



**CHIEF DEVELOPMENT OFFICER-CUM-EXECUTIVE
OFFICER, ZILLA PARISHAD, SAMBALPUR
INVITES EXPRESSION OF INTEREST**

FOR

**SETTING UP OF PROJECT MANAGEMENT UNIT
(PMU) FOR IMPLEMENTATION OF LIVELIHOOD
PROJECTS IN CONVERGENCE WITH MGNREGS
AND DISTRICT MINERAL FOUNDATION TRUST,
SAMBALPUR DISTRICT, ODISHA**

**CHIEF DEVELOPMENT OFFICER -cum- EXECUTIVE OFFICER
ZILLAPARISHAD, At/Po- Kacheri Road, Hans Nagar, District -Sambalpur-
768001**

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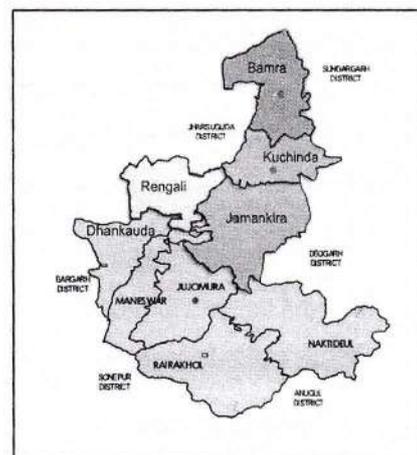


Section1 : EoI Data Sheet

1	EoI Identification No.	EoI Identification Notice No
2	Name of work	“Setting up of project Management Unit (PMU) for implementation of livelihood projects in convergence with MGNREGS and District Mineral Foundation Trust Sambalpur”
3	Contacting authority	Chief Development Officer -cum- Executive Officer Zilla Parishad, Sambalpur
4	Availability & downloading of EoI documents from the Website.	20.10.2023 (03.00 PM) to 02.11.2023 (05.00 PM) Website: http://sambalpur.nic.in
5	Last date of EoI submission	06.11.2023 (by 5 PM) through Speed / Regd. Post (Indian Post)/ Courier only and no other means.
6	Opening of EoI	07.11.2023 (11.00 AM.) In the Office of CDO-cum-EO Zilla Parishad, Sambalpur.
7	Presentation	07.11.2023 at 3.30 PM at Zilla Parishad Conference Hall, Sambalpur
8	Validity of Proposal	180 days from the date of submission.
9	Mode of submission	Through Speed Post/Registered Post/Courier and no other means.
10	Address for submission of Proposals.	CHIEF DEVELOPMENT OFFICER -cum- EXECUTIVE OFFICER ZILLA PARISHAD, At/Po- Kacheri Road, Hans Nagar, District -Sambalpur Odisha- 768001

Section 2: About the Programme, under which the EoI is going to be invited

Sambalpur district is a landlocked district of Western Odisha, where many families depend upon wage employment. Many flagship programmes of the Government of Odisha are being implemented for improving the livelihood of the poor families in the District. The district administration monitors and ensures the smooth execution of these programmes. To name a few APC project is in 2 blocks, MMJJM is in 3 blocks, OTELP Plus is in 3 blocks, CDP programme is in 7 mega lift projects, Millet Mission is in 6 blocks of the District. There is a further plan to expand APC project to more blocks of the District by the state. All these projects though are nestled under respective Departments but are implemented



with the support of many line departments and adopt different modes of convergence. Along with this, out of the 9 CD blocks, Bamra, Kuchinda, Jamankira and Jujomora are having higher tribal concentrations and undulating topography which are suitable for INRM works. In these geographies, large-scale plantations, upland treatment, and Water bodies can be created in an integrated manner to augment the livelihood of the rural poor. For smooth departmental convergence of livelihood projects and programs identified by the District and to implement INRM under MGNREGS District, there is a need to set up a livelihood call and one Programme Management Unit (PMU) may be placed under it for livelihoods under CDO cum EO, Zilla Parishad. There are many villages, where INRM activities are been demonstrated by District. The works and the demonstration in these villages have provided confidence among the Govt. field functionaries as well as the community to take up such work in a saturation approach. However, there are also challenges like the preparation and implementation of the plans in ridge to valley approach to identify vulnerable households, prepare asset creation plans for them and link them for livelihood activities. Similarly, all the livelihood projects of the District are operating in their respective architecture. The existing human resources of the Department may not do justice for this visualized integration work due to their multifaced, time-bound engagement.

Aim of the initiative:

Sambalpur District administration will initiate the implementation of INRM under MGNREGS and integrate all livelihood programmes of line departments in a strategic manner by establishing a PMU under CEO cum EO, Zilla Parishad with selected NGO/Trust as Resource Organization.

Objective of the initiative:

1. Facilitate in preparation and implantation of INRM plans in 60 model GPs.
2. Demonstrate 15 GIS-based plans.
3. Building capacities of relevant actors around the thematic expertise of INRM and livelihoods
4. Integrating all livelihood projects by providing technical support and ensuring smooth linkage with other departments. (APC, CDP, MMJJM, livelihoods taken by OLM)
5. Facilitate smooth linkage with market players and other private sector actors.

Coverage and Duration: The PMU team will support livelihood work of all 9 blocks and INRM work of 4 blocks for a period of 2 years from the date of inception of the initiative. After completion of 2 years of contract period the agreement may be renewed annually on mutually agreed terms and conditions.

Role and responsibility of the PMU team:

The PMU of the Livelihood cell shall be anchored by selected Resource organization (NGO/Trust). It will be responsible for developing the livelihood works of the District as mentioned below:

1. Programme design, develop operational modalities for different components.
2. Develop IEC material and Capacity building modules.
3. Identification and engagement of external resource persons and institutions for collaboration.
4. Extending support to MGNREGS cell, line departments, CBOs and Facilitating Agencies (FAs) at the block and district level.
5. Coordination with different departments as per the instructions of CDO cum EO, Zilla Parishad.
6. Provide support to develop business plan for livelihood institutions like FPOs promoted under APC, ORMAS and others as identified by District administration for farm, off-farm and non-farm based activities.
7. Submission of Monthly progress reports and other reports as per requirement of CDO cum EO, Zilla Parishad.
8. Development of publications, brochures and other IEC material for the programme. Documentation of success stories, case studies etc. for information dissemination.
9. Regularly monitor the progress of work through field visits and review meetings with line departments, Block teams, Facilitating Agencies (FAs) and submit the progress on the monthly basis to CDO cum EO, Zilla Parishad.
10. Update market prices and other information to all stakeholders periodically.
11. Preparation of annual livelihood plan of the District

Eligibility criteria:

- ✓ The invitation is open to any Agency / Organization / Entity / Institutions / NGOs with expertise in implementing livelihood programmes.
- ✓ Having work experience with bilateral projects/ State Govt./ Govt. of India / CSR in any districts of Odisha.
- ✓ The entity should have done similar types of assignments in recent and during last 3 years.
- ✓ The annual turnover of the organization must be more than 50 lakhs.
- ✓ The entity must have adequate professionals to implement the programme.
- ✓ The entity should not be black-listed by any authorities (Departments of state govt. & central govt.)
- ✓ The bidder shall deposit a non refundable amount of Rs.3,000/- (Rupees three thousand) towards Tender Cost. It should be enclosed with the Technical Bid.

Team Structure

Profile of the Professional Team members to be engaged (On the basis of CV submitted by the NGOs/ Trust).

Sl. No.	Position	Qualification & experience
1	Livelihood Expert	Masters degree in Sociology/ Anthropology/ Economics/Finance/ M.S.W. with 5 years of experience in similar field.
2	Technical & Database Management Expert	B. E. / B. Tech. with 5 years experience or M.E./ M. Tech with 3 years of experience in similar field.
3	Finance & Accounts Expert	B.Com. with CA/ CMA/MBA (Finance) with 5 years of experience in similar field.
4	Marketing Expert	Graduate with MBA (Marketing/ Agri Business Management (ABM) with 2 years of experience in similar field.
5	Training &Capacity Building	Post Graduate in any discipline with 2 years experience in similar field

Section 3: Instructions for submitting EOI

- 1) Expression of interest is available on the district website <https://sambalpur.nic.in> under the Tenders section.
- 2) Process of Selection:
 - Stage 1: Applicant Agencies will submit all the relevant documents as mentioned in the Eoi qualification form.
 - Stage 2: After verification of qualifying criteria, evaluation of technical bid of the Agencies will be made for further processes.
 - Stage 3: Technical Presentation (Approach & Methodology) by the Agencies before District Level Selection Committee (DLSC) under the Chairmanship of the Collector / Representative of the Collector & District Magistrate, Sambalpur and document verification of the Agencies about the facts presented in their respective EOI.
 - Stage 4: Evaluation of Financial Bid of the technically qualified Agencies and finalisation of combined Score for ranking.
 - Stage 5: MoU will be signed between CDO-cum-EO Zilla Parishad, Sambalpur and selected Agency for partnering in implementing the programme.

The filled EOI application with all relevant documents must be mandatorily delivered in a written format to the address below by (India Post) Speed Post/Registered Post/ Courier and by no other means in a sealed envelope super-scribed as “Eoi for setting up of project Management Unit (PMU) for implementation of livelihood projects in convergence with MGNREGS and District Mineral Foundation Trust Sambalpur” latest by 5.30 p.m. dt. 06.11.2023 to the address “ CHIEF DEVELOPMENT OFFICER -cum- EXECUTIVE OFFICER ZILLA PARISHAD, At/Po- Kacheri Road, Hans Nagar, District -Sambalpur.Odisha- 768001.

The applicant Agencies have to be present on **07.11.2023 at 3.30 AM for power point presentation at Zilla Parishad conference hall, Sambalpur**. The Agencies have to come prepared with the Power point presentation in the Suggestive format available in Sambalpur NIC (covering the aspects of EOI presentable in 20 mins). Any further information in this regard will be updated in Sambalpur NIC and by no other means of communications.

1) Preparation of EOI

- a) The EOI as well as all related correspondence exchanged by the Agencies and the CDO-cum-EO Zilla Parishad, Sambalpur, shall be written in English
- b) In preparing their EOI, the agencies are expected to examine in detail the documents comprising the EOI. Material deficiencies in providing the information requested may result in rejection of expression.

2) Bidders Profile

Sl.No	Basic Requirement	Specific Requirement	Documents Required
1	Legal Entity	The Agency should be a not-for-profit/ forprofit organization registered under <ul style="list-style-type: none"> • Societies' Registration Act 1860 • Indian Trust Act 1882 • Companies Act 1956 • Partnership Act 1932 	<ul style="list-style-type: none"> • Certificate of incorporation • Registration Certificate • PAN No. • GST No.
2	Operation	The Agency should have been in operation for the past 3 years as on 31/03/2023 and filed ITRs for the last 3 FYs	Last three FY's (2020-21, 2021-22, 2022-23) Annual Report and ITR copy of the respective Assessment Year
3	Financial Capacity	The Agency should have an average annual turnover of at least Rs 50 lakhs over the last three FY's (2020-21,2021-22, 2022-23)	Last three FY's Audited Financial Statement along with a statement of Average Annual Turnover duly signed by a Chartered Accountant
4	Blacklist	The agency should not have been blacklisted by any Central / State Government Ministry in India or Public Sector Undertakings or any Government Agencies	Undertaking by the Authorized Signatory
5	Experience of Agency in relevant Livelihood programmes (Government Assignments)	Must have done Livelihood projects for Government projects.	Copies of Work Orders/ Sanction Orders/ MOUs/ Engagement Letters/ Completion Certificates/ or equivalent documentary evidence should be provided as proof
6	Experience of Agency in relevant Livelihood programmes (Others Assignments)	Must have done Livelihood Programme	Copies of Work Orders/ Sanction Orders/ MOUs/ Engagement Letters/ Completion Certificates/ or equivalent documentary evidence should be provided as proof

7	Experience of Agency in MGNREGS programmes	Must have supported in MGNREGS Programme	Copies of Work Orders/ Sanction Orders/ MOUs/ Engagement Letters/ Completion Certificates/ or equivalent documentary evidence should be provided as proof
8	Authorized Representative	A Power of Attorney from the Executive head of the organization / Board Resolution in the name of the person signing the proposal	Original Power of Attorney or Board Resolution Copy
9	Declaration of Non - political entity	The chief functionary of the institution should not be a formal member of the political party	Furnish an undertaking to this effect issued by the Authorized Representative
10	Declaration of Good Governance	The organization should have good governance practices on-board, governed by independent persons with no more than one third persons in the Governing body are related to one another	Furnish an undertaking to this effect issued by the Authorized Representative

NOTE: The copies of documents submitted towards qualification criteria are to be substantiated through production of originals, if and when required.

3) EOI form

The EoI form has two parts comprising of Technical Bid in (Annexure A&B) and Financial Bid in Annexure (Fin 1 & Fin 2). Applicant Agencies are required to fill the **EOI form (Annexure A & B) and (Fin 1 & Fin 2) in two separate envelope** along with all necessary/supporting documents. The supporting documents have to be produced in original by the Agencies during the document verification process by the selection committee or when demanded. Submission of the wrong type of EOI will result in it being deemed non-responsive.

4) Submission of Proposal

Bidder must submit their proposals by **Registered Post / Speed Post/ Courier only** to the specified address on or before the last date and time for submission of proposals as mentioned in Bidder Data Sheet. The Client will not be responsible for postal delay / any consequence in receiving of the proposal. The proposal must be submitted in two parts. Each part should be separately bound with no loose sheets. Each page of the two parts should be page numbered and in conformation to the eligibility qualifications and clearly indicated using an index page. The Client will not consider any proposal that arrives after the deadline as prescribed in the Bidder Data Sheet. Any Proposal received after the deadline will be out rightly rejected by the Client. The procedure for submission of the proposal is described below:

1. Technical Proposal (Original):

The envelope containing technical proposal shall be sealed and superscripted as ***“Technical Proposal For setting up of project Management Unit (PMU) for implementation of livelihood projects in convergence with MGNREGS and District mineral Foundation Trust , Sambalpur”*** and to be furnished inside one envelope. The duly filled-in technical proposal submission forms, with all the supportive documents, tender cost and information must be furnished as part of technical proposal.

2. Financial Proposal (Original):

The envelope containing financial proposal shall be sealed and superscripted as "*Financial Proposal For setting up of project Management Unit (PMU) for implementation of livelihood projects in convergence with MGNREGS and District Mineral Foundation Trust, Sambalpur, Sambalpur*". The duly filled in financial proposal submission forms should contain the detail price offer for the proposed assignment and to be furnished as per the prescribed format only.

The "**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 mentioned in the RFP Document. The first envelope must be marked as "**TECHNICAL PROPOSAL**" "*For setting up of project Management Unit (PMU) for implementation of livelihood projects in convergence with MGNREGS and District Mineral Foundation Trust, Sambalpur*". The second envelope must be marked as "**FINANCIAL PROPOSAL**" "*For setting up of project Management Unit (PMU) for implementation of livelihood projects in convergence with MGNREGS and District Mineral Foundation Trust, Sambalpur*". and it should contain Financial Proposal only. Both the above envelopes must be sealed and placed inside a third main envelope with proper labelling of following information in bold:

NAME OF THE ASSIGNMENT: *Setting up of project Management Unit (PMU) for implementation of livelihood projects in convergence with MGNREGS and District Mineral Foundation Trust, Sambalpur*

EOI NUMBER AND DATE:

NAME OF THE BIDDER:

NAME AND ADDRESS OF THE BIDDER:

Any deviation from the prescribed procedures / information / formats / conditions shall result in outright rejection of the proposal. All the pages of the proposal must be sealed and signed by the authorized representative of the bidder. Bids with any conditional offer shall be outrightly rejected. All pages of the proposal must have to be sealed and signed by the authorized representative of the bidder. Any conditional bids will be rejected.

5) Submission, receipt and opening of EOI.

- a) The EoI Proposal shall contain no interlineations or overwriting, except as necessary to correct errors made by the Agencies themselves. The under-signee person for the EOI must provide his initial beside such corrections.
- b) An authorized representative of the Agency shall initial (put her/his signature) all pages of the original EOI form. The authorization shall be in the form of a written power of attorney.
- c) The envelope shall bear the submission address and shall be clearly marked "**DO NOT OPEN, EXCEPT IN PRESENCE OF THE OFFICIAL APPOINTED**". CDO-CUM-EO ZILLA PARISHAD Sambalpur will not be responsible for misplacement, loss or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may also be deemed as fit case for Proposal rejection. If the forms are not submitted in separate sealed envelopes duly marked as indicated above, this will constitute grounds for declaring the submissions non- responsive.
- d) All the documents as mentioned above must be sent to the address indicated and received by the CDO-CUM-EO ZILLA PARISHAD no later than the time and the date of submission, or any

extension to this date in accordance with corrigendum. Any documents received by CDO-CUM-EO ZILLA PARISHAD, Sambalpur after the deadline for submission will not be considered.

- e) From the time the envelopes are opened to the time the Contract is awarded, the Agency should not contact CDO-CUM-EO ZILLA PARISHAD Sambalpur on any matter related to their EOI submission. Any effort by Agency to influence CDO-CUM-EO ZILLA PARISHAD Sambalpur or who so ever concerned in the examination, evaluation, ranking of expressions, and recommendation for award of Contract may result in the rejection of the Agency's Proposal.

Evaluation of Technical Bid:

Sl. No	Criteria	Marks	Max Marks
1	Average Annual Turnover for last 3 years		10
	>50.00 lakh upto 1.00 crore	5	
	>1 crore upto 2 crore	7	
	>2 crore	10	
2	Experience in Similar type of work		10
	1 Year	3	
	2 Years	6	
	3 years and above	10	
3	Work Experience related to Govt		15
	1 Year	5	
	2 Years	10	
	3 years and above	15	
4	Experience in NREGS assignment		15
	1 Year	5	
	2 Years	10	
	3 years and above	15	
5	Profile of Professional Team Members (As per CVs)		10
	Livelihood Expert with 5 years experience	2	
	Technical & Database Management Expert with 5 years experience	2	
	Finance & Accounts Expert with 5 years experience	2	
	Marketing Expert with 2 years experience	2	
	Training & Capacity Building with 2 years experience	2	
6	Technical Presentation (Approach & Methodology)		40
	Total Marks		100

Technical Score (Ts): The Technical marks of participants shall be as per the point scoring methodology. CDO may include a panel of experts including Livelihood, Marketing professionals & District Level Officers of concerned Departments to evaluate the technical presentation. The bidders shall be invited for a PowerPoint presentation in front of the committee.

*The bidders who will obtain minimum 70 Marks in technical bid will be considered as technically qualified bidder for opening of Financial Bid.

Financial Score (Fs): The lowest financial proposal will be given a financial score of 100 points. The financial scores of other proposals will be computed as follows;

$$F_s = 100 \times FM1/F1$$

(F1 = amount of Financial Proposal as proposed by the bidder; FM1 = Lowest financial quote)

Combined and Final Evaluation:

Proposals will finally be ranked according to their combined technical (Ts) and financial (Fs) scores as follows:

$$S = (Ts \times Tw) + (Fs \times Fw)$$

(Where S is the combined score, and Tw and Fw are weights assigned to Technical Proposal and Financial Proposal that shall be 0.80 and 0.20 respectively).

The Selected Agency shall be the First Ranked Applicant (having the highest combined score). The Second and third Ranked Applicant shall be kept in reserve and may be invited for negotiations and they shall be considered for engagement at the rate agreed by the selected agency, in the event of withdrawal, failure of the selected agency or on the event of increase in volume of work, or for any other reason.

6) General Instructions

- a) Agencies need to apply in the specified format only.
- b) Information furnished with "Expression of Interest" should be accompanied by facts and documents of any related activities implemented by the Agencies within the state of Odisha **on or after 01.04.2017**.
- c) Information furnished with the Qualification form and EOI form should be substantiated with relevant supporting documents separately and **all the supporting documents attached should be marked/tagged and highlighted with a clear mention of the concerned Sl. No. of the respective forms**. If a document pertains to more than one criterion of the same form, the respective Sl. Nos. should be clearly marked on that supporting document. The claim of the Agencies will not be considered unless the marking of supporting documents is done as above.
- d) The applicant Agencies must submit any other document(s) as and when required.
- e) The PPT template for Technical Presentations can be downloaded from <https://sambalpur.nic.in>
- f) Agencies with experience of project/assignments under District Mineral Foundation Trust in the district or other adjacent districts would be preferred.
- g) Agencies should commit to implementing the project deliverables as per the timelines in their respective blocks as mentioned in the EOI and further agreed upon in the MOU signed for the purpose.
- h) Date of signing of the MoU will be the beginning of the contract for the assignment.
- i) Force Majeure: Neither party is bound by the agreement in the event of any natural calamity, Governmental & Societal actions and any other reason that prevents the parties to perform as per the MoU.

CDO-cum- EO Zilla Parishad, Sambalpur retains the right to accept, reject, withdraw the expression of interest or change the date of presentation at any point of time without citing explanation to the notice.

Annexure A: Qualification form (Technical Bid)

S.No	Basic Requirement	Specific Requirement	Documents Required	Document submitted (Yes/No)
1	Legal Entity	The agency should be a not-for-profit organization registered under <ul style="list-style-type: none"> • Societies' Registration Act 1860 • Indian Trust Act 1882 • Companies Act 1956 	<ul style="list-style-type: none"> • Certificate of incorporation • Registration Certificate • PAN No. • GST Registration No. 	
2	Operation	The Agency should have been in operation for the past 3 years as on 31/03/2023 and filed ITRs for the last 3 FYs	Last three FY's (2020-21, 2021-22, 2022-23) Annual Report and ITR copy of the respective Assessment Year	
3	Financial Capacity	The Agency should have an average annual turnover of at least Rs 50 lakhs over the last three (2020-21, 2021-22, 2022-23).	Last three FY's Audited Financial Statement along with a statement of Average Annual Turnover duly signed by a Chartered Accountant	
4	Blacklist	The Agency should not have been blacklisted by any Central / State Government Ministry in India or Public Sector Undertakings or any Government Agencies	Undertaking by the Authorized Signatory	
5	Experience of Agency in relevant Livelihood programmes (Government Assignments)	Must have done Livelihood projects for Government projects.	Copies of Work Orders/ Sanction Orders/ MOUs/ Engagement Letters/ Completion Certificates/ or equivalent documentary evidence should be provided as proof	
6	Experience of Agency in relevant Livelihood programmes (Others Assignments)	Must have done Livelihood Programme	Copies of Work Orders/ Sanction Orders/ MOUs/ Engagement Letters/ Completion Certificates/ or equivalent documentary evidence should be provided as proof	
7	Experience of Agency in MGNREGS programmes	Must have supported in MGNREGS Programme	Copies of Work Orders/ Sanction Orders/ MOUs/ Engagement Letters/ Completion Certificates/ or equivalent documentary evidence should be provided as proof	
8	Authorized Representative	A Power of Attorney from Executive head of the organisation / Board Resolution in the name of the person signing the proposal	Original Power of Attorney or Board Resolution Copy	
9	Declaration of Non - political entity	The chief functionary of the institution should not be formal member of the political party	Furnish an undertaking to this effect issued by the Authorized Representative	
10	Declaration of Good Governance	The organization should have good governance practices on-board, governed by independent persons with no more than one third persons in the Governing body are related to one another	Furnish an undertaking to this effect issued by the Authorized Representative	



Annexure B: EOI form (Technical Bid)

Setting up of project Management Unit (PMU) for implementation of livelihood projects in convergence with MGNREGS and District mineral fund in Zilla Parishad, Sambalpur District under DMFT, Sambalpur

1. Introduction

- a. Name of the Organization / Agency:
 - b. Acronym of the Organization / Agency(If any):
 - c. Address of the Organization / Agency
 - i. Mailing/Correspondence office:
 - ii. Visiting office:
 - d. Contact Person
 - i. Name:
 - ii. Designation/Title:
 - iii. Contact details:
- Landline:
Mobile:
Email:

2. Identity/Legal status

- a. Is Organization registered- Yes No
- b. If yes, Under Society Act Trust Act
Company Act (Sec.8/ Sec. 25)
If any other, Specify

- c. Year of registration
- d. Since how long it is operational, (No of years)
- e. Operational area of the Organization - State/s

(Indicate Numbers) District/s
Block/s
Village/s

- f. Whether Organization registered under FCRA - Yes No
- g. Whether it is registered under Income tax Yes No

- h. Was the Organization blacklisted any time by Government of India, Government of Odisha, other state governments, agencies, any Indian or international donor? If yes, provide the details along with its effective dates.

3. Governance of the Organization-

a. Vision, Mission, Goal of the Organization – Attach Annual reports / or similar documents for the previous 3 years 2020-21, 2021-22, 2022-23

b. Sources of fund for the Organization-

Corpus Endowment Donation

Govt. Grant Donor's grant

Others specify- (Foreign)

4. Management/Administration:

a. Briefly mention administrative set up below the Chief Executive- (Flow chart)

b. Are role and responsibility of staff clearly defined? Yes

c. Are the records of human resources properly maintained including their appointment letters/Contract? Yes No

5. Financial Management

a. Whether accounts are audited by external auditor annually. Yes

b. Do you have system of internal control? Yes No

c. If yes, specify

d. What financial statements are prepared for the Organization?

Balance sheet Receipt & Payment Income and Expenditure

Cash flow statement Fund flow statement others

Financial particulars of the Agency

Financial year*	Turnover from Professional services	Turnover from other activities	Total turnover	Income tax return filed ** (yes /no)
2020-21				
2021-22				
2022-23				

*Attach copies of receipt and payments, Income and expenditure and Balance Sheet for these years

** Please attach the concerned assessment years Income tax receipts

Audited balance sheet

Financial year	Audit of balance sheet (yes/no)	Remarks
2020-21		
2021-22		
2022-23		

6. Relevant experience in projects (Government Assignments)

Sl.No	Month & Year of starting the project	Name and address of client	Client Level (Block/District/State)	Nature & Name of Project	Project duration and location of work	Work order Letter No & Date	Completion certificate letter no and date	Remarks/ Specific Achievement

7. Relevant experience in projects (Others or Donor driven)

Sl.No	Month & Year of starting the project	Name and address of client	Client Level (Block/District/State)	Nature & Name of Project	Project duration and location of work	Work order Letter No & Date	Completion certificate letter no and date	Remarks/ Specific Achievement

8. Personnel / Staff (Current status)

- a. Total number of staff- (M/F)
- b. No. of permanent staff-(M/F)
- c. No. of temporary staff-(M/F)
- d. No. of technical/professional staffs (M/F) please specify:

Details of staff to be appointed for the PMU of Livelihood cum MGNREGS cell

Name	Position	Engaged Since (Year)	Qualification

Financial Proposal Submission Forms

Fin 1: Covering Letter

(On Bidders Letter Head)

[Location, Date]

To,

Chief Development Officer -cum- Executive Officer Zillaparishad,
At/Po- Kacheri Road, Hans Nagar, District –
Sambalpur- 768001

Subject: Selection of Agency for Setting up of Programme Management Unit (PMU) for Implementation Of Livelihood Projects In Convergence With Mgnregs And District Mineral Fund In Zilla Parishad, Sambalpur District, Odisha under DMFT Sambalpur [FINANCIAL PROPOSAL]

Sir,

I, the undersigned, offer to provide Technical & Managerial support 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*] as grant.

The above quoted amount is inclusive of all statutory taxes applicable including GST. I do hereby undertake that, in the event of acceptance of our bid, the support shall be provided in respect to the terms and conditions as stipulated in the EOI 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 **180 days**. I have carefully read and understood the terms and conditions of the EoI 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 match with FIN-2 Summary of financial Proposal,**

Fin 2: Summary of Financial Proposal

Name of the Assignment:					
Sr. No.	Fee Particulars	Amount in INR			
A	Remuneration of Key Professionals				
Description of Manpower	Qty	Monthly Fee (INR)	Annual Fee (INR)	Total Fee (INR)	
1.	Livelihood Expert	1			
2.	Technical & Database Management Expert	1			
3.	Finance & Accounts Expert	1			
4.	Marketing Expert	1			
5.	Training & Capacity Building Expert	1			
	Total Remuneration of Key Professionals				
B	Overhead Cost				
C	Total (A+B)				
In Words					

NB:

1. *Bidders shall submit the financial proposal as per the prescribed format given above in both figures and words and signed by the Authorized Representative. In the event of any difference between figures and words, the amount indicated in words shall prevail.*
2. *The amount proposed for the assignment shall remain fixed till completion of the MoU.*

Authorized Signatory [In full and initials]:

Name and Designation with Date & Seal:

