

**OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, DEOGARH**  
**(SOCIAL WELFARE SECTION)**

No. **1665** /SW(OMBADC)

Date: **27-10-2023**

REQUEST FOR PROPOSAL

**“SELECTION OF AGENCY FOR ESTABLISHMENT AND MANAGEMENT OF CRÈCHES IN DEOGARH DISTRICT”**

District Social Welfare Officer(DSWO), Deogarh , Government of Odisha, invites sealed proposal from eligible bidders for “SELECTION OF AGENCY FOR ESTABLISHMENT AND MANAGEMENT OF CRÈCHES IN DEOGARH DISTRICT”

Bidders fulfilling the prescribed eligibility criteria of RFP can access and download the complete RFP documents and other details from <https://deogarh.nic.in>

The major events under the bid process are :

List of Key events	Critical Dates
Availability of RFP Document (portal)	<a href="https://deogarh.nic.in">https://deogarh.nic.in</a>
Date of RFP document made available to the applicants	02 November.2023
Deadline for Submission of Pre-bid Queries	07 November.2023
Timeline for response to Pre-bid Queries	13 November.2023
Last date for submission of proposals (Sealed Envelope)	02 December.2023
Opening of proposals received within the stipulated date	04 December.2023
Date of Technical Proposal Presentations (of only agencies qualified in the Stage I of the evaluation) {Pre-qualification Criteria}	05 December.2023

The proposal complete in all respects must reach the undersigned by **Speed Post/Registered Post** only Latest by **02 December, 2023 before 5.00 PM** in a sealed envelope clearly mentioning on the top of it “**SELECTION OF AGENCY FOR ESTABLISHMENT AND MANAGEMENT OF CRÈCHES IN DEOGARH DISTRICT**”. The proposal received beyond the last date and time will be rejected. The authority reserves the right to reject any/all proposal without assigning any reason thereof.

**Address for submission of Proposal:**

**District Social Welfare Officer,**  
**Collectorate, Deogarh-768108**  
**Email: [dswodeogarh@nic.in](mailto:dswodeogarh@nic.in)**

**27-10-2023**  
District Social Welfare Officer  
Deogarh  
**DEOGARH.**

Memo No. 1666 SW(OMBADC)/Dt. 27.10.2023

Copy to the Deputy Director (Advertisement), I & PR Department, Odisha, Bhubaneswar(email: [ipr.advt@gmail.com](mailto:ipr.advt@gmail.com)) for information and necessary action. He is requested to publish the advertisement in 02 nos of Daily leading news papers preferable in The SAMAJA & THE SAMBADA (One day) by **02 November, 2023** and submit the said News paper along with bill for necessary payment.

*27.10.2023*  
District Social Welfare Officer,  
Deogarh  
**District Social Welfare Officer  
DEOGARH.**

Memo No. 1667 SW(OMBADC)/Dt. 27.10.2023

Copy to the DIO, NIC, Deogarh for information and necessary action. He is requested to web hoist the Request for proposal in the District Website by 2<sup>nd</sup> November, 2023 positively.

*27.10.2023*  
District Social Welfare Officer,  
Deogarh  
**District Social Welfare Officer  
DEOGARH.**

Memo No. 1668 SW(OMBADC)/Dt. 27.10.2023

Copy to the Notice Board of Collectorate, Deogarh, Deogarh for information and necessary action.

Copy forwarded to the CDO & EO, Zilla Parisad, Deogarh/Sub-Collector, Deogarh/CDM & PHO, Deogarh/All BDOs/All Tahasildars/All CDPOs /All District Level Officers of Deogarh District with a request to display the RFP in their notice Board for wide publicity.

Copy to DI & PRO Deogarh for information and necessary action

*27.10.2023*  
District Social Welfare Officer,  
Deogarh  
**District Social Welfare Officer  
DEOGARH.**

Memo No. 1669 SW(OMBADC)/Dt. 27.10.2023

Copy alongwith the copy of the Request for proposal forwarded to the Addl. Secretary to Govt., Deptt of Women & Child Development, Odisha, Bhubaneswar for kind information.

Copy alongwith the copy of the Request for proposal forwarded to the CEO, OMBADC, Aranya Bhawan, GD-2/12, Chandrasekharpur, Bhubaneswar-23, Odisha (Email: [ombadc@gmail.com](mailto:ombadc@gmail.com)) for kind information.

*27.10.2023*  
District Social Welfare Officer,  
Deogarh  
**District Social Welfare Officer  
DEOGARH.**

RFP  
Order No. 01/2023

Date: 27.10.2023

**REQUEST FOR PROPOSAL (RFP)  
FOR  
"SELECTION OF AGENCY FOR ESTABLISHMENT AND MANAGEMENT OF  
CRÈCHES IN DEOGARH DISTRICT"**

**Issuer:**

**District Social Welfare Officer, Deogarh**  
Women & Child Development Department  
Government of Odisha  
Email: [dswodeogarh@nic.in](mailto:dswodeogarh@nic.in)

**Address for Communication & Submission of Documents:**

**District Social Welfare Officer**  
DSWO Office  
Collectorate  
Deogarh -768108  
Email: [dswodeogarh@nic.in](mailto:dswodeogarh@nic.in)

f

## DISCLAIMER

The information contained in this Request for Proposal (hereinafter referred to as "TENDER") document provided to the Bidder(s), is provided on the terms and conditions set out in this TENDER document and all other terms and conditions subject to which such information is provided.

The purpose of this TENDER document is to provide the Bidder(s) with information regarding the following assignment: 'Establishment and Management of Crèches in Deogarh District'. This TENDER document does not purport to contain all the information each Bidder may require. This TENDER document may not be appropriate for all persons, and it is not possible to consider the business/investment objectives, financial situation, and particular needs of each Bidder who reads or uses this TENDER document.

Bidder(s) shall conduct their own investigations and analysis and shall check the accuracy, reliability, and completeness of the information in this TENDER document and wherever necessary, obtain independent advice from appropriate sources. The undersigned makes no representation or warranty and shall incur no liability under any law, statute, rules, or regulations as to the accuracy, reliability, or completeness of the TENDER document.

With regards to any issue, guidelines as issued by the Government about Crèches, as and when operationalized, shall apply, or supersede the relevant instruction contained in this document. The undersigned may also, using absolute discretion, but without being under any obligation to do so, update, amend, or supplement the information in this Tender document.

B2

## Table of Contents

Section 1: Letter of Invitation .....	4
Section 2: Definitions.....	5
Section 3: Factsheet.....	6
Section 4: Background .....	8
Section 5: Terms of Reference .....	10
A. Objectives: .....	10
B. Requisites:.....	10
C. Scope of Work: .....	11
D. Roadmap of Programme Implementation:.....	11
E. Programme Duration.....	12
F. Payment Terms: .....	12
Section 6: Instruction to Agencies .....	13
7: Pre-qualification and evaluation forms.....	18
Section 8: Technical Proposal Submission Forms .....	23
Tech 1: Covering Letter.....	23
Tech 2: Bidder's Organization (General Details).....	24
Tech 3: Bidder's Financial Details .....	25
Tech 4: Format for Power of Attorney .....	26
Tech 5: Bidders Past Experience Details.....	27
Tech 6: Declaration of Conflict of Interest and Activities.....	28
Tech 7: Description of Approach, Methodology and Workplan To Undertake the Assignment.....	29
Tech 8: Format of Curriculum Vitae (CV) for Proposed Key Professional .....	30
Tech-9 Earnest Money Deposit declaration .....	32
Section 9: Performance Bank Guarantee Form .....	333
Section 10: Financial Form .....	35
Section 11: Annexures .....	37
Annexure I: Bid Submission Checklist.....	37
Annexure- II: Technical Presentation Checklist.....	38

*ASJ*

## Section 1: Letter of Invitation

District Social Welfare Officer,  
DSWO Office, Collectorate,  
Deogarh: 768108

### **SUBJECT: SELECTION OF AGENCY FOR THE ESTABLISHMENT AND MANAGEMENT OF CRÈCHES IN DEOGARH DISTRICT**

The District Social Welfare Officer, Deogarh invites proposals from reputed agencies for the '**Establishment and Management of Crèches in Deogarh District**'. The details of the required scope of work and services expected from the Agencies is provided in **Section 5: Terms of Reference** in this RFP document.

Agencies will be selected based on 'Pre-Qualification of eligible Agencies followed by selection through Technical Evaluation' criteria described in this RFP.

The RFP comprises the following sections:

- Section 1 - Letter of Invitation
- Section 2 - Definitions
- Section 3 - Factsheet
- Section 4 - Background
- Section 5 - Terms of Reference
- Section 6 - Instructions to Agencies
- Section 7 – Pre-Qualification Evaluation Forms
- Section 8 – Technical Proposal Submission Forms
- Section 9 - Performance Bank Guarantee Form
- Section 10 - Financial Form
- Section 11 - Annexures

*27.10.2023*  
District Social Welfare Officer  
Deogarh  
District Social Welfare Officer  
DEOGARH.

## Section 2: Definitions

1. "OMBADC" means the Odisha Mineral Bearing Areas Development Corporation.
2. "Client" means the District Social Welfare Officer, Deogarh - W&CD Department, Government of Odisha
3. "DSWO" means District Social Welfare Office, Deogarh.
4. "Agencies" means any entity or that may provide or provides the Services to the Client under the Contract.
5. "Day" means calendar day.
6. "Instructions to Agencies" means the document which provides interested Agencies with the information needed to prepare their respective Proposals.
7. "LOI" (Section 1 of the RFP) means the Letter of Invitation
8. "Personnel" means professionals and support staff provided by the Agencies and assigned to perform the Services or any part thereof.
9. "Proposal" means Pre-Qualification Documents and the Technical Proposal.
10. "RFP" means the Request for Proposal circulated by the Client for the selection of Agencies.
11. "Assignment / job" means the work to be performed by the Agencies pursuant to the Contract.
12. "Terms of Reference" (TOR) means the information included in the RFP which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the selected Agencies, etc.
13. "LOA" means Letter of Acceptance
14. "MOA" means Memorandum of Agreement
15. "MOU" means Memorandum of Understanding.



### Section 3: Factsheet

Proposal For	Selection of Agency for Establishment and Management of Crèches in the District of Deogarh
Name of the Client/ Address for Submission of Proposal	District Social Welfare Officer, DSWO Office, Collectorate Deogarh-768108 Email: <a href="mailto:dswodeogarh@nic.in">dswodeogarh@nic.in</a>
Method of Selection	Quality and Cost Based Selection (QCBS)
Availability of RFP Document (portal)	<a href="https://deogarh.nic.in/">https://deogarh.nic.in/</a>
Date of RFP document made available to the applicants	2 November 2023
Deadline for Submission of Pre-bid Queries	07 November 2023
Timeline for response to Pre-bid Queries	13 November 2023
Last date for submission of proposals (Sealed Envelope)	02 December 2023
Opening of proposals received within the stipulated date	04 December 2023
Date of Technical Proposal Presentations (of only agencies qualified in the Stage I of the evaluation) {Pre-qualification Criteria}	05 December 2023
Letter of Award	To be intimated to the selected Agency
Start Date	To be intimated to the selected Agency
Tender Fees in form of Demand Draft (Non-Refundable)	INR 10,000/- (Rupees Ten Thousand Only)(Non-Refundable) in the form of demand draft (DD) drawn in favour of "DSWO, Deogarh" drawn in any Nationalized / Scheduled Bank Payable at Deogarh. The bid processing fee shall be submitted along with the Technical Proposal.
Earnest Money Deposit (EMD)	INR 1,00,000/- (Rupees One Lakhs Only) in the form of demand draft drawn in favour of "DSWO, Deogarh" drawn in any Nationalized / Scheduled Bank Payable at Deogarh. The EMD shall be submitting along with the Technical Proposal. The EMD shall be refunded to the non-qualifying agencies without interest post issuance of letter of award to the selected agency.
Performance Bank Guarantee	3% of the Programme Cost

**Note:**

1. The Client reserves the right to change any schedule. Please visit the website <https://deogarh.nic.in> regularly.
2. Proposals must be submitted before the date, time and venue mentioned in the Fact Sheet through Speed/Registered Post. Proposals that are received after the deadline will not be considered.

*27.10.2023*  
District Social Welfare Officer (DSWO),  
District Social Welfare Officer  
DEOGARH.

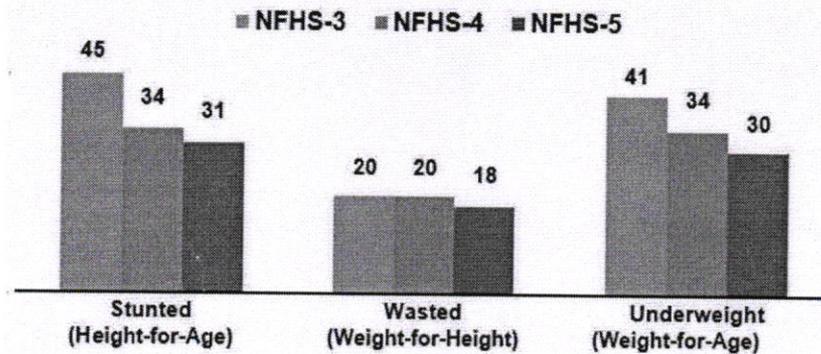
## Section 4: Background

In the recent past, Odisha, one of the eight socio-economically backward states of India, has made remarkable progress in reducing child under nutrition, despite numerous challenges such as insurgency, remote tribal communities, and frequent natural disasters.

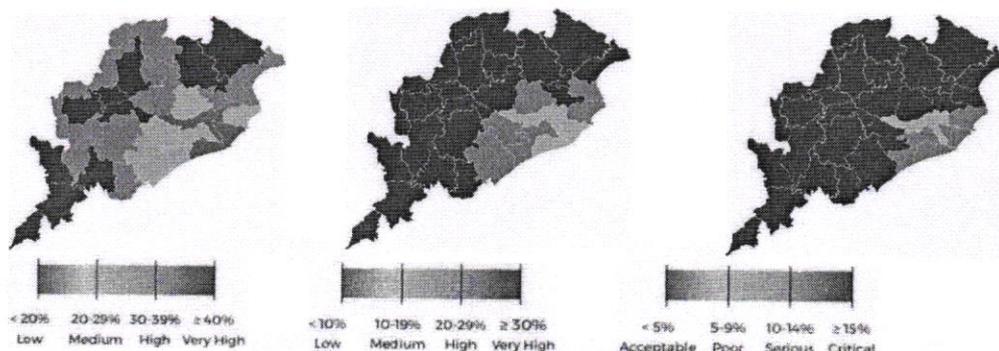
The state has demonstrated significant commitment to reducing under nutrition, expanding nationally sponsored nutrition-specific programmes, and launched state-led initiatives relevant to improving nutrition.

Children's nutritional status in Odisha has slightly improved since NFHS-4 by all measures. The percentage of children who are stunted, wasted, and underweighted decreased marginally from 34 percent, 20 percent and 34 percent to 31 percent, 18 percent and 30 percent respectively in the 4 years between NFHS-4 and NFHS-5. Differences in the levels of malnutrition are more pronounced for several background characteristics. Malnutrition generally decreases with increasing mother's schooling, better nutritional status of the mother, and larger child's size at birth. The level of under nutrition is relatively high for rural children and children of higher birth orders. It is generally higher among scheduled tribe children than among children belonging to any other caste/tribe group and lower among Muslim children than among children of any other religion. Malnutrition is somewhat higher for female children than male children on two nutritional status measures (stunting & underweight).

### Trends in Children's Nutritional Status Percentage of children under five years



Note: Nutritional status estimates are based on the 2006 WHO International Reference Population.



*Handwritten signature*

## Stunting

## Underweight Wasting

Malnutrition status of children in the 8 major mining affected Districts of Odisha\*:

District	% Children under 5 who are Stunted	% Children under 5 who are Wasted	% Children under 5 who are Severely Wasted	% Children under 5 who are Underweight
Angul	28.1	25.1	7.7	30.5
Deogarh	28.4	27.3	12.1	34.3
Dhenkanal	33.3	22.7	5.4	30.0
Jajpur	25.5	15.9	6.4	21.8
Jharsuguda	27.1	16.9	3.5	26.9
Keonjhar	36.2	23.8	6.2	37.1
Mayurbhanj	36.7	28.5	10.4	45.9
Sundargarh	32.9	21.1	7.4	34.7

\* NFHS 5

According to UNICEF, malnourished children have stunted bodies, stunted brains, and stunted lives. This results in poor working capacity in adulthood, affecting ability to earn and leading to a vicious poverty trap. Further, undernourished girls grow into weak mothers, thus perpetuating the cycle of malnutrition. It is more cost effective to institute preventive measures and support for children early on than to compensate for disadvantage as they grow older.

### The first 1000 days

The first 1000 days of a child's life is critical for optimum brain development and is most vulnerable to nutrition deficit. Any impoverishment suffered at this stage is likely to be irreparable. Yet, children under three years of age cannot feed themselves and require constant external support. In tribal and other socio-economically backward areas, mothers often leave behind infants with elder siblings to engage in hard labour to support their families. In such situations, a combination of poor purchasing power, lack of knowledge of caregivers, inadequate feeding, and absence of dietary diversity adversely affects the growth of children.

While Anganwadi Centres (AWC) have been established across the state under the Integrated Child Development Service (ICDS) programme, children under three years of age, the period when malnutrition sets in, are not looked after in the Anganwadi Centres. Instead, the mother or the head of the family is handed over, Take Home Ration (THR) for consumption by the children, once a week or fortnight, which is most often shared by other members of the family also.

### Crèches against malnutrition

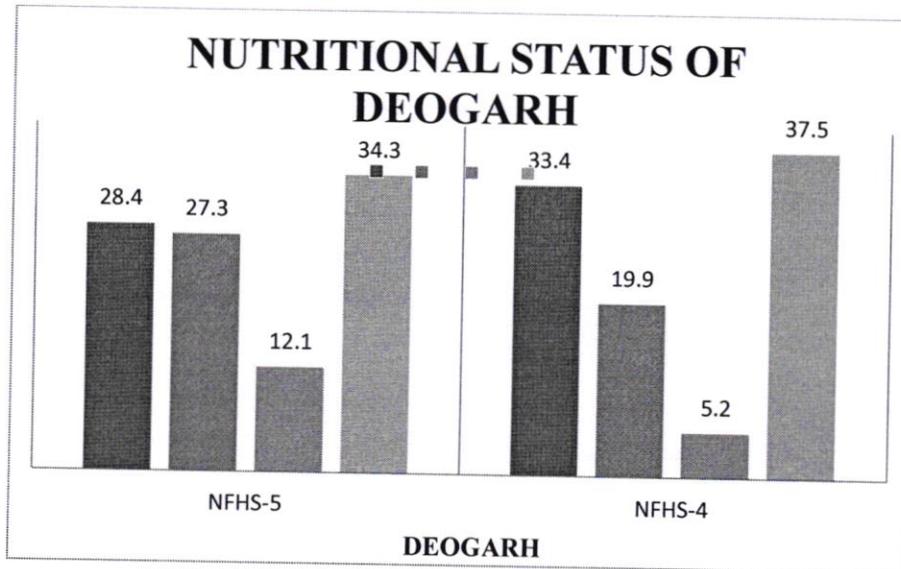
One of the possible solutions to improve the nutritional outcomes of children under three years of age is the establishment of day care centres or Crèches in nutritionally vulnerable pockets of the state.

A crèche is a facility which enables parents to leave their young children while they are at work and where children are provided stimulating environment for their holistic development.

The Odisha Multi-Sectorial Nutrition Action Plan (ONAP) adopted by the Government of Odisha also recommends establishment of Crèches as a key nutrition-specific intervention to address under nutrition.

### Nutrition Profile of Deogarh District

According to NFHS-5, 28.4% of children under five years of age in Deogarh District are stunted and 34.3% are underweight. While 27.3% of the children are wasted and 12.1% children are severely wasted. As per Census 2011, Scheduled Tribes (STs) constitute more than 13.49% of the population of Deogarh District, which is also home to the tribes like Paudi Bhuyan, Kisan, Kolha, Kandha & Mankidia an Autochthonous Particularly Vulnerable Tribal Group (PVTG).



### Section 5: Terms of Reference

#### A. Objectives:

The primary objective of this RFP is to select one agency for the establishment and management of Crèches in Deogarh District as per the protocol and guidelines laid down in this respect by the department of Women and Child Development (W & CD), Govt. of Odisha under the program titled "AmaKalika". The program is to be funded by OMBADC.

#### B. Requisites:

In this context, around **160 Crèches** will now be established and managed in Deogarh District to achieve the goal of malnutrition-free Deogarh. These Creches will be based in following ICDS of Deogarh District.

Sl. No	Name of ICDS	Mapped As	Number of Crèches
1	Barkote	Cluster - A	50
2	Reamal	Cluster - B	51
3	Tileibani	Cluster - C	59
	Total		<b>160</b>

*(Handwritten signature)*

**C. Scope of Work:**

The Crèches should be established and function in accordance with the protocol and guidelines laid down in this respect by the department of W & CD, Govt. of Odisha Protocol and Guidelines for Crèches in Odisha under the program titled “AmaKalika”.

The Crèches should provide services and work in accordance with the standard operating procedures (SoPs) and other parameters approved by the department of W & CD, Govt. of Odisha.

A copy of the “Standard Protocol and guidelines of Crèches in Odisha” issued by the department of Women and Child Development (W & CD), Govt. of Odisha under the program “AmaKalika” is annexed for reference.

**D. Timelines & stages of deliverables:**

Sl. No.	Step	Responsibility	Timeline for Completion
1	Approval for programme initiation	DSWO	Within 15 working days of finalization of the Agency
3	Training of ICDS staffs	DSWO	Within 45 days of publication of RFP
4	Selection of Programme Coordinator, Crèche Supervisors, Crèche Managers & training of Programme Coordinator, Crèche Supervisor, Crèche Manager	Agency	Within 30 days of receiving LOA
5	Selection & Training of Crèche Workers (in phases) and identification of Crèche site.	Programme Coordinator (Agency)	From 45 days onwards of receiving the LOA
6	Procurement of necessary equipment, furniture, etc. by the Agency on due approval of DSWO following due process (in phases)	Programme Coordinator (Agency)	Within 45 working days of receiving LOA
7	Execution of the programme (50 Crèches)	Agency	Within 45 to 60 working days of receiving LOA
8	Execution of the programme (next 50 Crèches) *	Agency	Within 180 working days of signing of LOA
9	Fund release to the selected Agency on submission of bills (monthly)	DSWO	Within 15 working days of receiving of bills from the Agency
10	Supervision, Monitoring and Review of the programme (monthly)	DSWO	By 20th of every month

**E. Programme Duration**

The duration of the contract will be initially for **Three (3)** years and may be subsequently extended subject to satisfactory performance as determined by the client.

**F. Payment Terms:**

- The payment shall be made as per the Budget provided in Annexure-14 of Protocol and Guidelines for Crèches in Odisha under the program “AmaKalika”.
- The payment to the agency should be made on monthly reimbursement basis against submission of original invoices/bills by them along with supported vouchers, proof of payments of staff salaries, EPF/ESI/GST payments etc.
- The cost of the goods or services shall be in accordance of the price schedule approved by the budget.
- The invoices/bills should be duly verified by the DSWO, Deogarh before making payments.



## Section 6: Instruction to Agencies

- A. The Client, named in the Data Sheet will select an Implementing Agency in accordance with the method of selection specified in the data sheet. Applicants are advised that the selection shall be based on an evaluation by client through the selection process specified in this RFP. Applicants shall be deemed to have understood and agreed that no explanation or justification for any aspect of the selection process will be given and that client's decisions are final without any right of appeal whatsoever.
- B. The Applicants are invited to submit Pre-qualification, Technical and Financial Proposals (collectively called as - the Proposal), as specified in the data sheet, for the services required for the assignment. The Proposal will form the basis for grant of LOA to the selected Implementing Agency. The Implementing Agency shall carry out the assignment in accordance with the Terms of Reference of RFP (the ToR).
- C. The Applicant shall submit the Proposal in the form and manner specified in this RFP. The proposal be submitted as per the forms given in relevant sections herewith.
- D. Applicants shall bear all costs associated with the preparation and submission of their Proposals and their participation in the selection process, and presentation including but not limited to 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 Proposal. The client is not bound to accept any Proposal and reserves the right to annul the selection process at any time prior to grant of LOA, without thereby incurring any liability to the Applicants.
- E. Client requires that the implementing agency shall hold client's interest's paramount, avoid conflicts with other assignments or with its own interests and act without any consideration for future work. The implementing agency shall not accept or engage in any assignment that may place it in a position of not being able to carry out the assignment in the best interests of Client and the programme.
- F. It is the Client's policy to require that the Applicants observe the highest standard of ethics during the selection process and execution of work/assignment. In pursuance of this policy, the client:
  - Will reject the Proposal for award if it determines, at any stage/time, that the Applicant has engaged in corrupt or fraudulent activities in competing for the LOA in question.
  - Will declare an Applicant ineligible, either indefinitely or for a stated period, to be awarded any contract or LOA if it at any time determines that the Applicant has engaged in corrupt or fraudulent practices in competing for and in executing the LOA.
- G. **Arbitration:** If any dispute or difference of any kind whatsoever arises between the parties in connection with or arising out of or relating to or under this RFP, the parties shall promptly and in good faith negotiate with a view to its amicable resolution and settlement. In the event no amicable resolution or settlement is reached within a period of thirty (30) days from the date on which the above-mentioned dispute or difference arose, such dispute or difference shall be finally settled by the Collector and District Magistrate, Deogarh whose decision shall be final and binding on the parties.

**H. Termination of assignment:** Client will have the right to terminate the assignment by giving 30 (thirty) days' notice in writing. In the event of termination for no fault of Applicant, the Client will reimburse all the expenses incurred by the Applicant (upon submission of proof) including closing-up of the programme. If the assignment is terminated due to the fault of the Applicant or in case of termination of the assignment by the Applicant for reasons not attributable to the Client, the Client will forfeit the performance security of the implementing agency.

**I.** The Applicant shall submit his Proposal in four separate sealed envelopes containing and clearly marked as – Tender Fee (Non-Refundable)/Earnest Money Deposit (EMD), Pre-Qualification Proposal, Technical Proposal, and Financial Proposal placed into an outer envelope – sealed and marked “DO NOT OPEN EXCEPT IN PRESENCE OF OFFICIAL APPOINTED”. The Applicant shall submit the Proposal by post (Registered/Speed) at the Office of the District Social Welfare Officer, Deogarh. No Proposal shall be accepted in any other form and shall be summarily rejected. The submissions for Tender Fee, (Non-Refundable), EMD and Pre-Qualification shall be evaluated first as specified in this RFP. Subsequently the technical and financial evaluation as specified in this RFP will be carried out only for those Applicants who meet the Pre- Qualification criteria. Based on this evaluation, a list of finally qualified Applicants shall be prepared in the order of their merit.

**J. Right to reject any or all Proposals:**

- Notwithstanding anything contained in this RFP, the Client reserves the right to accept or reject any Proposal and to annul the selection process and reject all proposals, at any time without any liability or any obligation for such acceptance, rejection, or annulment, and without assigning any reasons thereof.
- Without prejudice to the generality of above, the Client reserves the right to reject any Proposal if:
  - At any time, a misrepresentation is made or discovered,
  - Or the Applicant does not provide, within the time specified supplemental information sought by the Client for evaluation of the Proposal.

**K.** Such misrepresentation/improper response by the applicant may lead to the disqualification of the applicant. If such disqualification/ rejection occurs after the Proposals have been opened and the highest-ranking applicant gets disqualified/ rejected, then the Client reserves the right to consider the next best Applicant or take any other measure as may be deemed fit in the sole discretion of the Client, including annulment of the Selection Process.

**L. Acknowledgement by Applicant:**

It shall be deemed that by submitting the Proposal, the Applicant has:

- Made a complete and careful examination of the RFP.
- Received all relevant information requested from the Client.
- Accepted the risk of inadequacy, error or mistake in the information provided in the RFP or furnished by or on behalf of the Client.
- Satisfied itself about all matters, things and information, including matters hereinabove, necessary and required for submitting an informed application and performance of all of its obligations there under.
- Acknowledged that it does not have a Conflict of Interest.
- Agreed to be bound by the undertaking provided by it under and in term hereof.

- Conducted its own investigations and analysis and checked the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtained independent advice from appropriate sources.
- The Client and/ or its advisors shall not be liable for any omission, mistake, or error on the part of the Applicant in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to RFP or the Selection Process, including any error or mistake therein or in any information or data given by the Client and/ or its consultant.

**M. Clarification on RFP documents:** Applicants may seek clarification on this RFP document, **within 5 days of the date of issue of this RFP document.** Any request for clarification must be sent by standard electronic means (Excel and/or word file only) to the Client's email address (mentioned below) to client's office addressed to: District Social Welfare Officer, Email-[dswodeogarh@nic.in](mailto:dswodeogarh@nic.in).

- The queries shall necessarily be submitted in the following format

Section/Page No.	Content of RFP requiring clarification	Change/clarification requested	Remarks

- Client shall not be responsible for ensuring that the Applicant's queries have been received by them.
- Any requests for clarifications post the indicated date and time may not be entertained by the Client.
- The purpose of query clarification is to provide the Applicants with information regarding the RFP, programme requirements, and opportunity to seek clarification regarding any aspect of the RFP and the programme.
- However, the Client reserves the right to hold or re-schedule the process.
- The Client will endeavour to respond to the queries after three working days of the last date of receipt of query as mentioned in the fact sheet. The Client will post the reply to all such queries on its official website <http://deogarh.nic.in> Responses to Queries and Issue of Corrigendum:
- The Authorized Representative of the Client will endeavour to provide timely response to the queries. However, no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does undertake to answer all the queries that have been posed by the Applicants.
  - At any time prior to the last date for receipt of Proposals, the Client may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Applicant, modify the RFP Document by a corrigendum.
  - The Corrigendum (if any) and clarifications to the queries from all Applicants will be uploaded on the website: <http://deogarh.nic.in>. Any such corrigendum shall be deemed to be incorporated into this RFP.
  - Applicants shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. The Client is not bound to accept any proposal and

reserves the right to annul the selection process at any time prior to contract award, without thereby incurring any liability to the applicants.

N. At any time before the submission of proposals, the client may, for any reason, whether at its own initiative/discretion or in response to a clarification requested by a prospective applicant, modify/ update the RFP documents by way of an amendment. Only the amendments/ corrigendum posted on the client's official website, <http://deogarh.nic.in> shall be valid. To provide the applicants a reasonable time for taking an amendment into account, the client may at its discretion extend the last date for submission of proposal.

**O. Tender Fee, Earnest Money Deposit (EMD) and Performance Security:**

- A Tender Fee for a sum of **INR 10,000 (Rupees Ten Thousand Only)** which is Non-Refundable in the form of Demand Draft, from a scheduled Indian Bank drawn in favour of **District Social Welfare Officer, Deogarh** payable at Deogarh Town.
- Earnest Money Deposit for a sum of **INR 1,00,000/- (Rupees One Lakh Only)** in the shape of TDR/FD/Postal deposit duly pledged in favour of **District Social Welfare Officer, Deogarh** from any nationalized scheduled bank/Post office.

Both Demand Draft Bank Guarantee in original shall be placed in an envelope and marked as — Tender Fee and EMD.

- Client will not be liable to pay any interest on the Tender Fee or the EMD.
  - Earnest Money of Pre-Qualified but unsuccessful Applicants shall be returned, within one month after grant of the LOA to the Selected Applicant or when the selection process is cancelled by Client. The Selected Applicant's Earnest Money shall be returned, without any interest upon the Applicant accepting the LOA and furnishing the Performance Security in accordance with provision of the RFP and LOA.
  - Client will be entitled to forfeit and appropriate the EMD as mutually agreed loss and damage payable to Client regarding the RFP without prejudice to Client's any other right or remedy under the following conditions:
    - If an Applicant engages in a corrupt practice, fraudulent practice, coercive practice, undesirable practice, or restrictive practice as envisaged under this RFP (including the Standard Form of LOA).
    - If any Applicant withdraws its Proposal during the period of its validity as specified in this RFP and as extended by the Client from time to time.
    - In the case of the Selected Implementing agency, fails to accept the LOA or provide the Performance Security within the specified time limit, or If the Applicant commits any breach of terms of this RFP or is found to have made a false representation to Client.
  - Performance Security equivalent to the amount indicated in this RFP shall be furnished before start of work on assignment in form of a Bank Guarantee substantially in the form specified in the RFP.
  - For the successful bidder, the Performance Security shall be retained by Client until the completion of the assignment by the Applicant and be released after one year of completion of the said assignment.
- R. Any entity which has been barred by the Central Government, any State Government, a statutory or by order of a judicial/regulatory authority or a public sector undertaking from participating in

any project and the bar subsists as on the date of the Proposal Due Date, would not be eligible to submit a Proposal.

- S. An Applicant shall have, during the last 2 (two) years, neither failed to perform on any agreement, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Applicant or its Associate, nor been expelled from any project or agreement nor have had any agreement terminated for breach by such Applicant or its Associate.

**T. Preparation of Proposal:**

- Applicants are requested to submit their Proposal in English language and strictly in the formats provided in this RFP. The Client will evaluate only those Proposals that are received in the specified forms and complete in all respects.
- In preparing their Proposal, Applicants are expected to thoroughly examine the RFP Document.
- The pre-qualification and technical Proposal shall provide the documents as prescribed in this RFP. No information related to financial Proposal shall be provided in the pre- qualification and technical Proposal.
- Failure to comply with the requirements spelt out above shall lead to deduction of marks during the evaluation. Further, in such a case, Client will be entitled to reject the Proposal. However, if any information related to financial Proposal is included in the pre- qualification and technical Proposal the Applicant shall be disqualified and his Proposal will not be considered.
- The Proposals must be signed by the Authorized Representative of the agency.

- U. Applicants shall note the Proposal Due Date, as specified in Data Sheet, for submission of Proposals. Except as specifically provided in this RFP, no supplementary material will be entertained by the Client, and the evaluation will be carried out only based on Documents received by/before the closing time of Proposal Due Date. For the avoidance of doubt, the Client reserves the right to seek clarifications in case the Proposal is non- responsive on any aspects.

- V. **Financial Proposal:** The Bidder shall quote his rates on prescribed form of the Bill of Quantities (BoQ) already provided in the RFP. Further the bidder shall have to submit the filled in formats attached in Section 10 in PDF format. The rate offered to remain fixed for the whole contract period or for the extended agreed period. The financial proposal shall be inclusive all costs, direct or indirect, for successful delivery of the goods/services defined in the ToR and inclusive of GST. Bidder shall express the price of their services in the Local currency (Indian Rupees). The completed proposal must be submitted on or before the time and date stated in the Data Sheet.

**W. Submission, receipt and opening of Proposals:**

- The Proposal shall be submitted by post (Registered/Speed) at the office of the District Social Welfare Officer (DSWO), Deogarh.
- The Authorized Representative of the Applicant shall authenticate EMD Details, Prequalification, Technical, and Financial Proposal. The Authorized Representative's authorization shall be confirmed by a written power of attorney by the competent authority accompanying the Proposal in original form.

- The Applicant shall submit his Proposal in four separate sealed envelopes containing and clearly marked as - **Earnest Money Deposit (EMD), Pre-Qualification Proposal, Technical Proposal and Financial Proposal**, placed into an outer envelope – sealed and marked “DO NOT OPEN EXCEPT IN PRESENCE OF OFFICIAL APPOINTED”.
- Pre-Qualification Proposal shall be opened by the Evaluation Committee to evaluate whether the Applicants meet the prescribed Minimum Qualification Criteria. The Technical and Financial Proposals shall remain sealed.
- After the Proposal submission and until the grant of the LOA, if any Applicant wishes to contact the Client on any matter related to its Proposal, it shall do so in writing at the Proposal submission address. Any effort by the Applicant firm to influence the Client during the Proposal evaluation, Proposal comparison or grant of the LOA, decisions may result in rejection of the Applicant’s Proposal.

**X. Proposal Evaluation:**

- As part of the evaluation, the Pre-Qualification Proposal submitted shall be checked to evaluate whether the Applicant meets the prescribed minimum Qualification Criteria. Subsequently the Technical Proposal will be opened and shall be checked for responsiveness in accordance with the requirements of the RFP and only those Technical Proposals which are found to be responsive would be further evaluated.

For Technical evaluation the pre-qualified agency will present their technical proposal to the evaluation committee as scheduled in the Fact Sheet. The agencies will be evaluated based on Technical Evaluation Form.

- The Financial Proposal shall be submitted as per the prescribed Financial Proposal form.



**Section 7: Pre-qualification and evaluation forms**

**A. Pre-Qualification Form**

Sl. No.	Basic Requirement	Specific Requirement	Documents Required	Document Submitted (Yes or No)
1.	Legal Entity	The Agency shall be a not-for-profit organization registered under- <ul style="list-style-type: none"> <li>• Societies' Registration Act</li> <li>• Indian Trust Act 1882</li> <li>• Companies Act 1956</li> </ul>	Original certificate of incorporation/ Registration Certificate along with PAN CARD GST Registration/12A Certificate	
2.	Operation	The Agency shall have been in operation for past 3 years as on 31/03/2023 and filed ITR for last three FYs (i.e., 2019-20, 2020-21 and 2021-22).	Last three financial years Audited Financial Statements duly sealed & signed by a Chartered Accountant in practice along with ITR for the said periods	
3.	Financial Capacity	The Agency shall have an Average Annual Turnover of at least Rs. 3 Crore over the last three FYs (i.e., 2019-20, 2020-21 and 2021-22). This must be the individual Agency turnover and not the group companies/organisation.	Financial Details of the bidder duly sealed and certified by a CA in practice and the authorized representative of the bidder/ vendor	
4.	Consortium	No consortium/ JVs/ associations/ subcontracting shall be allowed under this project.	Declaration of submitting as independent Agencies from the Authorized Signatory	
5.	Blacklist	Applying agency shall not have been blacklisted in last 5 years by any Central/State Government Ministry in India or Public Sector Undertaking or any Government Agency	Undertaking by the Authorized Agency	
6.	Experience	Applying agency should possess prior experience in implementing Crèche Projects, maternal & child health projects and child nutrition project, ECCD/ ECE/ Balwari/ child care & feeding programme for children etc.	Copies of Work Order/ LOA/Sanction Orders /MOUs/ MOA/ Engagement Letters / Completion Certificates or equivalent documentary evidence shall be provided as proof.	
7.	Authorized Representative	A power of Attorney in the name of the person signing the proposal.	Original Notarized Copy of Power of Attorney on Rs.100 Non-Judicial Stamp Paper	

*AS*

8.	Tender Fee	The Agencies shall furnish a Tender Fee of Rs 10,000 (Rupees Ten Thousand Only) Non-Refundable in the form of Demand Draft in favour of District Social Welfare Officer, Deogarh payable at Deogarh	Original Demand Draft	
9.	Earned Money Deposit (EMD)	<p>The Agencies shall furnish Earnest Money Deposit of Rs 1,00,000 (Rupees One Lakh Only) in shape of TDR/FD/Postal deposit duly pledged in favour of District Social Welfare Officer, Deogarh from any nationalized scheduled bank/Post office.</p> <p>The EMD shall be refunded to the non-qualifying agencies without interest post issuance of letter of award to the selected agency.</p>	Original TDR/FD /Postal deposit	



### B. Technical & Financial Evaluation Form

Sl. No.	Evaluation Criteria	Marks	Total Marks	Supporting Forms
1	<b>Experience :</b>		<b>15 Marks</b>	
1.1	Experience in operation and management and running of Crèches or similar programme over the last 5 years (Between June 2018 - Jun 2023)		4	[Provide number of Years]
	i. Less than or equal to 2 Years	1		
	ii. Greater than 2 Years but less than 5 Years	2.5		
	iii. Greater Than or Equal to 5 Years	4		
1.2	No. of Crèches implemented or awarded at different locations over the last 5 years (Between June 2018 - Jun 2023)		4	[Enter number of Crèches implemented/awarded]
	i. Less than or equal to 25 Crèches	1		
	ii. More than 25 Crèches but less than 50 Crèches	2.5		
	iii. Greater Than or Equal to 50 Crèches	4		
1.3	Experience in implementing ECCD/ ECE/ Balwari/child care & feeding programme for children below 6 years (other than Crèches) in last 10 Years (Between June 2013 - Jun 2023)*		4	[Provide number of Years]
	i. More than 1 year but less than 5 Years	1		
	ii. More than 5 Years but less than 7 Years	2.5		
	iii. More than or equal to 7 Years	4		
1.4	Experience of working on at least one project with an implementing period of minimum one year at community level on maternal & child health and child nutrition Project within last 5 years (Between Jun 2018 - Jun 2023) *		3	[Provide number of Years]
	i. Between 1 to 3 Years	1.5		
	ii. More than 3 Years	3		
2	<b>Key Personnel Criteria (Attach Tech-9 along with CV and photocopies of educational certificates and Experience Certificates of the proposed candidate)</b>		<b>5 marks</b>	
	Programme Coordinator		3	

2.1	Minimum 5-10 years of professional experience and PG degree or equivalent degree in Social Work/Rural Development/Nutrition/related discipline and/or an MBA in a relevant discipline from a reputed academic institution	1.5	3	(Yes/No)
	1 year or more of professional experience in managing/ handling crèche projects.	1		(Yes/No)
	Exposure to GOI's Integrated Child Development Scheme (ICDS), NHM or related projects.	0.5		(Yes/No)
2.2	Accounts cum Logistic Manager			
	B. Com with minimum 5 years of professional experience of accounts & logistic management	2	2	(Yes/No)
3	Scoring in Technical presentation before Evaluation Committee as per Annexure-II.		<b>10marks</b>	
4	<b>Financial Bid</b>		<b>70 marks</b>	
	<b>Grand Total (1+2+3+4)</b>		<b>100 marks</b>	
<p>*Copies of work orders/agreement/ completion certificates must be submitted as a proof for each assignment. No assignment shall be repeated across various categories of evaluation parameters. Assignments of more than 12 months will be considered for evaluation purpose.</p>				

**Section 8: Technical Proposal Submission Forms**

**Tech 1: Covering Letter– Technical Bid**

*(On Bidder's Letter Head)*

[Location, Date]

To  
**District Social Welfare Officer (DSWO),  
Collectorate, Deogarh-768108  
Odisha**

**Subject: Selection of “Agency for the establishment and management of Crèches  
in Deogarh District” (Technical Proposal)**

Dear Madam,

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.

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. 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. I confirm that, I have the authority to submit the proposal and to clarify any details on its behalf.

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

Yours faithfully,

**Authorized Signatory with Date and Seal:**

**Name and Designation:** \_\_\_\_\_

**Address of Bidder:** \_\_\_\_\_



**Tech 2: Bidder's Organization (General Details)**

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

**Authorized Signatory [In full and initials]:** \_\_\_\_\_

**Name and Designation with Date and Seal:** \_\_\_\_\_

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



**Tech 3: Bidder's Financial Details**

<b>Financial Information (In INR)</b>				
<b>Details</b>	<b>FY 2019 -20</b>	<b>FY 2020 -21</b>	<b>FY 2021 -22</b>	<b>Three Years Average</b>
Annual Turnover (In Crores)				
	Page No in the Technical Proposal.....	Page No in the Technical Proposal.....	Page No in the Technical Proposal.....	
<p><b>Supporting Documents:</b></p> <p>Audited certified financial statements for the last three FYs (Submission of copies of Income &amp; Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form)</p> <p><i>Filled in information in this format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished in original along with the technical proposal failing which the proposal will be out rightly rejected. No scanned copy will be entertained.</i></p>				

Signature and Seal of the Company Auditor with Date in original

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

Communication Address of the Bidder: \_\_\_\_\_

**[NB: No Scanned Signature will be entertained]**

**Bidders shall submit the required supporting documents as mentioned above.**

**Non- submission of required documents as listed above will lead to rejection of the bid.**



**Tech 4: Format for Power of Attorney**

**(Notarized Copy on Rs. 100 Non-Judicial Stamp Paper)**

I, \_\_\_\_\_, the \_\_\_\_\_ (Designation) of \_\_\_\_\_ (Name of the Organization) in witness where of certify that \_\_\_\_\_ <Name of person> \_\_\_\_\_ < Designation of the person >, is authorized to execute the attorney on behalf of \_\_\_\_\_ < Name of Organization >of the applicant acting for and on behalf of the agency for bid submission/ bid opening/ technical presentation 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: Bidders past Experience Details

(To be filled for all the completed and ongoing projects of last 5 years.)

<b>Assignment Name:</b>		
<b>Area of operation:</b>		<b>Number of Professional Staffs provided by your Firm / Entity:</b>
<b>Name of Client/Funder:</b>		<b>Total Number of Staffs:</b>
<b>Start Date:</b>	<b>Completion Date:</b>	<b>Approx. Value of Services (in INR):</b>
<b>Name of Associated Consultants, If Any:</b>		<b>No of Months of Professional Staff Provided by Associated Consultants:</b>
<b>Name of Senior Staff Involved and Corresponding Positions:</b>		
<b>Description of Project in 100 words:</b>		

**Tech 6: Declaration of Conflict of Interest and Activities**

Are there any activities carried out by your agency which are of conflicting nature as mentioned in Section 6: Information to the Agencies under Para – F. If yes, please furnish details of any such activities.

If no, please certify,

**On Bidders Letterhead**

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 6: Information to the Agencies under Para E.**

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

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

**Name and Designation with Date and Seal:**



**Tech 7: Description of Approach, Methodology and Workpant Undertake the Assignment**

Technical Approach, Methodology, and Work Plan are key components of the Technical Proposal. In this Section, bidder shall explain their 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, they shall 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 and Objectives**
- B. Description of Approach**
- C. Proposed work plan for year 1** (*Indicate all main activities / sub activities of the proposed assignment and other associate sub-periodic activities*).

Duration	1st Quarter	2nd` Quarter	3rd Quarter	4th Quarter
Sequence of Activities / Sub Activities				

- D. Stakeholder Analysis (SWOT)**
- E. Methodology to be Adopted**
- F. Envisaged Challenges and Conflict Resolution**

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

**Name and Designation with Date and Seal:**

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



**Tech 8: Format of Curriculum Vitae (CV) for Proposed Key Professional**

1.	<b>Proposed Position</b>		
2.	<b>Name of Staff:</b>		
3.	<b>Date of Birth</b>		
4.	<b>Nationality</b>		
5.	<b>Education</b>		
<b>Name of Institution</b>	<b>Degree(s) or Diploma(s) obtained:</b>		<b>Date</b>
6.	<b>Languages</b>		
	<b>Reading</b>	<b>Speaking</b>	<b>Writing</b>
	English		
	Odia		
	Any other		
7.	<b>Employment Record:</b>		
	<b>From:</b>	<b>To:</b>	
	Employer		
	Position(s) held		
	<b>From:</b>	<b>To:</b>	
	Employer		
	Position(s) held		
	<b>From:</b>	<b>To:</b>	
	Employer		
	Position(s) held		
8.	<b>Work Undertaken that Best Illustrates Capacity to Handle the Tasks Assigned</b>		
	<b>Name of assignment or project:</b>		
	<b>Year:</b>	.....to.....	
	<b>Location:</b>		



**Tech-9 Earnest Money Deposit declaration**

Date:

To,  
**District Social Welfare Officer (DSWO),  
Collectorate, Deogarh-768108  
Odisha**

I/We understand that, according to the RFP conditions, proposals/bids must be supported by a Bid Security Declaration.

If I/We declare that if we withdraw or modify the Bids during the period of validity etc.

I/We will be suspended for the time specified in the RFP and if I/We are awarded the contract and fail to sign the contract or fail to submit a performance security before the deadline defined in the request for proposals (RFP) document, they will be suspended for the period specified in the request for proposals document from being eligible to submit Bids/Proposals for contracts with the Procuring Entity.

Signed:

in the capacity of: \_\_\_\_\_ (insert legal capacity of person signing the Bid Securing Declaration)

Dated on \_\_\_\_\_ day of \_\_\_\_\_ (insert date of signing)

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

**Name and Designation with Date and Seal:**



## Section 9: Performance Bank Guarantee Form

[Location, Date]

To,  
**District Social Welfare Officer, Deogarh,**  
**Collectorate, Deogarh-768108,**  
**Odisha**

(To be issued by a Bank \_\_\_\_\_)

This deed of Guarantee executed at \_\_\_\_\_ by \_\_\_\_\_  
(Name of the Bank) having its Head/Registered Office at \_\_\_\_\_ (hereinafter referred to as "the Guarantor") which expression shall unless it be repugnant to the subject or context thereof include its heirs, executors, administrators, successors and assigns.

In favour of **District Social Welfare Officer, Deogarh**, having its office at (Deogarh) (hereinafter called **DSWO, Deogarh**, which expression shall unless it be repugnant to the subject or context thereof include its heirs, executors, administrators, successors, and assigns).

Whereas \_\_\_\_\_, an organization registered/formed under \_\_\_\_\_ (specify the applicable law) and having its registered office at \_\_\_\_\_ (hereinafter referred to as the Agency) has been, consequent to conduct and completion of a competitive bidding process in accordance with the Request for Proposal (RFP) document No. \_\_\_ dated \_\_\_\_\_ issued by **District Social Welfare Officer, Deogarh**, as more specifically defined in the aforementioned Document including statement of work and the Agreement executed between the **DSWO, Deogarh** and Agency .

The Agreement requires the Agency to furnish an unconditional and irrevocable Bank Guarantee for an amount of Rs. \_\_\_\_\_/- (Rupees \_\_\_\_\_ only) by way of security for guaranteeing the due and faithful compliance of its obligations under the Agreement.

Whereas the Agency approached the Guarantor, and the Guarantor has agreed to provide a Guarantee being these presents.

Now this Deed witnessed that in consideration of the premises, we, \_\_\_\_\_ Bank hereby guarantee as follows:

1. The Agency shall implement the programme- '**Establishment and management of Crèches in Deogarh District**' in accordance with the term and subject to the conditions of the Agreement and fulfil its obligations there under
2. We, the Guarantor, shall, without demur, pay to **DSWO, Deogarh** an amount not exceeding ₹ \_\_\_\_\_ (Rupees \_\_\_\_\_ only) within 7(seven) days of receipt of a written demand from **DSWO, Deogarh** stating that the Agency has failed to fulfil its obligations as stated in Clause 1 above.

3. The above payment shall be made by us without any reference to the Agency or any other person and irrespective of whether the claim of the **DSWO, Deogarh** is disputed by the Agency or not.
4. The Guarantee shall come into effect from \_\_\_\_\_ (Start Date) and shall continue to be in full force and effect till the earlier of its expiry at 1700 hours Indian Standard Time on \_\_\_\_\_ (Expiry Date) (both dates inclusive) or till the receipt of a claim, from the **DSWO, Deogarh** under this Guarantee, which is one month after the expiry of performance guarantee, whichever is earlier. Any demand received by the Guarantor from **DSWO, Deogarh** prior to the Expiry Date shall survive the expiry of this Guarantee till such time that all the moneys payable under this Guarantee by the Guarantor to **DSWO, Deogarh**.
5. In order to give effect to this Guarantee, **DSWO, Deogarh** shall be entitled to treat the Guarantor as the principal debtor and the obligations of the Guarantor shall not be affected by any variations in the terms and conditions of the Agreement or other documents by **DSWO, Deogarh** or by the extension of time of performance granted to the Agency or any postponement for any time of the power exercisable by **DSWO, Deogarh** against the Agency or forbear or enforce any of the terms and conditions of the Agreement and we shall not be relieved from our obligations under this Guarantee on account of any such variation extension forbearance or omission on the part of **DSWO, Deogarh** to the Agency to give such matter or thing whatsoever which under the law relating to sureties would but for this provision have effect of so relieving us.
6. The Guarantee shall be irrevocable and shall remain in full force and effect until all our Obligations under this guarantee are duly discharged.
7. The Guarantor has power to issue this guarantee and the undersigned is duly authorized to execute this Guarantee pursuant to the power granted under \_\_\_\_\_.

In witness, whereof the Guarantor has set its hands hereunto on the day, month and year first here-in-above written.

Signed and delivered by \_\_\_\_\_ Bank by the hand of Shri \_\_\_\_\_ its \_\_\_\_\_ and authorized office.

(Signature of the authorized officer of the Bank)

**Name and designation of the officer**

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



Section 10: Financial Forms

FIN 1: Covering Letter (Financial Bid)

(On Bidder's Letter Head)

[Location, Date]

To,

District Social Welfare Officer,  
At- Collectorate, P.O: Deogarh,  
District- Deogarh-768108.

Dear Madam,

We, the undersigned, offer to provide services for the assignment '**Selection of Agency for Establishment and Management of Crèches in Deogarh District**' in accordance with your Request for Proposal (RFP) dated \_\_\_\_\_ and our Technical Proposal.

I, the undersigned, offer to provide the complete setup of machines & services for [Insert title of project] in accordance with your Request for Proposal No..... Dated..... Our attached Financial Proposal is for the sum of Rs..... [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 expiration of the validity period of the proposal of <Nos.> days. I have carefully read and understood the terms and conditions of the RFP and do hereby undertake to provide the service accordingly.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery. We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act, 1988".

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

We remain,

Yours sincerely,

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

**Name and Designation with Date and Seal:**

**Name of the Agency with full Address:**

\*Amount must match with the one indicated in Fin-2.

Fin 2: BOQ Format

Sl No.	Project Description	Unit of Measurement	Qty.	Rate (Rs.)	Total Amount with GST (Rs.)
1					
2					
3					
4					
5					
	<b>Grand Total (in INR)</b>				
	<b>Amount in Words</b>				

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

**Name and Designation with Date and Seal:**

*AS*

## Section 11: Annexures

### Annexure I: Bid Submission Checklist

(To be enclosed as a cover page of the technical proposal)

Sl. No.	Description	Submitted (Yes/No)	Page No.
<b>Technical Proposal (Original + 1 Copy)</b>			
1	Filled in Bid Submission Check List (ANNEXURE I)		
2	Covering Letter – Technical Bid (TECH 1)		
3	Bid Processing Fee of Rs..... /- in form of DD		
	EMD of Rs..... /- in shape of Demand Draft/Pay Order		
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 last 3 FYs (2019-20, 2020-21&2021-22)		
8	General Details of the Bidder organisation (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	Format for Power of Attorney (TECH 4) in favour of the person signing the bid on behalf of the bidder.		
11	Bidders Past Experience Details (TECH 5) along with the copies of work orders for the respective assignments.		
12	Self-Declaration on Potential Conflict of Interest and activities (TECH 6)		
13	Description of Approach, Methodology & Work Plan (TECH 7)		
14	CV of Key Professionals (TECH 8)		
15	EMD declaration (TECH 9)		
16	Covering Letter – Financial Bid (FIN 1)		
17	BOQ Format (FIN 2)		

**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]:**

**Name and Designation with Date & Seal:**



**Annexure- II: Technical Presentation Checklist**

<b>SLIDE HEADINGS- Maximum 10 slides</b>	<b>Maximum Marks-40</b>	<b>Maximum Time for presentation</b>
<ul style="list-style-type: none"> <li>• Slide number 1-3</li> <li>• Technical Approach (Understanding and Approach to the assignment)</li> <li>• Methodology (for identification and selection of Personnel, villages, Crèche location) Review (mechanism for performance of deployed personnel)</li> </ul>	15	5 minutes
<ul style="list-style-type: none"> <li>• Slide number 4-6</li> <li>• Implementation Plan (Training, reviews, field monitoring, ration distribution plan, anthropometry, ECCD etc) Crèche centre daily activity planner hour-wise.</li> </ul>	15	5 minutes
<ul style="list-style-type: none"> <li>• Slide number 6-10</li> <li>• Challenge Envisaged</li> <li>• Plan to retain professionals for programme period Similar case studies and experiences</li> </ul>	10	5 minutes
Question answer session	-	5 minutes

\*Note- extra slides more than 10 will not be entertained.

*Abz*