

Government of Odisha
Finance Department

RFP No: 01/ PPOMU /14-15

REQUEST FOR PROPOSAL

PROCESS EVALUATION CUM IMPACT ASSESSMENT STUDY OF DEEP BORE WELL SCHEME

Finance Department, Govt. of Odisha invites sealed proposal from the eligible bidders to carry out Process Evaluation cum Impact Assessment Study of Deep Bore Well Scheme in the state of Odisha. Details about eligibility criteria, scope of work, bid submission format and terms & conditions of the selection process can be downloaded from <http://www.odisha.gov.in/finance/index.htm> and www.odisha.gov.in/advertisement .

The details of the key events and critical dates for the above bidding process are:

Sno	List of Key Events	Critical Dates
1	Date of Issue of RFP	14 th May, 2014
2	Last Date and Time for submission of Bid	4 th June, 2014 up to 5:00 PM
3	Date & Time of Opening of Bid	5 th June, 2014 at 11:30 AM

The proposal complete in all respect must be sent through **Speed Post/Registered Post** only so as to reach the undersigned on or before **4th June, 2014 up to 5:00 PM** in a sealed envelope clearly mentioning on the top of it "**RFP FOR PROCESS EVALUATION CUM IMPACT ASSESSMENT STUDY OF DEEP BORE WELL SCHEME IN THE STATE OF ODISHA**". The proposals received beyond the stipulated time line will be rejected. The authority reserves the right to reject any/all proposals without assigning any reason thereof.

Sc-
Additional Secretary to Govt.
Finance Department

REQUEST FOR PROPOSAL

**PROCESS EVALUATION CUM IMPACT ASSESSMENT STUDY OF
DEEP BORE-WELL SCHEME IN ODISHA**



**GOVT. OF ODISHA
FINANCE DEPARTMENT**

MAY, 2014

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DISCLAIMER

This Request for Proposal (RFP) is issued by the **Finance Department, Govt. of 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 Finance Department nor any of its officers or employees, nor any of their 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 project, 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 purport to, contain all the information that a recipient may require for the purposes for making a decision for participation in this 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 project, 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, estimates, projections, targets and forecasts with respect to the proposed assignment. Such statements, estimates, projections, targets 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 Finance Department, Govt. of Odisha shall be the sole and final authority for selection of a consultant through this RFP.

BIDDERS DATA SHEET

S. No.	Particular	Details
1.	Name of the Authority Inviting RFP	Finance Department, Govt. of Odisha
2.	Method of Selection	Combined Quality and Cost Based Selection (CQCBS) Method
3.	Date of Issue of RFP	14 th May, 2014
4.	Last date and time for submission of RFP	4 th June, 2014 up to 5:00 PM
5.	Date and time of opening of Pre-qualification Proposal	5 th June, 2014 at 11:30 AM
6.	Tentative Date for opening of Financial Proposal	20 th June, 2014
7.	Expected Date for Commencement of Assignment	JULY, 2014
8.	Bid Processing Fee (Non-Refundable)	Rs. 5000/- (Five thousand Only) in INR, in shape of Banker Cheque / Demand Draft in favour of "Under Secretary to Govt. (DDO), Finance Department" drawn in any scheduled commercial bank payable at Bhubaneswar.
9.	Earnest Money Deposit (EMD) (Refundable)	Rs. 25000/- (Twenty Five Thousand Only) in shape of Banker Cheque / Demand Draft in favour of "Under Secretary to Govt. (DDO), Finance Department" drawn in any scheduled commercial bank payable at Bhubaneswar.
10.	Name of the Contact Officer	Sri Manas Ranjan Kar Monitoring and Evaluation Specialist PPOMU, Finance Department Email: meppomu@gmail.com
11.	Address for Submission of Proposal	Sri D. K. Jena Additional Secretary to Govt. Finance Department, Odisha State Secretariat, Bhubaneswar-751001 Bidders are requested to submit their proposal through Speed Post / Registered Post only to the address as specified above. Submission of proposals through any other mode will not be accepted.
12.	Place of Opening of Technical and Financial Proposals	PPOMU, Finance Department, MDRAFM Campus, Near Xavier Square, Chandrasekharapur, Bhubaneswar, Tel no. :2303692, Email: ppomufinance@gmail.com

For details, please visit: <http://www.odisha.gov.in/finance/index.htm> & www.odisha.gov.in/advertisement

SECTION: 1

LETTER OF INVITATION

LETTER OF INVITATION

RFP No: 01 / PPOMU / 14-15

Date : 14.05.2014

Name of the Assignment: Process Evaluation cum Impact Assessment Study of Bore-Well Scheme in Odisha

1. **Finance Department**, Govt. of Odisha (Client) invites proposals from the eligible bidders under the selection process to undertake the consultancy services for **Process Evaluation cum Impact Assessment of Bore-Well Scheme in the state of Odisha**. More details on the service are provided at **Section-3: Terms of Reference (ToR)** of this RFP Document.
2. A Consultant will be selected under **Combined Quality and Cost Based Selection (CQCBS)** procedure prescribed in this RFP document in accordance with the policies and procedures accompanying the Guideline for **“Engagement of Consultants”** vide *Office Memorandum No. 42280/F, Dated: 26.09.2011* of Finance Department, Govt. of Odisha.
3. The proposal complete in all aspects as specified in the RFP Document must be accompanied with Demand Draft /Banker Cheque of **Rs. 5000/- (Rupees Five Thousand Only) (Non- refundable) towards Bid Processing Fee** and **Rs. 25000/- (Twenty Five Thousand Only) (Refundable) towards EMD** in favour of **“Under Secretary to Govt. (DDO), Finance Department”**, payable in any scheduled commercial banks at Bhubaneswar, Odisha failing which the bid will be rejected.
4. Proposal complete in all respect must be submitted to the undersigned through **Speed post / Registered post** only. The authority will not be responsible for postal delay or any consequences. Submission of proposal through any other mode will not be accepted.
5. The last date and time for submission of proposal complete in all respects to the undersigned is **4th June, 2014 up to 5:00 PM** and the date and time for opening of the technical bid is **5th June, 2014 at 11:30 AM** at the specified addresses as mentioned in the Bidder Data Sheet (**Sino.11 and 12**) respectively.
6. This RFP includes the 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, to the best of the Client’s knowledge, accurate within the consideration of scope of the proposed assignment, 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 reject any/all proposals / cancel the entire selection process at any stage without assigning any reason thereof.

**Additional Secretary to Govt.
Finance Department**

SECTION: 2

INFORMATION TO THE BIDDER

1. Pre-Qualification Criteria:

To participate in the selection process, the eligible bidders must possess the following specified criteria and to this effect must produce supportive documents / information as part of their pre-qualification proposal:

- **Status:** Single entity having registered under appropriate authority in India. **Consortium or Joint Venture is not allowed.**
- Must be operating in the area of consulting business for more than **5 years** from the date of Incorporation on the last date of submission of the proposal.
- Must have completed **3 assignments** of similar nature viz; Concurrent Evaluation / Impact Assessment / Process Monitoring / Baseline Survey related to **Agriculture/ Irrigation / Livelihood / Water Resource Sector** under Central / State Govt. / EAPs* / any autonomous bodies operating under Govt. administrative control during the last **2 years**.
- Prior experience in undertaking similar assignments in the related sectors in Odisha during last **2 years** will have preference.
- Annual financial turnover must be more than **Rs.50.00 Lakh** during each of the last three consecutive financial years. (**10-11, 11-12 and 12-13**)
- Financial net-worth must be of **Rs. 10.00 Lakh** during each of the last three consecutive financial years. (**10-11, 11-12 and 12-13**)

2. Requisite Documents to be submitted along with the Pre-Qualification Proposal:

The bidders have to furnish self attested copies of the following listed documents along with their Pre-Qualification proposal:

- The covering letter on bidder's letterhead requesting to participate in the selection process
- Bid Processing Fee as applicable
- Earnest Money Deposit (EMD) as applicable
- Certificate of Incorporation/ Registration
- PAN Number
- Service Tax Registration Certificate
- Income Tax Clearance Certificate for the last three financial years (**10-11, 11-12 & 12-13**)
- Financial details of the bidder (**Annexure-I**) along with all the supportive documents as applicable
- Power of Attorney (**Annexure-II**) in favour of the person signing the bid on behalf of the bidder.
- List of completed assignments of similar nature (**Annexure-III**) along with the all supportive documents as applicable
- Undertaking for not have been black-listed by any Central / State Govt. in the recent past.

Failure to submit any one of the documents as mentioned above along with the pre-qualification proposal will result in outright rejection of the bid. All the above supporting documents along with the proposal must have to be self certified by the authorized representative of the bidder.

3. Bid Processing Fee :

The bidder must furnish as part of pre-qualification proposal, the required cost towards bid processing fee amounting to **Rs. 5000/- (Five Thousand Only)** in shape of DD / BC from any scheduled commercial bank in favor of **"Under Secretary to Govt. (DDO), Finance Department"** payable at Bhubaneswar. Proposals received without appropriate bid processing fee will be rejected.

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

4. Earnest Money Deposit (EMD) :

The bidder must furnish, as part of the pre-qualification proposal, an Earnest Money Deposit (EMD) amounting to **Rs. 25000/- (Twenty Five Thousand Only)** in shape of DD/BC from any of the scheduled commercial bank in favour of “**Under Secretary to Govt. (DDO), Finance Department**” payable at Bhubaneswar. The EMD of unsuccessful bidders shall be refunded within 30 days after finalization of selection process and award of contract. EMD of the successful bidder will be released only after furnishing of the required Performance Bank Guarantee (PBG) and signing of the contract. The EMD will be forfeited on account of the following reasons:

- Bidder withdraws its proposal during the bid validity period as specified in RFP.
- 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.
- In case of a successful bidder, if the said bidder fails to sign the Agreement in time; or does not furnish required Performance Bank Guarantee.
- Any other circumstances which holds the interest of the client during the overall selection process.

5. Validity of the Proposal:

Proposals shall be 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 within the bid validity period. The bid validity period may be extended on mutual consent.

6. Submission of Proposals:

Bidders must submit their proposals through **Registered Post / Speed Post** only at the specified address on or before the last date and time for receipt of proposals as mentioned in **Bidder Data Sheet**. The client will not be responsible for postal delay / any consequences in receiving of the proposal. Proposals shall be submitted in three parts. **Each part should be separately bound with no loose sheets**. Each page of all the three parts should be page numbered and in conformance to the eligibility qualifications should be clearly indicated using an index page.

The procedure for submission of the proposals is described below:

- Pre-qualification Proposal (Original):** The envelope containing pre-qualification proposal shall be sealed and superscripted as “**Pre-qualification Proposal – Process Evaluation cum Impact Assessment Study of Bore-Well Scheme in the State of Odisha**”. The list of annexure and statutory documents as mentioned at **Para-2 (Information to the Bidder)** must have to be furnished as part of Pre-qualification proposal.
- Technical Proposal (Original+ 1 Copy + Soft Copy in word format in CD):** The envelope containing technical proposal shall be sealed and superscripted as “**Technical Proposal – Process Evaluation cum Impact Assessment Study of Bore-Well Scheme in the State of Odisha**”. The duly filled-in technical proposal submission forms, soft copy of the same in Word form in CD along with all the supportive documents and information must have to be furnished as part of technical proposal.
- Financial Proposal (Original + 1Copy + soft copy in pdf form):** The envelope containing financial proposal shall be sealed and superscripted as “**Financial Proposal – Process Evaluation cum Impact Assessment Study of Bore-Well Scheme in the State of Odisha**”. The duly filled-in financial proposal submission forms should contain the detailed price offer for the proposed assignment and must have to be furnished as per the prescribed format along with soft copy in pdf form in CD as part of financial proposal.

The "Pre-qualification & Technical Proposal " and "Financial Proposal" must have to be submitted in two separate sealed envelopes (with respective marking in bold letters) along with the prescribed formats / information as mentioned in the RFP Documents. The first envelope must have to be marked as "**PRE-QUALIFICATION AND TECHNICAL PROPOSAL (NAME OF THE ASSIGNMENT)**" and it should contain Part (I) Pre-Qualification Proposal and Part (II) Technical Proposal. The second envelope must have to be marked as "**FINANCIAL PROPOSAL (NAME OF THE ASSIGNMENT)**" and it should contain Part (III) Financial Proposal. Both the above envelopes must 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:
DEAD LINE FOR SUBMISSION OF BID;
NAME AND ADDRESS OF THE BIDDER:

Any deviation from the prescribed procedures / formats/conditions shall results in out-right rejection of the proposal. All the pages of the proposal must have be sealed and signed by the authorized representative of the bidders falling which the bid will be rejected.

7. Opening of the proposal :

The FIRST ENVELOPE containing "**PRE-QUALIFICATION AND TECHNICAL PROPOSAL**" will be opened in the initial stage by the client in presence of the bidders representatives at the location, date and time specified in the Bidder Data Sheet. The client will constitute a Consultant Evaluation Committee (CEC) to evaluate the proposals submitted by bidders. Only one representative from each bidder will be allowed to attend the meeting with proper **authorization letter**. The SECOND ENVELOPE containing "**FINANCIAL PROPOSAL**" only of the technically qualified bidders will be opened during the financial evaluation stage. The details will be intimated accordingly to the technically qualified bidders well in advance.

8. Evaluation of Proposals:

A three stage process will be adopted as explained below will be followed in evaluating of the proposals during the overall selection process.

- **Pre-qualification Evaluation:** Preliminary scrutiny of pre-qualification proposals will be done for eligibility to determine whether the proposals are generally in order & complete and whether the requisite documents have been properly furnished by the bidder or not. Proposals not conforming to the preliminary requirements will be rejected from the selection process.
- **Technical Evaluation:** Technical proposals will be opened and evaluated only of those bidders, who qualify the pre-qualification evaluation stage. The technical evaluation of the pre-qualified proposal shall be done in respect to the parameters and the respective weightage allocated against each criteria as specified in the table below.

Criteria for Evaluation of Technical Proposal	Maximum Marks
Specific Experience of the bidder relevant to the assignment (Prior experience in carrying out assignments of similar nature during last 3 years based on numbers, duration and value of the project for Central Govt. / State Govt. / EAPs/ Autonomous Bodies)	20
Understanding , Approach & Methodology of the bidder in response to the ToR: <ul style="list-style-type: none"> • Project understanding (10 Mark) • Technical Approach and Methodology (10 Mark) • Technical Presentation (10 Mark) 	30
Key Professional Staff qualification and competency for the proposed assignment	40
Financial Strength of the bidder <ul style="list-style-type: none"> • Financial Turnover (5 Mark) • Net-worth (5 Mark) 	10
Grand Total	100

The bidder, whose technical proposal will secured the score above the minimum qualifying score of **70 Marks** during the technical evaluation stage, will be qualified for opening of the financial proposal.

- **FINANCIAL EVALUATION:** The financial proposals of the technically qualified bidders only shall be opened at this stage in the presence of the consultants' representative who wish to attend the meeting with due **authorization letter**. The name of the bidder along with secured technical score and the quoted financial proposal price will be announced during the meeting.

9. Evaluation Process:

Combined Quality and Cost Based Selection (CQCBS) method will be followed during the overall evaluation process. Based on the evaluation of technical proposal, the technically qualified bidders shall be ranked highest to lowest Technical Score (**S_T**) 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.

The individual bidder's financial score (**S_f**) will be evaluated as per the formula given below:

$$S_f = F_{min} / F_b * 100 \text{ (rounded off to 2 decimal places)}$$

where,

S_f = Normalized financial score of the bidder under consideration

F_b = Financial quote of the bidder under consideration

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

$$\text{Combined Score (S)} = S_T * 0.7 + S_f * 0.3$$

where S_T = Technical Score secured by the bidder

The bidder secured with the highest evaluated **Combined Score(S)** will be awarded with the contract observing due procedure.

10. Technical Presentation:

The technically qualified bidders will have to make a presentation to the client. The presentation shall cover details on the appreciation of the project, approach and methodology, proposed staff 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 proposed 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 concerned bidders for convenience at least one week in advance.

11. 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. 2.00 Lakh** (Two Lakh Only) from a scheduled commercial bank on its local branch in Bhubaneswar in favour of “**Under Secretary to Govt. (DDO), Finance Department**”, as per the format at **Annexure-IV**, for a period of three months beyond the entire contract period (i.e the PBG shall be for the period from the date of signing of the contract to a period of 3 months beyond the contract period) as its commitment to perform services under the contract. Failure to comply with the requirements shall constitute sufficient grounds for the forfeiture of the PBG. The PBG shall be released immediately after three months of expiry of contract provided there is no breach of contract on the part of the qualified bidder. No interest will be paid on the PBG

12. Contract Negotiation:

Contract Negotiation will be held at the date, time and address as intimated to the qualified and selected bidder. The invited 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 negotiation, financial negotiation, 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 a Letter of Intent for signing of the contract and promptly notify the 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 letter of intent. 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 **6 month** from the date of signing of the contract and will be extended on mutual consent.

14. Conflict of Interest:

Conflict of interest exists in the event of: (i) conflicting assignments, typically monitoring and evaluation/environmental assessment of the same project by the eligible Bidder; (ii) Consultants, agencies or institutions (individuals or 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, may 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.

17. Language of Proposals:

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

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.

19. Legal Jurisdiction:

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

20. 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's part to furnish the deliverables as per the agreed time line will impose a penalty @ **1% per week** subject to maximum of **10% of the total contract value**. The amount will be deducted from the subsequent payment.

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.

SECTION: 3

TERMS OF REFERENCE (ToR)

Abbreviations

BKVY	-	Biju Krushak Vikas Yojana
BPL	-	Below Poverty Line
Cr.	-	Crore
DISTCO	-	Distribution Company
ha.	-	Hectare
HR	-	Human Resource
KBK	-	Kalahandi, Bolangir & Koraput
OLIC	-	Odisha Lift Irrigation Corporation
PPOMU	-	Programme Performance and Outcome Monitoring Unit
ROR	-	Record of Right
Rs.	-	Rupees
SC & ST	-	Scheduled Caste & Scheduled Tribe
WR	-	Water Resources

1. Background:

The Government of Odisha launched a scheme in 2010-11 for exploitation of ground water resources through installation of deep bore wells in hard rock areas of the state under BKVY Deep Borewell Secha Karyakrama. The main objective of the scheme is to augment irrigation potential, mostly in blocks with less than 35% irrigation coverage.

1.1 Objective of the Scheme

The specific objective of the scheme is to provide assured irrigation facilities for at least two ha. of agricultural land in *Rabi* and 10 ha. of protective irrigation in *Kharif* season through installation of bore well in hard rock areas for farmers individually or jointly along with electrical sub-station and power line in hard rock areas, mostly blocks which have less than 35% of irrigation coverage.

1.2 Salient features of the scheme

Salient features of the scheme include the followings.

- Proposal of constructing 19,900 deep bore wells for each 2 ha. of non-irrigated land in 256 blocks of 26 districts including eight KBK¹ districts and 18 non-KBK districts covering 1,28,000 ha. Total budgetary provision has been Rs. 550 Cr. The year-wise break up of construction target and budgetary provision is given in Table 1.

Table-1: Programme of the Deep Bore Well Scheme

Financial Year	No. of Bore Wells Programmed	Area (ha.)	Budget Provision (in Cr. Rs.)	Revised Target (nos.)	Districts to be Covered
2010-11	4000	8000	100	4000	17
2011-12	10000	20000	135	4900	26
2012-13	25000	50000	150	5400	26
2013-14	25000	50000	165	5600	26

Source: <http://www.dowrorissa.gov.in/Citizen/DBWELL/DBWELL.htm>

- The scheme is executed by the Odisha Lift Irrigation Corporation (OLIC) under Water Resources Department, Government of Odisha.
- The unit cost of each bore well has been enhanced to Rs. 3.15 Lakh in 2011-12 from Rs. 2.5 Lakh in 2010-11. This unit cost includes the cost for electrical sub-station, power line and pumping units too.
- Beneficiary contribution amounts to Rs. 20,000 (Rupees Twenty Thousand). However, through Resolution No. 11534/WR, Bhubaneswar, dt. 24.04.2012 it has been clarified that the SC & ST

¹ KBK represents erstwhile undivided districts of Kalahandi, Balangir and Koraput. These three districts have now been divided into eight districts, namely Kalahandi and Nuapara, Balangir and Subarnapur, and Koraput, Rayagada, Malkanagiri and Nawarangpur.

beneficiaries under BPL category would deposit Rs. 10,000 (Rupees Ten Thousand only) instead of Rs. 20,000 (Rupees Twenty Thousand only) towards their contribution.

- Beneficiary farmer should have minimum 1 acre of cultivable and non-irrigated land within 5 acre of ayacut area of proposed deep bore well.
- Power supply would be made up to bore well point and the pumping unit. The beneficiary has to bear all cost towards service connection, inspection fee and security deposit, and enter into power supply agreement with respective DISTCO.
- The bore well after energisation would be handed over to the beneficiary for operation and maintenance.
- Beneficiary would pay the energy charges regularly to the DISTCOs after taking over the unit.
- Along with application, a beneficiary has to submit a copy of record of right (ROR) as proof of ownership of land along with land details of other beneficiaries using water, if any, coming within the project command area.

1.3 Stakeholders of the scheme

- Individual or group farmers as beneficiaries
- Water Resources Department, Government of Odisha
- Odisha Lift Irrigation Corporation
- Agriculture Department, Government of Odisha
- Energy Department, Government of Odisha
- ST & SC Development Department, Government of Odisha
- Central Ground Water Board
- DISTCOs
- Directorate of Ground Water Survey and Investigation
- National Remote Sensing Agency
- Private agencies selected for construction of bore wells
- District Collector

2 Rationale for the present assignment

The scheme is in implementation since 2010-11. Table 2 represents the physical progress made in scheme implementation since inception. District-wise details of successfully installed bore wells and energized bore wells are presented in **Annexure V and VI** of this RFP Document respectively.

Table 2: Year-wise bore wells installed and energised in the state (as on 31.12.2013)

Year	Bore wells installed successfully	Bore wells energized
2010-11	960	-
2011-12	2730	1108
2012-13	12776	5446
2013-14	12602	3027
Total	29068	9581

Source: Odisha Lift Irrigation Corporation, 2014

Though the role of the implementing agency, i.e. the OLIC has been limited to successful installation of bore wells and their energisation, there is little evidence of any clear mechanism regarding how to measure the impact of the scheme in terms of both outputs and outcomes. OLIC though has been able to specify the output in form of successful bore wells installed and energised, it is hard to find out the area which has been irrigated due to this. This is of particular importance when the scheme sets an objective to provide assured protective irrigation to 10 ha. of agricultural land in *Kharif* season.

As we know, the underlying principle of "protective irrigation" is to reach as many farmers as possible and to protect them against crop failure and famine by utilizing the available water in an equitable manner. "The primary objective of protective irrigation thus has an explicit social dimension." (Jurriens, Mollinga & Wester, 1996: 1) Again, the design, operation and management of protective irrigation systems involves the problem of rationing scarce water in a supply based system, where the objectives of an individual farmer may differ from those of the system management. (Jurriens, Mollinga & Wester, 1996: 1). However, with regard to the present scheme hardly any study has been conducted on the intricacy of issues involving protective irrigation, such as equitable sharing of water among farmers, conflict resolution mechanism, and sharing responsibility of operation and maintenance cost of bore wells. Further, there exists a strong relationship between supply and demand of irrigation water and its impact on the physical environment or more precisely the impact on level of ground water.

Table 2 indicates that out of the total successfully installed bore wells only 33% have been energised. The department of Water Resources recognises that shortage of electrical contractors in most of the backward districts contributes to this low rate of energisation. On the other hand, there is little evidence of impact of this slow rate of energisation on crop planning, economic planning and morale of the farmer beneficiaries.

In this backdrop, it becomes *imperative* to measure the success of the scheme in terms of benefits to the farmers including increase in farm productivity and economic enhancement, and also in terms of increase in area under irrigation and other related impacts on the physical environment.

Jurriens, Mollinga & Wester (1996)² claim that the performance of protective systems has much to do with their specific design characteristics, and therefore, advocate for a thorough understanding of the essentials and implications of the protective design as indispensable for appreciating their present functioning and for developing programmes for performance improvement. Thus, it becomes critical to understand the scheme design in detail, which in turn, would help in understanding the role and responsibility of various stakeholders of the scheme including the issues surrounding protective irrigation, such as equitable sharing of water among farmers, conflict resolution mechanism, and sharing responsibility of operation and maintenance cost of bore wells.

3. Scope of the Present Assignment:

3.1 Geographical scope

The scheme is being implemented in 256 blocks in 26 districts. Therefore, the geographical scope of the study extends to the whole state of Odisha except for the four districts of Puri, Jagatsinghpur, Kendrapara and Bhadrak where the scheme is not in implementation.

3.2 Study scope

The present study will be a process evaluation-cum-impact assessment study covering all 29,068 successfully installed Bore wells and 9,581 energized Bore wells for which energisation process has been over (Table 2). As a process evaluation-cum-impact assessment study, the present assignment will have the following scopes.

- Comprehensive review of the design and scope of the scheme;
- Beneficiary identification and selection process;
- Stakeholder analysis including the roles and responsibilities of the stakeholders;
- Inter-departmental coordination for successful implementation of the scheme;
- Successful and sustainable operationalization of the scheme based on economic and social dimensions involved in the scheme design like cost-benefit analysis, Efficient Water use, Equitable

² Jurriens M. : P.P. Mollinga & P. Wester , 1996 *Scarcity by Design: Protective Irrigation in India and Pakistan* , Liquid Gold, Paper I, Wagenin Gen Agricultural University and ILRI, <http://edepot.wur.nl/76463> accessed on 24.12.2013

water sharing, shouldering responsibility of operation and maintenance of bore wells and conflict resolution, if any;

- Impact of the scheme in terms of increase in area under irrigation, increase in farm productivity, Crop diversification, change in socio-economic condition of individual farmer beneficiary, sustainability of the change; and the impact on the physical environment in terms of impact on the water table; and
- Documenting good practices.

4. Objective of the Present Assignment:

The process evaluation-cum-impact assessment study of the deep bore well scheme of Government of Odisha has the following objectives.

- i. To understand and review the scope and design of the scheme;
- ii. To review the beneficiary identification and selection process;
- iii. To map out the stakeholders involved in scheme implementation and examine their roles and responsibilities in implementation process;
- iv. To examine the interdepartmental coordination mechanism in place;
- v. To analyse the monitoring mechanism in place for effective implementation of the scheme;
- vi. To carry out cost-benefit analysis of the scheme with a view to understand its viability;
- vii. To critically analyze the protective irrigation mechanism involving issues like efficient water use, equitable sharing of water among farmers, conflict resolution mechanism, and sharing responsibility of operation and maintenance cost of bore wells;
- viii. To find out areas of concern for the beneficiaries in adopting the scheme including availability of power and quality of power, water discharge quantity etc.;
- ix. To analyse the impact of the scheme in terms of:
 - a. Increase in area under irrigation;
 - b. Crop diversification;
 - c. Enhanced agriculture extension activities;
 - d. Increase in farm productivity of beneficiaries;
 - e. Water use efficiency
 - f. Change in socio-economic condition of beneficiaries;
 - g. Change in agri-business activities like backward and forward market linkage, and increased storage facilities;

- h. Sustainability of the change in socio-economic condition;
- i. Change in consumer behavior in terms of metering and payment of electricity bill and quality of power
- j. Effect on water table;
- x. To collect case studies of successful implementation of the scheme highlighting changes in beneficiary's approach to agriculture.
- xi. To recommend process and policy measures for effective implementation of the scheme and enhanced outcome.

5. **Methodology:**

As the name of the study suggests, it has two parts – i) **Process Evaluation** consisting of implementation part of the scheme and ii) **Impact Analysis** consisting of output and outcome of the scheme.

The first part will follow a diagnostic-cum-descriptive design where the Consultant shall have the responsibility of studying and analyzing the process of implementation, finding out gaps in the process and suggesting measures for improvement in the system. In other words, this part will try to seek answers to objectives i through viii. On the other hand, the second part of the study will seek to analyze the impact of the scheme as mentioned in objective ix.

Sampling

As the universe is too large consisting of 29,068 installed bore wells and 9,581 energized bore wells (Table 2) spreading across 26 districts of Odisha, the Consultant shall follow a scientific sampling method to elicit data for both process evaluation and impact analysis. It is proposed to consider eight (8) sample districts for the purpose. The sample districts will be chosen based on criteria like geographical region/agro-climatic region, irrigation potential, proportion of agriculture workers and farm productivity.

Further, it is proposed to study 100 sample clusters of bore wells in the sample districts out of which 75 clusters must be energized ones and the remaining one should be successfully installed but not energized. This will be done with a view to examine the issues associated with non-energization of successfully installed bore wells and to examine the impact of the energized bore wells. During sampling more weightage will be assigned to the older clusters.

As one cluster of bore wells consists of 4-10 numbers of bore wells, it is proposed to cover at least four (4) bore wells in a cluster. These bore wells within a sample cluster will be selected randomly. Thus, the total number of bore wells to be covered under the study in eight (8) sample districts will be 400 as per Table 3.

Table 3: Proposed sample of the study

Total No. of districts	Total No. of sample districts	No. of clusters		Total no. of clusters	No. of bore wells (4 per cluster)		Total no. of bore wells
		Energized (75%)	Successfully installed (25%)		Energized	Successfully installed	
26	08	75	25	100	300	100	400

Data Collection / Analysis

For process evaluation, apart from reviewing the scheme design, it is expected to carry out participatory stakeholders' analysis to understand their roles and responsibilities through eight (8) district-level multi-stakeholders consultations involving district/block level officials and beneficiaries.

Moreover, the processes of beneficiary selection, bore well installation, subsequent energisation and their sustainability mechanism has to be reviewed. It is expected of the consultant to carry out cost-benefit analysis of the scheme with a view to understand the viability of the scheme, and critical analysis of the protective irrigation mechanism involving issues like equitable sharing of water among farmers, conflict resolution mechanism, and sharing responsibility of operation and maintenance cost of bore wells.

The consultant is also expected to elicit responses from different levels of functionaries using structured questionnaire method. The number of respondents is suggested in Table 4. For impact analysis, the consultant shall employ structured questionnaire method to elicit data from deep bore well beneficiaries as per Table 4.

Table 4: Distribution of respondents

Officials from departments / agencies /bore well beneficiaries	State	District	8 Districts	Block	Blocks
i) Process evaluation part					
Water Resources / OLIC	1	1	8	1	*
Agriculture	1	1	8	1	*
Energy / DISTCOMs (at District level)	1	1	8	-	*
Private agencies selected for bore well construction	-	1	8	-	*
Total respondents	3		32		*
ii) Impact assessment part					
Bore Wells	-		-		400

* The no. of respondents at block level will be dependent on the no. of blocks covered under the study where sample bore wells have to be selected.

Case Study Collection

The Consultant shall endeavour to collect case studies of successful implementation of the scheme highlighting changes in beneficiaries' socio-economic condition, approach to agriculture etc. using tools like case study and photography.

Thus, the study will involve collection of both qualitative and quantitative data and their analysis. Further, data will be collected from both primary and secondary sources using tools like literature survey, questionnaire survey, key informant interviewing, focus group discussions and case studies.

The study methodology, sample size and data collection tools will be finalized between the Consultant and the Client, i.e. Water Resources Department, represented by the OLIC and Programme Performance and Outcome Monitoring Unit (PPOMU) of Finance Department, Government of Odisha. Similarly, the draft report of the study will be discussed in a workshop with a larger audience involving all stakeholders and based on the feedback received from the stakeholders the draft report will be finalized.

6. Deliverables and Corresponding Time Frame:

6.1 Main Deliverables

The Consultant is expected to deliver the followings during the course of the assignment.

A. Inception report

- A note on the sampling methodology to identify the districts/blocks/villages/socio-economic categories of beneficiaries that needs 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 for data collection with timelines for key milestones. **(Maximum 2 pages)**
- A note for discussion with clients before finalizing the plan, study methodology and tools. **(Maximum 1 page)**
- To conduct a state level inception workshop involving Water Resources Department, OLIC, Energy Department, Agriculture Department and PPOMU, and submit a report on the workshop proceeding including the feedback points. **(Maximum 2 pages)**
- Based on the feedback from the clients, an **Inception Report** mentioning final selection of districts/blocks/villages/socio-economic categories of beneficiaries to be studied, final data collection plan, study methodology and tools. **(Maximum 10 pages)**

B. Survey Report

- Report on presenting the findings of the survey and data collection. **(Maximum 5 pages)**
- A note for discussion with clients to discuss the gaps during the survey in a structured manner for ratification. **(Maximum 1 page)**
- Holding discussion with the clients and a report on the discussion proceedings along with main feedback points. **(Maximum 2 pages)**
- Based on the feedback from the client-consultant meeting, filling up of the gaps and submission of survey report. **(Maximum 10 pages)**

C. Draft study report and draft documentation of good practices

- Detailed analysis of the study done and submission of the draft study report. **(Maximum 30 pages in A4 size paper written in Arial font, size 11 and single space including 2-3 page Executive Summary)**
- At least 10 or more number of case studies involving good practices **(Each case study will not be more than two pages in A4 size paper written in Arial font, size 11 and single space.)**

Note: Before writing the draft study report, the consultant is required to share the chapterization plan with the Client and take their approval.

D. Final Study Report including final documentation of good practices

- A note for discussion with stakeholders to discuss the draft study report in the state (stakeholders) workshop for feedback and suggestion. **(Maximum 2 pages)**
- To conduct the state workshop with various stakeholders and a report on the workshop proceeding including the feedback points. **(Maximum 2 pages)**
- Incorporating the feedback/suggestions from state workshop and submission of final report. **(Maximum 30 pages in A4 size paper written in Arial font, size 11 and single space including 2-3 page Executive Summary)**
- Final compilation of case studies based on feedback from the Client. **(Each case study will not be more than two pages in A4 size paper written in Arial font, size 11 and single space.)**

7. Duration of the Assignment:

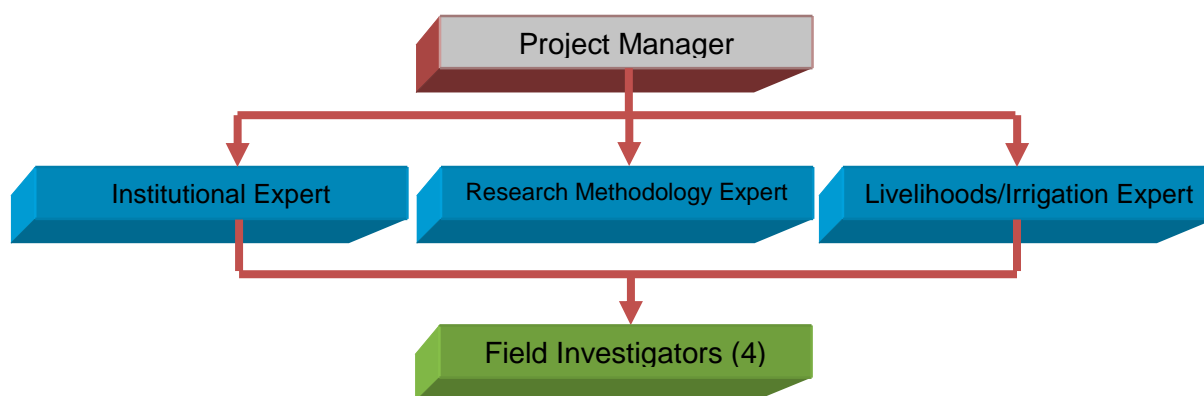
The Consultant shall commence work within a week of signing of the contract and shall complete the assignment by a period of **Six (6) months** from date of signing the contract as per the following schedule:

Table 5: Deliverables and corresponding time frame

Sl. No.	List of Deliverables	Time frame (in days) from date of signing of contract
1	Submission of Inception Report including finalized methodology and work plan	15
2	Submission of survey report	90
3	Submission of draft study report / draft documentation of good practices	120
4	Submission of final report / final documentation of good practices	180

*Note: Along with the deliverables listed in Table 3, the Consultant is required to submit a fortnightly activity/progress report. All reports being submitted to the client(s) are to be supplied in **Six (6) hard copies** along with CD/DVD in MS-Word format.*

8. List of Key Professionals:



Staff Structure for the Assignment

The details of the Key Professionals to be engaged to undertake the assignment are given below:

S/no	Designation	Input (Man-days)	Qualification	Experience
1	Project Manager	25	PG in Social Science / Management	Must have 12 years post-qualification experience of project management in social sector. He should have exposure to evaluation studies on issues related to Livelihood, Agriculture, Irrigation, Natural Resource Management sectors.
2	Institutional Expert	60	PG in Social Sciences / Management (preferably HR Management)	8 years of post-qualification working experience with expertise in Institutional/organizational analysis
3	Livelihood / Irrigation Management Expert	60	Masters in Agriculture / Social Science	8 years of post-qualification working experience with expertise in domain areas like Rural Livelihoods or Irrigation Management.
4	Research Methodology & Expert	20	Masters in Economics / Statistics / Social Science	8 years of post-qualification working experience and expertise in research design relating to survey methodology and questionnaire design and expected to devote time for finalization of the sample, questionnaire, checklists, data cleaning and analysis etc.
5	Field Investigators (4 No.s)	50	Graduate in any discipline	3 years of post-qualification experience of conducting data collection work under similar type of assignments.

9. Reporting Arrangements

The Consultant shall work under the direct supervision of the Additional Chief Secretary to Govt., Finance Department, Government of Odisha and will report to the Special Secretary to Government, Finance Department. The Consultant is required to coordinate with PPOMU and the designated personnel from the Water Resources, Agriculture & Energy Departments for execution of the assignment.

10. Roles and Responsibilities of Clients/Stake holders/Consultant

- **Finance Department**
 - ✓ Approval of TOR
 - ✓ Enter into agreement with the Consultant
 - ✓ Administrative facilitation and coordination meetings with Water Resources Department/OLIC/Agriculture Department/Energy Department
 - ✓ Ensuring independence of work
 - ✓ Ensuring release of funds on certification of PPOMU
 - ✓ Providing technical inputs on the study to the Consultant from time to time.

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

- **Water Resources Dept./OLIC/Agriculture Dept./Energy Dept.**
 - ✓ Concurrence to the TOR and the RFP
 - ✓ Party to the selection of Consultant
 - ✓ Act as a link between PPOMU and the Consultant in providing all administrative support to the Consultant
 - ✓ Providing secondary data, issuing letters to sample blocks to facilitate the study providing technical inputs on the study to the Consultant from time to time.
 - ✓ Providing technical inputs on the study to the Consultant from time to time.

- **PPOMU**
 - ✓ Communication with Finance Department and Water Resources Department/OLIC
 - ✓ Preparation of TOR
 - ✓ Preparation of RFP

- ✓ Initiating bidding process
- ✓ Representation in selection process
- ✓ Quality check of survey methodology, instruments, data outputs
- ✓ Certification of the outputs
- ✓ Coordinate timely payment to the Consultant
- ✓ Close follow up, technical inputs and close coordination with the Consultant

11. Schedule of Payment :

Payment to the Consultant will be made by the Client as per the following terms and schedule:

Table 6: Payment terms and schedule

Sl. No.	Deliverables	% of contract value to be payable
1	Submission of Inception Report including finalisation of methodology and work plan	20
2	Submission of Draft Study Report	50
3	Submission of Final Report	30

12. Composition of review committee for the assignment:

A **Consultant Monitoring Committee (CMC)** will be constituted by Additional Chief Secretary to Government, Finance Department consisting of Officials / Experts 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.

SECTION: 4

TECHNICAL PROPOSAL SUBMISSION FORMS

TECH-1

COVERING LETTER

(On Bidders Letter Head)

[Location, Date]

To:

The Additional Secretary to Govt.
Finance Department, Govt of Odisha
Orissa State Secretariat
Bhubaneswar - 751001

**Subject: PROCESS EVALUATION CUM IMPACT ASSESMENT STUDY OF DEEP BORE-WELL SCHEME –
[TECHNICAL PROPOSAL]**

Dear Sir,

I, the undersigned, offer to provide the services for the proposed assignment in respect to your Request for Proposal. 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.

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 the information provided in your Request for Proposal (RFP) and offer to undertake the service described in accordance with requirements. 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. Certain information included in this proposal would if disclosed prejudice our commercial interests.

I confirm that I have the authority to submit the proposal and to clarify any details on its behalf. I understand that you are not bound to accept any proposal you receive.

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

I remain,

Yours faithfully,

Authorized Signatory [Signature with Date and Seal]:

Name and Title of the Signatory: _____

Name and Address of the Bidder: _____

TECH-2

BIDDERS ORGANISATION AND RELEVANT EXPERIENCE

A – Bidder's Organisation (Brief Profile)

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

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

TECH-2 (A)

Bidder's Organisation (General Details)

Sl No.	Description	Full Details
1	Name of the organization	
1	Permanent address Tel : Fax : Email id :	
2	Name of the authorized person signing & submitting the proposal on behalf of the Bidder: Mobile No. : Email id :	
3	Registration / Incorporation Details of the Bidder Registration No: Registration Date & Year. :	
4	Bid Processing Fee Details Amount : DD No. : Date : Name of the Bank:	
5	EMD Details Amount : DD No. : Date : Name of the Bank:	
6	PAN Number	
7	Service Tax Registration Number	
8	CST Number	

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

TECH-2(B)

Bidder's Experience

Table -1 (List of assignments of similar nature executed during last 3 years anywhere within the country)

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							
6							

Note: Maximum of 6 completed Assignments only to be mentioned

Table -2 (List of assignments of similar nature executed during last 3 years within the state of Odisha)

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							

Note: Maximum 4 completed Assignments only to be mentioned

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

NB: Completed assignments of similar nature after the period of 2010-11 will only be taken into consideration during technical evaluation. Documentary proof in support of the above information needs to be furnished by the bidders.

TECH-2(C)

Bidder's Experience

[Using the format below, provide information on each assignment for which your organisation was legally contracted individually as a entity 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 ^o of staff-months of the assignment:
Address:	
Start date (month/year): Completion date (month/year):	N ^o 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

TECH-3

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

TECH-4

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 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 at **Form-7**.

c. Organization and Staffing:

The bidder should **propose and justify** the structure and composition of their team and also should list the main disciplines of the assignment/job, the key experts responsible for the respective deliverables.

Authorized Signatory [In full and initials]: _____

Name and Title of Signatory with date and Seal

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

TECH-5

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

TECH-6

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					
6					
7					
8					

(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

TECH-7

WORK SCHEDULE FOR THE PROPOSED ASSIGNMENT

PROPOSED WORKPLAN

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

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

Name of the Organisation: _____

PPOMU, Finance Department

SECTION: 5

FINANCIAL PROPOSAL SUBMISSION FORMS

FIN-1

COVERING LETTER

(In Bidders Letter Head)

[Location, Date]

TO:

The Additional Secretary to Govt.
Finance Department, Govt. of Odisha
Odisha State Secretariat
Bhubaneswar, 751001

Subject: PROCESS EVALUATION CUM IMPACT ASSESSMENT STUDY OF DEEP BORE WELL SCHEME IN ODISHA [FINANCIAL PROPOSAL]

Dear 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 service tax and others as applicable. We do hereby undertake that, in the event of acceptance of our bid, the services shall be provided as stipulated in the RFP document and that we shall perform all the incidental services.

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. We have carefully read and understood the terms and conditions of the RFP and do hereby undertake to provide the services as per the prescribed terms and conditions of the RFP.

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

I remain,

Yours faithfully,

Authorized Signatory [*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).*

PPOMU, Finance Department

FIN-2

SUMMARY OF FINANCIAL PROPOSAL

(Table-1)

Sino	Brief Particulars	Amount in INR
1	Remuneration of the Key Professionals (FIN-3)	
2	Reimbursable Expenses (FIN-4)	
3	Miscellaneous Expenses (FIN-5)	
4	Sub Total (1+2+3)	
5	Service Tax @12.36 %	
Grand Total (INR)		
In Words		

Authorized Signature [In full and initials]:

Name and Title of Signatory with Seal and Date :

Name of Bidder with Communication Address:

FIN-3

BREAKDOWN OF REMUNERATION

SL NO	NAME OF THE PROFESSIONAL	POSITION	UNIT RATE (MAN-DAY) (A)	PROPOSED MAN-DAY (B)	TOTAL AMOUNT IN INR (A*B)
1		Project Manager			
2		Institutional Expert			
3		Livelihood / Irrigation Management Expert			
4		Research Methodology Expert			
Field Investigators (4 Nos)					
5					
6					
7					
8					
Total in INR					
In Words					

Total Remuneration amount in Rs. _____

Amount in words: _____

Authorized Signatory [*In full and initials*]:

Name and Title of Signatory with Seal and Date:

Name of Bidder with Communication Address:

FIN-4

BREAKDOWN OF REIMBURSABLE EXPENSES

Sl No.	Description	Unit	Quantity	Unit Price In INR	Total Amount in INR
1	Travel expense (Bus / Train)				
2	Local Travel Expenses				
3	Subsistence Allowances				
4	Office Rent / Accommodation Allowances				
5	Training / Workshops				
Grand Total					

Total Reimbursable Expenses amount in Rs. _____

Amount in words: _____

Authorized Signatory [*In full and initials*]:

Name and Title of Signatory with Seal and Date:

Name of Bidder with Communication Address:

FN - 5

BREAKDOWN OF MISCELLANIOUS EXPENSES

(It will include only such expenses which are directly chargeable to the assignment)

Sl No.	Description	Unit	Quantity	Unit Price In INR	Total Amount in INR
1	Secretarial Staff				
2	Office contingency/ Communication expenses				
3	Preparation of Reports / Documents				
Grand Total					

Total Miscellaneous Expenses amount in Rs. _____

Amount in words: _____

Authorized Signatory [*In full and initials*]:

Name and Title of Signatory with seal and date:

Name of Bidder with Communication Address:

PPOMU, Finance Department

SECTION - 6

ANNEXURES

Annexure - I

FINANCIAL DETAILS OF THE BIDDER

(In Bidder Letter Head)

Financial Information			
Details	FY 2010-11	FY 2011-12	FY 2012-13
Financial Turnover (in INR Lakh)			
Financial Net-worth (in INR Lakh)			
<p><i>Supporting Documents:</i></p> <p>Audited certified financial statements for the last three financial years (2010-11, 2011-12, and 2012-13) (Submission of Profit & Loss Statement and Balance Sheet for the respective financial years is mandatory along with the above information)</p> <p><i>The above information have to be jointly certified and sealed by the company auditor and the authorized representative of the bidder and to be furnished in original along with the Pre-qualification proposal, failing which the proposal will be out rightly rejected.</i></p>			

Signature and Seal of the Company Auditor with Date

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

Name and Address of the Bidder: _____

FORMAT FOR POWER OF ATTORNEY

(On Bidders Letter Head)

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

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

Name of the Authorized Representative:

(Signature of the Authorized Representative with Date)

CERTIFIED:

Signature, Name & Designation of person executing attorney

Name of the Organisation:

List of assignments of similar nature successfully completed by the bidder during the last three years

Sno	Name of the Assignment with details thereof	Name of the Client	Contract Value in INR	Date of Award / Commencement of assignment	Date of Completion	Whether the assignment successfully completed
A	B	C	D	E	F	G
1						
2						
3						
4						

(Please furnish self attested copies of the work order/contract document issued by the respective clients in support of the above information)

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

Note: Bidders are instructed to furnish the details of the assignments completed after the period of 2010-2011 as per the above prescribed format only. Information not conforms to the above, will be treated as non-responsive.

PERFORMANCE BANK GUARANTEE FORMAT

To,
The Governor of Odisha

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

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

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

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

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

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier 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, 2014

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 and address of the Branch

District wise abstract of Successful bore wells						
Sl. No.	District	2010-11	2011-12	2012-13	2013-14 (upto 30.12.13)	Total
1	Balasore	0	66	223	170	459
2	Mayurbhanj	0	271	370	655	1296
3	Ganjam	0	0	250	162	412
4	Gajapati	0	0	0	0	0
5	Kalahandi	153	98	954	333	1538
6	Nuapada	69	222	259	538	1088
7	Khurda	83	89	411	297	880
8	Nayagarh	71	0	311	515	897
9	Balangir	115	73	836	1479	2503
10	Subarnapur	115	249	715	1191	2270
11	Cuttack	0	0	120	98	218
12	Angul	0	45	401	662	1108
13	Dhenkanal	0	9	100	80	189
14	Rayagada	0	72	233	246	551
15	Jajpur	0	38	184	120	342
16	Keonjhar	0	15	185	51	251
17	Malkangiri	33	60	320	519	932
18	Nabarangpur	154	134	474	137	899
19	Koraput	44	0	41	150	235
20	Boudh	0	94	475	955	1524
21	Kandhamal	0	82	129	113	324
22	Bargarh	93	247	2238	1101	3679
23	Jharsuguda	0	107	384	403	894
24	Sambalpur	0	613	1508	1322	3443
25	Deogarh	30	21	496	315	862
26	Sundargarh	0	125	1159	990	2274
TOTAL		960	2730	12776	12602	29068

District-wise abstract of energized bore wells					
Sl. No.	Name of District	2011-12	2012-13	2013-14	Total
1	Angul	0	201	27	228
2	Balangir	104	489	78	671
3	Balasore	0	208	89	297
4	Bargarh	122	419	418	959
5	Boudh	0	228	332	560
6	Cuttack	0	53	82	135
7	Deogarh	24	123	24	171
8	Dhenkanal	0	9	52	61
9	Gajapati	0	0	0	0
10	Ganjam	0	153	79	232
11	Jajpur	32	114	47	193
12	Jharsuguda	0	103	78	181
13	Kalahandi	130	525	225	880
14	Kandhamal	0	113	72	185
15	Keonjhar	5	148	25	178
16	Khurda	45	247	172	464
17	Koraput	59	19	60	138
18	Malkangiri	47	227	52	326
19	Mayurbhanj	154	401	61	616
20	Nabarangpur	116	257	163	536
21	Nayagarh	20	170	191	381
22	Nuapada	53	233	196	482
23	Rayagada	45	108	102	255
24	Sambalpur	77	249	247	573
25	Subarnapur	75	320	81	476
26	Sundargarh	0	329	74	403
	Total	1108	5446	3027	9581