

Request for Proposal (RFP) For “Selection of Consulting Firm / Company for Setting up of Project Management Unit (PMU) in the Commerce & Transport (Transport) Department, Govt. of Odisha”

(RFP Reference No.: 4583 Dt. 31/05/2022



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

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<https://ct.odisha.gov.in>

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Section-1: General Information

Glossary

C&T (T) Deptt.	Commerce and Transport(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
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	Request for Proposal (RFP) For “Selection of Agency for Setting up of Project Management Unit (PMU) in the Commerce & Transport (Transport) Department, Govt. of Odisha
RTO	Regional Transport Office
STA	State Transport Authority, Odisha, Cuttack

Fact Sheet

Sl. No.	Item	Description
1	Project name	Selection of Agency for Setting up and Operation of Project Management Unit (PMU) in the Commerce & Transport (Transport) Department, Govt. of Odisha
2	Purchaser name	Commerce and Transport (Transport) Department, Govt. of Odisha
3	Contact Details	Shri Kishore Chandra Das, OAS(S), Joint Secretary to Government, C&T (Transport) Department, Govt. of Odisha Email:ctsec.or@nic.in Mobile No.9437238915
4	Availability of the RFP document	Downloadable from website: https://ct.odisha.gov.in/news
5	RFP document availability period	Dt. 01/06/2022 to 30/06.2022
6	RFP document fees	INR 11,200 (inclusive of GST @12%) Rupees Eleven Thousand Two Hundred only
7	Earnest Money Deposit	As per the Government of Odisha Finance Department Office Memorandum No 8943 dated 18/03/21 and 8484 dated 05/04/22, the EMD is exempted. The bidder has to give bid security declaration as per the format attached in this RFP.
8	Selection method	QCBS (80-Technical : 20-Financial)
9	Last date of submission of queries by Bidders	13/06/2022 by 2 P.M.

Sl. No.	Item	Description
10	Date of Pre Bid meeting	18/06/2022 at 11.30 A.M. Venue: Conference Hall, C&T (T) Deptt., Kharavel Bhavan, Bhubaneswar, Odisha, 751001
11	Pre-bid clarifications through issue of corrigendum by the Department (if any)	21/06/2022
12	Last date and time for receipt of proposals from Bidders	07/07/2022 by 12 P.M. (Through Speed Post / Registered Post / Courier / Drop box facility available)
13	Address for submission of Proposal	Principal Secretary to Government, Commerce & Transport Department, Kharavel Bhawan, Bhubaneswar – 751001
14	Date and time for opening of Technical Proposals	07/07/2022 at 4.00 P.M.
15	Date and time for Technical Presentation	Shall be intimated later
16	Date and time for opening of Financial Proposals	Shall be intimated later
17	Bid validity period	180 days from the last date of submission of the proposals by the bidders
18	Project term	12 months

Overview of the Project

The Commerce and Transport (Transport) Department, Govt. of Odisha intends to hire the consultancy services of a leading consulting firm through setting up and deployment of a Project Management Unit (PMU) to spearhead proper implementation of various initiatives taken by Department, its subordinate offices and Directorates. The PMU will be responsible for project management, implementation of specific project activities, monitoring & evaluation of the progress on key initiatives / schemes. The PMU 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 transport sector in Odisha and assist program implementation.

Instruction to the Bidders

General

While efforts have been made to provide comprehensive and accurate background information, requirements and specifications, Bidders must form their own conclusions about the solution needed to meet requirements. Also, bidders may wish to consult their own legal advisers in relation to this RFP.

All information supplied by Bidders may be treated as contractually binding on the Bidders, on successful award of the assignment by C&T (T) Deptt. on the basis of this RFP.

No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by or on behalf of C&T (T) Deptt. Any notification of preferred Bidder status by C&T (T) Deptt. shall not give rise to any enforceable rights by the Bidder. The Department may cancel this public procurement at any time prior to a formal written contract being executed by or on behalf of C&T (T) Deptt.

This RFP supersedes and replaces any previous public documentation and communications, and Bidders should place no reliance and dependence on such communications.

Compliant Proposals and Completeness of Response

Bidders are advised to study all instructions, forms, terms, requirements and other information in the RFP documents carefully. Submission of the bid shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications. Failure to comply with the requirements of this

paragraph may render the Proposal non-compliant and the Proposal may be rejected. Bidders must:

- i. Include all documentation specified in this RFP.
- ii. Follow the format of this RFP and respond to each element in the order as set out in this RFP.
- iii. Comply with all requirements as set out within this RFP.

The response should be accompanied by an authorization in the name of signatory of the Bidder. The authorization shall be in the form of a written Power of Attorney or a Board resolution in favour of person signing the Proposal.

- i. All provisional conditions in the Power of Attorney should be adhered to by authorized signatory before signing of the bids. Any non-compliance to this effect will be the responsibility of Bidder and can lead to disqualification.
- ii. The authorized signatory representing the Bidder shall sign and stamp on forms and required documents as provided in this RFP document.

Disqualification

The Proposal is liable to be disqualified in the following cases or in case the Bidder fails to meet bidding requirements as indicated in this RFP:

- i. Proposal is not submitted in accordance with the procedure and formats prescribed in this document i.e. a non-conforming proposal.
- ii. During validity of the Proposal, or its extended period, if any, Bidder increases its quoted prices.
- iii. Proposal is conditional and has deviations from the Terms & Conditions of RFP.
- iv. Proposal is received in incomplete form.
- v. Proposal is not accompanied by all the requisite documents.
- vi. Information submitted in pre-qualification or technical or commercial bid is found to be misrepresented, incorrect or false, accidentally, unwittingly or otherwise, at any time during the processing of the contract (no matter at what stage) or during the tenure of the contract including the extension period, if any.
- vii. Bidder tries to influence the proposal evaluation process using unfair means at any point of time during the bid process.
- viii. Prices have indicated prices in the pre-qualification or technical proposal.

Consortium / Joint Venture

Consortium/ Joint Venture is not allowed for this bid.

Pre-Bid Meeting and Clarifications

Pre-Bid Meeting

The Bidder shall be deemed to have carefully examined the Terms & Conditions, Scope of work, Service levels, Specifications, and Schedules of this RFP. If the Bidder has any doubt as to the meaning of any part of these conditions or of the specifications, the Bidder shall submit the queries in given format and participate in the pre-bid meeting as per the schedule specified in this RFP. The purpose of the meeting is to provide Bidders with any clarifications regarding the RFP. It will also provide each Bidder with an opportunity to seek clarifications regarding any aspect of the RFP.

- i. C&T (T) Deptt. shall hold a pre-bid meeting with the prospective bidders on 18/06/2022 at 11.30 A.M. (Venue: Conference Hall, C&T (T) Deptt., Kharavel Bhavan, Bhubaneswar, Odisha, 751001)
- ii. E-mail confirmation / invitation will be provided to the interested bidders who will submit their queries through email to ctsec.or@nic.in by 13/06/2022 by 2 P.M.
- iii. The representatives of Bidders (restricted to two persons) may attend the Pre-bid meeting.
- iv. The Bidders should submit their queries in writing in below specified format (in MS-Excel only) by the schedule as mentioned in this RFP, prior to attending the pre-bid meeting. C&T (T) Deptt. shall not be responsible for any Bidders' queries received by it in any other format. Any requests for clarifications post the indicated date and time mentioned will not be entertained by the Department.
- v.

Sl. No.	RFP Document Reference(s) Section & Page No.	Content of RFP requiring Clarification(s)	Points of Clarification

Responses to Pre-Bid Queries and Issue of Corrigendum

- i. C&T (T) Deptt. will endeavor to provide timely response to all queries. However, the Department makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does the Department undertake to answer all the queries that have been posed by the Bidders.
- ii. At any time prior to the last date for receipt of bids, C&T(T) Deptt. may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the RFP document by corrigenda and/or addenda.

- iii. The Corrigendum (if any) and clarifications to the queries from all Bidders will be posted on the Department website.
- iv. Any such corrigenda and/or addenda shall be deemed to be incorporated into this RFP.
- v. In order to provide prospective Bidders reasonable time for taking the corrigenda and/or addenda into account, the Department may, at its discretion, extend the last date for the receipt of Proposals.

Earnest Money Deposit (EMD)

As per the Government of Odisha Finance Department Office Memorandum No 8943 dated 18/03/21 and 8484 dated 05/04/22, the EMD is exempted. The bidder has to give bid security declaration as per the format attached in this RFP.

RFP Document Fees

Non-refundable Proposal Document (downloaded from <https://ct.odisha.gov.in/news>) fees in shape of Demand Draft/Pay order from any scheduled commercial bank in favour of the Under Secretary to Government & Drawing Disbursing Officer, Commerce & Transport (Transport) Department payable at Bhubaneswar for Rs. 11,200/- (Rupees Eleven thousand Two hundred only) is to be furnished by the bidder along with the technical proposal. Proposals without the requisite Proposal Document cost shall be treated as non-responsive and rejected.

Language

The Proposal should be filled by the Bidder in English language only. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by Bidders. For purposes of interpretation of the Proposal, English translation shall govern.

Submission of Proposals

Packing, Sealing and Marking of Proposals

- i. The Technical proposal (Part A) and Financial Proposal (Part B) must be inserted in separate sealed envelopes, along with bidder's name and address on the envelope and clearly marked as follows.

Part-A: Technical proposal for Procuring Services of a Consulting Firm/ Company | Setting up of Project Management Unit (PMU) in the Commerce & Transport (Transport) Department, Govt. of Odisha

Part-B: Financial Proposal for Procuring Services of a Consulting Firm/ Company | Setting up of Project Management Unit (PMU) in the Commerce & Transport (Transport) Department, Govt. of Odisha

- ii. Both the above envelopes i.e. envelope for Part-A and envelope for Part-B must be packed in a separate sealed outer cover and clearly marked with the following on the top:

Proposal for Procuring Services of a Consulting Firm/Company for Setting up of Project Management Unit (PMU) in the Commerce & Transport (Transport) Department, Govt. of Odisha

- iii. The Bidder's Name & address shall be mentioned on the outer envelope.
- iv. The inner and outer envelopes shall be addressed to the Department at the following address:

**Principal Secretary to Government,
Commerce & Transport Department,
Kharavel Bhavan,
Bhubaneswar-751001**

- v. If the outer envelope is not sealed and/or not marked as mentioned above, then the Department will assume no responsibility for the proposal's misplacement or premature opening.
- vi. Telex, cable or facsimile proposals will be precisely rejected.

Documents to accompany the proposal:

PART - A (Technical Proposal)

The bidder must submit the following particulars/documents along with the Technical proposal failing which the proposal may be treated as non-responsive. • Non-refundable tender fee (downloaded from <https://ct.odisha.gov.in/news>) of INR11,200/- (Rupees Eleven thousand Two hundred) only in shape of DD/Pay order from any scheduled commercial bank drawn in favour of Under Secretary to Government & Drawing Disbursing Officer, Commerce & Transport (Transport) Department, Bhubaneswar payable at Bhubaneswar.

PART-A (Technical Proposal):

- i. Certificate of Incorporation/ Partnership Deed
- ii. PAN, GST registration certificate,
- iii. Extract of Audited financial statements (Profit and Loss and Balance Sheet)/CA Certificate
- iv. Certified Copy of audited Profit and Loss (P&L) Statements/ Net worth certificate from CA

- v. Filled in Technical Proposal in form in T-1
- vi. Filled in Bidder's profile in form specified in T-2
- vii. Previous experience of the firm in successfully executing similar types of assignments during last five years for criteria 3, 4 and 5 specified under pre-qualification criteria in Section:3 of this RFP(please indicate name / address of the purchaser, date of work order & No., description of work order and value of the work order) – Use format specified in T-3. (Attach photo copies of work orders).
- viii. Bid security declaration as per the template – Use format specified in T-4.
- ix. The Financial Proposal of only those firms fulfilling the eligibility criteria and the technical requirements of the RFP (as will be decided by Committee constituted at Commerce & Transport Department, Govt. of Odisha) shall be opened. The date & time of opening of the financial proposal will be intimated to the qualifying bidders later.

PART-B (Financial Proposal)

The bidder must submit the Financial Proposal using format C-1 with proper signature and seal of the bidder.

Section-2:Terms and Conditions

Validity of Proposal

Proposals shall remain valid for 180 days after the date of proposal opening. A proposal valid for a shorter period shall be rejected as non-responsive.

Acceptance and Rejection of Bids

C&T (T) Deptt.reserves the right to reject in full or part, any or all bids without assigning any reason thereof. C&T (T) Deptt.reserves the right to assess the Bidder's capability and capacity. The decision of the Department shall be final and binding. Bid should be free of overwriting. All measures, correction or addition must be clearly written both in words and figures and attested. Offers not submitted in prescribed manner or submitted after due date and time are liable to rejection.

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 Bidder 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 anti-fraud 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.

Contract Period

Contract will be initially valid for a period of one year from the date of signing of the contract and may be renewed on mutually agreed terms for further period.

Agreement

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

Governing Law and Penalty Clause

The schedule given for delivery is to be strictly adhered to in view of the strict time schedule. Any unjustified and unacceptable delay in delivery shall render the bidder liable for liquidated damages and thereafter the Department holds the option for cancellation of the contract for pending activities and completes the same from any other agency. The Department may deduct such sum from any money from their hands due or become due to the bidder. The payment or deduction of such sums shall not relieve the bidder from his obligations and liabilities under the contract. The rights and obligations of the Department and the bidder under this contract will be governed by the prevailing laws of Government of India / Government of Odisha.

Penalty for resource deployment: In case of unapproved leaves for any resource, the pro-rata amount of the leave period shall be deducted from the invoice amount of the consultant, such pro-rata amount can be derived from the man-month cost quoted by the bidder for resource in leave divided by no. of days in the particular month and multiplied by no. of days in leave (unapproved). In case, the consultant will not be able to deploy resources. Each resource person shall be allowed 08(eight) days of leave during the contract period i.e. one year. In case a resource exhausts the leaves allowed for his position then the next leaves will be considered as unapproved and accordingly the pro-rata amount will be deducted unless consultant gives a replacement resource for leave period.

Copyright, Patents and Other Proprietary Rights

C&T(T) Deptt. shall be entitled to all the rights for data collected for the department, reports prepared for the department. At the Department's request, the selected agency / deployed resource persons shall take all necessary steps to submit them to the Department in compliance with the requirements of the contract. However, bidder will have the rights over its pre-existing patents, proprietary rights etc.

Force Majeure

For the 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 the C&T(T) Deptt. 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 Department 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 the Department 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, the Department reserves the right to cancel the contract without any obligation to compensate the agency in any manner for whatsoever reason.

Liability

The Liability of the selected agency under this agreement in any case shall not be beyond the amount of fees payable to the selected agency under this agreement.

Indemnity

The selected agency, at all times, during the pendency of this agreement, shall keep the C&T(T) Deptt. indemnified to an amount not exceeding the total fees paid to the consultant under this agreement.

Settlement of Dispute

The Client and the agency shall make every effort to resolve amicably, by direct negotiation, any disagreement or dispute arising between them under or arising from or in connection with the contract. Disputes not so resolved amicably within 30 days of receipt of notice of such a dispute shall be resolved by a sole arbitrator nominated by the Principal Secretary, C & T Department, Govt. of Odisha. The arbitration proceeding shall be held in Bhubaneswar within Odisha only.

Termination of Contract

- i. Commerce & Transport Department may ask for replacement of any member of the PMU in case of non- satisfactory performance. In such case, the team member should be replaced within 30 days by the firm.
- ii. Either party can terminate the agreement by giving two months written notice.

Financial Proposal

- i. The Financial Proposal would be the quoted Lump Sum Monthly Professional Fee for consulting services and exclusive of all applicable taxes and cess/ surcharges etc. The proposal should be submitted in the given format i.e. format C-1.
- ii. The Quoted Fee per month would be paid by Commerce & Transport(Transport) Department subject to fulfillment of conditions in this RFP / Agreement by the selected bidder.

Disqualification of Proposal

- i. The proposal is liable to be disqualified in the following cases as listed below:
- ii. Proposals submitted without Bid Document Fee / Bid Security Declaration as applicable
- iii. Proposals not submitted in accordance with the procedure and formats as prescribed in the RFP
- iv. During validity of the proposal, or its extended period, if any, the bidder increases his quoted prices
- v. Incomplete proposals submitted
- vi. Proposals are received after the due date and time for submission of bids
- vii. Proposals are not accompanied by all the requisite documents / information
- viii. A financial proposal / bid submitted with assumptions, conditions or uncertainty.

- ix. Bids with any conditional technical and financial offer
- x. If the bidder provides any assumptions in the financial proposal or qualifies the commercial proposal with its own conditions, such proposals will be rejected even if the commercial value of such proposals is the lowest / best value
- xi. Proposals are not properly sealed or signed
- xii. Proposals are not conforming to the requirements of the scope of the work of the assignment.
- xiii. Bidder tries to influence the proposal evaluation process by unlawful/corrupt/fraudulent means at any point of time during the bid process
- xiv. 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), excluding 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
- xv. Bidders or any person acting on its behalf indulges in corrupt and fraudulent practices
- xvi. It is a national competitive bidding.
- xvii. Any other condition / situation which holds the paramount interest of the Department during the overall section process.

Section-3:Bid Evaluation Process

Evaluation Criteria

Pre-Qualification Criteria

Before opening and evaluation of the technical proposals, each bidder will be assessed based on the following pre-qualification criteria. The bidder is required to produce the copies of the required supportive documents / information as part of their technical proposal failing which the proposals will be rejected.

Sl. No.	Basic Requirement	Specific Requirement	Documents Required
1	Legal Entity	<p>Responding Firm/ Company should be:</p> <ul style="list-style-type: none"> Registered as a Company/LLP– under Companies Act, 1956/2013 OR Partnerships Firm registered under LLP Act, 2008. Registered with Goods and– Services Tax Network (GSTN). <p>Have been operating for at least last seven (07) financial years as on 31st March 2021.</p>	<ul style="list-style-type: none"> Copy of Certificate of Incorporation/ Registration Valid GSTIN and copy of GST– Registration Certificate.
2	Annual Sales Turnover & Net worth	<ul style="list-style-type: none"> The Bidder should have an average turnover of minimum INR 20cr. during last three financial years (FY 2018-19, FY 2019-20, FY 2020-21) The company must be profit making & positive net worth in last three financial years ending at 31st March 2021. 	Certificate from statutory auditor/CA/ audited financial statements for the three financial years
3	Bidder's Experience	The Bidder should have experience of working on minimum five (05) PMU assignments of a minimum duration of 2 years with Central/ State Government Department / Ministry / PSU (Central / State) agency in India	Work Order/ Copy of agreement
4	Bidder's Experience	The Bidder should have experience of completing at least one consulting	Work Order/ Copy of agreement

Sl. No.	Basic Requirement	Specific Requirement	Documents Required
		assignments of minimum duration of 12 months in Government Departments/ Departmental agencies in Odisha	
5	Bidder's Experience	The Bidder should have experience of completing at least one (1) IT advisory assignment for Transport and / or sector for a Central/ State Government Department / Ministry / PSU (Central / State) agency in India	Work Order/ Copy of agreement
Any kind of Joint Venture / Consortium is not allowed.			

Technical Evaluation Criteria

Sl. No.	Criteria	Documents Required	Max.Marks
A. Financial Capability of the Bidder			05
1	<p>Annual turnover from advisory / consulting services provided to the Central/ State Government Department / Ministry / PSU (Central / State) agency in India in each of the last 3 FYs (till FY 21)</p> <p>≥INR 20cr and ≤INR 30cr.: 03 marks (Additional 01 mark for each INR 5cr. over and above INR 30cr. maximum 5 marks.)</p> <p>Lowest amongst the annual turnover from the 3 FYs will be considered for evaluation</p>	Certificate from statutory auditor	05
B. Experience of the Bidder			30
1	<p>Experience of undertaking large PMU projects of a minimum duration of 2 years with Central/ State Government agencies/PSU (Central / State) in India</p> <p>Number of Projects:- =5 Projects: 3 Marks >5 and ≤10 Projects: 5 Marks >10 Projects: 10 Marks (full marks)</p>	WO/Agreement	10
2	<p>The bidder should have IT Consulting project experience in government sector</p> <p>Number of Projects:- ≥5 projects: 10 marks (full marks) 4 projects: 7 Marks 3 projects: 5 Marks 2 projects: 3 Marks 1 project: 1 Mark</p>	WO/Agreement	10
3	The bidder should have experience in projects with any State Government Transport Department	WO/Agreement	10

Sl. No.	Criteria	Documents Required	Max.Marks
	Number of Projects:- ≥3 projects: 10 marks 1-2 projects: 6 Marks		
C. Resource Profile			35
1	Resume of Core Resource Persons for the Assignment (as detailed under “Resource Profile” of this document in the subsequent section)	CVs of persons proposed for the assignment	35
D. Approach & Methodology (including Technical Presentation)			30
1	Understanding of the Scope of Work		5
2	Understanding of the current challenges for the Department, suggestions for overcoming the challenges		10
3	Proposed Approach and Methodology		15

Resource Profile

Sl. No.	Position	Job Description	Profile	No. of Resources	Max. Marks
1	Programme Manager-cum-Team Leader	<ul style="list-style-type: none"> Overall responsibility to ensure effective and efficient team working. 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 Ensure faster adoption and implementation of 5T framework in the C&T Department. 	<ul style="list-style-type: none"> MBA / 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 At least 5 years of experience in working in Programme Management Units in Centre/State/Public Sector Units Demonstrable past experience in requirements management, BPR and change management 	01	15

Sl. No.	Position	Job Description	Profile	No. of Resources	Max. Marks
			<ul style="list-style-type: none"> Preference will be given to person having working experience in Transport sector (min. 2 years) 		
2	Consultant-1	<ul style="list-style-type: none"> Liaise with subordinate offices (namely STA, RTOs, OSRTC) of the Transport wing and Directorate of Civil Aviation, Directorate of Ports & IWT, Directorate of Printing Press of Commerce Wing. 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 Transport wing to facilitate swift placement of proposals, approvals and etc. 	<ul style="list-style-type: none"> Must have a Bachelor degree in Engineering /Commerce /Business Administration/ Economics (Architecture/ Planning At least 5 years' experience in total with minimum 3 years of experience working with Central and State Government agencies. The following 3 demonstrable expertise are expected: <ul style="list-style-type: none"> i. Documentation and Reporting ii. MIS and M&E iii. Data analysis 	01	10
3	Consultant-2	<ul style="list-style-type: none"> Assess current level of IT intervention in the C&T Department. Coordinate with 	<ul style="list-style-type: none"> Must have a Bachelor degree in Engineering /Commerce /Business Administration/ 	01	10

Sl. No.	Position	Job Description	Profile	No. of Resources	Max. Marks
		various stakeholders to synergise their efforts and make all the services notified under ORTPSA-2013 on-line and integrated. <ul style="list-style-type: none"> Implementation of a dashboard for effective monitoring of various progressive work undertaken by the Department. 	Economics (Architecture/ Planning) <ul style="list-style-type: none"> At least 5 years' experience in total with minimum 3years of experience working with Central and State Government agencies for IT reforms. 		
Total				03	35

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

- i. Minimum qualifications (Fulfilling minimum education criteria mentioned): 20%
- ii. Minimum Experience (Fulfilling Minimum Years' of relevant experience criteria as mentioned): 30%
- iii. Relevant Sector Experience (Fulfilling experience criteria of relevant sector and assignment as mentioned): 50%

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

The highest evaluated Technical Proposal (T1) shall be given maximum Technical Score (TS) of 100. The formula for determining the Technical Scores (St) of all other proposals is calculated as following:

$TS = 100 \times T/T1$, in which "TS" is the Technical Score, "T1" is the highest Technical Score given, and "T" is the Technical Score of the proposal under consideration.

Financial Evaluation Criteria

The financial proposals of the bidders qualifying the technical evaluation 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 will be announced during the meeting.

- i. The lowest evaluated financial proposal (F1) will be given a maximum financial score (FS) of 100 points. The formula for determining the financial scores of other proposals will be computed as follows:
- ii. $FS = 100 \times F1/F$, in which "FS" is the financial score, "F1" is the lowest price, and "F" the price of the Proposal under consideration.

Evaluation Process

- i. Proposals shall be ranked according to their combined technical (TS) and financial (FS) scores using the weights (T = the weight given to the Technical Proposal (0.8); P = the weight given to the Financial Proposal (0.2): T + P = 1) as following:
- ii. $S = (TS \times T) + (FS \times P)$,
- iii. The Selected Applicant shall be the First Ranked Applicant (having the highest combined score). The Second and third Ranked Applicant shall be kept in reserve and may be invited for negotiations in case the first ranked Applicant withdraws or fails to comply with the requirements specified in the RFP document.

Section-4:Terms of Reference

Scope of Work

The PMU shall be responsible for putting outcome based efforts in the 5T framework as stated hereunder and not limited to:

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.

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.

Public Transport

- 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.

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.

Performance Monitoring

- i. Commerce Wing: Assist the Department in setting the KPIs for the subordinate organizations namely Directorate of Ports & IWT and the Directorate of Printing Press and Stationery. Support the Department in coordination for quarterly performance review of the directorates.
- ii. Transport Wing: Assist the Department in setting the KPIs for the subordinate organizations namely Odisha State Road Transport Corporation (OSRTC), State Transport Authority (STA)-Odisha. Support the Department in coordination for quarterly performance review of the directorates. Also, assist the department in review of deliverables prepared by other PMUs working in the sub-ordinate offices.

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.

Future IT Interventions

- i. Study and suggest cost-effective methods of consolidating the deployed standalone solutions and assist C&T (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) for selection of Implementing Agency if required. Team size of the PMU may be revised based on the quantum of work.
- iii. Review and suggest modifications on the RFP / EOI documents prepared by the subordinate organisations.

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 related objective oriented master plan for the ten (10) aspirational districts in the state.

Payment Terms:

The selected agency shall take up the following activities for release of funds.

- i. Submit Monthly Progress Report by 5th day of the subsequent month.
- ii. Submit Quarterly Status-cum-Progress Report (QSR) to the C&T(T) Deptt
- iii. Payments to be released on Quarterly upon submission of the QSR.

C&T (T) Deptt. shall process the tax invoice submitted by the selected agency and release the funds within 30 working days of receipt of the invoice. The Department shall deduct statutory taxes as per prevailing Income Tax and GST provisions.

Award of Consultancy

After selection, a Letter of Acceptance (the "LOA") shall be issued, in duplicate, by Commerce & Transport Department (Transport Wing) to the Selected Applicant and the Selected Applicant shall, within 7 (seven) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof. In the event the duplicate copy of the LOA duly signed by the Selected Applicant is not received by the stipulated date, Commerce & Transport Department (Transport Wing) may, unless it consents to extension of time for submission thereof, the next eligible Applicant may be considered.

Performance Security

Upon receipt of Letter of Acceptance (LOA) from the Commerce & Transport Department (Transport Wing) , the successful Consultant shall submit one Performance Security of 10% of the Professional Fee for one year in form of Demand Draft / Bank Guarantee.

Execution of Agreement

After acknowledgement of the LOA as aforesaid by the Selected Applicant, it shall execute the Agreement with Commerce & Transport (Transport) Department within a period of 21 (Twenty One) days from the date of issuance of LOA. If the Selected Applicant fails to submit the Performance Security and fails to sign the Agreement, in such an event, the Commerce & Transport(Transport) Department may invite the Second Ranked Applicant for negotiations and may issue LOA to him.

Commencement of Assignment

The Consultant shall commence the Services within thirty (30) days from the date of signing of the Agreement. If the Consultant fails to commence the assignment as specified herein, Commerce & Transport (Transport) Department may, unless it consents to extension of time thereof may forfeit the Performance Security and appropriate the same. Infrastructure such as furniture, computer, office stationery, telephone etc. required for discharging the function of PMU at work place will be provided by Commerce & Transport (Transport) Department.

Section-5:Forms and Templates

TECHNICAL BID FORMAT-T1

(To be furnished with Technical Proposal)

Form of Proposal

Date_____

RFP No._____

To

**Principal Secretary to Government,
Commerce & Transport Department,
Kharavel Bhavan,
Bhubaneswar-751001**

Dear Sir,

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

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

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

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

Dated this _____ day of _____ 2022

(signature)

Duly authorized to sign Proposal for and on behalf of

(in the capacity of)

Company / Firm Seal

TECHNICAL BID FORMAT -T2
(To be furnished with Technical Proposal)

Bidder's Profile

1. Name of the Company/Firm:
2. Year Established
3. Objective of Company/Firm :
4. Address of Office
5. PAN NO
6. Telephone No. & Fax No. :
7. Email Address
8. Names of Govt. Deptt. / Public Sector undertaking / Pvt. Sector / International clients to whom the bidder has provided similar services, if any:

9. Brief description of background of the firm for this assignment:

- 10.No. of years of proven experience of providing similar Services.

11. Annual turnover of the Consulting Firm/ Company / Institution (in Rs.) during preceding three Financial Years. (Please attach copy of the Audited Financial Statements)
2018-2019 :
2019-2020 :
2020-2021 :

Dated this _____ day of _____ 2022

Signature of Bidder

Name & Designation

Company / Firm Seal

TECHNICAL BID FORMAT –T3

(To be furnished with the Technical Proposal)

Performance statement for a period of last seven years

Name of the Firm _____

Client (with address)	Order No. & Years	Brief Description of the work	Value of work order in Rs.

Signature of Bidder

Name & Designation

Company / Firm Seal

*** Photocopy /scan of work order, signed agreement and completion certificate (if available) are to be attached.**

TECHNICAL BID FORMAT –T4

(To be furnished with the Technical Proposal)

BID SECURITY DECLARATION

To

**Principal Secretary to Govt,
Commerce & Transport Department,
Kharavel Bhavan,
Bhubaneswar-751001**

Subject: Selection of Consulting Firm / Company for Setting up of Project Management Unit (PMU) in the Commerce & Transport (Transport) Department, Govt. of Odisha

Dear Sir,

In response to the RFP No _____ dated **31.05.2022** for RFP titled "Selection of Consulting Firm / Company for Setting up and Operation of Project Management Unit (PMU) in the Commerce & Transport (Transport) Department, Govt. of Odisha", I/We, irrevocably declare as under: I/We understand that, as per tender clause EARNEST MONEY DEPOSIT (EMD), bids must be supported by a Bid Security Declaration In lieu of Earnest Money Deposit.

I/We hereby accept that I/We may be disqualified from bidding for any contract with you for a period of 5.6 year from the date of disqualification as may be notified by you (without prejudice to FACT's rights to claim damages or any other legal recourse) if,

1. I am /We are in a breach of any of the obligations under the bid conditions,
2. I/We have withdrawn or unilaterally modified/amended/revised, my/our Bid during the bid validity period specified in the form of Bid or extended period, if any.
3. On acceptance of our bid by FACT, I/we failed to deposit the prescribed Security Deposit or fails to execute the agreement or fails to commence the execution of the work in accordance with the terms and conditions and within the specified time.

Signature:

Name and designation of the authorized person signing the Bid-Securing Declaration Form:

Dated this _____ day of _____ 2022

(signature)

(in the capacity of)

Duly authorized to sign Proposal for and on behalf of _____

Company/ Firm Seal

(PART-B)

FINANCIAL PROPOSAL FORMAT – C1

To

**Principal Secretary to Govt,
Commerce & Transport Department,
Kharavel Bhavan,
Bhubaneswar-751001**

Subject: Financial Proposal for Selection of Consulting Firm/Company for setting up of an Project Monitoring Unit (PMU) in Commerce & Transport (Transport) Department, Govt. of Odisha.

Dear Sir,

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

Sl No.	Item	Monthly professional fee (INR) without applicable taxes / GST
1.	Team Leader	Rs. (Figure): Words:
2.	Consultant-1	Rs. (Figure): Words:
3.	Consultant-2	Rs. (Figure): Words:
Total monthly professional fee (INR) without applicable taxes / GST		Rs. (Figure): Words:

The Financial Proposal is without any condition.

Signature and seal of the Bidder:_____

Name :

Designation :

Company/ Firm :

Date :

*TDS will be deducted as per income tax rules.

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