

**RFP For Selection of Consultant to
conduct “Processes and
Performance Evaluation Study of
Empanelled Light Motor Vehicle
(LMV) Driving Training Institutes
(DTI) in Odisha”**



**Commerce & Transport (Transport) Department
Government of Odisha**

<u>Schedule of the RFP</u>	
Period of availability of RFP document:	08/07/2016 to 15/07/2016
Downloadable from website	http://odisha.gov.in http://ct.odisha.gov.in
Date of Pre Bid meeting in C&T (T) Department	16/07/2016 at 15:30 hrs in the Office Chamber of Principal Secretary to Govt, Commerce & Transport Department, Odisha Secretariat, Bhubaneswar
Last date for receipt of Proposal at C&T (Transport) Department (Through Speed post/ Registered post/Courier only.) No drop box facility available	25/07/2016 by 15:00 hrs
Address for submission of Proposal document	Principal Secretary to Govt, Commerce & Transport Department, State Secretariat, Bhubaneswar-751001. Phone No: 0674-2536857 (PABX) , Fax-0674-2536750
Date & time of opening of Technical Proposal	Technical Proposal on 25/07/2015 at 16:00 hrs. (Bidders' authorized representatives should be present at the time of opening of Technical Proposal)
Date & time of opening of Financial Proposal	Financial Proposal on 29/07/2016 at 16.00 hrs. (Technically qualified bidders' authorized representatives should be present at the time of opening of Financial Proposal)
Contact Person for Clarification on the RFP:	Joint Secretary to Government, C&T (Transport) Department Contact No: 0674-2323907, PMU-2392456

DISCLAIMER

This Request for Proposal (RFP) is issued by the Commerce & Transport 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 Commerce & Transport 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 Commerce & Transport Department, Govt. of Odisha shall be the sole and final authority with respect to selection of a consultant through this RFP.

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1. BACKGROUND

To enhance the employability amongst the youth of the state through promotion of Light Motor Vehicle (LMV) driving skill; the Commerce & Transport (Transport) Department introduced the LMV driving training programme through empanelled training institutes in the year 2014. This programme is exclusively for the youth belonging to BPL, SC, ST & Women of the State of Odisha. The training is being provided from licensed Government and Empanelled Private Driving Training Institutions (DTI) to enhance the employability of the targeted beneficiaries. The training is of non-residential type and the training cost includes provisions for study material, driving training to the applicant and cost towards acquiring driving license. Currently, 109 empanelled DTI are spread across the state out of which 86 are providing training to the targeted youth (List available on the C&T Department website <http://ct.odisha.gov.in>). List of all 109 DTIs is annexed to this document.

For enrolment of candidates, various sponsoring Department/Funding Agency at the State level invites applications from interested and eligible candidates through this scheme. The applications are requested from the eligible candidates at the District level. The applications are collected by the RTOs which are placed before the respective District Level Committee. The District Level Committees scrutinize the applications, finalizes the selection of candidates and allots to the Empanelled Driving Training School (herein after referred to as 'DTI') for imparting the training under this scheme keeping in view the location option exercised by the candidates if any. There are some fixed criteria for enrolment of Institutes and candidates for the training which are defined in the Scheme Gazette.

2. SCOPE OF THE ASSIGNMENT

Commerce & Transport (Transport) Department (client) intends to engage a consultant to "study, document and evaluate the processes and performances of the Empanelled Driving Training Institutes (DTI)" under the scheme. There are 86 such Institutes functional and spread across the state. 23 new Institutes have been approved in recent past who have committed to start training the targeted youth in the ensuing session.

The consultant is expected to cover the following tasks as a part of this assignment.

The scheme:

1. Assess the impact of introduction of the scheme/initiative.
2. The effectiveness of the approach/strategies adopted to achieve the objectives to empanel the institutes and enroll the candidates and the improvements thereof.
3. Assess the candidate selection process
4. The process of licensing & renewal of the same of the DTI
5. Assess the effectiveness of the existing monitoring and supervision mechanism at various levels and pin point the changes required in present mechanism of monitoring
6. Report on the test procedure for issuance of LL and DL and improvement area if any
7. Measure the employability and employment of the trainees
8. Financial status

Modus operandi of the Driving Training Institutes (DTI):

1. The infrastructure-in-position in the DTI – Class room and Field
2. Decorum maintained in the DTI (as per the guidelines detailed in the gazette notification annexed as Annexure-A)
3. The following records are maintained by the DTI;
 - 3.1 Register with the names of the trainees (batch wise — alphabetically) admitted during the year including their employment status, name and place of employer.
 - 3.2 Record of each trainee showing the number of driving hours spent every day as part of the course input.
 - 3.3 Every licensed Institute funds receive and expenditure status.
 - 3.4 Details of trainees and instructors from initiation of the scheme to till date approval sought from concerned official.
 - 3.5 Maintenance of online database at the State level with list of Institutes and qualified candidates.

Training:

1. Qualification, experience and efficiency of the trainer
2. Quality of training
3. Content and duration of the training (theory and practical
4. Tests conducted i.e. midterm and completion tests
5. Quality and contents of the Study material
6. Eligibility of trainees
7. Maintenance of daily attendance of both trainers and trainees
8. Maintenance of other records pertinent to the programme

The consultant is expected to plan details of sampling design and research instruments in proposal. The agency has to coordinate with concerning institutions, departments and stakeholders to organize field survey/ data collection accordingly plan process of data collection, data validation, compilation, data entry, analysis and report writing. A proposal for the assignment must include a Technical Proposal and a Financial Proposal. The Client will provide the inputs as necessary, and make available relevant project data and reports.

3. PROJECT TIMELINES & DELIVERABLES

Sl. No.	Description	Corresponding time frame
1	Submission of Final Inception Report including finalized methodology, work plan, formats and completion of Inception Workshop	15 days from the date of issue of 'Letter of Acceptance (LoA)'
2	Progress Report on Field Work (Format of the same to be submitted along with inception report)	30days from the date of issue of 'Letter of Acceptance (LoA)'

Sl. No.	Description	Corresponding time frame
3	Submission of draft study report, draft documentation of good practices	45 days from the date of issue of 'Letter of Acceptance (LoA)'
4	Submission of final study report containing impact analysis, suggestions / feedback of all the participants / stakeholders of the programme and constructive recommendations of the Consultant.	60 days from the date of issue of 'Letter of Acceptance (LoA)'

4. COVERAGE OF THE STUDY

The consultant is expected to cover of the following:

- All empanelled DTI (109)
- Govt. DTI, Bhubaneswar
- Incumbent Trainees in the respective DTI(for sampling and data collection)
- Funding agencies such as OSEM, SC/ST Dept. etc.
- Trainers in the respective DTI (for sampling and data collection)
- Qualified trainees (for interviews and data collection)
- Regional Transport Officers (RTOs)
- Members of the District Level Committee
- Officials of the Transport Commissionerate, Cuttack
- Members of the State Level Committee

Note:

- Bidder needs to visit and interact with all of the funding agencies and members of the State/ selected District Level Committee empowered for this scheme.
- Detailed sampling plan need to be provided with Approach & Methodology

5. PAYMENT TERMS

Payment will be made based on milestones indicated for each activity as below:

Sl. No.	Milestones	Payment %
1	Acceptance of Final Inception Report including finalized methodology, work plan, formats and completion of Inception Workshop	10%
2	Progress Report on Field Work (Format of the same to be submitted along with inception report)	20%
3	Submission of draft study report, draft documentation of good	20%

Sl. No.	Milestones	Payment %
	practices	
4	Submission of final study report containing impact analysis, suggestions / feedback of all the participants / stakeholders of the programme and constructive recommendations of the Consultant.	50%

Note: All reports to be submitted to Commerce &Transport(Transport) Department are to be supplied in four (4) hard copies along with soft copies written on CD/DVD in MS-Word /Excel format.

6. PERIOD OF SURVEY/ STUDY

The study should be completed within 3 months of date of Issuance of LoA. The activity (work) schedule should accordingly be prepared.

7. CONSULTANCY FEE

Based on the actual performance/achievements made over the agreed milestones as mentioned in Clause 5, payment will be made to the Consultant.

8. CONSORTIUM

No consortium is allowed for the project. Subcontracting is not allowed for the project.

9. TAXES & DUTIES

Taxes as applicable due on the charges for the services being provided by Consultant would be deducted at source by the Commerce & Transport (T) Department from the payment made by it.

10. REPLACEMENTOF RESOURCES

Replacement of resources will not be allowed before completion of the assignment. The replacement of agreed personnel by the bidder will be allowed only in case the personnel leave the organization by submitting resignation with the present employer. However, Commerce & Transport (T) Department, Govt. of Odisha may ask for replacement of any member of the team in case of non- satisfactory performance. In such case, the team member should be replaced within 7 days by the firm. It may be noted that the assignment has to be completed within the specified time frame, else payments will be deducted as applicable.

11. PENALTY

In the event of delay in execution of work, specified in this Contract / furnishing of deliverables, the bidder shall be liable to a penalty @5% of the value of work order, for every week of delay, up to a maximum of 30%, after which Department shall be at liberty to cancel the award. For the purpose of this clause, part of a week shall be considered to be a full week.

12. WITHDRAWAL OF PROPOSALS

No proposal shall be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of validity specified by the Bidder on the proposal form. Withdrawal of a proposal during this interval may result in the Bidder's forfeiture of its EMD.

13. CONFIDENTIALITY

The deliverables, reports and other works of the Consultant for this assignment including all studies and other materials, contributions shall be the property of the Commerce & Transport(T) Department Odisha. The Consultant will not have any right on such materials including data. The Consultant shall keep all work and services carried out for this assignment entirely confidential and not use, publish or make known, without the written approval of the Commerce & Transport(T) Department. However, the foregoing obligations of confidentiality and secrecy and non-use shall not apply to any information that was in Consultant's possession prior to commencement of work or which is or shall become available to the public in the form of printed information.

14. TENDER METHODOLOGY

- i. The selection of the Consultant shall be based on technical qualification & lowest price quote (L1)
- ii. The Bidder qualifying minimum qualification criteria will be technically evaluated.
- iii. Bidders scoring 70% in technical qualification criteria will qualify for financial bid opening.
- iv. The financial bid of bidder with below 70 marks in technical evaluation criteria will not be opened.

14.1. Minimum eligibility criteria

- i. Experience of evaluating process and performance of 3 similar assignments will be given preference.
- ii. Annual Turnover of the bidder should not be less than Rs. 50lakh/annum in last three consecutive years starting from 2012-13. (Need to showcase turnover)

- iii. Network/Presence in Odisha in terms of resources and local offices may be located
- iv. Bidder should not have been declared blacklisted by any Central/State Government/PSU institution.

14.2. Criteria for technical evaluation

14.2.1 Experience & Financial Strength of the firm

Sl.No.	Criteria	Marks	Documentary proof
1	Experience in evaluating organizations operating in different locations spread across a state (To be provided in Technical Bid Format-II)	10 marks for each project. (Maximum 30 marks)	Satisfactory Completion certificate from client
2	Annual turnover of the bidder for the last 03 financial years	INR 50lakh: (10 marks)	Statutory Auditor's certificate
Total		40	

14.2.2 Methodology, Work Plan and understanding of ToR

Sl.No.	Criteria	Marks
1	Understanding of TOR	5
2	Details of proposed methodology. <ul style="list-style-type: none"> • Quality of the proposed approach and methodology • Quality of proposed implementation plan (milestone wise), i.e. How the bidder will undertake each task, and time-schedules • Resource scheduling (Clearly indicating Onsite & Offsite contribution) • Sampling methodology • Sample questionnaires 	10
Total		15

14.2.3 Resources for the Assignment

Sl.No.	Criteria	Marks
1	Project Manager	03 marks for each similar evaluation of social development schemes/projects undertaken (Maximum 15 marks)
2	Field Staff	Minimum 6 nos. Full marks to each member fulfilling the criteria defined in the table of "Minimum Qualifications for professional staff" (5 marks for each CV @ 2.5 marks for each similar experience)
Total		45

14.3. Selection and distribution of work

The entire state is divided into 04 clusters i.e. East, South, West and North. Bidders must quote their unit price (for evaluating each DTI) for the assignment individually for each cluster. Bidders are also expected to put their preference of taking the assignment in the prescribed format in the 'FINANCIAL BID FORMAT' of this document.

Cluster wise list of districts is detailed below:

Sl. No.	Cluster	Corresponding districts
1	East	Khurda, Puri, Jagatsinghpur, Nayagarh, Kendrapara, Bhadrak, Jajpur, Dhenkanal
2	South	Ganjam, Gajapati, Koraput, Malkanagiri, Rayagada, Khandamal, Nawarangpur
3	West	Kalahandi, Bolangir, Nuapada, Bargarh, Sonepur, Boudh, Sambalpur, Jharsuguda, Sundargarh
4	North	Mayurbhanj, Balasore, Keonjhar, Angul, Dhenkanal, Deogarh

14.4. Award of Consultancy

Technically qualified bidders quoting lowest for a particular cluster shall be awarded the assignment. The intention of the Department is to engage multiple Consultants for the said assignment. Accordingly, Letter of Acceptance (LoA) shall be issued, in duplicate, by Commerce & Transport (T) Department, Odisha, Bhubaneswar to the Selected Consultants and the Selected Consultants shall, within 7 (seven) days of the issue of the LoA, sign and return the duplicate copy of the LOA in acknowledgement thereof. In the event the duplicate

copy of the LOA duly signed by the Selected Applicant is not received by the stipulated date, Commerce & Transport (T) Department, Odisha, Bhubaneswar may, unless it consents to extension of time for submission thereof, forfeit the EMD of such Applicant, and the next eligible Applicant may be considered.

In the above process, 02 different scenarios are expected and detailed below;

Sl.No.	Item	Explanation
1	Scenario-01	Multiple bidders quote same price (low) with same preference for a particular cluster
2	Scenario-02	A bidder quotes lowest for all the clusters amongst others

In scenario-01

The bidder with highest technical scores and shall be prioritized for a particular cluster.

In scenario-02

Other bidders shall be suggested to agree to the quoted price and in the event of conformity; the consultancy shall be awarded to the next eligible bidder (considering technical scores and past experience) for a particular cluster.

The same procedure shall be followed for all the clusters.

Minimum Qualifications for professional staff

The minimum required experience of proposed professional staff is:

Sl. No.	Resource	Experience required	Minimum years of experience
1	Project Manager	<ul style="list-style-type: none"> Post Graduate with experience in overall co-ordination of the tasks, liaison with clients, providing advice and guidance to project team etc. Minimum 03 similar evaluations of similar projects undertaken. 	08
4	Field Staff	<ul style="list-style-type: none"> Graduate/Post Graduate with relevant experience for handling various aspects of the assignment Minimum 02 similar evaluations of similar projects undertaken by each member as surveyor/interviewer. 	03

Note: Profile of any resource not meeting the minimum qualifications as defined in the above table will not be evaluated.

15. BID FORMAT

The Main Cover shall be super scribed **“PROPOSAL FOR SELECTION OF CONSULTANT TO CONDUCT “PROCESSES AND PERFORMANCE EVALUATION OF LIGHT MOTOR VEHICLE (LMV) EMPANELLED DRIVING TRAINING INSTITUTES (DTI) IN ODISHA FOR COMMERCE & TRANSPORT (TRANSPORT) DEPARTMENT, GOVERNMENT OF ODISHA”**.

The 3 (Three) Sealed Covers within the Main Cover should contain:

- i. Qualification, Credentials and Earnest Money Deposit clearly super scribed **“Packet A”**
- ii. Technical Bid clearly super scribed **“Packet B”** and
- iii. Financial Bid clearly super scribed **“Packet C”**

a) The Packet- ‘A’ should contain:

- i. Proposal submission form (in format below) containing details of the Bidder, Contact Address, Email, Phone, Fax, Name of Contact Person for this project. – as in **Annexure – I**
- ii. Non-refundable document cost (downloaded from <http://orissatransport.nic.in/tenders.htm>) of **Rs.1000/-** in shape of separate **Demand Draft** from any nationalized bank drawn in favour of **Statistician & Drawing Disbursing Officer, Commerce & Transport (Transport) Department**, payable at Bhubaneswar
- iii. Earnest Money Deposit (EMD)
EMD in shape of Demand Draft from any Nationalised Bank in favour of **Statistician & Drawing Disbursing Officer, Commerce & Transport (Transport) Department**, payable at Bhubaneswar for **INR 10,000/-** (Rupees Ten Thousand only) is to be furnished by the bidder along with the technical proposal. Proposals without the requisite EMD shall be treated as rejected. No exemption from submission of EMD is allowed. Adjustment of EMD with respect to other works previously lying in Commerce & Transport (T) Department Odisha, and Bhubaneswar is not allowed.

Unsuccessful bidder’s EMD will be returned as promptly as possible after the expiry of the period of proposal validity prescribed by the Hirer or execution of Agreement with the Commerce & Transport (T), Odisha, and Bhubaneswar by the successful Bidder. No interest will be paid on EMD.

The EMD may be forfeited:

- (a) if a Bidder withdraws its proposal during the period of validity of the proposal
 - (b) in case of a successful bidder, if the bidder fails to execute the work assigned.
 - (c) in case of false information
- iv. Copies of Income Tax (PAN), Service Tax Registration
- v. Copy of Incorporation/Registration certificate
- vi. Certificate from statutory auditor for turnover (Year 2012-13, 2013-14, 2014-15)
- b) **The Technical Bid (Packet 'B')** should contain: Technical bids shall contain information/ Documents in support of the Technical evaluation Criteria.
- c) **The Financial Bid (Packet 'C')** should contain the price quote in the prescribed format.

16. VALIDITY OF PROPOSAL

Proposals shall remain valid for 60 (Sixty) days after the date of proposal opening. A proposal valid for a shorter period shall be rejected as non-responsive.

17. AGREEMENT

The selected firm has to sign an agreement with the Commerce & Transport (T) Department, Odisha, Bhubaneswar, Govt. of Odisha.

18. RIGHT TO TERMINATION

Commerce & Transport (T) Department, Odisha, Bhubaneswar reserves the right to terminate the Agreement, if it is of the opinion that the performance of the consultant is not satisfactory at any point of time during the period of the contract.

19. RIGHT TO ACCEPT / REJECT ANY APPLICATIONS

Commerce & Transport (T) Department, Odisha reserves the right, without any obligation or liability, to accept or reject any or all the proposals at any stage of the process, to cancel or modify the process or any part thereof or to vary any or the term and condition at any time, without assigning any reason whatsoever.

20. DISPUTES

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

21. ADDENDUM / CORRIGENDUM / NOTICE

Any Addendum / Corrigendum / Notice etc. for this assignment issued by Commerce & Transport Department (Transport Wing) will be hosted on the Odisha Government website <http://odisha.gov.in>

22. ACKNOWLEDGEMENT BY APPLICANT

It shall be deemed that by submitting the Proposal, the Applicant has:

- i. made a complete and careful examination of the RFP;
- ii. acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in the RFP or furnished by or on behalf of Commerce & Transport (T) Department, Odisha or relating to any of the matters stated in the RFP Document
- iii. satisfied itself about all matters, things and information, including matters referred to mentioned in proposal, necessary and required for submitting an informed Application and performance of all of its obligations there under;
- iv. acknowledged that it does not have a Conflict of Interest; and
- v. agreed to be bound by the undertaking provided by it under and in terms hereof.

23. PERFORMANCE SECURITY

Upon receipt of Letter of Acceptance (LOA) from the Commerce & Transport (T) Department, Odisha, the successful Consultant shall submit one Performance Security of 10% of the Contract Fee in form of Bank Guarantee/ Demand Draft pledged in favour of Commerce & Transport (T) Department, Odisha, Bhubaneswar.

24. EXECUTION OF AGREEMENT

After acknowledgement of the LOA as aforesaid by the Selected Applicant, it shall execute the Agreement with Commerce & Transport (T) Department, Odisha within a period of 7 (Seven) days from the date of issuance of LOA. If the Selected Applicant fails to submit the Performance Security and fails to sign the Agreement, its EMD shall be forfeited and appropriated by Commerce & Transport (T) Department. In such an event, the Commerce & Transport (T) Department, Odisha may invite the Second Ranked Applicant for negotiations and may issue LOA to him.

25. COMMENCEMENT OF ASSIGNMENT

The Consultant shall commence the Services within fifteen (15) days from the date of issuance of LoA. If the Consultant fails to commence the assignment as specified herein, Commerce & Transport (T) Department, Odisha, Bhubaneswar may, unless it consents to extension of time thereof may forfeit the Performance Security and appropriate the same.

TECHNICAL BID FORMAT-I

(To be furnished with Technical Proposal)

Bidders Profile

- | | | | |
|-----|--|---|------------|
| 01. | Name of the Company/Firm | : | - |
| 02. | Year Established | : | - |
| 03. | Objective of Company/Firm | : | - |
| 04. | Address of Office | : | - |
| 05. | PAN NO. | : | - |
| 06. | Telephone No./ Fax No. | : | - |
| 07. | Email Address | : | - |
| 08. | Name of the Govt. Department/PSU/ Private Sector/ International Clients to whom the bidder has provided similar Services, if any: | | |
| | (i) | | (ii) |
| | (iii) | | (iv) |
| | (v) | | (vi) |
| 09. | Brief Description of background of the firm for this assignment | : | - |
| 10. | No. of years of proven experience of providing similar services | : | - |
| 11. | Annual turnover of the Consulting Firm/ Company/ Institution (in Rs.) during preceding three Financial Years (Please attach copy of the Audited Financial Statements | : | - |
| | | | 2012-2013: |
| | | | 2013-2014: |
| | | | 2014-2015: |

Dated this _____ day of _____ 2016

Signature of Authorized Signatory
Name & Designation

Company/ Firm Seal

TECHNICAL BID FORMAT-II

(To be furnished with Technical Proposal)

Sl.No.	Parameters	Remarks
1	Project Title	
2	Project Description	
3	Location	
4	Name& Details of Client	
5	Total Project Cost (In Indian Rupees)	
6	Order Number	
7	Period and Nature of Services rendered by the Applicant (Start date and End date)	
8	Consultancy Fees of the Applicant (In Indian Rupees)	
9	Present Status of the Project (Completed/ongoing)	
10	Description of actual services provided by firm's staff	
11	Copy of Supporting Documents attached	

**Signature of Authorized Signatory
Name & Designation**

Company/ Firm Seal

***Copy of completion certificate/Client certificate to be attached.**

TECHNICAL BID FORMAT-III

(To be furnished with Technical Proposal)

Format of CV

1. Proposed Position:
2. Name of Firm:
3. Name of Staff:
4. Date of Birth:
5. Nationality:
6. Education:

S.No	Degree/Diploma	University/Institute	Dates

7. Membership of Professional Associations:
8. Other Training:
9. Countries of Work Experience:
10. Languages

Language	Reading			Writing		
	Good	Fair	Poor	Good	Fair	Poor

11. Employment Record

From [Year]: To [Year]:
 Employer:
 Positions held:

12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned

Name of assignment or project:_____

Year:_____

Location:_____

Client:_____

Main project features:_____

Positions held:_____

Activities performed:_____

TECHNICAL BID FORMAT-IV

(Work Plan)

S.No	Activities	Weeks					
		W1	W2	W3	W12

Note: Clearly Specify Deliverables with D1, D2, D3 etc.

TECHNICAL BID FORMAT-V

(Resource Plan)

Resource Deployment Plan							
Resource Name	W1	W2	W...	W12	Offsite Man Weeks	Onsite Man Weeks	Total Man Weeks
Sample	1	0.5			0.5	1	1.5

Offsite
Onsite

FINANCIAL BID FORMAT

(Financial Bid (Packet 'C'))

To

**The Principal Secretary to Govt,
Commerce & Transport Department,
Odisha Secretariat,
Bhubaneswar-751001**

Sub:- Financial Proposal for Procuring Services of a Consulting Firm/ Company / Institution to conduct "Processes and performance Evaluation of Light Motor Vehicle (LMV) Driving Training Institutes (DTI) in Odisha."

Dear Sir,

We, the undersigned, offer to provide the consulting services for the above assignment in accordance with the RFP. Our Financial Proposal follows:

Sl. No.	Item	Corresponding preference (Write 01/02/03/04)	Profession Fees evaluating single DTI in the cluster (in Indian Rupees, excluding taxes)
(1)	(2)	(3)	(4)
01	Cluster 1		Rs. (Figure) Words: Rupees
02	Cluster 2		Rs. (Figure) Words: Rupees
03	Cluster 3		Rs. (Figure) Words: Rupees
04	Cluster 4		Rs. (Figure) Words: Rupees

The Financial Proposal is without any condition

Signature and Seal of the bidder_____

Name :-

Designation :-

Company/Firm :-

Date :-

*TDS will be deducted as per Income Tax Rules.

Note:- The applicant should quote lump-sum professional fee for consulting services and exclusive of all applicable taxes, duties.

ANNEXURE-I

Form of proposal

Date_____

RFP No._____

To

**The Principal Secretary to Govt,
Commerce & Transport Department,
Odisha Secretariat,
Bhubaneswar-751001**

Sir,

Having examined the proposal documents, we the undersigned, offer to provide consultancy services and deployment of required professional in Commerce & Transport (Transport) Department, in conformity with the said proposal documents for the sums as specified in the price schedule contained in our financial proposal.

We undertake, if our proposal is accepted, to deliver services as specified in the proposal document.

We agree to abide by this proposal for a period of 90 days after the date fixed for proposal opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We agree to the terms and conditions specified in the proposal.

Yours Sincerely

Authorized Signature :

Name and Title of Signatory:

Name of Firm :

Address :

Email :

Name of Contact Person :

Email :

Telephone :

Mobile :

Fax :

SELF DECLARATION FOR NON-BLACKLISTING

(On the letter head of the bidder)

Date_____

RFP No._____

To

**The Principal Secretary to Govt,
Commerce & Transport Department,
Odisha Secretariat,
Bhubaneswar-751001**

Sir,

In response to the RFP No. - , Dtd: Ms. /Mr. _____, as a _____, I / We hereby declare that our firm/organization/company _____is having unblemished past record and have not been declared blacklisted by any Central/State Government/PSU institution and there has been no pending litigation with any government department on account of similar services. I/We further declare that our company has not defaulted in executing any Government order in the past.

Yours Sincerely

Authorized Signature :

Name and Title of Signatory:

Name of Firm :

Address :

Email :

Name of Contact Person :

Email :

Telephone :

Mobile :

Fax :

RFP for Selection of Consultant to evaluate the processes and performance of LMV DTI in Odisha

UNDER GOVT. FUNDED SCHEME AS PER GOVT. NOTIFICATION NO- 4267/T DATED 22/07/2014 & 8544/T DATED 20/12/2014				
SL NO	NAME OF INSTITUTE	REGION	MAIL-ID	MOB NO
1	NILACHALA INSTITUTE OF MOTOR DRIVING	BALASORE	nilachalaautomobile.baxy@gmail.com	9437697900
2	HARI SHANKAR DRIVING TRAINING SCHOOL, TOWN HALL ROAD	BALASORE	harisankardriving@gmail.com	9338233478
3	KRUSHNA DRIVING & TECH. INSTITUTE, SALIKOTHA, JALESWAR	BALASORE	krushnadriiving@gmail.com	9238538783
4	SARATHI DRIVING TRAINING SCHOOL, NILAGIRI, BALASORE	BALASORE	sarathidts@gmail.com	8338965278
5	SRI GOPAL DRIVING TRAINING INSTITUTE, RAJABAGICHA, BALASORE	BALASORE	srigopaltdt@gmail.com	8338965278
6	BALAJI INSTITUTE OF DRIVING & TECH. TRAINING, BALASORE	BALASORE	techno1999.comm@gmail.com	9437295878
7	SAI KRUSHNA DRIVING TRAINING SCHOOL, GANESWARPUR, BALASORE	BALASORE		8984567590
8	GOPAL KRUSHNA DRIVING SCHOOL, SUELPU, BALASORE	BALASORE		9124163306
9	DTS TELEGRAPH TRAINING COLLEGE, OT ROAD, BALASORE	BALASORE	telegraphdts@gmail.com	9338874466
10	RANJU DRIVING TRAINING SCHOOL, NILGIRI	BALASORE		
11	DIGAMBARIDEVI ITC, JALESWAR	BALASORE		
12	GYANA BIKASH ITC, JALESWAR	BALASORE	www.gbtc.in	
13	MAA JOGESWARI DEVI DRIVING TRAINING SCHOOL, BBSR	BBSR	maajageswaridevi.org@gmail.com	9583709885
14	NAG & SON INSTITUTE OF MOTOR DRIVING, BBSR	BBSR	contact@nagandson.com	0674-2535493
15	BHARAT INDUSTRIAL TRAINING CENTRE, BBSR	BBSR	bhartaitc@bharats.in	9776439800
16	SRI KRISHNA GROUP OF DRIVING SCHOOL, TOMANDO, BBSR	BBSR		9861509733
17	CENTURION UNIVERSITY OF TECHNOLOGY AND MANAGEMENT, JATNI	BBSR	director.dm@cutm.ac.in	9437260856
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64	TIRING ITC, NUAGAON, TIRING	MAYURBHANJ	kitcomputers@gmail.com	9437674426
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68	MAHARATHI DTS & MECHANICAL INSTITUTE, KHAJURIPADA	PHULBANI	maharathidts@gmail.com	9437329693
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70	PURI DRIVING TRAINING SCHOOL, NABAKALEBAR, PURI	PURI	puridrivetrainingschool@gmail.com	9040638232
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108	NARAYANI MARUTI DRIVING SCHOOL, BBSR	BBSR-II		
109	DIPTI DRIVING TRAINING & ROAD SAFETY INSTITUTION, AIGINIA	BBSR-II		

24/05/2011