



Cuttack Municipal Corporation (CMC)

Choudhary Bazaar, Cuttack - 753009

Tender Call Notice No.12044 / Date: 31.10.2022

QUOTATION / TENDER CALL NOTICE

FOR

**"HIRING OF AN AGENCY FOR SURVEY, DIGITISATION AND OPERATION AND MAINTENANCE OF ONLINE
MODULE OF SOCIAL SECURITY BENEFITS (MBPY, NSAP, HSY, NFBS) IN CUTTACK MUNICIPAL
CORPORATION"**

ISSUED BY:

Commissioner,

Cuttack Municipal Corporation

Cuttack

Bidding Data' Sheet

1	Tender No.	
2	Name of work	Tender Call Notice for selection of Agency for "Survey, Digitisation, Operation & Maintenance of Online module of Social Security benefits(MBPY, NSAP, HSY & NFBS) in CMC"
3	Method of selection	As per the decision of the tender committee
4	Joint venture/Consortium	No
5	Contacting Person	Deputy Commissioner cum-Slum Improvement Officer, CMC, Cuttack Contact No: 9438250704
6	Availability & downloading of tender documents from the	01/11/2022 (11.00 AM) to 21/11/2022 (04.00 PM) Website: http://cmccuttack.gov.in/
7	Last date for submission of bid	21/12/2022 till 5:00 PM. If the date is found to be a holiday, the next working day will be treated as the last date for submission.
8	Cost of Bid Document	Rs. 11,800/- to be submitted in the shape of DD from any Nationalised Bank in favour of "Commissioner, Cuttack Municipal Corporation" payable at
9	EMD	Rs. 50,000/- to be submitted in the shape of DD from any Nationalised Bank, duly pledged in favour of "Commissioner, Cuttack Municipal Corporation" to payable at Cuttack.
10	Submission of prebid queries if any	Latest by 11/11/2022 (2.00 PM) on email id: mcmc@nic.in , siocmc@nic.in
11	Prebid Meeting	14/11/2022 at 12:30 PM at CMC conference hall, Bikas Bhaban, Cuttack
12	Uploading prebid queries & responses	15/11/2022 by 3:00 PM
13	Opening of Technical bid	22/11/2022 at 11:30 AM
14	Opening of Financial bid	To be informed later to qualified bidders
15	Validity of bid	180 days from the date of submission.
16	Mode of submission	Through Speed Post/ Registered Post (Indian Post)/ Courier
17	Address	Deputy Commissioner cum Slum Improvement Officer, Cuttack Municipal Corporation, Bikash Bhawan, Cuttack.


 Commissioner
 Cuttack Municipal Corporation

Invitation

Sealed quotations/ tenders are invited from interested reputed Agencies/Service Providers/NGOs/Firms having valid GST Registration number & Income Tax, PAN Number and other relevant documents for **“Survey, Digitisation, Operation & Maintenance of Online Module of Social Security Benefits (MBPY, NSAP, HSY & NFBS)** in Cuttack Municipal Corporation (CMC) as per the Terms and Conditions given below.

The total works include to streamline data management, validation and authentication of data and bring out transparency in pension distribution system, with back end and front-end management system as directed by CMC from time to time.

The survey & data mapping of NSAP/MBPY beneficiaries as per existing actual numbers. It may be increased or decreased at the discretion of CMC which shall be communicated to the Agency in writing.

TENDER TERMS AND CONDITIONS:

1. An interest free sum of Rs.50,000/- (Rupees Fifty thousand) only shall be deposited by the intending bidders in shape of Account Payee Bank Draft from any Nationalised Bank pledged in favour of the **“Commissioner, Cuttack Municipal Corporation”, payable at Cuttack** and submitted along with the tender as EMD. After completion of tender process, the amount will be refunded to unsuccessful bidders.
2. The application form of quotation / tender containing General Bid Information, Tender Schedule & Terms and Conditions for selection of Agency for “Survey, Digitisation, Operation & Maintenance of Online module of Social Security benefits (MBPY, NSAP, HSY & NFBS) in CMC” can be downloaded from Cuttack Municipal Corporation Website www.cmccuttack.gov.in. with effect from 11.00 A.M. of 01/11/2022 to 4.00 P.M. of 21/11/2022.
3. The bidders for the purpose of participation in tender have to deposit Cost of Tender Paper amounting to **Rs 11,800/- (Rs 10,000/- + 18% GST)** in the Cash Counter of Cuttack Municipal Corporation located at Biju Bhawan, Choudhury Bazar, Cuttack **“OR”** in shape of demand draft drawn in favour of **“Commissioner, Cuttack Municipal Corporation”** from any Nationalized Payable at Cuttack.
4. Non submission of Cost of Tender Paper and EMD along with the bid at the time of submission of tender in the manner as prescribed will lead to the rejection of bid.
5. The quotation should reach the undersigned by 21/11/2022 up to 5.00 P.M at the latest through registered post/ Speed post/ Courier in sealed cover only. The quotation will be opened on 22/11/2022 at 11.00 AM in the presence of bidders or their authorized representatives.
6. If the office happens to be closed on the date of receipt, opening of the Quotation as specified, the quotations will be received / opened on the next working day at the same time and venue. The quotations will not be accepted after due date and time. No postal delay shall be entertained.
7. Conditional quotation will not be accepted.
8. **It must be noted that Consortium/ Joint Venture approach is not acceptable.**

Interested bidder may obtain further information and clarification on any matter relating to quotation, from the office of Deputy Commissioner cum-Slum Improvement Officer, CMC, Cuttack, Contact No: 9438250704 At: - Bikash Bhawan, Jaganath Lane, Cuttack

9. The undersigned will not be held responsible for the postal delay if any, in the delivery of the documents or non-receipt of the same.

10. Statutory deduction of taxes as applicable as per the prevailing Govt. order in force like GST, Income Tax, any other Central Govt. taxes etc. will be made at source from the bills.
11. Paying Authority: Commissioner, Cuttack Municipal Corporation, Cuttack
12. Legal Dispute: Legal dispute, if any concerning this tender shall be subject to such courts exercising civil jurisdiction over Cuttack, Odisha.
13. The rate will be fixed as per the offer of the L-1 Bidder or at the rate as may be decided after negotiation by the tender committee.
14. The authority reserves the right to reject or accept any or all quotations without assigning the reason thereof. The quotations received in incomplete shape or after due date shall be summarily rejected.
15. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
16. In case the service provider intends to withdraw the services of his vehicle and terminate the agreement, it shall be mandatory upon him to grant one month notice before such withdrawal of service and termination of agreement.
17. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.
18. Bidder shall commence the necessary services in all respect within 15 days of date of issue of letter of acceptance/ work order.
19. No additional condition in contravention of terms and condition of NIT shall be accepted at all and such tender shall be rejected without assigning any reason.
20. In case of breakdown for reasons whatsoever, the replacement of a vehicle of the same or better model shall be provided by the owner of the vehicle/ bidder.
21. All communication between CMC and the Bidder/ Service provider shall be in written/ and deemed to be a part of agreement.

TECHNICAL BID

CHAPTER – 1

A. GENERAL

1.1. Definitions:

- (a) “Employer” means the Cuttack Municipal Corporation (CMC), with its office at Choudhury Bazar, Cuttack represented by its Municipal Commissioner or his/her authorised representative.
- (b) “Bidder” means any entity (including all the constituent members), as defined in the ITB, that provides the services to the Employer under the contract. The term Service Provider/Agency/Applicant/Operator, used in the bid document interchangeably would mean the bidder
- (c) “Contract” means the contract signed by the parties along with all attached documents listed in the Bid Document
- (d) “Day” means a calendar day.
- (e) “Government” means the Government of Odisha.
- (f) “ITB” means Instruction to Bidder and is the document which provides bidder all information needed to prepare their proposals.
- (g) “Personnel” means professionals and support staff provided by the bidder and assigned to perform the services in full or in any part thereof.
- (h) “Service/Services” means the work performed by the bidder / service provider pursuant to the Contract. Project and service are interchangeably used in this document
- (i) “Service area” means an area referred to under the zone in each zone
- (j) “Terms of Reference” (ToR) means the document included in the bid document, which explains the objectives, scope of work, activities, tasks to be performed, time line and deliverables of the assignment

1.2. Introduction:

India, being a welfare State, has taken upon itself the responsibilities of extending various benefits of Social Security and Social Assistance to its citizens. Social security is one of the major needs of human life especially for the vulnerable, destitute and disadvantaged groups. Accessibility to Social Security in

the form assistance and protection assures the vulnerable section by ensuring immediate essential needs to overcome the risks of poverty.

The government of India and state government Odisha has provisioned many social security schemes for the poor and disadvantaged sections to secure their livelihood, food and social security. There are many social security benefits for different categories of disadvantaged people in the city and most of them are living in the slums, they are the old age people, people with disability, single headed women, widowed, ultra poor families, destitute, transgender, people living with HIV and leprosy and so on and so forth.

Cuttack is the one of the oldest cities in India with cultural and historical heritage dating back to more than 1000 years. Cuttack Municipal Corporation is also one of the oldest such institutions catering different services to its denizen. Geographically Cuttack city is situated at the tip of the Mahanadi delta flanked by Mahanadi River on one side and its distributary Kathajodi on the other. This typical geographical situation faces the Cuttack city with myriads of challenges.

As per census 2011, there were 1,16,820 households with population of 6,10,189. At present in the year 2021, the projected population is 6,79,919 and the households is 1,64,009 as per CPHEEO manual (incremental increase method). Presently, the Cuttack Municipal Corporation has 59 wards.

There are 21585 number of MBPY beneficiaries & 4691 numbers of NSAP beneficiaries in the Cuttack Municipal corporation area and presently Physical cash disbursement made to the beneficiaries through disbursement officials of CMC. Also, under Harischandra Sahayata Yojana/ National Family Benefit Scheme (NFBS) poor and under privileged families are getting assistance from CMC on behalf State and Central Govt. To streamline data management, validation and authentication of data and bring out transparency in pension distribution system, with back end and front-end management system.

For the purpose of the instant tender, beneficiaries from all 59 wards have been covered, which will be taken up for validate.

1.3 Project Objective:

The objective of this bid document is to invite applications or bids from the interested parties who will carry out the Data management through survey & data mapping of NSAP/MBPY beneficiaries and Creation of a web portal (CMC social security) and data digitisation.

1.4 Specific Objectives:

To streamline data management, validation and authentication of data and bring out transparency in pension distribution system, with back end and front-end management system, the following items are proposed

A. Survey and data mapping of NSAP/MBPY beneficiaries

1. Physical data verification at ward level and data mapping

- Validation of beneficiaries at field level and ensure the same with the beneficiaries in the acquittance roll. Necessary missing information or any error shall be corrected

after due approval from the authority. However, such discrepancies shall be listed by the agency at preliminary stage of survey.

- Validating of bank account with Adhaar of the beneficiaries.
 - In case of non-availability of bank account of beneficiaries, such detailed list has to be prepared by the agency and after due approval of the authority, their bank account must be opened for online transfer of pension amount.
 - In case of beneficiaries, who are unable to draw pension from bank, separate list shall be prepared for communication to the bank/ lead bank for facilitating on opening of Bank account.
 - Preparation of list of beneficiaries having no Adhar card/ facing problem in getting the Adhar card to be prepared for making necessary camp arrangement later on by the concerned authority.
2. Preparation of digital data base pertaining to each scheme of state and national pension system.
 3. Preparation of database of Harischandra Sahayata Yojana (HSY) and NFBS beneficiaries and flow of information to the account section for sanction of the beneficiaries immediately.

B. Online Module

1. Creation of a web portal and app (CMC social security) and data digitisation. The dynamic database of MBPY and NSAP must be updated regularly after getting due approval from the authority.
2. Mapping each beneficiary details on the web portal with all rectification found during survey after due approval of the authority
3. Linking death registration numbers generated in CMC Health Section to the pensioner data base.
4. Preparation of e-roll every month before scheduled disbursal Date and the same has to be validated by the concerned authority.
5. Preparation of dash board and MPR projecting disbursal status (current & arrear) every month.
6. Report generation as per the format
7. Uploading of life certificate and target vs vacancy status
8. Citizen grievance registration format from any pension/ HSY/NFB related complaint registration.

Location:

The service shall be performed within Cuttack Municipal Corporation area.

BID description:

CMC intends to engage agencies through an open competitive bidding process in accordance with the procedure set out herein.

Service Period:

The Agency shall be appointed for relevant project for **1 (One) year**. The services shall be provided by the Agency as stipulated in the bid document.

Fund Release:

Modalities to be specified in the contract documents as per the decision of the Authority of CMC,

- a. The charges shall be made as for the Agency per month
- b. The total fee payable shall include all taxes and incidental charges and Tax Deductions at Source as applicable shall be deducted.

Payment milestone:**Schedule of release of Payments:**

The release of funds will be month wise. The funds shall be released to the Agency as per the following schedule.

- a. The supporting documents, like commencement report, consolidated expenditure for the month shall be submitted in the prescribed formats along with the Invoice duly signed by the Agency to CMC, Cuttack for reimbursement of expenses.
- b. For all the claims or payments, the Agency shall raise its invoice in the prescribe format and submit the same accompanied with the required documents.

Monitoring Mechanism:

Primarily the agency engaged will be responsible for smooth management and monitoring of the project activities including updated documentation. However, a committee will be constituted by the Client for Monitoring & Evaluation of the Project by CMC and report on the following matter:

- Resolving of issues / conflicts arises during the project period as requested by the agency.
- Periodical review & monitoring of the projects.
- Recommending preventives and improvements.
- Any other issues as assigned by the competent authority.

1. Eligibility:

The bidders are eligible to participate in the bid subject to fulfilment of both technical & financial eligibility criteria as detailed below. The bidder shall submit credential certificate from the employer in support of proof of their eligibility, along with bid.

1.1 Technical eligibility criteria

- A bidder may be a NGO/trust/society or government owned entity registered under relevant statute and in operation for at least 5 years.
2. The invitation is open to any Agency / Organization / Entity / Institutions / NGOs with expertise in conducting analytical and qualitative study by using scientific processes and research methodologies accepted by.

3. Having work experience with bilateral projects/ State Govt./ Govt. of India / CSR in any districts of Odisha.
4. The entity should have done similar types of assignments / surveys / studies in recent and within in last 3 years.
5. The annual turnover of the organization must be more than 50 lakhs.
6. The entity must have adequate professionals to conduct the study.
7. The entity should not be black-listed by any authorities (Departments of state govt. & central govt.)
8. Bidders should have experience of minimum **5 years' experience on Survey & data base management.**
9. The bidder should have a valid PAN and GST registration certificate.

Financial eligibility criteria

- (a) The bidder should have annual average turnover of more than **Rs 50,00,000/-** in last 3 financial years. The bidder has to provide audited financial report and auditor's certificated in support of the turnover.
- (b) In case the bidder has been selected in any tender, then his/her bid for subsequent tender(s) shall not be considered for evaluation if technical and financial criteria furnished by him/her does not satisfy the cumulative technical and financial criteria required for evaluation of his/her bid.
- (c) The bidder should not have borne any loss during last two financial years and should have positive net worth. A certificate in support of the same from a chartered accountant has to be submitted by the bidder.

1.12. History of Litigation and Criminal Record:

- 1.12.1 If the bidder/member has been convicted of criminal offence at the time of submitting the bid, then the bid shall be summarily rejected. The bidder shall furnish a declaration regarding the details of pending criminal cases in the prescribed format.
- 1.12.2 In case it is detected at any stage that the affidavit is false, he will abide by the action taken by the employer without approaching any court whatsoever for redress. He will however, be given suitable opportunity to offer his explanation before action is taken against him.

1.13. Conflict of Interest:

Bidder / Bidders shall not be eligible to participate in bidding process in case there is any conflict of interest.

1.14. Other Requirements:

- 1.14.1. Even if the bidder qualifies in technical & financial criteria, his bid shall be summarily rejected if he is found to have misled or made false representation in the form of any of the statements submitted in proof of the eligibility and qualification requirements.
- 1.14.2. The bid shall also be summarily rejected if the bidder has been blacklisted/barred by an employer in the past or has a record of non-performance such as absconding from work.
- 1.14.3. In addition to the above, even while executing the work, if it is found that the service provider produced false / fake certificates in his bid, he will be blacklisted and the contract may be terminated at the discretion of employer.

INSTRUCTIONS TO BIDDER

General

- From the time of bid advertisement to the time of Contract award, if any Bidder wishes to contact the Commissioner, CMC Cuttack (or designated officer) on any matter related to the bid, it should do so in writing at the address mentioned in Bid Fact Sheet.
- The Bids shall remain valid for the period of 90 days after the bid submission deadline date prescribed by the Commissioner, CMC Cuttack.
- Any bid NOT accompanied by an enforceable and compliant bid security (EMD) may be rejected by the Commissioner, CMC Cuttack as non-responsive.
- The bid security of unsuccessful Bidders shall be returned as promptly as possible upon award of contract to the successful Bidder. No interest will be payable by the Commissioner, CMC Cuttack on the amount of the Bid Security.
- The bid security of the unsuccessful Bidder shall be returned as promptly as possible once the successful Bidder has signed the Contract and furnished the required performance security.
- The bid security will be forfeited by Commissioner, CMC Cuttack on account of one or more the following reasons:
 - - If a bidder withdraws its bid during the period of bid validity
 - If the successful bidder fails to sign the contract in accordance with terms and conditions of this RFP.
 - In the case of a successful bidder, if the Bidder fails to sign the Contract or to furnish Performance Bank Guarantee within specified time

Clarifications

- Bidders requiring any clarification on the RFP may notify the Authority in writing by post or e-mail to the address in accordance with relevant Clause. They should send in their queries before the date

mentioned in the Schedule of Bidding Process specified in relevant Clause, the Authority shall endeavour to respond to the queries within the period specified therein. The responses will be sent by post or e-mail. The Authority will forward all the queries and its responses thereto, to all Bidders without identifying the source of queries.

- The Authority shall endeavour to respond to the questions raised or clarifications sought by the Bidders. However, the Authority reserves the right not to respond to any question or provide any clarification, in its sole discretion, and nothing in this Clause shall be taken or read as compelling or requiring the Authority to respond to any question or to provide any clarification.
- The Authority may also on its own motion, if deemed necessary, issue interpretations and clarifications to all Bidders. All clarifications and interpretations issued by the Authority shall be deemed to be part of the Bidding Documents. Verbal clarifications and information given by Authority or its employees or representatives shall not in any way or manner be binding on the Authority.
- Any Cancellation/ Addendum/ Corrigendum thus issued relating to RFP will be published in the Cuttack District Website "<http://cmccuttack.gov.in>".
- At any time prior to the deadline for submission of Proposals, the Authority may, for any reason, whether at its own initiative or in response to clarifications requested by a Bidder, modify the RFP by the issuance of Addenda.
- In order to afford the Bidders a reasonable time for taking an Addendum into account, or for any other reason, the Authority may, at its own discretion, extend the Proposal Due Date, if necessary.
- At any time prior to the last date of receipt of the bids, Commissioner, CMC Cuttack may, for any reason, whether at its own initiative or in response to a clarification raised by a prospective bidder, modify the Bidding Document through a Corrigendum.
- Any such corrigendum shall become part of this RFP.
- In order to provide prospective bidder reasonable time for taking the corrigendum into account, Commissioner, CMC Cuttack may, at its discretion, extend the last date for the submission of the Bid.
- Commissioner, CMC Cuttack reserves the right to cancel the RFP or reject all the bid applications without assigning any reasons at any stage of bidding process.

Pre bid meeting and Clarification on Bid:

A pre bid meeting with prospective bidders for clarification of queries will be held in the conference hall of CMC on the date and time specified in the bid data. The bidders can also seek clarification on bid by communicating their queries/clarification to the Deputy Commissioner cum Slum Development Officer(SIO) , CMC, Cuttack, through email: cityeng.cmc@gmail.com on or before the date of pre bid meeting. The Authority shall take decision on the clarifications, if necessary, communicate& publish the same in Website. These decisions and conditions shall be binding on all bidders & the same shall also be a part of the bid document. It is to be noted that any bid not conforming to the bid requirement and the decisions taken as per the pre bid minutes or having any additional condition shall be summarily rejected.

Marking and Submission of Bids

- The Bidder shall provide all the information sought under this RFP. The Authority will evaluate only those Proposals that are received in the required formats and complete in all respect.
- The Proposal shall be typed or written in indelible ink and signed by the authorized signatory of the Bidder who shall also initial each page, in blue ink. All the alternations, omissions, additions or any other amendments made to the Proposal shall be initialized by the person(s) signing the Bid.
- The Bidder shall submit the Proposal in the format specified in relevant Clause, and seal it in envelopes.
- The documents accompanying the Proposal shall be placed in separate envelopes and marked as indicated below. The Proposal submission shall include:

Technical Bid Submission

- Letter of Proposal in the prescribed format
- Particulars of the Bidder
- CA certified Consolidated Turnover for Last 3 Years
- Self- declaration by Bidder for not Being Blacklisted
- Experience in Survey & data Management
- CV of the Key Manpower Proposed
- Presentation in respect of understanding of services, credentials and strategy to handle all the task

Financial Bid Submission

- Proposal consisting of the Bidders' financial offer for the Project in the format set out in this document.
- The Authority reserves the right to reject any Financial Proposal which is conditional and non-responsive.

SUBMISSION OF BIDS (E-TENDER)

Sealing and Marking of Bids:<Mode of Submission>

- a. However signed copy of the bid documents along with copy of the supporting documents shall be submitted to below mentioned address through speed post/registered post/courier only so as to reach before the due date of opening.
- b. Bid document Part- I (General & Technical proposal) and Part- II (Financial proposal) shall be

submitted in separate sealed covers marking cover-A and cover-B respectively.

c. The sealed Cover (Cover-A) shall bear the following identification marks.

The sealed covers A and B shall be kept in another cover 'C' and shall bear the following information.

- a. BID No.: _____
- b. Name of Work: _____
- c. DO NOT OPEN BEFORE: _____

d. The completed sealed cover 'C' shall be sent to the following address so as to reach him before the time and date specified for receiving the bids.

**The Deputy Commissioner cum Slum Improvement Officer,
Cuttack Municipal Corporation,
Bikash Bhaban, Cuttack-753012**

Deadline for Submission of Bids:

i)The hard copy of tender documents shall be received in the office of the officer designated by the date & time mentioned in the bid data. **The hard copy may be submitted by Regd. Post or through Speed Post or by courier to the specified address mentioned above. The risk and responsibility for loss, delay, damage to the seal etc. shall be of the bidder. No Hand delivery is acceptable.**

ii)If the date of submission of hard copy is declared a holiday the next working day will be treated as the last date for submission of hard copy.

iii)The employer may, at his discretion, extend the dead line for submission of hard copy by issuing an amendment , in which case all rights and obligations of the employer and of the bidders which were previously subject to the original dead line shall thereafter be subject to the new dead line as extended.

Late Bids:

Any hard copy received after the time and date fixed for submission of bids as stated in bid data, or as subsequently extended by the employer, will not be considered for evaluation.

Withdrawal of Bids:

Withdrawal of a bid by a bidder during the interval between the deadline for submission of bids and the expiration of the period of bid validity specified in the Form of Bid shall result in the forfeiture of the EMD pursuant to relevant Clause.

BID EVALUATION

Bid Opening:

- a. The employer will open the bids (cover C and then cover A containing General & Techno-Commercial Bids) pursuant to Clause 1.30, in his office at the date & time mentioned in the bid data, in the presence of the bidders or their authorized representatives, who wish to attend. They would be required to sign in bid opening register as evidence of their attendance. The authorized representatives should bring their authorization letter while attending opening of bid.
- b. A bid shall be rejected at this stage if,
 - a. Sealed cover B containing Price Bid is not enclosed.
 - b. Price Bid is enclosed along with General & Techno-Commercial Bid in cover A
 - c. Cost of bid document is not enclosed with Part I of the bid.
 - d. EMD as specified is not submitted along with the bid (declaration).
 - e. All other required documents are not provided
- c. Any such conditions shall be minute and the cover 'B' shall not be opened. It shall then be kept in the safe custody of the Employer until the bid process is completed. The cover "B" shall be opened only for those bidders who qualify in the General & Techno-Commercial evaluation. The date of opening of financial bid (cover "B") shall be intimated by fax/ E-mail/Speed post to the qualified bidders.
- d. The Employer shall prepare, for his own record, minutes of the bid opening, including the information disclosed to those present during opening of the Bid.

Clarification on documents submitted by bidders:

To assist in the scrutiny, evaluation and comparison of the bids, the Employer may ask bidders, individually for clarification on their bid document. The request for clarification and response shall be in writing or by mail. However, no change in the bid amount/ rate or substance shall be sought, offered, or permitted by the Employer during the evaluation of the bid.

Determination of Responsiveness:

Prior to the detailed evaluation of bids, Employer will determine whether each bid has been submitted in the proper form and whether it is substantially responsive to the basic requirements of the bid documents. Bids, which have not been submitted in the proper form and not substantially responsive to the requirements of the bid documents, will be rejected. Such a bid shall not be allowed subsequently to be made responsive by the bidder by correcting or withdrawing the non-conforming deviation(s) or reservation(s).

Restrictions:

- a. From the time the bid is opened to the time the contract is awarded, the bidders should not contact the client on any matter related to its General & Techno-Commercial and/or Financial Proposal.
- b. Any effort by a bidder to influence the employer in any form directly or indirectly during the examination, evaluation, ranking of proposals, and recommendation for award of the contract may result in the rejection of the bidder's proposal.
- c. Evaluators of General & Techno-Commercial Proposals shall have no access to the Financial Proposals until the General & Techno-Commercial evaluation is concluded.

Evaluation of General & Techno-Commercial Bid:

The General & Techno-Commercial Proposals based on their responsiveness as per the minimum eligibility criteria & other conditions of bid document shall be evaluated based on following pre identified criteria.

An evaluation committee would be formed to evaluate all the proposals received and select the preferred Bidder. Technical scoring is given to each bidder on their experience/credential as specified.

Rights to Accept/Reject any or all Bids

Commissioner, CMC Cuttack reserves the right to accept or reject any bid, and to annul the bidding process and reject all Bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders.

Language of Bid

The proposal and all correspondence and documents shall be written in English. In case of accompanying literature or brochures etc., being in a language other than English, a certified translation should accompany the documents as a part of the RFP. All proposals and accompanying documentation will become the property of Commissioner, CMC Cuttack.

Modification and Withdrawal of Bids

No proposal may be modified / withdrawn in the interval between the deadline for submission of proposals and the expiration of the validity period specified by the Bidder on the proposal form. In case the Bidder wishes to withdraw the Bid after the date of opening of the bids, the bidder may do so, but the EMD of the Bidder shall be forfeited.

- A Bidder wishing to withdraw its bid shall notify to Commissioner, CMC Cuttack by e-mail prior to the deadline prescribed for bid submission. A withdrawal notice may also be sent by electronic means such as e-mail, but it must be followed by a signed confirmation copy, postmarked no later than the deadline for submission of bids.
- No bid should be withdrawn in the interval between the bid submission deadline and the expiration of the bid validity period specified in the Bid Data Sheet. Withdrawal of a bid during this interval may result in the forfeiture of the Bidder's EMD.

Notifications of awards and Signing of Contract

- Prior to the expiration of the period of bid validity, the Bidder will be notified in writing or by email that their bid has been accepted.
- At the time Commissioner, CMC Cuttack notifies the successful Bidder that its bid has been accepted, Commissioner, CMC Cuttack will send the Bidders the proforma for Contract, incorporating all clauses/agreements between the parties. The successful Bidder shall sign and date the Contract and return it to Commissioner, CMC Cuttack Draft Format of the contract has been included in the bid document.

Performance Bank Guarantee

- The successful Bidder at own expenses shall deposit the Bank Guarantee with the Commissioner, CMC Cuttack, within 15 (fifteen) days after the receipt of notification of award of the Contract (Letter of Award) from Commissioner, CMC Cuttack. An unconditional and irrevocable Performance Bank Guarantee (PBG) from a Nationalized/Scheduled Commercial Bank acceptable to Commissioner, CMC Cuttack, in the format prescribed in this RFP payable on demand, for the due performance and fulfilment of the Agreement by the Bidder.
- The Performance Bank Guarantee may be submitted as Bank guarantee from a Nationalized/Scheduled Commercial Bank.
- This Performance Bank Guarantee shall be for an amount equivalent to 3% of Total Project Cost. All incidental charges whatsoever such as premium, commission etc., with respect to the Performance Guarantee shall be borne by the Bidder. The Performance Guarantee shall be valid for six months post completion of the Project. Subject to the terms and conditions in the contract.

Failure to agree with the Terms and Conditions of the Bid/Contract

Failure of the Bidder to agree with the Terms and Conditions of the bid/Contract shall constitute sufficient grounds for the annulment of the award of contract, in which event the contract may be awarded to the next most responsive Bidder.

Legal and Stationery Charges

The successful bidder will have to bear the legal & stationery charges at rates for preparing contract documents as per prevailing circular. The stamp duty payable for the contract shall be borne by the Implementation Agency.

- 4 The successful Bidder shall enter into a contract agreement with Commissioner, CMC Cuttack within 30 days from the date of issue of Work Order and the same should be adjudicated for payment of Stamp Duty by the successful Bidder.
- 5 All legal charges and incidental expenses in this respect shall be borne and paid by the successful Bidder.

Bid Currencies

Prices shall be quoted in Indian Rupees (INR).

Bid Validity Period

The proposals shall be valid for a period of 180 days from the deadline of submission of Bids. On completion of the validity period, unless the Bidder withdraws proposal in writing, it will be deemed to be valid until such time that the Bidder formally (in writing) withdraws proposal.

Rectification of Errors

- Bidders are advised to exercise adequate care in quoting the prices. No excuse for corrections in the quoted price will be entertained after the proposals are opened. All corrections, if any, should be initialed by the person signing the proposal form before submission, failing which the figures for such items may not be considered.
- Arithmetic errors in proposals will be corrected as per unit rates quoted

Bidder Qualification

- The Bidder may be duly Authorized Representative and shall submit a Certificate of authority. All Certificates and documents (including any clarifications sought and any subsequent correspondences) received hereby, shall, as far as possible, be furnished and signed by the authorized representative.
- The authorization shall be indicated by written Power of Attorney (as per Agency's format) accompanying the Qualification Bid.

Conflict of Interest

Client requires that Agency (s) shall perform the required services, provide professional, objective, and impartial advice, and always hold the Client's interest's paramount, strictly avoid conflicts of interest with other assignments or their own interests and act without any consideration for future work.

- Without limitation on the generality of the foregoing, Agency (s), and any of their affiliates, shall be considered to have a conflict of interest and shall not be engaged, under any of the circumstances set forth below:

Conflicting Relationships

- a. An Agency (including its Personnel and Sub-Agencies) that has a business or family relationship with a member of the Client's staff who is directly or indirectly involved in any part of (a) the preparation of the terms of reference of the Assignment, (b) the selection process for such Assignment or (c) supervision of the Contract, may not be awarded a Conflict, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Client throughout the selection process and the execution of the Contract.
- b. Agencies have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of the Client, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Agency(s) or the termination of its Contract.

- c. No Agency or current employees of the Client shall work as Agency under their own ministries departments or agencies

Unfair Advantage

If an Agency(s) could derive a competitive advantage from having provided other services related to the assignment in question, the Client shall make available to all other Agencies together with this RFP all information that would in that respect give such Agency any competitive advantage over competing Agencies

Fraud and Corruption

It is required that Agencies participating in the project adhere to the highest ethical standards, both during the selection process and throughout the execution of a contract.

a. Defines the terms set forth below as follows:

- i. "Corrupt practice" means the offering, giving, receiving or soliciting, directly or indirectly or anything of value to influence the action of a public official or members of the Evaluation Committee, in the selection process or in contract execution;
- ii. "Fraudulent practice" means a misrepresentation or omission of facts in order to influence a selection process or the execution of a contract;
- iii. "Collusive practices" means a scheme or arrangement between two or more Agencies with or without the knowledge of the Client, designed to establish prices, artificial, non-competitive levels;
- iv. "Coercive practices" means harming or threatening to harm, indirectly, persons or their property to influence their participation in a procurement process or affect the execution of a contract;

b. Will reject a proposal for award, if it determines that the Agencies recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question:

- i. Applicant Agencies should be aware of the provisions on fraud and corruption stated in the specific clauses in the Contract.
- ii. Agencies shall furnish information on commission and gratuities, if any, paid or to be paid to agents relating to this proposal and during execution of the assignment if the Agency is awarded contract.

Only one Proposal:

An Agency may only submit one proposal. If any Agency submits or participates in more than one proposal, all such proposal shall be disqualified.

Award of Contract:

- a. After completing negotiations, the Client shall issue a Letter of Intent to the selected Agency, and promptly notify all Agencies who have submitted proposals about the decision taken.

- b. The Agency will sign the contract after fulfilling all the formalities/pre-conditions within 7 days of issuances of the letter of internet.

Confidentiality:

Information relating to evaluation of Proposals and recommendations award shall not be disclosed to the Agencies 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 Agency of confidential information related to the process may result in the rejection of its Proposal.

Termination of the Contract:

The competent authority may, by a written notice of termination to the Bidder, suspend the Contract if the Bidder fails to perform any of its obligations under this Contract (including the carrying out of the services) provided that such notice of suspension.

1. Shall specify the nature of the failure and
2. Shall request the Bidder to make good such failure within a specified period from the date of receipt of such notice of suspension by the Bidder.

Competent Authority:

The Commissioner, CMC, Cuttack shall be the competent authority for this project. The powers of the Competent Authority will be as under:

1. May amend RFP documents during the proposal evaluation process. Any amendments will be conveyed to the short-listed organization / Agency;
2. Modify scope of work at the time of the award of the contract. Such modifications will be discussed and agreed with the Agency.
3. At discretion during evaluation of bids, request an Agency for clarification on its proposal. This request will be in writing and the Agency should respond in writing. No change in price or substance of the bid shall be sought, offered or permitted at this stage.
4. The competent authority reserves the right to accept or reject any / all proposal partially or fully without assigning any reason thereof. The decision of the Competent Authority shall be final and binding on all the Bidders.
5. Any dispute in this regard subject to Cuttack jurisdiction only

Qualification and Evaluation Methodology

Pre Qualification Criteria

SL No.	Basic Requirement	Specific Requirement	Document Required
1	Legal Entity	The Agency should be registered under - Societies Registration Act 1860 - Indian Trust Act 1882 - Companies Act 1956	- Certificate of incorporation - Registration Certificate - PAN No. - TAN
2	Relevant Experience	The agency must have 3-5 years of experience in relevant field (Survey conducting analytical and qualitative study by using scientific processes and research methodologies	Project Proposals, Implementation Reports and Agreement Copies with Supporting Agencies
4	Financial Capacity	The agency should have an annual turnover of at least Rs. 50 Lakhs each year for last three F.Y.s (2018-19, 2019-20 & 2020-21) and must filled the ITR.	Last three F.Y.'s Audited Financial Statement duly signed by a Chartered Accountant ITR for the F.Y. –2018-19, 2019-20 & 2020-21 is required.
5	Consortium	No consortium/ Joint Venture / Associations or Subcontracting / Sub - letting shall be allowed for this project	Declaration of submitting as independent Agency from the Authorized Signatory.
6	Blacklist	The Agency should not have been blacklisted by any Central/ State Government or Public Sector Undertakings.	Affidavit by the Authorized Signatory stating not blacklisted.
7	Authorized Representative	A power of Authority/ Board Resolution in the name of the person signing the proposal	Original Power of Attorney or Board Resolution Copy
8	Bid Cost	The Agency must furnish a Bid Cost of Rs 11,800 (Rupees Eleven Thousand Eight Hundred Only) in the form of Demand Draft in favour of Commissioner, (CMC) Cuttack, drawn on any nationalized bank at Cuttack.	Original Demand Draft
9	Earnest Money Deposit (EMD)	The Agency must submit an EMD of Rs.50,000/- (Rupees Fifty Thousand Only) in the form of Demand Draft in favour of Commissioner, (CMC) Cuttack, drawn on any nationalized bank at Cuttack.	Original Demand Draft

NOTE: The copies of documents submitted towards Pre-qualification criteria are to be substantiated through production of originals, if and when required.

4.2 Technical Evaluation Criteria

Proposals of only those Applicants who satisfy the Conditions of Eligibility will only be considered for detailed technical evaluation. In the first stage, the technical capability of the applicant will be evaluated and short listed for consideration of their presentation.

The scoring criteria to be used for evaluation shall be as follows:

The aforesaid applicants, subject to detailed evaluation as per the scoring criteria given in the table below will be short listed and considered for evaluation of their financial proposal. The Applicants, scoring 70 marks and above only will be qualified for further evaluation.

Sl.	Evaluation Criteria	Supporting Form	Max. Marks
1.	Experience Firms General Experience & Experience in Similar Assignments like Experience in working with Survey conducting analytical and qualitative study by using scientific processes and research methodologies		
1.1	General experience of Agency 1 to 2 Projects – 5 marks - More than 2 projects – 10 marks		10
1.2	Experience in Similar Assignments with in Odisha in last five years. - Up to 1 districts / 1ULB – 5 marks - Up to 2 districts /2 ULBs – 10 marks - Up to 3 districts / 3 ULBs -15 marks - More than 3 districts/ULBs- 20 marks		20
2	Average annual turnover of above Rs. 50 Lakhs in last 3 financial years i.e., 2018-19, 2018, 2019-20 & 2020-21 50 Lakhs - 1 .5 Core= 5 Marks - Above 1.5 Crore = 10 Marks		10
3	Approach & Methodology		10
4	Technical presentation before Evaluation Committee		50
Total			100

1. To qualify the technical evaluation stage, the bidder must score a minimum of 70 marks. Commissioner, CMC Cuttack will open the Financial Bids of those Bidders who will achieve minimum score of 70 marks in technical evaluation
2. Documentary evidence (Citation, copy of completion / ongoing client certificate and work order / Contract) is required for all project experience.

3. In case project is on-going projects, a certificate to that effect should be furnished from the competent authority supported with Work Orders/ LoA.
4. Commissioner, CMC Cuttack (or a nominated party) reserves the right to check/validate the authenticity of the information provided by the Bidder for Technical Evaluation criteria and the requisite support must be provided by the Bidder.

Financial Evaluation

In the second stage, the financial evaluation will be carried out as per this Clause. Each Financial Proposal will be assigned a financial score (**S_F**).

For financial evaluation, the total cost indicated in the Financial Proposal (Format 9.12) and Illustration given in Annexure 2.

The Commissioner, CMC Cuttack will determine whether the Financial Proposals are complete and unconditional. The cost indicated in the Financial Proposal shall be deemed as final and reflecting the total cost of services. Omissions, if any, in costing any item shall not entitle the firm to be compensated and the liability to fulfil its obligations as per the TOR within the total quoted price shall be that of the Agency. The lowest Financial Proposal (**F_M**) will be given a financial score (**S_F**) of 100 points. The financial scores of other proposals will be computed as follows:

$$S_F = 100 \times F_M / F$$

(**F** = Amount of Financial Proposal)

Provided that the bid is substantially responsive, the Authority shall correct arithmetical errors on the following basis:

If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Employer there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;

- If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.

Final Evaluation of Bid

Commissioner, CMC Cuttack will award the Contract to the Bidder based on Quality Cum Cost Basis (QCBS). All the bids will be scrutinized/evaluated as per the criteria given in the RFP documents and a list of successful bidders will be evaluated on the QCBS pattern of 60:40 (Technical Bid - 60% weightage, Financial Bid - 40% weightage)

Proposals will finally be ranked according to their combined technical (S_T) and financial (S_F) scores as follows:

$$S = S_T \times T_w + S_F \times F_w$$

Where S is the combined score, and T and F are weights assigned to Technical Proposal and Financial Proposal that shall be 0.0 and 0.40 respectively.

Financial Bid Format and instructions

General Instructions

- a. Financial Bid needs to be submitted offline (separate envelope) as per the instructions given in the RFP in the format prescribed in this section.
- b. Bidder should provide all prices as per the prescribed format under this Section.
- c. All the prices are to be entered in Indian Rupees (INR) only
- d. Prices indicated in the schedules shall be inclusive of all taxes, Levies, duties, Transportation including GST prices. The prices should also specify Five-year support cost as per provided formats.
- e. It is mandatory to provide breakup of all Taxes, Duties and Levies wherever asked for.
- f. Commissioner, CMC Cuttack reserves the right to ask the Agency to submit proof of payment against any of the taxes, duties, levies indicated.
- g. The Unit Rate as mentioned in the following formats may be used for the purpose of 'Change Order' for respective items, if any. However, based on the market trends, Commissioner, CMC Cuttack retains the right to negotiate this rate for future requirement
- h. The successful bidder shall not object to the upward or downward variation in quantities of any item within the variation limits.
- i. Payment for additional quantities within the variation limit shall be made at tender rates and the tender rates shall be valid for entire duration of the contract.
- j. No claim shall be entertained or become payable for price variation of additional quantities
- k. For the purpose of evaluation of Financial Bids, Commissioner, CMC Cuttack shall make appropriate assumptions to arrive at a common Bid price for all the bidders. This however shall have no co-relation with the Contract value or actual payment to be made to the Bidder.
- l. Commissioner, CMC Cuttack also intends to utilize various rates obtained through this tender for requirements across various departments. Bidders are requested to factor this larger demand and give the best possible rate to Commissioner, CMC Cuttack.
- m. Agency should refer to the Tender for details on the technical/functional requirements of the system and the benchmark specifications for the items mentioned in the Financial Formats.
- n. Line items mentioned in the Financial Formats are for representation purpose and Agency may propose alternate technology / solution (with proper justification). Bidders are required to suitably add line items / merge the cost components depending upon their proposed solution.
- o. No escalations of prices will be considered under any circumstances.

Cover Letter

Ref:

Dated:

To

The Commissioner,

Cuttack Municipal Corporation

Choudhury Bazar, Cuttack

Sub: Selection of Agency for Survey, Digitisation, Operation & Maintenance of Online Module of Social Security Benefits (MBPY, NSAP, HSY & NFBS) for Cuttack Municipal Corporation, Cuttack.

Dear Sir/madam,

With reference to your Invitation for Bid no. _____ dated _____, I/we, having examined the bid document and understood its contents, hereby submit our bid for the aforesaid Project for zone no. _____.

- 1 The Bid is unconditional and unqualified
- 2 All information provided in the Bid Document and Schedules is true and correct and all documents accompanying Bid Document are true copies of their respective originals.
- 3 I/we shall make available to CMC any additional information it may find necessary or require to supplement or authenticate the Bid Document.
- 4 I/we acknowledge the right of CMC to reject our Bid Document without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
- 5 I/we declare that:
 - a. I/we have examined and have no reservations to the conditions and terms laid down in the Bid Document, including any Addendum issued by CMC.

- b. I/we do not have any conflict of interest in accordance with provisions of the Bid Document;
 - c. I/we have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
- 6 I/we understand that you may cancel the Bid Process at any time and that you are not bound to accept the bid that you may receive without incurring any liability to the bidder, in accordance with provisions of the bid document.
- 7 I/we undertake that in case due to any change in facts or circumstances during the selection process, we shall intimate CMC of the same immediately.
- 8 I/we hereby irrevocably waive any right which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by CMC in connection with Bid Process, in respect of the above-mentioned Assignment and the terms and implementation thereof.
- 9 I/we have studied all the document carefully and also surveyed the Project site. We understand that, we shall have no claim, right or title arising out of any documents or information provided to us by CMC or in respect of any matter arising out of or concerning or relating to the Bid Process including the award of Assignment.
- 10 I/we agree to keep this offer valid for 180 days from the Bid Document Due Date specified in the ITB.
- 11 I/we agree and undertake to abide by all the terms and conditions of the Bid Document.

In witness thereof, I/we submit this Bid Document under and in accordance with the terms of the bid document.

Yours faithfully,

Date:

(Signature of the Bidder)

Place:

POWER OF ATTORNEY

(On Non Judicial Stamp paper)

Know all men by these presents, We..... (Name and address of the bidder) do hereby constitute, appoint, and authorize Mr./Ms.....(name and residential address) who is presently employed with us and holding the position of, as our attorney, to do in our name and on our behalf,

1. All such acts, deeds, and things necessary in connection with or incidental to our bid for selection as operator and operation of contract for Collection& Transportation in Cuttack Municipal Corporation including signing of bid documents, all supporting documents, letters and providing information/responses to CMC in all matters in connection with our bid for the said Assignment and signing of contract in the event of selection.
2. To apply for, obtain and renew all licenses, permits, registrations etc. that are necessary for carrying on the said business.
3. To submit all statements, returns, reports etc. to proper authorities as required by any law or rule in force and to verify the same by production of documents and papers.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds, and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Dated this the----- Day of----- 2021

Accepted

Name & signature of Attorney Holder

1.

2.

(Bidder / Members with name & designation)

Note:

- 1 The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure. Copy of such document should be submitted along with the power of Attorney.
2. Also, wherever required, the Applicant should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favour of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the Applicant.

Format for Particulars of the Bidder/Agency

Details of the Bidder (Company)		
A	Name of the Bidder	
B	Address of the Bidder	
C	Year of Incorporation	
D	Registration Number & Registration Authority	
E	Name & Designation of the Authorized person to whom all references shall be made regarding this RFP	
F	Telephone No. (with STD Code)	
G	E-Mail of the Contact person:	
H	Website	
I	Financial Detail (Organization's turnover of last three financial years)	FY 18-19: FY 19-20: FY 20-21:
K	PAN	
L	EMD Details	
M	Award and Accreditations of Projects if any (certificate to be enclosed)	

Date:

Signature of Authorized Representative

Name of Agency:

Full Address:

Telephone No.:

Bidders Average Turnover for last 3 financial years

Date: DD/MM/YYYY

The Average Annual Turnover statement of <name of the organization>, at<address of the organization >, for the last three financial year are given below and certified that the statement is true and correct.

Sl. No.	Financial Year	Turnover in lakhs (₹)
1	2018-19	
2	2019-20	
3	2020-21	
	Average annual turnover statement	

Date:

Signature of Chartered Accountants

Place:

Seal:

Membership No:

Format for Self-declaration by Bidder for not being blacklisted

[ON BIDDERS LETTERHEAD]

To

**Commissioner
Cuttack Municipal Corporation,
Cuttack (Odisha) Pin -753001**

Sub: Declaration of no valid ineligibility for corrupt or fraudulent practices or blacklisted by Government (Central or State)/Semi-Govt. or PSU as on 31-03-2021.

Ref: Selection of an agency for “Survey, Digitisation, Operation & Maintenance of Online module of Social Security benefits (MBPY, NSAP, HSY & NFBS) in CMC”

Sir/ Madam,

In response to the above mentioned RFP I, _____, as _____ <Designation> _____ of M/s _____, hereby declare that our Company / Firm _____ has not been declared blacklisted or ineligible to participate for bidding by any State/Central Govt., Semi-Govt. or PSU in last years from the date of submission of bid.

Date:

Signature of Authorized Representative

Name of Agency:

Full Address:

Telephone No.:

Organisation/ Agency' Experience

Sl. No.	Name of Project	Year of Project	Page Number
1			
2			
3			
4			

Detailed Project Experience

Project Information	
Name of the project	
Client Name	
Name and contact details of the client	
Description of the project	
Scope of services	
Start date	
Completion date	
Duration of the project	
Other Relevant Information (if any)	

Please check (v) on the supporting documents enclosed:

- Work Order received from Client
- Agreement signed between Bidder and Client
- Client Certificate/ others (if any)

CVs of the Key Manpower Proposed

1	Name of the Staff				
2	Current Designation in the Organization				
3	Proposed Role in the Project				
4	Proposed Responsibilities in the Project				
5	Date of Birth				
6	Education				
7	Summary of Key Training and Certifications				
8	Summary of Key Training and Certifications	Language	Reading	Writing	Speaking
9	Employment Record (For the total relevant experience)	From/ To			
		Employer			
		Position Held			
		From/ To			
		Employer			
		Position Held			
10	Total No. of Years of Work Experience				
11	Total No. of Years of Experience for the Role proposed				
12	Highlights of relevant assignments handled and significant accomplishments (Use following format for each project)				
	Name of Project				
	Year:				
	Location				
	Client				
	Main Project Feature				
	Position Held				
	Activities Performed				

BANK GUARANTEE FORMAT FOR PERFORMANCE SECURITY

To,
The Commissioner
Cuttack Municipal Corporation
Cuttack

WHEREAS.....(name and address of the agency)
(hereinafter called "the agency") has undertaken, in pursuance of contract no/LOA
no.....dated.....for **"Survey, Digitisation, Operation & Maintenance of Online module
of Social Security benefits (MBPY, NSAP, HSY & NFBS) for Cuttack Municipal Corporation, Cuttack city**
(herein after called "the contract").AND WHEREAS it has been stipulated by you in the said contract that
the agency shall furnish you with a bank guarantee from a scheduled / nationalized bank for the sum of
specified therein as performance guarantee for compliance with its obligations in accordance with the
contract.

AND WHEREAS we have agreed to give the agency such a bank guarantee.

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the
agency 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 agency 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 agency 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
agency shall in any way release as from any liability under this guarantee and we hereby waive notice of
any such change, addition or modification.

This guarantee shall be valid until the..... Day of..... , 20.....

(Signature of the authorized officer of the Bank)

.....

Name and designation of the officer

.....

.....

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

Financial Proposal

TENDER SCHEDULE

Name of the Work: "Survey, Digitisation, Operation & Maintenance of Online module of Social Security benefits (MBPY, NSAP, HSY & NFBS) in CMC".

E.M.D. to be deposited: Rs.50,000/-

Paper Cost : Rs 11,800/- (Rs 10,000/- + 18% GST)

Eligibility Tenderer: Reputed NGO/trust/society or government owned entity registered under relevant statute and in operation for at least 7 years

Sl. No.	Item	Unit	Rate in Figure & Word
1	2	3	4
1	Cost per each beneficiary survey and Data mapping of NSAP/MBPY beneficiaries.	In number	
2	Online Module: creation of web portal & its management	Lumpsum	
3	Human Resource cost (1 person)	12 months	
	TOTAL		
2	CGST & SGST @		
	Grand Total		

Signature of Bidder

Description of Approach, Methodology and Work Plan for Performing the Consultancy Assignment

[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal divided into the following three chapters: a) Technical Approach and Methodology,

b) Work Plan, and

c) Organization and Staffing

- a) **Technical Approach and Methodology:** In this chapter, you should explain your understanding of the 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. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.
- b) **Work Plan:** In this chapter, you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, **showing understanding of the TOR** and ability to translate and implement **each of the objectives, scope of work** into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work Schedule.
- c) **Organization and Staffing:** In this chapter, you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed staff.

Note 1: Information provided in the form should correspond to the Technical Presentation.

Note 2: All the claims should be substantiated through production of originals, whenever demanded.

