

**Request for Proposal (RFP)  
For Setting up of a  
Technical Support Unit (TSU) for Project Development  
and Implementation of Sanitation Projects including  
Solid and Liquid Waste Management projects in Rural  
Areas in the State of Odisha**

Issued By

Rural Water Supply & Sanitation  
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## **DISCLAIMER**

The information contained in this Request for Proposal document (“RFP”) or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of RWS&S or any of its employees or advisers, is provided to Applicants on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by RWS&S to the prospective Applicants or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by RWS&S in relation to the Consultancy. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. This RFP may not be appropriate for all persons, and it is not possible for the Authority, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Applicants is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. RWS&S accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

RWS&S, its employees and advisers make no representation or warranty and shall have no liability to any person including any Applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this Selection Process.

RWS&S also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Applicant upon the statements contained in this RFP.

RWS&S may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.

The issue of this RFP does not imply that RWS&S is bound to select an Applicant or to appoint the Selected Applicant, as the case may be, for the Consultancy and RWS&S reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

The Applicant shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by RWS&S or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Applicant and the Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation or submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

## INTRODUCTION

### 1.1. BACKGROUND

Mission Director, Odisha Water & Sanitation Mission under, Panchayati Raj & Drinking Water Department, Government of Odisha is the apex organisation implementing Swachh Bharat Mission (Gramin) & National Rural Drinking Water Program (NRDWP) in the rural areas of Odisha. The key objective of the programs is to improve piped water and sanitation coverage through decentralized service delivery systems. The primary aim of this assignment is to develop an effective and workable model of Solid Liquid Waste Management (SLWM) projects in rural areas of the State of Odisha and ODF villages and its sustainability. The Government of Odisha, through the Mission Director, Odisha Water & Sanitation Mission is seeking to engage a consultancy firm for setting up of a Technical Support Unit (TSU) for implementation of sanitation projects in rural areas of the state. The RFP is being issued by Engineer-in-chief, Rural Water Supply & Sanitation (RWS&S) on behalf of Mission Director, Odisha Water & Sanitation Mission.

### 1.2. OBJECTIVE

The broad objective of the consulting services is to:

- (i) Development of effective strategy for strengthening of the 'Open Defecation Free' (ODF) status of Gram Panchayats and ensuring long term sustainability of public hygiene / sanitation initiatives.
- (ii) Transaction advisory and project implementation support for SLWM projects in rural and peri-urban areas of Odisha

### 1.3. OVERVIEW OF THE BIDDING PROCESS

Bidders are called upon to submit their RFP proposals in respect of the TSU, in accordance with the formats, terms and conditions of the RFP. The RFP will be available for download, free of cost, at [www.odisha.gov.in/](http://www.odisha.gov.in/) [www.odishapanchayat.com](http://www.odishapanchayat.com). All Bidders must submit a sum of Rs.10,000/- (Rupees ten thousand only) towards the cost of the RFP Document in the form of Demand Draft only and Rs. 5,00,000 (Rupees Five Lakhs Only) as Bid Security along with their Proposal as per the conditions outlined in this RFP. The cost of the RFP Document should be submitted in the form of Demand Draft in favor of "Executive Engineer, RWSS Division, Bhubaneswar", payable at Bhubaneswar from any Nationalised or Scheduled Bank and Bid Security should be submitted in the form of a Bank Guarantee / Term Deposit Receipt (TDR) issued by any Nationalised or Scheduled Bank having branch at Bhubaneswar in favor of "Engineer-in-Chief, RWSS Odisha, Bhubaneswar".

The selection of the Preferred Bidder for this TSU is envisaged through a single-stage process involving evaluation of two-part Proposals received from Bidders covering:

- a) Part I – Technical Bid
- b) Part II – Financial Bid

The RFP proposals would be evaluated in two steps in line with the Evaluation process described in Section 3 of this RFP.

The first step involves evaluation of Part I – Technical Bid of Bidders. The Technical Bid evaluation will be carried out as per the criteria laid down in Section 3. The Financial Bid of Bidders who does not qualify the Technical Bid will be returned unopened at the end of the Bid process.

The second step involves opening of Part II – Financial Bid. The Financial Bid of those Bidders who are technically qualified will be opened.

#### 1.4. INDICATIVE SCHEDULE OF BIDDING PROCESS

While RWS&S reserves the right the change/ modify the steps and the timelines of the bidding schedule as necessary, it shall endeavor to adhere to the bidding schedule provided in the below table:

Sl.	Descriptions	Tentative Timelines
1	Date of issue of RFP document	25.01.2019
2	Last date of receiving queries	30.01.2019 before 05:00 PM
3	Date of Pre-Bid Meeting	31.01.2019 at 11:30 AM
4	Issue of clarifications	02.02.2019
5	Proposal Due Date	11.02.2019 before 03:00 PM
6	Opening of Technical Bids	11.02.2019 at 04:00 PM
7	Opening of Financial Bids	To be announced later
8	Issue of Letter of Award	To be announced later

#### 1.5. CLARIFICATIONS ON RFP AND PRE-BID MEETING

Prior to the Pre-Bid meeting, Bidders may submit a list of queries and propose suggestions and modifications, if any, to the RFP. Any queries or request for additional information concerning this RFP shall be submitted in writing by Speed Post or by facsimile or by electronic mail to Engineer-in-Chief, Rural Water Supply & Sanitation, Odisha, Odisha, Jal O Parimal Bhawan, Unit-V, Bhubaneswar – 751001, Odisha on or before **30.01.2019** at [cerwssodisha@gmail.com](mailto:cerwssodisha@gmail.com). The communications shall clearly bear the following identification/ title: "Request for Information – RFP for setting up of Technical Support Unit for Implementation of Solid and Liquid Waste Management projects in rural areas in the State of Odisha under PR&DW Department, Government of Odisha".

Engineer-in-Chief, Rural Water Supply & Sanitation, Odisha proposes to hold a **Pre-Bid meeting, 31.01.2019 at 1130 Hrs.** IST at the Conference Hall of Office of Engineer-in-Chief, Rural Water Supply & Sanitation, Odisha, Jal O Parimal Bhawan, Unit-V, Bhubaneswar – 751001, Odisha to

discuss issues related to the RFP with all the prospective Bidders. RWS&S at its discretion may also hold further discussions with the prospective Bidders in relation to the submission of RFP proposal before submission. Only two representatives from each bidder with necessary authorisation will be allowed to attend the meeting.

RWS&S shall endeavor to respond to the queries at the earliest. However, RWS&S reserves the right not to respond to any question or provide any clarification, in its sole discretion. Nothing in this clause shall be taken or read as compelling or requiring RWS&S to respond to any question or to provide any clarification. RWS&S will not respond to the question raised by Bidder if it is going to affect the outcome of the bidding process as well as affect the different qualification criteria in this bidding document. RWS&S will upload all the queries and its responses on [www.odisha.gov.in/](http://www.odisha.gov.in/) [www.odishapanchayat.com](http://www.odishapanchayat.com).

To facilitate evaluation of Proposals, RWS&S may, at its sole discretion, seek written clarifications from any Bidder regarding its Proposal through electronic mail or facsimile. Such clarification(s) shall be provided within the time specified by the RWS&S for this purpose. If a Bidder does not provide clarifications sought within the prescribed time, such Bidder's Proposal shall be liable to be rejected. In case the Proposal is not rejected, RWS&S may proceed to evaluate the Proposal by construing the particulars requiring clarification to the best of its understanding and that of its advisors. The Bidder shall not have the right to subsequently question such interpretation of RWS&S.

RWS&S shall not entertain any correspondence with any Bidder in relation to the acceptance or rejection of any Proposal.

#### **1.6. AMENDMENT OF RFP**

At any time prior to the deadline for submission of Proposal, RWS&S may, for any reason, whether at its own initiative or in response to clarifications requested by a Bidder, modify the RFP by the issuance of Addendum to the RFP. RWS&S may also on its own initiative, issue interpretations and clarifications to all Bidders.

Any Addendum thus issued will be uploaded on [www.odisha.gov.in /](http://www.odisha.gov.in/) [www.odishapanchayat.com](http://www.odishapanchayat.com). All clarifications and interpretations issued by RWS&S thus shall be deemed to be part of the RFP.

Verbal clarifications and information given by RWS&S or its employees or representatives shall not in any way or manner be binding on RWS&S.

In order to afford the Bidders a reasonable time for taking an Addendum into account, or for any other reason, the RWS&S may, at its own discretion, extend the Proposal Due Date.

## 1. INSTRUCTION TO BIDDERS

The Mission Director, Odisha Water & Sanitation Mission under Panchayati Raj & Drinking Water Department, Government of Odisha hence referred as Mission Director, OWSM intends to engage a consultancy firm for setting up of Technical Support Unit for implementation of ODF and SLWM (rural sanitation program) projects in rural areas in the State of Odisha for providing necessary support to Mission Director, Odisha Water & Sanitation Mission for a period of 3 (three) years. Engineer-in-Chief, Rural Water Supply & Sanitation, on behalf of Mission Director, Odisha Water & Sanitation Mission (OWSM) hereby invites Request for Proposal (RFP) from interested and eligible firms/ agencies/ organizations (the “Bidders”) for appointment of consultancy agency for setting up and running a TSU. Leading consulting/ advisory firms of national/ international repute who are eligible as per the provisions of this RFP can apply. The detailed procedure for submission of BID along with the bid process has been given in this of the RFP document. The prescribed format for submission of BID is at Annexure-I.

The detailed description of the scope of services, deliverables and other requirements relating to this Consultancy are specified in this RFP. In case the Bidder firm possesses the requisite experience and capabilities required for undertaking the Consultancy, it may participate in the Selection Process as an individual (the “Sole Firm”). No Joint Venture, Consortium of firms and Sub-Consultancy is allowed in response to this invitation. The term Bidder (the “Applicant”) means the Sole Firm. The manner in which the Proposal is required to be submitted, evaluated and accepted is explained in this RFP. Bidders are advised that the selection of Consultancy firm shall be on the basis of an evaluation by RWS&S through the Selection Process specified in this RFP.

### 1.1. BID SECURITY

The Bid must be accompanied by a refundable Bid Security amount of Rs.5,00,000/- (Rupees Five Lakhs only) in the form of Bank Guarantee / Term Deposit Receipt (TDR) issued by any Nationalised or Scheduled Bank having branch at Bhubaneswar in favor of “in favor of “Engineer-in-Chief, RWSS Odisha, Bhubaneswar” and a non-refundable RFP Document Cost of Rs. 10,000/- (Rupees ten thousand only) separately in the form of Demand Draft drawn in favour of “**Odisha State Water and Sanitation Mission**” payable at Bhubaneswar. After selection of the suitable Bidder, the amount of Bid Security shall be refunded to the unsuccessful Bidders. The Bid Security of the successful Bidder shall be refunded upon submission of a Performance Guarantee.

### 1.2. SCOPE OF WORK

The key tasks of the consultant for achieving each of the main objectives are as below:

**Objective 1: Development of effective strategy for strengthening of the ‘Open Defecation Free’ (ODF) status of Gram Panchayats and ensuring long term sustainability of public hygiene / sanitation initiatives.**

The consultant shall undertake following tasks

- (i) Provide overall support to the State through project management systems and tools for increasing efficiency for achieving program objectives (different components of rural sanitation) to ensure long term sustainability
- (ii) Develop a plan for retrofitting of infrastructure and a implementation framework including financing models to sustain ODF status
- (iii) Assistance in selection of survey agencies for identifying beneficiaries not covered in the present baseline of ODF scheme and suggest a road map for ensuring universal coverage of ODF scheme
- (iv) Prepare a roadmap and implementation framework for graduated advancement to ODF (sustainable) and ODF (Plus) status
- (v) Support in weaving / converging programs of similar objectives with other departments to support ODF sustainability

**Objective 2: Transaction advisory and project implementation support for SLWM projects in rural areas of Odisha**

The consultant shall undertake following tasks

- (i) Assessment of solid and liquid waste regulations, policies, institutions and also existing systems at District level.
- (ii) Prepare long term strategy for private sector participation / community participation in SLWM projects
- (iii) Develop service level benchmarks for various categories of project
- (iv) Develop a guidance note with screening checklist for adoption by implementing agency to ensure dignified use of labour, occupational safety during O&M of septic tanks / public sewerage / sullage networks / solid waste processing facilities etc.
- (v) Prepare a holistic sanitation plan at village / GP level covering collection, transportation and processing of solid waste management and scientific liquid waste management
- (vi) Develop action plan for strengthening institutional development and capacity building for attracting private sector partners in implementing SLWM projects in rural areas
- (vii) Support in developing and rolling out robust M&E systems, documentation of lessons learnt and mid-course correction on the strategy / approach based where ever necessary
- (viii) Preparing DPRs on SLWM model in project GPs including review of national guidelines, best-practices in similar rural areas, suggestion on the suitable technological model for the SLRM, preparation of drawings and design, cost-estimates of SLRM centres, EMP and regulatory aspects, etc.

- (ix) Coordinate with the various stakeholders and implementing agencies at GoI/State/District/PRI levels for effective implementation and execution of SLWM projects, smooth flow of funds and effective monitoring framework.
- (x) Procurement support for the implementation of the SLWM projects in project GPs
- (xi) Assistance in drafting RFPs/tenders for different components of SLRM scheme, technical evaluation of bids, facilitation in signing project agreements and closure
- (xii) Implementation support by developing guidelines/toolkits for effective implementation of SLRM, Developing O&M framework including SOPs for smooth operations, Training of SLRM workers, drafting legal framework and byelaws
- (xiii) Assist in standardizing state wide procurement process for vendors, technology partners in SLWM projects
- (xiv) Design financially sustainable projects with active participation of community and provide support during implementation
- (xv) Develop selection criteria for identification of pilot projects based on biodegradable waste in consultation with the client /relevant authorities.
- (xvi) Assistance in reviewing and scrutinizing applications received by the department intending to set up such projects.
- (xvii) Document the process and prepare a guidance note for showcasing the model and advocating with the government for further scaling up.
- (xviii) Progress tracking of project implementation vis-à-vis agreed timelines and also monitoring project performance post commissioning (up to 6 months post commissioning or expiration of the assignment whichever is earlier).

Apart from the above mentioned tasks, the consultant shall be required to perform tasks which are cross cutting in nature. The details of such tasks are listed below:

- (i) Design and develop the communication plan/ IEC activities/ strategy at State and district level aiming raise awareness, bring behaviour change among the communities and mobilize the community participation through the project cycle (planning, implementation, O & M).
- (ii) Communication strategy shall include participatory approaches, use of mass media aiming at behavioural change among the communities towards better management of solid and liquid waste at household, community and village level on a sustainable basis.
- (iii) Capacity Building, Stakeholders consultation, provide the necessary training to project team and field functionaries on SLWM/sanitation.

- (iv) Facilitate learning of best practices from across the country and plan visits to enhancing the knowledge (Costs for such visits for all the client representatives shall be borne by client)
- (v) Facilitate technical collaboration with reputed institutes and agencies for knowledge transfer and dissemination.
- (vi) Facilitate in conducting State level workshops or District level workshop

### **1.3. CONTRACT AND PAYMENT TERMS**

The contract shall be a lumpsum contract and payment to consultant will be made on a monthly based on manpower deployed. The payment will be made on submission of the Monthly Progress Report at the end of every month. The duration of the contract will be for three years. A review of the performance of the PMU will be carried out at the second year and engagement shall be continued subject to satisfactory performance.

### **1.4. BIDDING PROCEDURE**

The Bidder fulfilling the eligibility conditions as laid down in Section 3.1 in this RFP shall submit the Bids in Two separate covers (as per the format given in Annexure I to IX), as follows:

**Cover (A)** would include the Technical Bid i.e. the proposal and documents in support of the eligibility conditions as mentioned above (Annexure-1 to VIII).

**Cover (B)** would include the Financial Bid as per Annexure-IX.

### **1.5. SUBMISSION OF BIDS**

The envelopes should be super-scribed as “**RFP for setting up of Technical Support Unit for Implementation of Solid and Liquid Waste Management projects in rural areas of Odisha in RWSS Organisation under PR&DW Department, Government of Odisha – Technical Bid/Financial Bid**” as the case may be. Bid Security and RFP document fee shall be submitted in the Technical Bid envelope.

The two envelopes (Technical Bid, Financial Bid) should be enclosed in a large cover super-scribed as “**RFP for setting up of Technical Support Unit for Implementation of Solid and Liquid Waste Management projects in rural areas of Odisha in RWSS Organisation under PR&DW Department, Government of Odisha**”.

The Bidders shall submit two copies of the proposal in separate envelopes marked “**Original**” and “**Copy**” respectively. In the event of any discrepancy between the Original and Copy, the Original shall prevail.

The envelopes shall be addressed to the following:

Engineer-in-Chief Rural Water Supply & Sanitation Jal O Parimal Bhawan Unit – V, Bhubaneswar, Odisha. Pin Code: 751001 Tel: 0674-2395734 Fax: 0674-2394946 Email: cerwssodisha@gmail.com/ cerwss@nic.in
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Every sheet and all forms complete in all respect shall be signed by the person / persons duly authorized to sign on behalf of the applicants. Any/ all corrections made in the offer shall be duly authenticated by the signature of the authorized signatory.

#### **1.6. COST OF PROPOSAL**

The Bidder shall bear all costs associated with the preparation and submission of its Proposal, including data collection, analysis, design, etc. Neither RWS&S nor any of its consultants/advisors will be responsible or liable for any such costs, regardless of the conduct or outcome of the bidding process.

#### **1.7. LANGUAGE AND CURRENCY**

The Proposal and all related correspondence and documents in relation to the Bidding Process shall be in English language. The currency for the purpose of the Proposal shall be Indian Rupee only.

#### **1.8. NUMBER OF PROPOSALS**

A Bidder shall submit only one Proposal as part of this bidding process. Any entity that submits or participates in more than one Proposal will cause all the Proposals in which the entity has participated to be disqualified.

#### **1.9. PERIOD OF ASSIGNMENT**

The tenure of assignment / contract would be for a period of 36 (thirty six) months from the date of signing of agreement.

#### **1.10. VALIDITY OF BID**

The application Bid shall be valid for a period of 180 days from the last date of submission of application.

### **1.11. PERFORMANCE SECURITY**

After selection of preferred bidder, the amount of Bid Security shall be refunded to the unsuccessful bidders. The Bid Security of the successful Bidder shall be retained by RWS&S till it has furnished the Performance Security. The Performance Security shall be submitted to RWS&S within 15 days of issuance of Letter of Award (LoA).

The Performance Security shall be obtained from the selected agency in the form of bank guarantee to the tune of 5% of the contract value. Performance security in the form of bank guarantee shall initially be valid till the end of this agreement and in case the assignment extends beyond the period, the validity of the bank guarantee shall be suitably extended.

### **1.12. FINANCIAL BID**

The agency should quote lump sum monthly professional fee for consulting services that shall include all out of pocket expenses, applicable taxes and other statutory levies etc. for the first year (12 months) of the contract. The monthly professional fee will be enhanced 10% per annum for subsequent years on a cumulative basis.

### **1.13. WITHDRAWAL/ AMENDMENT OF BID**

At any time prior to the last date of receipt of Bids, the Department, may for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the RFP document by an amendment. In order to provide prospective Bidder reasonable time in which to take the amendment into account in preparing their Bids, the Department may at its discretion, extend the last date for receipt of Bids and/or make other changes in the requirements set out in the invitation to RFP.

The Department reserves the right to withdraw the RFP at any stage without any liability or any obligation for such withdrawal, without assigning any reasons.

### **1.14. REJECTION OF APPLICATION/ BID**

The application / Bid for appointment as Project Advisor are liable to be rejected, if:

- a) It is not received in proper sealed cover with superscription as indicated above.
- b) It is not in prescribed form and not containing all required details/ information/ documents.
- c) It is not properly signed.
- d) It is received after the due date and time.
- e) Bid is received by telex, fax, telegram or e-mail.
- f) Bid received without cost of Bid document and Bid Security.
- g) RWS&S reserves the right to:
  - ▶ To reject any/all application without assigning any reasons thereof
  - ▶ To relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of RWS&S

To include any other items in the Scope of Work at any time after consultation in the pre-Bid meeting or otherwise during the course of implementation of the mentioned scope of work.

### **1.15. LATE PROPOSALS**

Proposals received by the RWS&S after the specified time on Bid Submission shall not be eligible for consideration and shall be summarily rejected.

### **1.16. DOWNLOAD OF RFP DOCUMENT**

The RFP document can also be downloaded from the Odisha Government website i.e. [www.odisha.gov.in](http://www.odisha.gov.in) & [www.odishapanchayat.com](http://www.odishapanchayat.com)

### **1.17. BID SUBMISSION**

The proposals/ bids may be addressed to Mission Director, Odisha Water & Sanitation Mission, Odisha, Jal O Parimal Bhawan, Unit-V, Bhubaneswar – 751001, Odisha. The complete proposals/ bids should reach the office of RWS&S, Bhubaneswar on or **before 03.00 PM on 11.02.2019**.

### **1.18. DISQUALIFICATION**

The Bidder shall be disqualified if it is discovered that it has wrongly stated/manipulated the facts and figures in the proposal at any stage before the award of the assignment. Any Bidder trying to influence the evaluation process by any means shall be disqualified. Bid Security would be forfeited in such a case.

## **2. EVALUATION PROCESS**

### **2.1. ELIGIBLE AGENCIES**

The agencies intending to bid for the engagement of TSU shall fulfil the following eligibility conditions:

- (a) The bidder should be a Company/Firm/LLP registered in India with a track record of providing consulting/ advisory services for at least 10 years as on March 31, 2018;
- (b) The bidder should have a Minimum Turnover of INR 100 crore from consulting/ advisory business during the last 3 (three) preceding financial years i.e. FY 2015-16, FY 16-17 and FY 2017-18 (Supported by duly audited balance sheet and statutory auditor certificate);
- (c) The bidder should have provided at-least one project involving consultancy or advisory in SLWM / Rural sanitation projects at ULB or Gram Panchayat level (Documentary evidence in the form of Signed Agreements);
- (d) The bidder should have provided at-least one project involving state level PMU Support or state level program advisory related to Solid /Liquid waste management or Sanitation projects. (Documentary evidence in the form of Signed Agreements);

## 2.2. KEY PERSONNEL

The TSU team will comprise of 6 (six) Key Professionals at the State Level. The Key Professionals at the State Level will be based at Mission Directorate, Odisha Water & Sanitation Mission, Bhubaneswar

S No.	Key personnel	Length of professional experience	Qualifications
1	Solid Liquid waste management Expert (1 No.)	7 years	Engineering graduate in Civil / Mechanical / Chemical / Environment engineering or Masters in Environmental Sciences or MBA or M.Plan with experience of at-least 03 years of relevant experience in Sanitation or Solid / Liquid waste management projects
2	Finance cum Procurement Expert (1 No.)	8 years	Chartered Accountant/ MBA (Finance) or masters in Engineering with relevant experience of at-least 4 years in procurement in infrastructure advisory projects
3	Infrastructure Expert (1 No.)	5 years	Engineering graduate in Civil / Mechanical or Masters in Environmental Sciences or M.Plan with experience of at-least 03 years of relevant experience in Sanitation or waste management projects
4	Sanitation Expert (1 No.)	5 years	Masters in Engineering/ Environmental Sciences/ Public Health/MBA with experience of at-least 03 years of relevant experience in Sanitation projects
5	Capacity Building and BCC Expert (1 No.)	5 years	Masters in Communication, Journalism or MSW or Social Science or HR or MBA with minimum 3 years of experience in conducting training, knowledge management design of capacity building module etc.  With experience in designing and supporting implementation of communication strategy at national and state levels and developing

			and rolling out of BCC/IEC strategy and materials Knowledge of Odiya language will be preferred.
6	MIS Expert	5 years	Engineering graduate or MCA or MBA. Experience in preparation of database, compilation and collection of data/project status at various levels. Experience in developing and maintaining database of different survey reports and data. Report generation of various projects being undertaken at divisions/district level Provide technical Handholding support in creating effective MIS database

The authority reserves the right to engage more number of resources to meet the emerging requirements of the program. In such an eventuality, the additional resources shall be deployed by the consultant at a rate applicable for similar resources and as per the man-month rates in the financial bid.

### 2.3. BID EVALUATION

The firm will be selected based on combined Techno-Financial evaluation of the proposal in the ratio of 80% (Technical) and 20% (Financial).

The financial bids will be evaluated on a score 0 to 20. L1 will get 20 marks and the others will get marks in proportion to be Bid. Thus, if the quote of L1 is Rs. X and L2 is Rs. 2X, then L2 will get 10 marks.

The technical Bid will be evaluated on a scale of 100, and the break up for each criterion would be as follows:

### 2.4. EVALUATION CRITERIA

	Particulars	Criteria	Marks
1	<b>Technical qualifications – Firms Experience: 40 marks</b>		
1.a	Average Annual turnover in last 3 financial years from the bid due date	Max 5 marks for highest turnover, to be prorated for less	10 marks

RFP for Technical Support Unit for Project Development and Implementation of Sanitation Projects including Solid and Liquid Waste Management projects in rural areas in the State of Odisha

1.b	Regional Experience: PMU (Ongoing or Completed) in Government Advisory (at least 2 years duration related to any sector) in the state of Odisha in past 5 years	2 marks for each assignment	10 marks
1.c	Experience in Projects involving consultancy or advisory in SLWM / Rural sanitation projects at ULB or Gram Panchayat level	10 marks for relevant experience	10 marks
1.d	Experience of similar assignment: Project (ongoing or completed) involving state level PMU Support or state level program advisory related to Solid /Liquid waste management or Sanitation projects	5 marks for each assignment	10 marks
1.e			
<b>2</b>	<b>Team qualifications – Relevant experience of key personnel: 30 marks</b>		
2.a	Solid Liquid waste management Expert		5 marks
2.b	Finance cum Procurement Expert		5 marks
2.c	Infrastructure Expert		5 marks
2.d	Sanitation Expert		5 marks
2.e	Capacity Building and BCC Expert		5 marks
2.f	MIS Expert		5 marks
<b>3</b>	<b>Evaluation of A&amp;M and technical presentation: 30 marks</b>		
3.a	<b>Assessment of Approach &amp; Methodology:</b> Approach & Methodology indicated in the proposal, the proposed team along with work plan based on the terms of reference highlighting the job responsibility of each team member.	--	10 marks
3.b	<b>Technical Presentation:</b> The bidders shall be invited for a Power Point presentation in front of the committee to be formed by the client to evaluate the presentation	--	20 marks

\*Evaluation criteria for key personnel

<b>Particulars</b>	<b>% weightage</b>
Requisite academic qualification	20
Requisite length of experience	20
Relevant professional experience in the sector	30
Experience relevant to ToR	30

Only those bidders who score more than 70% marks in the technical evaluation will be considered for financial evaluation.

## ANNEXURE - I

### TECHNICAL BID SUBMISSION FORM

To  
The Engineer-in-Chief  
Rural Water Supply & Sanitation  
Jal 'O' Parimal Bhawan,  
Unit-5, Bhubaneswar – 751001, Odisha

**Sub: RFP for setting up of Technical Support Unit for Implementation of Solid and Liquid Waste Management projects in rural areas of Odisha in RWSS Organisation under PR&DW Department, Government of Odisha**

Dear Sir,

We, the undersigned, offer to provide services for the captioned assignment in accordance with your Request for Proposal dated [Insert Date] and our Bid. We are hereby submitting our Bid, which includes this Technical Bid, and a Financial Bid sealed under separate envelopes.

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

If negotiations are held during the period of validity of the Bid, i.e., before the Bid Due Date mentioned in the Data Sheet of the RFP, we undertake to negotiate on the basis of the proposed staff. Our Bid is binding upon us and subject to the modifications resulting from contract negotiations. We understand you are not bound to accept any Bid you receive.

Yours sincerely,

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

## ANNEXURE - II

### DECLARATION

(On Applicant's Letter Head)

To  
The Engineer-in-Chief  
Rural Water Supply & Sanitation  
Jal 'O' Parimal Bhawan,  
Unit-5, Bhubaneswar – 751001, Odisha

**Sub: RFP for setting up of Technical Support Unit for Implementation of Solid and Liquid Waste Management projects in rural areas of Odisha in RWSS Organisation under PR&DW Department, Government of Odisha**

Sir,

- 1) With reference to the RFP for ....., dated ....., I/we, having examined the RFP and understood their contents, hereby submit my/our Bid for the captioned assignment. The Bid is unconditional and unqualified.
- 2) All information provided in the Bid and in the Appendices is true and correct.
- 3) This statement is made for the purpose of qualifying as a bidder for undertaking the captioned assignment.
- 4) I/ We shall make available to the Authority any additional information it may find necessary or require to supplement or authenticate the Bid.
- 5) I/ We acknowledge the right of the Authority to reject our Bid without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
- 6) We certify that in the last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty or a judicial pronouncement or arbitration award, nor been expelled from any project or contract nor have had any contract terminated for breach on our part.
- 7) We certify that we have not been barred by Department of Panchayati Raj & Drinking Water, Government of Odisha (GoO), or any other state government in India (SG) or Government of India (Gol), or any of the agencies of GoO/SG/Gol from participating in their projects.
- 8) I/ We have examined and have no reservations to the RFP, including any Addendum issued by the Authority.
- 9) I/ We do not have any conflict of interest in accordance the RFP document;
- 10) I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or as defined in the RFP document, in respect of any tender or request for proposal issued by or any agreement entered into with the Authority or any other public sector enterprise or any government, Central or State; and
- 11) I/ We hereby certify that we have taken steps to ensure that in conformity with the provisions of the RFP, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
- 12) I/ We understand that you may cancel the Bidding Process at any time and that you are neither bound to accept any Bid that you may receive nor to invite the bidders to Bid for the captioned assignment, without incurring any liability to the bidders, in accordance with the RFP.

- 13) I/ We declare that we are not a Member of any other firm submitting a Bid for the captioned assignment.
- 14) I/ We certify that we have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the captioned assignment.
- 15) I/ We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our Associates.
- 16) I/ We undertake that in case due to any change in facts or circumstances during the Bidding Process, we are attracted by the provisions of disqualification in terms of the guidelines referred to above, we shall intimate the Authority of the same immediately.
- 17) I/We hereby irrevocably waive any right which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority in connection with the selection of the bidder, or in connection with the Bidding Process itself, in respect of the captioned assignment and the terms and implementation thereof.
- 18) In the event of my/ our being declared as the successful bidder, I/We agree to enter into a Service Agreement in accordance with the draft that has been provided to us prior to the Bid Due Date. We agree not to seek any changes in the aforesaid draft and agree to abide by the same.
- 19) I/We have studied the RFP carefully and also understood the scope of the assignment. We understand that except to the extent as expressly set forth in the Agreement, we shall have no claim, right or title arising out of any documents or information provided to us by the Authority or in respect of any matter arising out of or concerning or relating to the bidding process including the award of assignment.
- 20) The Fee has been quoted by me/us after taking into consideration all the terms and conditions stated in the RFP.
- 21) I/We offer and attach as specified Non-refundable processing fee of Rs. 10,000 (Rupees Ten Thousand Only) in the form of demand draft.
- 22) I/We agree to keep this offer valid for 180 (one hundred and eighty) days from the Bid Due Date specified in the RFP.
- 23) I/We agree and undertake to abide by all the terms and conditions of the RFP.

In witness thereof, I/we submit this Bid under and in accordance with the terms of the RFP.

Yours faithfully,

(Signature of the Authorized signatory)

\_\_\_\_\_  
(Name and designation of the of the Authorized signatory)

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Name and seal of Bidder: \_\_\_\_\_

**ANNEXURE - III**

**CONSULTANTS ORGANIZATION**

[Provide a brief description of the background and organization of your firm for this assignment]

1	Name of the Consultancy Firm	
2	Address	
3	Name of the contact person to whom all references shall be made regarding this Bid	
4	Designation of the person to whom all references shall be made regarding this Bid	
5	Address of the person to whom all references shall be made regarding this Bid	
6	Telephone (with STD code)	
7	Mobile No. of the contact person	
8	E-mail of the contact person	
9	Fax No. (with STD code)	

**ANNEXURE – IV**

**FORMAT OF APPLICANTS EXPERIENCE**

Project Name:		Country:
Location within Country		Professional Staff Provided by Your Firm/entity (profiles):
Name of Client:		No. of Person Months of professional staff by the firm:
Address		Approx. Value of Services (in Current INR):
Start Date (Month/Year)	Completion Date (Month/Year)	No. of Months of Professional Staff, provided by Associated Consultants:
Name of Associated Consultants, if any:		Status of the firm in the association / consortium:
Narrative Description of Project:		
Description of Actual Services provided by your staff		

**ANNEXURE – V**

**FORMAT FOR FINANCIAL CAPABILITY OF THE CONSULTANT**

<b>FY</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>
Annual Turnover			

Note:

- 1) Authenticated copy of audited balance sheet and income statement for last three years in support of annual turnover (as on 31.03.2018) is to be furnished
- 2) Certificate from Statutory Auditor for certifying the turnovers

## **ANNEXURE – VI**

### **DESCRIPTION OF APPROACH & METHODOLOGY AND WORK PLAN FOR UNDERTAKING THE ASSIGNMENT**

The bidders are advised to present its Technical Bid divided into the following chapters:

- a) Understanding of TOR, Technical Approach and Methodology
- b) Work Plan

Understanding of TOR, Technical Approach and Methodology: The firm should explain the understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities to obtain the expected output and the degree of detail of such output. The firm should highlight the problems to be addressed along with their importance and explain the technical approach the Firm would adopt to address them. The firm should also explain the proposed methodologies to adopt and highlight the compatibility of those methodologies with the proposed approach.

Work Plan: In this chapter the firm should propose the main activities of the assignment, detailed action plan for the implementation of the project. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of documents to be delivered as final output should be included here.

## ANNEXURE – VII

### POWER OF ATTORNEY

Know all men by these presents, We \_\_\_\_\_ do hereby irrevocably constitute, nominate, appoint and authorise, Mr./ Mrs. \_\_\_\_\_ son/daughter/wife of and presently residing at \_\_\_\_\_, who is presently employed with us and holding the position of \_\_\_\_\_, as our true and lawful attorney (hereinafter referred to as the “Attorney”) to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our application for prequalification and submission of our bid for the **“RFP for setting up of Technical Support Unit for Implementation of Solid and Liquid Waste Management projects in rural areas of Odisha in RWSS Organisation under PR&DW Department, Government of Odisha”** including but not limited to signing and submission of all applications, bids and other documents and writings, participate in Pre-Applications and other conferences and providing information/ responses to the Authority, representing us in all matters before the Authority, signing and execution of all contracts including the Agreement and undertakings consequent to acceptance of our bid, and generally dealing with the Authority in all matters in connection with or relating to or arising out of our bid for the said Project and/ or upon award thereof to us and/or till the entering into of the Concession Agreement with the Authority.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, \_\_\_\_\_, THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS \_\_\_\_\_ 20\*\*

For \_\_\_\_\_ (Signature, Name, Title and Address)

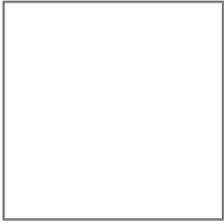
Accepted \_\_\_\_\_ (Signature, Name, Title and Address)

Witnesses:

- 1.
- 2.

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

**ANNEXURE – VIII: FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED KEY PERSONNEL**

**Proposed Position:** ..... 

**Name of Firm:**.....

**Name of Staff:**.....

**Profession:**.....

**Date of Birth:**.....

**Years with Firm/Entity:**.....

**Nationality:** .....

**Education:**

[Summaries college/university and other specialized education of staff member, giving their names, dates attended, and degrees obtained. Use about one quarter of a page.]

**Employment Record:**

S No.	Name of the Employer	Post Held	Period	
			From	To

**Detailed Task Assigned:**

[List of all tasks to be performed under this Assignment/ Job]

**Work undertaken that best Illustrates Capability to Handle the Tasks Assigned**

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

- Name of Assignment/job or project:
- Year:
- Location:
- Employer:
- Main project features:
- Positions held:
- Activities performed:

**Certification by the Candidate**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date:

Place:

[Signature of staff member or authorized representative of the staff]

[Full name of authorized representative]

**Certification by the Authorised Representative of the Firm**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes the qualifications, and experience of the proposed Key Staff.

Date:

[Signature of Authorized Representative of the Firm]

**Note:-**

**a) Personnel is to affix his recent photograph on first page of CV.**

**ANNEXURE – IX: FINANCIAL BID**

*(On The Letterhead of the Firm)*

**Sub: RFP for setting up of Technical Support Unit for Implementation of Solid and Liquid Waste Management projects in rural areas of Odisha in RWSS Organisation under PR&DW Department, Government of Odisha**

Having gone through the RFP document and having fully understood the scope of work for the TSU as set out in these documents; we are pleased to quote the following Professional fees for the Assignment:

<b>In Figure (Monthly professional fees exclusive of GST)</b>	
<b>In Words (Monthly professional fees exclusive of GST)</b>	

Any cutting / overwriting in the Bid documents must be authenticated by the authorized signatory of the applicant agency.

Yours faithfully

(Signature of bidder)

(Name)

Date:

Place:

### BREAKDOWN OF MONTHLY PROFESSIONAL FEES

<b>I. Remuneration for Professional Staff</b>			
Sl	Position	Name	Man month Rate
1	Solid Liquid Waste Management Expert		
2	Finance cum Procurement Expert		
3	Infrastructure Expert		
4	Sanitation Expert		
5	Capacity Building & BCC Expert		
6	MIS Expert		
Total (A)			
<b>II. Out of Pocket Expenses<sup>1</sup></b>			
1	Monthly Out of Pocket expenses (B)		
GRAND TOTAL (A+B) (Exclusive of GST)			

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<sup>1</sup> Covers all costs pertaining to Overheads, Transportation and Logistics, Office operations, communication costs and allowances wherever applicable