

REQUEST FOR PROPOSAL

SELECTION OF AGENCY

For setting up of

STATE PROGRAMME MANAGEMENT UNIT (SPMU)

For

DEPARTMENT OF SPORTS & YOUTH SERVICES

REVISED



**GOVERNMENT OF ODISHA
DEPARTMENT OF SPORTS & YOUTH SERVICES
C-1, Nayapalli, Bhubaneswar - 751012**

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A. Bidding Schedule

Advertisement No. & Date	No. SYS/001, Dated-17.12.2017
Availability of Request for Proposal document.	Downloadable from Website of Department of Sports & Youth Services: www.dsystodisha.gov.in
Date, Time and venue for Pre-Bid Meeting	Dt. 03.01.2018. at 11.00 A.M. in the conference hall of Department of Sports & Youth Services
Last date for receipt of Technical and financial Proposals (Through speed / Registered post or Courier. Hand delivery shall also be accepted)	Dt. 20.01.2018 till 5.00 P.M
Date and Time of opening of Technical proposals	Dt. 20.01.2018 at 5.00 P.M
Date and Time for Technical Presentation	Dt. 27.01.2018 at 11.00 A.M
Date and Time of opening of Financial proposals	Dt. 27.01.2018 at 04.00 P.M

B. Instruction to Bidders

1. Location of the Work

Department of Sports and Youth Services, C-1, Nayapalli, Bhubaneswar-751012, Odisha.

2. Eligibility Criteria

The bidders should satisfy the following eligibility criteria as on the last date of submission of the RFP : -

- a) The agency should be registered in India since last 10 years. Incorporation certificate to this effect should be furnished
- b) The annual average turnover of the Agency in India in the last three financial years should be minimum **INR 10.00 Crores** or above. Audited balance sheet and profit & loss should be furnished along with proposal. Certificate from the statutory auditor certifying the revenues of the last three years may be submitted by the bidder as proof of eligibility for Annual Average Turnover of the Agency.
- c) The Agency should have experience of successfully managing a Project Monitoring Unit in any government agency in India for a period of at least **3years**.
- d) The agency should not have been blacklisted by any state government, central government or any other public sector undertaking or a corporation as on the date of RFP. An undertaking to this effect should be submitted.

3. Format and Signing of Proposal

- a) The proposal shall be submitted in two parts
Part A Technical Proposal, and
Part B Financial Proposal
- b) The proposals shall be typed or written in indelible ink and shall be signed by the bidder or a person or persons duly authorized by the bidder.
- c) Any interlineations, erasures or over writing shall be valid only if they are initialed by the person or persons signing the Proposal prior to submission of the Proposal.

4. Submission of Proposals Packing, Sealing and Marking of Proposals

- a) The Technical Proposal (Part A) and Financial Proposal (Part B) must be inserted in separate sealed envelopes, along with bidder's name and address in the left hand corner of the envelope and super scribed in the following manner.

PART A

TECHNICAL PROPOSAL for Selection of Agency for setting up of a State Programme Management Unit (SPMU) in Department of Sports & Youth Services, Government of Odisha

PART B

FINANCIAL PROPOSAL for Selection of Agency for Setting up of a State Programme Management Unit (SPMU) in Department of Sports & Youth Services, Government of Odisha

- b) Both the Envelopes i.e. Envelope for **Part-A** and Envelope for **Part-B** must be packed in a bigger sealed outer cover and clearly super scribed with the following:

PROPOSAL

For

Selection of Agency for Setting up of a State Programme Management Unit (SPMU) in Department of Sports & Youth Services, Government of Odisha.

The Bidder's Name & Address shall be mentioned in the left hand bottom corner of the outer envelope.

- c) The envelopes shall be addressed to DEPARTMENT OF SPORTS & YOUTH SERVICES, Bhubaneswar at the following Address:

**Director, Sports & Youth Services
(TSU Cell – 1st Floor)
Department of Sports & Youth Services
C-1, Nayapalli, Bhubaneswar-751012
E-mail: bijuyuvavahini@gmail.com**

- d) If the outer envelope is not sealed and marked as mentioned above, then DEPARTMENT OF SPORTS & YOUTH SERVICES will assume no responsibility for the Proposals being misplaced or opened prematurely.
- e) Telex, Cable or facsimile Proposals will be rejected

5. Bid Processing Fee

Non-refundable Bid Processing Fee of **Rs. 10,000/- (Indian Rupees Ten Thousand only)** in shape of Demand Draft from any scheduled financial bank drawn in favour of **State Youth Welfare Board, Odisha, payable at Bhubaneswar** is to be furnished by the Bidder along with the Technical Proposal. Proposal without Bid Processing Fee shall be treated as non responsive and rejected

6. Earnest Money Deposit (EMD)

EMD in shape of Demand Draft/Pay order from any scheduled Financial Bank in favour of **State Youth Welfare Board, Odisha, payable at Bhubaneswar** for **Rs.1,00,000/- (Rupees one lakh)** only is to be furnished by the bidder along with the technical proposal. Proposal without the requisite EMD shall be treated as non responsive and rejected. No exemption from submission of EMD is allowed.

The EMD submitted by unsuccessful bidders will be discharged / returned as promptly as possible but not later than 30 days after the expiration of the period of Proposal validity specified in this RFP. No interest will be paid on the EMD amount.

The EMD shall be forfeited:

- a) If a Bidder withdraws its Proposal during the period of validity of the proposal,
- Or,
- b) If the successful Bidder fails to execute the agreement or the work assigned.

7. Financial proposal:

- a) The financial proposal shall be the **Quoted Fee per month** and shall be submitted in the given format i.e. **Form -E**. All Taxes and surcharges as applicable shall be paid by these elected Consultants / Firms. DEPARTMENT OF SPORTS & YOUTH SERVICES will only reimburse the GST as applicable.
- b) The Quoted Fee per month shall be paid by DEPARTMENT OF SPORTS & YOUTH SERVICES subject to the fulfilment of conditions in this RFP / Agreement by the selected bidder.
- c) The Financial proposal shall separately mention the GST amount.

8. Validity of Proposal

Proposals shall remain valid for 180 days from the last date of submission of proposals. A proposal valid for a shorter period shall be rejected as non-responsive.

9. Documents accompanying the Proposal:

1. PART A (Technical Proposal)

The bidder must submit the following particulars / documents along with the Technical Proposal failing which the Proposal may be

treated as non responsive.

- a) Non-refundable Bid Processing Fee of Rs. 10,000/- (Indian Rupees Ten Thousand only) in shape of Demand Draft from any scheduled financial bank drawn in favour of **State Youth Welfare Board, Odisha**, payable at Bhubaneswar.
- b) EMD amount of INR.1,00,000/-(Rs. One lakh only) in shape of DD / Pay order from any scheduled bank drawn in favour of **State Youth Welfare Board, Odisha**, payable at Bhubaneswar.
- c) Photocopy of the PAN card.
- d) Cover Letter as per the format in Form-A.
- e) Bidder's profile as per the format in Form-B.
- f) Past experience of the Bidder in Form-C.

(Attach photo copies of work orders along with work completion certificate)

- g) Curriculum Vitae for all the proposed positions as per the format in Form-D.

2. PART B (Financial Proposal)

The bidder must submit the financial Proposal as per the format in Form E with proper signature & seal of the bidder.

10. Deadline for submission of Proposals

Proposals filled in all respect must reach DEPARTMENT OF SPORTS & YOUTH SERVICES at the address, time and date specified in the Bidding Schedule of the RFP document in section A. RFP document should be delivered through Speed Post, Registered Post or Courier. Hand delivery of the RFP document shall also be accepted. In case of hand delivery, the RFP document needs to be handed to the Team Leader, TSU in the Department of Sports & Youth Services. If the specified date for the submission of Proposals is declared as a holiday for DEPARTMENT OF SPORTS & YOUTH SERVICES, Bhubaneswar, the Proposals will be received up to the appointed time on the next working day.

11. Late Proposals

Proposals received after the deadline for submission of Proposals prescribed by DEPARTMENT OF SPORTS & YOUTH SERVICES will be rejected.

12. Modifications and Withdrawal of Proposals

No modifications to the Proposal shall be allowed once it is received by DEPARTMENT OF SPORTS & YOUTH SERVICES, Bhubaneswar.

13. Pre-Bid Meeting

A pre-bid meeting as per the Bidding Schedule will be conducted at the DEPARTMENT OF SPORTS & YOUTH SERVICES Conference Hall.

14. Proposal Opening

DEPARTMENT OF SPORTS & YOUTH SERVICES will open all Proposals in the presence of Bidders or their authorized representatives who choose to attend, at the date and time mentioned and in the following location.

**Conference Hall
Department of Sports & Youth Services
C-1,Nayapalli
Bhubaneswar -751012, Odisha**

The Bidder's representatives who are present shall sign a register evidencing their attendance. In the event of the specified date of Proposal opening being declared a holiday for DEPARTMENT OF SPORTS & YOUTH SERVICES, Proposals shall be opened at the appointed time and location on the next working day.

The financial Proposals of only those firms fulfilling the eligibility criteria and the technical requirements of the Proposal shall be opened. The date & time of opening of the financial Proposals will be intimated to the qualifying bidders later.

15. Bid Evaluation Methodology:

Evaluation of the Technical and financial proposals will be based on **Quality cum Cost Based Selection** mode with weightage of **80% and 20%** for technical and financial proposals, respectively.

- 1) In the first phase the Technical Proposals shall be evaluated on the basis of eligibility criteria as mentioned in this RFP.
- 2) In the second phase the firms which satisfy the eligibility criteria shall be given marks based on Table: 1 of this RFP. Accordingly, firms will be ranked based on the marks allotted to them

Table 1

Sl. No.	Parameter	Total Marks
1	FINANCIAL CAPACITY OF BIDDER	20
	<p>Bidder's Average Annual Turnover for the last three Financial Years (ending 31 March 2017) has to be at least INR 10 Crores</p> <ul style="list-style-type: none"> • For 10– 15 crores – 10 marks • For 15 – 20 crores – 15 marks • Above 20 crores – 20 marks 	<i>20</i>
2	PROOF OF EXPERIENCE IN THE LAST 5 YEARS	20
	<p>The Bidder should have the experience of setting up Programme Management Unit (PMU) in project of similar nature for at least 1 year for a government body during last 03 (three) years</p> <ul style="list-style-type: none"> • Experience of setting up 1 PMU in project of similar nature – 10 marks • Experience of setting up 2 PMUs in project of similar nature – 15 marks • Experience of setting up 3 PMUs or more in project of similar nature – 20 marks 	<i>20</i>
3	SUITABILITY FOR THIS SCOPE: TEAM COMPOSITION	20
	<ul style="list-style-type: none"> • Programme Manager – 4 marks • Dy. Programme Manager – Communication – 2.5 marks • Programme Officer - Youth Mobilization & Social Campaign – 2.5 marks • Programme Officer - Capacity Building & Training – 2.5 marks • Programme Officer – Sports & Culture – 2.5 marks • Monitoring & Evaluation Expert – 2 marks • Graphic Designer – 2 marks • Accounts Officer- 2 marks 	<i>20</i>
4	PRESENTATION	40
	<p>The bidders shall be invited for a Power Point presentation in front of the Committee to be formed by DEPARTMENT OF SPORTS & YOUTH SERVICES to evaluate the Presentation</p> <p>(a) Technical Approach, Methodology including Presentation –20 Marks</p> <p>(b) Work Plan based on Terms of Reference– 10 marks</p> <p>(c) Organization and Staffing highlighting the job responsibility of each team member – 10 marks</p>	<i>40</i>
	GRAND TOTAL	100

The number of points to be assigned to each of the experts shall be determined considering the following sub-criteria and relevant percentage weights:

- a) Minimum qualifications (Fulfilling minimum education and training criteria mentioned in the ToR): 10%
- b) Minimum Experience (Fulfilling Minimum Years' of Experience Criteria as mentioned in the ToR): 20%
- c) Relevant Project Experience (0.5 Marks to be awarded for each relevant project experience as specified in ToR): 70%

For each Technical Proposal, the total points that can be awarded for each Bidder are 100, and the minimum technical score (Ts) that a Bidder requires to qualify for evaluation of the Financial Proposal is **70**.

- 3) The total score obtained by the bidder as per sub-point (2) above shall be the technical score (Ts) of the bidder.

4) **Opening of Financial Proposal**

Financial Score: The lowest financial proposal will be given a financial score (Fs) of 100 points. The financial scores of other proposals will be computed as follows:

$$Fs = 100 \times FM1 / F1$$

(F1=amount of Financial Proposal as quoted by the bidder; FM1= Lowest financial quote)

5) **Combined and Final Evaluation**

Proposals will finally be ranked according to their combined Score (S) calculated based on technical (Ts) and financial (Fs) scores as follows:

$$S = Ts \times Tw + Fs \times Fw$$

(Where **Tw** and **Fw** are weights assigned to Technical proposal and Financial Proposal as **0.80** and **0.20** respectively)

The Selected Applicant shall be the First Ranked Applicant (having the highest combined score). The Second and third Ranked Applicant shall be kept in reserve and may be invited for negotiations in case the first ranked Applicant with draws, or fails to comply with the requirements specified in the RFP document.

16. Evaluation Methodology:

- 1) Evaluation of technical proposals based on Table1.
- 2) Technical scores shall be calculated for bidders after the presentation.
- 3) After that, financial proposals of the qualified bidders, based on their technical score (Ts) after technical evaluation, shall be opened.
- 4) Combined Scores shall be calculated based on Technical and financial scores as per QCB system.
- 5) The highest ranked bidder with the highest marks obtained shall be awarded with the project.

17. Performance Security and Agreement:

DEPARTMENT OF SPORTS & YOUTH SERVICES shall issue a letter of award (LoA) along with the Draft Contract Agreement to the selected Bidder within 15 days from the opening of the financial proposals. Within 7days of such issuance, the selected firm is required to submit a Performance Security in the form of Bank Guarantee for an amount equivalent to 10% of the contract value and enter into the contract agreement with DEPARTMENT OF SPORTS & YOUTH SERVICES and start the work on an immediate basis. The format of Bank Guarantee for Performance Security will be provided by DEPARTMENT OF SPORTS & YOUTH SERVICES to the successful bidder.

18. Termination of contract:

- a) DEPARTMENT OF SPORTS & YOUTH SERVICES, if required may ask for replacement of any personnel in case of non-satisfactory performance.
- b) In such case, concerned personnel shall be replaced within 30 days by the firm. Either party can terminate the agreement by giving 30 days prior written notice.

19. Right to Accept or Reject

DEPARTMENT OF SPORTS & YOUTH SERVICES reserves the right, without any obligation or liability, to accept or reject any of the proposals at any stage of the process, to cancel or modify the process or any part thereof or to vary any of the terms and condition at any time, without assigning any reason whatsoever.

20. Conflict of Interest

There will be no conflict of interest of this assignment with any other assignment or transaction contracted by DEPARTMENT OF SPORTS & YOUTH SERVICES with the selected agency.

21. Disputes

All legal disputes are subject to the jurisdiction of **Bhubaneswar** courts only

C. Terms of Reference

1. Background

The Odisha State Youth Policy (OSYP) 2013 was released on 7th April 2013 subsequent to which Department of Sports and Youth Services rolled out interventions like 'Integrated Youth Development Programme' and 'Biju Yuva Sashaktikaran Yojna' for the development of youth in the State. The ambitious 'Active Citizenship Programme' under the umbrella scheme 'Biju Yuva Sashaktikaran Yojna' was launched with a focus on promoting life skills, leadership and active citizenship among youth in educational institutions across the state.

The Department of Sports and Youth Services (DSYS) now intends to prioritize and scale up youth-led social action and community engagement activities envisaged under the Policy by reaching out to youths all across Panchayats and ULBs. Accordingly as new sub scheme '**BIJU YUVA VAHINI**' has been designed under the ongoing flagship scheme 'Biju Yuva Sashaktikaran Yojna' which envisages nurturing leadership and volunteerism, promoting culture of sports & sportsmanship, healthy living among youth, establishing vibrant youth connect platforms and engaging with youth across the State. The proposed youth interventions aims at creating enough space for youth to participate, contribute and act as 'change agents' for social development.

2. Objective

A State Programme Management Unit (SPMU) is envisioned to support, monitor and manage all the different interventions under BIJU YUVA VAHINI. Since the programme will involve wide spectrum of activities, it is imperative to have professionals who can provide technical assistance and Programme management support to DEPARTMENT OF SPORTS & YOUTH SERVICES.

3. Scope of Work

The scope of work for the State Programme Management Unit shall include technical assistance and implementation of programmes in the following major areas which shall include, but not limited to:

1. Programme Management, Monitoring and Reviewing
2. Facilitate implementation of various Youth Engagement Interventions under Biju Yuva Vahini
3. Capacity Building, Training and youth mobilization for social actions, sports, cultural promotion, youth conclaves and the like
4. Develop advocacy and campaign strategy for youth leadership and development
5. Support communication activities through knowledge management and information exchange

6. Branding, Content Creation and Content Management Services
7. Handling print, electronic and social media and delivering the contents through various channels
8. Develop user-friendly and high quality Information, Education and Communication (IEC) material (such as handouts, posters, brochures, video documentary films and photo documentation, success stories booklet etc.) for communication of the youth activities to the public and stake holders
9. Tracking the progress of Youth Interventions at State & District Level
10. Procurement Works
- 11.

The entire team of the proposed Programme Management Unit shall include following types of Key Personnel:

- i. Programme Manager
- ii. Deputy Programme Manager - Communication
- iii. Programme Officer – Youth Mobilization & Social Campaign
- iv. Programme Officer – Sports & Culture
- v. Programme Officer – Capacity Building & Training
- vi. Monitoring & Evaluation Officer
- vii. Graphic Designer
- viii. Accounts Officer

The persons engaged by the Agency for the above positions will assist the Director, Sports & Youth Services in operationalizing and implementing the respective programmes of youth engagement and development. The incumbents will directly report to the Director, DSYS and will work closely with and support the teams at the District level in implementation of respective programmes under Biju Yuva Vahini. The persons will need to travel extensively to the Districts for proper implementation of programme components.

4. Contract period

Contract will be initially for a period of 2 years from the date of deployment of the personnel in DEPARTMENT OF SPORTS & YOUTH SERVICES. The agreement can be extended to another 1 year based on the continuance of the programme on mutually agreed terms and conditions.

5. Educational Qualifications, Experience and Competencies

S.N	Position	Educational Qualifications	Experience Particulars	Job Responsibility
1	Programme Manager	Post graduate Diploma/Master's Degree in Social Sciences/MBA/MS W/Rural Development/or any other discipline relevant to the roles and responsibilities of the job from recognized institute/university	Minimum of 7 years of experience in execution and management of social development projects/strategic development studies. The candidate should have experience of minimum 3 years of working in Government projects.	<ul style="list-style-type: none"> • Leading the team & reporting to Director, Sports & Youth Services • Overall Programme Management and coordination with various stakeholders for smooth implementation of the programme • Liaise with different departments at the State (Panchayati Raj, Higher Education, Women & Child Development, Health & Family Welfare, Housing & Urban Development etc.) and ensure convergence and active engagement in youth development programmes. • Closely interact with District Administration and Municipal Corporation, track the progress, understand the implementation gaps and suggest measures
2	Deputy Programme Manager - Communication	PG Diploma in Mass Communication/Journalism/MBA	Minimum of 5 years of experience in execution and management of communication projects with experience of working with leading print & electronic media houses. The candidate should have minimum 2 years	<ul style="list-style-type: none"> • Leading the team & reporting to Director, Sports & Youth Services • Develop a communication strategy and action plan for the youth intervention • Develop user-friendly and high quality

			experience of managing Communication & Campaign Project of Government having widespread reach.	<p>Information, Education and Communication (IEC) material for communication of the youth activities to the public and stake holders</p> <ul style="list-style-type: none"> • Develop advocacy and campaign strategy • Support communication activities through knowledge management and information exchange
3	Programme Officer – Capacity Building & Training	Post graduate Diploma/Master's Degree in Social Sciences/MBA/MS W/Rural Development/or any other discipline relevant to the roles and responsibilities of the job from recognized institute/university	Minimum 5 years of experience in implementation of skill/life skill/leadership training/capacity building/placement linked programmes of considerable size and scale with at least 2 years experience in implementing Government projects.	<ul style="list-style-type: none"> • Ensure that the programme guidelines and modules are prepared and made available to all district level agencies • Capacity building of the district agencies and youth volunteers to take up actions as per the identified themes • Orient concerned officials on role of facilitating NGOs, role of youth volunteers (Yuva Vahinis) and key deliverables • Support and guide agencies responsible for trainings and orientations and ensure quality impartment of trainings • Support the resource agencies in capacity building and will also oversee the

				<p>development of training modules and learning materials followed by agencies.</p> <ul style="list-style-type: none"> • Report to Director, DSYS through Programme Manager • Perform any other related tasks assigned by the Director, DSYS
4	Programme Officer - Youth Mobilization & Social Campaign	Post graduate Diploma/Master's Degree in Social Sciences/MBA/MSW /Rural Development/or any other discipline relevant to the roles and responsibilities of the job from recognized institute/university	Minimum 5 years of experience in implementation of projects related to social development sector/ community mobilization/ youth internship/education/gender issues/health and nutrition etc. of considerable size and scale with at least 2 years' experience in implementing Government projects.	<ul style="list-style-type: none"> • Develop overall action work plan for implementation of Yuva Vahini (Youth volunteers) in the Panchayats and Urban Local Bodies • Facilitate in identifying themes for the social action campaign and ensure that the social action campaigns are being taken up by the youth volunteer groups (Yuva Vahinis) as per the identified themes. • Facilitate in organizing youth conclaves and encourage cross learning and exchange of opinion and ideas among youth • Documentation of the innovative models of youth leadership, volunteerism and community engagement by the Yuva Vahinis across the state • Support the District agencies in carrying

				<p>out social action projects at district level. S/he will also oversee the calendar of activities followed by Yuva Vahinis.</p> <ul style="list-style-type: none"> Periodically monitor the Social Action Projects undertaken by Youth groups (Yuva Vahinis) Arranging for appropriate linkages with relevant agencies/departments for smooth roll out of Social Action Projects. To converge with other state/national youth agencies for development interventions Report on Social Action measures component to Director, DSYS through the Programme Manager Perform any other related tasks assigned by the Director, DSYS
5	Programme Officer- Sports & Culture	Post graduate Diploma/Master's Degree in Social Sciences/MBA/MSW /Rural Development/or any other discipline relevant to the roles and responsibilities of the job from recognized institute/university	Minimum 5 years of experience in organizing sports events /cultural programmes/youth camps/ of considerable size and scale with minimum 2 year of experience in sports related field.	<ul style="list-style-type: none"> Promote the development of sports, arts and culture among youth in the state Facilitate in organising rural sports at the Panchayat, Block and District Level Prepare the calendar of Sports Competitions to be

				<p>organised at Panchayat, Block and District Level and share with all stakeholders</p> <ul style="list-style-type: none"> • Coordinate the logistics and other necessary support with the District Agencies and the District Sports Officer for organising the Rural Sports • Facilitate in organising drama, song, painting, debate etc. competitions among youth in the Panchayat, Blocks and District level • Prepare the calendar of Art/Culture Competitions to be organised at Panchayat, Block and District Level and share with all stakeholders • Report to Director, DSYS through the Programme Manager • Perform any other related tasks assigned by the Director, DSYS
6	Monitoring & Evaluation Officer	Post graduate Diploma/Master's Degree in Social Sciences/MBA/MSW /Rural Development/or any other discipline relevant to the roles and responsibilities of the job from recognized	Minimum 3 years of experience in monitoring & evaluation of social development projects with at least 1 year experience in implementing Government projects.	<ul style="list-style-type: none"> • Ensure appropriate monitoring and reporting indicators and tools in lines with the requirement of the project. • Report to Director, DSYS through the Programme Manager Perform any other related tasks assigned

		institute/university		by the Director, DSYS
7	Graphic Designer	Graduation with relevant qualification in graphic design & visual art	Minimum 3 years of experience as Graphic Designer with extensive experience in multimedia, marketing and print design. Experience of working with computer applications like Photoshop, Adobe Illustrator, Corel Draw, In Design, CAD and the like.	<ul style="list-style-type: none"> • Development of creatives for campaign and advocacy of youth programmes • Develop the overall layout and production design for advertisements, websites, brochures, magazines, department's reports and other campaign materials • Working with a wide range of media and using graphic design software
8	Accounts Officer	MCom/CA (Inter)/MBA/ Finance)/ICWA	Minimum 7 years of experience in Accounts Management with at least 3 years' experience in implementing Government projects.	<ul style="list-style-type: none"> • Develop records and administer reporting formats in order to ensure that all financial transactions are accurately recorded and adequately monitored • Provide sufficient information for decision-making and projections. • Establish accounting systems • Report to Director, DSYS through the Programme Manager • Perform any other related tasks assigned by the Director, DSYS

FORM A
Cover Letter

RFP No. _____

Date. _____

To,

**Director,
Department of Sports & Youth Services,
C-1, Nayapalli
Bhubaneswar-751012, Odisha.**

Sir,

We have examined in detail and have understood the terms and conditions stipulated for eligibility of the Applicant in the RFP document issued by DEPARTMENT OF SPORTS & YOUTH SERVICES. We agree and undertake to a bid by all these terms and conditions. We here by submit all the necessary information and relevant documents during submission of our RFP, We undertake, if our Proposals accepted, to deliver services as specified in the RFP document.

We acknowledged that we have not, during the last three years, failed to perform on any agreement, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against us, nor been expelled from any project or agreement nor have had any agreements ruminated for breach of contract.

We are enclosing Document Purchase Fee **of INR 10,000/-** in the form of Demand Draft (DD No..... Dt drawn on.....) in favour of **State Youth Welfare Board, Odisha payable at Bhubaneswar.**

We are enclosing EMD of INR 1,00,000/- in the Form of Demand Draft (No..... Dt drawn on) in favour of **State Youth Welfare Board, Odisha payable at Bhubaneswar.**

As per RFP the validity of the proposal is 180 days from the last date of submission of proposal and we agree that the proposals unconditional. We understand that DEPARTMENT OF SPORTS & YOUTH SERVICES reserves the right to reject any application without assigning any reason thereof.

Yours Faithfully,

Signature of Authorized Person and seal
Name and Designation
Name of the Agency
Dated _____

Form B
Bidder's Profile

- 1. Name of the Applicant:**
- 2. Year of Establishment:**
- 3. Registered address of Office:**
- 4. PAN:**
- 5. Telephone No .& Fax No:**
- 6. Email Address:**
- 7. Brief description of back ground of the firm for this assignment.**
- 8. No. of years of proven experience of providing similar services.**
- 9. Average Annual turnover of the Applicant (in INR) during the last three Financial Years. (Please attach copy of three Audited Financial Statements)**
 - A. 2014 -2015**
 - B. 2015 -2016**
 - C. 2016 -2017**

Signature of Authorized Person and seal

Name and designation

Name of the Agency

Dated:

FORM C**Format for Past Project Experience**

Experience of Managing Project Monitoring Unit in a Government Body		
Sl.No	Parameters	Remarks
1.	Name of the Government Body	
2.	Project Description	
3	Location	
4	Period of service rendered by the Bidder (Start date and End date)	
5	Consultancy Fees of the Bidder (in Indian Rupees)	
6	Present status	
7	Other Information	
8	Copy of Appointment Letters and Agreement	

**Signature of Authorized Person
and seal**

Name and designation

Name of the Agency

Dated:

FORM D

Format of Curriculum Vitae (CV)

(Mentioning the position is mandatory)

Name of Agency:

Name of Staff:

Date of Birth:

Year with Agency

Nationality:

Membership of Professional Bodies:

Education:

(Summarize College/ University and other specialized education of staff Member)

Employment Record

(Starting with present position, list in reverse order of employment held)

List of Projects on which the personnel has worked

Name of the
Project

Description of
responsibilities

Languages:

(Indicate proficiency in speaking, reading and writing of each language by

(Excellent, Good, Fair, Poor)

FORM-E
FINANCIAL PROPOSAL

**To,
Director,
Department of Sports & Youth
Services,
C-1, Nayapalli,
Bhubaneswar-751012, Odisha.**

Name of the Project: Financial Proposal for Selection of Agency for Setting up of a State Programme Management Unit (SPMU), Department of Sports & Youth Services, Government of Odisha

We, the undersigned, offer to provide the consulting services for the above scope of services in accordance with your RFP. Our total financial quotes as given below:

Sl No.	Name of the Project: Selection of Agency For Setting up of a State Programme Management Unit (SPMU) in Department of Sports & Youth Services, Govt. of Odisha	Financial Quote Per Month (In Rs) (Both in Words and figure) exclusive of applicable Goods & Service tax and Other statutory taxes.)
1	Programme Manager	
2	Dy. Programme Manager - Communication	
3	Programme Officer – Capacity Building & Training	
4	Programme Officer – Youth Mobilization & Social Campaign	
5	Programme Officer – Sports & Culture	
6	Graphic Designer	
7	Monitoring & Evaluation Officer	
8	Accounts Officer	
9	GST as applicable	
	GRAND TOTAL	
	In Words:	

Our Financial Proposal shall be binding upon us for the assignment and this proposal would be valid up to 180 days from the last date of submission of proposal.

This Financial Proposal covers remuneration for all personnel cost, all incidental manpower expenses. The Financial proposal is without any other condition.

Note:

- a. Service Tax as applicable shall be paid extra by DSYS.
- b. No conditions should be attached to the price proposal.
- c. The amount should be quoted in both figure and words. In case of discrepancies in the prices mentioned in the figure and word, the prices mentioned in the words shall be considered as final price.
- d. The Agency has to quote individual rate for each item in scope.

Yours Faithfully,

**Signature of Authorized Person and
seal**

Name and designation

Name of the Agency

Dated: