

Selection of Agency

Request for Proposal (RFP)

Hiring of Agency to provide Manpower Support to State Project Management Units (PMUs) under Rural Housing Schemes, Panchayati Raj & Drinking Water Department, Government of Odisha

Issued on: 15-09-2025

Notice Inviting Request for Proposal (RFP) & Schedule of Invitation

Notice Inviting RFP

The Panchayati Raj & Drinking Water Department, Government of Odisha invites tender proposals from experienced and reputed agencies for providing professional manpower support to the State Project Management Unit (SPMU) under Rural Housing Schemes. The selected Agency will provide technical, managerial and support staff to strengthen the planning, implementation and monitoring of various housing and rural development initiatives. The engagement shall initially be for **3 Years**, extendable based on performance and project requirements.

Schedule for Invitation of RFP

Sl. No.	Name of Assignment	Manpower support to the State Project Management Unit (SPMU) under Rural Housing Schemes, PR&DW Department, Government of Odisha.
1	Name of the Department & Address	Panchayati Raj & Drinking Water Department, Government of Odisha
2	Date of issue of RFP	15-09-2025
3	Date of Pre-Bid Conference	23-09-2025 Time: 11:30 AM Venue: Conference Hall, Panchayati Raj & Drinking Water Department, Lok seva Bhawan, Bhubaneswar-751001
4	Last Date & time of submission of RFPs	04-10-2025 up to 5 PM
5	Date & time of opening of Technical Bid	08-10-2025 Time: 11:30 AM, Venue: Conference Hall, Panchayati Raj & Drinking Water Department, Lok seva Bhawan, Bhubaneswar-751001
6	Tentative Date & time of opening of Financial Bid	14-10-2025 Time: 11:30 AM, Venue: Conference Hall, Panchayati Raj & Drinking Water Department, Lok seva Bhawan, Bhubaneswar-751001
7	Period of Contact	3 Years
8	RFP Downloading Place	www.rh.odisha.gov.in , www.panchayat.odisha.gov.in
9	Mode of submission of RFP	Registered/Speed Post/Courier only
10	Consortium/Joint Venture	Not Allowed
11	RFP submission address & Contact No.	Director Special Projects, Panchayati Raj & Drinking Water Department, Lok seva Bhawan, Bhubaneswar-751001. 0674-2392906

12	Bid Security (EMD)	Rs. 5,00,000/-
13	Performance Security	5% of the Contract Value
14	Validity of the Bid	90 days

Pre-qualification Criteria

Before opening and evaluation of the technical proposals, each bidder will be assessed based on the following pre-qualification criteria. The bidder is required to produce the copies of the required supportive documents / information as part of their technical proposal failing which the proposals will be rejected.

Sr. No.	Basic Requirement	Specific Requirement	Documents Required
1	Registration	<p>The Bidder shall be a company as specified in Companies Act, 1956/ 2013 or a company incorporated under equivalent law abroad or a society registered under The Societies Registration Act, 1860 or a trust registered under the Indian Trusts Act, 1882 or a Partnership Firm registered under the Indian Partnership Act 1932 or a Limited Liability Partnership registered under The Limited Liability Partnership Act, 2008 or an NGO registered with relevant Government with at least five years of experience of operations . Minimum 5 years' experience in providing consultancy service in field of Program Management as on 31.03.2025.</p> <p>The Applicant must have at least an office in India which is operational for a period of at least ten years or more, from</p>	Copy of Registration/ Certificate of Incorporation

		the date mentioned as Proposal Due Date.	
2	Technical Capacity	<p>The Applicant shall have the following experience in the last ten years preceding the Proposal due date:</p> <ol style="list-style-type: none"> a. The Agency must have experience of implementing at least five assignments in the last five years involving deployment of manpower, establishment of PMUs, or large-scale technical assistance to State/Central Government Departments, PSUs, or multilateral and bilateral agencies/International Agencies/ Donor Agencies. b. The cumulative value of such assignments must be not less than INR 10 Crores in the last five years. c. At least one of the assignments should be in the housing, rural/urban development, or social sector domain, preferably involving rural housing schemes, livelihoods, or large-scale social infrastructure d. Experience of at least one assignment to develop the IT system for housing for any state government. e. The bidder must have at least one consultancy project as a PMU/PMC/similar Management Services Projects in Odisha. 	Copy of Completion Certificate / Agreement/ Work Order
3	Financial Capacity	<p>The Applicant should have:</p> <ol style="list-style-type: none"> a. The Bidder should have minimum average annual turnover of INR 40 Crores (Rs. Forty Crores) from consulting services in India in last 3 financial years (2022-23, 2023-24, 2024-25). 	Certificate from statutory auditor / audited financial statements for the three previous financial years ending i.e. (2022-23, 2023-24, 2024-25)

		b. The Bidder should have a positive net worth of minimum 20 Cr in last 3 financial years (2022-23, 2023-24, 2024-25).	
Any kind of Consortium/ Joint Venture/ Sub-Contracting with/to other firms is not allowed.			

Technical Evaluation (2nd Stage): Technical proposal will be opened and evaluated for those bidders who qualify the preliminary evaluation stage. Detailed evaluation process as per the following parameters will be adopted for proposal evaluation:

Criteria	Sub-Criteria	Maximum Marks
A. Experience of the Agency	<p>Category 1: Experience of implementing/deployment of manpower, establishment of PMUs, or large-scale technical assistance to State/Central Government Departments, PSUs, or multilateral and bilateral agencies/International Agencies/ Donor Agencies.</p> <p>•The cumulative value of such assignments must be not less than INR 10 Crores in the last five years.</p> <ul style="list-style-type: none"> • < 5 PMUs = 0 marks • At least 5 PMUs/PMCs/PDMCs: 10 marks • One additional similar assignment/ PMUs/ PMCs/ PDMCs/ TSUs beyond first five: 5 marks per project <p>Documentary Proof: Copies of work orders/ contract agreements and completion certificates from client must be submitted as proof for each assignment.</p>	30
	Category 2: Relevant assignments specifically in housing, rural development, or social sector	15
	Category 3: Experience of at least one assignment to develop the IT system for housing for any state government	15
	Category 4: The bidder must have at least one consultancy project as a PMU/PMC/similar Management Services Projects in Odisha.	10
B. Financial Strength of the Agency	<p>Average annual turnover of at least INR 40 Crores during the last three financial years (2022-23, 2023-24, 2024-25)</p> <ul style="list-style-type: none"> • Upto INR 40 Crores- 10 Marks 	15

	<ul style="list-style-type: none"> • INR 40 Crores to less than INR 100 Crores- 12 Marks • INR 100 Crores and above- 15 Marks 	
D. Institutional Strength and Human Resource Capability	Total No. of Personnel in the Payroll of the Institution. For 100 Nos- 2 Marks for every additional 25 Nos 0.5 mark subject to maximum of – 5 Marks	10
	Demonstrated ability to mobilize and replace manpower within defined timelines	5
Total		100

Technical Proposal Evaluation Criteria

Technical evaluation of the bid would be carried out applying the evaluation criteria specified below. Each respective technical bid will be attributed a technical score as per following breakup.

Minimum Qualifying Score: Agencies must secure at least **70 marks** out of 100 in the Technical Evaluation to be eligible for Financial Bid opening.

INSTRUCTION TO BIDDERS

General Provisions

Definitions	<p>“Guidelines” means the policies of the Government of Odisha set forth in this RFP.</p> <p>“Client” means Panchayati Raj & Drinking Water Department, Odisha that signs the Contract for the Services with the selected Agency.</p> <p>“Agency” means a legally-established professional consulting firm or an entity that may provide or provides the Services to the Client under the Contract.</p> <p>“Contract” means a legally binding written agreement signed between the Client and the Agency and includes all the attached documents listed.</p> <p>“Data Sheet” means detailed instruction to the Agency (ITA) for preparation of the RFP.</p> <p>“Experts” means, collectively, Key Experts, Non-Key Experts, or any other personnel of the Agency or Consultant.</p> <p>“Government” means the government of the Client’s State.</p>
--------------------	---

	<p>“Bid” means the Technical Bid and the Financial Bid of the Agency in response to the RFP.</p> <p>“RFP” means the Request for Proposal to be prepared by the Client for the selection of Agency.</p> <p>“Services” means the work to be performed by the Agency pursuant to the Contract.</p> <p>“TORs” means the Terms of Reference that explain the objectives, scope of work, activities, and tasks to be performed, respective responsibilities of the Client and the Agency, and expected results and deliverables of the assignment.</p>
1.Introduction	<p>1.1 The Client named in the Data Sheet intends to select an Agency, in accordance with the method of selection specified in the Data Sheet.</p> <p>1.2 The Agencies are invited to submit a Technical Bid and a Financial Bid, as specified in the Data Sheet, for services required for the assignment named in the Data Sheet. Bid will be the basis for negotiating and ultimately signing the Contract with the selected Agency.</p> <p>1.3 The Agency should familiarize itself with the local conditions and may attend a pre-Bid conference. Attending any such pre-Bid conference is optional and is at the Agency’ expense.</p> <p>1.4 The Client will timely provide, at no cost to the Agency, the inputs, relevant project data and reports required for the preparation of the Agency’s Bid as specified in the Data Sheet.</p>
2.Conflict of Interest	<p>2.1 The Agency is required to provide professional, objective and impartial advice, at all times holding the Client’s interest paramount, strictly avoiding conflicts with other assignments or its own corporate interests and acting without any consideration for future work.</p> <p>2.2 The Agency has an obligation to disclose to the Client any situation of actual or potential conflict that impacts its capacity to serve the best interest of its Client. Failure to disclose such situations may lead to the disqualification of the Agency or the termination of its Contract.</p>
3.Unfair Advantage	Selection of the Agency would be strictly in accordance to the ToR.
4.Corrupt and Fraudulent Practices	<p>4.1 The Client requires compliance with its policy in regard to corrupt and fraudulent practices as set forth by the Government of Odisha (GoO).</p> <p>4.2 In further pursuance of this policy, Agency shall permit the Client to inspect all accounts, records and other documents</p>

	relating to the submission of the Bid and contract performance (in case of an award) and to have them audited by auditors appointed by the Clients.
5.General Considerations	In preparing the Bid, the Agency is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Bid.
6. Cost of Bid	<p>6.1 The Agency shall bear all costs associated with the preparation and submission of its Bid and the Client shall not be responsible or liable for those costs regardless of the conduct or outcome of the selection process. The Client is not bound to accept any Bid and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Agency.</p> <p>6.2 Cost of Bid Document:</p> <p>6.2.1 RFP is only available in the website www.rhodisha.gov.in and www.panchayat.odisha.gov.in which can be downloaded by the intending Bidder.</p> <p>6.3 DEPOSIT OF EARNEST MONEY</p> <p>6.3.1 RFP must be accompanied with an earnest money of Rs. 5,00,000/- (Rupees Five Lakhs Only) failing which the Bid will be rejected and Technical Bid will not be opened.</p> <p>6.3.2 The Earnest Money should be deposited by way of account payee Demand Draft in favour of “Drawing and Disbursing Officer, PR & DW Department, Bhubaneswar” on any Nationalized Bank payable at Bhubaneswar.</p> <p>6.3.3 NSC/Bank Guarantee are also acceptable forms of EMD.</p> <p>6.3.4 The Bidder will submit DD/ NSC/ BG in a separate envelope super scribed as “EMD” which will be opened prior to opening of Technical Bid. For non-submission of EMD by the Bidder, Technical Bid of the Bidder will not be opened.</p> <p>6.3.5 The exemption of EMD shall not be entertained for the assignment.</p>

	<p>6.4 PERFORMANCE SECURITY</p> <p>6.4.1 After contract is awarded, the Agency will submit Performance Security equal to 5% of the Contract value. EMD of successful Bidder can be adjusted towards Performance Security.</p> <p>6.4.2 Performance Security shall be with client till the expiry of the contract or any other period agreed by both the parties.</p> <p>6.4.3 Performance Security may be furnished in the form of an account payee demand draft from a commercial bank/bank guarantee from a commercial bank in an acceptable form in favour of “Drawing and Disbursing Officer, PR & DW Deptt., Bhubaneswar” on any Nationalized Bank payable at bhubaneswar.</p>
7.Only One Bid	The Agency shall submit only one Bid . If the Agency submits or participates in more than one Bid, all such Bids Shall be disqualified and rejected.
8.Sub-Contracting	The Agency shall not be entitled to subcontract the Services without prior written consent of the Client.
9.Clarification and Amendment of RFP	All Clarification in the document should be sought during the Pre-Bid conference. If any suggestion towards amendment in the RFP Document is deemed necessary by the client then it would be communicated to all the bidders in writing or by an e-mail.
10. Technical Bid Format and Content	The Technical Bid shall not include any financial information. A Technical Bid containing material financial information shall be declared non-responsive.
11. Financial Bid	<p>The Financial Bid shall be prepared as per the Standard Form provided in the RFP.</p> <p>The Maximum fee payable to establish and operate Program Management Unit and carry out activities as per the ToR shall be limited to Rs. 117 Lakhs (Excluding GST) per year i.e Estimated Budget. Bidders offering higher than the above shall be rejected.</p>
12.Taxes	The Agency is responsible for meeting all tax liabilities arising out of the Contract.
13. Submission of Bids	<p>13.1 The Agency shall submit a signed and complete Bid comprising the documents and forms. The submission will be accepted by Registered/ Speed Post/ Courier only. Late proposals will not be considered for evaluation unless the deadline is extended.</p> <p>13.2 An authorized representative of the Agency shall sign the Technical Bid and the Financial Bid.</p>

	<p>13.3 Any modifications, revisions, interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the person signing the Bid.</p> <p>13.4 The signed Bid shall be marked “ORIGINAL”, and its copy marked “COPY” as appropriate. One additional copy should be submitted. If there are discrepancies between the original and the copy, the original shall prevail.</p> <p>13.5 The original and all the copy of the Technical Bid shall be placed inside a sealed envelope super scribed as “TECHNICAL BID” with the address of the Agency. Technical Bid will have the information as required in “Technical Bid Format” along with the required documents.</p> <p>13.6 Similarly, the original Financial Bid shall be placed inside a separate sealed envelope clearly marked as “FINANCIAL BID” followed by address of the Agency. The Financial Bid will have the information as required in “Financial Bid Format” along with the required documents.</p> <p>13.7 Separate sealed envelopes containing the EMD, Technical and Financial Bids shall be placed into one outer envelope and sealed. This outer envelope shall be super scribed “Hiring of Agency to provide Manpower support to SPMU-RH” and submitted to the Director, Special Projects, Panchayati Raj & Drinking Water Department, Lokseva Bhawan, Bhubaneswar-751001, Odisha with the name, address and contact of the Agency. However the documents received after due date will be summarily rejected.</p> <p>13.8 If the envelopes and packages with the Bid are not sealed and marked as required, the Client will assume no responsibility for the misplacement, loss, or premature opening of the Bid.</p> <p>13.9 The Bid or its modifications must be sent to the address indicated in the Data Sheet and received by the Client not later than the deadline indicated in the Data Sheet, or any extension to this deadline. Any Bid or its modification received by the Client after the deadline shall be declared late and rejected, and promptly returned unopened.</p>
<p>14. Confidentiality</p>	<p>14.1 From the time the Bids are opened to the time the Contract is awarded, the Agency should not contact the Client on any matter related to its Technical and/or Financial Bid. Information relating to the evaluation of Bids and award recommendations shall not be disclosed to the Agencies who submitted the Bids or to any other party not officially concerned with the process, until the publication of the Contract award information.</p>

	<p>14.2 Any attempt by shortlisted Agencies or anyone on behalf of the Agency to influence improperly the Client in the evaluation of the Bids or Contract award decisions may result in the rejection of its Bid.</p> <p>14.3 Notwithstanding above provisions, from the time of the Bids' opening to the time of Contract award publication, if the Agency wishes to contact the Client on any matter related to the selection process, it should do so Only in writing.</p>
15. Opening of Technical Bids	<p>The Client's evaluation committee shall conduct the opening of the Technical Bids and evaluate the criteria in the presence of the Agencies' authorized representatives who choose to attend. The Agencies which qualify the Technical evaluation shall be considered for opening of Financial Bid. The opening date, time and the address are stated in the Data Sheet. The Financial Bid submitted through the e-Procurement Portal shall remain encrypted and securely stored in the system until the date and time of opening as specified in the Data Sheet. The system ensures that the Financial Bids cannot be accessed or opened before the scheduled time.</p>
16. Bids Evaluation	<p>16.1 The evaluators of the Technical Bids shall have no access to the Financial Bids until the technical evaluation is concluded.</p> <p>16.2 The Agency is not permitted to alter or modify its Bid in any way after the Bid submission deadline. While evaluating the Bids, the Client will conduct the evaluation of the Technical and Financial Bids.</p>
17. Evaluation of Technical Bids	<p>The Client shall evaluate the Technical Bids on the basis of their responsiveness to the format for Technical Bid. A Bid shall be rejected at this stage if it does not respond to the aspects of the Technical Bid format.</p>
18. Opening of Financial Bids (QCBS method)	<p>18.1 After the technical evaluation is completed the Client shall notify those Agencies whose Bids were considered non-responsive during Technical Evaluation and that their Financial Bids will not be opened.</p> <p>18.2 The Financial Bids shall be opened by the Client in the presence of the representatives of technically qualified Agencies who choose to attend.</p>
19. Correction of Errors	<p>19.1 No corrections are to be made to the Financial Bid.</p> <p>19.2 A contract form is included in the RFP, the Agency is deemed to have included all prices in the Financial Bid, and so neither arithmetical corrections nor price adjustment shall be made. The total price specified in the Financial Bid shall be considered as the offered price.</p>
20. Taxes	<p>The Client's evaluation of the Agency's Financial Bid will exclude taxes and duties in the state in accordance with the instructions in the Data Sheet.</p>

21. Single Currency	For the evaluation purposes, prices shall be considered in single currency INR.
22. QCBS Selection	The selection of the Agency will be carried out in accordance with the Quality and Cost Based Selection (QCBS) method. Under this method, the Technical Proposal will carry 80% weightage and the Financial Proposal will carry 20% weightage in the overall evaluation.
23. Financial Proposal Evaluation	<p>QCBS method will be followed during the overall selection process. The financial bids of technically qualified bidders will be opened on the prescribed date in the presence of bidder's representatives.</p> <p>The lowest evaluated Financial Bid (Fm) shall be given the maximum financial score (Sf) of 100. The formula for determining the financial scores of all other bids shall be calculated as follows: $Sf = 100 \times Fm/F$, in which "Sf" is the financial score, "Fm" is the lowest price, and "F" the price of the bid under consideration. The weights given to the Technical (T) and Financial (P) Bids shall be: T = 80, and P = 20</p> <p>Bids shall be ranked according to their combined scores, calculated using the technical score (St) and financial score (Sf) and the weights as follows:</p> $S = St \times T\% + Sf \times P\%$ <p>The bidder, who has the highest score in the QCBS and shall be called for further process leading to the award of the contract. The bid price will include all statutory taxes as applicable excluding prevailing GST and shall be in Indian Rupees. Prices quoted in the bid must be firm and final and shall not be subject to any modifications on any account whatsoever. In case of a tie, the bidder having higher technical score will be considered the preferred bidder.</p> <p>For the purpose of evaluation, the total evaluated cost shall be inclusive of all taxes & duties for which the Client will make payment to the consultant including overhead expenses and only exclusion shall be prevailing GST.</p>

Negotiations and Award

23. Technical negotiations	The negotiations include discussions of the Terms of Reference (TOR), the proposed methodology, the Client’s inputs, the special conditions of the Contract, and finalizing the “Description of Services” part of the Contract. These discussions shall not substantially alter the original scope of services under the TOR or the terms of the contract, lest the quality of the final product, its price, or the relevance of the initial evaluation be affected.
24. Financial negotiations	<p>24.1 The negotiations include the clarification of the Agency’s tax liability in the Client’s State and how it should be reflected in the Contract.</p> <p>24.2 The total price stated in the Financial Bid shall not be negotiated.</p>
25. Conclusion of Negotiations	<p>25.1 The negotiations are concluded with a review of the finalized draft Contract, which then shall be initialed by the Client and the Agency’s authorized representative.</p> <p>25.2 If the negotiations fail, the Client shall inform the Agency in writing of all pending issues and disagreements and provide a final opportunity to the Agency to respond. If disagreement persists, the Client shall terminate the negotiations informing the Agency of the reasons for doing so. The Client will invite the next less price quoting Agency to negotiate a Contract. Once the Client commences negotiations with the next Agency, the Client shall not reopen the earlier negotiations.</p>
26. Award of Contract	<p>26.1 After completing the negotiations the Client will sign the Contract; publish the award information as per the instructions in the Data Sheet; and promptly notify the other shortlisted Agencies.</p> <p>26.2 The Agency is expected to commence the assignment on the date and at the location as specified by the client.</p>

Data Sheet

General

1. *Odisha, India*

2. **Name of the Client:** Panchayati Raj & Drinking Water Department, Government of Odisha

Method of selection: Quality and Cost Based Selection (QCBS)

3. **Financial Bid to be submitted together with Technical Bid:** Yes

The name of the assignment is “Hiring of Agency to provide Man power support to the State Project Management Unit (SPMU) under Rural Housing Schemes.”

4. **A pre-Bid conference will be held:** Yes

Date of Pre-Bid conference: 23-09-2025

Time: 11:30 AM

Venue: Conference Hall, Panchayati Raj & Drinking Water Department, Government of Odisha , Bhubaneswar-751001.

E-mail: dsrhpr@gmail.com

Contact person/conference coordinator: Under Secretary, Rural Housing.

5. **The Client will provide the inputs, project data, reports, etc. to facilitate the preparation of the Bids:** All relevant information and guidelines related to Rural Housing Guidelines.

Preparation of Bids

1. **Bids shall be submitted in English language**

2. **The Bid shall comprise the following:**

1st Inner Envelope with the EMD

2nd Inner Envelope with the Technical Bid:

Technical Bid Format along with the required document

3rd Inner Envelope with the Financial Bid:

Summary of Cost

3 Clarifications may be requested no later than 7 days prior to the submission deadline.

The contact information for requesting clarifications is:

Director Special Projects,

Panchayati Raj & Drinking Water Department, Lok seva Bhawan, Bhubaneswar-751001.

0674-2392906

Submission, Opening and Evaluation

1 The Agencies shall not have the option of submitting their Bids electronically.

2 The Agency must submit:

a. **Technical Bid:** one(1) original and 1 copy;

b. **Financial Bid:** one(1)original

3 The Bids must be submitted not later than:

Date: 04-10-2025

Time: 5 PM

4 The opening of Technical Bid shall take place at:

Date: 08-10-2025 Time: 11:30 AM Venue: Conference Hall, PR & DW Department

The opening of Financial Bid shall take place at:

Date: 14-10-2025 Time: 11:30 AM Venue: Conference Hall, PR & DW Department

Negotiations and Award

1 Address for Communication:

Director Special Projects, Panchayati Raj & Drinking Water Department, Lok seva Bhawan,
Bhubaneswar-751001.

E-mail: dsrhpr@gmail.com

2 The publication of the contract award information following the completion of the contract negotiations and contract signing will be done as following:

The publication will be done within [15days] **after the contract signing.**

Terms of Reference

Hiring of Agency to provide Man power support to the State Project Management Unit (SPMU) under Rural Housing Schemes, Panchayati Raj & Drinking Water Department, Government of Odisha

1. Introduction:

Panchayati Raj & Drinking Water Department, Government of Odisha is implementing flagship Central sponsored and State funded Rural Housing Schemes. It aims at providing pucca, durable and eco-friendly houses of aesthetics value to the under-privileged population of the rural Odisha for their sustainable development. Since, the FY 2014-15, more than 38 Lakhs houses under various Rural Housing Schemes have been constructed.

2. Objectives of the Assignment:

The objective of this assignment is to provide human resources at State, Project Management Units under Rural Housing Schemes, PR&DW Department.

3. Scope of work:

Refer Annexure–A

4. Ownership:

All information collected by the Agency will be used only for the purpose of delivering the scope specified in the TOR. No part of the information shall be used for any other purpose without the prior explicit consent of the Client. All material and data collected shall be the property of the Client.

5. Reporting

The Agency will address their claims to RH Section, PR & DW Deptt. Or designated officer.

6. Duration of the Contract:

The contract period of this assignment shall be 3 (three) years from the date of signing of the contract. However, the contract may be renewed based on the performance of the Agency and the requirements of the Client.”

7. Role of the Agency in engaging Manpower:

- i. The Agency has to select suitable Manpower, fulfilling the eligibility criteria and job description through a selection process as approved by Client.
- ii. Agency will submit list of candidates for each post for final selection by Client.
- iii. The selected personnel provided by the Agency will be in the pay roll of the Agency.
- iv. The staff shall not have any claims, what-so-ever with regards to their service matter with the Client or Government of Odisha. Government of Odisha or the

Client will have no obligation with regard to the service matters of the staff. For all purposes the staffs are engaged by the Agency and not by the Client.

- v. The Client will furnish absentee statement of the HR to the Agency by 25th of every month. The agency shall try to ensure release of payment to HR on the last working day of the month OR latest in the first week of the succeeding month by way of e-transfer / RTGS / NEFT.
- vi. The Agency will raise the bill in respect of remuneration of the HR to the Client in the first week of the succeeding month. As far as possible the payment will be released to the Agency within one week of receipt of the bill.
- vii. The Agency will also be responsible for replacement of staff within a period of 30 days from the receipt of intimation in this regard. If any staff is found not up to the mark, at any point of time, the Client may ask for his/her replacement which the Agency has to comply within 15 days.
- viii. The Agency will be responsible for statutory and legal compliances like EPF, ESI, leave, court matters etc. during engagement of staff by them. The payment made by the Agency as employer's share towards EPF, ESI will be reimbursed by the Client. For this purpose, the Agency has to submit the original receipt thereof as proof of such deposit to the Client.

8. Selection of the Agency:

- i. The selection will follow Quality and Cost Based Selection (QCBS) method.
- ii. The Financial Bid of those agencies qualifying the Technical Bid will be opened.
- iii. The Eligibility Criteria for qualifying in the Technical Bid are at the Request for Proposal (RFP).
- iv. Agency will quote its Administrative expenses/Service Charges for the period of the contract which will form basis for evaluating through Quality and Cost Based Selection (QCBS) method.

9. Legal Jurisdiction

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

Annexure-‘A’ Personnel to be engaged by the Agency for State PMU.

{The Position, Qualification, Job Responsibility}

Sl. No	Designations	Nos of Post	Qualification	Responsibilities
1	State Project Manager-Information Technology	1	B. Tech (IT/ Computer Science Engineering)/ MCA With at least 8 years of experience.	Improvement and updation of the rural Housing web portal.
				Ensure cyber security of web based systems and portal related to Rural housing and audit of the same.
				Receive and resolve complaints related to functioning of the rural housing portal.
				Manage SPMU IT personnel, assign tasks, monitor performance, and support directives from higher officials.
				Any other tasks assigned by the Director SP and Additional Secretary, RH.
2	State Project Manager Finance	1	MBA(Finance) / MFC / CA / ICWA With at least 8 years of experience.	Track account verification and FTO generation through Public Financial Management System (PFMS) and take corrective measures wherever required.
				Ensure timely submission of Utilization Certificates (UCs).
				Facilitate release of funds to different stakeholders.
				Submit proposals to MoRD on release of funds.
				Work to resolve any issues related to PFMS.
				Facilitate and monitor preparation of the annual work plan and budget.
				Facilitate processing of payment requests from implementing agencies i.e. PD,DRDAs etc.
				Coordinate with operational staff in different hubs on financial systems, queries, reports, schedules etc.
				Assist in preparation of audit compliance/ follow-up reports as and when required.
				Any other tasks assigned by the Director SP and Additional Secretary, RH.
3	Web Developer	1	B. Tech (IT/ Computer	Assist State Project Managers (IT and MIS) in improvement and updation of the rural housing portal.

			Science/Engineering)/MCA	
			With at least 5 years of experience.	Analyses reports generated through the rural housing portal and Awaassoft.
				Assess problems and suggest remedial measures in the web based systems used by the rural housing programs of the State Government.
				Any other tasks assigned by the Director SP and Additional Secretary, RH
4	Data Analyst	1	B. Tech/ B.E. in IT/Computer Science/ Masters in IT/ Computer Applications/ MSc with Data Science / PG in Statistics with PG diploma in Data science/ PG Mathematics with PG diploma in a Data Science.	Design various innovative operating procedures, formats, templates, dashboards etc. for extended and better implementation of the rural housing.
				Download, compile, and verify house-level reports from the Rural Housing (RH) Portal and AwaasSoft, ensuring data accuracy and completeness.
				Apply data analytics to generate summaries and visual presentations for departmental reviews and senior officials
				Organize and maintain reports in prescribed formats, keeping both digital and physical records for easy retrieval and compliance
			With 2 years of post-qualification experience in Data Science Data Analytics.	Any other tasks assigned by the Director SP and Additional Secretary, RH.
5	SPM-Communication and Graphics Designer	1	Post Graduate/graduate with relevant experience	Manage and maintain social media platforms (Facebook, Instagram, LinkedIn, X, YouTube, etc.); upload, schedule, and optimize posts, reels, and stories
			With at least 2-3 years of experience.	Coordinate with graphic designers and video editors to produce high-quality content; provide creative briefs and feedback; plan and execute campaigns aligned with marketing goals, including pre-launch teasers, event coverage, influencer tie-ups, and post-campaign activities
				Monitor and respond to comments, messages, and mentions professionally; handle sensitive or critical responses tactfully to safeguard brand image.

				<p>Write engaging captions, post descriptions, and ad copies tailored to each platform; track analytics and suggest improvements to enhance engagement and reach.</p> <p>To tweet the major initiatives, programs and achievements of the Department. To tweet compliance from the twitter account of the Department on the feedbacks, queries raised by different stakeholders.</p> <p>Manage development of infographics, editing of photos, memes, videos and other communication products that convey key messages to target audiences.</p> <p>Ensure quality of final creatives and contents consistently meet set standards.</p> <p>Maintain weekly and monthly performance reports for all platforms; analyze metrics to refine strategy and boost overall effectiveness</p> <p>Any other tasks assigned by the Director SP and Additional Secretary, RH.</p>
6	State Project Executive	1	<p>Post-Graduation/ Graduate in any discipline with Computer knowledge</p> <p>With at least 3-4 years of experience.</p>	<p>Generation of State, District and Block-wise Progress Reports on a Daily basis.</p> <p>Follow up with district and block offices/personnel for any kind of information / data / images that may be required for assessment / strengthening of the rural housing programs of the State Government.</p> <p>Tracking of performance of each project personnel on a Daily basis.</p> <p>Any other tasks assigned by the Director SP and Additional Secretary, RH.</p>
7	Call Centre Executive	10	<p>Intermediate with Computer knowledge</p>	<p>Call different Stake holders of the RH Scheme on Daily Basis.</p> <p>Assisting in Data management of AwaasSoft and RH Portal as and when required.</p> <p>To maintain a register for feedback received and grievances put by stake holders and take steps for immediate transmission of the same to the officer/ official designated by the Department.</p> <p>Any other tasks assigned by the Director SP and Additional Secretary, RH.</p>
8	Class-IV	2	HSC	Scanning and record keeping of drafts and letters.

				Facilitating physical movement of things From and to the RH Section.
				Any other tasks assigned by the Additional Secretary and RH Section

Note:-The remuneration of HR deployed will be increased by 10% annually.

Format for Technical Bid**(FORM-T1)**

1.	Name of the Bidder	
2.	EMD (Demand Draft Details)	DD No....., Date....., Amount (Rs.)....., Drawn on Bank.....
3.	Name of The Director	
4.	Full Address of Registered Office	
5.	Name and Telephone number Of the authorized person signing the bid	
6.	Bank Name	Account No. Bank and Branch Name: IFSC Code:
7.	PAN No. (Attached self-attested copy)	
8.	GSTIN (Attached self-attested copy)	
9.	E.P.F. Registration No. (Attached self-attested copy)	
10.	E.S.I. Registration No. (Attached self-attested copy)	
11.	Acceptance to all the terms and conditions of the tender (Yes/No)	
12.	Power of Attorney/ authorization letter for signing The of the bid documents	
13.	Undertaking regarding no criminal case is pending with the police at the time of submission of bid	
14.	Total number of pages in the tender document.	

Financial Turnover of the bidder for the last 3 financial years.(Duly certified by CA)

Financial Year	Turn Over (in INR)	Average Turnover(in INR)
FY 2024-25		
FY 2023-24		
FY 2022-23		

Details of the similar type service provided by the bidder in last 5years

Sl. No	Name of Authority with complete address and email address	Type of services provided with details of manpower deployed	Contract Amount (in INR)	Duration	
				From	To
1					
2					
3					
4					

Declaration

I, Shri _____ Son/Daughter/Wife _____ of
Shri _____, Proprietor/Director/ Authorized
signatory of _____ (Name of the Service
Provider), competent to sign this declaration and execute this tender;

I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;

The information and documents furnished along with the tender are true and authentic to the best of my knowledge and belief. I am well aware of the fact that furnishing of any false information fabricated document would lead to rejection of our tender at any stage besides liabilities towards prosecution under appropriate law.

(Signature of Authorized Representative with seal)

Place:

Date:

Enclosures:

1. Bid Processing Fee in the form of Demand Draft in original
2. Bid security declaration
3. Copy of tender document (each page must be signed and sealed)
4. Dully filled Technical Bid and Financial Bid
5. List of Documents as applicable.

(FORM-T2)

UNDERTAKING

(On the Stamp Paper of appropriate value in shape of affidavit from the Notary regarding non-blacklisting)

I, hereby undertake that, our organization has not been blacklisted/debarred by any of the Central/ State Government Department/ Office or by any Public Sector Undertaking (PSUs) and not blacklisted by any authority during the recent past.

Yours sincerely

Authorized Signatory
(In full and initials)

Name and Designation of the Signatory:

Name of the Bidder and Address:

ANNEXURE-X

(FORM-T3)
UNDERTAKING

(On the Bidder's Letter Head regarding not have any pending judicial proceeding for any criminal offences)

I, hereby undertake that there is no criminal case pending in any Court of Law against our company or against the Proprietor/Director/Persons to be deployed by our company.

I/we further certify that Proprietor/Director/Persons to be deployed by our company of my company have not been convicted of any offence in any Court in India during the recent past. I understand that I am fully responsible for the contents of this undertaking and its truthfulness.

Yours sincerely

Authorized Signatory
(In full and initials)

Name and Designation of the Signatory:
Name of the Bidder and Address:

Format for Financial Bid

SUMMARY OF COSTS

Name of tendering Manpower Service Provider:

SI No	Designation	No. of Posts	Monthly Salary(In Rs.)	Annual Salary(In Rs.)	Total Annual Cost(In Rs.)
1	State Project Manager- Information Technology	1			
2	State Project Manager Finance	1			
3	Web Developer	1			
4	Data Analyst	1			
5	SPM- Communication and Graphics Designer	1			
6	State Project Executive	1			
7	Call Centre Executive	10			
8	Class-IV	2			
A	Subtotal (Total Annual Salary Package)				
B	Employer's Statutory Contributions(EPF, ESI etc.) Except GST				
C	Service Charges(Administrative/ Management Fee)				
D	Grand Total(A+B+C)				

Note:

1. The quoted total shall not exceed the maximum ceiling of Rs. 1,17,00,000 (Rupees One Crore Seventeen Lakhs) per annum (exclusive of GST).
2. The Department shall reimburse employer's statutory contributions on production of valid proof.
3. GST shall be payable extra as applicable.

Seal & Signature of authorized person

Date:
Place:

Name :