

EOINO:2046/SS

DATE:16.10.2023

**EXPRESSION OF INTEREST
FOR
RUNNING OF REHABILITATION CENTRE FOR
PERSONS WITH MENTALLY ILLNESS
(HALF WAY HOME)
AT
OLD DISTRICT HQRS HOSPITAL,
DHENKANAL.**

Issuer:

Collector and District Magistrate, Dhenkanal

Collectorate, Dhenkanal-759001
Phone: 8249812374
Email:dssodhenkanal@gmail.com
Dhenkanal<https://dhenkanal.nic.in>

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"CLIENT" also accepts no liability of any nature whether resulting from negligence or otherwise, howsoever caused arising from reliance of any Bidder upon the statements contained in this RFP.

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"CLIENT" reserves the right, without any obligation or liability, to accept or reject any or all applications, at any stage of the selection process, to cancel or modify the process or any part thereof, or to vary any or all the terms and conditions at any time, without assigning any reason whatsoever.

The issue of this EOI does not imply that "CLIENT" is bound to select service provider or to appoint the successful service provider, as the case may be. "CLIENT" reserves the right to reject all or any of the Bidder/s or Bids without assigning any reason whatsoever. The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by "CLIENT" or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and "CLIENT" shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.



DATA SHEET

Sl.	Particular	Details
1.	Name of the Client	Collector & DM,Dhenkanal
2.	Method of Selection & Proposal Validity	Quality Cum Cost Basis (QCBS)
3.	Date of Issue of EOI	Dt.16.10.2023
4.	Proposal submission due date	Dt.14.11.2023
5.	Date of opening of Technical	Dt.16.11.2023 at 3.00 P.M
6.	Date of opening of Financial	Dt.16.11.2023 at 5.00 P.M
7.	Expected Date of Commencement of Assignment	Will be intimated later
8.	Bid Processing Fee (Non-Refundable)	Rs.10,000/- (Rupees Ten Thousand only) remitted through demand draft drawn in favour of DSSO,Dhenkanal
9.	Earnest Money Deposit (EMD) Refundable	Rs.1,00,000/- (Rupees One Lakh) Only in shape of TDR/FD in favour of Collector, Dhenkanal from any Nationalised Bank..
10.	Contact Person	DSSO,Dhenkanal Phone No. 8249812374 / 9437331659 Email Id :dssodhenkanal @gmail.com
11.	Address for Hard Copy Submission of Technical Proposal	District Social Security Officer, Dhenkanal Phone No. 8249812374/9437331659 Email Id :dssodhenkanal @gmail.com
12.	Place of Opening of Proposal:	Sadhabana Conference Hall of Collectorate, Dhenkanal. Phone No. 06762-225700 Email Id :dm-dhenkanal @nic.in

EOI can be downloaded from: <http://www.dhenkanal.nic.in>



SECTION - 1
LETTER OF INVITATION

Collector & DM,Dhenkanal

Phone No. 06762225602

E-mail:dm-dhenkanal@nic.in Website:<http://www.dhenkanal.nic.in>

RFP No.2046/SS.Dt.16.10.2023

REQUEST FOR PROPOSAL (RFP)

For

To Set - up and Running of a Rescue & Rehabilitation Centre for Mentally ill Persons (Half way Home) at Dhenkanal

1. Bidders are called upon to submit their RFP proposals (hard copy) in respect of the Project **To run Rehabilitation Centre for persons with Mentally illness (Half way Home) at Old District Hqrs Hospital, Dhenkanal** in accordance with the formats, terms and conditions of the RFP and on the basis of National Competitive bidding for the work detailed in the table given below. More details on the proposed programme are provided at **Section-3: Terms of Reference (ToR)** of this RFP Document. The firm is advised to examine carefully all instructions in the RFP Document.
2. The RFP will be available for download, free of cost, at <http://www.dhenkanal.nic.in>. All Bidders must submit a sum of **Rs.10,000/- (Non-Refundable) (Rupees Ten thousand only)** towards the cost of the RFP Document in the form of Demand Draft only. This is inclusive of GST. **Rs. 1,00,000/-(Refundable) (Rupees One Lakhs Only)** as Bid Security in the form of Term Deposit Receipt (TDR)/F.D/ issued by any Nationalised or Scheduled Bank having branch at Dhenkanal duly pledged in favour of "Collector, Dhenkanal" is to be submitted along with their Proposal as per the conditions outlined in this RFP.
3. A bidder will be selected under **Quality and cost basis (QCBS)** procedure as prescribed in the RFP Document.
4. The proposal completes in all respect as specified in the RFP Document must be accompanied with the proof of remitting Bid Processing Fees & EMD failing which the bid will be rejected.
5. The complete RFP document can be viewed/downloaded from district portal of Dhenkanal <http://www.dhenkanal.nic.in> from **Dt.17.10.2023 (11.00 A.M.)**
6. The last date and time for submission of proposal complete in all respects is **Dt.14.11.2023** till 5.00 P.M. The date of opening of the Technical Proposal is **Dt.16.11.2023** at 3.00 P.M. in the presence of the bidder's representative at the specified address as mentioned in the Bidder Data Sheet (**Sl. No.12**). Representatives of the bidders may attend the meeting with due authorization letter on behalf of the bidder.

This RFP includes following sections:

- i. Letter of Invitation [**Section - 1**]
- ii. Information to the Bidder [**Section - 2**]
- iii. Terms of Reference [**Section - 3**]
- iv. Technical Proposal Submission Forms [**Section - 4**]
- v. Annexure [**Bid Submission Checklist & and any other relevant assignment related material needs to be provided**]

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

Interested bidders may download the Request for Proposal Documents (the "RFP" document) from the above website to see further details for participation in the online bidding.

Name & Address of the Officer Inviting RFP:

Collector & DM,
Dhenkanal, Odisha.
Phone No.06762-225602
Email Id: dm-dhenkanal @nic.in


**Additional District Magistrate,
Dhenkanal.**

2010 February 2010

SECTION - 2
INFORMATION TO THE BIDDER

1. Pre-Qualification Criteria:

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

SI. N	Eligibility Criteria	Supportive Documents
1	<p>1.i) The NGO Should be registered either under the Societies Registration Act, 1860 or the Indian Trusts Act, 1882 or Section 8 of the Companies Act, 2013 or any other appropriate Act as may be notified by the Government of Odisha from time to time;</p> <p>1.ii) Should be registered under Section 139A & 12AA of the Income tax Act, 1961;</p> <p>1.iii) Should be registered under the NGO Darpan Portal of Government of India;</p> <p>1.iv) Should be registered under Section 50 of the Rights of Persons with Disabilities Act,2016 and/or Section 65 of the Mental Health Care Act, 2017;</p> <p>1.v) Preferably be registered under Section 12 of the National Trust for the Welfare of Persons with Autism, Cerebral Palsy Mental Retardation and Multiple Disabilities Act, 1999;</p>	<p>Certificate of Registration/ Service Tax Registration /PAN Card/NITI Aayog Registrationno.</p>



Sl. N	Eligibility Criteria	Supportive Documents
2	<p>A. Should ordinarily have existed for a period of three years and have resources, facilities and experience for undertaking the program</p> <p>B. The NGO/Agency must have minimum 05 years working experience in the field of development sector in Odisha. Out of which:</p> <p>C. Minimum 03 years' experience in residential single set - up for Mentally Ill Challenged with 50 capacity in Odisha.</p> <p>D. Residential project minimum 3 years experience in Shelter & Rehabilitation of Physically & Mentally challenged /Senior citizen/ Drug-Addicts / Ujjwala Home/ One Stop Centre/CCI projects in single residential set up with 50 capacity in state of Odisha</p>	Copies of Work Order / Contract Document / Completion Certificate from the previous Clients
3	<p>The organization must have minimum total turnover of Rs.1.00 crore in each last financial year 2019-20, 2020-21 & 2021-22, consecutively. The Audit Report duly certified by a Chartered Accountant should be submitted with the Bid documents.</p> <p>The organization must having minimum of Rs. 2.00Crores as fixed assets FY 2021-22.</p>	Financial Details of the bidder (TECH - 3) along with copies of the audited balance sheet and Income & Expenditure Statement duly sealed and certified by the CA and the authorized representative of the bidder.
4	Should not have been blacklisted by any central or state Government agencies.	Affidavit regarding non Black listed by any Central or State Government agencies :

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

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

- Filled in Bid Submission Check List in Original (**Annexure-I**)
- Covering letter (**TECH- 1**) on bidder's letterhead requesting to participate in the selection process.
- Bid Processing Fee & Earnest Money Deposit (EMD) as applicable
- Copy of Certificate of Incorporation/ Registration & RPwD Act etc

- Copy of PAN
- Copies of IT Return for the last 3 (Three) Assessment Years 2019-20,2020-2021 & 2021-22.
- General Details of the Bidder (TECH – 2)
- Financial Details of the bidder (TECH – 3) along with all the supportive documents as applicable duly signed as per the instruction.
- Power of Attorney (TECH – 4) in favour of the person signing the bid on behalf of the bidder.
- List of completed assignments of similar nature (Past Experience Details, TECH – 5) along with copies of contracts / work orders / completion certificate from previous Clients.
- Description of Approach, Methodology ^ Work Plan (TECH-6)
- Work Plan (TECH-7)
- Undertaking/ Affidavit for not having been black-listed by any Central / State Government / Any other autonomous bodies/ International & National Organization in the recent past.

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

3. **Bid Processing Fee :**

The bidder must furnish as part of technical proposal, the required bid processing fee amounting to **Rs.10,000/- (Non-Refundable) (Rupees Ten Thousand Only)** Remitting as shown in the Data Sheet.

4. **Earnest Money Deposit (EMD) :**

The bidder must furnish, as part of the technical proposal, an Earnest Money Deposit (EMD) amounting to **Rs.1,00,000/- (Refundable) (Rupees One Lakh Only)** Remitting as shown in the Data Sheet .

The EMD of unsuccessful bidders shall be refunded after finalization of selection process and award of contract. The EMD will be forfeited on account of the following reasons:

- Bidder withdraws or modifies (not acceptable to Client) its proposal during the bid validity period as specified in RFP
- Bidder does not respond to requests for clarification of its proposal.
- Bidder fails to provide required information during the evaluation process or is found to be non-responsive or has submitted false information in support of its qualification.
 - If the bidder fails to
 - provide any clarifications to the Client
 - agrees to the decisions of the contract negotiation meeting
 - sign the contract within the prescribed time period
- Any other circumstance which holds the interest of the Client during the overall selection process.

5. **Validity of the Proposal:**

Proposals shall remain valid for a period of **120 (One Hundred Twenty Days)** from the date of opening of the technical proposal. The Client reserves the rights to reject a proposal valid for a shorter period as non-responsive and will

make the best efforts to finalize the selection process and award of the contract within the bid validity period. The bid validity period may be extended on mutual consent.

6. **Preparation & Submission of Proposal:**

6.1 **PREPARATION OF PROPOSAL**

The bidders are to submit their proposal through Speed post/Registered post (India post) only as per the information provided in the datasheet in Two Parts strictly using the formats enclosed herewith refer Section: 2,3,4, & 5 for Part-1 and Part-2 in 2 separate covers. The two parts shall be:

Part 1: Fee/ Pre-Qualification/ Technical Proposal and

Bidder must submit **Hard Copy** of the Technical Proposals by **Registered Post / Speed Post** only to the specified address before stipulated date of opening the Technical Bid as mentioned in Bidder Data Sheet. The Client will not be responsible for postal delay / any consequence in receiving of the proposal.

6.2 **The procedure for submission of the proposal is described below:**

i) **Technical Proposal:**

The envelope containing Hard Copy of Technical Proposal (Section: 2, 3, 4, & 5) which is uploaded in electronic form in the web portal along with proof of Remittance of Bid Processing Fee and EMD shall be sealed and superscripted as "Technical Proposal - To Run Rehabilitation Centre for persons with Mentally illness (Half way Home) at old District Hqrs, Hospital Dhenkanal" and to be furnished inside one envelope. The duly filled-in technical proposal submission forms, along with all the supportive documents and information have to be furnished as part of technical proposal.

Financial Proposal:

As per SSEPD Department, Government of Odisha guide line the financial sealing limit for the half way home is Rs.4000.00 per month per person inclusive for all provision to set up the projects.

- The Bidder shall submit his willingness.
- The rate offered to remain fixed for the whole contract period or for the extended agreed period.
- The financial support shall be inclusive all costs, direct or indirect, for successful delivery of the services defined in the ToR.
- Shall express the price of their services in the Local currency (Indian Rupees).

There is no need of submit the financial proposal in separate format.

ii) The completed proposal must be submitted on or before the time and date stated in the Data Sheet.

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



7. **Opening of the Proposal :**

- (i) Opening of Proposals will be done as per the schedule date and time.
- (ii) The **TECHNICAL PROPOSAL** received as mentioned in point nos.6 .2(i) will be opened in the initial stage by the Client in presence of the bidder's authorized representatives at the location, date and time specified in the Data Sheet.
- (iii) The Client will constitute a Tender Evaluation Committee (TEC) to evaluate the proposals submitted by bidders. Only one representative with proper authorization letter from the participating bidder will be allowed to witness the bid opening.

8. **Evaluation of Proposal:**

An evaluation process will be conducted as explained below for evaluation of the proposals:

TECHNICAL EVALUATION (Part-I): Technical proposal will be opened and evaluation of the proposals will be done to determine whether the proposal comply to the prescribed eligibility condition and the requisite documents / information have been properly furnished by the bidder or not. Submission of following documents / information will be verified:

- ✓ Filled in Bid Submission Check List in Original (**Annexure-I**)
- ✓ Covering letter (**TECH - 1**) on bidder's letterhead requesting to participate in the selection process.
- ✓ Receipt of Bid Processing Fee & Earnest Money Deposit (EMD) as applicable.
- ✓ Copy of Certificate of Incorporation/ Registration.
- ✓ Copy of Bye Law and Memorandum.
- ✓ Copy of PAN.
- ✓ Copies of IT Return for the last 3 assessment years
- ✓ General Details of the Bidder (**TECH - 2**).
- ✓ Financial Details of the bidder (**TECH - 3**) along with all the supportive documents as applicable duly signed and certified as per the instruction.
- ✓ Power of Attorney (**TECH - 4**) in favour of the person signing the bid on behalf of the bidder.
- ✓ 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/Affidavit for not having been black-listed by any Central / State Government / Any other Autonomous Bodies/ International & National Organization in the recent past.
- ✓ Duly filled in description of Approach, Methodology & Work Plan **TECH - 6 to 7**.
- ✓ All the pages of the proposal and enclosures/attachments are signed by the authorized representative of the bidder.

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



TECHNICAL EVALUATION (Part-II): Detailed evaluation process as per the following parameters will be adopted for evaluation of the proposals.

Sl. No	Parameters for Evaluation
1	<p>The NGO/ Agency must have minimum 05 years working experience in the field of development sector basing on no of Units run by the NGO</p> <p><u>Total Marks-20.</u></p> <ol style="list-style-type: none"> 1. 1-3 Units : 05 Marks. 2. 4-5 Units :10 Marks 3. 6-10 Units :15 Marks. 4. 10 Units above :20 Marks.
2	<p>A. The NGO/ Agency must have minimum 05 years working experience in the field of development sector based on Capacity of inmates/ beneficiaries being managed by the NGO.</p> <p><u>Total Marks-20</u></p> <ol style="list-style-type: none"> 1. Up to 500 : 05 Marks 2. 501 to 750 : 10 Marks 3. 751 to 1000 : 15 Marks 4. Above 1000 : 20 Marks
3	<p>B. Running minimum one similar Rehabilitation centers for Physically & Mentally challenged person in the state of Odisha with 50 capacity.</p> <p><u>Total Marks-20</u></p> <ol style="list-style-type: none"> 1. Up to 1 year : 05 Marks 2. 01Yr to 03 Yrs : 10 Marks 3. 03 Yr to 05 Yrs : 15 Marks 4. 05 Yrs and above : 20 Marks
4	<p>C. Similar Residential project minimum 3years experience in Shelter & Rehabilitation of Physically & Mentally challenged /Senior citizen/ Drug-Addicts / Ujjwala Home/CCI projects in single residential set up with 50 capacity in state of Odisha</p> <p><u>Total Marks-20</u></p> <ol style="list-style-type: none"> 1. Up to 1 year : 05 Marks 2. 01Yr to 03 Yrs : 10 Marks 3. 03 Yr to 05 Yrs : 15 Marks 4. 05 Yrs and above : 20 Marks
5	<p><u>Presentation of Approach, Methodology & Work plan before the evaluation committee.</u></p> <p><u>Total Marks : 20</u></p> <p>(Preference shall be given to the Local NGOs)</p>

Only those bidders who have fulfilled the eligibility criteria shall be evaluated. The cut-off marks for short-listing based on the Technical Evaluation is 60% of total marks. Evaluation Committee shall have the right to verify the claims made by the Bidder, in whichever way it deems fit. Based on the Bid Evaluation, only technically qualified Bidders scoring more than cut-off marks shall be short-listed .

FINANCIAL EVALUATION:

The bidders qualifying the Technical Evaluation (Part-I & II) only and willing to work as per Govt. financial allotment 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 L-1,L-2 & L-3 so on who secure highest mark in Technical evaluation will be announced during the meeting.

09 Award of Contract:

The Client will notify the successful bidder in writing by issuing an offer letter for signing the contract and promptly notifying all other bidders about the result of the selection process. The successful bidders will be asked to sign the contract after fulfilling all formalities within 15 days of issuance of the offer letter. After signing of the contract, no variation or modification of the terms of the contract shall be made except by written amendment signed by both the parties.

10 Legal Jurisdiction:

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

11. Amendment of the RFP Document:

At any time before submission of proposals, the Client may amend the RFP by issuing an addendum through **website**<http://www.dhenkanal.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, the Client may, at its discretion, extend the deadline for the submission of the proposals.

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

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

13. Settlement of Dispute:

The Client 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. Disputes not so resolved amicably within 30 days of receipt of notice of such as a dispute shall be resolved by a sole arbitrator nominated by the Collector & DM,Dhenkanal , Odisha. The arbitration proceeding shall be held in Dhenkanal,Odisha.

14. **Disqualification of Proposal:**

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

- a. Proposal submitted without Bid Processing Fee & EMD as applicable
- b. Proposal not submitted in accordance with the procedure and formats as prescribed in the RFP
- c. During validity of the proposal, or its extended period, if any, the bidder increases his quoted prices
- d. Proposal is received in incomplete form
- e. Proposal is received after due date and time for submission of bid
- f. Proposal is not accompanied by all the requisite documents / information
- g. A commercial bid submitted with assumptions or conditions
- h. Bids with any conditional technical and financial willingness
- i. Proposal is not properly sealed or signed
- j. Proposal is not conforming to the requirement of the scope of the work of the assignment.
- k. Bidder tries to influence the proposal evaluation process by unlawful/corrupt/fraudulent means at any point of time during the bid process
- l. 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;
- m. Bidders or any person acting on its behalf indulges in corrupt and fraudulent practices
- n. Any other condition / situation which holds the paramount interest of the Client during the overall section process.



SECTION: 3

TERMS OF REFERENCE (ToR)

GENERAL

The detailed description of the scope of services, deliverables and other requirements relating to this Consultancy are specified in this RFP. In case the Bidder firm possesses the requisite experience and capabilities required for undertaking the Consultancy, it may participate in the Selection Process as an individual (the "Sole Firm"). No joint venture, consortium of firms and sub-consultancy is allowed in response to this invitation. The term Bidder (the "Applicant") means the Sole Firm. The manner in which the Proposal is required to be submitted, evaluated and accepted is explained in this RFP.

1. SCOPE OF WORK

The center will act as a **Rehabilitation Centre for Person with Mentallyllness (Half Way Home)**. It would devise ways to ensure that any information pertaining to such cases can come directly or indirectly to it. The center will employ skilled personnel to provide specialized services to these persons, including counseling support.

The interested NGO /Agency have to provide the following services for Set - up and Running of a Rescue & Rehabilitation Centre in the district:

1. Rescue of Mentally Ill Persons, Shelter & rehabilitation of mentally ill destitute person.
2. Providing shelter, healthy food, clothing and medical support.
3. Regular counseling support to the aggrieved and sick inmate.
4. Skill development, education to children and other initiatives to help the minored to lead a better life.
5. Effort for making them skilled to have some source of income.
6. Initiative to re union them with their families/relatives.
7. To undertake various recreational activities for early recovery.
8. Regular follow up and support even after reunion with their family members.
9. Initiatives to create awareness on the issue at various levels.

The center will provide integrated services starting from rescue to reunion in a sequential manner as follows:

Vocational and Occupational training shall play a crucial role in the recovery process for



the residents, enabling them to return to their community and lead a meaning, dignified and productive life to make them self-sustenance after recovery.

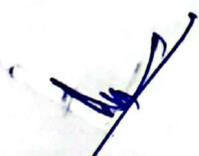
2. Infrastructure Requirement.

The center should provide such residential facilities that would ensure a respectable and dignified standard of living for inmates. Accordingly, the center should provide residential space of approximately 80sqft.Per inmate excluding common space and utilities with adequate facilities of bath rooms, toilets, dining hall and a multipurpose hall to be used as common / entertainment room. Minimum of 6000 - 8000 sqf.space to be taken to establish the center. In respect of Half Way home it will start at Old District Hqrs Hospital ,Dhenkanal now.

The organization / agency have to raise monthly invoice proportionately considering the numbers of inmate actually present during the month.The organization/agency have to maintained proper books and records relating to the grant and expenditure, which is subject to verification as deemed fit by the Competent Authority.

3. Payment Terms.

The total cost of the project is to be finalized on the basis of the allotment of Government fund. However, the payment schedule shall be finalized at the time of signing contract form for the assignment.



Section - 4

Technical Proposal Submission Forms

TECH -1

COVERING LETTER
(ON BIDDER'S LETTER HEAD)

[Location, Date]

To

The Collector & District Magistrate, Dhenkanal.

Subject: To run Rehabilitation Centre for persons with Mentally Illness (Half way Home) at Old District Hqrs Hospital, Dhenkanal.

Dear Sir,

I, the undersigned, offer to provide the services for the proposed assignment in respect to your Request for Proposal No. _____, Dated: _____. I hereby submit the proposal which includes this technical proposal sealed under a separate envelope. Our proposal will be valid for acceptance up to **120 Days** and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

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

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

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

Yours faithfully,

Authorized Signatory with Date and Seal:

Name and Designation: _____

Address of Bidder: _____



Bidder's Organization (General Details)

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

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



TECH - 3

Bidder Organisation (Financial Details)

Financial Information in INR				
Details	FY _____	FY _____	FY _____	Averag
Consulting Turnover (in Lakh)				
Supporting Documents:				
<p>Audited certified financial statements for the last <03> FYs (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form)</p>				
<p><i>Filled in information in this format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished in original along with the technical proposal failing which the proposal will be out rightly rejected. No scanned copy will be entertained.</i></p>				

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

Communication Address of the Bidder: _____

[NB: No Scanned Signature will be entertained]



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 Organisation>, <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 favour authority is being made under the attorney given below are hereby certified.

Name of the Authorized Representative:

(Signature of the Authorized Representative with Date)

CERTIFIED:

Signature, Name & Designation of person executing attorney:

Address of the Bidder:



TECH - 5

(BIDDER'S PAST EXPERIENCE DETAILS)

Table -1 (List of <Nos> completed assignments only of similar nature in any sector during last <5> years)

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

Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal:

Note: Bidders are requested to furnish the information on the programmes undertaken as per the above prescribed format only. Information not conforming to the above format will be treated as non-responsive. Copies of the Work order / Contract Document / Completion Certificate from the previous Clients need to be furnished along with the above information.

TECH -6

DESCRIPTION OF APPROACH, METHODOLOGY AND WORKPLAN TO UNDERTAKE THE ASSIGNMENT

[Technical approach, methodology and work plan are key components of the Technical Proposal. In this Section, bidder should explain his understanding of the scope and objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. Further, he should highlight the problems being addressed and their importance, and explain the technical approach to be adopted to address them. It is suggested to present the required information divided into following four sections]

A. Understanding of Scope, Objectives and Completeness of response

Please explain your understanding of the scope and objectives of the assignment based on the scope of work, the technical approach, and the proposed methodology adopted for implementation of the tasks and activities to deliver the expected output(s), and the degree of detail of such output. ***Please do not repeat/ copy the ToR here.***

B. Description of Approach and Methodology :

- a. Key guiding principles for the study.
- b. Proposed Framework.
- c. Information matrix
- d. Any other issues

C. Methodology to be adopted :

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

- a. Detail research design including sample design and estimation procedure.
- b. Field Process Protocol control
- c. Identification of beneficiary/stake holder of the project.
- d. Suggestive tools for data collection.
- e. Analysis of field data and preparation of reports
- f. Any other issues

D. Staffing and Study Management Plan:

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 of the activities under the proposed assignment with sub-activities (week wise).

Authorized Signatory [In full and Initials]: _____

Name and Designation with Date and Seal: _____



TECH - 7

PROPOSED WORKPLAN TO CARRY OUT THE ASSIGNMENT

Week	1	2	3	4	5	6
<u>Sequence of Study Activities / Sub</u>						

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

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____



SECTION 5

BID SUBMISSION CHECK LIST

Check List of documents

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.10000/- in form of DD		
4	E.M.D of Rs.1,00,000/- in shape of Term Deposit Receipt (TDR)/F.D/Postal deposit duly pledged in favour of Collector, Dhenkanal.		
5	Copy of Certificate of Incorporation / Registration of the Bidder		
6	Copy of Bye Law and Memorandum of the organization.		
7	Copy of PAN		
8	Copies of IT Returns for the last <03> FYs		
9	General Details of the Bidder (TECH - 2)		
10	Financial details of the bidder (TECH - 3) along with all the supportive documents such as copies of Audit Report ,Profit – Loss Statement and Balance Sheet for the last three years..		
11	Power of Attorney (TECH - 4) in favour of the person signing the bid on behalf of the bidder.		
12	List of completed assignments of similar nature (Past Experience Details) (TECH - 5) along with the copies of work orders for the respective assignments		
13	Undertaking/ Affidavit for not have been black-listed by any Central / State Govt./any Autonomous bodies during its business career.		
14	Description of Approach, Methodology & Work Plan (TECH – 6)		
15	Work Plan (TECH – 07)		
16	Willingness to work in all respect as per Government allotment fund.		

Undertaking:

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

Authorized Signatory [In full and Initials]: _____

Name and Designation with Date and Seal: _____

