

**State Urban Development Agency (SUDA)
Housing and Urban Development Department
Government of Odisha**

**Request for Proposal (RFP) for Selection of Resource Organization
for Capacity Building for Mission Shakti Groups & Slum Dwellers
Associations under MUKTA & Other Urban Governance Program**

Ref : 003

Date: 12-08-2022

Notice Inviting Proposal

Ref No:003

Date: 12-08-2022

Sealed proposals are invited for 5 Clusters in Odisha by the Administrative officer, State Urban Development Agency, Housing & Urban Development Department from amongst the autonomous registered non-profit civil society organizations for capacity building programme for Selection of Resource Organization for Capacity Building for Mission Shakti Groups & Slum Dwellers Associations under MUKTA & Other Urban Governance Program.

The period of engagement will be for a period of 6 month. It may be extended based on the requirement. The ROs will be empaneled on Quality Based Selection (QBS) process. **The ROs is to submit a technical proposal cluster wise depending upon their strength (Maximum for 5 cluster). For each cluster 2 Resource Organization shall be engaged in the ration 60: 40 of total number of MSG/ SDA based on cluster wise merit list. Each RO can get maximum 2 cluster. However, a single can get maximum not more than 60% of MSG/SDA in aggregate rounded upto ULB wise. (Only One RO will operate one ULB wise).**

1. Completed technical Proposal for the work in prescribed format shall be received up to 03.09.2022 on 1.00 PM.
2. The sealed proposals can be sent well in advance by registered post or speed post or in person to **The Administrative officer, State Urban Development Agency (SUDA), Vivekananda Marg, Near Bhubaneswar Municipal Corporation (BMC), Bhubaneswar - 751 014.** Bidders can also submit proposal by hand to the above office.
3. The Proposal received shall be opened on, 03.09.2022 itself at 3.00 P.M. in the presence of representatives of bidders. Bidders are requested to ensure presence of their representative at the time of opening of the bid, who must submit an authorization letter from the bidder.
4. Further details of the services requested are provided in the various annexure enclosed with this letter. This RFP includes the following documents:
 - (i) Instructions to ROs (Bidder) (see Annexure - I)
 - (ii) Data Sheet and Check List (see Annexure - II)
 - (iii) Technical Proposal Standard Forms (see Annexure – III)
 - (iv) Terms of Reference (ToR) (see Annexure –IV)
 - (v) Appendix- A (Cluster details).
 - (vi) Appendix -B (Format of Training Report)
 - (vii) Appendix -C (Format of Participant registration sheet)
5. While all information / data given in the RFP are, to the best of the knowledge accurate within the consideration of scope of the proposed contract, 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 document.
6. The Client reserves the right to cancel the entire bid process or part of it, at any stage without assigning any reason thereof.

Interested Bidders may obtain further information from the office of the

Administrative Officer, State Urban Development Agency (SUDA), Odisha via Tel
.0674-2432317, email: sudaodisha1990@gmail.com

Administrative officer, State Urban Development Agency

Annexure I

Instruction to bidder

1. Introduction

- 1.1. These instructions should be read in conjunction with information specific to the consulting services contained in the Covering Letter, Data Sheet and accompanying documents.
- 1.2. The Technical Proposal ONLY shall be the basis for selection of successful bidders for empanelment.
- 1.3. The Bidder shall bear all costs associated with the preparation and submission of its proposal and contract negotiation.
- 1.4. Client is not bound to accept any proposal, and reserves the right to cancel the selection process at any time prior to award of contract without thereby incurring any liability to the bidder.
- 1.5. In no case, sub-letting / Joint venture / Consortium would be accepted.

2. Eligible Bidder

- 2.1 The invitation is open to Resource organizations registered non-profit Civil Society Organizations (CSO) set up by state or central governments relevant act.
- 2.2 ROs must be registered in NGO Darpan Portal & must have UID number from NITI Ayoga.
- 2.3 ROs must have prior experience in social mobilization, training and capacity building in rural or urban areas.
- 2.4 ROs should have minimum experience of 10 years in social mobilization and capacity building through community driven programmes.
- 2.5 The organization should have worked with Govt/Semi Govt organization in the area of Urban poor, Community strengthening, Training, Capacity Building.
 - ROs should have minimum 25 numbers of manpower in their payroll as on 31.03.2022. (For applying for 2 Cluster or more (Max 5) manpower should be minimum 50) The resources should be effective in guiding people to take up various Capacity building programs. The qualification and experience for the employee (Capacity Building professional) is outlined as:
 - i. Masters in Social Work/ Masters in Arts/ Masters in Business Administration/Degree in Engineering.
 - ii. Minimum of 5 years of experience in Community Mobilization, Capacity Building trainings.
 - iii. Preferably with experience of working in slums.
 - iv. Strong communication and interaction skills (in local language)
- 2.6 The ROs must have undertaken project/programme at field level in any district of the state. The district authorities will be requested to share their feedback on the performance of the RO.
- 2.7 "Average" Annual turnover of the bidder should be more than Rs 20 lakhs during last three financial years for applying for one Cluster. Since bidder can offer maximum for 5 clusters, turn over requirement to apply for more than 1 cluster will be average Rs. 40 lakhs during last three financial years. The ROs should have audited financial statement of last three years (2018-

19,2019-20, 2020-21*).

2.8 No Joint/Consortium bid is permitted.

3. Conflict of Interest

Conflict of interest exists in the event of: (i) conflicting assignments, typically monitoring and evaluation of the same project by the eligible Bidder; (ii) ROs who have a business or family relation with Client directly or indirectly; and (iii) practices prohibited under the anti-corruption policy of the Government of India and Government of Odisha.

4. Disclosure

- 4.1 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.
- 4.2 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.
- 4.3 Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:
 - a) a criminal offence or other serious offence involving the activities of a criminal organization, or where they have been found by any regulator or professional body to have committed professional misconduct;
 - b) Corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract;
 - c) Failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

5. Anti-corruption Measure

- 5.1 Any effort by Bidder(s) to influence Client in the evaluation and ranking of technical Proposals, and recommendation for award of Contract, may result in the rejection of the Proposal.
- 5.2 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 Client shall blacklist the Bidder either indefinitely or for a stated period of time, disqualifying it from participating in any H & UD Dept. related bidding for the said period.

6. Clarification on Provisions of the RFP Document

Interested Bidders may seek clarification on any of the provisions in the RFP document through e-mail to sudaodisha1990@gmail.com. addressed to the

Administrative officer, SUDA. Response to all clarifications received through e-mail and shall be taken up pre-bid meeting and clarifications/amendments will be shared in the website: <http://sudaodisha.org/>

7. Pre-Bid Conference

Besides requesting clarification through e-mail, interested bidders can also clarify their queries by participating in the pre-bid conference. The pre-bid meeting is scheduled on 20.08.2022 between 3 P.M to 5 P.M through virtual mode. Bidder who want to participate in the pre-bid meeting may request for link to the mail of SUDA i.e sudaodisha1990@gmail.com

8. 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 version shall govern.

9. Cost of bidding

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

10. Taxes

The Bidder may be subject to taxes (such as: fringe benefit tax, value added or sales tax, service tax, duties, GST as applicable, etc.) on amounts payable by the Client under the Contract, which are to be borne by the bidder.

11. Submission of Proposal

- 12.1 Proposals must be received before the deadline specified in the Data Sheet.
- 12.2 Proposals must be submitted to the address specified on the Data Sheet and delivered on or before the time specified in the Data Sheet.

12. Documents comprising the Proposal

Bidders shall submit one sealed envelope, containing the Technical Proposal for each cluster. The Technical Proposals will be opened at the date and time specified in the Data Sheet.

13. Proposal validity

Proposals shall remain valid for the period specified in the Data Sheet commencing with the deadline for submission of Technical Proposals as prescribed by Client.

14. Format and Signing of Proposals

- 14.1 A single Technical Proposal (original) for each cluster as mentioned in the DataSheet shall be submitted in the prescribed format

attached with this RFP document at *Annexure-IV*.

14.2. The original Technical Proposal shall be signed by a person duly authorized to sign on behalf of the Bidder. The name and position of the person signing the authorization must be typed or printed below the signature. All pages of the Technical Proposal shall be signed by the person signing the Proposal with date.

14.3. Any interlineations, erasures, or overwriting will not be accepted.

15. Deadline for Submission of Proposals

Client , at its discretion, extend the deadline for the submission of Technical Proposal by amending the RFP, in which case all rights and obligations of the Bidders subject to the previous deadline shall thereafter be subject to the deadline as extended.

16. Late Proposals

Client will not consider any Proposal that arrives after the deadline prescribed for submission of Proposals in the Data Sheet. Any Proposal received after the respective deadline for submission shall be declared late, rejected, and returned unopened to the Bidder.

17. Evaluation of Offers:

Bids received and found valid will be evaluated by the client to ascertain the best evaluated bid in the interest of MUKTA for proposed services under this document. The Bidder should take enough care to submit all the information sought by SUDA in the desired formats. The bids are liable to be rejected if information is not provided in the desired formats, however Client reserves right to seek any clarification from any bidder if it so desires.

Technical evaluation of the bid would be carried out applying the evaluation criteria specified below. Each respective technical bid will be attributed a technical score as per following breakup:

Sl. No.	Criteria and Weights	Maximum Weights
1	Experience of Community Mobilization and Capacity Building	
	(i) Number of years in social mobilization activities: 5 marks for 10 years and 1 mark for one additional year, subject to maximum of 10 marks.	10
	(ii) Number of years in capacity building activities: 5 marks for 10 years and 1 mark for one additional year, subject to maximum of 10 marks.	10

2	Institutional Strength	
	(i) Number of qualified and experienced man power: 5 marks for 25 on role employee with required qualification & experience and 1 mark for every additional two member subject to maximum 10 marks.	10
	The qualification and experience for the employee (Capacity Building professional) is outlined as: <ul style="list-style-type: none"> - Masters in Social Work/ Masters in Arts/ Masters in Business Administration/Law. - Minimum of 5 years of experience in Community Mobilization, Capacity Building trainings. - Strong communication and interaction skills (in local language) 	
	(ii) Number of years of existence/ Experience of the organization in the district (for the cluster applied): 3 marks for 10 years of existence and 1 mark for one additional year subject to maximum 5 marks	5
3	Financial Strength	
	(i) Turnover of average 3 years Rs. 20.00 Lakhs: 5 marks Rs 20 Lakhs average over three years and 1 mark for additional Rs. 10.00 Lakhs each subject to maximum of 10 marks	10
	(ii) Grant/ support received from Government/ Private Funding agencies for community mobilization and capacity building, cumulative in last three years: 3 marks for total Rs 20 Lakhs and 1 mark for additional Rs. 10.00 Lakhs each	5
4	Past performances	
	No. of projects in Urban Development executed during last five years: 1 mark for one project with 1 mark for each additional project subject to maximum 10 marks	10
5	Past experience in Odisha	
	No. of projects in Urban sector in Odisha executed during last five years: 1 mark for one project with 1 mark for each additional project subject to maximum 10 marks	10
6	Technical Proposal & Presentation	
	Proposal on the technical proficiency, problem solving methodologies, baseline, impact and innovation.	30
	Total	100

18. Selection/ Empanelment:

Minimum Qualifying score for empanelment shall be 70 Marks. As per the above scoring the merit list will be prepared cluster wise. The resource organizations will be selected in order of their marking. The empanelment list will be maintained and in the event of selected resource organization not willing/ able to carry out the scope of work to achieve the projected target, in such event Client may take over the work

or appoint another resource organization in the same geographical area.

19. Client's Right to Accept any Proposal, and to Reject any or all Proposals

Client reserves the right to accept or reject any Proposal, and the bidding process and reject all Proposals at any time prior to Contract award, without thereby incurring any liability to the Bidders.

20. Negotiations/Clarifications

The successful Bidder will be informed in writing of the date, place and time for negotiations/clarifications, if any. Representatives conducting negotiations on behalf of the Bidder must have written authority to negotiate and conclude a Contract.

21. Signing of Contract

- 21.1. After notification, the Client shall communicate to the successful Bidder to sign the Contract.
- 21.2. Pursuant to negotiations, the successful Bidder shall sign, date, and return the Contract, along with necessary supporting documents, to the Client.
- 21.3. All formalities of negotiation and signing of contract will be completed within seven (7) days of notification of award.

22. COMMENCEMENT, COMPLETION, MODIFICATION AND TERMINATION OF CONTRACT

- 22.1. **Effectiveness of Contract:** This Contract shall come into force and effect on the date (the "Effective Date") of the "Client's notice to the Resource Organization instructing the Agencies/Organizations to begin carrying out the Services.
- 22.2. **Termination of Contract for Failure to Become Effective:** If this Contract has not become effective within such time period after the date of the Contract signed by the Parties, client may, by not less than 30 days written notice to the Agencies/Organizations, declare this Contract to be null and void, and **forfeit the EMD.**
- 22.3. **Commencement of Services:** The Agencies/Organizations shall begin carrying out the Services not later than 7 days after the effective date.
- 22.4. **Expiration of Contract** This Contract shall expire at the end of Six Month from the date effective unless extended by the Client.
- 22.5. **Entire Agreement:** This Contract contains all covenants, stipulations and provisions agreed by the Parties. No agent or representative of either Party has authority to make, and the Parties shall not be bound by or be liable for, any other statement, representation, promise or agreement not set forth herein.
- 22.6. **Modifications or Variations:** Any modification or variation of the terms and

conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties.

23. Force Majeure

23.1. Definition

- For the purposes of this Contract, “Force Majeure” means an event which is beyond the reasonable control of a Party, is not foreseeable, is unavoidable and not brought about by or at the instance of the Party claiming to be affected by such events and which has caused the non-performance or delay in performance, and which makes a Party’s performance of its obligations here under impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other extreme adverse weather conditions, strikes, lockout or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by Government agencies.
- Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or by or of such Party’s Sub-Consultancy Agencies/Organization’s or agents or employees, nor (ii) any event which a diligent Party could reasonably have been expected both to take into account at the time of the conclusion of this Contract, and avoid or overcome in the carrying out of its obligations here under.
- Force Majeure shall not include insufficiency of funds or inability to make any payment required here under.

23.2. **No Breach of Contract:** The failure of a Party to fulfil any of its obligations here under shall not be considered to be a breach of, or default under this Contract in so far as such inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of this Contract.

23.3. Measures to be Taken:

- A Party affected by an event of Force Majeure shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall take all reasonable measures to minimize the consequences of any event of Force Majeure.
- A Party affected by an event of Force Majeure shall not if the other Party of such event as soon as possible, and in any case not later than fourteen (14) days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give written notice of the restoration of normal conditions as soon as possible.
- Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during

which such Party was unable to perform such action as a result of Force Majeure.

- During the period of their inability to perform the Services as a result of an event of Force Majeure, the Agencies/Organizations upon instructions by the “Client”, shall either demobilize or continue with the Services to the extent possible, in which case the Agencies/Organizations shall continue to be paid proportionately and on prorate basis, under the terms of this Contract.

23.4. **Suspension:** The “Client” may, by written notice of suspension to the Agencies/Organizations suspend all payments to the Agencies/Organizations here under if the Agencies/Organizations fails to perform any of its obligations under this Contract, including the carrying out of the Services, provided that such notice of suspension (i) shall specify the nature of the failure, and (ii) shall allow the Agencies/Organizations to remedy such failure, if capable of being remedied, within a period not exceeding thirty (30) days after receipt by the Agencies/Organizations of such notice of suspension.

24. Termination

24.1. **By the “Client”:** The “Client” may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (i) of this Clause.

- If the Agencies/Organizations fails to remedy a failure in the performance of its obligations hereunder, as specified in a notice of suspension pursuant to Clause within thirty (30) days of receipt of such notice of suspension or within such further period as the “Client” may have subsequently approved in writing.
- If the Agencies/Organizations becomes (or, if the Agencies/Organizations consists of more than one entity, if any of its members becomes and which has substantial bearing on providing Services under this contract) insolvent or go into liquidation or receivership whether compulsory or voluntary.
- If the Agencies/Organizations fails to comply with any final decision reached as a result of arbitration proceedings pursuant to the decision.
- If the Agencies/Organizations, in the judgment of the “Client”, has engaged in corrupt or fraudulent practices in competing for or in executing this Contract.
- If the Agencies/Organizations submits to the “Client” a false statement which has a material effect on the rights, obligations or interests of the “Client”.
- If the Agencies/Organizations places itself in position of conflict of interest or fails to disclose promptly any conflict of interest to the Client.
- If the Agencies/Organizations fails to provide the quality services as envisaged under this Contract. The Consultancy Monitoring Committee (CMC) formulated to monitor the progress of the assignment may make

judgment regarding the poor quality of services, the reasons for which shall be recorded in writing. The CMC may decide to give one chance to the Consultancy firm/agency to improve the quality of the services.

- If, as the result of Force Majeure, the Agencies/Organizations is unable to perform a material portion of the Services for a period of not less than sixty (60) days.
- If the “Client”, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.

24.2. In such an occurrence the “Client” shall give a not less than thirty (30) days’written notice of termination to the Agencies/Organizations.

24.3. If the Agencies/Organizations fails to perform as envisaged under this Contract the **PBG amount will be forfeited & the Agencies/Organizations will be blacklisted by the Govt. in H & UD Dept.** on recommendation from the State Urban Development Agency (SUDA).

Annexure – II
Data Sheet and Check List

A. Data Sheet:

1.	Title of Consulting Service: Selection of Resource Organizations for Capacity Building for Mission Shakti Groups & Slum Dwellers Associations under MUKTA & Other Urban Governance Program																
2.	Name of the Client: State Urban Development Agency, H & UD Dept. Govt. of Odisha																
3.	Method of selection: Quality Based Selection (QBS).																
4.	Selection of agencies/ organizations: The bidders have to submit the technical Proposal giving their credentials, experience, financial status, records of past performances etc as per technical proposal forgiven.																
5.	Details of the Cluster: for which Resource Organizations (RO) are to be selected and number of ROs to be taken for each cluster is appended herewith. Applications are to be submitted cluster wise and a bidder can apply for maximum 5 cluster. The selection of RO for the cluster will be made on the basis of technical score as explained above. For each cluster 2 Resource Organization shall be engaged in the ration 60: 40 of total number of MSG/ SDA based on cluster wise merit list. Each RO can get maximum 2 clusters. However, a single can get maximum not more than 60% of MSG/SDA in aggregate rounded upto ULB wise. (Only One RO will operate one ULB wise).																
6.	Technical proposal: Technical proposal to be submitted along with all supporting documents, separately for each cluster. Bidder offering for more than one cluster should submit separate set of supporting documents.																
7.	<p>Financial proposal: Financial proposal need not be submitted. The Resource Organization shall be paid administrative overhead charge Rs 1500/- per Batch (40 candidates) of training conducted. The details of Expenditure per Batch training are mentioned as below:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-left: 20px;">1. Master trainer fee per person @ 1000 for 2 person -</td> <td style="text-align: right;">2000/-</td> </tr> <tr> <td style="padding-left: 20px;">2. Refreshment (Tea, snacks, Lunch, Water) @ Rs 200/- per trainee for 40Nos -</td> <td style="text-align: right;">8000/-</td> </tr> <tr> <td style="padding-left: 20px;">3. Note pad & pen @ Rs 30/- per trainee for 40 Nos</td> <td style="text-align: right;">- 1200/-</td> </tr> <tr> <td style="padding-left: 20px;">4. Teaching Adds (Lum sum)</td> <td style="text-align: right;">- 1000/-</td> </tr> <tr> <td style="padding-left: 20px;">5. Banner, Photographs etc</td> <td style="text-align: right;">- 1000/-</td> </tr> <tr> <td style="padding-left: 20px;">6. Certificate@ Rs 15/- per trainee for 40</td> <td style="text-align: right;">- 600/-</td> </tr> <tr> <td style="padding-left: 20px;">7. Administrative overheads charges</td> <td style="text-align: right;">- 1500/-</td> </tr> <tr> <td style="padding-left: 40px;">Total</td> <td style="text-align: right;">Rs 15,300/-</td> </tr> </table> <p>Payment Schedule:</p> <ol style="list-style-type: none"> i. Refreshment charges shall be directly paid to assigned MSG/ SDA by ULB. ii. Administrative overhead charges @ 1500/- per Batch shall be paid to Ros BY ULB. iii. All other charges as mentioned above shall be paid to Ros by ULB . Ros shall pay the trainer fee @ 1000 per trainer per Batch training. iv. Ros shall ensure the Note pad & pen, Teaching Aids, Banner, photographs and certificates for participants per Batch training as per cost mentioned above. 	1. Master trainer fee per person @ 1000 for 2 person -	2000/-	2. Refreshment (Tea, snacks, Lunch, Water) @ Rs 200/- per trainee for 40Nos -	8000/-	3. Note pad & pen @ Rs 30/- per trainee for 40 Nos	- 1200/-	4. Teaching Adds (Lum sum)	- 1000/-	5. Banner, Photographs etc	- 1000/-	6. Certificate@ Rs 15/- per trainee for 40	- 600/-	7. Administrative overheads charges	- 1500/-	Total	Rs 15,300/-
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5. Banner, Photographs etc	- 1000/-																
6. Certificate@ Rs 15/- per trainee for 40	- 600/-																
7. Administrative overheads charges	- 1500/-																
Total	Rs 15,300/-																

9	Address for submission of proposal: State Urban Development Authority (SUDA), Vivekananda Marg, Bhubaneswar. PIN: 751 014
10	Pre-bid conference date & time: 20.08.2022 Between 3.00 P.M to 5.00 P.M through virtual mode. Bidder who wants to Participate in the Pre-Bid meeting shall request for the link to the mail id of SUDA i.e sudaodisha1990@gmail.com
11.	Proposal validity: Proposals shall remain valid for 120 days after the submission date indicated in this Data Sheet.
12.	Joint Ventures or Consortium offer: NOT permissible
13.	Bidders Eligibility Criteria: As per details given at Section No -2 of Annexure-I
14.	Authorized signatory: The Bidder is required to include with its proposal written confirmation of authorization to its representative to sign on behalf of the Bidder.
15	Sealed envelope: While submitting the proposal the bidder has to ensure that a single technical Proposal for each cluster in original along with supporting documents to be kept in sealed envelopewith superscription “Selection of Resource Organization’s for Capacity Building for Mission Shakti Groups & Slum Dwellers Associations under MUKTA & Other Urban Governance Program for cluster of-----” On the envelope clearly write/print in bold capital letters “DO NOT OPEN EXCEPT IN THE PRESENCE OF THE CLIENT’S REPRESENTATIVE AND PRIOR TO 03.09.2022at 03.00 PM.....(date & time). If any envelope is not sealed and marked as instructed, the Client will assume no responsibility for the misplacement or premature opening of envelopes leading to disqualification of the Bidder from the bidding process.
16	The outer envelope: The outer envelope must be labeled with: a) Title: “Selection of Resource Organizations for Capacity Building for Mission Shakti Groups & Slum Dwellers Associations under MUKTA & Other Urban Governance Program” b) RFP Number;

	<p>c) Last date of bid Submission;</p> <p>d) Full address of bid submission authority with contact no and email on the right;</p> <p>e) Full address of the Bidder with contact no and email on the left.</p>
16	Tender Fee: Tender fee of Rs. 5,000/- (non-refundable) to be deposited.
17	Earnest Money Deposit (EMD): Not required. Bidder has to submit a Bid security declaration, as per Government of Odisha, Finance Department Office Memorandum No.8484/F, dated 05.04.2022 EMD is exempted but Bid security declaration should be submitted by the bidders as per Appendix-II.
18	Tender fee & Earnest Money Deposit: Form for Tender fee & Bid security Declaration will be: in shape of demand draft in favor of Administrative Officer, payable at Bhubaneswar. Bids not accompanied by tender fees and EMD Declaration shall stand rejected. This should be submitted in a separate envelop marked as Tender fee and EMD declaration.
19	Bank Guarantee: A Bank Guarantee is to be submitted by the selected Bidder upon signing of Contract. The amount will be 3 percent of the minimum contract value (details will be informed in due course). Bank Guarantee will be in favor of Administrative officer, payable at Bhubaneswar.
20	Last date and time for submission of technical proposal: 03.09.2022 time 1.00 PM
21	Date and time for public opening of the Proposals received: 03.09.2022 time 3.00 PM
22	Expected date/month for commencement of services: Within 7 days from the date of signing of agreement.
23	Expected date/month for completion of consulting services: Six Month from the date of signing of agreement, may be extended as per mutual consent.

B. Check List:

The bidders are requested to check the following points before submitting the bids:

1	i	Whether the Technical Proposals have been properly marked, superscripted, labeled and sealed, as required? Separate proposal with supporting documents cluster wise.	Yes/No
	ii	Whether each proposal has been ink-signed and stamped by the appropriate authority? Have all the pages of the proposal been ink-signed?	Yes/No
	iii	Whether the number of pages of the proposal properly indexed?	Yes/No
	iv	Have the Tender Fee and EMD declaration been enclosed with the technical proposal?	Yes/No
2		All the bidders should submit:	
	i	Technical proposal as per appendix I	
	ii	Copy of valid registration certificate along with latest byelaw of the organization	Annexure 1
	iii	List of board of trustees with their name, father/husband name, date of birth, qualification, occupation, address, date of joining in the board etc	Annexure 2
	iv	Copy of registration certificate under 12A if available	Annexure 3
	v	Copy of registration certificate under 80G if available	Annexure 4
	vi	Copy of registration under FCRA if available	Annexure 5
	vii	Brief profile of the organization	Annexure 6
	viii	Copy of annual activity report for FY 2018-19,2019-20,2020-21.	Annexure 7,8,9
	ix	Audited statement of expenses for FY 2018-19,2019-20,2020-21.	Annexure 10,11,12
	x	Self-certificate by President/ Chairman/ Secretary of the bidders ROs regarding authorized signatory for the project	Annexure 13
	xi	Self-certificate by President/ Chairman/ Secretary of the bidders ROs regarding the list of persons employed in payroll of the agency as on 31st March 2021	Annexure 14
	xii	References from State/ District/ULB authorities/funding agencies about past performance of the ROs for Urban Development projects executed during last five years	Annexure 15
	xiii	Other supporting documents as per RFP	Annexures

Annexure – III
Technical Proposal Standard Format
(Covering Letter on letter head of the Organization)

Date:

Letter No:
From:

To:
The Administrative
officer, State Urban
Development Agency
(SUDA), H& UD
Department, Govt. of
odisha

Subject: Selection of resource Organization's for Capacity Building for Mission Shakti Groups and Slum Dwellers Associations under MUKTA & Other Urban Governance Program for Cluster.....

Sir,

I/We, the undersigned, offer to provide the services for the above in accordance with your Request for Proposal dated..... We are here by submitting our Technical Proposal both in hard copy and soft copy format.

I/We have examined the information provided in your Request for Proposal (RFP) and offer to undertake the work described in accordance with requirements and as per fee payable specified in RFP. This proposal is valid for acceptance for 120 days and we confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

I/We accept that any contract that may result will comprise the MOU documents issued with the RFP and be based upon the documents submitted as part of our proposal; and placed by the (name of agency).The Proposal has been arrived at independently and without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any other party invited to tender for this contract.

I/We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

I/We confirm that I have the authority to submit proposals/ tenders and to clarify any details on behalf of... (name of organization).

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

Yours faithfully,
Signature [In full and initials]:
Name and Title of Signatory:

Name of Firm and Stamp:
Address:

APPENDIX – I
FORMAT FOR SUBMISSION OF TECHNICAL PROPOSAL FOR Cluster -----

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A. General Details:

1	Name of the Civil Society Organisation (As per registration certificate)	
2	Registration Number (Attach copy of valid registration certificate along with latest byelaw of the organization (UID number from NITI Ayoga to be shared)	
3	Date of registration	
4	Act under which registered	
5	Does the organization have a governing body or board of trustees (Attach a list of board of trustees with their name, father/husband name, date of birth, qualification, occupation, address, date of joining in the board etc)	
5	Do you have registration under 12A & 80G, please provide details (Attach copies of registration)	
6	Do you have registration under FCRA, Yes/No	
7	Correspondence office address with PIN code, Telephone, fax	
8	Registered office address with PIN code, Telephone, fax	
9	E mail Id	
10	Name of the Authorized person for submitting proposal: Mobile No. Email id (Attach Authorization letter of Competent Authority)	
11	Brief on Vision, Mission and Activities of the organization (Within 500 words)	
12	Demand draft Details Tender fee Amount DD No. Issuing Date Name of the Bank Address of Bank	
13	Demand draft Details OF EMD Amount DD No. Issuing Date Name of the Bank Address of Bank	EMD is not required as per government of odisha notification No-8484/F, dated 05.04.2022. However, the bidder shall submit EMD declaration As per Appendix-II.
14	Whether documents attached as per Checklist from annexure II B (yes/No)	
15	Whether the agency was ever blacklisted: Y/N If yes whether that black listing was not cancelled: Y/N (If yes, attach copy of same and the affidavit)	
16	Do you agree to carry assignment as per TOR of RFP with fee payable as specified in RFP? (Yes/No)	

17	Do you agree to accept all term & conditions specified in RFP documents? (yes/No)	
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B. Information on experience of community mobilization projects

Sl. No.	Project details	Start date of project	End date of project	Supporting Organization/ Funding agency/ Partner Organization if any	Value of the organization in INR	Type of supporting document attached (Sanction order/ Contract/ MOU etc.

C. Information on experience of capacity building projects

Sl. No.	Project details	Start date of project	End date of project	Supporting Organization/ Funding agency/ Partner Organization if any	Value of the organization in INR	Type of supporting document attached (Sanction order/ Contract/ MOU etc.

D. Information on man power in the organization

Sl. No.	Name of the employee	Address with telephone number	Qualification	Years of experience in social mobilization & capacity building	Full time/ Part time	Date of joining in the organization

E. Information on years of existence of the organization in the district

Name of the District	Duration of working in the district (Year from-to)	Do you have an office in the district (Provide address)	What are the programmes with the organization is associated at district	Type of supporting document attached

F. Information on turnover of last 3 years

Year	Turnover in INR	Document to be attached
2018-19		Financial Audit report & Balance Sheet attached
2019-20		Financial Audit report & Balance Sheet attached
2020-21		Financial Audit report & Balance Sheet attached
Average for 3 years		Certificate from Chartered Accountant attached

G. Information on quantum grant/ support received for community mobilization & capacity building

Year	Quantum of grant/ support received	Year Total	Source	Type of supporting documents attached
2018-19				
Total				
2019-20				
Total				
2020-21				
Total				
Total 3 years				

H. Information on experience of working in Urban Development projects

Name of the district	Name of the Project (under Urban Development)	Duration of working in the project (Year from-to)	Do you have an office in the district (Provide address)	What are the programmes/ tasks undertaken in the project	Type of supporting document attached

I. Letter of Appreciation/Certificate of Performance

Project Name	Letter of Appreciation/ Certificate of Performance Issued By (Organization Name)	District of execution of Project	Period of project (Start Date and End Date)	Key Impact achieved

Signature [In full and initials]:
 Name and Title of Signatory:
 Name of Firm and Stamp:
 Address:

APPENDIX – 2

Bid Securing Declaration (on Company Letter-head)

To
Administrative officer, State Urban Development Agency
H& UD Department
Government of Odisha

Ref: RPF NO.....; Tender Title:

Sir/ Madam

We, the undersigned, solemnly declare that:

We understand that according to the conditions of this Tender Document, the bid must be supported by a Bid Securing Declaration In lieu of Bid Security.

We unconditionally accept the conditions of this Bid Securing Declaration. We understand we shall stand automatically suspended from being eligible for bidding in any tender in Procuring Organization for 3 years from the date of opening of this bid if we breach our obligation(s) under the tender conditions if we:

- 1) withdraw/ amend/ impair/ derogate, in any respect, from our bid, within the bid validity; or
- 2) being notified within the bid validity of the acceptance of our bid by the Procuring Entity:
 - (a) refused to or failed to produce the original documents for scrutiny or the required Performance Security within the stipulated time under the conditions of the Tender Document.
 - (b) Fail or refuse to sign the contract.

We know that this bid-Securing Declaration shall expire if the contract is not awarded to us, upon:

- 1) receipt by us of your notification
 - (a) of cancellation of the entire tender process or rejection of all bids or
 - (b) of the name of the successful bidder or
- 2) forty-five days after the expiration of bid validity any extension to it.

(Signature with date)

.....

(Name and designation)

Duly authorized to sign bid for and on behalf of.....

[name & address of Bidder and seal of company]

Dated on day of [insert date of signing]

Place.....[insert place of signing]

Annexure –IV

TERMS OF REFERENCE

1. Introduction:

In Odisha, about 1/3rd of the people living in the Urban Areas (approximately 2 million) are informal economy workers and vulnerable because of lack of social protection, lack of access to productive assets, reduction of working hours, decrease in wages and abrupt layoffs. The Covid 19 pandemic badly affected the livelihood opportunities and compounded the vulnerability of the vulnerable groups like migrant laborer's, women, transgenders and pushed them deeper into poverty. Keeping the context of vulnerability and immediate survival of poor and migrant workers, Govt of Odisha launched the initiative called “**Urban Wage Employment Initiative**” on 18th April, 2020 to create rapid, immediate and mass employment opportunities for the Urban Poor residing across 11 Urban Local Bodies in Odisha. Based on encouraging results, Govt of Odisha decided to convert UWEI into a full-fledged programme called “**Mukhya Mantri Karma Tatpara Abhiyaan (MUKTA)**” to provide sustainable livelihood opportunities to the poor, informal & migrant workers. One of the novel features of the programme relates to implementation and monitoring of activities by Community Institutions i.e MSG/ALFs.

2. Objectives:

- To identify and select Resource organizations who can facilitate identification and selection of preferably active and qualified SHG members as Community Resource Persons from respective ULBs in the state.
- To facilitate capacity building of Mission Shakti Groups/Area Level Federations/Slum Dwellers Association for increased and meaningful involvement in implementation of MUKTA activities in the state.
- To ensure and strengthen timely completion of projects for asset creation through participatory monitoring by the Community Institutions at the field level.
- To create a cadre of Resource Persons for increased sustainability of MUKTA programs in ULBs across the state.

3. Scope of Work:

In course of implementing MUKTA programme, it has been realized that there exists a few critical gaps i.e **understanding on the relevance of the programme, mobilization of resources including Wage Seekers, Coordination & Monitoring of the work, filling up Muster Roll, submission of documents to ULB for payment processing, Work commencement and completion** etc. Capacity Building of all Mission Shakti Groups and Slum Dweller Associations engaged in MUKTA as Implementing Agency, working as community contractors will be taken up across 115 ULBs of the State. It has been estimated that, training programmes for around 15,000 MSG and 2919 SDA (2 persons from each) will be

organised. Presidents and Secretaries of these MSG & SDA covering about 36,000 members will undergo the capacity building training to be organised at the ULB level. The scope for deployment of Resource organizations to look after the Capacity Building of MSGs/ALFs has been designed and a brief of the same is given as under:

- i. Resource Organization shall prepare the list of CVs of Resource persons and submit to department for first stage scrutiny and selection. Suitable Resource will be trained by State team on Managerial, technical, financial and organizational module. At the end of training they will be asked to give a presentation before the selection committee to assess their knowledge-base. Final selection of Resource persons will be done based on the outcome of this exercise.
- ii. Final List of eligible Resource Persons to be intimated to Resource organizations for imparting training. Resource persons will act as master trainer.
- iii. Resource organizations will be responsible for sensitize/ Mobilize the MSG/ SDA and delivery of training modules to the community-based organizations.
- iv. Resource Organization should contact respective ULB for venue and Training calendar.
- v. Venue Preparedness for smooth conduct of the training.
- vi. Preparation of Materials and Documentation.
- vii. Mobilization of Participants for the Training program me.
- viii. Mobilization of resource person for imparting the training.

- ix. Preparation of check list and timeline for overall conduct of the Training program me.

- x. Provide technical and managerial support to ensure effective implementation of projects in designated ULBs.

- xi. Report on progress of activities and coordinate closely with the ULBs and State team in the discharge of the Roles and responsibilities as per agreed term.

3.1. Role of Stake Holder:

The Capacity Building program me on strengthening the skill and involvement of Community Institutions shall be implemented with the involvement of following stakeholders.

- i. Urban Local Bodies:
 - Finalize the training calendar.
 - Finalize the list of MSG/ SDA and participants and provide the list of Ros for Capacity building training.
 - Fix suitable venue.
 - Coordination with RO.
 - Shall monitor the quality conduct of capacity building program me by Resource Organization's.
 - Assigning the refreshment (lunch etc) responsibility to many MSG/ Federation/ SDA
 - Overall monitoring of the training program.
 - Release of advance/ final payment.
- ii. Resource Organization:

- Contact respective ULB for fixing venue, training calendar and list of MSG/ SDA to be trained.
- Deployment of trained manpower who shall be can impart training technical, financial and social aspects on MUKTA.
- Field visit to all wards of ULB to identify active MSG/ SDA members/others.
- Preparing a probable list of candidates for CRP on the basis of certain criteria.
- Entire responsibility for mobilizing MSGs/ SDAs and delivery of training modules to community based organizations.
- Conducting training as per Sop.
- Ensure availability of training material.
- Taking stock and ensuring preparedness of the Training Hall i.e. ULB Conference Hall, Community Hall etc.
- Attendance of all participants shall be maintained in a Registration Sheet and Training Report shall be taken as part of the authentication and also as a basis for release of payment.
- Preparing the list of documents for submission to ensure timely release of payment from ULB.
- Pre and Post Training Feedback based on standardized format/questionnaire shall be taken to assess the impact of the training on the participants.
- Minutes of each training shall be prepared as per a standardized format and submitted along with the documents for release of payment.
- Follow up visit to see the improvement in work execution/completion process and feedback if any from time to time.
- Submission of progress reports to ULB/ State team in a timely manner and ensuring the execution of program as per agreed conditions.

4. Training Implementation Strategy:

- i. All Training Programme shall be of one (1) day duration.
- ii. 2 Resource persons shall preferably be deployed for a single batch training programme for one day.
- iii. Each Training Batch shall consist of 40 participants/MSG/ SDA members.
- iv. The Training shall be organized at the ULB Conference Hall. However in case any other infrastructure with adequate facilities is available, training could be organized there and the concerned Resource Organization has to make a field visit and get an update on the preparedness of the venue for the holding the training programme there.
- v. Registration Sheet shall be prepared and all participants have to sign on it as part of authentication.
- vi. Photos of Training shall be taken as part of authentication and if possible, uploaded through a link provided by the State team.
- vii. Pre and Post Training Feedback shall be taken to know about the quality & impact of the training programme.
- viii. The training programme shall be administered in modules to ensure easy learning by Participants.

5. Reporting and Documentation:

- i. Resource Organizations are expected to Submit an inception report within 15 days of getting assignment. Inception report must include details of Ros staff structures and Work plan for imparting training.
- ii. The inception report shall also include the strategy / activities to achieve milestones outlined in the scope of work. The work plan has to be developed in consultation with concerned ULB and State team.
- iii. Monthly reports in the agreed format need to be shared by ROs with respective ULBs and / State team .
- iv. Each RO shall submit a completion report at the end of contract period (6 month) as the part of deliverables to ensure successful completion of programme.

6. Performance Assessment:

Fortnight performance assessment will be conducted to evaluate achievement obtained by Resource Organizations to the desired objective and scope of Work. The evaluation will include the progress bs timeline, quality of training and capacity building, innovation and scale of impact along with related deliverables.

7. Qualifications and Experience of Resource Persons:

Resource Organization shall take steps for selection of Community Resource Persons on the basis of the following criteria:

- i. Master in Social Work/ Masters in Arts/ Master in Business Administration/ Degree in Engineering
- ii. Minimum 5 years of experience in Community Mobilization, Capacity building training.
- iii. Preferably working in slums.
- iv. Strong communication and interaction skill in (in local language).

8. Payment Schedule:

- a) Food Charges shall be directly paid to assigned MSG/ SDA by ULBs.
- b) Payment of Rs 1000/- per resource persons at the end of each training program by Recourse organization.
- c) Administrative overhead charges of Rs 1500/- per batch shall be paid to Resource Organization by ULB.
- d) Ros shall ensure the Note pad & pen, Teaching Aids, Banner & photographs for participants per Batch training as per cost mentioned above.
- e) Resource organization shall submit the attendance, training report, Photographs along with his invoice covering all expenditure at the end of the per Batch training. Mukta Accountant and Coordinator shall ensure the payment to be paid latest by next day.
- f) The payments shall be paid per Batch of training (40 Nos) . Even if the number of Trainees reduced in a batch, the Ros shall get full payment.

Appendix - A (Cluster detail)

1. List of Cluster :

Cluster -A

A			
Category	Name of the ULB	No of SDA	No of MSGs
MC	Bhubaneswar	436	1986
MPL	Jatani	21	78
	Khordha	23	153
	Puri	52	437
	Nayagarh	13	51
	Banapur	2	65
	Balugaon	0	63
	Nimapada	2	38
Pipili	4	30	

	Konark	8	40
	Odagaon	4	20
	Khandapada	9	34
	Dasapalla	9	50
	Ranapur	10	30
	Khalikote	6	38
	Rambha	6	30
	Ganjam	3	25
	NAC		
	Total	608	3168
No. of ULBs	17		

Cluster- B

Category	Name of the ULB	No of SDA	No of MSGs
MC	Berhampur	172	877
MPL	Hinjilicut	5	43
	Rayagada	25	176
	Gunupur	19	53
	Jeypore	43	193
	Koraput	58	151
	Sunabeda	24	149
	Malkangiri	29	121
	Paralakhemundi	16	156
	Phulbani	24	63
	Nabarangpur	27	112
	Umerkote	27	84
	Chhatrapur	4	70
	Gopalpur	3	32
	Aska	9	55
	Belaguntha	3	32

	Bhanjanagar	11	34
NAC	Buguda	4	32
	Chikiti	3	27
	Digapahandi	2	19
	Kabisuryanagar	7	27
	Kodola	4	33
	Polosara	8	67
	Purushotampur	2	27
	Soroda	5	28
	Kashinagar	5	43
	Balimela	23	44
	Gudari	4	17
	Kotpad	17	59
		G. Udayagiri	10
	Baliguda	11	37
	Total	604	2887
No. of ULBs	31		

Cluster -C

Category	Name of the ULB	Nos of SDA	No of MSGs
MC	Cuttack	252	1008
MPL	Choudwar	14	93
	Jajpur	29	151
	Vyasanagar	32	175
	Kendrapara	16	180
	Patamundai	8	136
	Jagatsingpur	3	109
	Paradeep	54	196
	Dhenkanal	43	165
	Anandapur	22	105
	Balasore	41	276
	Bhadrak	43	276
	Basudevpur	0	189
	Jaleswar	9	54
	Soro	5	61
	Baripada	46	295
	Rairangpur	19	59
NAC	Athagarh	4	72
	Banki	1	73
	Bhuban	8	100
	Hindol	7	55
	Kamakhyanagar	10	63
	Nilagiri	22	58
	Remuna		50
	Dhamnagar	5	96
	Chandbali	2	98
	Karanjia	11	87
	Udala	9	20
	Total	715	4300
No. of ULBs	28		

Cluster -E :

Category	Name of the ULB	No of SDA	No of MSGs
MC	Sambalpur	170	716
MPL	Bargarh	18	247
	Balangir	70	253
	Titilagarh	38	95
	Bhawanipatna	29	112
	Sonepur	22	83
	Deogarh	12	103
	Angul	30	89
	Talcher	6	63
	Redhakhol	15	39
	Kuchinda	9	40
	Attabira	17	54
	Barpali	7	87
	Bijepur		15
	Padampur	14	38
	Patnagarh	22	70
	Kantabanjhi	17	43
NAC	Tusura	5	39
	Binika	26	35
	Tarabha	6	19
	Dharmagarh	3	40
	Junagarh	18	51
	Kesinga	9	36
	Khariar	5	53
	Khariar Road	9	86
	Nuapada	8	65
	Athamalik	9	38
	Boudh	7	73
	Total	601	2682
No. of ULBs	28		

Appendix -B

Training Report

Date of the Training:

Training Venue:

No of Participants:

Name of the Wards represented:

Name of the Resource Persons:

Capacity Building Programme for the members of Mission Shakti Groups/Area Level Federation was held onat(name of the training venue) forhours fromam topm. The primary objective of the programme was to enhance the knowledge and skill base of MSG members for effective coordination of MUKTA programme. The training programme mostly covered the following topics:

- 1
- 2
- 3
- 4
- 5

In addition to covering the abovesaid topics, the trainer also tried to identify and address issues relating to implementation of MUKTA related activities in the field. At the end, participants offered vote of thanks to the Trainers, ULB officials etc and the Training came to a close.

N:B – Submission of Training Report along with all particulars is a must to process the expenditure claim by Resource Organisation.

Signature of the RP

Signature of the Trg Coordinator (RO)

Signature of EO

Appendix- C

Participants – Registration Sheet – MUKTA Trg

Name of the Trg Venue:

Date of the Trg –

Sl No	Name of the Participant	Name of the MSG	M/F/TG	Cell/Mobile No	Signature
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					

Signature of RO official

Signature of Trainer

Signature of ULB official