

REQUEST FOR PROPOSAL

CONCURRENT MONITORING OF MID DAY MEAL SCHEME IN ODISHA



**STATE PROGRAM MANAGEMENT UNIT
MDM, SCHOOL AND MASS EDUCATION DEPARTMENT
GOVT. OF ODISHA**

FEBRUARY, 2014

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BIDDER DATA SHEET

S. No.	Particular	Details
1.	Name of the Client	STATE NODAL OFFICER. STATE PROGRAMME MANAGEMENT UNIT (SPMU) MID DAY MEAL, SCHOOL AND MASS EDUCATION DERPARTMENT
2.	Name of the Assignment	CONCURRENT MONITORING OF MID DAY MEAL SCHEME IN ODISHA
3.	Method of Selection	Combined Quality and Cost Based Selection Method (CQCBS)
3.	Date of Issue of RFP	01.02.2014
4.	Last date and time for submission of RFP	22.02.2014 up to 4:00 PM
5.	Date and Time for opening of Technical Proposal	24.02.2014 at 11:00 AM
6.	Tentative Date for opening of Financial Proposal	13.03.2013
7.	Earnest Money Deposit (EMD)	Rs 50000/- (Fifty Thousand only) in form of Demand Draft / Banker Cheque from any Nationalized bank in favor of "State Nodal Officer, MDM" payable at Bhubaneswar.
8.	Name of the Contact Officer	Mr. Diptanshu Bhusan Pati SPMU, MDM Email ID – diptansupati@gmail.com Mr. Mansa Ranjan Kar, M&E Specialist PPOMU, Finance Department Email ID – meppomu@gmail.com
9.	Address for Submission of Proposal	The State Nodal Officer STATE PROGRAMME MANAGEMENT UNIT (MDM) SRC Building 1st Floor, Unit-V, Bhubaneswar – 751001 <i>Qualified bidders are requested to submit their proposal through Speed Post / Registered Post / Courier to the address as mentioned above. Submission of proposal through other mode will not be accepted. Proposals received after due date will be outrightly rejected.</i>

For details, please visit: mdmodisha.nic.in.

SECTION: 1

LETTER OF INVITATION

LETTER OF INVITATION

RFP No: 01 / 13-14

Date: 31.01.2014

Bhubaneswar

Name of the Assignment: Concurrent Monitoring of Mid Day Meal (MDM) Scheme in Odisha

1. The State Nodal Officer, SPMU, MDM (Client) invites sealed proposals from the qualified bidders in respect to EO No. 08/2013-2014, Dated: 13.12.2013 to provide the consultancy service of **Concurrent Monitoring of Mid Day Meal (MDM) Scheme in the state of Odisha**. More details on the assignment are provided in the attached Section-2: Back Ground Information and Objectives of the Assignment.
2. This Request for Proposal has been issued to the qualified bidders after the EO evaluation stage. It is not permissible to transfer this RFP to any other bidder.
3. A Consultant will be selected under **Combined Quality and Cost Based Selection (CQCBS)** procedure mentioned in this RFP in accordance with the policies and procedures prescribed in the Guideline for **“Engagement of Consultants”** vide *Office Memorandum No. 42280/F, Dated: 26.09.2011* by Finance Department, Govt. of Odisha.
4. The proposal complete in all aspects as specified in the RFP must be accompanied with Demand Draft of **Rs. 50000/- (Rupees Fifty Thousand Only) (Refundable)** towards EMD in favour of **“State Nodal Officer (MDM)”**, payable in any of the nationalized banks at Bhubaneswar, Odisha failing which the proposal will be outrightly rejected.
5. Proposal must be submitted to the undersigned through **Speed post / Registered post/ Courier** only. The authority is not responsible for any postal delay or any consequences. Submission of proposal through other mode will not be accepted.
6. The last date and time for submission of proposal complete in all respect to the undersigned is **Dt. 22.02.2014 up to 4:00 PM** at the specified address as mentioned in the Bidder Data Sheet. The date and time for opening of the technical proposal is **Dt. 24.02.2014 at 11:00 AM** .
7. This RFP includes the following documents:
 - a. Letter of Invitation (Section – 1)
 - b. Background Information and Objective of the Assignment (Section – 2)
 - c. Information to the Bidder (Section – 3)
 - d. Technical Proposal Standard Forms (Section – 4)
 - e. Financial Proposal Standard Forms (Section – 5)
8. While all information/data given in the RFP are, to the best of the Client’s knowledge, accurate within the consideration of scope of the proposed contract, the Client holds no responsibility for accuracy of information and it is the responsibility of the Bidder to check the validity of information/data included in this document. The Client reserves the right to cancel the entire bid process or part of it, at any stage without assigning any reason thereof. Please acknowledge the receipt of the RFP.

State Nodal Officer, MDM

SECTION: 2

BACK GROUND INFORMATION AND OBJECTIVE OF THE ASSIGNMENT

2.1 Background

The Government of India has initiated a number of social welfare flagship schemes to enable improving status of human development. These Government schemes have huge financial outlays. Hence, it is essential that regular and timely monitoring and assessment needs to be done to understand the issues affecting successful implementation of the flagship schemes and address them.

One of the major centrally sponsored flagship schemes is “Mid Day Meal” (MDM), launched by the Government of India in 1995. This aims to give a boost to universalisation of primary education by increasing enrolment, retention, attendance and simultaneously improving the nutritional status of students in primary classes. Besides, the scheme also aims at reducing socio-economic barriers among students, thus encouraging social harmony, and economic empowerment of women. The Government of India has now extended the Mid Day Meal Scheme to the Upper Primary Stage of Education (classes VI to VIII) w.e.f 1st October 2007.

MDM Scheme in Odisha, formerly implemented by the Women and Child Development Department, was transferred to the School & Mass Education (S&ME) Department in August, 2011. Quality MDM protocol has also been included in MDM guideline w.e.f July 2013 as the objective of MDM would be served if the students receive quality food in hygienic condition.

The following are the key objectives of the MDM:

- To improve the nutritional and health standard of the growing children.
- To reduce drop-out rate, to increase attendance and to attract children to come to the school.
- To create supplementary employment opportunities at the village level.
- To reduce social barriers like caste and gender, and thus promote social and national integration.
- To supplement state efforts towards removal of poverty.

2.2 Coverage

The coverage of the MDM scheme in the state is being presented below.

Schools	Total no. of Schools under MDM	Total no. of Students
Primary (A)		
Govt. + Govt aided + LB school	37265	3600000
EGS/AIE	0	
Mad/Maq	85	
NCPL	623	
Total (A)	37973	3600000
Upper Primary (B)		
Govt. +Govt aided +LB school	25530	1800000
EGS/AIE	0	

Mad/Maq	1728	
NCPL	Data not available	21728
Total (B)	27258	1821728
Grand Total (A+B)	65231	5421728

Source: <http://www.mdmodisha.nic.in/>

MDM has decentralisation approach which includes a lot of public participation at the planning, implementation, monitoring and evaluation at unit level i.e. village. Planning of project at village level in consultation with the villagers not only ensures a need based and useful planning but also ensures ownership of the same at this level. This leads to motivation of the villagers towards their own development and in return ensures smooth implementation of the scheme.

It is also essential to have a monitoring system in place to assess the quantity, quality and timeliness of project inputs and to identify operational constraints to project effectiveness, thus helping planners and managers improve implementation and determine whether a project is serving intended beneficiaries. To ensure this inbuilt monitoring mechanism is already in place under MDM. Ministry of Human Resource Development (HRD), Govt. of India has also appointed two independent consultancy agencies to undertake MDM monitoring on half yearly basis. By the time independent monitoring report is available to the concerned authority it is too late to take corrective measures and other development in the schemes takes place by that time. This delay reporting affects prompt action towards deficiencies in the system and scheme implementation. Hence, it is need of the hour to have regular and timely monitoring and assessment of the scheme so that corrective measures could be taken as soon as monitoring is completed in a particular school.

Recognizing the importance of the issues as discussed above, the School & Mass Education department has proposed to undertake independent concurrent monitoring to take stock of quality of MDM scheme & its implementation process. The concurrent monitoring would also provide a framework (ready reckon) to check discrepancies in each stage of implementation so as to facilitate corrective measures and mid course correction in MDM scheme in the state of Odisha.

The proposed concurrent monitoring of MDM scheme is concerned primarily with the ongoing collection and review of information on project implementation, coverage and use. By collecting information on a regular basis throughout the life of a project and entering those into a Management Information System (MIS) helps in assessing the quality of project inputs and services. It can identify what is working and what is not and helps make mid-course corrections in projects/ programmes for improved performance.

The overall focus of this concurrent monitoring is **Quality and Process monitoring of MDM scheme** in Odisha and to develop regular monitoring framework in each stage of implementation. The concurrent monitoring will focus on areas like:

- Student enrolment, attendance and retention
- Safety and hygiene

- Nutritional value
- Fund flow mechanism
- Procurement of food grains
- Monitoring
- Management of MDM accounts at school and district levels
- Innovative practices
- Transparency
- Kitchen-cum-store room
- Kitchen devices

2.3 Specific objectives of the Assignment

- To check quality of MDM scheme being implemented in the state
- To identify to what extent MDM guideline/norms is being followed in scheme implementation process.
- To assess effectiveness of inbuilt process of monitoring and evaluation system in implementation of MDM in the state of Odisha.
- To recommend specific measures to improve the programme components
- To find out policy level issues (if any) in smooth and quality implementation of MDM.
- To understand the level of acceptance among students and parents of introduction of egg as a diet and how this has impacted the attendance of the students.
- To understand the complementing role that MDM plays along with school health programme like sanitation and drinking water availability in impacting student attendance and retention.
- To understand the acceptability and adaptability of hand-wash practice as part of hygiene promotion.
- To find out whether MDM has been able to bridge social discrimination among students on caste-tribe and gender dimension.
- To identify and document some of the best practices.

2.4 Detailed scope of work / assignment

The monitoring assignment will be conducted with certain specific objectives, which aims at highlighting the effectiveness of MDM and quality of implementation process. The study also intends to provide a framework for regular check and mid-course correction in each stage of implementation. The consultancy agency will provide report on corrective measures to be taken just after monitoring is completed in a particular school. In this assignment both primary and secondary data will be used to bring forth the impact of the scheme. The consultancy agency will conduct workshops at three stages of the study (Inception, review and completion workshop) to take stock on the present status

and to share study finding at regular interval. The suggestions will be used for improvement in quality of implementation of the programme. The study will help the government to reformulate their strategies and make necessary changes in the programme and plan accordingly.

2.5 Methodology, Tools & Sampling

2.5.1 Methodology

Methodology of the concurrent monitoring includes quality and process monitoring of MDM scheme at various level being implemented in the state. The concurrent monitoring will undertake in nine (9) sample districts out of total 30 districts in the state taking sample of 150 schools in first two months. From 3rd month onwards sample schools would be taken from previous sample so as to see the effectiveness of implementation on recommendations provided by the consultancy agency just after the monitoring of a particular school/district.

The schools will be selected randomly on GP (Gram Panchayat) basis and Field investigator will have district rotation (They will not be attached to particular GP/ district throughout the monitoring period) to ensure fair monitoring.

2.5.2 Sampling

All the 30 districts of the state would be given weightage and categorised accordingly in different strata/cluster on the basis of **enrollment, retention and dropout rate** in the districts:

Clustering/Stratification as per the districts status on enrolment, retention and drop out status	Random Sampling
Last 30% districts	Any 3 districts
30-60% districts	Any 3 districts
60-100% districts	Any 3 districts

Hence, total **30%** districts are proposed to be covered under concurrent monitoring through this method (Stratified Random Sampling).

From the sample districts gram panchayats will be chosen randomly. It is proposed to cover most of the schools under the gram panchayat.

The following table gives the details of the number of schools to be covered in the concurrent monitoring which includes the repeat schools for monitoring the effectiveness and efficiency of the actions taken based on the monitoring feedback.

Month	Total No. Of Schools	New	Old/ Previous
1	150	150	-
2	150	150	-

3	120	90	30
4	120	90	30
5	120	105	15
6	120	105	15
7	120	105	15
8	100	90	10
9	100	90	10
10	100	90	10
Grand Total	1200	1065	135

2.5.3 Tools

Following tools will be applied for the concurrent monitoring;

- Desk review of secondary literature on MDM.
- Key informants interview- Interactions/consultations/meetings with key stakeholders and the communities including district education officer, block education officer, district collector, parents, children, SMC, AWW/Cook, etc. involved in MDM.
- Preparation of checklist for different stakeholders' interaction.
- Field observation and FGDs (Focus group discussion in sample districts)
- Preparation of questionnaire, data collection, entry, analysis and report preparation.
- Trend analysis- Trends of improvement in educational and nutritional status of children.

2.6 Deliverables

The concurrent monitoring will include following deliverables;

- Recommendations for corrective measures to VEC/SMC before leaving the districts. - **1 page**.
- District wise report within a week of completion of monitoring- **Max 3 pages**
- State Level Quarterly Report- **Max 10 pages**
- Assessment report on gaps in inbuilt process monitoring and evaluation system in implementation of MDM scheme. -**Max 3 pages**
- Final report
- **Three** State level stakeholders Workshops- Inception workshop, Six month review workshop and Completion Workshop.

2.7 Format of Report

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

2.8 Role and Responsibilities

- **SME/MDM Directorate**

- ✓ SME/MDM Directorate will enter into agreement with consulting agency for contractual obligation, deliverables and also defining the deliverables.
- ✓ It will act as a link between PPOMU and consulting agency. More specifically providing secondary data, issuing letters to the sample districts to facilitate the monitoring, concurrence of the TOR.
- ✓ Once the concurrent monitoring begins facilitating and ensuring the timely implementation of measures suggested for the next stage of monitoring would be one of the major roles of MDM directorate.
- ✓ SME/MDM directorate will be responsible for timely release of funds to the consultant.

- **Finance Department**

- ✓ Approval/ Concurrence of TOR
- ✓ Ensuring independence of the work
- ✓ Ensuring timely release of funds by SME/MDM

- **Consulting institution**

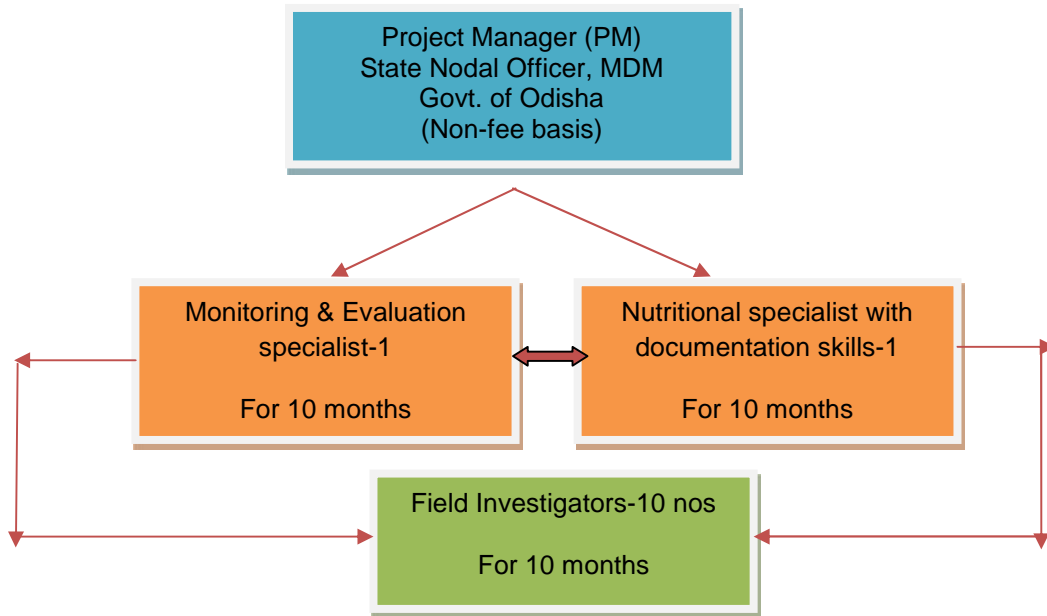
- ✓ To undertake the assignment and timely completion of different deliverables in accordance with agreed TOR.

- **PPOMU**

- ✓ Communication with Finance department and SME/ MDM Directorate
- ✓ Preparation of TOR
- ✓ Preparation of RFP
- ✓ Initiating bidding process
- ✓ Representation in selection process
- ✓ Technical oversight on outputs and deliverable
- ✓ Coordinate timely payment
- ✓ Close follow up, technical inputs and close coordination with consulting agency.

2.9 Team Composition and Qualification of Experts

Team Composition



2.9.1 Project Manager- 1

The State Nodal Officer, MDM, Odisha will be the Project Manager and will be over all in charge of the assignment. S/he will be the key contact person from SME / MDM side.

Role

- i. Coordination with the Finance department and PPOMU
- ii. Coordination with Consulting Agency represented by the Monitoring and Evaluation Specialist and the Nutrition Specialist
- iii. All administrative roles for the assignments from the Government side.
- iv. Certification of the final report
- v. Physical presence in state level workshop
- vi. Signing authority of the contract and payments received.

2.9.2 Monitoring and Evaluation Specialist-1

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

Role

- vii. Designing of the study tools and methodology
- viii. Framing checklist and questionnaire
- ix. Coordinating Workshops
- x. Finalization of reports as mentioned in deliverables.
- xi. Coordination with Project manager, Nutrition specialist and field investigators.
- xii. All administrative roles for the assignment at state level as directed by Project manager.

2.9.3 Nutrition Specialist -1

Nutritional specialist will assist the Monitoring and Evaluation specialist with his subject matter expertise so as to assess nutritional status of children in schools covering under MDM and ensure holistic monitoring in the state.

 **Role**

- i. Incorporation of nutritional aspect in checklist and questionnaire
- ii. Highlighting the impact on nutritional status of children through MDM scheme and related issues in the reports as mentioned in deliverables.
- iii. Coordinating Workshops.
- iv. Coordination with Project manager, Monitoring and Evaluation specialist and Field Investigators.

2.9.4 Field – Investigators- 10 nos

 **Role**

- i. Undertaking school visits for on spot checks
- ii. Undertake key informant interviews
- iii. Undertake FGDs with SMC/teachers/ MDM functionaries
- iv. Prepare on site monitoring report and actions to be taken at different levels like SMC/ School / district level
- v. Reporting on measures taken on recommendations/mid course corrections suggested
- vi. Assisting in organizing workshops
- vii. Coordinating with Monitoring and Evaluation Specialist and Nutrition Specialist

2.10 Duration of the Assignment:

The duration of the assignment will be for a period of **10 month** based on the academic calendar and mutually agreed time line with the Project Manager. The payment will be released as per the following schedule as specified in the table below:

S. No.	Deliverables	Time Line (from the date of signing of the contract)	Payment (%)	Total Payment (%)
1.	Team Mobilisation and Submission of Inception Report / Action Plan and its acceptance by the Client	15 days	10	100%
2.	On quarterly basis as per the agreed time line and submission of appropriate reports on equal installments	On quarterly basis	75	
3.	On submission of final reports and its acceptance by the client	10 month	15	

2.11 Staffing for the Assignment:

Table 3: Qualification & Experience

Sl No	Position	Requirement	Minimum Qualification	Specific Experience
1	Monitoring and Evaluation Specialist	1	Masters Degree in Rural Development/ Social Work/ Public Administration/ Statistics	Must have at least 8-10 years hands on experience on monitoring/ evaluation/research studies/ impact assessment in social sector. Higher qualification would be added advantage
2	Nutrition Specialist	1	Masters Degree in Health and Nutrition / Public Health/ Social Work	Must have at least 8-10 years hands on experience of working in child health preferably in rural area. Higher qualification would be added advantage. He/she should also possess good documentation skills.
3	Field Investigators	10	Bachelor degree in any discipline	He/she should have at least 3 years field experience of similar assignment in social development sector.

2.12 Review committee for the assignment:

A Consultant Monitoring Committee will be constituted by Commissioner Cum Secretary, School and Mass Education Department consisting of officials / Experts to monitor the activities and deliverables of the Consultant for the assignment. 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 at each stage.

SECTION: 3

INFORMATION TO THE BIDDERS

3.1 General:

The State Nodal Officer (MDM) wishes to engage the services of a consultancy organization to provide technical support in carrying out “**Concurrent Monitoring of Mid Day Meal (MDM) in the state of Odisha**”.

3.2 Requisite Documents to be submitted along with the Technical Proposal:

The qualified bidders have to furnish the following documents along with their technical proposal:

- The Covering letter on bidder's letterhead giving consent to participate in the selection process
- Cost towards Earnest Money Deposit (EMD) as applicable
- Company Profile as per the prescribed format
- Copy of the Work Order / Contract Letter along with completion certificate in support of execution of assignments of similar nature from the client.
- Authorization Letter in favour of the person signing the proposal on behalf of the bidder. **All the pages of the proposals should be duly signed and sealed by the authorized person on behalf of the bidder.**
- **Other statutory documents as requested by the Client at the time of issue of RFP.**

Failure to comply the above, leads to outrightly rejection of the proposal.

3.3 Earnest Money Deposit (EMD) :

The interested bidder shall furnish, as part of the Technical Proposal, an Earnest Money Deposit (EMD) amounting to **Rs. 50,000/- (Fifty Thousand Only)**. The EMD shall be in Indian Rupees and in the form of Demand Draft / Banker Cheque from any of the Nationalized Bank in favour of “**State Nodal Officer, MDM**.” payable at Bhubaneswar. The EMD of unsuccessful bidder shall be refunded within 1 month after finalization of selection process. EMD of the successful bidder will be released after the bidder signs the final agreement and furnishes the requisite Performance Bank Guarantee (PBG). The Earnest Money will be forfeited on account of one or more of the following reasons:

- Bidder withdraws its proposal during the selection process
- 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 submitted false information in support of its qualification.
- In case of a successful bidder, the said bidder fails to sign the Agreement in time; or not furnishing required Performance Bank Guarantee.

3.4 Validity of the Proposal:

Proposals shall be remain valid for a period of **120 (One Twenty) days** from the date of opening of the technical proposal. The State Nodal Officer, MDM reserves rights to reject a proposal valid for a shorter period as non-responsive. The client will make the best efforts to finalization of the selection process within this period. The bid validity period may be extended on mutual consent.

3.5 Submission of Proposals:

The proposal should be as per the prescribed format as given in the RFP Document. Bidders shall submit their proposals through **Registered Post / Speed Post/ Courier** at the office address on or before the last date and time for receipt of proposals mentioned in Bidders Data Sheet. The client will not be responsible for any delay / postal delay in receiving of the proposal. **The last date and time for submission of proposal complete in all respect is Dt. 22.02.2014 up to 4:00 PM.**

The "Technical" and "Financial" proposals must be submitted in two separate sealed envelopes (with respective marking in bold letters) containing the formats/information given as the supplementary information for consultant in the RFP. The first envelope marked "**TECHNICAL PROPOSAL**" should include the information as required regarding technical capability of the bidder as prescribed under this RFP. The second envelope marked '**FINANCIAL PROPOSAL**' must also be properly sealed and should contain the detailed price offer for the proposed assignment. Both the envelopes to be sealed and placed inside a Third envelope with proper labeling as per the following:

- Title of Consulting Services:**
- RFP Number and Date:**
- Deadline for Submission of RFP**
- Name and Address of the Bidder:**

Any deviation to the prescribed procedures / formats results in out-rightly rejection of the bid. The envelopes containing "**TECHNICAL**" and "**FINANCIAL**" Proposals should put inside a separately sealed envelope marking on it "**RFP FOR CONCURRENT MONITORING OF MID DAY MEAL (MDM) IN THE STATE OF ODISHA**".

- No. of Copies of Technical Proposals to be submitted: 2 (1 Original + 1 Copy)**
- No. of Copies of Financial Proposal to be submitted: 1 (Original)**

3.6 Opening of the proposal :

The envelope (Containing Technical Proposal only) will be opened by the client or his authorized representative during the initial stage as per the specified date and time as mentioned in the bidder data sheet. It may please be noted that the second envelope containing the financial offer will not be opened until technical evaluation has been completed and the result approved and notified to all technically qualified bidders.

3.7 Evaluation of the Proposals:

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

Sl no	Specified criteria's for evaluation of Technical Proposal	Weightage
1	Specific Experience of the bidder relevant to the assignments (Experience of the bidder in carrying out assignments of similar nature during last 5 years based on numbers, duration and value of the project for Central Govt. / Stat Govt. / EAPs)	20
2	Past Experience of the bidder working in the state of Odisha in any sector	10
3	Project Understanding (10 Mark) and Approach & Methodology (20 Mark) of the bidder for the proposed assignment	30
4	Technical Presentation	10
5	Key Professional Staff Qualification and Competency for the proposed assignment (CV of the Monitoring and Evaluation Specialist ,Nutrition Specialist will be evaluated)	30
	Grand Total	100

Based on the evaluation of technical bids, the bidders shall be ranked highest to lowest technical score (S_T) in accordance with the total marks obtained. The bidders with technical score more than **70 Marks** will be qualified for financial evaluation stage. There shall be **70 %** weightage to technical proposal and **30 %** weightage to financial proposal.

Combined Technical and Financial Evaluation:

The individual bidder's financial score (F_s) will be normalized as per the formula below:

S_T = Technical Score secured by the bidder

$S_f = F_{min} / F_b * 100%$ (rounded off to 2 decimal places) Where,

S_f = Normalized commercial score for the bidder under consideration

F_b = Financial quote of the bidder under consideration

F_{min} = Minimum financial quote among the technically qualified bidders

Combined Score (S) = $S_T * 0.7 + S_f * 0.3$

The bidder with the highest evaluated Combined Score(S) will be called for negotiation and award of the contract.

3.8 Technical Presentation:

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

3.9 Performance Bank Guarantee: (PBG)

Within 7 days of notifying the acceptance of proposal for the award of contract, the qualified bidder shall have to furnish a Performance Bank Guarantee amounting to **Rs. 3.00 Lakh (Three Lakhs Only)** from a nationalized bank drawn at local branch in Bhubaneswar in favour of "State Nodal Officer, MDM", as per the format **Annexure-I**, for the entire contract period as its commitment to perform services under the contract. Failure to comply with the requirements shall constitute sufficient grounds for the forfeiture of the PBG. The PBG shall be released immediately after expiry of contract provided there is no breach of contract on the part of the qualified bidder. No interest will be paid on the PBG.

3.10 Award of Contract:

The Client will notify the successful bidder in writing for finalizing the contract conditions. The successful bidders will be asked to sign the Contract Agreement within 7 days of the notification. After signing of the Contract Agreement, no variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties. The contract would be valid for **10 months** from the date of signing of the contract.

3.11 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.

3.12 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 involving the activities of a criminal organisation, 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.

3.13 Anti-corruption Measure:

- d. Any effort by Bidder(s) to influence the Client in the evaluation and ranking of Financial Proposals, and recommendation for award of Contract, may result in the rejection of the Proposal.
- e. 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.

3.14 Language of Proposals:

The proposal and all related correspondence exchanged between the Bidder and the Client shall be written in the English language.

3.15 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.

3.16 Legal Jurisdiction:

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

3.17 Governing Law and Penalty Clause:

The rights and obligations of the Client and the bidder under this Agreement will be governed by the prevailing laws of India. Failure on bidder part to submit deliverables as per the time schedule will attract penalty @ **0.5% per week** subjected to ceiling of **10% of the total fee**. Amount would be deducted from running bills.

DISCLAIMER

This Request for Proposal (RfP) is issued by Client (State Nodal Officer, MDM), S & ME Department, Government of Odisha. Whilst the information in this RFP has been prepared in good faith, it is not, and does not purport to be comprehensive or to have been independently verified. Neither the Client, nor any of its Officers or employees, nor any of their advisors and consultants accepts any liability or responsibility for the accuracy, reasonableness or completeness of, or for any errors, omissions or misstatements, negligent or otherwise, relating to the RFP by Client 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 recipient or their professional advisor 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. It does not, and does not purport to contain all the information that a proposed bidder may require. Neither Client nor any of its officers, employees nor any of its advisors nor consultants undertake to provide any proposed bidder with access to any additional information or to update the information in this RFP or to correct any inaccuracies therein which may become apparent. Each proposed bidder must conduct its own analysis of the information contained in this RFP or to correct any inaccuracies therein and is advised to carry out its own investigation/study/assessment before submitting the proposal.

SECTION: 4

TECHNICAL PROPOSAL SUBMISSION FORMS

FORM-1

COVERING LETTER

(On Bidders Letter Head)

[Location, Date]

To:

**The State Nodal Officer
SPMU, MDM
SRC Building 1st Floor,
Unit-V, Bhubaneswar, 751001**

**Subject: PROPOSAL FOR CONCURRENT MONITORING OF MID DAY MEAL (MDM) SCHEME IN ODISHA –
TECHNICAL PROPOSAL**

Dear Sir,

I / We the undersigned, offer to provide the services in respect to your Request for Proposal. I hereby submitting the proposal which includes this technical proposal sealed under a separate envelope. Our proposal is valid for acceptance for **120 Days** and I / We confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date

I, hereby declare that all the information and statements made in this proposal are true and accept that any of our misrepresentation contained in it may lead to our disqualification from the selection process. If negotiations are held during the period of validity of the Proposal, I/ We undertake to negotiate on the basis of the proposed staff. Our proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

I/ We hereby declare that our company has not been debarred / black listed by any Government / Semi Government organizations We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in the bidders data sheet.

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

We remain,

Yours sincerely,

Authorized Signatory [*Signature with Date and Seal*]:

Name and Title of the Signatory: _____

Name of the organization with complete address: _____

FORM-2

BIDDERS ORGANISATION AND RELEVANT EXPERIENCE

A – Bidder's Organisation (Brief Profile)

[Provide here a brief (two pages) description of the professional background of the organization]

Authorized Signatory [*In full and initials*]: _____
Name and Title of Signatory with date and Seal

A – Bidder’s Organisation (General Details)

SN	Name of the organization / Consortium partners	
1	Permanent address Tel : Fax : Email id :	
2	Name of the authorized person for sign & submitting proposal: Mobile No. : Email id : (Attach Authorization letter of Competent Authority)	
3.	Registration / Incorporation Details Registration No: Registration Date & Year. :	
4.	EMD Details Amount : DD No. : Issuing Date : Name of the Bank:	
5.	Whether the Organisation functional for the past 10 years: Y/N	
6.	Whether the Organisation was ever blacklisted: Y/N	
7.	PAN Number	
8.	Service Tax Registration Number	
9.	CST Number	

Authorized Signatory [*In full and initials*]: _____
Name and Title of Signatory with date and Seal

B - Bidder’s Experience

[Using the format below, provide information on each assignment for which your organisation was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under this assignment.]

Assignment name:	Value of the contract (in INR):
Location:	Duration of assignment (months):
Name of Client:	Total N° of staff-months of the assignment:
Address:	
Start date (month/year): Completion date (month/year):	N° of professional staff-months provided by associated Consultants:
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

Authorized Signatory [In full and initials]: _____
Name and Title of Signatory with date and Seal

FORM-3

List of Assignment of Similar nature successfully carried out by the bidder during the last five years

S/no	Name of the Assignment	Name of the Client	Contract Value in INR	Date of Commencement	Date of Completion	Was the assignment successfully completed
A	B	C	D	E	F	G
1						
2						
3						
4						

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

Name and Title of Signatory with date and Seal

Note: Please attach self attested copies of the work order/contract document issued by the respective Clients in support of above information.

FORM-4

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:

[Present and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your Proposal.]

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

[Comment here on inputs and facilities to be provided by the Client according to Information to the Consultant and Scope of Work]

Authorized Signatory [In full and initials]: _____

Name and Title of Signatory with date and Seal

FORM-5

DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT/JOB

Technical Approach, Methodology and Work Plan are the key components of the Technical Proposal. You are suggested to present your Technical Proposal divided into the following three chapters:

a. Technical Approach and Methodology:

In this section, you should explain your understanding of the objectives of the Assignment/job, approach to the Assignment/job, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

b. Work Plan:

The Bidder should **propose and justify** the main activities of the Assignment/job their content and duration, phasing and interrelations, milestones (including interim approvals by the client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work Schedule of **Form-8**.

c. Organization and Staffing:

The bidder should **propose and justify** the structure and composition of your team. You should list the main disciplines of the Assignment/job, the key expert responsible, and proposed technical and support staff.]

Authorized Signatory [In full and initials]: _____

Name and Title of Signatory with date and Seal

NB: The bidders have to make a technical presentation on the above aspects before the Client.

FORM-6

Format of Curriculum Vitae (CV) for Proposed Key Professional

1. Proposed Position:
2. Name of Firm:
3. Name of Staff:
4. Profession:
5. Date of Birth:
6. Years with Firm/Entity:
7. Nationality:
8. Membership in Professional Societies:
9. Detailed Tasks Assigned:

Key Qualifications:

[Give an outline of staff member s experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations.]

Education:

[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate.]

Languages:

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

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

Date:

[Signature of Key Professional with Date _____

Authorized Signatory [In full and initials]: _____

Name and Title of Signatory with date and Seal

FORM-7

Team Composition and Task Assignment

Sl No	Name of Key Professional / Support Staff	Position Assigned	Highest Educational Qualification	No of Years of experience	Task assigned
1					
2					
3					
4					
5					

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

Authorized Signatory [In full and initials]: _____

Name and Title of Signatory with date and Seal

FORM – 8

WORK SCHEDULE FOR THE CURRENT ASSIGNMENT

PROPOSED WORKPLAN

Week →	1	2	3	4	5	6
List of Activities ↓						

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

Name of the Organisation: _____

SECTION: 5

FINANCIAL PROPOSAL STANDARD FORMS

FORM-1

COVERING LETTER

(In Bidders Letter Head)

[Location, Date]

TO:

**The State Nodal Officer
SPMU, MDM
SRC Building 1st Floor, Unit-V,
Bhubaneswar, 751001**

**Subject: PROPOSAL FOR CONCURRENT MONITORING OF MID DAY MEAL (MDM) SCHEME IN ODISHA -
FINANCIAL PROPOSAL**

Dear Sir

I / We, 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 exclusive of the Service Tax. We hereby confirm that the financial proposal is unconditional and I/we acknowledge that any condition attached to financial proposal shall result in reject of our financial proposal.

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.

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

We remain,

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Bidder with Communication Address:

—

**Amount must coincide with the one indicated in Form-2 (Table-1).*

FORM-2

SUMMARY OF FINANCIAL PROPOSAL

(Table-1)

S/no	Brief Particulars	Amount in INR
1	Remuneration to the Key Professionals	
2	Reimbursable and Other Misc. Expenses	
3	Sub Total (1+2)	
4	Service Tax @ 12.32 %	
Grand Total (INR)		

BREAK DOWN OF PROFESSIONAL FEE

(Table-2)

SL NO	NAME OF THE PROFESSIONAL	POSITION	INPUT DAYS	REMUNERATION (PER DAY) in INR	TOTAL IN INR
1		Monitoring and Evaluation Specialist (1 Nos)			
2		Nutrition Specialist (1 Nos)			
3		Field Investigators (10 Nos)			
Grand Total in INR					
In Words					

Authorized Signature [*In full and initials*]:

Name and Title of Signatory with Seal:

Name of Bidder with Communication Address:

FORMAT FOR PERFORMANCE BANK GUARANTEE

1. This deed of Bank Guarantee made this <Day> day of <Month> <Year> by <Name of Bank> having its office at <Office address of the Bank>, hereinafter referred to as “The Bank” which expression shall include their successors, in favour of <State> (hereinafter referred to as “The Department”) which expression shall include their successors).
2. Whereas the OSSC has issued RFP notification no. <Notification no.> dated <Date of notification> to M/s <Name of the Company> a company incorporated in India under the Companies Act, 2013 and having its registered office at <Registered office address> (India) and place of business at <Business Address of Company> hereinafter referred to as “The Company” (which term or expression unless excluded by or repugnant to the subject or context shall mean and include its successors-in-office and assigns) for *(Name of the Assignment) with SPMU, MDM*
3. In consideration the SPMU, MDM selecting the Consultant as (_____) as per the terms and conditions of the Agreement entered into between the SPMU, MDM and the Consultant, we the Bank, hereby irrevocably and unconditionally guarantee to pay the Department on first demand without demur any sum up to Rs. _____ (Rupees _____ Only) merely on claim or demand by telex and/ or writing by the SPMU, MDM by reason of breach by the Consultant of any of the terms or conditions contained in the said Agreement or by reason of the Company’s failure to perform the said Agreement. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee.
4. We, the Bank, undertake to pay to SPMU, MDM any money so demanded notwithstanding any dispute(s) raised by the Company in any suit or proceeding pending before any court or Tribunal relating thereto our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be valid discharge of our liability for payment there under and the Company shall have no claim against us for making such payment.
5. The Bank’s liability herein contained in this guarantee shall not be impaired or discharged by any extension of time or any forbearance of neglect on the part of the SPMU, MDM at or any variations or alterations made, considered or agreed to with or without knowledge or consent of the Bank by or between the SPMU, MDM and the Consultant.
6. The guarantee shall remain in all force and effect during the period that would be taken for the performance of the said Agreement and that it shall continue to be enforceable till all the dues of the SPMU, MDM under or by virtue of the said Agreement have been fully paid and its claim satisfied or discharged or up to 24 (twenty-four) months from the date of its execution i.e. up to <Day> day of <Month> <Year> or the SPMU, MDM certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the Consultant and accordingly discharges this guarantee.
7. We, the Bank, further agree with the SPMU, MDM that the SPMU, MDM shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said Consultant from time to time or to postpone for any time or from time to time any of the powers exercisable by the SPMU, MDM against the Consultant and to forbear or enforce any terms and conditions relating to the said Agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the Consultant or for any forbearance, act or omission on the part of the SPMU, MDM or any indulgence by the Consultant to the said Consultant or by any such matter or thing whatsoever which under the law relating to sureties would but for this provision have effect of so relieving us.

8. The Bank Guarantee shall not be discharged due to any change in the constitution of the Bank or the Consultant.
9. NOTWITHSTANDING anything contained herein,
 - a) Our liability under this Bank Guarantee is restricted to Rs. (Rupees Only),
 - b) This Bank Guarantee shall be valid up to <dd.mm.yyyy> inclusive of the claim period, and
 - c) We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and only if the OSSC serve upon us a written claim or demand on or before <dd.mm.yyyy.>
10. We, the Bank, undertake not to revoke this Bank Guarantee during its currency except with the previous written consent of SPMU, MDM in writing and the guarantee shall be continuous and irrevocable upto the sum stated hereinabove.

Place:

Date:

(Signature of Authorized signatory of Bank & Stamp)