

Notice No. 974

Date: 07/10/2023

REQUEST FOR PROPOSAL

Selection of Agency for End Term Evaluation of Start-up Village Entrepreneurship Programme (SVEP) under Odisha Livelihoods Mission, Department of Mission Shakti.

Odisha Livelihoods Mission, Department of Mission Shakti, Govt. of Odisha invites sealed proposals from eligible bidders to carry out "Selection of Agency for End Term Evaluation of Start-up Village Entrepreneurship Programme (SVEP) under Odisha Livelihoods Mission". Bidders fulfilling the prescribed eligibility criteria of the RFP can access and download the complete RFP Document and other details from odishalivelihoodsmision.in/ and missionshakti.odisha.gov.in

The tentative key timeline is given below:

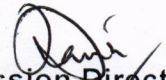
Sl. No.	List of Key Events	Critical Dates
1	Date of Issue of RFP	09.10.2023
2	Last Date for Submission of Bid	06.11.2023, 3.30 PM
3	Date of Opening of Technical Bid	06.11.2023, 4.30 PM
4	Date of Opening of Financial Bid	10.11.2023, 3.30 PM

The proposal complete in all respects must reach the undersigned by **Speed Post/ Registered Post** only latest by **06.11.2023, 3.30 PM** in a sealed envelope clearly mentioning on the top of it "REQUEST FOR PROPOSAL – Selection of Agency for End Term Evaluation of Start-up Village Entrepreneurship Programme (SVEP) under Odisha Livelihoods Mission". The proposals received beyond the last date and time will be rejected. The authority reserves the right to reject any/ all proposals without assigning any reason thereof.



**State Mission Director
Odisha Livelihoods Mission**

Copy to Joint Secretary, Department of Mission Shakti, for kind information of Commissioner cum Secretary, Department of Mission Shakti. Further, it is requested to publish the advertisement in the website of Department of Mission Shakti for wide publicity.



**State Mission Director
Odisha Livelihoods Mission**

REQUEST FOR PROPOSAL

Selection of Agency for End Term Evaluation of Start-up Village Entrepreneurship Programme (SVEP) under Odisha Livelihoods Mission

Odisha Livelihoods Mission
Department of Mission Shakti, Government of Odisha
SIRD & PR Campus, Unit – VIII, Bhubaneswar, Odisha – 751012
Tel # 0674-2560166, E-mail: procure.olm@gmail.com, URL: www.odishalivelihoodsmision.in

9th October '2023

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DISCLAIMER

This Request for Proposal (RFP) is issued by the **Odisha Livelihoods Mission, Department of Mission Shakti, 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 OLM nor any of its officers or employees, nor any of their advisers nor consultants accept any liability or responsibility for the accuracy, reasonableness or completeness of, or for any errors, omissions or misstatements, negligent or otherwise, relating to the proposed assignment, or makes any representation or warranty, express or implied, with respect to the information contained in this RFP or on which this RFP is based or with respect to any written or oral information made or to be made available to any of the recipients or their professional advisers and, so far as permitted by law and except in the case of fraudulent misrepresentation by the party concerned, and liability therefore is hereby expressly disclaimed.

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

This RFP includes certain statements, information, projections and forecasts with respect to the proposed assignment. Such statements, information, projections and forecasts reflect various assumptions made by the management, officers and employees of the Client, which (the assumptions and the base information on which they are made) may or may not prove to be correct. No representation or warranty is given as to the reasonableness of forecasts or the assumptions on which they may be based and nothing in this RFP is, or should be relied on as, a promise, representation or warranty.

The Odisha Livelihoods Mission, Dept of Mission Shakti, Government of Odisha shall be the sole and final authority with respect to selection of a consultant for the purpose through this RFP.

BIDDER DATA SHEET

Sl. No.	Particular	Details
1.	Name of the Client	Odisha Livelihoods Mission
2.	Method of Selection	Quality and Cost Based Selection(QCBS) Method
3.	Availability of RFP Document	www.odishalivelihoodsmission.in
4.	Date of Issue of RFP	09.10.2023
5.	Deadline for Submission of Pre-Proposal Query	16.10.2023, 3.30 PM
6.	Pre-Bid Meeting through virtual/ Offline mode	16.10.2023, 4.00 PM
7.	Issue of Pre Proposals Clarifications	19.10.2023,5.30 PM
8.	Last Date for submission of Proposal	06.11.2023,3.30 PM
9.	Date of opening of Technical Proposal	06.11.2023,4.30 PM
10.	Date of Technical Proposal Presentations	09.11.2023,3.30 PM
11.	Date of opening of Financial Proposal	10.11.2023,3.30 PM
12.	Issue of Work Order	13.11.2023 (Tentatively)
13.	Expected Date of Commencement of Assignment	16.11.2023 (Tentatively)
	EMD(Refundable) & Bid Processing Fee (Non-Refundable)	EMD- Rs. 1,00,000/- (One Lakh only) & Bid Processing fee- 1000/-(One Thousand only) (including GST) in favour of "Odisha Livelihoods Mission-NRLM" drawn in any Scheduled Commercial Bank payable at Bhubaneswar in shape of DD/BC The EMD & Bid Processing Fee shall be submitted along with the 1 st Inner Envelope of the Technical Proposal.
14.	Contact Person	Sri Durga Prasad Panda, Project Executive, Procurement,OLM Mob No:9861442151
15.	Address for Submission of Proposal	State Mission Director, Odisha Livelihoods Mission, SIRD & PR Campus, Unit-8, Bhubaneswar,Odisha, Pin Code: 751012 E-mail:- procure.olm@gmail.com
16.	Place of Opening of Proposal:	Conference Hall of OLM

For details please visit: www.odishalivelihoodsmission.in and missionshakti.odisha.gov.in

SECTION: 1

LETTER OF INVITATION

LETTER OF INVITATION

RFP No:

Dated: _

Selection of Agency for End Term Evaluation of Start-up Village Entrepreneurship Programme (SVEP) under Odisha Livelihoods Mission.

1. **OLM**, Mission Shakti Dept, Govt. of Odisha (The Client) invites sealed proposal from eligible bidder under the process for “ **Selection of Agency for End Term Evaluation of Start-up Village Entrepreneurship Programme (SVEP) under Odisha Livelihoods Mission**”. More details on the proposed study are provided at **Section-3: Terms of Reference (ToR)** of this RFP Document.
2. A bidder will be selected under **QCBS Selection** procedure as prescribed in the RFP Document in accordance with the policies and procedures accompanying the Guideline of “**Guidelines for Engagement of Consultants and Outsourcing of Services**” circulated vide Office Memorandum No. 37323/F, Dated: 30.11.2018 of Finance Department, Govt. of Odisha.
3. The proposal complete in all respect as specified in the RFP Document must be accompanied with a **Non- refundable** amount of **Rs. 1000/- (Rupees One Thousand only)** towards **Bid Processing Fee** and **refundable** amount of **Rs. 1,00,000/- (Rupees One Lakh only)** towards **Bid Security** in favour of “**Odisha Livelihoods Mission-NRLM**”, drawn in any scheduled commercial bank and payable at Bhubaneswar, Odisha in the shape of DD/BC, failing which the bid will be rejected.
4. The proposal must be delivered at the specified address as per the Bidder Data Sheet by **Speed post/ Registered Post** only. The Client shall not be responsible for postal delay or any consequence. Submission of proposal through any other mode will be rejected.
5. The last date and time for submission of proposal complete in all respects is **Dt. 06.11.2023, 3.30 PM** and the date of opening of the technical proposal is **Dt 06.11.2023, 4.30 PM** in the presence of the bidder’s representative at the specified address as mentioned in the Bidder Data Sheet. Representatives of the bidders may attend the meeting with due authorization letter on behalf of the bidder.
6. This RFP includes following sections:
 - a. Letter of Invitation [**Section – 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 Form (**Section –5**)
 - f. Annexure (**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 included in this RFP. The Client reserves the right to accept / reject any / all proposals / cancel the entire selection process at any stage without assigning any reason thereof.

State Mission Director
Odisha Livelihoods Mission

SECTION: 2

INFORMATION TO THE BIDDER

1. Eligibility Criteria:

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

Table-1

Sl. No.	Eligibility Criteria	Supporting Documents
i.	The Bidder must be a company incorporated under the Companies Act or a limited liability Partnership Firm registered under Limited Liability Partnership Act 2008/ Partnership / society registration Act registered in India under relevant law with a track record of providing services for at least 5 years as on March 31, 2022. In india	Registration Certificates
ii.	The bidder must be registered with GST, PAN and up-to-date IT return for three years (FY 2019-20, 2020-21, 2021-22)	<ul style="list-style-type: none"> • GST Registration Certificate • PAN copy • IT Return for last 3 Years as on 31.03.2022
iii.	The Bidder should have an average turnover of minimum INR 1 Crore during three financial years as on 31.03.2022 in India.	Copy of the Audited Balance sheet and Profit & Loss Account; Showing the Consulting services for last three FY as on 31.03.2022
iv.	The Bidder must have overall 5 years of experience of PMU setup in Govt. Sector, having at least 2 similar assignments not less than Rs. 20 Lakh in last five years as on bid due date.	Copy of Work Oder/MoU /Certificate.
v.	The bidder must have completed at least one assignment of minimum value Rs. 20 lakh. From externally aided project/ Multi lateral project in last last five years as on bid due date.	Copy of Work Oder/MoU /Certificate.
vi.	Bidder should not have been blacklisted by any Govt. Organization/ Government Entity/ Government Company in the last 5 years.	Self-declaration must be attached.
vii.	Consortium/ Joint Venture	Not Allowed/ Not Applicable
viii.	Bidder must submit the EMD (Bid Security) of Rs 1,00,000/- and Bid Processing Fees of Rs. 1,000/- including GST. Bid Processing fee is non-	Bid Processing fee must be furnished in shape of DD/BC from any scheduled Commercial Bank in favour of "Odisha Livelihoods

Sl. No.	Eligibility Criteria	Supporting Documents
	refundable.	Mission-NRLM” payable at Bhubaneswar, Odisha

2. Documents / Formats needs to be submitted along with TECHNICAL PROPOSAL :

The bidder has to furnish the following documents duly signed in along with their Technical

- Proposal: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 & Bid Security as applicable.
- Copy of Certificate of Incorporation/
- Registration.Copy of PAN.
- Copy of Goods and Services Tax Identification Number (GSTIN).
- Copies of IT Return & Turn over for the last three years (**2019-20 ,2020-21, 2021-22**).
- 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.
- Power of Attorney (**TECH – 4**) in favor of the person signing the bid on behalf of the bidder or Board of Directors
- List of assignments of similar nature (Past Experience Details, **TECH – 5**) alongwith copies of contracts / work orders / completion certificate from previous Clients.
- Self-Declaration regarding Conflict of Interest and Bidder should not have been blacklisted by any Govt. Organization/ Government Entity / Government Company in the last 5 years. (**TECH - 6**)
- Comments and Suggestions (**TECH – 7**)
- Description of Approach, Methodology & Work Plan (**TECH – 8**)
- Curriculum Vitae (CV) for Proposed Key Professional (**TECH – 9**)
- Work Plan (**Tech-10**)

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

3. Bid Processing Fee :

The bidder must furnish as part of technical proposal, the required bid processing fee amounting to **Rs.1000/- (One Thousand Only)** including GST in shape of DD/BC from any scheduled commercial bank in favour of **“Odisha Livelihoods Mission-NRLM”** payable at Bhubaneswar, Odisha. Proposals received without bid processing fee will be out rightly rejected.

4. Bid Security :

The bidder shall furnish bid security of Rs. 1,00,000/- (One Lakh Only) in the shape of DD/BC in favour of **“Odisha Livelihoods Mission (NRLM)”**. Any bid submitted without bid security will be rejected. The above bid security will be forfeited if a bidder withdraws its bid during the period of bid validity. The EMD of the unsuccessful bidder will be returned without any interest after finalization of the tender.

5. Validity of the Proposal:

Proposals shall remain valid for a period of **180 (One Hundred Eighty 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. Pre -Proposal Meeting

Bidders are allowed to submit their queries in respect of the RFP and other details if any, to OLM through e-mail at procure.olm@gmail.com till 16.10.2023, 3.30 PM, Clarifications to the above will be uploaded in the OLM website / clarified through email to the respective bidders for the purpose of preparation of the proposal. Request for alternation / change in existing terms and conditions of the RFP will not be considered / entertained.

The Pre-proposal meeting shall be held on 16.10.2023 @ 4 P.M. (The link will be shared in the OLM website in case of virtual meeting.)

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 bound with no loose sheets. Each page of the two parts should be page numbered and in conformation to the eligibility qualifications and clearly indicated using an index page. The Client will not consider any proposal that arrives after the deadline as prescribed in the Bidder Data Sheet. Any Proposal received after the deadline will be outrightly rejected by the Client.

The procedure for submission of the proposal is described below:

i) Technical Proposal (Original):

The envelope containing technical proposal shall be sealed and superscripted as **“Technical Proposal – “Selection of Agency for End Term Evaluation of Start-up Village Entrepreneurship Programme (SVEP) under Odisha Livelihoods Mission.”** and to be furnished inside one envelope. The duly filled-in technical proposal submission forms, with all the supportive documents and information have to be furnished as part of technical proposal.

ii) Financial Proposal (Original):

The envelope containing financial proposal shall be sealed and superscripted as **“Financial Proposal – “Selection of Agency for End Term Evaluation of Start-up Village Entrepreneurship Programme (SVEP) under Odisha Livelihoods Mission”**. The duly filled-in financial proposal submission forms should contain the detail price offer for the proposed assignment and to be furnished as per the prescribed format only.

The **“Technical Proposal”** and **“Financial Proposal”** must have to be submitted in two separate sealed envelopes (with respective marking in bold letters) along with the prescribed formats/information mentioned in the RFP Document.

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. Bids with any conditional offer shall be out rightly rejected. All pages of the proposal must have to be sealed and signed by the authorized representative of the bidder. Any conditional bids will be rejected.

8. Opening of the proposal:

The FIRST ENVELOPE containing **TECHNICAL PROPOSAL** will be opened in the initial stage by the Client in presence of the bidder's representatives at the location, date specified in the Bidder Data Sheet. The Client will constitute a Consultant Evaluation Committee (CEC) to evaluate the proposals submitted by bidders. Only one representative with proper authorization letter from the participating bidder will be allowed to attend the bid opening meeting.

The SECOND ENVELOPE containing **FINANCIAL PROPOSAL** only of the **technically qualified bidders** will be opened after completion of technical evaluation stage. The date 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 evaluation process will be conducted as explained below for evaluation of the proposals:

- **Eligibility 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 A – 1**) on bidder's letterhead requesting to participate in theselection process.
 - ✓ Bid Processing Fee & EMD as applicable.
 - ✓ Copy of Certificate of Incorporation/ Registration.
 - ✓ Copy of PAN
 - ✓ Copy of Goods and Services Tax Identification Number (GSTIN)
 - ✓ Copies of IT Return & Turn over for the last three years (**,2019-20, 2020-21 & 2021-22**).
 - ✓ 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 instruction.
 - ✓ Power of Attorney (**TECH – 4**) in favor of the person signing the bid on behalf of the bidder.
 - ✓ List of assignments of similar nature (Past Experience Details, **TECH – 5**)

- along with copies of contracts / work orders / completion certificate from previous Clients.
- ✓ Self-Declaration regarding Conflict of Interest and Bidder should not have been blacklisted by any Govt. Organization/ Government Entity / Government Company in the last 5 years. **(TECH - 6)**
- ✓ Duly filled in Technical Proposal Forms **(TECH - 7 to 10)**
- ✓ All the pages of the proposal and enclosures/attachments are signed by the authorized representative of the bidder.

*** Bids not complying to any of the above requirement, will be out rightly rejected at the discretion of the Client’s authority.**

- **TECHNICAL EVALUATION (2nd Stage):** Technical proposal will be opened and evaluated for those bidders who qualify the Eligibility evaluation stage.

Detailed evaluation process as per the following parameters will be adopted for evaluation of the proposals.

Table-2

Sl. No.	Parameters	Total/ Maximum Marks
1	Bidder’s average annual turnover in India in these three financial years ending 31 March 2022 shall be minimum INR 1 Crores or above in India. INR >1 Cr – INR 2 Cr – 5 Marks INR > 2 Cr- INR 4 Cr- 7 Marks More than INR 4 Cr - 10 Marks	10
2	The Bidder must have overall 5 years of experience of PMU setup in Govt. Sector, having at least 1 similar assignment not less than Rs. 20 lakh in last five years as on bid due date. Each relevant assignment shall carry 5 marks.	30
3	The bidder must have completed at least one similar assignment of minimum value Rs. 20 lakh From externally aided project/ Multi-lateral project in last last five years as on bid due date. If yes = 5 marks , If no = 0 mark	5
4	Relevant qualification & experience of Staff proposed/Professionals for this assignment as per the ToR ,If Yes Team Leader 10 marks & 5 nos staff 4 marks for each, If No 0 mark	25
5	Presentation	30
	The bidders may be invited for a Power Point presentation in front of the committee to be formed by OLM to evaluate the presentation. Presentation should highlight; <ol style="list-style-type: none"> 1. One Best practice (similar activity) in past (10 Marks) 2. Review mechanism for completion of key deliverables as per the time line fixed. (10 Marks) 	

SI. No.	Parameters	Total/ Maximum Marks
	3. Methodology/ plan of action to be adopted for this assignment.(10 Marks)	
	Total	100

*** Bidders who secure minimum 70 marks from the total (100 marks) in the technical proposal will be considered for financial evaluation.**

Note:

- a. Extension/ renewal of original Contract after expiry shall not be treated as multiple assignment and multiple years of experience.
- b. The bids found insufficient/ unsatisfactory/ indicative proof of documents during scrutiny shall be rejected. No clarification shall be sought from the Client in this regard for any addition or deletion.
- c. The work Order/ Agreement/ Contract in form of LoA/ LOI/ Consent Letter/ Offer letter without value and time period shall not be considered for evaluation.
- d. Projects/ assignments repeating in multiple section shall be considered once in their respective section/ criteria

□ **FINANCIAL EVALUATION (3rd Stage):**

- a. The bidders qualified in the Technical Bid will be eligible to participate in the Financial Bid. The names of the bidders along with their quoted financial price will be announced during the meeting.
- b. Quality and Cost Based Selection (QCBS): This method will be followed during the overall selection process with 70 % weightage to technical score and 30% weight age to financial score. The bidders securing the highest evaluated scores will be ranked H1 and thereafter others will be ranked in the order of H2, H3 and so on. OLM may further negotiate on the technical component, if needed, and thereafter the H1 bidder will be awarded the contract, observing due procedure. The detail procedure has been laid down in the RFP document.

10. Evaluation Process:

QCBS method will be followed during the overall selection process. The financial bids of technically qualified bidders will be opened on the prescribed date in the presence of bidder’s representatives. In the RFP the technical proposal carries 70% weightage and the financial proposal carries 30 % weightage.

I. Technical: The bidder scoring 70 marks out of 100 marks will be eligible and the secured mark will be assigned as Technical Quote(TQ). Then the Technical Score (TS) will be arrived as: $TS = \frac{TQ \times 70}{100}$

II. Financial: The bidder quoting lowest price will be assigned as Lowest Financial Quote(LFQ). Then the price of other financial bids quoted by other different bidders will be assigned as Financial Quote(FQ). The financial Score(FS) will be arrived as: $FS = \frac{LFQ \times 30}{FQ}$

The bidder, who has the highest score in the QCBS and shall be called for further process leading to the award of the contract. Prices quoted in the bid must be firm and final, and shall not be subject to any modifications on any account whatsoever.

In case of a tie, the bidder having higher technical score will be considered the preferred bidder.

In case tie in technical score the bidder having highest number of similar project as per the eligibility fixed in the RFP shall be considered.

For the purpose of evaluation, the total evaluated cost shall be inclusive of Remuneration cost and overhead expenses for which the Client will make payment to the consultant.

11. Performance Bank Guarantee: (PBG)

Within 7 days of notifying the acceptance of a proposal for award of contract, qualified bidder shall have to furnish a Performance Bank Guarantee amounting to **5% of the contract value** from a scheduled commercial bank situated in Bhubaneswar in favor of “**Odisha Livelihoods Mission(NRLM)**”, as per the format at **Annexure- II**, for a period of four months. Failure to comply with the requirements shall constitute sufficient grounds for the forfeiture of the PBG. The PBG shall be released immediately after two months of expiry of contract provided there is no breach of contract on the part of the qualified bidder. No interest shall be paid on the PBG.

12. Contract Negotiation:

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

13. Award of Contract:

After completion of the contract negotiation stage, the Client will notify the successful bidder in writing by issuing an offer letter for signing the contract and promptly notifying all other bidders about the result of the selection process. The successful 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. ***Sub-contracting / outsourcing of any form shall not be allowed for any activities under this RFP.***

14. 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) Consultants, agencies or institutions (individuals or organizations) 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. Bidder/s is/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 court of Bhubaneswar only.

20. Governing Law and Penalty Clause:

The schedule given for delivery is to be strictly adhered to in view of the strict time schedule. Any unjustified and unacceptable delay in delivery shall render the bidder liable for liquidated damages and thereafter the Client holds the option for cancellation of the contract for pending activities and complete the same from any other agency. 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 bidder from his obligations and liabilities under the contract. The rights and obligations of the Client and the bidder under this contract will be governed by the prevailing laws of Government of India / Government of Odisha. Failure on bidder's part to furnish the deliverables as per the agreed timeline will enforce a penalty @ **0.5% per week subject to maximum of 5% of the total contract value**. The amount will be deducted from the subsequent payment. In addition, the PBG amount shall also be forfeited. The decision of the authority placing the contract, whether the delay in development has taken place on account of reasons attributed to the bidder shall be final.

21. Confidentiality:

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

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

24. Copyright, Patents and Other Intellectual Proprietary Rights:

OLM, Department of Mission Shakti, 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. 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 whatsoever reason.

26. Settlement of Disputes:

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. Commissioner-cum-Secretary, Mission Shakti Department will be the final authority to resolve the dispute arising between and the Client and the Consultant.

27. Disqualification of Proposal:

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

- Proposal submitted without Bid Processing Fee & Bid Security as applicable.
- Proposal not submitted in accordance with the procedure and formats as prescribed in the RFP during validity of the proposal, or its extended period, if any, the bidder increases the quoted prices.
- 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 and commercial bid submitted with assumptions or conditions Bids with any conditional technical and financial offer.
- If the bidder provides any assumptions in the financial proposal or qualifies the commercial proposal with its own conditions, such proposals will be rejected even if the commercial value of such proposals is the lowest / best value Proposal is not properly sealed or signed.

- Proposal is not conforming to the requirement of the scope of the work of the assignment. 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), excluding the commercial bid, submitted by the bidder is found to contain any information on price, pricing policy, pricing mechanism or any information indicative of the commercial aspects of the bid; Bidders or any person acting on its behalf indulges in corrupt and fraudulent practices
- Any other condition / situation which holds the paramount interest of the Client during the overall *section process*.

SECTION: 3

TERMS OF REFERENCE (ToR)

Terms of Reference (ToR) for
Selection of Agency for End Term Evaluation of Start-up Village
Entrepreneurship Programme (SVEP) under Odisha Livelihoods
Mission

1. Introduction

Deendayal Antyodaya Yojana-National Rural Livelihoods Mission (DAY-NRLM) is a centrally sponsored programme implemented since June 2011. The central objective of the Mission is to eliminate rural poverty through innovative implementation strategies involving four core components viz., (i) social mobilization and community institution building; (ii) financial inclusion; (iii) livelihoods promotion; and (iv) convergence and social development.

Start-up Village Entrepreneurship Programme (SVEP)

Start-up Village Entrepreneurship Programme (SVEP) is a budget announced scheme and was approved on May 6th, 2015, as a sub-scheme under the DAY-National Rural Livelihoods Mission and the guidelines were issued on 15th June 2015. The objective of SVEP is to help the rural poor from SHG ecosystem come out of poverty by assisting them to set up enterprises and providing support until the enterprises stabilize. It focuses on providing sustainable livelihoods and self-employment opportunities with financial assistance and training in business management of soft skills while creating a local community cadre for enterprises' promotion.

The SVEP is implemented in a project mode through the State Rural Livelihoods Missions (SRLMs). The state selects Project Implementation Agencies (PIAs) to support it in the implementation. The PIAs selected by the State must be organizations with a good track record of promoting diversified non-farm rural livelihoods.

The current pattern of central assistance for SVEP projects is 60:40 (centre-state) in respect of projects implemented in major states, while in the North-Eastern and Himalayan states, the centre to state assistance ratio is 90:10. The ceiling on administrative cost of the SVEP projects is 6% of the total approved cost.

Salient features of the programme include:

Salient features of the SVEP programme are detailed below:

- i. Enterprises may be individual or collective and should cover manufacturing, services, and trading. These enterprises should cover traditional skills as well as new skills. They should also cover existing consumption and production of rural areas. They should also cover new consumption and production of the rural areas,

- including the new consumption driven by the government's priorities like the RURBAN mission, Swachh Bharat Abhiyan, etc.
- ii. The SVEP will work with the input and output supply chains for farm produce, artisanal products and other goods & services to help increase rural incomes.
 - iii. Develop local resources by training a pool of village-level community cadre (CRP – EP) and build the capacity of the NRLM and SHG federations to monitor and direct the work of the CRP-EPs.
 - iv. It will help the rural entrepreneurs access finance for starting their enterprises from the NRLM SHG and federations, the banking systems, and the proposed MUDRA bank. In addition to this, there will also be targeted attempts for enhancing credit limits for successful entrepreneurs from banks. The programme also has the scope of converging with other government schemes in the rural development ministry and scheme from other ministries.
 - v. The programme intends to also provide a specific segment for entrepreneurial support to rural youth in non-intensive blocks in convergence with the programs of other departments. The knowledge products and ICT support of the programme should be made available to rural youth outside the SHG fold.
 - vi. The program will track and report the progress of the number of households under this program of NRLM, through the process of upgrading of skills and creating opportunities of employment.

2. Strategy, Objectives and Components of SVEP

Through the program, rural entrepreneurs acquire technical support such that the enterprises (both existing and newly promoted) aim to become profitable. The SVEP addresses the following three major problems of rural enterprises.

- A. A missing knowledge eco-system: Usually, the aspiring entrepreneurs lack the know-how to choose an enterprise, conduct a feasibility analysis and start the business. Common mistakes committed, such as creating an enterprise in a “me-too” manner or based on “herd mentality” – copying any moderately successful enterprise occur frequently. There is also a lack of specific business domain skills, and many times they lack business numeracy skills. This particular gap shall be fulfilled by creating adequate trained social capital to guide and provide necessary support services to rural entrepreneurs (both new and existing entrepreneurs). MORD seeks to develop a cadre of Community Resource Persons – Enterprise Promotion (CRP-EPs) in all the blocks where SEVP intervention is being implemented. Local youth with numeracy skills are selected and trained to become CRP-EP's. These CRP-EP's shall help trigger potential entrepreneurs to start their enterprises and shall help them in doing a business feasibility analysis before starting up.
- B. A missing incubation eco-system – Post starting the enterprise, the entrepreneurs do not have a mechanism of an advisor from whom they can seek help, specifically for business planning, risk assessment, working capital requirements, accounting, monitoring, costing

and pricing, understanding seasonal demand, etc. Also, there is no mechanism for peer- to-peer learning from similar entrepreneurs. Most enterprises fail due to not having this support ecosystem in the critical first six months of operations. The CRP-EPs shall meet this gap, handhold the entrepreneurs from the launch up to at least six months after start. The CRP-EPs shall be supported by a software which shall help the CRP-EP make a usable P&L for the enterprise based on basic business data being fed into the same, shall create regional benchmarks for business performance parameters and use the same for giving performance feedback to the entrepreneurs.

- C. A missing financial eco-system – The poor do not have access to bank finance and the existing finance mechanism from moneylenders or MFIs or SHGs is not suited for businesses. Enterprises need working capital and startup finance, with some moratorium and flexible repayment schedules. The existing loans from MFIs or even the SHG's are of a fixed tenure with monthly EMIs which do not lend themselves to enterprises with seasonal demand and supply cycles. SVEP plans to address this gap by providing a loan to the entrepreneur for start-up from a dedicated community investment fund vested with a block level community-based organization (CBO). Post start-up, the enterprise's business performance and **loan** repayment history to the CBO shall be captured in the software. It can be provided to the banks while applying for a loan for scaling up the enterprise.

Key Interventions

The activities undertaken under SVEP projects are consistent with the larger objectives of promoting village entrepreneurship across the country. More particularly, the emphasis has been on the following activities:

- Developing a cadre of Community Resource Persons (CRP) – Enterprise Promotion.
- Setting up Block Resource Centers (BRC) in all the SVEP Blocks. The BRC monitor and manage the CRP-EPs, appraised SVEP loan applications and acts as the repository of enterprise related information in the Block.
- Promoting individual and group enterprises.
- Set-up and promote enterprises spread across manufacturing, trading and services.
- Building capacities of entrepreneurs to understand market and running businesses profitably.
- Use of ICT to create standard modules for minimizing the transmission loss in technical aspects like business plan and profit & loss account preparation.

Present status of implementation

SVEP has been implemented in Odisha in a total of 12 blocks in 12 districts . From these 12 blocks, 2 blocks are phase 1 and 4 blocks are phase 2 form which the end term evaluation study is to be conducted. The details of the blocks is as per point no 4(coverage area)

A Community Resource Persons Enterprise Promotion (CRP-EP) cadre has been developed in all the SVEP blocks to improve the sustainability of the promoted enterprises by creating local knowledge and resource persons. SVEP Block Project Managers (BPMs) are placed in the selected blocks by OLM apart from the mentors who are placed by NRO/PIA in all the blocks under SVEP. Specific training programs are designed for BPMs, mentors and CRP-EPs to enable effective programme implementation. As of 31st March, 2023, about 12910 enterprises have been set-up in the various Block where the programme is under implementation in the state .

Expected Outcomes

The following outcomes are expected from SVEP interventions:

- increased understanding of business by entrepreneurs in the rural areas;
- a trained cadre of CRP-EPs in the local area to support the rural entrepreneurs;

Selection of Agency for End Term Evaluation of Start-up Village Entrepreneurship Programme (SVEP) under Odisha Livelihoods Mission

- Entrepreneurs are willing to get services of CRP-EPs;
- Training and certification of CRP-EPs for providing business support services;
- net increase (matched with aspirational income as defined in the DPR) in the incomes of entrepreneurs on a sustainable basis
- BRCs, set-up across the country, have a sustainable revenue model to operate effectively and are not dependent on outside funding after the project period.

3. About the evaluation:

i. Purpose of the evaluation

The initial years of the Project implementation focused on mobilising communities, setting up and strengthening community structures, training and capacity building on business management aspects for the BRC members. Besides focusing on creating a cadre of CRP-EPs, intensive training for the cadre, supporting existing enterprises, scaling up these enterprises, supporting new enterprises, etc.

The next three years saw the project scaling up in the existing blocks and new blocks being added to the SVEP fold. The current evaluation will enable the project to reflect on the outcomes and

- A. To develop the learning for the improvement of upcoming activities
- B. Identify potential strategies for ensuring the sustainability of project outcomes, especially the sustainability of the business support services, essential to ensure the continuity of ecosystem for entrepreneurship in the village.

The evaluation results will use the findings for:

- Assessing the contribution towards the outcomes achieved by the project so far;
- Learning on best practices for improving the strategy/approach in other blocks
- Providing recommendations on key areas such as new enterprises, CRP-EPs and support to entrepreneurs,
- Help the stakeholders take steps for improving the program – in the future.

Primary users of the evaluation are:

- State Rural Livelihood Missions
- DAY-National Rural Livelihood Mission (NRLM), Ministry of Rural Development
- National Resource Organizations (NRO) supporting the implementation of the project
- CBOs of the NRLM structure

ii. Objectives of the study

- The broad objective of the study is to review and analyze the three rural ecosystems– Knowledge, incubation and finance which are the significant barriers for entrepreneurs in establishing and managing enterprises in rural areas. The following are the specific objectives in brief:
- To understand the socio-economic profile of rural entrepreneurs
- To assess the knowledge of rural entrepreneurs on the business aspects associated with different trades (various manufacturing, services and trading related enterprises).
- To assess the knowledge of CRP-EPs on business aspects and rural enterprise development.
- To understand the assistance extended by CRP-EPs to rural entrepreneurs on enterprise start up and their development, further to know the gaps between rural entrepreneurs and CRP-EPs (if any).
- To understand the available loan sources for enterprise start up and further scale up.

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- To assess the net income of the entrepreneurs and compare these incomes with aspirational incomes as reported in DPR.
- To understand the performance of BRCs and revenue models set up by them to operate and manage the rural enterprises.
- To understand the usefulness of E-learning modules developed in all the identified areas and enterprises.
- To suggest a suitable revenue model for the sustainability of rural enterprises.

iii. Methodology of Evaluation

The study design of the evaluation will be based on a mixed methodology. It should include both quantitative and qualitative components. The overall methodology of the evaluation should involve the following steps:

1. Draft the results framework based on the programmatic design. This should include a clear definition of the outcomes and outputs the evaluation will measure.
2. Specify a list of indicators which will be measured as a part of the evaluation.
3. Classify which indicators will be covered through quantitative, qualitative and mixed approaches. This final list of indicators should be discussed and agreed upon with the SRLM.
4. Finalize the tools which may capture all the indicators.
5. Develop a mobile application-based data collection tool with clearly defined monitoring mechanisms to ensure data quality.
6. Data collection
7. Data analysis and final reporting.

The study will involve field visits and interview with the stakeholders, including the target beneficiaries (entrepreneurs and CRP-EPs), CBO functionaries at different levels, including SHGs, VOs, CLF, BLF etc. CBO members of committees, including committees formed in VOs such as the livelihood committee, BRC committees, etc.

The evaluation team should ensure that the main respondents for the study are the entrepreneurs supported under the project. The evaluation will be based on the findings and factual statements identified from the review of relevant documents, including the project document, DPR, MIS reports, etc. and any other relevant documents related to the project. A list of the above reports will be shared with the agency.

Block Selection

The blocks selected should be categorized into two groups.

For categorization, the states should follow the following criteria with equal weightage:

1. Target achievement
2. CEF disbursement in the block

Based on the above criteria, the blocks can be considered into two categories. The state can then select the following number of blocks from each of the two categories. From each group, blocks have been selected depending on the state’s total number of blocks.

Using this approach, we will assess the outcomes associated with SVEP. The phase 1 and phase 2 Blocks list is detailed in point no 4 (Coverage area).

Name of the state	Number of block implementing SVEP in Phase 1 and Phase 2	Total blocks to be selected for the evaluation study	Sample A (To be selected from blocks which are performing well)	Sample B (To be selected from blocks which are not performing well)
Odisha	8	4	2	2

Availability of data

For conducting this evaluation, data is available on the number of parameters from the SHG database maintained by NRLM. Another key document that captures essential data on implementing Blocks is the Detailed Project Reports (DPR) of the identified blocks which provides, among other things, the details of enterprises in the Block, financial data of enterprises on a sample basis, details of resource base in the area, data on the prevailing interest rates being charged in the area by various sources of credit, the current incomes of the SHG women, their aspirational incomes, etc.

A baseline is also conducted with the entrepreneurs prior to them becoming a part of the intervention. This includes the details on current turnover, profit, current income etc. Along with this, the baseline also captures a component of aspirational income which the individual reports at the beginning of the project. The agency can use this data to assess the performance of the project.

The evaluation should build upon the available data and monitoring data, providing an opportunity for more in-depth analysis and understanding of why certain intended or unintended outcomes are/are not occurring. Moreover, this evaluation will provide the opportunity for accountability towards the project stakeholders, and important learning for the project teams and partners.

For evaluation purposes, only the Phase - 1 and Phase - 2 Blocks have been considered. The evaluation will be conducted at the state level, and the required number of Blocks should be selected. The following sections outlines the details of sample selection and areas of interest for the evaluation.

Quantitative component

The quantitative component of the study should capture the details regarding the individual entrepreneurs and the impact of the program in the overall livelihood of the household.

Sample

The sample for enterprise selection has to be done using methodology below:

Enterprise selection

From the blocks selected, a sample of 300 enterprises should be selected in each block. The enterprise selection should consider the following parameters and a representative sample should be selected. The Agency may use the data from the software to make this selection:

- a. The geographical spread of the block.
- b. Selection to include new and old enterprises.
- c. Typology of enterprises- manufacturing, service and trading
- d. Turnover of enterprises

No more than 20 enterprises should be selected from one village, and no more than 75 enterprises should be selected from 1 GP.

Qualitative component

The quantitative evaluation should be accompanied by qualitative studies, including documentation of best practices and case studies and will have the following components:

- Focus group discussions

- Key Informant Interviews
- Best practices and Case studies **Focus**

Group discussion

The agency should also conduct focus group discussions with the following stakeholders:

- Project beneficiaries
- CRP EP – Min. 8 nos for each block (across types of CRPs – for social mobilization, bookkeeping, financial inclusion, farm livelihoods, etc.)
- PIA/NRO staff at the block and state level

Key Informant Interviews

In addition, KIIs should be conducted for the following stakeholders:

- SHG and Village Organizations (VO) office-bearers
- KII with BDO and Village head (Sarpanch)
- Implementation staff at the block and village level
- Implementation staff at the district and state level
- Bank officials and any other project stakeholder **Best**

Practices & Case Studies

The agency should also conduct 6-8 in-depth interviews from the sample of entrepreneurs and CRP-EPs. These interviews would try to observe the changes in the select entrepreneur over the duration of SVEP. A detailed checklist will be administered after the HH survey. These case studies would assess the relevance and usefulness of the project activities. Participation of stakeholders in the evaluation should be maintained at all times, reflecting opinions, expectations and vision about the project's contribution towards achieving its objectives.

It should also assess some of the constraints that entrepreneurs had faced, which SVEP addressed. Illustrate the success, failures and usefulness of the SVEP through case studies of beneficiaries from the surveyed households. A template will be provided for documentation of best practices and case studies.

Summary of the qualitative tools

S. No.	Tool	Number per block
1	FGD with project beneficiary	4
2	FGD with CRP EP	2
3	KII with SHG and VO office bearers	2
4	KII with BDO and Village head (Sarpanch)	2
5	KII with Implementation staff at the block and village level	2
6	KII with Implementation staff at the district and state level	3
7	Bank officials	2
8	Case studies	8
9	Learning reports	5

Areas to be studied

The *performance* of the programme can be assessed on various parameters and at m levels. The following subsections lay out some indicators and their measure at various levels. This is an indicative list, and can be modified depending on the interventions:

Equity

- Number of villages in Block where CRP-EP's have been selected
- Number of villages in Block where SVEP supported enterprises have started
- Number of villages in Block where there is saturation in the number of enterprises
- No of CRP-EP's selected who've completed training and have been certified
- No of CRP-EP's selected for training - how many CRP's per cluster
- Quantum of drop outs of CRP-Eps and reasons for the same
- CRP-EP's understanding of business processes and effectiveness in offering business support services
- Gender mixes of CRP-EP's
- The caste mix of the entrepreneurs SC % of entrepreneurs should be higher than the SC % in the block, similarly for other vulnerable groups like ST and minorities.
- Income of each CRP-EP prior to the programme
- Aspirational income of each CRP-EP prior to the programme
- Income of each CRP-EP post the programme as compared to income and aspirational income prior to the program.

Entrepreneurs

- Gender mix of entrepreneurs
- The caste mix of the entrepreneurs SC % of entrepreneurs should be higher than the SC % in the block, similarly for other vulnerable groups like ST and minorities.
- % in the block, similarly for other vulnerable groups like ST and minorities.
- No. of SHG HHs set up enterprises under SVEP
- Income of existing enterprise pre-SVEP
- Income of existing and new enterprise post-SVEP support
- Income of entrepreneur pre-SVEP
- Income of entrepreneur post-SVEP
- Total number of new enterprises supported under SVEP who're profitable
- Total number of new enterprises supported under SVEP whose entrepreneurs are meeting their aspirational incomes
- Total number of existing enterprises supported under SVEP whose entrepreneurs have increased incomes
- Income of HH pre-SVEP
- Income of HH post-SVEP (is there a multiplier effect of the income earned through SVEP promoted enterprises on HH incomes)
- List of all livelihood options of the entrepreneur before SVEP
- List of all livelihood options of the entrepreneur post-SVEP
- List of all livelihood options of the entrepreneurs HH before SVEP
- List of all livelihood options of the entrepreneurs HH post-SVEP (have livelihood options increased for the HH due to the multiplier effect of the income increase due to SVEP)
- No. of SHG members part of Producer Organizations already in the village before SVEP
- No. of SHG members part of Producer Organizations, post to SVEP
- Total number of employees in new enterprises supported under SVEP
- Total number of employees in existing enterprises supported under SVEP at the start of support
- Total number of employees in existing enterprises supported under SVEP, one year after support
- Total number of enterprises supported under SVEP, of various categories of enterprises - individual/

Selection of Agency for End Term Evaluation of Start-up Village Entrepreneurship Programme (SVEP) under Odisha Livelihoods Mission group/ perennial/seasonal/ service/ manufacturing/ trade/ technology / agri input/ output based/ selling to village/ selling outside village, etc. – diversified types of enterprises supported.

- Total number of enterprises selling to outside village markets
- The total number of group enterprises (larger and more complex enterprises) created in the Block

Interest

- Total number of enterprises supported under SVEP, who've received funding from banks and at what rate of interest compared to pre-SVEP
- Total number of enterprises supported under SVEP, who've received funding from CIF and at what rate of interest compared to pre-SVEP
- Total number of enterprises supported under SVEP, who've received funding from MFI's and at what rate of interest compared to pre-SVEP
- Total number of enterprises supported under SVEP, who've received funding from moneylenders and at what rate of interest compared to pre-SVEP
- Total number of enterprises supported under SVEP, who've received funding from relatives and other sources and at what rate of interest compared to pre-SVEP
- The total quantum of loan funds received from formal sources of credit due to SVEP.

Repayment and sustainability

- Total number of enterprises supported under SVEP who've received funding from banks and are repaying timely
- Total number of enterprises supported under SVEP who've received funding from CIF and are repaying timely
- No of the enterprises supported under SVEP which were closed down as compared to pre-SVEP - absolute numbers and as % of enterprises.
- Number of enterprises repaying the loans on time.
- Amount of money returning back to the CLF through the SHG VO CLF route after repayment by the entrepreneurs.
- Number of days taken for the money to be returned back to the CLF after repayment by the entrepreneurs

Village economy

- Is the engagement with the enterprises based on caste/ religion lines? Pre-SVEP
- Is the engagement with the enterprises based on caste/ religion lines? Post-SVEP
- What % of their production is sold in the village, pre SVEP
- What % of their production is sold in the village, post SVEP
- What is the gap in pricing of the produce in the village and in the near town pre-SVEP
- What is the gap in pricing of the produce in the village and in the near town post-SVEP
- What % of their production was value added pre-SVEP?
- What % of their production is value-added post-SVEP?
- What were the options of livelihoods in the village pre-SVEP?
- What were the options of livelihoods in the village post-SVEP?

Community Based Organization

- Unutilized funds with the SHG's - in the village pre-SVEP
- Unutilized funds with the SHG's - in the village post-SVEP
- Total Unutilized balance in the VO's pre-SVEP
- Total Unutilized balance in the VO's post-SVEP

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- Total amount lent by the VO's pre-SVEP
- Total amount lent by the VO's post-SVEP
- Understanding of the process of business evaluation and loan financing pre and post SVEP of the CBO leaders (VO/CLF/BRC)

4. Coverage area:

Details of SVEP phase 1 and phase 2 blocks

<i>Sl No</i>	<i>District</i>	<i>Block</i>	<i>Phase</i>
01	Angul	Sadar	Phase 2
02	Jajpur	Danagadi	Phase 2
03	Sundergarh	Kuarmunda	Phase 2
04	Kendrapara	Mahakalapada	Phase 2
05	Mayurbanj	Morada	Phase 1
06	Nayagarh	Ranapur	Phase 1
07	Puri	Sadar	Phase 2
08	Nabrangpur	Umerkote	Phase 2

5. Key Deliverables and timelines:

The overall duration of the consultancy is expected to be of 4 months.

The consultant firm shall perform the following key activities and deliver the outputs against the timeline suggested:

Key outputs and deliverables with timelines

S. No.	Key Activity/ Deliverable	Details	Weeks from Date of Contract
D1.	Inception Report/ Work Plan Approved by the Mission	<ul style="list-style-type: none"> ▪ Detailed work plan using a Gantt chart for all key activities, clearly indicating responsibility and timeline, details of the core team and field teams being deployed, training and logistic arrangements made, etc., <i>Details of the indicators</i> 	1
D2	Approved Sampling Plan And Methodology and work plan for the process study	<ul style="list-style-type: none"> ▪ Detailed document on the methodology adopted for both the process study and qualitative study, sampling, methodology used to construct weights and other details 	2

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D3.	Survey Instruments and Survey Plan	<ul style="list-style-type: none"> ▪ All questionnaires and data collection instruments including coding guides, interviewer and supervisor manuals and data entry manual, translation and back translation, skip patterns, coding open-ended questions, etc., ▪ Guidance notes on survey implementation, implementation plan ▪ Training modules for enumerators and supervisors ▪ Detailed survey implementation plan, including movement and field procedure plan for the survey teams ▪ Schedules for KIIs and FGDs with other stakeholders 	3
D4.	Customization of CAPI / Survey tools for individual enterprises interviews, KIIs and FGDs and data entry plan	<ul style="list-style-type: none"> ▪ Design/ customization of app for Household Survey/ KIIs/ FGDs with individuals, SHGs, CBOs and provide user manual and details of application ▪ Details of storage/ data security facilities/ 	5
D5	Training of field team on CAP and KIIS and Process Study	<ul style="list-style-type: none"> ▪ Training of Field Team on CAPI/ FII, KII Guide 	5
D6.	Field Pilot Testing	<ul style="list-style-type: none"> ▪ Pilot testing of all instruments and tools and the revisions made to them 	5
D7.	Undertaking field study	<ul style="list-style-type: none"> ▪ Fieldwork – both quantitative and qualitative component 	9
D8.	Field Work Completion Report	<ul style="list-style-type: none"> ▪ Report on completion of field work as per the sample plan approved 	10
D9.	Report on Database And Report on the process Study	<ul style="list-style-type: none"> ▪ Initial data analysis with frequency tables and initial results from quantitative and qualitative interviews 	12
D10	Draft Report	<ul style="list-style-type: none"> ▪ Draft report covering finding from both qualitative and quantitative studies along with complete set of data in an electronic form ▪ Presentation on key findings 	14

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D11	Revised Report	<ul style="list-style-type: none"> ▪ Revised report on Evaluation after incorporating feedback from the Mission along with final data set in electronic and physical form ▪ Final presentation on key findings 	16
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Note: All the above deliverables are tentative in nature; any changes if required it will be agreed by the both the parties before signing contract.

6. Team Composition:

Team composition and required skillsets of the key and non-key professionals required for the study are indicated below.

S. No.	Position in Core Team	Area of Required Expertise	Minimum Qualifications & Professional Experience desired
I	Key Staff		
1.	Team Leader	Monitoring and evaluation of rural development projects, poverty studies	Post Graduate in Economics/Rural Management / Development Studies/ Development Economics/Social Science with over 10 years of experience in conducting rigorous quantitative evaluations with causal inferences is required. In particular, experience in randomized evaluations, quasi-experiment evaluations or evaluations
2.	Evaluation Specialist	Design of surveys, design of survey and qualitative tools, management and implementation of large surveys, data Management and analysis, preparation of reports	P.G. in Rural Management/ Economics/ Development Studies/Development Economics/Social Work/Sciences with at least 5 years of experience in rigorous quantitative evaluations with causal inferences.
3	Programmer (1)	Developing/customizing CAPI and other data analysis tools	At least 3 years of experience in development of data formats, database design and generation of reports for social research
4	Analysts (2)	Data base management, data cleaning and data analysis	P.G.in Social Sciences/ Management with at least 2 years of experience in with Data analytics skills
5	Field Survey Manager	Planning and supervision of field work, field data cleaning/ editing	P.G.in Social Sciences/ Management with 2 years of experience in supervising and managing field surveys

In addition to the core team indicated above, the consultant firm should deploy an adequate number of field survey supervisors, enumerators, back-checkers required to complete the study within the stipulated period. As the key respondents of the survey will be largely women members of SHGs, it is important to deploy persons as enumerators and supervisors who are sensitized to issues of feminization of poverty and the

Selection of Agency for End Term Evaluation of Start-up Village Entrepreneurship Programme (SVEP) under Odisha Livelihoods Mission
socio-economic dynamics of rural poverty with whom the respondents can interact freely and fully. It is desirable, therefore, that the majority of field staff are women. It is equally essential to orient the enumerators to the Mission strategy and components.

7. Services to be provided by the SRLM

The SRLM would continuously supervise the assignment and facilitate the conduct of the surveys. The Mission would facilitate sharing information by SMMU, DMMU, BMMUs and NGO PIAs with the consultants. Relevant documents related to SVEP, including MIS, which are not in the nature of classified documents, will be made available to the consultant on request.

The SVEP team will also facilitate interviews with the key staffs on prior appointments. However, the consultant will be responsible for all study-related travel, including field travel, food and accommodation for the field staff throughout the contract. The consultant should also provide regular feedback about progress and status of the survey, issues therein and inputs on the basis of field assessment, as and when available.

8. Review Committee to Monitor Consultant's Works

The Mission Director -SRLM or an Officer designated by him shall be responsible for reviewing and monitoring the progress of the consultant's work and the deliverables.

The state Mission may also constitute a review/steering committee to monitor the progress of the consultants and hold consultations with the firm. The Mission Director or his nominee will act as the Chairperson of such a committee which could include external experts nominated by him. A member of the NFL team and/or a member of the M&E team at NMMU should also be a part of the steering committee.

The Mission Director may convene meetings of the review committee at occasional intervals and seek its opinion and comments on the deliverables of the consultant and forward all such comments to the consultants for appropriate changes in the reports.

9. Ownership of Data and Reports

The SRLM shall be the owner of the outputs and other deliverables of the consultancy. The consultant will have no right of claim to the assignment or its outputs. Any report/document/material produced as part of these assignments shall be deemed to be the property of the state Mission funding the assignment and the consultant will not have any claim over such outputs and will not use or reproduce the contents of the documents without the explicit written permission of the state Mission.

SECTION: 4

TECHNICAL PROPOSAL SUBMISSION FORMS

TECH - 1
COVERING LETTER
(ON BIDDER'S LETTER HEAD)

[Location, Date]

To

**State Mission Director,
Odisha Livelihoods Mission
Mission Shakti Dept.
SIRD & PR Campus, Unit-8, Bhubaneswar
Odisha, Pin Code: 751012
E-mail: procure.olm@gmail.com**

Subject: Selection of Agency for End Term Evaluation of Start-up Village Entrepreneurship Programme (SVEP) under Odisha Livelihoods Mission [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 **180 Days** and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

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

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

I understand you are not bound to accept any proposal you

receive. I remain,

Yours faithfully,

Authorized Signatory with Date and Seal:

Name and Designation: _____

Address of Bidder: _____

TECH - 2

Bidder's Organization (General Details)

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

Authorized Signatory [In full and initials]: _____
Name and Designation with Date and Seal: _____ Bidders should submit the required supporting documents as mentioned above. Non- submission of required documents as listed above will lead to rejection of the bid.

TECH-3

Bidder Organization (Financial Capabilities Details)

Financial Information in INR				
Details	FY2019 - 20	FY2020 - 21	FY 2021-22	Average
Average Turnover (in Lakh) in India				
<p><i>Supporting Documents:</i></p> <p>Audited certified financial statements for the last three FYs (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form)</p> <p><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 Company Auditor with Date in original

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

Communication Address of the Bidder: _____

[NB: No Scanned Signature will be entertained]

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

TECH - 4

FORMAT FOR POWER OF ATTORNEY

(On Bidders Letter Head)

I, _____, the _____ (Designation) of (Name of the Organization) in witness whereof certify that **<Name of person>** is authorized to execute the attorney on behalf of **<Name of Organization>**, **<Designation of the person>** of the company acting for and on behalf of the company under the authority conferred by the **< Notification/ Authority order no.>** Dated **<date of reference>** has signed this Power of attorney at **<place>** on this day of **<day><month>**, **<year>**.

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

Name of the Authorized Representative:

(Signature of the Authorized Representative with Date)

CERTIFIED:

Signature, Name & Designation of person executing attorney:

Address of the Bidder:

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

TECH - 5

(BIDDER'S PAST EXPERIENCE DETAILS)

Assignment Name:		Country:
Location within Country:		Professional Staff Provided by Your Firm/Entity(profiles):
Name of Client:		No of Staff:
Address:		No of Staff-Months:
Start Date:	Completion Date:	Approx. Value of Services (in INR):
Name of Associated Consultants, If Any:		No of Months of Professional Staff Provided by Associated Consultants: NA
Name of Senior Staff Involved and Corresponding Positions:		
Narrative Description of Project:		
Description of Actual Services Provided by Your Staff:		

TECH - 6

INFORMATION REGARDING ANY CONFLICTING ACTIVITIES AND DECLARATION THERE OF

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

If no, please certify,

IN BIDDER'S LETTER HEAD

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

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

FORMAT FOR AFFIDAVIT CERTIFYING THAT BIDDER IS NOT BLACKLISTED

Affidavit

I M/s. , (the name of the Bidder and addresses of the registered office) hereby certify and confirm that we or any of our promoter/s/ chief executive officer/ directors/managers are not barred or blacklisted by any government or government instrumentality or public sector in India or in any other jurisdiction to which we or our Affiliates belong or in which we or our Affiliates conduct business from participating in any project or being awarded any contract, either individually or as member of a consortium and no such bar or blacklisting subsists as on the Proposal Due Date.

We further confirm that we are aware this RFP would be liable for rejection in case any material misrepresentation is made or discovered at any stage of selection and/or thereafter during the term of the Contract.

Dated thisDay of , 2023....

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

Name and Designation with Date and Seal: _____

Signature : _____

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

TECH - 7

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

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

[The consultant needs to present and justify in this section, if any modifications to the Terms of Reference 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 - 8

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. Further, he should highlight the problems being addressed and their importance, and explain the technical approach to be adopted to address them. It is suggested to present the required information divided into following four sections]

A. Understanding of Scope, Objectives and Completeness of response

Please explain your understanding of the scope and objectives of the assignment based on the scope of work, the technical approach, and the proposed methodology adopted for implementation of the tasks and activities 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 and Methodology:

- Understanding of the concept of institutional set up
- Approaches to overcome the challenges and meet the requirements of the assignment.
- Review Stakeholders Engagement/involvement
- Monitoring & Evaluation mechanism of programmes and interventions for better outcomes
- Any other issues mentioned in the ToR

C. Methodology to be adopted:

Explaining of the proposed methodologies to be adopted highlighting of the compatibility of the same with the proposed approach. This includes:

- Qualitative and quantitative suggestive tools
- Suggestive to improve its efficiency, efficacy and targeting in each thematic area of interventions
- Any other issues mentioned in the ToR

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 3 pages only with Arial Font Size-12.

TECH - 9

Format of Curriculum Vitae (CV) for Proposed Key Professional

1. Proposed Position:

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

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 TaskAssigned <i>[List all tasks to be performed under this Assignment/job]</i>	

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

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

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.

Date:

Signature of Key Professional with Date _____

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

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

TECH – 10

PROPOSED WORKPLAN TO CARRY OUT THE ASSIGNMENT

Month→ (1 to 4 months)	1	2	3	4
<u>Sequence of Activities / Sub Activities</u>				
↓				

Indicate all main activities / sub activities of the proposed assignment including delivery of reports (Inception, Periodic Reports) and other associate sub-periodic activities

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

Name and Designation with Date and Seal: _____

SECTION: 5

FINANCIAL PROPOSAL

FIN-1
COVERING LETTER
(In Bidders Letter Head)

[Location, Date]

To

Chief Executive Officer,
Odisha Rural Development & Marketing Society
SIRD & PR Campus, Unit-8, Bhubaneswar
Odisha, Pin Code: 751012
E-mail: procure.olm@gmail.com

Subject: **Selection of Agency for End Term Evaluation of Start-up Village Entrepreneurship Programme (SVEP) under Odisha Livelihoods Mission [FINANCIAL PROPOSAL]**

Sir

I, the undersigned, offer to provide the consulting services for [*Insert title of assignment*] in accordance with your Request for Proposal No. _____, Dated: _____. Our attached Financial Proposal is for the sum of [***Insert amount(s) in words and figures***].

The above quoted amount is exclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the RFP document.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of **180 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:

—

FIN-2
SUMMARY OF FINANCIAL PROPOSAL

Name of the Assignment :				
Sl. No.	Fee Particulars	Amount in INR		
A	Remuneration for Key Professionals			
	Description of Manpower	Qty	Monthly Rate (in INR)	Total for 4 months
1	Team Leader	1		
2	Evaluation Specialist	1		
3	Programmer	1		
4	Analysts-1	1		
5	Analysts-2	1		
6	Field Survey Manager	1		
Total Remuneration for Key Professionals				
B	Overhead Expenses			
C	Consulting Fee(A+B)			
D	Taxes applicable as per GST Act@ _____% of Consulting Fee (C)			
Grand Total (INR) (C+D)				
In Words				

NB:

1. Bidders shall submit the financial proposal as per the prescribed format given above in both figures and words, and signed by the Authorized Representative. In the event of any difference between figures and words, the amount indicated in words shall prevail.
2. Taxes will be paid by the Client as per the applicable rate under GST Act from time to time. Consultancy fee proposed for the assignment shall remain fixed till completion of the contract.

Authorized Signatory [In full and initials]: _____

Name and Designation with Date& Seal: _____

Authorized Signatory [In full and initials]: _____

Name and Designation with Date& Seal: _____

FIN-3

DETAIL BREAK-UP OF FEE OF KEY PROFESSIONALS

Sl.No	Position	Requirement	Name of Key Person	Monthly Fee in INR	Yearly Fee in INR	Total Fee in 4 months (INR)
1						
2						
3						
4						
5						
6						
Total						
In Words						

Authorized Signatory [In full and initials]: _____

Name and Designation with Date& Seal: _____

FIN-4

BREAKDOWN OF OVERHEAD EXPENSES

<u>Sl.No</u>	<u>Description</u>	<u>Unit nos</u>	<u>Unit Price in INR</u>	<u>Lump sum Total Amount in INR for 4 months</u>
1			Lump sum	
2				
3				
Grand Total in INR				
In Word				

Authorized Signatory [In full and initials]: _____

Name and Designation with Date& Seal: _____

SECTION - 6

ANNEXURE

Annexure – I

BID SUBMISSION CHECK LIST

S/no	Description	Submitted (Yes/No)	Page No.
TECHNICAL PROPOSAL (ORIGINAL)			
1.	Filled in Bid Submission Check List (ANNEXURE-I)		
2.	Covering Letter (TECH -1)		
3.	Bid Processing Fee of Rs. 1000/- including GST & Bid Security of Rs 100000/- in form to DD/ BC		
4.	Copy of Certificate of Incorporation / Registration of the Bidder		
5.	Copy of PAN		
6.	Copy of Goods and Services Tax Identification Number (GSTIN)		
7.	Copies of IT Returns & Turn over for the last 3 years (,19-20 , 2020-21, 2021-22)		
8.	Copies of turnover Certificate		
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	List of assignments of similar nature (Past Experience Details) (TECH - 5) along with the copies of work orders for the respective assignments		
13	Self-Declaration on Potential Conflict of Interest and not having black listed (TECH - 6)		
14	Comments and Suggestions (TECH – 7)		
15	Description of Approach, Methodology & Work Plan (TECH - 8)		
16	Curriculum Vitae (CV) for Proposed Key Professional (Tech-9)		
17	Work Plan (TECH – 10)		
FINANCIAL PROPOSAL (ORIGINAL)			
1	Covering Letter (FIN-1)		
2	Summary of Financial Proposals (FIN-2)		
3	Details break up of fees of key professionals (FIN-3)		
4	Breakdown of overhead expenses (FIN-4)		

Undertaking:

- All the information have been submitted as per the prescribed format and procedure.
- 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: _____

PERFORMANCE BANK GUARANTEE FORMAT

To

**The State Mission Director,
Odisha Livelihoods Mission,
Mission Shakti Department. Govt. of Odisha,
SIRD & PR Campus, Unit-8, Bhubaneswar
Odisha, Pin Code: 751012
E-mail: procure.olm@gmail.com**

WHEREAS (Name and address of the Consultant) (hereinafter called “the Consultant”) has undertaken, in pursuance of RFP no..... dated to undertake the service (description of services) (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 day of . ,

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