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Social Security & Empowerment of Persons With Disabilities Department,
Government of Odisha

OFFICE OF THE COLLECTOR AND DISTRICT MAGISTRATE, KEONJHAR.
(Social Security & Empowerment of PwD Section)
(dssokeonjhar@gmail.com/dssso-keonjhar@nic.in)

Letter No. 1943 /SS Date 30-06-26

To

The District e- Governance Manager,
Collectorate, Keonjhar.

Sub:

Publication of Tender Notice towards Establishment and Management of a Skill and Employment Training of Disabled Person at Keonjhar.

Ref:

Tender Notice No.1942/Dt. 30.06.2026.

Madam,

With reference to the letter on the subject cited above, I am to enclose herewith the Tender Notice towards "Establishment and Management of a Skill and Employment Training of Disabled Person" at Keonjhar to hoist the notice in district NIC portal for wide publication with a bold caption.

Yours faithfully,

Encl: As above

Dist. Social Security Officer,
Keonjhar.

Memo No. 1944

Date. 30-06-26

Copy submitted to All District Level Offices, All Block Development Officers and All Tahsildars for information and display this notice on your notice board for wide publication.

Dist. Social Security Officer,
Keonjhar



Office of the District Social Security Officer
Keonjhar, Odisha

RFP No: 1942

Date: 30-06-2026

REQUEST FOR PROPOSAL

**SELECTION OF AGENCIES FOR ESTABLISHMENT AND MANAGEMENT OF
A SKILL AND EMPLOYMENT TRAINING OF DISABLED PERSON AT
KEONJHAR**

Office of the District Social Security Officer (DSSO), Keonjhar, Government of Odisha, invites sealed proposals from eligible bidders for "Establishment and Management of a Skill and Employment Training of Disabled Person at Keonjhar" under District Mineral Foundation Keonjhar

Bidders fulfilling the prescribed eligibility criteria of the RFP can access and download the complete RFP Document and other details from <https://kendujhar.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	30-06-2026
2	Deadline for Submission of Pre-Proposal Query	06-07-2026 by email
3	Issue of Pre-proposal Clarifications	10-07-2026 via online mode
4	Last Date for Submission of Bid	21-07-2026 by 05.00 PM
5	Date of Opening of Technical Bid	22-07-2026 at 11.00 AM
6	Date of Technical Presentation	To be intimated to shortlisted bidder in pre-criteria stage bidders at later stage
7	Method of Selection	Quality Based Selection

The proposal complete in all respects must reach the undersigned by **Speed Post/Registered Post** only latest by **21-07-2026 before 5.00 PM** in a sealed envelope clearly mentioning on the top of it "**Establishment and Management of a Skill and Employment Training of Disabled Person at Keonjhar under District Mineral Foundation Keonjhar**". The proposals received beyond the last date and time will be

rejected. The authority reserves the right to reject any/ all proposals at any stage before awarding of contract without assigning any reason thereof.

Address for Submission of Proposal:

Office of the District Social Security Officer
Collectorate, Keonjhar,
Pin – 758001, Odisha

REQUEST FOR PROPOSAL
FOR
**SELECTION OF AN AGENCY FOR ‘ESTABLISHMENT AND MANAGEMENT OF A
SKILL AND EMPLOYMENT TRAINING OF DISABLED PERSON AT KEONJHAR’**

Issuer

District Social Security Officer, Keonjhar
Government of Odisha
Email: dssokeonjhar@gmail.com

Address for Communication and Submission of Documents during Tender Period

District Social Security Officer,
Office of District Social Security, Collectorate Keonjhar, P.O. Keonjhargarh – 758001
Email: dssokeonjhar@gmail.com

DISCLAIMER

The information contained in this Request for Proposal (RFP), hereinafter referred to either as 'Tender' or 'Bid Document' provided to the Bidders, by the Tender Issuing Authority (TIA) which is the District Social Security Officer (DSSO), Keonjhar, on the terms and conditions set out in this Tender document and all other terms and conditions subject to which such information is provided.

The purpose of this Tender document is to provide the Bidder(s) with information to implement the following assignment:

‘SELECTION OF AN AGENCY FOR ‘ESTABLISHMENT AND MANAGEMENT OF A SKILL AND EMPLOYMENT TRAINING OF DISABLED PERSON AT KEONJHAR’

This Tender document does not purport to contain all the information each Bidder may require. This Tender document may not be appropriate for all persons, and it is not possible for the TIA, or its office staff, employees, or advisors to consider the business/investment objectives, financial situation and particular needs of each Bidder who reads or uses this Tender document.

Each Bidder shall conduct its own investigations and analysis and shall check the accuracy, reliability, and completeness of the information in this Tender document and wherever necessary obtain independent advice from appropriate sources. TIA i.e., DSSO, Keonjhar, or its office staff, employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules, or regulations as to the accuracy, reliability, or completeness of the Tender document.

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

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Section 1: Letter of Invitation

District Social Security Officer (DSSO), Keonjhar
Government of Odisha

Address:

District Social Security Officer (DSSO),
At- Collectorate, Keonjhar
P.O. Keonjhargarh,
District - Keonjhar, Pin-758001
Email: dssokeonjhar@gmail.com

SUBJECT: SELECTION OF AN AGENCY FOR 'ESTABLISHMENT AND MANAGEMENT OF A SKILL AND EMPLOYMENT TRAINING OF DISABLED PERSON AT KEONJHAR'

The District Social Security Officer (DSSO), Keonjhar invites proposals from reputed agencies for **Selection of an Agency For 'Skill and Employment Training of Disabled Person at Keonjhar under District Mineral Foundation Keonjhar'**.

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

The RFP comprises the following sections:

Section 1 – Letter of Invitation

Section 2 – Definitions and Acronyms

Section 3 – Factsheet

Section 4 – Instructions to the Bidders

Section 5 – Terms of Reference

Section 6 – Standard Forms

Section 7 – Technical Proposal Forms

Section 8 – Financial Form

Section 9 – Annexures (I – Draft Performance Guarantee, Annexure II – Budget and Fund Flow, Annexure III – Space Plan for the Proposed Centre)

A handwritten signature in blue ink is written over a blue date stamp. The date stamp reads '30-06-26'.

District Social Security Officer (DSSO),

Section 2: Definitions and Acronyms

Act	:	Social Defence Services’, effective from 2018 by Government of India, Ministry of Social Justice and Empowerment etc
AA	:	Alcoholic Anonymous
ADL	:	Activities of Daily Living
Agency	:	Entities or persons that may provide or provides the Services to the Client under the Contract.
AIIMS	:	All India Institute of Medical Sciences
APL	:	Above Poverty Line
Assignment / Job / Project	:	The work to be performed by the selected Agency pursuant to the Contract.
BPL	:	Below Poverty Line
CDM&PHO	:	Chief District Medical & Public Health Officer
Centre	:	De-addiction and Rehabilitation Centre/Nisha Mukti Kendra. Centre that specializes in the evaluation and treatment of drug addiction, alcoholism and associated disorders. Centre which shall admit ‘alcohol and other substance abuse persons’ and shall provide treatment and rehabilitation of these people in the society.
CV	:	Curriculum Vitae
Day	:	Calendar day
DCPO	:	District Child Protection Officer
DD	:	Demand Draft
DEO	:	District Education Officer
DMF, Keonjhar	:	District Mineral Foundation, Keonjhar
DPEP	:	Detailed Project Execution Plan
DPEP	:	Detailed Project Execution Plan to be submitted by the selected Agency to DSSO pursuant to the Contract.
DRDA	:	District Rural Development Agency
DSSO/Client	:	District Social Security Officer, Keonjhar, Government of Odisha
DSWO	:	District Social Welfare Officer
DTP	:	Desktop Publication
DWO	:	District Welfare Officer
EC	:	Evaluation Committee
EMD	:	Earnest Money Deposit
EO	:	Executive Officer
FY	:	Financial Year
HIV	:	Human Immunodeficiency Virus
Indigent	:	Any Drug Addict who is not having sufficient means, as determined by the State Government, to maintain oneself.

Inmate	:	A beneficiary duly admitted residing at the Drug De-addiction Centre.
Instructions to applicant Agencies	:	The document which provides interested Agencies with the information needed to prepare their respective Proposals.
IPD	:	Inpatient Department
IRCA	:	Integrated Rehabilitation Centre for Addicts
ITI	:	Industrial Training Institutes
LOI	:	Letter of Invitation, (Section 1 of the RFP) means the 'Letter of Invitation' being sent by the Client.
MIS	:	Management Information System
NA	:	Narcotics Anonymous
NGO	:	Non-Governmental Organization
NISD	:	National Institute of Social Défense
NSF	:	Net Square Feet
NSM	:	Net Square Meter
OPD	:	Outpatient Department
Personnel	:	Professionals and support staff provided by the selected Agency and assigned to perform the Services or any part thereof.
Proposal	:	Pre-Qualification Documents, Technical Proposal and Financial Proposal.
PWDs	:	Persons with Disabilities
QBS	:	Quality Based Selection
RFP	:	Request for Proposal, circulated by the Client for the selection of an Agency.
RRTC	:	Regional Resource and Training Centre
Sq. ft.	:	Square Feet
STD	:	Sexually Transmitted Diseases
TIA	:	Tender Inviting Authority /Client
TOR	:	Information included in the RFP which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Client and the selected Agency.
UN	:	United Nations
WHO	:	World Health Organization

Section 3: Factsheet

Request for Proposal (RFP) document made available to the applicants	30.06.2026
Last date for receiving queries	06.07.2026
Response to queries	10.07.2026
Last date for receipt of Proposals (Sealed Envelope)	21.07.2026 by 05.00 pm
Opening of Proposals received within the stipulated date	22.07.2026
Address for Opening of Proposals and Pre-qualification check	Zilla Parishad Conference Hall, 2 nd Floor, Zilla Parishad Building, Collectorate, Keonjhar – 758001, Odisha
Technical Presentation	Will be informed separately to shortlisted agency in pre-criteria stage
Address for Technical Presentation	Zilla Parishad Conference Hall, 2 nd Floor, Zilla Parishad Building, Collectorate, Keonjhar – 758001, Odisha
Letter of Award	To be intimated to the selected Agency
Project Start Date	To be intimated to the selected Agency
Cost of Tender / Tender Fees (Demand Draft)	INR 5,000/- (Rupees Five Thousand Only) non-refundable
Earnest Money Deposit (EMD) (Demand Draft)	INR 25,000/- (Rupees Twenty-Five Thousand Only)
Performance Bank Guarantee	3% (Three percent) of the total contract value. Relaxation may be applicable to the agency as per OGFR 2023.
Method of Selection	Quality Based Selection (QBS)
Contact Details	District Social Security Officer, At- Collectorate, Keonjhar P.O. Keonjhargarh District- Keonjhar, Pin-758001 Email: dssokeonjhar@gmail.com

Note:

1. The Client reserves the right to change any schedule. Please visit the website <https://kendujhar.odisha.gov.in/regularly> for the same.

2. Proposals must be submitted before the date, time and venue mentioned in the Factsheet through Speed/Registered Post or by Courier. Proposals that are received after the deadline will not be considered.

Section 4. General Instructions

1. Interested Organizations /Agencies must submit the proposal document as per the prescribed guidelines of the RFP.
2. Name of Project: **‘Establishment and Management of a Skill and Employment Training of Disabled Person at Keonjhar under District Mineral Foundation Keonjhar’**. The detailed scope of the project has been described in the Terms of Reference in Section 4.
3. The Proposal consists of two parts (i) Pre-Qualification documents (ii) Technical Proposal Applicants shall submit self-certified hard copy of their Technical Proposal/Bid in sealed envelope, super-scribed with name of the project, nature of document (Pre-Qualification documents/Technical Proposal/Financial Proposal), due date and time.
4. No Consortium or joint venture is allowed for bidding.
5. No subletting / subcontract is permissible.
6. The Proposal submission address is: District Social Security Officer, At- Collectorate, Keonjhar, P.O. Keonjhar District, Pin-758001, Email: dssokeonjhar@gmail.com
7. Last Date for Submission: The Proposal (comprising of Pre-Qualification documents, Technical Proposal) must be submitted by registered/speed post, which shall be received by the Client, no later than the 21.07.2026 Time: 05:00 PM
8. The Proposal, technical presentation, and any clarifications provided by the applicant Agencies along with the Terms of Reference provided in the RFP will be the basis for selection and ultimately for a signed Contract with the selected agency.
9. Only One Proposal: An applicant Agency may only submit one proposal. If an applicant Agency submits or participates in more than one proposal, all such proposals shall be disqualified.
10. Proposal Validity: Proposals must remain valid for 90 days after the submission date. During this period, applicant Agencies shall maintain the availability of Professional staff nominated in the Proposal and fully commit to their financial proposal, unchanged. The Client will make its best effort to complete negotiations within this period. Shall the need arise; however, the Client may request applicant Agencies to extend the validity period of their proposals. Applicant Agencies who agree to such extension shall confirm that they maintain the availability of the Professional staff nominated in the Proposal, unchanged, or in their confirmation of extension of validity of the Proposal, applicant Agencies could submit new staff in replacement, who would be considered in the final evaluation for contract award. Applicant Agencies who do not agree, have the right to refuse to extend the validity

of their Proposals, under such circumstances, the Client shall not consider such proposal for further evaluation.

11. Tender Fee of Rupees Five Thousand (Rs. 5,000.00), in the form of Demand Draft (DD) drawn in favour of “District Social Security Officer, Keonjhar” and payable at Keonjhar, must be submitted along with the Proposal. Proposals not accompanied by Tender Fee shall be rejected as non-responsive.
12. Earnest Money Deposit (EMD): An Earnest Money Deposit (EMD) of Rupees Twenty-Five Thousand (Rs. 25,000.00), in the form of Demand Draft (DD) drawn in favour of “District Social Security Officer, Keonjhar” and payable at Keonjhar, must be submitted along with the Proposal. Proposals not accompanied by Tender Fee and EMD shall be rejected as non-responsive. No interest shall be payable by the Client for the sum deposited as EMD and no bank guarantee will be accepted in lieu of the EMD. The EMD of the successful and unsuccessful bidders would be returned within one month of signing of the contract. The EMD shall be forfeited of the applicant Agencies in the following events:
 - a. If Proposal is withdrawn during the validity period or any extension agreed by the applicant Agencies thereof.
 - b. If the Proposal is varied or modified in a manner not acceptable to the Client after opening of Proposal during the validity period or any extension thereof.
 - c. If the applicant Agencies tries to influence the evaluation process.
 - d. If the selected Agency withdraws its proposal during negotiations.
13. Performance Bank Guarantee: The selected Agency shall be required to furnish a Performance Bank Guarantee of 3% (Three percent) of the total contract value in the form of an unconditional and irrevocable bank guarantee from a Nationalized/Scheduled bank in India in favour of “District Social Security Officer, Keonjhar” valid for the entire period of contract i.e., 01 year along with additional 90 days claim period. The bank guarantee must be submitted after award of contract but before signing of contract. The successful bidder must renew the bank guarantee on same terms and conditions for the period up to contract including extension period, if any. Performance Bank Guarantee would be returned only after successful completion of tasks assigned to them and only after adjusting/recovering any dues recoverable/payable from/by the selected Agency on any account under the contract. On submission of this performance guarantee and after signing of the contract, demand draft submitted towards EMD would be returned in original. The format for the Performance Bank Guarantee is provided in Annexure I.

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

15. Applicant Clarifications

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

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

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

Responses to Queries and Issue of Corrigendum:

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

- d. To provide prospective Applicants reasonable time for taking the corrigendum into account, the Client may discretionally extend the last date for the receipt of Proposals.
- e. The Client's representative is: DSSO Keonjhar.

16. Conflict of Interest/ Conflicting Relationships:

- a. Client requires that the selected Agency shall perform the required services, provide professional, objective, and impartial advice and at all times hold the Client's interest's paramount, strictly avoid conflicts of interest with other assignments or their own interests and act without any consideration for future work. Without limitation on the generality of the foregoing, the agencies, and any of their affiliates, shall be considered to have a conflict of interest and shall not be engaged, under any of the circumstances set forth below:
 - Applicant Agencies (including its Personnel and Sub-Agencies) that has a business or family relationship with a member of the Client's staff who is directly or indirectly involved in any part of (i) the preparation of the Terms of Reference of the Assignment, (ii) the selection process for such Assignment, or (iii) supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Client throughout the selection process and the execution of the Contract.
- b. Applicant Agencies have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of the Client, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the applicant / selected Agency or the termination of its Contract.
- c. No Agency or current employees of the Client shall work as Agency under their own ministries, departments, or agencies.
 - **Unfair Advantage:** If an applicant Agency could derive a competitive advantage from having provided other services related to the assignment in question, the Client shall make available to all other applicant Agencies together with this RFP all information that would in that respect give such applicant Agency any competitive advantage over competing applicant Agencies.
 - **Fraud and Corruption:** It is required that applicant Agencies participating in the project adhere to the highest ethical standards, both during the selection process and throughout the execution of the contract.

The Client:

- d. Defines the terms set forth below as follows:

- i. “corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official or members of the Evaluation Committee, in the selection process or in contract execution.
- ii. “fraudulent practice” means a misrepresentation or omission of facts in order to influence a selection process or the execution of a contract.
- iii. “collusive practices” means a scheme or arrangement between two or more applicant Agencies with or without the knowledge of the Client, designed to establish prices at artificial, non-competitive levels.
- iv. “coercive practices” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process or affect the execution of a contract.
- v. will reject a proposal for award, if it determines that the Agency recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question.
- e. Applicant Agencies shall be aware of the provisions on fraud and corruption stated in the specific clauses in the Contract.
- f. Applicant Agencies shall furnish information on commissions and gratuities, if any, paid or to be paid to agents relating to this proposal and during execution of the assignment if the applicant Agency is awarded the Contract.

1. Eligibility Criteria

Pre-Qualification Documents

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

Sr. No.	Pre-Qualification Criteria	Specific Requirement	Documents Required
1.	Legal Entity	The Agency shall be a not-for-profit organization registered under any of	• Certificate of incorporation • Registration Certificate

		the following: 1. Societies' Registration Act 1860 2. Indian Trust Act 1882 3. Companies Act 1956 4. Any other registration approved by the Indian govt. 5. Any other registration approved by the Indian govt.	• PAN No. • GST No. / Form 12 AA Certificate along with 80G • Registration certificate of NGO Darpan Portal
2.	Operation	The Agency shall have been in operation for the past three (3) years as on 31/03/2026 and filed ITRs for the last 3 FYs i.e., 2022-23, 2023-24 and 2024-25.	Last three FY's Audited Financial Statement duly signed by a Chartered Accountant for 2022-23, 2023-24 and 2024-25
3.	Financial Capacity	The Agency shall have an average annual turnover of at least Rupees 2 Crore over the last three FYs 2022-23, 2023-24 and 2024-25. This must be the individual Agency's turnover and not that of group companies/organizations.	Average Annual Turnover Statement
4.	Consortium	No consortium / JVs / associations / subcontracting shall be allowed under this project.	Declaration of submitting as independent Agency from the Authorized Signatory.
5.	Blacklist	The Agency shall not have been blacklisted by any Central / State Government Ministry in India or Public Sector Undertakings or any Government Agencies.	Undertaking by the Authorized Signatory
6.	Experience	The bidder must possess an experience in the management and operation of residential skill training and other projects for PwDs, including structured accommodation, counselling, care, rehabilitation services and special school. Such experience may include operation of residential facilities for Homeless Persons/ Disabled Persons (PwDs)/ Beggar Homes/ Maa Gruha, or other similar Government-supported or NGO-run residential rehabilitation institutions, provided the facility involved structured	Copies of Work Orders/ Sanction Orders/ MOUs/ Engagement Letters/ Completion Certificates or equivalent documentary evidence shall be provided as proof. Documents in other languages shall be supplemented by an English translated copy.

		residential care rehabilitation services and special schools.	
7.	Authorized Representative	A Power of Attorney/ Board Resolution in the name of the person signing the proposal.	Original Power of Attorney (notarized on a Rs. 100/- Bond paper)
8.	Cost of Tender/ Tender Fee (Non-refundable)	The Agency shall furnish a Tender Fee of Rs. 5,000.00 (Rupees Five Thousand Only), in the form of Demand Draft in favour of 'The District Social Security Officer, Keonjhar), and payable at Keonjhar.	Original Demand Draft
9.	Earned Money Deposit (EMD)	The Agency shall furnish an EMD of Rs. 25,000.00 (Rupees Twenty-five Thousand Only), in the form of Demand Draft in favour of The District Social Security Officer, Keonjhar, and payable at Keonjhar.	Original Demand Draft

NOTE: The copies of documents submitted towards Pre-qualification criteria are to be substantiated through production of originals, when required.

Technical Proposal Format and Content

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

- **Submission, Receipt and Opening of Proposals**

- a) The Proposals (Pre-Qualification, Technical Proposal) shall contain no interlineations or overwriting, except as necessary to correct errors made by the applicant Agencies themselves. The under-signee person for the proposal must provide his initial beside such corrections. Submission letters for the Technical Proposal and Financial Proposals shall respectively be in the format specified.

- b) An authorized representative of the applicant Agency shall initial all pages of the original Pre-Qualification, Technical and Financial Proposals. The authorization shall be in the form of an original written power of attorney accompanying the Technical and Financial Proposals.
- c) The Pre-Qualification forms and all documents (as listed in listed in Section 6 including the Tender Fee, EMD, declaration of submission as independent agency and power of attorney) shall be placed in a separate sealed envelope clearly marked “PRE-QUALIFICATION DOCUMENTS”. The Technical Proposal including all the Technical Forms and supporting documents (listed in Section 7) shall be placed in a separate sealed envelope clearly marked “TECHNICAL PROPOSAL”. This outer envelope shall bear the submission address and shall be clearly marked “DO NOT OPEN, EXCEPT IN PRESENCE OF THE OFFICIAL APPOINTED, BEFORE scheduled Date.
- d) The Client shall not be responsible for misplacement, loss, or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may also be deemed as fit case for Proposal rejection. If the Proposal is not submitted in separate sealed envelopes duly marked as indicated above, this will constitute grounds for declaring the Proposal non- responsive and deemed as fit case for Proposal rejection.
- e) The Proposals shall be sent to the address indicated and received by the Client no later than the time and the date of submission, or any extension to this date in accordance with corrigendum. Any proposal received by the Client after the deadline for submission shall be returned unopened.
- f) From the time the Proposals are opened to the time the Contract is awarded, the applicant Agencies shall not contact the Client on any matter related to its Technical and/or Financial Proposal. Any effort by applicant Agencies to influence the Client in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the applicant Agencies' Proposal.

4. Evaluation of Technical Proposal

- 1. An Evaluation Committee (EC) will be constituted by the Client for the purpose of evaluating the proposals.
- 2. In the first stage of evaluation, only responsive proposals which satisfy the Pre-Qualification Criteria shall be further taken up for evaluation. A Proposal shall be rejected if it is found deficient as per the requirements indicated.
- 3. The EC shall then evaluate the Technical Proposals based on their responsiveness to the Terms of Reference and by applying the evaluation criteria, sub-criteria specified in the Table below.

4. The Evaluation Committee while evaluating the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded, and the competent authority accepts the recommendation.
5. Agencies shall also make a presentation before the Evaluation Committee, which will be evaluated.
6. Each responsive Proposal will be given a technical score.
7. A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP and particularly the Terms of Reference or if it fails to achieve the minimum technical score indicated below.

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

Sl.	Evaluation Criteria	Supporting Form	Max. Marks
1.	Turnover	Average Annual Turnover Statement	5
1.1	Average annual turnover of the last three financial years, i.e., 2022-23, 2023-24 and 2024-25 <u>Scoring criteria</u> Rs. 2 Crore – and above: 5 marks		5
2.	Experience	Technical Form 3	20
2.1	The bidder has registration under Rights of Persons with Disabilities (RPwD) Act, 2016		5
2.2	The bidder must be a locally registered agency having an established office in Keonjhar District.		5
2.3	The bidder must possess an experience in the management and operation of residential centres for PwDs, including structured accommodation, counselling, care, rehabilitation services and special schools. Such experience may include operation of Recovery Homes/ as well as residential facilities for Homeless Persons/ special schools/ Beggar Homes/ Maa Gruha or other similar Government-supported or NGO-run residential rehabilitation institutions for adults/ provided the facility involved structured residential care and rehabilitation services.		10

Sl.	Evaluation Criteria	Supporting Form	Max. Marks
3	Personnel*	Technical Form 5 and Technical Form 6	10
3.1	Project Co-Ordinator-cum-Center Head Matching appropriate educational criteria and requisite work experience as per Standard		5
3.2	Master Trainer (Skill specialist) Matching appropriate educational criteria and requisite work experience as per Standard		5
4	Presentation of Approach, Methodology and Work Plan before the evaluation committee	Technical Form 4	15
Total Marks =			50

* Experiences till 30th June, 2026 only will be considered for evaluation.

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

5. Evaluation of Financial Proposal

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

6. Final Selection of Agency and Negotiations

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.

- **Negotiations**

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

1. **Technical Negotiations:** Negotiations will include a discussion of the Technical Proposal including the proposed technical approach and methodology, work plan, organization and staffing, and any suggestions made by the selected Agency to improve the Terms of Reference. The Client and the selected Agency will finalize the Terms of Reference, staffing schedule, work schedule, and reporting. These documents will then be incorporated in the Contract as “Description of Services”. Special attention will be paid to clearly defining the inputs and facilities required from the Client to ensure satisfactory implementation of the assignment. The Client shall prepare minutes of negotiations which will be signed by the Client and the selected Agency.
2. **Financial Negotiations:** After the technical negotiations are over, financial negotiations will be carried out to discuss any changes in financials due to change in scope of work or due to clarification on any aspect of the technical proposal during the technical negotiations. Under ordinary circumstances, the financial negotiation shall not result in any increase in the proposed budget. However, in case of exceptional reasons/circumstances, the client may consider an increase/modification in the budget.
3. **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.

7. Award of Contract

1. 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.
2. The selected Agency will sign the contract after fulfilling all the formalities/pre-conditions including submission of the Performance Bank Guarantee within seven (7) working days of issuance of the Letter of Intent.

8. Confidentiality

Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the applicant Agencies who submitted the Proposals or to other persons not officially concerned with the process, until the publication of the award of Contract. The undue use by any Agency of confidential information related to the process may result in the rejection of its Proposal.

Section 5: Terms of Reference

1. Background

A Residential Livelihood Skill Development and Rehabilitation Centre is proposed to empower persons with disabilities, economically weaker sections and other vulnerable groups through residential skill development, entrepreneurship, rehabilitation and sustainable livelihood support. The project will train 60 beneficiaries in one year with a total project cost of ₹1.80 Crore.

2. Objective of the Assignment

The primary objective of this assignment is to **engage a qualified implementation agency** to:

- Establish and operationalize the training centre
- Deliver structured skill development programs
- Facilitate production-based learning
- Ensure post-training rehabilitation and entrepreneurship support
- Enable market linkage and long-term sustainability

3. Scope of Work

The selected agency shall undertake the following:

3.1 Establishment of Training Ecosystem

- Set up a centralized residential training centre
- Install machinery and equipment across trades
- Ensure all infrastructure (training, residential, production units)

3.2 Training Delivery

- Conduct training for **60 beneficiaries per year**
- Manage **3 batches annually (20 per batch)**
- Provide hands-on production-oriented training

3.3 Sectoral Training Areas

- Spiritual & Food Products
- Tailoring & Garments
- Housekeeping Products

3.4 Residential Facility Management

- Accommodation, food, and welfare of trainees
- Safe and inclusive environment

3.5 Post-Training Rehabilitation

- Distribution of tools/machines to each beneficiary
- Facilitate shop/business setup
- Provide initial working capital/raw materials

3.6 Market Linkage & Sustainability

- Branding and packaging support
- Market access facilitation
- Business mentoring and handholding

3.7 Monitoring & Reporting

- Maintain beneficiary database
- Track training outcomes and income levels
- Submit periodic progress reports

4. Duration of Assignment

- Total Duration: **1 Years**
- Annual Cycle: Training + Rehabilitation of **60 beneficiaries per year**

5. Selection Methodology

- **Method:** Quality Based Selection (QBS)
- Financial proposal will be used for budgeting alignment only
- Selection will be based on:
 - Technical expertise
 - Relevant experience
 - Approach & methodology
 - Team strength
 - Past performance in similar livelihood projects

6. Key Deliverables

6.1 Deliverables Table

Sl. No.	Deliverable	Description	Timeline
1	Inception Report	Detailed work plan, training strategy, infrastructure plan	Within 30 days of award
2	Training Centre Setup	Fully functional residential training facility with equipment	Within 3 months

3	Batch-wise Training Completion	Training of 3 batches (20 beneficiaries each) annually	Ongoing (Quarterly cycles)
4	Production Output	Demonstrable production activities during training	During each batch
5	Beneficiary Certification	Skill certification and completion reports	End of each batch
6	Post-Training Support	Distribution of machines, shop setup, raw materials	Within 1 month of batch completion
7	Enterprise Establishment	Functional micro-enterprises established	Within 2 months post training
8	Market Linkage Support	Branding, packaging, and sales channel facilitation	Continuous
9	MIS & Progress Reports	Monthly/Quarterly progress reports with KPIs	Regular
10	Annual Impact Report	Outcome analysis including income and sustainability metrics	Annually

7. Payment Structure

7.1 Payment Principles

- Payments will be made on **actual basis within approved budget ceilings**
- Linked to **deliverables and performance milestones**
- Subject to **verification and acceptance by the authority**

7.2 Payment Milestone Table

Sl. No.	Milestone	Deliverable Linkage	% of Annual Cost
1	Mobilization Advance	Submission & approval of Inception Report	5%
2	Infrastructure Setup	Training centre operational with equipment	30%
3	Training Completion (Batch 1)	Completion of first batch	10%
4	Training Completion (Batch 2)	Completion of second batch	10%
5	Training Completion (Batch 3)	Completion of third batch	10%
6	Post-Training Rehabilitation	Distribution of machines & enterprise	10%

		setup	
7	Market Linkage & Enterprise Validation	Functional enterprises with initial income proof	10%
8	Final Reporting & Impact Assessment	Submission of annual report & verification	15%

Personnel Details:

1. Project Coordinator cum Centre Head and Project Incharge

- Master's Degree in Social Work / Social Sciences / Bachelors in Hospital Management & Administration.
- Experience of managing similar centres for a minimum period of four years or work experience in project planning, implementation, and management.
- Good knowledge and experience of participatory approaches in program implementation.
- Demonstrable capability for running such centres and having working knowledge of computers.

2. Master Trainer (Skill Specialist)

- Bachelor's Degree in the relevant discipline from a recognized University/Institution. Master's Degree or relevant professional certification is desirable.
- Proven expertise in curriculum development, skill training and excellent communication and presentation skills.

Section 6: Standard Forms

Pre-Qualification Form 1

Sr. No.	Pre-Qualification Criteria	Specific Requirement	Documents Required	Document Submitted Yes/No
1.	Legal Entity	The Agency shall be a not-for-profit organization registered under any of the following: 6. Societies' Registration Act 1860 7. Indian Trust Act 1882 8. Companies Act 1956 9. Any other registration approved by the Indian govt. 10. Any other registration approved by the Indian govt.	• Certificate of incorporation • Registration Certificate • PAN No. • GST No. / Form 12 AA Certificate along with 80G • Registration certificate of NGO Darpan Portal	
2.	Operation	The Agency shall have been in operation for the past three (3) years as on 31/03/2026 and filed ITRs for the last 3 FYs i.e., 2022-23, 2023-24 and 2024-25.	Last three FY's Audited Financial Statement duly signed by a Chartered Accountant for 2022-23, 2023-24 and 2024-25	
3.	Financial Capacity	The Agency shall have an average annual turnover of at least Rupees 2 Crore over the last three FYs 2022-23, 2023-24 and 2024-25. This must be the individual Agency's turnover and not that of group companies/organizations.	Average Annual Turnover Statement	
4.	Consortium	No consortium / JVs / associations / subcontracting shall be allowed under this project.	Declaration of submitting as independent Agency from the Authorized Signatory.	

5.	Blacklist	The Agency shall not have been blacklisted by any Central / State Government Ministry in India or Public Sector Undertakings or any Government Agencies.	Undertaking by the Authorized Signatory	
6.	Experience	The bidder must possess an experience in the management and operation of residential skill training and other projects for PwDs, including structured accommodation, counselling, care, rehabilitation services and special school. Such experience may include operation of residential facilities for Homeless Persons/ Disabled Persons (PwDs)/ Beggar Homes/ Maa Gruha, or other similar Government-supported or NGO-run residential rehabilitation institutions, provided the facility involved structured residential care rehabilitation services and special schools.	Copies of Work Orders/ Sanction Orders/ MOUs/ Engagement Letters/ Completion Certificates or equivalent documentary evidence shall be provided as proof. Documents in other languages shall be supplemented by an English translated copy.	
7.	Authorized Representative	A Power of Attorney/ Board Resolution in the name of the person signing the proposal.	Original Power of Attorney (notarized on a Rs. 100/- Bond paper)	
8.	Cost of Tender/ Tender Fee (Non-refundable)	The Agency shall furnish a Tender Fee of Rs. 5,000.00 (Rupees Five Thousand Only), in the form of Demand Draft in favour of 'The District Social Security Officer, Keonjhar), and payable at Keonjhar.	Original Demand Draft	
9.	Earned Money	The Agency shall furnish	Original Demand Draft	

	Deposit (EMD)	an EMD of Rs. 25,000.00 (Rupees Twenty-five Thousand Only), in the form of Demand Draft in favour of The District Social Security Officer, Keonjhar, and payable at Keonjhar.		
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Note: All 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, partners, etc. clearly highlighted.

Pre-Qualification Form 2

AVERAGE ANNUAL TURNOVER STATEMENT

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

Sl. No.	Financial Year	Turnover in Crores (Rs.)
1	2022-23	
2	2023-24	
3	2024-25	
4	Average annual turnover statement	

Date:

Signature of Chartered Accountants

Place:

Seal:

Membership No:

Note:

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

Pre-Qualification Form 3

NON-CONSORTIUM DECLARATION

We, <name of the Organisation>, having our registered office at<HQ address of the Organisation> hereby declare that we are submitting this proposal in reference to the Request for Proposal for Selection of an Agency for “**Establishment and Management of a Skill and Employment Training of Disabled Person at Keonjhar under District Mineral Foundation Keonjhar**”.

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

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

Date:

Authorised Signature

Place:

Name and Title of Signatory

Seal:

Note:

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

Pre-Qualification Form 4

NON-BLACKLIST UNDERTAKING

We, <Name of the Organisation>, having our registered office at<HQ address of the Organisation> hereby declare that we are submitting this proposal in reference to the Request for Proposal for the “Selection of an Agency for ‘Establishment and Management of a Skill and Employment Training of Disabled Person at Keonjhar under District Mineral Foundation Keonjhar’.

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

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

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

Date:

Authorised Signature

Place:

Name and Title of Signatory

Seal:

Note:

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

Section 7: Technical Proposal Forms
Technical Form 1: Technical Evaluation Form

Sl.	Evaluation Criteria	Supporting Form
1.	Turnover	Average Annual Turnover Statement
1.1	Average annual turnover of the last three financial years, i.e., 2022-23, 2023-24 and 2024-25 <u>Scoring criteria</u> Rs. 2 Crore – and above: 5 marks	
2.	Experience	Technical Form 3
2.1	The bidder has registration under Rights of Persons with Disabilities (RPwD) Act, 2016	
2.2	The bidder must be a locally registered agency having an established office in Keonjhar District.	
2.3	The bidder must possess an experience in the management and operation of residential centres for PwDs, including structured accommodation, counselling, care, rehabilitation services and special schools. Such experience may include operation of Recovery Homes/ as well as residential facilities for Homeless Persons/ special schools/ Beggar Homes/ Maa Gruha or other similar Government-supported or NGO-run residential rehabilitation institutions for adults/ provided the facility involved structured residential care and rehabilitation services.	
3	Personnel*	Technical Form 5 and Technical Form 6
3.1	Project Co-Ordinator-cum-Center Head Matching appropriate educational criteria and requisite work experience as per Standard	
3.2	Master Trainer (Skill specialist) Matching appropriate educational criteria and requisite work experience as per Standard	
4	Presentation of Approach, Methodology and Work Plan before the evaluation committee	Technical Form 4

Note: All 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.

Technical Form 2: Letter of Proposal Submission

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

Dear Sir,

We, the undersigned, offer to execute the assignment - '**Establishment and Management of a Skill and Employment Training of Disabled Person at Keonjhar under District Mineral Foundation Keonjhar**' in accordance with your Request for Proposal dated _____. We are hereby submitting our Proposal, which includes the Pre-Qualification Documents, Technical Proposal and Financial Proposal, sealed in separate envelopes.

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

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

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

We remain,

Yours sincerely,

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

Name and Title of Signatory: _____

Name of Agency: _____

Address: _____

Location: _____ Date: _____

Technical Form 3 – Applicant Agency’s Organization and Experience

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

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

(*Attach sanction order as documentary proof along with page number in the proposal and add more

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.

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

[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal divided into four chapters viz ‘Technical Approach & Methodology, Work Plan, Organization & Staffing, Challenges Envisaged’]

- a) **Technical Approach and Methodology:** In this chapter, you shall explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You shall highlight the problems being addressed and their importance and explain the technical approach you shall adopt to address them. You shall also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.
- b) **Work Plan:** In this chapter, you shall propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates. The proposed work plan shall be consistent with the technical approach and methodology, **showing understanding of the TOR and ability to translate and implement each of the objectives, services, and care to be provided, and scope of work** into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, shall be included here. The work plan shall be consistent with the Work Schedule.
- c) **Organization and Staffing:** In this chapter, you shall propose the structure and composition of your team. You shall list the main disciplines of the assignment, the key expert responsible, and proposed staff. The details of these resources shall be given in Technical Form – 5 and 6.
- d) **Challenges Envisaged:** In this chapter, you shall list out some major challenges that could arise while implementation of the project. Also, the proposed action plan/road map and quality control mechanisms that you shall contemplate to follow while overcoming these challenges.

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

Maximum Number of Slides	Slide Heading	Maximum Marks (15)	Maximum Time for Presentation
1 to 3	Technical Approach and Methodology	5	5 minutes

4 to 6	Work Plan and Staffing	5	5 minutes
7 to 10	Challenges Envisaged	5	5 minutes
	Question & Answer Session		5 minutes

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

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

Technical Form 5 – Team Composition and Task Assignments

Professional Staff			
Name of Staff	Qualification	Position Assigned	Years of experience in similar Job Description

Note:

1. Information provided in the form shall correspond to Key Personnel criteria of the Technical Qualification form.
2. All the claims shall be substantiated through production of supporting documents.
3. Experiences between 1stApril 2015 to 31thJune 2026only will be considered.

Technical Form 6 - Curriculum Vitae (CV) of Proposed Staff

	Proposed Position			
	Name of Agency			
	Name of Staff			
	Date of Birth			
	Education			
Name of Institution		Degree(s) or Diploma(s) obtained:	Date/Year of Qualifying	
	Membership in Professional Associations/ Trainings attended			
	Languages			
Language	Reading	Speaking	Writing	
English				
Odia				
Hindi				
Any other				
	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				
	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	
Certification		
I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged. Signature		

Note:

1. Information provided in the form shall correspond to the Key Personnel Criteria of the Technical Qualification form.
2. All the claims shall be substantiated through production of supporting documents by attaching photocopies of educational documents and experience certificates.
3. Experiences between 1st April 2015 to 30th June 2026 only will be entertained.

Technical Form7 – Undertaking Regarding any Conflicting Activities and Declaration Thereof

Are there any activities carried out by your Agency which are of conflicting nature as mentioned in para 19 of Section 5. If yes, please furnish details of any such activities.

If no, please certify,

[We hereby declare that our Agency has not indulged in any such activities which can be termed as the conflicting activities under para 19 of the Section 5. We also acknowledge that in case of misrepresentation of the information, our proposals /contract shall be rejected / terminated by the Client which shall be binding on us.]

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Agency:

Address:

Section 8: Financial Form

[Location, Date]

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

Dear Sir,

We, the undersigned, offer to provide services for the assignment **‘Establishment and Management of a Skill and Employment Training of Disabled Person at Keonjhar under District Mineral Foundation Keonjhar’** in accordance with your Request for Proposal (RFP) dated _____ and our Technical Proposal.

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

We understand that the management fee will be released on the yearly audit as specified in Section 4para 10 of the RFP documents.

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

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

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Agency: _____

Address: _____

Section 9: Annexures

Annexure- I: Draft Performance Bank Guarantee

(To be issued by a Bank _____)

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

In favor of **District Social Security Officer, Keonjhar** having its office at (Keonjhar) (hereinafter called DSSO, Keonjhar, which expression shall unless it be repugnant to the subject or context thereof include its heirs, executors, administrators, successors, and assigns).

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

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

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

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

1. The Agency shall implement the project– ‘**Establishment and Management of a Skill and Employment Training of Disabled Person at Keonjhar under District Mineral Foundation Keonjhar**’ in accordance with the term and subject to the conditions of the Agreement and fulfil its obligations there under
2. We, the Guarantor, shall, without demur, pay to **DSSO, Keonjhar** an amount not exceeding Rs. _____ (Rupees _____ only) within 7(seven) days of receipt of a written demand from **DSSO, Keonjhar** stating that the Agency has failed to fulfil its obligations as stated in Clause 1 above.

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

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

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

Authorized Signatory _____ Bank