



**GOVERNMENT OF ODISHA  
PLANNING & CONVERGENCE DEPARTMENT**

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**RFPNo:1**

File No. PC-MISC-ECOS-0003-2022

Date:01.08.2022

**REQUEST FOR PROPOSAL**

**Selection of Agency for Inclusive Growth Diagnostic, Medium-Term Growth Strategy and preparation of State Economic Survey including Idea and Action Workshop(s)**

Planning & Convergence Department, Govt. of Odisha invites sealed proposals from eligible bidders to carry out “**Selection of Agency for Inclusive Growth Diagnostic, Medium-Term Growth Strategy and preparation of State Economic Survey including Idea and Action Workshop(s)**”. Bidders fulfilling the prescribed eligibility criteria of the RFP can access and download the complete RFP Document and other details from [www.pc.odisha.gov.in](http://www.pc.odisha.gov.in).

The major events under the bid process are:

Sl. No.	List of Key Events	Critical Dates
1	Date of Issue of RFP	<b>01.08.2022</b>
2	Last Date for Submission of Bid	<b>08.09.2022 5.00 PM</b>
3	Date of Opening of Technical Bid	<b>09.09.2022</b>
4	Date of Opening of Financial Bid	<b>20.09.2022</b>

The proposal complete in all respects must reach the undersigned by **Speed Post/ Registered Post** in a sealed envelope clearly mentioning on the top of it “**Selection of Agency for Inclusive Growth Diagnostic, Medium-Term Growth Strategy and preparation of State Economic Survey including Idea and Action Workshop(s)**” or through online submission of Technical bid in ‘non-editable PDF’ and Financial bid in ‘Password Protected PDF format’ latest by **08.09.2022 before 5.00 PM**. The proposals received beyond the last date and time will be rejected. The authority reserves the right to reject any/ all proposals without assigning any reason thereof.

**Address for Submission of Proposal:**

**OSD-cum-Special Secretary to Government,  
Planning & Convergence Department,  
Lokaseva Bhavan, Bhubaneswar,  
PIN-751001, Odisha  
Email id: [programmesection1@gmail.com](mailto:programmesection1@gmail.com)**

**OSD-cum-Special Secretary to Government  
Planning & Convergence Department**

**REQUEST FOR PROPOSAL**

**Selection of Agency for Inclusive Growth Diagnostic, Medium-Term Growth Strategy and preparation of State Economic Survey including Idea and Action Workshop(s)**



**GOVT. OF ODISHA**

**PLANNING & CONVERGENCE DEPARTMENT**

**August, 2022**

**REQUEST FOR PROPOSAL**

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## **DISCLAIMER**

This Request for Proposal (RFP) is issued by the **Planning & Convergence (“P&C”) Department, Government of Odisha.**

While the information in this RFP has been prepared in good faith, it does not support to be comprehensive or to have been independently verified. Neither P&C Department nor any of its officers or employees, nor any of their advisers nor consultants accept any liability or responsibility for the accuracy, reasonableness or completeness of, or for any errors, omissions or misstatements, negligent or otherwise, relating to the proposed assignment, or makes any representation or warranty, express or implied, with respect to the information contained in this RFP or on which this RFP is based or with respect to any written or oral information made or to be made available to any of the recipients or their professional advisers and, so far as permitted by law and except in the case of fraudulent misrepresentation by the party concerned, and liability therefore is hereby expressly disclaimed.

The information contained in this RFP is selective and is subject to updating, expansion, revision and amendment at the sole discretion of the Client. It does not claim to contain all the information that a recipient may require for the purposes for making a decision for participation in this selection process. Each bidder must conduct its own analysis of the information contained in this RFP, to correct any inaccuracies therein and is advised to carry out its own investigation into the proposed assignment, the regulatory regime which applies thereto and by and all matters pertinent to the project and to seek its own professional advice on the legal, financial and regulatory consequences of entering into any agreement or arrangement relating to the project.

This RFP includes certain statements, information, projections and forecasts with respect to the proposed assignment. Such statements, information, projections and forecasts reflect various assumptions made by the management, officers and employees of the Client, which (the assumptions and the base information on which they are made) may or may not prove to be correct. No representation or warranty is given as to the reasonableness of forecasts or the assumptions on which they may be based and nothing in this RFP is, or should be relied on as, a promise, representation or warranty.

The P&C Department, Government of Odisha shall be the sole and final authority with respect to the selection of a consultant for the purpose through this RFP.

## BIDDER DATA SHEET

SI No	Particular	Details
1.	Name of the Client	Planning & Convergence Department, Government of Odisha
2.	Method of Selection	Quality and Cost Based Selection (QCBS) Method
3.	Availability of RFP Document	<a href="http://www.pc.odisha.gov.in">www.pc.odisha.gov.in</a>
4.	Date of Issue of RFP	1 <sup>st</sup> August 2022
5.	Deadline for Submission of Pre-bid Queries	8 <sup>th</sup> August 2022
6.	Issue of Pre-bidding Clarifications/ Responses	25 <sup>th</sup> August 2022
7.	Last Date for submission of Proposal	08 <sup>th</sup> September 2022 5.00 PM
8.	Date of opening of Technical Proposal	09 <sup>th</sup> September 2022
9.	Date of evaluation of Technical Proposal & shortlisted eligible Bidders	15 <sup>th</sup> September 2022
10.	Date of opening of Financial Bid	20 <sup>th</sup> September 2022
11.	Award of Assignment Offer Letter	27 <sup>th</sup> September 2022
12.	Acceptance & signature of Contract	7 <sup>th</sup> October 2022
13.	Bid Processing Fee (Non-Refundable)	<p>INR10,000/- (Rupees Ten Thousand) (including GST) in the form of demand draft drawn in favor of “<b>DDO cum Under Secretary to Government, Planning &amp; Convergence Department</b>” drawn in any Scheduled Commercial Bank payable at Bhubaneswar.</p> <p><b>e-Payment may also be made to,</b> D.D.O. Current A/C No. 06640200002552, IFSC No. UCBA0000664, Bank Name: UCO Bank, Branch: Secretariat Branch, Bhubaneswar <b>(UTR No. is to be furnished alongwith the Bid).</b></p> <p>The Bid Processing Fee shall be submitted along with the 1st Inner Envelope of the Technical Proposal.</p>
14.	Bid Security Declaration	All bidders will be required to submit a bid security declaration as provided in TECH 11 of this document

SI No	Particular	Details
15.	Contact Person	<p><b>Shri Sukanta Kumar Jena, Joint Director (Prog.-I Section), Planning &amp; Convergence Department, Lokaseva Bhavan, Bhubaneswar-751001.</b></p>
16.	Address for Submission of Proposal	<p><b>OSD-cum-Special Secretary</b> to Government, <b>Planning &amp; Convergence Department</b>, Loka Seva Bhavan, Odisha State Secretariat, Bhubaneswar, PIN-751001 Odisha. <b><i>Email id: <u>programmesection1@gmail.com</u></i></b></p> <p><b>Mode of Submission:</b></p> <ul style="list-style-type: none"> <li>• <b>Speed Post/Registered Post</b> only to the address as specified above during the office hour only.</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>• <b>Online submission</b> of Technical bid &amp; Financial bid through email in which Technical bid will be in non-editable PDF and Financial bid should be in password protected PDF format.</li> </ul>
17.	Place of Opening of Proposal:	<p><b>Conference Hall of Planning &amp; Convergence Department, Loka Seva Bhavan, Government of Odisha, Bhubaneswar</b></p>

**SECTION: 1**

**LETTER OF INVITATION**

## **LETTER OF INVITATION**

RFP No: \_\_\_\_\_

Dated: \_\_\_\_\_

**Name of the Assignment:** Selection of Agency for Inclusive Growth Diagnostic, Medium-Term Growth Strategy and preparation of State Economic Survey including Idea and Action Workshop(s)

1. **P&C Department**, Govt. of Odisha (The Client) invites sealed proposals from eligible bidder under the process for “**Selection of Agency for Inclusive Growth Diagnostic, Medium-Term Growth Strategy and preparation of State Economic Survey including Idea and Action Workshop(s)**”. More details on the proposed study are provided at **Section-3: Terms of Reference (ToR)** of this RFP Document.
2. A bidder will be selected under **QCBS Selection** procedure as prescribed in the RFP Document in accordance with the policies and procedures accompanying the Guideline of P&C Department, Govt. of Odisha for “**Guidelines for Engagement of Consultants and Outsourcing of Services**” circulated vide Office Memorandum No. 37323/F, Dated: 30.11.2018 of Finance Department, Govt. of Odisha.
3. The proposal complete in all respect as specified in the RFP Document must be accompanied with a **Non- refundable** amount of **Rs. 10,000/- (Rupees Ten Thousand only)** towards **Bid Processing Fee in shape of Bank Draft** in favor of “**DDO cum Under Secretary to Government, P&C Department**”, drawn in any scheduled commercial bank and payable at Bhubaneswar, Odisha or through e-Payment to D.D.O. Current A/C No. 06640200002552, IFSC No. UCBA0000664, Bank Name: UCO Bank, Branch: Secretariat Branch, Bhubaneswar with UTR No. failing which the bid will be rejected.
4. The proposal must be delivered at the specified address as per the Bidder Data Sheet by **Speed post/ Registered Post** or through **Online Submission**. The Client shall not be responsible for postal delay or any consequence. Submission of proposal through any other mode will be rejected.
5. The last date and time for submission of proposal complete in all respects is **Dt. 08.09.2022 before 5.00 PM** and the date of opening of the technical proposal is **Dt. 09.09.2022** in the presence of the bidder’s representative at the specified address as mentioned in the Bidder Data Sheet (**Sl. no.16**). Representatives of the bidders may attend the meeting with due authorization letter on behalf of the bidder.
6. This RFP includes the following sections:
  - a. Letter of Invitation [**Section – 1**]
  - b. Information to the Bidder [**Section – 2**]
  - c. Terms of Reference [**Section – 3**]
  - d. Technical Proposal Submission Forms [**Section – 4**]
  - e. Financial Proposal Submission Form [**Section –5**]
  - f. Annexure [**Section – 6**]
7. While all information/data given in the RFP are accurate within the consideration of the scope of the proposed assignment to the best of the Client’s knowledge, the Client holds no responsibility for the accuracy of the information and it is the responsibility of the bidder to check the validity of information/ data included in this RFP. The Client reserves the right to accept/ reject any/ all proposals/ cancel the entire selection process at any stage without assigning any reason thereof.

***OSD-cum-Special Secretary to Government  
Planning & Convergence Department***

**REQUEST FOR PROPOSAL**



**SECTION: 2**

**INFORMATION TO THE BIDDER**

## 1. 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.	Eligibility Criteria	Supportive Documents
1.	The institution/organization should have been in business in India for at least three years (within the last 5 years) with Indian presence (offices/ representatives/ partners)	Registration/ Incorporation Certificate.
2.	<b>The financial turnover requirements of institutions/ organizations are as follows:</b>	Requirement waived
	<b>i. University / Deemed to be a University/ Institute which is,</b>	
	a) Set up under an Act of Parliament or an Act of a State Legislature	
	b) Constituted as a Society / Trust under the relevant Acts and is recognized by UGC / AICTE / MCI/ ICSSR.	
<b>ii. Companies / Policy advisory firms which are organized as:</b>		
	Society/ Trust under the relevant Acts	Rs. 0.5 Crore as average annual Project Grants, consultancy fees or both in the last three years
	LLP/ LLCs / Companies under the relevant Acts	Rs. 50 crore average annual turnover (defined as consulting fees) in the last three Financial Years (FY 2018-19, FY 2019-20, FY 2020-21).
3.	The Bidder should have experience of working on a minimum of three (3) assignments related to Growth Diagnostic Study/ Medium Term Growth Strategy, Economic Survey Report including Idea and Action Workshop(s)/ similar nature of Policy Documents of a minimum duration of <b>2 months to 6 months</b> with Central/ State Government agencies (Regulatory, Statutory bodies/ boards, urban local bodies, tribunals, commissions, state	Work Order/ Copy of agreement/ Completion Certificate

Sl. No.	Eligibility Criteria	Supportive Documents
	<p>owned companies and similar bodies) in India. Also, the Bidder's experience of working should be undertaken for Government of India/ State Government directly or through a Multilateral/ Bilateral or UN funding agencies during last 7 years.</p>	
4.	<p>The Bidder/ Institution should have experience of completing consulting three (3) assignments of minimum duration of <b>6 months to 24 months</b> with Government of India/ different Central/ State Government Departments/ Autonomous Agencies pertaining to Policy Analysis/ Research Studies, Monitoring and Evaluation Data Analysis during last 7 years.</p>	<p>Work Order/ Copy of agreement/ Completion certificate</p>
5	<p>The institution/ organization should have <b>at least five professionals</b> i.e. faculty/ Researchers/ Technical experts/ Post-doctoral fellows with a Master's or Ph.D in Economics, Statistics, Econometrics, Applied Statistics, Mathematics, Development Studies, Public Policy, or related subject area expertise in Social &amp; Environmental Science for policy research &amp; evaluation studies, Data handling, analytics and visualization.</p>	<p>Certificate of Professionalism</p>
<p><b>Any kind of consortium/ Joint Venture with other firms is not allowed.</b></p>		

## 2. **Documents/ Formats need to be submitted along with TECHNICAL PROPOSAL:**

The bidder has to furnish the following documents duly signed in along with their Technical Proposal:

- Filled in Bid Submission Check List in Original (**Annexure-I**)
- Covering letter (**TECH – 1**) on bidder's letterhead requesting to participate in the selection process.
- Bid Processing Fee as applicable.
- Copy of Certificate of Incorporation/ Registration.
- Copy of PAN.
- Copy of Goods and Services Tax Identification Number (GSTIN).
- Copies of IT Return for the last three Financial years (**FY 2018-19, 2019-20, 2020-21**).
- General Details of the Bidder (**TECH – 2**).
- Financial Details of the bidder (**TECH – 3**) along with all the supportive documents as applicable duly signed as per the instruction.
- Power of Attorney (**TECH – 4**) in favor of the person signing the bid on behalf of the bidder or Board of Directors
- List of completed assignments of similar nature (Past Experience Details, **TECH – 5**) along with copies of contracts / work orders / completion certificate from previous Clients.
- Undertaking for not having been black-listed by any Central/ State Government/ Any other autonomous bodies/ International & National Organization in the recent past.
- Self-Declaration regarding Conflict of Interest (**TECH - 6**)

***Bidders should submit the required supporting documents as mentioned above. Bids not conforming to the eligibility criteria and non-submission of required documents as listed above will lead to rejection of the bid. Submission of forged documents will also result in rejection of the bid. Bidders are advised to study all instructions, forms, terms & conditions and other important information as mentioned in the RFP Document. The proposal must be complete in all respect, indexed and hardbound. Each page should be numbered and signed by the authorized representative.***

## 3. **Bid Processing Fee:**

The bidder must furnish as part of the technical proposal, the required bid processing fee amounting to **Rs. 10,000/- (Ten Thousand Rupees Only)** in shape of DD/ BC from any scheduled commercial bank in favor of "**DDO cum Under Secretary to Government, P&C Department**" payable at Bhubaneswar. Proposals received without bid processing fee will be out rightly rejected.

## 4. **Bid Security Declaration:**

All bidders will be required to submit a bid security declaration as provided in **TECH 11** of this document. Any Bidder violating the stipulated conditions in the Bid Security Declaration will be suspended for a period of one year.

## 5. **Validity of the Proposal:**

Proposals shall remain valid for a period of **180 (One Hundred Eighty Days)** from the date of opening of the technical proposal. The Client reserves the right to reject a proposal valid for a shorter period as non-responsive and will make the best efforts to finalize the selection process and award of the contract within the bid validity period. The bid validity period may be extended on mutual consent.

## 6. **Pre - Proposal Queries:**

Bidders are allowed to submit their queries in respect of the RFP and other details if any, to P&C Department through e-mail at [programmesection1@gmail.com](mailto:programmesection1@gmail.com) till **08.08.2022**. Clarifications to the above will be uploaded in the P&C Department website / clarified through email to the respective bidders for the purpose of preparation of the proposal. Request for alternation / change in existing terms and conditions of the RFP will not be considered / entertained.

## 7. **Submission of Proposal:**

The Bidder must submit their proposals by Registered Post/ Speed Post or through ONLINE mode.

- **Through Registered Post/ Speed Post:**

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

### **7.1 Technical Proposal (Original + 1 Copy):**

The envelope containing the technical proposal shall be sealed and superscripted as “**Technical Proposal – Selection of Agency for Inclusive Growth Diagnostic, Medium-Term Growth Strategy and preparation of State Economic Survey including Idea and Action Workshop(s)**” and to be furnished inside one envelope. The duly filled-in technical proposal submission forms, with all the supportive documents and information, have to be furnished as part of the technical proposal.

### **7.2 Financial Proposal (Original):**

The envelope containing the financial proposal shall be sealed and superscripted as “**Financial Proposal – Selection of Agency for Inclusive Growth Diagnostic, Medium-Term Growth Strategy and preparation of State Economic Survey including Idea and Action Workshop(s)**”. The duly filled-in financial proposal submission forms should contain the detail price offer for the proposed assignment and to be furnished as per the prescribed format only.

The “**Technical Proposal**” and “**Financial Proposal**” must have to be submitted in two separate sealed envelopes (with respective marking in bold letters) along with the prescribed formats/information mentioned in the RFP Document. The first envelope must be marked as “**TECHNICAL PROPOSAL (Selection of Agency for Inclusive Growth Diagnostic, Medium-Term Growth Strategy and preparation of State Economic Survey including Idea and Action Workshop(s))**”.

The second envelope must be marked as “**FINANCIAL PROPOSAL (Selection of Agency for Inclusive Growth Diagnostic, Medium-Term Growth Strategy and preparation of State Economic Survey including Idea and Action Workshop(s))**” and it should contain Financial Proposal only. Both the above envelopes have to be sealed and placed inside a third main envelope with proper labelling of the following information in bold:

**NAME OF THE ASSIGNMENT:  
RFP NUMBER AND DATE:  
NAME OF THE BIDDER:  
DEADLINE FOR SUBMISSION OF BID:  
NAME AND ADDRESS OF THE BIDDER:**

- **Through Online submission:**

The bid can be submitted online at [programmesection1@gmail.com](mailto:programmesection1@gmail.com) by the date and time prescribed in the RFP.

#### **Payment of Bid Processing Fee:**

E-Payment may be made to D.D.O. Current A/C No. 06640200002552, IFSC No. UCBA0000664, Bank Name: UCO Bank, Branch: Secretariat Branch, Bhubaneswar (UTR No. is to be furnished alongwith the Bid)

#### **Part - I Technical Proposal:**

The Bidder to submit duly filled-in technical proposal submission forms, with all the supportive documents and information through e-mail must be in non-editable PDF format. The subject line of e-mail must “**Selection of Agency for Inclusive Growth Diagnostic, Medium-Term Growth Strategy and preparation of State Economic Survey including Idea and Action Workshop(s)**”.

## **Part –II Financial Proposal:**

The Financial bid must contain the detail price offer for the proposed assignment and to be furnished as per the prescribed format only in “Password protected” PDF file. The subject line of e-mail must be “Financial Proposal – Selection of Agency for Inclusive Growth Diagnostic, Medium-Term Growth Strategy and preparation of State Economic Survey including Idea and Action Workshop(s)”.

***Any deviation from the prescribed procedures/ information/ formats/ conditions shall result in outright rejection of the proposal. All the pages of the proposal have to be sealed and signed by the authorized representative of the bidder. Bids with any conditional offer shall be out rightly rejected. All pages of the proposal must have to be sealed and signed by the authorized representative of the bidder for Registered/ Postal submission/ “Password Protected” PDF Format for online submission. Any conditional bids will be rejected.***

### **8. Opening of the proposal:**

The FIRST ENVELOPE/ NON-EDITABLE PDF FILE containing **TECHNICAL PROPOSAL** will be opened in the initial stage by the Client in presence of the bidder’s representatives at the location, date specified in the Bidder Data Sheet. The Client will constitute a Consultant Evaluation Committee (CEC) to evaluate the proposals submitted by bidders. Only one representative with proper authorization letter from the participating bidder will be allowed to attend the bid opening meeting. The SECOND ENVELOPE/ PASSWORD PROTECTED PDF FILE containing **FINANCIAL PROPOSAL** only of the **technically qualified bidders** will be opened after completion of technical evaluation stage. The date for opening of the financial proposal will be intimated accordingly to the technically qualified bidders well in advance.

### **9. Evaluation of Proposal:**

A Three stage evaluation process will be conducted as explained below for evaluation of the proposals:

**9.1 Preliminary Evaluation (1<sup>st</sup> Stage):** Preliminary evaluation of the proposals will be done to determine whether the proposal complies to the prescribed eligibility condition and the requisite documents / information have been properly furnished by the bidder or not. Submission of the following documents / information will be verified:

- ✓ Filled in Bid Submission Check List in Original (**Annexure-I**)
- ✓ Covering letter (**TECH – 1**) on bidder’s letterhead requesting to participate in the selection process.
- ✓ Bid Processing Fee as applicable.
- ✓ Copy of Certificate of Incorporation/ Registration.
- ✓ Copy of PAN
- ✓ Copy of Goods and Services Tax Identification Number (GSTIN)
- ✓ Copies of IT Return for the last three Financial years (**FY2018-19, 2019-20 & 2020-21**).
- ✓ General Details of the Bidder (**TECH – 2**).
- ✓ Financial Details of the bidder (**TECH – 3**) along with all the supportive documents as applicable duly signed and certified as per the instruction.
- ✓ Power of Attorney (**TECH – 4**) in favor of the person signing the bid on behalf of the bidder.
- ✓ List of completed assignments of similar nature (Past Experience Details, **TECH – 5**) along with copies of contracts / work orders / completion certificate from previous Clients.
- ✓ Self-Declaration on Conflict of Interest (**TECH - 6**).
- ✓ Duly filled in Technical Proposal Forms (**TECH - 7 to 11**)
- ✓ All the pages of the proposal and enclosures/attachments are signed by the authorized representative of the bidder.

**\* Bids not complying to any of the above requirement, will be out rightly rejected at the discretion of the Client’s authority.**

**9.2 TECHNICAL EVALUATION (2<sup>nd</sup> Stage):** Technical proposal will be opened and evaluated for those bidders who qualify the preliminary evaluation stage.

**9.3 Team Requirement:** The required Qualification and Experience of the Key Professionals will be as under:-

**A) Team Required for PART I: Inclusive Growth Diagnostic and Medium-Term Growth Strategy**

A dedicated team with adequate expertise should be mobilized to undertake the activities on Growth diagnostics and growth Strategy to maintain the synergy in the team. Besides that, a five-member core team, with experience in Macro Economics, Statistics, Public Policy, Public Finance, Financial Institutions could be deployed to undertake the growth diagnostics. Sectoral experts could be mobilized to undertake the sector growth strategy.

Sl. No.	Parameter
1	<p><b>Team Leader</b></p> <ul style="list-style-type: none"> <li>• Preferably a Ph.D. in Economics or Master’s Degree in Economics, Other social science, Public Policy, MBAs from reputed National/International Institution/ University, with minimum 10 years of experience in conducting macroeconomic research, fiscal analysis, economic research. Understanding of Odisha’s context demonstrated through experience of working in Odisha on the aforementioned issues.</li> </ul> <p><i><b>(Should devote four-man months in different spells during the project period.)</b></i></p>
2	<p><b>Economist [1 No.]</b></p> <ul style="list-style-type: none"> <li>• Master’s Degree in Economics/Statistics/other social sciences/Public Policy from reputed National/International Institution/ University, with minimum 8 years of research or consulting experience in conducting economic research with Central/ State Government/ other agencies like academic/ research organization/ Private Sector.</li> </ul> <p><i><b>(Should be available full time during the project period).</b></i></p>
3	<p><b>Project Manager [1 No.]</b></p> <ul style="list-style-type: none"> <li>• Master’s Degree in Economics, Other Social Sciences, Public policy, MBAs from reputed National/ International Institution/ University with minimum 8 years of experience in economic research with Central/ State Government/ Other agencies like academic/ Research Organization/ Private Sector</li> </ul> <p><i><b>(Should be available full time during the project period).</b></i></p>
4	<p><b>Subject/ Sector Experts [5 No.]</b></p> <ul style="list-style-type: none"> <li>• The Sector experts should have deep experience in areas such as Agriculture, Manufacturing, Services, Tourism, Construction, Transport, Energy, Mining, Logistics, and Infrastructure etc.</li> </ul> <p><i><b>(Should be available full time during the project period).</b></i></p>

**B) Team Requirement for PART II: Preparation of State Economic Survey and Idea and Action Workshop(s), Rapid Review of Growth Strategy**

Sl. No.	Parameter
1	<p><b>Team Leader</b></p> <ul style="list-style-type: none"> <li>Preferably a Ph.D. in Economics or Master's Degree in Economics, Other social science, Public Policy, MBAs from reputed National/International Institution/ University, with minimum 10 years of experience in conducting macroeconomic research, fiscal analysis, economic research. Understanding of Odisha's context demonstrated through experience of working in Odisha on the aforementioned issues.</li> </ul> <p><b><i>(Should devote four-man months in different spells during the project period.)</i></b></p>
2	<p><b>Economists [2 No.]</b></p> <ul style="list-style-type: none"> <li>Master's Degree in Economics/Statistics/other social sciences/Public Policy from reputed National/International Institution/ University, with minimum 8 years of research or consulting experience in conducting economic research with Central/ State Government/other agencies like Academic/ Research Organization/ Private Sector.</li> </ul> <p><b><i>(Should be available full time during the project period).</i></b></p>
3	<p><b>Socio-Economic Expert [2 No.]</b></p> <ul style="list-style-type: none"> <li>Master's Degree in social sciences or related field or MBAs/ Post Graduate Diploma in Rural Management/ Public Policy/ Statistics/ Data Science from reputed National/International Institution/ University with minimum of 8 years of research or consulting experience in socio-economic research for Central/ State Government/other agencies like academic/ research Organization/ Private Sector.</li> </ul> <p><b><i>(Should be available full time during the project period).</i></b></p>
4	<p><b>Data Analyst/ Support Consultant [1 No.]</b></p> <ul style="list-style-type: none"> <li>Master's Degree in Statistics, Economics, Data Science, Computer Science, MBA/ Post Graduate Diploma in Public Policy, other social sciences or related field from reputed National/ International Institution/ University, with more than 3 years of experience with public or private sector experience.</li> </ul> <p><b><i>(Should be available full time during the project period).</i></b></p>
5	<p><b>GIS Experts [1 No.]</b></p> <ul style="list-style-type: none"> <li>Ph.D. or Master's Degree in geography from reputed National/ International Institution/ University with minimum 1-3 years of experience in GIS.</li> </ul> <p><b><i>(Should devote six-man months in different spells during the project period.)</i></b></p>

Office space with necessary facilities shall be provided by the Govt. of Odisha to the Agency. The Government should have the flexibility to replace the resources if they are found not to be suitable with adequate notice period.



**9.4 Detailed evaluation process as per the following parameters will be adopted for evaluation of the proposals.**

Sl. No.	Parameter	Max. Marks	Criteria															
1	i) Experience in Growth Diagnostic Study/ Medium Term Growth Strategy/ similar study for Govt. of India or Other States (based on no. of States or India)	5	Whether the applicant has been engaged in/hired for the task of Growth Diagnostic Study/ Medium Term Growth Strategy or similar nature of study for Government of India or any other state. Based on the number of states: a) 5 or more than 4 States = 5 marks b) Less than equal to 4 States = 3 marks (Marks assigned proportionately i.e. within $\leq 4$ states, each State having 0.75 mark)															
	ii) Previous Experience of the Applicant in preparation of Economic Survey chapters/ topics including Idea and Action Workshop(s) for Government of India or other States. (Based on the number of states and Government of India chapters.	15	Whether the applicant has been engaged in/hired for the task of chapter writing/ analysis work of the Economic Survey of Government of India or any other state. Based on the number of states: a) 5 or more than 4 States = 15 b) Less than equal to 4 States = 10 marks (Marks assigned proportionately i.e. within $\leq 4$ states, each State having 2.5 mark)															
	Sub-Total	20																
2	Previous Consulting Experience of the applicant of similar nature of work pertaining to Policy Analysis, Research Studies, Monitoring & Evaluation and Data Analysis of minimum duration of 6 months to 24 months with Central/ State Government or their Departments, International Organizations, Autonomous Agencies, PSUs. (Based on the number of assignments in these areas)	20	Based on the number of assignments: a) More than 5 assignments = 20 b) 3 to 5 assignments = 15 marks (Marks assigned proportionately i.e. for 3, 4 & 5 assignments marks will be 5, 10, 15 respectively)															
3	I. Relevant Experience of the Key Personnel in Growth Diagnostic Study/ Medium Term Growth Strategy/ similar analysis reports	5	0.5 Marks per Key Personnel per Eligible Assignments the Respective Key Personnel has worked on subject to maximum marks as indicated in the following table. <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Sl. No.</th> <th>Parameter</th> <th>Max Mark</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Team Leader</td> <td>1</td> </tr> <tr> <td>2</td> <td>Project Manager</td> <td>0.5</td> </tr> <tr> <td>3</td> <td>Economist</td> <td>0.5</td> </tr> <tr> <td>4</td> <td>Sector Experts</td> <td>3</td> </tr> </tbody> </table>	Sl. No.	Parameter	Max Mark	1	Team Leader	1	2	Project Manager	0.5	3	Economist	0.5	4	Sector Experts	3
	Sl. No.	Parameter	Max Mark															
1	Team Leader	1																
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3	Economist	0.5																
4	Sector Experts	3																
II. Relevant Experience of the Key Personnel in Economic Survey Report including Idea and Action Workshop(s)/ similar nature of Policy Documents	15	1.5 Marks per Key Personnel per Eligible Assignments the Respective Key Personnel has worked on subject to maximum marks as indicated in the following table.																

			Sl. No.	Parameter	Max Mark
			1	Team Leader	4
			2	Economist	4
			3	Socio-Economic Expert	4
			4	Data Analyst	1.5
			5	GIS Expert	1.5
	Sub-Total	20			
4	<p><b>Professional Staff strength and qualifications:</b></p> <p>Faculty/ Researchers/ Post-doctoral fellows with a Master's or Ph.D in Economics, Statistics, Econometrics, Applied Statistics, mathematics, Public Policy, International Development or related subject area expertise in social sciences, natural/ life science, physical sciences, and other applied sciences</p>	10	<ul style="list-style-type: none"> <li>• Full time professionals with a PhD – 2.5 marks each and / or</li> <li>• Full time professionals with a Master's – 1.5 marks each.</li> <li>• Additional 1 mark for each part-time Professional (Master's or Ph.D.) associated researcher/ faculty member from other universities/ colleges. Necessary documents in support of claim from university/ college are required.</li> </ul>		
5	<p><b>Proposed Methodology Work Plan with timely completion commitment</b></p>	20	<p>Proposed methodology and work plan evaluation will be based on the quality of submitted proposal by the applicant. The quality and timelessness on the past projects particular of Growth Diagnostic Study/ Medium Term Growth Strategy, Economic Survey Report including Idea and Action Workshop(s), if any mentioned by agencies in the work plan document will be major criteria of evaluation. <b><i>The Consultant would be required to make a presentation on the approach and methodology as a part of the Technical Evaluation 2<sup>nd</sup> Stage.</i></b></p>		
6	<p><b>Firm average turnover from consultancy/ Project Grants in last three years</b></p>	10	<p>i) For LLP / LLCs / Companies (Consultancy):                      INR 50 Crore to INR 500 Crore = 5                      INR 500 Crore and above = 10</p> <p>ii) For Society/ Trust: (Project Grants, Consultancy)                      INR 0.5 Crore to INR 1 Crore = 5                      INR 1 Crore and above = 10</p> <p>iii) For University/ Deemed to be a University/ Institute (Project Grants, Consultancy)                      INR 0.25 Crore to INR 0.5 Crore = 5                      INR 0.5 Crore and above = 10</p>		
	<b>Total</b>	<b>100</b>			

Copies of work orders/ agreement/ completion certificates must be submitted as a proof for each assignment. No assignment should be repeated across various categories of evaluation parameters. Ongoing assignments will be considered for evaluation only if 6 months of the project period have elapsed.

***For part-1 (for the period of 9 months): Growth Diagnostics and Medium-Term Growth Strategy out of 08 members of the Agency, 05 members must be deployed full time for a period of 9 months at P & C Department as on-site and 03 members as off-site basis.***

***For Part-2 (For the period of 5 years): Preparation of Economic Survey Report including Idea and Action Workshop(s), out of 7 members of the Agency 5 members must be deployed on-site for a period of 5 years at P&C Department. None of the team members should engage in any other engagement while being deployed for the current assignment.***

In both Part-1 & 2 the consultants/ Experts are expected to have strong analytical skills and ability to comprehend and optimally utilize various databases on the development and socio –economic indicators at State and National level maintained by various agencies for strategic planning. The entire team should have the requisite skill in data analysis, integration, and visualization techniques to prepare required analytical reports.

***In case the Client needs any additional resources with specific expertise for certain duration of the assignment towards successful achievement of the desired outcomes, the same shall be deployed by the selected bidder as per mutually agreed terms and conditions. For the purpose, wherever proposed professionals are not sufficient for emerging requirements, a pool of technical advisors shall be proposed by the Consultant from different thematic areas for providing support for formulation and implementation of growth strategy as well as preparation and subsequent follow-up on idea generated from economic survey. The pool of technical advisors would be used on a draw-down basis as per the emerging requirements on mutual agreement. These draw-down resources shall be budgeted separately.***

***Purpose of team is to generate action oriented and outcome focused strategy and see it through the implementation. Therefore, from time to time, there would be requirement for various types of resources which specific skill sets and experience. The Team would be responsible to identify those resources and bring them to the delivery.***

***The Team therefore, would support the Planning and Convergence Department in timely execution of the planned activities or any emerging needs through sourcing relevant expertise from the proposed expert pool. The expert pool could be expanded from time to time. Managing the resources would be the responsibility of the team. The team would onboard those resources and be responsible for delivery and overall project management. Using the expert pool, the team can undertake specific evidence-based research studies cutting across sectors/areas.***

***\* Bidders who secure above 80 marks from the total (100 marks) in the technical proposal will be called for financial evaluation.***

**9.5 FINANCIAL EVALUATION (3<sup>rd</sup> Stage):** The financial proposals of only those bidders qualifying the technical evaluation (2<sup>nd</sup> Stage) 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.

## **10. Evaluation Process:**

Under QCBS selection, the technical proposals will be allotted weightage of 80% (Eighty percent) while the financial proposals will be allotted weightages of 20% (Twenty per cent) or any other respective weightages as declared in the RFP (Example, 60:40, 50:50, but not greater than 80%). The proposed weightages for quality and cost shall be specified in the RFP. Proposal with the lowest cost may be given a financial score of 100 (Hundred) and other proposals given financial scores that are inversely proportional to their prices with respect to the lowest offer. Similarly, proposal with the highest technical marks (as allotted by the evaluation committee) shall be given a score of 100 (Hundred) and other proposals be given technical score that are proportional to their marks with respect to the highest technical marks. The total score, both technical and financial, shall be obtained by weighing the quality and cost

scores and adding them up. On the basis of the combined weighted score for quality and cost, the consultant shall be ranked in terms of the total score obtained. The proposal obtaining the highest total combined score in evaluation of quality and cost will be ranked as H-1 followed by the proposals securing lesser marks as H-2, H-3 etc. The proposal securing the highest combined marks and ranked H-1 will be invited for negotiations, if required and shall be recommended for award of contract. In the event two or more bids have the same score in the final ranking, the bid with the highest technical score will be H-1. In such a case, an Evaluated Bid Score (B) will be calculated for each responsive Bid using the following formula, which permits a comprehensive assessment of the Bid price and the technical merits of each Bid:

$$B = (C_{low}/C) * X + \{T/T_{high}(1-X)\}$$

Where,

C = Evaluated Bid Price

C<sub>low</sub> = the lowest of all Evaluated Bid Prices among responsive Bids

T = the total Technical Score awarded to the Bid

T<sub>high</sub> = the Technical Score achieved by the Bid that was scored best among all responsive Bids

X = weightage for the Price as specified in the BDS

The Bid with the best evaluated Bid Score (B) among responsive Bids shall be the Most Advantageous Bid

As an example, the following procedure can be followed. In a particular case of selection of consultant, it was decided to have minimum qualifying marks for technical qualifications as 75 (Seventy-five) and the weightage of the technical bids and financial bids was kept as 70:30 (Seventy: Thirty). In response to the RFP, three proposals, A, B & C were received. The technical evaluation committee awarded the following marks as under:

A: 75 Marks

B: 80 Marks

C: 90 Marks

The minimum qualifying marks were 75 (Seventy-five) thus, all the three proposals were found technically suitable. Using the formula  $T/T_{high}$ , the following technical points are awarded by the evaluation committee:

A:  $75/90 = 83$  points

B:  $80/90 = 89$  points

C:  $90/90 = 100$  points

The financial proposals of each qualified consultant were opened after notifying the date and time of bid opening to the successful participants. The price evaluation committee examined the financial proposals and evaluated the quoted prices as under:

A: Rs.120.

B: Rs.100.

C: Rs.110.

Using the formula  $C_{low}/C$ , the committee gave them the following points for financial proposals:

A:  $100/120 = 83$  points

B:  $100/100 = 100$  points

C:  $100/110 = 91$  points

In the combined evaluation, thereafter, the evaluation committee calculated the combined technical and financial score as under:

Proposal A:  $83 \times 0.30 + 83 \times 0.70 = 83$  points.

Proposal B:  $100 \times 0.30 + 89 \times 0.70 = 92.3$  points

Proposal C:  $91 \times 0.30 + 100 \times 0.70 = 97.3$  points.

The three proposals in the combined technical and financial evaluation were ranked as under:

Proposal A: 83 points: H-3

Proposal B: 92.3 points: H-2

Proposal C: 97.3 points: H-1

Proposal C at the evaluated cost of Rs.110 (Rupees One hundred and ten) was, therefore, declared as the winner and recommended for negotiations/approval, to the competent authority.

**11. Performance Bank Guarantee: (PBG)**

Within 7 days of notifying the acceptance of a proposal for award of contract, each qualified bidder shall have to furnish a Performance Bank Guarantee amounting to **3% of the contract value** from a scheduled commercial bank situated in Bhubaneswar in favor of **“DDO cum Under Secretary to Government, P&C Department”**, as per the format at **Annexure - II**, for a period of three months beyond the entire contract period (i.e. PBG must be valid from the date of effectiveness of the contract to a **period of 3 months beyond the contract period**) as its commitment to perform services under the contract. Failure to comply with the requirements shall constitute sufficient grounds for the forfeiture of the PBG. The PBG shall be released immediately after three months of expiry of the contract provided there is no breach of contract on the part of the qualified bidder. No interest shall be paid on the PBG.

**12. Contract Negotiation:**

Contract negotiation, if required will be held at a date, time and address as intimated to the selected bidder/s. The bidder will, as a pre-requisite for attendance at the negotiations, confirm the availability of all the proposed staff for the assignment. Representative conducting negotiations on behalf of the bidder must have written authority to negotiate and conclude a contract. Negotiation will be performed covering technical and financial aspects, if any and availability of proposed professionals etc.

**13. Award of Contract:**

After completion of the contract negotiation stage, the Client will notify the successful bidder in writing by issuing an offer letter for signing the contract and promptly notifying all other bidders about the result of the selection process. The successful bidders will be asked to sign the contract after fulfilling all formalities within 08 days of issuance of the offer letter. After signing of the contract, no variation or modification of the terms of the contract shall be made except by written amendment signed by both the parties. The contract will be valid **for 5 years** from the date of effectiveness of the contract. ***Sub-contracting / outsourcing of any form shall not be allowed for any activities under this RFP.***

**14. Conflict of Interest:**

Conflict of interest exists in the event of:

- (i) conflicting assignments, typically monitoring and evaluation/environmental assessment of the same project by the eligible bidder;
- (ii) Consultants, agencies or institutions (individuals or organizations) who have a business or family relation with the Client directly or indirectly; and
- (iii) practices prohibited under the anti-corruption policy of the Government of India and the Government of Odisha. The bidders are to be careful so as not to give rise to a situation where there will be any conflict of interest with the Client as this would amount to their disqualification and breach of contract.

**15. Disclosure:**

- a. Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the bidder or termination of its contract.
- b. Bidders must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency or the financial standing of the Bidder, including but not limited to appointment of any officer such as a receiver in relation to

the Bidder's personal or business matters or an arrangement with creditors, or of any other similar proceedings.

- c. Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:
- a criminal offence or other serious offence punishable under the law of the land, or where they have been found by any regulator or professional body to have committed professional misconduct;
  - corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract;
  - failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

**16. Anti-corruption Measure:**

- a. Any effort by Bidder(s) to influence the Client in the evaluation and ranking of financial proposals, and recommendation for award of contract, will result in the rejection of the proposal.
- b. A recommendation for award of Contract shall be rejected if it is determined that the recommended bidder has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question. In such cases, the Client shall blacklist the bidder either indefinitely or for a stated period of time, disqualifying it from participating in any related bidding process for the said period.

**17. Language of Proposals:**

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

**18. Cost of bidding:**

The Bidder shall bear all costs associated with the preparation and submission of its proposal. The Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process. Bidder/s is/are not allowed to submit more than one proposal under the selection process. Alternate bids are also not allowed.

**19. Legal Jurisdiction:**

All legal disputes are subject to the jurisdiction of **Hon'ble High Court, Orissa, Cuttack and Civil Court of Bhubaneswar only**.

**20. 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 Client holds the option for cancellation of the contract for pending activities and complete the same from any other agency. The Client may deduct such sum from any money from their hands due or become due to bidder. The payment or deduction of such sums shall not relieve the bidder from his obligations and liabilities under the contract. The rights and obligations of the Client and the bidder under this contract will be governed by the prevailing laws of the Government of India / the Government of Odisha. Failure on bidder's part to furnish the deliverables as per the agreed timeline will enforce a penalty @ **1% per week subject to a maximum of 10% of the total contract value**. The amount will be deducted from the subsequent payment. In addition, the PBG amount shall also be forfeited. The decision of the authority placing the contract, whether the delay in development has taken place on account of reasons attributed to the bidder shall be final.

**20A. Liability Clause:** The consultant is expected to carry out its assignment with due diligence and in accordance with the prevailing standards of the profession. The consultant's liability to the client will be governed by the applicable law of the land. The consultant's liability to the client is limited to the total value of the contract and in case of special conditions of contract, the amount of such limitation will depend on each specific case and the Client will not take on any liability with regard to the consultant's liability towards third parties.

**21. Confidentiality:**

Information relating to the evaluation of proposals and recommendations concerning awards shall not be disclosed to the bidders who submitted the proposals or to other persons not officially concerned with the process, until the publication of the award of contract. The undue use by any Consultant of confidential information related to the process may result in rejection of its proposal and may be subject to the provisions of the Client's antifraud and corruption policy. During the execution of the assignment except with prior written consent of the Client, the consultant or its personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the contract.

**22. Amendment of the RFP Document:**

At any time before submission of proposals, the Client may amend the RFP by issuing an addendum through P&C Department website. Any such addendum will be binding on all the bidders. To give bidders reasonable time in which to take an addendum into account in preparing their proposals, the Client may, at its discretion, extend the deadline for the submission of the proposals.

**23. Client's right to accept any proposal, and to reject any or all proposal/s**

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

**24. Copyright, Patents and Other Proprietary Rights:**

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

**25. Replacement of Key Personnel:**

**The key professionals to be deployed under this contract are expected to be dedicated for the entire contract period. However, the change will be allowed under the following circumstances only after due approval: -**

- I. In case of non-satisfactory performance of any of the assigned personnel, the client reserves the right to request for a replacement. Once a request is raised, the consultant must provide the CV and other qualifications and details of the replacement personnel so as to permit evaluation within 14 days. On receipt of such CVs, the client must process the same within 7 days and communicate its approval/ rejection. In case of failure to provide replacement personnel within 14 days of communication of the request for a change to the satisfaction of the client, the client reserves the right to not make payment for the resource and the resource may be treated as withdrawn after communication of such rejection.**
- II. Under unavoidable circumstances of one or more key personnel becoming unavailable/ leaving the project for any reason there-of, the consultant must notify the client at least 14 days in advance, explaining the circumstances necessitating the proposed replacement and submit justification and qualification of replacement personnel in sufficient detail to permit evaluation of the impact on the engagement. On being duly satisfied, the request for change may be approved/ rejected by the client within 7 days of receipt of the same.**

Once the proposal for replacement is accepted, the consultant must replace the professional within 7 days of the communication of such approval. The Client reserves the right to invoke the right to claim liquidated damages in case of failure of the Consultant to provide replacement personnel to the satisfaction of the Client after 2 such attempts.

Further, acceptance of such replacement by the client shall not relieve the consultant from responsibility for failure to meet the requirements of the contract. Any change in key professionals without due approval by the Authority will lead to the implication of liquidated damages of 10% of the contract value.

**26. Force Majeure:**

For purpose of this clause, "Force Majeure" means an event beyond the control of the agency and not involving the agency's fault or negligence and not foreseeable. Such events may include, but are not restricted, wars or revolutions, fires, floods, riots, civil commotion, earthquakes, epidemics or other natural disasters and restrictions imposed by the Government or other bodies, which are beyond the control of the agency, which prevents or delays the execution of the order by the agency. If a force Majeure situation arises, the agency shall promptly notify Client in writing of such condition, the cause thereof and the change that is necessitated due to the condition. Until and unless otherwise directed by the Client in writing, the Agency shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The agency shall advise Client in writing, the beginning and the end of the above causes of delay, within seven days of the occurrence and cessation of the Force Majeure condition. In the event of a delay lasting for more than one month, if arising out of causes of Force Majeure, the Client reserves the right to cancel the contract without any obligation to compensate the agency in any manner for whatsoever reason.

**27. Settlement of Disputes:**

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

**28. Disqualification of Proposal:**

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

- Proposal submitted without Bid Processing Fee as applicable
- Proposal not submitted in accordance with the procedure and formats as prescribed in the RFP
- During validity of the proposal, or its extended period, if any, the bidder increases the quoted prices
- Proposal is received in incomplete form
- Proposal is received after due date and time for submission of bid
- Proposal is not accompanied by all the requisite documents / information
- A commercial bid submitted with assumptions or conditions
- Bids with any conditional technical and financial offer
- 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
- Proposal is not properly sealed or signed
- Proposal is not conforming to the requirement of the scope of the work of the assignment.
- Bidder tries to influence the proposal evaluation process by unlawful/corrupt/fraudulent means at any point of time during the bid process



- If, any of the bid documents (including but not limited to the hard and soft/electronic copies of the same, presentations during evaluation, clarifications provided by the bidder), 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;
- Bidders or any person acting on its behalf indulges in corrupt and fraudulent practices
- Any other condition / situation which holds the paramount interest of the Client during the overall section process.

## **29. Reporting arrangements**

The Agency shall work under the direct supervision of Director (Economics and Statistics) & Additional Director (Programme-I), P&C Department, Government of Odisha. In addition, the Agency will make a presentation on draft chapters and layout of Economic Survey of Odisha: 2021-22 before the Steering Committee and Consultant Monitoring Committee.

## **30. Consultant Evaluation Committee (CEC)**

A **Consultant Evaluation Committee (CEC)** will be constituted under the Chairmanship of Development Commissioner-cum-Additional Chief Secretary to Government, P&C Department, Additional Chief Secretary, Water Resources, Principal Secretary, Industries, Principal Secretary, Finance, Principal Secretary, Law and Secretary, IT as Members and OSD-cum-Special Secretary to Government, P&C Department as Member Convener to evaluate the bids received. The Consultant Evaluation Committee (CEC) will also act as the Consultant Monitoring Committee (CMC) to monitor the activities and deliverables of the selected Agency for the proposed assignment from time to time. Monitoring of success of the assignment will be done by the Monitoring Committee and comments provided by the Committee must have to be complied with by the consultant accordingly.

**SECTION: 3**

**TERMS OF REFERENCE (ToR)**

## **Terms of Reference for Inclusive Growth Diagnostic, Medium-Term Growth Strategy and preparation of State Economic Survey including Idea and Action Workshop(s)**

### **1. Context**

1.1 The Odisha Economic Survey of 2021-22 has comprehensively covered various part of State Economy and points out several challenges that Odisha would need to navigate to achieve accelerated growth. Some of them are listed below:

- a) Agriculture and allied sector employ more than 40 percent of workforce directly. However, agriculture is subject to various forces that keeps the agricultural productivity at a lower level. While shifting the vast majority of population from agriculture to high productivity sector would remain a medium-term goal, in the near term, enhancing agricultural productivity through various measures would remain a focus area;
- b) Manufacturing sector is heavily concentrated in basic metal and coke & refined products. Any volatility in the commodity sector has the potential to destabilize the industrial growth. Building a robust industrial base for sustainable long-term growth would remain a key priority for the state;
- c) Services sector has a strong potential to generate growth in Odisha. However, growth contribution of various service sub-sectors remains limited. Broad basing service sector beyond the traditional sectors would remain another priority as the next phase of growth engine would be the services sector;
- d) While the State has witnessed the maximum reduction in poverty, Multi-Dimensional Poverty Index calls for action in a concerted manner in certain pockets;
- e) Odisha is one of the most fiscally prudent State in the country. Not only it has maintained key fiscal parameters within the permissible limit of FRBM, it has undertaken massive capital expenditure to steer the state towards a higher growth orbit. However, given that GST compensation is likely to end soon and some of the own tax revenue sources have become less buoyant, it would call for an examination of the causes and exploration of alternative revenue sources. While mining revenue has given the necessary fillip to the State, there is a need to think through the other ways to augment state revenues while keeping in inter-generational equity and sustainability in perspective.

1.2 **Odisha Economic Survey 2021-22 highlighted that there are limited resources with unlimited needs. There is emerging requirement to prioritize on focus areas and conduct 'Growth Diagnostic' which would identify the most binding constraints that the State faces to achieve rapid economic growth, develop a medium-term growth strategy, conduct regular review of the strategy. Further, there is a need to maintain the quality of Odisha Economic Survey in the subsequent publications as well as brainstorm and nudge line departments on various actionable ideas identified in the economic survey. At present, the internal capacity of Planning and Convergence Department and Directorate of Economics and Statistics needs to be strengthened to carry out these activities. This could be achieved through hiring a professional agency which would (i) support in preparation of State Economic Survey for next five years, (ii) conduct growth diagnostic, (iii) develop medium term growth strategy, (iv) conduct regular review of the strategy and (v) in parallel build capacity of the Planning and Convergence Department and Directorate of Economics and Statistics.**

## 2. Objective

The objective of this team will be to support the Government of Odisha in its endeavor to accelerate growth and development in the State through bringing innovative and actionable ideas, evidence-based solutions from across the country and globe, implementation roadmap, cutting edge research methodology, tools and technology. This Team should be sector agnostics and should have the ability to mobilize need based sector expertise within a particular timeframe for short-term inputs. The Team would be the repository of ideas, retainer of institutional memories and a place of convergence of ideas. Overlapping interventions at times become a costly affair. Building synergies across the areas of intervention would be by developing a log-frame.

The activities and tasks for the Consultant are proposed for a period of 5 years. Location of the team is critical as inter-departmental coordination as well as communication would remain central to the operation of the team. The team will be placed at the Planning and Convergence Department, Government of Odisha/Directorate of Economics and Statistics as per requirement and convenience.

## 3. Outline of the Assignment

The assignment is divided into two parts, **Part 1** – Inclusive Growth Diagnostic and Medium-Term Growth Strategy, **Part 2** – Preparation of State Economic Survey and Idea and Action Workshop(s), Rapid Review of Growth Strategy.

### 3.1 PART 1: Inclusive Growth Diagnostic and Medium-Term Growth Strategy (To be completed within 9 months)

We are operating in a dynamic world. There are changes that emerge from within the system and there are forces operating outside the system. For example – various policy initiatives that are taken either by the State government or by the central government are the changes that emerge from within the system ('endogenous forces'). However, there are external shocks – be it global financial crisis with serious externality on rest of the world, geo-political development disrupting the entire supply chain, natural calamities beyond a scale or COVID-19 disruptions ('exogenous forces'). Therefore, the base year activities that are listed here are under the assumptions that the prevailing macro-economic conditions would prevail for a certain period of time. However, if there are series of endogenous or exogenous changes, these base year activities may need to be revisited with a buffer resource planning.

**I. INCLUSIVE GROWTH DIAGNOSTIC (3 MONTHS):** The team is expected to conduct a growth diagnostic following the internationally accepted approach with suitable amendments to make it applicable at the state level. The objective of the growth diagnostics is to identify the most binding constraint unleashing of which would release enormous forces that would propel growth across sectors in certain time path. While methodological growth diagnostics following the standard framework is undertaken at the national level, a suitably modified approach can be implemented at the state level. Developing the growth diagnostic framework would take about a months' time and undertaking the growth diagnostic will take about 2 months. There is a primitive belief that growth would itself take care of distribution. Distributional equity in a state which is largely rural cannot be automatic unless the growth forces are geared towards addressing the gap in a very active manner. Team would undertake this growth diagnostic on the basis of an agreed framework and merge it with equity perspective while undertaking the diagnostic. The diagnostic is likely to find out some of the Macro (affecting all sectors/all activities) and Meso (affecting some of the sectors/activities but not all). However, the growth diagnostic does not aim to cover each and every sector given the time frame. It will try to find out the 'critical binding constraints. Some of the activities are listed below:

- a) Develop a framework to undertake this inclusive growth diagnostic and list out the stakeholders who needs to be consulted during the process. An inception report should be submitted within a month.
- b) Identify the 'most binding constraints' from Macro and Meso perspective;
- c) Identify 4-5 focus sectors/areas/activities that are most critical to achieve higher growth;
- d) Presentation to the Consultant Monitoring Committee and Steering Committee on the growth diagnostic findings;
- e) Submission of the growth diagnostic report.

**II. MEDIUM-TERM GROWTH STRATEGY (6 MONTHS):** Based on the growth diagnostic as well stakeholder perspectives and other secondary research, the team can develop a medium-term sustainable growth strategy. However, the strategy should be practical, realistic, achievable under certain assumptions. Objective of the strategy would not be only to generate a headline number rather it should provide a strategy which can enable the state to achieve higher growth.

Therefore, the Team is expected to:

- a) Find out a reasonable GSDP target (as well as per capita GSDP) for Odisha to be achieved over the next five fiscal years leaving aside the baseline year. The target should be both ambitious as well as practical taking into consideration the state's endowments, starting point and institutional structure and some anticipated external changes. While Odisha has made phenomenal progress over the years, still the per capita ranking of the state needs to be improved significantly. Therefore, the race is 'within' and 'between' – how to outperform on a temporal basis and how to outperform on a cross-sectional basis.
- b) Layout a strategy framework encompassing policy, intervention, sector (4-5 critical sectors) outlining its various externalities which can propel growth across sectors. The intervention roadmap should consider the ongoing activities while proposing any changes. Intervention could be in the area of policy, implementation, new intervention or change/modification in the existing framework/intervention;
- c) Assess the current performance of the State on various social indicators and document the channels through which state interventions across sectors leads to growth and achievement of social outcome;
- d) Proposed interventions should be cognizant about the resource envelope that is available in the state.

Both the above activities should be completed within nine months. There can be some overlapping in activities. For example – while undertaking the growth diagnostics, some activities related to strategy preparation can also be run in parallel.

### **3.2 PART 2: Preparation of State Economic Survey and Idea and Action Workshop(s), Rapid Review of Growth Strategy**

Some of the anticipated activities under Part 2 which the team would undertake are as follows:

- I. Preparation of State Economic Survey (July to March): Odisha economic survey is one of the good quality economic surveys at the State level. This is reflective of aspirational Odisha and new Odisha. Maintaining the quality and improving upon it year on year would be an ambitious target. While the activities could be planned, imagination demands deep engagement with the Survey. It is no longer a mundane document producing activity. While**

it reflects govt. policy and initiatives, it has also become the ‘preface’ for the State. Any potential investor that wants to make an entry to the State, this is the first document they would refer to understand the prospects of the state. Policy makers, researchers, academician, students and general citizenry at large refer to this document. This is the document through which one can measure the State in terms of its current standing. At the same time, the survey is also a diagnostic document putting inter-state comparison, inter-sectoral comparison or comparison at all India level to foster a sense of pride as well as competitiveness.

Therefore, the survey has become a highly intensive piece of work. It demands coordination at multiple level. Besides that, it takes enormous time and effort to ideate on issues, select/shortlist the issues, collect necessary data and information from the State and outside the state, collect data from various national level surveys, read and review articles that are written about Odisha or implications for Odisha, identify new types of data points that could be leveraged to bring priorities of Odisha to the forefront etc. Exploring the usage of nightlight data, other geospatial data, social media data and data from other unconventional sources have become a big list of activities for the Survey. The survey has not yet ventured into using high frequency administrative data so far. That would be a natural progression – not only from the survey perspective but also to generate policy ideas, measure uptake and progress and produce evidence for mass scale up in multiple other areas.

Making it visually impressive and reader friendly is another requirement for a good economic survey. Therefore, developing from the outline of the surveys to coordination to presentation to various senior level officials to taking it to the publication level would require hubs support. Team would provide all necessary support for these to the P&C Department. Therefore, survey should not be viewed as a document producing annual activity rather it should be considered as an intensive activity to critically examine the progress and generating new ideas for faster growth and development.

## II. Broad list of activities for the preparation of economic survey are listed below:

- a) **A recap Workshop(s)** – In the beginning of the Economic Survey activities, a presentation should be given based on the previous survey. It should cover the as-is assessment that is presented in the survey, diagnostics as well as suggestions.
- b) **A planning Workshop(s):** – Inputs from the recap Workshop(s) should be integrated into the activity of current year’s survey and a broad structure/chaptalization of the Economic Survey should be presented in the follow up Workshop(s) or be distributed for feedback/view point.
- c) **Consultation with the key departments/other important stakeholders:** – An early-stage consultation with the key departments should happen. A few things could be discussed like any potential theme from the sector that could be covered, any data/information requirement, discussion on key schemes as well as any other matter that are supposed to be highlighted in the economic survey. Also, the team is encouraged to interact with other experts within country or outside the country to get inputs/feedback for strengthening economic survey or any other matter related to economic planning/progress of the state. No special approval for this purpose is required. If required, Govt. of Odisha can issue a letter mention the Team is undertaking this activity and they are encouraged to speak to large section of the stakeholders.
- d) **Development of Survey formats:** – Chapter-wise formats should be developed and distributed to all chapter writers by the Planning and Convergence Department. The consultants should prepare the first draft of the chapter format, data collection format as well format for scheme

information collection. A decision related to page number for each chapter should be undertaken by this time to keep the survey within a manageable limit.

- e) **Writer's Workshop(s):** – A Workshop(s) should be organized with all the chapter writers to guide them about writing style, presentation style as well as about the chapter structure and flow. The Team would support the P&C department to undertake these activities.
- f) **Drafting of the Economic Survey:** – One of the objectives of team would be to build state capacity. Therefore, team should work jointly with the chapter writers under the supervision of Planning and Convergence Department to develop the draft chapters. The draft chapter should contain graphs, charts, infographics, applicable GIS maps as well as box item.
- g) **Presentation of the draft chapter to the working groups:** – The team should give a presentation of the draft chapter to the working group of Economic Survey consisting of chapter writers, Director, Directorate of Economics and Statistics and officers of Planning and Convergence Department. Those inputs should be collected and integrated with the subsequent presentation.
- h) **Presentation of the final survey document:** – The team should compile all the chapters and make it a print ready format. A presentation would be given to the Consultant Monitoring Committee and Steering Committee for the final approval.
- i) **Knowledge sharing and Capacity building:** - Capacity of selected personnel should be built to analyze the socio-economic data and prepare policy briefs and notes for higher management.
- j) **Policy brief:** - After publication of the economic survey, the team shall prepare policy briefs on key issues/challenges and shall share the same with the concerned department.

While the team will have manpower resources, any ancillary expenditure requirement such as procuring high quality images, procuring latest high resolution GIS map, procuring any other proprietary information/database or any other paid report/document/article or professional formatting to make it print ready should be submitted to the Planning and Convergence Department at the earliest. **A fixed amount could be budgeted as expenditure item to be borne by Planning and Convergence Department. The responsibility of final printing of the document would remain with Planning and Convergence Department. P&C Department would be responsible for organizing Workshop(s), arrangement of venue and other logistic arrangement.**

**III. Idea and Action (IaA) Workshop(s) (April to June):** Economic Survey may generate certain actionable ideas while undertaking the survey activities. Many such ideas may find a place in the survey but not necessarily survey can carry every bit of the analysis or ideas. Once the survey is prepared, one of the activities would be to take these *factory ideas to the field*, in this case, to the line department. It is not always the newness of the idea that merits discussion. It is the consistent preponderance on the existing ideas also sometimes ignite thought and action. Team aims to be the facilitator and the *nudge unit* to make those ideas stick.

Economic Survey undertakes a sectoral review and identifies certain activities that could either propel growth or achieve various social outcomes. Dissemination of the survey findings to the various line-department would remain therefore the core activity of the team. While Survey is read by one and all, unless there is a concerted effort to highlight the key points, one may lose sight of what is important and critical and what is important but may not be very critical for now.

Therefore, the team would undertake very focused discussions across key spending departments. It would require developing focused presentation, listing of some key activities as well giving presentation to the key people in the department. Team would adopt a follow up strategy with the key nodal officers on actions. The team would adopt nudging strategy which is soft as well as

humane as it understands that everyone is running for the betterment of the State. Adjusting to their priorities and time commitments would remain Team's approach in nudging. Some of the activities are listed below:

- a) Preparation of chapter wise presentations – Every chapter covers a key sector like Agriculture, Industry, Services, Social sector etc. A focused presentation on actionable points should be prepared. Those presentations could be shared with the key department.
- b) Presentation of the findings to the key department – The findings should be presented to the key department on scheduled date.
- c) Development of log-frame/KPI – A log frame could be developed or if there is an existing log frame should be updated.
- d) Periodic follow up with the line department – A bi monthly basis follow up should be done with each department and a short progress report could be prepared.
- e) Presentation to the Consultant Monitoring Committee/Steering Committee – Presentations should be made before the Consultant Monitoring Committee/Steering Committee on actions taken by the line Departments. Suggestions/advice of the steering committee should be incorporated in the updated log-frame/actionable point list.

**IV. Bi-Annual Review of growth strategy 2023-27 (April and December):** Once the strategy is developed, on Bi-annual basis, the consultant is expected to conduct a rapid review of growth path and suggest relevant modifications post the publication of the economic survey. An updated growth strategy should be prepared post the completion of the survey. A draft modified growth strategy should be presented to the Steering committee on bi-annual basis and periodic update should be given on the strategy implementation. Team would remain committed to augment the strategy post the survey.



**4. Principal Task of the Consultant for Inclusive Growth Diagnostic, Medium-Term Growth Strategy and preparation of State Economic Survey including Idea & Action Workshop(s) with Rapid review of Growth Strategy:**

The Agency shall perform the following principal tasks, including but not limited to, for this assignment:

- A.** Preparation, review and editing of draft Chapters of Growth Diagnostic, Medium Term Growth Strategy and State Economic Survey including content improvement with reference to national/ International level reports in related fields and provide consistency in Data visualization with infographics and incorporation of appropriate indicators for analysis and policy advisory. Documentation of Idea and Action Workshop(s) and rapid review of Growth Strategy.
- B.** Designing of the cover page (preferably 2-3 design options for the inside layout of the Reports and Executive Summary in line with the existing cover page and new design in the current contextual setting), Inner page layout designing for content including text, diagram, pictures, graphs and tables with multiple colours in A4 size, photo retouching, editing of graphs and enhancing in High module graphics and comprehensive page layout- by itself or through an agency with the approval of the client, preparation of Executive Summary of the Reports and the main text of the Report in Printable PDF format.
- C.** Understand the overall context of the reports and the relevance of various sub-sections; based on this understanding, identify relevant image repositories/image banks (free as well as paid sources) through research.
- D.** Ensure enhancement of the visual appeal of the entire Report by including high quality of pictures, illustrations - infographics, boxes, and charts, Create information hierarchy in the text, breaking of information into excerpts, blurbs, snippet boxes etc. Based on the feedback from the Client, fine-tune and complete the layout for the full Report and its Executive Summary, and submit the e-version of the full report and Executive Summary on Growth Diagnostic, Medium-Term Growth Strategy and State Economic Survey Report in printable format.
- E.** The Consultant will also liaise closely with the Officers of the DE&S and P&C Department and incorporate feedback received at various stages, for completion of the layout and artworks of the Report.
- F.** Submit fonts, image and illustration links, and press-quality PDF.
- G. Highlights of Inclusive Growth Diagnostic, Medium-Term Growth Strategy and preparation of State Economic Survey Report and Press Brief:**

For high visibility create 2-3 conceptual themes for the Highlights with appropriate visuals and infographics for social media posts, twitter.
- H.** Preparation of Final draft **Inclusive Growth Diagnostic, Medium-Term Growth Strategy** Report and draft Economic Survey Report
  - i) Power point presentation before Steering Committee on the structure format and content of the Chapters
  - ii) Incorporation of comments of the Steering Committee and finalization of the Reports:
- I.** Handover all data to the client on a hard disk. In addition, keep all backup files of this data for a period of six months, from the effective date of the contract.
- J.** Any other work relating to the preparation and presentation of the Reports to be assigned by the client within the contract period.

## 5. Deliverables and Payment Schedule:

The team will be set up initially for a **period of five years** from the date of effectiveness of the contract. The deliverable and payment schedule shall be as follows:

### 5.1 Deliverables under PART I: Inclusive Growth Diagnostic and Medium-Term Growth Strategy

Sl. No.	Milestone	Timeline	% of Fee
1	Inception report with plan of action	Within one month of signing date of agreement	20%
2	Growth Diagnostic Report	Within three months of signing date of agreement	30%
3	Medium-term growth strategy	Within Nine months of signing date of agreement	40%
4	Acceptance of Report		10%
<b>5</b>	<b>Total [For Growth Diagnostic and Growth Strategy]</b>		<b>100%</b>

### 5.2 Deliverables under PART II: Preparation of State Economic Survey and Idea and Action Workshop(s), Rapid Review of Growth Strategy

Sl. No.	Milestone	Activities	Timeline	Percentage of Fee
<b>2022-23</b>				
1	Quarterly Progress Report-1	<ul style="list-style-type: none"> <li>• Idea and Action Workshop(s) activities</li> <li>• Recap Workshop(s)</li> <li>• Planning Workshop(s)</li> <li>• Consultation with the key departments/ other important stakeholders</li> <li>• Development of Survey formats</li> <li>• Writer's Workshop(s)</li> <li>• Drafting of the Economic Survey</li> </ul>	Within 15 days of next quarter	4.5%
2	Quarterly Progress Report-2	<ul style="list-style-type: none"> <li>• Presentation of the draft chapter to the working groups</li> <li>• Presentation of the final survey document</li> </ul>	Within 15 days of next quarter	4.5%
<b>2023-24</b>				
3	Quarterly Progress Report-1	<ul style="list-style-type: none"> <li>• Idea and Action Workshop(s) activities</li> <li>• Rapid Review of Growth Strategy</li> </ul>	Within 15 days of next quarter	4.5%
4	Quarterly Progress Report-2	<ul style="list-style-type: none"> <li>• Recap Workshop(s)</li> <li>• Planning Workshop(s)</li> </ul>	Within 15 days of next quarter	4.5%
5	Quarterly Progress Report-3	<ul style="list-style-type: none"> <li>• Consultation with the key departments/other important stakeholders</li> </ul>	Within 15 days of next quarter	4.5%

Sl. No.	Milestone	Activities	Timeline	Percentage of Fee
		<ul style="list-style-type: none"> <li>Development of Survey formats</li> <li>Writer's Workshop(s)</li> <li>Drafting of the Economic Survey</li> <li>Rapid Review of Growth Strategy</li> </ul>		
6	Quarterly Progress Report-4	<ul style="list-style-type: none"> <li>Presentation of the draft chapter to the working groups</li> <li>Presentation of the final survey document</li> </ul>	Within 15 days of next quarter	4.5%
<b>2024-25</b>				
7	Quarterly Progress Report-1	<ul style="list-style-type: none"> <li>Idea and Action Workshop(s) activities</li> <li>Rapid Review of Growth Strategy</li> </ul>	Within 15 days of next quarter	4.5%
8	Quarterly Progress Report-2	<ul style="list-style-type: none"> <li>Recap Workshop(s)</li> <li>Planning Workshop(s)</li> </ul>	Within 15 days of next quarter	4.5%
9	Quarterly Progress Report-3	<ul style="list-style-type: none"> <li>Consultation with the key departments/other important stakeholders</li> <li>Development of Survey formats</li> <li>Writer's Workshop(s)</li> <li>Drafting of the Economic Survey</li> <li>Rapid Review of Growth Strategy</li> </ul>	Within 15 days of next quarter	4.5%
10	Quarterly Progress Report-4	<ul style="list-style-type: none"> <li>Presentation of the draft chapter to the working groups</li> <li>Presentation of the final survey document</li> </ul>	Within 15 days of next quarter	4.5%
<b>2025-26</b>				
11	Quarterly Progress Report-1	<ul style="list-style-type: none"> <li>Idea and Action Workshop(s) activities</li> <li>Rapid Review of Growth Strategy</li> </ul>	Within 15 days of next quarter	4.5%
12	Quarterly Progress Report-2	<ul style="list-style-type: none"> <li>Recap Workshop(s)</li> <li>Planning Workshop(s)</li> </ul>	Within 15 days of next quarter	4.5%
13	Quarterly Progress Report-3	<ul style="list-style-type: none"> <li>Consultation with the key departments/other important stakeholders</li> <li>Development of Survey formats</li> <li>Writer's Workshop(s)</li> </ul>	Within 15 days of next quarter	4.5%

Sl. No.	Milestone	Activities	Timeline	Percentage of Fee
		<ul style="list-style-type: none"> <li>Drafting of the Economic Survey</li> <li>Rapid Review of Growth Strategy</li> </ul>		
14	Quarterly Progress Report-4	<ul style="list-style-type: none"> <li>Presentation of the draft chapter to the working groups</li> <li>Presentation of the final survey document</li> </ul>	Within 15 days of next quarter	4.5%
<b>2026-27</b>				
15	Quarterly Progress Report-1	<ul style="list-style-type: none"> <li>Idea and Action Workshop(s) activities</li> <li>Rapid Review of Growth Strategy</li> </ul>	Within 15 days of next quarter	4.5%
16	Quarterly Progress Report-2	<ul style="list-style-type: none"> <li>Recap Workshop(s)</li> <li>Planning Workshop(s)</li> </ul>	Within 15 days of next quarter	4.5%
17	Quarterly Progress Report-3	<ul style="list-style-type: none"> <li>Consultation with the key departments/other important stakeholders</li> <li>Development of Survey formats</li> <li>Writer's Workshop(s)</li> <li>Drafting of the Economic Survey</li> <li>Rapid Review of Growth Strategy</li> </ul>	Within 15 days of next quarter	4.5%
18	Quarterly Progress Report-4	<ul style="list-style-type: none"> <li>Presentation of the draft chapter to the working groups</li> <li>Presentation of the final survey document</li> </ul>	Within 15 days of next quarter	4.5%
<b>2027-28</b>				
19	Quarterly Progress Report-1	<ul style="list-style-type: none"> <li>Idea and Action Workshop(s) activities</li> <li>Rapid Review of Growth Strategy</li> </ul>	By June 2027	4.5%
20	Project Closure Report		By June 2027	14.5%
<i>Total</i>				100%

All the payments mentioned above are subject to acceptance of the output by the Consultant Monitoring Committee and Steering Committee constituted by the State Government in Planning & Convergence Department within two weeks of submission of the bills.

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**SECTION: 4**

**TECHNICAL PROPOSAL SUBMISSION FORMS**

**TECH - 1**  
**COVERING LETTER**  
**(ON BIDDER'S LETTER HEAD)**

*[Location, Date]*

To

**OSD-cum-Special Secretary to Government,  
Planning & Convergence Department  
Lok Seva Bhawan,  
Bhubaneswar, PIN-751001  
Odisha**

**Sub: Selection of Agency for Inclusive Growth Diagnostic, Medium-Term Growth Strategy and preparation of State Economic Survey including Idea and Action Workshop(s) [TECHNICAL PROPOSAL]**

Dear Sir,

I, the undersigned, offer to provide the services for the proposed assignment in respect to your Request for Proposal No. \_\_\_\_\_, Dated: \_\_\_\_\_. I hereby submit the proposal which includes this technical proposal sealed under a separate envelope. Our proposal will be valid for acceptance up to **180 Days** and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

All the information and statements made in this technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. If negotiations are held during the period of validity of the proposal, I undertake to negotiate based on the proposal submitted by us. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations.

I have examined all the information as provided in your Request for Proposal (RFP) and offer to undertake the service described in accordance with the conditions and requirements of the selection process. I agree to bear all costs incurred by us in connection with the preparation and submission of this proposal and to bear any further pre-contract costs. In case, any provision of this RFP/ ToR including our technical & financial proposal is found to have deviated, then your Department shall have the right to reject our proposal. I confirm that I have the authority to submit the proposal and to clarify any details on its behalf.

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

I remain,

Yours faithfully,

**Authorized Signatory with Date and Seal:**

**Name and Designation:** \_\_\_\_\_

**Address of Bidder:** \_\_\_\_\_

**REQUEST FOR PROPOSAL**

**TECH - 2**

**Bidder's Organization (General Details)**

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

**Authorized Signatory [In full and initials]:** \_\_\_\_\_

**Name and Designation with Date and Seal:** \_\_\_\_\_

***Bidders should submit the required supporting documents as mentioned above. Non-submission of required documents as listed above will lead to the rejection of the bid.***

**TECH-3**

**Bidder Organization (Financial Details)**

<b>Financial Information in INR</b>				
<b>Details</b>	<b>FY2018 -19</b>	<b>FY2019-20</b>	<b>FY2020-21</b>	<b>Average</b>
<b>Consulting Turnover (in Lakh)</b>				
<b><i>Supporting Documents:</i></b>  Audited certified financial statements for the last three FYs (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form)  <b><i>Filled in information in this format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished in original along with the technical proposal failing which the proposal will be outrightly rejected. No scanned copy will be entertained.</i></b>				

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***Signature and Seal of the Company Auditor with Date in original***

**Authorized Signatory [*In full initials with Date and Seal*]: \_\_\_\_\_**

**Communication Address of the Bidder: \_\_\_\_\_**

***[NB: Scanned Signature may also be entertained]***

***Bidders should submit the required supporting documents as mentioned above. Non-submission of required documents as listed above will lead to the rejection of the bid.***



**TECH - 4**

**FORMAT FOR POWER OF ATTORNEY**

**(On Bidders Letter Head)**

I, \_\_\_\_\_, the \_\_\_\_\_ (Designation) of (Name of the Organization) in witness whereof certify that **<Name of person>** is authorized to execute the attorney on behalf of **<Name of Organization>**, **<Designation of the person>** of the company acting for and on behalf of the company under the authority conferred by the **<Notification/ Authority order no.>** Dated **<date of reference>** has signed this Power of attorney at **<place>** on this day of **<day><month>**, **<year>**.

The signatures of **<Name of person>** in whose favor authority is being made under the attorney given below are hereby certified.

**Name of the Authorized Representative:**

\_\_\_\_\_

**(Signature of the Authorized Representative with Date)**

**CERTIFIED:**

**Signature, Name & Designation of person executing attorney:**

***Address of the Bidder:***

Note: Board resolution confirming the Authority of the signatory to submit the proposals could also be provided as a substitute to the Power of Attorney.

**TECH - 5**

**(BIDDER'S PAST EXPERIENCE DETAILS)**

<b>Assignment Name:</b>		<b>Country:</b>
<b>Location within Country:</b>		<b>Professional Staff Provided by Your Firm/ Entity (profiles):</b>
<b>Name of Client:</b>		<b>No of Staff:</b>
<b>Address:</b>		<b>No of Staff-Months:</b>
<b>Start Date:</b>	<b>Completion Date:</b>	<b>Approx. Value of Services (in INR):</b>
<b>Name of Associated Consultants, If Any:</b>		<b>No of Months of Professional Staff Provided by Associated Consultants:</b>
<b>Name of Senior Staff Involved and Corresponding Positions:</b>		
<b>Narrative Description of Project:</b>		
<b>Description of Actual Services Provided by Your Staff:</b>		

**TECH - 6**

**INFORMATION REGARDING ANY CONFLICTING ACTIVITIES AND DECLARATION THERE OF**

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

If no, please certify,

**IN BIDDER'S LETTERHEAD**

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

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

**Authorized Signatory [In full initials with Date and Seal]:** \_\_\_\_\_

**Communication Address of the Bidder:** \_\_\_\_\_

***Bidders should submit the required supporting documents as mentioned above. Non-submission of required documents as listed above will lead to rejection of the bid.***

**TECH - 7**

**Comments and Suggestions on the Terms of Reference / Scope of Work and Counterpart Staff and Facilities to be provided by the Client**

**A: On the Terms of Reference / Scope of Work:**

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

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

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

**Authorized Signatory [In full and initials]:** \_\_\_\_\_

**Name and Designation with Date and Seal:** \_\_\_\_\_

## **TECH - 8**

### **DESCRIPTION OF APPROACH, METHODOLOGY AND WORKPLAN TO UNDERTAKE THE ASSIGNMENT**

*[Technical approach, methodology and work plan are key components of the Technical Proposal. In this Section, the bidder should explain his understanding of the scope and objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. Further, he/ she should highlight the problems being addressed and their importance, and explain the technical approach to be adopted to address them. It is suggested to present the required information divided into the following three sections separately for Part-1 and Part-2 of the Assignment as described in the ToR]*

#### **A. Understanding of Scope, Objectives and Completeness of response**

Please explain your understanding of the scope and objectives of the assignment based on the scope of work, the technical approach. ***Please do not repeat/ copy the ToR here.***

#### **B. Description of Approach and Methodology:**

- Preparation, review and editing of draft Chapters of Growth Diagnostic, Medium Term Growth Strategy and State Economic Survey including content improvement with reference to national/ international level reports in related field and provide consistency in Data visualization with infographics and incorporation of appropriate indicators for analysis
- Preparation of draft report on Growth Diagnostic Study, Medium Term Growth Strategy, State Economic Survey including documentation of Idea and Action Workshop(s)
- Designing of the cover page, Inner page layout designing for content including text, diagram, pictures, graphs and tables with multiple colours in A4 size, photo retouching, editing of graphs and enhancing in High module graphics and comprehensive page layout- by itself or through an agency with the approval of the client.
- Preparation of Executive Summary of the Reports and the main text of the Report in Printable PDF format
- **Highlights of Inclusive Growth Diagnostic, Medium-Term Growth Strategy and preparation of State Economic Survey Report and Press Brief with infographics**
- Any other work relating to the Inclusive Growth Diagnostic, Medium-Term Growth Strategy and preparation of the Economic Survey Report to be assigned by the client within the contract period

#### **C. Work Plan and assignment for key Professional (Social, Economic, Environment & Regulatory Sector):**

The bidder should propose and justify the structure and composition of the team and should enlist the main activities under the assignment in respect of the Key Professionals responsible for it. Further, it is necessary to enlist the activities under the proposed assignment with sub-activities (week wise) in a bar chart.

**Authorized Signatory [In full and initials]:** \_\_\_\_\_

**Name and Designation with Date and Seal:** \_\_\_\_\_

**NB: Bidders are requested to furnish the above information limiting it up to 5-7 pages only with Arial Font Size-10.**

**REQUEST FOR PROPOSAL**

**TECH - 9**

**Format of Curriculum Vitae (CV) for Proposed Key Professional**

**1. Proposed Position:**

*[For each position of key professional separate form of Tech B-6 will be prepared separately for Part-1 and Part-2 of the Assignment as described in the ToR]*

**2. Name of Firm:**

**3. Name of Staff:**

**4. Date of Birth:**

**5. Years with Firm:**

**6. Nationality:**

**7. Education:**

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

**8. Membership in Professional Associations:**

**9. Other Training:**

**10. Countries of Work Experience:**

**11. Languages:**

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

**12. Employment Record:**

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

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

**13. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned separately for Part-1 and Part-2 of the Assignment as described in the ToR**

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

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

**Certification:**

*I, the undersigned, certify that to the best of my knowledge and belief that this CV correctly describes my qualifications and past experiences. I will undertake this assignment for the full project duration in terms of roles and responsibilities assigned in the technical proposal or any agreed extension of activities thereof. I understand that any misstatement herein leads to disqualification of CV.*

**Date:**

**Signature of Key Professional with Date** \_\_\_\_\_

**Authorized Signatory [In full and initials]:** \_\_\_\_\_

**Name and Designation with Date and Seal:** \_\_\_\_\_

**NB: CV write-up restricted to 3 pages only with quality information relevant to the key professional requirements. The CVs needs to be jointly signed by the proposed professional and the authorized representative of the Bidder.**

**TECH – 10**

**PROPOSED WORKPLAN TO CARRY OUT THE ASSIGNMENT  
SEPARATELY FOR PART-1 AND PART-2 OF THE ASSIGNMENT AS  
DESCRIBED IN THE TOR**

Quarter Ending	Quarter-1			Quarter-2			Quarter-3			Quarter-4		
Sequence of Activities/ Sub activities	Month-1	Month-2	Month-3	Month-1	Month-2	Month-3	Month-1	Month-2	Month-3	Month-1	Month-2	Month-3

*Indicate all main activities / sub activities of the proposed assignment including delivery of reports (Inception, Periodic Reports) and other associate sub-periodic activities*

**Authorized Signatory [In full and initials]:** \_\_\_\_\_

**Name and Designation with Date and Seal:** \_\_\_\_\_



**TECH - 11**

**BID SECURITY DECLARATION IN LIEU OF BID SECURITY**

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

To,

**OSD-cum-Special Secretary to Government,  
Planning & Convergence Department  
Lok Seva Bhawan,  
Bhubaneswar, PIN-751001  
Odisha**

I/We understand that, according to the RFP conditions, bids must be supported by a Bid Security Declaration in lieu & Bid Security

If I/We declare that if we withdraw or modify the Bids during the period of validity etc.

I/We will be suspended for the time specified in the RFP and if I/We is awarded the contract and fail to sign the contract or fail to submit performance security before the deadline defined in the request for proposals (RFP) document, they will be suspended for the period of time specified in the request for proposals document from being eligible to submit Bids/Proposals for contracts with the Procuring Entity.

Signed:

in the capacity of: (insert legal capacity of person signing the Bid Securing Declaration)

Dated on \_\_\_\_\_ day of (insert date of signing)

**SECTION: 5**

**FINANCIAL PROPOSAL**

**FIN-1**

**COVERING LETTER**

**(In Bidders Letter Head)**

[Location, Date]

To

**OSD-cum-Special Secretary to Government,  
Planning & Convergence Department  
Lok Seva Bhawan,  
Bhubaneswar, PIN-751001  
Odisha**

**Subject: Selection of Agency for Inclusive Growth Diagnostic, Medium-Term Growth Strategy and preparation of State Economic Survey including Idea and Action Workshop(s) [FINANCIAL PROPOSAL SEPARATELY FOR PART-1 AND PART-2 OF THE ASSIGNMENT AS DESCRIBED IN THE TOR]**

Sir

I, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal No. \_\_\_\_\_, Dated: \_\_\_\_\_. Our attached Financial Proposal is for the sum of [**Insert amount(s) in words and figures**].

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

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to the expiration of the validity period of the proposal of **180 days**. I have carefully read and understood the terms and conditions of the RFP and do hereby undertake to provide the service accordingly.

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

remain,

Yours faithfully,

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

**Name and Designation of Signatory with Date and Seal:**

**Address of the Bidder:**

—

**\* Amount must match with FIN-2 Summary of financial Proposal, FIN-3- Breakdown of Remuneration of Key Professionals, FIN-4- Breakdown of Overhead Expenses**

**FIN-2**

**SUMMARY OF FINANCIAL PROPOSAL FOR PART-1**  
**(Growth Diagnostic, Medium-Term Growth Strategy)**

<b>Name of the Assignment:</b>				
<b>Sl. No.</b>	<b>Fee Particulars</b>	<b>Amount in INR</b>		
<b>A</b>	<b>Remuneration for Key Professionals</b>			
	<b>Description of Manpower</b>	<b>Qty</b>	<b>Monthly Rate (in INR)</b>	<b>Total</b>
1	Team Leader	1		
2	Project Manager	1		
3	Economist	1		
4	Sector Experts	5		
<b>B</b>	<b>Total Remuneration for Key Professionals</b>			
<b>C</b>	Overhead			
<b>D</b>	<b>Consulting Fee (B+C)</b>			
<b>E</b>	Taxes applicable as per GST Act@ _____ % of Consulting Fee (D)			
<b>Grand Total (INR) (D+E)</b>				
<b>In Words</b>				

**NB:**

1. Bidders shall submit the financial proposal as per the prescribed format given above in both figures and words, and signed by the Authorized Representative. In the event of any difference between figures and words, the amount indicated in words shall prevail.
2. Taxes will be paid by the Client as per the applicable rate under GST Act from time to time. The Consultancy fee proposed for the assignment shall remain fixed till the completion of the contract.

**Authorized Signatory [In full and initials]:**\_\_\_\_\_

**Name and Designation with Date& Seal:**\_\_\_\_\_

**SUMMARY OF FINANCIAL PROPOSAL PART-2**

**(Preparation of State Economic Survey including Idea and Action Workshop(s))**

<b>Name of the Assignment:</b>				
<b>Sl. No.</b>	<b>Fee Particulars</b>	<b>Amount in INR</b>		
<b>A</b>	<b>Remuneration for Key Professionals</b>			
	<b>Description of Manpower</b>	<b>Qty</b>	<b>Monthly Rate (in INR)</b>	<b>Total</b>
1	Team Leader	1		
2	Economist	2		
3	Socio-Economist Expert	2		
4	Data Analysts	1		
5	GIS Expert	1		
<b>B</b>	<b>Total Remuneration for Key Professionals</b>			
<b>C</b>	Overhead			
<b>D</b>	<b>Consulting Fee (B+C)</b>			
<b>E</b>	Taxes applicable as per GST Act@ _____% of Consulting Fee (D)			
<b>Grand Total (INR) (D+E)</b>				
<b>In Words</b>				

**NB:**

3. Bidders shall submit the financial proposal as per the prescribed format given above in both figures and words, and signed by the Authorized Representative. In the event of any difference between figures and words, the amount indicated in words shall prevail.
4. Taxes will be paid by the Client as per the applicable rate under GST Act from time to time. The Consultancy fee proposed for the assignment shall remain fixed till the completion of the contract.

**Authorized Signatory [In full and initials]:** \_\_\_\_\_

**Name and Designation with Date& Seal:** \_\_\_\_\_

**FIN-3**

**DETAIL BREAK-UP OF FEE OF KEY PROFESSIONALS**

<b>Sl.No</b>	<b>Position</b>	<b>Requirement</b>	<b>Name of Key Person</b>	<b>Monthly Fee in INR</b>	<b>Total Fee in Quarterly (INR)</b>
<b>For Part-1: Inclusive Growth Diagnostic, Medium-Term Growth Strategy</b>					
1	Team Leader	1			
2	Project Manager	1			
3	Economist	1			
4	Sector Expert	5			
<b>For Part-2: Preparation of State Economic Survey Report including Idea and Action Workshop(s)</b>					
1	Team Leader	1			
2	Economist	2			
3	Socio-Economic Expert	2			
4	Data Analyst	1			
5	GIS Expert	1			
<b>Total</b>					

**Authorized Signatory [In full and initials]:** \_\_\_\_\_

**Name and Designation with Date& Seal:** \_\_\_\_\_

**FIN-4**

**BREAKDOWN OF OVERHEAD EXPENSES**

<b><u>Sl.No</u></b>	<b><u>Description</u></b>	<b><u>Unit</u></b>	<b><u>Quantity</u></b>	<b><u>Unit Price in INR</u></b>	<b><u>Total Amount in INR</u></b>
1					
2					
3					
<b>Grand Total in INR</b>					
<b>In Words</b>					

Authorized Signatory [*In full and initials*]: \_\_\_\_\_

Name and Designation with Date& Seal: \_\_\_\_\_

**SECTION-6**

**ANNEXURE**



**BID SUBMISSION CHECK LIST**

Sl. No.	Description	Submitted (Yes/ No)	Page No.
<b>TECHNICAL PROPOSAL (ORIGINAL + 1COPY)</b>			
1	Filled in Bid Submission Check List ( <b>ANNEXURE-I</b> )		
2	Covering Letter ( <b>TECH -1</b> )		
3	Bid Processing Fee of <b>Rs. 10,000/-</b> in form to DD/ BC		
4	Copy of Certificate of Incorporation / Registration of the Bidder		
5	Copy of PAN		
6	Copy of Goods and Services Tax Identification Number (GSTIN)		
7	Copies of IT Returns for the last <b>3 FYs (18-19 ,19-20 and 20-21)</b>		
8	General Details of the Bidder ( <b>TECH - 2</b> )		
9	Financial details of the bidder ( <b>TECH - 3</b> ) along with all the supportive documents such as copies of Profit – Loss Statement and Balance Sheet for the concerned period		
10	Power of Attorney ( <b>TECH - 4</b> ) in favour of the person signing the bid on behalf of the bidder.		
11	List of completed assignments of similar nature (Past Experience Details) ( <b>TECH - 5</b> ) along with the copies of work orders for the respective assignments		
12	Self-Declaration on Potential Conflict of Interest ( <b>TECH - 6</b> )		
13	Comments and Suggestions ( <b>TECH – 7</b> )		
14	Description of Approach, Methodology & Work Plan ( <b>TECH - 8</b> )		
15	CV of Key Professionals ( <b>TECH – 9</b> )		
16	Work Plan ( <b>TECH – 10</b> )		
17	Bid Security Declaration Template ( <b>TECH -11</b> )		
<b>FINANCIAL PROPOSAL (ORIGINAL)</b>			
1	Covering Letter ( <b>FIN-1</b> )		

**Undertaking:**

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

**Authorized Signatory [In full and initials]:** \_\_\_\_\_

**Name and Designation with Date and Seal:** \_\_\_\_\_

**Annexure – II**

**PERFORMANCE BANK GUARANTEE FORMAT**

To,

**D.D.O.-cum-Under Secretary to Government,  
Planning & Convergence Department**

WHEREAS.....(Name and address of the Consultant) (hereinafter called “the Consultant”) has undertaken, in pursuance of RFP no..... dated ..... to undertake the service .....(description of services) (herein after called “the contract”).

AND WHEREAS it has been stipulated by.....(Name of the Client) in the said contract that the Consultant shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the Consultant, up to a total of ..... (Amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the consultant to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the consultant before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed thereunder or of any of the contract documents which may be made between you and the consultant shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This performance bank guarantee shall be valid until the .... day of..... ,

Our branch at Bhubaneswar (Name & Address of the Bank) is liable to pay the guaranteed amount depending on the filing of the claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our Bhubaneswar branch a written claim or demand and received by us at our Bhubaneswar branch on or before Dt.....otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

.....  
**(Signature of the authorized officer of the Bank)**

.....  
**Name and designation of the officer**

.....  
**Seal, name & address of the Bank & Branch**