



**GOVERNMENT OF ODISHA**  
**DEPARTMENT OF WATER RESOURCE**

**Request for Proposal (RFP) for selection of Knowledge Partner for “Assisting Project Management Unit (PMU) for implementation of NAFCC Project, Nuapada, Odisha” under Department of Water Resource (DoWR.), Odisha**

**RFP Identification No: 2CEMI/2016-17**

**Availability of Bid for Download: 05/08/2016 to 1:00 PM of 20/08/2016**

**Submission of Bid Offline (Hard Copy): 05/08/2016 to 1:00 PM of 20/08/2016**

**Opening of Technical Bid: 20/08/2016 at 4:00 PM**

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## **1 SECTION - 1 DISCLAIMER**

The information contained in this Request for Proposal (RFP) document or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of the Department of Water Resource, Government of Odisha (Authority) or any of their employees or advisers, is provided to Applicants on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by the Authority to the prospective Applicants or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the Consultancy. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. This RFP may not be appropriate for all persons, and it is not possible for the Authority, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Applicants is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The Authority, its employees and advisers make no representation or warranty and shall have no liability to any person including any Applicant under any law, statute, rules or regulations, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this Selection Process.

The Authority also accepts no liability of any nature whether resulting from negligence or otherwise, however caused arising from reliance of any Applicant upon the statements contained in this RFP.

The Authority may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.

The issue of this RFP does not imply that the Authority is bound to select an Applicant or to appoint the Selected Applicant, as the case may be, for the Consultancy and the Authority reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

## **2 SECTION 2: INVITATION AND SCHEDULE OF BIDDING PROCESS**

1. Department of Water Resource (DoWR), Government of Odisha (GoO) intends to select a Knowledge Partner to assist the Project Management Unit (the PMU) for implementation of the Climate Change Project to be implemented in Nuapada district in the state of Odisha. The Knowledge Partner along with PMU should design and help execute projects in accordance with Department of Water Resources, Government of Odisha (the Authority).
2. The Authority has a limited in-house manpower capacity to conduct the specific technical activity (climate change related). The Authority, therefore, needs a Knowledge Partner with necessary human resources and intellectual support to conceptualize, support the implementation of the activities, and carry out necessary documentation, analysis and monitoring support for the project. The Authority intends to select and appoint a Knowledge Partner, for deployment of personnel with specific skills and experiences through this RFP for providing the services described in the scope of services in this RFP. The deployed personnel shall be dedicated for providing services to the Authority from the location specified by the Authority. There will be another team of experts at the back office of the Knowledge Partner for providing specific services, as has been stated in this RFP.
3. **Services**
  - i. The Knowledge Partner is intended to be a self-sufficient team that shall provide the services of a team of experts with skills and experience commensurate with the task requirements to operate from both at PMU office and in project location. The minimum requirement of the personnel to be

stationed at Bhubaneswar is given in ‘Knowledge Partner Team Requirements’ in Appendix G1.

- ii. The team of experts who will be at the back office of the Knowledge Partner shall conduct the required services as per the scope of work mentioned in the RFP. The list of such experts who will provide services from back office is given in Appendix G1.

4. The Authority would endeavor to adhere to the following schedule:

<b>Event Description</b>	<b>Scheduled Date and Time</b>
<b>Last date of receiving query</b>	Up to the date of the Pre-proposal conference
<b>Pre-proposal conference</b>	11:30 A.M. 11/08/2016 Conference Hall, O/o Chief Engineer, MI, Odisha, Bhubaneswar
<b>Proposal Due Date (PDD) and time (i.e. last date and time of receiving Proposals)</b>	20/08/2016 at 1:00 P.M. O/o Chief Engineer, MI (O),Bhubaneswar
<b>Opening of Technical Proposals</b>	20/08/2016 at 4:00 P.M.
<b>Technical Presentation</b>	Shall be intimated later
<b>Opening of Financial Proposals</b>	Shall be intimated later
<b>Validity of Proposals</b>	180 days of Proposal Due Date

### 3 SECTION -3: INSTRUCTIONS TO APPLICANTS

#### 3.1 Brief background:

Government of India had announced a competitive challenge fund amongst the states to generate innovative project ideas to implement projects aimed at climate change adaptation. Government of Odisha was the first state in the country to successfully defend the proposal. Department of Water Resource, Govt. of Odisha is the Nodal department and Chief Engineer, Minor Irrigation Odisha is the Nodal Officer for implementation of the project in Nuapada block of Nuapada district.

#### 3.2 Bid Process

- I. Each Applicant shall submit a maximum of one (1) proposal for the Assignment, in response to this RFP document. Any Applicant, who submits more than one Proposal for the Assignment shall be disqualified.
- II. The Authority intends to adopt a Quality-and-Cost-Based (QCBS) single stage bidding process for selection of the firm for this Assignment. The Proposal will be evaluated on the basis of the evaluation criteria set out in this RFP document in order to identify the Successful Applicant as the Knowledge Partner.
- III. The fees shall be paid to the Knowledge Partner by the Authority in the manner as set out in the RFP.
- IV. At any time prior to the Proposal Due Date, the Authority may, for any reason, whether at its own initiative or in response to clarifications requested by any Applicant, modify the RFP document by the issuance of Addendum, or amendment.

#### 3.3 Minimum Eligibility Criteria

Sl. No.	Criteria
1	Should be a registered legal entity in India at least with 5 years standing. (Should show the incorporation certificate and list of Board of Directors); <b>JV or Consortium is NOT permitted.</b>
2	Should have strong presence in the state of Odisha with requisite manpower and at least 1 to 2 years of experience of working in Odisha. (should submit the evidence of contract)
3	Should not have been blacklisted by any Department of Government of India or State Governments.
4	Should have a turnover of at least Rs 3.0 crores (three crores) in three preceding years (should furnish three years balance sheet, audited statement of accounts)
5	Should have been involved in formulation of minimum 3 state action plans on climate change in the approved list of MoEFCC (should furnish evidence of contract)

### **3.4 Opening of Technical proposal**

In this stage, only the envelopes containing technical proposals of the bidders will be opened and screened for eligibility and only eligible proposals will be evaluated.

### **3.5 Earnest Money Deposit (EMD) and Cost of Tender Document**

- I. Interested party needs to pay the Bid Document fees (non refundable) of Rs 10,000/- (Rupees Ten Thousand Only) with additional 5% of cost as VAT in shape of Demand Draft drawn in favour of Executive Engineer, MI Division Khariar.
- II. Proposal should necessarily be accompanied by Earnest Money Deposit of an amount of 1% of the quoted cost in the form Fixed Deposit pledged in favour Executive Engineer, MI Division Khariar, from any scheduled bank, payable at Khariar. The EMD should be submitted in a separate sealed envelope.
- III. EMD shall be returned to the unsuccessful Applicant(s) within a period of two (2) weeks from the date of signing of Consultancy Agreement between the authority and the Successful Applicant. EMD submitted by the Successful Applicant shall be released upon completion one month of the providing services after actual deployment of all resources.
- IV. EMD shall be forfeited in the following cases:
  - i. if any information or document furnished by the Applicant is found to be misleading or untrue in any material respect; and
  - ii. If the successful Applicant fails to execute the Consultancy Agreement within the time, stipulated in the Letter of Award or any extension thereof provided by the authority.

### **3.6 Penalty**

In case of wilful delay in any operation in time schedule as stated in RFP, a penalty of Rs. 5,000/- (Rupees Five thousand ) only for delay of 7 days or part there of shall be imposed by the Authority on the Knowledge Partner and the same shall be deducted from the payment due.

### **3.7 Roles and responsibilities of Knowledge Partner**

The roles and responsibilities with broad scope of work of Knowledge Partner are set out in the Appendix-A. The scope of services may be extended on mutually agreed fees, terms and conditions.

### **3.8 Clarifications**

A prospective Applicant requiring any clarification on the RFP document may notify the Authority in writing to the address as specified in the RFP. The applicants should send in their queries latest by the Last Date for Receiving Queries mentioned in the Schedule of Bidding Process. The Authority may, on its own discretion, forward its responses to all the Applicants. Responses would include a description of the enquiry without identifying its source at its sole discretion.

### **3.9 Format and Signing of Proposal**

The Applicant is required to provide all the information as per this RFP document. The authority shall evaluate only those proposals that are received within the time and in the required format and are complete in all respects. Each proposal shall comprise as per details of submissions below.

### **3.10 Details of submissions**

#### **3.10.1 PART I Submission**

- a. Covering letter in the format set out in Appendix B
- b. Details of the Applicant in the format set out in Appendix C
- c. Power of Attorney as per Appendix D, authorizing the signatory to submit the proposal.
- d. Technical Proposal comprising
  - i. Consultant’s Organization and Experience in Appendix E
  - ii. Approach and methodology in Appendix F
  - iii. Details of back office team in Appendix G1
  - iv. Format of CV of the resource to be associated in the project in Appendix G2
  - v. Financial capability of the applicant in Appendix H
  - vi. Self-Declaration Form in Appendix I.
  - vii. Earnest Money Deposit in the manner described herein in a separate sealed envelope.

#### **3.10.2 Part II Submission**

- a. Financial proposal in the format as set out in Appendix J and Appendix K.
- b. The Financial Proposal shall be against each activity as listed in the Appendix A. It shall be inclusive of
  - i. The cost to company expenses of the experts and personnel to be deployed in the authority, their travelling, communication cost etc., and
  - ii. All other expenses and profit of the organization

- c. The Financial Proposal shall be exclusive of
  - i. Service Tax,
  - ii. Cost of office space, furniture, computer systems like desktops, laptops, with s/w like Office Tools, printer, internet connection, etc. will be provided to the PMU by the Authority. Any specific application software for developmental activities shall be provided by the Knowledge Partner.
  - iii. Cost of printing, consumables, stationeries for the project purpose only for the deployed personnel under the PMU,
- d. Financial Proposal shall not include Service Tax, Cess, Surcharge levied on such services which shall be reimbursed by the Authority at the then prevailing rate. Income tax as applicable shall be deducted at source from every payment towards fees.
- e. Financial Proposal which is non-responsive (with an extremely higher/lower quote) can be rejected by the Authority, after doing an independent budgetary evaluation of all activity mentioned in the RFP.

### **3.11 Sealing and Marking of Proposal**

- I. The Applicant shall bind and seal the Part I Submission and the Part II Submission separately in two envelopes, duly marking the envelopes as “PART I SUBMISSION” and “PART II SUBMISSION”. These envelopes shall then be sealed in a single outer envelope.
- II. The Applicant shall prepare one original in hard copy and one duplicate of the Proposal in soft version in CD ROM in PDF format clearly marked “ORIGINAL” (Hard Copy) and “Soft Copy” respectively. In the event of any discrepancy between the original and the soft copy, the original shall prevail.
- III. The original Proposal shall be typed or written in indelible ink and each page shall be initialed by the authorized signatory of the Applicant. All the alterations, omissions, additions, or any other amendments made to the Proposal shall be initialed by the person(s) signing the Proposal.
- IV. Each of the envelopes, both outer and inner, must be super scribed with the following information:
  - a. Name and Address of Applicant
  - b. Contact person and phone numbers
  - c. Name of Project: Selection of Knowledge Partner for “Assisting Project Management Unit (PMU) for implementation of NAFCC Project, Nuapada, Odisha”



- V. All envelopes shall be addressed to:  
The Nodal Officer-cum- CE, MI (O)  
Nuapada Climate Change Project  
O/o Chief Engineer, Minor Irrigation (O),  
Heads of the Department Building, Bhubaneswar-751001
- VI. If the envelope is not sealed and marked as instructed above, the Authority assumes no responsibility for the misplacement or premature opening of the contents of the Proposal submitted and such Proposal, may, at the sole discretion of the authority, be rejected.
- VII. All the envelopes containing RFP shall be submitted in the O/o the CE, MI (O), Bhubaneswar, 751001. For this purpose a separate tender box shall be placed in the chamber of Assistant Chief Engineer O/o CE, MI (O), Bhubaneswar.
- VIII. The Applicant is expected to examine carefully the contents of all the documents provided. Failure to comply with the requirements of RFP shall be at the Applicant's own risk.
- IX. It shall be deemed that prior to the submission of the Proposal, the Applicant has:
  - a. made a complete and careful examination of terms and conditions/ requirements, and other information as set forth in this RFP document;
  - b. received all such relevant information as it has requested from the authority; and
  - c. made a complete and careful examination of the various aspects of the Projects for which the consultancy services are to be provided.
- X. The Authority shall not be liable for any mistake or error or neglect by the Applicant in respect of the above.
- XI. Bids from single entity shall only be considered for evaluation. Bidding in consortium shall not be allowed.

### **3.12 Proposal Due Date**

Proposals should be submitted within the time as mentioned in the Schedule of Bidding Process, at the address and in the manner and form as detailed in this RFP document. Proposals submitted by facsimile transmission, telex or email will not be accepted. The Authority may, at its sole discretion, extend Proposal Due Date by issuing a corrigendum.

### **3.13 Opening of Proposals and Clarifications**

- I. The Authority will open the Part I submission of the Proposals on any earliest convenient working day after the Proposal Due Date for the purpose of evaluation. The Part II submission of the short listed Applicant(s) shall be opened after intimation of the date, time and venue of such opening in presence of Applicant(s) or their representatives, who choose to remain present.

- II. The Authority reserves the right to reject any Proposal not submitted on time and/or which does not contain the information/documents as set out in this RFP document.
- III. To facilitate evaluation of Proposals, the authority may, at its sole discretion, seek clarifications in writing from any Applicant regarding its Proposal.

#### **4 SECTION 4: EVALUATION**

- 1 The criteria for eligibility, qualification, evaluation and selection of Applicants are set out in the RFP.
- 2 As part of the evaluation, the Part I submission shall be checked for responsiveness with the requirements of the RFP and only those Proposals which are found to be responsive will be further evaluated in accordance with the criteria set out in this RFP document.
- 3 The Part I submission will be considered to be responsive if it meets the following conditions:
  - a. It is received by the Proposal Due Date including any extension thereof.
  - b. It is signed, sealed and marked as stipulated in the RFP document.
  - c. It contains all the information and documents including EMD as requested in the RFP.
  - d. It contains information in formats specified in this RFP.
  - e. It provides information in reasonable detail. (“Reasonable Detail” means that, but for minor deviations, the information can be reviewed and evaluated by the Authority without communication with the Applicant). The authority reserves the right to determine whether the information has been provided in reasonable details.
  - f. There are no inconsistencies between the Proposal and the supporting documents.
4. A Proposal that is substantially responsive is one that conforms to the preceding requirements without material deviation or reservation. A material deviation or reservation is one:
  - a. which affects in any substantial way, the scope, quality, or performance of the Assignment, or
  - b. which limits in any substantial way, the proposal the Authority’s rights or the Applicant’s obligations under the Agreement, or
  - c. which would affect unfairly the competitive position of other Applicants presenting substantially responsive Proposals.
5. The responsive Proposals shall be evaluated as per the criteria set out in the RFP.

6. Quality-and Cost-Based Selection (QCBS) method will be adopted for selection of Knowledge Partner for the Assignment, which has been more fully described in this RFP document. The authority may accept the Proposal of the Preferred Applicant with or without negotiations.
7. In case there are two or more Applicants obtaining the highest Composite Score, the authority may in such case call all such Applicants for negotiations and select the Preferred Applicant on the outcome of the negotiations. The selection in such cases shall be at the sole discretion of the authority.
8. The authority reserves the right to reject any proposal, if:
  - a. At any time, a material misrepresentation is made or discovered; or
  - b. The Applicant does not respond promptly and diligently to requests for supplemental information required for the evaluation of the Proposal.
9. Notwithstanding anything contained in this RFP, the authority reserves the right to accept or reject any Proposal, or to annul the bidding process or reject all Proposals, at any time without any liability or any obligation for such rejection or annulment.

#### **4.1 Proposal Evaluation: Part I submission**

- I. The Part I submission of the Proposal would first be checked for responsiveness with the requirements of the RFP (Stage I evaluation).
- II. The evaluation of the Part II submission would be taken up only after the contents of the Technical Proposal are found to meet the requirements of this RFP. The authority reserves the right to reject the Proposal of Applicant without opening the Part II submission if, in its opinion, the contents of Part I submission are not substantially responsive with the requirements of this RFP.
- III. The Technical Proposal would be evaluated on the various aspects set out in the RFP. As part of the evaluation of the Technical Proposal, the Authority may also request the Applicant to submit clarifications.

#### **4.2 Scoring Methodology: Technical Proposal**

- i. The total maximum point for evaluation of Technical Proposal is 100 marks.
- ii. The proposals submitted by the Knowledge Partner would be evaluated and scores would be assigned based on the parameters set out in the table below:

(i) Opening of Technical proposal and evaluation:

In this stage, only the envelopes containing technical proposals of the bidders will be opened and screened for eligibility and only eligible proposals will be evaluated on the basis of the following score card

S.N.	Evaluation Criteria	Scoring Methodology	Maximum Marks
<b>1</b>	<b>Firm's Presence</b>		<b>30</b>
1.1	Should have at least two completed project in last 3 years on climate change, out of which one relating to climate finance strategic research.	2 projects on climate change adaptation related fields = 10 marks; >2 projects = 20 marks	20
1.2	Experience of providing consultancy/advisory services to any State Government/Departments in India for any Climate Change	1 -2 project=5 Marks >2 project=10 marks	10
<b>2</b>	<b>Key Personnel from back office</b>		<b>40</b>
2.1	Team Leader	At least 15 years of experience in research, programme design, planning, implementation, and Monitoring & Evaluation in the areas of climate change adaptation and mitigation, water and agriculture sector. The expert should have completed at least two assignments in the domain of Climate Change vulnerability assessment, adaptation planning, and development of Information, Communication and Education product.	15
2.2	Solar Energy Specialist	At least seven years of experience in energy efficiency, renewable energy. The expert should have experience of undertaking rural energy access and solar pump studies. Preference will be given to accredited / certified Energy auditor.	10
2.3	Monitoring & Evaluation Specialist	At least 15 Yrs. with strong evidence of Monitoring & Evaluation, decentralized planning. The expert should have experience in research, program / project execution, Community mobilization and sensitization, worked on external aided project, Capacity Building and Monitoring & Evaluation.	10
2.4	Gender Specialist	At least 5 years of experience in gender issues, process documentation	5
<b>3</b>	<b>Full time Support to PMU</b>		<b>15</b>
3.1	Project Manager	At least 4 yrs. of experience in the field of Project Management. Should have experience of evaluation of project progress and co-ordination in PMU stake holders.	10
3.2	Field co-coordinator	At least 4 yrs. of experience at field level project monitoring and co-ordination	5
<b>4</b>	<b>Approach and Methodology</b>		<b>15</b>
4.1	Description of technical approach and methodology.	Understanding of the project, based on the description of approach and methodology	5
4.2	Technical presentation	Power point presentation to the Authority	10
<b>TOTAL</b>			<b>100</b>

- i. The Bidder is required to achieve a minimum score of 70 marks (ST) in their technical proposal.
- ii. **Evaluation of Financial Proposal:** Only those Bidders whose Technical Proposals score at least 70 marks out of 100 shall qualify for further consideration, and shall be ranked from highest to the lowest on the basis of their technical score (ST) (“**Technically Qualified bidders**”).
- iii. Financial bids of only the Technically Qualified bidders shall be opened for evaluation (considering the time sensitive nature of this assignment even if there is only one bidder, the same will be considered for financial evaluation). Each Financial Proposal will be assigned a financial score (SF). For financial evaluation, the total cost indicated in the Financial Proposal will be considered. The Authority will determine whether the Financial Proposals are complete, unqualified and unconditional. The cost indicated in the Financial Proposal shall be deemed as final and reflecting the total cost of services. Omissions, if any, in costing any item shall not entitle the firm to be compensated and liability to fulfil its obligations as per the RFP within the total quoted price shall be that of the Knowledge Partner. The lowest Financial Proposal (FM) will be given a financial score (SF) of 100 points. The financial scores of other proposals will be computed as follows:
$$SF = 100 \times FM/F$$
(F=amount of Financial Proposal of the Bidder)
- iv. **Combined and final evaluation**

Proposals will finally be ranked according to their combined technical (ST) and financial (SF) scores as follows

$$S = ST \times TW + SF \times FW$$

Where S is the combined score, and TW and FW are weights assigned to Technical Proposal and Financial Proposal that shall be 0.70 and 0.30 respectively.
- v. **Selection of Successful Bidder:** Final ranking of all proposals shall be done with weightage of 70:30. Weightage of 70% shall be given to technical competence and 30% to the fee quoted in financial proposal..

#### 4.3 Evaluation of Adequacy of the proposed work plan & methodology in responding to the RFP

This will be evaluated from the ‘proposed work plan and methodology’, submitted by the bidders as part of their Technical Proposals and by evaluation of a presentation that will be delivered by the proposed Project Manager for the project. The presentation should cover the following aspects:

- i. Background and core competency of the organisation.
- ii. Details of eligible project experiences.
- iii. Proposed work plan and methodology in responding to the RFP setting out understanding and appreciation of the RFP and implementation approach.

It may be noted that only those bidders shall be invited for presentation who will qualify as eligible under the eligibility conditions mentioned in this RFP

#### **4.4 Supporting documents to be submitted by the Knowledge Partner**

- i. The Applicant firm shall submit the signed and stamped copies of client certificates and agreements or work orders, showing the scope of services, time and duration of services in support of project experiences submitted against the eligibility conditions.
- ii. The Applicant firm shall submit the audited financial statements of each of the applicable financial years in support of its financial capacity.
- iii. The Applicant firm shall submit the copy of registration certificate, service tax registration certificate and PAN card of the organization.

#### **4.5 Award of Consultancy**

1. In the event of acceptance of the Proposal of the Preferred Applicant with or without negotiations, the authority shall declare the Preferred Applicant as the Successful Applicant. The Authority will notify the Successful Applicant through a Letter of Acceptance (LoA) that its Proposal has been accepted.
2. The Successful Applicant shall execute the Consultancy Agreement within one week of the issue of LoA or within such further time as the authority may agree to in its sole discretion. Failure of the Successful Applicant to comply with the requirement shall constitute sufficient grounds for the annulment of the LoA and forfeiture of the EMD. In such an event, the authority reserves the right to
  - a. either invite the next best Applicant for negotiations; or
  - b. Take any such measures as may be deemed fit in the sole discretion of the authority, including annulment of the bidding process.

The selected Knowledge Partner shall, not later than 15 days from the date of intimation of its selection as successful Applicant, get the CVs of the team members to be deployed in Bhubaneswar approved from the Authority, sign the agreement for the PMU and deploy the team members in Bhubaneswar. Provided that, the authority may personally interview the proposed personnel individually to approve their CVs. Provided that, if CV/s of team member/s is/are not approved, the personnel shall be changed and the CV/s of other personnel/s of required education and experience shall be submitted by the Knowledge Partner for approval. Provided further that in the event of any delay in signing the

agreement on the part of the Knowledge Partner or getting approval of CV of any member or delaying deployment of any team member, a time extension up to 15 days may be given on written application of the Knowledge Partner by the Authority with or without penalty which shall be deducted from the first payment due under this agreement.

Nodal Officer-cum-CE, MI (O)  
Nuapada Climate Change Project

## **Appendix A**

### **Roles, Responsibilities and Scope of Services of Knowledge Partner (PMU) and Payment Terms to the Knowledge Partner**

The Knowledge Partner need to conduct the below mentioned activities as per activity and time matrix mentioned below.

#### Activities and Time Frame Matrix

<b>Activity No.</b>	<b>Activity Name</b>	<b>Maximum duration for the activity</b>
<b>1</b>	Converting the existing project concept note (PCN) to an implementation plan.	45 Days
<b>2</b>	Detailed vulnerability analysis of the project area specific to water and allied sector	90 Days
<b>3</b>	Baseline survey of the project area and setting benchmark for project execution and linking with common and specific climate adaptation	90 Days
<b>4</b>	Identifying priority areas of intervention within the sector along with target mass, crop specificity etc.	60 Days
<b>5</b>	Community mobilization and sensitization on climate impact and its adaptation benefits	180 Days
<b>6</b>	Mapping of climate benefits of adaptive practices and overall adaptation benefits and documenting climate specific parameters in the project location	180 Days (Two phase evaluation)
<b>7</b>	Documentation of the project learning, preparation of knowledge product	90 Days
<b>8</b>	Project monitoring, supervision and reporting for entire duration of the project.	Continuous for the entire life of the project

*10% of the amount bided shall be released on signing the contract and submission of the inception report against deposit of an equal amount security in shape of fixed deposit/TDR in favour of Executive Engineer, MI Division, Khariar. The balance amount will be released/adjusted activity wise as per the schedule below:*

**Activity No: 1: Converting the existing project concept note (PCN) to detailed project report for implementation of adaptation project:**

*Description:* The Knowledge Partner is required to prepare implementation plan considering every aspect of the proposed project. The Knowledge Partner needs to visit the project location along with the suitable resources to prepare a detailed implementation plan of the Project.



*Duration:* 45 days from the Award of Contract

*Payment Terms:*

1	After submission of implementation plan report to the PMU & DoWR	40% of the amount bided for the activity
2	After approval of implementation plan by the Authority	60% of the amount bided for the activity

**Activity 2: Detailed vulnerability analysis of the project area specific to water and allied sector.**

*Description:* The Knowledge Partner is required to conduct the scientific vulnerability study of the project area and submit the vulnerability analysis report of the area for agriculture sector, water and allied sector, as well as social sector. The Knowledge Partner needs to visit the project location along with the suitable resources to prepare a detailed vulnerability indexing and report.

*Duration:* 90 days from the Award of Contract

*Payment Terms:*

1	After submission of vulnerability assessment report PMU & DoWR	40% of the amount bided for the activity
2	After approval of implementation plan by the Authority	60% of the amount bided for the activity

**Activity 3: Baseline survey of the project area and setting benchmark for project execution and linking with common and specific climate adaptation.**

*Description:* The Knowledge Partner is required to conduct detailed base line survey of project area. The Knowledge Partner is expected to come up with detailed base line study of the climate adaptive capacity of the project area. The Knowledge Partner needs to identify and link the common and specific adaptation strategy as per the base line observation.

*Duration:* 90 days from the Award of Contract

*Payment Terms:*

1	After submission of baseline report PMU & DoWR	40% of the amount bided for the activity
2	After approval of baseline plan by the Authority	60% of the amount bided for the activity

**Activity 4: Identifying priority areas of intervention within the sector along with target mass, crop specificity etc.**

*Description:* The Knowledge Partner is required to conduct detailed report of the scope of implementation of intended interventions along with the beneficiary identification. The Knowledge Partner is expected to come up with detailed report of the economic, environmental and social impact of climate specific interventions and the beneficiary details.

*Duration:* 60 days after completion of Activity 1 to 3.

*Payment Terms:*

1	After submission of detailed report PMU & DoWR	40% of the amount bided for the activity
2	After approval of report by the Authority	60% of the amount bided for the activity

**Activity 5: Community mobilization and sensitization on climate impact and its adaptation benefits.**

*Description:* The Knowledge Partner is required to conduct the required community mobilization in the project area. The target population in the project area as well as the communities at block level needs to be sensitized on climate change effects and adaptation benefits. Detailed report of the activity has to be done for replication of the same in other locations. 100% of the community in the project area to participate in use of information and methods related to adaptation and mitigation.

*Duration:* 180 days after completion of Activity 1 to 3.

*Payment Terms:*

1	After Submission of report PMU & DoWR	40% of the amount bided for the activity
2	After approval of report by the Authority	60% of the amount bided for the activity

**Activity 6: Mapping of climate benefits of adaptive practices and overall adaptation benefits and documenting climate specific parameters in the project locations.**

*Description:*

*Duration:* 180 Days. (90 days for Midterm and 90 Days for end term evaluation)

*Payment Terms:*

1	After submission of report to PMU & DoWR	40% of the amount bided for the activity
2	After approval of report by the Authority	60% of the amount bided for the activity

**Activity 7: Documentation of the project learning, preparation of knowledge product.**

*Description:* The Knowledge Partner is required to develop material and process documents, toolkits monitoring and evaluation and process documentation, conceptual issues and pictorial tool kits, participatory indicator development and Micro Plan, audio-visual documentation (local language and English sub-title)

*Duration:* 90 days (30 days every year for yearly report and documentation preparation)

*Payment Terms:*

1	After submission of report all stake holders, PMU & DoWR	40% of the amount bided for the activity
2	After approval of report by the Authority	60% of the amount bided for the activity

**Activity 8: Project monitoring, supervision and reporting for entire duration of the project.**

*Description:* The Knowledge Partner shall provide services under the general guidance of the Project Management Unit of DoWR for the activities enlisted here under. The Team Leader shall have control over the PMU team members of the Knowledge Partner to allocate works and to get the same done by them with right quality and within agreed time frame. The Team Leader shall be responsible to decide the work plan and prioritize the activities in coordination with the Project Manager.

The Project Manager shall be responsible for timely and quality delivery of works by the team members. The activities to be performed are:

- i. Monitoring of progress of implementation of the project and MIS preparation
- ii. Periodic monitoring of outsourced activities, financial analysis of projects.
- iii. Recommendation of project structure
- iv. Help PMU in drafting of EOIs, RFQs, RFPs, tender documents contracts, agreements, lease deed, license etc. for projects and assisting in bid process management.
- v. Providing assistance in Manpower Recruitment Process management for different profiles.
- vi. Review financial analysis, demand assessment, RFP, contracts submitted by other Knowledge Partner.
- vii. To assist PMU for overall co-ordination of the project implementation.
- viii. To do other activities necessary to achieve objectives, which are not specifically barred under this RFP

*Duration:* Continuous support till the end of the project with full time resources as mentioned in the RFP.

*Payment Terms:* The Knowledge Partner needs to quote a monthly fee for the entire project duration which is 3 years as of now from the date of signing the contract and is subjected to increase as per the decision of the PMU. The monthly fee shall be incremented by 10 (Ten) percent of fees after each year of completion of services, on previous year's fees, provided that the services are continued after satisfactory performance.

**Appendix B**

**Covering Letter  
(On the Letter head of the Applicant)**

To

Date:

The Nodal Officer,  
Nuapada Climate Change Project  
O/o Chief Engineer, Minor Irrigation (O)  
Heads of the Department Building  
Bhubaneswar

**Subject: Proposal for the Selection of Knowledge Partner for “Supporting Project Management Unit (PMU) for implementation of NAFCC project, Nuapada, Odisha”**

Dear Sir,

Being duly authorized to represent and act on behalf of ..... (Here in after referred to as “the Applicant ”), and having reviewed and fully understood all of the Proposal requirements and information provided and collected, the undersigned hereby submits the Proposal on behalf of \_\_\_\_\_ (Name of Applicant ) for the captioned Project with the details as per the requirements of the RFP, for your evaluation.

We confirm that our Proposal is valid for a period of 180 days from the Proposal Due Date.

It is hereby agreed confirmed:

- i. that notwithstanding any qualifications or conditions, whether implied or otherwise, contained in our Proposal, we hereby represent and confirm that our Proposal is unqualified and unconditional in all respects and we agree to the terms of the proposed Agreement, a draft of which also forms a part of the RFP document provided to us.
- ii. that in the preparation and submission of our Proposal, we have not acted in concert or in collusion with any other Applicant or other person(s) and also not done any act, deed or thing which is or could be regarded as anti-competitive.

Yours faithfully,

For and on behalf of (Name of Applicant)

Duly signed by the Authorized Signatory of the Applicant

**(Name, Title and Address of the Authorized Signatory)**

**Seal of the Applicant**

**Appendix C**

**Details of Applicant  
(On the Letter Head of the Applicant)**

1.
  - i. Name of Applicant.
  - ii. Address of the registered and corporate office(s)
  - iii. Date of incorporation and/or commencement of business
  - iv. Company Registration no.
2. Details of individual(s) who will serve as the point of contact / communication for the authority with the Applicant:
  - i. Name :
  - ii. Designation :
  - iii. Company/Firm :
  - iv. Address :
  - v. Telephone number :
  - vi. E-mail address :
  - vii. Fax number :
  - viii. Mobile number :

**Note:**

Notarised copies of following documents to be enclosed:

- i. PAN
- ii. Certificate of incorporation and commencement of business OR certificate of registration

**Appendix D**

**POWER OF ATTORNEY  
(On Stamp paper of relevant value)**

Know all men by these presents, We.....(name and address of the registered office) do hereby constitute, appoint and authorise Mr/ Ms.....(name and residential address) who is presently employed with us and holding the position of..... as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to the proposal for selection of Knowledge Partner for supporting Project Management Unit (PMU) for implementation of NAFCC project, Nuapada, Odisha including signing and submission of all documents and providing information/responses to the authority in all matters in connection with our proposal for the said assignment.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Accepted

\_\_\_\_\_Signature  
(Name, Title and Address of the Attorney)

Date: .....

Dated this the \_\_\_\_\_ Day of \_\_\_\_\_ 2016

For \_\_\_\_\_  
(Name and designation of the person(s)  
Signing on behalf of the Applicant)

**Note:**

1. The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants (s) and when it is so required the same should be under common seal affixed in accordance with the required procedure. Copy of such document should be submitted along with the power of Attorney.
2. Also, wherever required, the Applicant should submit for verification the extract of the charter documents and documents such as a resolution/ power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Applicant.

**Appendix E**

**Consultant’s Organization and Experience**

*(Provide here a brief (two pages) description of the background and organization of your firm/ entity and each associate for this assignment)*



**Appendix F**

**Methodology Statement and Approach  
(Not more than 10 Pages)**

**Appendix G1**

**Qualifications and competence of Personnel of the Applicant (from the back office and for the PMU Cell of the Project), who would guide, manage and supervise the team of personnel deployed to Provide assistance to Project Management Unit of the Authority  
(In tabular form only)**

**Table of minimum requirements:**

<b>Description</b>	<b>Minimum Qualification</b>	<b>Total Experience in years</b>
<b>Back Office Team</b>		
Team Leader	MBA/ Post Graduate/ Graduate in Natural Resource Management.	15 Yrs.
Solar Energy Specialist	Engineer / Accredited / Certified Energy auditor.	7 Yrs.
M&E Specialist	Post graduate in Social Science in related field.	15 Yrs.
Gender Specialist	Post graduate in Social Science	5 Yrs.
<b>PMU Office &amp; Site</b>		
Project Manager	Business Management Graduate from reputed college / University with understanding expertise in finance and operations.	4 Yrs.
Field Co-coordinator	Graduate in any discipline.	4 Yrs.

**Table to fill up the details of the proposed personnel with respect to the requirements mentioned in the above table:**

<b>Description</b>	<b>Minimum Qualification</b>	<b>Total Experience in years</b>

Note:

- a) The Minimum requirements have been provided, against which the Applicant should provide the actual information in the above format
- b) Please attach the curriculum vitae of the above personnel, duly signed by the personnel and by the Authorised Signatory.

**Appendix G2**

**Format of CV of the resource to be associated in the project**

1. **Proposed Position** [*only one candidate shall be nominated for each position*]: \_\_\_\_\_

2. **Name of Firm** [*Insert name of firm proposing the staff*]: \_\_\_\_\_

\_\_\_\_\_

3. **Name of Staff** [*Insert full name*]: \_\_\_\_\_

4. **Date of Birth**: \_\_\_\_\_ **Nationality**: \_\_\_\_\_

5. **Education** [*Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment*]: \_\_\_\_\_

\_\_\_\_\_

6. **Membership of Professional Associations**: \_\_\_\_\_

\_\_\_\_\_

7. **Other Training** [*Indicate significant training since degrees under 5 - Education were obtained*]: \_\_\_\_\_

\_\_\_\_\_

8. **Countries of Work Experience**: [*List countries where staff has worked in the last ten years*]: \_\_\_\_\_

\_\_\_\_\_

9. **Languages** [*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*]: \_\_\_\_\_

\_\_\_\_\_

**10. 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.]:

From [Year]: \_\_\_\_\_ To [Year]: \_\_\_\_\_

Employer: \_\_\_\_\_

Positions held: \_\_\_\_\_

<p><b>11. Detailed Tasks Assigned</b></p> <p>[List all tasks to be performed under this assignment]</p>	<p><b>12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</b></p> <p>[Among the assignments in which the staffs have been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.]</p> <p>Name of assignment or project: _____</p> <p>Year: _____</p> <p>Location: _____</p> <p>Client: _____</p> <p>Main project features: _____</p> <p>Positions held: _____</p> <p>Activities performed: _____</p>
---	---

**13. Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

\_\_\_\_\_ Date: \_\_\_\_\_

[Signature of staff member or authorized representative of the staff] Day/Month/Year

Full name of authorized representative: \_\_\_\_\_

**Appendix H**

**Financial Capacity**

The information regarding the turnover from consulting services in last three years should be provided in the format below:

<b>Financial year ended in</b>	<b>Turnover in crores of INR</b>
March 2013	
March 2014	
March 2015	
<b>Average:</b>	

This is to certify that the above information has been examined on the basis of relevant documents & other relevant information and the information submitted above is as per record and as per details of documents annexed herewith.

\_\_\_\_\_  
Signature of the Authorized Signatory

**Appendix I**

**Format for Self- Declaration**

(On the letter head of the Applicant)

[Location, Date]

FROM: [Name of Consultant]

.....  
.....  
.....  
.....

To

The Nodal Officer,  
Nuapada Climate Change Project  
O/o Chief Engineer, Minor Irrigation (O)  
Heads of the Department Building  
Bhubaneswar

Dear Sir,

It is to certify that our organization (Organization Name) has not been black listed by any of the Department of Government of India as well as any State governments. We understand that incase the authority find our organization black listed by any Government Department, the authority has the rights to terminate the contract in his sole discretion.

\_\_\_\_\_  
Signature of the Authorized Signatory

Seal:

**Format for Financial Proposal**

(On the letter head of the Applicant)

[Location, Date]

FROM: [Name of Consultant]

.....  
.....  
.....  
.....

To

The Nodal Officer,  
Nuapada Climate Change Project  
O/o Chief Engineer, Minor Irrigation (O)  
Heads of the Department Building  
Bhubaneswar

**Subject: Proposal for the Selection of Knowledge Partner for “Supporting Project Management unit (PMU) for implementation of NAFCC project, Nuapada, Odisha”**

We, the undersigned, having gone through this RFP document and Draft Consultancy Agreement and having fully understood the scope of services, as set out in this RFP document, offer to provide the consulting services for the above in accordance with your RFP. Our Financial Proposal for Project is for the sum of Indian Rupees..... (Amount in words and figure) Activity wise financial break up for the amount is mentioned in Appendix K.

1. Our Financial Proposal shall be binding upon us, subject to any modifications resulting from contract negotiations, up to the expiration of the validity period of the Proposal, i.e..... (Date).
2. This financial proposal covers remuneration for all the Personnel, accommodation, air fare, equipment, all overheads, out of pocket expenditures, profits, mentioned in the breakup of financial proposals. This Financial Proposal is without any condition.



3. We understand that Income Tax shall be deducted at source as per applicable laws
4. We understand that in case of difference in amount quoted in figures and words, the lower value would be considered for evaluation.
5. We undertake that in competing for and, if the award is made to us, in executing the above consultancy services, we will strongly observe the laws against fraud and corruption to force in India namely “Prevention of Corruption Act 1988” We understand that you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Seal of Firm:

Address

**Appendix K**

**Format for Activity Wise Financial Proposal**

(On the letter head of the Applicant)

Detail break up of activity wise cost is mentions below.

<b>Activity No.</b>	<b>Activity Name</b>	<b>Cost of Activity (Including Tax)</b>
1	Converting the existing project Concept note to an implementation plan.	
2	Detailed vulnerability analysis of the project area specific to water and allied sector	
3	Baseline survey of the project area and setting benchmark for project execution and linking with common and specific climate adaptation	
4	Identifying priority areas of intervention within the sector along with target mass, crop specificity etc.	
5	Community mobilization and sensitization on Climate impact and its adaptation benefits	
6	Mapping of climate benefits of adaptive practices and overall adaptation benefits and documenting climate specific parameters in the project locations	
7	Documentation of the project learning, preparation of Knowledge product	
8	Project monitoring, Supervision and reporting for entire duration of the project.	
Total Cost of Services (Excluding Service Tax)		

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Seal of Firm:

Address