



Government of Odisha
Finance Department

RFP No: 03/ PPOMU /14-15

Date: 15/ 10/ 2014

REQUEST FOR PROPOSAL

**EVALUATION OF “DISTRIBUTION OF FREE BICYCLES TO STUDENTS OF CLASS X” SCHEME
IN ODISHA**

Finance Department, Govt. of Odisha invites sealed bid from the eligible bidders to carry out Evaluation of “Distribution of Free Bicycle to Students of Class X” scheme in Odisha. The details about eligibility criteria, scope of work, application format and terms & conditions of the selection process can be downloaded from <http://www.odisha.gov.in/finance/index.htm> and www.odisha.gov.in/advertisement.

The key events and critical dates for the above selection process are:

S/no	List of Key Events	Critical Dates
1	Date of Issue of RFP	15.10.2014
2	Last Date and Time for Submission of Bid	07.11.2014 up to 5:00 PM
3	Date of Opening of Technical Bid	10.11.2014
4	Tentative Date Opening of Financial Bid	25.11.2014

The proposal complete in all respect must be addressed to the undersigned through **Speed Post/Registered Post/Courier** only so as to reach the address specified below on or before **07.11.2014 up to 5.00P.M.** in a sealed envelope clearly mentioning on the top of it “**EVALUATION OF “DISTRIBUTION OF FREE BICYCLE TO STUDENTS OF CLASS X” SCHEME IN ODISHA**”. The proposals received beyond the stipulated time line will be outrightly rejected. The authority reserves the right to reject any/all proposals without assigning any reason thereof.

Address for Submission of Proposal:

Programme Performance Outcome & Monitoring Unit (PPOMU),
Finance Department,
Ground Floor, State Resource Persons Guest House,
MDRAFM Campus, Near XIMB Square, Chandrasekharpur,
Bhubaneswar-751023
Phone: 0674-2303692, Email: ppomufinance@gmail.com

**Additional Secretary to Govt.
Finance Department**

REQUEST FOR PROPOSAL

**EVALUATION OF “DISTRIBUTION OF FREE BICYCLES
TO STUDENTS OF CLASS X” SCHEME IN ODISHA**



**GOVT. OF ODISHA
FINANCE DEPARTMENT**

OCTOBER, 2014

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DISCLAIMER

This Request for Proposal (RFP) is issued by the **Finance Department, Govt. of Odisha**.

While the information in this RFP has been prepared in good faith, it does not support to be comprehensive or to have been independently verified. Neither Finance Department nor any of its officers or employees, nor any of their advisers nor consultants accept any liability or responsibility for the accuracy, reasonableness or completeness of, or for any errors, omissions or misstatements, negligent or otherwise, relating to the proposed assignment, or makes any representation or warranty, express or implied, with respect to the information contained in this RFP or on which this RFP is based or with respect to any written or oral information made or to be made available to any of the recipients or their professional advisers and, so far as permitted by law and except in the case of fraudulent misrepresentation by the party concerned, and liability therefore is hereby expressly disclaimed.

The information contained in this RFP is selective and is subject to updating, expansion, revision and amendment at the sole discretion of the client. It does not claim to contain all the information that a recipient may require for the purposes for making a decision for participation in this selection process. Each bidder must conduct its own analysis of the information contained in this RFP, to correct any inaccuracies therein and is advised to carry out its own investigation into the proposed assignment, the regulatory regime which applies thereto and by and all matters pertinent to the project and to seek its own professional advice on the legal, financial and regulatory consequences of entering into any agreement or arrangement relating to the Project.

This RFP includes certain statements, information, projections and forecasts with respect to the proposed assignment. Such statements, information, projections and forecasts reflect various assumptions made by the management, officers and employees of the client, which (the assumptions and the base information on which they are made) may or may not prove to be correct. No representation or warranty is given as to the reasonableness of forecasts or the assumptions on which they may be based and nothing in this RFP is, or should be relied on as, a promise, representation or warranty.

The Finance Department, Govt. of Odisha shall be the sole and final authority with respect to selection of a consultant through this RFP.

BIDDERS DATA SHEET

S. No.	Particular	Details
1.	Name of the Client	Finance Department, Govt. of Odisha
2.	Method of Selection	Quality and Cost Based Selection (QCBS) Method
3.	Date of Issue of RFP	15.10.2014
4.	Last date and time for submission of RFP	07.11.2014 up to 5:00 PM
5.	Date of opening of Pre-qualification Proposal	10.11.2014
6.	Tentative Date for opening of Financial Proposal	25.11.2014
7.	Expected Date for Commencement of Assignment	DECEMBER, 2015
8.	Bid Processing Fee (Non-Refundable)	Rs. 5000/- (Five Thousand Only) in INR, in shape of Banker Cheque / Demand Draft in favour of “Under Secretary to Govt. (DDO), Finance Department” drawn in any scheduled commercial bank payable at Bhubaneswar.
9.	Earnest Money Deposit (EMD) (Refundable)	Rs. 25000/- (Twenty Five Thousand Only) in shape of Banker Cheque / Demand Draft in favour of “Under Secretary to Govt. (DDO), Finance Department” drawn in any scheduled commercial bank payable at Bhubaneswar.
10.	Mode of Submission of Queries	Queries from the bidder can be addressed to ppomufinance@gmail.com for necessary clarification. Queries submitted after due date of submission of proposal will not be entertained.
11.	Address for Submission of Proposal	Sri D. K. Jena Additional Secretary to Govt. Programme Performance Outcome & Monitoring Unit (PPOMU) Finance Department. Ground Floor, State Resource Persons Guest House, MDRAFAM Campus, Near XIMB Square, Chandrasekharpur, Bhubaneswar-751023 Mode of Submission: Speed Post / Registered Post / Courier to the address as specified above. Submission of proposal through other mode will be rejected.
12.	Place of opening of Technical and Financial Proposals	Programme Performance Outcome & Monitoring Unit (PPOMU), Finance Department, Ground Floor, State Resource Persons Guest House, MDRAFAM Campus, Near XIMB Square, Chandrasekharpur, Bhubaneswar-751023 Tel no: 0674 - 2303692, Email: ppomufinance@gmail.com

For details, please visit: <http://www.odisha.gov.in/finance/index.htm> & www.odisha.gov.in/advertisement

SECTION: 1

LETTER OF INVITATION

LETTER OF INVITATION

RFP No:03 / PPOMU / 14-15

Dated: ___/10/2014

Name of the Assignment:Evaluation of “Distribution of Free Bicycles to Students of Class X” Scheme in Odisha.

1. **Finance Department**, Govt. of Odisha (Client) invites proposals from the eligible bidders under the selection process of consultancy services for **Evaluation of “Distribution of Free Bicycles to Students of Class X” Scheme in Odisha**. More details on the consultancy assignment are provided in **Section-3: Terms of Reference (ToR)** of this RFP Document.
2. A Consultant will be selected under **Quality and Cost Based Selection (QCBS)** procedure prescribed in this RFP Document in accordance with the policies and procedures accompanying the Guideline for “**Engagement of Consultants**” vide *Office Memorandum No. 42280/F, Dated: 26.09.2011* of Finance Department, Govt. of Odisha.
3. The proposal complete in all aspects as specified in the RFP Document must be accompanied with Demand Draft /Banker Chaque of **Rs. 5000/- (Rupees Five Thousand Only) (Non- refundable) towards Bid Processing Fee** and **Rs. 25000/- (Twenty Five Thousand Only)(Refundable) towards EMD** in favour of “**Under Secretary to Govt.(DDO), Finance Department**”, payable in any scheduled commercial banks at Bhubaneswar, Odisha failing which the bid will be rejected.
4. Proposal complete in all respect must be delivered at the specified address through **Speed post / Registered post/ Courier** only. Client will not be responsible for postal delay or any consequences. Submission of proposal through any other mode will be rejected.
5. The last date and time for submission of proposal complete in all respects is **Dt. 07.11.2014 up to 5:00 PM** and the date for opening of the technical bid is **Dt. 10.11.2014** at the specified address as mentioned in the Bidder Data Sheet (**Slno. 12**).
6. This RFP includes the following sections:
 - a. Letter of Invitation (**Section – 1**)
 - b. Information to the Bidder (**Section – 2**)
 - c. Terms of Reference (**Section – 3**)
 - d. Pre-Qualification Proposal Submission Forms (**Section – 4**)
 - e. Technical Proposal Submission Forms (**Section – 5**)
 - f. Financial Proposal Submission Forms (**Section – 6**)
 - g. Annexure (**Section – 7**)
7. While all information/data given in the RFP are, to the best of the client’s knowledge, accurate within the consideration of scope of the proposed assignment, client holds no responsibility for accuracy of information and it is the responsibility of the bidder to check the validity of information/data included in this document. The client reserves the right to reject any/all proposals / cancel the entire selection process at any stage without assigning any reason thereof.

**Additional Secretary to Govt.
Finance Department**

SECTION: 2

INFORMATION TO THE BIDDER

1. Pre-Qualification Criteria:

To participate in the selection process, the eligible bidders must possess the following specified criteria and to this effect must produce supportive documents /information as part of their pre-qualification proposal:

- **Status:** Single entity legally registered under appropriate authority in India. **Consortium or Joint Venture is not allowed.**
- Existence in consulting business for more than **5 years** from the date of Incorporation on the last date of submission of the proposal.
- Must have successfully completed at least **2 assignments** of similar nature i.e. Concurrent Evaluation / Impact Assessment, / Process Monitoring / Baseline Survey in any social sector under Central / State Govt. / EAPs* and Autonomous bodies operated under Govt. administrative control during the last **3 years****. (**Education and Child Development Sector** will have preference)
- Annual Financial Turnover of more than **Rs.50.00 Lakh** and Net-Worth of more than **Rs. 10.00 Lakh** during each of the last 3 financial years. (FY 11-12, 12-13 & 13-14).

2. Requisite Documents to be submitted along with the Pre-Qualification Proposal:

The bidders have to furnish the following documents duly signed in along with their Pre-qualification proposal:

- Filled in Bid Submission Check List in Original (**Annexure-I**)
- Covering letter (**PRE QUAL FORM – 1**) on bidder's letterhead requesting to participate in the selection process.
- Bid Processing Fee as applicable
- Earnest Money Deposit (EMD) as applicable
- Copy of Certificate of Incorporation/ Registration
- Copy of PAN
- Copy of Service Tax Registration Certificate
- Copies of Income Tax Clearance Certificate for the last three financial years (FY 11-12, 12-13 & 13-14).
- General Details of the Bidder (**PRE QUAL FORM – 2**)
- Financial Details of the bidder (**PRE QUAL FORM – 3**) along with all the supportive documents as applicable
- Power of Attorney (**PRE QUAL FORM – 4**) in favour of the person signing the bid on behalf of the bidder.
- List of completed assignments of similar nature (Past Experience Details) (**PRE QUAL FORM – 5**) along with copies of contract / work order from previous clients
- Undertaking for not have been black-listed by any Central / State Govt./Any other bodies during the recent past.

Failure to submit any one of the documents as mentioned above along with the Pre-Qualification Proposal will result in outright rejection of the bid.

3. Bid Processing Fee :

The bidder must furnish as part of pre-qualification proposal, the required cost towards bid processing fee amounting to **Rs. 5000/- (Five Thousand Only)** in shape of DD / BC from any scheduled commercial bank in favor of “**Under Secretary to Govt. (DDO), Finance Department**” payable at Bhubaneswar. Proposals received without bid processing fee will be rejected.

* Externally Aided Projects (EAP) funded through Ministry of Economic Affairs, Govt. of India by World Bank, DFID, JICA, ADB, KfW and European Community etc.

** Financial Years (11-12, 12-13 and 13-14)

4. Earnest Money Deposit (EMD) :

The bidder must furnish, as part of the pre-qualification proposal, an Earnest Money Deposit (EMD) amounting to **Rs. 25000/- (Twenty Five Thousand Only)** in shape of DD/BC from any scheduled commercial bank in favour of “**Under Secretary to Govt. (DDO), Finance Department**” payable at Bhubaneswar. The EMD of unsuccessful bidders shall be refunded within 30 days after finalization of selection process and award of contract. EMD of the successful bidder will be released only after furnishing of the required Performance Bank Guarantee (PBG) and signing of the contract. The EMD will be forfeited on account of the following reasons:

- Bidder withdraws its proposal during the bid validity period as specified in RFP
- Bidder does not respond to requests for clarification of its proposal.
- Bidder fails to provide required information during the evaluation process or is found to be non-responsive or has submitted false information in support of its qualification.
- In case of a successful bidder, if the said bidder fails to sign the Agreement in time; or does not furnish required Performance Bank Guarantee.
- Any other circumstances which holds the interest of the client during the overall selection process.

5. Validity of the Proposal:

Proposals shall be remain valid for a period of **120(One Hundred Twenty Days)** from the date of opening of the bid. The client reserves the right to reject a proposal valid for a shorter period as non-responsive and will make the best efforts to finalize the selection process within the bid validity period. The bid validity period may be extended on mutual consent.

6. Pre Proposal Clarifications:

Bidders can submit their queries in respect to ToR, selection process and other details if any, addressed to PPOMU, Finance Department by e-mail at ppomufinance@gmail.com and clarifications to the above will be communicated through email only to the bidders accordingly. Queries submitted beyond the deadline for submission of bid will not be entertained.

7. Submission of Proposals:

Bidders must submit their proposals through **Registered Post / Speed Post / Courier** only at the specified address on or before the last date and time for receipt of proposals as mentioned in **Bidder Data Sheet**. The client will not be responsible for postal delay / any consequences in receiving of the proposal. The proposal must have to be submitted in three parts. **Each part should be separately bound with no loose sheets**. Each page of all the three parts should be page numbered and in conformation to the eligibility qualifications, should be clearly indicated using an index page.

The procedure for submission of the proposals is described below:

- Pre-qualification Proposal (Original):** The envelope containing pre-qualification proposal shall be sealed and superscripted as **Pre-qualification Proposal – “Evaluation of Free Distribution of Free Bicycle to Students of Class X” Scheme in Odisha**. The list of formats and statutory documents as mentioned at **Para-2 (Information to the Bidder)** must have to be furnished as part of Pre-qualification proposal.
- Technical Proposal (Original+ 1 Copy+ Soft Copy in word format in CD):** The envelope containing technical proposal shall be sealed and superscripted as **Technical Proposal – “Evaluation of Distribution of Free Bicycle to Students of Class X” Scheme in Odisha**. The duly filled-in technical proposal submission forms, soft copy of the same in Word form in CD along with all the supportive documents and information must have to be furnished as part of technical proposal.
- Financial Proposal (Original + 1 Copy + Soft Copy in pdf form):** The envelope containing financial proposal shall be sealed and superscripted as **Financial Proposal – “Evaluation of Distribution of Free Bicycle to Students of Class X” Scheme in Odisha**. The duly filled-in financial proposal submission forms should contain the detailed price offer for the proposed assignment and must have to be furnished as per the prescribed format only along with soft copy in pdf form in CD as part of financial proposal.

The "Pre-qualification & Technical Proposal" and "Financial Proposal" must have to be submitted in two separate sealed envelopes (with respective marking in bold letters) along with the prescribed formats/information as mentioned in the RFP Documents. The first envelope must have to be marked as "**PRE-QUALIFICATION AND TECHNICAL PROPOSAL (NAME OF THE ASSIGNMENT)**" and it should contain Part (I) Pre-Qualification Proposal and Part (II) Technical Proposal. The second envelope must have to be marked as "**FINANCIAL PROPOSAL (NAME OF THE ASSIGNMENT)**" and it should contain Part (III) Financial Proposal. Both the above envelopes must be sealed and placed inside a Third main envelope with proper labeling of following information in bold:

**NAME OF THE ASSIGNMENT;
RFP NUMBER AND DATE;
DEAD LINE FOR SUBMISSION OF BID;
NAME AND ADDRESS OF THE BIDDER;**

Any deviation from the prescribed procedures / formats/conditions shall result in out-right rejection of the proposal. All the pages of the proposal must have to be sealed and signed by the authorized representative of the bidders failing which the bid will be rejected.

8. Opening of the proposal :

The **FIRST ENVELOPE** containing "**PRE-QUALIFICATION AND TECHNICAL PROPOSAL**" will be opened in the initial stage by the client in presence of the bidder's representatives at the location, date and time specified in the Bidder Data Sheet. The client will constitute a Consultant Evaluation Committee (CEC) to evaluate the proposals submitted by bidders. Only one representative with proper authorization letter from the each bidder will be allowed to attend the bid opening meeting. The **SECOND ENVELOPE** containing "**FINANCIAL PROPOSAL**" only of the technically qualified bidders will be opened after completion of technical evaluation stage. The date and time for opening of the financial proposal will be intimated accordingly to the technically qualified bidders well in advance.

9. Evaluation of Proposals:

A three stage process will be adopted as explained below will be followed in evaluating of the proposals during the overall selection process.

- **Pre-qualification Evaluation:** Preliminary scrutiny of pre-qualification proposals will be done to determine whether the proposals are generally in order & complete and whether the requisite documents have been properly furnished by the bidder or not. Proposals not conforming to the preliminary requirements will be rejected from further selection process.
- **Technical Evaluation:** Technical proposals will be opened and evaluated only of those bidders, who qualify the pre-qualification stage. The technical evaluation of the pre-qualified proposal shall be done in respect to the parameters and the respective weightage allocated against each criteria as specified in the table below:

RFP – Evaluation of “Distribution of Free Bicycles to Students of Class X” Scheme in Odisha

Criteria for Evaluation	Maximum Mark
Specific Experience of the bidder relevant to the assignment (Prior experience in carrying out assignments of similar nature during last 3 years based on numbers, duration and value of the project for Central / State Govt. / EAPs/ Autonomous Bodies)	20
Understanding , Approach & Methodology of the bidder in response to the ToR: <ul style="list-style-type: none">• Project understanding (5 Mark)• Technical Approach and Methodology (15 Mark)• Technical Presentation (10 Mark)	30
Key Professional Staff Qualification and Competency for the proposed assignment	40
Financial Strength of the bidder <ul style="list-style-type: none">• Financial Turnover (5 Mark)• Net-worth (5 Mark)	10
Grand Total	100

The bidder, whose technical proposal secures a score above the minimum qualifying mark of **70** in the technical evaluation stage, will be qualified for opening of the financial proposal.

- **FINANCIAL EVALUATION:** The financial proposals of the technically qualified bidders only shall be opened at this stage in the presence of the consultants' representative who wishes to attend the meeting with due **authorization letter**. The name of the bidder along with secured technical scores and the quoted financial proposal prices will be announced during the meeting.

10. Evaluation Process:

Quality and Cost Based Selection (QCBS) method will be followed during the overall selection process. The financial bids of the technically qualified bidders will be ranked in terms of their total evaluated cost. The bidder, whose price bid will be evaluated as **lowest one (L1)** among the all technically qualified bids, will be awarded with the contract observing due procedure.

Example:

In response to RFP, 5 proposals, A, B, C, D & E were received within the stipulated deadline. After, the technical proposal evaluation stage, the Consultant Evaluation Committee has awarded them technical scores as under:

Bidder	Technical Score.
A	75
B	80
C	65
D	60
E	72

The minimum qualifying is **70**. Hence, bidder **A, B & E** found to be technically qualified and eligible for opening of their financial proposals. After opening of the financial proposals of the above technically qualified bidders, the financial proposals will be ranked in terms of their total evaluated costs as under:

Bidder	Evaluated Price Bid in INR	Rank
A	3,70,000.00	L2
B	4,00,000.00	L3
E	3,50,000.00	L1

The lowest evaluated cost of **E (L1)** will be considered for award of contract. For the purpose of evaluation, the total evaluated cost shall include all taxes & duties for which the client makes payments to the consultant including reimbursable expenses, such as Travel, Accommodation, Logistics, Report Preparation and Printing & other secretarial expenses etc. Any conditional bid would be out rightly rejected. In the event, if the lowest evaluated price bid found to be “**tied**”, the bid securing high technical score during the technical evaluation stage will be declared as the “**Winning Bidder**”. *However, the decision of the authority is final to select a **lowest and most competitive price bid** among the technically qualified bids for the proposed assignment.*

11. Technical Presentation:

The technically qualified bidders will have to make a presentation to the client. The presentation shall cover details on the appreciation of the project, approach and methodology, proposed staff structure, work plan etc. The objective of the presentation is to enable the client to evaluate the qualified bidder regarding their understanding and preparedness for the proposed assignment. Clarifications, if any, as required by client will also be discussed during the meeting. The detail schedule of the presentation will be intimated to the concerned bidders well in advance.

12. Performance Bank Guarantee: (PBG)

Within 7 days of notifying the acceptance of proposal for the award of contract, the qualified bidder shall have to furnish a Performance Bank Guarantee amounting to **10% of the contract value** from a scheduled commercial bank on its local branch in Bhubaneswar in favour of “**Under Secretary to Govt. (DDO), Finance Department**”, as per the format at **Annexure-II**, for a period of three months beyond the entire contract period (i.e. PBG must be valid from the date of effectiveness of the contract to a **period of 3 months beyond the contract period**) as its commitment to perform services under the contract. Failure to comply with the requirements shall constitute sufficient grounds for the forfeiture of the PBG. The PBG shall be released immediately after three months of expiry of contract provided there is no breach of contract on the part of the qualified bidder. No interest will be paid on the PBG

13. Contract Negotiation:

Contract Negotiation will be held at the date, time and address as intimated to the selected bidder. The invited bidder will, as a pre-requisite for attendance at the negotiations, confirm availability of all the proposed staff for the assignment. Representative conducting negotiations on behalf of the bidder must have written authority to negotiate and conclude a contract. Negotiation will be performed covering technical negotiation, financial negotiation, Availability of proposed professionals etc.

14. Award of Contract:

After completion of the contract negotiation stage, the Client will notify the successful bidder in writing by issuing a Letter of Intent for signing of the contract and promptly notify the all other bidders about the result of the selection process. The successful bidders will be asked to sign the contract after fulfilling all formalities within 15 days of issuance of the letter of intent. After signing of the contract, no variation or modification of the terms of the contract shall be made except by written amendment signed by both the parties. The contract would be valid for **6 months** from the date of effectiveness of the contract and will be extended on mutual consent. **Sub-contracting is not allowed under this assignment.**

15. Conflict of Interest:

Conflict of interest exists in the event of: (i) conflicting assignments, typically monitoring and evaluation/environmental assessment of the same project by the eligible bidder; (ii) Consultants, agencies or institutions (individuals or organisations) who have a business or family relation with the Client directly or indirectly; and (iii) practices prohibited under the anti-corruption policy of the Government of India and Government of Odisha. The bidders are to be careful so as not to give rise to a situation where there will be any conflict of interest with the client as this would amount to their disqualification and breach of contract.

16. Disclosure:

- a. Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the bidder or termination of its contract.
- b. Bidders must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency or the financial standing of the Bidder, including but not limited to appointment of any officer such as a receiver in relation to the Bidder’s personal or business matters or an arrangement with creditors, or of any other similar proceedings.
- c. Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:
 - a criminal offence or other serious offence punishable under the law of the land, or where they have been found by any regulator or professional body to have committed professional misconduct;
 - corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract;
 - failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

17. Anti-corruption Measure:

- a. Any effort by Bidder(s) to influence the Client in the evaluation and ranking of financial proposals, and recommendation for award of contract, may result in the rejection of the proposal.
- b. A recommendation for award of Contract shall be rejected if it is determined that the recommended bidder has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question. In such cases, the client shall blacklist the bidder.

18. Language of Proposals:

The proposal and all related correspondence exchanged between the bidder and the client shall be written in the **English** language.

19. Cost of bidding:

The Bidder shall bear all costs associated with the preparation and submission of its proposal. The Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

20. Legal Jurisdiction:

All legal disputes are subject to the jurisdiction of civil court of Bhubaneswar only.

21. Governing Law and Penalty Clause:

The rights and obligations of the Client and the bidder under this Agreement will be governed by the prevailing laws of India. Failure on bidder's part to furnish the deliverables as per the agreed time line will impose a penalty @ **1% per week** subject to maximum of **10% of the total contract value**. The amount will be deducted from the subsequent payment

22. Confidentiality :

Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the bidders who submitted the proposals or to other persons not officially concerned with the process, until the publication of the award of contract. The undue use by any Consultant of confidential information related to the process may result in rejection of its proposal and may be subject to the provisions of the client's antifraud and corruption policy. During the execution of the assignment except with prior written consent of the client, the consultant or its personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the contract.

SECTION: 3

TERMS OF REFERENCE (ToR)

Abbreviations

BPL	-	Below Poverty Line
PPOMU	-	Programme Performance and Outcome Monitoring
SC	-	Scheduled Caste
S&ME	-	School & Mass Education
SMDC	-	School Management Development Committee
ST	-	Scheduled Tribe
TSP	-	Tribal Sub-Plan

1. Introduction:

With a view to encourage students from disadvantaged sections to pursue higher education the Government of Odisha launched the Bicycle Scheme in 2011-12. The scheme covered all Class X girl students of government and government-aided schools in Odisha, and also all Scheduled Caste (SC) and Scheduled Tribe (ST) students of government and government-aided schools in all 118 tribal sub-plan (TSP) blocks in Odisha. Through the scheme each student receives a sum of Rs. 2,600/- (Rupees Two Thousand Six Hundred only) to purchase an ISI marked new bicycle.

In 2012-13 all girls students, and all SC, ST and below poverty line (BPL) boy students reading in Class X in Government and government-aided high schools, Sanskrit Tols and Madrasas of the state have benefited from the scheme. Since 2013-14, the scheme's reach has been increased to cover all Class X students in government, government-aided high schools, Sanskrit Tols and Madrasas of the state. The physical and financial progress made in the scheme in 2012-13 and 2013-14 are presented in **Annexure III and IV** respectively.

1.1 Objective of the scheme:

The scheme started with the objective of encouraging the students from disadvantaged groups to pursue secondary education. The expected outcomes of the scheme include increase in percentage of retention, decrease in dropout rate and better transition from elementary to secondary level of students in Class X, particularly the girl students and students belonging to disadvantaged groups.

2. Rationale of the Present Assignment:

Distribution of free bi-cycles to girl students is not exclusive to the state of Odisha. Other states like Tamil Nadu, Karnataka, Maharashtra, Madhya Pradesh, Chhatisgarh, Bihar, Jharkhand and Punjab have also traded the same path of wooing girl students to continue and complete their school education. While Chhatisgarh started the scheme way back in 2004-05; the Mukhyamantri Cycle Yojana introduced in 2006 in Bihar is believed “to have significantly decreased dropout rates, especially among girls and was celebrated as a “qualified success”.”¹ Similarly, Karnataka's experience also suggests that the free distribution of bi-cycles in Class VIII had positive impact on the secondary education of the state across both genders.² On the other hand, several studies too have pointed out to misuse in the distribution of incentives like scholarship.³

¹Midstream Marketing & Research (MMR), New Delhi, 2013, *Evaluation Study of Saraswati Bicycle Supply Scheme (Free) in Chhatisgarh*, [http://scert.cg.gov.in/pdf/researchpapers/Evaluation%20Study%20of%20Saraswati%20Bicycle%20Supply%20Scheme%20\(Free\)%20in%20Chhattisgarh%202012-13.pdf](http://scert.cg.gov.in/pdf/researchpapers/Evaluation%20Study%20of%20Saraswati%20Bicycle%20Supply%20Scheme%20(Free)%20in%20Chhattisgarh%202012-13.pdf), Accessed on 19.06.2014, p. 3

²Ibid.

³Ibid.

After three years of implementation of the scheme, there is a growing feeling among the legislators that the scheme would become more beneficial to students should the cycle be given to them in Class IX instead of Class X.⁴

On the other hand, the scheme implementing department, i.e. the S&ME department perceives that financial distribution under the scheme has not been uniform. On one hand, it is suggested to open zero balance account, preferably in the name of the student and his/her mother to which money will be transferred electronically and on the other many local branches of banks do not have electronic facility available with them owing to lack of infrastructure. Similar problem is there with the schools too where electronic transfer of amount for distribution among students is problematic.

To overcome such difficulties there has been a thinking that it might be a good idea to go for centralized procurement of bicycles and distribute the same to students/schools. But no feasibility study regarding this option has been carried out yet.

Further, though the positive correlation between distribution of bicycles and educational development in states like Bihar, Chhatisgarh and Karnataka has been studied⁵, hardly any effort has gone into studying community participation and parental behaviour, particularly in case of Odisha.

Thus, with a view to examine the outcomes of the schemes in terms of educational achievements and the issues as discussed, the Government of Odisha seek to conduct an evaluation of its free bi-cycle distribution scheme. The outcomes of the study will be helpful for the Government to assess the impact of the scheme and will also guide it to bring in changes in the modus operandi of the scheme, if necessary.

3. Scope of the Present Assignment :

The geographical scope of the present assignment extends to the whole state of Odisha. The scope of the assignment includes the followings.

- Comprehensive review of the scheme design, its scope and its implementation process;
- Studying the impact of the scheme in terms of increase in retention figures, decrease in dropout rate, changes in transition rate from secondary to higher secondary classes, and reduction in gender gaps;
- Examining the role of School Management Development Committees (SMDCs) and their participation including that of the community;
- Assessing community/parental perception about the scheme;
- Assessing the sustainability of the scheme;
- Assessing feasibility of centralized procurement of bicycles for distribution among students/schools;
- Suggesting better and implementable scheme design, and developing a results framework for the scheme with in-built monitoring mechanism and having little scope for mismanagement of funds; and

⁴Standing Committee Report of the Odisha Legislative Assembly

⁵Ibid. 2

- Documenting good practices.

4. Objective of the Present Assignment:

The evaluation study of the bi-cycle scheme of Government of Odisha has the following objectives.

- To review the scheme design, scope and implementation process;
- To evaluate the impact of the scheme with respect to attendance, dropout and learning achievement of the children in Class X;
- To evaluate the impact of the scheme with respect to the children (both boy and girls) enrolled in Class X and their learning achievement, who belong to SC/ST, weaker sections, BPL and minority communities;
- To find out the transition from secondary to higher secondary education.
- To evaluate on a sample basis whether the bicycles are being used for the purpose for which they were given, e.g., whether the cycles are being misused (uses by family members that bar the student from using the bicycle for educational purposes) by other family members or not;
- To find out the role of SMDC and that of the community in implementation of the scheme;
- To elicit parental perception about the scheme;
- To evaluate the advantages and disadvantages in continuing the programme further, and sustainability of the scheme;
- To examine feasibility of centralized procurement of bi-cycles;
- To suggest better policy design, if necessary, and develop a results framework for the scheme with in-built monitoring mechanism and having little scope for fund mismanagement; and
- To identify and document 25-30 good practices worth emulating for publication purpose.

5. Methodology:

5.1 Sampling

The study will follow a stratified random sampling method to select sample districts. Stratification may be carried out using indicators like enrolment, retention and dropout rates in Class X. For the present purpose a sample of nine districts across Odisha has to be selected. Giving due representation to the TSP blocks in the total geographical boundary of the state, at least three (3) districts having TSP blocks should be selected in the sample. Within each sample district the Consultant shall choose two blocks, one being the nearest from the district headquarters and the other being the farthest.

Similarly, within each sample block the Consultant shall make endeavour to select 10 sample schools on random basis. Further, it is envisaged that due representation must be accorded to all categories of schools including government aided schools, Sanskrit Tols and Madrasas while selecting schools. In each school, total 13 students will be selected on random basis as suggested in Table 1. Also, the Consultant shall make efforts to

capture perception of at least three passed out students from each school to understand the transition phenomenon and the positive impact of the scheme on the students. It may be noted that while selecting the sample students, due representation should be given to students being girls and belonging to SC/ST/OBC/minorities categories. **Table 1** below summarizes the proposed sample of the study

Table 1: Proposed sample of the study

No. of sample districts	No. of sample blocks per district	No. of sample schools per block	No. of Class X students per school		No. of non-Class X students per school	Total no. of Class X students		Total no. of non-Class X students	Total no. of sample students
			Current student	Passed-out student		Current student	Pass out student		
9	2	10	10	3	3	1800	540	540	2880

In addition, the Consultant shall collect responses from all head teachers of sample schools using appropriate methods regarding the scheme implementation, perception about centralized procurement, learning outcome, sustainability of the scheme etc. In other words, responses will be collected from 180 head teachers of sample schools. Besides, the Consultant shall also make endeavour to capture the views/opinions of the block and district level Education Officers and state level authorities on implementation of the scheme, and problems/prospects therewith.

With regard to perception of parents of the students and SMDC members, efforts shall be made to capture the respondents’ perception using appropriate qualitative tools from 25% of the sample schools. **Table 2** represents the proposed sample respondents for the purpose of collection of qualitative responses.

Table 2: Proposed sample for collection of qualitative responses

Levels Respondents	Minimum no. of respondents at each level	State	Districts	Blocks	Schools	Community	Total no. of sample respondents
Director, Secondary Education	1	1					1
District Education Officer	1		9				9
Block Education Officer/ABEO	1			18			18
Head Teacher	1				180		180
SMDC members/ Parents*	1					45	45

* Here the minimum no. of respondent refers to a group consisting of SMDC members and parents and not a single individual.

5.2 Case Study Collection

The Consultant shall endeavour to collect case studies of successful implementation of the scheme highlighting changes in students' approach to complete secondary education and their transition to higher secondary education using tools like case study and photography.

Thus, the study will involve collection of both qualitative and quantitative data and their analysis. Further, data will be collected from both primary and secondary sources using tools like literature survey, questionnaire survey, key informant interviewing, focus group discussions and case studies.

The study methodology, sample size and data collection tools will be finalized between the Consultant and the Client, i.e. School and Mass Education (S&ME) Department, Government of Odisha and Programme Performance and Outcome Monitoring Unit (PPOMU) of Finance Department, Government of Odisha. Similarly, the draft report of the study will be discussed in a workshop with a larger audience involving all stakeholders and based on the feedback received from the stakeholders the draft report will be finalized.

6. Deliverables and corresponding time frame:

6.1 Main deliverables

The Consultant is expected to deliver the followings during the course of the assignment.

Inception report

- A note on the sampling methodology to identify the hostels/residential schools/different categories of respondents to be studied. **(Maximum 2 pages)**
- A brief note on the study methodology and study tools to be used. **(Maximum 2 pages)**
- A note on the detailed plan for data collection with timelines for key milestones. **(Maximum 2 pages)**
- A note for discussion with client before finalizing the plan, study methodology and tools. **(Maximum 1 page)**
- To conduct a state level inception workshop involving S& ME Department and PPOMU, and submit a report on the workshop proceeding including the feedback points. **(Maximum 2 pages)**
- Based on the feedback from the client, an **Inception Report** mentioning final selection of hostels/residential schools/different categories of respondents to be studied, final data collection plan, study methodology and tools. **(Maximum 10 pages)**

Survey Report

- Report on presenting the findings of the survey and data collection. **(Maximum 5 pages)**
- A note for discussion with clients to discuss the gaps during the survey in a structured manner for ratification. **(Maximum 1 page)**
- Holding discussion with the clients and a report on the discussion proceedings along with main feedback points. **(Maximum 2 pages)**

- Based on the feedback from the client-consultant meeting, filling up of the gaps and submission of survey report. **(Maximum 10 pages)**

Draft study report

- Detailed analysis of the study done and submission of the draft study report. (Maximum 30 pages in A4 size paper written in Arial font, size 11 and single space including 2-3 page Executive Summary)
- At least 25-30 case studies involving good practices **(Each case study will not be more than two pages in A4 size paper written in Arial font, size 11 and single space.)**

Note: Before writing the draft study report, the Consultant is required to share the Chapter plan with the Client and take their approval.

Final study report

- A note for discussion with stakeholders to discuss the draft study report in the state level (stakeholders) workshop for feedback and suggestion. **(Maximum 2 pages)**
- To conduct the state level workshop with various stakeholders and a report on the workshop proceeding including the feedback points. **(Maximum 2 pages)**
- Incorporating the feedback/suggestions from state workshop and submission of final report. **(Maximum 30 pages in A4 size paper written in Arial font, size 11 and single space including 2-3 page Executive Summary)**
- Final compilation of case studies based on feedback from the Client. **(Each case study will not be more than two pages in A4 size paper written in Arial font, size 11 and single space.)**

6.2 Deliverables and time frame

The Consultant shall commence work within a week of signing of the contract and shall complete the assignment within a period of **Six (6) months** from signing the contract. **Table 3** summarizes the deliverables and corresponding time frame of the study.

Table 3: Deliverables and corresponding time frame

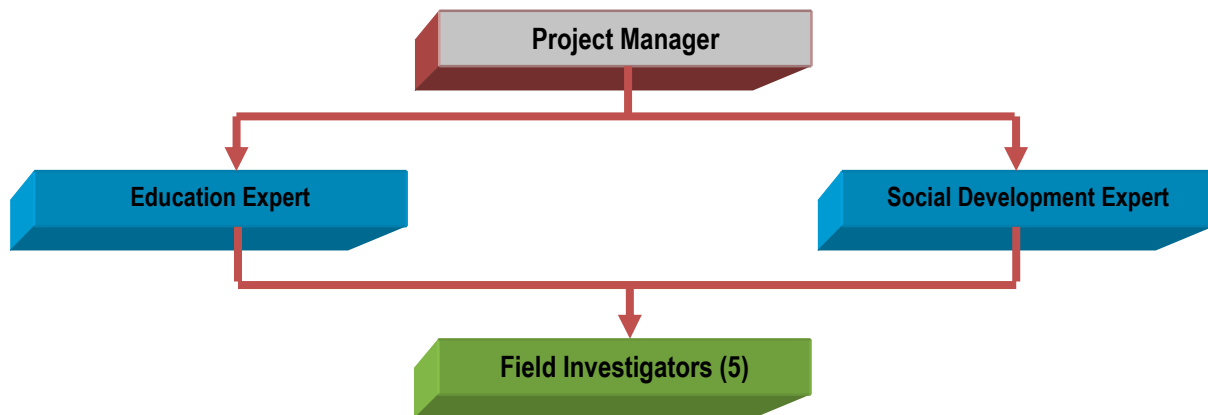
Sl. No.	Description of Items	Corresponding time frame
1	Submission of Final Inception Report including finalized methodology and work plan including conducting Inception workshop	15 Days from start of the study
2	Submission of Survey Report	Month 0.5 - 3
3	Submission of draft study report and draft documentation of good practices including conducting final workshop	Month 3 – 4
4	Submission of final report / final document of good practices	Month 4 - 6

Note: Along with the deliverables listed in Table 3, the Consultant is required to submit a fortnightly activity/progress report. All reports being submitted to the client(s) are to be supplied in three (3) hard copies along with CD/DVD in MS-Word format.

7. Composition of the consulting team:

Besides having a **Project Manager**, the proposed team should have one **Education Expert**, one **Social Development Expert** and five (5) **Field Investigators**. While the Project Manager is expected to spare maximum 25 man-days time during the assignment, the Education Expert and the Social Development Expert will contribute maximum 50 man-days and 40 man-days time respectively during the assignment. On the other hand, each field investigator is expected to spare maximum 75 man-days time during the assignment. The proposed staff structure is represented in **Figure 1**.

Figure 1: Proposed staff structure for the present assignment



- **Project Manager:** This key person should have project management experience of at least **10 years** involving evaluation studies on socio-economic development issues, preferably pertaining to primary/secondary education. The key person should have at least post-graduation qualification in Social Sciences or Management.
- **Education Expert:** This key person having at least **8 years** of professional experience in elementary/primary/secondary education sector should possess at least post-graduation qualification in Social Sciences / Social Work/ Education. Preference will be accorded to the expert having substantial experience in tribal education and also in qualitative and quantitative analysis of issues/data pertaining to education sector.
- **Social Development Expert:** This key person in the project is required to have at least **8 years** of experience in social development including in the sector of elementary / primary / secondary education. The person should have at least post-graduation qualification in social sciences or in management with

sound knowledge of research methodology including sampling, and both qualitative and quantitative data analysis.

- **Field Investigators:**The Consultant shall engage at least five (5) field investigators who should possess at least a Bachelor’s degree and should have at least **3 years** of experience of similar assignment.

8. Reporting Arrangements:

The Consultant shall work under the direct supervision of the Additional Chief Secretary to Government, Finance Department, Govt. of Odisha and will report to the Special Secretary to Government, Finance Department. The Consultant is required to coordinate with PPOMU and the designated personnel from the S&ME department for execution of the assignment.

9. Roles and responsibilities of Clients/Consultant:

- **Finance Department**
 - ✓ Approval of TOR
 - ✓ Enter into agreement with the Consultant
 - ✓ Administrative facilitation and coordination meetings with S&ME department
 - ✓ Ensuring independence of work
 - ✓ Ensuring release of funds on certification of PPOMU
 - ✓ Providing technical inputs on the study to the Consultant from time to time
- **Consultant**
 - ✓ Undertake the assignment and complete different tasks/outputs in accordance with agreed TOR.
- **S&ME Department**
 - ✓ Concurrence to the TOR, the RFP
 - ✓ Party to the selection of Consultant
 - ✓ Act as a link between PPOMU and the Consultant in providing all administrative support to the Consultant
 - ✓ Providing secondary data, issuing letters to sample districts/blocks/schools to facilitate the study
 - ✓ Providing technical inputs on the study to the Consultant from time to time
- **PPOMU**
 - ✓ Communication with Finance department and S&ME Department
 - ✓ Preparation of TOR
 - ✓ Preparation of RFP
 - ✓ Initiating bidding process
 - ✓ Representation in selection process

- ✓ Quality check of survey methodology, instruments, data outputs
- ✓ Certification of the outputs
- ✓ Coordinate timely payment to the Consultant
- ✓ Close follow up, technical inputs and close coordination with the Consultant

10. Payment Terms and Schedule:

Table 4 provides details of payment terms and schedule.

Table 4: Payment Terms and schedule

Sl. No.	Deliverables	% of total payment payable
1	Submission of Final Inception Report comprising finalized methodology and work plan including conducting Inception WorkShop	20
2	Submission of Draft Study Report and Draft Documentation of Good Practices including conducting final workshop	50
3	Submission of Final Report and Final Documentation of Good Practices	30

11. Consultant Monitoring Committee (CMC):

A **Consultant Monitoring Committee (CMC)** will be constituted by Additional Chief Secretary, Finance Department consisting of Officials / Experts to monitor the activities and deliverables of the Consultant for the proposed assignment from time to time. Monitoring in each phase of the assignment will be done by the committee and comments provided by the committee must have to be complied by the consultant accordingly.

SECTION: 4

PRE-QUALIFICATION PROPOSAL SUBMISSION FORM

PRE-QUAL FORM -1

COVERING LETTER

(ON BIDDERS LETTER HEAD)

[Location, Date]

To:

**The Additional Secretary to Govt.
Finance Department, Govt. of Odisha
Odisha State Secretariat
Bhubaneswar - 751001**

Subject: EVALUATION OF “DISTRIBUTION OF FREE BICYCLES TO STUDENTS OF CLASS X”SCHEME IN ODISHA- [PRE-QUALIFICATION PROPOSAL]

Dear Sir

I, the undersigned, request you to participate in the selection process to provide consultancy service _____ in accordance with your Request for Proposal No: _____, Dated. _____. We are hereby submitting our proposal, which includes Pre-Qualification Proposal, Technical Proposal and a Financial Proposal sealed in separate envelopes.

I, hereby declare that all the information and statements made in this Pre-Qualification Proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. Our proposal will be valid for acceptance up to **120 Days** and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

I, hereby unconditionally undertake to accept all the terms and conditions as stipulated in the RFP document. In case any provisions of this RFP are found violated, then your department shall without prejudice to any other right or remedy be at liberty to reject our proposal including forfeiture of the full said earnest money deposit absolutely.

I remain,

Yours faithfully,

Authorized Signatory with Date and Seal:

Name and Designation: _____

Address of the Bidder: _____

PRE-QUAL FORM - 2

Bidder’s Organisation (General Details)

SI No.	Description	Full Details
1	NameoftheBidder	
1	Permanentaddress Tel : Fax: Email id :	
2.	Nameoftheauthorized personsigning& submitting the bid on behalf of the Bidder: Mobile No. : Email id :	
3.	Registration / Incorporation Details of the Bidder Registration No: Registration Date & Year. :	
4.	Bid Processing Fee Details Amount : DD No. : Date: Nameof theBank:	
5.	EMDDetails Amount : DD No.: Date: Nameof theBank:	
6.	PAN Number	
7.	Service Tax Registration Number	
8.	CST Number	

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

PRE-QUAL FORM -3

Bidder Organisation (Financial Details)

Financial Information			
Details	FY2011-12	FY2012-13	FY2013-14
Financial Turnover(inINRLakh)			
Financial Net-worth(inINRLakh)			
<p>Supporting Documents:</p> <p>Audited certified financial statements for the last three financial years (2011-12, 2012-13, and 2013-14) (Submission of copies of Profit & Loss Statement and Balance Sheet for the respective financial years is mandatory along with the above information)</p> <p><i>The above information have to be jointly certified and sealed by the company auditor and the authorized representative of the bidder and to be furnished in original along with the Pre-qualification proposal, failing which the proposal will be out rightly rejected.</i></p>			

Signature and Seal of the Company Auditor with Date

Authorized Signatory [In full initials with Date and Seal]: _____

Communication Address of the Bidder: _____

PRE-QUAL FORM -4

FORMAT FOR POWER OF ATTORNEY

(On Bidders Letter Head)

I, _____, the _____ (Designation) of (Name of the Organisation) in witness whereof certifies that **<Name of person>** authorized to execute the attorney on behalf of **<Name of Organisation>**, **<Designation of the person>** of the company acting for and on behalf of the company under the authority conferred by the **< Notification/ Authority order no.>** Dated **<date of reference>** has signed this Power of attorney at **<place>** on this day of **<day><month>**, **<year>**.

The signatures of **<Name of person>** in whose favour authority is being made under the attorney given below are hereby certified

Name of the Authorized Representative:

(Signature of the Authorized Representative with Date)

CERTIFIED:

Signature, Name & Designation of person executing attorney:

Communication Address of the Bidder:

PRE-QUAL FORM -5

(BIDDERS PAST EXPERIENCE DETAILS)

Table -1 (List of successfully completed assignments of similar nature during last 3 years anywhere within the country)

Sl.no.	Period	Name of the Assignment with details thereof	Name of the Client	Contract Value in INR	Date of Award / Commencement of assignment	Date of Completion of assignment	Remarks if any
A	B	C	D	E	F	G	H
1							
2							
3							
4							
5							

Note: Maximum of 5 completed Assignments only to be mentioned

Table -2 (List of completed assignments of similar nature during last 3 years within Odisha, if any)

Sl.no.	Period	Name of the Assignment with details thereof	Name of the Client	Contract Value in INR	Date of Award / Commencement of assignment	Date of Completion of assignment	Remarks if any
A	B	C	D	E	F	G	H
1							
2							
3							
4							

Note: Maximum of 4 completed Assignments only to be mentioned

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

Name and Designation with Date and Seal: _____

Note: Bidders are instructed to furnish the list of the assignments undertaken beyond the period of 2011-2012 as per the above prescribed format only. Information not conforms to the above format will be treated as non-responsive. Copies of the work order needs to be submitted along with the above information.

SECTION: 5

TECHNICAL PROPOSAL SUBMISSION FORMS

TECH -1

COVERING LETTER

(On Bidders Letter Head)

[Location, Date]

To:

**The Additional Secretary to Govt.
Finance Department, GoO
Orissa State Secretariat
Bhubaneswar - 751001**

Subject: EVALUATION OF “DISTRIBUTION OF FREE BICYCLES TO STUDENTS OF CLASS X” SCHEME IN ODISHA– [TECHNICAL PROPOSAL]

Dear Sir,

I, the undersigned, offer to provide the services for the proposed assignment in respect to your Request for Proposal. I hereby submitting the proposal which includes this technical proposal sealed under a separate envelope. Our proposal will be valid for acceptance up to **120 Days** and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

If negotiations are held during the period of validity of the proposal, I undertake to negotiate on the basis of the proposal submitted by us. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations.

I have examined all the information as provided in your Request for Proposal (RFP) and offer to undertake the service described in accordance with the conditions and requirements of the selection process. I agree to bear all costs incurred by us in connection with the preparation and submission of this proposal and to bear any further pre-contract costs. Certain information included in this proposal would if disclosed prejudice our commercial interests.

I confirm that I have the authority to submit the proposal and to clarify any details on its behalf. I understand that you are not bound to accept any proposal you receive.

I understand you are not bound to accept any proposal you receive.

I remain,

Yours faithfully,

Authorized Signatory with Date and Seal:

Name and Designation: _____

Address of Bidder: _____

TECH -2

BIDDER ORGANISATION
(Brief Profile)

[Provide here a brief (two pages) description regarding professional background of the organisation]

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

Name and Designation with Date and Seal: _____

TECH -3

Bidder Experience

[Using the format below, provide information on each assignment for which your organisation was legally contracted as **single entity** for carrying out consulting services similar to the ones requested under this assignment during last three financial years]

Assignment name:	Value of the contract (in INR):
Location:	Duration of assignment (months):
Name of Client:	Total N^o of staff-months of the assignment:
Address:	
Start date (month/year): Completion date (month/year):	N^o of professional staff-months provided by associated Consultants:
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

TECH-4

Comments and Suggestions of the Consultant on the Terms of Reference / Scope of Work and Counterpart Staff and Facilities to be provided by the Client

A: On the Terms of Reference / Scope of Work:

[Present and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your Proposal.]

B: On Input and Facilities to be provide by the Client:

[Comment here on inputs and facilities to be provided by the Client according to Information to the Consultant and Scope of Work]

Authorized Signatory [In full and initials]: _____
Name and Designation with Date and Seal: _____

TECH -5

DESCRIPTION OF APPROACH, METHODOLOGY AND WORKPLAN FOR PERFORMING THE ASSIGNMENT/JOB

Technical Approach, Methodology and Work Plan are the key components of the Technical Proposal. You are suggested to present your Technical Proposal divided into the following three chapters:

a. Technical Approach and Methodology:

In this section, you should explain your understanding of the objectives of the Assignment/job, approach to the Assignment/job, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

b. Work Plan:

The bidder should **propose and justify** the main activities of the assignment their content and duration, phasing and inter-relations, milestones (including interim approvals by the client), and delivery dates of the reports. 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 the final documents, including reports and tables to be delivered as final output, should be included here. The workplan should be consistent with the work schedule at **TECH-8**.

c. Organization and Staffing:

The bidder should propose and justify the structure and composition of their team and also should list the main disciplines of the assignment/job, the key experts responsible for the respective deliverables.

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

NB: The bidders may have to make a technical presentation on the above aspects before the client if needed.

TECH -6

Format of Curriculum Vitae (CV) for Proposed Key Professional

1. Proposed Position:
2. Name of Firm:
3. Name of Staff:
4. Profession:
5. Date of Birth:
6. Years with Firm/Entity:
7. Nationality:
8. Membership in Professional Societies:
9. Detailed Tasks Assigned:

Key Qualifications:

[Give an outline of staff member s experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations.]

Education:

[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate.]

Languages:

[For each language indicate proficiency: excellent, good, fair, or poor; in speaking, reading, and writing]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

Date:

Signature of Key Professional with Date _____

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

TECH -7

Team Composition and Task Assignment

SI No	Name of Key Professional / Support Staff	Position Assigned	Highest Educational Qualification	No of Years of experience	Task assigned
1					
2					
3					
4					
5					

(Please provide the details of all the Key Professionals and Support Staff to be deployed for the proposed assignment from the bidders as per the format.

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

TECH – 8

WORK SCHEUDLE FOR THE PROPOSED ASSIGNMENT

PROPOSED WORKPLAN

Week →	1	2	3	4	5	6
List of Activities ↓						

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

Name and Designation with Date and Seal: _____

SECTION: 6

FINANCIAL PROPOSAL SUBMISSION FORMS

FIN-1

COVERING LETTER

(In Bidders Letter Head)

[Location, Date]

TO:

The Additional Secretary to Govt.
Finance Department, GoO
Odisha State Secretariat
Bhubaneswar, 751001

Subject: EVALUATION OF “DISTRIBUTION OF FREE BICYCLES TO STUDENTS OF CLASS X” SCHEME IN ODISHA- [FINANCIAL PROPOSAL]

Dear Sir

I, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal No. _____, Dated: _____. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures]. This amount is inclusive of the service tax and others as applicable. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the RFP document.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of **120 days**. I have carefully read and understood the terms and conditions of the RFP and do hereby undertake to provide the service accordingly.

I understand that you are not bound to accept any proposal you receive.

I remain,

Yours faithfully,

Authorized Signatory [In full and initials]:

Name and Designation of Signatory with Date and Seal:

Address of the Bidder:

—

**Amount must coincide with the one indicated in Form-2 (Table-1).*

FIN-2

SUMMARY OF FINANCIAL PROPOSAL

Sl.no.	Particulars	Amount in INR
1	Remuneration of the Key Professionals (FIN-3)	
2	Reimbursable Expenses (FIN-4)	
3	Miscellaneous Expenses (FIN-5)	
4	Sub Total (1+2+3)	
5	Service Tax @ 12.36 %	
Grand Total (INR)		
In Words		

N.B. Service Tax will be paid by the client as per the applicable rate.

Authorized Signatory [In full and initials]: _____

Name and Designation with Date& Seal: _____

FIN-3

BREAKDOWN OF REMUNERATION OF KEY PROFESSIONALS

SL NO	NAME OF THE PROFESSIONAL	POSITION	UNIT RATE (MAN-DAY) (A)	PROPOSED MAN-DAY (B)	TOTAL AMOUNT IN INR (A*B)
1		PROJECT MANAGER			
2		EDUCATION EXPERT			
3		SOCIAL DEVELOPMENT EXPERT			
4		FIELD INVESTIGATORS (5 Nos)			
5					
6					
7					
8					
Grand Total in INR					
In Words					

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

Name and Designation with Date and Seal: _____

FIN-4

DETAILS OF REIMBURSABLE EXPENSES

SI No.	Description	Unit	Quantity	Unit Price In INR	Total Amount in INR
1	Travelexpense (Bus / Train / Flight)				
2	Local Travel Expenses				
3	Subsistence Allowances				
4	Office Rent / Accommodation Allowances				
5	Training / Workshops				
Grand Total					
In Word					

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

Name and Designation with Date and Seal: _____

FIN -5

DETAILS OF MISCELLANIOUS EXPENSES

(It will include only such expenses which are directly chargeable to the assignment/job)

SI No.	Description	Unit	Quantity	Unit Price In INR	Total Amount in INR
1	Secretarial Staff				
2	Office contingency expenses				
3	Preparation of Reports / Documents				
Grand Total					
In Words					

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

Name and Designation with Date and Seal: _____

SECTION - 7

ANNEXURE

BID SUBMISSION CHECK LIST

Sino	Description	Submitted (Yes/No)	Page No.
PRE-QUALIFICATION PROPOSAL (ORIGINAL)			
1	Filled in Bid Submission Check List (ANNEXURE-I)		
2	Covering Letter (PRE-QUAL FORM I)		
3	Bid Processing Fee of Rs.5000/- in form to DD/ BC		
4	EMD of Rs. 25000/- in form of DD/BC		
5	Copy of Certificate of Incorporation / Registration of the Bidder		
6	Copy of PAN		
7	Copy of Service Tax Registration Certificate		
8	Copies of Income Tax Clearance Certificate for the last three financial years (11-12, 12-13, 13-14)		
9	General Details of the Bidder (PRE-QUAL FORM II)		
10	Financial details of the bidder (PRE-QUAL FORM III) along with all the supportive documents such as copies of Profit – Loss Statement and Balance Sheet for the concerned period		
11	Power of Attorney (PRE-QUAL FORM IV) in favour of the person signing the bid on behalf of the bidder.		
12	List of completed assignments of similar nature (Past Experience Details) (PRE-QUAL FORM V) along with the copies of work orders for the respective assignments		
13	Undertaking for not have been black-listed by any Central / State Govt./any Autonomous bodies during the recent past.		
TECHNICAL PROPOSAL (ORIGINAL + 1 COPY + SOFT COPY IN WRD FORMAT)			
1	Covering Letter (TECH-1)		
2	Bidder Organisation(TECH-2)		
3	Bidder Experience (TECH- 3)		
4	Comments and Suggestions (TECH-4)		
5	Description of Approach, Methodology & Work Plan (TECH-5)		
6	CV of Key Professionals (TECH-6)		
7	Team Composition and Task Assignment (TECH-7)		
8	Work Plan (TECH-8)		
FINANCIAL PROPOSAL (ORIGINAL + 1 COPY + SOFT COPY IN PDF FORMAT)			
1	Covering Letter (FIN-1)		
2	Summary of Financial Proposal (FIN-2)		
3	Breakdown of Remuneration of Key Professionals (FIN-3)		
4	Details of Reimbursable Expenses (FIN-4)		
5	Details of Misc. Expenses (FIN-5)		

It is ensured that:

- All information have been submitted as per the prescribed format and procedure.
- Each part has been separately bound with no loose sheets and each page of all the three parts are page numbered along with Index Page.
- All pages of the proposal have been sealed and signed by the authorized representative.

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

PPOMU, Finance Department

PERFORMANCE BANK GUARANTEE FORMAT

To,

The Governor of Odisha

WHEREAS..... (Name and address of the Consultant) (hereinafter called “the Consultant”) has undertaken, in pursuance of contract no..... dated to undertake the service (description of services) (herein after called “the contract”).

AND WHEREAS it has been stipulated by _____(Name of the Client) in the said contract that the Consultant shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the Consultant, up to a total of (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the consultant to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the consultant before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This performance bank guarantee shall be valid until the day of, 2014

Our branch at Bhubaneswar (Name & Address of the Bank) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our Bhubaneswar branch a written claim or demand and received by us at our .Bhubaneswar branch on or before Dt.....otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

.....
(Signature of the authorized officer of the Bank)

.....
Name and designation of the officer

.....
Seal, name & address of the Bank & Branch

STATUS REPORT OF BI-CYCLE SCHEME, 2012-13									
Sl. no.	Name of the DEO's	Total Number of Girls	Total number of BPL Boys.	Total number of SC & ST Boys.	Total number of beneficiaries	Total no. of account payee cheques distributed	Number of Bicycles purchased	Total amount received from DSE (in Rs.)	Total amount utilized (inRs.)
1	Angul	8393	3867	1479	13739	13739	13739	35721400	35721400
2	Balasore	15526	6995	3327	25848	25848	25848	73006800	67204800
3	Bargarh	8274	3757	1201	13232	13232	13232	42783400	34403200
4	Bhadrakh	11517	5848	1149	18514	18514	18514	59397400	48136400
5	Bolangir	10124	5960	1078	17162	17162	17162	68650600	44621200
6	Boudh	2842	1296	768	4906	4906	4906	13751000	12755600
7	Cuttack	14895	7289	1107	23291	23291	23291	63006000	60556600
8	Deogarh	2420	1144	675	4239	4239	4239	13601000	11021400
9	Dhenkanal	8370	5218	434	14022	14022	14022	53599267	36457200
10	Gajapati	2330	698	1822	4850	4850	4850	13235400	12610000
11	Ganjam	22250	8088	2629	32967	32967	32967	103063283	85714200
12	Jagatsinghpur	8331	2994	1691	13016	13016	13016	37609400	33841600
13	Jajpur	11409	8934	2982	23325	23325	23325	73450600	60645000
14	Jharsuguda	3015	486	1344	4845	4845	4845	14680000	12597000
15	Kalahandi	8675	5079	1864	15618	15618	15618	43468800	40606800
16	Kandhamal	4014	424	2211	6649	6649	6649	19861800	17287400
17	Kendrapara	11221	5345	2093	18659	18659	18659	54920200	48513400
18	Keonjhar	9230	3829	2902	15961	15961	15961	42383000	41498600
19	Khurda	14652	1163	2700	18515	18515	18515	60705400	48139000
20	Koraput	3847	1009	3308	8164	8164	8164	21305848	21226400
21	Malkangiri	1799	193	1738	3730	3730	3730	10306400	9698000
22	Mayurbhanj	15639	4119	7692	27450	27450	27450	94070650	71370000
23	Nabarangpur	4090	767	3363	8220	8220	8220	31778400	21372000
24	Nayagarh	6528	3262	1556	11346	11346	11346	31764200	29499600
25	Nuapada	4549	1134	1091	6774	6774	6774	21585200	17612400
26	Puri	11809	6859	574	19242	19242	19242	51215600	50029200
27	Rayagada	3303	712	2671	6686	6686	6686	17397800	17383600
28	Sambalpur	5410	1273	2214	8897	8897	8897	24274000	23132200
29	Sonepur	3873	2716	238	6827	6827	6827	20072000	17750200
30	Sundergarh	11228	1205	6492	18925	18925	18925	50380200	49205000
	Grand Total	249563	101663	64393	415619	415619	415619	1261045048	1080609400

FINAL STATUS REPORT OF BICYCLE SCHEME, 2013-14							
Sl.No.	Name of the DEO's	Total Number of Girls	Total number of BPL Boys	Total number of SC & ST Boys	Total number of beneficiaries	Total amount received from DSE during the year 2013-14	Amount of U.C. Submitted
1	Angul	9089	3435	2928	15452	41077400	40175200
2	Balasore	14095	7048	4016	25159	75025600	65413400
3	Bargarh	10260	2805	3851	16916	44184400	43981600
4	Bhadrakh	11391	4766	2593	18750	50460800	48750000
5	Bolangir	10801	4183	4421	19405	53687400	50453000
6	Boudh	3274	1776	976	6026	17578600	15667600
7	Cuttack	14910	5067	3309	23286	63390600	60543600
8	Deogarh	2350	823	1148	4321	11999000	11234600
9	Dhenkanal	8356	2616	3089	14061	37749400	36558600
10	Gajapati	2687	668	2016	5371	14170000	13964600
11	Ganjam	25309	7235	5413	37957	101457200	98688200
12	Jagatsinghpur	7601	2313	1989	11903	32026800	30947800
13	Jajpur	13350	5795	3805	22950	65434200	59670000
14	Jharsuguda	3773	597	2011	6381	16715400	16590600
15	Kalahandi	9512	4545	1908	15965	41787200	41509000
16	Kandhamal	4024	1107	3272	8403	23158200	21847800
17	Kendrapara	11072	4102	2390	17564	48643400	45666400
18	Keonjhar	9667	3039	4906	17612	49743200	45791200
19	Khurda	11689	5250	2753	19692	58557200	51199200
20	Koraput	4385	832	3677	8894	24219000	23124400
21	Malkangiri	1869	140	1977	3986	13717600	10363600
22	Mayurbhanj	15507	4528	9235	29270	79622400	76102000
23	Nabarangpur	3933	972	3802	8707	24713000	22638200
24	Nayagarh	6142	4507	726	11375	34127600	29575000
25	Nuapada	3807	1644	1934	7385	19702800	19201000
26	Puri	11620	5351	2607	19578	53367600	50902800
27	Rayagada	2523	536	4725	7784	20272200	20238400
28	Sambalpur	6888	1291	3480	11659	30789200	30313400
29	Sonepur	4967	1785	1624	8376	24460800	21777600
30	Sundergarh	11937	1507	7627	21071	58154200	54784600
	Grand Total	256788	90263	98208	445259	1229992400	1157673400