
Selection of Agency
Request for Proposal
(RFP)

**Hiring of Agency to provide Manpower support
to the various levels of Project Management
Units (PMU) under Rural Housing Schemes,
Panchayati Raj & Drinking Water & Drinking
Water Department,
Government of Odisha**

Issued on:

Schedule for Invitation of RFP

Sl. No.	Name of Assignment	RFP for Hiring of Agency to provide Manpower support to the various levels of Project Management Units (PMU) under Rural Housing Schemes, Panchayati Raj & Drinking Water Department, Government of Odisha
1.	Name of the Department & Address	Panchayati Raj & Drinking Water Department, Government of Odisha
2.	Date of issue of RFP	2 nd May 2017
3.	Date of Pre Bid Conference	11 th May 2017, 3.30 pm
4.	Publication of Pre-Bid Clarification in the Department Website	16 th May 2017
5.	Last Date & time of submission of RFPs	31 st May 2017 up to 5 pm
6.	Date & time of opening of Technical Bid	1 st June 2017, 12 noon
7.	Tentative Date & time of opening of Financial Bid	7 th June 2017, 12 Noon
8.	Period of Contact	(3) Three years
9.	Mode of submission of RFPs	Offline
10.	RFP Downloading Place & Period	www.rhodisha.gov.in & www.odishapanchayat.gov.in
11.	Validity of the Bid	The Bid shall be valid for a period of 90 days from the last date of submission of RFP
12.	Consortium/ Joint Venture	Not Allowed
13.	RFP submission address & Contact No.	Deputy Secretary, Rural Housing Section, Panchayati Raj & Drinking Water Department, Odisha Secretariat, Bhubaneswar- 751001. 0674-2390776
14.	Bid Security (EMD)	Rs 60,00,000/- (Sixty Lakh)
15.	Performance Security	5 % of the Contract Value
16.	Cost of Bid Document (non-refundable)	Rs 10,000/-

Key Eligibility Criteria

The Agency fulfilling the following requirements is only eligible to apply. Absent of the following verifiable documents, the agency shall not be considered for evaluation.

1	The bidder should be registered for a minimum period of 3 years under the Indian Companies Act, 1956/ Societies Registration Act/ Trust Act/ Any Other Act in India.
2	The bidder should have annual turnover of at least 30 crore in each of the last three Financial Years 2013-14, 2014-15 and 2015-16 and it should have a positive net worth.
3	<p>The agency must have successfully undertaken at least either of the following Similar assignment/project of value specified herein during the last five calendar years as on last date of submission for International/National/State level Govt./Corporate Sector Programs.</p> <ul style="list-style-type: none">- One project of similar nature not less than the amount Rs. 30 crores ; OR- Two projects of similar nature not less than the total amount of Rs. 30 crores ;; <p style="text-align: center;">OR</p> <ul style="list-style-type: none">- Three projects of similar nature not less than the total amount of Rs. 30 crores ;'
4	The firm or any partners of the firm should not be black listed by any Government or any other organization in respect of any assignment or behavior.
5	Firm should have never been indicted by any court of law or any regulatory body or any State/Central Government agencies.

INSTRUCTION TO BIDDERS

General Provisions

Definitions

“Guidelines” means the policies of the Government of Odisha set forth in this RFP.

“Client” means Panchayati Raj & Drinking Water Department, Odisha that signs the Contract for the Services with the selected Agency.

“Agency” means a legally-established professional consulting firm or an entity that may provide or provides the Services to the Client under the Contract.

“Contract” means a legally binding written agreement signed between the Client and the Agency and includes all the attached documents listed.

“Data Sheet” means detailed instruction to the Agency (ITA) for preparation of the RFP.

“Experts” means, collectively, Key Experts, Non-Key Experts, or any other personnel of the Agency or Consultant.

“Government” means the government of the Client’s State.

“Bid” means the Technical Bid and the Financial Bid of the Agency in response to the RFP.

“RFP” means the Request for Proposal to be prepared by the Client for the selection of Agency.

“Services” means the work to be performed by the Agency pursuant to the Contract.

“TORs” means the Terms of Reference that explain the objectives, scope of work, activities, and tasks to be performed, respective responsibilities of the Client and the Agency, and expected results and deliverables of the assignment.

1. Introduction

1.1 The Client named in the **Data Sheet** intends to select an Agency, in accordance with the method of selection specified in the **Data Sheet**.

1.2 The Agencies are invited to submit a Technical Bid and a Financial Bid, as specified in the **Data Sheet**, for services required for the assignment named in the **Data Sheet**. The Bid will be the basis for negotiating and ultimately signing the Contract with the selected Agency.

1.3 The Agency should familiarize itself with the local conditions and may attend a pre-Bid conference. Attending any such pre-Bid conference is optional and is at the Agency's expense.

1.4 The Client will timely provide, at no cost to the Agency, the inputs, relevant project data, and reports required for the preparation of the Agency's Bid as specified in the **Data Sheet**.

2. Conflict of Interest

2.1 The Agency is required to provide professional, objective, and impartial advice, at all times holding the Client's interests paramount, strictly avoiding conflicts with other assignments or its own corporate interests, and acting without any consideration for future work.

2.2 The Agency has an obligation to disclose to the Client any situation of actual or potential conflict that impacts its capacity to serve the best interest of its Client. Failure to disclose such situations may lead to the disqualification of the Agency or the termination of its Contract.

3. Unfair Advantage

Selection of the Agency would be strictly in accordance to the ToR.

4. Corrupt and Fraudulent Practices

4.1 The Client requires compliance with its policy in regard to corrupt and fraudulent practices as set forth by the Government of Odisha (GoO).

4.2 In further pursuance of this policy, Agency shall permit the Client to inspect all accounts, records, and other documents relating to the submission of the Bid and contract performance (in case of an award), and to have them audited by auditors appointed by the Client.

Preparation of Bids

5. General Considerations

In preparing the Bid, the Agency is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Bid.

6. Cost of Bid

6.1 The Agency shall bear all costs associated with the preparation and submission of its Bid, and the Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. The Client is not bound to accept any Bid, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Agency.

6.2 Cost of Bid Document:

6.2.1 RFP is **only** made available in the website www.rhodisha.gov.in and www.odishapanchayat.gov.in which can be downloaded by the intending Bidder. The Bidder will deposit Rs. 10,000/- in form of Demand Draft (non-refundable) in favour of DDO-cum-Under Secretary, PR Deptt., Bhubaneswar, payable at Bhubaneswar.

6.3 DEPOSIT OF EARNEST MONEY

6.3.1 RFP must be accompanied with an earnest money of **Rs. 60,00,000/-** (Rupees Sixty Lakh Only) failing which the Bid will be rejected and Technical Bid will not be opened.

6.3.2 The Earnest Money should be deposited by way of account payee Demand Draft in favour of DDO-cum-Under Secretary, PR Deptt., Bhubaneswar, payable at Bhubaneswar.

6.3.3 NSC/ Bank Guarantee are also acceptable forms of EMD.

6.3.4 The Bidder will submit DD/ NSC/ BG in a separate envelope super scribed as “EMD” which will be opened prior to opening of Technical Bid. For non-submission of EMD by the Bidder, Technical Bid of the Bidder will not be opened and returned to the party.

6.3.5 The exemption of EMD shall not be entertained for the assignment.

6.4 PERFORMANCE SECURITY

6.4.1 After contract is awarded, the Agency will submit a Performance Security 5% of the Contract value. EMD of successful Bidder can be adjusted towards Performance Security.

6.4.2 Performance Security shall be with client for a period of 3 years or any other period agreed by both the parties.

6.4.3 Performance Security may be furnished in the form of an account payee demand draft from a commercial bank, bank guarantee from a commercial bank in an acceptable form in favour of DDO-cum-Under Secretary, PR Deptt. PR Dept., Bhubaneswar on any Bank payable at Bhubaneswar.

7. Language

The Bid, as well as all correspondence and documents relating to the Bid exchanged between the Agency and the Client shall be written in the English language.

8. Documents Comprising the Bid

The Bid shall comprise the documents and forms listed in the **Data Sheet**.

9. Only One Bid

The Agency shall submit **only one Bid**. If the Agency submits or participates in more than one Bid, all such Bids shall be disqualified and rejected.

10. Bid Validity

10.1 The Data Sheet indicates the period during which the Agency's Bid must remain valid after the Bid submission deadline.

10.2 During this period, the Agency shall maintain its original Bid without any change, including the proposed rates and the total price.

11. Sub- Contracting

The Agency shall not be entitled to subcontract the Services without prior written consent of the Client.

12. Clarification and Amendment of RFP

All Clarification in the document should be sought during the Pre-Bid conference. If any suggestion towards amendment in the RFP Document is deemed necessary by the client then it would be communicated to all the bidders in writing or by an e-mail.

13. Technical Bid Format and Content

The Technical Bid shall not include any financial information. A Technical Bid containing material financial information shall be declared non-responsive.

14. Financial Bid

The Financial Bid shall be prepared for the Administrative Cost for 1st Year excluding the Admissible Taxes using the Standard Form provided in the RFP. The Administrative

Cost finalized for the First year will be enhanced 5% per annum for subsequent years on a cumulative Basis.

15. Taxes

The Agency is responsible for meeting all tax liabilities arising out of the Contract.

Submission, Opening and Evaluation

16. Submission, Sealing, and Marking of Bids

16.1 The Agency shall submit a signed and complete Bid comprising the documents and forms. The submission will be accepted by Registered/ Speed Post/ Courier only. Late proposals will not be considered for evaluation unless the dateline is extended.

16.2 An authorized representative of the Agency shall sign the Technical Bid and the Financial Bid.

16.3 Any modifications, revisions, interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Bid.

16.4 The signed Bid shall be marked "ORIGINAL", and its copy marked "COPY" as appropriate. One additional copy should be submitted. If there are discrepancies between the original and the copy, the original shall prevail.

16.5 The original and all the copy of the Technical Bid shall be placed inside a sealed envelope superscripted "**TECHNICAL BID**", "RFP for Hiring of Agency to provide Manpower support to the various levels of Project Management Units (PMU) under Rural Housing Schemes", and address of the Agency. The Technical Bid should have the information as required in "**Technical Bid Format**" along with the required documents.

16.6 Similarly, the original Financial Bid shall be placed inside a separate sealed envelope clearly marked "**FINANCIAL BID**" followed by "Hiring of Agency to provide Manpower support to the various levels of Project Management Units (PMU) under Rural Housing Schemes" and address of the Agency. The Financial Bid should have the information as required in "**Financial Bid Format**" along with the required documents.

16.7 Separate sealed envelopes containing the **EMD, Technical and Financial Bids** shall be placed into one outer envelope and sealed. This outer envelope shall be superscripted “**Hiring of Agency to provide Manpower support to the various levels of Project Management Units (PMU) under Rural Housing Schemes**” and submitted to the **Deputy Secretary-Rural Housing, Panchayati Raj & Drinking Water Department, Odisha Secretariat** with the name, address and contact of the Agency. However the documents received after due date will be summarily rejected.

16.8 If the envelopes and packages with the Bid are not sealed and marked as required, the Client will assume no responsibility for the misplacement, loss, or premature opening of the Bid.

16.9 The Bid or its modifications must be sent to the address indicated in the **Data Sheet** and received by the Client no later than the deadline indicated in the **Data Sheet**, or any extension to this deadline. Any Bid or its modification received by the Client after the deadline shall be declared late and rejected, and promptly returned unopened.

17. Confidentiality

17.1 From the time the Bids are opened to the time the Contract is awarded, the Agency should not contact the Client on any matter related to its Technical and/or Financial Bid. Information relating to the evaluation of Bids and award recommendations shall not be disclosed to the Agencies who submitted the Bids or to any other party not officially concerned with the process, until the publication of the Contract award information.

17.2 Any attempt by shortlisted Agencies or anyone on behalf of the Agency to influence improperly the Client in the evaluation of the Bids or Contract award decisions may result in the rejection of its Bid.

17.3 Notwithstanding the above provisions, from the time of the Bids’ opening to the time of Contract award publication, if the Agency wishes to contact the Client on any matter related to the selection process, it should do so only in writing.

18. Opening of Technical Bids

18.1 The Client’s evaluation committee shall conduct the opening of the Technical Bids and evaluate the criteria in the presence of the Agencies’ authorized representatives

who choose to attend. **The Agencies which qualify the Technical evaluation shall be considered for opening of Financial Bid.** The opening date, time and the address are stated in the **Data Sheet**. The envelopes with the Financial Bid shall remain sealed and shall be securely stored until they are opened.

19. Bids Evaluation

19.1 The evaluators of the Technical Bids shall have no access to the Financial Bids until the technical evaluation is concluded.

19.2 The Agency is not permitted to alter or modify its Bid in any way after the Bid submission deadline. While evaluating the Bids, the Client will conduct the evaluation of the Technical and Financial Bids.

20. Evaluation of Technical Bids

The Client shall evaluate the Technical Bids on the basis of their responsiveness to the **format for Technical Bid**. A Bid shall be rejected at this stage if it does not respond to the aspects of the Technical Bid format

21. Opening of Financial Bids (LCS methods)

21.1 After the technical evaluation is completed the Client shall notify those Agencies whose Bids were considered non-responsive during Technical Evaluation and that their Financial Bids will be returned unopened after completing the selection process and Contract signing and the client would also notify the technically qualified bidder regarding the opening of Financial Bid. The Agency's attendance at the opening of the Financial Bids is optional and is at the Agency's choice.

21.2 The Financial Bids shall be opened by the Client in the presence of the representatives of those Agencies whose Bids have qualified technical round. The Financial Bids will then be inspected to confirm that they have remained sealed and unopened. These Financial Bids shall be then opened, and the total prices read aloud and recorded.

22. Correction of Errors

22.1 No corrections are to be made to the Financial Bid.

22.2 A contract form is included in the RFP, the Agency is deemed to have included all prices in the Financial Bid, and so neither arithmetical corrections nor price adjustments shall be made. The total price specified in the Financial Bid shall be considered as the offered price.

- 23. Taxes** The Client’s evaluation of the Agency’s Financial Bid shall exclude taxes and duties in the state in accordance with the instructions in the **Data Sheet**.
- 24. Single Currency** For the evaluation purposes, prices shall be considered in single currency INR.
- 25. Least-Cost Selection** The Client will select the Agency with the lowest evaluated total price among those Agencies that have technically qualified and invite such Agency to negotiate the Contract.

Negotiations and Award

- 26. Technical negotiations** The negotiations include discussions of the Terms of Reference (TOR), the proposed methodology, the Client’s inputs, the special conditions of the Contract, and finalizing the “Description of Services” part of the Contract. These discussions shall not substantially alter the original scope of services under the TOR or the terms of the contract, lest the quality of the final product, its price, or the relevance of the initial evaluation be affected.
- 27. Financial negotiations**
- 27.1 The negotiations include the clarification of the Agency’s tax liability in the Client’s State and how it should be reflected in the Contract.
- 27.2 The total price stated in the Financial Bid shall not be negotiated.
- 28. Conclusion of Negotiations**
- 28.1 The negotiations are concluded with a review of the finalized draft Contract, which then shall be initialed by the Client and the Agency’s authorized representative.
- 28.2 If the negotiations fail, the Client shall inform the Agency in writing of all pending issues and disagreements and provide a final opportunity to the Agency to respond. If disagreement persists, the Client shall terminate the negotiations informing the Agency of the reasons for doing so. The Client will invite the next less price quoting Agency to negotiate a Contract. Once the Client commences negotiations with the next Agency, the Client shall not reopen the earlier negotiations.
- 29. Award of Contract**
- 29.1 After completing the negotiations the Client would sign the Contract; publish the award information as per the instructions in the **Data Sheet**; and promptly notify the other shortlisted Agencies.

29.2 The Agency is expected to commence the assignment on the date and at the location as specified by the client.

Data Sheet

General	
1	<i>Odisha, India</i>
2	Name of the Client: <u>Panchayati Raj & Drinking Water Department, Government of Odisha</u> Method of selection: <u>Least Cost Selection Method</u>
3	Financial Bid to be submitted together with Technical Bid: <u>Yes</u> The name of the assignment is “Hiring of Agency to provide Manpower support to the various levels of Project Management Units (PMU) under Rural Housing Schemes.”
4	A pre-Bid conference will be held: Yes Date of Pre-Bid conference: 11 th May 2017 Time: 3.30 pm Venue: SIRD Conference Hall, Unit – VIII, Bhubaneswar. E-mail: dsrhpr@gmail.com Contact person/conference coordinator: Deputy Secretary, Rural Housing.
5	The Client will provide the inputs, project data, reports, etc. to facilitate the preparation of the Bids: All relevant information and guidelines related to Rural Housing Guidelines
Preparation of Bids	
1	Bids shall be submitted in English language
2	The Bid shall comprise the following: <u>1st Inner Envelope with the EMD</u> <u>2nd Inner Envelope with the Technical Bid:</u> Technical Bid Format along with the required document <u>3rd Inner Envelope with the Financial Bid:</u> Summary of Cost
3	Bids must remain valid for: 90 days after the Bid submission deadline.

4	<p>Clarifications may be requested no later than 7 days prior to the submission deadline.</p> <p>The contact information for requesting clarifications is: Deputy Secretary- Rural Housing Panchayati Raj & Drinking Water Department Odisha Secretariat Bhubaneswar Pin Code: 751001</p> <p>E-mail: dsrhpr@gmail.com</p>
Submission, Opening and Evaluation	
1	<p>The Agencies shall not have the option of submitting their Bids electronically.</p>
2	<p>The Agency must submit: (a) Technical Bid: one (1) original and 1 copy; (b) Financial Bid: one (1) original</p>
3	<p>The Bids must be submitted not later than: Date: 31th May 2017 Time: up to 5 pm The Bid submission address is: Deputy Secretary- Rural Housing Panchayati Raj & Drinking Water Department Odisha Secretariat Bhubaneswar Pin Code: 751001</p>
4	<p>The opening of Technical Bid shall take place at: Date: 1st June 2017 Time: 12 Noon Venue: P.R. Deptt. Conference Hall The opening of Financial Bid shall take place at: Date: 7th June 2017 Time: 12 Noon Venue: P.R. Deptt. Conference Hall</p>
5	<p>For the purpose of the evaluation, the Client will exclude: (a) all local identifiable indirect taxes such as sales tax, excise tax, VAT, or similar taxes levied on the contract's invoices; and (b) If a Contract is awarded, at Contract negotiations, all such taxes will be discussed and finalized</p>

	Negotiations and Award
1	Address for Communication: Deputy Secretary- Rural Housing Panchayati Raj & Drinking Water Department Odisha Secretariat Bhubaneswar Pin Code: 751001 , E-mail: dsrhpr@gmail.com
2	The publication of the contract award information following the completion of the contract negotiations and contract signing will be done as following: The publication will be done within <i>[15 days]</i> after the contract signing.

-:This page is intentionally kept blank:-

Terms of Reference

Hiring of Agency to provide Manpower support to the various levels of Project Management Units (PMU) under Rural Housing Schemes, Panchayati Raj & Drinking Water Department, Government of Odisha

1. Introduction:

Panchayati Raj & Drinking Water Department, Government of Odisha is implementing flagship Central sponsored and State funded Rural Housing Schemes. It aims at providing pucca, durable and eco-friendly houses of aesthetics value to the under-privileged population of the rural Odisha for their sustainable development. Since, the FY 2014-15, more than 11 Lakh houses under various Rural Housing Schemes have been constructed. At present, the following Rural Housing schemes are implemented by Panchayati Raj & Drinking Water Department.

- Pradhan Mantri Awaas Yojana- Grameen
- Biju Pucca Ghar Yojana
- Biju Pucca Ghar Yojana (Mining)
- Nirman Shramik Pucca Ghar Yojana

2. Objectives of the Assignment:

The objective of this assignment is to provide human resources at State, District & Block level Project Management Units for Rural Housing Schemes.

3. Scope of work:

1. The Agency will be responsible for deployment of qualified manpower. The manpower will be deployed as agreed to in the Terms of Reference. This dedicated team of experts/professionals would be engaged by the Agency for carrying out the assignment.
2. The manpower deployed by the Agency will be dedicated full time for this service and shall be retained with that exclusive requirement. To ensure quality, the Agency shall support in developing different modalities, policies and guidelines for managing the manpower deployed for the purpose. The selected Agency will provide services through deployment of suitable manpower, having result orientation with potential to lead a thematic unit and ability to extend quality support to State, Districts and Block level.

3. For delivering the services envisaged in the program, it is estimated that 694 professionals (refer Annexure-‘A’) of varying levels of experience will be required for the project period of three years extendable to two more years, subject to satisfactory performance of Agency.

4. Monitoring and evaluation:

Periodic monitoring and evaluation exercises will be conducted to assess the progress of Schemes. The Agency will develop comprehensive systems to assess the maturity of the output throughout the project duration on various parameters such as institutional strength, financial strength, and governance. They will explore opportunities to leverage ICT for monitoring and evaluation purposes.

5. Penalty for Non-achievement of Deliverables:

Review Committee of RH Cell, PR Dept. Govt. of Odisha will Monitor Agency’s deliverables. The designated officer/ team will review the work of the Agency on monthly basis. Necessary steps with regards to release of payment will be taken after ascertaining the compliance of the deliverables as agreed to in the work plan.

6. Ownership:

All information collected by the Agency will be used only for the purpose of delivering the scope specified in the TOR. No part of the information shall be used for any other purpose without the prior explicit consent of the PR Department. All material and data collected shall be the property of the Panchayati Raj & Drinking Water Department.

7. Reporting

The Agency will report to RH Section, P.R. Deptt. or designated officer. All reports (including the Inception Report, monthly progress reports, quarterly report, annual report, mid-cycle project assessment report, and final report) are to be submitted by the Agency.

8. Duration of the Contract:

The contract period of this assignment will be for three years from the date of commencement of services extendable by maximum two more years at the same Terms and Conditions. However, the contract will be renewed annually, based on the performance of the Agency and the need of the Panchayati Raj & Drinking Water Department.

9. Role of the Agency in engaging Manpower:

- i. The Agency has to develop appropriate methods to attract candidates to apply for the posts to be filled up at State, District & Block Management Units.
- ii. Applications have to be invited from the candidates based on the eligibility criteria and job descriptions fixed.
- iii. The Agency has to select suitable Manpower, fulfilling the eligibility criteria and job description through a selection process.
- iv. The Panchayati Raj & Drinking Water Department will cross check the credentials of the staff recommended by the Agency vis-à-vis job description and eligibility criteria.
- v. The selected personnel provided by the Agency will be in the pay roll of the Agency.
- vi. The staff shall not have any claims, what-so-ever with regards to their service matter with the Panchayati Raj & Drinking Water Department or Government of Odisha. Government of Odisha or Panchayati Raj & Drinking Water Department will have no obligation with regard to the service matters of the staff. For all purposes the staffs are engaged by the Agency and not by the Panchayati Raj & Drinking Water Department.
- vii. Panchayati Raj & Drinking Water Department will release the remuneration of man power deployed to the Agency on monthly basis subject to submission of Absentee statement by the Agency on or before 25th of each month by way of e-transfer / RTGS / NEFT.
- viii. The Agency will also be responsible for replacement of staff within a period of 15 days from the receipt of intimation in this regard. If any staff is found not upto the mark, at any point of time, the Department may ask for his/her replacement which the Agency has to comply within 15 days.
- ix. The Agency will be responsible for statutory and legal compliances like EPF, ESI, leave, court matters etc. during engagement of staff by them. The payment made by the Agency as employer's share towards EPF, ESI will be

reimbursed by the Panchayati Raj & Drinking Water Department. For this purpose, the Agency has to submit the original receipt thereof as proof of such deposit to the Department.

- x. There will be quarterly review of performance of the staff engaged and based on performance for each quarters, the service of the man power engaged will be renewed annually.
- xi. All remuneration to the staff shall be paid by the Agency by way of electronic money transfer. Payment through cheque / cash is strictly prohibited. Release of funds to the Agency shall be subject to Agency submitting proof of electronic transfer of remuneration to the staff.

10. Selection of the Agency:

- The selection will follow Least Cost Selection method as per the Odisha General Financial Rules (OGFR).
- The Financial Bid of those agencies qualifying the Technical Bid will be opened.
- The Eligibility Criteria for qualifying in the Technical Bid are at the Request for Proposal (RFP).
- Agency will quote its administrative expenses for first year of contract which will form basis for evaluating through least cost selection method.
- The lowest price shall be determined by summing up the price of three years altogether.

11. Mode of Release of Payment to Agency:

The cost of the Agency will be released by P.R. Department in the following manner:-

1st year Tranches only:

1. After placement of all experts- 10%
2. Completion of 1st Quarter and successful delivery of assignments-20%
3. Completion of 2nd Quarter and successful delivery of assignments-20%
4. Completion of 3rd Quarter and successful delivery of assignments- 20%
5. Completion of 4th Quarter (1st year) and successful delivery of assignments & submission of UC and audited accounts- 30%

2nd Year onwards:-

The cost will be released quarterly @ 25 % of the contract value.

12. Legal Jurisdiction

All legal disputes are subject to the jurisdiction of Bhubaneswar only

Annexure-‘A’**Personnel to be engaged by the Agency for State, District & Block Level. PMU:***{The Position, Qualification, Job Responsibility & Monthly Remuneration}*

S. No.	Level	Name of the Post	Qualification	Role and Responsibility	No. of Posts	Monthly Remuneration (Excluding EPF & Service Tax)
1	State	State Project Manager – Training	MBA with 3 Years experience in Capacity Building Or Retired OAS Officer in the rank of OAS-I(Jr.) and above.	Developing training module for different stakeholders and bringing changes to the existing module wherever required, to supervise Head Mason / Mason training across the State, to impart training to entrepreneurs in co-ordination with State Technical Agency for manufacturing alternative building materials.	1	Rs. 35,000/-
2		State Project Manager- Technical	B. Tech (Civil) with 5 years of experience Or Retired Engineer of Executive Engineer Level or above	Providing Technical support in the field of house construction, Co-ordination with Technical Support Agencies for finalization of housing designs typologies. Ensuring construction of houses as per specification in guidelines.	1	Rs. 35,000/-

3		State Project Manager – Social Mobilization	<ol style="list-style-type: none"> 1. MBA (Rural Development) / MSW/ PG Degree/ Diploma in Rural Development 2. 3 Years of Experience in a project related setting. 	<p>Designing of various innovative operating procedure, formats, templates, dashboards, etc. for extended and better implementation of scheme, coordinating activities of State, District and Block by tracking their overall performance; preparing and planning implementation plans for the state and districts for smooth Implementation of the programs.</p>	1	Rs. 35,000/-
4	State	State Project Manager – Finance	<ol style="list-style-type: none"> 1. CA/ ICWA/MBA (Finance) 2. 3 Years of Experience in a project related setting. 	<p>Generation of State/ District/ Block-wise financial statements on daily basis, tracking of account verification and FTO generation through PFMS and taking corrective measures wherever required, submission of Utilization Certificates (UCs), release of funds to different stakeholders,</p>	1	Rs. 35,000/-

				submission of proposals to MoRD on release of funds and to attend to the issues relating to PFMS.		
5		State Project Manager – MIS & IT	<ol style="list-style-type: none"> 1. B. Tech(I.T)/ B.E (Computer Science/ MCA/ M. Sc(IT) 2. 3 Years of Experience in a project related setting. 	Identifying data requirements and the data sources for monitoring of the program; Resolving issues relating to AwaasSoft faced by State District and Block in co-ordination with MoRD and NIC. Developing integrated workflow based system that provides end to end monitoring and performance against the key performance indicators.	1	Rs. 35,000/-
6		State Project Executive	<ol style="list-style-type: none"> 1. Graduate in any discipline with computer knowledge 2. 2 Years of Experience in at least one project using web based monitoring 	<p>Generation of State/ District/ Block-wise Progress Report on Daily basis.</p> <p>Tracking of performance of each officer/ official on daily basis.</p>	1	Rs. 15,000/-
7	District	District Project Coordinator – Rural Housing	Graduation with PGDCA and Tally	To ensure online entry of beneficiaries profile in AwaasSoft and RH Portal, tracking the Block-wise Progress, to conduct Mason	30	Rs. 15,000/-

				Training, to monitor tagging of beneficiaries with Block Officials and CBO/NGOs.		
8		District Project Executive –	Intermediate with Computer knowledge	Generation of District/ Block-wise Progress Report on Daily basis. Online Data Entry at District level	30	Rs. 7,500/-
9	Block	Block Project Coordinator – Rural Housing	Graduation with PGDCA	To ensure online entry of beneficiaries profile in AwaasSoft and RH Portal, tracking the GP/ Village-wise Progress, to conduct Mason Training, to monitor tagging of beneficiaries with Block Officials and CBO/NGOs.	314	Rs. 12,500/-
10		Block Project Assistant –	Intermediate with Computer knowledge	Online Data Entry at Block level Geo-tagging and uploading photographs of houses at various stages.	314	Rs. 7,500/-

Note:- The monthly remuneration of manpower deployed will be increased by 10% annually subject to satisfactory performance of the personnel .

Format for Technical Bid

SI No	Particulars	Details		
1	If registered under the Indian Companies Act, 1956/ Societies Registration Act/ Trust Act/ Any Other Act in India since more than 3 years.	Yes/No [Copy of self-attested Registration certificate to be attached.]		
2	a. Annual turnover of at least 30 crore in each of the last three Financial Years	2013-14	2014-15	2015-16
	b. Self-attested copy of Chartered Accountant's Certificate or copies of Audited Balance Sheet for last three Financial Years to be attached.	Yes/No		
3	a. Experience in similar work in International/National/State level Govt./Corporate Sector Programs.	No. of Assignment-		
	b. Value of Assignment	Rs. in Crores - [Copy of Work order to be Attached]		
4	<i>If Undertaking for not being Black-listed as per Annexure-X is attached</i>	Yes/No		
5	<i>If Undertaking for not being indicted by any court of law as per Annexure-Y is attached</i>	Yes/No		

Format for Financial Bid

SUMMARY OF COSTS

Particulars	Price to be Quoted (Rs. in INR)
Administrative Cost for the 1 st Year of contract (This excludes statutory Taxes as admissible)	

To:

Commissioner-cum-Secretary
Panchayati Raj & Drinking Water Department,
Odisha Secretariat,
Bhubaneswar, Odisha.
Pin Code: 751001

Dear Sir:

We hereby declare that neither we nor any of our partners is black listed by any Government or any other organization for the assignment entrusted. If contrary to it is proved, the EMD/Performance Security shall be forfeited.

Yours sincerely,

Authorized Signature :

Name and Title of Signatory:

Name of Agency:

In the capacity of:

Address:

Contact information (phone and e-mail):

To:

Commissioner-cum-Secretary
Panchayati Raj & Drinking Water Department,
Odisha Secretariat,
Bhubaneswar, Odisha.
Pin Code: 751001

Dear Sir:

We hereby declare that neither we nor any of our partners is indicted by any court of law. If contrary to it is proved, the EMD/Performance Security shall be forfeited.

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Agency:

In the capacity of:

Address:

Contact information (phone and e-mail):