

**Request for Proposal (RFP) for
Deployment of Domain Experts/Advisory Experts
in the Commerce & Transport Department,
Govt. of Odisha**

(RFP Reference No.:3582/TRN Date: 13.03.2025)



**Commerce and Transport Department
Government of Odisha,
Bhubaneswar – 751001**

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Abbreviation

C&T Deptt. / Department	Commerce and Transport Department, Govt. of Odisha
E&IT Deptt.	Electronics and Information Technology Department, Govt. of Odisha
HMV	Heavy Motor Vehicle
LMV	Light Motor Vehicle
MoRTH	Ministry of Road Transport and Highways, Govt. of India
MoCA	Ministry of Civil Aviation, Govt. of India
MoR	Ministry of Railways, Govt. of India
MoS	Ministry of Shipping, Govt. of India
NIC	National Informatics Centre
ORTPSA	Odisha Right to Public Services Act, 2013
OSRTC	Odisha State Road Transport Corporation
RFP	Expression of Interest for “Empanelment of Domain Experts/Advisory Experts in the Commerce & Transport Department, Govt. of Odisha
RTO	Regional Transport Office
STA	State Transport Authority, Odisha, Cuttack

DISCLAIMER

This Request for Proposal (RFP) is issued by the **Commerce & Transport Department, Government 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, Government of Odisha nor any of its officers or employees, nor any of its advisers nor consultants accept any liability or responsibility for the accuracy, reasonableness or completeness of, or for any errors, omissions or mis-statements, 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 bidder 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 issue of this RFP does not imply that the Client is bound to select a Bidder or to engage the selected bidder, as the case may be, for the required service and the Client reserves the right to reject all or any of the proposals without assigning any reasons whatsoever. **Commerce & Transport Department, Government of Odisha** shall be the sole and final authority for selection of a consultant through this RFP.

BIDDER DATA SHEET

Sl. No.	Item	Description
1	Name of the Consultancy Service	Deployment of Domain Experts/Advisory Experts in the Commerce & Transport Department, Govt. of Odisha
2	Procurement Authority	Commerce and Transport Department, Govt. of Odisha
3	RFP document availability period (website)	Dt. 17/03/2025 to 15/04.2025 Downloadable from website: https://ct.odisha.gov.in/news
4	Last date of submission of queries by Bidders (medium of submission)	25/03/2025 by 5 P.M. Through Email-ctsec.or@nic.in as per the provision of the RFP
5	Date of Pre-Bid meeting	26/03/2025 at 11.30 A.M. Venue: 5 th Floor Conference Hall, C&T (T) Deptt., Kharavel Bhavan, Bhubaneswar, Odisha, 751001
6	Pre-bid clarifications through issue of corrigendum/addendum by the Department (if any)	27/03/2025 By Departmental Website https://ct.odisha.gov.in/news
7	Last date and time for receipt of proposals from Bidders	15/04/2025 by 05 P.M. (Through Registered Post / Speed Post)
8	Address for submission of Proposal	Principal Secretary to Government, Commerce & Transport Department, 5 th Floor, Kharvel Bhavan, Bhubaneswar – 751001
9	Date and time for opening of Technical Proposals	17/04/2025 at 4.00 P.M. Venue: 5 th Floor Conference Hall, C&T (T) Deptt., Kharavel Bhavan, Bhubaneswar, Odisha, 751001
10	Date and time for Technical Presentation	(To be intimated later to the Qualified Bidders)

Sl. No.	Item	Description
11	Date and time for opening of Financial Proposals	(To be intimated later)
12	Bid validity period	120 days from the date of opening of the proposal
13	Project Term	24 months from the effective date.
14	RFP Document Fee (Non-refundable)	INR 10,000/- (Rupees Ten Thousand only)
15	Earnest Money Deposit (Refundable)	Rs.5,00,000/- (Rupees Five Lakh only) furnished along with Technical Bid in the form of DD (Refundable).
16	Contact Officer	Shri Saroj Kumar Rout, OAS(SAG), Additional Secretary to Government, C&T (Transport) Department, Govt. of Odisha Email: ctsec.or@nic.in Phone No: 8280110044
17	Selection method	Quality and Cost Based Selection (QCBS)

SECTION: 1

LETTER OF INVITATION (LOI)

LETTER OF INVITATION

RFPNo:3582/TRN

Dated:13.03.2025

Assignment: Deployment of Domain Experts/Advisory Experts in the Commerce & Transport Department, Govt. of Odisha

1. The **Additional Secretary to Government, Commerce & Transport (Transport) Department, Government of Odisha** (The Client) invites sealed proposal from eligible bidders under the selection process for “**Deployment of Domain Experts/Advisory Experts in the Commerce & Transport Department, Govt. of Odisha**”. More details on the proposed study are provided at **Section-3: Terms of Reference (ToR)** of this RFP Document.
2. A Consultant will be selected under **Quality and Cost Based Selection (QCBS)** procedure as prescribed in the RFP Document in accordance with the policies and procedures as prescribed in the “**Odisha General Financial Rules, 2023, Chapter-6: Procurement of Goods and Services**” circulated vide *Office Memorandum No. 25914/F, Dated: 13.09.2023* of Finance Department, Government of Odisha.
3. The proposal complete in all respect as specified in the RFP document must be accompanied with a non-refundable **Bid Processing Fee** amounting to **Rs.10,000/- (Rupees Ten Thousand only)** and a refundable **Earnest Money Deposit (EMD)** amounting to **Rs.5,00,000.00 (Rupees Five Lakh Only)**, both in the form of **Demand Draft** in favour of “**Under Secretary to Government & DDO, Commerce & Transport(Transport) Department**” drawn in any scheduled commercial bank and payable at Bhubaneswar, Odisha failing which the bid will be rejected.
4. The proposal must be delivered at the specified address as per the Bidder Data Sheet at **(Sl. No. 8)** by **Speed post / Registered Post** only. The Client shall not be responsible for delivery delay or any consequence. Submission of proposal through any other mode will be rejected.
5. The last date and time for submission of proposal complete in all respects is **15.04.2025 upto 5.00 PM** and the date of opening of the technical bid is **17.04.2025 at 04.00 PM** in the presence of the bidder’s representative at the specified address as mentioned in the Bidder Data Sheet **(Sl. No.9)**. Representative of the bidders may attend the meeting with due authorization letter on behalf of the bidder.

6. This RFP includes 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. Annexures **[Section – 6]**
7. While all information/data given in the RFP are accurate within the consideration of scope of the proposed assignment to the best of the Client's knowledge, the Client holds no responsibility for accuracy of information and it is the responsibility of the bidder to check the validity of information/data provided in this RFP document. The Client reserves the rights to accept/ reject any/ all proposals/ cancel the entire selection process at any stage without assigning any reason thereof.

**Additional Secretary to Government
Commerce & Transport (Transport) Department
Government of Odisha**

SECTION: 2

INFORMATION TO THE BIDDERS

2.1 Conditions of Eligibility:

Bidder should read carefully the minimum conditions of eligibility (the “Conditions of Eligibility”) provided herein. Proposals of only those bidders who satisfy the Conditions of Eligibility will be considered for further evaluation. Before evaluation of the technical proposal, the proposal of each bidder will be evaluated with respect to the following conditions of eligibilities, subject to submission of the required documents / information as part of their technical proposal.

Sl. No.	Eligibility Criteria	Supportive Documents
1	Bidder as single entity to be a Company as registered under Indian Companies Act, 1956 / 2013 or a Society registered under The Societies Registration Act, 1860 or a Trust registered under the Indian Trusts Act, 1882 or a Partnership Firm registered under the Indian Partnership Act, 1932 or a Limited Liability Partnership registered under The Limited Liability Partnership Act, 2008. <i>Consortium or Joint Venture not allowed</i>	Certificate of Incorporation / Registration / Any valid legal document in support of formation of the entity
2	The bidder should have been in the consulting business for more than 10 years from the date of Incorporation on the last date of submission of the proposal.	
3	Successfully completed at least 3 assignments having contract value of 1.00 Cr of similar nature for providing Advisory Services of a minimum duration of 2 years under Central / State Govt./PSUs in India during the last 5 financial years of 2019-20, 2020-21, 2021-22, 2022-23 and 2023-24.	Copies of Work Order / Contract Document from the previous clients

4	The average annual financial turnover must be Rs. 20.00 Cr from consulting business only during the last 5 financial years of 2019-20, 2020-21, 2021-22, 2022-23 and 2023-24 .	Financial Details of the bidder (TECH -3) along with copies of the audited balance sheet and I/E Statement duly sealed and certified by the CA and the authorized representative of the bidder.
5	Bidder shall furnish an affirmative statement as to the existence of any potential conflict of interest on the part of the bidder due to prior, current or proposed agreements, engagements, or affiliations with the Client.	Self-Declaration from the Bidder as per the format (TECH - 5)

**Any kind of joint venture / Consortium is not allowed.*

2.2 Documents to be submitted along with TECHNICAL PROPOSAL:

The bidders must have to furnish the duly certified documents along with their Technical Proposal as mentioned below:

- Filled in Bid Submission Check List in Original (**Annexure-I**)
- Covering letter (**TECH – 1**) on bidder's letterhead to participate in the bidding process.
- Bid Processing Fee and EMD as applicable
- Copy of Certificate of Incorporation/ Registration
- Copy of PAN
- Copy of Goods and Services Tax (Last Return)
- Copies of IT Return for the last 5 assessment years (**AY 2020-21, 2021-22, 2022-23, 2023-24 and 2024-25**).
- General details of the Bidder (**TECH – 2**).
- Financial details of the bidder (**TECH – 3**) along with all the supportive documents as applicable duly signed as per the instruction/s.
- Power of Attorney (**TECH – 4**) in favour of the person signing the bid on behalf of the bidder.
- Self-Declaration regarding any potential Conflict of Interest situations (**TECH -5**)
- Undertaking for not having been black-listed by any Central / State Government / Any other autonomous bodies/ International & National Organization in the recent past on its letter head (**TECH-6**).
- Duly filled in Technical Proposal Submission Forms (**TECH 7 to TECH 11**).

NB:

Bidders must have to submit the required supporting documents as mentioned above. Bids not conforming to the eligibility criteria and non-submission of required documents as listed above will lead to rejection of the bid. Submission of forged documents will also result in rejection of the bid. Bidders are advised to carefully go through all instructions, forms, terms & conditions and other information as mentioned in the RFP document. The proposal must be complete in all respect, indexed and hard bound. Each page should be numbered and certified by the authorised representative. Failure to comply with the RFP requirements will result in outright rejection of the proposal.

2.3 Bid Processing Fee:

The bidder must furnish as part of technical proposal, the required bid processing fee amounting to **Rs. 10,000/- (Rupees Ten Thousand Only)** in shape of Demand Draft from any scheduled commercial bank in favour of **“Under Secretary to Government & DDO, Commerce & Transport (Transport) Department”** payable at Bhubaneswar. Proposal received without bid processing fee will be outright rejected. The bid processing fee is non-refundable in any case.

2.4 Earnest Money Deposit (EMD):

The bidder must furnish, as part of the technical proposal, an Earnest Money Deposit (EMD) amounting to **Rs. 5,00,000/- (Rupees Five Lakh Only)** in shape of Demand Draft from any scheduled commercial bank in favour of **“Under Secretary to Government & DDO, Commerce & Transport (Transport) Department”** payable at Bhubaneswar. The EMD of unsuccessful bidders shall be refunded after finalization of selection process and award of contract without any interest. The EMD of the successful bidder will be released only after furnishing of the required Performance Security and signing of the Contract. Bid not accompanied by the required EMD shall be rejected by the Client as non-responsive. The EMD will be forfeited under 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.
- If the bidder fails to

- provide any clarification to the Client
- sign the contract within the prescribed time period
- fails to accept the offer without any justified reasons reason / fails to sign the contract within the allowed time period.
- Any other circumstance which holds the interest of the Client during the overall selection process.

2.5 Validity of the Proposal:

Proposals shall remain valid for a period of **120 (One Hundred Twenty 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 and award of the contract within the bid validity period. The bid validity period may be extended on mutual consent.

2.6 Submission of Pre-Proposal Queries:

Bidders can submit their queries as per the prescribed format provided at **(Annexure-II)** on the RFP and other details if any, to the Client by e-mail at ctsec.or@nic.in by **25.03.2025 upto 5.00 PM**. Clarifications to the above will be uploaded in the website for information of the bidders latest by **27.03.2025**. Queries submitted beyond the above deadline will not be entertained. Request for alteration/change in existing terms and conditions of the RFP will not be considered /entertained.

2.7 Submission of Proposal:

Bidder must submit their proposals by **Registered Post/ Speed Post** only to the specified address on or before the last date and time for submission of proposals as mentioned in Bidder Data Sheet. The Client will not be responsible for postal delay / any consequence in receiving of the proposal. The proposal must have to be submitted in two parts(Technical/Financial). Each part should be separately spiral bound with no loose sheets. Each page of the two parts should be page numbered and in conformation to the eligibility qualifications and clearly indicated using an index page. The Client will not consider any proposal that arrives after the deadline as prescribed in the Bidder Data Sheet. Any Proposal received after the due date will be out rightly rejected by the Client.

The procedure for submission of the proposal is described below:

i. **Technical Proposal (Original + 1 Copy + Soft Copy in word format in USB Drive):**

The envelope containing technical proposal shall be sealed and superscripted as “**TECHNICAL PROPOSAL-Deployment of Domain Experts/Advisory Experts in the Commerce & Transport Department, Govt. of Odisha**”. The duly filled-in technical proposal submission forms, soft copy in word format in USB Drive along with all the supportive documents and information have to be furnished as part of technical proposal as per the requirement.

ii. **Financial Proposal (Original + 1 Copy + Soft Copy in pdf form in USB Drive):**

The envelope containing financial proposal shall be sealed and superscripted as “**FINANCIAL PROPOSAL – Deployment of Domain Experts/Advisory Experts in the Commerce & Transport Department, Govt. of Odisha**”. The duly filled-in financial proposal submission forms should contain the detailed price offer and its required for the proposed assignment and have to be furnished as per the prescribed formats only along with soft copy in pdf form in USB Drive as part of financial proposal.

Both the above envelopes have to 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:

NAME OF THE BIDDER:

DEADLINE FOR SUBMISSION OF BID:

NAME AND ADDRESS OF THE BIDDER:

Any deviation from the prescribed procedures / information / formats / conditions shall result in out-right rejection of the proposal. All the pages of the proposal have to be sealed and signed by the authorized representative of the bidder. Technical and Financial bids with any conditional offer shall be outrightly rejected. All pages of the proposal must have to be sealed and signed by the authorized representative of the bidder. Any conditional bids will be rejected.

2.8 Opening of the proposal :

The Client will constitute a Consultant Evaluation Committee (CEC) to evaluate the proposals submitted by bidders. The FIRST ENVELOPE containing **TECHNICAL PROPOSAL** will be opened in the initial stage by the CEC in presence of the bidder's authorized representative at the location, date and time specified in the Bidder Data Sheet who wishes to attend. Only one representative with proper authorization letter from the participating bidder will be allowed to attend the bid opening meeting. The SECOND ENVELOPE containing **FINANCIAL PROPOSAL** of the bidder securing highest technical score during the technical evaluation stage only will be opened during the subsequent stage. The date and time for opening of the financial proposal will be intimated accordingly to the concerned bidder well in advance.

2.9 Evaluation of Proposal:

A three stage process will be adopted as explained below for evaluation of the proposals:

- **Preliminary Evaluation (1st Stage):** Preliminary evaluation of the proposals will be done to determine whether the proposal comply to the prescribed eligibility condition and the requisite documents / information have been properly furnished by the bidder or not. Submission of following documents / information will be verified:
 - Filled in Bid Submission Check List in Original (**Annexure-I**)
 - Covering letter (**TECH – 1**) on bidder's letterhead requesting to participate in the selection process
 - Bid Processing Fee and EMD as applicable.
 - Copy of Certificate of Incorporation/ Registration
 - Copy of PAN
 - Copy of Goods and Services Tax (Last Return)
 - Copies of IT Return for the last five assessment years of **2020-21, 2021-22, 2022-23, 2023-24 & 2025-26.**
 - General Details of the Bidder (**TECH – 2**)
 - Financial Details of the bidder (**TECH – 3**) along with all the supportive documents as applicable duly signed and certified as per the instructions.
 - Power of Attorney (**TECH – 4**) in favour of the person signing the bid on behalf of the bidder.
 - Self-Declaration on Conflict of Interest (**TECH - 5**)
 - Undertaking for not being blacklisted in the recent past (**TECH -6**)

- Duly filled in Technical Proposal Forms **TECH - 7 to TECH -11**.
- All the pages of the proposal and enclosures / attachments are signed by the authorized representative of the bidder

Bid not complying to any of the above requirement will be outrightly rejected.

- **Technical Evaluation (2nd Stage):** Technical proposal will be opened and evaluated for those bidders who qualify the preliminary evaluation stage. Technical evaluation of the proposals of the qualified bidders shall be made as per the following technical parameters:

Bid Evaluation Parameters	Maximum Mark
Specific Experience of the bidder for providing Advisory Services assignments of a minimum duration of 2 years under Central / State Govt. in India during the last 5 years of 2019-20, 2020-21, 2021-22, 2022-23 and 2023-24 . (4 Mark for Each eligible Assignment) (Maximum 5 Assignments)	20
Financial Capability of the Bidder Average Annual Financial turnover from advisory / consulting services provided to the Central/ State Government Department / Ministry / PSU (Central / State) agency in India in each of the last 5 FYs (till FY 23-24) Average Annual Financial Turnover 20 to 30 Cr = 5 Mark (Additional 1 mark for each INR 1.00 cr (Maximum = 15 mark))	20
Key Professionals proposed by the bidder for the proposed services (CVs to be provided for the respective experts proposed by the bidder) Each Expert = 10 Mark	40
Technical Presentation	20
Grand Total	100

Bidders will make a presentation before the Client during the technical evaluation stage. The objective of the presentation is to enable the Client to evaluate the bidders about their understanding and preparedness for the proposed assignment. Clarifications, if any, as required by the Client will be discussed during the meeting. The detail schedule along with an outline for presentation will be intimated to the qualified bidders before 7 days from the date of technical presentation. The financial proposals of the technically qualified bidders will be opened on same day / subsequent working day. Hence, the bidder should make available for the same. **The bidder whose technical proposal secures a score above 70 in the technical evaluation stage will be qualified for opening of the financial proposal.**

- **FINANCIAL EVALUATION (3rd Stage):** The financial proposals of the technically qualified bidders only shall be opened at this stage in the presence of the bidder's representative who wishes to attend the meeting with proper authorization letter. The name of the bidder along with the quoted financial price only will be announced during the meeting.

2.10 Evaluation Process:

Quality and Cost Based Selection (QCBS) method will be followed during the overall selection process. Based on the evaluation of technical proposal, the technically qualified bidders shall be ranked highest to lowest Technical Score (ST) in accordance to the marks obtained during the technical evaluation stage. There shall be **70 % weightage** assigned to technical score and **30 % weightage** assigned to financial score.

Proposal with the lowest cost may be given a financial score of 100 and other proposals given financial scores that are inversely proportional to their prices with respect to the lowest offer. Similarly, proposal with the highest technical marks shall be given a score of 100 and other proposals be given technical score that are proportional to their marks with respect to the highest technical marks. The total score, both technical and financial, shall be obtained by weighing the quality and cost scores and adding them up. On the basis of the combined weighted score for quality and cost, the consultant shall be ranked in terms of the total score obtained. The proposal obtaining the highest total combined score in evaluation of quality and cost will be ranked as H-1 bidder followed by the proposals securing lesser marks as H-2, H-3 etc. The proposal securing the highest combined marks and ranked H-1 will be invited for negotiations, if required and shall be recommended for award of contract. In the event two or more bids have the same score in

final ranking, the bidder having higher technical score during the technical evaluation round will be considered as the H-1 bidder.

Example:

In a particular case of selection of consultant, it was decided to consider minimum qualifying mark for technically qualified as **70 (Seventy)** and the weightage of the technical bids and financial bids were kept as 70:30. In response to the RFP, three proposals, A, B & C were received. The technical evaluation committee awarded the following technical score:

A: 75 Mark B: 80 Mark C: 90 Mark

So, all the above three proposals were found to be technically qualified. The formula for determining the Technical scores (ST) of all the above proposals is calculated as per the following procedure:

$$ST = (100 \times T/TH)$$

Where “ST” = Technical score

“TH” = Highest Technical Score secured by the qualified bidder

“T” = Technical Score of the Proposal under consideration.

Using the above formula, the individual technical score secured by the individual bidder are as follows:

$$A = 100 \times (75/90) = 83.33$$

$$B = 100 \times (80/90) = 88.88$$

$$C = 100 \times (90/90) = 100$$

The financial proposals of the above bidders were opened and the evaluated quoted prices are as under:

A: 120 INR

B: 100 INR

C: 110 INR

The lowest evaluated Financial Proposal (FM) is given the maximum financial score (SF) of 100. The formula for determining the financial scores (SF) of all other Proposals is calculated as per the following procedure:

$$SF = 100 \times (FM / F)$$

Where “SF” = Financial score,

“FM” = Lowest Evaluated Financial Bid

“F” = Quoted Financial Bid under consideration

Using the above formula, the individual financial score secured by the respective bidder are as follows:

$$A = 100 \times (100/120) = 83.33$$

$$B = 100 \times (100/100) = 100.00$$

$$C = 100 \times (100/110) = 90.90$$

The weightage given to the Technical (T) and Financial (P) Proposals are: T = 0.7, and P = 0.3

Proposals are ranked according to their combined technical (ST) and financial (SF) scores using the weights (T = the weightage given to the Technical Proposal; P = the weightage given to the Financial Proposal:

Where $S = (ST \times T) + (SF \times P)$

Accordingly, the combine score secured by each bidder are as follows:

$A = (83.33 \times 0.70) + (83.33 \times 0.30) = 83.33 = H3$

$B = (88.88 \times 0.70) + (100 \times 0.30) = 92.22 = H2$

$C = (100 \times 0.70) + (90.90 \times 0.30) = 98.19 = H1$

The bidder **C securing the highest evaluated Combined Score (S) of 98.19 with evaluated cost of Rs. 110.00** will be the preferred bidder and recommends for award of the contract observing due procedure. For the purpose of evaluation, the total evaluated cost shall be inclusive of all taxes for which the Client will make payment to the consultant.

2.10 Performance Security:

Within 7 days of notifying the acceptance of proposal for the award of contract, the selected bidder shall have to furnish a Performance Security amounting to Rs.50,00,000/- (Rupees Fifty Lakh only) in the form of Bank Guarantee (BG) from a scheduled commercial bank pledged to “**Under Secretary to Government & DDO, Commerce and Transport (Transport) Department**” on its local branch situated at Bhubaneswar for a period of three months beyond the entire contract period (i.e. Performance Security must be valid from the date of effectiveness of the contract to a period of 3 months beyond the contract period) as its commitment to perform services under the contract.

If the Performance Security is furnished through BG, it must be furnished as per the prescribed format provide at Annexure-III of the RFP Document only. Any deviation to the prescribed format will lead to rejection of the BG by the Authority. The BG is to be authenticated by the local branch of the issuing bank at “Bhubaneswar” and a confirmation letter towards the same must be furnished by the bidder’s representative on the same date time of signing of the contract.

Failure to comply with the terms and conditions of the RFP / Contract requirements shall constitute sufficient grounds for the forfeiture of the performance security. expiry of contract provided there is no breach of contract on the part of the selected bidder. No interest shall be paid on the performance security.

2.11 Contract Negotiation:

Contract Negotiation will be held at a date, time and address as intimated to the preferred bidder. The 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 and financial aspects, if any and availability of proposed professionals etc.

2.12 Award of Contract:

After completion of the contract negotiation stage, the Client will notify the successful bidder in writing by issuing an offer letter for signing the contract and promptly notify 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 offer letter. 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 **1 Year** from the date of effectiveness of the contract and will be extended subjects to performance review by the competent authority. ***Sub-contracting / outsourcing of any form shall not be allowed for any activities under the scope of the work as mentioned in this RFP.***

2.13 Conflict of Interest:

Conflict of Interest exists in the event of: (i) conflicting assignments like supervision, implementation, 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.

2.14 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.
 -

2.15 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, will 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 either indefinitely or for a stated period of time, disqualifying it from participating in any related bidding process for the said period.

2.16 Language of Proposals:

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

Supporting documents and printed literature that are part of the proposal may be in another language provided they are accompanied by an accurate translation of the relevant passages in English with self-certification for accuracy, in which case, for the purposes of interpretation of the Proposal, the translated version shall govern.

2.17 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. Bidders are not allowed to submit more than one proposal under the selection process. Alternate bids are also not allowed.

2.18 Legal Jurisdiction:

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

2.19 Governing Law and Penalty Clause:

The timeline given for delivery is to be strictly adhered to in view of the strict time schedule. Any unjustified and unacceptable delay in delivery of the deliverable/s shall render the Consultant liable for liquidated damages and thereafter the Client holds the option for cancellation of the contract for pending activities and completes the assignment through any suitable source of delivery. The Client may deduct such sum from any money from their hands due or become due to bidder. The payment or deduction of such sums shall not relieve the Consultant from his obligations and liabilities under the contract. The rights and obligations of the Client and the Consultant under this contract will be governed by the prevailing laws of Government of India / Government of Odisha. Failure on Consultant's part to furnish the deliverables as per the agreed time line will enforce a penalty **@ 1% per week subject to maximum of 10% of the total contract value**. The amount will be deducted from the subsequent payment. The implications of penalty will be governed by the agreed terms and conditions of the contract between parties.

2.20 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.

2.21 Amendment of the RFP Document:

At any time before submission of proposals, the Client may amend the RFP by issuing an addendum/corrigendum through its website. Any such addendum will be binding on all the bidders. To give bidders reasonable time in which to take an addendum into account in preparing their proposals, the Client may, at its discretion, extend the deadline for the submission of the proposals. All clarifications and outcomes of each stages of the selection process will be published through the website of the Commerce & Transport Department. Hence, bidders are advised to refer to the designated website for all updates on the selection process.

2.22 Client's right to accept any proposal, and to reject any or all proposal/s

The Client reserves the right to accept or reject any /all proposal, and cancel the bidding / selection process at any time prior to award of contract award, without assigning any reason there of and thereby incurring any liability to the bidders.

2.23 Copyright, Patents and Other Proprietary Rights:

Commerce and Transport Department, Government of Odisha shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights and trademarks, with regard to documents and other materials which bear a direct relation to or are prepared or collected in consequence or in the course of the execution of this contract. At the Client's request, the Consultant shall take all necessary steps to submit them to the Client in compliance with the requirements of the contract.

2.24 Replacement of Key Personnel:

The Key professionals to be deployed under this contract must be dedicated in nature. However, the Client reserves the right to request the Consultant to replace the deployed professional if they are not performing to a level of satisfaction. After written notification, the

Consultant will provide CV of appropriate candidates within Seven **(7) days** for review and approval. The Consultant must replace the Professional within seven **(7) working days** from the date of approval of replacement. If one or more key personnel become unavailable / leave the project for any reason midway under the contract, the Consultant must notify the Client at least Fifteen **(15)** days in advance and obtain the approval prior to making any substitution. In notifying the Client, the Consultant shall provide an explanation of circumstances necessitating the proposed replacement and submit justification and qualification of replacement personnel in sufficient detail to permit evaluation of the impact on the engagement. Acceptance of a replacement person by the Client shall not relieve the consultant from responsibility for failure to meet the requirements of the contract. The Client expects all the Key Professional to be available during implementation of the assignment. The Authority will not consider substitution of Key Personnel except for reasons beyond its capacity or due to any critical health issues. Such substitution shall ordinarily be limited to One **(1)** Key Professional subject to equally or better qualified and experienced Professional being provided to the satisfaction of the Client.

In case of more than the above prescribed limit to such substitution, a sum equal to **1%** of the agreed Contract value shall be deducted from the subsequent Invoice of the Consultant. Frequent substitution of Professionals during the Contract period may leads to termination of the agreement. Change in Key Professional due to request of the Client also comes under the above condition.

2.25 Force Majeure:

For purpose of this clause, “Force Majeure” means an event beyond the control of the agency and not involving the agency’s fault or negligence and not foreseeable. Such events may include, but are not restricted, wars or revolutions, fires, floods, riots, civil commotion, earthquake, epidemics or other natural disasters and restriction imposed by the Government or other bodies, which are beyond the control of the agency, which prevents or delays the execution of the order by the agency. If a force Majeure situation arises, the agency shall promptly notify Client in writing of such condition, the cause thereof and the change that is necessitated due to the condition. Until and unless otherwise directed by the Client in writing, the Agency shall continue to perform its obligations under the contract as far as is reasonably

practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The agency shall advise Client in writing, the beginning and the end of the above causes of delay, within seven days of the occurrence and cessation of the Force Majeure condition. In the event of a delay lasting for more than one month, if arising out of causes of Force Majeure, Client reserve the right to cancel the contract without any obligation to compensate the agency in any manner for what so ever reason.

2.26 Settlement of Dispute:

The Client and the Consultant shall make every effort to resolve amicably, by direct informal negotiation, any disagreement or dispute arising between them under or arising from or in connection with the Contract within thirty (30) days from the commencement of such informal negotiation. All dispute resolution proceedings shall be held at Bhubaneswar, Odisha, and the language of such proceedings and that of all documents and communications between the parties shall be in English. Principal Secretary to Government, Commerce and Transport Department will be the final authority to resolve any dispute arising between Client and the Consultant.

2.27 Disqualification of Proposal:

The proposal is liable to be disqualified in the following cases as listed below:

- Proposal submitted without Bid Processing Fee and EMD as applicable.
- Proposal not submitted in accordance with the procedures and formats as prescribed in the RFP
- During validity of the proposal, or its extended period, if any, the bidder increases his quoted prices or tries to withdraw its proposal
- Proposal is received in incomplete form
- Proposal is received after due date and time for submission of bid
- Proposal is not accompanied by all the requisite documents / information
- A commercial bid submitted with own assumptions or conditions
- Bids with any conditional technical and financial offer
- If the bidder provides any assumptions in the financial proposal or qualifies the financial proposal with its own conditions, such

proposals will be rejected even if the commercial value of such proposals is the lowest / best value

- Proposal is not properly sealed or signed
- Proposal is not conforming to the requirements of the scope of the work
- Same CV proposed by different bidders
- Bidder tries to influence the proposal evaluation process by unlawful/ corrupt/ fraudulent means at any point of time during the bid process
- If, any of the bid documents (including but not limited to the hard and soft/electronic copies of the same, presentations during evaluation, clarifications provided by the bidder), including the commercial bid, submitted by the bidder is found to contain any information on price, pricing policy, pricing mechanism or any information indicative of the commercial aspects of the bid;
- Price bid not furnished as per the prescribed format/ price components are furnished with assumptions/ conditions or with blended/ composite price component
- Bidders or any person acting on its behalf indulges in corrupt and fraudulent practices
- Any other condition/ situation which holds the paramount interest of the Client during the overall section process.

SECTION – 3

TERMS OF REFERENCE (ToR)

3.1 Introduction

The Commerce and Transport Department, Govt. of Odisha intends to hire the consultancy services from Competent Consultancy Agency among registered Firms/Companies/LLPs for Deployment of Domain Experts/Advisory Experts in Commerce & Transport Department to provide advisory support on the issues/schemes related to Road Transport, Civil Aviation, Ports & IWT, Railways to spearhead proper implementation of various initiatives taken by the Department, its subordinate Directorates and Offices. The Domain Experts/Advisory Experts will be responsible for project management, implementation of specific project activities, monitoring/evaluation and documentation of the progress on key initiatives / schemes. The Consultancy Agency will also be involved in capacity building, institutional strengthening and skill development of the State Transport Authority and the Road Transport Authorities, inter-departmental coordination, monitoring and evaluation, knowledge & analysis support, formulation of strategy to improve the Road Transport, Civil Aviation, Ports & IWT, Railways in Odisha and assist programme implementation.

3.2 Scope of Work

The Commerce and Transport Department, Govt. of Odisha intends to hire the consultancy services from Competent registered Firms/Companies/LLPs for empanelment as Domain Experts/Advisory Experts of Commerce & Transport Department to perform works related to Road Transport, Civil Aviation, Ports & IWT, Railways to spearhead proper implementation of various initiatives taken by Department, its subordinate offices and Directorates. The Domain Experts/Advisory Experts will be responsible for project management, implementation of specific project activities, monitoring & evaluation of the

progress on key initiatives / schemes. The Competent registered Firms/Companies/LLPs will be involved in capacity building, institutional strengthening and skill development of the State Transport Authority and the Road Transport Authorities, inter-departmental coordination, monitoring and evaluation, knowledge & analysis support, formulation of strategy to improve the Road Transport, Civil Aviation, Ports & IWT, Railways in Odisha and assist program implementation.

3.3 Transformative Governance through Citizen Centric Service Delivery

- i. Assess present implementation status of all the citizen centric services notified by Commerce & Transport Department under ORTPS Act, 2013.
- ii. Coordinate with respective System Integrators (SI) for different services notified under the Act and bridging the gap by extending assistance to the Department in resolution of issues, if any.
- iii. Assess and propose revision of existing service delivery framework and/or introduction of new services to the portfolio, if required.

3.4 Road Safety

- i. Study the current approach of the Transport wing and State Transport Authority, Odisha to curb casualties caused due to road accidents in the state of Odisha.
- ii. Liaise with multiple authorities, agencies, NGOs, administrative departments, Ministry of Road Transport & Highways (MoRTH), NIC and other stakeholders to coordinate in smooth implementation of iRAD application, trauma care, defect identification, diagnosis and resolution of issues.
- iii. Coordinate with the STA Team and synergise the effort to bring about result oriented outcomes.

- iv. Capitalise the learning from other states and propose betterment of efforts of the state in this discipline.
- v. Support the Department in capacity building across the agencies working as stakeholders for better and safer roads in the State.

3.5 Road Transport/Civil Aviation/Ports & IWT/Railways

- i. Study the existing initiatives of the Department which, as a whole, looks after all modes of transportation in the state and beyond. This includes transportation across Surface (road and railways), water (inland water transport), air (civil aviation). For this, the Department has already initiated multiple programmes namely VGF, commuter concession, subsidies to operators among others.(Assess present implementation status of all the citizen centric services notified by Commerce & Transport Department under ORTPS Act, 2013.
- ii. Propose modifications to the existing models of assistance to operators.
- iii. Assist in pilot implementation, if approved by the Department and subsequently facilitate roll out of the solution to all applicable sectors / zones.

3.6 Domain Expert/Advisory Expert on Road Transport

- The Domain Expert/Advisory Expert on Road Transport shall prepare an operational guideline for the implementation of policy which covers the disbursement mechanism of the incentives.
- The Domain Expert/Advisory Expert on Road Transport shall assist in disbursement of the various incentives of the policy.
- The Domain Expert/Advisory Expert on Road Transport shall prepare a roadmap and work plan for implementation of the policy.
- The Domain Expert/Advisory Expert on Road Transport shall prepare an Investor Facilitation framework for implementation of the policy.
- The Domain Expert/Advisory Expert on Road Transport shall assist

in creative design of policy brochure and associated collaterals.

- The Domain Expert/Advisory Expert on Road Transport shall provide support towards the promotion and publicity of the policy along with reaching out to prospective investors and facilitating them.
- The Domain Expert/Advisory Expert on Road Transport shall support as a knowledge partner to Government of Odisha regarding assessment of road transport sector, based on global trends and perspectives, investment in the sector, various development scenarios along with various schemes of the central government with respect to the situation in Odisha.
- The Domain Expert/Advisory Expert on Road Transport shall study the best practices in the Aviation Sector in the world and other Indian states to extract learnings.
- The Domain Expert/Advisory Expert on Road Transport shall carry out any other relevant task related to Road Transport Sector assigned to them by the Commerce & Transport Department.

3.7 Domain Expert/Advisory Expert on Civil Aviation

- The Domain Expert/Advisory Expert on Civil Aviation shall prepare an operational guideline for the implementation of policy which covers the disbursement mechanism of the incentives.
- The Domain Expert/Advisory Expert on Civil Aviation shall assist in disbursement of the various incentives of the policy.
- The Domain Expert/Advisory Expert on Civil Aviation shall prepare a roadmap and work plan for implementation of the policy.
- The Domain Expert/Advisory Expert on Civil Aviation shall prepare an Investor Facilitation framework for implementation of the policy.
- The Domain Expert/Advisory Expert on Civil Aviation shall assist in creative design of policy brochure and associated collaterals.

- The Domain Expert/Advisory Expert on Civil Aviation shall provide support towards the promotion and publicity of the policy along with reaching out to prospective investors and facilitating them.
- The Domain Expert/Advisory Expert on Civil Aviation shall engage with various airline operators, industry associations, and academia towards realizing the objectives of the policy.
- The Domain Expert/Advisory Expert on Civil Aviation shall facilitate Government of Odisha in identifying suitable players, mode of implementation, and incentive mechanism, for the development of two air cargo hub and one world class MRO facility centre in the state.
- The Domain Expert/Advisory Expert on Civil Aviation shall support Government of Odisha in augmenting the capacity of the Government Aviation Training Institute (GATI) by identifying national and global training institutes for the collaboration with GATI and drafting MoUs for collaborations.
- The Domain Expert/Advisory Expert on Civil Aviation shall support as a knowledge partner to Government of Odisha regarding assessment of aviation sector, based on global trends and perspectives, investment in the sector, various development scenarios along with various schemes of the central government with respect to the situation in Odisha.
- The Domain Expert/Advisory Expert on Civil Aviation shall study the best practices in the Aviation Sector in the world and other Indian states to extract learnings.
- The Domain Expert/Advisory Expert on Civil Aviation shall support authority in policy related initiatives i.e., investment promotion, facilitation, participation in trade/ business summits, planning & design for monetizing of State owned Airport and preparing blueprint

in Aviation Sector in the State.

- The Domain Expert/Advisory Expert on Civil Aviation shall carry out any other relevant task related to Aviation Sector assigned to them by the Commerce & Transport Department.

3.8 Domain Expert/Advisory Expert on Railways

- Scrutiny of the Detailed project Reports of new Railway Projects submitted by Zonal Railways
- Vetting of draft MoUs submitted by Railways
- Preparation of rail coordination directorate budget and ensure timely expenditure
- Verification of financial demands to be released by State Government, received from Railway.
- Preparation of briefs and reports for Chief Minister/ Chief Secretary/ Public representatives
- Preparation of consolidated demands for State Government to Railway Board.
- Preparation of Agenda items/Minutes of Railway meetings.
- Liaison with Railway Officials regarding issues faced
- Periodic visits to All Spl LAOs/ LAZO's and submission of reports on their project works and suggestions for improvements.

3.9 Domain Expert/Advisory Expert in Ports & IWT

Representation Support in Key Meetings with various agencies including but not limited to Sagarmala Scheme, Ministry of Ports, Shipping & Waterways and Inland Waterways Authority of India etc.

- ❖ Project Documentation
- ❖ Liaising and other support for interactions
 - Continuous support to the Client throughout the discussions
 - Development of support material, if required
- ❖ Representation on behalf of Client in key meetings both on-site and in-situ

Infrastructure Development Support

- ❖ Identification of new infrastructure projects and formulation of implementation strategy – mode of development, financing, timelines, etc.
- ❖ Assist in filing for required statutory clearances related to State developed Maritime projects
- ❖ Evaluation of infrastructure project designs and plans
- ❖ Assist in standardization of designs and models for maritime infrastructures to be developed by Government of Odisha (GoO)/ Odisha Maritime Board (OMB)
- ❖ Assistance in implementation of identified infrastructure projects
- ❖ Developing a shelf of projects, for submission to Govt. of India under different schemes.
- ❖ Design a post implementation strategy for Operation & Maintenance of State funded projects

Event Co-ordination

- ❖ Coordinating with various stakeholders leading to and during events such as Road shows, Summits, etc.
 - Government Authorities
 - Consultants
 - Investors
 - Agencies
- ❖ Drafting Collateral templates
- ❖ Drafting Letters, Memos, Speeches, etc.
- ❖ Identifying key discussion topics to be brought up during the Summit
- ❖ Setting up meetings and appointments for the Department.
- ❖ Any other assistance as may be required.

Investment promotion and investor facilitation

- ❖ Provide technical assistance in identification of maritime projects to attract private sector investments and creating a shelf of investable projects.
- ❖ Assist in organizing road shows and investor outreach initiatives to attract maritime sector investments.
- ❖ Provide handholding support in maritime sector proposals appraisal and institutionalizing the project facilitation framework till implementation, including PPP advisory
- ❖ Provide knowledge support in implementation of various maritime promotion campaigns to be implemented in coordination with other media/PR agencies, including IT support

Procurement and PPP transaction advisory support for Projects.

- ❖ Provide bid process management support in development and operations of various maritime projects in the State on PPP mode and procurement activities covering scope such as:
 - Support in Feasibility assessment
 - Support in PPP options structuring
 - Support in Bid documents preparation
 - Assistance in bid process till the signing of concession agreement

Media and Marketing Support

- ❖ Development of knowledge and marketing collaterals
- ❖ Pre & Post event follow up for Maritime events including Summits, Conferences, etc.
- ❖ Development of case studies and success stories from the State

3.10 Policy Making

- i. Support the Department with required data and analysis for preparation of the State Logistics Policy covering the aspects of multi-modal logistics, dedicated freight corridors, various supply chains, cold chains and etc.

- ii. Study the existing policies in the fields of railways, electric vehicles, propose required data and analysis for modifications, if required.

3.11 Performance Monitoring

- i. Assist the Department in setting the KPIs for the subordinate organizations namely State Transport Authority (STA), Odisha State Road Transport Corporation (OSRTC), -Odisha. Directorate of Ports & IWT, Directorate of Civil Aviation and Directorate of Printing Press and Stationery. Support the Department in coordination for quarterly performance review of the directorates.

3.12 Synergising with Various Authorities / Agencies

- i. Ministries under Govt. of India: Coordinate with the Ministry of Road Transport & Highways (MoRTH), Ministry of Shipping (MoS), Ministry of Railways (MoR), Ministry of Civil Aviation (MoCA) and others as representative of the Department for various activities such as communication of policy decisions, assistance required and compliance etc.
- ii. Administrative Departments in Odisha: Coordinate with various administrative departments as representative of the Department in executing various time bound activities, seeking compliance, placing funds for several scheduled activities.

3.13 Future IT Interventions

- i. Study and suggest cost-effective methods of consolidating the deployed standalone solutions and assist C & T Deptt. in attaining data atomicity.
- ii. Coordinate with the respective agencies i.e., E&IT Deptt. / NIC and prepare the Terms of Reference (ToR) or the Scope of Work (SoW).
- iii. Review and suggest modifications on the RFP documents prepared by the subordinate organisations.

3.14 Aspirational Districts

- i. Visit the aspirational districts for reality check and recording of facts.
- ii. Study the existing initiatives of the Department and assist in preparing the transport, ports and IWT related objective oriented master plan for the ten (10) aspirational districts in the state.

3.15 Payment to the Agency

The payment for the engagement of advisory experts shall be made on a **man-day basis**, as per the actual number of days the expert(s) have provided services to the department. The man-day rate shall be as per the financial proposal submitted by the Consultancy Agency and agreed upon in the contract. The Consultancy Agency shall submit an invoice at the end of each billing cycle (monthly) based on the actual number of man-days worked by each deployed expert during the period. The invoice must be accompanied by a **verified timesheet and activity report**, duly certified by the authorized officer of the department.

The **total payable amount** shall be calculated as:

Total Payment=Number of Man-days Worked X Agreed Man-day Rate

Verification and Certification

- a) The department shall review and certify the submitted timesheets and reports before processing the payment.
- b) Any discrepancies in attendance or work reports shall be addressed before payment is released.

Deductions & Adjustments

- a) If an expert is absent or does not provide services on any working day, no payment shall be made for that day.
- b) Any applicable statutory deductions (such as TDS, GST, or other government levies) shall be deducted from the invoice amount as per prevailing laws.
- c) If the department requires additional man-days beyond the agreed deployment, the payment shall be made accordingly at the agreed **man-day rate**.

Payment Release

- a) Payments shall be released within **15 days** from the date of submission of the certified invoice.
- b) Any delay due to verification or certification shall be communicated to the Consultancy Agency in writing.

3.16 Resource Profile

Sl. No	Position	Job Description	Profile	No. of Resources	Max. Marks
1	Domain Experts/Advisory Experts in Road Transport.	- Set Weekly and monthly targets in keeping in view the long term and short term goals of the C&T Department - Prepare and present periodic progress to authorities - Liaise with sub-ordinate offices. - Collate progress viz-a-viz goal set by respective organizations assigned by the Department. - Bridge between the Department and respective subordinate offices of C & T Department to facilitate swift placement of proposals, approvals and etc. Assess current level of IT intervention in the C&T Department. - Coordinate with various stakeholders to synergise their efforts. - Implementation of a dashboard for effective monitoring of various progressive work undertaken by the Department.	- MBA /M.Tech equivalent from an institution of national repute. - More than 10 years of work experience with at least 05 years of work experience in Government Consulting - Demonstrable past experience in requirements management, BPR and change management - Preference will be given to person having working experience in Particular Sector (min. 5 years)	01	25
2	Domain Experts /Advisory Experts in Civil	- Set Weekly and monthly targets in keeping in view the long term and short term goals of the C&T Department - Prepare and present	- MBA /M.Tech equivalent from an institution of national repute. - More than 10 years of work experience with	01	25

	Aviation.	periodic progress to authorities • Liaise with sub-ordinate offices. • Collate progress <i>viz-a-viz</i> goal set by respective organizations assigned by the Department. • Bridge between the Department and respective subordinate offices of C & T Department to facilitate swift placement of proposals, approvals and etc. Assess current level of IT intervention in the C&T Department. • Coordinate with various stakeholders to synergise their efforts. • Implementation of a dashboard for effective monitoring of various progressive work undertaken by the Department.	at least 05 years of work experience in Government Consulting • Demonstrable past experience in requirements management, BPR and change management • Preference will be given to person having working experience in Particular Sector (min. 5 years)		
3	Domain Experts /Advisory Experts in Ports & IWT Sector	• Set Weekly and monthly targets in keeping in view the long term and short term goals of the C&T Department • Prepare and present periodic progress to authorities • Liaise with sub-ordinate offices. • Collate progress <i>viz-a-viz</i> goal set by respective organizations assigned by the Department. • Bridge between the Department and respective subordinate offices of C & T Department to facilitate swift placement of proposals, approvals and etc. Assess current level of IT intervention in the C&T Department. • Coordinate with various stakeholders to synergise	• MBA /M.Tech equivalent from an institution of national repute. • More than 10 years of work experience with at least 05 years of work experience in Government Consulting • Demonstrable past experience in requirements management, BPR and change management. • Preference will be given to person having working experience in Particular Sector (min. 5 years)	01	25

		their efforts. • Implementation of a dashboard for effective monitoring of various progressive work undertaken by the Department.			
4	Domain Experts /Advisory Experts in Railways	• Set Weekly and monthly targets in keeping in view the long term and short term goals of the C&T Department • Prepare and present periodic progress to authorities • Liaise with subordinate offices. • Collate progress viz-a-viz goal set by respective organizations assigned by the Department. • Bridge between the Department and respective subordinate offices of C & T Department to facilitate swift placement of proposals, approvals and etc. Assess current level of IT intervention in the C&T Department. • Coordinate with various stakeholders to synergise their efforts. • Implementation of a dashboard for effective monitoring of various progressive work undertaken by the Department.	• MBA /M.Tech equivalent from an institution of national repute. • More than 10 years of work experience with at least 05 years of work experience in Government Consulting • Demonstrable past experience in requirements management, BPR and change management • Preference will be given to person having working experience in Particular Sector (min. 5 years)	01	25

SECTION: 4

TECHNICAL PROPOSAL SUBMISSION FORMS

TECH -1

COVERING LETTER
(ON BIDDERS LETTER HEAD)

[Location, Date]

To

**The Additional Secretary to Government
Commerce & Transport (Transport) Department
Government of Odisha, Kharvel Bhavan,
Bhubaneswar – 751001**

**Subject: Deployment of Domain Experts/Advisory Experts in the Commerce
& Transport Department, Govt. of Odisha. [TECHNICAL PROPOSAL]**

Dear Sir,

I, the undersigned, offer to provide the services for the proposed assignment in respect to your Request for Proposal No. _____, Dated: _____. I hereby submitting the proposal which includes this technical proposal sealed under a separate envelope. Our proposal will be valid for acceptance up to **120 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. All the information and statements made in this technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. 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 all the information as provided in your Request for Proposal (RFP) and offer to participate in the selection process and to undertake the service in accordance with the prescribed terms and conditions of the RFP Document. 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. In case, any provisions of this RFP/ ToR including of our technical & financial proposal is found to be deviated, then your department shall have rights to reject our proposal absolutely. I confirm that, I have the authority to submit the proposal and to clarify any details on its behalf.

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

Yours faithfully,

Authorized Signatory with Date and Seal:

Name and Designation: ____

Address of Bidder: ____

TECH -2

General Details of Bidder

SI No.	Description	Full Details
1	Name of the Bidder	
2	Address for communication: Tel : Fax: Email id :	
3	Name of the authorized person signing & submitting the bid on behalf of the Bidder: Mobile No. : Email id :	
4	Registration / Incorporation Details Registration No: Date & Year. :	
5	Local office in Odisha If Yes, Please furnish contact details	Yes / No
6	Bid Processing Fee Details Amount : DD No. : Date: Name of the Issuing Bank:	
7	EMD Details Amount : DD No. : Date: Name of the Issuing Bank:	
8	PAN Number	
9	Goods and Services Tax Identification Number (GSTIN)	
10	Willing to carry out assignments as per the scope of work of the RFP	YES
11	Willing to accept all the terms and conditions as specified in the RFP	YES

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

TECH -3

Financial Details of Bidder

	Financial Information in INR					
Details	FY 2019- 20	FY 2020- 21	FY 2021- 22	FY 2022 -23	FY 2023- 24	Average
Financial Turnover from Consulting Business Only (In Cr.)						
<i>Supporting Documents:</i> Audited certified financial statements for the last five FYs (2019-20, 2020-21, 2021-22, 2022-23 and 2023-24) (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with the Technical Proposal) <i>Filled in information in this format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished in original along with the technical proposal failing which the proposal will be out rightly rejected. No scanned copy will be entertained.</i>						

Signature and Seal of the Auditor with Date and Seal (In original)

Name of the Audit Firm:

Unique Document Identification Number (UDIN):

ICAI Membership No:

Address with Contact Details:

Authorized Signatory [In full initials with Date and Seal]: _____

Communication Address of the Bidder: _____

NB: TECH-3 to be furnished in original along with Technical Proposal.

TECH – 4

(On Bidder's Letter Head)

FORMAT FOR POWER OF ATTORNEY

I, _____, the **<Designation>** of **<Name of the Organisation>** in witness whereof certify that **<Name of person>** is authorized to execute the attorney on behalf of **<Name of Organisation>**, **<Designation of the person>** of the organisation acting for and on behalf of the organisation under the authority conferred by the Date **<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 with Seal:

Address of the Bidder:

TECH – 5

**INFORMATION REGARDING ANY CONFLICTING ACTIVITIES
AND DECLARATION THEREOF**

Are there any activities carried out by your agency which are of conflicting nature as mentioned in Section 2: [Information to the Bidder] under Eligibility Criteria: Para (6). If yes, please furnish details of any such activities.

If no, please certify,

IN BIDDER'S LETTER HEAD

I, hereby declare that our agency as Individual / as a member of any consortium is not indulged in any such activities which can be termed as the conflicting activities as mentioned in **Section 2: [Information to the Bidder] under Eligibility Criteria: Para (5).**

I, also acknowledge that in case of misrepresentation of any of the information, our proposal / contract shall be rejected / terminated by the Client which shall be binding on us.

Authorized Signatory [In full initials with Date and Seal]: _____

Communication Address of the Bidder: _____

TECH - 6

Form for self-declaration of not being blacklisted

(To be submitted on Bidder's Letter Head)

In response to the RFP No. _____, Dated: _____

Name of the Assignment: _____

I/We hereby declare and solemnly swear that our Company / firm is not been banned / blacklisted as on date by any competent court of Law, forum or any State Government or Central Government or their agencies or by any statutory entities or any PSUs.

AND, if at any stage the declaration/statement on oath is found to be false in part or otherwise, then without prejudice to any other action that may be taken, I/We, hereby agree to be treated as a disqualified Bidder for the on-going tender process. In addition to the disqualification the proposal, our concern/entity may be banned / blacklisted.

AND, that I/We shall have no right whatsoever, to claim for consideration of our bid at any stage and the RFP, if any to the extent accepted may be cancelled.

Authorized Signatory : _____

Name and Designation with Date and Seal: _____

TECH – 7

BIDDER'S ORGANISATION

(Brief Profile)

*[Provide here a brief description regarding professional background of
the organisation]*

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

[NB: Bidder needs to restrict the above information within 3-5 pages only]

TECH - 8

Bidder's Experience

(List of completed assignment of similar nature during last 5 FYs)

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							

Maximum 5 Assignments of similar nature

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

Name and Title of Signatory with date and seal _____

NB:

Bidders are requested to furnish the information up to 5 eligible assignments only from each category. Completed Projects having contract value of Rs. 20.00 Cr and duration ≥ 2 Years during the last 5 FYs (19-20, 20-21, 21-22, 22-23, 23-24) will be taken into consideration for evaluation. Copies of Work Order / Contract Document / Completion Certificate for the respective assignments need to be furnished along with the technical proposal.

TECH – 9

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:

[The consultant needs to present and justify in this section, if any modifications to the Terms of Reference he is proposing to improve performance in carrying out the assignment (such as deleting some activity considering unnecessary, or adding another, or proposing a different phasing of the activities / study process modifications). Such suggestions should be concise and to the point, and incorporated in the technical proposal. Modification / suggestion will not be taken into consideration without adequate justification. Any change in manpower resources will not be taken into consideration]

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

[Comment here on inputs and facilities to be provided by the Client with respect to the Scope of Work and Study Implementation]

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

TECH -10

DESCRIPTION OF APPROACH, METHODOLOGY AND WORKPLAN TO UNDERTAKE THE ASSIGNMENT

[Technical approach, methodology and work plan are key components of the technical proposal. In this Section, bidder should explain his understanding of the scope and objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output.]

A. Understanding of Scope, Objectives and Completeness of response

Please explain your understanding of the scope and objectives of the assignment based on the Terms of Reference (ToR), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s), and the degree of detail of such output. ***Please do not repeat/copy the ToR here.***

B. Description of Approach/Methodology:

C. Assignment Management Plan:

D. Staff Deployment Strategy:

The bidder should propose and justify the structure and composition of the team and should enlist the main activities under the assignment in respect of the Key Professionals responsible for it.

E. Documentation:

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

TECH - 11

Format of Curriculum Vitae (CV) for Proposed Key Expert

[For each position of key professional separate form Tech -11 will be prepared]

1. **Proposed Position:**

2. **Name of Firm:**

3. **Name of Staff:**

4. **Date of Birth:**

5. **Years with Firm:**

6. **Nationality:**

7. **Education:**

[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]

8. **Membership in Professional Associations:**

9. **Other Trainings:**

10. **Countries of Work Experience:**

11. **Languages:**

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

12. **Employment Record:**

*[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held. For experience in **last ten years**, also give types of activities performed and Client references, where appropriate as per the prescribed format given below]*

<i>From [Year]</i>	<i>To [Year]</i>
<i>Employer Name:</i>	
<i>Position Held:</i>	
<i>Details of the Task Assigned</i> <i>[List all tasks to be performed under this Assignment/job]</i>	

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

[Among the Assignment/jobs in which the staff has been involved, indicate the following information for those Assignment/jobs that best illustrate staff capability to handle the tasks listed under point 12.]

<i>Name of the Project</i>	
<i>Year</i>	
<i>Location</i>	
<i>Name of the Client</i>	
<i>Project Feature</i>	
<i>Position Held</i>	
<i>Activities Performed</i>	

Certification:

*I, the undersigned, certify that to the best of my knowledge and belief that this CV correctly describes my qualifications and past experiences. I will undertake this assignment for the full project duration in terms of roles and responsibilities assigned in the technical proposal or any agreed extension of activities thereof. I understand that any misstatement herein leads to disqualification of CV. **I declared that my CV has not been proposed by any other bidder under the current bidding process.***

Date:

Signature of Key Professional with Date _____

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

NB: CV write-up restricted to 5 pages only with quality information relevant to the key professional requirements. CVs not signed by both the proposed Expert and the authorized representative of the bidder will not be considered for evaluation.

SECTION: 5

FINANCIAL PROPOSAL SUBMISSION FORMS

FIN-1
COVERING LETTER
(In Bidder's Letter Head)

[Location, Date]

To

**The Additional Secretary to Government
Commerce & Transport (Transport) Department
Government of Odisha, Kharvel Bhavan,
Bhubaneswar - 751001**

Subject: **Deployment of Domain Experts/Advisory Experts in the Commerce &
Transport Department, Govt. of Odisha [FINANCIAL PROPOSAL]**

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 taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the RFP document.

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 **120 days**. I have carefully read and understood the terms and conditions of the RFP and do hereby undertake to provide the service accordingly.

I understand that 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:

FIN-2

SUMMARY OF FINANCIAL PROPOSAL

Sl. No.	Particulars	Amount in INR
A	Domain Expert/Advisory Expert on Road Transport (Proposed Remuneration of the Expert Per Person-Day)	
B	Domain Expert/Advisory Expert on Civil Aviation (Proposed Remuneration of the Expert Per Person-Day)	
C	Domain Expert/Advisory Expert on Railways (Proposed Remuneration of the Expert Per Person-Day)	
D	Domain Expert/Advisory Expert on Ports & IWT (Proposed Remuneration of the Expert Per Person-Day)	
Total (INR) (A to D)		
GST		
Grand Total		
In Words		

-
- *Bidder shall submit the financial proposal as per the prescribed format given above in both figures and words, and signed by the Bidder's Authorized Representative. In the event of any difference between figures and words, the amount indicated in words shall prevail. Any conditional offer will be outrightly rejected.*
- *Taxes will be paid by the Client as per the applicable rate under GST Act from time to time. Consulting fee proposed for the assignment shall remain fixed till completion of the contract.*

Authorized Signatory [In full and initials]: _____

Name and Designation with Date & Seal: _____

SECTION – 6

ANNEXURES

Annexure – I

BID SUBMISSION CHECK LIST

Sl. No.	Description	Submitted (Yes/No)	Page No.
TECHNICAL PROPOSAL (ORIGINAL +1 COPY+ SOFT COPY IN USB IN WORD FORMAT)			
1	Filled in Bid Submission Check List (ANNEXURE-I)		
2	Covering Letter (TECH -1)		
3	Bid Processing Fee of Rs. 10,000/- in form of DD		
4	EMD of Rs.5,00,000/- in the form of DD		
5	Copy of Certificate of Incorporation / Registration of the Bidder		
6	Copy of PAN		
7	Copy of Goods and Services Tax Identification Number (GSTIN)		
8	Copies of IT Returns for the last 5 assessment years of 2020-21, 2021-22, 2022-23, 2023-2024 and 2024-25.		
9	General Details of the Bidder (TECH - 2)		
10	Financial details of the bidder (TECH - 3) along with all the supportive documents such as copies of Profit – Loss Statement and Balance Sheet for the concerned period		
11	Power of Attorney (TECH - 4) in favour of the person signing the bid on behalf of the bidder.		
12	Self-Declaration on Potential Conflict of Interest (TECH - 5)		
13	Undertaking for not have been black-listed by any Central / State Govt./any Autonomous bodies during in the recent past (TECH-6)		
14	Duly Filled in Technical Forms along with required documents (TECH 7 to TECH 11)		
FINANCIAL PROPOSAL (ORIGINAL + 1 COPY + SOFT COPY IN USB in PDF FORMAT)			
1	Covering Letter (FIN-1)		
2	Summary of Financial Proposal (FIN-2)		

Undertaking:

- *All the information have been submitted as per the prescribed format and procedure.*
- *Each part has been separately bound with no loose sheets and each page of all the two parts are page numbered along with Index Page.*
- *All pages of the proposal have been sealed and signed by the authorized representative.*

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

Annexure – II

FORMAT FOR SUBMISSION OF PRE-PROPOSAL QUERY

The bidders will have to ensure that their queries in soft copy with covering letter should addressed to the “**Additional Secretary to Government, Commerce & Transport(Transport) Department, Government of Odisha**” through email at **ctsec.or@nic.in** latest by **25.03.2025 upto 5.00 PM** as per the prescribed format mentioned below.

Sl. No.	Page Number/ Section of RFP Document	Current Provision / RFP Text	Query from the Bidder
1.			
2.			
3.			
4.			
5.			
6.			

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

Name and Designation with Date and Seal: _____

Annexure – III

PERFORMANCE BANK GUARANTEE FORMAT

To

**The Under Secretary to Government & DDO,
Commerce & Transport (Transport) Department,
Government of Odisha**

WHEREAS..... (Name and address of the Consultant) (hereinafter called “the Consultant”) has undertaken, in pursuance of RFP No..... Dated to undertake the service of (description of the 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 consultant 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 DD/MM/YYYY

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 & Branch