
**SELECTION OF PROJECT MANAGEMENT CONSULTANCY
(PMC) FOR PROJECT MANAGEMENT UNIT (PMU) ON
STRENGTHENING OF STATE STATISTICAL SYSTEM**



**ODISHA STATE CAPABILITY AND RESILIENT GROWTH
POLICY PROGRAMME (P4R) SUPPORTED BY THE
WORLD BANK**

DIRECTORATE OF ECONOMICS & STATISTICS, PLANNING & CONVERGENCE
DEPARTMENT, GOVT OF ODISHA
Arthaniti O Parisankhyan Bhawan, HOD Campus, Unit-V, Bhubaneswar, PIN-751001



**DIRECTORATE OF ECONOMICS AND STATISTICS, ODISHA, BHUBANESWAR
GOVERNMENT OF ODISHA
PLANNING & CONVERGENCE DEPARTMENT**

RFP No: 1 File No. *DES-WB-OSCRGPP-0005-2023*

Date: 15.03.2024

REQUEST FOR PROPOSAL

Selection of Project Management Consultancy (PMC) for Project Management Unit (PMU) on Strengthening of State Statistical System as a part of World Bank assisted "Odisha State Capability and Resilient Growth Policy Programme.

The Directorate of Economics and Statistics, Odisha under the administrative control of Planning and Convergence Department, Government of Odisha invites proposals from eligible consultancy firms to hire a Project Management Consultancy (PMC) to provide support to the Project Management Unit in the Directorate of Economics & Statistics, Odisha, Bhubaneswar for Strengthening of Statistical System under World Bank assisted Odisha State Capability and Resilient Growth Policy Programme (P4R). Bidders fulfilling the prescribed eligibility criteria of the Request for Proposal (RFP) can access and download the complete RFP Document and other details from <https://desorissa.nic.in>.

The key events under the bid process are as follows:

Sl. No.	Key Events	Critical Dates (DD/MM/YYYY)
1	Date of Issue of RFP	15/03/2024
2	Date of Pre-Bid Meeting	30/03/2024
3	Last Date for Submission of Bid	09/04/2024 by 5:00 P.M.
4	Date of Opening of Technical Bid	10/04/2024
5	Date of Opening of Financial Bid	20/04/2024

The proposal complete in all respects must be submitted through Speed Post/ Registered Post/ Courier latest by 09/04/2024 by 5:00 P.M. in a sealed envelope clearly mentioning on the top of it "Request for Proposal – Selection of Project Management Consultancy (PMC) for Project Management Unit (PMU) on Strengthening of State Statistical System as a part of World Bank assisted "Odisha State Capability and Resilient Growth Policy Programme under Directorate of Economics and Statistics, Odisha" to the address mentioned below. The proposals received beyond the last date and time will be summarily rejected. The authority reserves the right to reject any/ all proposals without assigning any reason thereof.

Address for Communication:

The Director, Economics and Statistics,
Arthaniti-O-Parisankhyan Bhawan,
HoD Building Campus, Unit-V, Bhubaneswar,
PIN-751001, Odisha
E-Mail id: desbbsr@gmail.com

Director,
Economics and Statistics, Odisha

DISCLAIMER

This Request for Proposal (RFP) is issued by the Directorate of Economics and Statistics (DE&S), Odisha. This RFP is neither an agreement nor an offer by the DE&S, Odisha to the prospective bidders or any third party. The purpose of this RFP is to provide interested parties with information to facilitate the formulation of their bid pursuant to this RFP.

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 DE&S nor any of its officers or employees, accept any liability or responsibility for the accuracy, reasonableness or completeness, or for any errors, omissions or mis-statements, negligent or otherwise, relating to the proposed assignment, or makes any representation or warranty, express or implied, with respect to the information contained in this RFP or on which this RFP is based or with respect to any written or oral information made or to be made available to any of the recipients or their professional advisers and, so far as permitted by law and except in the case of fraudulent misrepresentation by the party concerned, and liability therefore is hereby expressly disclaimed.

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 DE&S 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.

If no intimation is received within the last date for submission of Pre-Bid queries, it shall be considered that the RFP Documents received by the Bidder is complete in all respects and that the bidder is fully satisfied with the RFP Documents.

No extension of time shall be granted to any Bidder for submission of its Proposal on the ground that the Bidder did not obtain the complete set of the RFP document.

DE&S reserves the right in its sole discretion, without any obligation or liability whatsoever, to accept or reject any or all of the proposals at any stage of the RFP process without assigning any reasons. DE&S shall be the sole and final authority with respect to the selection of a consultancy firm for the purpose through this RFP.

BIDDER DATA SHEET

Sl. No	Particular	Details
1.	Name of the Client	Directorate of Economics and Statistics, Planning & Convergence Department, Government of Odisha
2.	Method of Selection	Quality and Cost Based Selection (QCBS) Method
3.	Availability of RFP Document	https://desorissa.nic.in
4.	Date of Issue of RFP (DD/MM/YYYY)	15/03/2024
5.	Deadline for Submission of Pre-proposal Queries (DD/MM/YYYY)	27/03/2024 by 5:00 PM
6.	Pre-proposal meeting (DD/MM/YYYY)	30/03/2024
7.	Issue of Pre-proposal Clarifications/ Responses (DD/MM/YYYY)	04/04/2024
8.	Last Date & Time for submission of Proposal (DD/MM/YYYY)	09/04/2024 by 5:00 PM
9.	Date of opening of Technical Proposal (DD/MM/YYYY)	10/04/2024
10.	Date of evaluation of Technical Proposal & shortlisted eligible Bidders (DD/MM/YYYY)	18/04/2024
11.	Date of opening of Financial Bid (DD/MM/YYYY)	20/04/2024
12.	Expected date of Commencement of Assignment (DD/MM/YYYY)	01/05/2024
13.	Bid Processing Fee (Non-Refundable)	<p>Rs.10,000/- (Rupees Ten Thousand) in the form of demand draft drawn in favor of "DDO, Directorate of Economics and Statistics, Odisha" drawn in any Scheduled Commercial Bank payable at Bhubaneswar.</p> <p>e-Payment may also be made to, D.D.O. Current A/C No. <u>10977506919</u>, IFSC No. <u>SBIN0010249</u>, Bank Name: State Bank of India, Branch: Heads of Departments Branch, Bhubaneswar</p> <p>(UTR No. is to be furnished along with the Bid).</p>

14.	Earnest Money Deposit (EMD)	All bidders will be required to submit a bid security/ EMD of Rs 30,00,000/- (Rupees Thirty Lakhs) only in shape of Demand Draft in favor of "DDO, Directorate of Economics and Statistics, Odisha" drawn in any Scheduled Commercial Bank payable at Bhubaneswar or in the form of Bank Guarantee.
15.	Address for Submission of Proposal	Director, Directorate of Economics and Statistics, Odisha, Arthaniti-O-Parisankhyan Bhawan, HoD Building Campus, Bhubaneswar-751001.
16.	Mode of Submission of Proposal	Speed Post/Registered Post/ Courier only to the address as specified above during office hour i.e., from 10:00 A.M to 5:00 P.M. Submission of bid through any other mode and late bid will be rejected.
17.	Place of Opening of Proposal	Conference Hall of Directorate of Economics and Statistics, Odisha, Arthaniti-O-Parisankhyan Bhawan, HoD Building Campus, Bhubaneswar-751001.

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SECTION: 1 LETTER OF INVITATION

RFP No: 1

Dated: 15/03/2024

Name of the Assignment: Selection of Project Management Consultancy (PMC) for Project Management Unit (PMU) on Strengthening of State Statistical System as a part of World Bank assisted Odisha State Capability and Resilient Growth Policy Programme.

1. Directorate of Economics & Statistics, Odisha, Bhubaneswar invites sealed proposals from eligible bidder/ consultancy firm under the process for “Selection of Project Management Consultancy for Project Management Unit (PMU) to provide support services to the Directorate of Economics & Statistics, Odisha, Bhubaneswar for Strengthening of Statistical System under World bank assisted Odisha State Capability and Resilient Growth Policy Programme (P4R)”. More details on the proposal are provided in Section-3: Terms of Reference (ToR) of this RFP Document.
2. A bidder/ consultancy firm will be selected by Quality and Cost Based Selection (QCBS Selection) procedure as prescribed in the RFP document in accordance with the policies and procedures contained in Rule-249 of Odisha General Financial Rules, 2023.
3. The proposal completed in all respect as specified in the RFP document must be accompanied with non- refundable amount of Rs. 10,000/- (Rupees Ten Thousand only) towards “Bid Processing Fee in shape of demand draft in favor of “DDO, Directorate of Economics and Statistics, Odisha” drawn in any Scheduled Commercial Bank payable at Bhubaneswar or through e-Payment to D.D.O. Current A/C No 10977506919, IFSC No. SBIN0010249, Bank Name: State Bank of India, Branch: Heads of Departments Branch, Bhubaneswar. The UTR No. (Unique Transaction Reference) in respect of payment of the bid processing fee must be mentioned.
4. The proposal must be delivered at the specified address as per the Bidder Data Sheet by Speed Post/ Registered Post/ Courier. DE&S shall not be responsible for postal delay or any consequence thereof. 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 dated **09/04/2024 before 5:00 P.M.** and the date of opening of the technical proposal is dated **10/04/2024** in the presence of the bidder’s representative at the specified address as mentioned in the Bidder Data Sheet (Sl. No.15). Representatives of the bidders/ consultancy firms may attend the meeting with a due authorization letter on behalf of the bidder/ consultancy firm.
6. This RFP includes the following sections:
 - (i) Disclaimer
 - (ii) Letter of Invitation [Section – 1]
 - (iii) Information to the Bidder [Section – 2]
 - (iv) Terms of Reference [Section – 3]
 - (v) Technical Proposal Submission Forms [Section – 4]
 - (vi) Financial Proposal Submission Form [Section –5]
 - (vii) Annexures-I to IV [Section – 6]
7. While all information/ data given in the RFP are accurate within the consideration of the scope of the proposed assignment to the best of the knowledge of DE&S, Odisha. DE&S holds no responsibility for the accuracy of the information and it is the responsibility of the bidder to check the validity of information/ data included in the RFP. DE&S reserves the right to accept/ reject any/ all proposals/ cancel the entire selection process at any time and any stage without assigning any reason thereof.

**Director,
Economics & Statistics
Odisha, Bhubaneswar**

SECTION: 2 INFORMATION TO THE BIDDER

2.1 Pre-Qualification / Eligibility Criteria:

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

Sl. No.	Eligibility Criteria	Supportive Documents
A	<p>Single entity legally registered under appropriate authority in India. (Any kind of consortium/ Joint Venture with other firms is not allowed)</p> <p>The Bidder must be a Company as registered under Indian Companies Act, 2013 or a Society registered under The Societies Registration Act, 1860 or a Trust registered under the Indian Trusts Act, 1882 or a Partnership Firm registered under the Indian Partnership Act, 1932 or a Limited Liability Partnership registered under The Limited Liability Partnership Act, 2008.</p>	<p>Registration/ Incorporation Certificate with present address proof</p>
b	<p>The bidder should have been in business in India for at least ten years with Indian presence (offices/ representatives/ partners)</p>	
c	<p>The Bidder should have an average annual turnover of more than Rs. 80.00 crore from consulting business in Ministry/Department of Govt. of India/ State Government only during FY 2020-21, 2021-22, 2022-23</p>	<p>Copies of audited balance sheet/ Income Expenditure Statement for FY 2020-21, 2021-22, 2022-23 certifying that the firm had an annual average turnover more than Rs. 80.00 crore from consulting business in Ministry/ Department of Government of India/ State Government only Certificate from Statutory Auditor or Chartered Accountant.</p>
d	<p>The Bidder should have experience of undertaking/ completing two consulting assignments of minimum duration of one year with Government of India/ State Government Departments/ Autonomous Agencies</p>	<p>Work Order/ Copy of agreement/ Contract Document/ Completion Certificate from the previous clients.</p>

Sl. No.	Eligibility Criteria	Supportive Documents
	pertaining to similar projects on statistical activities during last seven years.	
e	The Bidder should not have been blacklisted/ debarred by the Central Government/ Any State Government or their agencies in India/ International agencies / The World Bank on the date of submission of the bid.	Self-declaration by the authorized representative on the bidder's letter head.
f	The Bidder should have at least ten professionals with Doctoral/ Masters degree in Economics/ Statistics/ Applied Statistics/ Applied Economics/ MBA, Post-Graduate/ Graduate in Computer Science/ Information Technology/ Data Science/ Data Analysis from universities/ institutes of national or international repute as per National Institute Ranking Framework (NIRF).	Curriculum Vitae (CV), Certificates and Testimonials of professionals
<p>N.B: (1) On the date of the onboarding of the resources, all professionals should be on the payroll of the firm.</p> <p>(2) For this purpose, similar project means successful management of statistical system strengthening/ improvement project or Project Management Unit (PMU) or Project Management Consultancy (PMC) etc. for statistical systems strengthening/ improvement project funded under any Central/ State Government Schemes or Externally Aided Projects during the last seven years for Government of India/ Ministries/ Departments/ Central PSUs/ Autonomous Organizations or State Government Departments/ PSUs/ Organizations/ International/ Multilateral Development Organizations.</p>		

2.2 Documents/ Formats to be submitted along with TECHNICAL PROPOSAL

The bidder has to furnish the following documents duly signed in alongwith 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 (demand draft or e-Payment mode) and EMD (either demand draft or Bank Guarantee as per **Annexure-II**) as applicable.
- Copy of Certificate of Incorporation/ Registration/address proof.
- Copy of PAN.
- Copy of Goods and Services Tax Identification Number (GSTIN).
- Copies of IT Return for the **FYs 2020-21, 2021-22 & 2022-23**.
- Audited financial statement mentioning annual average turnover for **FYs 2020-21, 2021-22 & 2022-23**.
- General Details of the Bidder (**TECH-2**).
- Certificate from Statutory Auditor or Chartered Accountant. It should be countersigned by the bidder mentioning the turnover from consultancy activities (**FY 2020-21, 2021-22, 2022-23**). 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 etc.
- List of completed assignments of similar nature (Past Experience Details, **TECH-5**) along with copies of contracts / work orders / completion certificate from previous Clients.
- Undertaking for not having been blacklisted by any Central/ State Government/ Any other autonomous bodies/ International & National Organization on the date of submission of bid.
- Self-declaration at **Annexure-IV** to be submitted by each participating bidder that their firm is not sanctioned or debarred under the World Bank system of debarment and cross-debarment
- Self-Declaration regarding Conflict of Interest (**TECH-6**).
- Duly filled in Technical Proposal forms (**TECH - 7 to 10**).

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 and conditions and other important information as mentioned in the RFP Document. The proposal must be completed in all respect and indexed. Each page should be numbered and signed by the authorized representative with seal.

2.3 Bid Processing Fee

The bidder must furnish the required non-refundable bid processing fee amounting to Rs. 10,000/- (Ten Thousand Rupees Only) in shape of demand draft from any scheduled commercial bank in favor of "DDO, Directorate of Economics and Statistics, Odisha" payable at Bhubaneswar or through e-payment to D.D.O. Current A/C No 10977506919, IFSC No. SBIN0010249, Bank Name: State Bank of India, Branch: Heads of Departments Branch, Bhubaneswar (UTR No. is to be furnished along with the bid). Proposals received without a bid processing fee will be outrightly rejected.

2.4 Earnest Money Deposit (EMD)

- The bidder must furnish, as part of the technical proposal, an Earnest Money Deposit amounting to Rs 30,00,000/- (Rupees thirty lakhs) only in shape of demand draft in favor of “DDO, Directorate of Economics and Statistics, Odisha” drawn in any scheduled commercial bank payable at Bhubaneswar or bid security (EMD) in the form of Bank Guarantee as per the format **Annexure-II** as provided in the RFP.
- The EMD/ bank guarantee of unsuccessful bidders shall be refunded after finalization of selection process and award of contract. The EMD of the successful bidder will be released only after furnishing of the required Performance Bank Guarantee (PBG) as per the format **Annexure-III** as provided in the RFP and signing of the contract.
- Any proposal received without EMD/ bank guarantee shall be rejected as non-responsive.
- The EMD amount is interest free and the same will be refunded to the bidders whose offers have not been accepted.
- The EMD/ bank guarantee shall be valid for 45 days beyond the Bid Validity period.
- The EMD will be forfeited on account of the following reasons:
 - Bidder unilaterally withdraws, amends, impairs or derogates from its offer in any respect within the period of validity of proposal during the bid validity period as specified in RFP.
 - Bidder does not respond to requests for clarification of its proposal.
 - Bidder fails to provide required information during the evaluation process or is found to be non-responsive or has submitted false information in support of its qualification.
 - If the bidder fails to:
 - provide any clarifications to the Client.
 - agree to the decisions of the contract negotiation meeting.
 - sign the contract within the prescribed time period.
 - furnish required Performance Bank Guarantee in time.
 - Any other circumstance which affects the interest of DE&S during the overall selection process.

2.5 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. DE&S reserves the right 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, if required.

2.6 Pre-Proposal Queries

Bidders are allowed to submit their queries in respect of the RFP and other details, if any, to the Directorate of Economics & Statistics, Odisha through email: desbbsr@gmail.com till **27/03/2024 up to 5:00 P.M.** Clarifications, if any, to the queries will be uploaded in the website of Directorate of Economics & Statistics, Odisha www.desorissa@nic.in. Any request for clarification submitted beyond the above deadline will not be entertained during the pre-proposal meeting. Request for alteration/ change in existing terms and conditions of the RFP will be considered at

the sole discretion of the authority. Any such clarification/ corrigendum shall be deemed to be part of this RFP.

2.7 Pre-Proposal Meeting

A pre-proposal meeting will be organized by the Directorate of Economics & Statistics, Odisha to address the queries relating to the overall selection process and scope of the work on **30/03/2024 at 11:30 A.M** in the Conference Hall of the Directorate of Economics & Statistics, Odisha.

2.8 Authentication of Proposal

The proposal should be accompanied by a Power of Attorney in the name of the signatory of the proposal as per the format **TECH- 4** as provided in the RFP, who signs the bid on behalf of the bidder or Board of Directors etc.

2.9 Submission of Proposal

Bidder must submit their proposals by Registered Post / Speed Post / Courier only to the specified address on or before the last date and time for submission of proposals as mentioned in Bidder Data Sheet. DE&S will not be responsible for postal delay / any consequence in receiving of the proposal. The proposal must be submitted in two parts. Each part should be separately bound with no loose sheets. Each page of the two parts should be page numbered and in conformation to the eligibility qualifications and clearly indicated using an index page. DE&S 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 DE&S. The procedure for submission of the proposal is described below:

i) Technical Proposal (Original + 3 Copies + Softcopy in CD/ pen drive in MS Word/pdf or non-editable format):

The envelope containing technical proposal shall be sealed and superscribed as "Technical Proposal - Selection of Project Management Consultancy for Project Management Unit (PMU) on Strengthening of State Statistical System as a part of World Bank assisted Odisha State Capability and Resilient Growth Policy Programme" and to be furnished inside one envelope. The duly filled-in technical proposal submission forms, soft copy in word/pdf form in CD/ pen drive along with all the supportive documents and information must be furnished as part of technical proposal.

ii) Financial Proposal (Original + Softcopy in PDF form only):

The envelope containing financial proposal shall be sealed and superscribed as "Financial Proposal – Selection of Project Management Consultancy for Project Management Unit (PMU) on Strengthening of State Statistical System as a part of World Bank assisted Odisha State Capability and Resilient Growth Policy Programme". 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 formats as specified in Section -5 (Financial Proposal Submission Forms) of this RFP only along with soft copy in pdf form in CD/ pen drive as part of financial proposal.

The "Technical Proposal" and "Financial Proposal" must be submitted in two separate sealed envelopes (with respective marking in bold letters) in the prescribed formats/information mentioned in the RFP Document. The first envelope must be marked as "**TECHNICAL PROPOSAL** (Selection of Project Management Consultancy for Project Management Unit (PMU) on Strengthening of State Statistical System as a part of World Bank assisted Odisha State Capabilities and Resilient Growth Policy Programme)".

The second envelope must be marked as "**FINANCIAL PROPOSAL** (Selection of Project Management Consultancy for Project Management Unit (PMU) on Strengthening of State Statistical System as a part of World Bank assisted Odisha State Capability and Resilient Growth Policy Programme)" and it should contain Financial Proposal only. Both the above envelopes have to be sealed and placed inside a third main envelope with proper labelling of following information in bold:

NAME OF THE ASSIGNMENT:
RFP NUMBER AND DATE:
NAME OF THE BIDDER:
DEADLINE FOR SUBMISSION OF BIDS:
NAME AND ADDRESS OF THE BIDDER:

Any deviation from the prescribed procedures/ information/ formats/ conditions shall result in outright rejection of the proposal. All the pages of the proposal must be sealed and signed by the authorized representative of the bidder. Bids with any conditional offer shall be outrightly rejected.

2.10 Opening of the proposal:

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

The **FINANCIAL PROPOSAL** of the technically qualified bidders will be opened by the CEC in presence of authorized representatives of the technically qualified bidders. The date for opening of the financial proposal will be intimated to the technically qualified bidders by Directorate of Economics and Statistics, Odisha.

2.11 Evaluation of Proposal:

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

2.11.1 PRELIMINARY EVALUATION (1st Stage)

Preliminary evaluation of the proposals will be done to determine whether the proposal complies with the prescribed eligibility condition and the requisite documents / information have been properly furnished by the bidder:

- 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 (demand draft or e-Payment mode) and EMD (either demand draft or Bank Guarantee as per **Annexure-II**) as applicable.
- Copy of Certificate of Incorporation/ Registration/address proof.
- Copy of PAN.
- Copy of Goods and Services Tax Identification Number (GSTIN).
- Copies of IT Return for the **FYs 2020-21, 2021-22 & 2022-23**.
- Audited financial statement mentioning annual average turnover for **FYs 2020-21, 2021-22 & 2022-23**.
- General Details of the Bidder (**TECH-2**).
- Certificate from Statutory Auditor or Chartered Accountant. It should be countersigned by the bidder mentioning the turnover from consultancy services (**FY 2020-21, 2021-22, 2022-23**). 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 etc.
- List of completed assignments of similar nature (Past Experience Details, **TECH-5**) along with copies of contracts / work orders / completion certificate from previous Clients.
- Undertaking for not having been blacklisted by any Central/ State Government/ Any other autonomous bodies/ International & National Organization on the date of submission of bid.
- Self-declaration at **Annexure -IV** to be submitted by each participating bidder that their firm is not sanctioned or debarred under the World Bank system of debarment and cross-debarment
- Self-Declaration regarding Conflict of Interest (**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.
- Bidder fulfilling the prequalification / eligibility criteria as mentioned in para 2.1

Bids without the above documents and without fulfilling the pre-qualification/ eligibility criteria will not be taken into consideration for the 2nd stage of Technical Evaluation.

2.11.2 TECHNICAL EVALUATION (2nd Stage)

Technical proposal will be opened and evaluated for those bidders who will be qualified at the preliminary evaluation (1st stage) in the presence of the bidder's representatives with proper authorization letter.

2.11.2.1 Detailed evaluation process as per the following parameters will be adopted

for evaluation of the proposals.

Sl. No.	Parameter	Max. Marks	Criteria																		
1	<p><u>Working experience in Government of India/ State Government:</u></p> <p>Experience in Digital transformation of organization/ Enhancing data quality / Strengthening user engagement/ Building institutional capacity/ similar assignment* related to Statistical Works for Govt. of India or Other State Governments (based on no. of State Government or Govt. of India Ministries) for at least one-year assignment.</p> <p>* Refer para-2.1 N.B</p>	20	<p>Whether the Bidder has been engaged in/ hired for the task of Statistical Strengthening or Improvement/ Digital transformation of organization/ Enhancing data quality/ Strengthening user engagement/ Building institutional capacity/ similar assignment in managing the PMU/ PMC for Government of India or any other state Government.</p> <p>a) GoI = 4 marks per Ministry b) States @ 2 marks for each state Government (Minimum two States)</p> <p>Total Marks = a+b</p>																		
2	<p><u>Experience in Number of Projects/ Assignments:</u></p> <p>Previous Consulting Experience in implementation/ managing PMU/ PMC of the bidder of similar nature of work pertaining to Statistical Strengthening or Improvement/ Digital transformation of organization/ Enhancing data quality / Strengthening user engagement/ Building institutional capacity of minimum duration of one year relating to similar statistical activities. (Based on the number of assignments completed or ongoing in these areas).</p>	20	<p>Based on the number of assignments:</p> <p>a) 4 marks per assignment completed/ ongoing for duration of at least one year b) Additional 4 marks per assignment for duration of more than 2 years.</p> <p>Total Marks = a+b</p>																		
3	<p>Relevant Experience of the Key Personnel in Statistical Strengthening or Improvement/ Digital transformation of organization/ Enhancing data quality / Strengthening user engagement/ Building institutional capacity related to similar statistical activities.</p>	20	<p>1 Mark per Key Personnel per Eligible Assignments. Respective Key Personnel has worked on subject to maximum marks as indicated in the following table.</p> <table border="1"> <thead> <tr> <th>Sl. No.</th> <th>Parameter</th> <th>Max Mark</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Team Leader</td> <td>4</td> </tr> <tr> <td>2</td> <td>Sectorial Expert-(Statistics)</td> <td>4</td> </tr> <tr> <td>3</td> <td>Sectorial Expert-(Economics)</td> <td>4</td> </tr> <tr> <td>4</td> <td>Data Management-cum-Quality Expert</td> <td>2</td> </tr> <tr> <td>5</td> <td>Procurement-cum-Contract</td> <td>2</td> </tr> </tbody> </table>	Sl. No.	Parameter	Max Mark	1	Team Leader	4	2	Sectorial Expert-(Statistics)	4	3	Sectorial Expert-(Economics)	4	4	Data Management-cum-Quality Expert	2	5	Procurement-cum-Contract	2
Sl. No.	Parameter	Max Mark																			
1	Team Leader	4																			
2	Sectorial Expert-(Statistics)	4																			
3	Sectorial Expert-(Economics)	4																			
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			<table border="1"> <tr> <td></td> <td>Management Expert</td> <td></td> </tr> <tr> <td>6</td> <td>IT Expert</td> <td>2</td> </tr> <tr> <td>7</td> <td>Data Scientist</td> <td>2</td> </tr> </table>		Management Expert		6	IT Expert	2	7	Data Scientist	2
	Management Expert											
6	IT Expert	2										
7	Data Scientist	2										
4	<u>Professional Staff strength and qualifications:</u> Master’s or Ph.D. in Economics, Statistics, Econometrics, Applied Statistics, Mathematics, Computer Science, Data Science, Information Technology.	10	<ul style="list-style-type: none"> ▪ Full time professionals with Ph.D – 2.5 marks each ▪ Full time professionals with Master’s Degree – 1.5 marks each. 									
5	Proposed Methodology Work Plan with timely completion commitment	20	Proposed methodology and work plan evaluation will be based on the quality of submitted proposal by the bidder. The quality and timeliness on the past projects particular of Statistical Strengthening or Improvement/ Digital transformation of organization/ Enhancing data quality/ Strengthening user engagement/ Building institutional capacity, if any mentioned by agencies in the work plan document will be major criteria of evaluation. The Consultancy firm would be required to make a presentation on the approach and methodology as a part of the Technical Evaluation.									
6	Bidding firm average turnover from consultancy in financial years (Audited Balance Sheet of FY from 2020-21, 2021-22, 2022-23)	10	Rs. 80 crore to Rs. 150 crore = 2 Rs. 150 crore to Rs. 250 crore = 4 Rs. 250 crore to Rs. 350 crore = 6 Rs. 350 crore to Rs. 500 crore = 8 Rs. 500 crore and above = 10 Certificate from Statutory Auditor or Chartered Accountant regarding average turnover from consultancy.									
	Total	100										

- ❖ Copies of work orders/ agreement/ completion certificates must be submitted as proof for each assignment. No assignment should be repeated across various categories of evaluation parameters. Ongoing assignments will be considered for evaluation only if one year of the project period has elapsed.
- ❖ Bidders who will secure seventy marks and above out of one hundred marks (total marks) in the technical proposal will be called for financial evaluation (3rd Stage).

2.11.3 FINANCIAL EVALUATION (3rd Stage)

The financial proposals of only those bidders qualifying the technical evaluation (2nd Stage) shall be opened at this stage in the presence of the bidder’s representative who

wishes to attend the meeting with proper authorization letter. The name of the bidder along with the quoted financial price will be announced during the meeting.

2.11.3.1 Evaluation Process

Under QCBS selection, the technical proposals will be allotted weightage of 80% (Eighty per cent) while the financial proposals will be allotted weightages of 20% (Twenty per cent). Proposal with the lowest cost may be given a financial score of 100 (Hundred) and other proposals given financial scores that are inversely proportional to their prices with respect to the lowest offer. Similarly, proposal with the highest technical marks (as allotted by the evaluation committee) shall be given a score of 100 (Hundred) and other proposals be given technical score that are proportional to their marks with respect to the highest technical marks. The total score, both technical and financial, shall be obtained by weighing the quality and cost scores and adding them up. Based on the combined weighted score for quality and cost, the consultant shall be ranked in terms of the total score obtained. The proposal obtaining the highest total combined score in evaluation of quality and cost will be ranked as H-1 followed by the proposals securing lesser marks as H-2, H-3 etc. The proposal securing the highest combined marks and ranked H-1 will be invited for negotiations, if required and shall be recommended for award of contract. In the event two or more bids have the same score in the final ranking, the bid with the highest technical score will be H-1.

In such a case, an Evaluated Bid Score (B) will be calculated for each responsive bid using the following formula, which permits a comprehensive assessment of the bid price and the technical merits of each Bid:

$$B = \left[\left(\frac{C_{low}}{C} \right) * W_f \right] + \left[\left(\frac{T}{T_{high}} \right) * (W_t) \right]$$

Where,

C = Evaluated Bid Price of the bidder

C_{low} = the lowest of all Evaluated Bid Prices among responsive Bids

T = the total Technical Score awarded to the Bid

T_{high} = the Technical Score achieved by the Bid that was scored best among all responsive Bids

W_f = *Weightage for financial evaluation*

W_t = *Weightage for technical evaluation*

The Bid with the best evaluated Bid Score (B) among responsive Bids shall be the Most Advantageous Bid. As an example, the following procedure can be followed. In a particular case of selection of consultant, it was decided to have minimum qualifying marks for technical qualifications as 70 (seventy) and the weightage of the technical bids and financial bids was kept as 70:30 (Seventy: Thirty). In response to the RFP, three proposals, A, B & C were received. The technical evaluation committee awarded the following marks as under:

A: 80 Marks

B: 85 Marks

C: 90 Marks

The minimum qualifying mark was 70 (seventy) thus, all the three proposals were found technically suitable. Using the formula T/T_{high}, the following technical points are awarded by

the evaluation committee:

A: $80/90 \times 100 = 88.89$ points

B: $85/90 \times 100 = 94.44$ points

C: $90/90 \times 100 = 100$ points

The financial proposals of each qualified consultant were opened after notifying the date and time of bid opening to the successful participants. The price evaluation committee examined the financial proposals and evaluated the quoted prices as under:

A: Rs.120.

B: Rs.100.

C: Rs.110.

Using the formula C_{low}/C , the committee gave them the following points for financial proposals:

A: $100/120 \times 100 = 83$ points

B: $100/100 \times 100 = 100$ points

C: $100/110 \times 100 = 91$ points

In the combined evaluation, thereafter, the evaluation committee calculated the combined technical and financial score as under:

Proposal A: $88.89 \times 0.80 + 83 \times 0.20 = 87.712$ points.

Proposal B: $94.44 \times 0.80 + 100 \times 0.20 = 95.552$ points

Proposal C: $100 \times 0.80 + 91 \times 0.20 = 98.20$ points.

The three proposals in the combined technical and financial evaluation were ranked as under:

Proposal A: 87.72 points: H-3

Proposal B: 95.55 points: H-2

Proposal C: 98.2 points: H-1

Proposal C at the evaluated cost of Rs.110 (Rupees One hundred and ten) was, therefore, selected as the successful bidder and recommended for negotiations/approval, to the competent authority.

2.11.4 Performance Bank Guarantee: (PBG)

Within seven days of notifying the acceptance of a proposal for award of contract, each qualified bidder shall have to furnish Performance Bank Guarantee amounting to 10% of the contract value from a scheduled commercial bank situated in Bhubaneswar in favor of "DDO, Directorate of Economics and Statistics, Odisha, Bhubaneswar", as per the format at [Annexure - III](#), for a period of three months beyond the entire contract period, i.e., 30th June, 2028 (i.e. PBG must be valid from the date of effectiveness of the contract (01/05/2024) to a period of three months beyond the contract period) as its commitment to perform services under the contract. Failure to comply with the requirements shall constitute sufficient grounds for the forfeiture of the PBG. The PBG shall be released immediately after three months of expiry of the contract provided there is no breach of contract on

the part of the qualified bidder. No interest shall be paid on the PBG.

2.11.5 Contract Negotiation

Contract negotiation, if required will be held at a date, time and address as intimated to the selected bidders. The bidder will, as a pre-requisite for attendance at the negotiations, confirm the 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.

Negotiations shall include discussions of the ToR, the methodology, staffing, inputs of DE&S, and special conditions of the contract. These discussions shall not substantially alter the original ToR or the terms of the contract, lest the quality of the final product, its cost, and the relevance of the initial evaluation be affected.

In financial negotiations, the bidder may be asked to justify and demonstrate that the prices proposed in the contract are not out of line with the rates being charged by the consultant for other similar assignments. However, in no case such financial negotiation shall result in increase in the financial cost as originally quoted by the bidder and on which basis the bidder has been called for the negotiations.

If the negotiations with the selected bidder fail, the DE&S may cancel the bidding procedure and re-invite fresh bids.

2.11.6 Award of Contract

After completion of the contract negotiation stage, the Directorate of Economics and Statistics will notify the successful bidder in writing by issuing an offer letter for signing the contract and notify result of the selection process in website of Directorate of Economics and Statistics. The successful bidder will be asked to sign the contract after fulfilling all formalities within fifteen days of issuance of the offer letter. After signing of the contract, no variation or modification of the terms of the contract shall be made except by written amendment signed by both the parties. The contract will be valid for the period covered under the agreement. Sub-contracting/ outsourcing of any form shall not be allowed for any activities under this RFP. The Contract will be awarded from the date of signing of the contract till 31st March, 2028 or till the validity of project subject to confirming satisfactory performance which will be evaluated by the competent authority on yearly basis and/or as and when required. If required, the Contract may be extended for further period as per the requirement of the project subject to mutually agreed terms and conditions.

2.11.7 Termination of Contract

The contract can be terminated by any of the parties, i.e., DE&S or bidder by giving sixty days' notice from either side.

2.11.8 Conflict of Interest

Conflict of interest exists in the event of:

- A. Conflicting assignments, typically monitoring and evaluation/ environmental assessment of the same project by the eligible bidder;
- B. Consultants, agencies or institutions (individuals or organizations) who have a business or family relation with Directorate of Economics and Statistics directly or indirectly; and
- C. Practices prohibited under the anti-corruption policy of Government of India, Government of Odisha and the World Bank. The bidders are to be careful so as not to give rise to a situation where there will be any conflict of interest with Directorate of Economics and Statistics as this would amount to their disqualification and breach of contract.

2.11.9 Disclosure

- A. Bidders have obligations to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the bidder or termination of 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.

2.11.10 Anti-corruption Measure

- A. The World Bank anti-corruption guidelines are mandatorily applicable to all procurements done as part of the project and all related protocols and procedures need to be followed during all stages of the procurement. Directorate of Economics and Statistics has to ensure none of the World Bank debarred firm is awarded contract under the program and they can conduct due diligence by accessing the website: <https://www.worldbank.org/en/projects-operations/procurement/debarred-firms>.
- B. Any effort by Bidder(s) to influence Directorate of Economics and Statistics in the evaluation and ranking financial proposals and recommendation for award of contract, will result in the rejection of the proposal.
- C. 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, Directorate of Economics and Statistics 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.
- D. Self-declaration at **Annexure -IV** to be submitted by each participating bidder that their firm is not sanctioned or debarred under the World Bank system of debarment and cross-debarment.

2.11.11 **Language of Proposals**

The proposal and all related correspondence exchanged between the bidder and Directorate of Economics and Statistics 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.

2.11.12 **Cost of bidding**

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

2.11.13 **Legal Jurisdiction**

All legal disputes are subject to the jurisdiction of High Court of Orissa and Civil Court of Bhubaneswar only.

2.11.14 **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 Directorate of Economics and Statistics holds the option for cancellation of the contract for pending activities and complete the same from any other agency. Directorate of Economics and Statistics 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 its obligations and liabilities under the contract. The rights and obligations of Directorate of Economics and Statistics and the bidder under this contract will be governed by the prevailing laws of the Government of India / the Government of Odisha. Failure on bidder's part to furnish the deliverables as per the agreed timeline will enforce a penalty @ 1% per week subject to a maximum of 10% of the total contract value. The amount will be deducted from the subsequent payment. In addition, the Performance Bank Guarantee amount shall also be forfeited. The decision of the authority placing the contract, whether the delay in delivering has taken place on account of reasons attributed to the bidder shall be final.

2.11.15 **Liability Clause**

The consultants are expected to carry out its assignment with due diligence and in accordance with the prevailing standards of the profession. The consultant's liability to Directorate of Economics and Statistics will be governed by the applicable

laws of the Government of India / the Government of Odisha. The consultant's liability to Directorate of Economics and Statistics is limited to the total value of the contract and in case of special conditions of contract, the amount of such limitation will depend on each specific case and Directorate of Economics and Statistics will not take on any liability with regard to the consultant's liability towards third parties.

2.11.16 Confidentiality

Information relating to the 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 anticorruption policy. During the execution of the assignment except with prior written consent of Directorate of Economics and Statistics, the agency or its personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the contract.

2.11.17 Amendment of the RFP Document

At any time before submission of proposals, Directorate of Economics and Statistics may amend the RFP by issuing an addendum through <https://desorissa.nic.in>. 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, Directorate of Economics and Statistics may extend the deadline for the submission of the proposals.

2.11.18 Right to accept any proposal, and to reject any or all proposals

Directorate of Economics and Statistics 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, without assigning any reason thereof and thereby incurring any liability to the bidders. Misrepresentation/ improper response by the bidder may lead to the disqualification of the bid.

2.11.19 Copyright, Patents and Other Proprietary Rights

Directorate of Economics & Statistics 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 request of Directorate of Economics and Statistics, the agency shall take all necessary steps to submit them to DE&S in compliance with the requirements of the contract.

2.11.20 Replacement of Key Personnel

The key professionals to be deployed under this contract are expected to be dedicated for the entire contract period. However, the change will be allowed

under the following circumstances only after due approval: -

- A. In case of non-satisfactory performance of any of the assigned personnel, DE&S reserves the right to request for a replacement. Once a request is raised, the consultant must provide the CV and other qualifications and details of the substitute so as to permit evaluation within fourteen days. On receipt of such CVs, the client must process the same within seven and communicate its approval/ rejection. In case of failure to provide substitutes within fourteen days of communication of the request for a change to the satisfaction of the client, the client reserves the right to not make payment for the resource and the resource may be treated as withdrawn after communication of such rejection.
- B. Under unavoidable circumstances of one or more key personnel becoming unavailable/ leaving the project for any reason there-of, the consultant must notify the client at least fourteen days in advance, explaining the circumstances necessitating the proposed replacement and submit justification and qualification of the substitute in sufficient detail to permit evaluation of the impact on the engagement. On being duly satisfied, the request for change may be approved/ rejected by the client.
- C. Once the proposal for replacement is accepted, the consultant must replace the professional within seven days of the communication of such approval. DE&S reserves the right to invoke the right to claim liquidated damages in case of failure of the Consultant to provide substitute to the satisfaction of the client after two such attempts.

Further, acceptance of such replacement by DE&S shall not relieve the consultant from responsibility for failure to meet the requirements of the contract. Any change in key professionals without due approval by the authority will lead to the implication of liquidated damages of 10% of the contract value.

2.11.21 **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, earthquakes, epidemics or other natural disasters and restrictions 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 to DE&S 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 DE&S 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, DE&S reserves the right to cancel the contract without any obligation to compensate the agency in any manner for whatsoever reason.

2.11.22 **Settlement of Disputes**

DE&S and the agency shall make every effort to resolve amicably, by direct negotiation, any disagreement or dispute arising between them under or arising from or in connection with the Contract within thirty (30) days from the date of raising of such disagreement or dispute by either party. 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. Development-cum-Additional Chief Secretary and Secretary to Government, Planning and Convergence Department will be the final authority to resolve the disagreement or dispute arising between DE&S and the agency, which remain unresolved after thirty (30) days period mentioned above.

2.11.23 **Disqualification of Proposal**

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

- Proposal submitted without Bid Processing Fee and EMD as applicable.
- Proposal not submitted in accordance with the procedure and formats as prescribed in the RFP.
- 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.
- Financial 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.
- During validity of the proposal, or its extended period, if any, the bidder increases the quoted prices.
- 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 DE&S during the overall section process.

2.11.24 **Reporting arrangements**

The Agency shall work under the supervision of the Nodal Officer (Project Officer) of the Project Management Unit (PMU) constituted for the purpose with overall

guidance and supervision of the Director, Economics and Statistics, Odisha, Bhubaneswar (Contract Officer).

2.11.25 Consultant Evaluation Committee (CEC)

A Consultant Evaluation Committee (CEC) will be constituted to evaluate the proposals submitted by the bidders. The Consultant Evaluation Committee will also act as Consultant Monitoring Committee to monitor the activities and deliverables of the selected Agency for the proposed assignment from time to time. Monitoring of success of the assignment will be done by the Monitoring Committee and comments provided by the Committee must have to be complied with by the consultants accordingly.

2.11.26 High Level Steering Committee (HLSC) and Implementation Committee

High-Level Steering Committee (HLSC) has been constituted under the Chairmanship of Development Commissioner-cum-Additional Chief Secretary for providing overarching strategy, direction, and oversight to ensure alignment with stated objectives of the project / programme and to monitor the activities and deliverables of the selected agency for the proposed assignment from time to time.

An Implementation committee (IC) has been constituted under the chairmanship of OSD-cum-Special Secretary, Planning and Convergence Department to monitor and review the progress of the project / programme from time-to-time.

SECTION: 3

TERMS of REFERENCE (ToR)

Terms of Reference for Selection of Project Management Consultancy for Project Management Unit (PMU) on Strengthening of State Statistical System as a part of World Bank assisted “Odisha State Capability and Resilient Growth Policy Programme

3.1 Background Information

The Directorate of Economics & Statistics (DE&S) plays a vital role in the State Statistical System of Odisha. It collects official statistics, conduct large scale socio-economic census and surveys. In the -present scenario, the State Statistical System is not able to meet all the requirement of disaggregated statistical data and estimates for evidence based decentralized planning and prioritizing resource allocation. The state needs to have a better statistical system for producing data up to the lowest level of administrative units like District, Block, Urban Local Bodies, Gram Panchayat and Villages depending upon the requirement of decentralized planning and policy making process. Moreover, as the Government of Odisha is committed for implementation of Sustainable Development Goals, the effective implementation & monitoring of SDG requires quality statistical estimates / data on various indicators on a regular basis.

In this background the Directorate of Economics & Statistics strives for strengthening statistical system of the state along with the statistical wings in different Departments to meet the challenges on the availability of quality and real time data.

In the year 2020 Oxford Project Management Consultancy on behalf of the World Bank has conducted a functional review of Directorate of Economics & Statistics and has come up with a report which has indicated many short-term and long-term measures to strengthen the state statistical system. In order to address the bottlenecks and bring improvement in key areas, the World Bank has recently extended support to the State to strengthen the statistical system in the state and improve quality of the statistical product through a comprehensive project “Odisha State Capability and Resilient Growth Policy Programme”. This is a project under P4R framework.

In order to ensure smooth implementation of the project, a dedicated Project Management Unit (PMU) has been established in the Directorate of Economics & Statistics, Odisha. It is also envisaged that a Project Management Consultancy (PMC) will be in place as a part of PMU which will assist the PMU in their day-to-day activities for successful implementation of the project.

3.2 Overview of the activities of DE&S

A brief overview of the activities of DE&S are furnished below for better appreciation of functional areas of DE&S.

3.2.1 Establishment of an Agency for Reporting Agricultural Statistics (EARAS)

EARAS, a Central Assistance scheme has been implemented in Odisha since 1976-77

with an objective to estimate area, yield rate and production of the major crops paddy at Block Level and 13 important minor crops at District level.

3.2.2 Agriculture Census Operation

The Agricultural Census is a Central Plan scheme implemented in Odisha once in five years interval in three phases with the objective to collect data on operational holdings & area operated including land utilization, cropping pattern, irrigation, agricultural machinery & implements, uses of fertilizers & pesticides, use of certified seed and agricultural credit.

3.2.3 Improvement of Crop Statistics (I.C.S.)

This scheme has been implemented in Odisha since 1976-77 with the objective to identify deficiencies in implementation of the "EARAS" scheme through joint efforts of Central and State Authorities.

3.2.4 Pradhan Mantri Fasal Bima Yojana (PMFBY)

PMFBY is a Central Scheme with the objective to provide insurance coverage and financial support to the farmers in case of crop loss in respect of notified crops like Paddy, Maize, Groundnut, Mustard & Potato.

3.2.5 Rationalization of Minor Irrigation Statistics (RMIS)

This is a centrally Sponsored scheme aims at building a comprehensive and reliable data base in the Minor Irrigation Sector for future planning of Irrigation potential created and used.

3.2.6 Census of Water Bodies

The objective is to capture number of water bodies irrespective of their use in all revenue villages and urban wards of the state for policy design for water conservation and ground water recharge.

3.2.7 State Income

The primary job under State Income Division is of four folds i.e., estimation of State Income, Capital Formation and Public Finance and District Domestic Product.

3.2.8 Annual Survey of Industries (ASI)

Annual Survey of Industries (ASI) provides information to assess and evaluate, objectively and realistically, the changes in the growth, composition and structure of organized manufacturing sector includes processes, repair services, gas and water supply and cold storage.

3.2.9 Index of Industrial Production (IIP)

IIP is a macro-economic indicator of industrial growth that measures the short-term growth of the industrial sector of an economy as compared to a reference period.

3.2.10 National Sample Survey (NSS)

The National Statistical Office (NSO), Ministry of Statistics and Programme Implementation, Government of India, New Delhi conducts nation-wide sample surveys relating to various Socio-economic topics to collect data for planning and policy formulation 1958-59.

3.2.11 Economic Survey

The Economic Survey is an evaluation of annual performance and initiative of Government and way forward for development prospective of the State which is placed in the Odisha Legislative Assembly on the eve of the Budget Session.

3.2.12 Economic Census

Economic Census is a Central Sector Scheme to count all entrepreneurial units located in the geographical boundaries of the country, to provide a frame for future follow up

surveys.

3.2.13 Dynamic Business Register

The objective of dynamic Business Register is to prepare a Dynamic Business Register to assess the growth of establishment and employment both in organized and unorganized sector of economy.

3.2.14 Price Statistics

Information on farm harvest prices, wholesale prices, producer prices of livestock products, prices of building constructs and consumer price has been collected from different selected centres/ markets of all 30 Districts monthly/quarterly.

3.2.15 Basic Statistics for Local Level Development (BSLLD)

The objective is to develop database on village level statistics on different parameters to aid local-level planning from all the revenue villages of the State.

3.2.16 District Statistical Handbook

This is a biannual publication of the districts which covers twenty-three sectors across the districts as well as blocks.

3.2.17 Census of Employees

The objective is to develop database of Civilian employees in Govt. and State PSUs and study growth of employment for manpower planning.

3.2.18 Publications Division

There are about 30 statistical publications brought out by the DE & S regularly which may be seen at the DE&S website.

3.3 Role of the Project Management Unit (PMU) and Project Management Consultancy (PMC).

The Directorate of Economics and Statistics (DE&S), as the Nodal office and authority on official statistics in Odisha, have identified the priority areas to be supported under the project. The focus of the statistics component of the project is digital transformation of the DES including transitioning to Computer Assisted Personal Interviewing (CAPI) for survey data collection, establishment of a state data warehouse and an online data dissemination portal, as well as filling key data gaps, ensuring the quality of the data generated and institutional capacity building. The Project Management Unit along with the Project Management Consultancy will be responsible for the implementation, coordination, supervision, and monitoring of project activities.

3.3.1 Tasks / Responsibilities of the Project Management Consultancy (PMC)

The Project Management Consultancy shall perform the following tasks including but not limited to this assignment. As the project progresses, requirement may emerge for different areas of activities. Thus, there may be necessity to revise the work plan.

- Minutely going through the approved Detailed project Report (DPR) and grasping each activity to be done for the project accomplishment.
- Detail study and review of present schemes / programmes implemented by the DE&S, Odisha, methods of data collection, validation, compilation and data analysis including IT part. Conduct a review of the data flow mechanisms from district to DE&S and from various line Departments to DE&S and preparation of detail report on each.
- Review of the DE&S portal and the data dissemination mechanism of various

reports and publications, their contents, layout and design, visualisation techniques and periodicity of release.

- Gathering ideas from national and international level best practices and preparation of a report for further improvement keeping in view national and international standards and emerging needs.
- The consultant will keep close liaison with the officers/ officials of DE&S, District Planning and Monitoring Units (DPMUs) and other related officers from line Departments for understanding the overall context and further development.
- Preparing Tender Documents, RFPs and ToRs for procurement of goods and services needed under the project, wherever required and monitoring the process of procurement of goods and services through RFPs.
- The Project Management Consultancy shall study the manpower requirements at State and District level, depending upon the actual requirement of the project in the process of implementation. Hiring process shall be through RFP mode.
- Provide day-to-day management and technical support to the Project Management Unit.
- Assignment relating to the five broad activities of the project and for overall success of the project to be assigned by DE&S within the contract period.
- Monitor the project implementation and the target as envisaged under the Disbursement Linked Indicators (DLIs) as per approved DPR.
- Translating the key project areas into action plans, deliverables, and budgets.
- Coordinating among implementing agencies, departments and other stakeholders and organizing periodic meetings/ workshops with them.
- Suggest measures for removing bottlenecks and constraints in the way of smooth implementation of the project.
- Supporting training programmes for the officers/officials of DE&S and subordinate offices as part of capacity building component.
- Perform daily activities in consultation with DE&S officials of the PMU.
- Preparing implementation reports and presentations for various project related meetings and workshops.
- Support the Director, DE&S in reporting to The World Bank and Government of Odisha.
- Quarterly documentation of all activities taken up by PMC, improvement made to the existing system and further plan of action and presentation before the Internal Technical Committee of DE&S, Implementation Committee and High-Level Steering Committee.
- Ensure timely submission of monthly, quarterly and annual progress reports on overall project implementation, bi-annual environmental safeguards monitoring report, and any other reporting required for all stakeholders including The World Bank.
- Support PMU in preparing update report for the quarterly monitoring meeting to be organized by Planning & Convergence Department and Finance Department, Government of Odisha.
- Handover all data/ information including all images, videos, programmes, designs, infographics, training materials, presentations to DE&S on a hard disk. Additionally, keep all back-up files for a period of six months from closure of the contract period.
- Any additional work towards meeting the requirements of the project.

3.3.2 Structure of Project Management Consultancy (PMC)

The PMC is proposed to be eight-member team with experts / professionals from diverse field to assist the PMU in implementation of the project. The staff composition can be revisited once the project reaches a mature stage. However, the indicative requirement of manpower for setting up of PMC in DE&S are as follows:

Composition of Project Management Consultancy (PMC)		
1	Team Lead	1
2	Sectoral Expert-Statistics	1
3	Sectoral Expert-Economics	1
4	Data Management-cum-Quality Expert	1
5	Procurement-cum-Contract Management Expert	1
6	IT Expert	1
7	Data Scientist	2

Five officials from DE&S shall be engaged in The World Bank project to ensure seamless implementation of the project. The officers of DE&S engaged for The World Bank project shall be working for successful implementation of the project along with the Project Management Consultancy (PMC).

3.3.3 The Role, Responsibility, Experience, Expertise and qualification of the position of the PMC under World Bank assisted Strengthening of Statistical System in Odisha under P4R Project will be as follows:

Sl. No.	Parameter
1	<p>Team Lead [1 Nos.]</p> <p><u>Responsibilities and requirements</u></p> <ul style="list-style-type: none"> • The Team Lead (TL) will be responsible for developing project work plans and budgets in consultation with the DE&S, user Government Departments, Agencies and teams. • The TL will monitor day-to-day implementation of the project vis-a-vis the work plan and work to solve any obstacles or bottlenecks. This involves coordinating closely with all stakeholders. • The TL will report to the Nodal Officer, PMU and will oversee implementation and achievement of key project milestones. • The TL must have extensive Project/Program/Management experience. He/she should have strong planning and organizing talent and ability to plan work assignments and work under pressure of frequent and tight deadlines with minimal direction/ supervision. • Excellent communication skills written and verbal with an ability to clearly articulate the project’s strategic goals into sound operating plans and processes. <p><u>Educational Qualification</u></p> <ul style="list-style-type: none"> • Post-Graduate degree in Statistics/ Computer Science/IT or B.E/B.Tech in Computer Science from reputed university or institutions. MBA will be an added advantage. • Advance knowledge of working with Internet based applications and languages. • The TL must have a solid awareness of the main suite of Project Management tools such as MS-Office (MS-Access, MS-Word, MS-Excel & MS-Outlook) and other statistical software (STATA, R, SAS, MATLAB & SPSS). <p><u>Experience</u></p> <ul style="list-style-type: none"> • Working with the Government (Govt. of India/ State Govt.) Departments in statistical projects. • Minimum experience of 10 Years in handling large scale IT intensive statistical projects. • Prior experience with any multilateral/ bilateral development agency-financed projects particularly with Government policies and procedures. • The TL must have extensive Project/ Program Management experience. • The TL should have more than five years of experience of handling large Analytics/ Statistical Projects as a Project Manager and Team Lead for Government Projects.
2	<p>Sectoral Expert-Statistician [1 No.]</p> <p><u>Responsibilities and requirements</u></p> <ul style="list-style-type: none"> • Creating and maintaining databases using statistical software programs, such as MS-Excel, Power Query, Tableau, SPSS/SAS/STATA/R etc. • Ensuring data integrity by performing rigorous cleaning, error checking, and validation. • Analyzing data using statistical techniques, and preparation of reports and their dissemination. • Performing statistical tests to determine the reliability and soundness of results. • Contributing to strategic planning by identifying trends and preparing forecasts. • Presenting statistical findings to DE&S in reports that include executive summaries, charts, tables, and graphs. • Documenting processes and keeping informed of technological advancements in the field of statistical analysis. • Creating dashboard for statistical facts and finding of data. • Identify challenges and potential bottlenecks. • Expose DES to national and international best practices in statistics. Identify opportunities for growth and modernization. • Liaise with other departments to coordinate data gathering. • Identifying key data gaps to be filled, development of new data products. • Review extensively data eco system from the prospective of comprehensiveness, Quality, Relevance and Representation.

	<ul style="list-style-type: none"> ● Classify data by sources such as geospatial data, survey data, administrative data etc. ● Adopting National Quality Assurance Framework for census and surveys conducted by DE&S and data collected from secondary sources by the DE&S. ● Designing and conducting analytical studies relevant for policy making. <p><u>Education Qualification</u></p> <ul style="list-style-type: none"> ● Post-Graduate degree in Statistics/Applied Statistics from a recognized University/ Institute. PhD in Statistics will be an added advantage. <p><u>Experience</u></p> <ul style="list-style-type: none"> ● Minimum 10 years of experience in the field of Statistics and Economics, for State Government and Central Government Departments for improvement of statistical system and for international agencies. ● Experience in conducting census/ surveys/ large data analytics/ National Accounts. ● Proficiency in statistical software programs, such as SPSS/R/STATA/SAS, or equivalent. ● Advanced knowledge of statistical methods, techniques, statistical modelling. ● Exceptional ability to interpret data and analyze trends, as well as preparing socio-economic and industry outlooks and forecasts. ● Extensive experience in summarizing and presenting findings in reports.
3	<p>Sectoral Expert-Economist [1 No.]</p> <p><u>Responsibilities and requirements</u></p> <ul style="list-style-type: none"> ● Creating and maintaining databases using statistical software programs, such as MS-Excel, Power Query, Tableau, SPSS/SAS/STATA/R. ● Ensuring data integrity by performing rigorous cleaning, error checking, and validation. ● Analyzing data using statistical techniques, formulas, and calculations. ● Performing statistical tests to determine the reliability and soundness of results. ● Contributing to strategic planning by identifying industry trends and preparing forecasts. ● Describing, interpreting, and summarizing conclusions. ● Presenting statistical findings to DE&S in reports that include executive summaries, charts, tables, and graphs. ● Documenting processes and keeping informed of technological advancements in the field of statistical analysis. ● Creating dashboard for statistical facts and finding of data. ● Liaise with other departments to coordinate data gathering. <p><u>Education Qualification</u></p> <ul style="list-style-type: none"> ● Master's degree in Economics/ Applied Economics from a recognized University/Institute. PhD in Economics will be an added advantage. <p><u>Experience</u></p> <ul style="list-style-type: none"> ● Minimum 10 years of experience in the field of economics and statistics for State & Central Government Departments for improvement of statistical system and for international agencies. ● Experience in analyzing large data from census/ surveys/ etc. ● Macro and micro economic data analysis, interpretation and report writing for National, State and Sub-State level units. ● Proficiency in statistical software like - SPSS/R/STATA/SAS, or equivalent. ● Advanced knowledge of econometric modeling and forecasting. ● Exceptional ability to interpret data and analyze trends, as well as preparing socio-economic and industry outlooks and forecasts.
4	<p>Data Management-cum-Quality Expert [1 No.]</p> <p><u>Responsibilities and requirements</u></p> <ul style="list-style-type: none"> ● Study of NQAF framework and suggest customization as per requirement for data

	<p>collected by DE&S.</p> <ul style="list-style-type: none"> ● Standardize the statistical processes in the DE&S to ensure standard data quality. ● Ensure adherence to legal and Government regulations. ● Regular monitoring and evaluation of statistical processes of DE&S. ● Assess system performance and make recommendations for software, hardware, and data storage improvements. ● Manage all incoming data files and continually develop data management strategies. ● Prepare and implement quality assurance policies and procedures and also perform routine inspections and quality tests. <p>Develop and implement procedures for effective data management system.</p> <ul style="list-style-type: none"> ● Create rules and procedures for data sharing. ● Address and discuss issues and proposed solutions. ● Documenting quality assurance activities and creating audit reports. ● Making recommendations for improvement. ● Creating training materials and operating manuals. <p><u>Education Qualification</u></p> <ul style="list-style-type: none"> ● M.Sc/ M.A. in Statistics/Economics or M. Tech in Computer Science/Information Technology/MCA/ Master degree in Data science or B.E./ B.Tech in Computer Science/IT from universities / institutions of national repute. ● Ph.D in Statistics/ data science will be an added advantage. <p><u>Experience</u></p> <ul style="list-style-type: none"> ● Minimum experience of 10 years in handling data management and quality related projects. ● Working knowledge of tools, methods, and concepts of quality assurance. ● Knowledge of relevant regulatory standards for quality statistical product dissemination. ● Good communication skills, both verbal and written. ● Excellent data collection and data analysis skill.
5	<p><u>Procurement-cum-Contract Management Expert [1 No.]</u></p> <p><u>Responsibilities and requirements</u></p> <ul style="list-style-type: none"> ● Preparation of Bid documents for procurement of goods and services for the project. ● Bid processing management and contract arrangement <ul style="list-style-type: none"> ● Researching and identifying prospective suppliers. ● Liaising with internal project teams and maintaining strong supplier relations. ● Evaluating products and suppliers according to key business criteria. ● Preparing proposals, requesting quotes, and negotiating purchase terms and conditions. ● Preparing and issuing purchase orders and agreements. ● Monitoring supplier performance and resolving issues and concerns. ● Inspecting and evaluating the quality of purchased items and resolving shortcomings. ● Analyzing industry and demand trends and supporting PMU with the development and implementation of sourcing strategies. ● Draft, evaluate, negotiate, and execute contracts ● Establish and maintain supplier relationships by serving as a single point of contact for contractual matters ● Manage record keeping for all contract-related correspondence and documentation ● Provide contract-related issue resolution, both internally and externally ● Monitor and complete contract close-out, extension or renewal, as appropriate ● Communicate contract-related information to all stakeholders ● Preparing reports and maintaining accurate inventory and procurement records. ● Complying with Government policies, procedures, and regulatory standards. <p><u>Education Qualification</u></p>

	<ul style="list-style-type: none"> • B.E./ B.Tech./MBA with a desirable qualification like- diploma or certificate in Public Procurement. <p><u>Experience</u></p> <ul style="list-style-type: none"> • Minimum 10 years of experience in procurement and contract management related field preferably in projects financed by Multilateral and Bilateral Development Agencies. • Proficiency in Microsoft Office and with business application software, any Govt e-Tendering portal/ GeM. • Good working knowledge of purchasing strategies. • Excellent communication, interpersonal, and negotiation skills. • Strong analytical thinking and problem-solving skills. • Team player with strong organizational skills. • Knowledge of government procurement rules and regulations. • Prior knowledge and experience of working on World Bank funded projects is advantageous.
6	<p>IT Expert [1 No.]</p> <p><u>Responsibilities and requirements</u></p> <ul style="list-style-type: none"> • The IT expert will be responsible for supervision of the key ICT interventions under the project including supervising (a) the development and implementation of CAPI system, (b) creation of state data warehouse and (c) Creation of a data dissemination portal and other IT interventions envisaged under the project. • The IT expert will serve as a bridge between DE&S, vendor, other IT teams and the various teams in DE&S. They will monitor/track DE&S needs and priorities. <p><u>Education Qualification</u></p> <ul style="list-style-type: none"> • MSc / MTech /B.E /B. Tech in Computer Science or Information Technology or MCA <p><u>Experience</u></p> <ul style="list-style-type: none"> • Minimum 10 Years of experience in IT consulting of similar nature of project. Experience in Statistical Strengthening Project is an added advantage working as IT expert for Statistical work in State and Central Government. Experience in developing CAPI and data warehousing. • Excellent knowledge of designing Enterprise level Architecture (EA). The Open Group Architecture Framework (TOGAF) certification will be an added advantage. • Knowledge of supervising data management workflows, understanding of data pipelines preferably experience in supervising in building data platforms and applications. • Knowledge of data privacy requirements for data management. • Excellent written and verbal communication skills. • Experience managing or interfacing with technology vendors. As part of this, ability to review the necessary technical documents for quality control and requirements mapping.
7	<p>Data Scientist [2 Nos.]</p> <p><u>Responsibilities and requirements</u></p> <ul style="list-style-type: none"> • Collecting and gathering data from various sources, including databases, APIs, web scraping, and more. They ensure the data is relevant, accurate, and comprehensive as per the objectives and requirement. • Cleaning and preprocessing data to remove inconsistencies, missing values, and outliers, making it suitable for analysis. • Implementing statistical and visualization techniques to explore the data and identify patterns, trends, and relationships using data visualization tools such as Matplotlib, Seaborn, and Tableau. • Creating new features or modifying existing ones to improve model performance and better capture patterns in the data by using machine learning models to make predictions, classifications, or recommendations based on data. • Assessing model performance, fine-tuning hyperparameters, and optimizing models to achieve the best possible results.

	<ul style="list-style-type: none"> • Understanding the specific domain or industry in which they work, which is crucial for making meaningful interpretations and recommendations from the data. • Staying up-to-date with the latest data science techniques, tools, and trends to adapt to changing data and needs. • Identifying and addressing complex problems using data-driven approaches and innovative solutions. • The Data Scientist(s) will provide support for a variety of tasks that might be required outside of the development of data platforms and applications. • These tasks can range from data automation tasks including data scraping, data wrangling, data imports and validation tasks, to running statistical analysis, specialized statistical products, and creating web-based visualizations. • They will develop communications tools and methods for explaining development concepts and outcomes, utilizing modern data visualization techniques. • They need to help and solve any routine data- related problems encountered using modern programming languages, libraries, and tools. • They will undertake data analysis, interpretation of different statistical activities of DE&S and provide capacity building guidance to the DE&S staff. <p><u>Education Qualification</u></p> <ul style="list-style-type: none"> • Post-Graduate degree in Computer Science/ Information Technology/ Computer Application/ Data Science/ Statistics/ Applied Statistics. <p><u>Experience</u></p> <ul style="list-style-type: none"> • Minimum experience of 5 years in handling data science/Statistics related projects preferably for State or Central Government. • Experience in creating, documenting, and maintaining tools such as R/ Python/ SAS/ STATA/ SPSS that simplify data wrangling, statistical modeling, and visualization tasks. • Technical experience in various aspects of data science - a creative problem solver with a strong skill in design and problem formulation; data curation; data acquisition, cleaning, and management; data interpretation, analysis; and the presentation and communication of results in an engaging and reproduceable manner. • Technical knowledge of one or more domains of development data such as economic statistics, demographic data, gender and social statistics, or other topics would be an advantage. • Technical knowledge of one or more distinct data sources and associated methods such as household surveys, administrative systems, geographic information systems, satellite imagery and other sensor data, “big data”, would be an advantage. • Excellent working knowledge of modern statistics, scripting, and programming languages such as R/STATA/SAS/Python/SPSS and associated software libraries. Knowledge of python and STATA/ SAS.
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- For entire duration of the project all the members of the Agency must be deployed full time basis at Directorate of Economics and Statistics, Odisha, Bhubaneswar. None of the team members should engage in any other engagement while being deployed for the current assignment.
- The Consultants/ Experts are expected to have strong analytical skills and ability of digital transformation of organization. The entire team should have the requisite skill of digital transformation of organization/ enhancing data quality / strengthening user engagement/ building institutional capacity and visualization techniques to prepare required analytical reports.

3.4 Key Deliverables of PMC & Payment Milestone

3.4.1 Outline of the Assignment

The assignment for the Project Management Consultancy (PMC) is broadly divided into 5 (five) parts in the line of the 5 pillars of the proposed project outcomes: (1) Digital Transformation of DES, (2) Enhancing Data Quality, (3) Filling Data Gap (4) Strengthening User Engagement, (5) Building Institutional Capability.

a) Digital Transformation of DES:

Currently for most of the schemes implemented by DES, manual system of data collection through schedules/ forms is being practiced. Similarly, for data analysis, data are entered manually to the system. It results in considerable time lag in generation of statistics and dissemination of data for use by different stakeholders. However, new data collection and monitoring technologies are becoming rapidly available. For dissemination of data, DES is publishing the hard copy of the reports and also the PDF formats are uploaded to the DES portal which is at very rudimentary stage. Moreover, the information flow mechanism between DES & DPMUs and also between DES & line departments is not automated which results in repeated physical pursuance, delay in getting data along with manual processing of various recurring reports etc. As such, it is essential to bringing about in collection, compilation, validation and analysis of data towards complete digitalisation which will save time and go paper-less in conducting surveys & census.

Some of the activities under the digitalisation of DE&S are listed below:

- (i) End-to-End automation of DE&S survey schemes from data collection, validation to compilation, tabulation, analysis, interpretation, and dissemination
- (ii) Design, Development, Implementation, Maintenance of CAPI, enabled Digital Survey Platform with survey management and monitoring portal.
- (iii) Setting up, management and maintenance of Analytical tool for the users such as officers of DES, professional working in the data analytics wings.
- (iv) Setting up of an integrated data warehouse with data ingestion, processing, quality control, and dissemination capabilities
- (v) Setting up of GIS System
- (vi) Setting up of IVRS System
- (vii) Document Management System (DMS) with real time data sharing capability
- (viii) Design, Development, Implementation, and maintenance of GIGW complaint CMS based web site for DES.
- (ix) Development, Management & Maintenance of State Dynamic Statistical Dashboard.
- (x) Design, Development, Implementation, and maintenance of on-line application for Monthly Progress Reports specific to various schemes of DE&S and establishment.
- (xi) Design, Development, Implementation, and maintenance of Inventory management system for tracking and monitoring of assets available at State headquarter, district and block level.
- (xii) Design, Development, and maintenance of e-Attendance System in Block, district and State Headquarters.

b) Enhancing Data Quality:

Reliable data are considered as sine -qua-non for evidence-based decision making and policy formulation. Over the years Governments at different levels are giving significant attention to their data systems. DES, as the large depository of data on

diverse fields also looking forward to improve in this direction for producing data which satisfy most of the data quality dimensions: accuracy, reliability, validity, completeness etc.

Quality of data depends up on the standardization of survey design, data collection tool, monitoring and supervision process and validation both offline and online. To enhance the data quality for general acceptability the PMC is expected to contribute towards following broad activities:

- (i) Concurrent monitoring of the statistical schemes for consistency and quality.
- (ii) Introducing Business Process re-engineering wherever applicable.
- (iii) Strengthening scrutiny & validation process of data collected from field with introduction of data collection & validation tools.
- (iv) Implementation of National Quality Assurance Framework (NQAF) with development of required customization needs.
- (v) Development and implementation of quality assurance framework and introduction of standard quality indicators.

c) Filling Data Gap:

DE&S has been engaging itself for collection, compilation and release of statistics relating to agriculture, irrigation, industry, price, enterprise and socio-economic indicators through various survey and census. Most of the surveys and census are conducted as part of schemes/ programmes of Government of India. However, the need for data has been increased manifold for development planning whether it is on people, programmes, economies, environment etc. The decentralised planning process requires data at more disaggregate level. Additionally, the mandates of SDG also enlarged the coverage of data requirements to monitor the progress under different goals. Data also allows the Government to monitor the health of important schemes and programmes. In this aspect, DES also desires to expand its activities by assessing the data gaps in different areas and filling up of data gaps through conduct of surveys, census, compilation of administrative data of different departments etc.

The action points under this activity will include:

- (i) Conducting discussion/workshops with different key development departments to identify the data gaps for development monitoring.
- (ii) Review the state indicator framework, district indicator framework under SDG to identify the data requirement at disaggregated level.
- (iii) To identify the area, where there is requirement of disaggregated data for development planning for three tier local self-Government.
- (iv) Some key areas of data gaps are estimation of District Domestic Product (DDP), Quarterly Gross State Domestic Product (QGSDP), which needs to be undertaken.
- (v) Collection of Basic Statistics for Local Level Development (BSLLD) is one of the important activities of DE&S. This needs to be reviewed to make it more relevant for local level development planning.
- (vi) Releasing periodic new statistical products.

d) Strengthening User Engagement:

Strengthening user engagement revolves round the fact that data produced should be used by some institutions/ agencies, researchers, administrators, planners, citizens etc otherwise there would be no meaning in generating statistics. Data produced must

reach wider audience. The strategy of user engagement benefits both the data producer and data users. As DES is producing and maintaining statistics on wide range of variables/ indicators, that should also be used by the potential users and DES should also strive towards engaging more and more users of data. Keeping in view the usability of data produced, the following activities are expected to take up by the PMC for accomplishment of this objective.

- (i) Development and publication of annual release calendar for all reports.
- (ii) Introducing innovative ways of disseminating data such as online mapping and tabulation tools and strengthening user-producer interactions.
- (iii) Promoting data advocacy through capacity building, training, data visualization and social media presence.
- (iv) Formation of user groups for key statistical domain.

e) Building Institutional Capability:

Building Institutional capacity aims to enhance the capacity of Officers/ Officials to plan, conduct and manage the works of an organisation efficiently and effectively. It also aims to improve institutional arrangements including human resources to work towards achievement of its mission in time with utmost efficiency. The focused activities in this area are:

- (i) Ascertaining present scenario with regard to presence of statistical personnel in key departments and their strengthening.
- (ii) Training Need Analysis, Course Design and conduct of training on different areas related to DES activities.
- (iii) Training and capacity building of the officers on statistical domain activity like household survey, crop area enumeration survey, state income and related aggregates, developing data collection tool/ programming, big data analysis, survey design, industrial statistics and related indices, price statistics and related indices.
- (iv) Training and capacity building of the officers/ officials on statistical software such as SPSS/STATA/CSPRO/SAS/R etc.
- (v) Training of officers/ officials in data analysis, data visualisation, predictions, modelling etc.
- (vi) Strengthening of RIPAE&S
- (vii) Strengthening statistical policies such as data policies, statistical acts and rules for data collection and data privacy.
- (viii) Strengthening statistical system in the key departments.
- (ix) ISO standard certification of DES

3.5 Deliverables of Project Management Consultancy:

The following deliverables are envisaged for the Project Management Consultancy.

Sl. No.	Time Period	Milestone/ Activities	Timeline	% of Fee (in Rs)
		2024-25		

Sl. No.	Time Period	Milestone/ Activities	Timeline	% of Fee (in Rs)
1	1 st Quarter (May- June, 24)	As-Is Study of all the schemes of DE&S and best practices at national/ international level <ul style="list-style-type: none"> Preparation of As-Is Report Preparation of report on Best- practices Preparation of Business process re-engineering and To-be-process report Analysis of Statistical data Dissemination policy of Different Country, MoSPI, E&IT Dept. of Govt. of Odisha and Different Statistical Agencies. 	To be continued	6.00
		<ul style="list-style-type: none"> Conduct IT review (Hardware/ software/ HR) and development of IT strategy. 	To be continued	
2	2 nd Quarter (July- Sept, 24)	<ul style="list-style-type: none"> As-Is Study and Preparation of Report as at (1) above 	31 st July	6.00
		<ul style="list-style-type: none"> Conduct IT review (Hardware/ software/ HR) and development of IT strategy. 	31 st July	
		<ul style="list-style-type: none"> Identification of scheme and detail data structure for conducting CAPI based survey of one scheme 	15 th July	
		<ul style="list-style-type: none"> Assessment for requirement of Hardware and Software on consultation with OCAC for CAPI 	31 st July	
		<ul style="list-style-type: none"> Vetting, verification and support for Preparation of RFP for selection of SI (RFP to be floated by OCAC) for development, management, and maintenance of CAPI based digital surveys for the year 2024-25. 	15 th July	
		<ul style="list-style-type: none"> Ensuring the training on CAPI by the SI 	15 th Aug	
		<ul style="list-style-type: none"> Providing necessary assistance for Go-live of the OISS solution & CAPI 	30 th Sept	
		<ul style="list-style-type: none"> Codifying business processes, data models, data ingestion workflow and Data migration Plan of each Statistics of DES in consultation with OCAC. 	To be continued	
		<ul style="list-style-type: none"> Analysis of data availability pertaining to different sectors in different sources including DES, Census & Surveys, and administrative data produced by various departments and preparing of detail report on variables, source & methodology used as prelude to identify data gaps. 	15 th Sept	

Sl. No.	Time Period	Milestone/ Activities	Timeline	% of Fee (in Rs)
		<ul style="list-style-type: none"> Training Need Assessment, and preparation of Base report for conducting training on different statistical software 	30 th Sept	
3	3rd Quarter (Oct- Dec, 24)	<ul style="list-style-type: none"> Codifying business processes, data models, data ingestion workflow and Data migration Plan of each Statistics of DES in consultation with OCAC. 	15 th Dec	6.00
		<ul style="list-style-type: none"> Preparation of Action Plan, training module for training and Capacity Building of officers to handle Statistical applications, software like (SPSS/ STATA/R/Python/CS PRO/SAS) and CAPI. 	31 st Oct	
		<ul style="list-style-type: none"> Development & publication of Annual release calendar 	15 th Dec	
4	4th Quarter (Jan- Mar, 25)	<ul style="list-style-type: none"> Providing support for Digitalization of District Statistical Hand Book 	To be continued	6.00
		<ul style="list-style-type: none"> Support for design and development of data collection for one survey taken up during the year through CAPI 	31 st March	
		<ul style="list-style-type: none"> Recommendation and preparatory works for release of one new statistical product for 2025-26 	To be continued	
		<ul style="list-style-type: none"> Support for Design & development of technical specification for development of revamped website of DES as per GIGW guideline. 	To be continued	
		<ul style="list-style-type: none"> Preparation of Action plan for exposure visit of Officers of DES. 	15 th Feb	
		<ul style="list-style-type: none"> NQAF Assessment under different schemes/ maintained database 	To be continued	
		<ul style="list-style-type: none"> Consultation with various departments or stakeholders for identification of data gaps and user engagement and review of statistical system in Departments/ Directorates/ offices. 	To be continued	
		<ul style="list-style-type: none"> Implementation of Training Plan: Training on advanced statistical tools- (STATA/ R/ SPSS/ SAS/ Python etc) 	To be continued	
2025-26				
5	1st Quarter (April- June, 25)	<ul style="list-style-type: none"> Monitoring of Data collection on the survey taken up during the year 2024-25 through CAPI 	To be continued	6.00
		<ul style="list-style-type: none"> Identification of scheme and development of detail data structure 	31 st April	

Sl. No.	Time Period	Milestone/ Activities	Timeline	% of Fee (in Rs)
		for conducting CAPI based survey of one scheme during 2025-26		
		<ul style="list-style-type: none"> Providing support for Digitalization of District Statistical Hand Book 	31 st May	
		<ul style="list-style-type: none"> Preparation of design and outlay for an inventory management system for DES 	31 st May	
		<ul style="list-style-type: none"> Framing out detail plan/ structure of data dissemination (case to case wise) relating to at least one product of DES 	30 th June	
		<ul style="list-style-type: none"> Support for Design, development & maintenance of online application for MPRs in respect of schemes / establishment 	30 th June	
		<ul style="list-style-type: none"> Support for Design & development of technical specification for development of revamped website of DES as per GIGW guideline. 	30 th April	
		<ul style="list-style-type: none"> Development of Data quality assurance framework based on NQAF and customization as per state need 	30 th May	
		<ul style="list-style-type: none"> Ensuring the training on CAPI by the SI 	30 th June	
		<ul style="list-style-type: none"> Facilitating Training on advanced statistical tools-STATA/R/SPSS/ SAS/ Python etc.) 	To be continued	
		<ul style="list-style-type: none"> Consultation with various departments or stakeholders for identification of data gaps and user engagement and review of statistical system in Departments/ Directorates/ offices. 	To be continued	
		<ul style="list-style-type: none"> Data catalogue for datasets with metadata for all schemes of DES 	To be continued	
6	2nd Quarter (July- Sept, 25)	<ul style="list-style-type: none"> Conduct of workshop with various departments or stakeholders for identification of data gaps and user engagement 	To be continued	6.00
		<ul style="list-style-type: none"> Ensuring completion of data collection on the survey taken up through CAPI during the year 2024-25 	30 th Sept	
		<ul style="list-style-type: none"> Support and monitoring of data collection for one additional survey taken up during the year through CAPI 	To be continued	
		<ul style="list-style-type: none"> Recommendation and preparatory works of one additional statistical product for publication and ensuring its release for 2026-27 	To be continued	
		<ul style="list-style-type: none"> Review of SDG framework for identification of data gaps 	To be continued	

Sl. No.	Time Period	Milestone/ Activities	Timeline	% of Fee (in Rs)
		<ul style="list-style-type: none"> Review of sample size for NSS and Preparation of Draft Plan for collection, compilation and analysis of NSS Data from enlarged sample size for disaggregated indicators 	To be continued	
		<ul style="list-style-type: none"> Providing support for Digitalization of Price statistics 	To be continued	
		<ul style="list-style-type: none"> Data catalogue for datasets with metadata for all schemes of DES 	To be continued	
		<ul style="list-style-type: none"> Monitoring of operation of the inventory management system of DES/ DPMUs/ BSOs 	To be continued	
		<ul style="list-style-type: none"> Monitoring of functioning of online application for MPRs in respect of schemes / establishment 	To be continued	
7	3rd Quarter (Oct- Dec, 25)	<ul style="list-style-type: none"> Report generation / Analysis of the survey conducted through CAPI during 24-25 	30 th Nov	6.00
		<ul style="list-style-type: none"> Monitoring of Data collection on the survey taken up during the year 2025-26 through CAPI 	To be continued (in all quarters)	
		<ul style="list-style-type: none"> Conduct of workshop with various departments or stakeholders for identification of data gaps and user engagement and review of statistical system in Departments/ Directorates/ offices 	To be continued (in all quarters)	
		<ul style="list-style-type: none"> Training on advanced statistical tools - STATA/R/ SAS/SPSS/Python/ CS Pro etc. 	To be continued	
		<ul style="list-style-type: none"> Implementation of Action plan for exposure visit of Officers of DES. 	31 st Dec	
		<ul style="list-style-type: none"> Providing support for Digitalization of Price statistics 	31 st Dec	
		<ul style="list-style-type: none"> Updation of Annual Release calendar as per development 	15 th Dec	
		<ul style="list-style-type: none"> Data catalogue for datasets with metadata for major schemes of DES 	15 th Oct	
8	4th Quarter (Jan- Mar, 26)	<ul style="list-style-type: none"> Release of new statistical product for 2025-26 	31 st Mar	6.00
		<ul style="list-style-type: none"> Conduct of workshop with various departments or stakeholders for identification of data gaps and user engagement. 	To be continued	
		<ul style="list-style-type: none"> Preparation of Action Plan for modernization of RIPAE&S. 	31 st March	

Sl. No.	Time Period	Milestone/ Activities	Timeline	% of Fee (in Rs)
		<ul style="list-style-type: none"> Providing Support for Digitization of ASI & IIP 	To be continued	
2026-27				
9	1st Quarter (April- June, 26)	<ul style="list-style-type: none"> Completion of data collection survey of the scheme through CAPI mode taken up during the year 2025-26 	31 st April	6.00
		<ul style="list-style-type: none"> Identification of scheme and detail data structure for conducting CAPI based survey of one scheme during 2026-27 	31 st April	
		<ul style="list-style-type: none"> Planning, designing for automated data flow between DE&S and DPMUs 		
		<ul style="list-style-type: none"> Support for Digitisation of ASI & IIP 	30 th June	
		<ul style="list-style-type: none"> Formulation of detailed framework for data collection on relevant indicators and filling the data gaps 	To be continued	
10	2nd Quarter (July- Sept, 26)	<ul style="list-style-type: none"> Ensuring the training on CAPI by the SI 	15 th July	6.00
		<ul style="list-style-type: none"> Data collection through CAPI for the year 2026-27 	To be continued	
		<ul style="list-style-type: none"> Ensuring release of New Statistical Product for 2026-27 	31 st Aug	
		<ul style="list-style-type: none"> Report generation / Analysis of the survey conducted through CAPI during 25-26 	15 th Sept	
		<ul style="list-style-type: none"> Support and monitoring of generation of digitised District Statistical Hand Book 	To be continued	
		<ul style="list-style-type: none"> Evaluating the functioning of NQAF and advocating for further development as per need 	To be continued	
		<ul style="list-style-type: none"> Evaluating working of data dissemination policy / framework, compiling feedback from different user groups and suggestion for further improvement 	30 th Sept	
		<ul style="list-style-type: none"> Unit level data repository for census/survey data under MI Census. Agriculture Census, economic census 	To be continued	
		<ul style="list-style-type: none"> Providing support for digitization of data collection process of State Income and others 	To be continued	
11	3rd Quarter (Oct- Dec, 26)	<ul style="list-style-type: none"> Recommendation of one new statistical product for publication and ensuring its release product for 2027-28 	To be continued	6.00
		<ul style="list-style-type: none"> Action Plan for ISO 9001 Certification of DES 	31 st Dec	

Sl. No.	Time Period	Milestone/ Activities	Timeline	% of Fee (in Rs)
		<ul style="list-style-type: none"> Preparing the plan and support for setting up of Library Management System in DES and RIPAES. 	To be continued	
		<ul style="list-style-type: none"> Monitoring of Data collection on the survey taken up during the year 2026-27 through CAPI 	To be continued	
		<ul style="list-style-type: none"> Support for Digitization of data collection process of State Income & others 	31 st Mar	
		<ul style="list-style-type: none"> Updation of Annual Release calenda as per development 	15 Dec	
		<ul style="list-style-type: none"> Facilitating Conduct of survey, Census etc for collection of data for filling the data gaps 	To be continued	
12	4th Quarter (Jan- Mar, 27)	<ul style="list-style-type: none"> Monitoring of data collection of the scheme through CAPI mode taken up during the year 2026-27 	To be continued	6.00
		<ul style="list-style-type: none"> Release of new statistical product for 2026-27 	31 st Mar	
		<ul style="list-style-type: none"> Digital dissemination of DSHB 	31 st March	
		<ul style="list-style-type: none"> Evaluating the functioning of NQAF and advocating for further development as per need 	31 st March	
		<ul style="list-style-type: none"> Facilitating/ Monitoring Conduct of survey. Census etc for collection of data for filling the data gaps 	To be continued	
2027-28				
13	1st Quarter (April- June, 27)	<ul style="list-style-type: none"> completion report of data collection survey of the scheme through CAPI mode taken up during the year 2026-27 	15 th April	6.00
		<ul style="list-style-type: none"> Unit level data repository for census/survey data under MI Census. Agriculture Census, economic census 	15 th June	
		<ul style="list-style-type: none"> Monitoring Conduct of survey, Census etc for collection of data for filling the data gaps 	To be continued	
14	2nd Quarter (July- Sept, 27)	<ul style="list-style-type: none"> Release of New Statistical product for 2027-28 	31 st Aug	6.00
		<ul style="list-style-type: none"> Report generation / Analysis of the survey conducted through CAPI during 26-27 	30 th Sept	
15	3rd Quarter (Oct- Dec, 27)	<ul style="list-style-type: none"> Updating digitised District Statistical Hand Book and ensuring its dissemination 	31 st Dec	6.00
		<ul style="list-style-type: none"> Updation of Annual Release calendar as per development 	30 th Nov	

Sl. No.	Time Period	Milestone/ Activities	Timeline	% of Fee (in Rs)
		<ul style="list-style-type: none"> Compilation/ Report generation on the surveys/ Census conducted for filling data gaps 	To be continued	
16	4 th Quarter (Jan- Mar, 28)	<ul style="list-style-type: none"> Compilation/ Report generation on the surveys/ Census conducted for filling data gaps 	31 st Jan	10.00
		<ul style="list-style-type: none"> Report generation, digital dissemination of MI Census. Agriculture Census, economic census 	15 th March	
		<ul style="list-style-type: none"> Preparation & submission of project completion report detailing each & every activity with output/outcomes. 	31 st March	

3.6 Payment Terms

- Payment will be released based on the payment milestone and satisfactory achievement of the milestone by the competent authority.
- Payment will be made within thirty days of submission of invoice along with all required supporting documents.
- Payments will be made subject to TDS (Tax Deduction at Source) as per the Income-Tax Act, 1961 and other taxes if any as per Government of India and Government of Odisha rules. All tax will be calculated on prevailing rates.
- Office stationeries, sitting arrangements and logistic support for achieving the deliverables will be provide by DE&S.

3.7 Special Terms & Conditions

- Curriculum Vitae of Key Professionals shall be submitted (**TECH-9**), as per the qualifications and experience mentioned.
- Deployment of all resources for the project after signing of the contract between DE&S and bidder or any subsequent requirement from DE&S during the contract period must be made within two weeks. During deployment of resources, the consultants shall be placed at the DE&S state office at Bhubaneswar, Odisha.
- DE&S requires that the Consultants should provide professional, objective, and impartial advice and at all times hold the interest of Government of Odisha paramount, strictly avoid conflicts with other assignments/ jobs or their own corporate interests and act without any consideration for future work.

3.8 Change Request on Services and Deliverables

In case DE&S needs any additional resources with specific expertise for certain duration of the assignment towards successful achievement of the desired outcomes, the same shall be deployed by the selected bidder as per mutually agreed terms and conditions. For the purpose, wherever proposed professionals are not sufficient for emerging requirements, a pool of technical advisors shall be proposed by the consultant from different thematic areas

for providing support for formulation and implementation of digital transformation, data quality enhancement, user engagement, institutional capacity building. The pool of technical advisors would be used on a draw-down basis as per the emerging requirements on mutual agreement. These draw-down resources shall be budgeted separately.

SECTION: 4
TECHNICAL PROPOSAL SUBMISSION FORMS
TECH - 1
COVERING LETTER
(ON BIDDER'S LETTER HEAD)

[Location, Date]

To

The Director, Economics and Statistics,
Arthaniti 'O' Parisankhyan Bhawan,
HoD Building Campus, Bhubaneswar,
PIN-751001, Odisha

Sub: Selection of Project Management Consultancy (PMC) for Project Management Unit (PMU) on Strengthening of State Statistical System as a part of World Bank assisted "Odisha State Capability and Resilient Growth Policy Programme. [TECHNICAL PROPOSAL]

Dear Sir,

I, the undersigned, offer to provide the services for the proposed assignment in respect to your Request for Proposal No. 1 , Dated 15/03/2024. I hereby submit 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 based on 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 provision of this RFP/ToR including our technical & financial proposal is found to have deviated, then your Directorate shall have the right 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.

Yours faithfully,

Authorized *Signatory with Date and Seal:*

Name and Designation: _____

Address of Bidder: _____

REQUEST FOR PROPOSAL

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: Rs. 10,000.00 Demand Draft No. & Date: Name of the Bank: In case of e-Payment UTR No. & Date	
7	PAN Number	
8	Goods and Services Tax Identification Number (GSTIN)	
9	Willing to carry out assignments as per the Terms of Reference (ToR) of the RFP	YES / NO
10	Willing to accept all the terms and conditions as specified in the RFP	YES / NO

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 the rejection of the bid.

TECH -3
Bidder Organization (Financial Details)

Financial Information in Rupees				
Details	FY 2020-21	FY2021-22	FY2022-23	Average
Consulting Turnover (in Lakh)				
<i>Supporting Documents:</i> 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)				
<i>Filled in information in this format must have to be jointly certified and sealed by the CA/Company Auditors 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>				

Signature and Seal of the CA/ Company Auditor with Date in original

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

Communication Address of the Bidder: _____

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

REQUEST FOR PROPOSAL

TECH - 4
FORMAT FOR POWER OF ATTORNEY
(On Bidder's 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.

REQUEST FOR PROPOSAL

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:
Name of Senior Staff Involved and Corresponding Positions:		
Narrative Description of Project:		
Description of Actual Services Provided by Your Staff:		
Experience in Digital transformation of organization/ Enhancing data quality / Strengthening user engagement/ Building institutional capacity/ similar assignment related to Statistical Works for Govt. of India or Other State Governments for at least one-year assignment.		
Experience in implementation/ managing PMU/ PMC/ similar nature of work pertaining to Statistical Strengthening or Improvement/ Digital transformation of organization/ Enhancing data quality / Strengthening user engagement/ Building institutional capacity of minimum duration of one year with relating to similar statistical activities.		
Experience of the Key Personnel in Statistical Strengthening or Improvement/ Digital transformation of organization/ Enhancing data quality / Strengthening user engagement/ Building institutional capacity related to similar statistical activities.		
<ul style="list-style-type: none"> Professional Staff strength and Master's or Ph.D. in Economics, Statistics, Econometrics, Applied Statistics, Mathematics, Computer Science, Data Science, Information Technology. 		

REQUEST FOR PROPOSAL

TECH - 6

INFORMATION REGARDING ANY CONFLICTING ACTIVITIES AND DECLARATION THEREOF

Are there any activities carried out by your agency which are of conflicting nature as mentioned in Section 2: [Information to the Bidder] under Para (2.11.8). 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].

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

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

Communication Address of the Bidder: _____

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

TECH - 7

**Comments and Suggestions on the
Terms of Reference / Scope of Work and Counterpart Staff and Facilities to be provided by
DE&S**

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 Counterpart Staff and Facilities to be provided by DE&S:

[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, the 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/ she 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 the following three sections separately for Part-1 and Part-2 of the Assignment as described in the ToR]

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. ***Please do not repeat/ copy the ToR here.***

B. Description of Approach and Methodology:

- Preparation of roadmap for digital transformation of Directorate of Economics and Statistics
- Enhancing data quality
- Filling data gap
- Strengthening user engagement
- Building institutional capability.
- Any other work relating to above to be assigned by the client within the contract period

C. Work Plan and assignment for key Professional:

The bidder should propose and justify the structure and composition of the team and should enlist the main activities under the assignment in respect of the Key Professionals responsible for it. Further, it is necessary to enlist the activities under the proposed assignment with sub-activities.

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

NB: Bidders are requested to furnish the above information limiting it up to 5-7 pages only with Arial Font Size-10.

TECH - 9

Format of Curriculum Vitae (CV) for Proposed Key Professional

1. **Proposed Position:**

[For each position of key professional separate form of Tech 9 will be prepared for the Assignment as described in the ToR]

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 Training:**

10. **Countries of Work Experience:**

11. **Languages:**

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

12. **Employment Record:**

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

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

13. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned for the Assignment as described in the ToR

[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 write-up restricted to three 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
AS DESCRIBED IN THE TOR**

Quarter Ending	Year & Quarter-1			Year & Quarter-2			Year & Quarter-3			Year & Quarter-4		
Sequence of Activities/ Sub activities	Month-1	Month-2	Month-3	Month-1	Month-2	Month-3	Month-1	Month-2	Month-3	Month-1	Month-2	Month-3

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 SUBMISSION FORMS

FIN-1
COVERING LETTER
(In Bidder's Letter Head)

[Location, Date]

To

The Director, Economics and Statistics,
Arthaniti 'O' Parisankhyan Bhawan,
HoD Building Campus, Bhubaneswar,
PIN-751001, Odisha

Subject: Selection of Project Management Consultancy of Project Management Unit (PMU) for Strengthening of State Statistical System as a part of World Bank assisted "Odisha State Capability and Resilient Growth Policy Programme [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. 1, Dated: 15/03/2024. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures*].

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

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to the 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:

* Amount must match with

FIN-2 Summary of financial Proposal.

FIN-3- Breakdown of Remuneration of Key Professionals.

~~FIN-4- Breakdown of Overhead Expenses.~~

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 Rs.)	Total
1	Team Lead	1		
2	Sectoral Expert-(Statistics)	1		
3	Sectoral Expert-(Economics)	1		
4	Data Management-cum-Quality Expert	1		
5	Procurement-cum-Contract Management Expert	1		
6	IT Expert	1		
7	Data Scientist	2		
B	Total Remuneration for Key Professionals			
C	Overhead charges			
D	Consulting Fee (B+C)			
E	Taxes applicable as per GST Act@ __% of Consulting Fee (D)			
Grand Total (INR) (D+E)				
In Words				

NB:

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

Authorized Signatory [In full and initials]: _____

Name and Designation with Date & Seal: _____

REQUESTFORPROPOSAL

FIN-3

DETAIL BREAK-UP OF FEE OF KEY PROFESSIONALS

Sl. No	Position	Requirement	Name of Key Person	Monthly Fee in INR	Total Fee in Quarterly (INR)
1	Team Lead	1			
2	Sectorial Expert- (Statistics)	1			
3	Sectorial Expert- (Economics)	1			
4	Data Management- cum-Quality Expert	1			
5	Procurement-cum- Contract Management Expert	1			
6	IT Expert	1			
7	Data Scientist (1)	1			
8	Data Scientist (2)	1			
Total		8			

Authorized Signatory [In full and initials]: _____

Name and Designation with Date& Seal: _____

FIN-4

BREAKDOWN OF OVERHEAD EXPENSES

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

Authorized Signatory [In full and initials]: _____

Name and Designation with Date& Seal: _____

SECTION-6

Annexure – I

BID SUBMISSION CHECK LIST

Sl. No.	Description	Submitted (Yes/ No)	Page No.
TECHNICAL PROPOSAL (ORIGINAL + 1COPY)			
1	Filled in Bid Submission Check List (ANNEXURE-I)		
2	Covering Letter (TECH -1)		
3	Bid Processing Fee of Rs. 10,000/- in form of demand draft / e-payment		
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 for the FYs 2020-21, 2021-22 and 2022-23		
8	General Details of the Bidder (TECH - 2)		
9	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		
10	Power of Attorney (TECH - 4) in favour of the person signing the bid on behalf of the bidder.		
11	List of completed assignments of similar nature (Past Experience Details) (TECH - 5) along with the copies of work orders for the respective assignments		
12	Self-Declaration on Potential Conflict of Interest (TECH- 6)		
13	Comments and Suggestions (TECH – 7)		
14	Description of Approach, Methodology & Work Plan (TECH - 8)		
15	CV of Key Professionals (TECH – 9)		
16	Work Plan (TECH – 10)		
17	Bid Security /EMD (demand draft / Bank Guarantee)		
FINANCIAL PROPOSAL (ORIGINAL)			
1	Covering Letter (FIN-1)		
2	Summary of Financial Proposal (FIN-2)		
3	Detail Break-up of Fee of Key Professionals (FIN-3)		
4	Breakdown of overhead Expenses (FIN-4)		

Undertaking:

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

Authorized Signatory [*In full and initials*]: _____
REQUEST FOR PROPOSAL

Name and Designation with Date and Seal: _____

Annexure – II

Model Bank Guarantee Format for furnishing EMD

Whereas (hereinafter called the “tenderer”) has submitted their offer dated..... for the supply of (hereinafter called the “tender”) against the purchaser’s tender enquiry No.....

KNOW ALL MEN by these presents that WE..... of having our registered office at..... are bound unto (hereinafter called the “Purchaser) in the sum of for which payment will and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents.

Sealed with the Common Seal of the said Bank this..... day of20.....

THE CONDITIONS OF THIS OBLIGATION ARE:

- (1) If the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.
- (2) If the tenderer having been notified of the acceptance of his tender by the Purchaser during the period of its validity:-
 - a) If the tenderer fails to furnish the Performance Security for the due performance of the contract.
 - b) Fails or refuses to accept/execute the contract.

WE undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force upto and including 45 days after the period of tender validity and any demand in respect thereof should reach the Bank not later than the above date.

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

.....
(Signature of the authorized officer of the Bank)

.....
.....
Name and designation of the officer
.....

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

REQUEST FOR PROPOSAL
* Preferably at the headquarters of the authority competent to sanction the expenditure for purchase of goods or at the concerned district headquarters or the State headquarters.

Annexure – III

Model Bank Guarantee Format for Performance Security

To
The Drawing and Disbursing Officer,
Directorate of Economics and Statistics, Odisha,
Arthaniti-O-Parisankhyan Bhawan,
HoD Building Campus, Unit-V, Bhubaneswar,
PIN-751001, Odisha.

WHEREAS..... (name and address of the supplier) (hereinafter called “the supplier”) has undertaken, in pursuance of contract no..... dated to supply (description of goods and services) (herein after called “the contract”).

AND WHEREAS it has been stipulated by you in the said contract that the supplier 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 supplier, 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 supplier 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 supplier 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 thereunder or of any of the contract documents which may be made between you and the supplier 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 guarantee shall be valid until the day of, 20..... Our..... branch at * (Name & Address of the * branch) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our * branch a written claim or demand and received by us at our * branch on or before Dt..... otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

.....
(Signature of the authorized officer of the Bank)

.....
Name and designation of the officer

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

* Preferably at the headquarters of the authority competent to sanction the expenditure for purchase of goods or at the concerned district headquarters or the State headquarters.

REQUEST FOR PROPOSAL

Annexure – IV

(In Bidder's Letter Head)

SELF-DECLARATION TO BE SUBMITTED BY EACH PARTICIPATING BIDDER THAT THEIR FIRM IS NOT SANCTIONED OR DEBARRED UNDER THE WORLD BANK SYSTEM OF DEBARMENT AND CROSS-DEBARMENT.

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

Name and Designation with Date and Seal: _____