



GOVERNMENT OF ODISHA
FINANCE DEPARTMENT

EOI No: 18/PPOMU/24-25

Dated: 29.06.2024

EXPRESSION OF INTEREST

**EMPANELMENT OF CONSULTING AGENCIES TO UNDERTAKE
THIRD PARTY EVALUATION OF DIFFERENT SCHEMES**

Finance Department, Government of Odisha intend to empanel eligible consulting agencies to undertake third party evaluation of different schemes implemented by the State Government.

Applicants fulfilling the prescribed eligibility criteria of the selection process and conditions of the empanelment can access and download the complete EOI Document from the websites <https://finance.odisha.gov.in/> and www.devnetjobsindia.org.

The tentative schedule under the selection process is:

Sl. No	Schedule	Timeline
1	Date of Issue of EOI	29.06.2024
2	Proposal Due Date	07.08.2024 up to 5:00 PM
3	Opening of Technical Proposal	08.08.2024 at 11:30 AM
4	Notification of Final Empanelment List	30.08.2024

The proposal complete in all respect must reach the undersigned through **Speed Post/ Registered Post / Courier** only latest by **07.08.2024 up to 5:00 PM** in a sealed envelope clearly mentioning on the top of it “**EXPRESSION OF INTEREST – EMPANELMENT OF CONSULTING AGENCIES TO UNDERTAKE THIRD PARTY EVALUATION OF DIFFERENT SCHEMES**”. 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:

PPOMU, Finance Department
Annexe Building, MDRAFM Campus
Near XIMB Square, Chandrasekharapur
Bhubaneswar – 751023
Tel No: 0674-2303692

ADDITIONAL SECRETARY TO GOVERNMENT
Finance Department, Government of Odisha

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**EMPANELMENT OF CONSULTING AGENCIES TO UNDERTAKE
THIRD PARTY EVALUATION OF DIFFERENT SCHEMES**



**GOVERNMENT OF ODISHA
FINANCE DEPARTMENT**

JUNE, 2024

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DISCLAIMER

This Expression of Interest (EOI) is issued by **Finance Department, Government of Odisha**.

While the information in this EOI 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 its advisers nor consultants accept any liability or responsibility for the accuracy, reasonableness or completeness of, or for any error, omission or misstatement, 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 EOI or on which this EOI is based or with respect to any written or oral information made or to be made available to any of the recipient or their professional 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 EOI 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. The applicant must conduct its own analysis of the information contained in this EOI, 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 EOI 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 EOI is, or should be relied on as, a promise, representation or warranty.

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 EOI is, or should be relied on as, a promise, representation or warranty. The issue of this EOI does not imply that the Client is bound to empanel an Applicant, as the case may be, for the required service and the Client reserves the right to reject all or any of the proposals without assigning any reasons whatsoever.

Finance Department, Government of Odisha shall be the sole and final authority with respect to finalization of the empanelment process and notification of final empanelment list of the agencies through this EOI.

APPLICANT DATA SHEET

Sl. No.	Particular	Details
1.	Name of the Client	Finance Department, Government of Odisha
2.	Date of Issue of EOI	29.06.2024
3.	Due date for Submission of Pre-Proposal Query	08.07.2024 up to 5.00 PM
4.	Pre-Proposal Clarification	19.07.2024
5.	Proposal Due Date	07.08.2024 up to 5.00 PM
6.	Opening of Technical Proposal	07.08.2024 at 11.30 AM
7.	Notification for Final Empanelment List	30.08.2024
8.	EOI Processing Fee (Non-Refundable)	Rs. 5,000/- (Rupees Five Thousand Only) in shape of Demand Draft in favour of "DDO-cum-Deputy Secretary to Government, Finance Department" drawn in any scheduled commercial bank payable at Bhubaneswar.
9.	Contact details	Dr. Manas Ranjan Kar Monitoring and Evaluation Specialist PPOMU, Finance Department Email: meppomu@gmail.com
10.	Address and Mode for Submission of Proposal	Additional Secretary to Government, Finance Department, Government of Odisha. PPOMU, Finance Department Annexe Building, MDRAFAM Campus Near XIMB Square, Chandrasekharpur Bhubaneswar - 751023 Mode of Submission: Speed Post / Registered Post / Courier only to the address as specified above during the office hour only. Submission of bid through any other mode and late bid will be outrightly rejected.
11.	Place of opening of proposal:	PPOMU, Finance Department Annexe Building, MDRAFAM Campus Chandrasekharpur Bhubaneswar - 751023

For details please visit: <https://finance.odisha.gov.in/> and www.devnetjobsindia.org

SECTION: 1

LETTER OF INVITATION

LETTER OF INVITATION

EOI No.: 18/PPOMU/24-25

Dated: 29.06.2024

Name of the Assignment: EMPANELMENT OF CONSULTING AGENCIES TO UNDERTAKE THIRD PARTY EVALUATION OF DIFFRENT SCHEMES.

- 1. Finance Department**, Government of Odisha (The Client) invites sealed proposal from the reputed and established agencies for **“EMPANELMENT OF CONSULTING AGENCIES TO UNDERTAKE THIRD PARTY EVALUATION OF DIFFERENT SCHEMES”**. More details about the modalities of empanelment are provided at **Section-3: Terms of Reference (ToR)** of this EOI Document.
2. The criteria for selection, process for evaluation of the proposals and subsequent empanelment of the agencies will be done in accordance with the modalities as laid down in this EOI and the policies and procedures as prescribed in the **“Odisha General Financial Rules, 2023, Chapter-6: Procurement of Goods and Services”** circulated vide Office Memorandum No. 25914/F, Dated: 13.09.2023 of Finance Department, Government of Odisha.
3. The proposal complete in all respect as specified in the EOI must be accompanied with a non- refundable amount of **Rs. 5,000/- (Rupees Five Thousand only)** in shape of DD towards **EOI Processing Fee** in favour of **“DDO-cum-Deputy Secretary to Government, Finance Department”** drawn in any scheduled commercial bank payable at Bhubaneswar, Odisha failing which the proposal will be rejected.
4. The proposal must be delivered at the specified address as per the information provided in the Applicant Data Sheet (Sl.no. 10) by **Speed post / Registered Post / Courier** only. The Client shall not be responsible for postal delay or any consequence. Proposal submitted through any other mode will be rejected.
5. The last date and time for submission of proposal complete in all respects is **Dt. 07.08.2024 up to 5.00 PM** and the date of opening of the technical proposal is **Dt. 08.08.2024 at 11.30 AM** at the specified address as mentioned in the Applicant Data Sheet Sl. No. 11. Representative of the Applicant may attend the event (maximum 1 person) with due authorization letter on behalf of the Applicant.
6. This EOI contains the following sections:
 - a. Letter of Invitation [**Section – 1**]
 - b. Information to the Applicant [**Section – 2**]
 - c. Scope of Work [**Section – 3**]
 - d. Technical Proposal Submission Forms [**Section – 4**]

7. While all information given in the EOI are accurate within the consideration of the 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 agencies to check the validity of information included in this EOI. The Client reserves the right to accept / reject any or 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 APPLICANTS

1. Finance Department undertakes and facilitates evaluation and impact assessment of Central and State-funded schemes implemented by different administrative Departments and their respective implementing agencies. It wishes to empanel reputed and established consulting firms, research organizations, universities, academic institutions and non-government organizations with a proven track record to conduct monitoring & evaluation and socio-economic research, on an outsourcing basis, to benefit from their experience and expertise in different aspects of monitoring and evaluation. These institutions should have multidisciplinary research and analytical capabilities to support monitoring and/or evaluation of government programmes and schemes.
2. In pursuance of the above, Finance Department, Government of Odisha (Client) invites sealed proposal from reputed and established agencies through this EOI for **“EMPANELMENT OF CONSULTING AGENCIES TO UNDERTAKE THIRD PARTY EVALUATION OF DIFFERENT SCHEMES”**. The detail modalities of the empanelment are provided in **“Section 3: - Terms of Reference”** of this EOI Document.
3. Interested applicants are advised to go through this document carefully before submitting their proposals in response to the EOI. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.

4. EOI Processing Fee: (Non-Refundable)

The applicant must furnish as part of technical proposal, the required EOI Processing Fee amounting to **Rs. 5,000/- (Rupees Five Thousand Only)** in shape of Demand Draft from any scheduled commercial bank in favour of **“DDO-cum-Deputy Secretary to Government, Finance Department”** payable at Bhubaneswar. Proposals received without EOI processing fee will be outrightly rejected.

5. Eligibility Conditions:

The applicant shall be a **single entity** to participate in the selection process. Any form of **Consortium or Joint Venture** is not allowed. Applicants are required to meet the following eligibility requirement to be considered for participation in the selection process. Proposals of only those applicants, who meet the prescribed conditions of eligibility, will be considered for empanelment. Client shall evaluate the proposal with respect to the information and supporting documents furnished by the applicants.

Conditions of Eligibility			
Sl. No.	Description	Eligibility Requirement	Documentary Evidences
A	Legal Requirement	<p>Applicant must be registered under appropriate authority (Indian Companies Act, 1956 / 2013 / Societies Registration Act, 1860 / Indian Trusts Act, 1882 / Indian Partnership Act, 1932 / The Limited Liability Partnership Act, 2008)</p> <p>or</p> <p>Government owned, quasi-governmental or autonomous bodies, academic and research institutions recognized by University Grants Commission (UGC) or any State or Central Government with NAAC accreditation (Minimum 'A' Grade).</p> <p>or</p> <p>Centre for Excellence recognized by any State or Central Government, Public sector undertakings, International academic and research institutions, multinational corporations/companies/organizations/firms; institutions associated with the evaluation work of Central/ State Government and bilateral and multi lateral agencies.</p>	<p>Certificate of Incorporation / Registration / Any valid legal document in support of formation of the entity</p>
B	Number of years in business	<p>Must have completed 5 years in Consulting business in any / all of the sectors (as mentioned under Section 3: Terms of Reference/ Clause No.2: Scope of the Assignment) from the date of incorporation on the last date of submission of proposal.</p>	<p>Certificate of Incorporation / Registration</p>
C	Specific Experience	<p>Must have successfully completed 5 assignments of similar nature like Concurrent Evaluation, Impact Assessment, Rapid Assessment, Process monitoring/evaluation, Baseline survey, Mid-Term evaluation, End-Line Evaluation) in any sector (as listed in Section 3: Terms of Reference) (having contract value ≥ Rs. 15.00 Lakh and duration ≥ 3 months) under Central / State Govt. / External aided funding agencies /</p>	<p>Copies of Work Order / Contract Document from the previous contracting authority with all relevant information</p>

		Autonomous bodies operating under Government administrative control / International and National organisations during the last 5 financial years (2019-20, 2020-21, 2021-22, 2022-23 and 2023-24)	
D	Financial capacity	<p>Must have an average financial turnover of Rs. 1.00 Cr from consulting business only during the last 3 financial years (2020-21, 2021-22 and 2022-23).</p> <p>This condition is not applicable in case of Universities, Academic Institutions and Centre of Excellence.</p>	Financial details of the Applicant (TECH -3) along with copies of the audited statement for the concerned period duly sealed and certified by the company auditor and the authorized representative of the Applicant.
E	Undertaking for not being Blacklisted in the recent past	Applicant shall furnish an undertaking for not being blacklisted by the Central / State Government, a statutory authority or a public sector undertaking, as the case may be during the last five years	Self-Declaration from the Applicant as per the format (TECH -5) on its letter head
F	Undertaking regarding any potential conflict of interest	Applicant shall furnish an affirmative statement as to the existence of any potential conflict of interest on the part of the Applicant due to prior, current or proposed agreements, engagements, or affiliations with the Client.	Self-Declaration from the Applicant as per the format (TECH -7) on its letter head

6. Documents / Formats needs to be submitted along with Technical Proposal:

The Applicant must have to furnish the following documents duly certified by the authorized representative along with its Technical proposal:

- Filled in proposal submission check list in original (**Annexure-I**)
- Covering letter (**TECH- 1**) on applicant's letterhead requesting to participate in the EOI process.
- EOI Processing Fee 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 (**2021-22, 2022-23 and 2023-24**)
- General details of the Applicant (**TECH - 2**)
- Copies of audited financial statement for the last three financial years of **2020-21, 2021-22 and 2022-23 (TECH - 3)**.
- Power of Attorney in favour of the authorized representative (**TECH-4**)
- Undertaking for not having been black-listed by any Central / State Government / Any other autonomous bodies/ International & National Organisation in the recent past (**TECH - 5**)
- Assignment details: List of completed assignments only of similar nature in any sector during last 5 financial years (**TECH- 6**)
- Information regarding any conflicting activities and declaration thereof on applicant's letter head (**TECH- 7**)

NB:

Applicant should submit the required supporting documents as mentioned above. Bids not conforming to the eligibility criteria and non-submission of required documents as listed above will lead to summary rejection of the bid. Submission of forged documents will also result in rejection of the bid. Applicants are advised to study all instructions, forms, terms & conditions and other information as mentioned in the EOI. The proposal must be complete in all respect, indexed and hard and spiral bound with neat specification papers. Each page should be numbered and certified by the authorised representative. Failure to comply with the EOI requirements will result in outright rejection of the proposal.

7. Validity of the Proposal:

Proposal shall remain valid for a period of **90 days** from the date of opening of the technical proposal. The Client will make the best efforts to finalize and notify the final empanelment list of the Consultant within the bid validity period.

8. Pre -Proposal Clarification:

Applicant can submit their queries as per the prescribed format provided at (**Annexure-II**) in respect to the EOI and other details if any, through e-mail at ppomufinance@gmail.com till **08.07.2024 up to 5.00 PM**. Clarifications to the above will be uploaded in the website of Finance Department for information of the Applicants latest by **19.07.2024** Queries submitted beyond the above deadline will not be entertained. Request for alteration/change in existing terms and conditions of the EOI will not be considered / entertained.

9. Authorised Signatory:

The authorized signatory of the applicant should be duly authorized by a Power of Attorney to perform all tasks related to EOI submission, including but not limited to sign and submit the bid and to participate in the bidding process on behalf of the Applicant. Also the person will act as nodal officer/contact person on behalf of the Applicant during validity period of empanelment. The format for the Power of Attorney is given at **TECH-4** of this EOI document. Each page of EOI should be initialled by the authorized signatory of the Applicant.

10. Submission of Proposal:

Applicant must submit their proposal by **Registered Post / Speed Post / Courier** latest by **07.08.2024 up to 5.00 PM** only to the specified address as mentioned in Applicant 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 one part. Each page of the proposal should be page numbered and clearly indicated using an index page. The Client will not consider any proposal that arrives after the deadline as prescribed in the Applicant Data Sheet. Any Proposal received after the deadline will be out-rightly rejected by the Client.

The procedure for submission of the proposal is described below:

Technical Proposal (Original + 1 Copy + Soft Copy in Pdf Format in USB):

The main envelope containing “TECHNICAL PROPOSAL” shall be sealed and superscripted as **EXPRESSION OF INTEREST – “EMPANELMENT OF CONSULTING AGENCIES TO UNDERTAKE THIRD PARTY EVALUATION OF DIFFERENT SCHEMES”**. The duly filled-in submission forms, soft copy in pdf form in USB stick along with all the supportive documents and information have to be furnished as part of technical proposal.

Any deviation from the prescribed procedures / information / formats / conditions shall result in out-right rejection of the proposal. All the pages of the proposal must have to be sealed and signed by the authorized representative of the Applicant. Proposal with any conditionality shall be out-rightly rejected.

11. Opening of the Technical Proposal:

The “Technical Proposal” will be opened by the Client in presence of the applicant’s authorized representative at the location, date and time specified in the Applicant Data Sheet. The Client will constitute a Consultant Evaluation Committee (CEC) to evaluate the proposal submitted by Applicant. The technical proposal will be examined for compliance and responsiveness to the EOI eligibility requirements.

12. Evaluation of Proposal:

The evaluation of the proposals will be done to determine whether the proposal complies with the prescribed eligibility condition and the requisite documents / information have been properly furnished by the Applicant or not. Submission of following documents / information will be verified:

- Filled in Bid Submission Check List in Original **(Annexure-I)**
- Covering letter **(TECH – 1)** on Applicant's letterhead requesting to participate in the EOI process.
- EOI Processing Fee 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 2021-22, 2022-23 and 2023-24)**.
- General Details of the Applicant **(TECH – 2)**
- Financial Details of the Applicant **(TECH – 3)** along with all the supportive documents as applicable duly signed and certified as per the instruction.
- Power of Attorney **(TECH – 4)** in favour of the person signing the bid on behalf of the Applicant.
- Undertaking for not having been black-listed by any Central / State Government / Any other autonomous bodies/ International & National Organisation in the recent past. **(TECH – 5)**
- List of assignments of similar nature **(TECH – 6)** along with copies of contracts / work orders from previous clients.
- Self-Declaration on Conflict of Interest **(TECH -7)**
- All the pages of the proposal and enclosures / attachments are signed by the authorised representative of the Applicant

Proposals not complying any of the above requirements, will be outrightly rejected.

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 Applicant; (ii) 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 Applicants have 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 empanelment.

14. Disclosure:

- a. Applicants have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the Applicant or termination of its contract.

- b. Applicants 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 Applicant, including but not limited to appointment of any officer such as a receiver in relation to the Applicant's personal or business matters or an arrangement with creditors, or of any other similar proceedings.
- c. Applicants 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 Applicants(s) to influence the Client in the evaluation process for empanelment will result in the rejection of the proposal.
- b. A recommendation for award of empanelment shall be rejected if it is determined that the recommended Applicant has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the selection in question. In such cases, the Client shall blacklist the Applicant 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 Applicant 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 Applicant 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 empanelment process. Applicant is not allowed to submit more than one proposal under the selection process.

18. Legal Jurisdiction:

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

19. Confidentiality:

Information relating to evaluation of proposals and recommendations for empanelment shall not be disclosed to the Applicants who submitted the proposals or to other persons not officially concerned with the process, until the notification of the empanelment. The undue use by any Applicant 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.

20. Amendment of the EOI Document:

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

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

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

22. Termination of Empanelment:

Finance Department reserves the right to de-empanel (i.e., remove from its empanelment list) any Applicant, if they:

- Express inability or lack of interest in participating in the ME work on three occasions
- Fail to display professionalism in their work
- Indulge in corrupt or fraudulent practices
- Fail to observe the basic evaluation/assessment ethics
- Fail to complete the assignments on schedule
- Indulge in plagiarism
- Accept any inducements/gratification for doing an undue favor
- Bring discredit to the Authority or any other public agency by their deeds or acts
- Abuse the data/information/report in their custody
- Are found to have made false/incorrect declarations to the Authority or any other Administrative Departments
- Are convicted by courts for professional misconduct or violation of any law
- Face liquidation or are declared as bankrupt/insolvent
- Undergo major structural changes that impair evaluation functions
- Are black listed or declared in-eligible by any government agency
- Abuse the empanelment status for wrongful gains
- Attempt to wield undue influence on the Client or any other government Departments
- Indulge in exploitative labor/HR practices
- Fail to maintain the required quality standards in the evaluation work

- Fail to pay taxes as per law
- Any other reasons deemed fit by the Client

Any Empaneled agency / entity may withdraw from the panel at any time by giving one month's advance notice in writing to Finance Department. However, any ongoing assignment(s) must either be completed to the satisfaction of the administrative department / implementing agency or the full contract cost should be refunded before such withdrawal prior to any advance notice.

23. Settlement of Dispute:

The Client and the empanelled Applicant shall make every effort to resolve amicably, by direct informal negotiation, any disagreement or dispute arising between them under or arising from or in connection with the empanelment contract within thirty (30) days from the commencement of such informal negotiation. All dispute resolution proceedings shall be held at Bhubaneswar, Odisha, and the language of such proceedings and that of all documents and communications between the parties shall be in English. Principal Secretary to Government, Finance Department will be the final authority to resolve any dispute arising between Client and the empanelled Applicant.

24. Disqualification of Proposal:

The proposal is liable to be disqualified in the following cases as listed below:

- Proposal submitted without EOI Processing Fee as applicable
- Proposal not submitted in accordance with the procedure and formats as prescribed in the EOI
- Proposal is received in incomplete form
- Proposal is received after due date and time for submission
- Proposal is not accompanied by all the requisite documents / information
- Proposal is not properly sealed or signed by the representative of the Applicant
- Proposal is not conforming to the requirements of the scope of the work
- Applicant tries to influence the proposal evaluation process by unlawful/corrupt/fraudulent means at any point of time during the bid process
- Applicants or any person acting on its behalf indulges in corrupt and fraudulent practices
- ***Any other condition / situation which holds the paramount interest of the Client during the overall selection process.***

25. Empanelment Tenure:

The period of validity of empanelment **shall be 3 (three) years** from the Date of notification of empanelment list. After expiry of the initial three years period of empanelment, the authority may choose to renew the empanelment period for additional two years subject to renewal of one year at a time. A Letter of Empanelment (LoE) shall be issued to all the empanelled Consulting Agencies. Finance Department, Government of Odisha will notify through its website regarding the final empanelled list of consulting agencies. However, the Finance Department reserves the right to terminate the empanelment as per the provisions of the Clause.22 of the EOI before expiry of the empanelment tenure.

SECTION: 3

TERMS OF REFERENCE (ToR)

INTRODUCTION

Government of Odisha has been successfully pursuing sustainable socio-economic development with inclusive growth. Sectors like agriculture, rural development, health, education, connectivity, water supply and sanitation, social welfare and nutrition, disaster management, employment creation have remained the priority of the State Government. Investments have also been made in various infrastructure sectors to augment development. There has been increasing resource allocation through budget provision.

- Government of Odisha intends to evaluate the outcomes and impacts of such investments with the objectives of:
 - providing a systematic and objective assessment of the impact and effectiveness of policies and initiatives implemented by the government,
 - determining whether a programme has achieved its intended goals, identify areas for improvement, and ensure accountability for the use of public resources,
 - using the evaluation results to make evidence-based decisions and improving programme design and implementation,
 - providing effective and efficient service delivery to the target population, and
 - making informed policy decisions resulting in better outcomes for citizens.

Under this evaluation mandate, the Government of Odisha shall undertake baseline surveys, mid-term evaluations, end-term evaluations, concurrent evaluations, process evaluations, rapid assessment and impact assessments of Central and State-funded schemes as the case may be. The scope of such assessments/evaluations includes finding out shortfalls on achievements; identifying bottlenecks and gaps in scheme design and implementation; and providing recommendations to improve programme design, implementation, and outcomes. This also involves documentation of case studies as and when necessary.

To ensure that these evaluation programmes are carried out efficiently and effectively, the government is looking to empanel agencies with adequate and necessary expertise and experience in conducting evaluations.

Through this empanelment process, the government aims to engage agencies that can provide high-quality evaluation services, adhering to national and international standards and best practices. These evaluation programmes will cover various sectors and themes, including education, health, agriculture, infrastructure, and social welfare.

The empanelled agencies will work closely with the concerned Administrative Departments / stakeholders to design and implement evaluation programmes, using a range of methodologies and tools. They will also be expected to provide actionable recommendations based on the evaluation findings, which can be used by the government to improve its policies and programmes.

Overall, this empanelment process is an important step towards strengthening the government's commitment to evidence-based policy making and ensuring that public resources are used efficiently and effectively.

The duration of normal evaluation studies shall generally range from four (4) to six (6) months. In case of rapid assessments, the duration may be from two (2) to three (3) months.

In this context, Finance Department, Government of Odisha seeks to empanel qualified and eligible consulting agencies, who are invited to submit their expression of interest for the purpose.

SCOPE OF THE ASSIGNMENT

The Government Schemes may be categorized into four broad sectors, namely a) general services sector, b) social services sector and c) economic services sector d) cross cutting areas as described below.

- **Category A – General Services Sector:** General administration, governance including e-governance, administrative reforms including government process reengineering, and adoption and implementation of social accountability measures like citizen charter, right to public services and right to information, police, vigilance, law and order, etc.
- **Category B – Social Services Sector:** General education, technical education, sports and youth services, art and culture, health and family welfare, water supply, sanitation, housing and urban development, information and broadcasting, welfare of SCs, STs and OBCs, labour and labour welfare, social welfare, and nutrition
- **Category C – Economic Services Sector:** Agriculture and allied activities including forestry, rural development, irrigation, energy, industry and minerals, transport including roads and bridges, science, technology and environment, tourism, trade promotion, and compensation and assignments to local bodies and PRIs
- **Category D – Cross Cutting Areas:** It may be noted that besides the above sectors, there are cross cutting areas that enhance the effectiveness and impact of the sector specific schemes. These are physical and IT infrastructure, capacity development, innovative scheme implementation, programme learning, gender mainstreaming, equity and inclusion, sustainability and social accountability that need examination and feedback to the system

The empanelled consulting agencies will be responsible for

- conducting evaluations, impact assessments, baseline surveys, using qualitative and quantitative methods including conducting inception workshop, submitting inception report, designing survey instruments and pilot testing the same, data collection, data processing, data scrutiny, data validation, data analysis of all collected data, report preparation, conducting study sharing workshop and submitting the final report.

- adhering to scientific procedures of data collection and ensuring that the data is complete, valid, relevant and appropriate to the study objectives and instruments. Data collected should be regularly assessed for accuracy, validity, consistency and appropriateness

Depending on the type of study the exact scope of services, project duration, key personnel requirement and geographical coverage (in terms of regions, districts, villages/wards, blocks, etc.) shall be communicated to the empanelled consulting agencies as part of the Terms of Reference of the specific study.

Moreover, knowledge of the regions and local language (Odia) is desirable and empanelled consulting agencies must ensure capacity in terms of trained field investigators and supervisors and other resources to undertake the study within the state.

DELIVERABLES AND TIME FRAME

The detailed list of deliverables and exact timelines with regards to a particular assignment shall be shared by the Administrative Department with the empanelled consulting agencies as part of the scope of the study.

An indicative list of deliverables has been provided below –

- Conducting Inception workshop and submission of Inception Report
- Submission of Draft Study Report
- Conducting final sharing workshop and submission of Final Study Report
- Documentation of Human Interest Stories / Good Practices whenever mandated.

All reports are required to be submitted in hard as well as in soft copy. In addition to the reports, for further analysis in the future, verifiable raw data in soft copy should also be shared with the concerned tender inviting authority. This will include detailed transcriptions of key informant interviews and focus group discussions as well as raw data from field surveys in MS-Excel / CSV format.

KEY PERSONNEL

A typical assignment will involve key personnel like a Project Manager, Sector/Domain Expert(s), Research Methodology Expert(s), Documentation Expert(s), Monitoring & Evaluation Expert(s), and MIS-cum-Data Analysis Expert(s). Besides, it also involves Field Supervisor(s) and Investigator(s).

The number of key personnel for a particular study and their specific responsibilities shall be outlined in the subsequent RFP stage by the Administrative Department / Implementing Agency / Stakeholders for that study.

PAYMENT TERMS AND SCHEDULE

The payment schedule of the consulting agency on the award of the contract shall be linked to the deliverables of the study. Provided below is an indicative breakup of the payment schedule. The actual break-up shall be shared as part of the RFP of the assignment.

Sl. No.	Description of Deliverable	% of Payment
1	Conducting Inception Workshop and submission of Inception Report	20
2	Submission of Draft Study Report	50
3	Conducting Final Sharing Workshop and submission of Final Report	30

N.B.: This is an indicative payment schedule. However, this may vary from assignment to assignment depending on the demands of the deliverables. Actual payment schedule will be indicated in the RFP of the study to be undertaken by the department(s) / implementing agency(ies) concerned.

SECTION: 4

TECHNICAL PROPOSAL SUBMISSION FORMS

TECH -1

COVERING LETTER

(ON APPLICANT'S LETTER HEAD)

[Location, Date]

To

**The Additional Secretary to Government
Finance Department, Government of Odisha**

**Subject: EMPANELMENT OF CONSULTING AGENCIES TO UNDERTAKE THIRD PARTY
EVALUATION OF DIFFRENT SCHEMES (TECHNICAL PROPOSAL)**

Sir,

I, the undersigned, offer to provide the services for the proposed assignment in respect to your EOI No. 18/PPOMU/24-2, Dated: 29.06.2024. I hereby submit the proposal which include this technical proposal. Our proposal will be valid for acceptance up to **90 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 proposal.

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.

I have examined all the information as provided in your Expression of Interest (EOI) and I understand that except to the extent as expressly set forth in the Agreement, we shall have no claim, right or title arising out of any documents or information provided to us by the Authority or in respect of any matter arising out of or concerning or relating to the Selection Process including the notification of final empanelment. I agree to bear all costs incurred by us in connection with the preparation and submission of this proposal. In case, any provisions of this EOI including if our technical proposal is found to be deviated, then your department shall have rights to reject our proposal. I confirm that, I have the authority to submit the proposal and to clarify any doubts on its behalf. In the event of our institution/ agency being empaneled through this selection process, I/we hereby agreed to participate in the empanelment process in accordance with the terms and conditions of the EOI. We agree not to seek any changes in the aforesaid form and agree to abide by the same.

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

Yours faithfully,

Authorized Signatory with Date and Seal:

Name and Designation: _____

Complete Address of the Applicant: _____

TECH -2**Applicant's Organisation (General Details)**

Sl. No.	Description	Full Details
1	Name of the Applicant	
2	Whether Company / Trust / Society / Partnership Firm / Government Owned Research Institution / University	
3	Complete Address for communication:	
4	Name of the authorized person signing & submitting the proposal on behalf of the Applicant: Mobile No. : Email id :	
5	Registration / Incorporation Details Registration No.: Date & Year :	
6	Local office in Odisha: If Yes, please furnish detail address	Yes / No
7	EOI Processing Details	DD No.: Date: Name of the Bank: Issuing Branch:
8	PAN Number	
9	Goods and Services Tax Identification Number (GSTIN)	
10	Are you empaneled as Consultancy Institutions by Central Government (and its departments / undertakings) OR State / UT government (and its departments / undertakings) OR UN organizations / Bilateral / Multilateral agencies? If Yes, please provide copy of the documentary evidences	Yes/No Mention details:
11	Willing to carry out assignments as per the scope of work of the EOI	YES
12	Willing to accept all the terms and conditions as specified in the EOI	YES

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

TECH - 3

Financial Details of the Applicant

< Must furnish in original along with the Technical Proposal >

S. No.	Financial Year	Annual Turnover in Consulting Business only (in Cr)
1.	2020-21	
2.	2021-22	
3.	2022-23	
Average Turnover in Consulting Business only in Cr. during the last 3 FYs		
<p>Certificate from the Company Auditor</p> <p>This is to certify that(name of the Applicant) has received the payments shown above against the respective years on account of Professional fees.</p> <p>Name of the audit firm:</p> <p>UDIN Number:</p> <p>CA Registration Number:</p> <p>Sign and Seal of the Company Auditor with Date:</p>		

Scanned copy of the required form is liable to be rejected without any consideration.

Authorized Signatory [In full and initials]:_____

Name and Designation with Date and Seal: _____

TECH -4

(ON APPLICANT’S LETTER HEAD)

FORMAT FOR POWER OF ATTORNEY

Know all men by these presents, we, (name of Institution and address of the registered office) do hereby constitute, nominate, appoint and authorise Mr/Ms..... son/daughter/wife and presently residing at, who is presently employed with us and holding the position of as our true and lawful attorney (hereinafter referred to as the “Authorised Representative”) to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Proposal in response to EOI No., Dated....., <Title of the Assignment>, proposed by the (the “Authority”) including but not limited to signing and submission of all applications, proposals and other documents and writings, participating in pre-bid and other conferences and providing information/ responses to the Authority, representing us in all matters before the Authority, signing and execution of all contracts and undertakings consequent to acceptance of our proposal and generally dealing with the Authority in all matters in connection with or relating to or arising out of our Proposal for the said Project and/or upon award thereof to us till the entering into of the Agreement with the Authority.

AND, we do hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Authorised Representative pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Authorised Representative in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, THE ABOVE-NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS DAY OF, 20.....

For

(Signature, Name, Designation)

Witnesses: 1. 2.

Notarised

Accepted

(Signature, name, designation and address of the Attorney)

TECH – 5

UNDERTAKING FOR NOT BEING BANNED / BLACKLISTED DURING THE RECENT PAST

(To be submitted on Applicant's Letter Head)

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

Name of the Assignment: _____

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

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

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

Authorized Signatory: _____

Name and Designation with Date and Seal: _____

TECH - 6

(ASSIGNMENT DETAILS)

(List of completed assignments only of similar nature in any sector during last 5 financial years*)

Sl. no.	Category of Sector	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
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Note: Applicant may add further rows depending upon the number of assignments.

** Financial years – 2019-20, 2020-21, 2021-22, 2022-23 & 2023-24*

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

Name and Designation with Date and Seal: _____

TECH - 7

INFORMATION REGARDING ANY CONFLICTING ACTIVITIES AND DECLARATION THEREOF

ON APPLICANT'S LETTER HEAD

I, hereby declare that our agency as Individual / as a member of any consortium is not indulged in any such activities which can be termed as the conflicting activities. I also acknowledge that in case of misrepresentation of any of the information, our proposal / empanelment shall be rejected / terminated by the Client which shall be binding on us.

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

Communication Address of the Applicant: _____

SECTION: 5

ANNEXURES

EOI SUBMISSION CHECK LIST

Sl. No.	Description	Submitted (Yes/No)	Page No.
TECHNICAL PROPOSAL (ORIGINAL + 1 COPY + Soft Copy in USB)			
1	Filled in Proposal Submission Check List (ANNEXURE-I)		
2	Covering Letter (TECH -1)		
3	EOI Processing Fee as applicable		
4	Copy of Certificate of Incorporation / Registration		
5	Copy of PAN		
6	Copy of Goods and Services Tax Identification Number (GSTIN)		
7	Copies of IT Returns for the last 3 Assessment Years (2021-22, 2022-23, 2023-24)		
8	Applicant's Organisation Details (TECH - 2)		
9	Financial Details of the Applicant during the last 3 financial years of 2020-21, 2021-22 and 2022-23. (TECH – 3)		
9	Power of Attorney (TECH - 4) in favour of the person signing the bid on behalf of the applicant.		
10	Undertaking for not have been black-listed by any Central / State Govt./any Autonomous bodies during the recent past (TECH – 5)		
11	Eligible Assignment Details of the Applicant (TECH - 6) along with the copies of work orders / contract documents for the respective assignments		
12	Self-Declaration on Potential Conflict of Interest (TECH - 7)		

Undertaking:

- All the information to be submitted as per the prescribed format and procedure.
- Each part has been separately bound with no loose sheets and each page of the proposal are to be page numbered along with content page.
- All pages of the proposal to be sealed and signed by the authorized representative of the applicant failing which the same will be rejected.

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

FORMAT FOR SUBMISSION OF PRE-PROPOSAL QUERY

The Applicant will have to ensure that their queries in soft copy should reach to Finance Department through email at ppomufinance@gmail.com latest by **08.07.2024 up to 5.00 PM** as per the prescribed format mentioned below:

Sl. No.	Section and Page Number of the EOI Document	Current Provision	Clarification Requested by Applicant
1.			
2.			
3.			

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

NB:

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