

## **REQUEST FOR PROPOSAL**

**for**

**Selection of an Organisation/Agency/Institution for setting up of Training Management Unit (TMU) for executing the capacity building programmes in the areas of water and sanitation being implemented by the Indira Gandhi Training and Research Centre (IGTRC)**

RFP No. : EIC/RWSS/02/2019-20

Date: August 21, 2019

Issued By:

Engineer-in-Chief, Rural Water Supply and Sanitation Odisha (RWSS),  
on behalf of Mission Director, Odisha Water and Sanitation Mission (OWSM),

Jal O Parimal Bhawan, Keshari Nagar

Unit –V, Bhubaneswar- 751001

Email:cerwssodisha@gmail.com

## BIDDING SCHEDULE

1. Availability of RFP document at <a href="http://www.odishapanchayat.nic.in">www.odishapanchayat.nic.in</a>	August 22, 2019
2. Last date for submission of queries at <a href="mailto:cerwssodisha@gmail.com">cerwssodisha@gmail.com</a> for clarification	3:00 PM, September 12, 2019
3. Pre-Bid Meeting	11.30 AM , August 29 , 2019 Location: 3 <sup>rd</sup> floor conference hall, Jal O Parimal Bhawan, Keshari Nagar Unit –V, Bhubaneswar- 751001
4. Uploading of response to Pre-bid Query/Corrigendum	August 31, 2019
5. Last date for Submission of bids (Through speed or registered post/ courier/hand delivery)	3:00 PM ,September 12, 2019 Location: 3 <sup>rd</sup> floor conference hall, Jal O Parimal Bhawan, Keshari Nagar Unit –V, Bhubaneswar- 751001
6. Opening of Technical proposals in presence of the representatives of the applying firm	4:00 PM , September 12, 2019 Location: 3 <sup>rd</sup> floor conference hall, Jal O Parimal Bhawan, Keshari Nagar Unit –V, Bhubaneswar- 751001
7. Technical presentation	To be intimated later
8. Opening of Financial proposals in presence of the representatives of the applying firm	To be intimated later

OWSM reserves the right to change/modify the steps and the timelines of the bidding schedule as deemed necessary.

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## 1. INTRODUCTION AND BACKGROUND

With rapid development and growth in population, the water and sanitation sector have evolved with a need to address and focus on several new areas of supply demand and challenges. Through continual implementation of developmental programs and institutional reforms, the State has been able to connect most of its populace with a source of water and sanitation. However, several emerging challenges like ODF sustainability, Faecal Sludge Management (FSM), Solid and Liquid Waste Management (SLWM), water quality monitoring, community-based water safety planning and water security, etc. need to be addressed.

Indira Gandhi Training and Research Centre (IGTRC), was setup by the Department of Rural Development, Government of Odisha in the year 2007 now under PR&DW Dept. was registered under the Societies Registration Act. The centre has conducted series of residential/ non-residential training programme on different issues pertaining to behaviour change and technical components on Water and Sanitation ,and supported in capacity building of targeted stakeholders. IGTRC plays an important role in developing the capacity of different institutions and stakeholders in the State, by imparting the necessary IEC and technical trainings on these emerging areas. The key objectives of IGTRC are the following –

- a. Capacity Building of institutions and stakeholders at various levels including Policy Makers, Implementers, Service providers and Beneficiaries
- b. Be a resource hub of trainers and empanelled/partnered experts & institutions
- c. Develop into a key knowledge centre for water and sanitation technologies
- d. Design and disseminate IEC and communication material for local needs
- e. Emerge as a centre for facilitating sanitation market development by imparting necessary marketable skills
- f. Develop the institution into a self-sustaining centre of repute

The Engineer-In-Chief, RWSS on behalf of the Mission Director, Odisha Water & Sanitation Mission under Panchayati Raj & Drinking Water Department, intends to engage an expert organisation/agency/institution for setting up a Training Management Unit (TMU) at Indira Gandhi Training and Research Centre (IGTRC). This TMU is proposed to be setup for a period of 5 years (60 months) to professionally manage the operations and develop the capacity building in the areas of water and sanitation. In this context, proposals are invited from interested and eligible organizations/agencies/institutions for setting up a TMU at IGTRC. The TMU shall report to the Director, OWSM.

The detailed description of the scope of services, deliverables and other requirements relating to the proposed TMU are specified in this RFP. In case the Bidder possesses the requisite experience and capabilities required in the RFP, it may participate in the Selection Process as an individual (the “Sole Applicant”), and no Joint Venture, Consortium of firms and Sub-Consultancy is allowed in response to this invitation. The term Bidder (the “Applicant”) means the sole organizations/agencies/institutions. 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 organizations/agencies/institutions shall be on the basis of an evaluation by OWSM through the selection process specified in this RFP.

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## **2. TRAINING MANAGEMENT UNIT (TMU)**

A Training Management Unit (TMU) is proposed to be setup at IGTRC to professionally manage the operations of the institute, enabling it to achieve its objectives. The TMU shall be based out of the current infrastructure of IGTRC and it shall operate under the supervision of the Odisha Water Sanitation Mission (OWSM). The TMU shall be supported by the existing machinery of OWSM for implementation of various trainings and capacity building activities by IGTRC.

## **3. SCOPE OF WORK FOR THE TMU**

The TMU shall manage IGTRC towards executing the capacity-building programme in the areas of water and sanitation being implemented by IGTRC, and execute the scope of work as below. The TMU shall also work on any similar activities towards the development and running of IGTRC as deemed necessary by OWSM/PR & DW Department.

### **A. Strategic Planning, Management and Administration of IGTRC**

- Prepare and implement annual action plans and training calendars for the institute
- Plan and implement procurement of goods and services required for the functioning of IGTRC
- Document the financial accounting management and ensure financial sustainability as per annual action plans
- Facilitating MoUs for technical collaboration with reputed institutes and agencies for knowledge transfer and training of trainers.
- Facilitating agreements and empanelment of trainers in various areas of focus

### **B. Training, Capacity Building and Knowledge management activities**

- Plan and execute capacity building & training of stakeholders on water and sanitation
- Develop training modules as per requirement
- Develop IEC and communication material as per requirement
- Organize and manage state and district level workshops
- Facilitate capacity building for SHGs & MSMEs working on water and sanitation
- Work on IGTRC to emerge as a technology resource hub with tie-ups in water and sanitation sector
- Develop case and success stories on water and sanitation from Odisha
- Provide technology inputs towards capacity building, trainings and IEC in the Sanitation and Water sector
- Monitor and Evaluate training programs being taken up through IGTRC

#### 4. COMPOSITION OF THE TMU

The TMU shall consist of eight members, as below. The team shall be deployed at the Indira Gandhi Training and Research Centre, Bhubaneswar.

SN	Position	Academic & Professional Qualification	Roles & Responsibilities
1	Team Leader	<ul style="list-style-type: none"> <li>• MBA/Masters in Environmental fields/MSW</li> <li>• Minimum of 10 years of experience including at least 5 years of experience in water and sanitation sector, and at least 5 years of experience in leadership/ managerial roles in management of institutions</li> <li>• Knowledge of spoken and reading Odia is preferred</li> </ul>	<ul style="list-style-type: none"> <li>• Lead the team towards delivering the scope of the work</li> <li>• Develop action plan under direction of OWSM and monitor its implementation</li> <li>• Plan and set targets and monitor activities of the TMU at IGTRC</li> </ul>
2	Financial Consultant	<ul style="list-style-type: none"> <li>• MBA Finance/CA-Inter</li> <li>• Minimum of 10 years of experience in finances, including 5 years of experience in Government Sector.</li> <li>• Knowledge of GFR &amp; Government Procurement guidelines is necessary</li> <li>• Knowledge of spoken and reading Odia is preferred</li> </ul>	<ul style="list-style-type: none"> <li>• Provide and interpret financial information and prepare financial reports for IGTRC</li> <li>• Financial planning assessment for programs undertaken through IGTRC</li> <li>• Day to day accounts and transactions management</li> <li>• Assistance in preparation of procurement documents, assist in procurement processes and execute the whole procure to pay process.</li> </ul>
3	Training Consultant	<ul style="list-style-type: none"> <li>• MSW/Masters in Mass Communication or Journalism</li> <li>• Minimum of 10 years of experience in capacity building activities, developing training modules &amp; curriculum and organizing training workshops, including 5 years of experience in water and sanitation sector.</li> <li>• Must have developed capacity building or training curriculum/modules in Odia for at least 2 programs/trainings</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare curriculum and modules for training and capacity building programs to be taken up through IGTRC or as required by OWSM</li> <li>• Prepare capacity building and training calendar for IGTRC</li> <li>• Design and conduct training/capacity building programs, exposure visits, workshops, seminars,</li> </ul>

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		<ul style="list-style-type: none"> <li>• Must have developed capacity building or training curriculum/modules for at least 2 programs/trainings on Water and Sanitation</li> <li>• Knowledge of Odia (written) is necessary.</li> </ul>	<p>symposia, network meetings, for government officials, staff members, key resource persons, etc. as required</p> <ul style="list-style-type: none"> <li>• Plan, coordinate and manage training activities as per requirement</li> <li>• Arrange for venues, logistics, resource personnel, etc. as required for various activities to be taken up through IGTRC</li> </ul>
4	Communication and IEC Consultant	<ul style="list-style-type: none"> <li>• MSW/Masters in Mass Communication or Journalism</li> <li>• Minimum of 10 years of experience in developing communication and IEC material and organizing communication &amp; IEC activities, including 5 years of experience in water and sanitation sector</li> <li>• Must have developed communication &amp; IEC material in Odia for at least 2 programs/trainings</li> <li>• Must have developed communication &amp; IEC for at least 2 programs/trainings on Water and Sanitation</li> <li>• Experience in electronic or print media and knowledge of Odia (written) is necessary</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare communication &amp; IEC material for IEC programs to be taken up through IGTRC or as required by OWSM</li> <li>• Prepare IEC calendar for IGTRC</li> <li>• Plan and execute community mobilization activities as required</li> <li>• Plan and Organize IEC and communication campaigns</li> </ul>
5	MIS cum Monitoring & Evaluation Consultant	<ul style="list-style-type: none"> <li>• MCA/B.Tech (CSc./ IT)</li> <li>• Minimum of 10 years of experience in MIS and/or in Monitoring &amp; Evaluation, including 5 years of experience in Government sector.</li> <li>• Knowledge of spoken and reading Odia is preferred</li> </ul>	<ul style="list-style-type: none"> <li>• Develop and strengthen monitoring, inspection and evaluation procedures</li> <li>• Maintain a MIS and monitor the execution of IEC, Capacity building and other activities through IGTRC</li> <li>• Monitor all project activities, expenditures and progress towards achieving the planned</li> </ul>

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			outputs
6	Designer	<ul style="list-style-type: none"> <li>Bachelors in Designing/Multimedia</li> <li>Minimum of 5 years of experience in designing training manuals, communication &amp; IEC materials</li> <li>Knowledge of Odia (written) is necessary</li> </ul>	<ul style="list-style-type: none"> <li>Design IEC materials and training manuals</li> <li>Assist and coordinate preparation of multimedia (videos, documentaries) which may be developed by OWSM through 3<sup>rd</sup> party agencies</li> </ul>
7	Programme Associate	<ul style="list-style-type: none"> <li>MBA / M.Com</li> <li>5 years of experience in program support, book keeping and Tally</li> <li>Knowledge of spoken and reading Odia is preferred</li> </ul>	<ul style="list-style-type: none"> <li>Support the Principal, IGTRC in program administration</li> <li>Provide support to Team leader on coordination of various activities at IGTRC</li> <li>Assist the Finance &amp; Procurement Consultant in book keeping of finances</li> </ul>

Note: All team members shall undertake any other duties under the scope of work for the TMU, as may be requested by OWSM from time to time.

## 5. OVERVIEW OF THE BIDDING PROCESS

Proposals are invited from interested and eligible organizations/agencies/institutions for the scope of work defined in this RFP. The proposals need to be submitted along with -

a) A non-refundable Bid Processing Fee of INR20,000 (Rupees Twenty Thousand only) in the form of a Demand Draft only from any Nationalised or Scheduled bank in favour of “**Odisha State Water and Sanitation Mission**”, payable at Bhubaneswar.

b) A refundable Earnest Money Deposit of INR 5,00,000 ( Five Lakhs only) The Earnest Money should be deposited by way of Postal Savings, Pass Book/ NSC/ Post Office Time Deposit Account/ Kissan Vikash Patra/ Deposit Receipt in Nationalized/ Scheduled Bank duly pledged in favor of “**Odisha State Water and Sanitation Mission**”.

After selection of the suitable Bidder and signing of the agreement, the DD/Bank Guarantee towards the EMD shall be refunded to the unsuccessful Bidders. The EMD of the successful Bidder shall be refunded upon submission of a Performance Security.

The proposal shall be evaluated in the QCBS (Quality and Cost Based Selection) method, with an 80:20 weightage on Quality and Cost respectively. The financial proposal of the bidders who score more than 70 in the technical evaluation shall be considered for the financial evaluation.



## 6. ELIGIBILITY CRITERIA FOR THE APPLYING FIRM

Interested bidders meeting the following eligibility criteria shall be eligible for the RFP -

SN	Eligibility Criteria	Supporting Document
1	The bidder should be an organization/ agency/ institution registered in India with a track record of providing capacity building/training/skill development services for at least 5 years as on March 31, 2019	Self-Attested Photo copy of company registration certificate, PAN and GST registration to be provided
2	The bidder should have a Minimum Turnover of INR 30 crore from capacity building/training/skill development services in the last 3 financial years i.e. FY 2016-17, FY 2017-18 and FY 2018-19	Certificate from a CA on the turnover in the previous 3 financial years from the capacity building/ training/ skill development services along with audited financial statements for the last 3 financial years
3	The bidder should have successfully executed at-least 2 projects involving planning, curriculum development, implementation and monitoring of capacity building and training programmes for either State Government or Central Government agencies. The project team should have involved at-least 5 key members.	Signed agreement and Completion certificate. (In case completion certificate is not available a self-declaration on the completion of the project can be provided along with the signed agreement)
4	The bidder should have successfully executed at-least 2 projects involving designing of training materials and modules in sectors like social development, health, agriculture, livelihood development and other areas linked to rural development.	Signed agreement and Completion certificate. (In case completion certificate is not available a self-declaration on the completion of the project can be provided along with the signed agreement)
5	The bidder should have successfully worked on projects training at least 10,000 participants within the last 3 years.	Signed agreements substantiating the number of participants and a self-declaration statement with details of number of participants trained in the last 3 years.

## 7. DOCUMENTS ACCOMPANYING THE PROPOSAL

### PART A (Technical Proposal)

- a) A non-refundable Bid Processing Fee of INR 20,000 (Rupees Twenty Thousand only) in the form of a Demand Draft only from any Nationalised or Scheduled bank in favour of “**Odisha State Water and Sanitation Mission**”, payable at Bhubaneswar.
- b) ) A refundable Earnest Money Deposit of INR 5,00,000 ( Five Lakhs only) The Earnest Money should be deposited by way of Postal Savings, Pass Book/ NSC/ Post Office Time Deposit Account/ Kissan Vikash Patra/ Deposit Receipt in Nationalized/ Scheduled Bank duly pledged in favor of “**Odisha State Water and Sanitation Mission**”..

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- c) Self -Attested Photo copy of organization/ agency/ institution registration certificate, PAN and GST registration details
- d) Certificate from a CA on the turnover in the last 3 financial years from the capacity building/ training/ skill development services along with audited financial statements for the last 3 financial years
- e) Signed agreement and completion certificate to support credentials (In case completion certificate is not available a self-declaration on the completion of the project can be provided along with the signed agreement)
- f) Annexure I - Bid Covering Letter
- g) Annexure II - Declaration
- h) Annexure III – Applicant’s profile
- i) Annexure IV – Applicant’s experience
- j) Annexure V- Financial capability of the applicant
- k) Annexure VI-Power of attorney for authorized signatory or Board Resolution
- l) Annexure VII-Curriculum Vitae (CV) of proposed team

#### **PART B (Financial Proposal)**

The agency shall quote monthly professional fee for the services, as per format for financial bid in Annexure VIII. This 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 shall be enhanced 10% per annum for subsequent years on a cumulative basis.

#### **8. SUBMISSION OF BIDS**

The envelopes should be super-scribed as “RFP for selection of an Organisation/Agency/Institution for setting up of Training Management Unit (TMU) for executing the capacity building programme in the areas of water and sanitation being implemented by the Indira Gandhi Training and Research Centre (IGTRC) “– Technical Bid/Financial Bid” as the case may be. Earnest Money Deposit and Bid Processing 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 selection of an Organisation/Agency/Institution for setting up of Training Management Unit (TMU) for executing the capacity building programme in the areas of water and sanitation being implemented by the Indira Gandhi Training and Research Centre (IGTRC)”. 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, RWSS Odisha  
Odisha Water and Sanitation Mission,  
Keshari Nagar, Unit –V,  
Bhubaneswar - 751001

Every sheet and all forms complete in all respect shall be signed by the personnel duly authorized to sign on behalf of the applicant firm, along with the stamp of the firm. Any/ all corrections made in the bid shall be duly authenticated by the signature of the authorized signatory. A power of Attorney as per format in Annexure VI or a board resolution of the firm authorizing the signatory to sign a bid should be provided as part of the technical bid.

## 9. CLARIFICATION ON RFP AND PRE-BID MEETING

A prospective Bidder requiring any clarification on the RFP document may submit their queries, in writing, to **cerwssodisha@gmail.com**. The queries must be submitted in the following format only to be considered for clarification within the stipulated date and time, as per the bidding schedule.

S. No	Page No.	Clause No.	Subject	Query
1				
2				

## 10. AMENDMENT/ WITHDRAWAL OF RFP

At any time before the deadline for submission of bids, OWSM may, for any reason, whether at own initiative or in response to a clarification requested by a prospective Bidder, modify the bidding document or extend the last date for receipt of Bids and/or make other changes in the requirements set out in the invitation to RFP by issuing an addendum or corrigendum. OWSM reserves the right to withdraw the RFP at any stage without any liability or any obligation for such withdrawal, without assigning any reasons.

All the amendments/corrigendum made or issued in the document shall be published in the website. All such amendments shall be binding on bidders. The bidders are advised to visit the aforementioned website on regular basis for checking necessary updates.

## 11. TECHNICAL EVALUATION CRITERIA

SN.	Particulars	Max Marks
<b>1</b>	<b>Technical Qualification – Firms Experience – 40 Marks</b>	
1.a	Average Annual turnover in last 3 financial years (2016-17, 2017-18, 2018-19)	30-100 Cr – 5 marks More than 100 Cr- 10 marks
1.b	Experience in projects involving planning, curriculum development, implementation and monitoring of capacity building and training programmes for either State Government or Central Government agencies. The project team should have involved at least 5 key members.	2 projects – 5 marks More than 2 projects – 10 marks

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1.c	Experience in projects involving designing of training materials and modules in sectors like social development, health, agriculture, livelihood development and other areas linked to rural/urban development.	2 projects – 5 marks More than 2 projects – 10 marks	10
1.d	Experience in successfully working on projects training at-least 10,000 participants within the last 3 years.	10,000 -20,000 participants - 5 marks More than 20,000 participants - 5 marks	10
<b>2</b>	<b>Team Qualification - 40 Marks</b>		
2.a	Team Leader		9
2.b	Financial Consultant		6
2.c	Training Consultant		6
2.d	Communication and IEC Consultant		6
2.e	MIS cum Monitoring & Evaluation Consultant		5
2.f	Designer		5
2.g	Programme Associate		3
<b>3</b>	<b>Technical Presentation - 20 Marks</b>		
3.a	Technical Presentation on Approach & Methodology for running the TMU and steering IGTRC towards its goals and objectives, highlighting the job responsibility of each team member. The proposed team need to be present for evaluation during the technical presentation*.		20

\*Evaluation criteria for the team qualification

Particulars	% weightage
Relevant academic qualification	20
Relevant technical skills and professional experience (to provide proof of work like modules developed, programs conducted, designs created, etc. as applicable to the different team members)	60
Fluency of reading and speaking Odia	20

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

## 12. BID EVALUATION PROCESS

The firm shall be selected based on QCBS (Quality and Cost based Selection) evaluation method in the ratio of 80% (Technical) and 20% (Financial). For financial evaluation, the quoted monthly professional fee excluding tax shall be taken into consideration. The financial proposal of the bidders who score more than 70% in the technical evaluation shall be considered for the financial evaluation.

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**Technical Score:** The total score obtained by the Bidder as per the Technical Evaluation Criteria shall be the technical score (T) of the Bidder. The final technical score (St) shall be calculated as below -

$$St = (T/Th) * 100$$

(Th –technical score of bidder scoring the highest marks in technical evaluation)

**Financial Score:** The financial bid of the bidder shall be opened after evaluation of technical bid. The final financial score (Sf) shall be calculated as below:

$$Sf = (Flow/Fb) * 100$$

(Fb=amount of Financial Proposal as quoted by the Bidder; Flow= Lowest financial quote)

**Combined Score:** Combined score, CS, shall be calculated based on technical and financial scores of the Bidder as per QCBS system. Proposals shall finally be ranked according to their Combined Score (CS) calculated based on technical (St) and financial (Sf) scores as follows:

$$CS = (St*Tw) + (Sf*Fw)$$

(Where Tw and Fw are weights assigned to Technical proposal and Financial Proposal as 0.80 and 0.20 respectively)

### 13. REJECTION OF BID/ DISQUALIFICATION OF BIDDER

OWSM reserves the right, without any obligation or liability, to accept or reject any or all the proposals at any stage of the process, to cancel or modify the process or any part thereof or to vary any or the term and condition at any time, without assigning any reason whatsoever.

Any bid is liable to be rejected, if:

- a) It is not received in proper sealed cover with superscription as indicated.
- 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 is without cost of Bid document and Bid Security.

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. The Earnest Money Deposit shall be forfeited in such a case.

### 14. LATE PROPOSALS

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

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#### **15. COST OF PROPOSAL**

The Bidder shall bear all costs associated with the preparation and submission of its proposal. Neither OWSM nor any of its consultants/advisors shall be responsible or liable for any such costs, regardless of the conduct or outcome of the bidding process.

#### **16. 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.

#### **17. 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 shall cause all the Proposals in which the entity has participated to be disqualified.

#### **18. VALIDITY OF BID**

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

#### **19. CONTRACT AND PAYMENT TERMS**

The contract shall be a time based contract and payment to the manpower deployed under the TMU shall be made on a monthly basis. The payment shall be made on submission of the Monthly Progress Report with the monthly invoice at the end of every month. The payment will be released within the 2<sup>nd</sup> week of the subsequent month.

#### **20. PERFORMANCE SECURITY**

After selection of preferred bidder and signing of the agreement, the amount of Earnest Money Deposit shall be refunded to the unsuccessful bidders. The Earnest Money Deposit of the successful Bidder shall be retained by OWSM till it has furnished the Performance Security. The Performance Security shall be submitted to OWSM within 15 days of issuance of Letter of Award (LoA).

The Performance Security shall be obtained from the selected agency in the form of an irrevocable bank guarantee in favour of the "Executive Engineer, RWSS Division, Bhubaneswar", payable at Bhubaneswar, to the tune of 5% of the total contract value. Performance security in the form of irrevocable 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.

#### **21. TERMINATION OF CONTRACT**

Either party can terminate the agreement by giving 30 days prior written notice

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**22. LIABILITY**

The Liability of the selected firm, in any case, shall not be beyond the amount of fees payable to the selected firm.

**23. INDEMNITY**

The selected firm always during the pendency of this agreement shall keep the OWSM indemnified to an amount not exceeding the total fees payable to the selected firm under the signed agreement.

**24. DISPUTES**

All legal disputes shall only be subject to the jurisdiction of courts in Bhubaneswar.

**BID COVERING LETTER**

To

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

**Sub:** RFP for selection of an Organisation/Agency/Institution for setting up of Training Management Unit (TMU) for executing the capacity building programme in the areas of water and sanitation being implemented by the Indira Gandhi Training and Research Centre (IGTRC) vide RFP No \_\_ Dated \_\_\_\_

Dear Sir,

We, the undersigned, offer to provide services for the captioned assignment in accordance with your Request for Proposal dated \_\_\_\_\_ 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., 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:



**DECLARATION**

(On Applicant's Letter Head)

To

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

**Sub:** RFP for selection of an Organisation/Agency/Institution for setting up of Training Management Unit (TMU) for executing the capacity building programme in the areas of water and sanitation being implemented by the Indira Gandhi Training and Research Centre (IGTRC) vide RFP No \_\_ Dated \_\_\_\_

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) I/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) I/ We have examined and have no reservations to the RFP, including any Addendum issued by the Authority.
- 8) I/ We do not have any conflict of interest in accordance the RFP document.
- 9) 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.

RFP for setting up of TMU for executing the capacity building programme in the areas of water and sanitation being implemented by IGTRC

- 10) 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 shall engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
- 11) 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, which would be provided by OWSM post selection of bidder.
- 19) The Fee has been quoted by me/us after taking into consideration all the terms and conditions stated in the RFP.
- 20) I/We offer and attach as specified Non-refundable processing fee of INR 20,000 (Rupees Twenty Thousand Only) in the form of demand draft.
- 21) I/We agree to keep this offer valid for 180 (one hundred and eighty) days from the Bid Due Date specified in the RFP.
- 22) 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**

**FORMAT FOR APPLICANT'S PROFILE**

1.	Name of the 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 FOR APPLICANT'S EXPERIENCE**

1.	Project Name	
2.	Location	
3.	Name of Client	
4.	Start Date (Month/Year)	
5.	Completion Date (Month/Year)	
6.	Approx. Value of Services (in Current INR)	
7.	Name of Associated Consultants, if any	
8.	Narrative Description of Project	
9.	Description of Actual Services provided by your staff	

**FORMAT FOR FINANCIAL CAPABILITY OF THE APPLICANT**

**CERTIFICATE ON TURNOVER**

It is to certify that the our turnover from capacity building/ training/ skill development services, in the last 3 financial years i.e. FY 2016-17, FY 2017-18 and FY 2018-19 are as below-

<b>FY</b>	<b>Turnover</b>
<b>2016-17</b>	
<b>2017-18</b>	
<b>2018-19</b>	

Note: Certificate from Statutory Auditor for certifying the turnovers need to be submitted

Yours faithfully,

(Signature of the Authorized signatory)

(Name and designation of the of the Authorized signatory)

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

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

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

**POWER OF ATTORNEY FOR AUTHORIZED SIGNATORY**

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 selection of an Organisation/Agency/Institution for setting up of Training Management Unit (TMU) for executing the capacity building programme in the areas of water and sanitation being implemented by the Indira Gandhi Training and Research Centre (IGTRC) vide RFP No \_\_\_ Dated \_\_\_” 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.

RFP for setting up of TMU for executing the capacity building programme in the areas of water and sanitation being implemented by IGTRC

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

**FORMAT OF CURRICULUM VITAE (CV) OF PROPOSED TEAM**

<b>Proposed Position</b>		Photo
<b>Name of Firm</b>		
<b>Name of Staff</b>		
<b>Date of Birth</b>		
<b>Nationality</b>		

<b>Educational Qualification</b>		
<b>Languages Fluency</b>	<b>Language</b>	<b>Fluency (Speaking, Reading, Writing)</b>

**Employment Record:**

SN	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 to be taken up in this assignment.]

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



**ANNEXURE – VIII**

**FORMAT FOR FINANCIAL BID**

*(On The Letterhead of the Firm)*

To

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

**Sub:** RFP for selection of an Organisation/Agency/Institution for setting up of Training Management Unit (TMU) for executing the capacity building programme in the areas of water and sanitation being implemented by the Indira Gandhi Training and Research Centre (IGTRC) vide RFP No \_\_ Dated \_\_\_\_

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

<b>Monthly Professional Fee exclusive of GST(in numerical)</b>	
<b>In Words</b>	

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

Yours faithfully

(Signature of Authorized signatory)

(Name)

Date:

Place:

RFP for setting up of TMU for executing the capacity building programme in the areas of water and sanitation being implemented by IGTRC

### BREAKDOWN OF MONTHLY PROFESSIONAL FEES

<b>I. Remuneration for Professional Staff</b>		
<b>SN</b>	<b>Position</b>	<b>Man month Rate</b>
1	Team Leader	
2	Financial Consultant	
3	Training Consultant	
4	Communication and IEC Consultant	
5	MIS cum Monitoring & Evaluation Consultant	
6	Designer	
7	Programme Associate	
	<b>Total (A)</b>	
<b>II. Out of Pocket Expenses<sup>1</sup></b>		
	<b>Monthly Out of Pocket expenses (B)</b>	
<b>GRAND TOTAL (A+B) (Exclusive of GST)</b>		

<sup>1</sup>Covers all costs pertaining to Overheads, local Transportation and Logistics, communication costs and allowances wherever applicable. Office Space and stationary shall be provided by IGTRC. Costs related to any procurement of computers, software, etc. shall be incurred by IGTRC. Any transportation and logistics outside of Bhubaneswar shall be arranged by IGTRC.

Yours faithfully

(Signature of Authorized signatory)

(Name)

Date:

Place: