

Date: 2<sup>nd</sup> July' 2020

RfP for Providing SUPPORT STAFF  
For STATE / City Mission  
Management Unit (SMMU)/ (CMMU)  
for National Urban Livelihoods  
Mission And Other Govt. Programme.

**STATE URBAN DEVELOPMENT AGENCY (SUDA) Housing  
and Urban Development Department**

**Government of Odisha**

Adjacent to Bhubaneswar Municipal Corporation Office, Vivekanand Marg,  
Bhubaneswar , PIN: 751014

## Invitation for Bid

RfP No: 03/01.07.2020

Letter No: 1310/01.07.2020

Bhubaneswar, Dated: **2<sup>nd</sup> July' 2020**.

Sealed proposals are invited by the State Urban Development Agency, Housing and Urban Development Department from amongst consultancy firms/ agencies for Providing of Support Staff to SMMU & City Mission Management units (CMMU) in 114 Urban Local Bodies in Odisha as per details given at **Annexed-A-1 & A-2** for a period of two years extendable for further period, to be selected on combined Quality And Cost Based Selection (Combined QCBS) process. The bidders have to submit technical and financial proposal separately. Further details of the services requested are provided in the various annexures enclosed with this letter.

1. Completed Proposal for the work in prescribed format shall be received up to **2<sup>nd</sup> July' 2020**. up to 1 PM.

The sealed proposals can be sent well in advance by registered post or speed post or in person to the **State Urban Development Agency (SUDA), H & UD Department , Govt. of Odisha, Adjacent to Bhubaneswar Municipal Corporation Office, Vivekanand Marg, Bhubaneswar , PIN: 751014 , Email : sudaodisha1990@gmail.com**. Bidders can also submit proposal by hand to above office for which necessary gate pass can be issued for submission of offer.

2. The Proposal received shall be opened **27<sup>th</sup> July 2020** itself at 3.30 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.
3. This RfP includes the following documents:
  - i. This Letter of Invitation
  - ii. Details of Support staff for SMMU/CMMU (Annexed-A-1 & 2)
  - iii. Instructions to Bidders (see Annexure - I)
  - iii. Data Sheet and Check List (see Annexure - II)
  - iv. Technical Proposal Standard Forms (see Annexure – III)
  - v. Financial Proposal Standard form (see Annexure—IV)
  - v. Terms of Reference (ToR) (see Annexure – V)
  - vi. Standard Contract Document (see Annexure - VI)
  - vi. Bank Guarantee Format for Performance (see Annexure - VII)
4. While all information/data given in the RFP are, to the best of the Client's knowledge accurate within the consideration of scope of the proposed 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.
5. 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 Addl. Director, **SUDA, H&UD Dept., Odisha via e-mail sudaodisha1990@gmail.com**.

SD/-

**SUDA, H & UD Dept., Govt. of Odisha**

**Annexed-A-1**

List of Support Expert /Staff for SMMU/ CMMU details as per Annexure-A 2.

Providing Support Expert/Staff for SMMU/ CMMU in ULBs

SI No.	Name of position and ULB details	Total No. of Specialists	Salary including all statutory charges like PF,ESI if applicable Rs Per Month per person	Travel Expense and communication Expenses Rs Per Month per person	TOTAL OF Salary and Expenses (4+5) Rs Per Month per person	TOTAL Amount per Month 3x6 RS	TOTAL Amount per YEAR 7x12 Rs	
1	2	3	4	5	6	7	8	
1	MIS Support Expert for SMMU at State Level	3	20,000	1000	21,000	63,000	7,56,000	
2	Office Support Staff at ULBs	114	11,000	1000	12,000	13,68,000	1,64,16,000	
3	TOTAL COST	In Rupees					14,31,000/-	1,71,72,000/-
4	SERVICE CHARGE To be Offered by Bidder	IN PERCENTAGE(%)---- To Quote percentage (in words) _____					To Quote	To Quote

Note:

1. The Bidders to submit financial bid where Salary component to be offered should be same as Salary mentioned above and same shall be required to be paid to Experts/Staff in their account. The service charges offered by bidder shall be on above amount. The competent authority reserves the right to reject financial bids where service charges offered are very **less and un reasonable**. Price offered not complying to above condition will be rejected.
2. GST as applicable from time to time will be paid Extra.
3. Office space with necessary table, chair, laptop/computer system with other facilities like internet/printing/copying and all office stationeries will be provided to Experts/Staff by respective MC/ULB.
4. The numbers of Experts/ Support Staff can be Increased/Reduced based on requirement of the client and Bidder shall arrange to depute such personnel as per same terms of the contract.

## Annexure – I

### Instructions to Bidders

#### 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 bidder to submit Technical and Financial Proposal package wise and selection shall be based on Combined QCBS.
- 1.3. The Bidder shall bear all costs associated with the preparation and submission of its proposal and contract negotiation.
- 1.4. The Client is not bound to accept any proposal, and reserves the right to annul 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 of "overall works" would be accepted.

#### 2. Eligible Bidder

- 2.1 In this case, the eligible Bidder is an institute of repute/center of excellence/consultancy firm/ Agency having experience of successfully executing at least two similar project for at least 1 year operation in providing Technical Manpower with annual contract value of the project being not less than Rs100 lakhs in last 5 years. Agencies which are not having experience in handling similar assignments CAN NOT participate in the bidding process.
- 2.2 The bidders must have at least 200 persons in their payroll as full time/contractual employees as on 31st March, 2020.
- 2.3 "Average" Annual consultancy turnover of the bidder should be more than Rs. 4 Cr. for last 3 financial years.
- 2.4 The agency should have at least 5 years of experience of providing similar services in the context of providing Technical Manpower to Government Departments/ Govt. Institutes/ public sector undertaking companies'.
- 2.5 The agency should not have been blacklisted by any state government, central government or any other public sector undertaking or a corporation as on the date of this RFP. An undertaking to this effect should be submitted.
- 2.6 Agency to have an office in Bhubaneswar to coordinate with SUDA.
- 2.7 The firm should be registered under Income Tax and GST. (Pan card and GST certificate should be furnished).
- 2.8 The firm should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts. (The appropriate documentary evidence should be furnished)

#### 3. Conflict of Interest

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

#### 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 organisation, 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 the 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 H&UD Dept. 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](mailto:sudaodisha1990@gmail.com) addressed to the Client's Representative. Such requests for clarification shall be entertained up to 9<sup>th</sup> June, 2020. Response to all clarifications received shall be hosted web site of SUDA within 7 days.

#### 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 Client shall organize a Pre-Bid Conference on Date: 9<sup>th</sup> June, 2020, Time: 11:30AM, Place: Conference Hall of SUDA. Interested prospective Bidders may attend.

#### 8. Amendment of the RFP document

- 8.1 At any time before submission of Proposals, the Client may amend the RFP by issuing an addendum through e-mail and webhosting in the H&UD Dept. website i.e. [urbanodisha.gov.in](http://www.sudaodisha.org) and SUDA web site <http://www.sudaodisha.org>.
- 8.2 Any such addendum will be binding on all the Bidders.
- 8.3 To give Bidders reasonable time in which to take an addendum into account in preparing their Proposals, the Client may, at its discretion, extend the deadline for the submission of the Proposals.

## **9. 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.

## **10. Cost of bidding**

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

## **11. Taxes**

The Bidder may be subject to taxes (such as: fringe benefit tax, value added tax, Income tax, duties, etc.) on amounts payable by the Client under the Contract, which are to be borne by the bidder. However Service Tax/ GST as applicable rate shall be payable extra at Actual.

## **12. 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.

## **13. Documents comprising the Proposal**

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

## **14. Proposal validity**

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

14.2 A Proposal valid for a shorter period shall be considered non-responsive and will be rejected by the Client.

## **15. Format and Signing of Proposals**

15.1 A Technical and Financial Proposal (original) for each package as mentioned in the Data Sheet shall be submitted in the prescribed format attached with this RfP document at *Annexure- III & Annexure-IV*

15.2 The original 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 Proposal shall be signed by the person signing the Proposal.

15.3 Any interlineations, erasures, or overwriting shall be valid only if signed or initialed by the person signing the Proposal.

## 16. Deadline for Submission of Proposals

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

## 17. Late Proposals

The Client will not consider any Proposal that arrives after the deadline prescribed by the Client 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.

## 18. Evaluation of Offers:

Bids received and found valid will be evaluated by CLIENT to ascertain the best evaluated bid in the interest of CLIENT for project services under this document. The Bidder should take enough care to submit all the information sought by CLIENT 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. The proposals, in general, shall be evaluated using the following criteria:

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

SN	Main Criteria and Weights * out of Total 100 marks	Sub Criteria	Sub Weights
1.	Financial Strength - <b>15 Marks</b>	Consultancy Turnover (average 3 years). Rs. 4 Cr—5 Marks For every additional Rs1 Cr –1 mark each Max 10 Mark.	10
		<i>Net Worth</i> (average 3 years). For every Rs15 lakh 1 mark subject to maximum 5 Marks.	05
2.	Institutional Strength – <b>20 Marks</b>	No of years existence in providing Manpower services to Government Departments/ Govt. Institutes/ public sector undertaking companies. Above 5 years - 5 marks, For every additional 1 years — 1 marks each, subject to maximum of 10marks.	10
		<i>B. Total No. of Personnel in the Payroll of the Institution.</i> For 200 person 5 marks. For every additional 50 numbers 1 mark each maximum 10 marks	10
3.	Similar Experience of providing Technical Manpower with contract value above Rs 100 lakh - in last 5 years up to 31st March, 2020) - <b>25 Marks</b>	FOR MINIMUM 2 Project -10 Marks. For Every additional project 5 mark each subject to Maximum of 25 Marks	25
4.	Experience in Providing Manpower to projects in Odisha with project value more than Rs 50 lakhs in last 5 years. – <b>10 Marks</b>	Number of Projects. For every project 2 marks each with maximum 10 marks	10
5.	Methodology including Management Plan – <b>30 Marks</b>	Appreciation of the project and response to the ToR	10
		Methodology including work plan and proposed management plan	10
		Provisions to secure and retain professionals	10

Based on the evaluation of technical bids, the bidders shall be ranked highest to lowest technical score (St) in accordance with the total marks obtained. The bidders with technical bid score of minimum **70% and above** will be considered technically qualified for further process. The price bids of technically qualified bidders will only be opened for financial evaluation.

1. **The price bid where Salary component offered is more or less than Salary mentioned at ANNEXED-A-1 will be rejected. Service charges offered very less or unviable shall also be rejected.**
2. **Quality and Cost Based Selection (QCBS)** method will be followed during the overall selection process. Based on the evaluation of technical proposal, the technically qualified bidders shall be ranked highest to lowest Technical Score(**ST**) in accordance to the marks obtained during the technical evaluation stage. There shall be `70% weightage to technical score and 30% weightage to financial score.
3. The individual bidder's financial score (**SF**) will be evaluated as per the formula given below:

$$\mathbf{SF} = [\mathbf{Fmin} / \mathbf{Fb}] * 100 \text{ (rounded off to 2 decimal places)}$$

where,

**SF**= Normalized financial score of the bidder under consideration

**Fmin**=Minimum financial quote among the technically qualified bidders

**Fb**= Financial quote of the bidder under consideration

$$\mathbf{Combined\ Score\ (S)} = \mathbf{ST} * 0.7 + \mathbf{SF} * 0.3$$

Where ST = Technical score secured by the bidder. Where SF = Financial score secured by the bidder. The bidder securing the highest evaluated **Combined Score(S)** will be awarded the contract observing due procedure.

#### **19. Presentation:**

The consultant will have to make a presentation to CLIENT. The presentation shall cover in sufficient, detail the appreciation of the project, Approach and Methodology, proposed organizational structure, work program, implementation strategy, provisions to secure and retain professionals. The objective of presentation is to enable CLIENT to evaluate the consultant regarding their understanding and preparedness for the assignment. Clarifications, if any, as required by CLIENT will also be discussed. The date and venue of presentation will be decided by CLIENT and intimated on the day of opening of bid or otherwise at least one week in advance. The presentation to cover the details is given as above.

#### **20. Client's Right to Accept any Proposal, and to Reject any or all Proposals**

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



## **21. Award of Contract Notification**

Prior to the expiration of the Proposal validity period, the Client shall notify the successful Bidder, in writing, that its Proposal has been accepted. At the same time, the Client shall notify all other Bidders of the results of the bidding.

- 21.2 Until a formal Contract is prepared and executed, the notification of award shall constitute a binding Contract.

## **22. 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.

## **23. Signing of Contract**

- 23.1 After notification, the Client shall communicate to the successful Bidder to sign the Contract. Standard Contract Document (see Annexure - VII)
- 23.2 Pursuant to negotiations, the successful Bidder shall sign, date, and return the Contract, along with necessary supporting documents, to the Client.
- 23.3 All formalities of negotiation and signing of contract will be completed within Fifteen (15) days of notification of award.

## Annexure – II

### Data Sheet and Check List

#### A. Data Sheet:

1.	Title of Service: Providing of Support Staff to SMMU & City Mission Management units (CMMU) in 114 Urban Local Bodies in Odisha for a period of Two years and Extendable for further period based on performance..
2.	Name of the Client:- SUDA ,Housing & Urban Development Department, Govt. of Odisha
3.	Method of selection : Combined Quality And Cost Based Selection (QCBS) through bids from consultancy firms/ agencies.
4.	Selection of consultancy firm/agency: The bidders have to submit the technical Proposal giving their credentials, experience, financial status as per technical proposal form given at <b>Annexure – III</b> & Financial proposal as per <b>Annexure–IV</b> .The evaluation shall be made as per evaluation criteria specified at Annexure – I (Clause-18).
5.	Name of the cities/towns in which Expert/staff are to be placed are as per <b>ANNEXED-A2</b>
6.	Technical proposal to be submitted: YES, as per form given at annexure –III along with all supporting documents.
7.	Financial proposal to be submitted: YES, AS per form given at Annexure-IV. The salary payable to Experts/Staff and carry out activities as per the ToR ( <b>Annexure – V</b> ) shall be as given at ANNEXED-A1. The bidders have to submit Financial proposal indicating the Service Charge which is the bidding parameter.
8.	Address for submission of Proposals: <b>State Urban Development Agency (SUDA)</b> <b>H &amp; UD Department , Govt. of Odisha</b> <b>Adjacent to Bhubaneswar Municipal Corporation Office,</b> <b>VivekanandMarg, Bhubaneswar</b> <b>PIN: 751014</b> <b>Email : <a href="mailto:sudaodisha1990@gmail.com">sudaodisha1990@gmail.com</a></b>
9.	A pre-bid conference to be held: YES <b>Date: 9<sup>th</sup> July, 2020,</b> <b>Time: 11:30AM</b> <b>Place: Conference Hall of SUDA</b>
10.	The Client's Representatives: <b>State Urban Development Agency (SUDA)</b> <b>H &amp; UD Department , Govt. of Odisha</b> <b>Adjacent to Bhubaneswar Municipal Corporation Office,</b> <b>VivekanandMarg, Bhubaneswar</b> <b>PIN: 751014</b> <b>Email : <a href="mailto:sudaodisha1990@gmail.com">sudaodisha1990@gmail.com</a></b>
11.	Proposals shall remain valid for 120 days after the submission date indicated in this Data Sheet.
12.	Clarifications may be requested not later <b>9<sup>th</sup> July, 2020</b> . All requests for clarifications will be directed to the Client's representative. The Client shall respond to requests for clarifications by electronic means after seven (7) days of pre-bid meeting date.

13	The Bidder is required to include with its proposal written confirmation of authorization to its representative to sign on behalf of the Bidder: YES
14	Joint Ventures or Consortium offer:- NOT permissible
15	Bidders Eligibility Criteria–Applicable AS specified at clause - 2 ANNEXURE-I
16	While submitting the proposal the bidder has to ensure that the technical Proposal for the assignment in original to be kept in sealed envelope with superscription “Technical Proposal for Providing of Support Expert/Staff to SMMU & CMMU in 114 Urban Local Bodies in Odisha“ and Financial Proposal in original to be kept in separate sealed envelope with superscription “Financial Proposal for Providing of Support Expert/Staff to SMMU & CMMU in 114 Urban Local Bodies in Odisha”. Both the above two sealed envelopes to be kept in an outer envelop marked as under.
17	The outer envelope must be labeled with: a) Title: “Proposal for Providing of Support Expert/Staff to SMMU & CMMU in 114 Urban Local Bodies in Odisha”. b) RFP Number; c) Last date of bid Submission ; d) Full address of bid submission authority with contact no and email on the right; e) Full address of the Bidder with contact no and email on the left. f) 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 27 <sup>th</sup> July, 2020, (3.30PM)”.
18	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.
19	Tender fee must be deposited: YES Tender fee of Rs. 5,000/- (non-refundable) to be deposited. Earnest Money Deposit (EMD) to be submitted: YES EMD of Rs. 1.50 lakh (Refundable) to be deposited
20	Form for Tender fee & Earnest will be: in shape of demand draft in favour of the Additional Director, SUDA, H & UD Dept. payable at Bhubaneswar. Bids not accompanied by tender fees and EMD shall stand rejected.
21	A Bank Guarantee is to be submitted by the winning Bidder upon signing of Contract: YES
22	The amount will be 5 percent of the total contract value; the same will be provided in the form of a Bank Guarantee (BG) as per format given in annexure –VII valid till completion of contract. Bank Guarantee will be made in the name of the SUDA, Housing & Urban Development Department, Govt. of Odisha. On submission of above BG, the EMD submitted is to be refunded.
23	Proposals must be submitted no later than the following date and time: 27 <sup>th</sup> July, 2020, (1.00

	PM)".
24	Date and time for public opening of the Technical Proposals received: 27 <sup>th</sup> July, 2020 at 15.30 hours (3.30 PM). Date & time of opening of Financial proposal will be communicated later to eligible bidders.
25	Expected date/month for commencement of consulting services: October'2020
26	Expected date/month for completion of consulting services: September'2022 Can be extended for further period of one year on the basis of performance.

### B. Check List:

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

i)	1.	Whether the Technical Proposals have been properly marked, superscripted, labeled and sealed, as required?
	2.	Whether each proposal has been ink-signed by the appropriate authority? Have all the pages of the proposal been ink-signed?
	3.	Whether the Audited balance sheet for last three years been submitted along with the proposal and chartered accountants certificate for consultancy turnover?
	4.	Have the Tender Fee and EMD been enclosed with the technical proposal?
	5.	Whether the number of pages of the proposal properly indexed?
ii)	1	All the bidders should send:
		a) Agency's consent letter
		b) Brief Profile of the Agency
		<b>c) Experience of successfully executing at least Two similar project for atleast 1 year with total contract value of the project awarded being not less than Rs. 1.0 Crore - copy of work order/certificate to be enclosed.</b>
		<b>d) Self-certificate by Director/Owner of the bidders firm regarding the no of persons employed in roll of company as on 31<sup>st</sup> March 2020.</b>
		<b>e) Similar project in Odisha</b>
	<b>f) Proof of agency having atleast 5 years of experience of providing similar services in the context of providing Technical Man power.</b>	

### Annexure -III

#### Technical Proposal Letter of Submission

Letter No.:

Date:

Place:

**From:**

[Name of Consultant with  
Complete Address of Communication]

**To:**

**State Urban Development Agency (SUDA)  
H & UD Department , Govt. of Odisha  
Adjacent to Bhubaneswar Municipal Corporation Office,  
VivekanandMarg, Bhubaneswar  
PIN: 751014  
Email :[sudaodisha@gmail.com](mailto:sudaodisha@gmail.com)**

**Subject: Providing of Support Expert/Staff to SMMU & CMMU in 114 Urban Local Bodies in Odisha for a period of Two years(Technical Proposal)**

Sir,

We, the undersigned ,offer to provide the services for the above in accordance with your Request for Proposal dated 02-07-2020. We are here by submitting our Technical Proposal(As per Appendix-1)both in hard copy and soft copy format sealed in an envelope.

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.

We accept that any contract that may result will comprise the contract documents issued with the RFP and be based up on the documents submitted as part of our proposal ;and placed by the **(Name of the agency/institution)**.The Proposal has been arrived at independently and with out consultation ,communication, agreement or understanding (for the purpose of restricting competition)with any other party invited to tender for this contract.

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 confirm that I have the authority of **(Name of the agency/institution)** to submit proposals/tenders and to clarify any details on its behalf.

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

Yours sincerely,

Enclosures:

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

**APPENDIX – 1**

**FORMAT FOR SUBMISSION OF TECHNICAL PROPOSAL**

**A. General Details:**

<b>SN</b>	<b>Nameoftheorganization/ Firm/ Institute</b>	
1.	<b>Permanentaddress</b> Tel : Fax: Email id :	
2.	<b>NameoftheAuthorized personfor submitting proposal:</b> Mobile No. : Email id : (Attach Authorization letter of Competent Authority)	
3.	<b>Demand draftDetails Tender fee</b> Amount : DD No. : IssuingDate: Nameof theBank:	
4.	<b>Demand draftDetails OF EMD</b> Amount : DD No. : IssuingDate: Nameof theBank:	
5.	Discloser information as per clause-4 Instruction toBidder (Annexure-I)	
6.	<b>Whethertheagency was ever blacklisted: Y/N</b> ifyeswhetherthat blacklistingwas not cancelled: Y/N (Ifyes,attach copyofsame and the affidavit)	
7.	<b>Briefprofessional backgroundof theorganization</b>	
8.	<b>Confirm to carry assignment as per TOR of RFQ</b>	YES
9.	<b>Confirm to accept all term &amp; conditions specified in RFQ documents</b>	YES
10.	Confirm whether you have an office in Bhubaneswar or agree to furnish an undertaking to open an office if selected to coordinate with SUDA	
11.	<b>Proof of agencyhaving atleast5years ofexperienceof providing manpower service to Government Departments/ Govt. Institutes/ public sector undertaking companies</b>	

## B. FinancialDetails:

SN	Year	Consultancy Turnover	Networth
1.	2016-17		
2.	2017-18		
3.	2018-19		
4.	Avg for 3 years		

(Certificate from Chartered Accountant for the consultancy turn over to be enclosed along with the copies of balance sheets.)

**C.A. Number of years of WORK Experience of the Bidder**

year	Year of execution of assignment	Name of Project & Client Address	Contract copy page no
(1)	(2)	(3)	(4)
1			
2			
3			

(Add row if required)

**C.(B): Total Number of personnel in payroll as of 31st March, 2020**

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**D. WORK Experience (Similar Project) up to 31/03/2020 With Contract value above Rs 100.0 Lakh**

SN	Name of Client and Address	Project details in last 5 year	Duration of project in years	Value of Contract in INR	Work order issued/Mo Assigned on (date) (Attach documents)	Status of implementation

(ADD ROWS IF REQUIRED)

**E. Experience in Projects in Odisha (With contract value more than Rs 50 lakh in last 5 years up to 31<sup>st</sup> March 2020 )**

SN	Client and Address	Project details in last 5year	Duration of project in years	Value of consultancy fee in INR	Work order issued/Mo Assigned on (date) (Attach documents)	Status of implementation

(ADD ROWS IF REQUIRED)

### G. Methodology including Management Plan

A detailed write-up under the following heads to be submitted along with this offer.

- i. Appreciation of the project and response to the ToR.
- ii. Methodology including work plan and proposed management plan.
- iii. Provisions to secure and retain professionals.

Authorized Signature [In full and initials]: Name and Title of Signatory:

Name of Firm:

Address:

## ANNEXURE- IV

# FINANCIAL PROPOSAL SUBMISSION

[Location,Date]

To:

**State Urban Development Agency (SUDA)**



**H & UD Department , Govt. of Odisha**  
**Adjacent to Bhubaneswar Municipal Corporation Office,**  
**VivekanandMarg, Bhubaneswar**  
**PIN: 751014**  
**Email: [sudaodisha1990@gmail.com](mailto:sudaodisha1990@gmail.com)**

DearSirs:

We, the undersigned ,offer for Providing of Support Expert/Staff to SMMU & CMMU in 114 Urban Local Bodies in Odishafor a period of Two years in accordance with your Request for Proposal dated[Insert Date] and our Technical Proposal .Our attached Financial Proposal is for the sum of [Insert amount (s )in words and figures1]. This amount is exclusive of the Domestic tax (GST). We hereby confirm that the financial proposal is unconditional and we acknowledge that any condition attached to financial proposal shall result in reject of our financial proposal.

OurFinancialProposalshallbebindinguponussubjecttothemodificationsresultingfrom Contract negotiations ,upto expiration of the validity period of the Proposal ,i.e. before the date indicated inParagraph4 of the Part II Data Sheet.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

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

**Enclose: Financial Proposal**

## Format for Financial Proposal

SI No.	Name of position and ULB details	Total No. of Specialists	Salary including all statutory charges like PF,ESI if applicable Rs Per Month per person	Travel Expense and communication Expenses Rs Per Month per person	TOTAL OF Salary and Expenses (4+5) Rs Per Month per person	TOTAL Amount per Month 3x6 RS	TOTAL Amount per YEAR 7x12 Rs	
1	2	3	4	5	6	7	8	
1	<b>MIS Support Expert for SMMU at State Level</b>	3	20,000	1000	21,000	63,000	7,56,000	
2	<b>Office Support Staff at ULBs</b>	114	11,000	1000	12,000	13,68,000	1,64,16,000	
3	<b>TOTAL COST</b>	<b>In Rupees</b>					<b>14,31,000/-</b>	<b>1,71,72,000/-</b>
4	<b>SERVICE CHARGE To be Offered by Bidder</b>	<b>IN PERCENTAGE(%)----- To Quote percentage (in words)_____</b>					<b>To Quote</b>	<b>To Quote</b>
7	<b>TOTAL AMOUNT INCLUDING SERVICE CHARGES</b>						-----	-----

**TOTAL AMOUNT PER YEAR IN WORDS (Rupees-----)**

**Note:**

1. The Bidders to submit financial bid where Salary component to be offered should be same as Salary mentioned above and same shall be required to be paid to Experts/Staff in their account. The service charges offered by bidder shall be on above amount The competent authority reserves the right to reject financial bids where service charges offered are very **less and un reasonable**. Price offered not complying to above condition will be rejected.
2. GST as applicable from time to time will be paid Extra.
3. Office space with necessary table, chair, laptop/computer system with other facilities like internet/printing/copying and all office stationeries will be provided to Managers/experts by respective MC/ULB.
4. The numbers of Experts/Staff can be Increased/Reduced based on requirement of the client and Bidder shall arrange to depute such personnel as per same terms of the contract.

Authorized Signature [In full and initials]:

Name and Title o signatory:

Name of Firm:

Address:

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## **Annexure – V**

### **TERMS OF REFERENCE (TOR)**

#### **1. Objectives**

- 1.1 The key objectives of the Capacity Building and Training(CB&T) component are:
- a. To transform the role of M/o HUPA and State Agencies in charge of urban poverty alleviation into providers of high quality technical assistance in the field of livelihood promotion and urban poverty alleviation;
  - b. To build strong institutional structures at the National, State, and City levels for efficient implementation of the NULM and;
  - c. To build capacity of the urban poor, their institutions and the machinery involved in the implementation of NULM

#### **2. Overview of National Livelihoods Mission implementation structure**

- 2.1 The objective of National Urban Livelihoods Mission (NULM), a flagship programme of the Ministry of Housing and Urban Poverty Alleviation (M/oHUPA) is to reduce poverty and vulnerability of the urban poor household by enabling them to access gainful self-employment and skilled wage employment opportunities, resulting in an appreciable improvement in their livelihoods on a sustainable basis, through building strong grass roots level institutions of the poor. The important strategies followed by NULM are:
- a. Building skills to enable access to growing market-based job opportunities offered by emerging urban economies
  - b. Training and support for the establishment of micro-enterprises(including urban street vendors) by the urban poor–self and group
  - c. Building capacity of the urban poor ,their institutions (such as SHGs and their federations) and the machinery involved in the implementation of livelihoods development and poverty alleviation programmes
  - d. Ensure availability and access of the urban homeless population to permanent 24- hour shelters
  - e. Support to Urban Street Vendors
- 2.2 The National Urban Livelihoods Mission will have a three-tier interdependent structure (at national, state and city levels) for implementation of the programme. These tiers of NULM will be closely interlinked and guided by the common objective of promoting sustainable livelihoods of the poor and work with the goal of eradication of urban poverty and empowerment of the urban poor.

#### **3. Administration and Implementation structure at State level**

- 3.1 In every State /UT a State Urban Livelihoods Mission (SULM) will be established as a registered society which will be responsible for implementation of NULM in the state/ UT .However ,State/UT may designate an autonomous body already working in the field of poverty alleviation and livelihood promotion as the SULM. SULM will be managed by a State Mission Director appointed by the State Government. In addition, the State Government would also appoint required government officials to assist the State Mission Director in respect of Finance and accounts, establishment matters and other such supporting functions.
- 3.2 State Mission Management Unit (SMMU), a dedicated support team at the state level, will be established to support State Mission Director, SULM in the implementation and monitoring of NULM at the state/UT level. This unit will be funded by the NULM.
- 3.3 SMMU will be staffed with technical specialists having expertise in various fields like poverty alleviation, social mobilisation, financial inclusion, livelihoods promotion, human resources etc.
- 3.4 The overall responsibilities of the SMMU will include, but not be limited to, the following:
- a. To facilitate implementation of NULM in the state through ULBs

- b. To facilitate establishment of CMMUs at city level
- c. To provide professional and technical inputs on specific components of NULM
- d. To prepare Urban Poverty Reduction Strategy/Livelihood Development Plan for the state
- e. To support cities in preparation of City Livelihood Development Plans
- f. To coordinate and develop convergence with other Missions and programmes in the state
- g. To organize state level capacity building programmes, workshops, seminars and cross-learning visits etc. of key government staff as well as technical experts involved in implementation of NULM at CMMU and SMMU levels
- h. To document the progress and process of implementation and best practices of NULM
- i. To undertake/commission studies to assess the impact of the NULM
- j. To coordinate with various departments of state government, central government, banks and such organisations to help implementation of NULM at the state level.

#### **4.Administration and Implementation structure at City level**

- 4.1 At the city level, the NULM activities will be implemented through Urban Local Bodies (ULBs). City Mission Management Unit (CMMU), headed by a City Project Officer (CPO) appointed by state government/ULB, will be formed.
- 4.2 The CMMU will be staffed with technical specialists having expertise in various fields like social mobilisation, institution and capacity building, livelihoods/Micro enterprises, micro finance etc which will be funded under NULM. In addition, the State Government/ ULB will also appoint other officials to deal with Finance and accounts, establishment matters and other such support services.

#### **5.Performance appraisal of Technical Experts**

- a) All the Technical Experts may be given an initial contract for a 2 year period which may consist of probation for a period of 6 months from the date of joining. If the performance is not satisfactory during the probation period, concerned competent authority may take suitable action, including termination of the services of the Technical Experts by giving a notice period of at least one month.
- b) The performance of Technical Experts at all MMUs may be reviewed against their key responsibility areas and on the annual action plan by their respective reporting officers ( State Mission Director at the state level and City Project Officer at city level ) at the end of two year period. Based on satisfactory performance, Technical Experts may be eligible for renewal of their contract.

**5.1 Termination of services of the Technical Experts-** Immediate termination of Technical Experts also may be taken up in case of breach of trust/ severe misconduct/ non-performance as specified in the personal policy at the SULM/ULB level by giving one month remuneration in lieu of notice period .Suitable terms and conditions regarding this maybe incorporated in the contract document.

#### **6.Details of the Technical Experts to be positioned at SMMU level**

State Mission Management Unit (SMMU)will have six experts. The details of the positions at SMMU level are as follows:

1. State Mission Manager - Social Mobilisation and Institution Development
2. State Mission Manager–Shelters and Social Infrastructure
3. State Mission Manager–Skills and Livelihoods
4. State Mission Manager–Financial Inclusion & Micro Enterprises
5. State Mission Manager-MIS&ME
6. State Mission Manager – HR &Capacity Building

#### **A. Terms of Reference (ToR) for SMMU positions**

##### **I. Scope of work**

The person selected for these positions will assist the State Mission Director, SULM in operationalizing the respective components of NULM at the state level. The position is a contractual engagement, initially for two years. Renewal of contract is done every two years based on performance appraisal. The incumbent will directly report to the State Mission Director, SULM. S/he will work closely with and support the teams at the city level responsible for respective component of NULM. The person will need to travel extensively to NULM cities

of the state. The person should have good command on writing and speaking both English and the regional language

## II. Educational Qualifications, Experience and Competencies

Sl. No	Position	Education and Experience Particulars	Competencies
1	State Mission Manager- Social Mobilisation and Institution Development	Two year fulltime Post graduate diploma in Management/MBA or Masters in any other relevant discipline with 5years of experience Or Graduate from government recognised institutes with 8 years of experience in Social Development work with poverty reduction programmes of considerable size and scale	The person should be Proficient with MS office ;should have acknowledged capabilities in partnership management ;strong analytical, conceptual and strategic thinking skills; ability to handle large scale planning; handling MIS etc. Experience of working with government institutions will be given preference
2	State Mission Manager – Shelters and Social Infrastructure	Two year fulltime Post graduate diploma in Management/MBA or Masters in any other relevant discipline with 5years of experience Or Graduate from government recognised institutes with 8 years of experience in poverty reduction programmes involving social development and establishment/monitoring/ maintenance of community infrastructures	
3	State Mission Manager- Skills and Livelihoods	Two year fulltime Post graduate diploma in Management/MBA or Masters in any other relevant discipline with 5 years of experience Or Graduate from government recognised institutes with 8 years of experience in implementation of skill training and placement programmes with considerable size and scale	
4	State Mission Manager– Financial Inclusion & Micro Enterprises	Two year fulltime Post graduate diploma in Management/MBA or Masters in any other relevant discipline with 5years of experience Or Graduate from government recognised institutes with 8 years of experience in dealing with credit linkages, social security and /or micro enterprises promotion in poverty reduction programmes/ financial institutions	
5	State Mission Manager – HR & Capacity Building	Two year fulltime Postgraduate diploma in Management/MBA or Masters in any other relevant discipline with 5years of experience Or Graduate from government recognised institutes with 8 years of experience in staff recruitment, training and capacity building work with state level projects	

6	State Mission Manager– MIS &ME	Two year fulltime Post Graduate diploma/Masters in Computer Science ,M.Sc. (computer science),B.Tech(computer science)or MCA from government recognized institute/university with atleast 5 years of experience in designing and implementation of MIS and ME for large development projects ,preferably poverty reduction project and full understanding of Data Analysis Techniques	The person should have, in addition to the above mentioned competencies, very good documentation skills and should be very good at preparation of reports; Proficient with Project Management software; Database Management systems ;website development and management
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### III. Key Responsibility Areas

#### a) State Mission Manager – Social Mobilisation and Institution Development

- i. Ensure that state and cities adhere to the guidelines prescribed by NULM
- ii. Develop work plan for implementation of Social mobilisation component in the state
- iii. Responsible for the SM&ID targets of the state with respect to community mobilisation, SHGs, Federations and Revolving Fund
- iv. Identification and empanelment of Resource Organisations (ROs) under NULM
- v. Ensure the SHGs, ALF and CLF structures are established across all cities in the state
- vi. Identifying technical and capacity building resource agencies, regular interface with them and engage them in implementation of NULM
- vii. Responsible for providing need based Technical Assistance to the City Mission Management Units
- viii. Support the resource agencies in capacity building/ sensitization of CMMUs with in or across the states. S/he will also oversee the development of capacity building modules, arranging cross learning workshops related to KRAs as and when required
- ix. Arranging for appropriate linkages with relevant agencies/departments and integrate Social mobilisation agenda in implementing of NULM
- x. Ensure reporting of the Social mobilisation and institution Development component
- xi. Work closely with other State Mission Managers at the state level for successful implementation of NULM
- xii. Perform any other related tasks assigned by the State Mission Director, SULM.

#### b) State Mission Manager – Shelters and Social Infrastructure

- i. Ensure that cities adhere to the guidelines prescribed by NULM
- ii. Planning, establishment and operationalisation of CLCs in the state
- iii. Ensure implementation of USVs & SUH components in the state
- iv. Identification of facilitation organisations for promotion of CLCs and implementation of the same through PPP mode
- v. Work closely with ULBs with regard to CLCs, Vendor Markets and Shelters for Urban homeless
- vi. Ensure that all the city vendor development plan are prepared and operationalized at city level
- vii. Responsible for providing need based Technical assistance to the City Mission Management Units
- viii. Responsible for ensuring linkages with other line departments at the state level for integrating the social infrastructure agenda for effective coordination and implementation of the mission at the state level
- ix. Support the resource agencies in capacity building/ sensitization of CMMUs with in or across the states. S/he will also oversee the development of capacity building modules, arranging cross learning workshops related to KRAs as and when required
- x. Ensure reporting against KRAs
- xi. Work closely with other State Mission Managers at the state level for successful implementation of NULM
- xii. Perform any other related tasks assigned by the State Mission Director, SULM

#### c) State Mission Manager – Skills and Livelihoods

- i. Ensure that state and cities adhere to the EST & P guidelines prescribed by NULM
- ii. Prepare work plan for EST & P agenda across the state
- iii. Responsible for the EST & P targets of the state
- iv. Responsible for Identification and empanelment of Skill Training Providers (STPs), agencies for accreditation and certification
- v. Monitoring the performance quality of the STPs and other agencies involved
- vi. Responsible for providing need based Technical assistance to the City Mission Management Units
- vii. Support the resource agencies in capacity building/ sensitization of CMMUs. S/he will also oversee the development of capacity building modules, arranging cross learning workshops related to KRAs as and when required

- viii. Ensure linkages with industry associations, skill development mission, sector skill councils, line departments, resource institutes, and other relevant agencies
- ix. Ensure reporting against KRAs
- x. Work closely with other State Mission Managers at the state level for successful implementation of NULM
- xi. Perform any other related tasks assigned by the State Mission Director, SULM

**d) State Mission Manager – Financial Inclusion and Micro Enterprises**

- i. Ensure that state and cities adhere to the guidelines prescribed by NULM
- ii. Prepare work plan for Universal Financial Inclusion (UFI) and Self Employment Programme (SEP) agenda across the cities
- iii. Responsible for UFI & SEP targets of the state
- iv. Ensure the bank linkages for SHGs and its members
- v. Facilitate access to credit for micro enterprises set up by the urban poor
- vi. Responsible for providing need based Technical Assistance to the City Mission Management Units
- vii. Support the resource agencies in capacity building/ sensitization of CMMUs with in or across the states. S/he will also oversee the development of capacity building modules, arranging cross learning workshops related to imparting financial literacy to urban poor and other KRAs as and when required
- viii. Arranging for appropriate linkages with relevant agencies/departments and integrate Universal Financial Inclusion and Self-employment programme agenda in implementing of NULM
- ix. Ensure reporting against KRAs
- x. Work closely with other State Mission Managers at the state level for successful implementation of NULM
- xi. Perform any other related tasks assigned by the State Mission Director, SULM

**e) State Mission Manager – MIS & ME**

- i. Prepare work plan for monitoring of the components of NULM
- ii. Responsible for the ensuring proper implementation of MIS at the state level, compilation of information across the cities and submission of the same to the national level
- iii. Undertake field visit to cities /ULB's for real time monitoring of the scheme
- iv. Ensure timely information is submitted by ULB's (CMMU's) for accessing the percolation of the program at grass root level at state level
- v. Responsible for providing need based Technical Assistance to the City Mission Management Units
- vi. Support capacity building of CMMUs with in or across the states in implementation of MIS and M&E. S/he will also oversee the development of capacity building modules related to MIS etc.
- vii. Ensure adherence to all monitoring and reporting systems like baseline study, MPRs, Process documentation etc.
- viii. Work closely with other State Mission Managers at the state level for successful monitoring of NULM
- ix. Perform any other related tasks assigned by the State Mission Director, SULM

**f) State Mission Manager – HR & Capacity Building**

- i. Ensure that state and cities adhere to the guidelines prescribed by NULM
- ii. Prepare work plan for implementation of CB&T component in the state
- iii. Responsible for the CB&T targets of the state
- iv. Ensure CMMU structures are established and staffed across all cities in the state
- v. Identifying technical and capacity building resource agencies, regular interface with them and engage them for building the capacities of the stakeholders of NULM
- vi. Responsible for providing need based Technical Assistance to the City Mission Management Units
- vii. Support the resource agencies in capacity building/ sensitization of CMMUs with in or across the states. S/he will also oversee the development of capacity building modules, arranging cross learning workshops related to KRAs as and when required
- viii. Arranging for appropriate linkages with relevant agencies/departments in order to strengthen the capacities of the staff and other stakeholders of NULM
- ix. Reporting against KRAs



- x. Work closely with other State Mission Managers at the state level for successful implementation of NULM
- xi. Perform any other related tasks assigned by the State Mission Director, SULM

**B)Terms of Reference (ToR) for CMMU positions**

The person selected for these positions will assist the City Project Officer, CMMU in operationalizing the respective components of NULM at the city level. The position is a contractual engagement, initially for two years. Renewal of contract is done every two years based on performance appraisal. The incumbent will directly report to the City Project Officer, CMMU. The person should have good command on writing and speaking both English and the regional language. **In addition to NULM component the Manager/Expert/Staff are required to handle all state Govt. Programs Including Aahar.**

**II. Educational Qualifications, Experience and Competencies**

Sl. No.	Position	EducationandExperienceParticulars	Competencies
1	Manager -Social & Development Infrastructure	Two year fulltime Postgraduate diploma in Management/ MBA or Masters in any other relevant discipline with 3 years of experience Or Graduate from government recognised institutes with 6 years of experience in Social Development work with poverty reduction programmes	The person should be Proficient with MS office ;strong analytical skills ;Experience of working with government institutions will be given preference
2	Manager-Skills and Livelihoods	Two year fulltime Postgraduate diploma in Management/ MBA or Masters in any other relevant discipline with 3years of experience Or Graduate from government recognised institutes with 6 years of experience in implementation of skill training and placement programmes	
3	Manager–Financial Inclusion & Micro Enterprises	Two year fulltime Postgraduate diploma in Management/ MBA or Masters in any other relevant discipline with 3 years of experience Or Graduate from government recognised institutes with 6years of experience in dealing with credit linkages, social security and/or micro enterprises promotion in poverty reduction programmes/financial institutions	

4	Manager–MIS&ME	Two year fulltime Post Graduate diploma/Masters in Computer Science ,M.Sc.(computer science) ,B.Tech (computer science) or MCA from government recognized institute/university with atleast 3 years of experience in designing and implementation of MIS and ME for large development projects, preferably poverty reduction project	The person should have ,in addition to the above mentioned competencies, very good documentation skills and should be very good at preparation of reports; Proficient with Project Management software ;Database Management systems; websitedevelopmentand
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## 7. THE PRESENT RFP IS FOR ADDITIONAL SUPPORT TO SMMU AND CMMU

The details of additional Expert/Staff to be provided and their Location have been given at ANNEXURE-A1 & ANNEXURE-A2. These Experts are required to support the SMMU & CMMU Managers in carrying out their functions. Where no Managers are posted in such ULBs these Support Staff shall assist EO in function of CMMU. The Qualification and experience requirement of these experts are as under;

	Position	Education and Experience Particulars	Competencies
1	MIS SUPPORT EXPERT	Graduate with PGDCA. Minimum 2 years of experience in the field of computer Application. The Expert's exposure to e-Governance System implemented shall be preferred.	Will be required to handle all regular office work and maintain various data base. Collection of data, preparation of report as per requirement to be carried out.
2	Office Support Staff at ULBs	+2 PASS with DCA (Diploma in Computer Application) Minimum 1 years of experience in the field of computer handling like data entry, Micro soft Word & Excel.	Will be required to handle all regular office work and Collection of data, preparation of report as per requirement.

Note:

- 1. For selection of Experts/ Support Staff Bidder/ Authority shall give preference to Women, Physically Challenged and Transgender provided Qualification & Experience they meet the requirements specified.**
- 2. Firm to submit List of proposed Selected Experts/Support Staff within 21 days, from Communication of positions by the Authority. If Firm fail to provide suitable Personnel meeting the requirements beyond 45 days, the same shall be considered as default in performance of contract and Client may take action as per provision of contract including termination.**

### **III. Key Responsibility Areas**

#### **a) Manager–Social Mobilisation and Institution Development**

- i. Ensure that city adheres to the guidelines prescribed by NULM
- ii. Develop work plan for implementation of Social mobilisation component for the city
- iii. Responsible for the SM&ID, USVs & SUH targets of the city with respect to community mobilisation, SHGs, Federations, Revolving Fund, CLCs, Vendor development plan, Vendor Markets development and Shelters for Urban homeless etc.
- iv. Ensure the SHGs, ALF and CLF structures are established in the city
- v. Responsible for providing need based Technical Assistance to Community Organisers (COs)
- vi. Arranging for appropriate linkages with relevant agencies/departments and integrate Social mobilisation agenda in implementing of NULM
- vii. Ensure reporting of the Social mobilisation and institution Development component
- viii. Work closely with other Managers at the city level for successful implementation of NULM
- ix. Perform any other related tasks assigned by the City Project Officer, CMMU

#### **b) Manager–Skills and Livelihoods**

- i. Ensure that the city adhere to the EST & P guidelines prescribed by NULM
- ii. Prepare work plan for EST&P agenda for the city
- iii. Responsible for the EST & P targets of the city
- iv. Ensure Identification of Skill Training Providers (STPs) at the city level and monitoring the performance quality of the STPs and other agencies involved
- v. Responsible for providing need based Technical assistance to COs
- vi. Ensure linkages with industry associations, skill development mission, sector skill councils, line departments, resource institutes, and other relevant agencies
- vii. Ensure reporting against KRAs
- viii. Work closely with other Managers at the city level for successful implementation of NULM
- ix. Perform any other related tasks assigned by the City Project Officer, CMMU

#### **c) Manager–Financial Inclusion and Micro Enterprises**

- i. Ensure that the city adhere to the guidelines prescribed by NULM
- ii. Prepare work plan for Universal Financial Inclusion (UFI) and Self Employment Programme (SEP) agenda for the city
- iii. Responsible for UFI & SEP targets of the city
- iv. Ensure the bank linkages for SHGs and its members at the city level
- v. Facilitate access to credit for micro enterprises set up by the urban poor at the city level.
- vi. Responsible for providing need based Technical Assistance to COs
- vii. Arranging for appropriate linkages with relevant agencies/departments and integrate Universal Financial Inclusion and Self-employment programme agenda in implementing of NULM
- viii. Ensure reporting against KRAs
- ix. Work closely with other Managers at the city level for successful implementation of NULM
- x. Perform any other related tasks assigned by the City Project Officer, CMMU

#### **d) Manager–MIS&ME**

- i. Prepare work plan for monitoring of the components of NULM
- ii. Responsible for the ensuring proper implementation of MIS at the city level, compilation of information at the city level and submission of the same to the state
- iii. Undertake real time monitoring of the scheme at the city level
- iv. Responsible for timely submission of information to state
- v. Responsible for providing need based Technical Assistance to COs
- vi. Adhere to all monitoring and reporting systems like baseline study, MPRs, Process documentation etc. at city level
- vii. Work closely with other Managers at the city level for successful monitoring of NULM
- viii. Perform any other related tasks assigned by the City Project Officer, CMMU

## 8. SPECIFIC RESPONSIBILITIES OF THE BIDDING FIRM/INSTITUTE/AGENCY

The Present RFP is ONLY for Support Expert/ Staff to SMMU & CMMU. The formation of SMMU and CMMU will be covered under separate RFP. The Scope, Requirement of Experts and their responsibility has been indicated above for information of bidder as Support experts/ Staff has to work with SMMU/CMMU for the project execution.

8.1 Along with Day NULM All Support Experts/Staff at SMMU/CMMU will also handle other State Government Programmes like Jalasathi, Swachasathi, AAHAAR and UWEI Programme lunched for COVID-19.

8.2 For selection of Support Experts/Staff, Bidder/ Authority shall give more preference to Women, Physically Challenged and Transgender provided they meet the Qualification & Experience requirements specified.

FIRM shall ensure that the units comprises staff, who, along with their professional competency, possess skills and attitude for problem solving, relationship management, data analysis, provide feedback and coaching, and are gifted with a delivery mind set. The specific responsibilities of FIRM shall be:

- i. Procure and retain quality professionals in specified domain areas for the CMMU.
- ii. Provide technical and managerial support through the CMMU to ensure effective implementation of Program in designated cities/towns.
- iii. Report on progress of activities and coordinate closely with the SUDA in the discharge of the roles and responsibilities specified for various experts.
- iv. Provide technical and managerial support to ensure effective implementation of programmes and capacity development activities in designated cities/towns and establish a ubiquitous MIS system to track progress
- v. Monitor capacity development deliverables at the City Levels and undertake delivery chain analysis for problem-solving, where necessary, and facilitate priority review by the Chairman of ULB / the Secretary/Commissioner, HUD Department / Nodal Officer, SLNA
- vi. Drive Department review of all urban initiatives undertaken at the ULB level through monthly meetings/periodic stocktaking and submission of periodic delivery reports
- vii. Procure and retain services of qualified and experienced professionals in specified domain areas for delivering the agreed deliverables.
- viii. The FIRM shall ensure that all the Personnel/Professionals/Support Staff of the CMMU are paid their salary/fee on or before 5th day of every succeeding month
- ix. The FIRM shall position its team of professionals at the respective ULBS for accomplishment of assigned tasks. Additionally, the FIRM shall position senior faculties/consultants in advisory position for critical input to the assignment. The FIRM shall make their own arrangements for this purpose from the overall amount payable as per the payment schedule.
- x. Report on progress of activities and coordinate closely with SUDA in the discharge of the allied roles and responsibilities assigned to the Unit.
- xi. The manpower deployed by the agency for the CMMU will be dedicated full time staff. To ensure quality, the agency will develop and follow an exclusive HR policy describing the standards and guidelines for managing the manpower deployed. The manpower deployed should be in accordance with the service requirement of the CMMU for which they are being appointed.
- xii. The agency will ensure the selection of only those candidates who fulfil the eligibility criteria prescribed. Under no circumstances, should the selection and recruitment process be diluted

xiii. The agency will ensure that in case a person on the team leaves, a replacement is made available in the shortest possible time. For the period of absence of a Personnel/Professional/Support Staff in the CMMU for more than 15 days, the FIRM will not claim the remuneration against the Personnel/ Professional/ Support Experts concerned for the said period, i.e. period beyond 15 days of absence or non-engagement of such professionals.

xiv. All the monitoring and reporting aspects of this assignment will be under the control and supervision of State Mission Director.

## **9. PAYMENT AND REPORTING SCHEDULE**

- A.** All Support Experts/Staff are to report to respective Commissioner/AD/EO as indicated at ANNEXURE-A2 and submit their monthly attendance duly approved by them. Bidders to raise their invoice on monthly basis to SUDA based on attendance certificates of Experts duly certified by respective Reporting Authorities and should also submit details of payment details made to Experts/Staff. Payment to bidders shall be released by SUDA within 7 days of submission of Invoice along with above details. Further bidder shall submit quarterly progress report indicating activities performed and targets achieved.
- B.** The above progress report to comprise work done for each city are to be submitted within 15 days after end of the quarterly period indicated above to respective ULBS and to the respective PD, DUDA with copy to SUDA. The review of Performance of Experts/Staff to be done on Quarterly basis .
- C.** **Service Provider to ensure payment to Expert/Staff are made as per rates fixed in RFP and service provider shall not Demand any Deposit / payment from personnel for above deployment. If during contract period it is found that Service provider is resorting to above, the same shall be considered as breach of contract and action including termination can be taken.**

## **10. VARIATION OF NUMBER OF PERSONNEL AND REQUIRMENT OF SPECIALISED EXPERTS**

**The numbers of Support Experts/Staff can be Increased/Reduced based on requirement of the client and Bidder shall arrange to depute such personnel as per same terms of the contract.**

## List of Support Staffs to be deployed:

S.No	District Name	ULB Name	City Category	No of DAY-NULM to be deployed
1	State HQ	H & UD Department	State-HQ	3
1	Angul	Anugul	M	1
2	Angul	Athmallik	N	1
3	Angul	TalcherSadar	M	1
4	Balangir	Balangir	M	1
5	Balangir	Kantabanji	N	1
6	Balangir	Patnagarh	N	1
7	Balangir	Titlagarh	N	1
8	Balangir	Tushura	N	1
9	Balasore	Balasore	M	1
10	Balasore	Jaleswar	M	1
11	Balasore	Nilagiri	N	1
12	Balasore	Soro	M	1
13	Bargarh	Attabira	N	1
14	Bargarh	Barapali	N	1
15	Bargarh	Bargarh	M	1
16	Bargarh	Bijepur	N	1
17	Bargarh	Padmapur	N	1
18	Bhadrak	Basudebpur	M	1
19	Bhadrak	Bhadrak	M	1
20	Bhadrak	Chandabali	N	1
21	Bhadrak	Dhamanagar	N	1
22	Boudh	Boudhgarh	N	1
23	Cuttack	Athagad	N	1
24	Cuttack	Banki	N	1
25	Cuttack	Choudwar	M	1
26	Cuttack	Cuttack	MC	1
27	Deogarh	Debagarh	M	1
28	Dhenkanal	Bhuban	N	1
29	Dhenkanal	Dhenkanal	M	1
30	Dhenkanal	Hindol	N	1
31	Dhenkanal	Kamakshyanagar	N	1
32	Gajapati	Kashinagara	N	1
33	Gajapati	Parlakhemundi	M	1
34	Ganjam	ASIKA	N	1
35	Ganjam	Belaguntha	N	1
36	Ganjam	Bhanjanagar	N	1
37	Ganjam	Berhampur	MC	1
38	Ganjam	Buguda	N	1
39	Ganjam	Chhatrapur	N	1
40	Ganjam	Chikiti	N	1
41	Ganjam	DIGAPAHANDI	N	1

S.No	District Name	ULB Name	City Category	No of DAY-NULM to be deployed
42	Ganjam	GANJAM	N	1
43	Ganjam	GOPALPUR	N	1
44	Ganjam	HINJILI	M	1
45	Ganjam	KABISURYANAGAR	N	1
46	Ganjam	KHALIKOTE	N	1
47	Ganjam	Kodala	N	1
48	Ganjam	POLASARA	N	1
49	Ganjam	Purusottampur	N	1
50	Ganjam	RAMBHA	N	1
51	Ganjam	Surada	N	1
52	Jagatsinghpur	Jagatsinghapur	M	1
53	Jagatsinghpur	Paradip	M	1
54	Jajpur	Jajapur	M	1
55	Jajpur	Vyasanagar	M	1
56	Jharsuguda	Belpahar	M	1
57	Jharsuguda	Brajarajnagar	M	1
58	Jharsuguda	Jharsuguda	M	1
59	Kalahandi	Bhawanipatna	M	1
60	Kalahandi	Dharamgarh	N	1
61	Kalahandi	Junagarh	N	1
62	Kalahandi	Kesinga	N	1
63	Kandhamal	Baliguda	N	1
64	Kandhamal	G.Udayagiri	N	1
65	Kandhamal	Phulabani	M	1
66	Kendrapada	Kendrapara	M	1
67	Kendrapada	Pattamundai	N	1
68	Keonjhar	Anandapur	M	1
69	Keonjhar	Barbil	M	1
70	Keonjhar	Champua	N	1
71	Keonjhar	Joda	M	1
72	Keonjhar	Kendujhar	M	1
73	Khurda	Balugaon	N	1
74	Khurda	Banapur	N	1
75	Khurda	Bhubaneswar	MC	1
76	Khurda	Jatani	M	1
77	Khurda	Khordha	M	1
78	Koraput	Jeypore	M	1
79	Koraput	Koraput	N	1
80	Koraput	Kotpad	N	1
81	Koraput	Sunabeda	N	1
82	Malkanagiri	Balimela	N	1
83	Malkanagiri	Malkangiri	N	1
84	Mayurbhanj	Baripada	M	1
85	Mayurbhanj	Karanjia	N	1

S.No	District Name	ULB Name	City Category	No of DAY-NULM to be deployed
86	Mayurbhanj	Rairangpur	N	1
87	Mayurbhanj	Udala	N	1
88	Nabarangapur	Nabarangapur	M	1
89	Nabarangapur	Umarkote	N	1
90	Nayagarh	Dasapalla	N	1
91	Nayagarh	Khandapada	N	1
92	Nayagarh	Nayagarh	M	1
93	Nayagarh	Odagaon	N	1
94	Nayagarh	Ranapur	N	1
95	Nuapada	KHARIAR	N	1
96	Nuapada	Khariar Road	N	1
97	Nuapada	Nuapada	N	1
98	Puri	Konark	N	1
99	Puri	Nimapada	N	1
100	Puri	Pipili	N	1
101	Puri	Puri	M	1
102	Rayagada	Gudari	N	1
103	Rayagada	Gunupur	M	1
104	Rayagada	Rayagada	M	1
105	Sambalpur	Kochinda	N	1
106	Sambalpur	Rairakhol	N	1
107	Sambalpur	Sambalpur	MC	1
108	Sonepur	Binika	N	1
109	Sonepur	Sonepur	M	1
110	Sonepur	Tarbha	N	1
111	Sundergarh	Biramitrapur	M	1
112	Sundergarh	Rajagangapur	M	1
113	Sundergarh	Raurkela	MC	1
114	Sundergarh	Sundargarh	M	1
<b>Total</b>				<b>117</b>



## Annexure -VI

### Standard Form of Contract

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2. Commencement ,Completion ,Modification and Termination of Contract
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4. Consultancy firm/agency's' Personnel and Sub-Consultancy firm/agencies
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Appendix B-Reporting Requirements

Appendix C-Staffing Schedule

Appendix D-Cost Estimates

Appendix E-Duties of the Client

Contract for Providing Support Expert/Staff for SMMU/CMMU in 114 Urban Local Bodies in Odisha

**between**

**State Urban Development Agency (SUDA)  
H & UD Department , Govt. of Odisha**

**and**

**[name and address of the Selected Consultancy firm/agency]**

**Dated:**

**Place:**

## **I. Form of Contract**

(Text in brackets [] should be filled up appropriately)

This CONTRACT (hereinafter called the "Contract") is made the [day] day of the month of [month], [year], between **State Urban Development Agency (SUDA)**

**H & UD Department , Govt. of Odisha**

(here in after called the "Client"), or the First Party and, [name of Consultancy firm/agency] (here in after called the "Consultancy firm/agency") of the FIRM.

**WHERE AS**

- (a) the Consultancy firm/agency ,having represented to the "Client "that it has the required professional skills ,personnel and technical resources ,has offered to provide in response to the Tender Notice dated issued by the Client;
- (b) the "Client "has accepted the offer of the Consultancy firm/agency to provide the services on the terms and conditions set forth in this Contract.

**NOW, THEREFORE, IT IS HEREBY AGREED** between the parties as follows:

1.The following documents attached here to shall be deemed to form an integral part of this Contract

- (a) The General Conditions of Contract;
- (b) The Special Conditions of Contract;
- (c) The following Appendices:
  - Appendix A: Description of Services
  - Appendix B: Reporting Requirements
  - Appendix C: Staffing schedule
  - Appendix D: Cost Estimates
  - Appendix E: Duties of the "Client"
  - Appendix F: Duties of the Consultancy firm/agency

2.The mutual rights and obligations of the "Client "and the Consultancy firm/agency shall be as set

forth in the Contract ,in particular:

- (a) the Consultancy firm/agencies shall carry out and complete the Services in accordance with the provisions of the Contract; and
- (b) the“ Client” shall make payments to the Consultancy firm/agency in accordance with the provision of the Contract

**IN WITNESS WHEREOF**, the parties here to have caused this Contract to be signed in their respective names as of the day and year irst above written.

*Signed by-----*

In presence of

1.For andon behalf of the SUDA, H & UD Dept.

[name of“Client”]

(Witnesses)

(i)

(ii)

In presence of

2. For and on behalf of the [ name of firm]

(Witnesses)

(i)

(ii)

## **II. General Conditions of Contract**

## 1. GENERAL PROVISIONS

1.1 **Definitions** Unless the context otherwise requires, the following terms when ever used in this Contract have the following meanings:

- (a) “Applicable Law” means the laws and any other instruments having the force of law in Odisha for the time being.
- (b) “Consultancy firm/agency” means any private or public entity that will provide the Services to the “Client ”under the Contract.
- (c) “Contract ”means the Contract signed by the Parties and all the attached documents listed in its Clause1, that is the General Conditions(GC), the Special Conditions(SC) and the Appendices.
- (d) “Day” means calendar day.
- (e) “Effective Date” means the date on which this Contract comes into force and effect pursuant to Clause GC 2.1.
- (f) “Foreign Currency” means any currency other than the currency of the “Client’s” country.
- (g) “GC ”means the se General Conditions of Contract.
- (h) “Government” means the Government of Odisha
- (i) “Local Currency ”means Indian Rupees.
- (j) “notice” Written communication sent to Address for communication mentioned in contract.
- (k) “Party” means the “Client” or the Consultancy firm/agency ,as the case may be ,and “Parties ”means both of them.
- (l) “Personnel” means professionals and support staff provided by the Consultancy firm/agency assigned to perform the Services or any part there of;“Foreign Personnel” means such professionals and support staff who at the time of beings provided had their domicile outside the Government’s country;“Local Personnel” means such professionals and support staff who at the time of being so provided had their domicile inside the Government’s country; and “Key Personnel” means the Personnel referred to in Clause GC 4.2(a).
- (m) “Reimbursable expenses” means all assignment-related costs [such as travel, translation, report printing, secretarial expenses ,subject to specified maximum limits in the Contract].
- (n) “SC” means the Special Conditions of Contract by which the GC may be amended or supplemented.
- (o) “Services ”means the work to be performed by the Consultancy firm/agency pursuant to this Contract ,as described in Appendix A here to.
- (p) “Third Party” means any person or entity other than the“ Client” ,or the Consultancy firm/agency.
- (q)“Inwriting”means communicated in written form with proof of receipt.

### 1.2 Relationship Between the Parties

Nothing contained here in shall be construed as establishing a relationship of master and servant or of principal and agent as between the“ Client” and the Consultancy firm/agency

.The Consultancy firm/agency ,subject to this Contract ,has complete charge of Personnel performing the Services and shall be fully responsible for the Services performed by the mor on their behalf hereunder.

**1.3 Law Governing Contract:** This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the applicable laws of Odisha.

**1.4 Headings:** The headings shall not limit, alter or affect the meaning of this Contract.

### **1.5 Notices**

**1.5.1** Any notice, request or consent required or permitted to be given or made pursuant to this Contract shall be in writing. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by registered post to such Party at the address specified in the SC.

**1.5.2** A Party may change its address for notice here under by giving the other Party notice in writing of such change to the address specified in the SC.

**1.6 Location:** The Services shall be performed at such locations as are specified in **Appendix A here to** and, where the location of a particular task is not so specified, at such locations, as the "Client" may approve.

**1.7 Authorized Representatives:** Any action required or permitted to be taken, and any document required or permitted to be executed under this Contract by the "Client" or the Consultancy firm/agency may be taken or executed by the officials specified in the SC.

**1.8 Taxes and Duties:** The Consultancy firm/agency and Personnel shall be liable to pay such direct and indirect taxes, duties, fees and other impositions levied under the applicable laws of Odisha.

### **1.9 Fraud and Corruption**

**1.9.1 Definitions:** It is the Client's policy to require that Clients as well as Consultancy firm /agency observe the highest standard of ethics during the execution of the Contract. In pursuance of this policy, the Client defines, for the propose of this provision, the terms set for the below as follows:

(i) "corrupt practice "means the offering, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the selection process or in contract execution;

(ii) "fraudulent practice" means a miss representation or omission of facts in order to influence a selection process or the execution of a contract;

(iii) "collusive practices" means as chime or arrangement between two or more Consultancy firm/agency, with or without the knowledge of the Client, designed to establish prices at artificial, non-competitive levels;

(iv) "coercive practices" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract;

#### **1.9.2 Measures to be taken by the Client**

- a. The Client may terminate the contract if it determines at any time that representatives of the Consultancy firm/agency were engaged in corrupt, fraudulent, collusive or coercive

practices during the selection process or the execution of that contract, without the Consultancy firm/agency having taken timely and appropriate action satisfactory to the Client to remedy the situation;

- b. The Client may also sanction against the Consultancy firm/ agency, including declaring the Consultancy firm/ agency ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that the Consultancy firm/ agency has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a Client-financed contract;

### **1.9.3 Commissions and Fees**

At the time of execution of this Contract, the Consultancy firm/ agency shall disclose any commissions or fees that may have been paid or are agreed to be paid to agents, representatives, or commission agents with respect to the selection process or execution of the contract. The information disclosed must include at least the name and address of the agent, representative, or commission agent, the amount and currency, and the purpose of the commission or fee.

## **2. COMMENCEMENT, COMPLETION, MODIFICATION AND TERMINATION OF CONTRACT**

**2.1 Effectiveness of Contract:** This Contract shall come in to force and effect on the date (the "Effective Date") of the "Clients" notice to the Consultancy firm/ agency instructing the Consultancy firm/ agency to begin carrying out the Services. This notice shall confirm that the conditions precedent and effectiveness conditions, if any, listed in the SC have been met.

**2.2 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 as specified in the SC Client may, by not less than twenty one(21)days written notice to the Consultancy firm/ agency, declare this Contract to be null and void, and forfeit the EMD.

**2.3 Commencement of Services:** The Consultancy firm/ agency shall begin carrying out the Services not later than the number of days after the Effective Date specified in the SC.

**2.4 Expiration of Contract:** Unless terminated earlier pursuant to Clause-GC 2.9 here of , this Contract shall expire at the end of such time period as specified in the SC.

**2.5 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.

**2.6 Modifications or Variations:** (a) 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. Pursuant to ClauseGC7.2 here of, however, each Party shall give due consideration to any proposals for modification or variation made by the other Party.

(b)In cases of substantial modifications or variations, the prior written consent of the Client is required.

### **2.7 Force Majeure:**

#### **2.7.1 Definition**

- a. 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, lockouts 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.
- b. 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 firm/agency 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 hereunder.
- c. Subject to clause 2.7.2, Force Majeure shall not include insufficiency of funds or inability to make any payment required here under.

**2.7.2 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.

**2.7.3 Measures to be Taken:**

- a. 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.
- b. A Party affected by an event of Force Majeure shall notify the other Party of such event as soon as possible, and in any case 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.
- c. 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.
- d. During the period of their inability to perform the Services as a result of an event of Force Majeure, the Consultancy firm/ agency, upon instructions by the "Client", shall either demobilize or continue with the Services to the extent possible, in which case the Consultancy firm/ agency shall continue to be paid proportionately and on prorated basis, under the terms of this Contract.
- e. In the case of disagreement between the Parties as to the existence or extent of Force Majeure, the matter shall be settled according to Clause GC8.

**2.8 Suspension:** The "Client" may, by written notice of suspension to the Consultancy firm/agency, suspend all payments to the Consultancy firm/ agency here under if the Consultancy firm/agency 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 Consultancy firm/ agency to remedy such failure, if capable of being remedied, within a period not exceeding thirty (30) days after receipt by the Consultancy firm/agency of such notice of suspension.



## 2.9 Termination

**2.9.1 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 GC 2.9.1..

- a. If the Consultancy firm/agency fails to remedy a failure in the performance of its obligations here under, as specified in a notice of suspension pursuant to ClauseGC2.8 here in above, 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.
- b. If the Consultancy firm/ agency becomes (or,if the Consultancy firm/agency consists of more than one entity, if any of its Members becomes and which has substantial bearing on providing Services under this contract) in solvent or goin to liquidation or receivership whether compulsory or voluntary.
- c. If the Consultancy firm/ agency fails to comply with any final decision reached as a result of arbitration proceedings pursuant to Clause GC 8hereof.
- d. If the Consultancy firm/agency,in the judgment of the“Client”,has engaged incorrupt or fraudulent practices in competing for or in executing this Contract.
- e. If the Consultancy firm/agency submits to the “Client” a false statement which has a material effect on the rights, obligations or interests of the “Client”.
- f. If the Consultancy firm/ agency places itself in position of conflict of interest or fails to disclose promptly any conflict of interest to the Client.
- g. If the Consultancy firm/agency 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.
- h. If, as the result of Force Majeure, the Consultancy firm/ agency is unable to perform a material portion of the Services for a period of not less than sixty(60)days.
- i. If the “Client”, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.

**2.9.1.1** In such an occurrence the “Client” shall give a not less than thirty(30) days 'written notice of termination to the Consultancy firm/ agency, and sixty(60) days 'in case of the event referred to in(i).

**2.9.2 By the Consultancy firm/ agency:** The Consultancy firm/agency may terminate this Contract, by not less than thirty (30) days' written notice to the “Client”, in case of the occurrence of any of the events specified in paragraphs (a)through(d)of this Clause GC 2.9.2.

- a. If the “Client” fails to pay any money due to the Consultancy firm/ agency pursuant to this Contract and not subject to dispute pursuant to Clause GC8 here of within forty-five(45) days after receiving written notice from the Consultancy firm/ agency that such payment is overdue.
- b. If, as the result of Force Majeure, the Consultancy firm/ agency is unable to perform a material portion of the Services for a period of not less than sixty(60)days.
- c. If the “Client” fails to comply with any final decision reached as a result of arbitration pursuant to Clause GC 8hereof.

- d. If the "Client" is in material breach of its obligations pursuant to this Contract and has not remedied the same within forty-five (45) days (or such longer period as the Consultancy firm/agency may have subsequently approved in writing) following the receipt by the "Client" of the Consultancy firm/agency's notice specifying such breach.

**2.9.3 Cessation of Rights and Obligations:** Upon termination of this Contract pursuant to Clauses GC2.2 or GC2.9 here of, or upon expiration of this Contract pursuant to Clause GC2.4 here of, all rights and obligations of the Parties here under shall cease, except (i) such rights and obligations as may have accrued on the date of termination or expiration, (ii) the obligation of confidentiality set forth in Clause GC 3.3 hereof, (iii) the Consultancy firm/agency's obligation to permit inspection, copying and auditing of their accounts and records set forth in Clause GC3.6 hereof, and (iv) any right which a Party may have under the Law.

**2.9.4 Cessation of Services:** Upon termination of this Contract by notice of either Party to the other pursuant to Clauses GC2.9.1 or GC2.9.2 here of, the Consultancy firm/ agency shall, immediately upon dispatch or receipt of such notice, take all necessary steps to bring the Services to a close in a prompt and orderly manner and shall make every reasonable effort to keep expenditures for this purpose to a minimum. With respect to documents prepared by the Consultancy firm/ agency and equipment and materials furnished by the "Client", the Consultancy firm/ agency shall proceed as provided, respectively, by Clauses GC 3.9 or GC 3.10 hereof.

**2.9.5 Payment upon Termination:** Upon termination of this Contract pursuant to Clauses GC 2.9.1 or GC 2.9.2 hereof, the "Client" shall make the following payments to the Consultancy firm/agency:

- a. If the Contract is terminated pursuant to Clause 2.9.1 (h), (i) or 2.9.2, remuneration pursuant to Clause GC6.3(h)(i) here of for Services satisfactorily performed prior to the effective date of termination, and reimbursable expenditures pursuant to Clause GC6.3(h)(ii) hereof for expenditures actually and reasonably incurred prior to the effective date of termination;
- b. If the agreement is terminated pursuant of Clause 2.9.1 (a) to (g), the Consultancy firm/agency shall not be entitled to receive any agreed payments upon termination of the contract. However, the "Client" may consider to make payment for the part satisfactorily performed on the basis of Quantum Merit as assessed by it, if such part is of economic utility to the Client. Applicable Under such circumstances, upon termination, the client may also impose liquidated damages as per the provisions of Clause 9 of this agreement. The Consultancy firm/agency will be required to pay any such liquidated damages to client within 30 days of termination date.

**2.9.6 Disputes about Events of Termination:** If either Party disputes whether an event specified in paragraphs (a) through (h) of Clause GC 2.9.1 or in Clause GC 2.9.2 hereof has occurred, such Party may, within forty-five (30) days after receipt of notice of termination from the other Party, refer the matter to Clause GC 8 hereof, and this Contract shall not be terminated on account of such event except in accordance with the terms of any resulting arbitral award.

### **3. OBLIGATIONS OF THE CONSULTANCY FIRM/ AGENCY**

#### **3.1 General**

**3.1.1 Standard of Performance:** The Consultancy firm/ agency shall perform the Services and carry out their obligations hereunder with all due diligence, efficiency and economy, in

accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Consultancy firm/ agency shall always act, in respect of any matter relating to this Contractor to the Services, as faithful adviser to the “Client”, and shall at all times support and safeguard the “Client’s legitimate interests in any dealings with Sub-Consultancy firm/agency or Third Parties.

**3.2 Conflict of Interests:** The Consultancy firm/agency shall hold the “Client’s interests paramount, without any consideration for future work, and strictly avoid conflict of interest with other assignments or their own corporate interests. If during the period of this contract, a conflict of interest arises for any reasons, the Consultancy firm/agency shall promptly disclose the same to the Client and see kits instructions.

**3.2.1 Consultancy firm/agency not to benefit from Commissions, Discounts, etc.:**

- a. The payment of the Consultancy firm/agency pursuant to Clause GC6 hereof shall constitute the Consultancy firm/agency’s only payment in connection with this Contract and, subject to ClauseGC3.2.2 hereof, the Consultancy firm/agency shall not accept for its own benefit any trade commission, discount or similar payment in connection with activities pursuant to this Contract or in the discharge of its obligations hereunder, and the Consultancy firm/agency shall use its best efforts to ensure that any Personnel and agents of either of them, similarly shall not receive any such additional payment.
- b. Furthermore, if the Consultancy firm/agency, as part of the Services, has the responsibility of advising the “Client” on the procurement of goods, works or services, the Consultancy firm/agency shall comply with the Client’s applicable procurement guidelines, and shall at all times exercise such responsibility in the best interest of the “Client”. Any discounts or commissions obtained by the Consultancy firm/agency in the exercise of such procurement responsibility shall be for the account of the “Client”.

**3.2.2 Consultancy firm/agency and Affiliates Not to Engage in Certain Activities:** The Consultancy firm/agency agrees that, during the term of this Contract and after its termination, the Consultancy firm/agency and any entity affiliated with the Consultancy firm/agency, shall be disqualified from providing goods, works or services(other than consulting services)resulting from or directly related to the Consultancy firm/agency’s Services for the preparation or implementation of the project.

**3.2.3 Prohibition of Conflicting Activities:** The Consultancy firm/agency shall not engage, and shall cause their Personnel not to engage, either directly or indirectly, in any business or professional activities that would conflict with the activities assigned to them under this Contract.

**3.3 Confidentiality:** Except with the prior written consent of the “Client”, the Consultancy firm/agency and the Personnel shall not at any time communicate to any person or entity any confidential informationacquiredinthecourseoftheServices,norshalltheConsultancy firm/agency and its Personnel make public the recommendations formulated in the course of, or as a result of, the Services.

**3.4 Insurance to be Taken out by the Consultancy firm/agency:** The Consultancy firm/agency(i)shall take out and maintain, at their own cost but **on terms and conditions approved by the “Client”**, insurance against the risks, and for the coverage's specified in the SC, and(ii)at the “Client’s request, shall provide evidence to the “Client” showing that such insurance has been taken out and maintained and that the current premiums therefore have

been paid.

**3.5 Accounting, Inspection and Auditing:** The Consultancy firm/agency(i) shall keep accurate and systematic accounts and records in respect of the Services here under, in accordance with internationally accepted accounting principles and in such form and detail as will clearly identify all relevant time changes and costs, and the bases there of, and(ii)shall periodically permit the “Client” or its designated representative and/or the Client, and up to five years from expiration or termination of this Contract, to inspect the same and make copies there of as well as to have them audited by auditors appointed by the “Client” or the Client, if so required by the “Client” or the Client as the case maybe.

**3.6 Consultancy firm/agency’s Actions Requiring “Client’s Prior Approval:** The Consultancy firm/agency shall obtain the “Client’s prior approval in writing before taking any of the following actions: (a) Any change or addition to the Personnel listed in Appendix-C.

**3.7 Reporting Obligations:** The Consultancy firm/agency shall submit to the “Client” the reports and documents specified in Appendix B hereto, in the form, in the numbers and within the time periods set forth in the said Appendix. Final reports shall be delivered in CDROM in addition to the hard copies specified in said Appendix.

**3.8 Documents Prepared by the Consultancy firm/agency to be the Property of the “Client”:** All plans ,drawings, specifications, designs, reports ,other documents and software prepared by the Consultancy firm/agency for the “Client” under this Contract shall become and remain the property of the “Client”, and the Consultancy firm/agency shall, not later than upon termination or expiration of this Contract ,deliver all such documents to the “Client”, together with a detailed inventory thereof. The Consultancy firm/agency may retain a copy of such documents ,but shall not use anywhere ,without taking permission ,in writing ,from the Client and the Client reserves right to grant or deny any such request..If license agreements are necessary or appropriate between the Consultancy firm/agency and third parties for purposes of development of any such computer programs, the Consultancy firm/agency shall obtain the “Client’s prior written approval to such agreements, and the “Client” shall be entitled at its discretion to require recovering the expenses related to the development of the program(s) concerned.

**3.9 Equipment, Vehicles and Materials Furnished by the “Client”:** Equipment, vehicles and materials made available to the Consultancy firm/agency by the “Client”, or purchased by the Consultancy firm/agency wholly or partly with funds provided by the “Client”, shall be the property of the “Client” and shall be marked accordingly. Upon termination or expiration of this Contract, the Consultancy firm/agency shall make available to the “Client” an inventory of such equipment, vehicles and materials and shall dispose of such equipment and materials in accordance with the “Client’s instructions. While in possession of such equipment, vehicles and materials, the Consultancy firm/agency, unless otherwise instructed by the “Client” in writing, shall insure them at the expense of the “Client” in an amount equal to their full replacement value.

**3.10 Equipment and Materials Provided by the Consultancy firm/agency:** Equipment or materials brought in to the Government’s country by the Consultancy firm/agency and the Personnel and used either for the Projector personal use shall remain the property of the Consultancy firm/agency or the Personnel concerned, as applicable.

#### **4. CONSULTANCY FIRM/AGENCY’S PERSONNEL**

**4.1 General:** The Consultancy firm/agency shall employ and provide such qualified and experienced Personnel and Sub-Consultancy firm/agency as are required to carry out the

Services.

#### **4.2 Description of Personnel:**

- a. The title, agreed job description, minimum qualification and estimated period of engagement in the carrying out of the Services of each of the Consultancy firm /agency's Key Personnel are as per the Consultancy firm/agency's proposal and are described in Appendix C. If any of the Key Personnel has already been approved by the "Client", his/her name is listed as well.
- b. If required to comply with the provisions of Clause GC3.1.1 hereof, adjustments with respect to the estimated periods of engagement of Key Personnel set forth in Appendix-C may be made by the Consultancy firm/agency by written notice to the "Client", provided(i) that such adjustments shall not alter the originally estimated period of engagement of any individual by more than 10% or one week, whichever is larger, and(ii) that the aggregate of such adjustments shall not cause payments under this Contract to exceed the ceilings set forth in Clause GC6.1(b) of this Contract. Any other such adjustments shall only be made with the "Client's written approval.
- c. If additional work is required beyond the scope of the Services specified in Appendix A, the estimated periods of engagement of Key Personnel set forth in Appendix C may be increased by agreement in writing between the "Client" and the Consultancy firm/agency. In case where payments under this Contract exceed the ceilings set forth in Clause GC6.1(b) of this Contract, this will be explicitly mentioned in the agreement.

**4.3 Approval of Personnel:** The Key Personnel and Sub-Consultancy firm/agency listed by title as well as by name in Appendix C are hereby approved by the "Client". In respect of other Personnel which the Consultancy firm/agency proposes to use in the carrying out of the Services, the Consultancy firm/agency shall submit to the "Client" for review and approval a copy of their Curricula Vitae(CVs). If the "Client" does not object in writing (stating the reasons for the objection) within twenty-one(21) days from the date of receipt of such CVs, such Personnel shall be deemed to have been approved by the "Client".

#### **4.4 Removal and/or Replacement of Personnel:**

- a. except as the "Client" may otherwise agree, no changes shall be made in the Personnel. If, for any reason beyond the reasonable control of the Consultancy firm/agency, such as retirement, death, medical incapacity, among others, it becomes necessary to replace any of the Personnel, the Consultancy firm/agency shall forth with provide as a replacement a person of equivalent or better qualifications.
- b. If the "Client"(i) finds that any of the Personnel has committed serious misconduct or has been charged with having committed a criminal action, or (ii) has reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Consultancy firm/agency shall, at the "Client's written request specifying the grounds therefore, forth with provide as a replacement a person with qualifications and experience acceptable to the "Client".
- c. Any of the Personnel provided as are placement under Clauses(a) and (b) above, as well as any reimbursable expenditures (including expenditures due to the number of eligible dependents) the Consultancy firm/agency may wish to claim as a result of such replacement, shall be subject to the prior written approval by the "Client". Threat of remuneration applicable to a replacement person will be the rate of remuneration paid to the replacement person. Also (i) the Consultancy firm/agency shall bear all additional travel and other costs arising out of or incidental to any removal and/or replacement, and

(ii) the remuneration to be paid for any of the Personnel provided as a replacement shall not exceed the remuneration which would have been payable to the Personnel replaced.

**4.5 Resident Project Manager** : If required by the SC, the Consultancy firm /agency shall ensure that at all times during the Consultancy firm/ agency's performance of the Services a silent project manager ,acceptable to the "Client" ,shall take charge of the performance of such Services.

## **5. OBLIGATIONS OF THE "CLIENT"**

**5.1 Assistance and Exemptions:** Unless otherwise specified in the SC ,the "Client "shall use its best efforts to ensure that the Government shall:

- a. Provide the Consultancy firm/agency and Personnel with work permits and such other documents as shall be necessary to enable the Consultancy firm/agency or Personnel to perform the Services.
- b. Arrange for the Foreign Personnel to be provided promptly with all necessary entry and exit visas, residence permits, exchange permits and any other documents required for their stay in India.
- c. Issue to officials ,agents and representatives of the Government all such instructions as may be necessary or appropriate for the prompt and effective implementation of the Services.
- d. Provide to the Consultancy firm/agency, Sub-Consultancy firm/agency and Personnel any such other assistance as may be specified in the SC.

**5.2 Change in the Applicable Law Related to Taxes and Duties** : If,after the date of this Contract ,there is any change in the Applicable Laws of Odisha with respect to taxes and duties, which are directly payable by the Consultancy firm/agency for providing the services i.e .service tax or any such applicable tax from time to time ,which increases or decreases the cost incurred by the Consultancy firm/agency in performing the Services, then the remuneration and reimbursable expenses otherwise payable to the Consultancy firm/agency under this Contract shall be increased or decreased accordingly by agreement between the Parties here to,and corresponding adjustments shall be made to the ceiling amounts specified in Clause GC 6.1(b).

**5.3 Services ,Facilities and Property of the "Client":**

- a. The "Client" shall make available to the Consultancy firm/agency and its Personnel ,for the purposes of the Services and **free of any charge**, the services, facilities and property described in Appendix E at the times and in the manner specified in said **Appendix E**.
- b. In case that such services, facilities and property shall not be made available to the Consultancy firm/agency as and when specified in Appendix E, the Parties shall agree on any time extension that it may be appropriate to grant to the Consultancy firm/agency for the performance of the Services.

**5.4 Payment:** In consideration of the Services performed by the Consultancy firm/agency under this Contract, the "Client" shall make to the Consultancy firm/agency such payments and in such manner as is provided by Clause GC 6 of this Contract.

**5.5 Counterpart Personnel:**

- a. If necessary, the "Client" shall make available to the Consultancy firm/agency free of charge such professional and support counterpart personnel, to be nominated by the "Client" with the Consultancy firm/agency's advice, if specified in Appendix E.
- b. Professional and support counterpart personnel, excluding "Client"'s liaison personnel,

shall work under the exclusive direction of the Consultancy firm/agency. If any member of the counterpart personnel fails to perform adequately any work assigned to such member by the Consultancy firm/agency that is consistent with the position occupied by such member, the Consultancy firm/agency may request the replacement of such member, and the "Client" shall not unreasonably refuse to act upon such request.

## **6. PAYMENTS TO THE CONSULTANCY FIRM/AGENCY**

### **6.1 Total Cost of the Services**

- a. The total cost of the Services payable is set forth in Appendix D as per the Consultancy firm/agency's proposal to the Client and as negotiated thereafter.
- b. Except as may be otherwise agreed under Clause GC 2.6 and subject to Clause GC 6.1(c), payments under this Contract shall not exceed the amount specified in Appendix-D.
- c. Notwithstanding Clause GC6.1(b) hereof, if pursuant to any of the Clauses GC4.2(c) or 5.2 hereof, the Parties shall agree that additional payments shall be made to the Consultancy firm/agency in order to cover any necessary additional expenditures not envisaged in the cost estimates referred to in Clause GC6.1(a)above ,the ceiling or ceilings,as the case may be, set forth in ClauseGC6.1(b)above shall be increased by the amount or amounts, as the case may be,of any such additional payments.

**6.2 Currency of Payment** :All payments shall be made in Indian Rupees.[ Incase the payment is to be made in the currency other that Indian Rupees ,the same shall be mentioned instead of Indian Rupees]

**6.3 Terms of Payment** The payment in respect of the Services shall be made as follows:

- a. The Consultancy firm/agency shall submit the invoice for payment when the payments due as per the agreed terms. The payment shall be released as per the work related milestones achieved and as specified as per SC 10.
- b. Once a milestone is completed, the Consultancy firm/agency shall submit the requisite deliverables as specified in this Contract. The Client shall release the requisite payment upon acceptance of the deliverables. However, if the Client fails to intimate acceptance of the deliverables or its objections thereto, within 30 days of receipt of it, the Client shall release the payment to the Consultancy firm/agency without further delay.
- c. Final Payment : The final payment as specified in SC 10 shall be made only after the final report and a final statement, identified as such, shall have been submitted by the Consultancy firm/agency and approved as satisfactory by the "Client". The Services shall be deemed completed and finally accepted by the "Client" and the final report and final statement shall be deemed approved by the "Client" as satisfactory ninety (90) calendar days after receipt of the final report and final statement by the "Client" unless the "Client", within such ninety (90) day period, gives written notice to the Consultancy firm/agency specifying in detail deficiencies in the Services, the final report or final statement. The Consultancy firm/agency shall thereupon promptly make any necessary corrections, and thereafter the foregoing process shall be repeated. Any amount, which the "Client" has paid or caused to be paid in accordance with this Clause in excess of the amounts actually payable in accordance with the provisions of this Contract, shall be reimbursed by the Consultancy firm/agency to the "Client" within thirty (30) days after receipt by the Consultancy firm/agency of notice thereof. Any such claim by the "Client" for reimbursement must be made within twelve (12) calendar months after receipt by the "Client" of a final report and a final statement approved by the "Client" in accordance with the above.

- d. For the purpose of payment under Clause 6.3 (b) above, acceptance means; acceptance of the deliverables by the Client after submission by the Consultancy firm/agency and the Consultancy firm/agency has made presentation to the CMC / Client (Mention this if presentation is required) with / without modifications to be communicated in writing by the Client to the Consultancy firm/agency.
- e. If the deliverables submitted by the Consultancy firm/agency are not acceptable to the Client / CMC, reasons for such non-acceptance should be recorded in writing; the Client shall not release the payment due to the Consultancy firm/agency. This is without prejudicing the Client's right to levy any liquidated damages under clause 9. In such case, the payment will be released to the consultant only after it re-submits the deliverable and which is accepted by the Client.
- f. All payments under this Contract shall be made to the accounts of the Consultancy firm/agency specified in the SC.
- g. With the exception of the final payment under (c) above, payments do not constitute acceptance of the Services nor relieve the Consultancy firm/agency of any obligations hereunder, unless the acceptance has been communicated by the Client to the Consultancy firm/agency in writing and the Consultancy firm/agency has made necessary changes as per the comments / suggestions of the Client communicated to the Consultancy firm/agency.
- h. In case of early termination of the contract, the payment shall be made to the Consultancy firm/agency as mentioned here with: (i) Assessment should be made about work done from the previous milestone, for which the payment is made or to be made till the date of the termination. The Consultancy firm/agency shall provide the details of persons reasonably worked during this period with supporting documents. Based on such details, the remuneration shall be calculated based on the man month rate as specified; (ii) A reasonable assessment of the reimbursable and miscellaneous expenses shall be made based on details furnished by the Consultancy firm/agency in this regard with supporting documents and based on the assessment of the work done and the respective rates as provided. Wherever such an assessment is difficult, the rates should be arrived at by calculating the amount on pro-rata basis. The total amount payable shall be the amount calculated as per(i) and(ii) above plus any applicable tax.

## **7. FAIRNESS AND GOOD FAITH**

**7.1 Good Faith:** The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.

**7.2 Operation of the Contract:** The Parties recognize that it is impractical in this Contract to provide for every contingency which may arise during the life of the Contract, and the Parties hereby agree that it is their intention that this Contract shall operate fairly as between them, and without detriment to the interest of either of them, and that, if during the term of this Contract either Party believes that this Contract is operating unfairly, the Parties will use their best efforts to agree on such action as may be necessary to remove the cause or causes of such unfairness, but no failure to agree on any action pursuant to this Clause shall give rise to a dispute subject to arbitration in accordance with Clause GC 8 hereof.

## **8. SETTLEMENT OF DISPUTES**

**8.1 Amicable Settlement:** Performance of the contract is governed by the terms & conditions of the contract, in case of dispute arises between the parties regarding any matter under the contract, either Party of the contract may send a written Notice of Dispute to the other party.



The Party receiving the Notice of Dispute will consider the Notice and respond to it in writing within 30 days after receipt. If that party fails to respond within 30 days, or the dispute cannot be amicably settled within 60 days following the response of that party, clause GC 8.2 shall become applicable.

**8.2 Arbitration:** In the case of dispute arising upon or in relation to or in connection with the contract between the Client and the Consultancy firm /agency, which has not been settled amicably, any party can refer the dispute for Arbitration under (Indian) Arbitration and Conciliation Act, 1996. Such disputes shall be referred to an Arbitral Tribunal consisting of 3 (three) arbitrators, one each to be appointed by the Client and the Consultancy firm/agency, the third arbitrator shall be chosen by the two arbitrators so appointed by the parties and shall act as Presiding Arbitrator. In case of failure of the two arbitrators, appointed by the parties to reach a consensus regarding the appointment of the third arbitrator in a period of 30 days from the date of appointment of the two arbitrators, the Presiding arbitrator shall be appointed by the Secretary of the Ministry /Department. The Arbitration and Conciliation Act, 1996 and any statutory modification or re-enactment thereof, shall apply to these arbitration proceedings.

**8.3** Arbitration proceedings shall be held in India at the place indicated in SC and the language of the arbitration proceedings and that of all documents and communications between the parties shall be English.

**8.4** The decision of the majority of arbitrators shall be final and binding upon both parties. The expenses of the arbitrators as determined by the arbitrators shall be shared equally by the Client and the Consultancy firm/agency. However, the expenses incurred by each party in connection with the preparation, presentation shall be borne by the party itself. All arbitration awards shall be in writing and shall state the reasons for the award.

## **9. Liquidated Damages**

**9.1** The parties here by agree that due to negligence of act of any party, if the other party suffers losses, damages the quantification of which may be difficult, and hence the amount specified here under shall be construed as reasonable estimate of the damages and both the parties agree to pay such liquidated damages, as defined here under as per the provisions of this Contract.

**9.2** The amount of liquidated damages under this Contract shall not exceed [ 10 ]% of the total value of the contract as specified in Appendix D.

**9.3** The liquidated damages shall be applicable under following circumstances:

- a. If the deliverables are not submitted as per schedule as specified in SC10, the Consultancy firm /agency shall be liable to pay 1% of the total cost of the services for delay of each week or part thereof.
- b. If the deliverables are not acceptable to the Client as mentioned in Clause 6.3(f), and defects are not rectified to the satisfaction of the Client within 30 days of the receipt of the notice, the Consultancy firm/agency shall be liable for Liquidated Damages for an amount equal to [1]% of total cost of the services for every week or part thereof or the delay.

## **10. Miscellaneous provisions:**

- i. "Nothing contained in this Contract shall be construed as establishing or creating between the Parties, a relationship of master and servant or principal and agent.

- ii. Any failure or delay on the part of any Party to exercise right or power under this Contract shall not operate as waiver thereof.
- iii. The Contractor/Consultancy firm/agency shall notify the Client/the Government of India of any material change in their status, in particular, where such change would impact on performance of obligations under this Contract.
- iv. Each member/constituent of the Contractor/Consultancy firm/agency, in case of a consortium, shall be jointly and severally liable to and responsible for all obligations towards the Client/Government for performance of works/services including that of its Associates/Sub Contractors under the Contract.
- v. The Contractor/Consultancy firm/agency shall at all times indemnify and keep indemnified the Client/Government of India against all claims/damages etc. For any infringement of any Intellectual Property Rights (IPR) while providing its services under the Project.
- vi. The Contractor/Consultancy firm/agency shall at all times indemnify and keep indemnified the Client/Government of India against any claims in respect of any damages or compensation payable in consequences of any accident or injury sustained or suffered by its (the Contractor's/Consultancy firm/agency's) employees or agents or by any other third Party resulting from or by any action, omission or operation conducted by or on behalf of the Contractor/Consultancy firm/agency.
- vii. The Contractor/ Consultancy firm/agency shall at all times indemnify and keep indemnified the Client/Government of India against any and all claims by Employees, Workman, Contractors, sub-contractors, suppliers, agent(s), employed engaged or otherwise working for the Contractor, in respect of wages, salaries, remuneration, compensation or the like.
- viii. All claims regarding indemnity shall survive the termination or expiry of the Contract.
- ix. It is acknowledged and agreed by all Parties that there is no representation of any type, implied or otherwise, of any absorption, regularization, continued engagement or concession or preference for employment of persons engaged by the (Contractor/Consultancy firm/agency) for any engagement, service or employment in any capacity in any office or establishment of the Government of India or the Client.

### **III. Special Conditions of Contract:**

(Clauses in brackets {} are optional; all notes should be deleted in final text)

SC Clause    Ref. Of GC Clause    Amendments of, and Supplements to, Clauses in  
The General Conditions of Contract

1. 1.5 The addresses are:

1. "Client":

Attention:

Facsimile:

2. Consultancy firm/agency:

Attention:

Facsimile:

2. 1.7 {insert name of member}

The Authorized Representatives are:

For the "Client":

For the Consultancy firm/agency:

3. 2.1 The effectiveness conditions are the following:

a. The contract to be signed within 15 days of intimation.

b. Performance bank guarantee to be submitted within 15 days of contract signing.

5. 2.2 The time period shall be one months

6. 2.3 The time period shall be 15 days from effective date

7. 2.4 The time period of expiry of contract is 30.06.2022 and can be extended for further period of One Year.

8 4.5a. The Resident Manager to be located at Bhubaneswar office of the Firm/Agency to coordinate with SUDA

9.. 6.1 (b) The ceiling in local currency is Rs lakhs

10. 6.3 For lump-sum contracts payment will be made based on milestones indicated for each activity as below:

## **PAYMENT AND REPORTING SCHEDULE**

AS Mentioned in TOR.

11. The Arbitration proceedings shall take place in Bhubaneswar in India.

Binding signature of Client Signed by (for and on behalf of the President of India)

Binding signature of Contractor Signed by \_\_\_\_\_

(for and on behalf of duly authorized vide Resolution

No dated of the Board of Directors of )

In the presence of (Witnesses)

1.

2.

#### **Appendices-IV**

##### **APPENDIX A–DESCRIPTION OF SERVICES**

Note: This Appendix will include the final Terms of Reference worked out by the “Client” and the Consultancy firm/agency during technical negotiations, dates for completion of various tasks, place of performance for different tasks/activities, specific tasks/activities/outcome to be reviewed, tested and approved by “Client”, etc.

##### **APPENDIX B–REPORTING REQUIREMENTS**

Here reports mentioned at sc SL.10 ARE TO BE MENTIONED, along with details of persons for each ULB will be given here.

##### **APPENDIX C–STAFFING SCHEDULE**

##### **APPENDIX D–Total COST OF SERVICES IN**

Total cost under this contract will be limited to .....lakhs inclusive of all taxes and duties.

**APPENDIX E-DUTIES OF THE “CLIENT”**

(Include here the list of Services, facilities and property to be made available to the Consultancy firm/agency by the “Client”).

**Invoice format**

**INVOICE**

Invoice No.: Invoice Date:

Service Tax

Registration No. PAN Number

Housing & Urban Development Department

Govt. of Odisha

For Attention of \_\_\_\_\_

Period of Consultancy:	Start Date _____	End Date _____
Milestone achieved for this claim Period Covered by this Claim		

Contract For: \_\_\_\_\_

Contract No.: \_\_\_\_\_

Maximum Contract Value: \_\_\_\_\_ Total Amount Received \_\_\_\_\_

Claims made Amount:	Date	Invoice No.	Date Received	Amount:
	Date	Invoice No.	Date Received	
Amount:	Date	Invoice No.	Date Received	

Particulars of current claim made should be mentioned here	Amount	Tax if any
Invoice Total		

PLEASE MAKE PAYMENT TO:

Bank Account: \_\_\_\_\_ Bank SWIFT ID: \_\_\_\_\_

Account Number: \_\_\_\_\_ Account Number: \_\_\_\_\_

This invoice is in respect of a supply of services to the Client, and is addressed to the Client, purely for payment purposes. I certify that the amounts claimed in this invoice have been wholly and necessarily incurred for the purpose of the engagement and have not been claimed before.

\_\_\_\_\_  
Signature of Bidder

The claim is correct and Services have been received. Please arrange payment:

\_\_\_\_\_  
Project Officer/Advisor

*Annexure-VII*

**Bank Guarantee Format for Performance**

To  
**The SUDA,  
Housing & Urban Development Department,  
Govt. of Odisha**

WHEREAS.....(name and address of the contractor) (hereinafter called "the contractor") has undertaken, in pursuance of contract no .....dated.....to provide service of .....(description of services) (herein after called "the contract").

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

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

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the contractor, upto a total of..... (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the contractor to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of

guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

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

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

This guarantee shall be valid until the.....day of.....,20.....

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

.....  
(Signature of the authorized officer of the Bank)  
.....  
Name and designation of the officer  
.....  
.....

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

*\*Preferably at Bhubaneswar*