



**REQUEST FOR PROPOSAL FOR
SELECTION OF HUMAN RESOURCE SERVICE PROVIDER AGENCY**

RFD No. 2422 / 25 / 8 / 2016 / SIRD&PR

STATE INSTITUTE FOR RURAL DEVELOPMENT & PANCHAYATI RAJ

Panchayati Raj Department, Government of Odisha

UNIT-VIII, BHUBANESWAR – 751 012

www.sirdodisha.org

e-mail: sirdorissa@gmail.com

1. Fact Sheet: This **Fact Sheet** comprising important factual data on the tender is for quick reference of the bidder.

Clause Reference	Topic
Methods of Selection	Quality and Cost Based Selection (QCBS) method shall be used to select the Agency. The bid is under two bid system. The Bidder has to submit the bid in two separate sealed envelopes one for “ Technical bid ” and another for “ Price bid ”. All the bidders will be evaluated on the basis of pre-qualification criteria . Technical evaluation of only those bidders who satisfy all the pre-qualification criteria shall be done. Price bid of only those bidders who qualify in Technical Bid shall be opened. Technically qualified bidder, who quotes the Least Price , will be selected as Service Provider Agency for assignment. Consortium is not allowed.
Tender Fee	RFP can be Downloaded from www.odishapanchayat.gov.in/ www.sirdodisha.org . The bidders are required to submit the document fee of Rs.5000/- (Rupees Five Thousand) only in shape of Account Payee Demand Draft in favour of Director, SIRD & PR Payable at Bhubaneswar from any of the scheduled commercial bank along with the proposal.
Earnest Money Deposit (EMD)	The Bidders are to submit Earnest Money Deposited of Rs.1,00,000/- (Rupees One Lakh) only in shape of Account Payee Demand Draft or Banker’s Cheque drawn in favour of Director, SIRD & PR payable at Bhubaneswar from any scheduled commercial bank along with the technical bid.
Performance Security Deposit	The successful bidder has to submit the performance security deposit of Rs. 1, 00,000/- (Rupees One Lakh Only) in the form of Bank Guarantee from any scheduled commercial bank drawn in favour of Director, SIRD & PR, Bhubaneswar covering the period of contract. In case the contract is further extended beyond the initial period the said Bank Guarantee will have to be accordingly reward by the successful bidder.
Scope of Work	Selected Service Provider Agency is to supply the man power for a period of 1 year, further extendable of contract on satisfactory performance review at the end of 1 st year.
Language of Bid	The proposal should be prepared by the Bidder in English language only
Currency of the Bid	The bidders should quote price in Indian Rupees Only. The offered price must be exclusive of taxes and duties. The taxes as appropriate & applicable would be paid at the prevalent rates.
Validity Period	Proposals / Bids must remain valid minimum for 180 days after the submission date.
Bid Submission	The proposal must be submitted to: The Director, Sate Institute for Rural Development, Panchayati Raj Department, Government of Odisha, Unit-8, Gopabandhu Nagar, Bhubaneswar – 751012 through registered post or speed post only. The Tender paper Technical Bid, tender fees and EMD shall be put in a sealed envelope with superscription as “ Technical Bid ”. The price bid shall be put in a separate sealed envelope with superscription as “ Price Bid ”. Both the envelopes shall be put in a separate envelope with superscription as “ PROPOSAL FOR SELECTION OF HUMAN RESOURCE SERVICE PROVIDER AGENCY TO SUPPLY MANPOWER ON OUTSOURCE BASIS FOR SIRD & PR, ODISHA UNDER RGPSA SCHEME ”.

2. Proposal:

Sealed tenders are invited from the eligible, reputed and qualified organisations/Service providing Agencies for the assignment as defined under the Terms of Reference section. This invitation is open to all Bidders meeting Pre-Qualification & minimum eligibility criteria, as mentioned in subsequent section of this RFP Document.

3. Background Information:

The State Institute for Rural Development (SIRD & PR), Bhubaneswar is established in 1964 as one of the core distinguished institutions of the country with the objective of becoming a Regional Training Centre (RTC), in the matter of conducting training programs for Tribal Community and other Community Development. In the year 1967, Government of Odisha took over the charge of the institute. SIRD & PR organizes various training programmes for elected members of 3-tier Panchayati Raj Institutions, different levels of officials of Panchayati Raj & other line departments and NGOs both through in-house and off-campus mode. It also develops necessary training curriculum for the participants and develop training modules for various training programmes undertaken by SIRD & PR and Extension Training Centres (located at Bhubaneswar, Kalahandi and Keonjhar) of the State.

The RGPSA program is administered by Ministry of Panchayati Raj (MoPR), Govt. of India to cover 30 districts of the state Odisha for strengthening and capacity building of elected PRI representatives and officials working at State, district, Block and GP level. With its emphasis on participative plans prepared from the grassroots level upwards rather than the top down approach, the RGPSA/RGSY programme represents a major shift in approach towards planning and execution. Creation of capacity for effective planning, implementation and monitoring of schemes by the elected representatives and Government officials relating to PR & RD Administration at the district and lower level is the thrust of the RGPSA programme. SIRD&PR along with 3 ETCs are implementing the PRI CB strategy in the State of Odisha for effective management of the development programs, resulting strengthening of 3-tier Panchayati Raj Governance through specific capacity building; hence forth it is required a Human Resource Supplier Agency to deploy the required human services at SIRD&PR and 3 ETCs to facilitate and manage the capacity building programmes in a PPP mode across the State. The programme management under RGPSA scheme envisages placement of required human resources at SIRD&PR and 3 ETCs to carry forward different CB activities.

4. Instruction to Bidder:

4.1. General:

- a) While every effort has been made to provide comprehensive and accurate background information requirements and specifications, Bidders must have their own conclusion about the support needed to meet the requirements based on their past experiences.
- b) All information supplied by Bidders may be treated as contractually binding on the Bidders, on successful award of the assignment by the SIRD & PR.
- c) No commitment of any kind, contractual or otherwise shall exist unless and until a formal written agreement is to be executed by the SIRD & PR. Any notification of preferred bidder status by the SIRD & PR shall not be given rise to any enforceable rights by any bidder. The SIRD & PR reserves right to annul all bids at any time without assigning any reason thereof.

4.2. Pre-Bid Meeting:

- a) The Bidders designated representatives are invited to attend the Pre-Bid meeting at their own cost, which will take place at the **State Institute for Rural Development (SIRD & PR), Unit –VIII, Bhubaneswar-751012, Odisha** on stipulated date and time mentioned on the RFP document.
- b) The purpose of the meetings will be to clarify the issues and doubts, if any, on the matter.
- c) The prospective bidders are requested to submit their queries in the format appended at **Form-12** well in advance so as to reach Director, SIRD & PR, on or before the stipulated date mentioned on the RFP document through Email- sirdorissa@gmail.com only. SIRD & PR shall not be responsible for ensuring that the bidders queries have been received in time. Any requests for clarifications received after the due date and time may not be entertained by the SIRD & PR.
- d) The corrigendum (if any) & clarifications to the queries from all bidders will be posted on **http: www.odishapanchayat.gov.in //www.sirdodisha.org** / and emailed to all participants of the pre-bid conference.
- e) Any such corrigendum shall be deemed to be incorporated into this RFP accordingly.
- f) In order to provide prospective Bidders reasonable time for taking the corrigendum into account, SIRD & PR may at its discretion, extend the last date for submission of Proposals.

4.3. Compliant Proposals/ Completeness of Tender Paper:

- a) Submission of the bid shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.
- b) Failure to comply with the requirements of this paragraph or any clause of the RFP may render non-compliant and the proposal may be rejected. Bidders must:
 - i. Include all documentation specified in this RFP;
 - ii. Follow the format prescribed in this RFP and respond to each element in the order as set out in this RFP.
 - iii. Comply with following all requirements as set out within this RFP.
 - Registration Certificate of the Applicant Organization;
 - Copy of PAN / GIR/ TIN/ TAN;
 - Copies of EPF and ESI certificates;
 - Copy of the Service Tax Registration Certificate;
 - Copy of service Tax/ VAT clearance certificate for the year ending March, 2015-16
 - Copy of Audited Balance Sheet of last three Years;
 - The Bidder must have Furnished the EMD of Rs.1, 00 000/ (Rupees One Lakh Only) in shape of Account Payee Bank Draft.
 - Tender Fee- the bidder must have submitted Rs. 5000/ (Rupees Five Thousand Only) in shape of Account Payee Bank Draft towards the cost of Tender Document.

4.4. Key Requirements of the Bid:

4.4.1. Right to Terminate the Process:

- a) SIRD & PR may terminate the Tender process at any time and without assigning any reason thereof. SIRD & PR makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- b) The submission of tender paper does not constitute an offer by SIRD & PR. The bidder's participation in this process can hold any right towards execution of the contract/agreement.

4.4.2. Cost of Tender Paper:

Tender document can be downloaded from www.odishapanchayat.gov.in / www.sirdodisha.org. The bidders are required to submit the non-refundable tender document Fee of **Rs.5,000/- (Rupees Five Thousand)** only in shape of an **Account Payee Demand Draft in favour of the Director SIRD & PR**, payable at Bhubaneswar from any scheduled commercial bank along with the Tender Paper. Proposals received without or with inadequate fees shall be rejected out rightly.

4.4.3. Earnest Money Deposit (EMD):

- a) Bidders shall submit, along with their Technical Bids, **EMD of Rs.100000/- (Rupee One Lakh)** only in the shape of an **Account Payee Demand Draft** from any Scheduled Commercial bank drawn in favour of **Director, SIRD & PR payable at Bhubaneswar**, and shall be valid for 90 days from the submission of the Bid. Failing which the bid shall be rejected out rightly.
- b) EMD of all unsuccessful bidders would be refunded without interest by SIRD & PR within 180 days of the bidder being notified as being unsuccessful. The EMD, for the amount mentioned above, of successful bidder would be kept as part of Performance Guarantee till acceptance of final deliverable.
- c) The EMD amount is interest free and will be refundable to the unsuccessful bidders without any interest there on.
- d) The tender paper submitted without inadequate EMD, mentioned above, will be summarily rejected.
- e) The EMD may be forfeited in the following cases.
 - If a bidder withdraws its bid during the period of bid validity.
 - In case of a successful bidder, who fails to sign the agreement in accordance with this tender paper for awarding the contract.
 - If found to have a record of poor performance such as having abandoned work, having been black-listed, having inordinately delayed completion and having faced Commercial failures etc.

4.4.4. Performance Security Deposit:

The successful bidder has to submit the performance security deposit of **Rs.1,00000/- (Rupees One Lakh Only)** in the form of Bank Guarantee from any scheduled commercial bank drawn in favour of Director, SIRD & PR, Bhubaneswar covering the period of contract. In case the contract is further extended beyond the initial period the said Bank Guarantee will have to be accordingly reward by the successful bidder.

4.4.5. Submission of Proposals:

- a) The bidders shall submit their proposal as per the format prescribed under this RFP in the following manner
 - i. Technical Bid [**Form 1 to Form 7**] - in first envelope [**Tender Paper, Technical Bid, EMD, Cost of Tender Paper**]
 - ii. Price Bid [**Form 8, 9 & 10**] - in second envelope
- b) The response to Technical Bid and Price Bid (As mentioned in previous paragraph) should be covered in separate sealed envelopes super-scribing "Technical Bid" and "Price Bid" respectively.
- c) Please note that Prices shall not be indicated in the Technical Bid but shall only be indicated in the Price Bid.
- d) The two envelopes containing "Technical Bid" and "Price Bid" shall be put in another single sealed envelope clearly marked "**Proposal for selection of Human Resource Service Provider Agency to supply manpower on outsource basis for SIRD & PR, Odisha under RGPSA Scheme**"
- e) The outer envelope thus prepared shall also indicate clearly the name, address, telephone number, E-mail ID and fax number of the bidder.
- f) All the pages of the tender paper must be sequentially numbered and must contain the list of contents with page numbers. Any deficiency in the documentation may result in the rejection of the Bid.
- g) The original bid shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the bidder itself. Any such corrections must be initialled by the person (or persons) who sign(s) the tender paper.
- h) All pages of the bid shall be initialled and stamped by the person or persons who sign the bid.

4.4.6. Authentication of Bids:

The tender paper shall be accompanied by a power-of-attorney in the name of the signatory of the proposal who can bind the Firm/ Company/Agency etc.

4.5. Preparation and Submission of Tender Paper:

4.5.1. Preparation Costs:

The bidder shall be responsible for all costs incurred in connection with participation in the tender process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/ discussions/ presentations, preparation of tender paper, in providing any additional information required by SIRD & PR to facilitate the evaluation process, and all such activities related to the bid process. SIRD & PR will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

4.5.2. Language:

The Proposal shall be filled by the Bidder in **English Language** only. If any supporting documents submitted are in any language other than English, **Translation of the same in English Language** is to be duly attested by the Bidders. For purposes of interpretation of the Proposal, the English Translation shall govern.

4.5.3. Venue & Deadline for Submission of Tender Paper:

Proposals, in its complete form in all respects as specified in the tender paper, must be submitted on or before the last date and time of submission of bid as mentioned on the cover page at the address specified below through register post/ speed post [Indian Post] only. No other way of submission of tender paper including submission through courier shall be considered. SIRD & PR shall not be responsible for any postal delay.

Address:-

**The Director,
Sate Institute for Rural Development & Panchayati Raj,
Panchayati Raj Department, Government of Odisha,
Unit-VIII, Gopabandhu Nagar, Bhubaneswar – 751012
Last Date & Time of Submission: 19th September, 2016 at 5.00 PM**

Late Bids:

- a) Bids received after the due date and the specified time (including the extended period if any) for any reason whatsoever, shall not be entertained and to ask rejected out rightly.
- b) The bids submitted by telex/ telegram/ fax/ e-mail etc. shall not be considered. No correspondence will be entertained on this matter.
- c) SIRD & PR shall not be responsible for any postal delay or non-receipt/ non-delivery of the documents. No further correspondence on the subject will be entertained.
- d) SIRD & PR reserves the right to modify and amend any of the above-stipulated condition/criterion depending upon project priorities vis-à-vis urgent commitments. Such amendments shall be hosted in the SIRD & PR website and shall be published in the same newspaper in which the tender call notice is published.

4.6. Evaluation Process:

- a) SIRD & PR will constitute a Tender Evaluation Committee [Tender Committee] to evaluate the responses of the bidders.
- b) The Tender Evaluation Committee constituted by SIRD & PR shall evaluate the tender papers and all supporting documents / documentary evidence. Inability to submit requisite supporting documents / documentary evidence as specified in **clause- 5.1** of tender paper may lead to rejection.
- c) The decision of the Committee in the evaluation of tender papers shall be final. No correspondence will be entertained outside the process of negotiation/ discussion with the Committee.
- d) The Committee may ask for meetings with the Bidders to seek clarifications on their proposals
- e) The Committee reserves the right to reject any or all proposals on the basis of any deviations.
- f) Each of the tender paper shall be evaluated as per the criterions and requirements specified in this tender paper.

4.6.1. Tender Opening:

The Bids submitted up to the stipulated last date and time as mentioned on the cover page will be opened on scheduled date and time by the tender committee, in the presence of the Bidders or their authorized representatives, who may be present at the time of opening. The representatives of the bidders are advised to carry the identity card or a letter of authority from the tendering firms to identify their bona fides for attending the opening of the proposal.

4.6.2. Tender Validity:

The offer submitted by the Bidders shall be valid for minimum period of 180 days from the date of last date of submission of Tender Paper.

4.6.3. Tender Evaluation:

- a) Initial Bid scrutiny will be held and incomplete details as given below will be treated as non-responsive and liable to be rejected. If tender papers;
 - Are not submitted in as specified in the tender document
 - Received without the Letter of Authorization (Power of Attorney)
 - Are found with suppression of details
 - With incomplete information, subjective, conditional offers and partial offers submitted
 - Submitted without the documents requested in the checklist
 - Have non-compliance of any of the clauses stipulated
 - With lesser validity period
 - Received without Cost of Tender Paper / EMD or both
- b) All responsive Bids will be considered for further processing as below.
Tender Committee will make scrutiny of responsive bidders, who comply with all the Terms and Conditions of the Tender. All eligible bids will be considered for further evaluation by a Committee according to the Evaluation process defined in this RFP document. The decision of the Committee will be final in this regard.

5. Criteria for Evaluation:

Proposals for this contract will be assessed in accordance with **Quality and Cost-based Selection (QCBS)** system. All bids will primarily be evaluated on the basis of eligibility criteria. The Tender Committee will carry out a detailed evaluation of the Technical Proposals, only those who qualifies all eligibility criteria by taking into account the following factors:

- a) Overall completeness and compliance with the requirement.

- b) Proposed work-plan which will demonstrate whether the bidder can achieve the performance standards within the time frame described in documents or not.
- c) Any other relevant factors, if any, listed in the document, or the SIRD & PR deems necessary or prudent to take into consideration.

In order to facilitate the technical proposal evaluation, the technical criteria laid down have been presented in subsequent sections. Bidders satisfying all the pre-qualification criteria would be considered for technical evaluation. Bidders qualifying in the technical evaluation will only be considered for further financial bid evaluation. Bids of Tenders which don't possess the minimum specified documents will be considered technically non-responsive and hence debarred from being considered for further evaluation.

5.1. Pre-Qualification Criteria:

All bids will primarily be evaluated on the basis of Pre-Qualification Criteria. The Tender Committee will carry out a detailed evaluation of the Proposals, only those who have submitted documents detailed below as relevant to the bidder.

Sl. No.	Basic Requirement	Specific Requirements	Documents Required
1	Legal Entity	<p>a. The bidder must be a Company registered under the Indian Companies Act, 1956 and be in business for more than 5 years in India as on last date of submission of bid.</p> <p>b. The bidder must be registered with Service Tax, EPF, ESI, PAN and up-to-date IT return for last three years.</p>	<ul style="list-style-type: none"> - Certificates of incorporation. - Service Tax Registration Certificate. - EPF Registration Certificate with number. - ESI Registration Certificate with number. - PAN copy. - IT Return for last 3 years.
2	Average Annual Turnover and Positive Net-worth	<p>Average Annual Turnover during last three financial years (as per the last published Balance sheets), should be minimum Rs.25,00000/- (Rupees Twenty Five Lakhs) only.</p> <p>The Net worth of the Bidder must be Positive and it should be a profit making company as per the audited balance sheet during last three financial years.</p>	Copy of the Audited Balance sheet and Profit & Loss Account; Showing the relevant trade for last three FY (2011-12, 2012-13 and 2013-14)
3	Consortiums	Not allowed.	
4	Quality & Capability Certification	The bidder must be a CMM/ISO 9001/IEC 20000 certified company.	Copy of the CMM/ISO 9001/IEC 20000 certificate/s.
5	Technical Capability	The bidder must have successfully undertaken at least three projects not less than the amount of Rs.15,00000/- (Rupees Fifteen Lakhs) only in government sectors in India / Odisha primarily related to Project Management Consulting/ Capacity Building activities especially in Rural Development & Panchaytiraj Governance Implementation of e-Governance solution (Other than supply of Hardware and Data Entry)/Training Institute in last three financial years.	Work order from the client mentioning details of order and amount of claim.
6	Local Presence of the bidder	The bidder's local presence is essential.	Self-Certified letter on existence of local office along with necessary evidence
7	Blacklisting	Affidavit by the authorized signatory of the bidder that the bidder has not been blacklisted by any Central / State Government (Central/State Government and Public Sector) or under a declaration of ineligibility for corrupt or fraudulent	Affidavit in prescribed format [Form 6]

Sl. No.	Basic Requirement	Specific Requirements	Documents Required
		practices as of 31.03.2014 must be submitted on original letter head of the bidder with signature and stamp.	
8	Tender Fees	The Bidder must have submitted Demand Draft of Rs. 5,000/- (Rupees Five Thousand Only) towards the cost of the Tender Document.	In shape of Account Payee DD from any Scheduled Commercial Bank
9	EMD	The Bidder must have furnished the EMD of Rs.1, 00 000/- (Rupees One Lakhs only) in the shape of DD or Bankers Cheque.	In shape of Account Payee DD/cheque drawn from any Scheduled Commercial Bank

Bidders who meet the pre-qualifications/eligibility requirements would be considered as technically qualified to move to the next stage for Financial Evaluation.

5.2. Technical Evaluation:

Bidders need to score minimum 70 Marks out of 100 marks for qualifying to next stage i.e. Financial Evaluation. Details technical evaluation will be done on following criteria:

CRITERIA	MAX MARKS
Specific experience of the bidder relevant to the assignment	20
Approach, Methodology, Work Plan and understanding of the assignment	20
Key Professional Staff Qualification and competency for the assignment	40
Financial strength of the bidder	20
TOTAL	100

5.3. Financial Evaluation:

The bidder must quote price exclusive of any taxes and duties. Arithmetical errors will be rectified on the following basis. Amount mentioned in word will prevail against the figure in case of any discrepancy in Financial Proposal. Technically qualified bidder quoting the lowest price will be declared as preferred bidder.

6. Appointment of Service Provider Agency:

6.1. Award Criteria:

SIRD & PR will award the Contract to the successful bidder whose proposal has been determined to be substantially responsive and has been determined as the most responsive bids as per the process outlined above.

6.2. Right to Reject Any or All Proposal(s):

The conditional bids shall be rejected out rightly in the first instance. SIRD & PR reserves the right to reject any or all proposals, and to annul the tendering process / public procurement process at any time without assigning any reason thereof.

6.3. Notification of Award:

Prior to the expiration of the validity period, SIRD & PR will notify the successful bidder in writing or by fax or email. In case the tendering process/ public procurement process could not be completed within the stipulated period, SIRD & PR may like to request the bidders to extend the validity period of the bid. In such case extended period shall be accepted as mutually agreed upon and bidders are required to submit their documents accordingly.

Upon successful bidder's signing the contract, SIRD & PR will notify each unsuccessful bidder and return their EMD without interest.

6.4. Contract Finalization and Award:

SIRD & PR shall reserve the right to negotiate with the bidder(s) whose proposal has been ranked best value bid on the basis of Technical and Price Evaluation. On this basis the draft contract agreement would be finalized for award & signing.

6.5. Signing of Contract:

After the SIRD & PR notifies the successful bidder then an agreement will be signed between SIRD & PR and successful bidder. The Draft Agreement will be provided as a separate document.

6.6. Failure to Agree with the Terms and Conditions of the Tender Paper:

Failure of the successful bidder at any stage to agree with the Agreement and Terms & Conditions of the tender paper shall constitute sufficient grounds for the annulment of the award, termination of the agreement and liable for the legal action. In such case SIRD & PR may award the contract to the next best value bidder or call for new proposals from the interested bidders afresh. In the event of such failure EMD shall stand forfeited without giving any further notice.

6.7. Period of Contract:

The period of contract shall be for a period of **one year** from the date of execution of agreement. **The period may be extended subject to found suitable for further period, satisfying the performance appraisal at the end of 1st year of service. The renewal for further period is the sole discretion of the Director, SIRD&PR.** In case the contract is further extended the Bank Guarantee will have to be accordingly renewed by the successful bidder.

7. Terms of Reference:

7.1. Role and Responsibility of the Service Providing Agency (SPA):

- a) The Service Providing Agency (SPA) selected through QCBS method by SIRD & PR will fully responsible and accountable to the SIRD & PR and will report to the Nodal Officer.
- b) SPAs engaged by the SIRD & PR shall provide the manpower for Project Management Unit (PMU), SIRD & PR for technical and/ or management support in the implementation of BRGF both development & CB Grants. Thus they will play a critical role in the successful implementation of these projects and their services may be evaluated periodically for better outcome of scheme implementation.
- c) The SPA shall not be allowed to transfer, assign, pledge or sub-contract the rights and liabilities to any other agency or organisation or firm etc by whatever name be called without prior written consent of SIRD & PR.
- d) **The SPA shall ensure the transmission of salary along with statutory dues to the person to be engaged at SIRD&PR through Bank Account transfer only and also submit the transfer transaction statement along with other statutory deduction copies to the SIRD&PR while claiming for the financial dues relating to payment towards engagement of HR by the successful bidder SPA in the succeeding month for the preceding month.**
- e) Overall monitoring of various deliverables under RGPSA/RGSY on the project and ensures their continuity on project.
- f) Engagement and deployment of manpower for SIRD&PR and timely payment of remuneration (**E-TRANSFER**) to the personnel.
- g) Consolidating the Monthly Performance Reports generated by all CPOs/ DRDAs/ETCs/CPOs within their ambit and forwarding the same to MoPR and the State authorities concerned in the specified formats in an online/offline mode
- h) Attending to various assignments as reflected against their position in the Sl.No.7.3 of the RFP.
- i) The SPA is expected to always keep available a reserve pool of resource persons that can be tapped for immediate deployment on project. In case of any replacement, the outgoing person must provide 2 weeks handholding support to the fresh incumbent to ensure continuity and smooth knowledge-transfer. No position should remain vacant at any time. The SPA shall nominate a coordinator who shall be responsible for immediate interaction with SIRD & PR so that optimal services of the persons deployed could be availed without any disruption.
- j) The SPAs are expected to provide professional, objective and impartial advise and at all times hold the interests of the State Government paramount, strictly avoid conflicts with any other assignments/jobs or their own corporate interests and act without any consideration for future work.
- k) In case any of the proposed Human Resource (post advertised) are found unsuitable in performing their job meeting the requirements of project & expectations of the SIRD & PR, the SPA shall find a

suitable replacement for such manpower resource. The SIRD & PR will evaluate the replacement profile and indicate the acceptance / rejection at their discussion till a person is found suitable for that job.

- l) The SPA shall be bound by the details furnished to SIRD & PR while submitting the tender or at subsequent stage. In case, any of such documents furnished is found to be false at any stage, it would be deemed to be a breach of terms making it liable for legal action besides termination of the Agreement.
- m) The entire financial liability in respect of manpower services so deployed in SIRD & PR shall be that of SPA and SIRD & PR or PR Deptt. concerned will in no way be liable. It will be the responsibility of the SPA to pay remuneration not less than the rate quoted in the financial bid and adduce such evidence on requirement of SIRD & PR and PR deptt. **The SPA shall also be liable for deposit of all taxes, levy, cess etc to the appropriate authorities from time to time as per prevailing rules which accrue on account of service so provided to SIRD & PR.**

7.2. Manpower:

SIRD & PR is intended to provide management, technical and handholding support to ensure effective and timely rollout of the CB programmes. Full time Human Resources having experience in Training and Capacity Building activities with functional computer literacy are required for PRI CB strategy implementation, anchored by SIRD&PR.. The list of the required manpower is given below for reference.

Sl. No.	Position of Human Resources	No of Position	Remuneration Per person / Per Month in Rs. Excluding EPF, ESI, Service Tax
01	Programme Support Associate (SIRD&PR)	1	10,000/-
02	Programme Support Associate (ETCs)	2	08,000/-
03	Programme Assistant (SIRD&PR)	2	08,000/-
04	Data Entry Operator (SIRD&PR)	1	10,000/-
05	Data Entry Operator (P.R.Deptt.)	1	10,000/-
06	Electrician (SIRD&PR)	1	06,820/-
07	Plumber (SIRD&PR)	1	06,820/-
08	Training Attendant (SIRD&PR)	1	06,200/-
09	Training Attendant (ETC)	1	06,200/-

7.3. Eligibility and Responsibilities of various positions for SIRD&PR.

Sl. No.	Role / Designation	Eligibility / Responsibilities
1.	Programme Support Associate	<p>The Programme Support Associate must have minimum education i.e. Bachelor Degree in any discipline of Science/Arts/Commerce and possess 05 years working experience in the field of capacity building / training of elected officials and functionaries especially in Rural Development and Panchayati Raj Governance. Age Limit: Below 45 Years.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> Assist in Data Collection for preparation of baseline information of the training programme across the State. Support in Documentation of progress of PRI CB training under RGPSA / other programmes of MoRD and help in publication. Co-ordinate with Collaborative Partner Organisation / Resource Persons & District Administration for in-house & Off-campus training. Designing Annual Calendar, Annual Report, Publication etc. Developing concept note on various issues relating to PR & RD Programmes. Co-ordinate with collaborative Partner Organisation/ Resource Persons & District Administration for in-house & Off Campus training programmes. Data Entry & design in Odia & English format. Other logistic support as assigned by Director, SIRD&PR./ Principal, ETC

2.	Programme Assistant	<p>Eligibility: The Programme Assistant must have minimum educational qualification Bachelor Degree in any discipline (Arts/Science/Commerce) and competency in Computer knowledge in English and Odia language. Age Limit: Below 45 Years</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • Assist in Data Collection & Compilation. • Collection of information regarding training programme across the State.. • Co-ordinate with Collaborative Partner Organisation/Resource Persons and District Administration for In-house & Off campus training programmes. • Data Entry & design in Odia and English format. • Other logistic support as assigned by Director, SIRD&PR.
3.	Data Entry Operator	<p>Eligibility: The candidate must have Bachelor Degree qualification with PG Diploma in Computer Application with 5 years working experience in Data management/ Data processing and Data MIS. Computer literacy in Odia typing will be preferred. Age Limit: Below 45 years</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • Data entry and Data management relating to various capacity building training programmes and MIS plat form. • Typing of English and Odia matters. • Managing internet and web portal of SIRD&PR. • Any other works as assigned by the office.
4.	Training Attendant.	<p>Eligibility: The Training Attendant must have minimum educational qualification i.e. HSC and above. Knowledge in AV management /Xeroxing will be preferred. Age Limit: Below 40 years</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • .Distribution of training / kit materials, • Xeroxing of important circulars / guidelines, • Assist to AV Operator, • Look-after training venue.
5.	Electrician	<p>Eligibility: The candidate must have ITI pass with electrician trade and 5 years of working experience in maintenance of internal wiring, switch board management, panel board management, different internal wiring related knowledge, switchover Generator management etc. Age Limit : Below 40 years</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • Look after electrical connection inside administrative building, hostel , library building and Street light of the SIRD&PR campus. • To operate the Generator as and when required, • Attending to the operation and maintenance of AC,Fan,Pump House and other electrical installation inside administrative building, hostel, library, streetlight of the campus. • To coordinate with Electrical Sub-Station for power breakage to Transformer.
6.	Plumber	<p>Eligibility: The candidate must have ITI pass with plumber trade / retired Government employee having knowledge in management of pump house and supply of water to various installation/premises of SIRD&PR campus. Age limit : Below 40 years (in case of retired Govt. employee below 65 years)</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • Look after water supply to the office building, hostel, library, staff quarters and garden inside SIRD&PR campus. • Maintenance and repair of water supply connections inside the campus. • To coordinate with PHD officials for outside connections.

Appendix-I : Technical Bid**Form -1****Compliance Sheet for Eligibility Criteria**

RFP NO: _____, Date: _____

Please check whether following have been enclosed in the respective covers, namely, letter of Technical Bid.

Sl. No.	Compliance Document	Provided (Yes/ No)	Page No in the Technical Bid
1.	Copy of Certificate of Incorporation		
2.	Copy of Service Tax Registration Certificate		
3.	Copy of PAN		
4.	Copy of Audited Balance sheet and Profit & Loss Account; Showing the relevant trade as proof of Annual Turnover of last three FY as of Mar 31, 2016		
5.	Tender Paper Cost (DD No.: _____, Amount: _____, Bank: _____, Date: _____)		
6.	Earnest Money (DD No.: _____, Amount: _____, Bank.: _____, Date: _____)		
7.	Bid Letter (Technical Bid) [In Form 2]		
8.	Particulars of the Bidder [In Form 3]		
9.	List of Projects Executed [In Form 4] [Certificate from the client as per clause 5.1]		
10.	Project Citation of each Project listed in Form 4 [In Form 5]		
11.	Affidavit of not be under Ineligibility(In Form 6]		
12.	Copy of Power of Attorney in the name of the Authorized signatory		
13.	Self-Certified letter on existance of local office in Odisha along with necessary evidence		
14.	Copy of the CMM/ISO 9001/IEC 20000 certificate/s.		
15.	Approach & Methodology[In Form 8]		

Signature of witness

Date:

Place:

Signature of the Bidder

Date:

Place:

Company Seal

Form-2
Bid Letter (Technical Bid)

Ref. No: _____, Date: _____

<Location, Date>

To

The Director,
State Institute for Rural Development & Panchayati Raj,
Panchayati Raj Department, Odisha, Unit-VIII,
Gopabandhu Nagar, Bhubaneswar – 751 012.

Sub: Submission of the Technical bid for supply of manpower
for SIRD & PR (PMU) under RGPSA/RGSY.

Dear Sir,

We, the undersigned, offer to provide our services to the Director SIRD & PR, with your Request for Proposal dated <insert date> and our Proposal. We are hereby submitting our Proposal, which includes this Technical bid and the Price bid sealed in separate envelopes.

We hereby declare that all the information and statements made in this Technical bid are true and accept that any misinterpretation contained in it may lead to our disqualification.

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

We agree to abide by all the terms and conditions of the RFP document. We would hold the terms of our bid valid for 180 days as stipulated in the RFP document.

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

Yours sincerely,

Authorized Signature [*In full and initials*]: Name
and Title of Signatory:

Name of Firm:

Address:

Location:

Date:

Form-3
Particulars of the Bidder

RFP NO: _____, **Date:** _____

1. Name of the Organisation:

2. Registration of the Organisation.

3. Address of Office

4. Telephone No

Fax No

Email Address

5. Website

6. Registration No & Date

7. No. of employees :

Technical	Managerial	Support	Total
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

8. No. of years of proven experience of providing similar Services in India:

9. No. of years of proven experience of providing similar Services in Odisha:

10. Annual Turnover of the company (in last three years)

Fiscal Year	Amount (Rs)		
	PBT	PAT	ATO
2012-2013	<input type="text"/>	<input type="text"/>	<input type="text"/>
2013-2014	<input type="text"/>	<input type="text"/>	<input type="text"/>
2014-2015	<input type="text"/>	<input type="text"/>	<input type="text"/>

Signature of witness

Signature of the Bidder

Date:

Date:

Place:

Company Seal

Place:

Form-4
Format for List of Projects Executed
(Last Three Years)

Ref. No: _____, **Date:** _____

Sl No	Name, Address of the Client	Name of the Project	Period		Total Project Cost	Is this Project Similar to current assignment (Yes/ No)
			From	To		
(1)	(2)	(3)	(4)	(5)	(7)	(8)

Note: The information provided in the above table must supported by relevant work order copy.

Form- 5
Project Citation Format

RFP NO: _____, Date: _____

I. Client Details

1. Name of the Client :
2. Sector of the Client (Put a tick Mark '✓'): a. Govt. in India b. Govt. in Odisha
c. PSU in India d. Others
3. Detail of concerned officer of the client (Name, Designation, Address, Phone, e-mail):

II. Project Detail

4. Name of the Project:
5. Work Order No & Date
6. Project Start Date: Completion Date:
7. Project Cost(Excluding Tax in INR):
8. Type of Project: a) Supply of Manpower b) Project Management Consulting
c) E-Governance Project Implementation d) Other
9. No. of skilled Professionals involved in the project:
10. Implementation Coverage : a) State Level b) District Level c) Block / Taluk Level
11. Brief details about scope of the project:

Place:

Company Seal

Place:

FORM- 6

Affidavit of not be under Ineligibility

Before the Executive Magistrate / Notary Public Sri.....

AFFIDAVIT

I, Sri / Smt. _____ aged about _____ S/o. / D/o. /
W/o. _____ Proprietor / Partner / Director of
M/s. _____ At- _____ Po- _____, P.S-
_____, Dist- _____ do hereby solemnly affirm and state as follows:

- 1) That pursuant to the tender call notice dt. _____ of SIRD & PR for Supply of manpower under RGPSA/RGSY, I / my firm / company am / is an intended bidder to participate in the said tender process.
- 2) That as per terms & conditions of the tender documents, I am to declare that, I / my firm / company have not been blacklisted by any Central / State Government Organisation or by any Public Sector undertakings of the State / Central Government.
- 3) That neither any criminal case nor any vigilance case is pending against me / my firm / company before any forum.
- 4) That I / my firm/company not have any record of poor performance, abandoned work, having inordinately delayed completion and having faced Commercial failures etc. for any State Government or Government of India organization/department.
- 5) That this affidavit is required to be produced with tender paper before the Director, SIRD & PR, Panchayati Raj Department, Government of Odisha.
- 6) That the facts stated above are true to the best of my knowledge and belief.

Identified by me

Deponents

Advocate

The above deponent being present before me & duly identified by Sri _____
Advocate states on oath that the facts stated above are true to the best of his/her knowledge.

Deponent

***Strike out whichever is not applicable.**

Executive Magistrate/

Notary Public _____

FORM-7
Approach & Methodology

Ref: No. _____, **Date:** _____

Describe about Approach, Methodology, Work Plan, and understanding of the assignment, Key Professional of the Bidder, Staff Qualification and competency for the assignment in this form.

Signature of witness

Date:

Place:

Signature of the Bidder

Date:

Place:

Company Seal

Appendix-II: PRICE BID

FORM- 8
Compliance Sheet for Financial Proposal

Ref: No. _____, Date: _____

Please check whether following have been enclosed in the respective covers, namely, Price Bid.

a. Bid Letter (Financial)
(In the format attached at Form 10) Yes/No

b. Financial Proposal
(In the format attached at Form 11) Yes/No

Signature of witness
Date:
Place:

Company Seal

Signature of the Bidder
Date:
Place:

FORM-9
BID LETTER (PRICE BID)

<Location, Date>

To

The Director,
State Institute for Rural Development & Panchayati Raj
Panchayati Raj Department, Odisha, Unit-VIII,
Gopabandhu Nagar, Bhubaneswar – 751 012

Sub: Submission of the Price bid for Supply of manpower for SIRD & PR under RGPSA/RGSY scheme.

Dear Sir / Madam,

We, the undersigned, offer to provide our services for *supply of manpower for SIRD & PR in Odisha* in accordance with your Request for Proposal << RFP No. >> dated <<Date>> and our Proposal (Technical and Financial Proposals). Our Financial Proposal is attached in Form 11. This amount quoted is exclusive of any taxes and duties.

1. PRICE AND VALIDITY :

All the prices mentioned in our Tender are in accordance with the terms as specified in the RFP documents. All the prices and other terms and conditions of this Bid are valid for a period 180 days from the date of opening of the Bid.

We hereby confirm that our prices do not include any taxes and duties.

We understand that the actual payment would be made as per the existing tax rates during the time of payment.

2. UNIT RATES:

We have indicated in the relevant forms enclosed, the unit rates for the purpose of on account of payment as well as for price adjustment in case of any increase to / decrease from the scope of work under the contract.

3. TENDER PRICING:

We further confirm that the prices stated in our bid are in accordance with your Instruction to Bidders included in Tender documents.

4. QUALIFYING DATA:

We confirm having submitted the information as required by you in your Instruction to Bidders. In case you require any other further information/documentary proof in this regard before evaluation of our Tender, we agree to furnish the same in time to your satisfaction.

5. BID PRICE:

We declare that our Bid Price is for the entire scope of the work as specified in the appropriate section in the RFP. These prices are indicated Financial Bid attached with our Tender as part of the Tender.

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.

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

We hereby declare that our Tender is made in good faith, without collusion or fraud and the information contained in the Tender is true and correct to the best of our knowledge and belief.

We understand that our Tender is binding on us and that you are not bound to accept a Tender you receive.

Thanking you,

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

FORM-10
Financial Proposal

Ref. No. _____, Date: _____

All the prices quoted below are exclusive of any statutory deduction like EPF, ESI, Taxes etc.

Sl No	Proposed Position	Unit Rate per month in Rs.	No of Positions	No of Months	Value In Rs.
(A)	(B)	(C)	(D)	(E)	(F)=(C X D X E)
1.	Programme Support Associate (1 No.) (SIRD&PR)	10,000	1	12	1,20,000/-
2.	Programme Support Associate (2 Nos.) (ETCs)	08,000	2	12	1,92,000/-
2.	Programme Assistant (2Nos.) (SIRD&PR)	08,000	2	12	1,92,000/-
3.	Data Entry Operator (2 Nos.) (SIRD&PR)	10,000	2	12	2,40,000
4.	Plumber (1 No.) (SIRD&PR)	06,820	1	12	81,840
5.	Electrician (1 No.) (SIRD&PR)	06,820	1	12	81,840
6.	Training Attendant (1 No.) (SIRD&PR)	06,200	1	12	74,400
7.	Training Attendant (1 No.) (ETC)	06,200	1	12	74,400
Total Charges towards remuneration of HR support for one year					10,56,480/-

SL	Particulars	Rate in %	Value in Rs.
A	Total Charges towards remuneration of HR support for one year	NA	
B	Statutory Deduction as applicable		
C	Service Charge		
Quoted Price (A+B+C) in words:			

Signature of witness
Date:
Place:

Signature of the Bidder
Date:
Place:

Company Seal

Appendix III: Other Formats

FORM- 11 **Performance Bank Guarantee**

To

The Director,
State Institute for Rural Development & Panchayati Raj,
Panchayati Raj Department, Odisha, Unit-VIII,
Gopabandhu Nagar, Bhubaneswar – 751 012

Whereas, <<name of the supplier and address>> (hereinafter called “the Bidder”) has undertaken, in pursuance of contract no. <<insert contract no. >> dated <<insert date>> to provide services for <<name of the assignment>> to Director SIRD & PR, Panchayati Raj Department, Government of Odisha. (hereinafter called “the beneficiary”)

And whereas it has been stipulated by in the said contract that the Bidder shall furnish you with a bank guarantee by a scheduled bank for the sum specified therein as security for compliance with its obligations in accordance with the contract;

And whereas we, <<name of the bank>> a banking company incorporated and having its head /registered office at <<address of the registered office>> and having one of its office at <<address of the local office>> 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 supplier, up to a total of Rs.<<insert value>> (Rupees <<insert value in words>> only) and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of Rs .<<insert value>> (Rupees <<insert value in words>> only) 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 Bidder 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 Bidder 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 Guarantee shall be valid until <<Insert Date>>)

Notwithstanding anything contained herein:

- I. Our liability under this bank guarantee shall not exceed Rs<<insert value>> (rupees <<insert value in words>> only).
- II. This bank guarantee shall be valid upto<<insert expiry date>>)
- III. It is condition of our liability for payment of the guaranteed amount or any part thereof arising under this bank guarantee that we receive a valid written claim or demand for payment under this bank guarantee on or before <<insert expiry date>>) failing which our liability under the guarantee will automatically cease.

Seal & Signature of the authorized officer of the Bank

Name & Designation of the Officer

Date:

Seal, Name & address of the bank & address of the branch.

FORM – 12

BIDDER's QUERY

(To be sent through official e-mail of the authorized representative of the bidder only)

Sl. No.	RFP Document Reference(s) (Section & Page Number(s))	Content of RFP requiring Clarification(s)	Points of clarification
1.			
2.			
3.			