

Request for Proposal

**SELECTION OF AGENCY FOR ESTABLISHMENT AND RUNNING OF PROGRAMME MANAGEMENT UNIT
(PMU) FOR DISTRICT MINERAL FOUNDATION TRUST
(DMFT) SAMBALPUR**



**District Mineral Foundation Trust,
SAMBALPUR**

Government of Odisha

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Disclaimer

This Request for Proposal (RFP) is issued by the **District Mineral Foundation Trust (DMFT), Sambalpur, Government 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 DMFT

Sambalpur 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 up-dation, 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.

DMFT Sambalpur, shall be the sole and final authority with respect to selection of a consultant for the purpose through this RFP.

Bidder Data Sheet

S. No	Particulars	Details
1	Name of the Client	Collector & Chairperson – cum- Managing Trustee, DMFT, Sambalpur, District - Sambalpur Government of Odisha
2	Method of Selection	Quality and Cost Based Selection (QCBS) Method (80:20)
3	Availability of RFP Document	https://Sambalpur.odisha.gov.in
4	Date of Issue of RFP	
5	Deadline for Submission of Pre-Bid Query, if any	
6	Issue of Pre-Bid Clarifications, if any	https://Sambalpur.odisha.gov.in
7	Last date for submission / receipt of Bid Documents	
8	Date of opening of Technical Proposal	
9	Date of Technical Presentations by Bidders	
10	Date of opening of Financial Proposal	Will be communicated to the Bidders
11	Bid Processing Fee (Non-Refundable)	INR 10,000/- (Rupees Ten Thousand only) in the form of a demand draft drawn in favour of “Collector – cum - Managing Trustee, District Mineral Foundation Trust, Sambalpur” in any Scheduled Commercial Bank payable at Sambalpur. The bid processing fee shall be submitted along with the 1 st Inner Envelope of the Technical Proposal.
12	Earnest Money Deposit (EMD) (Refundable)	INR 5,00,000/- (Rupees five lakhs only) in the form of Term Deposit/ Fixed Deposit pledged in favour of, “Collector – cum - Managing Trustee, District Mineral Foundation Trust, Sambalpur” drawn from any Scheduled Commercial Bank and payable at Sambalpur. The EMD shall be submitted along with the 1 st Inner Envelope of the Technical

		Proposal.
12	Address for submission of Proposal / Bid documents	CDO-cum-EO Zilla Parishad Sambalpur, Katcheri Road, At/Po/Dist-Sambalpur, PIN-768001
13	Place of Opening of Proposal	Zilla Parishad Conference Hall, Sambalpur
14	Mode of Submission	Speed Post/Registered Post/ Courier only to the address as specified above during the office hour. Submission of bid documents through any other mode and late bid will be rejected.

For details please visit: <https://Sambalpur.odisha.gov.in>

Section - I: Letter of Invitation

Letter of Invitation

RFP No: 1962 Dated: 02.06.2026

Name of the Assignment: Selection of Agency for Establishment and Running of Programme Management Unit (PMU) for District Mineral Foundation Trust (DMF), Sambalpur

1. The District Collector & Chairperson – cum – Managing Trustee, District Mineral Foundation Trust, Sambalpur, Government of Odisha (The Client) invites sealed proposal from eligible bidders for “**Selection of Agency - Establishment and Running of Programme Management Unit (PMU) for District Mineral Foundation Trust (DMFT), Sambalpur**”. More details on the proposed RFP are provided at Section-3: Terms of Reference (ToR) of this RFP Document.
2. A Bidder will be selected under QCBS method as prescribed in the RFP Document.
3. The proposal, complete in all respect as specified in the RFP Document must be accompanied with a Non-refundable amount of Rs. 10,000/- (Rupees Ten Thousand only) towards Bid Processing Fee in shape of Demand Draft and a **Refundable amount towards EMD** of INR 5,00,000/- (Rupees Five Lakhs only) in shape of Term Deposit/ Fixed Deposit pledged in favour of, “Collector – cum - Managing Trustee, District Mineral Foundation Trust, Sambalpur” drawn from any Scheduled Commercial Bank and payable at Sambalpur, Odisha failing which the bid will be rejected. MSME and start-ups are exempted from submission of EMD as per OGFR
4. The proposal must be delivered at the specified address as per the Bidder Data Sheet by Speed post / Registered Post/Courier only. The Client shall not be responsible for postal delay or any consequence. Submission of proposal through any other mode will be rejected.
5. The last date and time for submission of proposal completed in all respects is: **23.06.2026 before 5.30 PM** and the date of opening of the technical proposal is **24.06.2026 at 11.00 AM** in the presence of the bidder’s representative at the specified address as mentioned in the Bidder Data Sheet. Representatives of the bidders may attend the meeting with due authorization letter on behalf of the bidder.
6. This RFP includes following sections:
 - a. Letter of Invitation [Section – I]
 - b. Instructions to the Bidder [Section – II]
 - c. Terms of Reference [Section – III]
 - d. Technical Proposal Submission Forms [Section – IV]
 - e. Financial Proposal Submission Form [Section – V]
 - f. Annexure [Section – VI]
7. While all information/data given in the RFP are accurate within the consideration of scope of the proposed assignment to the best of the Client’s knowledge, the 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 RFP. The Client reserves the right to accept / reject any / all proposals / cancel the entire selection process at any stage without assigning any reason thereof.

**By order of Collector– cum-Managing Trustee,
District Mineral Foundation Trust, Sambalpur**

Sd

Chief Executive Officer, DMFT, Sambalpur

Section II: Instructions to the Bidders

1. Pre-Qualification Criteria:

Before opening and evaluation of the technical proposals, each bidder will be assessed based on the following pre-qualification criteria. The bidder is required to produce the copies of the required supportive documents / information as part of their technical proposal failing which the proposals will be rejected.

Sr. No.	Basic Requirement	Specific Requirement	Documents Required
1	Registration	The bidders should be a Company/Firm/LLP registered in India with a track record of providing consulting / advisory services for at least 10 years as on 31 st March 2026.	Copy of Registration / Certificate of Incorporation / Partnership Deed
2	Programme Management Experience	The bidder should have minimum experience of running at least 5 PMU / TSU or equivalent for Central Government Ministries & Departments / State Government Departments / District Administrations in social development sectors or PMKKKY / OMBADC or Govt. schemes out of external aided fund. <ul style="list-style-type: none"> • Minimum contract value of INR.50.00 lakh each • Minimum contract duration of 12 months each 	Copy of Agreement / Work Order
3	Turnover	The bidder should have minimum total average annual turnover of INR 100 Crores (Rupees Hundred crores) and a positive net worth in each of the previous three financial years (2022-23, 2023-24, 2024-25)	Certificate from statutory auditor or CA / audited financial statements for the three financial years
4	Institutional Strength	The bidder should have minimum 100 nos. of consulting professionals on payroll as on 31 st March 2026	Certificate from HR & Authorized Signatory declaring the numbers of resources on payroll

5	PAN / GST	Must be Registered under GSTN.	Copy of PAN / GST Registration must be submitted.
6	EMD	The bidder must submit an EMD of Rs.5,00,000/- (Rupees Five Lakh Only) in shape of Term Deposit/ Fixed Deposit pledged in favour of The Collector– cum - Managing Trustee, District Mineral Foundation(DMF), Sambalpur on any scheduled commercial bank payable at Sambalpur. MSME and start-ups are exempted from submission of EMD as per OGFR.	Original TDR/ STDR to be submitted.
7	Bid Processing Fees / Cost	The bidder must submit the Bid Processing Fees/ Cost of Rs.10,000 (Rupees Ten Thousand Only) in the form of Demand Draft in favor of The Collector– cum - Managing Trustee, District Mineral Foundation (DMF) Sambalpur, drawn on any scheduled commercial bank, payable at Sambalpur.	Original Demand Draft to be submitted
8	Not Black Listed	The bidder should not have been blacklisted in last ten years by any Central / State Government or Public Sector Undertakings.	Affidavit by the Authorized Signatory stating not blacklisted.
9	Power of Attorney	A Power of Attorney in the name of the Signatory Authority of the proposal. Copy of board resolution is also acceptable.	Original Power of Attorney / copy of the Board Resolution must be submitted.
Any kind of Consortium/Joint Venture/Sub-Contracting with/to other firms is not allowed			

2. Documents/Formats for submission along with Technical Proposal

The bidder must furnish the following documents duly signed along with their Technical Proposal:

- Filled in Bid Submission Checklist in Original (Annexure-I)
- Covering letter (TECH-1) on bidder's letterhead requesting to participate in the selection process.
- Bid Processing Fee & EMD as applicable.
- Copy of Certificate of Incorporation/Registration.
- Copy of PAN.
- Copy of Goods and Services Tax Identification Number (GSTIN).
- Copies of IT Return for the last three Financial Years (FY 2022-23, 2023-24, 2024-25).

- General Details of the Bidder (TECH-2).
- Financial Details of the bidder (TECH-3) along with all the supported documents as applicable duly signed as per the instruction.
- Power of Attorney (TECH-4) in favor of the person signing the bid on behalf of the bidder or Board of Directors.
- List of completed / ongoing assignments in development / social sector (Past Experience Details : TECH-5) along with copies of agreement / work orders / completion certificate from previous Clients.
- Self-Declaration regarding Conflict of Interest (TECH-6)

Bidders should submit the required supporting documents as mentioned above. Bids not conforming to the eligibility criteria and non-submission of required documents as listed above will lead to rejection of the bid. Submission of forged documents will also result in rejection of the bid. Bidders are advised to study all instructions, forms, terms & conditions, and other important information as mentioned in the RFP document. The proposal must be completed in all respect, indexed and hardbound. Each page should be numbered and signed by the authorized representative.

3. Bid Processing Fee:

The bidder must furnish the required bid processing fee amounting to Rs.10,000/- (Ten Thousand Rupees Only) in shape of Demand Draft drawn on any scheduled bank in favor of “The Collector & Chairperson – cum – Managing Trustee, District Mineral Foundation Trust, Sambalpur” payable at Sambalpur as a part of Technical Proposal. Proposals received without bid processing fee will be outrightly rejected.

4. Earnest Money Deposit (EMD):

The bidder must furnish an Earnest Money Deposit (EMD) amounting to INR 5,00,000/- (Rupees Five Lakh only) in shape of Term Deposit / Fixed deposit pledged in favour of The Collector – cum – Managing Trustee, District Mineral Foundation (DMF), Sambalpur on any scheduled commercial bank payable at Sambalpur. MSME and start-ups are exempted from submission of EMD as per OGFR..

The EMD of unsuccessful bidders shall be refunded after finalization of selection process and awarding of contract. The 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.
- If the bidder fails to

- provide any clarification to the Client
 - agree to the decision of the contract negotiation meeting
 - sign the contract within the prescribed time period
 - furnish required Performance Bank Guarantee in time.
- Any other circumstance which holds the interest of the Client during the overall selection process.

5. Validity of the Proposal:

Proposals shall remain valid for a period of **90** (Ninety) days from the date of opening of the Technical Proposal. The undersigned reserves the rights to reject a proposal valid for a shorter period as non-responsive and will make the best efforts to finalize the selection process and award of the contract within the bid validity period. The bid validity period may be extended on mutual consent.

6. Pre-Proposal Queries:

Bidders can submit their queries in respect of the RFP and other details if any, to DMFT Sambalpur through e-mail at ori-dsambalpur@od.gov.in till 30.06.2026 (5.30 PM). Clarifications, if any to the queries will be uploaded in <https://Sambalpur.odisha.gov.in> for the purpose of preparation of the proposal. Request for alternation / change in existing terms and conditions of the RFP will not be considered / entertained. (Mention that subject title)

7. 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 paginated and in conformation to the eligibility qualifications and clearly indicated using an index page. The authority 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 outrightly rejected by the authority. The procedure for submission of the proposal is described below:

1. Technical Proposal:

The envelope containing technical proposal shall be sealed and superscripted as **“Technical Proposal – Selection of Agency for Establishment and Running of Programme Management Unit (PMU) for District Mineral Foundation Trust (DMFT), Sambalpur”** and to be furnished inside one big envelope. The duly filled-in technical proposal submission forms, with all the supportive documents and information must be furnished as part of technical proposal.

2. Financial Proposal:

The envelope containing financial proposal shall be sealed and superscripted as "Financial Proposal–

Selection of Agency for Establishment and Running of Programme Management Unit (PMU) for District Mineral Foundation Trust (DMFT), 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 (Selection of Agency for Establishment and Running of Programme Management Unit PMU) for District Mineral Foundation Trust (DMFT), Sambalpur".

The second envelope must be marked as "FINANCIAL PROPOSAL (Selection of Agency for Establishment and Running of Programme Management Unit (PMU) for District Mineral Foundation Trust (DMFT), Sambalpur)" and it should contain Financial Proposal only. Both the above envelopes must be sealed and placed inside a third main envelope with proper labeling.

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.

8. Opening of the Proposal

The FIRST ENVELOPE containing TECHNICAL PROPOSAL will be opened in the initial stage by the Bid Evaluation Committee in presence of the bidder's representatives at the location, date specified in the Bidder Data Sheet. **The undersigned will constitute a Bid Evaluation Committee (BEC) to evaluate the proposals submitted by bidders.** Only one representative with proper authorization letter from the participating 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 process. The date for opening of the financial proposal will be intimated accordingly to the technically qualified bidders.

9. Evaluation of Proposal

A three-stage evaluation process will be conducted as explained below for evaluation of the proposals:

- **Preliminary Evaluation (1st Stage) ***: Preliminary evaluation of the proposals will be done to examine whether the proposal complies with the prescribed eligibility condition and the requisite documents / information have been properly furnished by the bidder or not. Submission of following documents / information will be verified:
 - Filled in Bid Submission Check List in Original (**Annexure-I**)
 - Covering letter (**TECH1**) on bidder's letter head requesting to participate in the selection process
 - Bid Processing Fee and EMD as applicable
 - Copy of Certificate of Incorporation / Registration.
 - Copy of PAN
 - Copy of Goods and Services Tax Identification Number (GSTIN)
 - Copies of IT Return for the last three financial years (**FY2022 - 23, 2023 - 24 and 2024 - 25**).
 - General Details of the Bidder (**TECH2**).
 - Financial Details of the bidder (**TECH 3**) along with all the supportive Documents as applicable duly signed and certified as per the instruction
 - Power of Attorney / Board Resolution (**TECH 4**) in favor of the person signing the bid on behalf of the bidder
 - List of completed / ongoing assignments in development / social sector (Past Experience Details, **TECH 5**) along with copies of contracts / work orders / completion certificate from previous Clients.
 - Self-Declaration on Conflict of Interest (**TECH6**)
 - Duly filled in Technical Proposal Forms (**TECH7 to 9**)
 - All the pages of the proposal and enclosures / attachments are signed by the authorized representative of the bidder

*Bids not complying with any of the above requirements will be outrightly rejected at the discretion of the Client's authority.

- **Technical Evaluation (2nd Stage)**: Technical proposal will be opened and evaluated for those bidders who qualify the preliminary evaluation stage. Detailed evaluation process as per the following parameters will be adopted for proposal evaluation:

S.No	Criteria	Maximum Marks
1	Experience of the Bidder	40 Marks
1.1	The Bidder must have minimum 10 years of experience for providing consulting / govt. advisory services / engagements as on 31 st March 2026.	10 Marks 0 to 10 Years = 0 Mark 2 marks for each additional year/s beyond first ten years, subject to a maximum of 10 marks.
1.2	Minimum 5 nos. of PMU / TSU or equivalent for Central Government Ministries & Departments/ State Government Departments/ PSUs / District Administrations in social development sector or PMKKKY / OMBADC or sectors aligned with DMFT priority areas such as health, education, livelihood, skill development, water & sanitation, environment, and infrastructure. <ul style="list-style-type: none"> • During the last 10 years • Minimum contract value of INR.50.00 Lakh each • Minimum contract duration of 12 months each 	10 Marks 0 to 5 such assignments = 0 Mark 2 marks for each additional assignment beyond first five, subject to a maximum of 10 marks.
1.3	The bidder should have minimum 100 nos. of consulting professionals on payroll / pool as on 31 st March 2026.	10 Marks 0 to 100 Nos. = 0 Mark 1 mark for each additional 10 nos. of professional beyond first 100 nos., subject to a maximum of 10 marks.
1.4	Experience of Running PMU or equivalent in development sector/social sector in ODISHA <ul style="list-style-type: none"> • During the last 10 years • Of minimum contract value of INR 75 Lakh each • Of minimum duration of 12 months each 	5 Marks 2.5 marks each for such assignment, subject to a maximum of 5 marks.

1.5	<p>Proven experience of at least 3 years in managing DMFT PMU operations at the district level in any state, within the last 5 years.</p> <ul style="list-style-type: none"> • Minimum 3 years of experience in managing DMFT PMU operations 	5 Marks
2	Turnover of the Bidder	10 Marks
2.1	<p>The Bidder should have total minimum average annual turnover of INR 100 Crores (Rupees Hundred Crores) and a positive net worth in each of the previous three financial years (FY 2022-23, 2023-24 and 2024-25)</p> <p><i>(Note: Revenue generated from statutory audit, internal audit, accounting, bookkeeping, taxation, or other compliance-related services shall be strictly excluded from the calculation of turnover under this criterion. The bidder shall be required to submit a certificate from a Chartered Accountant clearly certifying the eligible turnover, explicitly excluding the above-mentioned non-qualifying revenue streams.)</i></p>	<p>10 Marks</p> <p>Up to 100 Crores = 0 Mark</p> <p>≥ 100 Crore ≤ 200 Crore = 5 Marks</p> <p>≥ 201 Crore ≤ 300 Crore = 7 Marks</p> <p>More than 300 Crore = 10 Marks</p>
3	Team Experience (Key Personnel)	10 Marks
3.1	<p>Team Leader (One)</p> <ul style="list-style-type: none"> • Master's Degree (or equivalent) in Management, Development Studies / Practice, Social Work, or in related field(s) from a reputed National / International Institution. • Minimum 10 years of relevant work experience related to project management & monitoring in development sector (Govt. / Public) with managerial skills in implementation of government schemes / projects. 	<p>10 Marks</p> <ul style="list-style-type: none"> • 3 marks - for educational qualification • 3 marks - for work experience • 4 marks - 1 mark for each additional year/s of relevant experience beyond first ten years, subject to a maximum of 4 marks.
4	<p>Presentation on Organization, Approach, Methodology and Work Plan</p> <ol style="list-style-type: none"> 1. Understanding of the Assignment and Issues / Challenges 2. Approach, Methodology and Work Plan 3. Sector Specific Innovations 	<p>40 Marks</p> <p>Technical Presentation (PPT)</p>
	Total (1+2+3+4)	100 Marks

Copies of work orders/ agreement/completion certificates must be submitted as a proof for each assignment. Related ongoing assignments may also be considered for evaluation, if found suitable by the Bid Evaluation Committee.

All the team members of the PMU are expected to be deployed on full-time for a period of **3 years at DMFT, Sambalpur, Odisha** subject to annual renewal upon satisfactory performance with enhancement of contract fees as decided by competent authority. Adequate office space with necessary facilities / equipment and logistic support shall be provided by DMFT, Sambalpur to the PMU team. None of the team members should engage in any other engagement while being deployed at the PMU. In case, DMFT, Sambalpur needs any additional resources with specific expertise on part-time/full-time basis for the assignment towards successful achievement of the desired outcomes, the same will be deployed by these selected bidders as per mutually agreed terms and conditions.

*** Bidders whose score above 70 marks from the total (100 marks) in the technical evaluation process will be called for financial evaluation process.**

3. Financial Evaluation (3rd Stage): The financial proposals of only those bidders qualifying the technical evaluation process (2nd Stage) shall be opened in the presence of the bidder's representative who wishes to attend the meeting with proper authorization letter. The name of the bidder along with the quoted financial price will be announced during the meeting.

10. Evaluation Process:

QCBS method will be followed during the overall selection process. The financial bids of technically qualified bidders will be opened on the prescribed date in the presence of bidder's representatives.

The lowest evaluated Financial Bid (F_m) shall be given the maximum financial score (S_f) of 100. The formula for determining the financial scores of all other bids shall be calculated as follows: $S_f = 100 \times F_m / F$, in which "Sf" is the financial score, "Fm" is the lowest price, and "F" the price of the bid under consideration. The weights given to the Technical (T) and Financial (P) Bids shall be:

$$T = 80,$$
$$\text{and } P = 20$$

Bids shall be ranked according to their combined scores, calculated using the technical score (S_t) and financial score (S_f) and the weights as follows:

$$S = S_t \times T\% + S_f \times P\%$$

The bidder, who has the highest score in the QCBS, shall be called for further process leading to the award of the contract. The bid price will include all taxes as applicable and shall be in Indian Rupees. Prices

quoted in the bid must be firm and final and shall not be subject to any modifications on any account whatsoever. In case of a tie, the bidder having higher technical score will be considered the preferred bidder.

For the purpose of evaluation, the total evaluated cost shall be exclusive of all taxes & duties for which the Client will make payment to the consultant including overhead expenses.

11. Performance Bank Guarantee (PBG):

Within 15 days of notifying the acceptance of a proposal for award of contract, the qualified bidders shall have to furnish a Performance Bank Guarantee amounting to **5% of the contract value** from a Scheduled Bank in favor of **“The Collector & Chairman – Cum - Managing Trustee, District Mineral Foundation Trust Sambalpur”**, 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 shall be paid on the PBG.

12. Contract Negotiation:

Contract negotiation, if required, will be held at a date, time and address as intimated to the selected bidder/s. The 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 and financial aspects, if any and availability of proposed professionals etc.

13. Award of Contract

After completion of the contract negotiation stage, the DMFT will notify the successful bidder in writing by issuing an offer letter for signing the contract and promptly notifying all other bidders about the result of the selection process. The successful bidder will be asked to sign the contract after fulfilling all formalities within 7 days of issuance of the offer letter. 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 will be valid for **2 years** from the date of effectiveness of the contract subject to annual renewal upon satisfactory performance of the agency. The contract can be extended for another 2 years beyond these 2 years based on satisfactory performance. A 10-15% hike in annual fee will be considered after completion of each year based on the performance of the agency. However, decision of the DMFT will be final in this regard. After execution of the contract, the

agency has to immediately submit the CVs of suitable resources/ personnel to the Competent Authority for vetting and deployment of suitable resources/ personnel within 15 days,

14. Conflict of Interest:

Conflict of interest exists in the event of:

1. Conflicting assignments, typically monitoring and evaluation/environmental assessment of the same project by the eligible bidder.
2. Consultants, agencies, or institutions (individuals or organizations) who have a business or family relation with the authority/ office directly or indirectly.
3. 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 authority as this would amount to their disqualification and breach of contract.

15. Disclosure:

1. 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.
2. 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.
3. Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:
 - i. 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.
 - ii. corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract.
 - iii. failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

16. Anti-corruption Measure:

1. Any effort by Bidder(s) to influence the Client in the evaluation and ranking of financial proposals, and recommendation for award of contract, will result in the rejection of the proposal.
2. 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 authority shall blacklist the bidder either indefinitely or for a stated period, disqualifying it from participating in any related bidding process for the said period.

17. Language of Proposals:

The proposal and all related correspondence exchanged between the bidder and the Client shall be written in the **English** language. Supporting documents and printed literature that are part of the proposal may be in another language provided they are accompanied by an accurate translation of the relevant passages in English with self-certification for accuracy, in which case, for the purposes of interpretation of the Proposal, the translated versions shall govern.

18. Cost of Bidding:

The bidders shall bear all costs associated with the preparation and submission of its proposal. The authority shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process. Bidder/s are not allowed to submit more than one proposal under the selection process. Alternate bids are also not allowed.

19. Legal Jurisdiction:

All legal disputes are subject to the jurisdiction of Hon'ble High Court, Odisha, Cuttack, and Civil Court of Sambalpur only.

20. Governing Law and Penalty Clause:

The schedule given for delivery is to be strictly adhered to in view of the strict time schedule. Any unjustified and unacceptable delay in delivery shall render the bidder liable for liquidated damages and thereafter the authority holds the option for cancellation of the contract for pending activities and complete the same from any other agency. The authority may deduct such sum from any money from their hands due or become due to bidder. The payment or deduction of such sum shall not relieve the bidder from his obligations and liabilities under the contract. The rights and obligations of the authority and the bidder under this contract will be governed by the prevailing laws of Government of India/Government of Odisha. Failure on bidder's part to furnish the deliverables as per the agreed timeline will incur a penalty **@1% per week subject to a maximum of 10% of the total contract value**. The amount will be deducted from the subsequent payment. In addition, the PBG amount shall also be forfeited. The decision of the authority placing the contract, whether the delay in development

has taken place on account of reasons attributed to the bidders shall be final.

21. 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 authority's anti-fraud and corruption policy. During the execution of the assignment except with prior written consent of the authority, 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.

22. Amendment of the RFP Document:

At any time before submission of proposals, the authority may amend / modify the RFP by issuing an addendum through NICS Sambalpur website. Any such addendum will be binding on all the bidders. To give bidders reasonable time in which to take an addendum into account in preparing their proposals, the authority may, at its discretion, extend the deadline for the submission of the proposals.

23. DMFT's right to accept any proposal, and to reject any or all proposal/s:

The authority reserves the right to accept or reject any proposal, and to annul or amend the bidding / selection / evaluation process and reject all proposals at any time prior to award of contract award, without assigning any reason thereof and thereby incurring any liability to the bidders.

24. Copyright, Patents and Other Proprietary Rights:

DMF Sambalpur, Government of Odisha shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights, and trademarks, about Documents and other materials which bear a direct relation to or are prepared or collected in consequence or during the execution of this contract. At the authority's request, the Consultant shall take all necessary steps to submit them to the authority in compliance with the requirements of the contract.

25. Replacement of Key Personnel / Team Members:

The key professionals to be deployed under this contract are expected to be dedicated for the entire contract period. However, the change will be allowed under following circumstances only after due approval:

1. In case of non-satisfactory performance of any of the assigned personnel, the authority reserves the right to request for a replacement. Once a request is raised, the consultant must provide the CV

and other qualification and details of the replacement personnel so as to permit evaluation within 15 days. On receipt of such CVs, the authority shall process the same within 15 days and communicate its approval /rejection. In case of failure to provide replacement personnel within 15 days of communication of the request for a change to the satisfaction of the DMFT, the DMFT reserves the right to not make payment for the resource and the resource may be treated as withdrawn after communication of such rejection.

2. Under unavoidable circumstances of one or more key personnel becoming unavailable / leave the project for any reason thereof, the consultant must notify the DMFT at least 30 days in advance, explaining the circumstances necessitating the proposed replacement and submit justification and qualification of replacement personnel in sufficient detail to permit evaluation of the impact on the engagement. On being duly satisfied, the request for change may be approved / rejected by the DMFT within 30 days of receipt of the same.
3. Once the proposal for replacement is accepted, the consultant must replace the professional within 15 days of the communication of such approval. DMFT reserves the right to invoke the right to claim liquidated damages in case of failure of the Consultant to provide replacement personnel to the satisfaction of the Client after 2 such attempts.
4. Further, acceptance of such replacement by the DMFT shall not relieve the consultant from responsibility for failure to meet the requirements of the contract. Any change in key professionals without the approval by the Authority will lead to implication of liquidated damages of up to 5% of the contract value.
5. Trust will hire more professionals as per requirements with same rate as Civil Infrastructure Expert in future from the same Consultant/ Agency and have the right to modify the requirement of personnel/ qualification/ experience/ key roles/ responsibilities at any time during the contract period and request the consultant to provide such personnel within 30 days of communication of such request.

26. Force Majeure:

For purpose of this clause, "Force Majeure" means an event beyond the control of the agency and not involving the agency's fault or negligence and not foreseeable. Such events may include, but are not restricted, wars or revolutions, fires, floods, riots, civil commotion, earthquake, epidemics or other natural disasters and restriction imposed by the Government or other bodies, which are beyond the control of the agency, which prevents or delays the execution of the order by the agency. If a Force Majeure situation arises, the agency shall promptly notify Client in writing of such condition, the cause thereof and the change that is necessitated due to the condition. Until and unless otherwise directed by the Client in writing, the Agency shall continue to perform its obligations under the contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The agency shall advise DMFT in writing, the beginning, and the end of the

above causes of delay, within 7 (seven) days of the occurrence and cessation of the Force Majeure condition. In the event of a delay lasting in more than one month, if arising out of causes of Force Majeure, DMFT reserve the right to cancel the contract without any obligation to compensate the agency in any manner for whatsoever reason.

27. Settlement of Disputes:

The DMFT and the Consultant shall make every effort to resolve amicably, by direct informal negotiation, any disagreement or dispute arising between them under or arising from or in connection with the Contract within Thirty (30) days from the commencement of such informal negotiation. All dispute resolution proceedings shall be held at Sambalpur, Odisha, and the language of such proceedings and that of all documents and communications between the parties shall be in English. The Collector & Chairperson - cum Managing Trustee, DMFT, Sambalpur, Govt of Odisha will be the final authority to resolve the dispute arising between and the DMFT and the Consultant.

28. Disqualification of Proposal:

The proposal is liable to be disqualified in the following cases as listed below:

1. Proposal submitted without Bid Processing Fee & EMD as applicable.
2. Proposal not submitted in accordance with the procedure and format as prescribed in the RFP.
3. During validity of the proposal, or its extended period, if any, the bidder increases the quoted prices.
4. Proposal is received in incomplete form.
5. Proposal is received after due date and time for submission of bid.
6. Proposal is not accompanied by all the requisite documents/information.
7. Bid with any conditional technical and financial offer.
8. If the bidder provides any assumptions in the financial proposal or qualifies the commercial proposal with its own conditions, such proposals will be rejected even if the commercial value of such proposal is the lowest/best value.
9. Proposal is not properly sealed or signed.
10. Proposal is not conforming to the requirement of the scope of the work of the assignment.
11. Bidder tries to influence the proposal evaluation process by unlawful/corrupt/fraudulent means at one or any point of time during the bid process.
12. If, any of the bid documents, excluding the commercial bid, submitted by the bidder is found to contain any information on price, pricing policy, pricing mechanism or any information indicative of the commercial aspects of the bidders or any person acting on its behalf indulges in corrupt and fraudulent practices.
13. Any other condition/situation which holds the paramount interest of the DMFT during the overall section process.

29. Competent Authority:

The Collector & Chairperson - Cum – Managing Trustee, DMFT, Sambalpur shall be the competent authority for this purpose. The powers of the Competent Authority will be as under:

1. May amend the RFP documents during the proposal evaluation process. Any amendments will be conveyed to the short-listed organization / Agency;
2. Modify scope of work at the time of the award of the contract. Such modifications will be discussed and agreed with the Agency.
3. At discretion during evaluation of bids, request an Agency for clarification on its proposal. This request will be in writing and the Agency should respond in writing. No change in price or substance of the bid shall be sought, offered or permitted at this stage.
4. The competent authority reserves the right to accept or reject any / all proposal partially or fully without assigning any reason thereof. The decision of the Competent Authority shall be final and binding on all the Bidders.

30. Termination of the Contract:

The competent authority may, by 30 days written notice to the selected agency, suspend/terminate the contract, if the agency fails to perform any of its obligations under this contract (including carrying out of the services as per Scope of Work / ToR) provided that such notice of suspension:

1. Shall specify the nature of the failure and
2. Shall request the agency to make good such failure within a specified period from the date of receipt of such notice of suspension by the Bidder.

Section III:

Terms of Reference

Terms of Reference

1. Introduction

The district of Sambalpur, situated in the western part of Odisha, is an important administrative, cultural, and economic center of the state. Sambalpur district came into existence as a separate district on **1st April 1993**, following administrative reorganization by the Government of Odisha.

Geographically, Sambalpur is bounded by Bargarh to the west, Jharsuguda to the northwest, Sundargarh to the north, Deogarh to the northeast, Angul to the east, and Subarnapur to the south. The district covers a geographical area of **6,232 sq. km** and lies approximately between **20.5° North latitude and 85° East longitude**, with an altitude ranging from **564 to 1,187 meters above mean sea level**.

As per the **2011 Census**, the total population of the district is **1,273,821**, comprising **655,718 males** and **618,103 females**. The district is predominantly rural, with a rural population of **1,067,275** and an urban population of **206,546**. The Scheduled Caste (SC) and Scheduled Tribe (ST) populations are **239,552** and **179,603**, respectively, reflecting the district's diverse social composition.

Administratively, Sambalpur district has its headquarters at Sambalpur town. The district consists of **4 subdivisions, 8 tahsils, and 8 blocks**, along with **225 Gram Panchayats, 2 municipalities, 1 Notified Area Council (NAC), and 23 police stations**, ensuring effective governance and service delivery.

The climate of Sambalpur is tropical with significant seasonal variations. The average annual rainfall is around **1,421 mm**, with fluctuations ranging from **896 mm to 1,744 mm** over the past decade. Winters are generally pleasant and considered the best season.

Agriculture plays a crucial role in the district's economy, providing livelihood to nearly **70% of the workforce**. The total cultivable area is about **2,16,403 hectares**, accounting for **32.7% of the total geographical area**. Major **Kharif crops** include paddy, maize, ragi, pulses, oilseeds, millets, and vegetables, while **Rabi crops** include wheat, maize, field pea, sunflower, garlic, ginger, potato, onion, sugarcane, and coriander.

In recent decades, Sambalpur has experienced notable industrial development. Major public sector undertakings such as Mahanadi Coalfields Limited and NTPC Limited have a significant presence in and around the district, contributing to economic growth and employment generation. The district also hosts various small and medium-scale industries including rice mills, engineering units, fly ash brick units, stone crushers, agro-processing units, and service enterprises. Mining activities in nearby coal belts contribute substantially to state revenue and to the **District Mineral Foundation Trust (DMFT)** for the development of mining-affected areas.

Sambalpur is also known for its rich cultural heritage and traditional crafts such as **Sambalpuri handloom textiles, Dhokra casting, terracotta, and wood carving**, which provide livelihood

opportunities and preserve local traditions. The District Industries Centre plays an important role in promoting industrial and handicraft activities in the region.

In the education sector, the district has several reputed institutions, including Gangadhar Meher University and Sambalpur Women's College, along with various technical and vocational training institutes such as Industrial Training Institutes (ITIs). Government initiatives like **Sarva Shiksha Abhiyan**, literacy campaigns, and skill development programs have contributed significantly to improving educational access and human resource development in the district.

1. Objective of the Proposal:

The proposal aims to establish a Programme Management Unit (PMU) for increasing the effectiveness and efficiency of the District Mineral Foundation Trust (DMFT), in the larger interest for the welfare and overall development of people and their livelihoods, affected by mining activities in Sambalpur District.

2. Scope of Work:

A Programme Management Unit (PMU) will be established and run under the administrative control of the Collector & Chairperson – cum – Managing Trustee, District Mineral Foundation Trust (DMFT). It will be manned by a team of experts with developmental background including specialization in critical areas such as Livelihood, Health, Education, Skill Development, Drinking Water, Sanitation, health, Infrastructure, Environment, Irrigation, Women & Child Development, Social Welfare, etc. The PMU will serve as a 'Secretariat' of the District Mineral Foundation Trust. The CDO-cum-EO, Zilla Parishad who is also the Chief Executive Officer of DMFT. Further, the PMU will also facilitate the functioning of the Trust Board and Executive Committee of the DMF and to work with concerned Line Departments.

The PMU will function as a 'DMF Resource and Function Hub' and will be responsible for the following activities:

- Identification of critical gaps in the mining affected areas for prioritized action.
- Evaluation of proposals submitted to DMF for support.
- Planning, implementation, and monitoring of projects under DMF.
- Convergence with various line departments for coordinated and concerted action.
- Identification and promotion of innovative solutions through field level pilot.
- Interventions and adopting best practices from various sectors and geographies to the district.
- Demonstrate the effectiveness of DMF activities on the lives of targeted communities through communication medium.
- Preparation of policy briefs, documentation of lessons learnt, and impact achieved.
- Capacity building activities and knowledge management.
- Technical and facilitation assistance to the Trust Board and Executive Committee.

- Any other assignments given by the Competitive Authority from time to time.

3. Team Composition

The PMU shall comprise of following team members:

S.No	Role	Education & Qualification	Key Roles & Responsibilities
1	Team Leader (1)	<p>Master's Degree in Management / Rural Development/Development Studies / Social Work.</p> <p>10+ years of experience in Govt./Development sector. DMF experience preferred.</p>	<ul style="list-style-type: none"> • Lead overall functioning of PMU. • Manage multidisciplinary team and resources. • Ensure timely deliverables and reporting. • Evaluate project proposals. • Facilitate convergence with departments. • Lead AAP preparation and approvals. • Undertake action research. • Documentation & stakeholder coordination.
2	Civil Infrastructure Expert (2)	<ul style="list-style-type: none"> • B.E/ B.Tech in Civil Engineering from a recognized University / Institute. • Minimum of 08 years of relevant work experience related to design, estimation, execution and supervision of civil engineering projects. 	<ul style="list-style-type: none"> • Prepare, review, and vet DPRs, estimates, and technical designs for infrastructure projects. • Conduct site assessments, feasibility studies, and technical due diligence. • Supervise implementation of works (roads, buildings, water supply, sanitation, etc.). • Ensure adherence to quality standards, specifications, and safety norms. • Monitor physical and financial progress of projects and flag delays. • Coordinate with contractors, engineers,

			<p>and line departments.</p> <ul style="list-style-type: none"> • Certify work completion and assist in measurement verification. • Provide technical inputs for planning and prioritization under DMF. • Support use of innovative, cost-effective, and sustainable construction practices.
3	Architect cum Urban Planning Expert (1)	<p>B.Arch / Master's in Urban Planning.</p> <p>Minimum 5–8 years of experience.</p>	<ul style="list-style-type: none"> • Prepare integrated infrastructure and settlement plans for mining-affected areas. • Develop layout plans, master plans, and design guidelines for public infrastructure. • Ensure compliance with planning norms, building codes, and environmental standards. • Promote sustainable, climate-resilient, and inclusive design approaches. • Support land use planning and optimal utilization of available land resources. • Review architectural designs submitted by departments/agencies. • Facilitate convergence of rural and urban planning initiatives. • Provide technical inputs for improving habitability and community infrastructure.
4	Finance Expert (1)	<p>Master's Degree (or equivalent) in Management, Finance, Commerce, Accounting, or related field(s) from a recognized University/ Institution</p> <ul style="list-style-type: none"> • Minimum of 6-10 years of total work experience in accounting, auditing and financial management in Government/ Development Sector/ reputed NGOs 	<ul style="list-style-type: none"> • Prepare and manage DMF budgets and financial plans. • Track fund allocation, utilization, and expenditure. • Ensure compliance with financial rules, guidelines, and audit

			<p>requirements.</p> <ul style="list-style-type: none"> • Support preparation of financial reports and utilization certificates. • Coordinate audits and respond to audit observations. • Establish financial monitoring and control systems. • Provide financial advisory for efficient use of DMF funds. • Support procurement and contract management processes.
5	Data Management cum Documentation Expert (1)	<p>Master's Degree (or equivalent) in Management, Development Studies/ Practice, Social Work, or related field(s) from a reputed National/ International University/ Institution.</p> <p>At least 3–6 years of relevant experience required for this position.</p>	<ul style="list-style-type: none"> • Develop and manage MIS systems for DMF projects. • Develop high quality presentation and write reports for EC and Trust Board Meetings. • Collect, validate, and analyze project data. • Generate dashboards, reports, and data visualizations. • Maintain database of all DMF interventions. • Support monitoring and evaluation activities. • Document case studies, best practices, and success stories. • Ensure data quality, security, and accessibility. • Support digital reporting and knowledge management.
6	Peon (Class IV) (1)	<p>10th Pass.</p> <ul style="list-style-type: none"> • Minimum 05 years of relevant work experience related day to day office management & logistic support. 	<ul style="list-style-type: none"> • Provide day-to-day office assistance and support. • Handle file movement, document dispatch, and record keeping. • Assist in office logistics and arrangements for meetings. • Support staff in

			administrative tasks. • Maintain cleanliness and basic office upkeep. • Perform any other duties assigned by office authorities.
<p>Key Competencies and Skills:</p> <ul style="list-style-type: none"> • Demonstrated ability to work in a multi-cultural environment and establish harmonious and effective working relationships. • Strong analytical skills, ability to think strategically, analyses diverse information and manage multiple projects simultaneously. • Ability to communicate ideas clearly and confidently, articulate issues and recommend solutions. • Proven ability to identify innovations and translate them into implementable practices. • Competency in usage of IT tools including proficiency in MS Office. • Strong oral and writing skills in English with effective documentation skills. <p>Ability to communicate in Odia is preferable.</p>			

Note for Bidder:

- (i) The agency should ensure capacity building of Resources by providing them regular trainings / exposure.
- (ii) The agency should develop monitoring tools for performance appraisal of resources deployed and the deliveries of each resource should be target oriented.
- (iii) Professional fees to the resources shall be based on qualification, relevant experience commensurating to the industry norms for similar projects. Quoting un-reasonable price, may subject to disqualification, as deemed fit by the Bid Evaluation Committee.

4. Deliverables and Payment Schedule:

The assignment shall be for a period of 2 years duration from the date of effectiveness of the contract, subject to annual renewal with an enhancement in contract fees upon satisfactory performance. The deliverable and payment schedule shall be as follows:

Sr.No.	Milestone	Timeline (where 'T' is the date of signing of Agreement)	Percentage of Fee
1	Inception Report and Annual Plan of Action	T+ 30days	Nil
2	Monthly Progress Reports	Monthly	100% (equally divided across 24 payments / invoice)
	Total		100%

The invoices will be paid within 15 days from the date of submission.

5. Reporting Arrangements:

The PMU will work under the direct supervision of the District Collector & Chairman – cum – Managing Trustee, DMFT, Sambalpur and the CDO-cum-EO, ZP-cum-Chief Executive Officer, DMFT, Sambalpur, Government of Odisha.

Section IV:

Technical Proposal Submission Forms

Tech-1 Covering Letter
(On Bidder's Letter Head)

[Location, Date]

To,
The CDO-cum-EO ZP and Chief Executive Officer,
District Mineral Foundation Trust (DMF Cell),
Zilla Parishad
Sambalpur, Odisha, PIN – 768001.

Sub.:
Selection of Agency for Establishment and Running of Programme Management Unit (PMU) for District Mineral Foundation Trust (DMFT), Sambalpur [TECHNICAL PROPOSAL]

Dear Sir,

I, the undersigned, offer to provide these services for the proposed assignment in respect to your Request for Proposal No. : , Dated: _____ . I hereby submit the proposal which includes this technical proposal sealed under a separate envelope. Our proposal will be valid for acceptance up to **90 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.

All the information and statements made in this technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. 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 services 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. In case, any provision of this RFP/ToR including of our technical & financial proposal is found to be deviated, then your department shall have rights to reject our proposal. 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 remain, Yours faithfully,

Authorized Signatory with Date and Seal: Name and Designation: _

Address of Bidder: _____

Tech2: Bidder's Organization (General Details)

S.No.	Description	Full Details
1	Name of the Bidder	
2	Address for communication: Tel: Email Id:	
3	Name of the authorized person signing & submitting the bid on behalf of the Bidder: Mobile No.: Email Id:	
4	Registration/Incorporation Details Registration No.: Date & Year . :	
5	Office in India Please furnish the contact details	Yes / No
6	Office in Odisha If Yes, please furnish contact details	Yes / No
7	Bid Processing Fee Details Amount: INR Demand Draft No.: Date: Name of the Bank:	
7	EMD Details Amount: INR TDR / FD No Date: Name of the Bank:	
8	PAN Number	
9	Goods and Services Tax Identification Number (GSTIN)	
10	Willing to carry out assignments as per the scope of work of the RFP	YES
11	Willing to accept all the terms and conditions as specified in the RFP	YES

Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal:

Bidders should submit the required supporting documents as mentioned above. Non-submission of required documents as listed above will lead to rejection of the bid.

Tech3: Bidders Financial Details

Financial Information (In INR)				
Details	FY2022 - 23	FY2023 - 24	FY2024 - 25	Average
Consulting Turnover (in Crores)				
<p>Supporting Documents:</p> <p>Audited certified financial statements for the last three FYs (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form)</p> <p>Filled in information in this format must have to be certified and sealed by the CA and to be furnish ed in original along with the technical proposal failing which the proposal will be outrightly rejected.</p>				

Signature and Seal of the Company Auditor with Date in original

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

Communication Address of the Bidder: _____

Bidders should submit the required supporting documents as mentioned above. Non-submission of required documents as listed above will lead to rejection of the bid.

Note: For the purpose of evaluation under this criterion, only revenue derived from consulting, advisory, program management, technical assistance, implementation support, or similar service domains relevant to this assignment shall be considered.

Revenue generated from statutory audit, internal audit, accounting, bookkeeping, taxation, or other compliance-related services shall be strictly excluded from the calculation of turnover under this criterion.

The bidder shall be required to submit a certificate from a Chartered Accountant clearly certifying the eligible turnover, explicitly excluding the above-mentioned non-qualifying revenue streams.

**Tech4: Format for Power of Attorney
(on Bidders Letter Head)**

I, the _____ (Designation) of (Name of the Organisation) in witness whereof certify that **<Name of person>** is authorized to execute the attorney on behalf of **<Name of Organization>**, **<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 the **<day><month>**, **<year>**.

The signatures of **<Name of person>** in whose favor 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:

Address of the Bidder:

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

Tech5: Bidders Past Experience Details

Sl. No.	Name of the Assignment / Engagement	Location (City / State / Country)	Name of Client (Name of Ministry / Department / Any Other)	Duration of Project / Assignment	Annual Contract Cost (INR)	Nos. of Personnel / Consultant Deployed	Date of Commencement and Status (On – going or Completed)
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

Note: To be supported by copy of agreement / work order / certificate of completion.

Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal:

Tech6: Declaration of Conflict of Interest and Activities

Are there any activities carried out by your agency which are of conflicting nature as mentioned in Section 2: [Information to the Bidder] under Eligibility Criteria: Para(5). If yes, please furnish details of any such activities.

If no, please certify,

On Bidders Letter Head

I hereby declare that our agency is not indulged in any such activities which can be termed as the conflicting activities as mentioned in Section 2: [Information to the Bidder] under Eligibility Criteria: Para(5).

I also acknowledge that in case of misrepresentation of any of the information, our proposal/contract shall be rejected/terminated by the Client which shall be binding on us.

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

Address of the Bidder:

Bidders should submit the required supporting Documents as mentioned above. Non-submission of required Documents as listed above will lead to rejection of the bid.

Tech 7: Comments and Suggestions 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:

[The consultant needs to present and justify in this section, if any modifications to the Terms of Reference they are proposing to improve performance in carrying out the assignment (such as deleting some activity considering unnecessary, or adding another, or proposing a different phasing of the activities/study process modifications). Such suggestions should be concise and to the point and incorporated in the technical proposal. Modification / suggestion will not be taken into consideration without adequate justification. Any change in manpower resources will not be taken into consideration]

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

[Comment here on inputs and facilities to be provided by the Client with respect to the Scope of Work and Study Implementation]

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

ame and Designation with Date and Seal:

Tech 8: Description of Organization Structure, Approach, Methodology and Work Plan to Undertake the Assignment

[Technical Approach, Methodology and Work Plan are key components of the Technical Proposal. In this Section, bidders should explain their understanding of the scope and objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. Further, they should highlight the problems being addressed and their importance and explain the technical approach to be adopted to address them. It is suggested to present the required information divided into following three sections]

- A. Organizational Structure & Consulting Staffs.**
- B. Understanding of Assignment and Issues/Challenges**
- C. Description of Approach, Methodology and Work Plan**
- D. DMF Sector Specific Innovative Projects implemented in the past and suggest innovative projects for Sambalpur**

Authorized Signatory [In full and

initials]: Name and

Designation with Date and Seal:

Tech9: Format of Curriculum Vitae (CV) for Proposed Key Professional

1. **Proposed Position:**

2. **Name of Firm:**

3. **Name of Staff:**

4. **Date of Birth:**

5. **Years with Firm:**

6. **Nationality:**

7. **Education:**

[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]

8. **Membership in Professional Associations:**

9. **Other Trainings:**

10. **Work Experience:**

11. **Languages:**

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

12. **Employment Record:**

[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held. For experience in last fourteen years, also give types of activities performed and Client references, where appropriate as per the prescribed format given below]

<i>From [Year]</i>	<i>To [Year]</i>
<i>Employer Name:</i>	
<i>Position Held:</i>	
<i>Details of the Task Assigned</i> <i>[List all tasks to be performed under this Assignment/job]</i>	

13. **Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned**

[Among the Assignment/jobs in which the staff has been involved, indicate the following information for those Assignment/jobs that best illustrate staff capability to handle the tasks listed under point 12.]

Sectorial Expertise (as per Section III TOR and Team Composition)	
Name of the Project	
Year	
Location	
Name of the Office/ Department	
Project Feature	
Position Held	
Activities Performed	

Certification:

I, the undersigned, certify that to the best of my knowledge and belief that this CV correctly describes my qualifications and past experiences. I will undertake this assignment for the full project duration in terms of roles and responsibilities assigned in the technical proposal or any agreed extension of activities thereof. I understand that any misstatement therein leads to disqualification of CV.

Date:

Signature of Key Professional with

Date Authorized Signatory [In full and initial]

als]:

Name and Designation with Date and Seal:

NB: CV write-up restricted to 3 pages only with quality information relevant to the key professional requirements. The CVs need to be jointly signed by the proposed professional and the authorized representative of the Bidder.

Section V:
Financial Proposal Submission Forms

Fin1: Covering Letter
(On Bidders Letter Head)

[Location, Date]

To,
**The CDO-cum-EO Zilla Parishad-cum-Chief Executive Officer,
District Mineral Foundation Trust (DMF Cell),
Collectorate Campus,
Sambalpur, Odisha, PIN – 768001.**

Subject: Selection of Agency for Establishment and Running of Programme Management Unit (PMU) for District Mineral Foundation Trust (DMFT), Sambalpur. [FINANCIAL PROPOSAL]

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*].

The above quoted amount is exclusive of the taxes applicable as per GST Act. 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 **90 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 match with FIN-2 Summary of financial Proposal, FIN-3- Breakdown of Remuneration of Key Professionals, FIN-4- Breakdown of Overhead Expenses**

Fin2: Summary of Financial Proposal

Name of the Assignment:				
Sl. No.	Fee Particulars	Amount in INR		
A	Remuneration of Professionals			
	Position of Manpower	Nos.	Monthly Fee (INR)	Annual Fee (INR)
1.	Team Leader	1		
2.	Civil Infrastructure Expert	2		
3.	Architect cum urban planning Expert	1		
4.	Finance Expert	1		
5.	Data Management Expert Cum Documentation Expert	1		
6.	Peon (Class-IV)	1		
B	Total Remuneration of Manpower / Resources			
C	Overhead Cost (Including Capacity Building / Training Programs / Exposure Visit)			
D	Consulting Fee (B+C)			
E	Taxes applicable as per GST Act @ _____ % of Consulting Fee (D)			
Grand Total (INR) (D+E)				
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. *Taxes will be paid by the Client as per the applicable rate under GST Act from time to time. Consultancy fee proposed for the assignment shall remain fixed till completion of the contract.*

Authorized Signatory [In full and

initials]:

Section VI: Annexures

Annexure I: Bid Submission Checklist

Sr. No.	Description	Submitted (Yes/No)	Page No.
Technical Proposal			
1	Filled in Bid Submission Checklist (ANNEXURE I)		
2	Covering Letter (TECH1)		
3	Bid Processing Fee of Rs. 10,000/- in form of DD		
4	EMD of Rs. 5,00,000/- in form of term deposit/ fixed deposit/ MSME/ start-ups are exempted as per OGFR		
5	Copy of Certificate of Incorporation/Registration of the Bidder		
6	Copy of PAN		
7	Copy of Goods and Services Tax Identification Number (GSTIN)		
8	Copies of IT Returns for the last 3 FYs (2022-23, 23-24 & 24 - 25)		
9	General Details of the Bidder (TECH2)		
10	Financial details of the bidder (TECH3) along with all the supportive documents such as copies of Profit-Loss Statement and Balance Sheet for the concerned period		
11	Power of Attorney (TECH4) in favour of the person signing the bid on behalf of the bidder		
12	List of completed assignments of similar nature (Past Experience Details) (TECH5) along with the copies of work orders for the respective assignments		
13	Self-Declaration on Potential Conflict of Interest (TECH6)		
14	Comments and Suggestions (TECH7)		
15	Description of Approach, Methodology & Work Plan (TECH8)		
16	CV of Key Professionals (TECH9)		
17	Declaration of Not Blacklisted		
FINANCIAL PROPOSAL (ORIGINAL)			
1	Covering Letter (FIN1)		
2	Summary of Financial Proposal (FIN2)		

Undertaking:

- *All the information has 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 two 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 & Seal:

Annexure II: Performance Bank Guarantee Format

[Location, Date]

To,
**The CDO-cum-EO Zilla Parishad-cum-Chief Executive,
District Mineral Foundation Trust (DMF Cell),
Collectorate Campus,
Sambalpur, Odisha, PIN – 768001.**

WHEREAS (Name and address of the Consultant) (hereinafter called "the Consultant") has undertaken, in pursuance of RFP no. dated to undertake the service (description of services) (hereinafter 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 bank recognized by you for the sums 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 sums 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 hereunder or of any of the contract Documents which may be made between you and the consultant 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 (month and year),

Our branch at Sambalpur

..... (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

Sambalpur branch written claim or demand and received by us at our Sambalpur branch on or before Date

..... otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

.....(Si
gnature of the authorized officer of the Bank)
.....Name
and designation of the officer
.....
.....Seal, n
ame & address of the Bank & Branch

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