

REQUEST FOR PROPOSAL

RFP No. 02/2023-24/JDSP,

Date: 13.03.2024

EVALUATION OF COMMAND AREA DEVELOPMENT & WATER MANAGEMENT (CAD&WM) AND RE-CONSTRUCTION OF OLD FIELD CHANNEL WORKS IN IRRIGATED COMMAND (RCOFC) IN ODISHA



**JOIN DIRECTOR, SURVEY AND PLANNING
WATER RESOURCES DEPARTMENT (CAD)
ODISHA**

MARCH, 2024

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DISCLAIMER

This Request for Proposal (RFP) is issued by the **Joint Director, Survey & Planning, Water Resources Department (CAD), Odisha**.

While the information in this RFP has been prepared in good faith, it does not support to be comprehensive or to have been independently verified. Neither **Joint Director, Survey & Planning, Water Resources Department (CAD)** nor any of its officers or employees, nor any of its advisers nor consultants accept any liability or responsibility for the accuracy, reasonableness or completeness of, or for any errors, omissions or misstatements, negligent or otherwise, relating to the proposed assignment, or makes any representation or warranty, express or implied, with respect to the information contained in this RFP or on which this RFP is based or with respect to any written or oral information made or to be made available to any of the recipients or their professional advisers and, so far as permitted by law and except in the case of fraudulent misrepresentation by the party concerned, and liability therefore is hereby expressly disclaimed.

The information contained in this RFP is selective and is subject to updating, expansion, revision and amendment at the sole discretion of the Client. It does not claim to contain all the information that a bidder may require for the purposes for making a decision for participation in this selection process. Each bidder must conduct its own analysis of the information contained in this RFP, to correct any inaccuracies therein and is advised to carry out its own investigation into the proposed assignment, the regulatory regime which applies thereto and by and all matters pertinent to the project and to seek its own professional advice on the legal, financial and regulatory consequences of entering into any agreement or arrangement relating to the project.

This RFP includes certain statements, information, projections and forecasts with respect to the proposed assignment. Such statements, information, projections and forecasts reflect various assumptions made by the management, officers and employees of the Client, which (the assumptions and the base information on which they are made) may or may not prove to be correct. No representation or warranty is given as to the reasonableness of forecasts or the assumptions on which they may be based and nothing in this RFP is, or should be relied on as, a promise, representation or warranty. The issue of this RFP does not imply that the Client is bound to select a Bidder or to engage the selected bidder, as the case may be, for the required service and the Client reserves the right to reject all or any of the proposals without assigning any reasons whatsoever

The **Joint Director, Survey & Planning, Water Resources Department (CAD), Odisha** shall be the sole and final authority with respect to selection of a consultant through this RFP.

BIDDER DATA SHEET

Sl. No.	Particular	Details
1.	Name of the Client	Joint Director, Survey & Planning, Water Resources Department (CAD), Odisha
2.	Method of Selection	Quality and Cost Based Selection (QCBS) Method
3.	Date of Issue of RFP	15.03.2024
4.	Deadline for Submission of Pre-Proposal Query	22.03.2024 up to 5:00 PM
5.	Issue of Pre-Proposal Clarification	30.03.2024
6.	Proposal Due Date	16.04.2024 up to 5:00 PM
7.	Date of opening of Technical Proposal	18.04.2024 at 11:30 AM
8.	Date of opening of Financial Proposal	To be intimated later
9.	Expected Date of Commencement of Assignment	JULY, 2024
10.	Bid Processing Fee (Non-Refundable)	Rs. 5,000/- (Rupees Five Thousand Only) in shape of Demand Draft in favour of "Joint Director, Survey & Planning, Odisha, Bhubaneswar" drawn in any scheduled commercial bank payable at Bhubaneswar
11.	Earnest Money Deposit (EMD)	Rs. 1,00,000/- (Rupees One Lakh Only) in shape of Demand Draft in favour of "Joint Director, Survey & Planning, Odisha, Bhubaneswar" drawn in any scheduled commercial bank payable at Bhubaneswar
12.	Contact Person	Deputy Director, O/o the Joint Director, Survey & Planning, Odisha, Bhubaneswar" Tel no. : 9437320663, Email: jointdirectorspbbsr@gmail.com
13.	Address for Submission of Proposal	O/o The Joint Director, Survey and Planning, Water Resources Department (CAD), Odisha, OFMRDC Campus, Satya Nagar, Bhubaneswar, PIN-751007

EVALUATION OF COMMAND AREA DEVELOPMENT & WATER MANAGEMENT (CAD&WM)
AND RE-CONSTRUCTION OF OLD FIELD CHANNEL WORKS IN IRRIGATED COMMAND (RCOFC) IN ODISHA

		Mode of Submission: Speed Post / Registered Post / Courier 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.
14.	Venue for Opening of Technical and Financial Proposal	Conference Hall of OCTDMS, 7th Floor, Rajiv Bhawan, Bhubaneswar

For details please visit: www.dowr.odisha.gov.in, www.odisha.gov.in & devnetjobsindia.org

SECTION: 1

LETTER OF INVITATION

LETTER OF INVITATION

RFP No: 02/23-24/JSDP

Dated: 13.03.2024

Name of the Assignment: EVALUATION OF COMMAND AREA DEVELOPMENT & WATER MANAGEMENT (CAD&WM) AND RE-CONSTRUCTION OF OLD FIELD CHANNEL WORKS IN IRRIGATED COMMAND (RCOFC) IN ODISHA.

1. The Joint Director, Survey & Planning, Water Resources Department (CAD), Odisha (Client) invites sealed proposal from eligible bidders for “**EVALUATION OF COMMAND AREA DEVELOPMENT & WATER MANAGEMENT (CAD&WM) AND RE-CONSTRUCTION OF OLD FIELD CHANNEL WORKS IN IRRIGATED COMMAND (RCOFC) IN ODISHA**”. More details on the proposed study are provided at **Section-3: Terms of Reference (ToR)** of this RFP Document.
2. A Consultant will be selected under **Quality and Cost Based Selection (QCBS)** procedure as prescribed in the RFP Document in accordance with the policies and procedures as prescribed in **Odisha General Financial Rules and Regulation (OGFR-2023)** circulated vide *Office Memorandum No. 25914/F, Dated: 13.09.2023* of Finance Department, Government of Odisha.
3. The proposal complete in all respect as specified in the RFP document must be accompanied with **Bid Processing Fee** amounting to **Rs. 5,000/- (Rupees Five Thousand only)** and **Earnest Money Deposit (EMD)** amounting to **Rs. 1,00,000.00 (Rupees One Lakh Only)**, both in the form of **Demand Draft** in favour of “**Joint Director, Survey & Planning, Odisha, Bhubaneswar**” 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 at **(Sl. No. 13)** by **Speed post / Registered Post/ Courier** only. The Client shall not be responsible for delivery 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 **16.04.2024 up to 5:00 PM**” and the date of opening of the technical bid is **18.04.2024 at 11:30 AM** in the presence of the bidder’s representative at the specified address as mentioned in the Bidder Data Sheet **(Sl. No.14)**. Representative 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 Forms [**Section –5**]
 - f. Annexures [**Section – 6**]

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

**Joint Director
Survey & Planning
Water Resources Department (CAD)
Odisha**

SECTION: 2

INFORMATION TO THE BIDDER

Conditions of Eligibility:

Bidder should read carefully minimum conditions of eligibility (the “Conditions of Eligibility”) provided herein. Proposals of only those bidders who satisfy the Conditions of Eligibility will be considered for further evaluation. Before evaluation of the technical proposal, the proposal of each bidder will be assessed with respect to the following conditions of eligibilities, subject to submission of the required documents / information as part of their technical proposal.

Sl. No.	Eligibility Criteria	Supportive Documents
1	<p>Bidder as single entity to be a Company as registered under Indian Companies Act, 1956 / 2013 or a Society registered under The Societies Registration Act, 1860 or a Trust registered under the Indian Trusts Act, 1882 or a Partnership Firm registered under the Indian Partnership Act, 1932 or a Limited Liability Partnership registered under The Limited Liability Partnership Act, 2008.</p> <p>Universities and Institutions recognized by University Grants Commission or any State or the Central Government with NAAC accredited with minimum 'B' Grade.</p> <p>MSEs/ Start-ups having exposures in consulting business are also eligible to participate in the selection process as per the detail modalities mentioned in this RFP Document at <u>Annexure – IV</u>.</p> <p><i>Consortium or Joint Venture not allowed</i></p>	<p>Certificate of Incorporation / Registration / Any valid legal document in support of formation of the entity</p>
2	<p>Bidder should have been in the consulting business for more than 5 years from the date of Incorporation on the last date of submission of the proposal.</p>	
3	<p>Successfully completed at least 2 assignments of *similar nature having Contract value ≥ Rs. 15.00 Lakh and Duration ≥ 3 Months for any social sector under Central / State Govt. / **EAPs / Autonomous bodies operated under Government administrative control / International and National Organisation during the last 3 years***.</p>	<p>Copies of Work Order / Contract Document / Completion Certificate from the previous clients</p>

4	The average annual financial turnover must be Rs. 1.00 Cr from consulting business only during the last 3 financial years***.	Financial Details of the bidder (TECH -3) along with copies of the audited balance sheet and I/E Statement duly sealed and certified by the CA and the authorized representative of the bidder.
5	Bidder shall furnish an affirmative statement as to the existence of any potential conflict of interest on the part of the bidder due to prior, current or proposed agreements, engagements, or affiliations with the Client.	Self-Declaration from the Bidder as per the format (TECH - 5)

*** Concurrent Evaluation / Impact Assessment / Process Monitoring / Baseline Survey for any social sector**

**** Externally Aided Projects (EAP) funded through Ministry of Economic Affairs, Govt. of India by World Bank, DFID, JICA, ADB, KfW and European Commission, UNDP, UNICEF etc.**

***** Financial Years (20-21 , 21-22 and 22-23).**

2. Documents to be submitted along with TECHNICAL PROPOSAL:

The bidders have to furnish the following duly certified documents along with their Technical Proposal:

- Filled in Bid Submission Check List in Original (**Annexure-I**)
- Covering letter (**TECH – 1**) on bidder’s letterhead to participate in the bidding process.
- Bid Processing Fee and EMD as applicable
- Copy of Certificate of Incorporation/ Registration
- Copy of PAN
- Copy of Goods and Services Tax Identification Number (GSTIN)
- Copies of IT Return for the last three assessment years for **2021-22, 2022-23 & 2023-24**
- Valid MSEs Udyam Aadhar Memorandum Certificate in case of MSEs/Startups
- 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/s.
- Power of Attorney (**TECH – 4**) in favour of the person signing the bid on behalf of the bidder.
- Self-Declaration regarding any potential Conflict of Interest situations (**TECH -5**)
- Undertaking for not having been black-listed by any Central / State Government / Any other autonomous bodies/ International & National Organization in the recent past on its letter head (**TECH-6**).
- Duly filed in Technical Proposal Submission Forms (**TECH 7 to TECH 14**).

NB:

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 leads to summary rejection. Submission of forged documents will also result in rejection of the bid. Bidders are advised to study all instructions, forms, terms & conditions and other 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 certified by the authorised representative. Failure to comply with the RFP requirements will result in outright rejection of the bid.

3. Bid Processing Fee :

The bidder must furnish as part of technical proposal, the required bid processing fee amounting to **Rs. 5, 000/- (Five Thousand Rupees Only)** in shape of Demand Draft from any scheduled commercial bank in favour of “**Joint Director, Survey & Planning, Odisha, Bhubaneswar**” payable at Bhubaneswar. Proposal received without bid processing fee will be out rightly rejected. The bid processing fee is non-refundable in any case.

4. Earnest Money Deposit (EMD):

The bidder must furnish, as part of the technical proposal, an Earnest Money Deposit (EMD) amounting to **Rs. 1,00,000/- (Rupees One Lakh Only)** in shape of Demand Draft from any scheduled commercial bank in favour of “**Joint Director, Survey & Planning, Odisha, Bhubaneswar**” payable at Bhubaneswar. MSEs and Start-ups having valid documentary evidence are exempted from furnishing of EMD. 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 Security and signing of the contract. Bid not accompanied by the required EMD shall be rejected by the Client as non-responsive. The EMD will be forfeited on account of the following reasons:

- Bidder withdraws its proposal during the bid validity period as specified in RFP
- Bidder does not respond to requests for clarification of its proposal.
- Bidder fails to provide required information during the evaluation process or is found to be non- responsive or has submitted false information in support of its qualification.
- If the bidder fails to
 - provide any clarification 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 within the prescribed time period as per the agreed terms and conditions of the RFP
- Any other circumstance which holds the interest of the Client during the overall selection process.

5. Validity of the Proposal:

Proposals shall remain valid for a period of **120 (One Hundred Twenty Days)** from the date of opening of the technical proposal. The Client reserves the rights to reject a proposal valid for a shorter period as non-responsive and will make the best efforts to finalize the selection process and award of the contract within the bid validity period. The bid validity period may be extended on mutual consent.

6. Submission of Pre-Proposal Queries:

Bidders can submit their queries as per the prescribed format provided at **(Annexure-II)** in respect to the RFP and other details if any, to the Client by e-mail at jointdirectorspbbsr@gmail.com by **22.03.2024 up to 5:00 PM**. Clarifications to the above will be uploaded in the website for information of the bidders latest by **30.03.2024**. Queries submitted beyond the above deadline will not be entertained. Request for alteration/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** only to the specified address on or before the last date and time for submission of proposals as mentioned in Bidder Data Sheet. The Client will not be responsible for postal delay / any consequence in receiving of the proposal. The proposal must have to be submitted in two parts. Each part should be separately bound with no loose sheets. Each page of the two parts should be page numbered and in conformation to the eligibility qualifications and clearly indicated using an index page. The Client will not consider any proposal that arrives after the deadline as prescribed in the Bidder Data Sheet. Any Proposal received after the due date will be out rightly rejected by the Client.

The procedure for submission of the proposal is described below:

i) **Technical Proposal (Original + 1 Copy + Soft Copy in word format in USB Drive):**

The envelope containing technical proposal shall be sealed and superscripted as “**TECHNICAL PROPOSAL – EVALUATION OF COMMAND AREA DEVELOPMENT & WATER MANAGEMENT (CAD&WM) & RE-CONSTRUCTION OF OLD FIELD CHANNEL WORKS IN IRRIGATED COMMAND (RCOFC) IN ODISHA**”. The duly filled-in technical proposal submission forms, soft copy in word format in USB Drive along with all the supportive documents and information have to be furnished as part of technical proposal as per the requirement.

ii) **Financial Proposal (Original + 1 Copy + Soft Copy in pdf form in USB Drive):**

The envelope containing financial proposal shall be sealed and superscripted as “**FINANCIAL PROPOSAL – EVALUATION OF COMMAND AREA DEVELOPMENT & WATER MANAGEMENT (CAD&WM) & RE-CONSTRUCTION OF OLD FIELD CHANNEL WORKS IN IRRIGATED COMMAND (RCOFC) IN ODISHA**”. The duly filled-in financial proposal submission forms should contain the detailed price offer for the proposed assignment

and have to be furnished as per the prescribed format only along with soft copy in pdf form in USB Drive as part of financial proposal.

Both the above envelopes have to be sealed and placed inside a third main envelope with proper labeling 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 outrightly rejected. All pages of the proposal must have to be sealed and signed by the authorized representative of the bidder. Any conditional bids will be rejected.

8. Opening of the proposal :

The FIRST ENVELOPE containing **TECHNICAL PROPOSAL** will be opened in the initial stage by the Client in presence of the bidder's authorized representative at the location, date and time specified in the Bidder Data Sheet who wishes to attend. 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 and time 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 process will be adopted as explained below for evaluation of the proposals:

- **Preliminary Evaluation (1st Stage):** Preliminary evaluation of the proposals will be done to determine whether the proposal comply to the prescribed eligibility condition and the requisite documents / information have been properly furnished by the bidder or not. Submission of following documents / information will be verified:
 - ✓ Filled in Bid Submission Check List in Original (**Annexure-I**)
 - ✓ Covering letter (**TECH – 1**) on bidder's letterhead requesting to participate in the selection process.
 - ✓ Bid Processing Fee and EMD as applicable
 - ✓ Copy of valid MSE Udyam Registration Certificate in case of MSEs/Start-ups
 - ✓ Copy of Certificate of Incorporation/ Registration
 - ✓ Copy of PAN
 - ✓ Copy of Goods and Services Tax Identification Number (GSTIN)

- ✓ Copies of IT Return for the last three assessment years (**AY 2021-22, 2022-23 and 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 and certified as per the instruction.
- ✓ Power of Attorney (**TECH – 4**) in favour of the person signing the bid on behalf of the bidder.
- ✓ Self-Declaration on Conflict of Interest (**TECH - 5**)
- ✓ Undertaking for not being blacklisted in the recent past (**TECH -6**)
- ✓ Duly filled in Technical Proposal Forms **TECH - 7 to TECH -14**.
- ✓ All the pages of the proposal and enclosures / attachments are signed by the authorized representative of the bidder

Bid not complying to any of the above requirement will be outrightly rejected.

- **Technical Evaluation (2nd Stage):** Technical proposal will be opened and evaluated for those bidders who qualify the preliminary evaluation stage. Technical evaluation of the proposals of the qualified bidders shall be made as per the following technical parameters:

Bid Evaluation Parameters	Maximum Mark
Specific Experience of the bidder (Prior experience in carrying out assignments of similar nature during last 3 years under Central / State Govt. / EAPs / Autonomous Bodies / National & International organization. A) Prior experience in carrying out assignment of similar nature during last 3 years in any sector = 10 Mark (2 Mark for Each Assignment) B) Prior experience in carrying out assignment of similar nature during last 3 years in Water Resources, Natural Resources Management and Agriculture Sector = 10 Mark (2 Mark for Each Assignment)	20
Understanding, Approach & Methodology of the bidder in response to the RFP A) Understanding about the objective and the scope of the proposed assignment = 5 Mark B) Approach and Methodology = 10 Mark C) Staff Deployment Strategy and Work Plan = 5 Mark	20
Key Professionals proposed by the bidder for the assignment	50
Technical Presentation*	10
Grand Total	100

**** Bidders who secure above 60 marks from 90 marks during the evaluation of technical proposal will be called for technical presentation.***

Bidders will make a presentation 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 and preparedness for the proposed assignment. Clarifications, if any, as required by the Client will be discussed during the meeting. The detail schedule along with an outline for presentation will be intimated to the qualified bidders before 7 days from the date of technical presentation. The financial proposals of the technically qualified bidders will be opened on same day / subsequent working day. Hence, the bidder should make available for the same. The bidder whose technical proposal secures a mark of **above 70** in the technical evaluation stage will be qualified for opening of the financial proposal.

- **FINANCIAL EVALUATION (3rd Stage):** The financial proposals of the technically qualified bidders only 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 only will be announced during the meeting.

10. Evaluation Process:

Quality and Cost Based Selection (QCBS) method will be followed during the overall selection process. Based on the evaluation of technical proposal, the technically qualified bidders shall be ranked highest to lowest Technical Score (ST) in accordance to the marks obtained during the technical evaluation stage. There shall be **70 % weightage** to technical score and **30 % weightage** to financial score.

Proposal with the lowest cost may be given a financial score of 100 and other proposals given financial scores that are inversely proportional to their prices with respect to the lowest offer. Similarly, proposal with the highest technical marks shall be given a score of 100 and other proposals be given technical score that are proportional to their marks with respect to the highest technical marks. The total score, both technical and financial, shall be obtained by weighing the quality and cost scores and adding them up. On the basis of the combined weighted score for quality and cost, the consultant shall be ranked in terms of the total score obtained. The proposal obtaining the highest total combined score in evaluation of quality and cost will be ranked as H-1 bidder followed by the proposals securing lesser marks as H-2, H-3 etc. The proposal securing the highest combined marks and ranked H-1 will be invited for negotiations, if required and shall be recommended for award of contract. In the event two or more bids have the same score in final ranking, the bidder having higher technical score during the technical evaluation round will be considered as the H-1 bidder.

Example:

In a particular case of selection of consultant, it was decided to consider minimum qualifying mark for technically qualified as **70 (Seventy)** and the weightage of the technical bids and financial bids were kept as 70:30. In response to the RFP, three proposals, A, B & C were received. The technical evaluation committee awarded the following technical score:

A: 75 Mark B: 80 Mark C: 90 Mark

So, all the above three proposals were found to be technically qualified.

The formula for determining the Technical scores (ST) of all the above proposals is calculated as per the following procedure:

$$ST = (100 \times T/TH)$$

Where "ST" = Technical score

"TH" = Highest Technical Score secured by the qualified bidder

"T" = Technical Score of the Proposal under consideration.

Using the above formula, the individual technical score secured by the individual bidder are as follows:

$$A = 100 \times (75/90) = 83.33$$

$$B = 100 \times (80/90) = 88.88$$

$$C = 100 \times (90/90) = 100$$

The financial proposals of the above bidders were opened and the evaluated quoted prices are as under:

A: 120 INR

B: 100 INR

C: 110 INR

The lowest evaluated Financial Proposal (FM) is given the maximum financial score (SF) of 100. The formula for determining the financial scores (SF) of all other Proposals is calculated as per the following procedure:

$$SF = 100 \times (FM / F)$$

Where "SF" = Financial score,

"FM" = Lowest Evaluated Financial Bid

"F" = Quoted Financial Bid under consideration

Using the above formula, the individual financial score secured by the respective bidder are as follows:

$$A = 100 \times (100/120) = 83.33$$

$$B = 100 \times (100/100) = 100.00$$

$$C = 100 \times (100/110) = 90.90$$

The weightage given to the Technical (T) and Financial (P) Proposals are: T = 0.7, and P = 0.3 Proposals are ranked according to their combined technical (ST) and financial (SF) scores using the weights (T = the weightage given to the Technical Proposal; P = the weightage given to the Financial Proposal):

$$\text{Where } S = (ST \times T) + (SF \times P)$$

Accordingly, the combine score secured by each bidder are as follows:

$$A = (83.33 \times 0.70) + (83.33 \times 0.30) = 83.33 = H3$$

$$B = (88.88 \times 0.70) + (100 \times 0.30) = 92.22 = H2$$

$$C = (100 \times 0.70) + (90.90 \times 0.30) = 98.19 = H1$$

The bidder **C** securing the highest evaluated Combined Score (S) of **98.19** with evaluated cost of **Rs. 110.00** will be the preferred bidder and recommended for award of the contract observing due procedure. For the purpose of evaluation, the total evaluated cost shall be inclusive of all taxes & duties for which the Client will make payment to the consultant including expenses, such as travel, accommodation, logistics, training/ workshop, preparation of reports / formats, printing & other secretarial expenses etc.

11. Performance Security:

Within 7 days of notifying the acceptance of proposal for the award of contract, the qualified bidder shall have to furnish a Performance Security amounting to **10% of the total contract value** in the form of Bank Guarantee (BG) / Fixed Deposit Receipt (FDR) from a scheduled commercial bank pledged to **“Joint Director, Survey & Planning, Odisha, Bhubaneswar”** on its local branch situated at Bhubaneswar for a period of three months beyond the entire contract period (i.e. Performance Security 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.

If the Performance Security to be furnished through BG, it must be furnished as per the format provide at **Annexure-III** of the RFP Document only. Any deviation to the prescribed format will lead to rejection of the BG by the Authority. The BG is to be authenticated by the local branch of the issuing bank at “Bhubaneswar” and a confirmation letter towards the same must be furnished by the bidder’s representative at the time of signing of the contract.

Failure to comply with the terms and conditions of the contract requirements, shall constitute sufficient grounds for the forfeiture of the performance security. The performance security shall be released immediately after three months of expiry of contract provided there is no breach of contract on the part of the selected bidder. No interest shall be paid on the performance security.

12. Contract Negotiation:

Contract Negotiation will be held at a date, time and address as intimated to the preferred bidder. 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 notify 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 would be valid for **4 Months** from the date of effectiveness of the contract and will be extended on mutual consent. ***Sub-contracting / outsourcing of any form shall not be allowed for any activities under the scope of the work as mentioned in 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 organisations) 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 are not allowed to submit more than one proposal under the selection process. Alternate bids are also not allowed.

19. Legal Jurisdiction:

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

20. Governing Law and Penalty Clause:

The timeline given for delivery is to be strictly adhered to in view of the strict time schedule. Any unjustified and unacceptable delay in delivery of the deliverable/s shall render the Consultant liable for liquidated damages and thereafter the Client holds the option for cancellation of the contract for pending activities and completes the assignment through any suitable source of delivery. 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 Consultant from his obligations and liabilities under the contract. The rights and obligations of the Client and the Consultant under this contract will be governed by the prevailing laws of Government of India / Government of Odisha. Failure on Consultant's part to furnish the deliverables as per the agreed time line will enforce a penalty @ 1% per week subject to maximum of 10% of the total contract value. The amount will be deducted from the subsequent payment. The implications of penalty will be governed by the agreed terms and conditions of the contract between parties.

21. Confidentiality:

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

22. Amendment of the RFP Document:

At any time before submission of proposals, the Client may amend the RFP by issuing an addendum through its 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. All clarifications and outcomes of the selection process will be published through the website of the Client. Hence, bidders are advised to refer to the designated website for all updates on the selection process.

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 /all proposal, and amend or cancel the bidding / selection process 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:

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

25. Replacement of Key Personnel:

The Key professionals to be deployed under this contract must be dedicated in nature. However, the Client reserves the right to request the Consultant to replace the deployed professional if they are not performing to a level of satisfaction. After written notification, the Consultant will provide CV of appropriate candidates within Seven **(7) days** for review and approval. The Consultant must replace the Professional within seven **(7) working days** from the date of approval of replacement. If one or more key personnel become unavailable / leave the project for any reason midway under the contract, the Consultant must notify the Client at least Fifteen **(15) days** in advance and obtain the approval prior to making any substitution. In notifying the Client, the Consultant shall provide an explanation of circumstances necessitating the proposed replacement and submit justification and qualification of replacement personnel in sufficient detail to permit evaluation of the impact on the engagement. Acceptance of a replacement person by the Client shall not relieve the consultant from responsibility for failure to meet the requirements of the contract. The Client expects all the Key Professional to be available during implementation of the assignment. The Authority will not consider substitution of Key Personnel except for reasons beyond its capacity or due to any critical health issues. Such substitution shall ordinarily be limited to One **(1)** Key Professional subject to equally or better qualified and experienced Professional being provided to the satisfaction of the Client. In case of more than the above prescribed limit to such substitution, a sum equal to **1%** of the agreed Contract value shall be deducted from the subsequent Invoice of the Consultant. Frequent substitution of Professionals during the Contract period may leads to termination of the agreement. Change in Key Professional due to request of the Client also comes under this condition.

26. Force Majeure:

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

27. Settlement of Dispute:

The Client and the 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. Additional Chief Secretary to Government, Water Resources Department will be the final authority to resolve any dispute arising between 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 and EMD as applicable
- Proposal not submitted in accordance with the procedures and formats as prescribed in the RFP
- During validity of the proposal, or its extended period, if any, the bidder increases his quoted prices or tries to withdraw its proposal
- Proposal is received in incomplete form
- Proposal is received after due date and time for submission of bid
- Proposal is not accompanied by all the requisite documents / information
- A commercial bid submitted with own assumptions or conditions
- Bids with any conditional technical and financial offer

- If the bidder provides any assumptions in the financial proposal or qualifies the financial proposal with its own conditions, such proposals will be rejected even if the commercial value of such proposals is the lowest / best value
- Proposal is not properly sealed or signed
- Proposal is not conforming to the requirements of the scope of the work
- Same CV proposed by different bidders
- Bidder tries to influence the proposal evaluation process by unlawful/ corrupt/ fraudulent means at any point of time during the bid process
- If, any of the bid documents (including but not limited to the hard and soft/electronic copies of the same, presentations during evaluation, clarifications provided by the bidder), excluding the commercial bid, submitted by the bidder is found to contain any information on price, pricing policy, pricing mechanism or any information indicative of the commercial aspects of the bid;
- Bidders or any person acting on its behalf indulges in corrupt and fraudulent practices
- If the proposed remuneration for the support staff is below the minimum wages as fixed for the various category of manpower as per the notification of Government of Odisha vide OM No. 5639/LC, 02.11.2019.
- ***Any other condition / situation which holds the paramount interest of the Client during the overall section process.***

SECTION – 3

TERMS OF REFERENCE (ToR)

List of Abbreviations

CAD&WM	:	Command Area Development & Water Management
CADA	:	Command Area Development Authority
CCA	:	Cultivable Command Area
CSS	:	Centrally Sponsored Scheme
DoWR	:	Department of Water Resources
EIC	:	Engineer in Chief
FC	:	Field Channels
FD	:	Field Drains
FGD	:	Focus Group Discussions
Ha	:	Hectares
IDI	:	In Depth Interview
IPC	:	Irrigation Potential Created
IPU	:	Irrigation Potential Utilised
MGNREGA	:	Mahatma Gandhi National Rural Employment Guarantee Act
MIP	:	Minor Irrigation Project
MMIP	:	Major and Medium Irrigation Project
PMKSY	:	Pradhan Mantri Krishi Sinchayee Yojana
PP	:	Pani Panchayat
PPOMU	:	Programme Performance & Outcome Monitoring Unit
QuIP	:	Qualitative Impact Protocol
RCC	:	Reinforced Cement Concrete
RCOFC	:	Re-construction of Old field channel works in Irrigated Commands
RFP	:	Request For Proposal
SSS	:	State Sector Scheme
SWOT	:	Strength, Weakness, Opportunity and Threat
ToR	:	Terms of Reference

1. Introduction

The Command Area Development & Water Management (CAD&WM) is a Centrally Sponsored Scheme (CSS) carried out to bridge the gap between irrigation potential created and utilised from 1976–77 to 2015–16. Thereafter, Central Assistance was limited to only eight prioritized major and medium irrigation projects in the State covered under the Pradhan Mantri Krishi Sinchayee Yojana (PMKSY). Hence, command area development activities in other irrigation projects were taken up with funds under the State Sector Scheme (SSS). The State of Odisha is presently served by 15 major, 59 medium, and 3713 minor Irrigation Projects covering an irrigation potential of 19,18,079 ha¹. Out of this, 13,15,168 ha has been covered through the construction of field channels under CAD&WM activities up to 2019–20. The rest of the irrigation potential needs to be created through SSS. Further, the field channels constructed before 2008-09 were made of earthen field channels, and with time they have become dilapidated and non-functional. A total of 3,90,837 ha was identified for re-construction of field channels². These field channels need to be reconstructed with Reinforced Cement Concrete (RCC) lining. In order to address the above issues, the State Government launched two new schemes under SSS: "Command Area Development and Water Management Activities in Irrigated Commands (CAD&WM) for the construction of new field channels and "Re-construction of Old Field Channel Works in Irrigated Commands (RCOFC)", for the re-construction of field channels.

2. About the Schemes

CAD&WM and RCOFC are being executed over a period of three years, from 2021–22 to 2023–24, with an outlay of Rs. 497.100 crore for CAD&WM and Rs. 99.33 crore for RCOFC. Both schemes serve the main purpose of distributing water from canal outlets to agricultural farms. Its main objectives are to bridge the gap between Irrigation Potential Created (IPC) and Irrigation Potential Utilised (IPU), construction of field channels (FC) to create an adequate micro-level distribution network for equitable distribution of water, increase water use efficiency, increase production and productivity, and crop diversification. The main activities of the scheme are construction of FC, re-construction of FC, extension of FC, and construction of Field Drains (FD)³. Over the period of three years, construction of 1,37,000 ha of FD and re-construction of FC of about 28,380 ha were planned⁴. Along with the above activities, conducting awareness training programs for farmers on scientific water management practices and adopting micro irrigation methods for water use efficiency are also included.

¹ Dept. of Water Resources, Cabinet Memorandum Report 18.05.2021.

² Dept. of Water Resources, Cabinet Memorandum Report 11.05.2021.

³ Dept. of Water Resources, Annual Report 2021-22.

⁴ Dept. of Water Resources, Expenditure Finance Committee Report 13.04.2021.

The Command Area Development Authority (CADA) consists of three zones, i.e., CADA Cuttack, CADA Berhampur, and CADA Sambalpur. It has 12 divisions. The coverage for the CAD&WM programme is 59 irrigation commands, of which 8 are Major, 13 are Medium, and 38 are Minor irrigation commands, whereas the coverage of RCOFC is 12 irrigation commands, of which 9 are Major, one is Medium and two are Minor irrigation commands. The present status of achievement of CAD&WM and RCOFC division-wise from 2021–23 (as of March 31, 2023) is indicated in Tables 1 and 2 below. The details of irrigation commands and their status are indicated in Annexures I and II.

Table 1 : Construction of Field Channels Status as of March 31, 2023

CADA ZONES	CADA DIVISION	2021-22			2022-23			Total
		MAJOR	MEDIUM	MINOR	MAJOR	MEDIUM	MINOR	
Cuttack	Baripada	0	1924	0	0	2865	1275	6064
	Bhadrak	3856	0	0	6309	0	0	10165
	Bhubaneswar	0	0	1264	0	0	2413	3677
	Cuttack	0	0	950	0	0	1448	2398
Berhampur	Aska	0	1018	0	0	3332	0	4350
	Berhampur	162	1735	0	398	2340	500	5135
	Bhawanipatna	328	800	1083	1924	0	1368	5503
	Malkangiri	1602	0	0	2006	0	1000	4608
	Nuapada	0	1974	0	0	741	0	2715
	Rayagada	0	0	1692	0	0	3484	5176
Sambalpur	Dhenkanal	0	0	0	0	907	500	1407
	Sambalpur	0	0	1535	0	0	12159	13694
Total		5948	7451	6524	10637	10185	24147	64892

Source: Data provided by the office of Directorate CAD-PIM

Table 2: Re- Construction of Field Channels status as on 31st March 2023

SL NO.	CADA ZONE	CADA Division	Re-Construction of FC 2021-22 CCA ha	Re-Construction of FC 2022-23 CCA ha	Total Re-Construction of FC 2021-22 and 2022-23
1	CADA CUTTACK	Bhubaneswar	368	3775	4143
		Cuttack	450	3000	3450
		Bhadrak	-	3000	3000
2	CADA Berhampur	Berhampur	-	600	600
		Malkangiri	958	3682	4640
3	CADA Sambalpur	Sambalpur	908	2678	3586
Total			2684	16735	19419

Source: Data provided by the office of Directorate CAD-PIM

3. Rationale for the present assignment

CAD&WM has been functional in the State as a Centrally Sponsored Scheme (CSS) since 1976. Over the years, this scheme has been restructured and reformed several times based on the constraints it faced in achieving its objectives. Some of the constraints of the Scheme were the unreliability of water supply at the outlet due to deficiencies in the irrigation system above the outlet, the absence of link and intermediate drains to let out surplus water into main drains, the non-inclusion of minor irrigation projects from non-hilly areas, the low priority given by the State Governments to extension and training activities, the non-revision of cost norms for various activities⁵. To mitigate the deficiencies in the irrigation system above the outlet, the State Government initiated several Schemes like the Nabakrushna Choudhury Secha Unnayan Yojana and the Canal Lining and System Rehabilitation Programme. As per the Odisha Pani Panchayat Act 2002 and Odisha Pani Panchayat Rule 2003, the farmers are directly involved in the process of execution through Water Users' Association (WUA), and after completion of the scheme, the assets are handed over to the concerned Pani Panchayat (PP) to take responsibility for the operation and future maintenance of the project and optimal utilisation of the available water.

This study is essential to ensure the successful execution and impact of the CAD&WM and RCOFC schemes. By evaluating their progress, outcomes, and challenges during the initial two years, the study aims to provide valuable insights that can guide informed decision-making, resource allocation, and policy adjustments. The study's findings will aid

⁵ Command_Area_Development_Programme - INDIA WRIS WIKI
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the government in optimizing the utilization of public funds, improving water management practices, enhancing agricultural productivity, and fostering rural development. Ultimately, this study contributes to transparent and accountable governance, aligning with the government's commitment to efficient resource management and sustainable development.

4. Scope of the Study

The evaluation will cover the planning, execution, and monitoring of CAD&MW and RCOFC. Specific emphasis is laid on the implementation process and mechanisms followed to reduce the gap between Irrigation Potential Created and Irrigation Potential Utilised.

On the other hand, the evaluation will also assess the impact of the programme on various indicators such as efficient water use, additional area under irrigation, diversification of crops, equitable distribution of water, farmer participation in irrigation management, irrigation efficiency, agricultural productivity, and financial viability of the system. Besides, it will focus on the institutional mechanisms available for the equitable distribution of water for irrigation.

The study will also examine the existing scheme guidelines and any other policies and executive orders that facilitate or inhibit the smooth execution of the scheme and suggest implementable policy changes. It will also study the role of Pani Panchayat.

5. Objectives of the Study

- i. Process evaluation covering planning, execution and monitoring of CAD&MW and RCOFC;
- ii. Impact evaluation on the following indicators:
 - a) Irrigation potential created and utilized;
 - b) Equitable distribution of water;
 - c) Irrigation efficiency;
 - d) Agricultural productivity;
 - e) Cropping pattern;
 - f) Farmer participation in irrigation management;
 - g) Cost-benefit analysis;
 - h) Change in socio economic conditions of farmers

- iii. Examine the activities of Pani Panchayat;
- iv. Examine the existing scheme guidelines and any other policy and executive order that facilitate or inhibit the smooth execution of the Scheme and suggest implementable policy changes;
- v. Examine the quality of field channel structures;
- vi. Conduct SWOT analysis of the Schemes and recommend ways/ policy interventions to scale up the work for completion of balance amount of work in the shortest possible time.

6. Methodology

The Study will employ both qualitative and quantitative methods, using purposive sampling to study CAD&WM AND RCOFC schemes to evaluate the process and impact. It will use questionnaire method, in-depth interviews, site visits, focus group discussions, SWOT analysis, and thematic analysis. The study will be carried out on the sample irrigation commands that were made between 2021–22 and 2022–23. It is proposed that the study will cover five sample irrigation commands for CAD&WM of which (one major, one medium and three minor) and one sample irrigation command for RCOFC. The sample selection process will prioritize areas with the highest Cultivable Command Area (CCA) coverage during the specified period. The details of the proposed sample are indicated in Table 3.

Table 3: Proposed Sample

Total no. of Zones	Total no. of divisions	Sample for CAD&WM			Sample for RCOFC
		MAJOR	MEDIUM	MINOR	MAJOR
3	12	1	1	3	1
	Total	5			1

The responses of farmer beneficiaries will be collected from at least 30 farmer beneficiaries from each 1000 ha CCA of the irrigation commands. The sample farmer beneficiaries should represent equal representation from head, middle and tail of the Field Channels. Focus Group Discussions (FGD) will be conducted with PP. The details are indicated in **Table 4** below. Further, quality of the field channels must be examined at 5 kilometer interval, thus covering approximately 50 sites.

Table 4: Proposed Sample for Farmer Beneficiaries and Pani Panchayats

Irrigation Command Types	CADA ZONE	CADA DIVISION	Sample Project	Total Construction of FC 2021-22 and 2022-23 CCA ha	Approximate length* of FC constructed during 2021-22 and 2022-23 (km)	Unit per 1000 ha - 30 Farmer beneficiaries	Pani Panchayat Major- 5 PP Medium – 4PP Minor – 2PP
CAD&WM							
Major	CADA Cuttack	Bhadrak	Salandi Right	8320	102.936	8.3x30=250	1x5=5
Medium	CADA Berhampur	Aska	Harbhangi	4350	55.570	4.3x30=130	1x4=4
Minor	CADA Sambalpur	Sambalpur	Nibrutjore	2491	27.176	2.4x30=75	1x2=2
Minor	CADA Sambalpur	Sambalpur	Kukudana	1820	20.329	1.8x30=55	1x2=2
Minor	CADA Sambalpur	Sambalpur	Ichha	1723	19.232	1.7x30=50	1x2=2
RCOFC							
Major	CADA Cuttack	Cuttack	Mahanadi Delta St I	4143	39.083	4.1x30=120	1x5=5
Total				22847 ha	264.326	680 No.	20 No.

**Approximately 12meters FC is constructed per 1 ha. Command area.*

The consultant is required to collect responses from different level officials of the Water Resources Department in the State, i.e., Additional Secretary, DoWR; Director CAD-PIM; Chief Engineer, CAD; Project Director, CADA; Executive Engineer (Agriculture) CADA; District Quality Assurance Division, Agricultural Department (Soil and Water Management); The details of the distribution of respondents for in-depth interviews (IDIs) are indicated in Table 5.

Table 5: Distribution of Respondents for In-depth interviews

Level	State	Sample Projects	Total no. of respondents
Officials from departments / agencies			

**EVALUATION OF COMMAND AREA DEVELOPMENT & WATER MANAGEMENT (CAD&WM)
AND RE-CONSTRUCTION OF OLD FIELD CHANNEL WORKS IN IRRIGATED COMMAND (RCOFC) IN ODISHA**

Water Resources Department CAD	02		02
Project Director CADA		03	03
Executive Engineer (Agriculture) CADA		06	06
District Quality Assurance Division		06	06
Agriculture Department (Soil & Water Management)		03	03
Total respondents	02	18	20

The study methodology, sample size, and data collection tools will be finalized between the Client and the Consultant, i.e., CAD-PIM/Department of Water Resources in an Inception Workshop with technical and management support of PPOMU. A mid-term review meeting will be conducted during the field survey to provide interim feedback to the study. Similarly, the draft report of the study will be discussed in a state-level sharing workshop with a larger audience involving all stakeholders. Based on the feedback received from the stakeholders, the draft report will be finalised. Conducting and managing both the Inception Workshop and the Final Workshop will be the responsibility of the Consultant.

7. Deliverables and Corresponding Time Frame

The Consultant is expected to deliver the following deliverables during the assignment.

7.1 Inception report:

- A note on the sampling methodology to identify the district/block wise irrigation commands that need to be studied. **(Maximum 2 pages)**
- A brief note on the study methodology and study tools to be used. **(Maximum 2 pages)**
- A note on the detailed plan of action for all the major activities of the study with feasible timelines for key milestones to be indicated. **(Maximum 2-3 pages)**
- To organise and conduct a state level inception workshop involving officials of Department of Water Resources , Finance Department/PPOMU and submit a report on the workshop proceeding including the feedback points. **(Maximum 2 pages)**
- Based on the feedback an **Inception Report** mentioning final selection of samples to be studied, final data collection plan, study methodology and tools. **(Maximum 10 pages)**

7.2 Conducting Mid Term Review Meeting:

- A mid-term review meeting to be conducted by the Consultant as part of the study process to provide interim feedback to the study progress and implementation. The

meeting will be conducted by the Consultant at the Client's premise involving limited stakeholders.

7.3 Draft study report

- Detailed analysis of the study done and submission of the draft study report. **(Maximum 50 pages** in A4 size paper written in Arial font, size 11 and 1.5 space excluding an Executive Summary of maximum 5 pages)

Note: Before writing the draft study report, the Consultant is required to share the chapter plan with the Client/PPOMU and take their approval for finalisation and submission to the Client.

7.4 Final Workshop on sharing study findings

- A note for discussion with stakeholders including study objectives, methodology, sample covered and major study findings to discuss the draft study report in the state (stakeholders) workshop for feedback and suggestion. **(Maximum 4 pages)**
- To organise and conduct the final workshop with various stakeholders and a report on the workshop proceeding including the feedback points. **(Maximum 2 pages)**

7.5 Final Study Report

- Incorporating the feedback/suggestions from the state level workshop and submission of the final report. **(Maximum 50 pages** in A4 size paper written in Arial font, size 11 and 1.5 space excluding an Executive **Summary of maximum 5 pages)**

NB: It is the sole responsibility of the consultant to organize and to conduct the Inception and Final Sharing workshops conforming to the tentative estimation of 30 and 50 participants respectively. The above workshops need to be organized in a lucrative environment taking into consideration of the expenses towards workshop materials, logistics, working lunch/ snacks and other incurred expenses. Hence, consultant needs to propose detail component wise budget taking into consideration of all the above requirements in its financial proposal.

8. Deliverables *vis-a-vis* time frame

The Consultant shall commence work within a week of signing of the contract and shall complete the assignment within **Four (4) months** from the date of effectiveness of the contract.

Table 6 summarizes the deliverables *vis-à-vis* the time frame of the study.

Table 5: Deliverables *vis-à-vis* time frame

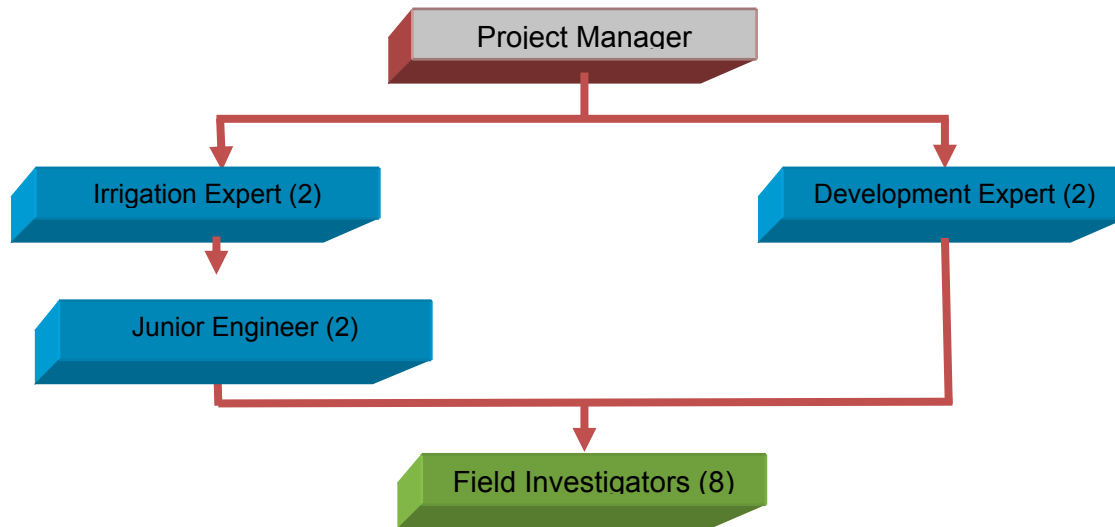
Sl. No.	Deliverables	Corresponding time frame
1	Conducting Inception Workshop and submission of Inception Report including finalizing of the methodology and work plan under the study	T + 19 Days
2	Conducting Mid-term Review Meeting	T + 49 Days

3	Submission of Draft Study Report	T + 75 Days
4	Conducting Final Workshop on sharing study findings	T + 105 Days
5	Submission of Final Study Report	T + 119 Days

Note: All reports being submitted to the Client are to be supplied in Six (6) hard copies in spiral bound with good quality photography along with soft copy in USB drive in print ready PDF Format.

9. Composition of the Consulting team

Besides having a **Project Manager**, the Consultant team should have two **Irrigation Experts**, two **Junior Engineers**, two **Development Experts**, and eight **Field Investigators**. The Project Manager is expected to spare a minimum of 25 man-days time during the assignment. Similarly, the two Irrigation Experts are expected to spare a minimum of 25 man-days each, two junior engineers are expected to spare 25 man-days each, two Development Experts are expected to contribute a minimum of 35 man-days each and eight field investigators is expected to spare 20 man-days each. The proposed staff structure is as below;



A. Project Manager: This key person should have project management experience of at least 12 years involving evaluation studies on issues on irrigation, agriculture, natural resource management or farm-based livelihoods. The Project Manager should have at least a M. Tech. or Post-graduate qualification in Management including Rural Management, Social Sciences, Rural Development or Natural Resource Management. **S/he is expected to spend at least 25 days in this study, of which 10 days will be spent in the field overseeing the fieldwork.**

- B. Irrigation Expert:** The person should have at least B.E / B. Tech. Degree in Civil / Agriculture Engineering with not less than 7 years of in depth experience in Water resources management / irrigation sector. **The two Irrigation Experts are expected to spend a minimum of 25 man-days each on this study, out of which 10 man-days each will be spent in the field collecting data from irrigation projects.**
- C. Junior Engineer:** The person should have at least a diploma in engineering and not less than 5 years of experience working on irrigation projects. The Junior Engineer is expected to spend time in the field collecting data from irrigation projects. **The two Junior Engineers are expected to spend a minimum of 25 man- days each on this study, out of which 20 man-days will be spent in the field collecting data from irrigation projects.**
- D. Development Expert:** This project requires a key person with experience in evaluating social development studies, conducting impact assessments, institutional analysis, and developing qualitative research tools. The person should have at least a post-graduation qualification in social sciences and a minimum of 7 years of working experience in evaluation projects. This expert should be well-versed in qualitative data analysis, sampling, research designs, evaluation techniques, study instrument design, data analysis and producing quality reports. **The two development experts are expected to spend a minimum of 35 man-days on the study, of which 20 man-days will be spent in the field collecting data from irrigation projects.**

Besides, the Consultant shall engage **eight field investigators** who should possess at least a Bachelor's degree and should have at least three years of experience in qualitative data collection. **Each field investigator is expected to devote a minimum of 20 man-days time in conducting fieldwork and collecting data.**

10. Reporting Arrangements

The Consultant shall work under the direct supervision of Director CAD-PIM and will report to him/her. The Consultant is required to coordinate with PPOMU/FD and the designated officials from the DoWR / Director CAD-PIM for the execution of the assignment.

11. Roles and responsibilities of Client/Consultant

- **Department of Water Resources**
 - ✓ Approval of RFP and TOR
 - ✓ Administrative facilitation
 - ✓ Providing technical inputs on the study to the Consultant from time to time
 - ✓ Ensuring independence of work

- **Office of Joint Director, Survey and Planning, CAD**
 - ✓ Conducting bidding process
 - ✓ Constituting Consultant Evaluation Committee
 - ✓ Selecting the Consultant
 - ✓ Constituting Consultant Monitoring Committee
 - ✓ Entering into agreement with the Consultant
 - ✓ Providing technical inputs on the study to the Consultant from time to time
 - ✓ Providing necessary logistics supports such as provision of hired vehicles for out station visit, field accommodation and other incidental services during field visit of the PPOMU team along with implementing agency officials for study monitoring purpose.

N.B.: Joint Director, Survey & Planning, CAD, WR Department, Odisha shall obtain approval from WR Department before taking up any activity mentioned above.

- **PPOMU, FD**
 - ✓ Communication with DoWR/CAD-PIM
 - ✓ Preparation of TOR & RFP
 - ✓ Representation in selection process
 - ✓ Quality check of survey methodology, instruments, data outputs
 - ✓ Certification of the outputs
 - ✓ Close follow up, technical inputs and close coordination with the Consultant

- **Consultant**
 - ✓ Undertake the assignment and complete different tasks/outputs under agreed TOR.

12. Payment Terms and Schedules

Table 7 provides details of payment terms and schedules.

Table 7

Sl. No.	Deliverables	% of Contract Value
1	Conducting Inception Workshop and submission of Inception Report including finalizing of the methodology and work plan under the study	20
2	Submission of Draft Study Report	30
3	Conducting Final Workshop and submission of Final Study Report	50

NB: In case of a milestone not undertaken / completed, the related cost of that particular activity will be proportionately deducted from the Invoice amount. It is suggested that the Consultant need to provide the detail component wise cost as per the prescribed format in their proposed financial proposal. The Consultant needs to submit the final version of each deliverables within a week's time after getting the comments of PPOMU/ Client on the same.

13. Consultant Monitoring Committee (CMC)

A Consultant Monitoring Committee (CMC) will be constituted by the Client consisting of officials from stakeholder department/agencies to monitor the activities and deliverables of the Consultant for the proposed assignment from time to time. Monitoring in each phase of the assignment will be done by the Committee and comments provided by the Committee must have to be complied by the Consultant accordingly in a time bound manner.

SECTION: 4

TECHNICAL PROPOSAL SUBMISSION FORMS

TECH -1

COVERING LETTER

(ON BIDDERS LETTER HEAD)

[Location, Date]

To

**The Joint Director
Survey and Planning,
Water Resources Department (CAD), Odisha
OFMRDC Campus, Satya Nagar, Bhubaneswar
PIN-751007**

**Subject: EVALUATION OF COMMAND AREA DEVELOPMENT & WATER MANAGEMENT
(CAD&WM) AND RE-CONSTRUCTION OF OLD FIELD CHANNEL WORKS IN
IRRIGATED COMMAND (RCOFC) IN ODISHA. [TECHNICAL PROPOSAL]**

Dear Sir,

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

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

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

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

Yours faithfully,

Authorized Signatory with Date and Seal:

Name and Designation: _____

Address of Bidder: _____

REQUEST FOR PROPOSAL

TECH -2

General Details of Bidder

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

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

TECH -3

Financial Details of Bidder

Financial Information in INR				
Details	FY2020-21	FY2021-22	FY2022 -23	Average
Turnover from Consulting Business Only (In Cr.)				
Supporting Documents: Audited certified financial statements for the last three FYs (2020-21, 2021-22 and 2022-23) (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with the Technical Proposal) <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>				

Signature and Seal of the Auditor with Date and Seal (In original)

Name of the Audit Firm:

Unique Document Identification Number (UDIN):

ICAI Membership No:

Address with Contact Details:

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

Communication Address of the Bidder: _____

[NB: No Scanned Signature will be entertained]

TECH – 4

(On Bidder's Letter Head)

FORMAT FOR POWER OF ATTORNEY

I, _____, the <Designation> of <Name of the Organisation> in witness whereof certify that <Name of person> is authorized to execute the attorney on behalf of <Name of Organisation>, <Designation of the person> of the organisation acting for and on behalf of the organisation under the authority conferred by the Date <date of reference> has signed this Power of attorney at <place> on this day of <day><month>, <year>.

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

Name of the Authorized Representative:

(Signature of the Authorized Representative with Date)

CERTIFIED:

Signature, Name & Designation of person executing attorney with Seal:

Address of the Bidder:

TECH – 5

INFORMATION REGARDING ANY CONFLICTING ACTIVITIES AND DECLARATION THEREOF

Are there any activities carried out by your agency which are of conflicting nature as mentioned in Section 2: [Information to the Bidder] under Eligibility Criteria: Para (6). If yes, please furnish details of any such activities.

If no, please certify,

IN BIDDERS LETTER HEAD

I, hereby declare that our agency as Individual / as a member of any consortium is not indulged in any such activities which can be termed as the conflicting activities as mentioned in **Section 2: [Information to the Bidder] under Eligibility Criteria: Para (5)**.

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

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

Communication Address of the Bidder: _____

TECH - 6

Undertaking regarding not Banned / Blacklisted

(To be submitted on Bidder's Letter Head)

In response to the RFP No. _____, Dated: _____

Name of the Assignment: _____

I/We hereby declare and solemnly swear that our Company / firm is not been banned / blacklisted as on date by any competent court of Law, forum or any State Government or Central Government or their agencies or by any statutory entities or any PSUs.

AND, if at any stage the declaration/statement on oath is found to be false in part or otherwise, then without prejudice to any other action that may be taken, I/We, hereby agree to be treated as a disqualified Bidder for the on-going tender process. In addition to the disqualification the proposal, our concern/entity may be banned / blacklisted.

AND, that I/We shall have no right whatsoever, to claim for consideration of our bid at any stage and the RFP, if any to the extent accepted may be cancelled.

Authorized Signatory : _____

Name and Designation with Date and Seal: _____

TECH - 7

BIDDER'S ORGANISATION
(Brief Profile)

[Provide here a brief description regarding professional background of the organisation]

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

Name and Designation with Date and Seal: _____

[NB: Bidder needs to restrict the above information within 3 pages only]

TECH - 8

Bidder's Experience

CATEGORY –I

(TABLE– A)

(List of completed assignment of similar nature in any sector during last 3 FYs)

Sl. No.	Period	Name of the Assignment with details thereof	Name of the Client	Contract Value in INR	Date of Award / Commencement of assignment	Date of Completion of assignment	Remarks if any
A	B	C	D	E	F	G	H
1							
2							
3							
4							
5							

CATEGORY –II

(TABLE –B)

(List of completed assignments of similar nature in the Water Resources, Agriculture, Natural Resources Management Sector only during last 3 FYs)

Sl. No.	Period	Name of the Assignment with details	Name of the Client	Contract Value in INR	Date of Award / Commencement of assignment	Date of Completion of assignment	Remarks if any
A	B	C	D	E	F	G	H
1							
2							
3							
4							
5							

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

Name and Title of Signatory with date and seal _____

NB:

- *Bidders are requested to furnish the information up to 5 projects only from each category. Completed Projects having contract value \geq Rs. 15.00 Lakh and duration \geq 3 months during the last 3 FYs (20-21, 21-22 and 22-23) will be taken into consideration for evaluation. Copies of Work Order / Contract Document / Completion Certificate for the respective assignments need to be furnished along with the technical proposal.*
- *Bidders must ensure that the eligible assignments submitted under TABLE-A and TABLE-B above in their technical proposal (TECH - 7) should be exclusive of each other. If assignments are repeated in both categories, marks will be assigned in only one category.*

TECH - 9

Bidder's Experience

[Using the format below, provide information on each assignment for which your organisation was legally contracted as **single entity** for carrying out consulting services similar to the ones requested under this assignment during last **three financial years**]

FORM – I

(Assignment of similar nature in any sector)

Assignment name:	Value of the contract (in INR):
Location:	Duration of assignment (months):
Name of Client:	Total No. of staff-months of the assignment:
Address:	
Start date (month/year):	No. of professional staff-months provided by associated Consultants:
Completion date (month/year):	
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

[NB: 5 Best Assignments in any sector other than the relevant sector, write up restricted to 1 page only]

REQUEST FOR PROPOSAL

TECH -10

Bidder's Experience

[Using the format below, provide information on each assignment for which your organisation was legally contracted as **single entity** for carrying out consulting services similar to the ones requested under this assignment during last **three financial years**]

FORM – II

Assignment of similar nature undertaken in Water Resources, Agriculture & Natural Resources Management Sectors

Assignment name:	Value of the Contract (in INR):
Location:	Duration of assignment (months):
Name of Client:	Total No. of staff-months of the assignment:
Address:	
Start date (month/year):	No. of professional staff-months provided by associated Consultants:
Completion date (month/year):	
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

[NB: 5 Best Assignments in the relevant sector and write up restricted to 1 page only]

REQUEST FOR PROPOSAL

TECH - 11

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

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

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

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

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

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

TECH -12

**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.]

A. Understanding of Scope, Objectives and Completeness of response

Please explain your understanding of the scope and objectives of the assignment based on the Terms of Reference (ToR), the technical approach, and the methodology you would adopt for implementing the tasks 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:

C. Study Management Plan:

D. Staff Deployment Strategy:

The bidder should propose and justify the structure and composition of the team and should enlist the main activities under the assignment in respect of the Key Professionals responsible for it.

Team Composition and Task Assignment

Sl. No.	Name of Key Professional / Staff	Position Assigned	No. of Input Days			Task assigned
			*Field	Office	Total	
1						
2						
3						
4						
5						

(Please provide the details of all the Key Experts and Support Staff to be deployed for the proposed assignment as per the format.)

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

Name and Designation with Date and Seal: _____

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

TECH - 13

Format of Curriculum Vitae (CV) for Proposed Key Expert

[For each position of key professional separate form Tech -11 will be prepared]

1. Proposed Position:

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]*

From [Year]	To [Year]
Employer Name:	
Position Held:	
Details of the Task Assigned <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.]

Name of the Project	
Year	
Location	
Name of the Client	
Project Feature	
Position Held	
Activities Performed	

Certification:

*I, the undersigned, certify that to the best of my knowledge and belief that this CV correctly describes my qualifications and past experiences. I will undertake this assignment for the full project duration in terms of roles and responsibilities assigned in the technical proposal or any agreed extension of activities thereof. I understand that any misstatement herein leads to disqualification of CV. **I declared that my CV has not been proposed by any other bidder under the current bidding process.***

Date:

Signature of Key Professional with Date _____

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

NB: CV write-up restricted to 3 pages only with quality information relevant to the key professional requirements.

TECH – 14

WORK PLAN FOR THE PROPOSED ASSIGNMENT

PROPOSED WORKPLAN

<u>Month</u> →	1	2	3	4	5	6
<u>Sequence of Alignments Activities / Sub Activities</u> ↓						

Indicate all main activities and related sub activities under the proposed assignment and proposed schedule of Implementation.

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

SECTION: 5

FINANCIAL PROPOSAL SUBMISSION FORMS

FIN-1

COVERING LETTER

(In Bidder's Letter Head)

[Location, Date]

To

**The Joint Director
Survey and Planning,
Water Resources Department (CAD), Odisha
OFMRDC Campus, Satya Nagar, Bhubaneswar
PIN-751007**

**Subject: EVALUATION OF COMMAND AREA DEVELOPMENT & WATER MANAGEMENT
(CAD&WM) AND RE-CONSTRUCTION OF OLD FIELD CHANNEL WORKS IN
IRRIGATED COMMAND (RCOFC) [FINANCIAL PROPOSAL]**

Sir

I, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal No. _____, Dated: _____. Our attached Financial Proposal is for the sum of [**Insert amount(s) in words and figures***]. This 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 **120 days**. I have carefully read and understood the terms and conditions of the RFP and do hereby undertake to provide the service accordingly.

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

I remain,

Yours faithfully,

Authorized Signatory [In full and initials]:

Name and Designation of Signatory with Date and Seal:

Address of the Bidder:

—

*Amount must match with the one indicated in FIN-2

REQUEST FOR PROPOSAL

FIN-2

SUMMARY OF FINANCIAL PROPOSAL

Sl. No.	Particulars	Amount in INR
A	Remuneration of Key Experts and Support Staff (Detail Break up to be provided under FIN-3)	
B	Overhead Expenses (Component wise detail break up to be provided under FIN-4)	
C	Consulting Fee (A+B)	
D	GST @18% of C	
Grand Total (INR) (C + D)		
In Words		

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

Authorized Signatory [In full and initials]: _____

Name and Designation with Date & Seal: _____

FIN - 3

BREAKDOWN OF REMUNERATION OF KEY EXPERTS AND SUPPORT STAFF

Sl. No.	Name of the Key Expert	Proposed Position & Requirement	Unit Rate in INR / Man Day (A)	Proposed Man Day (B)	Total Amount in INR (A X B)
1		Project Manager (1)		25	
2		Irrigation Expert (2)		50	
3		Junior Engineer (2)		50	
3		Development Expert (2)		70	
4		Field Investigator (8)		160	
Grand Total in INR					
In Words					

NB: Bidders are requested to propose a reasonable daily remuneration rate for the Key Experts and Support Staff. Any proposed daily remuneration rate for the support staff found below the minimum daily wages as fixed for the different category of manpower as notified by the state government will be out rightly rejected.

Authorized Signatory [In full and initials]: _____

Name and Designation with Date & Seal: _____

FIN - 4

BREAKDOWN OF OVERHEAD EXPENSES

Sl. No.	Description of Activity	Unit	Quantity	Unit Price in INR	Total Amount in INR
1					
2					
3					
4					
Grand Total in INR					
In Words					

Add extra rows if required for each activity

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.
TECHNICAL PROPOSAL (ORIGINAL +1 COPY+ SOFT COPY IN USB IN WORD FORMAT)			
1	Filled in Bid Submission Check List (ANNEXURE-I)		
2	Covering Letter (TECH -1)		
3	Bid Processing Fee of Rs. 5,000/- in form of DD		
4	EMD of Rs.1,00,000/- in the form of DD		
5	Copy of Certificate of Incorporation / Registration / Any valid Legal Document		
6	Copy of PAN		
7	Copy of Goods and Services Tax Identification Number (GSTIN)		
8	Copies of IT Returns for the last 3 AYs (21-22, 22-23 and 23-24)		
9	General Details of the Bidder (TECH - 2)		
10	Financial details of the bidder (TECH - 3) along with all the supportive documents such as copies of Profit – Loss Statement and Balance Sheet for the concerned period		
11	Power of Attorney (TECH - 4) in favour of the person signing the bid on behalf of the bidder.		
12	Self-Declaration on Potential Conflict of Interest (TECH - 5)		
13	Undertaking for not have been black-listed by any Central / State Govt./any Autonomous bodies during in the recent past (TECH-6)		
14	Duly Filled in forms along with required documents (TECH 7 to TECH 14)		
FINANCIAL PROPOSAL (ORIGINAL + 1 COPY + SOFT COPY IN USB in PDF FORMAT)			
1	Covering Letter (FIN-1)		
2	Summary of Financial Proposal (FIN-2)		
3	Breakdown of Remuneration of Experts / Support Staff (FIN - 3)		
4	Breakdown of Overhead Expenses (FIN -4)		

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: _____

FORMAT FOR SUBMISSION OF PRE-PROPOSAL QUERY

The bidders will have to ensure that their queries in soft copy should reach to the Joint Director (Survey & Planning), CAD, WRD, Odisha through email at jointdirectorspbbsr@gail.com latest by **22.03.2024 up to 5:00 PM** as per the prescribed format mentioned below.

Sl. No.	Page Number / Section of RFP Document	Current Provision / RFP Text	Query from the Bidder
1.			
2.			
3.			
4.			
5.			
6.			

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

Name and Designation with Date and Seal: _____

[Any deviation to the above prescribed format will not be taken into consideration for clarification. The Client shall not responsible for ensuring that the bidders' queries have been received by them. Any requests for clarifications post submission date and time as per the Bidder Data Sheet of the RFP, shall not be entertained by the Client. The purpose of pre proposal clarification is to provide the bidders with information regarding the RFP terms and conditions, selection process and terms of reference for the assignment. The Client will endeavour to provide timely response to the queries by uploading the same in its website]

PERFORMANCE BANK GUARANTEE FORMAT

To

**Joint Director, Survey & Planning, Odisha,
Bhubaneswar**

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

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

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

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

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

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

This performance bank guarantee shall be valid until the day of, 2025

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

Annexure-IV

Modalities for MSEs/ Start-ups to participate in the selection process

The MSEs / Start-ups are eligible to participate in the selection process as per the modalities and provision set forth in “**Odisha Procurement Preference Policy for Micro & Small Enterprises**” issued by MSME Department, Govt. of Odisha vide OM No. 4318/MSME, 10.06.2015 and subsequent notification regarding “**Preference to local MSEs/Start-ups in Public Procurement**” issued Finance Department, Govt of Odisha vide OM No 27928/F, Dated: 16.10.2020. The terms and conditions of the RFP regarding participation of the MSEs / Start-ups will be guided by the above prescribed guidelines subjects to furnishing of the following documents / information pertaining to their incorporation and eligibilities:

SI No	Conditions	Documentary Evidence
1	Incorporation of the entity	Permanent registration Certificate / Enterprise Memorandum Part-II MSEs (indicating the terminal validity date of their registration) with any agency mentioned below: a) Regional Industries Centre b) District Industries Centers; c) Khadi and Village Industries Commission; d) Odisha Khadi and Village Industries Board; d) Coir Board; e) National Small Industries Corporation; f) Directorate of Handicraft and Cottage Industries g) Director of Textile h) Any other body specified by the Ministry of MSME, Govt. of India
2	Exempted from furnishing of EMD	Furnishing of Valid Udyog Aadhar Memorandum Registration Certificate issued by Department of MSME, Government of India for claiming exemption.
3	Concessional Payment of Performance Security @ 25% of the prescribed Performance Security amount	
4	Relaxation of prior financial turnover and prior experience criteria of the RFP	The conditions of prior financial turnover and prior experience may be relaxed for local MSEs/ Start-ups subjects to meeting quality and technical specifications as prescribed in the RFP.