



**Government of Odisha  
Finance Department  
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**RFP No: 02/ PPOMU /14-15**

**Date: 27/ 05/ 2014**

**REQUEST FOR PROPOSAL**

**EVALUATION OF HOSTELS AND RESIDENTIAL SCHOOLS FOR ST STUDENTS IN ODISHA**

Finance Department, Govt. of Odisha invites sealed proposal from the eligible bidders to carry out Evaluation of Hostels and Residential Schools for ST Students in Odisha. Details about the eligibility criteria, scope of work, application format and terms & conditions of the selection process can be downloaded from <http://www.odisha.gov.in/finance/index.htm> and [www.odisha.gov.in/advertisement](http://www.odisha.gov.in/advertisement).

The key events and critical dates for the above selection process are:

<b>S/no</b>	<b>List of Key Events</b>	<b>Critical Dates</b>
1	Date of Issue of RFP	<b>27<sup>th</sup> May 2014</b>
2	Last Date and Time for Submission of Bid	<b>16<sup>th</sup> June, 2014 up to 5:00 PM</b>
3	Date & Time of Opening of Technical Bid	<b>17<sup>th</sup> June, 2014 at 11:30 AM</b>
4	Tentative Date & Time for Opening of Financial Bid	<b>2<sup>nd</sup> July, 2014 at 11:30 AM</b>

The proposal complete in all respect must be sent through **Speed Post/Registered Post** only so as to reach the undersigned on or before **16<sup>th</sup> June, 2014 up to 5:00 PM** in a sealed envelope clearly mentioning on the top of it "**EVALUATION OF HOSTELS AND RESIDENTIAL SCHOOLS FOR ST STUDENTS IN ODISHA**". The proposals received beyond the stipulated time line will be outrightly rejected. The authority reserves the right to reject any/all proposals without assigning any reason thereof.

**Sd-  
Additional Secretary to Govt.  
Finance Department**

**REQUEST FOR PROPOSAL**

**EVALUATION OF HOSTELS AND RESIDENTIAL SCHOOLS FOR  
ST STUDENTS IN ODISHA**



**GOVT. OF ODISHA  
FINANCE DEPARTMENT**

**MAY, 2014**

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## DISCLAIMER

This Request for Proposal (RFP) is issued by the **Finance Department, Govt. of Odisha**.

While the information in this RFP has been prepared in good faith, it does not support to be comprehensive or to have been independently verified. Neither Finance Department nor any of its officers or employees, nor any of their advisers nor consultants accept any liability or responsibility for the accuracy, reasonableness or completeness of, or for any errors, omissions or misstatements, negligent or otherwise, relating to the proposed assignment, or makes any representation or warranty, express or implied, with respect to the information contained in this RFP or on which this RFP is based or with respect to any written or oral information made or to be made available to any of the recipients or their professional advisers and, so far as permitted by law and except in the case of fraudulent misrepresentation by the party concerned, and liability therefore is hereby expressly disclaimed.

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

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

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

**BIDDERS DATA SHEET**

S. No.	Particular	Details
1.	Name of the Client	Finance Department, Govt. of Odisha
2.	Method of Selection	Combined Quality and Cost Based Selection (CQCBS) Method
3.	Date of Issue of RFP	27 <sup>th</sup> May, 2014
4.	Last date and time for submission of RFP	16 <sup>th</sup> June, 2014 up to 5:00 PM
5.	Date and time of opening of Pre-qualification Proposal	17 <sup>th</sup> June, 2014 at 11:30 AM
6.	Tentative Date and time for opening of Financial Proposal	2 <sup>nd</sup> July, 2014 at 11:30 AM
7.	Expected Date for Commencement of Assignment	AUGUST, 2014
8.	Bid Processing Fee (Non-Refundable)	Rs. 5000/- (Five thousand Only) in INR, in shape of Banker Cheque / Demand Draft in favour of "Under Secretary to Govt. (DDO), Finance Department" drawn in any scheduled commercial bank payable at Bhubaneswar.
9.	Earnest Money Deposit (EMD) (Refundable)	Rs. 20000/- (Twenty Thousand Only) in shape of Banker Cheque / Demand Draft in favour of "Under Secretary to Govt. (DDO), Finance Department" drawn in any scheduled commercial bank payable at Bhubaneswar.
10.	Name of the Contact Officer	<b>Sri Manas Ranjan Kar</b> Monitoring and Evaluation Specialist PPOMU, Finance Department Email: <a href="mailto:meppomu@gmail.com">meppomu@gmail.com</a>
11.	Address for Submission of Proposal	<b>Sri D. K. Jena</b> Additional Secretary to Govt. Finance Department, Odisha State Secretariat, Bhubaneswar-751001 Mode of Submission: Speed Post / Registered Post only to the address as specified above. Submission of proposals through other mode will be rejected.
12.	Place of Opening of Technical and Financial Proposals	PPOMU, Finance Department, MDRAFM Campus, Near XIMB Square, Chandrasekharapur, Bhubaneswar. Tel no: 0674 - 2303692, Email: <a href="mailto:ppomufinance@gmail.com">ppomufinance@gmail.com</a>

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

**SECTION: 1**

**LETTER OF INVITATION**

**LETTER OF INVITATION**

RFP No: 02 / PPOMU / 14-15

Dated: 27/05/2014

**Name of the Assignment: Evaluation of Hostels and Residential Schools for ST Students in Odisha.**

1. **Finance Department**, Govt. of Odisha (Client) invites proposals from the eligible bidders under the selection process of consultancy services for **Evaluation of Hostels and Residential Schools for ST Students in Odisha**. More details on the service are provided at **Section-3: Terms of Reference (ToR)** of this RFP Document.
2. A Consultant will be selected under **Combined Quality and Cost Based Selection (CQCBS)** procedure prescribed in this RFP Document in accordance with the policies and procedures accompanying the Guideline for **“Engagement of Consultants”** vide *Office Memorandum No. 42280/F, Dated: 26.09.2011* of Finance Department, Govt. of Odisha.
3. The proposal complete in all aspects as specified in the RFP Document must be accompanied with Demand Draft /Banker Chaque of **Rs. 5000/- (Rupees Five Thousand Only) (Non- refundable) towards Bid Processing Fee** and **Rs. 20000/- (Twenty Thousand Only) (Refundable) towards EMD** in favour of **“Under Secretary to Govt. (DDO), Finance Department”**, payable in any scheduled commercial banks at Bhubaneswar, Odisha failing which the bid will be rejected.
4. Proposal complete in all respect must be submitted to the undersigned through **Speed post / Registered post** only. Client will not be responsible for postal delay or any consequences. Submission of proposal through any other mode will be rejected.
5. The last date and time for submission of proposal complete in all respects to the undersigned is **16<sup>th</sup> June, 2014 up to 5:00 PM** and the date and time for opening of the technical bid is **17<sup>th</sup> June, 2014 at 11:30 AM** at the specified addresses as mentioned in the Bidder Data Sheet (**Sino.11 and 12**) respectively.
6. This RFP includes the following sections:
  - a. Letter of Invitation (Section – 1)
  - b. Information to the Bidder (Section – 2)
  - c. Terms of Reference (Section – 3)
  - d. Technical Proposal Submission Forms (Section – 4)
  - e. Financial Proposal Submission Forms (Section –5)
  - f. Annexure (Section – 6)
7. While all information/data given in the RFP are, to the best of the client’s knowledge, accurate within the consideration of scope of the proposed assignment, client holds no responsibility for accuracy of information and it is the responsibility of the bidder to check the validity of information/data included in this document. The client reserves the right to reject any/all proposals / cancel the entire selection process at any stage without assigning any reason thereof.

**Additional Secretary to Govt.  
Finance Department**

## **SECTION: 2**

### **INFORMATION TO THE BIDDER**



## 1. Pre-Qualification Criteria:

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

- **Status:** Single entity legally registered under appropriate authority in India. **Consortium or Joint Venture is not allowed.**
- Existence in consulting business for more than **5 years** from the date of Incorporation on the last date of submission of the proposal.
- Must have successfully completed **3 assignments** of similar nature viz; Concurrent Evaluation / Impact Assessment / Process Monitoring / Baseline Survey in the sectors such as **Education/ Tribal Development / Child Welfare** under Central / State Govt. / EAPs\* / Autonomous bodies operated under Govt. administrative control during the last **2 years (12-13 & 13-14)**.
- Prior experience in undertaking similar assignments in the related sectors in Odisha during last **2 years (12-13 & 13-14)** will have preference.
- Annual financial turnover more than **Rs.50.00 Lakh** during each of the last three consecutive financial years. **(11-12 ,12-13 and 13-14)**
- Financial net-worth of **Rs. 10.00 Lakh** during each of the last three consecutive financial years. **(11-12, 12-13 and 13-14)**

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

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

- Covering letter on bidder's letterhead requesting to participate in the selection process
- Bid Processing Fee as applicable
- Earnest Money Deposit (EMD) as applicable
- Certificate of Incorporation/ Registration
- PAN Number
- Service Tax Registration Certificate
- Income Tax Clearance Certificate for the last three financial years **(11-12 ,12-13 & 13-14)**
- Financial details of the bidder **(Annexure-I)** along with all the supportive documents as applicable
- Power of Attorney **(Annexure-II)** in favour of the person signing the bid on behalf of the bidder.
- List of completed assignments of similar nature (Past Experience Details) **(Annexure-III)** along with the all supportive documents as applicable
- Undertaking for not have been black-listed by any Central / State Govt./Any other bodies during the recent past.

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

## 3. Bid Processing Fee :

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

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

**4. Earnest Money Deposit (EMD) :**

The bidder must furnish, as part of the pre-qualification proposal, an Earnest Money Deposit (EMD) amounting to **Rs. 20000/- (Twenty Thousand Only)** in shape of DD/BC from any of the scheduled commercial bank in favour of “**Under Secretary to Govt. (DDO), Finance Department**” payable at Bhubaneswar. The EMD of unsuccessful bidders shall be refunded within 30 days after finalization of selection process and award of contract. EMD of the successful bidder will be released only after furnishing of the required Performance Bank Guarantee (PBG) and signing of the contract. The EMD will be forfeited on account of the following reasons:

- Bidder withdraws its proposal during the bid validity period as specified in RFP
- Bidder does not respond to requests for clarification of its proposal.
- Bidder fails to provide required information during the evaluation process or is found to be non-responsive or has submitted false information in support of its qualification.
- In case of a successful bidder, if the said bidder fails to sign the Agreement in time; or does not furnish required Performance Bank Guarantee.
- Any other circumstances which holds the interest of the client during the overall selection process.

**5. Validity of the Proposal:**

Proposals shall be remain valid for a period of **90 (Ninety days)** from the date of opening of the technical proposal. The client reserves the rights to reject a proposal valid for a shorter period as non-responsive and will make the best efforts to finalize the selection process within the bid validity period. The bid validity period may be extended on mutual consent.

**6. Submission of Proposals:**

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

The procedure for submission of the proposals is described below:

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

The "Pre-qualification & Technical Proposal " and "Financial Proposal" must have to be submitted in two separate sealed envelopes (with respective marking in bold letters) along with the prescribed formats / information as mentioned in the RFP Documents. The first envelope must have to be marked as "**PRE-QUALIFICATION AND TECHNICAL PROPOSAL (NAME OF THE ASSIGNMENT)**" and it should contain Part (I) Pre-Qualification Proposal and Part (II) Technical Proposal. The second envelope must have to be marked as "**FINANCIAL PROPOSAL (NAME OF THE ASSIGNMENT)**" and it should contain Part (III) Financial Proposal. Both the above envelopes must be sealed and placed inside a Third main envelope with proper labeling of following information in bold:

**NAME OF THE ASSIGNMENT:**  
**RFP NUMBER AND DATE:**  
**DEAD LINE FOR SUBMISSION OF BID;**  
**NAME AND ADDRESS OF THE BIDDER:**

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

#### **7. Opening of the proposal :**

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

#### **8. Evaluation of Proposals:**

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

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

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

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

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

#### 9. Evaluation Process:

**Combined Quality and Cost Based Selection (CQCBS)** method will be followed during the overall evaluation process. Based on the evaluation of technical proposal, the technically qualified bidders shall be ranked highest to lowest Technical Score (**S<sub>T</sub>**) in accordance to the marks obtained during the technical evaluation stage. There shall be **70 %** weightage to technical score and **30 %** weightage to financial score.

The individual bidder's financial score (**S<sub>F</sub>**) will be evaluated as per the formula given below:

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

where,

S<sub>F</sub> = Normalized financial score of the bidder under consideration

F<sub>b</sub> = Financial quote of the bidder under consideration

F<sub>min</sub> = Minimum financial quote among the technically qualified bidders

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

where S<sub>T</sub> = Technical Score secured by the bidder

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

**10. Technical Presentation:**

The qualified bidders will have to make a presentation to the client. The presentation shall cover details on the appreciation of the project, approach and methodology, proposed staff structure, work plan etc. The objective of the presentation is to enable the client to evaluate the qualified bidder regarding their understanding and preparedness for the proposed assignment. Clarifications, if any, as required by client will also be discussed during the meeting. The detail schedule of the presentation will be intimated to the concerned bidders well in advance.

**11. Performance Bank Guarantee: (PBG)**

Within 7 days of notifying the acceptance of proposal for the award of contract, the qualified bidder shall have to furnish a Performance Bank Guarantee amounting to **Rs. 2.00 Lakh (Two Lakh Only)** from a scheduled commercial bank on its local branch in Bhubaneswar in favour of “**Under Secretary to Govt. (DDO), Finance Department**”, as per the format at **Annexure-IV**, for a period of three months beyond the entire contract period (i.e **the PBG shall be for the period from the date of signing of the contract to a period of 3 months beyond the contract period**) as its commitment to perform services under the contract. Failure to comply with the requirements shall constitute sufficient grounds for the forfeiture of the PBG. The PBG shall be released immediately after three months of expiry of contract provided there is no breach of contract on the part of the qualified bidder. No interest will be paid on the PBG

**12. Contract Negotiation:**

Contract Negotiation will be held at the date, time and address as intimated to the selected bidder. The invited bidder will, as a pre-requisite for attendance at the negotiations, confirm availability of all the proposed staff for the assignment. Representative conducting negotiations on behalf of the bidder must have written authority to negotiate and conclude a contract. Negotiation will be performed covering technical negotiation, financial negotiation, Availability of proposed professionals etc.

**13. Award of Contract:**

After completion of the contract negotiation stage, the Client will notify the successful bidder in writing by issuing a Letter of Intent for signing of the contract and promptly notify the all other bidders about the result of the selection process. The successful bidders will be asked to sign the contract after fulfilling all formalities within 15 days of issuance of the letter of intent. After signing of the contract, no variation or modification of the terms of the contract shall be made except by written amendment signed by both the parties. The contract would be valid for **6 month** from the date of signing of the contract and will be extended on mutual consent.

**14. Conflict of Interest:**

Conflict of interest exists in the event of: (i) conflicting assignments, typically monitoring and evaluation/environmental assessment of the same project by the eligible bidder; (ii) Consultants, agencies or institutions (individuals or organisations) who have a business or family relation with the Client directly or indirectly; and (iii) practices prohibited under the anti-corruption policy of the Government of India and Government of Odisha. The bidders are to be careful so as not to give rise to a situation where there will be any conflict of interest with the client as this would amount to their disqualification and breach of contract.

**15. Disclosure:**

- a. Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the Bidder or termination of its Contract.
- b. Bidders must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency or the financial standing of the Bidder, including but

not limited to appointment of any officer such as a receiver in relation to the Bidder's personal or business matters or an arrangement with creditors, or of any other similar proceedings.

- c. Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:
- a criminal offence or other serious offence punishable under the law of the land, or where they have been found by any regulator or professional body to have committed professional misconduct;
  - corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract;
  - failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

**16. Anti-corruption Measure:**

- a. Any effort by Bidder(s) to influence the Client in the evaluation and ranking of financial proposals, and recommendation for award of contract, may result in the rejection of the proposal.
- b. A recommendation for award of Contract shall be rejected if it is determined that the recommended bidder has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question. In such cases, the client shall blacklist the bidder.

**17. Language of Proposals:**

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

**18. Cost of bidding:**

The Bidder shall bear all costs associated with the preparation and submission of its proposal. The Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

**19. Legal Jurisdiction:**

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

**20. Governing Law and Penalty Clause:**

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

**21. Confidentiality :**

Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the bidders who submitted the proposals or to other persons not officially concerned with the process, until the publication of the award of contract. The undue use by any Consultant of confidential information related to the process may result in rejection of its proposal and may be subject to the provisions of the client's antifraud and corruption policy. During the execution of the assignment except with prior written consent of the client, the consultant or its personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the contract.

**SECTION: 3**

**TERMS OF REFERENCE (ToR)**

**1. Abbreviations**

Art	-	Article
KGBV	-	Kasturba Gandhi Balika Vidyalaya
PPOMU	-	Programme Performance and Outcome Monitoring Unit
PTG	-	Primitive Tribe Group
SC	-	Scheduled Caste
SSD	-	ST & SC Development, Minorities & Backward Classes Welfare Department
ST		Scheduled Tribe
TSP	-	Tribal Sub-Plan



## 1. Introduction

“Education is the most powerful weapon which you can use to change the world.” This powerful message from Nelson Mandela entails the value of education in shaping a country’s future.

The Constitution of India through Art 21 (A) guarantees primary education as a fundamental right whereby the State would provide free and compulsory education to children from six to 14 years of age. On the other hand, recognizing the historical exclusion and marginalization of the Scheduled Castes (SCs) and Scheduled Tribes (STs) from formal education process, Art 15 (4) entails State’s basic commitment to positive discrimination in favour of the socially and educationally backward classes like the SCs and STs. Correspondingly, Art 46 expresses the specific aim to promote with special care the educational and economic interests of the SCs and STs.

Following the constitutional mandate, Government of Odisha has constantly endeavoured to promote education among the SCs and the STs. The endeavours include increasing access to formal education, increasing enrolment, reducing dropout rate in primary and secondary education, and providing quality education. With a view to reduce dropout and enhancing accessibility to school education of the ST students, the State Government has taken proactive steps to establish more number of residential schools and hostels in approachable places in addition to already existing hostels constructed under centrally sponsored plan. The state scheme has the objective of providing residential facility to ST students studying in nearby schools and also to those studying in schools run by the ST & SC Development, Minorities & Backward Classes Welfare department, hereafter referred to as SSD department.

The Annual Report, 2012-13 of the SSD department reveals that the department has sanctioned a total of 5,375 hostels for the ST students providing residential facility to approximately 4.05 lakh students. Nearly 70% of such students are girls. Out of 5,375 hostels, 2,982 hostels were already present before 2009-10. Since 2009-10 the department has started the process of establishing another 2393 number of 100 seated hostels exclusively for girl students. All such new hostels are provided with facilities like safe piped drinking water, sufficient number of toilets and bath rooms, library rooms, kitchen, playground, and high and properly fenced boundary walls. Besides, these hostels are also equipped with reading and writing materials, cots, blankets, mosquito nets, utensils, medicines, lady warden, lady cook cum attendants etc. As the Annual Report, 2012-13 of the

department suggests, the State Government is planning to establish another 500 hostels, each for 100 students, at a cost of Rs. 1.2 Crore per hostel in the next five years.

In order to provide residential facility to ST students studying in urban areas, the State Government has started constructing five urban hostel complexes. Out of the five hostel complexes, three are in Bhubaneswar with capacity to accommodate 200 students each. The other two hostels are being constructed in Rourkela and Berhampur, each with capacity for 300 students.

**Table 1** provides details of different types of hostels for ST students available in the state of Odisha which are under the control of the SSD department. Similarly, **Table 2** provides details of exclusive residential schools for ST children in Odisha. District-wise break up of hostels is given in **Annexure-V**.

**Table 1: Hostels under SSD department**

Sl. No.	Category of hostels	Number of hostels
1	Primary school hostels in TSP blocks	1548
2	KBK hostels (ST girls)	400
3	1000 ST girls hostel scheme (2007-08)	1034
4	100 hostel scheme (2009-10)	1328
5	1000 seated hostels sanctioned by MoTA (2010-11)	65
<b>6</b>	<b>Total</b>	<b>4375</b>

*Source: SSD department, Government of Odisha, 2014*

**Table 2: Residential schools under SSD department**

Sl. No.	Category of schools	Number of schools
1	High Schools	337
2	Ashram Schools	766
3	Residential Sevashramas	5
4	Sevashramas	505
5	Ekalavya Model Residential Schools	13
6	Educational Complex for PTGs	19
<b>7</b>	<b>Total</b>	<b>1645</b>

*Source: SSD department, Government of Odisha, 2014*

All these efforts indicate Government of Odisha's intention and priority to provide access to schools to children belonging to marginalized communities, the STs and the girls. In other words, this shows the Government's commitment to educational development in the state of Odisha, particularly for those belonging to marginalized communities like the STs.

### 1.1 Objective of the Hostel/school scheme:

The hostel scheme of Government of Odisha has the primary objective of providing residential facility to ST students studying in nearby schools and also to those studying in schools run by the SSD department. On the other hand, the objective of the residential schools is to provide access to education to ST students.

## 2. Rationale for the present assignment

### 2.1 Educational status of STs in Odisha: An overview

Odisha, an eastern state of India, has a rich demographic diversity. According to 2011 Census the STs constitute 22.85% of its total population. Despite constitutional provisions and initiatives from both central and state governments the STs have remained at the bottom of educational development in the state. This is evident from the 2011 Census figures according to which ST literacy rate in Odisha is only 52.24% against the state average of 72.87%. Similarly, the ST male literacy and ST female literacy rates are 63.70% and 41.20% against the state average of 81.59% and 64.01% respectively.

The National Focus Group on Problems of Scheduled Caste and Scheduled Tribe Children finds that among all states in the country the enrolment percent of STs against their population percent has been unsatisfactory in case of Odisha along with couple of other states. The data computed by the Focus Group using selected educational statistics of 1995-96 of Ministry of Human Resource Development, Government of India shows that against 22.21% of ST population in Odisha, enrolment of ST students as percentage of total enrolment in the state for Standard I to V is 21% and even lower for Standard VI to VIII at 13.2%. Similarly, their findings suggest that in states where ST population is significant including the state of Odisha, rural school attendance rates of ST children has been the lowest. Similarly, the STs constitute significant proportion of total out of school children in Odisha as evident from **Table 3**.

**Table 3: Statistics of out of school children in Odisha (6 – 14 years)**

Year	All Communities			ST		
	Boys	Girls	Total	Boys	Girls	Total
2008-09	136339	134444	270783	60096 (44.08%)	56915 (42.33%)	117011 (43.21%)
2009-10	92662	94176	186838	49486 (53.40%)	46975 (49.88%)	96461 (51.63%)
2010-11	37070	34978	72048	15118 (40.78%)	14882 (42.55%)	30000 (41.64%)

**Note:** 1. The percentage figures in parentheses represent proportion of ST students among students of all communities.  
2. The percentage figures are calculated based on statistics available at [www.opepa.in](http://www.opepa.in)

Besides poor enrolment and significant proportion of out of school children; the dropout rate among the STs, particularly the girls is also higher compared to students belonging to other social categories.

The above observations are corroborated with the observation of the National Focus Group on Problems of Scheduled Caste and Scheduled Tribe Children, which observes that a greater proportion of ST children continue to remain out of school, accessing basic school is still a problem and though enrolment has increased dropout and failure have remained major concerns afflicting the SC/ST children.

## **2.2 Reasons for poor educational development among STs**

It is widely believed that the STs across India have been historically excluded from formal education process due to their geographical isolation, cultural differences and marginalization. Studies have revealed that many factors were responsible for marginal development of education among the STs which are still continuing even today. Some of these factors are low level of awareness among ST parents, poverty, lack of communication facility and poor access to schools for ST students. In this connection, it is noteworthy to mention Bhowmik's observation way back in 1972 where he highlighted the fact that accessibility to schools/hostels in terms of road network facility is a major factor contributing to development in education (p. 2491).

From administration point of view there are certain gaps too contributing to low level of education development among the STs. This is evident from the observation of a Status Paper on Tribal Education in Orissa, prepared by the then Tribal Welfare Department in 1994, which highlighted the dualism in school administration in tribal sub-plan (TSP) areas as a major concern. The status paper pointed out that though both the departments of Education and Tribal Welfare managed the education in these areas, there was hardly any coordination between these two. (Ota and Mohanty 2009:25) Similarly, Tripathy's work in 2004, cited in Ota and Mohanty (2009: 29), reveals that administrative shortcomings have resulted in less impact of ashram schools in attracting girls to schools.

## **2.3 Government initiatives for educational development among STs**

With a view to undo this historical marginalization and assimilate the STs in the mainstream education, attempts have been made through constitutional, legislative, policy and programme measures.

The most significant constitutional measure was taken in 2008 when the Union Government recognized primary education as a fundamental right. Accordingly, Art 21 (A) was incorporated in the Constitution guaranteeing primary education as a fundamental right whereby the State would provide free and compulsory education to children from six to 14 years of age. Subsequently, the Right to Education Act was also passed by the Parliament.

Nevertheless, Government had taken other important initiatives before 2008 to entice students including those belonging to ST communities to school education system. Some of these initiatives include adoption of Mid-Day Meal (MDM) scheme to arrest drop-out rates. Similarly, Ashram schools, exclusive hostels for SC/ST students, Kasturba Gandhi Balika Vidyalayas (KGBVs) etc. have been opened in remote areas to provide access to school education.

## 2.4 Critiquing government initiatives

Rajan and Jay Kumar's study in 1992 and Mishra and Behera's study in 2000, both have shown evidences of positive attributes of MDM in arresting dropout rate and retaining children in schools. (Ota and Mohanty 2009: 23-4) Similarly, it is widely believed among policy makers that provision of hostels is crucial for increasing access to middle and higher levels of education. Saxena (2012: 62) observes "The policy of opening residential schools and hostels has always been perceived as a solution to unequal access for potential rural students residing in remote areas."

State like Andhra Pradesh even has gone a step ahead in introducing e-governance in tribal residential school and hostel management to ensure transparency and accountability. Through the e-governance application, attendance on a particular day and the reason for absence is known to the administrators at the state level. Besides, other critical data like nutrition/diet given to children every day and purchases made by hostel wardens are also being captured in the system.

Despite the positive contributions of residential schools and hostels for tribal students, many studies have highlighted the negative aspects of such schemes. Raman's study in 1996 as cited in Ota and Mohanty (2009) revealed that the Ashram schools had failed to provide desired education to tribal students because of inadequate teaching learning materials (TLMs) in schools, communication problem between the teachers and students, non-availability of teachers to serve in tribal areas, parental indifference etc.

Bhowmik (1972) while reviewing a book on tribal development in Orissa highlighted the fact that many often infrastructure created in tribal areas without bearing the preferences of the inhabiting tribal communities and without consulting them had resulted in drainage of financial resources and creation of redundant infrastructure as they were never used by the community members. In this circumstance, it is pertinent to know tribal people's perception and preferences about the hostels, their locations and their usability.

National Focus Group's study in 2007 reveals that Ashram schools have been inefficiently and badly managed where nepotism, corruption and poor standards of education have become the norm and where the students live in appalling conditions. The hostels are marred with problems like overcrowding of students, unhygienic living condition, poor quality of food, inadequate quantity of food being served to boarders, prevalence of diseases, malnourishment and absence of medical facilities. Despite this, Saxena (2012: 63) observes that "Ironically, many reports and studies

have also documented that these hostels are in demand due to the shortage and inaccessibility of schools.” She further observes that “..the appalling conditions are un conducive for a learning environment, defeating the very purpose.” Nevertheless, she comments that “Compared to ordinary government schools and SC/ST hostels, KGBV schools are much better endowed...” (2012: 63). She also observes that “..alienation, isolation, freedom and newer forms of patriarchal control constitute the complex reality of the girls residing in hostels.” (2012:62)

Evaluation of Revised Long Term Action Plan (RLTAP) in Odisha by Agarwal et al. (2003) revealed non-availability of drinking water, toilets, inadequate number of beds etc. in the hostels constructed under this programme. The evaluation further revealed that absence of boundary wall in girls’ hostels threatened their security. Based on the findings of the evaluation, Agarwal et al. (2003) highlighted the need for working out specific monitoring arrangements in general involving joint evaluation and supervision from outside agencies.

A Planning Commission evaluation study on construction of hostels for SC boys and girls by the Programme Evaluation Organization in 2009 found that in some cases in Odisha the hostels were not in use because of inadequate facilities, wrong selection of sites and without assessing the needs of SC students in the area. Even some other hostels were used for different purposes like office, library and classrooms. The hostels in use were found to be overcrowded and maintenance of hostel buildings and toilets were found to be unsatisfactory. The report was critical of the State Government for not taking full advantage of the Central scheme.

That on one hand the hostels and residential schools have increased access of ST students to formal education and on the other the ambience in such schools and hostels has remained a concern, Odisha’s initiative to promote education among the ST students through more residential schools and hostels is praiseworthy. However, as the State Government’s hostel scheme is already in operation for 3-4 years now and as the Government has started constructing new Ashram schools and hostels, it becomes imperative at this juncture to examine the performance of the existing hostels and residential schools. In other words, a thorough evaluation of the hostels and residential schools in terms of increase in access of ST children to school education, reduction in dropout rates, increase in school attendance, providing quality education etc. is the need of the hour to know the efficacy of government efforts. Further, it is also imperative to examine the hostel environment in terms of infrastructure, facility, administration, and support staff etc. which is crucial for retaining students as highlighted in different studies.

### **3. Scope of the present assignment**

The geographical scope of the present assignment extends to the whole state of Odisha. The present study will cover all 4,375 operational hostels (Table 1), 13 Ekalavya Model Residential schools and 19 Educational Complex for PTGs.

While the present assignment will make an effort to understand the role of hostels or residential schools in bridging gap between educationally advanced children and the educationally deprived children, the broader scopes of the evaluation include the followings.

- Comprehensive review of the design and scope of the hostel/residential school scheme;
- Understanding beneficiary identification and selection process;
- Examination of **facilities available to students** like quality of rooms, beds, bathrooms/toilets, kitchens, cupboards, reading rooms/libraries, boundary walls, health care, other incentives, career counselling/coaching for academic/co-curricular purpose, vocational training and quality of foods supplied;
- Examination of response of students with respect to alienation from family/home, adaptability in new environment, positive experiences etc.;
- Finding out contribution of hostels/residential schools in **educational development of children** in terms of increase in enrolment and retention figures, and decrease in dropout rate over a period of time, classroom transactions, learning outcomes etc.;
- Assessing **quality of teaching/learning** provided in hostels/residential schools;
- Reviewing **administrative issues** including review of quality of human resources employed in the hostels/residential schools, working condition of residential teachers and issues related to their autonomy; and
- Analysing **policy level gaps**, if any and recommending suitable policy change measures.

#### 4. Objectives of the present assignment

The evaluation study will have the following objectives.

- i. To review the design and scope of the hostel/school scheme comprehensively;
- ii. To study the process of implementation of the hostels/schools *vis-a-vis* the guidelines including their construction *vis-a-vis* time and cost parameter;
- iii. To find out the role of the community in selection of hostel site/construction process;
- iv. To examine the beneficiary identification and selection process;
- v. To assess the quality of facilities available to students like quality of rooms, beds, bathrooms/toilets, kitchens, cupboards, reading rooms/libraries, boundary walls, health care, other incentives, career counselling/coaching for academic/co-curricular purpose and vocational training with focus on gender issues;
- vi. To examine the quality and quantity of foods supplied *vis-a-vis* the norm;

- vii. To examine response of students with respect to alienation from family/home, adaptability in new environment and their positive experiences with focus on gender issues;
- viii. To find out occupancy rate of hostels and causes for drop out in hostels, if any;
- ix. To find out contribution of hostels/residential schools in educational development of children in terms of increase in enrolment and retention figures, and decrease in dropout rate over a period of time, classroom transactions, learning outcomes etc.;
- x. To assess the quality of teaching-learning materials available in hostels/schools and its impact on education development of children;
- xi. To review administrative issues including review of quality of human resources employed in the hostels/residential schools, working condition of residential teachers and issues related to their autonomy;
- xii. To study the monitoring and reporting system prevailing under the scheme(s), including that at construction stage, and suggest measures to strengthen the existing monitoring mechanism, if required; and
- xiii. To assess the outcome of the scheme(s) in terms of use of the hostels by the target group.
- xiv. To analyze policy level gaps, if any and recommend suitable policy change measures.

## 5. Methodology

In this section an indicative methodology is proposed for the evaluation study which will be based on a sample of all hostels-cum-residential schools as given in Table 1 & 2. It may be noted here that the five categories of hostels mentioned in Table 1 are mostly located inside different types of schools premises as mentioned in Table 2 except for Ekalavya Model Residential Schools and Educational Complex for PTGs. Therefore, taking into consideration the number of hostels of Ekalavya Model Residential Schools and Educational Complexes for PTGs the total number of hostels is 4,407. Within this universe the study will follow a multi-stage stratified random sampling design covering 100 sample hostels distributed across eight (8) sample districts.

Odisha has seven (7) districts which fully come under TSP area and another five (5) districts where there is partial coverage of TSP areas. The name of the TSP, partial TSP and non-TSP districts are given in **Table 4**. For the study purpose the districts having partial coverage of TSP areas will be considered as TSP districts. Thus, there are 12 TSP districts and 18 non-TSP districts.



**Table 4: TSP and non-TSP districts of Odisha**

TSP districts	Partial TSP districts	Non-TSP districts
Kandhamal, Koraput, Malkangiri, Mayurbhanj, Nabarangpur, Rayagada, Sundargarh	Balasore, Gajapati, Kalahandi, Keonjhar, Sambalpur	Angul, Balangir, Bargarh, Bhadrak, Boudh, Cuttack, Deogarh, Dhenkanal, Ganjam, Jagatsinghpur, Jajpur, Jharsuguda, Kendrapada, Khurda, Nayagarh, Nuapada, Puri, Subarnapur

As TSP districts account for more than 75% of total ST hostels in the state, of the proposed eight (8) sample districts, six (6) TSP and two (2) non-TSP districts will be selected for the study purpose. The Consultant shall make effort to distribute the 100 sample hostels in these eight sample districts. As there are different categories of hostels a proportionate sampling design will be employed to arrive at the number of sample hostels from each category to be covered in the study as per **Table 5**.

**Table 5: Proposed sample size of different categories of hostels**

Sl. No.	Category of hostels	Number of sample hostels
1	Primary school hostels in TSP blocks	30
2	KBK hostels (ST girls)	10
3	1000 ST girls hostel scheme (2007-08)	20
4	100 hostel scheme (2009-10)	30
5	1000 seated hostels sanctioned by MoTA (2010-11)	5
6	Hostels under Ekalavya Model Residential Schools	2
7	Hostels under Educational Complex for PTGs	3
<b>8</b>	<b>Total</b>	<b>100</b>

As it has already been mentioned that most of the hostels are situated within school premises, the Consultant shall make endeavour to select at least 25% of the sample hostels which are off the school campus while finalizing the sample. Similarly, while finalizing the sample the Consultant shall also make efforts to give due representation to hostels made for the schools under SSD department, School and Mass Education Department and Higher Education/Technical Education department.

While hostel will be the sampling unit, data will be collected from different categories of respondents the students or the primary beneficiaries, parents, school management committee members, school principals/hostel wardens, school teachers and cook-cum-attendants in schools. These respondents will be selected randomly. Considering the fact that majority of the occupants in the hostels are girls, among the student respondents 70% should be girl students. Similarly, among parents and school management committee members efforts will be made to choose 50 per cent women respondents. The size of sample hostels/residential schools and sample respondents is provided in **Table 6**.

**PPOMU, Finance Department**

Table 6: Sample size

Sl. No.	Categories of respondents	Sample size of respondents per hostel	Total no. of sample hostels	Total no. of sample respondents
1	Students (Girls)	7	100	700
2	Students (Boys)	3		300
3	Parents	1		100
4	School Management Committee members	1		100
5	Principals/Hostel Wardens	1		100
6	School teachers	1		100
7	Cook-cum-attendants	1		100
8	<b>Total</b>	<b>15</b>	<b>100</b>	<b>1500</b>

The present assignment will involve collection of both qualitative and quantitative data and their analysis. Data will be collected using tools like questionnaire survey, key informant interviewing, focus group discussions and case studies.

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

## 6. Deliverables and corresponding time frame

### 6.1 Main deliverables

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

#### 1. Inception report

- A note on the sampling methodology to identify the hostels/residential schools/different categories of respondents to be studied. **(Maximum 2 pages)**
- A brief note on the study methodology and study tools to be used. **(Maximum 2 pages)**
- A note on the detailed plan for data collection with timelines for key milestones. **(Maximum 2 pages)**
- A note for discussion with client before finalizing the plan, study methodology and tools. **(Maximum 1 page)**
- To conduct a state level inception workshop involving SSD Department and PPOMU, and submit a report on the workshop proceeding including the feedback points. **(Maximum 2 pages)**

- Based on the feedback from the client, an **Inception Report** mentioning final selection of hostels/residential schools/different categories of respondents to be studied, final data collection plan, study methodology and tools. **(Maximum 10 pages)**
- 2. Draft study report**
- Detailed analysis of the study done and submission of the draft study report. **(Maximum 60 pages in A4 size paper written in Arial font, size 11 and single space including 2-3 page Executive Summary)**
- Note: Before writing the draft study report, the Consultant is required to share the chapterization plan with the Client and take their approval.**
- 3. Final study report**
- A note for discussion with stakeholders to discuss the draft study report in the state level (stakeholders) workshop for feedback and suggestion. **(Maximum 2 pages)**
  - To conduct the state level workshop with various stakeholders and a report on the workshop proceeding including the feedback points. **(Maximum 2 pages)**
  - Incorporating the feedback/suggestions from state workshop and submission of final report. **(Maximum 60 pages in A4 size paper written in Arial font, size 11 and single space including 2-3 page Executive Summary)**

## 6.2 Deliverables and time frame

The Consultant shall commence work within a week of signing of the contract and shall complete the assignment within a period of **Six (6) months** from signing the contract. **Table 7** summarizes the deliverables and corresponding time frame of the study.

**Table 7: Deliverables and corresponding time frame**

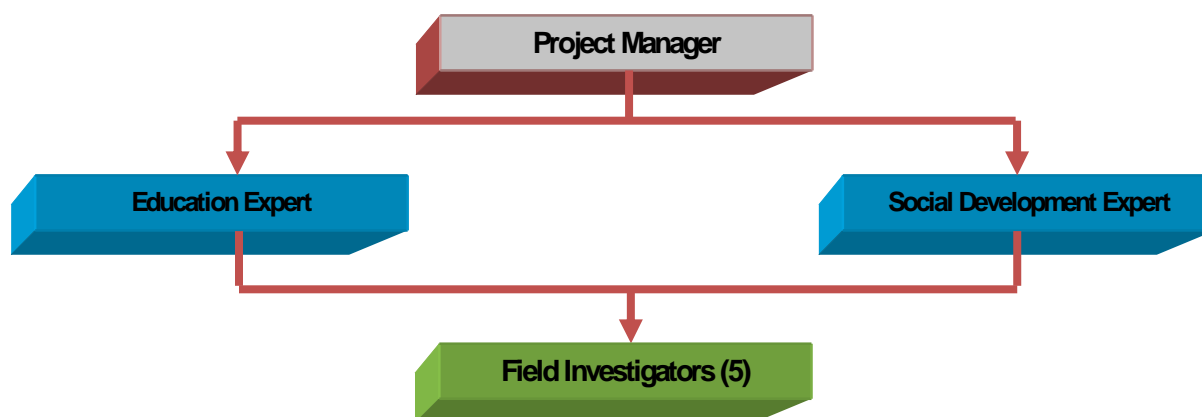
Sl. No.	Description of Items	Corresponding time frame
1	Submission of Inception Report including finalized methodology and work plan including inception workshop	0.5 months from start of the study
2	Conducting field study	Month 0.5 - 3
3	Submission of draft study report including conducting workshop to share study findings	Month 3 – 4
4	Submission of final report	Month 4 - 6

**Note: Along with the deliverables listed in Table 5, the Consultant is required to submit a fortnightly activity/progress report. All reports being submitted to the client(s) are to be supplied in three (3) hard copies along with CD/DVD in MS-Word format, one each for SSD department, Finance department and PPOMU.**

## 7. Composition of the Consulting Team:

Besides having a **Project Manager**, the proposed team should have one **Education Expert**, one **Social Development Expert** and five (5) **Field Investigators**. While the Project Manager is expected to spare maximum 25 man-days time during the assignment, the Education Expert and the Social Development Expert will contribute maximum 50 man-days and 40 man-days time respectively during the assignment. On the other hand, each field investigator is expected to spare maximum 75 man-days time during the assignment. The proposed staff structure is represented in **Figure 1**.

Figure 1: Proposed staff structure for the present assignment



1. **Project Manager:** This key person should have project management experience of at least **10 years** involving evaluation studies on socio-economic development issues, preferably pertaining to primary/secondary education. The key person should have at least post-graduation qualification in Social Sciences or Management.
2. **Education Expert:** This key person having at least **8 years** of professional experience in elementary/primary/secondary education sector should possess at least post-graduation qualification in social sciences (preferably in Social Anthropology)/social work/education. Preference will be accorded to the expert having substantial experience in tribal education and also in qualitative and quantitative analysis of issues/data pertaining to education sector.
3. **Social Development Expert:** This key person in the project is required to have at least **8 years** of experience in social development including in the sector of elementary / primary / secondary education. The person should have at least post-graduation qualification in social sciences (preferably in Social Anthropology) or in management with sound knowledge of research methodology including sampling, and both qualitative and quantitative data analysis.
4. **Field Investigators:** Besides the three key professionals, the Consultant shall engage at least **five (5) field investigators** who should possess at least a Bachelor's degree and should have at least **3 years** of experience of similar assignment.

## 8. Reporting Arrangements:

The Consultant shall work under the direct supervision of the Additional Chief Secretary to Government, Finance Department, Government of Odisha and will report to the Special Secretary to Government, Finance Department. The Consultant is required to coordinate with PPOMU and the designated personnel from the SSD department for execution of the assignment.

## 9. Roles and responsibilities of Clients/Consultant:

- **Finance Department**
  - ✓ Approval of TOR
  - ✓ Enter into agreement with the Consultant
  - ✓ Administrative facilitation and coordination meetings with SSD department
  - ✓ Ensuring independence of work
  - ✓ Ensuring release of funds on certification of PPOMU
  - ✓ Providing technical inputs on the study to the Consultant from time to time
- **Consultant**
  - ✓ Undertake the assignment and complete different tasks/outputs in accordance with agreed TOR.
- **SSD department**
  - ✓ Concurrence to the TOR, the RFP
  - ✓ Party to the selection of Consultant
  - ✓ Act as a link between PPOMU and the Consultant in providing all administrative support to the Consultant
  - ✓ Providing secondary data, issuing letters to sample residential schools/hostels to facilitate the study
  - ✓ Providing technical inputs on the study to the Consultant from time to time
- **PPOMU**
  - ✓ Communication with Finance department and SSD department
  - ✓ Preparation of TOR
  - ✓ Preparation of RFP
  - ✓ Initiating bidding process
  - ✓ Representation in selection process
  - ✓ Quality check of survey methodology, instruments, data outputs
  - ✓ Certification of the outputs
  - ✓ Coordinate timely payment to the Consultant
  - ✓ Close follow up, technical inputs and close coordination with the Consultant

## 10. Payment terms and Schedule:

Table 8 provides details of payment terms and schedule.

**Table 8: Payment terms and schedule**

Sl. No.	Stages	% of total payment payable
1	Submission of Inception Report including finalized methodology and work plan	20
2	Submission of draft study report	50
3	Submission of final report	30

## 11. Consultant Monitoring Committee (CMC):

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

### References

1. Agarwal, Rashmi et al., 2003, *Evaluation Study of RLTA in the KBK Region in Orissa*, [www.planningcommission.gov.in/reports/screport/scr/st\\_rltapkbk.pdf](http://www.planningcommission.gov.in/reports/screport/scr/st_rltapkbk.pdf), accessed on 20.01.2014
2. Bhowmik, Sharit, 1972, "Tribal Development in Orissa", *Economic and Political Weekly*, VII (52), pp. 2491
3. National Focus Group, 2007, *Problems of Scheduled Caste and Scheduled Tribe Children*, Position Paper 3.1, NCERT, New Delhi
4. Ota, A. B. And R. P. Mohanty, 2009, *Education of the Tribal Girl Child: Problems and Prospects*, SCSTRTI, Bhubaneswar
5. Saxena, Sadhna, 2012, "Is Equality an Outdated Concern in Education?", *Economic and Political Weekly*, XLVII (49), pp. 61-68
6. ST & SC Development, Minorities & Backward Classes Welfare Department, 2013, *Annual Report, 2012-13*, Government of Odisha, Bhubaneswar

**SECTION: 4**

**TECHNICAL PROPOSAL SUBMISSION FORMS**

TECH-1

COVERING LETTER

(On Bidders Letter Head)

[Location, Date]

To:

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

**Subject: EVALUATION OF HOSTELS AND RESIDENTIAL SCHOOLS FOR ST STUDENTS IN ODISHA –  
[TECHNICAL PROPOSAL]**

Dear Sir,

I, the undersigned, offer to provide the services for the proposed assignment in respect to your Request for Proposal. I hereby submitting the proposal which includes this technical proposal sealed under a separate envelope. Our proposal will be valid for acceptance up to **90 Days** and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

If negotiations are held during the period of validity of the proposal, I undertake to negotiate on the basis of the proposal submitted by us. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations.

I have examined the information provided in your Request for Proposal (RFP) and offer to undertake the service described in accordance with requirements. I agree to bear all costs incurred by us in connection with the preparation and submission of this proposal and to bear any further pre-contract costs. Certain information included in this proposal would if disclosed prejudice our commercial interests.

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

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

I remain,

Yours faithfully,

**Authorized Signatory with Date and Seal:**

Name and Designation: \_\_\_\_\_

Communication Address of Bidder: \_\_\_\_\_



TECH-2

BIDDERS ORGANISATION AND RELEVANT EXPERIENCE

A – Bidder's Organisation (Brief Profile)

*[Provide here a brief (two pages) description regarding professional background of Bidder's Organisation]*

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

**TECH-2 (A)**

**Bidder's Organisation (General Details)**

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

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

**TECH-2(B)**

**Bidder's Experience**

[Using the format below, provide information on each assignment for which your organisation was legally contracted individually as a entity for carrying out consulting services similar to the ones requested under this assignment]

Assignment name:	Value of the contract (in INR):
Location:	Duration of assignment (months):
Name of Client:	Total N° of staff-months of the assignment:
Address:	
Start date (month/year): Completion date (month/year):	N° of professional staff-months provided by associated Consultants:
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

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

TECH-3

Comments and Suggestions of the Consultant on the Terms of Reference / Scope of Work and Counterpart Staff and Facilities to be provided by the Client

**A: On the Terms of Reference / Scope of Work:**

*[Present and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your Proposal.]*

**B: On Input and Facilities to be provide by the Client:**

*[Comment here on inputs and facilities to be provided by the Client according to Information to the Consultant and Scope of Work]*

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

**TECH-4**

**DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT/JOB**

Technical Approach, Methodology and Work Plan are the key components of the Technical Proposal. You are suggested to present your Technical Proposal divided into the following three chapters:

**a. Technical Approach and Methodology:**

In this section, you should explain your understanding of the objectives of the Assignment/job, approach to the Assignment/job, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

**b. Work Plan:**

The bidder should **propose and justify** the main activities of the assignment their content and duration, phasing and inter-relations, milestones (including interim approvals by the client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports and tables to be delivered as final output, should be included here. The work plan should be consistent with the work schedule at **TECH-7**.

**c. Organization and Staffing:**

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

**Authorized Signatory [In full and initials]:** \_\_\_\_\_

**Name and Designation with Date and Seal:** \_\_\_\_\_

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

**TECH-5**

**Format of Curriculum Vitae (CV) for Proposed Key Professional**

1. Proposed Position:
2. Name of Firm:
3. Name of Staff:
4. Profession:
5. Date of Birth:
6. Years with Firm/Entity:
7. Nationality:
8. Membership in Professional Societies:
9. Detailed Tasks Assigned:

**Key Qualifications:**

*[Give an outline of staff member s experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations.]*

**Education:**

*[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained.]*

**Employment Record:**

*[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate.]*

**Languages:**

*[For each language indicate proficiency: excellent, good, fair, or poor; in speaking, reading, and writing]*

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

**Date:**

**Signature of Key Professional with Date** \_\_\_\_\_

**Authorized Signatory [In full and initials]:** \_\_\_\_\_

**Name and Designation with Date and Seal:** \_\_\_\_\_

**TECH-6**

**Team Composition and Task Assignment**

Sl No	Name of Key Professional / Support Staff	Position Assigned	Highest Educational Qualification	No of Years of experience	Task assigned
1					
2					
3					
4					
5					

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

Authorized Signatory [*In full and initials*]: \_\_\_\_\_

Name and Designation with Date and Seal: \_\_\_\_\_

**TECH-7**

**WORK SCHEDULE FOR THE PROPOSED ASSIGNMENT**

**PROPOSED WORKPLAN**

<b>Week</b> →	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>List of Activities</b> ↓						

Authorized Signatory [*In full and initials*]: \_\_\_\_\_

Name and Designation with Date and Seal: \_\_\_\_\_



**SECTION: 5**

**FINANCIAL PROPOSAL SUBMISSION FORMS**

FIN-1

COVERING LETTER

(In Bidders Letter Head)

[Location, Date]

TO:

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

**Subject: EVALUATION OF HOSTELS AND RESIDENTIAL SCHOOLS FOR ST STUDENTS IN ODISHA -  
[FINANCIAL PROPOSAL]**

Dear Sir

I, the undersigned, offer to provide the consulting services for [*Insert title of assignment*] in accordance with your Request for Proposal No. \_\_\_\_\_, Dated: \_\_\_\_\_. Our attached Financial Proposal is for the sum of [*Insert amount(s) in words and figures*]. This amount is inclusive of the service tax and others as applicable. We do hereby undertake that, in the event of acceptance of our bid, the services shall be provided as stipulated in the RFP document and that we shall perform all the incidental services.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of **90 days**. We have carefully read and understood the terms and conditions of the RFP and do hereby undertake to provide the services as per the prescribed terms and conditions of the RFP.

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

I remain,

Yours faithfully,

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

**Name and Designation of Signatory with Date and Seal:**

**Address of the Bidder:**

—

*\*Amount must coincide with the one indicated in Form-2 (Table-1).*

**PPOMU, Finance Department**

**FIN-2**

**SUMMARY OF FINANCIAL PROPOSAL**

Sl.no.	Particulars	Amount in INR
1	Remuneration of the Key Professionals (FIN-3)	
2	Reimbursable Expenses (FIN-4)	
3	Miscellaneous Expenses (FIN-5)	
4	Sub Total (1+2+3)	
5	Service Tax @12.36 %	
Grand Total (INR)		
In Words		

*N.B. Service Tax will be paid by the client as per the applicable rate.*

Authorized Signatory [*In full and initials*]: \_\_\_\_\_

Name and Designation with Date & Seal: \_\_\_\_\_

**FIN-3**

**BREAKDOWN OF REMUNERATION**

SL NO	NAME OF THE PROFESSIONAL	POSITION	UNIT RATE (MAN-DAY) (A)	PROPOSED MAN-DAY (B)	TOTAL AMOUNT IN INR (A*B)
1		Project Manager			
2		Education Expert			
3		Social Development Expert			
<b>Field Investigators (5 Nos)</b>					
5					
6					
7					
8					
9					
<b>Grand Total in INR</b>					
<b>In Words</b>					

Authorized Signatory [*In full and initials*]: \_\_\_\_\_

Name and Designation with Date and Seal: \_\_\_\_\_

**FIN-4**

**BREAKDOWN OF REIMBURSABLE EXPENSES**

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

Authorized Signatory [*In full and initials*]: \_\_\_\_\_

Name and Designation with Date and Seal: \_\_\_\_\_

**FN-5**

**BREAKDOWN OF MISCELLANIOUS EXPENSES**

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

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

Authorized Signatory [*In full and initials*]: \_\_\_\_\_

Name and Designation with Date and Seal: \_\_\_\_\_

## SECTION - 6

### ANNEXURE

**FINANCIAL DETAILS OF THE BIDDER****(In Bidder Letter Head)**

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

---

***Signature and Seal of the Company Auditor with Date***

**Authorized Signatory [In full initials with Date and Seal]:** \_\_\_\_\_

**Communication Address of the Bidder:** \_\_\_\_\_



FORMAT FOR POWER OF ATTORNEY

(On Bidders Letter Head)

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

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

**Name of the Authorized Representative:**

\_\_\_\_\_

**(Signature of the Authorized Representative with Date)**

**CERTIFIED:**

**Signature, Name & Designation of person executing attorney:**

**Communication Address of the Bidder:**

## Annexure - III

Bidder's Past Experience Details

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

Sl.no.	Period	Name of the Assignment with details thereof	Name of the Client	Contract Value in INR	Date of Award / Commencement of assignment	Date of Completion of assignment	Remarks if any
A	B	C	D	E	F	G	H
1							
2							
3							
4							
5							
6							

Note: Maximum of 6 completed Assignments only to be mentioned

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

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

Note: Maximum 4 completed Assignments only to be mentioned

Authorized Signatory [*In full and initials*]: \_\_\_\_\_

Name and Designation with Date and Seal: \_\_\_\_\_

Note: Bidders are instructed to furnish the details of the assignments undertaken beyond the period of **2011-2012** as per the above prescribed format only. Information not conforms to the above instruction will be treated as non-responsive.

**PPOMU, Finance Department**

**PERFORMANCE BANK GUARANTEE FORMAT**

To,

**The Governor of Odisha**

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

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

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

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

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

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This performance bank guarantee shall be valid until the .... day of ....., 2014

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

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

.....  
Name and designation of the officer

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

**Annexure - V**

Sl. No.	District	Hostels												
		Pry. School Hostel (PSH) in TSP Blocks	KBK Hostels (ST Girls)	1000 ST Girls Hostel scheme during 2007-08 (ST)			1000 Hostels Scheme during 2009-10 (ST)			100 seated Hostels sanctioned by Min. of Tribal Affairs (MoTA) during 2010-11	Hostels of Ekalavya Model Residential Schools	Hostels of Educational complex for PTGs	TOTAL HOSTELS	
				Boys	Girls	Total	Boys (LWE_affected_Dists)	Girls	Total					
1	Angul	0			17	17			13	13			1	31
2	Balasore	22		9	24	33			23	23				78
3	Bargarh	0			31	31			60	60				91
4	Bhadrak	0			2	2			6	6				8
5	Bolangir	0	25		16	16			10	10				51
6	Boudh	0			8	8			24	24				32
7	Cuttack	0			16	16			12	12				28
8	Deogarh	0			6	6	4	2	6				1	13
9	Dhenkanal	0			28	28			15	15				43
10	Gajapati	74			35	35	72	51	123		1		2	235
11	Ganjam	0			17	17			22	22			1	40
12	Jagatsinghpur	0			2	2			0	0				2
13	Jajpur	0			16	16			18	18		1		35
14	Jharsuguda	0			29	29			21	21				50
15	Kalahandi	24	25		28	28			53	53			1	131
16	Kandhamal	144			53	53			127	127		1	1	326
17	Kendrapara	0			5	5			1	1				6
18	Keonjhar	185			64	64			69	69		1	2	321
19	Khurda	0			16	16			5	5				21
20	Koraput	198	105		100	100			61	61	20	1		485
21	Malkangiri	77	53		60	60	55	44	99	7	1		3	300
22	Mayurbhanja	316		21	130	151			82	82	30	1	2	582
23	Nawapara	0	36		39	39			49	49		1	1	126
24	Nawarangpur	147	56		76	76			83	83		1		363
25	Nayagarh	0			18	18			6	6				24
26	Puri	0			4	4			0	0				4
27	Rayagada	140	92		46	46	65	62	127	8	1		3	417
28	Sambalpur	51			19	19	92	32	124					194
29	Subarnapur	0	8		7	7			2	2				17
30	Sundargarh	170			92	92			87	87		3	1	353
<b>Total</b>		<b>1548</b>	<b>400</b>	<b>30</b>	<b>1004</b>	<b>1034</b>	<b>288</b>	<b>1040</b>	<b>1328</b>	<b>65</b>	<b>13</b>	<b>19</b>	<b>4407</b>	