



**DEPARTMENT OF SCHOOL AND MASS EDUCATION
GOVERNMENT OF ODISHA**

**REQUEST FOR PROPOSAL (RFP) IN CONNECTION WITH ENGAGEMENT OF A
THIRD PARTY
TO CONDUCT AN IMPACT ASSESSMENT OF LEARNING RECOVERY
PROGRAMME (LRP)**

RFP NO: 541/Ped/2023 dated 13/01/2023

Last Date of RFP Submission : on or before 5:30 PM of dated 03/02/2023



**ODISHA SCHOOL EDUCATION PROGRAMME AUTHORITY (OSEPA)
“Shiksha Soudha”, Unit-V, Bhubaneswar, Odisha-751001
Phone No. 0674-2395325,
Website: osepa.odisha.gov.in**

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BIDDER DATA SHEET

Sl.No	Particulars	Details
1	Name of the Client	State Project Director, Odisha School Education Programme Authority (OSEPA) Department of School & Mass Education, Govt. of Odisha
2	Name of the Assignment	Impact Assessment of Learning Recovery Programme (LRP)
3	Method of Selection & Proposal Validity	Quality and Cost Based Selection (QCBS) / 90 days.
4	Date of Issue of RFP	13/01/2023
5	Deadline for submission of Pre –proposal Query	19/01/2023
6	Pre-Proposal Meeting	A pre-proposal meeting will be held on 20/01/2023 at 11 am in the Conference hall of OSEPA. All queries should be received on or before the scheduled date, time on mail in word format. The details of the nodal officer is Designation: Joint Director (Pedagogy) Address: O/o State Project Director, Shiksha Soudha, Unit-V, Bhubaneswar. Email ID: ttpedagogy@gmail.com
7	Last Date of RFP Submission	On or before 5 :30 pm of dated 03/02/2023
8	Date of opening of Technical Proposal	at 11.30 a.m of dated 04/02/2023
9	Date of opening of Financial Proposal	Will be Communicated to the Technically qualified bidders after Technical evaluation.
10	Expected date of Commencement of assignment	Within 07 days of issue of work order from OSEPA
11	Bid Processing Fee (non-refundable)	Rs.10,000/- (Rupees Ten Thousand only) in shape of Demand Draft in favour of State Project Director, OSEPA drawn in any scheduled commercial bank payable at Bhubaneswar.
12	Earnest Money Deposit (EMD) (Refundable)	Rs.2,00,000/- (Rupees Two lakhs only) in shape of demand draft

12	Contact Person	Designation: Joint Director, Pedagogy Email ID: ttpedagogy@gmail.com .
13	Address & mode of submission of Proposal	State Project Director, Odisha School Education Programme Authority (OSEPA), “ShikshaSoudha”, Unit-V, Bhubaneswar-751001. Mode of Submission: Speed Post/Registered Post/Courier service only to the address as specified above during office hour only. Submission of bid through any other mode and late bid will be rejected.
14	Place of Opening of Proposal;	Office of The State Project Director, Odisha School Education Programme Authority, “Shiksha Soudha”, Unit-V, Bhubaneswar-751001.

RFP can be downloaded from osepa.odisha.gov.in

DISCLAIMER & CONFIDENTIALITY

This RFP Document has been prepared by Odisha School Education Programme Authority (OSEPA) (CLIENT) solely for the purpose of providing information to potential bidders. It is extended on a confidential basis and is not to be distributed or reproduced in whole or in part without the prior written consent of the Client.

The information contained in this RFP document (the “**RFP**”) or subsequently provided to Bidder(s)/Bidder(s), whether verbally or in documentary or any other form by or on behalf of Client or any of their employees or advisors, is provided to Bidder(s) on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by “**CLIENT**” to prospective Bidder/s. The purpose of this RFP is to provide interested bidders with information that may be useful to them in preparing their proposal i.e. Eligibility/Technical Proposal, Documents and Financial Proposal (the "Bid") pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by “**CLIENT**” or their advisors in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. It is intended to be used as a guide only and does not constitute advice, including without limitation, investment or any other type of advice. This RFP may not be appropriate for all persons, and it is not possible for “**CLIENT**”, its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this RFP including annexure/attachments/ amendments and obtain independent advice from appropriate sources. “**CLIENT**” and its advisors assume that any person who reads or uses this document is capable of evaluating the merits and risks of any investment or other decision with respect to a financial/property transaction, operation, its suitability and its financial, taxation, accounting and legal implications without any reliance on this document.

Information provided in this RFP to the Bidder/s is on a wide range of matters, some of which depend upon interpretation. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law.

This document may contain information prepared by third parties. Figures, calculations and other information contained in this document that has been provided to “**CLIENT**” by third parties

have not been independently verified by “**CLIENT**”. Any projections or analyses represent best estimates only and may be based on assumptions, which, while reasonable, may not be correct. Past performance of any property or market information, if any, described in this document is not a reliable indication of future performance of such property. Bidders should not rely on any information contained in this document as a statement or representation of fact and must make their own enquiries to verify and satisfy themselves of all aspects of such information, including without limitation, any income, fee/rentals, dimensions, areas, zoning and permits. While the information in this document has been prepared in good faith and with due care, no representations or warranties are made (express or implied) as to the accuracy, currency, completeness, suitability or otherwise of such information. “**CLIENT**”, its advisors, officers, employees, subcontractors and agents shall not be liable (except to the extent that liability under statute or by operation of law cannot be excluded) to any person for any loss, liability, damage or expense arising directly or indirectly from or connected in any way with any use of or reliance on such information.

“**CLIENT**” accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein. “**CLIENT**”, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Bidder or Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way during the Bidding Process.

“**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.

“**CLIENT**” may in its absolute discretion at any time, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP. “**CLIENT**” may also withdraw or cancel the RFP at any time without assigning any reasons thereof.

“**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 RFP 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.

SECTION - 1
LETTER OF INVITATION



ODISHA SCHOOL EDUCATION PROGRAMME AUTHORITY
“SHIKSHA SOUDHA”, UNIT-V, BHUBANESWAR-751001



LETTER OF INVITATION

RFP No:541/ped/2023

Dated: 13/01/2023

1. **Nature of the Assignment:** Odisha School Education Programme Authority (OSEPA), under administrative control of School & Mass Education Department, Government of Odisha wants to engage a third party for conduct of impact assessment of learning recovery programme. More details on the proposed assignment are provided at **Section-3: Scope of Work** of this RFP Document. RFP document is available in OSEPA Website: osepa.odisha.gov.in
2. A bidder will be selected under **Quality and Cost Based Selection (QCBS)** Method as prescribed in the RFP Document.
3. The proposal complete in all respects as specified in the RFP Document must be accompanied with a **Non-refundable** amount of **Rs.10000 /- (Rupees Ten Thousand only)** and a refundable amount towards EMD of **Rs.2,00,000/- (Rupees Two lakhs only)** in form of **Demand Draft** in favour of State Project Director, OSEPA drawn in any scheduled commercial bank and payable at Bhubaneswar , Odisha failing which the bid will be rejected.
4. The proposal must be delivered at the specified address as per the Bidder Data Sheet by **Speed post / Registered Post / Courier** only. OSEPA shall not be responsible for postal delay or any consequence. Submission of proposal through any other mode will be rejected.
5. The last date and time for submission of proposal complete in all respect is on or before 5: 30 p.m of **Dt. 03/02/2023** and the date of opening of the technical proposal is at 11.30 a.m of **Dt. 04/02/2023** at the specified address as mentioned in the Bidder Data Sheet. Representatives of the bidders may attend the meeting with due authorization letter on behalf of the bidder.
6. This RFP includes following sections:
 - a. Letter of Invitation [**Section – 1**]
 - b. Information to the Bidder [**Section – 2**]
 - c. Scope of work [**Section – 3**]
 - d. Technical Proposal Submission Forms [**Section – 4**]
 - e. Financial Proposal Submission Forms [**Section –5**]
 - f. Annexures [**Section –6**]
7. While all information/data given in the RFP are accurate within the consideration of scope of the proposed assignment to the best of the Client’s knowledge, the Client holds no responsibility for accuracy of information and it is the responsibility of the bidder to check the validity of information/data included in this RFP. The Authority reserves the right to accept / reject any / all proposals / cancel the entire selection process at any stage without assigning any reason thereof.

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State Project Director

SECTION –2

INFORMATION TO THE BIDDER

BASIC PRE-QUALIFICATION ELIGIBILITY CRITERIA OF BIDDERS

1. Pre-Qualification Criteria:

Keeping in view the complexity & volume of the work involved, following criteria are prescribed as pre qualification criteria for the Bidder interested in undertaking the project. Technical Bids of only the successful pre qualifiers will be opened for evaluation and presentation.

Sl. No.	Basis of evaluation	Documents Required
a)	Bidder <i>must be</i> a Company as registered under Indian Companies Act, 2013 or a Society registered under the Societies Registration Act, 1860 or a Trust registered under the Indian Trusts Act, 1882 or a Partnership Firm registered under the Indian Partnership Act, 1932 or a Limited Liability Partnership registered under The Limited Liability Partnership Act, 2008 or registered under DIPP of Govt. of India /Odisha Startup policy under MSME Department of Govt. of Odisha /premier academic institution (Govt./Private) of national repute in the field of educational achievement level monitoring, evaluation and impact assessment.	Certificate of Incorporation Certificate Partnership Deed (as applicable) Society registration certificate (as applicable)
b)	The bidder must be registered with the GST & Income Tax	GST Registration Certificate & PAN
c)	The bidder should have completed 10 years of its incorporation as on last date of the submission of proposal	Certificate of Incorporation / Registration / Any valid legal document in support of formation of the entity
d)	The financial net worth of the organization should be Rs. 15.00 Lakh or more during each of the last 03 years.	CA certificate in Tech -3 to be submitted.
e)	The bidder should have an annual financial turnover of Rs.1.00 Crore each in the last three consecutive years.	To submit information in duly filled in Tech-3 format
f)	The bidder must have a full time team as per requirement. At least 10 employees (including Program Manager, Team leader) must be there as regular full time employees.	Copy of the latest EPF combined challan cum return, showing the number of Subscribers.
g)	The bidder must have at least 5 years of past experience in the field of monitoring/evaluation/impact assessment of programmes.	Copy of the work order / agreement in similar work & Tax invoice copy against such work order/agreement. OR Copy Work completion certificate from previous client

h)	The bidder shall be responsible for compliance of all laws, rules, regulations and ordinances applicable in respect of its employees (including but not limited to Minimum Wages Act, Provident Fund laws, Workmen's Compensation Act, Labour Law etc.)	Self-declaration to be submitted in company letter head
i)	The bidder shall not be under a declaration of ineligibility for corrupt or fraudulent practices nor should have been black listed by any Govt. or Govt. undertaking organization or PSU at the time of submission of the bid.	Self-declaration duly signed by authorized representative of Bidder
j)	The bidder must have successfully completed three assignments in the field of monitoring/evaluation/impact assessment of programmes during the last five years.	Copy of the work order / agreement in similar work & Tax invoice copy against such work order/agreement. OR Copy Work completion certificate from previous client
k)	Submission of Bid Processing Fees	As mentioned in the RFP
l)	Submission of EMD	As mentioned in the RFP

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.
- EMD
- Copy of Certificate of Incorporation / Registration
- Copy of PAN.
- Copy of Goods and Services Tax Registration Certificate (GSTIN).
- Copies of IT Return of last three 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 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 work orders/agreement & tax invoice against such work orders/agreement OR work completion certificate from previous client.
- Self-Declaration regarding Conflict of Interest (**TECH - 6**)
- Duly filled in Technical Proposal Forms (**TECH - 7 to 10**). [Comments and Suggestions (**TECH – 7**), **Description of Approach, Methodology & Work Plan (TECH - 8)**, CV of Key Professionals (**TECH – 9**) and Work Plan (**TECH – 10**)]
- Undertaking for not having been black-listed by any Central / State Government / Any other autonomous bodies/ International & National Organization in the recent past.(**TECH-11**)
- All the pages of the proposal and enclosures/attachments are signed by the authorized representative of the bidder.

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 authorised representative.

3. Bid Processing Fee:

The bidder must furnish as part of technical proposal, the required bid processing fee amounting to **Rs. 10,000/- (Ten thousand rupees Only)** in shape of DD from any scheduled commercial bank in favor of “State Project Director, OSEPA” payable at **Bhubaneswar**. Proposals received without bid processing fee will be out rightly rejected.

4. Earnest Money Deposit (EMD):

The bidder must furnish, as part of the technical proposal, an Earnest Money Deposit amounting to **Rs.2,00,000/- (Rupees Two Lakhs Only) in shape of DD** from any scheduled commercial bank in favour of “State Project Director, OSEPA” payable at **Bhubaneswar**.

The EMD of unsuccessful bidders shall be refunded after finalization of selection process and award of contract. The EMD of the successful bidder will be released only after furnishing of the required Performance Bank Guarantee (PBG) and signing of the contract. The EMD will be forfeited on account of the following reasons:

- Bidder withdraws its proposal during the bid validity period as specified in RFP / **mutually agreed bid extended period.**
- 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
 - furnish required Performance Bank Guarantee in time.
- Any other circumstance which holds the interest of the OSEPA during the overall selection process.

Proposals not accompanied by EMD shall be rejected & will be treated as non-responsive. No interest shall be payable by this office for the sum deposited as earnest money deposit.

5. Validity of the Proposal:

Proposals shall remain valid for a period of **90 days** from the date of opening of the financial proposal. The Client reserves the rights to reject a proposal valid for a shorter period as non-responsive and will make the best efforts to finalize the selection process and award of the contract within the bid validity period. The bid validity period may be extended on mutual consent.

6. Pre -Proposal Queries / Pre-Proposal Meeting:

Bidders are allowed to submit their queries in respect of the RFP and other details if any to OSEPA through e-mail at tpedagogy@gmail.com till **19/01/2023**. Clarifications to the above will be uploaded in the osepa.odisha.gov.in/ clarified through email to the respective bidders for the purpose of preparation of the proposal. Request for alternation / change in existing terms and conditions of the RFP will not be considered / entertained. Pre-proposal meeting will be held on **20/01/2023 at 11.00 AM in the O/o State Project Director, Unit-V, Shiksha Soudha, Bhubaneswar**. The bidders will have to ensure that their queries for pre-proposal meeting should reach before the pre-proposal meeting to the **point of contact (Nodal Officer)**.

7. Submission of Proposal:

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

The procedure for submission of the proposal is described below:

i) Technical Proposal (Original + 1 Copy):

The envelope containing technical proposal shall be sealed and superscripted as “**Technical Proposal - <RFP for Engagement of third party agency for conduct of impact assessment of learning recovery programme.>**” and to be furnished inside one envelope. The duly filled-in technical proposal submission forms, soft copy in word form in pen drive along with all the supportive documents and information have to be furnished as part of technical proposal.

ii) **Financial Proposal (Original + 1 Copy):**

The envelope containing financial proposal shall be sealed and superscripted as “**Financial Proposal – < RFP for Engagement of third party for conduct of impact assessment of learning recovery programme.>**”. The duly filled-in financial proposal submission forms should contain the detail price offer for the proposed assignment and to be furnished as per the prescribed format only along with soft copy in pdf form in pen drive as part of financial proposal.

The "**Technical Proposal**" and "**Financial Proposal**" must have to be submitted in two separate sealed envelopes (with respective marking in bold letters) along with the prescribed formats/information mentioned in the RFP Document. The first envelope must be marked as "**TECHNICAL PROPOSAL (RFP for Engagement of third party agency for conduct of impact assessment of learning recovery programme..**" The second envelope must be marked as "**FINANCIAL PROPOSAL (RFP for Engagement of third party agency for conduct of impact assessment of learning recovery programme.**" and it should contain Financial Proposal only. Both the above envelopes have to be sealed and placed inside a third main envelope with proper labeling of following information in bold:

(Proposed Project Name)

RFP NUMBER AND DATE:

NAME OF THE BIDDER:

DEADLINE FOR SUBMISSION OF BID:

NAME AND ADDRESS OF THE BIDDER:

All the proponents are entitled to submit one Proposal. In case a proponent submits more than one proposal in response to this RFP then all the proposals submitted by the proponent will be rejected. All proposals should be submitted in a sealed envelope into the following address:

The State Project Director.

Odisha School Education Programme Authority, (OSEPA)

Siksha Soudha, Unit-V, Bhubaneswar, Odisha-751001, Odisha, India

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

8. Opening of the proposal:

The FIRST ENVELOPE containing **TECHNICAL PROPOSAL** will be opened in the initial stage by the Client in presence of the bidder's representatives at the location, date and time specified in the Data Sheet. The Client will constitute an Evaluation Committee (EC) to evaluate the

proposals submitted by bidders. Only one representative with proper authorization letter from the participating bidder will be allowed to attend the bid opening meeting. The SECOND ENVELOPE containing **FINANCIAL PROPOSAL only** of the **technically qualified bidders** will be opened after completion of technical evaluation stage. The date and time for opening of the financial proposal will be intimated accordingly to the technically qualified bidders well in advance.

Terms & Conditions

- **The applicant needs to comply with and agree to the terms and conditions laid down in the Terms and Conditions.**
- **The Applicants must to provide the details of their technical experience details in their organization profile which is to be submitted with the application form.**
- **The Applicant should provide their organizational details in the format as in the forms annexed.**
- **The Organization must be very much familiar with the linguistic, cultural, geographic and demographic profile of Odisha. The complete bio data of the key persons (at least 2) of the organization those are going to manage the complete assignment, if selected should be submitted along with the application form.**

Late Applications:

Any Application received after the Application Due Date and time shall not be accepted by OSEPA. Any such Application received after the Application Due Date shall be summarily rejected and returned unopened.

9. Evaluation of Proposals:

- (a) The Authority shall formulate an evaluation Committee for making technical and financial evaluation and ranking of bids received. This committee will undertake evaluation of technical bids, opening of financial bids, final selection of the company, negotiations (if any) on various terms and conditions, etc.
- (b) All the proposals received will be scrutinized to assess the eligibility based on the pre-qualification criteria. Those proposals which do not meet the basic pre-qualifying criteria will be rejected at any stage of detection.
- (c) Price is not the only factor to decide the assignment of work orders. However the bidder will have to first technically qualify in Technical Evaluation Process before the bidder makes presentation of the proposal.

The evaluation committee will evaluate the proposals submitted by the bidders for a detailed scrutiny. During evaluation of proposals, the committee, may, at its discretion, ask the bidders for clarification of their Technical Proposals.

A Three stage evaluation process will be conducted as explained below for evaluation of the proposals

- **Preliminary Evaluation (1st Stage):** Preliminary evaluation of the proposals will be done to determine whether the proposal complies with 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
- ✓ Copy of the selection process.
- ✓ Bid Processing Fee
- ✓ EMD

- ✓ Copy of Certificate of Incorporation/ Registration.
- ✓ Copy of PAN Goods and Services Tax Identification Number (GSTIN)
- ✓ 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 work orders/agreement & tax invoice against such work orders/agreement OR work completion certificate from previous client.
- ✓ Self-Declaration on Conflict of Interest (**TECH - 6**).
- ✓ Undertaking 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 Technical Proposal Forms (**TECH - 7 to 12**). [Comments and Suggestions (TECH – 7), Description of Approach, Methodology & Work Plan (TECH - 8), CV of Key Professionals (TECH – 9) and Work Plan (TECH – 10)]
- ✓ Undertaking for not having been black-listed by any Central / State Government / Any other autonomous bodies/ International & National Organization in the recent past. (**TECH-11**)
- ✓ All the pages of the proposal and enclosures/attachments are signed by the authorized representative of the bidder.

*** Bids not complying with any of the above requirements will be out-rightly rejected at the discretion of the Client’s authority.**

• Technical Bid Evaluation (2nd Stage):

A two-stage method will be adopted in evaluating the proposals with the technical evaluation will be done prior to financial evaluation. Quality and Cost Based Selection Method (QCBS) will be adopted during the overall evaluation process. Each respective technical bid will be attributed a technical score as per the following specified parameters:

Sl.	Technical Parameters	Max Score	Supporting Document
a)	Past experience in successful completion of assignments of similar nature i.e. concurrent evaluation, baseline survey, mid-term and end-term evaluation and impact assessment in education sector. in last five years,	15	Copy of the work order / agreement in similar work & Tax invoice copy against such work order/agreement. OR Copy Work completion certificate from previous client
b)	The bidder having presence in Odisha will be preferred.	5	Requisite proof
c)	The agency must have a proposed full time team as per the requirement.	50	Submission of CVs as per the format.

d)	Presentation on understanding of the scope, approach/work team/manpower & deployment strategies, implementation plan, quality & timelines etc.	30	Presentation by bidder (The date of presentation will be intimated to the Pre-qualifying bidders)
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Technical Presentation:

The bidders will have to make a presentation to the client. The presentation shall cover in sufficient detail the appreciation of the project, approach and methodology, proposed organizational structure, work plan etc. The objective of the presentation is to enable the Client to evaluate the bidder regarding their understanding and preparedness for the assignment. Clarifications, if any, as required by Client will also be discussed during the meeting. The date and venue of presentation will be intimated to the bidder for convenience at least one week in advance.

The bidder/s secured 70 marks or more out of 100 marks shall be declared as technically qualified & are eligible for financial evaluation i.e 3rd stage of evaluation. The bidder/s secured less than 70 marks shall be declare as technically disqualified and are not eligible for 3rd stage of evaluation.

• **Financial Bid Evaluation (3rd Stage) :**

The Financial bid of the bidder/s qualifying in the technical bid evaluation (2nd stage) only shall be opened at this stage in presence of the bidder’s representative who wish to attend the meeting with proper authorization letter. The rate of the bidder along with the quoted financial price will be announced during the meeting.

10. Evaluation Process & award of contract :

The proposal will be evaluated through **Quality & Cost Based Selection (QCBS)** process with a weightage of 70% to the technical score and 30% to the financial quote. The individual bidder's technical and financial bid scores are normalized as per the formula below:

Bidder	Technical Score	Financial Score	Weighted Technical Score (70% of B)	Weighted Financial Score (30% of C)	Combined Score (F=D+E)
A	B	C	D	E	F

The formula which shall be used for the evaluation is as below:

Technical Score * 70%+ Financial Score *30% = Composite Score

The Technical Score shall be calculated as = $\frac{\text{Technical mark of bidder} \times 100}{\text{Technical Mark of Highest Bidder}}$

The Financial Score shall be calculated as = $\frac{\text{Financial quote of Lowest bidder} \times 100}{\text{Financial Quote of the each Bidder}}$

Score will be adjusted up to 2 decimal points.

The bidder securing the highest combined score will be adjudged as the successful bidder for award of the tender. In case of a tie between bidders after combining the technical and financial score, the bidder with higher quality / Technical score would be preferred.

11. Performance Bank Guarantee: (PBG)

Within 7 days of notifying the acceptance of a proposal for award of contract, each qualified bidder shall have to furnish a Performance Bank Guarantee amounting to **10% of the contract value** from a scheduled commercial bank situated in Bhubaneswar in favor of “ **State Project Director, OSEPA**”, as per the format at **Annexure-II**, for a period of three months beyond the entire contract period (i.e. PBG must be valid from the date of effectiveness of the contract to a **period of <12> months beyond the contract period**) as its commitment to perform services under the contract. Failure to comply with the requirements shall constitute sufficient grounds for the forfeiture of the PBG. The PBG shall be released immediately after three months of expiry of contract provided there is no breach of contract on the part of the qualified bidder. No interest shall be paid on the PBG.

12. Contract Negotiation:

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

13. Award of Contract:

After completion of the contract negotiation stage, the Client will notify the successful bidder in writing by issuing an offer order 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 07 days of issuance of the offer order. After signing of the contract, no variation or modification of the terms of the contract shall be made except by written amendment signed by both the parties. The contract will be valid for **<12> months** from the date of signing of the contract agreement and can be extended on mutual consent.

14. Conflict of Interest:

Conflict of interest exists in the event of:

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

(iv) The Existing Implementing Agencies i.e M/s Subhadra Charitable Trust, Bhubaneswar & M/s Odisha Knowledge Corporation Ltd , Bhubaneswar engaged by OSEPA for LRP are not allowed to participate in this RfP due to conflict of interest.

15. Disclosure:

a. Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the bidder or termination of its contract.

- Bidders must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency or the financial standing of the Bidder, including but not limited to appointment of any officer such as a receiver in relation to the Bidder's personal or business matters or an arrangement with creditors, or of any other similar proceedings.

b. Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:

- a criminal offence or other serious offence punishable under the law of the land, or where they have been found by any regulator or professional body to have committed professional misconduct;
- corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract;
- failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

16. Anti-corruption Measure:

a. Any effort by Bidder(s) to influence the Client in the evaluation and ranking of financial proposals, and recommendation for award of contract, will result in the rejection of the proposal.

b. recommendation for award of Contract shall be rejected if it is determined that the recommended bidder has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question. In such cases, the Client shall blacklist the bidder either indefinitely or for a stated period of time, disqualifying it from participating in any related bidding process for the said period.

17. Language of Proposals:

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

18. Cost of bidding:

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

19. Legal Jurisdiction:

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

20. Governing Law and Penalty Clause:

The schedule given for delivery is to be strictly adhered to in view of the strict time schedule. Any unjustified and unacceptable delay in delivery shall render the bidder liable for liquidated damages and thereafter the Client holds the option for cancellation of the contract for pending activities and complete the same from any other agency. The Client may deduct such sum from any money from their hands due or become due to bidder. The payment or deduction of such sums shall not relieve the bidder from his obligations and liabilities under the contract.

The rights and obligations of the Client and the bidder under this contract will be governed by the prevailing laws of Government of India / Government of Odisha. Failure on bidder's part to furnish the deliverables as per the agreed time line will enforce a penalty @ **1% per week subject to maximum of 10% of the total contract value**. The amount will be deducted from the subsequent payment. In addition, the PBG amount shall also be forfeited. The decision of the authority placing the contract, whether the delay in development has taken place on account of reasons attributed to the bidder shall be final.

21. Confidentiality:

Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the bidders who submitted the proposals or to other persons not officially concerned with the process, until the publication of the award of contract. The undue use by any Consultant of confidential information related to the process may result in rejection of its proposal and may be subject to the provisions of the Client's antifraud and corruption policy. During the execution of the assignment except with prior written consent of the Client, the consultant or its personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the contract.

22. Amendment of the RFP Document:

At any time before submission of proposals, the Client may amend the RFP by issuing an addendum through OSEPA website. Any such addendum will be binding on all the bidders. To give bidders reasonable time in which to take an addendum into account in preparing their proposals, the Client may, at its discretion, extend the deadline for the submission of the proposals.

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

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

24. Copyright, Patents and Other Proprietary Rights:

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

25. Replacement of Key Personnel:

The key professionals to be deployed under this contract must be dedicated in nature. However, the Client reserves the right to request the Consultant to replace the assigned personnel if they are not performing to the level of satisfaction. After written notification, the Consultant will provide CV of appropriate candidates within Seven (7) days for review and approval. The Consultant must replace the personnel within seven (7) working days from the date of approval of replacement. If one or more key personnel become unavailable / leave the project for any reason midway under the contract, the Consultant must notify the Client at least fourteen (14) days in advance, and obtain the approval prior to making any substitution. In notifying the Client, the Consultant shall provide an explanation of circumstances necessitating the proposed replacement and submit justification and qualification of replacement personnel in sufficient detail to permit evaluation of the impact on the engagement. Acceptance of a replacement person by the Client shall not relieve the consultant from responsibility for failure to meet the requirements of the contract. Change in key professionals beyond the allowable limit of the contract leads to implication of liquidated damage of 10% of the contract value.

26. Force Majeure:

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

27. Settlement of Dispute:

The Client and the 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 **OSEPA, S&ME Department**, Government of Odisha. The arbitration proceeding shall be held in **Bhubaneswar within Odisha**.

28. Disqualification of Proposal:

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

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

- Proposal is received in incomplete form
- Proposal is received after due date and time for submission of bid
- Proposal is not accompanied by all the requisite documents / information
- A commercial bid submitted with assumptions or conditions
- Bids with any conditional technical and financial offer
- If the bidder provides any assumptions in the financial proposal or qualifies the commercial proposal with its own conditions, such proposals will be rejected even if the commercial value of such proposals is the lowest / best value
- Proposal is not properly sealed or signed
- Proposal is not conforming to the requirement of the scope of the work of the assignment.
- Bidder tries to influence the proposal evaluation process by unlawful / corrupt / fraudulent means at any point of time during the bid process
- If, any of the bid documents (including but not limited to the hard and soft/electronic copies of the same, presentations during evaluation, clarifications provided by the bidder), excluding the commercial bid, submitted by the bidder is found to contain any information on price, pricing policy, pricing mechanism or any information indicative of the commercial aspects of the bid;
- Bidders or any person acting on its behalf indulges in corrupt and fraudulent practices
- Any other condition / situation which holds the paramount interest of the Client during the overall section process.

SECTION - 3
SCOPE OF WORK

Background:

Due to Covid 19 pandemic, students suffered for two years of consecutive academic loss. After pandemic, they entered into the age appropriate grade without having conceptual clarity and desired grade appropriate skills of previous two school years.

To regain the lost learning of previous two years, Odisha School Education Programme Authority “Shiksha Soudha”, Unit-V, Bhubaneswar under School and Mass Education Department, Government of Odisha launched the Programme named Learning Recovery Programme. Two Agencies i.e. Odisha Knowledge Corporation Limited and Subhadra Charitable Trust are engaged for Development and Implementation of the Learning Recovery Plan for Class-III to IX in response to RFP No:4330/Ped/22 dated 12/04/2022 and the subsequent corrigendum bearing Notice No: 5703/Ped/22 Dated: 11.05.2022 thereof .

An overview of the programme is as follows:

Objectives of this programme

- To implement a bridge course for the Odia-medium students of Class-III – IX in Govt. Schools / Govt. Aided Schools.
- To makes up the impact of lost learning among the students and make them ready for grade appropriate class.
- To raise the confidence level of students for mainstreaming in the current academic session.

Subjects covered

- Odia, Mathematics and EVS for Class-III.
- Mathematics, English and EVS Class-IV& V
- Mathematics, English and Science for Class-VI to IX.

Beneficiaries covered under this programme

- 55,745 Govt. /Govt. aided Schools.
- 43,91,287 students.
- 2,52,930 number of teachers.
- 30 Districts of Odisha.

Monitoring mechanism of this programme

- 30 Chief District Coordinators.
- 600 Coordinators.
- 10,000 Resource Persons.
- Use of LRP Software for monitoring and LRP data capturing.

Implementation agency of this programme

Two agencies have been selected by the SME Department through opened tender call notice.

Odisha Knowledge Corporation Limited-15 Districts (Angul, Boudh, Baragarh, Ganjam, Gajapati, Jharsuguda, Khordha, Keonjhar, Kandhamal, Mayurbhanj, Nayagarh, Puri, Rayagada, Sambalpur, Sundargarh)

Subhadra Charitable Trust-15 Districts (Balangir, Balasore, Bhadrak, Cuttack, Deogarh, Dhenkanal, Jajpur, Jagatsinghpur, Kalahandi, Koraput, Kendrapara, Malkanagiri, Nabarangpur, Nuapada, Subarnapur.

Resource materials used for this programme

- **Teaching Learning Material (TLM) :**
Teachers’ Manual and Students’ Manual

- **Teachers' Manual :**
(1) Concept manual, (2) Solution manual
- **Students' Workbook:**
(1) Worksheet (Objective and Subjective)

(2) Assessment Question paper (Mid-term and End-term Assessment.)

Assessment

The assessment cycle includes i) Baseline Assessment ii) Mid-term iii) End-term Assessment of students.

Progress made so far :-

- Teachers' Resource Manual and Students' Work Books have already been supplied to all concerned.
- LRP dashboard has been developed where teachers will enter data related to practice of worksheets by students, result of baseline, Mid-term, End-term assessment etc. The mobile app for entries by Headmasters and Teachers are also available in Google Play store. The app link is also available in the Web URL along with the User Manuals and Video Guides.
- Baseline Assessment has already been conducted from 28.09.22 to 30.09.22 in all schools.
- Mid-Term Assessment for students of Class–III to IX Schools has also been conducted from 17.11.22 to 19.11.22 as per the LRP timeline.
- End-Term Assessment for students of Class–III to IX Schools has also been conducted from 19.12.22 to 21.12.22 as per the LRP timeline.
- State Monitoring team has been constituted to monitor the progress of the programme throughout the state.
- Process assessment on implementation of the programme is being conducted by the Directorate of TE & SCERT and Impact assessment will be conducted by OSEPA by hiring third party by Open Tender process.

Objective of Evaluation:

The objective of engaging Third Party Agency to Conduct Evaluation of the Learning Recovery Programme is to

- To find out the impact of the programme in terms of the perception of stakeholders.
- To study the learning achievement level of students of class III, V & VIII with reference to baseline, mid-term and end-term assessment.
- To study the difference in achievement with regard to location and social category.
- To study the effectiveness of TLM, Dash Board, comparison of district performance in Baseline, Mid Term & End Term Assessment.
- To find out the strength and weakness in the implementation.
- To examine the effectiveness of the mechanism adopted to implement LRP.
- To conduct case study / success story to analyze impact of the programme at least one exemplary school from sample district.

Scope of Evaluation:

The scope of evaluation is corresponding to the objective of LRP and scope of the Implementing Agencies under LRP. It also involves the factors like timeline, target group, outreach etc. involving appropriate methodologies and processes developing the result framework.

Time Period: Two months (60 days) from the issuance of the Work order, extendable by one month on genuine grounds with mutual consent.

Stakeholders:

The stakeholders involved in implementation of LRP are as follows.

- Primary Group: the primary recipient/target of the programme. They may be categorized as odia medium students of Class III-IX of Government and Government -Aided schools, Parents, Teachers, PTA, SMC, HMs, CRCCs
- Secondary Group: District and Block level officials involved, representation from both the agencies.
- Tertiary level: State officials of the Departments & all Directorates under S & ME Deptt.

Methodology, Tools & Sampling

Methodology

Methodology of the evaluation includes to assess the impact of learning recovery programme at various levels, being implemented in the state. Evaluation will be undertaken in Six(06) sample districts out of the total of 30 districts in the state by taking two sample districts from each of the three Revenue Divisions (one with the highest literacy and another lowest literacy rate) (two blocks from each district- one rural, another urban)and 6000 number of students across the state. The evaluation will be held in the month of January 2023 to March 2023.

The following table gives the details of the number of schools and students to be covered in the evaluation of the effectiveness and efficiency of the actions taken for implementation of LRP.

Unit	No. of units	Description of units
Revenue Divisions	3	North, Central and South
Districts	6	Two from each of the three revenue divisions, one with Highest literacy and another with lowest literacy
Blocks	12	Two blocks from each of the 6 districts ,one with Highest literacy and another with lowest literacy
Classes	III,V & VIII	Govt. & Govt. Aided Schools
Students	Class III 2000 students Class V 2000 students Class VIII 2000 students	All the students from each class with a minimum of 20 students per class (schools to be chosen accordingly Only students who have completed LRP and appeared in baseline, Mid-Term, and End-Term assessment will be included in sample. Sample should represent all socio-economic categories.
Important stakeholders	Teachers, parents, students, community members, SMC members, PRI representatives	Per block : 10 nos. of teachers,10 nos. of head teachers,10 nos. of parents, 10 SMC members,05 nos. of PRI member,10 nos. of community member,05 CRCC,01 BRCC,01 BEO

	CRCC, BRCC, BEO, DEO-cum DPC, State level personnel & Agency personnel.	<p>At District level : 01 DEO cum DPC, 01 ADEO (Academic), 01 DIET principal, 01 pedagogy co-ordinator.</p> <p>At state level: 10 nos.</p> <p>Representative of implementing agency Personnel: @ 05 nos. each.</p>
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Approach and Methodology:

Evaluation Methodology:

1. LRP activities are broadly categorized under:
 - Development, Printing, and Distribution of TLM
 - Conduct of Teachers’ Training programme
 - Implementation of LRP at school level
 - Development of LRP software
 - Conduct of Mid-Term and End-Term Assessment

Therefore, evaluation methodology should be defined in a comprehensive manner to evaluate each of the above activities.

Tentative evaluation methodology is described below, however any modification/ improvement in methodology will be integrated after discussion with expert committee of OSEPA.

- 1- Assessment question for students of class III, V & VIII will be prepared and tried out by the Directorate of TE & SCERT in the subjects as mentioned and also take mid-term and end-term question paper as reference for number of questions and learning outcome mapping. The details of the assessment questions paper is as under;

Class	Nos. of student	Nos. of subject	Total nos. of questions	Quality of paper	Approx. Nos of pages per question
III	2000	2	4000	70 GSM	04
V	2000	3	6000	70 GSM	04
VIII	2000	3	6000	70GSM	04

The Approximate no.s of pages per question shall increase/decrease as per need. Accordingly, the cost will be revised proportionately.

Agency will develop the survey tool for all stakeholders with integration of activity wise questionnaire / perception scale.

- 2- Develop tool for structured interview schedule for stakeholders, perception of parents, teachers and other stakeholders.
- 3- Preparation of questionnaire and format for data collection, entry, analysis and report preparation. The questionnaire format shall be in one page per stake holder and to be printed in 70 GSM paper quality.
- 4- All survey tools must be vetted by expert committee of OSEPA and any changes if suggested will be incorporated in the survey tool.
- 5- Agency will present the sample size, data collection method, and data analysis tool before the expert committee.
- 6- Any other tool to address the objectives of the study should be placed before expert committee.

- 7- Agency will evaluate LRP through survey of activity wise stakeholders
- 8- Agency will administer the questions to the sample students through a test to evaluate their LRP learning and compare it against their baseline, mid-term, and end-term assessment results available in LRP software.
- 9- After completion of data collection, agency will do comprehensive data analysis and present its findings in a report format to OSEPA.
- 10- To find out the best District for exemplary implementation of LRP and prepare a case study of the district. At least six such cases from six sample districts to be collected.
- 11- Critical evaluation of the programme keeping in view the sustainability of the programme.

DELIVERABLES

The agency shall commence work immediately after signing of the contract and shall complete the assignment within a period of **60 (Sixty) days from the date of issue of work order**. The Consultant is expected to deliver the followings during the course of the assignment.

a) Inception report

- A brief note on the sampling methodology and study tools to be used. (Maximum 2 pages)
- A note on the detailed plan for data collection with timelines for key milestones. (Maximum 2 pages)
- To conduct a state level inception workshop involving S&ME Dept., OSEPA., all Directorates of S & ME Dept. and all District Education Officers and submit a report on the workshop proceeding including the feedback points. (Maximum 2 pages)
- Based on the feedback from the Client, an Inception Report mentioning final data collection plan, study methodology and tools. (Maximum 10 pages)

b) Draft Study Report

Detailed analysis of the study done and submission of the draft study report. (Maximum 60 pages in A4 size paper written in Arial font, size 11 and 1.5 space including 5 page Executive Summary)

Note: Before writing the Draft Study report, the Consultant is required to share the chapter plan with the Client and take their approval.

c) Draft Documentation of Case Studies

Draft documentation of six cases from six sample districts (Each case study should not be more than 10 pages in A4 size paper written in Arial font, size 11 and single space.) All six cases should be presented as a single document with an introductory note including the objective and methodology.

d) Final Study Report

- A note for discussion with stakeholders to discuss the draft study report in the state (stakeholders) workshop for feedback and suggestion. (Maximum 2 pages)
- To conduct the state level final sharing workshop with various stakeholders and a report on the workshop proceeding including the feedback points. (Maximum 2 pages)
- Incorporating the feedback/suggestions from state level final sharing workshop and submission of final report. (Maximum 60 pages in A4 size paper written in Arial font, size 11 and 1.5 space including 5 page Executive Summary)

e) Final Documentation of Case Studies

Final documentation of six cases from six sample districts. (Each case study should not be more than 10 pages in A4 size paper written in Arial font, size 11 and single space.) All six cases should be presented as a single document with an introductory note including the objective and methodology.

DELIVERABLES AND TIME FRAME

The Consultant shall commence work within a week of signing the contract and shall complete the assignment within a period of 60 (sixty) days from the effective date of the contract. Table 2 summarizes the deliverables and corresponding time frame of the study.

Table 2: Deliverables and corresponding time frame

Sl. No.	Description of deliverables	Corresponding time frame
1	Conducting Inception Workshop & Submission of Inception Report including finalized methodology and work plan	T +10 days
2	Submission of Draft study Report	T + 40 days
3	Submission of draft documentation of case studies	T + 40 days
4	Conducting final workshop on sharing study findings	T + 45 days
5	Submission of Final Report	T+ 59 days
6	Submission of final documentation of case studies	T+ 59 days

Note: All reports being submitted to the Client are to be supplied in five (5) hard copies along with USB sticks in MS-Word format

Format of Reports

The proposed format of the report / contents of the assessment report will be presented by the consultant and is to be reviewed by OSEPA, School & Mass Education Department prior to the writing of the final report. The final report should be presented in Arial 11 font, single spacing. All abbreviations or acronyms used have to be expanded.

Roles and Responsibilities

SME/OSEPA

- ✓ SME/OSEPA will enter into agreement with the consulting agency for contractual obligation, deliverables and also defining the deliverables.
- ✓ It will act as a link with the consulting agency, more specifically providing secondary data, issuing letters to the sample districts to facilitate study and impact evaluation.
- ✓ Once the Evaluation begins, facilitating and ensuring the timely implementation of the process will be ensured by OSEPA
- ✓ SME/OSEPA will be responsible for timely release of funds to the agency on receipt of certification on the outputs

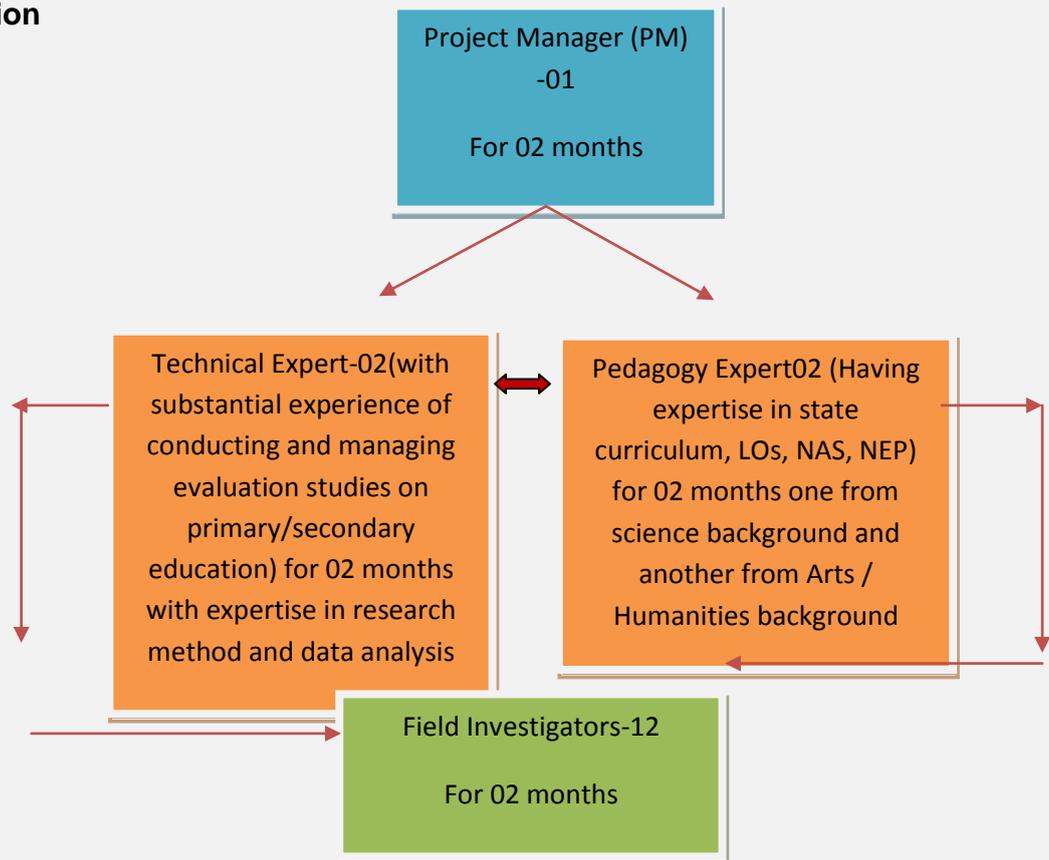
Consulting institution

- ✓ To undertake the assignment and timely completion of different deliverables in accordance with agreed TOR.

The table below summarizes the deliverables and corresponding time frame of the study.

Team Composition and Qualification of Experts

Composition



2.9.1 Project Manager- 1

The project Manager would be in overall charge of the assignment and the key contact person for OSEPA/ Dept. of S&ME.

Qualification- Masters Degree in Rural Development / Social Work / Public Administration/ Statistics/ MBA / Education must have at least 08-10 years hands on experience on evaluation / research studies/ impact assessment / concurrent evaluation in the field of Education.

Role

- Coordination with OSEPA
- Coordination with the specialists for Monitoring and Evaluation
- All administrative roles for the assignments from OSEPA.
- Certification of the final report
- Physical presence in state level workshop
- Presentation of Draft Report / Draft Tools
- Signing authority of the contract.

2.9.2 Technical Expert-2

Monitoring and Evaluation specialist will anchor the assignment at the state.

Qualification-The Technical Expert must have at least 5 years hands on experience on evaluation/research studies/ impact assessment / concurrent evaluation in the field of Educational research. He/she should possess at least Master Degree in any discipline, desirably in Education with Ph.D and computer proficiency would be given preference. profound knowledge in SPSS package, IRT, CTT, methods etc. Higher qualification would be added advantage.

Role

- Designing of the study tools and methodology
- Framing checklists and questionnaires
- Coordinating Workshops
- Finalization of reports as mentioned in deliverables.
- Coordination with the Project manager and field investigators.
- All administrative roles for the assignment at state level as directed by Project Manager

2.9.3 Pedagogy expert-02

Pedagogy expert will assist in development of tools, orientation of field investigators, analysis of data and drawing educational implication.

Qualification-The expert must have at least 5 years hands on experience of preparing process documentation in Educational research in state curriculum, LOs, NAS, NEP. He/she should possess Ph.D in Education and computer proficiency would be given preference and also profound knowledge in analysis and interpretation of statistical data, report generation. He/she should also possess good documentation skills and profound knowledge in statistics.

Role

- Coordinating workshops.
- Coordination with Project manager, Education specialist

2.9.4 Field Investigators

Qualification- Field-investigators should possess at least Bachelor's degree. He/she should have at least 3 years field experience of similar assignment in social development sector.

Role

- Undertaking school visits for reality checks
- Undertake key informant interviews
- Undertake FGDs with SMC/teachers/SSA functionaries /Educational administrators/ etc.
- Prepare on site monitoring report and actions to be taken at different levels like SMC/School / district level
- Reporting on measures taken on recommendations/mid course corrections suggested
- Assisting in organizing workshops
- Coordinating with Monitoring and evaluation specialist and documentation specialist

2.2 Duration

The duration of the assignment is 02 months in a calendar year between **February-March 2023**.

2.3 Staffing for the Assignment

S.N.	Position	Requirement	Minimum Qualification	Specific Experience
1	Project Manager	1	Masters Degree in Rural Development / Social Work / Public Administration / Statistics/ MBA/Education.	Must have at least 8-10 years hands on experience on monitoring/ evaluation/ research studies / impact assessment in social sector. Higher qualification would be added advantage
2	Technical Expert	2	Master Degree in rural development/ social work/	Must have at least 5 years hands on experience on

			Public Administration / Statistics / Education along with profound knowledge in SPSS package, IRT, CTT, methods etc. Higher qualification would be added advantage.	evaluation / research studies/ impact assessment / concurrent evaluation in the field of Education.
4	Pedagogy Expert	2	Must possess at least Master Degree in Education must have profound knowledge in pedagogical analysis and interpretation of statistical data, report generation. He/she should also possess good documentation skills and profound knowledge in statistics.	The expert must have at least 5 years hands on experience of preparing process documentation in Educational research in state curriculum, LOs, NAS, NEP.
5	Field Investigators	12	Bachelor degree in any discipline	He/she should have at least 3 years field experience in similar assignments in social development sector.

2.12 Review Committee

A Consultant Monitoring Committee will be constituted by Commissioner-Cum Secretary, School and Mass Education Department consisting of officials/Experts to monitor the execution of activities and generation of deliverables for the assignment. Monitoring in each phase of the assignment will be done by the committee and feedback provided by the committee must have to be incorporated by the consultant at each stage.

PAYMENT TERMS AND SCHEDULE

Table 3 provides details of payment terms and schedule.

Table 3: Payment terms and schedule

Sl. No.	Activity	Payment (as % of the total Contract Value)
1	Completion of Inception Workshop and submission of Inception Report including finalized methodology and work plan.	10
2	Submission of Draft Study Report and draft case study documentation.	50
3	submission of Final Report and final case study documentation.	40

Team Stationing and Conditions:

The team shall be expected to station at least 50% of each of the 3 teams in Bhubaneswar, Odisha at any given time to ensure smooth coordination with the department. The department shall provide a working space for the team to execute the responsibilities in OSEPA, Bhubaneswar.

Indicative Contract Period:

The duration of the contract will be for 60 days. The contract may be extendable by another one month on a mutual agreeable basis by the party's on basis performance.

SECTION - 4
TECHNICAL PROPOSAL
SUBMISSION FORMS

TECH -1
COVERING LETTER

(ON BIDDER'S LETTER HEAD)

[Location, Date]

To

The State Project Director
OSEPA, Unit-V , Bhubaneswar

Subject: <NAME OF THE PROPOSED PROJECT>. [TECHNICAL PROPOSAL]

Dear Sir,

I, the undersigned, offer to provide the services for the proposed assignment in respect to your Request for Proposal No. _____, Dated: _____ I hereby submit the proposal which includes this technical proposal sealed under a separate envelope. Our proposal will be valid for acceptance up to **90 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: _____

TECH-2

Bidder's Organization (General Details)

Sl. No.	Description	Full Details
1	Name of the Bidder / Consortium	
2	Address for communication: Tel : Fax: Email id :	
3	Name of the authorized person signing & submitting the bid on behalf of the Bidder: Mobile No. : Email id :	
4	Registration / Incorporation Details Registration No: Date & Year. :	
5	Local office in Odisha If Yes, Please furnish contact details	Yes / No
6	Bid Processing Fee Details Amount: DD No.: Date: Name of the Bank:	
7	EMD Amount: DD 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: _____

Bidder Organization (Financial Details)

Financial Information in INR				
Details	FY2019-20	FY 2020-21	FY 2021-22	Average
Turnover (Rs. in Lakh)				
Net worth (Rs. in Lakh)				

Supporting Documents:

Audited certified financial statements for the last <2 Nos> FYs (**to be decided accordingly**) (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form)

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.

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]

TECH - 4

FORMAT FOR POWER OF ATTORNEY

(On Bidder's Letter Head)

I, _____, the _____ (Designation) of
(Name of the Organisation) in witness whereof certify that <Name of person> is authorized
to execute the attorney on behalf of <Name of Organisation>, <Designation of the
person> of the 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)

CONSULTANT'S ORGANIZATION AND EXPERIENCE

A - Organization

[Provide here brief description of the background and organization of your firm/entity and each associate for this Assignment/job. The brief description should include ownership details, date and place of incorporation of the firm, objectives of the firm etc. Also, if the consultant has formed a consortium, details of each of the member of the consortium, name of lead members etc. shall be provided]

B - Experience

1. Firm's Name:
2. Details of projects undertaken in the past:

Project type	Number of projects undertaken

3. For each project, following details are to be provided:

1	Assignment /Job Name:	
1.1	Description of Project	
1.2	Approx. value of the contract (in Rupees):	
1.3	Country and Location within Country	
1.4	Duration of Assignment/job (months):	
1.5	Name of Employer:	
1.6	Address:	
1.7	Approx. value of the Assignment/job provided by your firm under the contract (in Rupees):	
1.8	Start date (Month/Year):	
1.9	Completion date (Month/Year):	
1.10	Name of associated Consultants, if any:	
1.11	No of professional staff-months provided by associated	
1.12	Name of senior professional staff of your firm involved and	
1.13	Description of actual Assignment /job provided by your staff within the Assignment /job:	

Note: Please provide documentary evidence from the client i.e. copy of work order, contract for each of above mentioned assignment. The experience shall not be considered for evaluation if such requisite support documents are not provided with the proposal.

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

TECH - 6

**INFORMATION REGARDING ANY CONFLICTING ACTIVITIES
AND DECLARATION THEREOF**

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

If no, please certify,

IN BIDDER'S LETTER HEAD

I, hereby declare that our agency as Individual / as a member of any consortium is not indulged in any such activities which can be termed as the conflicting activities as mentioned in **Section 2: [Information to the Bidder] under Eligibility Criteria: Para (6)**.

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

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

Communication Address of the Bidder: _____

TECH-7

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

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

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

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

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

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

TECH -8

DESCRIPTION OF APPROACH, METHODOLOGY AND WORKPLAN TO UNDERTAKE THE ASSIGNMENT

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

A. Understanding of Scope, Objectives and Completeness of response

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

B. Description of Approach and Methodology:

- a. Key guiding principles for the study.
- b. Proposed Frame work.
- 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:

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). (Graphical representation)

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal:

<<The bidder may be asked to submit the required information within a certain number of pages, with font specified)

TECH - 9

Format of Curriculum Vitae (CV) for Proposed Key Professional

1. Proposed Position:

[For each position of key professional separate form Tech B-6 will be prepared]

2. Name of Firm :

3. Name of Staff :

4. Date of Birth :

5. Years with Firm :

6. Nationality :

7. Education :

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

8. Membership in Professional Associations:

9. Other Trainings :

10. Countries of Work Experience :

11. Languages :

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

12. Employment Record:

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

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

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

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

<i>Name of the Project</i>	
<i>Year</i>	
<i>Location</i>	
<i>Name of the Client</i>	
<i>Project Feature</i>	
<i>Position Held</i>	
<i>Activities Performed</i>	

Certification :

I, the undersigned, certify that to the best of my knowledge and belief that this CV correctly describes my qualifications and past experiences. I will undertake this assignment for the full project duration in terms of roles and responsibilities assigned in the technical proposal or any agreed extension of activities thereof. I understand that any misstatement herein leads to disqualification of CV.

Date:

Signature of Key Professional with Date

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

<<NB: CV write up may be restricted to a certain number of pages with quality information relevant to the key professional requirements. This will be easy in evaluating the resumes for short listing. The CVs needs to be jointly signed by the proposed professional and the authorized representative of the Bidder.>>

TECH – 10

PROPOSED WORKPLAN TO CARRY OUT THE ASSIGNMENT

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

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: _____

TECH – 11

(In Bidder's letter Head)

[Location, Date]

To:

The State Project Director
OSEPA, Bhubaneswar

Undertaking / Declaration

1. I, _____ Son / Daughter / Wife of Shri _____ Proprietor / Director/ Authorized Signatory of the bidder, mentioned above, am competent to sign this declaration and execute this bid document;
2. I/we have carefully read and understood all the terms and conditions of the BID document and undertake to abide by them.
3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I /We, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my BID at any stage besides liabilities towards prosecution under appropriate law.
4. I/we also certify that our firm has not been blacklisted / debarred / banned by any State Govt. / UT / Central Govt. /Govt. organization / Govt. Institution / PSU / Govt. run autonomous body, Society / OSEPA and or convicted by any court of law due to (a) Service or quality supplied (b) submission of fake or forged documents (c) submission of incorrect information/ suppression of vital information and facts / misrepresentation of quality certificates (d) non-performance or non-supply (e) any other reasons.
5. This is also certified that neither myself nor my organization will be indulged in any corrupt practices so far as this bidding is concerned.

Authorized Signatory [In full and initials]

Name and Designation of Signatory with Date and Seal:

Address of the Bidder

SECTION- 5
FINANCIAL PROPOSAL SUBMISSION FORMS

FIN - 1

COVERING LETTER

(In Bidder's Letter Head)

[Location, Date]

To

of the Department> Department, Government of Odisha

<Address The _____ to Government

<Name >

<Address>

<PIN>

Subject: <NAME OF THE PROPOSED PROJECT> [FINANCIAL PROPOSAL]

Sir

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

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 **<60> days**. I have carefully read and understood the terms and conditions of the RFP and do hereby undertake to provide the service accordingly.

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

I remain,

Yours faithfully,

Authorized Signatory [In full and initials]

Name and Designation of Signatory with Date and Seal:

Address of the Bidder :

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

FIN - 2

SUMMARY OF FINANCIAL PROPOSAL

Sl. No	Activity	Amount (in Rs.)
1	Printing and supply of assessment question for Students.	
2	Remuneration of experts and other staff	
3	Conduct of work shop	
4	Development, printing & supply of the survey tool for all stakeholders with integration of activity wise questionnaire.	
5	Interactions/consultations/meetings with key stakeholders including teachers, parents, students, community members, SMC members, PRI representatives CRCC, BRCC, BEO, DEO, DPC ,State level personnel& agency personnel.	
6	Preparation of questionnaire and format for data collection, entry, analysis and report preparation.	
7	Development of tool for structured interview of stakeholders, perception of parents, teachers and other stakeholders.	
8	Survey of activity wise stakeholders	
9	Conduct of Test	
10	Analysis of data	
11	Preparation & printing of Reports as per deliverables	
12	Agency administrative charges	
13	Sub Total (1 to 12)	
14	GST @ _____	
	Total (13 +14)	

(Rupees _____) only

Price quoted above is inclusive of all taxes, charges, duties, levies etc

NB: Bidders shall submit the financial proposal as per the prescribed format given above both in figures and words, and signed by the Bidder's Authorized Representative. In the event of any difference between figures and words, the amount indicated in words shall prevail.

Authorized Signatory [In full and initials]: _____

Name and Designation with Date& Seal: _____

SECTION - 6
ANNEXURES

Sl. No.	Description	Submitted (Yes/No)	Page No.
TECHNICAL PROPOSAL (ORIGINAL + 1 COPY)			
1	Filled in Bid Submission Check List (ANNEXURE-I)		
2	Covering Letter (TECH -1)		
3	Bid Processing Fee of Rs. _____ /- in form to DD		
4	EMD of Rs.2.00 lakhs		
5	Copy of Certificate of Incorporation / Registration of the Bidder		
6	Copy of PAN		
7	Copy of Goods and Services Tax Identification Number (GSTIN)		
8	Copies of IT Returns for the last <Nos> AYs (to be decided accordingly)		
9	General Details of the Bidder (TECH - 2)		
10	Financial details of the bidder (TECH - 3) along with all the supportive documents such as copies of Profit – Loss Statement and Balance Sheet for the concerned period		
11	Power of Attorney (TECH - 4) in favour of the person signing the bid on behalf of the bidder.		
12	List of completed assignments of similar nature (Past Experience Details) (TECH - 5) along with the copies of work orders for the respective assignments		
13	Self-Declaration on Potential Conflict of Interest (TECH - 6)		
14	Comments and Suggestions (TECH – 7)		
15	Description of Approach, Methodology & Work Plan (TECH - 8)		
16	CV of Key Professionals (TECH – 9)		
17	Work Plan (TECH – 10)		
18	Undertaking for not have been black-listed by any Central / State Govt./any Autonomous bodies during its business career. (TECH-11)		
FINANCIAL PROPOSAL (ORIGINAL + 1 COPY)			
1	Covering Letter (FIN-1)		
2	Summary of Financial Proposal (FIN-2)		

Undertaking:

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

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

PERFORMANCE BANK GUARANTEE FORMAT

To,
**The State Project Director, OSEPA
Bhubaneswar**

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

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

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

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

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

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

This performance bank guarantee shall be valid until the __day of _____ <Year>

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

.....
(Signature of the authorized officer of the Bank)
.....
Name and designation of the officer
.....
Seal, name & address of the Bank & Branch