DMF/ Departments in preparing Request for Proposals (RFPs), Request for Quotations (RFQs), Expression of Interests (EOIs), Notice Inviting Tenders (NIT), etc. as per requirement.</li> <li>• Assist DMF/ Departments in complete</li> </ul>

Selection of Agency for Establishment and Running of PMU for DMF, Keonjhar

		works & services, contract management in Government/ Development Sector/ reputed NGOs	<p>procurement life cycle including invitation of bids, organizing pre-bid meetings, issuing clarifications, bid opening, bid evaluation, selection of eligible responsive bids, preparing contract agreements, executing contracts with selected bidders, etc.</p> <ul style="list-style-type: none"> <li>• Assist DMF in comprehensive contract management of all procurements.</li> <li>• Assist DMF in ensuring that all DMF procurements are carried out as per Odisha General Financial Rules/ other applicable guidelines.</li> <li>• Assist DMF in developing unified procurement practices for DMF projects.</li> </ul>
5	Project Officer – Engineering (Two)	<ul style="list-style-type: none"> <li>• B.E/ B.Tech in Civil Engineering/ B.Arch. from a recognized University/ Institute.</li> <li>• Minimum of 3 years of total work experience related to design, estimation, execution and supervision of civil engineering projects.</li> <li>• Minimum of 2 years of experience in implementation of government infrastructure projects</li> <li>• Proficient in Auto CAD or similar software packages</li> </ul>	<ul style="list-style-type: none"> <li>• Study drawings and estimates of projects submitted by various line departments for approval under the District Mineral Foundation (DMF).</li> <li>• Propose alterations and revisions required, if any.</li> <li>• Supervise various construction activities taken up under DMF through regular field visits and raise flags at appropriate levels in case of potential delays, quality issues or cost over-runs.</li> <li>• Ensure that the construction is in compliance with the drawings and estimates approved.</li> <li>• Assess value of works done and assist DMF in clearing bills/ vouchers for release of funds to the implementing agency.</li> <li>• Report to the Team Leader, PMU DMF.</li> <li>• Any other duties as may be assigned.</li> </ul>
6	Project Officer – Finance (One)	<ul style="list-style-type: none"> <li>• Master's Degree (or equivalent) in Management, Finance, Commerce, Accounting, or related field(s) from a recognized University/ Institution</li> <li>• Minimum of 3 years of total work experience in accounting, auditing and financial management in Government/ Development Sector/ reputed NGOs</li> <li>• Familiarity with Government of Odisha accounting standards, practices and requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain day to day book of accounts, records, ledgers, and relevant documents.</li> <li>• Process bills and vouchers for release of funds to the implementing agencies.</li> <li>• Prepare and submit annual budget statement and financial reports.</li> <li>• Comply with all statutory and legal requirements of the DMF in a timely manner.</li> <li>• Comply with all auditory requirements of the DMF in a timely manner.</li> <li>• Liaison with the bank on various issues and prepares bank reconciliation statements.</li> <li>• Follow up with Departments for timely submission of Accounts and Utilization Certificates (UCs) by the implementing agencies.</li> </ul>

	<ul style="list-style-type: none"> <li>• Proficient in Tally or similar software packages</li> </ul>	<ul style="list-style-type: none"> <li>• Inspect accounts of implementing agencies periodically and ensure that the books of accounts are maintained properly.</li> <li>• Maintain appropriate records for all fixed assets of DMF.</li> <li>• Process salaries and reimbursement claims of staff of DMF.</li> <li>• Report to the Team Leader, PMU DMF.</li> <li>• Any other duties as may be assigned.</li> </ul>
<b>Key competencies and skills</b> <ul style="list-style-type: none"> <li>• Demonstrated ability to work in a multi-cultural environment and establish harmonious and effective working relationships.</li> <li>• Strong analytical skills, ability to think strategically, analyse diverse information and manage multiple projects simultaneously.</li> <li>• Ability to communicate ideas clearly and confidently, articulate issues and recommend solutions.</li> <li>• Proven ability to identify innovations and translate them into implementable practices.</li> <li>• Competency in usage of IT tools including proficiency in MS Office suite.</li> <li>• Strong oral and writing skills in English with effective documentation skills.</li> <li>• Ability to communicate in Odia is desirable.</li> </ul>		

## 5. Deliverables and Payment Schedule

The assignment shall be for a period of 3-year duration from the date of effectiveness of the Contract. The deliverable and payment schedule shall be as follows:

Sr. No.	Milestone	Timeline (where 'T' is the date of signing of Agreement)	Percentage of Fee
1	Inception Report and Plan of Action	T + 30 days	10%
2	Monthly Progress Reports	Monthly	90% (equally divided across 36 payments)
	<b>Total</b>		<b>100%</b>

The invoices will be paid within 2 weeks of the submission of the same.

## 6. Reporting arrangements

The PMU will work under the direct supervision of the District Collector -cum- Chairman and Managing Trustee DMF Keonjhar and CDO cum EO, ZP & Chief Executive DMF Keonjhar, Government of Odisha.

\*\*\*\*\*

## **Section IV: Technical Proposal Submission Forms**

**Tech - 1 Covering Letter**

*(On Bidder's Letter Head)*

[Location, Date]

To,  
CDO cum EO, ZP & CHIEF EXECUTIVE DMF Keonjhar,  
2nd Floor, Zilla Parishad, District Collectorate,  
Keonjhar, 758001, Odisha

**Subject: Selection of Agency for Establishment and Running of Programme Management Unit (PMU) for District Mineral Foundation (DMF), Keonjhar [TECHNICAL PROPOSAL]**

Dear Sir,

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

All the information and statements made in this technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. If negotiations are held during the period of validity of the proposal, I undertake to negotiate 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 and Designation:** \_\_\_\_\_

**Address of Bidder:** \_\_\_\_\_

**Tech 2: Bidder's Organization (General Details)**

S. No.	Description	Full Details
1	<b>Name of the Bidder</b>	
2	<b>Address for communication:</b> Tel: Email id:	
3	<b>Name of the authorized person signing &amp; submitting the bid on behalf of the Bidder:</b> Mobile No.: Email id:	
4	<b>Registration / Incorporation Details</b> Registration No: Date & Year. :	
5	<b>Local office in Odisha</b> <b>If Yes, please furnish contact details</b>	Yes / No
6	<b>Bid Processing Fee Details</b> Amount: DD No.: Date: Name of the Bank:	
7	<b>EMD Details</b> Amount: DD/Bank Guarantee 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 [In full and initials]:**

\_\_\_\_\_

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

\_\_\_\_\_

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

**Tech 3: Bidders Financial Details**

Financial Information (In INR)				
Details	FY 2021 -22	FY 2022 -23	FY 2023-24	Average
Consulting Turnover (in Crores)				
<b>Supporting Documents:</b>				
Audited certified financial statements for the last three FYs (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form)				
<b><i>Filled in information in this format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished along with the technical proposal failing which the proposal will be out rightly rejected.</i></b>				

Signature and Seal of the Company Auditor with Date in original

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

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

***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  
(on Bidders Letter Head)**

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 favor authority is being made under the attorney given below are hereby certified.

Name of the Authorized Representative:

**(Signature of the Authorized Representative with Date)**

\_\_\_\_\_

CERTIFIED:

**Signature, Name & Designation of person executing attorney:**

***Address of the Bidder:***

Note: Board resolution confirming the Authority of the signatory to submit the proposals could also be provided as a substitute to the Power of Attorney.

**Tech 5: Bidders Past Experience Details**

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

### **Tech 6: 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] under Eligibility Criteria: Para (5). 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] under Eligibility Criteria: Para (5)**.

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

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

**Address of the Bidder:**

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

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

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

[The consultant needs to present and justify in this section, if any modifications to the Terms of Reference 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 Study Implementation]

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

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

## **Tech 8: Description of Approach, Methodology and Workplan To Undertake the Assignment**

[Technical Approach, Methodology and Work Plan are key components of the Technical Proposal. In this Section, 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, they should highlight the problems being addressed and their importance and explain the technical approach to be adopted to address them. It is suggested to present the required information divided into following three sections]

- A. Understanding of Assignment and Issues/ Challenges**
- B. Description of Approach, Methodology and Work Plan**
- C. Case study of handling OMBADC/ DMF/ PMKKKY (or similar) PMU**

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

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

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

**1. Proposed Position:**

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

**2. Name of Firm:**

**3. Name of Staff:**

**4. Date of Birth:**

**5. Years with Firm:**

**6. Nationality:**

**7. Education:**

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

**8. Membership in Professional Associations:**

**9. Other Trainings:**

**10. Countries of Work Experience:**

**11. Languages:**

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

**12. Employment Record:**

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

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

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

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

<b>Sectoral Expertise (as per Section III TOR and Team Composition)</b>	
<b>Name of the Project</b>	
<b>Year</b>	
<b>Location</b>	
<b>Name of the Client</b>	
<b>Project Feature</b>	
<b>Position Held</b>	
<b>Activities Performed</b>	

**Certification:**

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

Date:

**Signature of Key Professional with Date**

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

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

**NB: CV 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.**

**Tech 10: Proposed Plan to Carry out the Assignment**

Month →	1	2	3	4
Sequence of Activities / Sub Activities				
↓				
↓				
↓				

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

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

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

**Section V: Financial Proposal Submission Forms**

**Fin 1: Covering Letter**  
(On Bidders Letter Head)

[Location, Date]

To,

CDO cum EO, ZP & CHIEF EXECUTIVE DMF Keonjhar,  
2nd Floor, Zilla Parishad, District Collectorate,  
Keonjhar, 758001, Odisha

**Subject: Selection of Agency for Establishment and Running of Programme Management Unit (PMU) for District Mineral Foundation (DMF), Keonjhar. [FINANCIAL PROPOSAL]**

Sir,

I, the undersigned, offer to provide the consulting services for \_\_\_\_\_ [Insert title of assignment] in accordance with your Request for Proposal No. \_\_\_\_\_, Dated: \_\_\_\_\_. Our attached Financial Proposal is for the sum of \_\_\_\_\_ [Insert amount(s) in words and figures\*].

The above quoted amount is inclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the RFP Document.

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

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

I remain,

Yours faithfully,

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

**Name and Designation of Signatory with Date and Seal:**

**Address of the Bidder:**

**\* Amount must match with FIN-2 Summary of financial Proposal, FIN-3- Breakdown of Remuneration of Key Professionals, FIN-4- Breakdown of Overhead Expenses**

**Fin 2: Summary of Financial Proposal**

Name of the Assignment:					
Sr. No.	Fee Particulars	Amount in INR			
<b>A</b>	<b>Remuneration of Key Professionals</b>				
Description of Manpower	Qty	Monthly Fee (INR)	Annual Fee (INR)	Total Fee (INR)	
1.	Team Leader	1			
2.	Senior Project Officer - Development and Management	10			
3.	Senior Project Officer - Communication	1			
4.	Senior Project Officer – Public Procurement	1			
5.	Project Officer – Engineering	2			
6.	Project Officer – Finance	1			
<b>B</b>	<b>Total Remuneration of Key Professionals</b>				
<b>C</b>	<b>Overhead</b>				
<b>D</b>	<b>Consulting Fee (B+C)</b>				
<b>E</b>	<b>Taxes applicable as per GST Act @ _____ % of Consulting Fee (D)</b>				
<b>Grant Total (INR) (D+E)</b>					
<b>In Words</b>					

**NB:**

- Bidders shall submit the financial proposal as per the prescribed format given above in both figures and words and signed by the Authorized Representative. In the event of any difference between figures and words, the amount indicated in words shall prevail.*
- Taxes will be paid by the Client as per the applicable rate under GST Act from time to time. Consultancy fee proposed for the assignment shall remain fixed till completion of the contract.*

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

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

**Fin 3: Detail Break-Up of Fee for Key Professionals**

Sr. No.	Position	Requirement	Name of Key Person/s	Monthly Fee in INR	Yearly Fee in INR	Total Fee for 36 Months (INR)
1.	Team Leader	1				
2.	Senior Project Officer - Development and Management	10				
3.	Senior Project Officer - Communication	1				
4.	Senior Project Officer – Public Procurement	1				
5.	Project Officer – Engineering	2				
6.	Project Officer – Finance	1				
<b>Total</b>						
<b>In Words</b>						

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

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

**Fin 4: Breakdown of Overhead Expenses Detail Break-Up of Fee for Key Professionals**

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

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

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

**Section VI: Annexures**

**Annexure I: Bid Submission Checklist**

Sr. No.	Description	Submitted (Yes/No)	Page No.
<b>Technical Proposal (Original + 1 Copy)</b>			
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. <u>10,00,000/-</u> in form of DD/ Bank Guarantee		
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 (21-22, 22-23 & 23-24)		
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)		
<b>FINANCIAL PROPOSAL (ORIGINAL)</b>			
1	Covering Letter (FIN 1)		
2	Summary of Financial Proposal (FIN 2)		
3	Detail Break-up of Fee of Key Professionals (FIN 3)		
4	Breakdown of Overhead Expenses (FIN 4)		

**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 [In full and initials]:**

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

**Annexure II: Performance Bank Guarantee Format**

[Location, Date]

To,  
CDO cum EO, ZP & Chef Executive DMF Keonjhar,  
2nd Floor, Zilla Parishad, District Collectorate,  
Keonjhar, 758001, Odisha

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

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

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

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

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

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

This performance bank guarantee shall be valid until 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**

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