



Government of Odisha
Finance Department

RFP No: 08/ PPOMU /17-18

Date: 20.07.2017

REQUEST FOR PROPOSAL

EVALUATION OF COMMUNITY LIFT IRRIGATION SCHEME IN ODISHA

Finance Department, Govt. of Odisha invite sealed proposals from eligible bidders to carry out "EVALUATION OF COMMUNITY LIFT IRRIGATION SCHEME IN ODISHA". Bidders fulfilling the eligibility criteria of the bidding process can access and download the complete RFP Document and other details from www.odisha.gov.in/finance/index.htm and www.devnetjobsindia.org.

The major events under the bid process are:

Sl. No.	List of Key Events	Critical Dates
1	Date of Issue of RFP	20.07.2017
2	Last Date for Submission of Bid	10.08.2017 up to 5:00 PM
3	Date of Opening of Technical Bid	11.08.2017 at 11:30 AM
4	Date of Opening of Financial Bid	08.09.2017

The proposal complete in all respect must reach the undersigned by **Speed Post/ Registered Post/ Courier** only latest by **Dt.10.08.2017 up to 5:00 PM** in a sealed envelope clearly mentioning on the top of it "REQUEST FOR PROPOSAL - EVALUATION OF COMMUNITY LIFT IRRIGATION SCHEME IN ODISHA". The proposals received beyond the last date and time will be rejected. The authority reserves the right to reject any/ all proposals without assigning any reason thereof.

Address for Submission of Proposal:

Additional Secretary to Government
Finance Department, Government of Odisha
Programme Performance & Outcome Monitoring Unit (PPOMU)
Ground Floor, State Resource Persons Guest House
MDRAFAM Campus, Near XIMB Square, Chandrasekharpur
Bhubaneswar-751023, Phone: 0674-2303692
Email: ppomufinance@gmail.com

Additional Secretary to Government
Finance Department

REQUEST FOR PROPOSAL

EVALUATION OF COMMUNITY LIFT IRRIGATION SCHEME IN ODISHA



**GOVT. OF ODISHA
FINANCE DEPARTMENT**

JULY, 2017

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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 assignment, or makes any representation or warranty, express or implied, with respect to the information contained in this RFP or on which this RFP is based or with respect to any written or oral information made or to be made available to any of the recipients or their professional advisers and, so far as permitted by law and except in the case of fraudulent misrepresentation by the party concerned, and liability therefore is hereby expressly disclaimed.

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

This RFP includes certain statements, information, projections and forecasts with respect to the proposed assignment. Such statements, information, projections and forecasts reflect various assumptions made by the management, officers and employees of the Client, which (the assumptions and the base information on which they are made) may or may not prove to be correct. No representation or warranty is given as to the reasonableness of forecasts or the assumptions on which they may be based and nothing in this RFP is, or should be relied on as, a promise, representation or warranty.

The Finance Department, Govt. of Odisha shall be the sole and final authority with respect to selection of a consultant through this RFP.

BIDDER DATA SHEET

Sl. No.	Particular	Details
1.	Name of the Client	Finance Department, Govt. of Odisha
2.	Method of Selection	Combined Quality and Cost Based Selection (CQCBS) Method
3.	Date of Issue of RFP	20.07.2017
4.	Proposal Due Date	10.08.2017 up to 5:00 PM
5.	Date of opening of Technical Proposal	11.08.2017 at 11:30 AM
6.	Date of opening of Financial Proposal	08.09.2017
8.	Expected Date of Commencement of Assignment	December 2017
9.	Bid Processing Fee (Non-Refundable)	Rs. 5,000/- (Five Thousand Only) in shape of Banker's Cheque / Demand Draft in favour of "Under Secretary to Govt. (DDO), Finance Department" drawn in any scheduled commercial bank payable at Bhubaneswar
10.	Earnest Money Deposit (EMD) (Refundable)	Rs. 50,000/- (Fifty Thousand Only) in shape of Banker's Cheque / Demand Draft in favour of "Under Secretary to Govt. (DDO), Finance Department" drawn in any scheduled commercial bank payable at Bhubaneswar
11.	Address for Submission of Proposal	<p>Additional Secretary to Government Finance Department, Govt. of Odisha Programme Performance & Outcome Monitoring Unit (PPOMU), Ground Floor, State Resource Persons Guest House, MDRAFM Campus, Near XIMB Square, Chandrasekharpur, Bhubaneswar-751023</p> <p>Mode of Submission: Speed Post / Registered Post / Courier only to the address as specified above during the office hour only. Submission of bid through other mode and late bid will be rejected.</p>
12.	Place of Opening of Proposal:	<p>Programme Performance & Outcome Monitoring Unit (PPOMU), Finance Department, Ground Floor, State Resource Persons Guest House, MDRAFM Campus, Near XIMB Square, Chandrasekharpur, Bhubaneswar-751023 Tel no.: 0674 - 2303692 Email: ppomufinance@gmail.com</p>

For Details please visit: www.odisha.gov.in/finance/index.htm and www.devnetjobsindia.org

SECTION: 1

LETTER OF INVITATION

LETTER OF INVITATION

RFP No: 08 / PPOMU / 17-18

Dated: 20.07.2017

Name of the Assignment: Evaluation of Community Lift Irrigation Scheme in Odisha.

1. **Finance Department**, Govt. of Odisha (The Client) invites proposal from eligible bidders under the selection process of consultancy services for “**Evaluation of Community Lift Irrigation Scheme in Odisha**”. More details on the proposed study are provided at **Section-3: Terms of Reference (ToR)** of this RFP Document.
2. A Consultant will be selected under **Combined Quality and Cost Based Selection (CQCBS)** procedure as prescribed in the RFP Document in accordance with the policies and procedures accompanying the Guideline of Finance Department, Govt. of Odisha for “**Engagement of Consultants**” circulated vide *Office Memorandum No. 42280/F, Dated: 26.09.2011* of Finance Department, Govt. of Odisha.
3. The proposal complete in all respect as specified in the RFP Document must be accompanied with a **Non-refundable** amount of **Rs. 5,000/- (Rupees Five Thousand only)** towards **Bid Processing Fee** and a **Refundable amount of Rs. 50,000/- (Rupees Fifty Thousand only)** towards **EMD** in form of **Demand Draft / Banker’s Cheque** in favour of “**Under Secretary to Govt. (DDO), Finance Department**”, drawn in any scheduled commercial bank and payable at Bhubaneswar, Odisha failing which the bid will be rejected.
4. The proposal must be delivered at the specified address as per the Bidder Data Sheet by **Speed post / Registered Post / Courier** only. The Client shall not be responsible for postal delay or any consequence. Submission of proposal through any other mode will be rejected.
5. The last date and time for submission of proposal complete in all respects is **Dt. 10.08.2017 up to 5:00 PM** and the date of opening of the bid is **Dt. 11.08.2017 at 11:30 AM** in the presence of the bidder’s representative at the specified address as mentioned in the Bidder Data Sheet (**Sl. no.12**). Representatives of the bidders may attend the meeting with due authorization letter on behalf of the bidder.
6. This RFP includes following sections:
 - a. Letter of Invitation [**Section – 1**]
 - b. Information to the Bidder [**Section – 2**]
 - c. Terms of Reference [**Section – 3**]
 - d. Technical Proposal Submission Forms [**Section – 4 (Part – A & B)**]
 - e. Financial Proposal Submission Forms (**Section –5**)
 - f. Annexure (**Section – 6**)
7. While all information/data given in the RFP are accurate within the consideration of scope of the proposed assignment to the best of the Client’s knowledge, the Client holds no responsibility for accuracy of information and it is the responsibility of the bidder to check the validity of information/data included in this document. The Client reserves the right to accept / reject any/all proposals / cancel the entire selection process at any stage without assigning any reason thereof.

**Additional Secretary to Government
Finance Department**

SECTION: 2

INFORMATION TO THE BIDDER

Eligibility Criteria:

Bidders fulfilling the eligibility criteria are invited to participate in the bidding process and to this effect must produce the required supportive documents /information as part of their technical proposal:

- **Status:** Single entity legally registered under appropriate authority in India. **Consortium or Joint Venture is not allowed.**
- Must be in consulting business for more than **5 years** from the date of Incorporation on the last date of submission of the proposal.
- Successfully completed at least **2 assignments** of similar nature (**having Contract Value ≥ Rs. 10.00 Lakh and Duration ≥ 3 Months**), i.e. **Concurrent Evaluation / Impact Assessment / Process Monitoring / Baseline Survey** in any social sector under Central / State Govt. / EAPs* / Autonomous bodies operated under Govt. administrative control / International and National Organisation during the last **3 years****.
- Prior experience in any sector during last **3 years**** in Odisha.
- The average financial turnover must be **Rs. 1.00 Cr** and Net-Worth **Rs. 10.00 Lakh** from consulting business only during the last 3 financial years***.

1. Documents to be submitted along with TECHNICAL PROPOSAL (PART-A):

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

- Filled in Bid Submission Check List in Original (**Annexure-I**)
- Covering letter (**TECH A – 1**) on bidder's letterhead requesting to participate in the selection process.
- Bid Processing Fee & Earnest Money Deposit (EMD) as applicable***
- Copy of Certificate of Incorporation/ Registration
- Copy of PAN
- Copy of Goods and Services Tax Identification Number (GSTIN)
- Copies of IT Return for the last three assessment years (**AY 2014-15, 2015 -16 & 2016-17**).
- General Details of the Bidder(**TECH A – 2**)
- Financial Details of the bidder (**TECH A – 3**) along with all the supportive documents as applicable duly signed as per the instruction.
- Power of Attorney (**TECH A – 4**) in favour of the person signing the bid on behalf of the bidder.
- List of completed assignments of similar nature (Past Experience Details, **TECH A – 5**) along with copies of contracts / work orders / completion certificate from previous clients.
- Undertaking for not having been black-listed by any Central / State Government / Any other autonomous bodies/ International & National Organisation in the recent past.

2. Bid Processing Fee :

The bidder must furnish as part of technical proposal, the required 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 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.*

** *Financial Years (14-15, 15-16 & 16-17)*

*** *Universities & Institutions under Central / State Government administrative control are exempted from submission of EMD. Bidders are requested to mention their names behind the DDs for convenience.*

3. Earnest Money Deposit (EMD) :

The bidder must furnish, as part of the technical proposal, an Earnest Money Deposit (EMD) amounting to **Rs. 50000/- (Fifty Thousand Only)** in shape of DD/BC from any scheduled commercial bank in favour of “**Under Secretary to Govt. (DDO), Finance Department**” payable at Bhubaneswar. The EMD of unsuccessful bidders shall be refunded after finalization of selection process and award of contract. The EMD of the successful bidder will be released only after furnishing of the required Performance Bank Guarantee (PBG) and signing of the contract. The EMD will be forfeited on account of the following reasons:

- Bidder withdraws its proposal during the bid validity period as specified in RFP
- Bidder does not respond to requests for clarification of its proposal.
- Bidder fails to provide required information during the evaluation process or is found to be non-responsive or has submitted false information in support of its qualification.
- If the bidder fails to
 - provide clarifications
 - agrees to decisions of the contract negotiation meeting
 - sign the contract in time
 - does not furnish required Performance Bank Guarantee.
- Any other circumstance which holds the interest of the Client during the overall selection process.

4. Validity of the Proposal:

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

5. Pre Proposal Clarifications:

Bidders can submit their queries in respect to the RFP and other details if any, to PPOMU, Finance Department through e-mail at ppomufinance@gmail.com till **Dt. 28.07.2017 up to 5:00 PM**. Clarifications to the above will be uploaded in the Finance Department website for information of the bidders. Queries submitted beyond the above deadline will not be entertained.

6. Submission of Proposal :

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

The procedure for submission of the proposal is described below:

i) **Technical Proposal (PART – A) (Original) & (PART –B) (Original + 1 Copy + Soft Copy in word format in CD):**

The envelope containing technical proposal (Part-A) and (Part-B) shall be sealed and superscripted as **Technical Proposal –Evaluation of Community Lift Irrigation Scheme in Odisha**”. Two different parts i.e. **Part-A and Part-B** should be **bound together and furnished inside one envelope**. The duly filled-in

technical proposal submission forms, soft copy in Word format in CD (Part-B) along with all the supportive documents and information have to be furnished as part of technical proposal as per the requirement.

- ii) **Financial Proposal (Original + 1 Copy + Soft Copy in pdf form):** The envelope containing financial proposal shall be sealed and superscripted as "**Financial Proposal – Evaluation of Community Lift Irrigation Scheme in Odisha**". The duly filled-in financial proposal submission forms should contain the detailed price offer for the proposed assignment and have to be furnished as per the prescribed format only along with soft copy in pdf form in CD as part of financial proposal.

The "**Technical Proposal**" and "**Financial Proposal**" must have to be submitted in two separate sealed envelopes (with respective marking in bold letters) along with the prescribed formats/information mentioned in the RFP Document. The first envelope must be marked as "**TECHNICAL PROPOSAL (NAME OF THE ASSIGNMENT)**" and it should contain Technical Proposal (Part- A) and (Part - B). The second envelope must be marked as "**FINANCIAL PROPOSAL (NAME OF THE ASSIGNMENT)**" and it should contain Financial Proposal only. Both the above envelopes have to be sealed and placed inside a third main envelope with proper labeling of following information in bold:

**NAME OF THE ASSIGNMENT:
RFP NUMBER AND DATE:
DEADLINE FOR SUBMISSION OF BID:
NAME AND ADDRESS OF THE BIDDER:**

Any deviation from the prescribed procedures / formats / conditions shall result in out-right rejection of the proposal. All the pages of the proposal have to be sealed and signed by the authorized representative of the bidder.

7. Opening of the proposal :

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

8. Evaluation of Proposal:

A three stage process will be adopted as explained below for evaluation of the proposals:

- **Preliminary Evaluation (1st Stage):** Preliminary evaluation of the proposals will be done to determine whether the proposals are in order & complete and the requisite documents have been properly furnished by the bidder or not.
- **Technical Evaluation (2nd Stage):** Technical proposal will be opened and evaluated for those bidders who qualify the preliminary evaluation stage. Technical evaluation of the proposals of the qualified bidders shall be made as per the following parameters:

Bid Evaluation Parameter	Maximum Mark
Specific Experience of the bidder (Prior experience in carrying out assignments of similar nature during last 3 years under Central / State Govt. / EAPs / Autonomous Bodies / National & International Organisations.)	20
Understanding, Approach & Methodology of the bidder in response to the RFP	30
Key Professionals proposed for the assignment	40
Technical Presentation*	10
Grand Total	100

** Bidders who secure above 60 marks from the total (90 marks) in the technical proposal will be called for technical presentation.*

Bidders will make a presentation before the Client during the technical evaluation stage. The objective of the presentation is to enable the Client to evaluate the bidders about their understanding and preparedness for the proposed assignment. Clarifications, if any, as required by the Client will also be discussed during the meeting. The detail schedule along with an outline for presentation will be intimated to the concerned bidders well in advance.

The bidder whose technical proposal secures a score above the minimum qualifying mark of **70** in the technical evaluation stage will be qualified for opening of the financial proposal.

- **FINANCIAL EVALUATION (3rd Stage):** The financial proposals of the technically qualified bidders only shall be opened at this stage in the presence of the bidder's representative who wishes to attend the meeting with proper authorization letter. The name of the bidder along with the quoted financial price will be announced during the meeting.

9. Evaluation Process:

Combined Quality and Cost Based Selection (CQCBS) method will be followed during the overall selection process. Based on the evaluation of technical proposal, the technically qualified bidders shall be ranked highest to lowest Technical Score (**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_{min}= Minimum financial quote among the technically qualified bidders

F_b= Financial quote of the bidder under consideration

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

Where S_T = Technical score secured by the bidder

The bidder securing the highest evaluated **Combined Score (S)** will be awarded the contract observing due procedure. For the purpose of evaluation, the total evaluated cost shall be inclusive of all taxes & duties for

which the Client will make payment to the consultant including overhead expenses, such as travel, accommodation, logistics, report preparation, printing & other secretarial expenses.

10. 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 **10% of the contract value** from a scheduled commercial bank situated in Bhubaneswar in favour of “**Under Secretary to Govt. (DDO), Finance Department**”, as per the format at **Annexure-II**, for a period of three months beyond the entire contract period (i.e. PBG must be valid from the date of effectiveness of the contract to a **period of 3 months beyond the contract period**) as its commitment to perform services under the contract. Failure to comply with the requirements shall constitute sufficient grounds for the forfeiture of the PBG. The PBG shall be released immediately after three months of expiry of contract provided there is no breach of contract on the part of the qualified bidder. No interest shall be paid on the PBG.

11. Contract Negotiation:

Contract Negotiation will be held at a date, time and address as intimated to the 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 and financial aspects, if any and availability of proposed professionals etc.

12. Award of Contract:

After completion of the contract negotiation stage, the Client will notify the successful bidder in writing by issuing an offer letter for signing the contract and promptly notify all other bidders about the result of the selection process. The successful bidders will be asked to sign the contract after fulfilling all formalities within 7 days of issuance of the offer letter. After signing of the contract, no variation or modification of the terms of the contract shall be made except by written amendment signed by both the parties. The contract would be valid for **6 month** from the date of effectiveness of the contract and will be extended on mutual consent. **Sub-contracting is not allowed under this assignment.**

13. 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.

14. 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.

15. Anti-corruption Measure:

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

16. Language of Proposals:

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

17. Cost of bidding:

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

18. Legal Jurisdiction:

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

19. Governing Law and Penalty Clause:

The rights and obligations of the Client and the bidder under this contract will be governed by the prevailing laws of Govt of India. Failure on bidder's part to furnish the deliverables as per the agreed time line will enforce a penalty @ **1% per week** subject to maximum of **10% of the total contract value**. The amount will be deducted from the subsequent payment.

20. 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.

21. Amendment of the RFP Document:

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

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

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

23. Copyright, Patents and Other Proprietary Rights:

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

24. Replacement of Key Personnel:

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

SECTION: 3

TERMS OF REFERENCE (ToR)

BKVY	-	Biju Krushak Vikas Yojana
GSDP	-	Gross State Domestic Product
IIT	-	Indian Institute of Technology
KBK	-	Koraput, Balangir, Kalahandi
OAIC	-	Odisha Agro Industries Corporation
OLIC	-	Odisha Lift Irrigation Corporation
PIM	-	Participatory Irrigation Management
PP	-	Pani Panchayat
PPOMU	-	Programme Performance and Outcome Monitoring Unit
RFP	-	Request for Proposal
TOR	-	Terms of Reference

1. Introduction

Agriculture has been the mainstay of Odisha's economy. It contributes 15.4% to state's Gross State Domestic Product (GSDP) and provides employment and sustenance, directly or indirectly, to more than 60% of its population.¹ On the other hand, it is a known fact that irrigation is critical to sustenance and growth of agriculture. Government of Odisha is committed to the cause of agriculture development in the state. Accordingly, it has set a mandate to irrigate 35% of its cultivable land through provision of major, medium and minor irrigation.

The realizations that minor irrigation projects are environment-friendly and provide gainful employment opportunities to the rural population, resulting in optimum utilization of resources, has led the Government of Odisha to promote community lift irrigation projects in the state. It may be noted here that 5.49 lakh ha. of irrigation potential has been created in Odisha by 2013 through lift irrigation projects using surface and ground water.² The fact that this is almost one-fifth of the total irrigation potential created in the state speaks volume of lift irrigation's contribution to the sector. Odisha Lift Irrigation Corporation (OLIC)³ and Odisha Agro Industries Corporation Ltd. (OAIC) are responsible for efficient and effective implementation of the community lift irrigation projects in the state.

The community lift irrigation scheme got a major boost with the introduction of the Biju Krushak Vikas Yojana (BKVY) in 2001. One of the objectives of the scheme is to strengthen and expand irrigation infrastructure to accelerate the rate of growth of income, output and employment in the rural areas, and to remove regional imbalances in irrigation coverage.⁴ As on 31.03.2015, the state boasts of 8,874 new and 2,021 revived lift irrigation projects contributing to creation of irrigation potential of 2,19,110 ha. under BKVY.⁵

It may be noted here that the targeted beneficiaries of BKVY include a group of at least seven farmers owning land in the proposed command area of minimum 4 ha., irrespective of income and caste category, and who are willing to contribute their share of the project cost to form Pani Panchayat (PP)⁶ in the project and to operate and manage the project in a self-reliant and sustainable manner. The scheme gives preference to areas with low irrigation coverage and to those PPs consisting of women farmers, tribals, and small and marginal farmers.⁷

¹ *Odisha Economic Survey, 2014-15*

² Department of Water Resources, (2013), *Annual Report, 2012-13*, Government of Orissa, Bhubaneswar

³ OLIC's roles and responsibilities with regard to implementation of community lift irrigation projects include 1) identification of proposed locations for community lift irrigation projects, 2) conduct survey and preparation of detailed report including cost estimation, 3) coordination regarding obtaining necessary approvals and sanction of fund, 4) undertaking execution of the work engaging registered contractor/service provider selected through bidding process as prescribed by Govt. of Odisha, 5) facilitating formation of PPs and handing over the project to the PPs through lease agreement for operation and maintenance, 6) providing training to PP functionary in operation of the project and minor maintenance of the asset, 7) providing major maintenance support through government and other funds from time to time including restoration after major natural calamities, and 8) assisting PPs in conflict resolution, conducting PP election process and its strengthening as per government initiative from time to time.

⁴ Department of Water Resources, (n.d.), *Guidelines for Biju Krushak Vikas Yojana*, Government of Orissa, Bhubaneswar

⁵ <http://www.dowrorissa.gov.in/Schemes/IrrigationSchemes.pdf>, Table 4.18, p. 41

⁶ Pani Panchayats are Water Users' Associations.

⁷ Department of Water Resources, (n.d.), *Guidelines for Biju Krushak Vikas Yojana*, Government of Orissa, Bhubaneswar

2. Rationale for the Present Assignment

With participatory development gaining currency after the Rio Earth Summit in 1992, the idea of people's participation in irrigation management too cropped in during the second half of the 1990s. It is noteworthy that participatory irrigation management (PIM) practices have been adopted with the objectives of improving efficiency and ensuring sustainability of irrigation system, improving performance of irrigated agriculture, reducing financial pressure on the government, and facilitating active participation of farmers in water management.⁸ Subsequent to this development, Government of Odisha made reforms in irrigation sector management following recommendations from the World Bank. Accordingly, PPs were promoted and lift irrigation points were handed over to the PPs since 2001-02 under BKVY.

IIT, Kanpur conducted an impact evaluation study of BKVY and Pani Panchayats in KBK districts in 2007. The study commented that "the modus operandi of screening and approval of the BKVY projects suffer from many deficiencies"⁹. Similarly, on implementation front the study observed that there had been lack of proper maintenance of pump sets by the OLIC, people's participation had been limited, contribution of beneficiaries had not been recovered always and monitoring mechanism had been hardly operational at filed level.

Further, a Compliance Audit Report of Water Resources Department, Government of Odisha for 2012-13 by the Comptroller and Auditor General of India observed that the goal of irrigation to at least 35% of the cultivable land had been achieved only in 60 blocks by June 2013. The districts in Western Odisha have largely remained deprived of achieving this irrigation goal.¹⁰ On the performance of OLIC, the report has raised concerns about its planning, implementation, monitoring and revival mechanisms.

In this context, it is worth mentioning that the World Bank already identified all such concerns in irrigation sector before introduction of PIM structures and practices. It categorised such concerns as physical constraints (poor maintenance and inadequate water control structure), institutional constraints (public sector monopoly, weaknesses with government agencies and lack of farmers' participation) and economic constraints (inadequate cost recovery and provision for operation and maintenance, and poor agriculture extension services).¹¹

In this backdrop, the Finance Department, Government of Odisha seeks to conduct an evaluation of the community lift irrigation scheme in Odisha to primarily understand the effectiveness of the scheme and procedural issues affecting scheme implementation. Besides, the evaluation will also seek to examine the impact of the scheme on irrigation coverage and its effect on socio-economic condition of the farmers and overall agriculture development in the state. It is expected that the study will throw light on need for policy/practice level changes for making the scheme more effective.

⁸ Gandhi, V. P. & Namboodiri, N. V., (2011), "Participatory irrigation management in India: An evaluation of the performance in Andhra Pradesh, Gujarat and Maharashtra", *CMA Publication No. 237*, Retrieved from <http://www.iima.ac.in/users/webrequest/files/cmareports/4ParticipatoryIrrigation.pdf>

⁹ Rath, Binayak et al., (2007), *Impact Evaluation Study of Biju Krushak Vikas Yojana & Pani Panchayats in KBK Districts*, Retrieved from <http://www.odisha.gov.in/pc/Download/BKVY.pdf>, p. xi

¹⁰ Mohanty, D., (2014), "CAG picks holes in Naveen govt's irrigation scheme", *The Indian Express*, Retrieved from <http://indianexpress.com/article/india/india-others/cag-picks-holes-in-naveen-govts-irrigation-scheme/>

¹¹ RCDC Centre for Water for Life, *State of Pani Panchayat in Orissa*, Retrieved from [http://www.rcdcindia.org/PbDocument/2ad288da9a427e8-2607-4a3d-93e9-71f47b208f6dPANI%20PANCHAYAT%20REPORT-%20FINAL%20\(1\).pdf](http://www.rcdcindia.org/PbDocument/2ad288da9a427e8-2607-4a3d-93e9-71f47b208f6dPANI%20PANCHAYAT%20REPORT-%20FINAL%20(1).pdf)

3. Scope of the Present Assignment

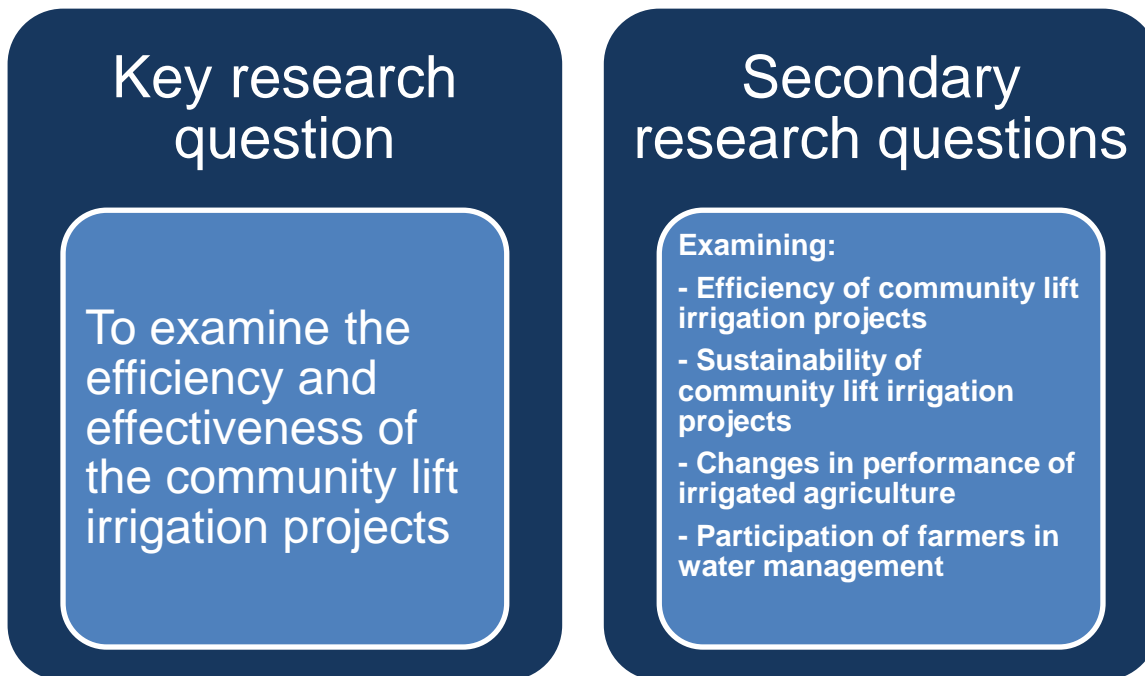
The evaluation will be a sample study in the state of Odisha covering the community lift irrigation projects created under BKVY. Among other things the study will explore and examine the current status of community lift irrigation projects in the state, the current implementation mechanism including analysis of institutional arrangements, the bottlenecks in implementation process, and recommend suitable measures for effective implementation of the scheme. On the other hand, the evaluation will also explore the impact of the scheme on irrigation coverage and on socio-economic condition of the scheme beneficiaries. Thus, in essence, the study will include evaluation of both scheme implementation process and its impact.

It may be noted here that both OLIC and OAIC have been mandated to augment the irrigation facility through implementation of BKVY. However, the impact of the irrigation scheme in terms of increase in area under agriculture, changes in agriculture production/productivity and consequent changes in socio-economic condition of farmer beneficiaries depend on the measures taken by the Agriculture Department and other confounding factors. Therefore, the study will also involve examining the roles/responsibilities of different stakeholders like Water Resources Department, OLIC, Agriculture Department, OAIC and Energy Department in successful implementation of the scheme and deriving benefits out of augmented irrigation facilities.

4. Objectives of the Present Assignment

The Consultant will examine the following key research question and secondary research questions as part of the study.

Fig 1: Research questions



Corresponding to the research questions the objectives of the present assignment are as follows.

- i. To review the scheme design, find out gaps and recommend for improvements;
- ii. To find out the extent of defunctness and revival of lift irrigation points;

- iii. To find out sustainability of lift irrigation points taking into consideration various aspects like source sustainability, site selection, structural design, institutional mechanism, operation and maintenance of the lift irrigation structures and revival of defunct lift irrigation points;
- iv. To review the policy guideline *vis-a-vis* sanctioning of lift irrigation projects to communities;
- v. To assess beneficiary satisfaction in sanctioning of lift irrigation projects;
- vi. To map out the stakeholders involved in scheme implementation and examine their roles and responsibilities in implementation process;
- vii. To examine the efficacy of interdepartmental coordination mechanism in place;
- viii. To analyse the existing monitoring and accountability mechanism for effective implementation of the scheme;
- ix. To critically analyse the protective irrigation mechanism involving issues like efficient water use, equitable sharing of water among different categories of farmers¹²
- x. To analyse the organisational operation of PPs focused on internal management, conflict resolution mechanism, sharing responsibility of operation and maintenance of lift irrigation points, stakeholder engagement, inclusion of non-command area farmers, emergence of water and land markets and its mode of operation;
- xi. To find out areas of concern for the beneficiaries in adopting the scheme including availability of power and quality of power, water discharge quantity, operation and maintenance of lift irrigation points etc.;
- xii. To analyse the impact of the scheme in terms of:
 - a. Increase in area under irrigation;
 - b. Reducing regional disparity in irrigation coverage;
 - c. Increase in farm productivity of beneficiaries;
 - d. Change in cropping intensity;
 - e. Crop diversification;
 - f. Enhanced agriculture extension activities;
 - g. Water use efficiency
 - h. Change in socio-economic condition of beneficiaries;
 - i. Change in agri-business activities like backward and forward market linkage, and increased storage facilities;
 - j. Sustainability of the change in socio-economic condition;
 - k. Change in consumer behaviour in terms of metering and payment of electricity bill and power quality;
 - l. Change in unemployment scenario in study area;

¹² Different categories of farmers include head-end, middle-end and tail-end farmers, farmers belonging to different social categories etc.

- xiii. To document case studies highlighting scheme implementation process, enabling and disabling factors contributing to community participation and sustainability of lift irrigation points, and changes in beneficiary's socio-economic conditions; and
- xiv. To recommend process and policy measures for effective implementation of the scheme and enhanced outcome.

5. Methodology

The evaluation will be a sample study which envisages employing analytical rigour to produce credible outputs. As already mentioned, the study involves both process and impact evaluation of the community lift irrigation scheme in Odisha. With regard to the process evaluation, the Consultant shall have the responsibility of studying and analysing 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 xi. The process evaluation will be carried out in a participatory and consultative manner involving different stakeholders. On the other hand, the second part of the study will seek to analyse the impact of the scheme as mentioned in objective xii (a through l).

The study will follow a stratified random sampling method. As the unit of the study will be community lift irrigation projects which are handled by the PPs, the PPs will be the sampling unit. Therefore, it is proposed that of the total 10,895 PPs formed by both OLIC and OAIC under BKVY after 2001 the study will cover **500 sample PPs**. These PPs in turn will be distributed among **seven sample districts** of the state belonging to seven lift irrigation circles¹³ following proportionate sampling method. Further, to have a mix of community lift irrigations projects created by both OLIC and OAIC the 500 sample PPs will be divided in the ratio OLIC:OAIC = 4:1. In other words, **the sample will cover 400 PPs formed by OLIC and 100 PPs formed by OAIC**. While selecting the sample community lift irrigation projects, the Consultant will make endeavours to give due representation to different types of projects like tube well based projects, river lift projects and revived projects.

Responses will be collected from **at least 10 farmer beneficiaries in one PP**. Wherever a sample PP has more than 10 respondents, at least 10 can be chosen from the total farmers in the PP at random. Thus, the **total number of beneficiary respondents to be covered in the study will be 5,000**. Table 1 suggests the proposed sample.



Table 1: Proposed sample

Total no. of sample districts	Total no. of sample pani panchayats	No. of sample farmer beneficiaries in each pani panchayat	Total no. of sample farmer beneficiaries
7	500	10	5,000

Other than the scheme beneficiaries, the Consultant is required to elicit **responses from different level officials**. The number of respondents is suggested in Table 2.

¹³ The seven lift irrigation circles are Cuttack circle, Berhampur circle, Koraput circle, Bhawanipatna circle, Angul circle, Sambalpur circle and Balasore circle.

Table 2: Distribution of respondents

Level 			
Officials from departments / agencies 	State	7 sample districts	Total no. of respondents
Water Resources	1		1
OLIC	1	7	8
OAIC	1	7	8
Agriculture	1	7	8
Energy	1	7	8
District Collectors		7	7
NABARD	1		1
Total respondents	6	35	41

Besides, as part of the process evaluation and case study collection, the Consultant is required to do **intensive analysis of 21 sample community lift irrigation projects** as per the details in Table 3. Besides, efforts should also be made to select a mix of projects from both OLIC and OAIC managed ones while according due representation to tube well based and river lift based projects. **The case studies will highlight scheme implementation process including its designing, site selection and source selection, enabling and disabling factors contributing to community participation, sustainability of lift irrigation points, and changes in beneficiary’s socio-economic conditions.**

Table 3: Sample for intensive case analysis

No. of sample districts	No. of sample operational LIPs in each district	Total no. of sample operational LIPs	No. of sample defunct LIPs in each district	Total no. of sample defunct LIPs	Total no. of sample LIPs for intensive case analysis
7	2	14	1	7	21

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. The study methodology, sample size and data collection tools will be finalised between the Consultant and the Client, i.e. Finance Department, Government of Odisha/Programme Performance and Outcome Monitoring Unit (PPOMU) with the consent of Water Resources Department, Government of Odisha represented by the OLIC and OAIC in an Inception Workshop. Similarly, the draft report of the study will be discussed in a state level workshop with a larger audience involving all stakeholders and based on the feedback received from the stakeholders the draft report will be finalised. **Conducting and managing both the Inception Workshop and the Final Workshop will be the responsibility of the Consultant.**

6. Deliverables and Corresponding Time Frame

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

➤ **Inception report:**

- A note on the sampling methodology to identify the divisions/PWS villages/key respondents 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)**
 - To organise and conduct a State Level Inception Workshop involving Finance Department/PPOMU, Water Resources Department, OLIC, Agriculture Department, OAIC and Energy Department, and submit a report on the workshop proceeding including the feedback points. **(Maximum 2 pages)**
 - Based on the feedback from the Client, an Inception Report mentioning final selection of districts/blocks/villages/key respondents to be studied, final data collection plan, study methodology and tools. **(Maximum 10 pages)**
- **Draft Study Report:**
- Detailed analysis of the study done and submission of the draft study report. **(Maximum 50 pages in A4 size paper written in Arial font, size 11 and 1.5 space excluding an Executive Summary of maximum 5 pages)**
- Note: Before writing the draft study report, the Consultant is required to share the chapter plan with the Client and take their approval.*
- **Draft Documentation of Case Studies:**
- 20 case studies **(Each case study along with good quality photographs should be of maximum 5 pages in A4 size paper written in Arial font, size 11 and single space.)**
- **Final Workshop on sharing study findings:**
- A note for discussion with stakeholders including study objectives, methodology, sample covered and major study findings to discuss the draft study report in the state (stakeholders) workshop for feedback and suggestion. **(Maximum 4 pages)**
 - To organise and conduct the state level workshop with various stakeholders and a report on the workshop proceeding including the feedback points. **(Maximum 2 pages)**
- **Final Study Report:**
- Incorporating the feedback/suggestions from state workshop and submission of final report. **(Maximum 50 pages in A4 size paper written in Arial font, size 11 and 1.5 space excluding an Executive Summary of maximum 5 pages)**
- **Final Documentation of Case Studies:**

- Final compilation of case studies based on feedback from the Client. (Each case study including good quality photographs should be of maximum 5 pages in A4 size paper written in Arial font, size 11 and single space.)

7. Deliverables and Time Line

The Consultant shall commence work within a week of signing of the contract and shall complete the assignment within a period of **six (6) months** from the date of effectiveness of the contract. Table 4 summarizes the deliverables and corresponding time frame of the study.

Table 4: Deliverables and Corresponding Time Frame

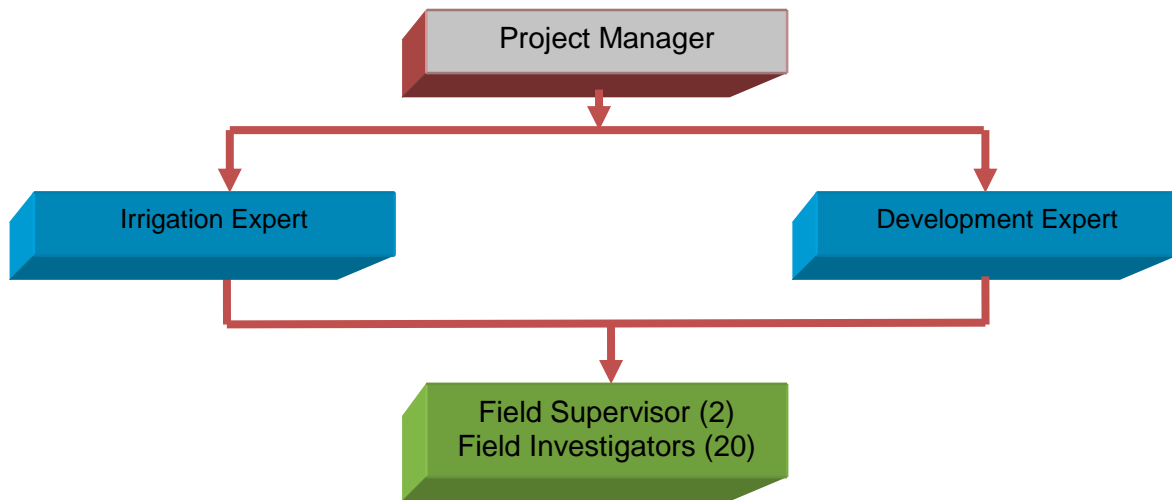
Sl. No.	Description	Corresponding Time Frame
1	Conducting Inception Workshop and submission of Inception Report including finalized methodology and work plan	1 month from start of the study
2	Submission of Draft Study Report	Month 1.0 – 4.0
3	Submission of Draft Documentation of Case Studies	Month 1.0 – 4.0
4	Conducting Final Workshop on sharing study findings	Month 4.0 – 6.0
5	Submission of Final Report	Month 4.0 – 6.0
6	Submission of Final Documentation of Case Studies	Month 4.0 – 6.0

Note: The Consultant is required to submit to the Client(s) Seven (7) hard copies along with CD/DVD in MS-Word format.

8. Composition of the Consulting Team:

Besides having a **Project Manager**, the Consultant team should have one **Irrigation Expert**, one **Development Expert**, two **Field Supervisors** and 20 **Field Investigators**. The Project Manager is expected to spare minimum **30 man-days** time during the assignment. Similarly, the Irrigation Expert and the Development Expert are expected to contribute minimum **86 man-days** time each. On the other hand, each field Supervisor and field investigator will spare a minimum of **60** and **50 man-days time** respectively during the assignment. The proposed staff structure is represented in Figure 1.

Figure 1: Proposed staff structure for the present assignment



- A. Project Manager*:** This key person should have project management experience of at least 10 years involving evaluation studies on issues pertaining to irrigation, agriculture, natural resource management or farm based livelihoods. The Project Manager should have at least post-graduate qualification in Management including Rural Management, Social Sciences, Rural Development or Natural Resource Management.
- B. Irrigation Expert*:** The person should have at least a bachelor degree in Water Resource Engineering/Agriculture Engineering/Civil Engineering or similar degree with not less than 10 years of working experience in designing, implementing and managing lift irrigation projects. People with experience in promoting, facilitating water users' associations, engagement with NGO/CSR promoted participatory irrigation projects will be preferred.
- C. Development Expert*:** This key person in the project is required to have extensive experience in social development including institutional analysis with particular reference to community based livelihood development in farm sector. The person should have at least post-graduation qualification in social sciences with a minimum of 10 years of working experience in evaluation projects. This Expert should be well versed with sampling, research designs, evaluation techniques, study instrument designing, data analysis (both qualitative and quantitative) and should have proven track record of producing quality documentation reports.

***It is preferred for all key professionals to spare at least 30% of their assigned time in fieldwork.**

Besides, the Consultant shall engage at least **2 field supervisors** and **20 field investigators** who should possess at least a Bachelor's degree and should have at least three years of experience of similar assignment. Each field supervisor and investigator is expected to devote a minimum of 60 & 50 man-days time in conducting field work and collecting data respectively.

9. Reporting Arrangements:

The Consultant shall work under the direct supervision of the Principal Secretary to Government, 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/OLIC, Agriculture Department/OAIC and Energy Department for execution of the assignment.

10. Roles and Responsibilities of Client(s)/Consultant:

• Finance Department

- ✓ Approval of RFP / TOR
- ✓ Conducting bidding process
- ✓ Constituting Consultant Evaluation Committee
- ✓ Selecting the Consultant
- ✓ Enter into agreement with the Consultant
- ✓ Administrative facilitation and coordination meetings with Water Resources Department /OLIC / Agriculture Department / OAIC / Energy Department / District Collectors
- ✓ Constituting Consultant Monitoring Committee
- ✓ 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
- ✓ Follow-up mechanism put in place for implementation of study recommendations

• PPOMU

- ✓ Communication with Finance Department, Water Resources Department/OLIC, Agriculture Department/OAIC and Energy Department
- ✓ Preparation of RFP & ToR
- ✓ Bid Process Management
- ✓ 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

• Water Resources Department/OLIC/Agriculture Department/OAIC/Energy Department

- ✓ Concurrence to the TOR and the RFP
- ✓ Party to the selection of Consultant being part of the Consultant Evaluation Committee
- ✓ Act as a link between PPOMU and the Consultant in providing all administrative support to the Consultant
- ✓ Being a part of the Consultant Monitoring Committee

REQUEST FOR PROPOSAL

- ✓ Providing secondary data, issuing letters to sample districts to facilitate the study
- ✓ Providing technical inputs on the study to the Consultant from time to time
- ✓ Follow-up mechanism put in place for implementation of study recommendations

- **Consultant**

- ✓ Undertake the assignment and complete different tasks/outputs in accordance with agreed TOR / Scope of Work and contract obligation.

11. Payment Terms and Schedule:

Table 5 provides details of payment terms and schedule.

Table 5: Payment Terms and Schedule

Sl. No.	Activity	Payment (%)
1	Conducting Inception Workshop and submission of Inception Report including finalised methodology and work plan	25
2	Submission of Draft Study Report	30
3	Submission of Draft Documentation of Case Studies	20
4	Conducting Final Sharing Workshop and submission of Final Report	15
5	Submission of Final Case Studies Document	10

12. Consultant Monitoring Committee (CMC):

A **Consultant Monitoring Committee (CMC)** will be constituted by the Principal Secretary to Govt., Finance Department consisting of Officials from stakeholder departments/ agencies to monitor the activities and deliverables of the Consultant for the proposed assignment from time to time. Monitoring in each phase of the assignment will be done by the Committee and comments provided by the Committee must have to be complied by the Consultant accordingly.

SECTION: 4

TECHNICAL PROPOSAL SUBMISSION FORMS

TECHNICAL PROPOSAL

(PART – A)

TECH A-1

COVERING LETTER

(ON BIDDERS LETTER HEAD)

[Location, Date]

To:

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

**Subject: EVALUATION OF COMMUNITY LIFT IRRIGATION SCHEME IN ODISHA. [TECHNICAL PROPOSAL:
PART – A]**

Dear Sir,

I, the undersigned, request you to participate in the selection process to provide consultancy services for _____ in accordance with your Request for Proposal No.: _____, dated _____. We are hereby submitting our proposal, which includes Technical Proposal and Financial Proposal sealed in separate envelopes.

I hereby declare that all the information and statements made in this Technical Proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. Our proposal will be valid for acceptance up to **180 Days** and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid.

I hereby unconditionally undertake to accept all the terms and conditions as stipulated in the RFP document. In case any provision of this RFP are found violated, then your department shall without prejudice to any other right or remedy be at liberty to reject our proposal including forfeiture of the full said earnest money deposit absolutely.

I remain,

Yours faithfully,

Authorized Signatory with Date and Seal:

Name and Designation: _____

Address of the Bidder: _____

TECH A -2

Bidder's Organisation (General Details)

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

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

TECH A -3

Bidder Organisation (Financial Details)

Financial Information in INR				
Details	FY2013 -14	FY2014 -15	FY2015 -16	Average
Consulting Turnover (in Lakh)				
Net-worth (in Lakh)				
Supporting Documents: Audited certified financial statements for the last three FYs (2013-14, 2014-15 and 2015-16) (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form) <i>Filled in information in this format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished in original along with the technical proposal failing which the proposal will be out rightly rejected. No scanned copy will be entertained.</i>				

Signature and Seal of the Company Auditor with Date in original

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

Communication Address of the Bidder: _____

[NB: No Scanned Signature will be entertained]

REQUEST FOR PROPOSAL

TECH A- 4

FORMAT FOR POWER OF ATTORNEY

(On Bidders Letter Head)

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

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

Name of the Authorized Representative:

(Signature of the Authorized Representative with Date)

CERTIFIED:

Signature, Name & Designation of person executing attorney:

Address of the Bidder:

TECH A- 5

(BIDDER'S PAST EXPERIENCE DETAILS)

Table -1 (**List of 2 completed assignments only** of similar nature** in any sector during last 3 years)

Sl. no.	Period	Name of the Assignment with details thereof	Name of the Client	* Contract Value (in INR) and Duration in Month	Date of Award / Commencement of assignment	Date of Completion of assignment	Remarks if any
A	B	C	D	E	F	G	H
1							
2							

Table -2 (**List of completed assignments** in any sector during last 3 years in Odisha)

Sl. no.	Period	Name of the Assignment with details thereof	Name of the Client	* Contract Value (in INR) and Duration in Month	Date of Award / Commencement of assignment	Date of Completion of assignment	Remarks if any
A	B	C	D	E	F	G	H
1							
2							

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

Name and Designation with Date and Seal: _____

Note: Bidders are requested to furnish the list of the assignments undertaken during the last 3 Financial Years (14-15 , 15-16 & 16-17) as per the above prescribed format only. Information not conforming to the above format will be treated as non-responsive. Copies of the Work order / Contract Document / Completion Certificate from the previous Clients need to be furnished along with the above information.

*Assignments having Contract Value of ≥ Rs. 10 Lakh & Duration of ≥ 3Month only will be taken into consideration.

** Bidders are requested to refer to the eligibility criteria available at Section: 2 - Information to the Bidder.

TECHNICAL PROPOSAL

(PART – B)

TECHB -1

COVERING LETTER

(On Bidders Letter Head)

[Location, Date]

To:

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

**Subject: EVALUATION OF COMMUNITY LIFT IRRIGATION SCHEME IN ODISHA. [TECHNICAL PROPOSAL:
PART - B]**

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 **180 Days** and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

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

I have examined all the information as provided in your Request for Proposal (RFP) and offer to undertake the service described in accordance with the conditions and requirements of the selection process. I agree to bear all costs incurred by us in connection with the preparation and submission of this proposal and to bear any further pre-contract costs. In case, any provisions of this RFP/ ToR are found deviated, then your department shall without prejudice to any other right or remedy be at liberty to reject our proposal including forfeiture of the Earnest Money Deposit absolutely. I confirm that I have the authority to submit the proposal and to clarify any details on its behalf. I understand 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 with Date and Seal:

Name and Designation: _____

Address of Bidder: _____

REQUEST FOR PROPOSAL

TECH B -2

BIDDER ORGANISATION
(Brief Profile)

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

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

[NB: Bidder needs to restrict the above information within 3-5 pages only]

TECH B - 3 (I)

Bidder's Experience

CATEGORY -I

Table -1

(List of completed assignment of similar nature in any sector other than the relevant sector during last 3 years)

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

CATEGORY -II

Table -2

(List of completed assignments of similar nature in the relevant sector only during last 3 FYs)

(Irrigation, Water Resources, Irrigation based Livelihood Convergence, Natural Resources Management)

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

Authorized Signatory [In full and initials]: _____

Name and Title of Signatory with date and seal

NB: Bidders are requested to furnish the information up to 5 projects only from each category. Completed Projects having contract value \geq Rs. 10 Lakh and duration \geq 3 Months during the last 3 FYs (14-15, 15-16 & 16-17) will be taken into consideration for evaluation. Copies of Work Order / Contract Document / Completion Certificate for the respective assignments need to be furnished along with the technical proposal.

REQUEST FOR PROPOSAL

TECH B -3 (II)

Bidder Experience

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

FORM – I

(Assignment of similar nature in any sector other than the relevant sector)

Assignment name:	Value of the contract (in INR):
Location:	Duration of assignment (months):
Name of Client:	Total No. of staff-months of the assignment:
Address:	
Start date (month/year): Completion date (month/year):	No^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 Designation with Date and Seal: _____

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

TECH B -3 (III)

Bidder Experience

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

FORM – II

Assignment of similar nature in relevant sector only

(Irrigation, Water Resources, Irrigation based Livelihood Convergence, Natural Resources Management)

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

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

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

REQUEST FOR PROPOSAL

TECH B -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 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 technical 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 Designation with Date and Seal: _____

TECH B -5

DESCRIPTION OF APPROACH, METHODOLOGY AND WORKPLAN TO UNDERTAKE THE ASSIGNMENT

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

A. Understanding of Scope, Objectives and Completeness of response

Please explain your understanding of the scope and objectives of the assignment based on the Terms of Reference (ToR), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s), and the degree of detail of such output. ***Please do not repeat/copy the ToR here.***

B. Description of Approach:

- a. Key guiding principles for the study.
- b. Framework to be adopted for the study.
- c. Information matrix
- d. Any other issues

C. Methodology to be adopted:

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

- a. Detail research design including sample design and estimation procedure.
- b. Field Process Protocol control
- c. Suggestive tools for data collection.
- d. Analysis of field data and preparation of reports
- e. Any other issues

D. Staffing and Study Management Plan:

The bidder should propose and justify the structure and composition of the team and should enlist the main activities under the assignment in respect of the Key Professionals responsible for it. Further, it is necessary to enlist of the activities under the proposed assignment with sub-activities (week wise). (Graphical representation)

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

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

TECHB -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:
7. Nationality:
8. Membership in Professional Societies:
9. Detailed Tasks Assigned:

Key Qualifications:

[Give an outline of staff members experience and training most pertinent to tasks on assignment. Describe level of responsibility (Managerial, Supervisory etc.) held during 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 PG, 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 that this CV correctly describes my qualifications and past experiences. I will undertake this assignment for the full project duration in terms of roles and responsibilities assigned in the technical proposal or any agreed extension of activities thereof. I understand that any mis-statement herein leads to disqualification of CV.

Date:

Signature of Key Professional with Date _____

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

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

REQUEST FOR PROPOSAL

TECHB -7

Team Composition and Task Assignment

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

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

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

TECHB – 8

WORK SCHEUDLE FOR THE PROPOSED ASSIGNMENT

PROPOSED WORKPLAN

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

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

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

SECTION: 5

FINANCIAL PROPOSAL SUBMISSION FORMS

FIN-1

COVERING LETTER

(In Bidders Letter Head)

[Location, Date]

TO:

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

Subject: EVALUATION OF COMMUNITY LIFT IRRIGATION SCHEME IN ODISHA. [FINANCIAL PROPOSAL]

Sir

I, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal No. _____, Dated: _____. Our attached Financial Proposal is for the sum of [**Insert amount(s) in words and figures**]. This amount is inclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the RFP document.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of **180 days**. I have carefully read and understood the terms and conditions of the RFP and do hereby undertake to provide the service accordingly.

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

I remain,

Yours faithfully,

Authorized Signatory [In full and initials]:

Name and Designation of Signatory with Date and Seal:

Address of the Bidder:

—

*Amount must match with the one indicated in Fin-2 (Table-1).

FIN-2

SUMMARY OF FINANCIAL PROPOSAL

[TABLE – 1]

Sl. No.	Fee Particulars	Amount in INR
1	Remuneration for Key Professionals (FIN-3)	
2	Over Head Expenses (FIN-4)	
3	Miscellaneous Expenses (FIN-5)	
4	Sub Total (1+2+3)	
5	Taxes applicable as per GST Act	
Grand Total (INR)		
In Words		

N.B. Taxes will be paid by the Client as per the applicable rate under GST Act. Fee offered above shall remain fixed till completion of the contract.

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

Name and Designation with Date& Seal: _____

REQUEST FOR PROPOSAL

FIN-3

BREAKDOWN OF REMUNERATION OF KEY PROFESSIONALS

SL. NO.	NAME OF THE KEY PROFESSIONAL	POSITION	UNIT RATE (MAN-DAY)(A)	PROPOSED MAN-DAY (B)	TOTAL AMOUNT IN INR (A*B)
1					
2					
3					
4					
Grand Total in INR					
In Words					

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

Name and Designation with Date and Seal: _____

FIN-4

BREAKDOWN OF OVERHEAD EXPENSES

Sl. No.	Description	Unit	Quantity	Unit Price In INR	Total Amount in INR
1	Travel Expenses (Bus / Train / Flight)				
2	Local Travel Expenses				
3	Subsistence Allowances				
4	Office Rent / Accommodation Allowances				
5	Training / Workshops (Inception Workshop (25 pax) and Final Sharing Workshop (50 pax))				
Grand Total					
In Word					

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

Name and Designation with Date and Seal: _____

FIN -5

BEARKDOWN 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 expenses				
3	Preparation of Reports / Documents				
Grand Total					
In Words					

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

Name and Designation with Date and Seal: _____

SECTION - 6

ANNEXURE

BID SUBMISSION CHECK LIST

Sino	Description	Submitted (Yes/No)	Page No.
TECHNICAL PROPOSAL			
(PART – A)(ORIGINAL)			
1	Filled in Bid Submission Check List (ANNEXURE-I)		
2	Covering Letter (TECH A -1)		
3	Bid Processing Fee of Rs. 5000/- in form to DD/ BC		
4	EMD of Rs. 50000/- in form of DD/BC		
5	Copy of Certificate of Incorporation / Registration of the Bidder		
6	Copy of PAN		
7	Copy of Goods and Services Tax Identification Number (GSTIN)		
8	Copies of IT Returns for the last 3 AYs (14-15, 15-16& 16-17)		
9	General Details of the Bidder (TECH A - 2)		
10	Financial details of the bidder (TECH A - 3) along with all the supportive documents such as copies of Profit – Loss Statement and Balance Sheet for the concerned period		
11	Power of Attorney (TECH A - 4) in favour of the person signing the bid on behalf of the bidder.		
12	List of completed assignments of similar nature (Past Experience Details) (TECH A - 5) along with the copies of work orders for the respective assignments		
13	Undertaking for not have been black-listed by any Central / State Govt./any Autonomous bodies during its business career.		
(PART – B) (ORIGINAL +1 COPY+ SOFT COPY IN CD IN WORD FORMAT)			
1	Covering Letter (TECH B -I)		
2	Bidder Organisation(TECH B -2)		
3	Bidder Experience (TECH B - 3) FORM – (I, II&III)		
4	Comments and Suggestions (TECH B –4)		
5	Description of Approach, Methodology & Work Plan (TECH B –5)		
6	CV of Key Professionals (TECH B –6)		
7	Team Composition and Task Assignment (TECH B –7)		
9	Work Plan (TECH B –8)		
FINANCIAL PROPOSAL (ORIGINAL + 1 COPY + SOFT COPY IN PDF FORMAT)			
1	Covering Letter (FIN-1)		
2	Summary of Financial Proposal (FIN-2)		
3	Breakdown of Remuneration of Key Professionals (FIN-3)		
4	Details of Reimbursable Expenses (FIN-4)		
5	Details of Misc. Expenses (FIN-5)		

Undertaking:

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

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

PERFORMANCE BANK GUARANTEE FORMAT

To,

**The Under Secretary to Government (DDO)
Finance Department, Govt. of Odisha
Odisha State Secretariat
Sachivalaya Marg.
Bhubaneswar – 751001, ODISHA**

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

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

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

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

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

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the 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, 2017

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

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

.....
Name and designation of the officer

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