

REQUEST FOR PROPOSAL

ENDLINE EVALUATION OF SHREE ANNA ABHIYAN (SAA): PHASE II, III, IV & V



**Nabakrushna Choudhury Centre for Development
Studies,
Bhubaneswar-751013, Odisha
(ICSSR Institute in Collaboration with Government of Odisha)
December, 2025**

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DISCLAIMER

This Request for Proposal (RFP) is issued by the **Nabakrushna Choudhury Centre for Development Studies, Bhubaneswar, Government of Odisha.**

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

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

This RFP includes certain statements, information, projections and forecasts with respect to the proposed assignment. Such statements, information, projections and forecasts reflect various assumptions made by the management, officers and employees of the Client, which (the assumptions and the base information on which they are made) may or may not prove to be correct. No representation or warranty is given as to the reasonableness of forecasts or the assumptions on which they may be based and nothing in this RFP is, or should be relied on as, a promise, representation or warranty. The issue of this RFP does not imply that the Client is bound to select a Bidder or to engage the selected bidder, as the case may be, for the required service and the Client reserves the right to reject all or any of the proposals without assigning any reasons whatsoever

NCDS, Bhubaneswar, Government of Odisha shall be the sole and final authority for selection of a consultant through this RFP.

BIDDER DATA SHEET

1.	Name of the Client	Nabakrushna Choudhry Centre for Development Studies, Government of Odisha
2.	Method of Selection	Quality and Cost Based Selection Method
3.	Date of Issue of RFP	23.12.2025
4.	Deadline for Submission of Pre-Proposal Query	03.01.2026 up to 5:00 PM
5.	Issue of Pre-Proposal Clarification	07.01.2026
6.	Proposal Due Date	14.01.2026 up to 5:00 PM
7.	Date of opening of Technical Proposal	16.01.2026 at 11:30 AM
8.	Date of opening of Financial Proposal	To be intimated later
9.	Expected Date of Commencement of Assignment	January, 2026
10.	Bid Processing Fee (Non-Refundable)	Rs. 5,000/- (Rupees Five Thousand Only) in shape of Demand Draft in favour of "DDO-cum-Secretary, NCDS," drawn in any scheduled commercial bank payable at Bhubaneswar
11.	Earnest Money Deposit (EMD)	Rs. 2,00,000/- (Rupees Two Lakh Only) in favour of "DDO-cum-Secretary, NCDS" drawn in any scheduled commercial bank payable at Bhubaneswar
12.	Contact Person	Project Director, Shree Anna Abhiyan, NCDS

13.	Address for Submission of Proposal	<p>Nabakrushna Choudhury Centre for Development Studies Bhubaneswar, Odisha-751013 Phone: 0674 - 2301094, 2300471; Fax: 0674-2300471; e-mail:ncdsbbsr1987(at)gmail[dot]com</p> <p>Mode of Submission: Speed Post / Registered Post only to the address as specified above during the office hours. Submission of bid through any other mode and late bid will be rejected.</p>
14.	Venue for Opening of Technical and Financial Proposal	<p>Seminar Hall of NCDS, Government of Odisha, Bhubaneswar</p>

SECTION: 1

LETTER OF INVITATION

LETTER OF INVITATION

RFP No:*****

Dated:*****

**Assignment: ENDLINE EVALUATION OF PHASE II, PHASE III, PHASE IV & PHASE V UNDER
Shree Anna Abhiyan (SAA) PROJECT**

The **Secretary, NCDS, Government of Odisha** (The Client) invites sealed proposal from eligible bidders under the selection process to conduct the study of "**ENDLINE EVALUATION OF PHASE II, PHASE III, PHASE IV & PHASE V UNDER SAA PROJECT**".

1. More details on the proposed study are provided at **Section-3: Terms of Reference (ToR)** of this RFP Document.
2. A Consultant will be selected under **Quality and Cost Based Selection Method** Procedure as prescribed in the RFP Document in accordance with the policies and procedures as prescribed in the "**Odisha General Financial Rules, 2023, Chapter-6: Procurement of Goods and Services**" circulated vide *Office Memorandum No. 25914/F, Dated: 13.09.2023* of Finance Department, Government of Odisha.
3. The proposal complete in all respect as specified in the RFP document must be accompanied with a non-refundable **Bid Processing Fee** amounting to **Rs. 5,000/- (Rupees Five Thousand only)** and a refundable **Earnest Money Deposit (EMD)** amounting to **Rs. 2,00,000.00 (Rupees Two Lakh Only)**, both in the form of **Demand Draft** in favour of "**DDO-cum- Secretary, NCDS**" drawn in any scheduled commercial bank and payable at Bhubaneswar, Odisha failing which the bid will be rejected.
4. The proposal must be delivered at the specified address as per the Bidder Data Sheet at **(Sl. No. 13)** by **Speed post / Registered Post** only. The Client shall not be responsible for delivery delay or any consequence. Submission of proposal through any other mode will be rejected.
5. The last date and time for submission of proposal complete in all respects is **14.01.2026 up to 5:00 PM** and the date of opening of the technical bid is **16.01.2026 at 11:30 AM** in the presence of the bidder's representative at the specified address as mentioned in the Bidder Data Sheet **(Sl. No.14)**. Representative of the bidders may attend the meeting with due authorization letter on behalf of the bidder.
6. This RFP includes following sections:
 - a. Letter of Invitation **[Section – 1]**
 - b. Information to the Bidder **[Section – 2]**
 - c. Terms of Reference **[Section – 3]**
 - d. Technical Proposal Submission Forms **[Section – 4]**
 - e. Financial Proposal Submission Forms **[Section –5]**

f. Annexures [Section – 6]

7. While all information/data given in the RFP are accurate within the consideration of scope of the proposed assignment to the best of the Client's knowledge, the Client holds no responsibility for accuracy of information and it is the responsibility of the bidder to check the validity of information/data provided in this RFP document. The Client reserves the rights to accept / reject any/ all proposals / cancel the entire selection process at any stage without assigning any reason thereof.

**Secretary , NCDS
Government of Odisha**

SECTION: 2

INFORMATION TO THE BIDDERS

Conditions of Eligibility:

Bidder should read carefully the minimum conditions of eligibility (the “Conditions of Eligibility”) provided herein. Proposals of only those bidders who satisfy the Conditions of Eligibility will be considered for further evaluation. Before evaluation of the technical proposal, the proposal of each bidder will be evaluated with respect to the following conditions of eligibilities, subject to submission of the required documents / information as part of their technical proposal.

Sl. No.	Eligibility Criteria	Supportive Documents
1	<p>Bidder as single entity to be a Company as registered under Indian Companies Act, 1956 / 2013 or a Society registered under The Societies Registration Act, 1860 or a Trust registered under the Indian Trusts Act, 1882 or a Partnership Firm registered under the Indian Partnership Act, 1932 or a Limited Liability Partnership registered under The Limited Liability Partnership Act, 2008.</p> <p>Universities and Institutions recognized by University Grants Commission or any State or the Central Government with NAAC accreditation of minimum 'B' Grade.</p> <p>MSEs/ Start-ups having experience in consulting business are also eligible to participate in the selection process as per the modalities as prescribed in this RFP Document at Annexure – IV.</p> <p><i>Consortium or Joint Venture not allowed</i></p>	Certificate of Incorporation / Registration / Any valid legal document in support of formation of the entity
2	The bidder should have been in the consulting business for more than 10 years from the date of Incorporation on the last date of submission of the proposal.	

3	Successfully completed at least 3 assignments of similar nature (having Contract Value \geq Rs. 20.00 Lakh and Duration \geq 3 Months), i.e. Concurrent Evaluation / Impact Assessment / Process Monitoring / Baseline Survey for any social sector under Central / State Govt. / EAPs*/ Autonomous bodies operated under Government administrative control / International and National Organisation during the last 5 years of 2020-21, 2021-22 2022-23, 2023-24 and 2024-25 .	Copies of Work Order / Contract Document / Completion Certificate from the previous clients
4	The average annual financial turnover must be Rs. 1.00 Cr from consulting business only during the last 5 financial years of 2020-21, 2021-22 2022-23, 2023-24 and 2024-25 .	Financial Details of the bidder (TECH -3) along with copies of the audited balance sheet and I/E Statement duly sealed and certified by the CA and the authorized representative of the bidder.
5	Bidder shall furnish an affirmative statement as to the existence of any potential conflict of interest on the part of the bidder due to prior, current or proposed agreements, engagements, or affiliations with the Client.	Self-Declaration from the Bidder as per the format (TECH - 5)

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

2. Documents to be submitted along with TECHNICAL PROPOSAL:

The bidders must have to furnish the duly certified documents along with their Technical Proposal as mentioned below:

- Filled in Bid Submission Check List in Original (**Annexure-I**)
- Covering letter (**TECH – 1**) on bidder's letterhead to participate in the bidding process.
- Bid Processing Fee and EMD as applicable
- Copy of Certificate of Incorporation/ Registration
- Copy of PAN
- Copy of Goods and Services Tax Identification Number (GSTIN)
- Copies of IT Return for the last 5 assessment years (**AY 2020-21, 2021-22 2022-23, 2023-24 and 2024-25**).
- General details of the Bidder (**TECH – 2**).

- Financial details of the bidder (**TECH – 3**) along with all the supportive documents as applicable duly signed as per the instruction/s.

- Power of Attorney (**TECH – 4**) in favour of the person signing the bid on behalf of the bidder.
- Self-Declaration regarding any potential Conflict of Interest situations (**TECH -5**)
- Undertaking for not having been black-listed by any Central / State Government / Any other autonomous bodies/ International & National Organization in the recent past on its letter head (**TECH-6**).
- Duly filed in Technical Proposal Submission Forms (**TECH 7 to TECH 14**).

NB:

Bidders must have to submit the required supporting documents as mentioned above. Bids not conforming to the eligibility criteria and non-submission of required documents as listed above will lead to rejection of the bid. Submission of forged documents will also result in rejection of the bid. Bidders are advised to carefully go through all instructions, forms, terms & conditions and other information as mentioned in the RFP document. The proposal must be complete in all respect, indexed and hard bound. Each page should be numbered and certified by the authorised representative. Failure to comply with the RFP requirements will result in outright rejection of the proposal.

3. Bid Processing Fee :

The bidder must furnish as part of technical proposal, the required bid processing fee amounting to **Rs. 5,000/- (Rupees Five Thousand Only)** in shape of Demand Draft from any scheduled commercial bank in favour of **“DDO-cum- Secretary, Nabakrushna Choudhury Centre for Development Studies”** payable at Bhubaneswar. Proposal received without bid processing fee will be outrightly rejected. The bid processing fee is non-refundable in any case.

4. Earnest Money Deposit (EMD):

The bidder must furnish, as part of the technical proposal, an Earnest Money Deposit (EMD) amounting to **Rs. 2,00,000/- (Rupees One Lakh Only)** in shape of Demand Draft from any scheduled commercial bank in favour of **“DDO-cum- Secretary, Nabakrushna Choudhury Centre for Development Studies”** payable at Bhubaneswar. MSEs and Start-ups having valid MSEs Udyam Registration Certificate registered under **“SERVICES CATEGORY ONLY”** are exempted from furnishing of EMD. The EMD of unsuccessful bidders shall be refunded after finalization of selection process and award of contract without any interest. The EMD of the successful bidder will be released only after furnishing of the required Performance Security and signing of the contract. Bid not accompanied by the required EMD shall be rejected by the Client as non-responsive. The EMD will be forfeited under following reasons:

- Bidder withdraws its proposal during the bid validity period as specified in RFP
- Bidder does not respond to requests for clarification of its proposal.
- Bidder fails to provide required information during the evaluation process or is found to be non- responsive or has submitted false information in support of its qualification.

- If the bidder fails to
 - provide any clarification to the Client
 - agree to the decisions of the contract negotiation meeting
 - sign the contract within the prescribed time period
 - furnish required Performance Bank Guarantee within the prescribed time period as per the agreed terms and conditions of the RFP
- Any other circumstance which holds the interest of the Client during the overall selection process.

5. Validity of the Proposal:

Proposals shall remain valid for a period of **150 (One Hundred fifty Days)** from the date of opening of the technical proposal. The Client reserves the rights to reject a proposal valid for a shorter period as non-responsive and will make the best efforts to finalize the selection process and award of the contract within the bid validity period. The bid validity period may be extended on mutual consent.

6. Submission of Pre-Proposal Queries:

Bidders can submit their queries as per the prescribed format provided at **(Annexure-II)** on the RFP and other details if any, to the Client by e-mail at **ncdsbbsr1987(at)gmail[dot]com** by **03.01.2026 up to 5:00 PM**. Clarifications to the above will be uploaded in the website for information of the bidders latest by **07.01.2026**. Queries submitted beyond the above deadline will not be entertained. Request for alteration/change in existing terms and conditions of the RFP will not be considered /entertained.

7. Submission of Proposal:

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

The procedure for submission of the proposal is described below:

i) Technical Proposal (Original + 1 Copy + Soft Copy in word format in USB Drive):

The envelope containing technical proposal shall be sealed and superscripted as **“TECHNICAL PROPOSAL – “ENDLINE EVALUATION OF PHASE II, PHASE III, PHASE IV & PHASE V UNDER SAA PROJECT”**. The duly filled-in technical proposal submission

forms, soft copy in word format in USB Drive along with all the supportive documents and information have to be furnished as part of technical proposal as per the requirement.

ii) **Financial Proposal (Original + 1 Copy + Soft Copy in pdf form in USB Drive):**

The envelope containing financial proposal shall be sealed and superscripted as "**FINANCIAL PROPOSAL – “ENDLINE EVALUATION OF PHASE II, PHASE III, PHASE IV & PHASE V UNDER SAA PROJECT”**". The duly filled-in financial proposal submission forms should contain the detailed price offer and its required for the proposed assignment and have to be furnished as per the prescribed formats only along with soft copy in pdf form in USB Drive as part of financial proposal.

Both the above envelopes have to be sealed and placed inside a third main envelope with proper labeling of following information in bold:

NAME OF THE ASSIGNMENT:

RFP NUMBER AND DATE:

NAME OF THE BIDDER:

DEADLINE FOR SUBMISSION OF BID:

NAME AND ADDRESS OF THE BIDDER:

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

8. Opening of the proposal :

The Client will constitute a Consultant Evaluation Committee (CEC) to evaluate the proposals submitted by bidders. The FIRST ENVELOPE containing **TECHNICAL PROPOSAL** will be opened in the initial stage by the CEC in presence of the bidder's authorized representative at the location, date and time specified in the Bidder Data Sheet who wishes to attend. Only one representative with proper authorization letter from the participating bidder will be allowed to attend the bid opening meeting. The SECOND ENVELOPE containing **FINANCIAL PROPOSAL** of the technically qualified bidders only will be opened during the subsequent stage. The date and time for opening of the financial proposal will be intimated accordingly to the technically qualified bidders well in advance.

9. Evaluation of Proposal:

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

- **Preliminary Evaluation (1st Stage):** Preliminary evaluation of the proposals will be done to determine whether the proposal comply to the prescribed eligibility condition and the requisite documents / information have been properly furnished

by the bidder or not. Submission of following documents / information will be verified:

- ✓ Filled in Bid Submission Check List in Original (**Annexure-I**)
- ✓ Covering letter (**TECH – 1**) on bidder's letterhead requesting to participate in the selection process
- ✓ Bid Processing Fee and EMD as applicable. MSEs and Start-ups having valid MSEs Udyam Registration Certificate registered under "**SERVICES CATEGORY ONLY**" are exempted from furnishing of EMD subjects to furnishing of the copy of required documentary evidence along with the technical proposal.
- ✓ Copy of Certificate of Incorporation/ Registration
- ✓ Copy of PAN
- ✓ Copy of Goods and Services Tax Identification Number (GSTIN)
- ✓ Copies of IT Return for the last five assessment years of **2020-21, 2021-22 2022-23, 2023-24 and 2024-25**.
- ✓ General Details of the Bidder (**TECH – 2**)
- ✓ Financial Details of the bidder (**TECH – 3**) along with all the supportive documents as applicable duly signed and certified as per the instructions.
- ✓ Power of Attorney (**TECH – 4**) in favour of the person signing the bid on behalf of the bidder.
- ✓ Self-Declaration on Conflict of Interest (**TECH - 5**)
- ✓ Undertaking for not being blacklisted in the recent past (**TECH -6**)
- ✓ Duly filled in Technical Proposal Forms **TECH - 7 to TECH -14**.
- ✓ All the pages of the proposal and enclosures / attachments are signed by the authorized representative of the bidder

Bid not complying to any of the above requirement will be outrightly rejected.

- **Technical Evaluation (2nd Stage):** Technical proposal will be opened and evaluated for those bidders who qualify the preliminary evaluation stage. Technical evaluation of the proposals of the qualified bidders shall be made as per the following technical parameters:

Bid Evaluation Parameters	Maximum Mark
<p>Specific Experience of the bidder (Prior experience in carrying out assignments of similar nature like Concurrent Evaluation / Impact Assessment / Process Monitoring / Baseline Survey during last 5 years of 2020-21, 2021-22 2022-23, 2023-24 and 2024-25 under Central / State Govt. / EAPs / Autonomous Bodies / National & International organization.</p> <p>A) Prior experience in carrying out assignment of similar nature during last 5 years in any sector = 5 Mark (1 Mark for Each Assignment) (Maximum 5 Assignments)</p> <p>B) Prior experience in carrying out assignment of similar nature during last 5 years in Agriculture, Social, NRM, Infrastructure Development and Livelihoods Sector = 5 Mark (1 Mark for Each Assignment) (Maximum 5 Assignments)</p>	10

Understanding, Approach & Methodology of the bidder in response to the RFP	
A) Understanding about the objective and the scope of the proposed assignment = 15 Mark	20
B) Approach and Methodology = 10 Mark	
C) Staff Deployment Strategy and Work Plan = 5 Mark	
Key Professionals proposed by the bidder for the assignment	40
Technical Presentation*	30
Grand Total	100

*** Bidders who secure above 50 marks from 70 marks during the evaluation of technical proposal will be called for technical presentation.**

Bidders will make a presentation before the Client during the technical evaluation stage. The objective of the presentation is to enable the Client to evaluate the bidders about their understanding and preparedness for the proposed assignment. Clarifications, if any, as required by the Client will be discussed during the meeting. The detail schedule along with an outline for presentation will be intimated to the qualified bidders before 7 days from the date of technical presentation. The financial proposals of the technically qualified bidders will be opened on same day / subsequent working day. Hence, the bidder should make available for the same. The bidder whose technical proposal secures a mark of **above 70** in the technical evaluation stage will be qualified for opening of the financial proposal.

- **FINANCIAL EVALUATION (3rd Stage):** The financial proposals of the technically qualified bidders only shall be opened at this stage in the presence of the bidder's representative who wishes to attend the meeting with proper authorization letter. The name of the bidder along with the quoted financial price only will be announced during the meeting.

10. Evaluation Process:

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.

Proposal with the lowest cost may be given a financial score of 100 and other proposals given financial scores that are inversely proportional to their prices with respect to the lowest offer. Similarly, proposal with the highest technical marks shall be given a score of 100 and other proposals be given technical score that are proportional to their marks with respect to the highest technical marks. The total score, both technical and financial, shall be obtained by weighing the quality and cost scores and adding them up. On the basis of the combined weighted score for quality and cost, the consultant shall be ranked in terms of the total score obtained. The proposal obtaining the highest total combined score in evaluation of quality and cost will be ranked as H-1 bidder followed by the proposals securing lesser marks as H-2, H-3 etc. The proposal securing the highest combined marks and ranked H-1 will be invited for negotiations, if required and shall be recommended for award of contract. In the event two or more bids have the same score in final ranking, the bidder having higher technical score during the technical evaluation round will be considered as the H-1 bidder.

Example:

In a particular case of selection of consultant, it was decided to consider minimum qualifying mark for technically qualified as **70 (Seventy)** and the weightage of the technical bids and financial bids were kept as 70:30. In response to the RFP, three proposals, A, B & C were received. The technical evaluation committee awarded the following technical score:

A: 75 Mark B: 80 Mark C: 90 Mark

So, all the above three proposals were found to be technically qualified.

The formula for determining the Technical scores (ST) of all the above proposals is calculated as per the following procedure:

$$ST = (100 \times T/TH)$$

Where "ST" = Technical score

"TH" = Highest Technical Score secured by the qualified bidder

"T" = Technical Score of the Proposal under consideration.

Using the above formula, the individual technical score secured by the individual bidder are as follows:

$$A = 100 \times (75/90) = 83.33$$

$$B = 100 \times (80/90) = 88.88$$

$$C = 100 \times (90/90) = 100$$

The financial proposals of the above bidders were opened and the evaluated quoted prices are as under:

A: 120 INR

B: 100 INR

C: 110 INR

The lowest evaluated Financial Proposal (FM) is given the maximum financial score (SF) of 100. The formula for determining the financial scores (SF) of all other Proposals is calculated as per the following procedure:

$$SF = 100 \times (FM / F)$$

Where "SF" = Financial score,

"FM" = Lowest Evaluated Financial Bid

"F" = Quoted Financial Bid under consideration

Using the above formula, the individual financial score secured by the respective bidder are as follows:

$$A = 100 \times (100/120) = 83.33$$

$$B = 100 \times (100/100) = 100.00$$

$$C = 100 \times (100/110) = 90.90$$

The weightage given to the Technical (T) and Financial (P) Proposals are: T = 0.7, and P = 0.3

Proposals are ranked according to their combined technical (ST) and financial (SF) scores using the weights (T = the weightage given to the Technical Proposal; P = the weightage given to the Financial Proposal):

$$\text{Where } S = (ST \times T) + (SF \times P)$$

Accordingly, the combine score secured by each bidder are as follows:

$$A = (83.33 \times 0.70) + (83.33 \times 0.30) = 83.33 = H3$$

$$B = (88.88 \times 0.70) + (100 \times 0.30) = 92.22 = H2$$

$$C = (100 \times 0.70) + (90.90 \times 0.30) = 98.19 = H1$$

The bidder **C** securing the highest evaluated Combined Score (S) of **98.19** with evaluated cost of Rs. **110.00** will be the preferred bidder and recommends for award of the contract observing due procedure. For the purpose of evaluation, the total evaluated cost shall be inclusive of all taxes for which the Client will make payment to the consultant including expenses, such as travel, accommodation, logistics, training/ workshop, preparation of reports / formats, printing & other secretarial expenses etc.

11. Performance Security:

Within 7 days of notifying the acceptance of proposal for the award of contract, the selected bidder shall have to furnish a Performance Security amounting to **10% of the total contract value** in the form of Bank Guarantee (BG) / Term Deposit Receipt (TDR) from a scheduled commercial bank pledged to "**DDO-cum-Secretary, NCDS, Government of Odisha**" on its local branch situated at Bhubaneswar for a period of three months beyond the entire contract period (i.e. Performance Security must be valid

from the date of effectiveness of the contract to a **period of 3 months beyond the contract period**) as its commitment to perform services under the contract.

If the Performance Security is furnished through BG, it must be furnished as per the prescribed format provided at Annexure-III of the RFP Document only. Any deviation to the prescribed format will lead to rejection of the BG by the Authority. The BG is to be authenticated by the local branch of the issuing bank at “Bhubaneswar” and a confirmation letter towards the same must be furnished by the bidder’s representative on the same date time of signing of the contract.

Failure to comply with the terms and conditions of the RFP / Contract requirements shall constitute sufficient grounds for the forfeiture of the performance security. The performance security shall be released immediately after three months of expiry of contract provided there is no breach of contract on the part of the selected bidder. No interest shall be paid on the performance security.

12. Contract Negotiation:

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

13. Award of Contract:

After completion of the contract negotiation stage, the Client will notify the successful bidder in writing by issuing an offer letter for signing the contract and promptly notify all other bidders about the result of the selection process. The successful bidders will be asked to sign the contract after fulfilling all formalities within 15 days of issuance of the offer letter. After signing of the contract, no variation or modification of the terms of the contract shall be made except by written amendment signed by both the parties. The contract would be valid for **5 Months** from the date of effectiveness of the contract and will be extended on mutual consent. ***Sub-contracting / outsourcing of any form shall not be allowed for any activities under the scope of the work as mentioned in this RFP.***

14. Conflict of Interest:

Conflict of Interest exists in the event of: (i) conflicting assignments like supervision,

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

15. Disclosure:

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

16. Anti-Corruption Measure:

- a. Any effort by Bidder(s) to influence the Client in the evaluation and ranking of financial proposals, and recommendation for award of contract, will result in the rejection of the proposal.
- b. A recommendation for award of Contract shall be rejected if it is determined that the recommended bidder has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question. In such cases, the Client shall blacklist the bidder either indefinitely or for a stated period of time, disqualifying it from participating in any related bidding process for the said period.

17. Language of Proposals:

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

18. 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. Bidders are not allowed to submit more than one proposal under the selection process. Alternate bids are also not allowed.

19. Legal Jurisdiction:

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

20. Governing Law and Penalty Clause:

The timeline given for delivery is to be strictly adhered to in view of the strict time schedule. Any unjustified and unacceptable delay in delivery of the deliverable/s shall render the Consultant liable for liquidated damages and thereafter the Client holds the option for cancellation of the contract for pending activities and completes the assignment through any suitable source of delivery. The Client may deduct such sum from any money from their hands due or become due to bidder. The payment or deduction of such sums shall not relieve the Consultant from his obligations and liabilities under the contract. The rights and obligations of the Client and the Consultant under this contract will be governed by the prevailing laws of Government of India / Government of Odisha. Failure on Consultant's part to furnish the deliverables as per the agreed time line will enforce a penalty **@ 1% per week subject to maximum of 10% of the total contract value**. The amount will be deducted from the subsequent payment. The implications of penalty will be governed by the agreed terms and conditions of the contract between parties.

21. Confidentiality:

Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the bidders who submitted the proposals or to other persons not officially concerned with the process, until the publication of the award of contract. The undue use by any Consultant of confidential information related to the process may result in rejection of its proposal and may be subject to the provisions of

the Client's antifraud and corruption policy. During the execution of the assignment except with prior written consent of the Client, the consultant or its personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the contract.

22. Amendment of the RFP Document:

At any time before submission of proposals, the Client may amend the RFP by issuing an addendum through its website. Any such addendum will be binding on all the bidders. To give bidders reasonable time in which to take an addendum into account in preparing their proposals, the Client may, at its discretion, extend the deadline for the submission of the proposals. All clarifications and outcomes of each stages of the selection process will be published through the website of the NCDS. Hence, bidders are advised to refer to the designated website for all updates on the selection process.

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

The Client reserves the right to accept or reject any /all proposal, and cancel the bidding / selection process at any time prior to award of contract award, without assigning any reason there of and thereby incurring any liability to the bidders.

24. Copyright, Patents and Other Proprietary Rights:

Nabakrushna Choudhury Centre for Development Studies, Government of Odisha shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights and trademarks, with regard to documents and other materials which bear a direct relation to or are prepared or collected in consequence or in the course of the execution of this contract. At the Client's request, the Consultant shall take all necessary steps to submit them to the Client in compliance with the requirements of the contract.

25. Replacement of Key Personnel:

The Key professionals to be deployed under this contract must be dedicated in nature. However, the Client reserves the right to request the Consultant to replace the deployed professional if they are not performing to a level of satisfaction. After written notification, the Consultant will provide CV of appropriate candidates within **Seven (7) days** for review and approval. The Consultant must replace the Professional within **seven (7) working days** from the date of approval of replacement. If one or more key

personnel become unavailable / leave the project for any reason midway under the contract, the Consultant must notify the Client at least Fifteen **(15)** days in advance and obtain the approval prior to making any substitution. In notifying the Client, the Consultant shall provide an explanation of circumstances necessitating the proposed replacement and submit justification and qualification of replacement personnel in sufficient detail to permit evaluation of the impact on the engagement. Acceptance of a replacement person by the Client shall not relieve the consultant from responsibility for failure to meet the requirements of the contract. The Client expects all the Key Professional to be available during implementation of the assignment. The Authority will not consider substitution of Key Personnel except for reasons beyond its capacity or due to any critical health issues. Such substitution shall ordinarily be limited to One **(1)** Key Professional subject to equally or better qualified and experienced Professional being provided to the satisfaction of the Client.

In case of more than the above prescribed limit to such substitution, a sum equal to **1%** of the agreed Contract value shall be deducted from the subsequent Invoice of the Consultant. Frequent substitution of Professionals during the Contract period may leads to termination of the agreement. Change in Key Professional due to request of the Client also comes under the above condition.

26. Force Majeure:

For purpose of this clause, "Force Majeure" means an event beyond the control of the agency and not involving the agency's fault or negligence and not foreseeable. Such events may include, but are not restricted, wars or revolutions, fires, floods, riots, civil commotion, earthquake, epidemics or other natural disasters and restriction imposed by the Government or other bodies, which are beyond the control of the agency, which prevents or delays the execution of the order by the agency. If a force Majeure situation arises, the agency shall promptly notify Client in writing of such condition, the cause thereof and the change that is necessitated due to the condition. Until and unless otherwise directed by the Client in writing, the Agency shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The agency shall advise Client in writing, the beginning and the end of the above causes of delay, within seven days of the occurrence and cessation of the Force Majeure condition. In the event of a delay lasting for more than one month, if arising out of causes of Force Majeure, Client reserve the right to cancel the contract without any obligation to compensate the agency in any manner for what so ever reason.

27. Settlement of Dispute:

The Client and the Consultant shall make every effort to resolve amicably, by direct informal negotiation, any disagreement or dispute arising between them under or arising from or in connection with the Contract within thirty (30) days from the commencement of such informal negotiation. All dispute resolution proceedings shall be held at Bhubaneswar, Odisha, and the language of such proceedings and that of all documents and communications between the parties shall be in English. Director, NCDS and DAEP, Government of Odisha will be the final authority to resolve any dispute arising between Client and the Consultant.

28. Disqualification of Proposal:

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

- Proposal submitted without Bid Processing Fee and EMD as applicable.
- Proposal not submitted in accordance with the procedures and formats as prescribed in the RFP
- During validity of the proposal, or its extended period, if any, the bidder increases his quoted prices or tries to withdraw its proposal
- Proposal is received in incomplete form
- Proposal is received after due date and time for submission of bid
- Proposal is not accompanied by all the requisite documents / information
- A commercial bid submitted with own assumptions or conditions
- Bids with any conditional technical and financial offer
- If the bidder provides any assumptions in the financial proposal or qualifies the financial proposal with its own conditions, such proposals will be rejected even if the commercial value of such proposals is the lowest / best value
- Proposal is not properly sealed or signed
- Proposal is not conforming to the requirements of the scope of the work
- Same CV proposed by different bidders
- Bidder tries to influence the proposal evaluation process by unlawful/ corrupt/ fraudulent means at any point of time during the bid process
- If, any of the bid documents (including but not limited to the hard and soft/electronic copies of the same, presentations during evaluation, clarifications provided by the bidder), including the commercial bid, submitted by the bidder is found to contain any information on price, pricing policy, pricing mechanism or any information indicative of the commercial aspects of the bid;
- Price bid not furnished as per the prescribed format / price components are furnished with assumptions / conditions or with blended / composite price component
- Bidders or any person acting on its behalf indulges in corrupt and fraudulent practices
- If the proposed remuneration for the support staff is below the minimum wages as fixed for the various category of manpower as per the notification of Government of Odisha vide OM No. 5639/LC, 02.11.2019.
- ***Any other condition / situation which holds the paramount interest of the***

Client during the overall section process.

SECTION – 3

TERMS OF REFERENCE (ToR)

1. Background

The *Shree Anna Abhiyan (SAA)*, initiated by the Government of Odisha in collaboration with the Department of Agriculture & Farmers' Empowerment, aims to promote millet cultivation, processing, consumption, and marketing. The programme focuses on enhancing nutritional security, improving farmer income, and supporting sustainable agri-systems through millet-based interventions.

The Endline Survey is designed to assess the outcomes and impacts of the SAA interventions across selected districts and blocks, capturing changes since the baseline and midline surveys. The endline will provide empirical evidence for policy decisions and programme strengthening in subsequent phases.

2. Rational of the Study

The Endline Survey of the Shree Anna Abhiyan (SAA) is undertaken to systematically evaluate the overall effectiveness and sustainability of millet promotion interventions implemented across Odisha. Since its inception, SAA has aimed to revive millet cultivation, enhance nutritional security, and strengthen rural livelihoods through integrated interventions in production, processing, marketing, and consumption.

The rationale for the endline evaluation is to measure the extent of change brought about by the programme compared to baseline and midline benchmarks particularly in terms of farm-level productivity, income generation, household consumption, and institutional strengthening. Ultimately, the evaluation provides empirical insights to inform policy decisions and sustain the millet-based agri-food systems in Odisha.

3. Objectives of the Endline Survey

The primary objective of the Endline Survey is to evaluate the effectiveness, efficiency, and sustainability of the interventions under Shree Anna Abhiyan. Specifically, the survey will aim to:

1. Assess changes in millet production, productivity, and diversification at the household and community level.
2. Examine the adoption of improved practices introduced under SAA (seed systems, agronomy, post-harvest, processing).
3. Analyse trends in consumption patterns related to millet use.
4. Evaluate market linkages, processing units, and value-chain development outcomes.
5. Study the institutional mechanisms (e.g., FPOs, WSHGs, community enterprises) and their effectiveness.
6. Assess awareness, attitudes, and perceptions among farmers and stakeholders regarding the programme.
7. To understand the impact of SAA on income level and their livelihood diversification.
8. To analyze women's participation and its impact on the socio-economic status.
9. Document case studies, best practices, and sustainability strategies for scaling up.

4. Coverage and Sampling

The Endline Survey will cover:

- **Study Area:** All districts and blocks under SAA Phase II, III, IV and V.
- **Respondents:**
 - Primary: Millet-growing households (both continuing and discontinued).
 - Secondary: Farmer Producer Organisations (FPOs), WSHGs, processors, traders, and institutional stakeholders.
- **Sample Size:** To be consistent with baseline and midline design (usually 80 HHs per block), and 20 non-SAA or discontinued farmers
- **Sampling Method:** Purposive Sampling.

5. Methodology

a. Survey tools

- **Household Interview Schedule:** Comprehensive tool covering socio-economic profile, land use, production, processing, consumption, marketing, awareness, and perceptions.
- **FGD:** For qualitative insights from community members, SHGs, FPOs, and other officials.
- **Observation Checklist:** To document physical infrastructure, processing units, and value addition facilities.

b. Data Collection Approach

- Field Investigators trained through a 3–5 day orientation on methodology, ethics, and questionnaire administration.
- Regular supervision and real-time data validation.

c. Data Analysis

- Quantitative analysis for descriptive, comparative, and inferential statistics.
- Qualitative analysis through thematic narrative synthesis from FGDs.
- Comparative assessment against baseline and midline indicators.

6. Key Indicators

The endline will assess outcomes across the following dimensions:

1. **Production Indicators:** Land under millets, productivity, seed use, agronomic practices.
2. **Consumption Indicators:** Household consumption frequency, seasonal variation, value-added products.
3. **Market Indicators:** Market access, price realization, buyer networks, processing units.
4. **Livelihood Indicators:** Income diversification, employment in millet enterprises, gender participation.
5. **Institutional Indicators:** FPO/SHG functionality, training, capacity building.
6. **Awareness Indicators:** Knowledge of millets' nutritional and environmental benefits.
7. **Sustainability Indicators:** Continuity of cultivation and enterprise beyond project support.

7. Deliverables

1. **Inception Report** – detailing methodology, sampling, instruments, and timelines.
2. **Field Training Report** – summary of enumerator orientation and pilot testing outcomes.
3. **Clean Dataset** – in Excel format with complete data and documentation.
4. **Analytical Report** – with comparative analysis (baseline–midline–endline).
5. **District and Block-wise Fact Sheets** – summarizing key findings and indicators.
6. **Presentation of Findings** – for stakeholder review and dissemination workshop.

8. Timeline

Activity	Duration	Timeline
Inception and tool finalization	10 days	Month 1
Enumerator training & pilot	10 days	Month 1
Field data collection	40 days	Month 2
Data cleaning & analysis	20 days	Month 3
Draft Endline Report	40 days	Month 4
Final Endline Report	10 days	Month 5
Dissemination	10 days	Month 5

9. Key Tasks and Responsibilities

The selected agency shall undertake the following tasks:

1. Participate in an inception meeting with NCDS and DAFE to finalize the methodology and work plan.
2. Undertake translation, pre-testing, and finalization of survey instruments.
3. Recruit, train, and deploy qualified field investigators and supervisors.
4. Conduct household surveys, FGDs, KIIs, and field observations as per agreed sample.
5. Ensure real-time data quality checks, cleaning, and validation.
6. Submit a clean and structured dataset in the prescribed format.
7. Prepare and submit the following reports:
 - o Inception Report (including sampling and methodology)
 - o Field Progress and Quality Assurance Reports
 - o Draft Endline Report (for review)
 - o Final Endline Report with district/block-level analysis
 - o Data tables, annexures, and visualizations as required

9. Expected Outcomes

- Reliable and comparable endline dataset for programme evaluation.
- Empirical evidence of changes in production, consumption, and livelihoods due to SAA.
- Insights for scaling and redesigning millet promotion strategies.

- Strengthened policy recommendations for inclusive and sustainable millet systems in Odisha.

Note: All reports being submitted to the Client are to be supplied in 10 copies with good quality photography along with soft copy in USB drive in print ready PDF Format.

1. Assignment:

The Endline Survey will conduct in approximately 5500 HHs under Phase II, Phase III, Phase IV, and Phase V in 55 blocks of 14 districts. In this connection 3 State reports and 14 districts reports need to be prepared in a stipulated time of 4-5 months.

PHASE	DISTRICTS	BLOCKS
II	8	30
III	3	13
IV	2	4
V	1	8
Total	14	55

2. Composition of the Consulting team

Besides having a **Consultant**, the Consultant team should have four Research Associates, five Research Assistants, six Data Entry Operator (DEOs) and 30 Field Investigators (FIs). One Project Manager is expected to spare 4 months time during the assignment. Each of the four Research Associates is expected to contribute for 3 months while four Research Assistants will contribute for 2 months. Including this six DEOs and Field Investigators 30 will spare 45 days respectively.

The proposed staff structure is represented in Figure 1.

Figure 1: Proposed staff structure for the present assignment



A. Project Manager: This key person should have project management experience of at least 10 years involving evaluation studies on issues pertaining to socio-economic development with extensive experience. The Project Manager should have at least post-graduate qualification in Agriculture, Economics, Social Sciences, Management including Rural Management, Rural Development or Natural Resource Management. The Project Manager should spend at least 10 days in the field interacting with different stakeholders to gain understanding about the project.

B. Research Associate: This key person should have Ph.D. degree in relevant social sciences. the person should have following understanding on:

- Designing quantitative and qualitative research tools such as Household Schedules, FGD guides, and KIIs.
- Coordinating with district-level officials and field investigators for smooth data collection.
- Conducting field monitoring visits across multiple districts to ensure adherence to protocols.
- Managing and cleaning data using Excel/SPSS/STATA preparing analytical datasets.
- Supporting evaluation studies like SHREE ANNA ABHIYAN, Integrated Farming Systems, and millet cultivation impact assessments.
- Preparing descriptive analytical reports, district profiles, and thematic chapters.
- Assisting in drafting proposals, inception notes, RFPs, and policy recommendations for government departments.

C. Research Assistant: This key person must have Master Degree/ Bachelor's degree with minimum 3 years of experience. The persons should take the responsibility of

- Assisted in designing research tools, collecting data, and coordinating field activities.
- Conducted household surveys, FGDs, and KIIs across project locations.
- Supported data entry, cleaning, and basic analysis using Excel.
- Conducted literature reviews and compiled secondary data.
- Assisted in preparing reports, presentations, and documentation.
- Coordinated with field teams, and stakeholders for smooth operations.

D. Data Entry Operator (DEOs): This key person must Bachelor degree with PGDCA and minimum one year experience. The persons should take the responsibility of

- Entered, verified, and updated large volumes of data with accuracy and speed.
- Maintained databases, spreadsheets, and digital records.
- Performed data cleaning, correction, and validation to ensure quality.
- Assisted in preparing tables, summaries, and basic reports.
- Coordinated with field teams for resolving data gaps or inconsistencies.
- Ensured timely submission of datasets and adherence to confidentiality protocols.

E. Field Investigator: This key person in the project is required to coordinate all field activities including ensuring quality of data being collected. S/he should have at least a Bachelor degree in Social Sciences with 1 year of relevant experience. S/he is required to spend maximum days in the field.

- Administer structured questionnaires to households, farmers, and respondents as per survey guidelines and Ensure accurate recording of responses without omission or bias.
- Establish contact with village leaders, farmers, and community members.
- Conduct Focus Group Discussions (FGDs), Key Informant Interviews (KII), and village observations.
- Document qualitative insights clearly and systematically.
- Cross-check questionnaires for missing values or errors.
- Maintain daily progress reports, field notes, and activity logs.
- Submit completed schedules to Research Assistant on time.
- Build rapport with respondents and explain the purpose of the survey respectfully.
- Travel to assigned locations and manage field schedules efficiently.
- Provide feedback from the field for improving implementation.

3. Reporting Arrangements

The Consultant shall work under the direct supervision of the Director and Project Director, NCDS. The Consultant is required to coordinate with NCDS for execution of the assignment.

4. Roles and responsibilities of Client/Consultant

- **NCDS**
 - ✓ Approval of RFP and TOR
 - ✓ Conducting bidding process
 - ✓ Constituting Consultant Evaluation Committee
 - ✓ Selecting the Consultant
 - ✓ Entering into agreement with the Consultant
 - ✓ Constituting Consultant Monitoring Committee
 - ✓ Providing technical inputs on the study to the Consultant from time to time
 - ✓ Administrative facilitation
 - ✓ Ensuring independence of work
 - ✓ Providing necessary logistics supports such as provision of hired vehicles for outstation visit, field accommodation and other incidental services during field visit of the PPOMU team along with implementing agency officials for study monitoring purpose.
 - ✓ Release of payment to Consultancy on utilisation certification
- **Consultant**
 - ✓ Undertake the assignment and complete different tasks/outputs under agreed TOR.

5. Payment Terms and Schedules

Table 3 provides details of payment terms and schedules.

Table 3

Sl. No.	Deliverables	% of total payment payable
1	Finalisation of Study Tools , Conducting Field Survey and submission of Inception Report including finalizing of the methodology and work plan under the study	50
2	Submission of Draft Study Report	30
3	Conducting Final Workshop and submission of Final Study Report	20

6. Consultant Monitoring Committee (CMC)

A Consultant Monitoring Committee (CMC) will be constituted by Director, NCDS consisting of officials from NCDS, DAFP, OUAT and Planning & Convergence Department to monitor the activities and deliverables of the Consultant for the proposed assignment from time to time.

SECTION: 4

TECHNICAL PROPOSAL SUBMISSION FORMS

TECH -1

COVERING LETTER
(ON BIDDERS LETTER HEAD)

[Location, Date]

To

**The Secretary, NCDS
ICSSR Institute in collaboration with Government of Odisha
Bhubaneswar - 751013**

**Subject: ENDLINE EVALUATION OF PHASE II, PHASE III, PHASE IV & PHASE V UNDER SAA
PROJECT. [TECHNICAL PROPOSAL]**

Dear Sir,

I, the undersigned, offer to provide the services for the proposed assignment in respect to your Request for Proposal No. _____, Dated: _____. I hereby submitting the proposal which includes this technical proposal sealed under a separate envelope. Our proposal will be valid for acceptance up to **150 Days** and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

All the information and statements made in this technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. If negotiations are held during the period of validity of the proposal, I undertake to negotiate on the basis of the proposal submitted by us. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations.

I have examined all the information as provided in your Request for Proposal (RFP) and offer to participate in the selection process and to undertake the service in accordance with the prescribed terms and conditions of the RFP Document. I agree to bear all costs incurred by us in connection with the preparation and submission of this proposal and to bear any further pre- contract costs. In case, any provisions of this RFP/ ToR including of our technical & financial proposal is found to be deviated, then your department shall have rights to reject our proposal absolutely. I confirm that, I have the authority to submit the proposal and to clarify any details on its behalf.

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

Yours faithfully,

Authorized Signatory with Date and Seal:

Name and Designation: _____

Address of Bidder: _____

TECH -2**General Details of Bidder**

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

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

Financial Details of Bidder

Financial Information in INR						
Details	FY 2020-21	FY 2021-22	FY 2022 -23	FY 2023-24	FY 2024-25	Average
Financial Turnover from Consulting Business Only (In Cr.)						
<p><i>Supporting Documents:</i> Audited certified financial statements for the last five FYs (2020-21, 2021-22 2022-23, 2023-24 and 2024-25) (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with the Technical Proposal)</p> <p><i>Filled in information in this format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished in original along with the technical proposal failing which the proposal will be out rightly rejected. No scanned copy will be entertained.</i></p>						

Signature and Seal of the Auditor with Date and Seal (In original)

Name of the Audit Firm:

Unique Document Identification Number (UDIN):

ICAI Membership No:

Address with Contact Details:

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

Communication Address of the Bidder: _____

NB: TECH-3 to be furnished in original along with Technical Proposal.

TECH – 4

(On Bidder's Letter Head)

FORMAT FOR POWER OF ATTORNEY

I, _____, the **<Designation>** of **<Name of the Organisation>** in witness whereof certify that **<Name of person>** is authorized to execute the attorney on behalf of **<Name of Organisation>**, **<Designation of the person>** of the organisation acting for and on behalf of the organisation under the authority conferred by the Date **<date of reference>** has signed this Power of attorney at **<place>** on this day of **<day><month>, <year>**.

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

Name of the Authorized Representative:

(Signature of the Authorized Representative with Date)

CERTIFIED:

Signature, Name & Designation of person executing attorney with Seal:

Address of the Bidder:

TECH – 5

INFORMATION REGARDING ANY CONFLICTING ACTIVITIES AND DECLARATION THEREOF

Are there any activities carried out by your agency which are of conflicting nature as mentioned in Section 2: [Information to the Bidder] under Eligibility Criteria: Para (6). If yes, please furnish details of any such activities.

If no, please certify,

IN BIDDER'S LETTER HEAD

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

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

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

Communication Address of the Bidder: _____

TECH - 6

Form for self-declaration of not being blacklisted

(To be submitted on Bidder's Letter Head)

In response to the RFP No. _____, Dated: _____

Name of the Assignment: _____

I/We hereby declare and solemnly swear that our Company / firm is not been banned / blacklisted as on date by any competent court of Law, forum or any State Government or Central Government or their agencies or by any statutory entities or any PSUs.

AND, if at any stage the declaration/statement on oath is found to be false in part or otherwise, then without prejudice to any other action that may be taken, I/We, hereby agree to be treated as a disqualified Bidder for the on-going tender process. In addition to the disqualification the proposal, our concern/entity may be banned / blacklisted.

AND, that I/We shall have no right whatsoever, to claim for consideration of our bid at any stage and the RFP, if any to the extent accepted may be cancelled.

Authorized Signatory : _____

Name and Designation with Date and Seal: _____

TECH - 7

BIDDER'S ORGANISATION
(Brief Profile)

[Provide here a brief description regarding professional background of the organisation]

Authorized Signatory [*In full and initials*]:

Name and Designation with Date and Seal: _____

[NB: Bidder needs to restrict the above information within 3-5 pages only]

TECH - 8

Bidder's Experience**CATEGORY –I****(TABLE- A)****(List of completed assignment of similar nature in any sector during last 5 FYs)**

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

Maximum 5 Assignments**CATEGORY –II****(TABLE –B)****(List of completed assignments of similar nature in the Social, NRM, Infrastructure Development & Livelihoods Sector only during last 5 FYs)**

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

Maximum 5 Assignments from each category.**Authorized Signatory [In full and initials]:****Name and Title of Signatory with date and seal****NB:**

- *Bidders are requested to furnish the information up to 5 eligible assignments only from each category. Completed Projects having contract value \geq Rs. 20.00 Lakh and duration \geq 3 months during the last 5 FYs (19-20, 20-21, 21-22, 22-23 and 23-24) will be taken into consideration for evaluation. Copies of Work Order / Contract Document / Completion Certificate for the respective assignments need to be furnished along with the technical proposal.*
- *Bidders must ensure that the eligible assignments submitted under TABLE-A and TABLE-B above in their technical proposal (TECH - 7) should be exclusive of each other. If assignments are repeated in both categories, marks will be assigned in only one category.*

TECH - 9

Bidder's Experience

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

FORM – I
(Assignment of similar nature in any sector)

Assignment name:	Value of the contract (in INR):
Location:	Duration of assignment (months):
Name of Client:	
Address:	Total No. of staff-months of the assignment:
Start date (month/year): Completion date (month/year):	No. of professional staff-months provided by associated Consultants:
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal: _____

[NB: 5 Best Assignments in any sector other than the relevant sector, write up restricted to 1 page only]

TECH -10**Bidder's Experience**

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

FORM – II

Assignment of similar nature undertaken in Agriculture & Allied Sector, Infrastructure Development, Natural Resources Management and Livelihood Sectors

Assignment name:	Value of the Contract (in INR):
Location:	Duration of assignment (months):
Name of Client:	
Address:	Total No. of staff-months of the assignment:
Start date (month/year): Completion date (month/year):	No. of professional staff-months provided by associated Consultants:
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

[NB: 5 Best Assignments in the relevant sector and write up restricted to 1 page only]

TECH - 11

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

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

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

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

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

Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal: _____

TECH -12**DESCRIPTION OF APPROACH, METHODOLOGY AND WORKPLAN TO UNDERTAKE THE ASSIGNMENT**

[Technical approach, methodology and work plan are key components of the technical proposal. In this Section, bidder should explain his understanding of the scope and objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output.]

A. Understanding of Scope, Objectives and Completeness of response

Please explain your understanding of the scope and objectives of the assignment based on the Terms of Reference (ToR), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s), and the degree of detail of such output. ***Please do not repeat/copy the ToR here.***

B. Description of Approach/Methodology:**C. Study Management Plan:****D. Staff Deployment Strategy:**

The bidder should propose and justify the structure and composition of the team and should enlist the main activities under the assignment in respect of the Key Professionals responsible for it.

Team Composition and Task Assignment

Sl. No.	Name of Key Professional / Staff	Position Assigned	No. of Input Days			Task assigned
			*Field	Office	Total	
1						
2						
3						
4						
5						

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

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

Name and Designation with Date and Seal: _____

NB: Bidders are requested to furnish the above information limiting it up to 5-7 pages only with Arial Font Size-11.

Format of Curriculum Vitae (CV) for Proposed Key Expert

[For each position of key professional separate form Tech -11 will be prepared]

1. Proposed Position:

2. Name of Firm:

3. Name of Staff:

4. Date of Birth:

5. Years with Firm:

6. Nationality:

7. Education:

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

8. Membership in Professional Associations:

9. Other Trainings:

10. Countries of Work Experience:

11. Languages:

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

12. Employment Record:

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

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

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

[Among the Assignment/jobs in which the staff has been involved, indicate the following information for those Assignment/jobs that best illustrate staff capability to handle the

tasks listed under point 12.]

Name of the Project	
Year	
Location	
Name of the Client	
Project Feature	
Position Held	
Activities Performed	

Certification:

I, the undersigned, certify that to the best of my knowledge and belief that this CV correctly describes my qualifications and past experiences. I will undertake this assignment for the full project duration in terms of roles and responsibilities assigned in the technical proposal or any agreed extension of activities thereof. I understand that any misstatement herein leads to disqualification of CV. I declared that my CV has not been proposed by any other bidder under the current bidding process.

Date:

Signature of Key Professional with Date _____

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

NB: CV write-up restricted to 5 pages only with quality information relevant to the key professional requirements. CVs not signed by both the proposed Expert and the authorized representative of the bidder will not be considered for evaluation.

TECH – 14**WORK PLAN FOR THE PROPOSED ASSIGNMENT****PROPOSED WORKPLAN**

<u>Week Wise →</u>	1	2	3	4	5
<u>Sequence of Alignments</u> <u>Activities / Sub Activities</u>					
↓					

Indicate all main activities and related sub activities under the proposed assignment and proposed schedule of Implementation.

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

SECTION: 5

FINANCIAL PROPOSAL SUBMISSION FORMS

FIN-1

COVERING LETTER

(In Bidder's Letter Head)

[Location, Date]

To

**The Secretary, NCDS
ICCSR Institute in Collaboration with Government of Odisha
Bhubaneswar - 751013**

**Subject: ENDLINE EVALUATION OF PHASE II, PHASE III, PHASE IV & PHASE V UNDER SAA
PROJECT [FINANCIAL PROPOSAL]**

Sir

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

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of **150 days**. I have carefully read and understood the terms and conditions of the RFP and do hereby undertake to provide the service accordingly.

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

I remain,

Yours faithfully,

Authorized Signatory [In full and initials]:

Name and Designation of Signatory with Date and Seal:

Address of the Bidder:

**Amount must match with the one indicated in FIN-2*

FIN-2

SUMMARY OF FINANCIAL PROPOSAL

Sl. No.	Particulars	Amount in INR
A	Remuneration of Key Experts and Support Staff (Detail Break up to be provided under FIN-3)	
B	Overhead Expenses (Component wise detail break up to be provided under FIN-4)	
C	Consulting Fee (A+B)	
D	GST @18% of C	
Grand Total (INR) (C + D)		
In Words		

- *Bidder shall submit the financial proposal as per the prescribed format given above in both figures and words, and signed by the Bidder's Authorized Representative. In the event of any difference between figures and words, the amount indicated in words shall prevail. Any conditional offer will be outrightly rejected.*
- *Taxes will be paid by the Client as per the applicable rate under GST Act from time to time. Consulting fee proposed for the assignment shall remain fixed till completion of the contract.*

Authorized Signatory [In full and initials]: _____

Name and Designation with Date & Seal: _____

FIN - 3**BREAK-UP OF REMUNERATION OF KEY EXPERTS AND SUPPORT STAFF**

Sl. No.	Name of the Key Expert	Proposed Position & Requirement	Unit Rate in INR / Man Day (A)	Proposed Man Day (B)	Total Amount in INR (A X B)
1		Consultant (1)		120	
2		Research Associate (4)		90	
3		Research Assistant (4)		60	
4		Data Entry Operator (6)		30	
6		Field Investigator (20/30)		45/30	
Grand Total in INR					
In Words					

NB:

1. Bidders are required to furnish the above information as per the prescribed format only. Any conditional / Lump sum / blended price for the proposed manpower will not be taken into consideration and will be out rightly rejected.

2. Bidders are requested to propose a reasonable daily remuneration rate for the Key Experts and Support Staff. Any proposed daily remuneration rate for the support staff found below the minimum daily wages as fixed for the different category of manpower as notified by the state government will be out rightly rejected.

Authorized Signatory [In full and initials]: _____

Name and Designation with Date & Seal: _____

FIN - 4**BREAK-UP OF OVERHEAD EXPENSES**

Sl. No.	Description of Activity	Unit	Quantity	Unit Price in INR	Total Amount in INR
1					
2					
3					
4					
Grand Total in INR					
In Words					

Add extra rows if required for each activity

Authorized Signatory [In full and initials]: _____

Name and Designation with Date & Seal: _____

SECTION - 6

ANNEXURES

Annexure – IBID SUBMISSION CHECK LIST

Sl. No.	Description	Submitted (Yes/No)	Page No.
TECHNICAL PROPOSAL (ORIGINAL +1 COPY+ SOFT COPY IN USB IN WORD FORMAT)			
1	Filled in Bid Submission Check List (ANNEXURE-I)		
2	Covering Letter (TECH -1)		
3	Bid Processing Fee of Rs. 5,000/- in form of DD		
4	EMD of Rs.2,00,000/- in the form of DD		
5	Copy of Certificate of Incorporation / Registration of the Bidder		
6	Copy of PAN		
7	Copy of Goods and Services Tax Identification Number (GSTIN)		
8	Copies of IT Returns for the last 5 assessment years of 2020-21, 2021-22 2022-23, 2023-24 and 2024-25		
9	General Details of the Bidder (TECH - 2)		
10	Financial details of the bidder (TECH - 3) along with all the supportive documents such as copies of Profit – Loss Statement and Balance Sheet for the concerned period		
11	Power of Attorney (TECH - 4) in favour of the person signing the bid on behalf of the bidder.		
12	Self-Declaration on Potential Conflict of Interest (TECH - 5)		
13	Undertaking for not have been black-listed by any Central / State Govt./any Autonomous bodies during in the recent past (TECH-6)		
14	Duly Filled in Technical Forms along with required documents (TECH 7 to TECH 14)		
FINANCIAL PROPOSAL (ORIGINAL + 1 COPY + SOFT COPY IN USB in PDF FORMAT)			
1	Covering Letter (FIN-1)		
2	Summary of Financial Proposal (FIN-2)		
3	Breakdown of Remuneration of Experts / Support Staff (FIN - 3)		
4	Breakdown of Overhead Expenses (FIN -4)		

Undertaking:

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

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

Annexure – II**FORMAT FOR SUBMISSION OF PRE-PROPOSAL QUERY**

The bidders will have to ensure that their queries in soft copy with covering letter should be addressed to the “**Secretary, NCDS, ICSSR Institute in Collaboration with Government of Odisha**” through email at **ncdsbbsr1987(at)gmail[dot]com** latest by **03.01.2026 up to 5:00 PM** as per the prescribed format mentioned below.

Sl. No.	Page Number / Section of RFP Document	Current Provision / RFP Text	Query from the Bidder
1.			
2.			
3.			
4.			
5.			
6.			

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

Name and Designation with Date and Seal: _____

[Any deviation to the above prescribed format will not be taken into consideration for clarification. The Client shall not be responsible for ensuring that the bidders' queries have been received by them. Any request for clarification post submission date and time as per the Bidder Data Sheet of the RFP shall not be entertained by the Client. The purpose of pre proposal clarification is to provide the bidders with information regarding the RFP terms and conditions, selection process and terms of reference for the assignment. The Client will endeavor to provide timely response to the queries by uploading the same in its website. No individual responses to be provided and its responsibility of the bidder to acknowledge the clarification from the reliable sources prior to preparation of its proposal. However, the client makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does it undertake to answer all the queries that have been submitted by the bidders.]

Annexure – III**PERFORMANCE BANK GUARANTEE FORMAT****To****The DDO-cum- Secretary****NCDS, ICSSR Institute in Collaboration with Government of Odisha**

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

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

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

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

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

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

This performance bank guarantee shall be valid until the DD/MM/YYYY

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

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

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

Annexure-IV**Modalities for MSEs/ Start-ups to participate in the selection process**

The MSEs / Start-ups are eligible to participate in the selection process as per the modalities and provision set forth in “**Odisha Procurement Preference Policy for Micro & Small Enterprises**” issued by MSME Department, Govt. of Odisha vide OM No. 4318/MSME, 10.06.2015 and subsequent notification regarding “**Preference to local MSEs/Start-ups in Public Procurement**” issued Finance Department, Govt of Odisha vide OM No 27928/F, Dated: 16.10.2020. The terms and conditions of the RFP regarding participation of the MSEs / Start-ups will be guided by the above prescribed guidelines subjects to furnishing of the following documents / information pertaining to their incorporation and eligibilities:

SI No	Conditions	Documentary Evidence
1	Incorporation of the entity	Permanent registration Certificate / Enterprise Memorandum Part-II MSEs (indicating the terminal validity date of their registration) with any agency mentioned below: a) Regional Industries Centre b) District Industries Centers; c) Khadi and Village Industries Commission; d) Odisha Khadi and Village Industries Board; d) Coir Board; e) National Small Industries Corporation; f) Directorate of Handicraft and Cottage Industries g) Director of Textile h) Any other body specified by the Ministry of MSME, Govt. of India
2	Exempted from furnishing of EMD	Furnishing of Valid Udyog Aadhar Memorandum Registration Certificate issued for “ SERVICES CATEGORY ONLY ” by Department of MSME, Government of India for claiming exemption. Claiming exemption / relaxation for registration other than “SERVICES CATEGORY” will not be considered and the proposal will be rejected.
3	Concessional Payment of Performance Security @ 25% of the prescribed Performance Security amount	
4	Relaxation of prior financial turnover and prior experience criteria of the RFP	The conditions of prior financial turnover and prior experience may be relaxed for local MSEs/ Start-ups subjects to meeting quality and technical specifications as prescribed in the RFP.