



## **ODISHA SCHOOL EDUCATION PROGRAMME AUTHORITY (OSEPA)**

### **REQUEST FOR PROPOSAL (RFP)**

**Selection of Agency for Implementation of Science & Math Club /Olympiad activities  
under Rashtriya Aviskar Abhiyan (RAA) of Samagra Shiksha (2024-25)**

**RFP NO:2892/RE&A/ dated 07/03/2024**

**Last Date of RFP Submission: on or before 5:00 PM of dated 15/04/2024**



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



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

**RFP No: 2892/RE&A/2024**

**Dated: 07/03/2024**

**NOTICE INVITING REQUEST FOR PROPOSAL (RFP)**

**Selection of agency for implementation of Science & Math Club activities under the Rashtriya Aviskar Abhiyan (RAA) of Samagra Shiksha .**

Odisha School Education Programme Authority (OSEPA), under administrative control of School & Mass Education Department, Government of Odisha invites sealed proposals from eligible bidders for Implementation of Science & Math Club activities under the Rashtriya Aviskar Abhiyan (RAA) of Samagra Shiksha in Financial Year 2024-25. The RFP document will be available in the OSEPA website [osepa.odisha.gov.in](http://osepa.odisha.gov.in). The bidders fulfilling the prescribed eligibility criteria of the RFP can access and download the complete RFP Document and other details from the above website & apply accordingly.

The major events under the bid process are:

Sl. No.	List of Key Events	Critical Dates
1	Date of availability of RFP document in OSEPA website	<b>By 13/03/2024</b>
2	Last Date for Submission of Bid	By 15/04/2024 - 5.00 PM
3	Date of Opening of Technical Bid	On 16/04/2024 – 11.00 AM
4	Date of Opening of Financial Bid	To be intimated later

The proposal complete in all respects must reach the undersigned by **Speed Post / Registered Post / Courier** only latest by **15/04/2024 before 5.00 PM** in a sealed envelope super scribed as "**REQUEST FOR PROPOSAL – SELECTION OF AGENCY FOR IMPLEMENTATION OF SCIENCE & MATH CLUB ACTIVITIES UNDER THE RASHTRIYA AVISKAR ABHIYAN (RAA) OF SAMAGRA SHIKSHA**" The proposals received beyond the last date and time will be rejected. The Tender Inviting Authority i.e OSEPA reserves the right to accept / reject any / all BIDs / cancel the entire selection process at any stage without assigning any reason thereof.

**Address for Submission of Proposal:**

**State Project Director,  
Odisha School Education Programme Authority (OSEPA)  
"Shiksha Soudha", Unit-V, Bhubaneswar, Odisha-751001**

-Sd-

**State Project Director**

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## **DISCLAIMER & CONFIDENTIALITY**

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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 (expressed 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 Bidders 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.

## **BIDDER DATA SHEET**

Sl. No.	Particular	Details
1.	Name of the Client	Odisha School Education Programme Authority (OSEPA)
2.	Method of Selection	Quality and Cost Based Selection(QCBS) Method
3.	Availability of RFP Document	osepa.odisha.gov.in
4.	Date of Issue of RFP	15/03/2024
5.	Deadline for Submission of Pre-Proposal Query	27/03/2024
6.	Issue of Pre-proposal Clarifications	30/03/2024
7.	Last Date for submission of Proposal	15/04/2024- 5.00PM
8.	Date of opening of Technical Proposal	16/04/2024- 11.00AM
9.	Date of Technical Proposal Presentations	<b>To be intimated later</b>
10.	Date of opening of Financial Proposal	<b>To be intimated later</b>
11.	Issue of Work Order	<b>To be intimated later</b>
12.	Expected Date of Commencement of Assignment	<b>To be intimated later</b>
13.	Bid Processing Fee (Non-Refundable)	<p>INR 10,000/- (Rupees Ten Thousand) (including GST) in form of demand draft drawn in favor of "State Project Director, OSEPA" drawn in any Scheduled Commercial Bank payable at Bhubaneswar.</p> <p>The Bid Processing Fee shall be submitted along with the 1st Inner Envelope of the Technical Proposal.</p>
14.	EMD (Refundable without Interest)	<b>Rs.50,00,000/- (Rupees fifty Lakhs only)</b> in form of <b>Demand Draft</b> in favour of State Project Director, OSEPA drawn in any scheduled commercial bank and payable at Bhubaneswar, Odisha
15.	Contact Person	Designation: Joint Director RE &A. Email ID:researchosepa@gmail.com
16.	Address for Submission of Proposal	<p>State Project Director, Odisha School Education Programme Authority (OSEPA), "Shiksha Soudha", Unit-V, Bhubaneswar-751001.</p> <p>Mode of Submission: <b>Speed Post / Registered Post /courier</b> only to the address as specified above during the office hour only. Submission of bid through any other mode and late bid will be rejected.</p>
17	Place of Opening of Proposal:	<b>Conference Hall of O/o State Project Director, OSEPA, Shiksha Soudha", Unit-V, Bhubaneswar, Odisha-751001</b>

**For details please visit: [osepa.odisha.gov.in](http://osepa.odisha.gov.in)**

# SECTION: 1

## LETTER OF INVITATION

## LETTER OF INVITATION

**RFP No: 2892/RE&A/2024**

**Dated: 07/03/2024**

Name of the Assignment: **Selection of agency for implementation of Science & Math Club /Olympiad activities under the Rashtriya Aviskar Abhiyan (RAA) of Samagra Shiksha.**

1. Odisha School Education Programme Authority (OSEPA), under administrative control of School & Mass Education Department, Government of Odisha invites sealed proposals from eligible bidders for Implementation of Science & Math Club /Olympiad activities under the Rashtriya Aviskar Abhiyan (RAA) of Samagra Shiksha in Financial Year 2024-25". More details on the proposed assignment are provided at Section-3: Terms of Reference (ToR) of this RFP Document.
2. A bidder will be selected under **QCBS Selection** procedure as prescribed in the RFP Document in accordance with the "**Guidelines for Engagement of Consultants and Outsourcing of Services**" circulated vide Office Memorandum No. 37323/F, Dated: 30.11.2018 of Finance Department, Govt. of Odisha.
3. The proposal complete in all respect as specified in the RFP Document must be accompanied with a **Non- refundable** amount of **Rs.10,000/- (Rupees Ten Thousand only)** towards **Bid Processing Fee** and a refundable amount towards EMD of **Rs.50,00,000/- (Rupees Fifty 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. The Client shall not be responsible for postal delay or any consequence. Submission of proposal through any other mode will be rejected.
5. The last date and time for submission of proposal complete in all respects is **Dt.15/04/2024 before 5.00 PM** and the date of opening of the technical proposal is **Dt.16/04/2024 at 11.00 AM** in the presence of the bidder's representative at the specified address as mentioned in the Bidder Data Sheet (**Sl. no.17**). Representatives of the bidders may attend the meeting with due authorization letter on behalf of the bidder.
6. This RFP includes following sections:
  - a. Letter of Invitation [**Section – 1**]
  - b. Information to the Bidder [**Section – 2**]
  - c. Terms of Reference [**Section – 3**]
  - d. Technical Proposal Submission Forms [**Section – 4**]
  - e. Financial Proposal Submission Form (**Section –5**)
  - f. Annexure (**Section – 6**)
7. While all information/data given in the RFP are accurate within the consideration of scope of the proposed assignment to the best of the Client's knowledge, the Client holds no responsibility for accuracy of information and it is the responsibility of the bidder to check the validity of information/data included in this RFP. The Client reserves the right to accept / reject any / all proposals / cancel the entire selection process at any stage without assigning any reason thereof.

**State Project Director  
OSEPA**



## **SECTION: 2**

### **INFORMATION TO THE BIDDER**

## 1. Pre-Qualification Criteria:

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

Sl.no.	Eligibility Criteria	Supportive Documents
1.	The bidder must be a company as registered under Indian Companies Act, 2013 or a Society registered under The Societies Registration Act, 1860, or a Trust registered under 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.	Copy of Certificate of Incorporation/ Partnership Deed/ Registration
2	The bidder must have registered under Odisha GST (OGST) Act.	Copy of Valid Goods & Services Tax (GST) registration certificate registered under Odisha GST (OGST) Act.
3	The bidder must have PAN (Permanent Account Number) issued by IT Deptt.	Copy of valid PAN
4.	The Bidder must have an average turnover of minimum INR 10 crore during last three financial years (2020-21,2021-22 & 2022-23)	Copy of Certificate from statutory auditor/ audited financial statements for the three financial years
5.	The bidder must have experience of organizing Science and Mathematics Olympiad camp for school students <b>or</b> any other programme activities related to Science & Math <b>or</b> similar kind of activities in the State of Odisha any time during past five financial years (2018-19, 2019-20,2020-21,2021-22 & 2022-23).	Work order/contract document/work completion certificate from the previous client/ any other document towards proof of organizing the camp/activity.
6.	The bidder must have experience of imparting training to at least 1000 nos. of Teachers in the state of Odisha any time during past five financial years (2018-19,2019-20,2020-21,2021-22 & 2022-23).	Work order/contract document/work completion certificate from the previous client/ any other document towards proof of imparting training
5.	Submission of Bid Processing Fees	As mentioned in the RFP document
6	Submission of EMD/Bid Security	As mentioned in the RFP document
<b>Any kind of consortium / Joint Venture with other firms is not allowed.</b>		

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

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

- Filled in Bid Submission Check List in Original (**Annexure-I**)
- Covering letter (**TECH – 1**) on bidder's letter head requesting to participate in the selection process.
- Bid Processing Fee
- EMD as applicable.
- Copy of Certificate of Incorporation/Registration.
- Copy of valid PAN.
- Copy of Valid Goods & Services Tax (GST) registration certificate registered under Odisha GST (OGST) Act.
- Copies of IT Return for the last three assessment years (**AY 2021-22, AY 2022-23 & AY 2023-24**).
- General Details of the Bidder (**TECH – 2**).
- Financial Details of the bidder (**TECH – 3**) along with all the supportive documents as applicable duly signed as per the instruction.
- Power of Attorney (**TECH – 4**) in favor of the person signing the bid on behalf of the bidder or Board of Directors
- List of activities against sl. No. 5 & 6 of eligibility criteria (Past Experience Details, **TECH – 5**) alongwith copies of contracts / work orders / completion certificate from previous Clients / any other document as asked for in this RfP.
- Self-Declaration regarding Conflict of Interest (**TECH - 6**).
- Duly filled in Technical Proposal Forms (**TECH - 7 to 11**)
- Supporting documents as asked for against scoring criteria (parameters) mentioned in Technical Evaluation (2<sup>nd</sup> phase)

**NB:** All the pages of the proposal and enclosures/attachments are to be 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 authorized representative.***

## **3. Bid Processing Fee :**

The bidder must furnish as part of technical proposal, the required bid processing fee amounting to **Rs. 10,000/- (Ten Thousand Rupees Only)** in shape of DD / BC 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.50 lakhs (Rupees Fifty 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
  - agree to the decisions of the contract negotiation meeting
  - sign the contract within the prescribed time period
  - furnish required Performance Bank Guarantee in time.
- Any other circumstance which 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 paid by this office for the sum deposited as earnest money deposit.**

**5. Validity of the Proposal:**

Proposals shall remain valid for a period of **180 (One Hundred Eighty Days)** from the date of opening of the technical proposal. The Client reserves the rights to reject a proposal valid for a shorter period as non-responsive and will make the best efforts to finalize the selection process and award of the contract within the bid validity period. The bid validity period may be extended on mutual consent.

**6. Pre -Proposal Queries:**

Bidders are allowed to submit their queries in respect of the RFP and other details if any, to OSEPA through e-mail at [researchhosepa@gmail.com](mailto:researchhosepa@gmail.com) till **27/03/2024**. Clarifications to the above will be uploaded in the OSEPA website / clarified through email to the respective bidders for the purpose of preparation of the proposal. Request for alternation / change in existing terms and conditions of the RFP will not be considered / entertained.

**7. Submission of Proposal:**

Bidder must submit their proposals by **Registered Post / Speed Post /Courier Post** only to the specified address on or before the last date and time for submission of proposals as mentioned in Bidder Data Sheet. The Client will not be responsible for postal , courier service 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 – Selection of Agency to for Implementation of Science & Math club /Olympiad activities under RAA**” and to be furnished inside one envelope. The duly filled-in technical proposal submission forms, with all the supportive documents and information have to be furnished as part of technical proposal.

ii) **Financial Proposal (Original):**

The envelope containing financial proposal shall be sealed and superscripted as “**Financial Proposal – Selection of Agency to for Implementation of Science & Math club /Olympiad activities under RAA**”. 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 (FIN-1,FIN-2,FIN-3).

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 (Selection of Agency for Implementation of Science & Math club /Olympiad activities under RAA)**”

The second envelope must be marked as “**FINANCIAL PROPOSAL (Selection of Agency for Implementation of Science & Math club /Olympiad activities under RAA)**” and it should contain Financial Proposal only. Both the above envelopes have to be sealed and placed inside a third main envelope with proper labelling of following information in bold:

**NAME OF THE ASSIGNMENT:**

**RFP NUMBER AND DATE:**

**NAME OF THE BIDDER:**

**DEADLINE FOR SUBMISSION OF BID:**

**NAME AND ADDRESS OF THE BIDDER:**

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

8. **Opening of the proposal:**

The FIRST ENVELOPE containing **TECHNICAL PROPOSAL** will be opened in the initial stage by the Client in presence of the bidder’s representatives at the location, date specified in the Bidder Data Sheet. The Client will constitute a Consultant Evaluation Committee (CEC) to evaluate the proposals submitted by bidders. Only one representative with proper authorization letter from the participating bidder will be allowed to attend the bid opening meeting. The SECOND ENVELOPE containing **FINANCIAL PROPOSAL** only of the **technically qualified bidders** will be opened after completion of technical evaluation stage. The date for opening of the financial proposal will be intimated accordingly to the technically qualified bidders well in advance.

## 9. **Evaluation of Proposal:**

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

**(a) Preliminary Evaluation (1<sup>st</sup> Stage):** Preliminary evaluation of the proposals will be done to determine whether the proposal comply to the prescribed eligibility condition and the requisite documents / information have been properly furnished by the bidder or not. Submission of following documents / information will be verified:

- Filled in Bid Submission Check List in Original (**Annexure-I**)
- Covering letter (**TECH – 1**) on bidder's letter head requesting to participate in the selection process.
- Bid Processing Fee
- EMD as applicable.
- Copy of Certificate of Incorporation/Registration.
- Copy of valid PAN.
- Copy of Valid Goods & Services Tax (GST) registration certificate registered under Odisha GST (OGST) Act.
- Copies of IT Return for the last three assessment years (**AY 2021-22, AY 2022-23 & AY 2023-24**).
- General Details of the Bidder (**TECH – 2**).
- Financial Details of the bidder (**TECH – 3**) along with all the supportive documents as applicable duly signed as per the instruction.
- Power of Attorney (**TECH – 4**) in favor of the person signing the bid on behalf of the bidder.
- List of activities against sl. No. 5 & 6 of eligibility criteria (Past Experience Details, **TECH – 5**) along with copies of contracts / work orders / completion certificate from previous Clients / any other document as asked for in this RfP.
- Self-Declaration regarding Conflict of Interest (**TECH - 6**).
- Duly filled in Technical Proposal Forms (**TECH - 7 to 11**)
- Supporting documents as asked for against scoring criteria (parameters) mentioned in Technical Evaluation (2<sup>nd</sup> phase)

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

**(b) TECHNICAL EVALUATION (2<sup>nd</sup> Stage):** Technical proposal will be opened and evaluated for those bidders who qualify the preliminary evaluation stage. Bidder/s securing 70 points & above from the total of 100 points in the technical evaluation (2<sup>nd</sup> stage) will be considered for financial evaluation.

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

Criteria	Maximum Points	Supporting documents required.
<b>1. Experience of the bidder</b>		
<p>Experience of organizing Science and Mathematics Olympiad camp for school students in the state of Odisha or any other programme activities related to Science &amp; Math or similar kind of activities in the State of Odisha during past five financial years (2018-19, 2019-20,2020-21,2021-22 &amp; 2022-23).</p> <ul style="list-style-type: none"> <li>➤ Experience in organizing 1 to 5 camps/similar activities -5 marks</li> <li>➤ Experience in organizing 6 to 15 camps/ similar activities -10 marks</li> <li>➤ Experience in organizing 16 and above camps/similar activities-15 marks</li> </ul>	<b>15</b>	Work order/contract document/work completion certificate from the previous client/ any other document towards proof of organizing the camp/activity.
<p>Experience of imparting training to at least 1000 nos. of Teachers in the state of Odisha during past five financial years (2018-19, 2019-20,2020-21,2021-22 &amp; 2022-23).</p> <ul style="list-style-type: none"> <li>➤ 1000 nos. to 5000 nos. of teachers - 5 marks</li> <li>➤ 5001 nos. to 15000 nos. of teachers- 10 marks</li> <li>➤ 15001 nos. and above nos. of teachers -15 marks</li> </ul>	<b>15</b>	Work order/contract document/work completion certificate from the previous client/ any other document towards proof of imparting training
<p><b>2. Core Team /Resource Persons (RP) having experience in Science &amp; Math programme related activities in Odisha.</b></p> <ul style="list-style-type: none"> <li>➤ 5-15 numbers of RPs/experts-10 marks</li> <li>➤ 16-25 numbers of RPs/experts-12 marks</li> <li>➤ More than 25 numbers of RPs/experts-15 marks</li> </ul>	<b>15</b>	CV of the Core Team /Resource Persons (RP) with detailed experience in Science & Math programme related activities in Odisha duly signed by the RP/experts.
<p><b>3. Bidders turnover</b></p> <p>Average annual Turnover of last three Financial Years (2020-21,2021-22,2022-23)</p> <ul style="list-style-type: none"> <li>➤ Rs.10 crores to Rs.15 crores-10 marks</li> <li>➤ more than 15 crores to 20 crores-10 marks</li> <li>➤ More than Rs.20 crores-15 marks</li> </ul>	<b>15</b>	Copy of Certificate from statutory auditor/ audited financial statements for the three financial years

<p><b>4. Presentation (power point mode) on Approach, methodology and work plan for the assignment.</b>  Bidders will make a Power Point Presentation (PPT) before the Client during the technical evaluation stage. The objective of the presentation is to enable the Client to evaluate the bidders about their understanding, preparedness, modalities, monitoring mechanism etc for the proposed assignment. Preparedness includes submission of all worksheets/handbooks/question cum answer sheet (sample) including dummy software covering scope of work of the scheme.</p>	<p><b>40</b></p>	
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Copies of work orders/agreement/ completion certificates must be submitted as a proof for each assignment. No assignment should be repeated across various categories of evaluation parameters. Ongoing assignments will be considered for evaluation only if 6 months of the project period have elapsed.

**(c) FINANCIAL EVALUATION (3<sup>rd</sup> Stage):** The financial proposals of only those bidders qualifying the technical evaluation (2<sup>nd</sup> Stage) shall be opened at this stage in the presence of the bidder's representative who wishes to attend the meeting with proper authorization letter. The name of the bidder along with the quoted financial price will be announced during the meeting.

**10. Evaluation Process:**

**QCBS** method will be followed during the overall selection process. The financial bids of technically qualified bidders will be opened on the prescribed date in the presence of bidder's representatives.

The lowest evaluated Financial Bid (Fm) shall be given the maximum financial score (Sf) of 100. The formula for determining the financial scores of all other bids shall be calculated as follows:  $Sf = 100 \times Fm/F$ , in which "Sf" is the financial score, "Fm" is the lowest price, and "F" the price of the bid under consideration. The weights given to the Technical (T) and Financial (P) Bids shall be:

$$T = 70, \text{ and}$$

$$P = 30$$

Bids shall be ranked according to their combined scores, calculated using the technical score (St) and financial score (Sf) and the weights as follows:

$$S = St \times T\% + Sf \times P\%$$

The bidder, who has the highest score in the QCBS and shall be called for further process leading to the award of the contract. The bid price will include all taxes as applicable and shall be in Indian Rupees. Prices quoted in the bid must be firm and final, and shall not be subject to any modifications on any account whatsoever. **In case of a tie, the bidder having higher technical score will be considered the preferred bidder.**

For the purpose of evaluation, the total evaluated cost shall be excluding of GST .



### **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 **5% 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 3 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 letter for signing the contract and promptly notifying all other bidders about the result of the selection process. The successful bidders will be asked to sign the contract after fulfilling all formalities within 15 days of issuance of the offer letter. After signing of the contract, no variation or modification of the terms of the contract shall be made except by written amendment signed by both the parties. The contract will be valid for **1 year** from the date of effectiveness of the contract. However, the implementation of the activities is to be completed within the time frame mentioned in the ToR. ***Sub-contracting / outsourcing of any form shall not be allowed for any activities under this RFP.***

### **14. Conflict of Interest:**

Conflict of interest exists in the event of:

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

### **15. Disclosure:**

- a. Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the bidder or termination of its contract.
- b. Bidders must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency or the financial standing of the Bidder, including but not limited to appointment of any officer such as a

- receiver in relation to the Bidder's personal or business matters or an arrangement with creditors, or of any other similar proceedings.
- c. Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:
- a criminal offence or other serious offence punishable under the law of the land, or where they have been found by any regulator or professional body to have committed professional misconduct;
  - corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract;
  - failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

**16. Anti-corruption Measure:**

- a. Any effort by Bidder(s) to influence the Client in the evaluation and ranking of financial proposals, and recommendation for award of contract, will result in the rejection of the proposal.
- b. A recommendation for award of Contract shall be rejected if it is determined that the recommended bidder has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question. In such cases, the Client shall blacklist the bidder either indefinitely or for a stated period of time, disqualifying it from participating in any related bidding process for the said period.

**17. Language of Proposals:**

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

**18. Cost of bidding:**

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

**19. Legal Jurisdiction:**

All legal disputes are subject to the jurisdiction of **Hon'ble High Court, Odisha, Cuttack** and civil court of Bhubaneswar only.

**20. Governing Law and Penalty Clause:**

The schedule given for deliverables is to be strictly adhered to in view of the strict time line. Any unjustified and unacceptable delay shall render the bidder liable for liquidated damages and thereafter the Client holds the option for cancellation of the contract for pending activities and completes the same from any other agency. The Client may deduct such sum from any money from their hands due or become due to bidder. The payment or deduction of such sums shall not relieve the bidder from his obligations and liabilities under the contract. The rights and obligations of the Client and the bidder under this contract will be governed by the prevailing laws of Government of India / Government of Odisha. Failure on bidder's part to furnish the deliverables as per the agreed timeline /extended timeline as agreed by authority from time to time will enforce a penalty @ **0.5% per week subject to maximum of 10% of the total contract value**. The amount will be deducted from the

subsequent payment. In addition, the Client may forfeit the PBG amount, partly or fully. The decision of the Authority placing the contract, whether the delay in development has taken place on account of reasons attributed to the selected bidder shall be final & binding.

**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 anti-fraud 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 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 are expected to be dedicated for the entire assignment period.

**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 whatsoever reason.

**27. Settlement of Disputes:**

The Client and the Consultant shall make every effort to resolve amicably, by direct informal negotiation, any disagreement or dispute arising between them under or arising from or in connection with the Contract within thirty (30) days from the commencement of such informal negotiation. All dispute resolution proceedings shall be held at Bhubaneswar, Odisha, and the language of such proceedings and that of all documents and communications between the parties shall be in English. Commissioner-cum -Secretary S&ME Department will be the final authority to resolve the dispute arising between and the Client and the Consultant.

**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

- (i) Proposal not submitted in accordance with the procedure and formats as prescribed in the RFP during validity of the proposal, or its extended period, if any, the bidder increases the quoted prices.
- (ii) Proposal is received in incomplete form
- (iii) Proposal is received after due date and time for submission of bid
- (iv) Proposal is not accompanied by all the requisite documents / information
- (v) A commercial bid submitted with assumptions or conditions.
- (vi) Bids with any conditional technical and financial offer.
- (vii) 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.
- (viii) Proposal is not properly sealed or signed.
- (ix) Proposal is not conforming to the requirement of the scope of the work of the assignment.
- (x) Bidder tries to influence the proposal evaluation process by unlawful/corrupt/fraudulent means at any point of time during the bid process.
- (xi) 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;
- (xii) Bidders or any person acting on its behalf indulges in corrupt and fraudulent practices.
- (xiii) Any other condition / situation which holds the paramount interest of the Client during the overall *section process*.

## **SECTION: 3**

### **TERMS OF REFERENCE (ToR)**

## Background:

### 1. Purpose / Objectives:

- a) Stimulate a spirit of curiosity, enquiry, innovation and creativity amongst students/children through activities which would supplement conventional (in class) education and make science and mathematics an enjoyable and interesting pursuit.
- b) Motivate children and youth to take up scientific activities and contribute towards the cherished goals of achieving a scientific society.
- c) To transform teachers as a facilitator and change agent (from that of educator)
- d) To encourage and empower students to participate in the National Children's Science Congress.
- e) To enhance the representation and promote the participation of Vernacular medium students of Odisha in National and International Science and Mathematics Olympiads.
- f) To orient and train Science and Mathematics teachers of Government Schools of Odisha on National and International Science and Maths Olympiads. The trained teachers will nurture and activate the Olympiad platforms/ clubs extending their support and guidance to students.

### 2. Definitions:

- (a) **OSEPA** : Odisha school Education Programme Authority under Department of School and Mass Education, Government of Odisha.
- (b) **Agency** refers to the Implementing Agency –the selected bidder, who is supposed to support the Government in implementing the Math science club activities including Olympiad activities in the State.
- (c) **Club Coordinator** refers to the selected Science and mathematics teacher/s at school level who is/are supposed to lead the innovations in the school and take forward the initiatives to subsequent level.
- (d) **Resource Persons** refers to the experts hired by the agency to impart training on Math & Science Club, to the school teachers and facilitate organizing club activities at school level.
- (e) **Project Coordinators** refer to the personnel of the Agency hired at the block level.
- (f) **District Coordinators** refer to the personnel hired by the Agency at the District level.
- (g) **Programme Manager** is the overall in-charge of Agency at the State level.

### 3. Assignment for the Agency:

- a) The concept of science and mathematics will be encouraged at school, block, district, and state level. The core concepts of club activities should be in the light of the objectives of the programme.
- b) Class I–X students of Government schools will be prepared for Math and Science Club activities.
- c) The agency will facilitate formation of Mathematics and Science clubs in the targeted Schools through the DEOs, BEOs & HMs concerned.
- d) Agency will facilitate conduct of Math & Science club activities at school level (e.g. Seminar, Exhibition, Olympiad activities, observation of Math & Science days, creative activities etc.) through the club members to provide a stimulus forum to arouse interest and zeal for Math & Science and also to develop scientific & mathematical thinking among the students.
- e) Agency will provide support to the club activities including math & science Olympiad activities for smooth implementation and also monitor through appropriate mechanism.

- f) Agency will prepare handbook for the Schools regarding conduct of the club activities and also develop, print & supply worksheet in booklet format for students of each grade. All the material shall be vetted by a Committee to be constituted by OSEPA.
- g) Agency will facilitate school level Olympiad activities through the math & Science teachers, who are the members of the math & science club. The agency will also supply Question-cum Answer booklet for School level assessment in this regard .
- h) Agency will organize Olympiad camp/ competition at the block, district and state level, that will facilitate gathering of selected students and Resource Team (consisting of scientists, experts, Mathematicians, academicians, and researchers from prestigious state level, National and International Institutions) in which students will go through a stimulated and empirical progression and a selection process to get selected to the next higher level.
- i) Students who will excel in science and mathematics at the state level will be prepared for the National and International Olympiad examination by the agency.
- j) The agency will develop & supply Handbook & worksheet to schools as specified in the scope of work.
- k) Agency will make the club coordinators aware on club activities and train them on the vetted Handbook/worksheet.
- l) Agency will submit progress report /performance report of the district to the concerned DEO cum-DPC and consolidated report to OSEPA.
- m) Agency will recruit requisite numbers of personnel for block level, district level and state level and train them to implement the project activities smoothly and comply necessary reports timely.
- n) Agency should have a robust mechanism to record & monitor the progress of the programme to ensure its proper implementation.

#### **4. Assignment to be undertaken by OSEPA**

- a) OSEPA will issue letter to all the districts for the formation of Science and Math club in all schools & conduct of club activities including math & Science Olympiad activities.
- b) OSEPA will issue instructions to districts for participation of the teachers (club coordinator) in the training program to be conducted by the Agency.
- c) OSEPA will issue necessary instructions to districts for providing support to agency for conducting school level Club and Olympiad activities along with block, district and state level Olympiad camp and ensure participation of students and teachers in the camp to be organised by the Agency.
- d) OSEPA will do any other assignment as required & decided from time to time.

#### **5. Scope of Work**

- a. The project will be implemented in targeted Government Elementary & Secondary Schools.
- b. Agency will facilitate formation of the Science and Math club in all the targeted schools and these clubs will be instrumental in preparing the students, showcasing their innovation, and shaping their future career in Science and Mathematics.
- c. All clubs will have a coordinator from among the Science and Math teachers (to be nominated by HM) who will take care of the implementation of activities of the club at the school level.
- d. The students of class I – Class III will participate in the various activities of the club only at their school level & practice the Olympiad worksheet provided by the agency. However, the selected students of class IV -X will participate in the club activities and also attend the

Olympiad camp at block level for selection process and if succeeded, will participate in the subsequent camps up to the state level.

- e. Selected agency will organize Olympiad camps in three stages at the block, district and state level.

The block level camp will be for 02 days (non-residential) & the district level camp will be for 5 days (residential). The state level camp will be 14 days (residential) in person mode preceded by 14 days virtual classes. The selected agency will bear the cost of organizing the camps, cost of food & TA of students / guide teacher for the block level camp. The agency will also conduct & bear the cost of lodging, boarding, food and traveling allowance for the students and the guide teachers for District & State Level camp.

- **Block Level Camp:** The selected agency will organize Block level Camps separately for Elementary and Secondary level. Around 19,138 numbers of students covering grades from 4 to 10 & subjects such as math & Science will participate in the block level camp as detailed below;

(a) 284 blocks X 56 =15904

(b) 27 head quarter blocks X 84 = 2520

(c) 03 HQB covering  
(Sambalpur, Berhampur & Rourkela) (3 X 126) = 378

(d) 2 nos. of urban area (BMC & CMC) X 168 = 336

**Total =19,138**

The selection of students to be done by a Committee under the Chairmanship of the concerned BEO with all HMs of the Government Schools as Members. The Committee will consider the marks secured by the Students in the assessment done at School level based on Science club /math Club/ Olympiad practice set .The agency will orient the students & assess their performance to select the participants for district level camp. The agency will also provide worksheet (other than worksheet provided at school level) to the participants selected for district level camp.

- **District Level Camp:** The best performing student of the block level camp in each grade (IV to X) in Science & Math (maximum 14 from each block i.e 7 grades X 2 subjects) will attend the District level camp. Around 4424 numbers (314 blocks +2 URC X 14) of students will be selected for district level camp.
- **State Level Camp:** The selected agency will select 210 students (105 in Math & 105 in Science i.e 15 students from each grade –IV to X in Science & Math separately) for State Level Camp basing on the performance of Students in the District level assessment during camp

**NB: The above arrangement is suggestive one & subject to revision as per the requirement. Decision of the Tender Inviting Authority (TIA), i.e OSEPA is final & binding to all the bidder in this regard.**

- (h) At the district level and state level Olympiad Camp, agency will coordinate and network with various resource institutes and invite the resource team (experts, scientists, academicians, mathematicians, and researchers) to the camp for infusing students interest in the Subjects (Science and Mathematics), motivating and encouraging students through lectures, deliberations, experimentation, demonstration, trailing and testing etc. and involve them in the selection of students to the next phase.

- (i) The selected agency will also provide travel, stay and food to the Resource Team members (experts, scientists, academicians, mathematicians, and researchers) invited by them for block, district and state level Olympiad camp.



- (j) The agency will develop, print & supply the handbook on conduct of club activities including Olympiad activities (math & science) & grade wise worksheet in booklet form for students of each class (I to X) at the school point as detailed below. **Each set of worksheet will contain both Math & Science contents with equal weightage.**

• **Hand Book:**

**Elementary Level:**

Class	Nos. of School	Nos. of Hand book to be supplied per School	Total nos. of Hand book to be supplied
Class-1 to 5	26960	1	26960
Class-1 to 8	14828	1	14828
Class-6 to 8	827	1	827
Total	42615		42615

**Secondary Level:**

Class	Nos. of School	Nos. of Hand book to be supplied per School (one for elementary level & one for secondary level)	Total nos. of Hand book to be supplied
Class-1 to 12	59	2	118
Class-6 to 12	393	2	786
Class-1 to 10	3122	2	6244
Class-6 to 10	1135	2	2270
Class-9 to 10	911	1	911
Total	5620		10329

**Specification:**

Hand Book for each level shall be tentatively 28 pages (24 inner pages +4 cover pages) . The specification would be (i) Paper-120 GSM cover pages, 70 GSM inner pages,(ii) Size-A4 size, (iii) Binding-center stitching (iv) Cover page -multi colour , inner page-single colour (v) language-Odia . Number of pages mentioned above may vary as per actual & payment will be released proportionately.

• **Worksheet (for School/students) :**

Class/ Grade	Nos. of students	Nos. of sets of worksheet	nos. of sheet (both side printing) per each set of worksheet	Total nos. of sheets per booklet (both side printing)	Total nos. of sheets	Nos. of booklet
	1	2	3	4=2X3	5=1X3	6
1	476330	10	1	10	4763300	476330
2	507721	10	1	10	5077210	507721
3	521713	10	1	10	5217130	521713
4	538819	10	1	10	5388190	538819
5	564052	10	1	10	5640520	564052
6	542493	10	2	20	10849860	542493

Class/Grade	Nos. of students	Nos. of sets of worksheet	nos. of sheet (both side printing) per each set of worksheet	Total nos. of sheets per booklet (both side printing)	Total nos. of sheets	Nos. of booklet
7	569902	10	2	20	11398040	569902
8	545377	10	2	20	10907540	545377
9	361311	10	3	30	10839330	361311
10	368241	10	3	30	11047230	368241
Total	4995959				81128350	4995959

• **Question cum Answer Booklet (for School/students) :**

Class/Grade	Nos. of students	Question cum Answer sheet set	nos. of sheet (both side printing) per each set of Q&A Sheet	Total nos. of sheets per booklet (both side printing)	Nos. of booklet
	1	2	3	4	5
1	476330	1	2	952660	476330
2	507721	1	2	1015442	507721
3	521713	1	2	1043426	521713
4	538819	1	2	1077638	538819
5	564052	1	2	1128104	564052
6	542493	1	4	2169972	542493
7	569902	1	4	2279608	569902
8	545377	1	4	2181508	545377
9	361311	1	6	2167866	361311
10	368241	1	6	2209446	368241
Total	4995959			16225670	4995959

• **Worksheet for District level Participants Selected at block level:**

Class/Grade	Nos. of Students to be selected at BLC for DLC in the State	Nos. of sets of worksheet	nos. of sheet (both side printing) per each set of worksheet	Total nos. of sheets per booklet (both side printing)	Total nos. of sheets	Nos. of booklet
	1	2	3	4=2X3	5=1X4	6
4	632	8	2	16	10112	632
5	632	8	2	16	10112	632
6	632	8	3	24	15168	632
7	632	8	3	24	15168	632
8	632	8	3	24	15168	632
9	632	8	4	32	20224	632
10	632	8	4	32	20224	632
Total	4424				106176	4424

- **Worksheet for students for further practice: (to be stored at block point & supplied to the participant Students at block level camp)**

Class/ Grade	Nos. of Students to be selected for block level camp	Nos. of sets of worksheet	nos. of sheet (both side printing) per each set of worksheet	Total nos. of sheets per booklet (both side printing)	Total nos. of sheets	Nos. of booklet
	1	2	3	4=2X3	5=1X4	6
4	2734	20	2	40	109360	2734
5	2734	20	2	40	109360	2734
6	2734	20	3	60	164040	2734
7	2734	20	3	60	164040	2734
8	2734	20	3	60	164040	2734
9	2734	20	4	80	218720	2734
10	2734	20	4	80	218720	2734
Total	19138				1148280	19138

### Specifications:

The specification of worksheet would be (i) paper- 70 GSM (ii) Size-A4 size, (iii) Binding-center stitching (iv) single colour (v) language-Odia. Number of pages mentioned above may vary as per actual & payment will be released proportionately.

- Agency will impart one day training to club coordinators (Science/Math teachers from each school i.e one teacher from each elementary school & two teachers from each secondary school) at block level on implementation of Club activities including Olympiad activities. The agency will plan training in consultation with DEO cum DPC and BEOs of the concerned district. Training will be held at the identified nodal centre at block level.
- Agency will prepare suitable teachers training module and the Resource Persons recruited and trained by the agency in each district /block will impart the training to Teachers.
- Agency will provide travel expenses to teachers and arrange food (as applicable) for the teachers during the Teachers training programme.
- Personnel hired by the agency in each district will coordinate and monitor the club activities and keep track on the progress and comply necessary report with the DEO of that district and OSEPA.
- The agency will make the documentation of the programme (in photograph ,Video & Print form) & submit to OSEPA.

### (6) Timelines and Deliverables:

#### Deliverable vis-à-vis time frame:

Sl. No	Deliverables descriptions	Time line (T) T = date of signing the contract
1	Hiring of & training of Academic team, development of Hand Book for the club Activities by the Agency separately for Elementary & Secondary level in consultation with OSEPA.	T+10 days
2	Development of grade wise worksheet (Math & Science) for Olympiad & submit to OSEPA (school level + selected students for district level camp)	T+20 days

SI. No	Deliverables descriptions	Time line (T) T = date of signing the contract
3	Printing & Supply of Handbook separately for Elementary & Secondary level @ one set of Handbook for elementary & one set of Handbook for secondary schools to be delivered to each school. However in case of composite Schools two sets of handbook (01 for Elementary & 01 for Secondary) to be delivered.	T+30 days
4	Printing & Supply of grade wise worksheet (Math & Science) for preparing students for Olympiad & to be delivered at school level.	T+30 days
5	Hiring and Training of Agency personnel (other than academic team)	T+20 days
6	Teachers Training at block level	T+30 days
7	Organization of Block level Olympiad Camp, supply of worksheets (specially developed for block level participants) to the participants and selection of students for district level camp & submission of report.	T+ 90 days
8	Organization of District level Olympiad Camp and selection of students for state level camp & submission of report	T+120 days
9	Organization of State level Olympiad Camp & submission of report.	T+150 days
10	Establishment of Olympiad Software for monitoring and updating of the project progress	T + 30 days
11	Monitoring of project progress and students performance at different level (State, National & International level) and submission of consolidated reports to the OSEPA. Report sharing workshop at state level.	Within 30 days of completion of assignment

**The timeline mentioned above is suggestive one & can be revised as per requirement with mutual consent.**

### **7. Team composition and qualification Requirements for the key professionals**

Composition of the key professionals of the Agency will be as under:

The professionals will be engaged by the Agency for 04 months at block level & 08 months at District & state level /till completion of the assignment.

Sl. No.	Team	Total nos.	Minimum Qualification
1	Resource person (for Teachers Training) cum coordinator at the block level	316 (for 04 months)	+3 Science/ MSc. with B.Ed /B.Tech /BE from reputed institute/retired Teachers/ Lecturers of Math & Science from Secondary Schools/Colleges (Govt. & Private)
2	District Coordinator cum Resource person	60 (for 08 months)	+3 Science/ MSc. with B.Ed /B.Tech/BE from reputed institute/retired Teachers/Lecturers of Math & Science from Secondary Schools/Colleges (Govt. & Private)
3	Programme Manager (@1 for 5 districts)	6 (for 08 months)	+3 Science/ MSc. with B.Ed /B.Tech/BE/MBA from reputed institute/retired Teachers/Lecturers of Math & Science from Secondary Schools/Colleges (Govt. & Private)
4	Academic Team (to develop Hand Books, practice worksheets (subject wise), conducting assessment etc.)	10 (for 08 months)	MSc. with B.Ed /B.Tech/BE/MBA from reputed institute/retired Teachers/Lecturers of Math & Science from Secondary Schools/Colleges (Govt. & Private)
5	Monitoring Team (uploading question papers, tracking course progress, uploading the students' performance, generating reports, and consolidating progress)	10 (for 08 months)	PG in Economics/ Statistics/Mathematics/ MBA/MCA/B.Tech/BE. from reputed institute.

The selected agency will produce the details of the above personnel as and when required by OSEPA for record & reference. Further, agency will produce a certificate regarding fulfillment of requisite qualification of the personnel engaged as mentioned above.

#### 8. Payment Terms and Schedule:

Sl. No.	Deliverables	% of payment payable	Document to be submitted for release of payment
1	Sl. No 1 to 5 of the Deliverable vis-à-vis time frame	50%	Receipts of Handbook / workbook from the School points (HM or in charge HM) which shall also be reflect in the monitoring Software. This will be confirmed by OSEPA from the reports from DEOs.

Sl. No.	Deliverables	% of payment payable	Document to be submitted for release of payment
2	Sl. No 6 to 8 of the Deliverable vis-à-vis time frame	30%	Photographs & Reports on completion of teacher's training & district level, block level Olympiad camps. This will be confirmed by OSEPA from the reports from DEOs.
3	Sl. No 9 to 11 of the Deliverable vis-à-vis time frame	20%	<p>Stage wise Students Assessment and submission of district wise Olympiad camp Report. This will be confirmed by OSEPA from the reports from DEOs. Detailed report of organization of State level Olympiad Camp and selection of students for national and international Olympiad.</p> <p>For deliverable no.11- MIS section will certify regarding running of the software &amp; data entry made from field level.</p> <p>For deliverable no.12- Report on Project progress and students performance at State ,National &amp; International level .</p>

## 9. Roles and Responsibilities of Stake holders

The responsibilities of various stakeholders will be as under;

Sl No	Requirements	Responsibilities
1	Science and Maths Club Formation at the School level	As per the instruction from the OSEPA, DEO cum DPC
2	Handbook of Maths and Science Club	Selected Agency
3	Olympiad worksheet in booklet form	Selected Agency
4	Club Activities at the school level	Project Coordinator of the agency & club co ordinator of the school.
5	Teachers Training	Training will be imparted by the Resource persons hired and Trained by the selected Agency. DEO cum DPC and BEO will ensure the participation of selected Teachers in the Training.
6	Block Level Olympiad Camp	To be Organised by the selected Agency DEO cum DPC and BEO will ensure the participation of selected students and Teachers in the Block level camp & provide support required by the Agency.
7	District Level Olympiad Camp	To be Organised by the selected Agency DEO cum DPC and BEO will ensure the participation of selected students and Teachers in the District level camp and provide support required by the Agency.
8	State Level Olympiad Camp	To be Organised by the selected Agency DEO cum DPC and BEO will ensure the participation of selected students and Teachers in the state level camp.

## **SECTION: 4**

### **TECHNICAL PROPOSAL SUBMISSION FORMS**

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

[Location, Date]

To

**The State Project Director,  
Odisha School Education Programme Authority,  
Shiksha Soudha, Unit-V, Bhubaneswar, Odisha**

**Subject: Selection of Agency for implementation of Science & math club / Olympiad activities under RAA.**

Dear Sir,

I, the undersigned, offer to provide the services for the proposed assignment in respect to your Request for Proposal No. \_\_\_\_\_, Dated: \_\_\_\_\_. I hereby submitting the proposal which includes this technical proposal sealed under a separate envelope. Our proposal will be valid for acceptance up to **180 Days** and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

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

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

I understand you are not bound to accept any proposal

you receive. I remain,

Yours faithfully,

**Authorized Signatory with Date and Seal:**

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

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



**TECH - 2****Bidder's Organization (General Details)**

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

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

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

***Bidders should submit the required supporting documents as mentioned above***

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

**TECH-3**

**Bidder Organization (Financial Details)**

<b>Financial Information in INR</b>				
<b>Details</b>	<b>FY 2020-21</b>	<b>FY 2021-22</b>	<b>FY 2022-23</b>	<b>Average</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5=(2+3+4)/3</b>
<b>Annual Turnover (in Lakh)</b>				
<b>Supporting Documents:</b>  Audited Statement of accounts & Financial Statements for the last three FYs (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form)  <b><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></b>				

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***Signature and Seal of the Company Auditor with Date in original***

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

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

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

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

**TECH - 4**

**FORMAT FOR POWER OF ATTORNEY**

**(On Bidders Letter Head)**

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

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

**Name of the Authorized Representative:**

\_\_\_\_\_

**(Signature of the Authorized Representative with Date)**

**CERTIFIED:**

**Signature, Name & Designation of person executing attorney:**

***Address of the Bidder:***

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

**TECH - 5**

**(BIDDER'S PAST EXPERIENCE DETAILS)**

Sl. No.	Name of the assignment	Year	Client	Duration	Completion status

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

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

**NB: The bidder is to furnish list of activities against sl. No. 5 & 6 of eligibility criteria as well as against technical evaluation scoring criteria & copies of contracts / work orders / completion certificate from previous Clients / any other document as asked for in this RfP.**

**TECH - 6**

**INFORMATION REGARDING ANY CONFLICTING ACTIVITIES AND DECLARATION THERE OF**

**Are there any activities carried out by your agency which are of conflicting nature as mentioned in the RfP document ,If yes, please furnish details of any such activities.**

If no, please certify,

**IN BIDDER'S LETTER HEAD**

I, hereby declare that our agency is not indulged in any such activities which can be termed as the conflicting activities as mentioned in **this RfP**.

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: \_\_\_\_\_**

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

**TECH - 7**

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

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

*[The consultant needs to present and justify in this section, if any modifications to the Terms of Reference he is proposing to improve performance in carrying out the assignment (such as deleting some activities 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:**

**C. Methodology to be adopted:**

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

**D. Staffing and Study Management Plan:**

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

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

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

**TECH – 9**

Details of Core Team /Resource Persons (RP) having experience in Science & Math programme related activities in Odisha.

SI. No.	Name of the Core Team Member/ RP	Experience Details



## Tech-09 (contd...)

### Format of Curriculum Vitae (CV) for Core Team /Resource Persons (RP) having experience in Science & Math programme related activities in Odisha.

**1. Proposed Position:**

*[For each position of key professional separate form Tech -9 will be prepared]*

**2. Name of Firm:**

**3. Name of Staff:**

**4. Date of Birth:**

**5. Years with Firm:**

**6. Nationality:**

**7. Education:**

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

**8. Membership in Professional Associations:**

**9. Other Trainings:**

**10. Countries of Work Experience:**

**11. Languages:**

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

**12. Employment Record:**

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

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

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

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

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

**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 Core team/RP with Date** \_\_\_\_\_

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

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

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

**TECH – 10**

**PROPOSED WORKPLAN TO CARRY OUT THE  
ASSIGNMENT**

→

<b><i>Week</i></b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b><i>Sequence of Activities / Sub Activities</i></b>						
↓						

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

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

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

**TECH – 11**

**(In Bidder's letter Head)**

[Location, Date]

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

**Declaration/Certificate**

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 tender document;
2. I certified that I have not committed any offense –
  - (a) Under the Prevention of Corruption Act, 1988; or
  - (b) the Indian Penal Code or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.
  - (c) I have not been debarred by any Central / State Government Organization/Bodies for the last 03 years.”
3. I have carefully read the entire bid document and understood all the terms and conditions of it and undertake to abide by them.
4. The information / documents/papers 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 tender at any stage besides liabilities towards prosecution under appropriate law. In case of any wrong or false information as found by OSEPA, the State Project Director, OSEPA has the right to take any action as deemed proper against me/us. I also certify that I will abide by the Terms and Conditions of the tender.

Place: BIDDER'S OFFICIAL SIGNATORY

Date: Name & Designation with Rubber Stamp/  
Official Seal of the Firm.

## **SECTION: 5**

### **FINANCIAL PROPOSAL**

**FIN-1**

**COVERING LETTER**

**(In Bidders Letter Head)**

[Location, Date]

To

**The State Project Director,  
Odisha School Education Programme Authority,  
Shiksha Soudha, Unit-V, Bhubaneswar, Odisha**

**Subject: Selection of Agency for implementation of Science & math club /Olympiad activities under RAA.**

Sir

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

Out of the total quoted amount, Rs. \_\_\_\_\_ is the base price & Rs. \_\_\_\_\_ is the GST. The total 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 **180 days**. I have carefully read and understood the terms and conditions of the RFP and do hereby undertake to provide the service accordingly.

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

receive. I remain,

Yours faithfully,

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

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

**Address of the Bidder:**

—

\* Amount must match with FIN-2 Summary of financial Proposal

**FIN-2**

**SUMMARY OF FINANCIAL PROPOSAL**

(Amount in Rs.)

Sl. No.	Activity	Quantity	Unit Cost	Quoted base price (without GST)	GST amount	Total
A	B	C	D=CXB	E	F=D+E	
<b>A</b>	<b>Development , Printing &amp; Supply of Materials</b>					
1.1	Development , Printing of Hand book as per specification	52944 nos. of handbook				
1.2	Development , Printing of workbook as per specification for school level	81128350 sheets				
1.3	Development , Printing of question cum answer booklet for School level assessment as per specification	16225670 sheets				
1.4	Development , Printing & supply of worksheet as per specification for participants of block level (19138 students)	1148280 sheets				
1.5	Development Printing & Supply of worksheet in booklet form for 4424 students selected at block level for district level camp & submission of report.	106176 sheets				
1.6	Transportation Cost / Logistics for supply & distribution of handbook & worksheet at School point					
<b>B</b>	<b>Training</b>					
2	One day block level teachers Training cost including TA , food & TLM etc)	53855 number of teachers				
<b>C</b>	<b>HR Engagement &amp; their Training</b>					
3	Hiring and Training cost of Agency personnel	402 numbers				
<b>D</b>	<b>Camp Arrangement</b>					
4.1	Cost of Organization of Block level Olympiad Camp and selection of students for district level camp (including TA, food , TLM etc of students & guide teachers) & submission of report.	19138 students				

Sl. No.	Activity	Quantity	Unit Cost	Quoted base price (without GST)	GST amount	Total
4.2	Cost of Organization of District level Olympiad Camp and selection of students for state level camp (including TA, food ,TLM, lodging , boarding etc of students & guide teachers) & submission of report.	4424 students				
4.3	Cost of Organization of State level Olympiad Camp including cost of virtual class and selection of students for national and international Olympiad (including TA, food ,TLM, lodging , boarding etc. of students & guide teachers)	210 students				
<b>E</b>	<b>Others</b>					
5.1	Cost of Establishment of Olympiad Software for monitoring and updating of the project progress	1				
5,2	Cost of Monitoring of project progress and students performance at State , National & International level and submission of consolidated reports to the OSEPA. Report sharing workshop at state level.					
5,3	Agency Administrative charges & other overhead cost.					
	Total					

**NB:**

1. Price quoted in col D is inclusive of all taxes, charges, duties, levies etc *excluding* GST. ONLY GST as applicable is mentioned separately as indicated in the above format.
2. Bidders shall submit the financial proposal as per the prescribed format given above in both figures and words, and signed by the Authorized Representative. In the event of any difference between figures and words, the amount indicated in words shall prevail.
3. Taxes will be paid by the Client as per the applicable rate under GST Act from time to time.

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

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



**FIN-3**

**BREAK DOWN OF AGENCY ADMINISTRATIVE  
CHARGES & OTHER OVERHEAD COST.**

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

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

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

## **SECTION - 6**

### **ANNEXURES**

**BID SUBMISSION CHECK LIST**

Sl. no	Description	Submitted (Yes/No)	Page No.
<b>TECHNICAL PROPOSAL (ORIGINAL + 1 COPY)</b>			
1	Filled in Bid Submission Check List ( <b>ANNEXURE-I</b> )		
2	Covering Letter ( <b>TECH -1</b> )		
3	Bid Processing Fee of <b>Rs. 10,000/-</b> in form to DD/BC		
4	Copy of Certificate of Incorporation / Registration of the Bidder		
5	Copy of valid PAN		
6	Copy of Odisha Goods and Services Tax Identification Number (GSTIN)		
7	Copies of IT Returns Acknowledgement for the last 3 AYs ( <b>2021-22, 2022-23 &amp; 2023-24</b> )		
8	General Details of the Bidder ( <b>TECH - 2</b> )		
9	Financial details of the bidder ( <b>TECH - 3</b> ) along with all the supportive documents such as copies of Profit – Loss Statement / Income Expenditure Account and Balance Sheet for the concerned Period		
10	Power of Attorney ( <b>TECH - 4</b> ) in favour of the person signing the bid on behalf of the bidder.		
11	List of activities against sl. No. 5 & 6 of eligibility criteria (Past Experience Details, <b>TECH – 5</b> ) along with copies of contracts / work orders / completion certificate from previous Clients / any other document as asked for in this RfP.		
12	Self-Declaration on Potential Conflict of Interest ( <b>TECH- 6</b> )		
13	Comments and Suggestions ( <b>TECH – 7</b> )		
14	Description of Approach, Methodology & Work Plan ( <b>TECH - 8</b> )		
15	CV of core team/RPs ( <b>TECH – 9</b> )		
16	Work Plan ( <b>TECH – 10</b> )		
17	Undertaking/Declaration ( <b>Tech-11</b> )		
18	EMD as required		
<b>FINANCIAL PROPOSAL (ORIGINAL)</b>			
19	Covering Letter ( <b>FIN-1, 2 &amp;3</b> )		

**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.**

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) (here in 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 agency such a bank guarantee;

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

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

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

This performance bank guarantee shall be valid until the ..... day of ,

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

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

**Name and designation of the officer**

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