

District Social Welfare Office
Mayurbhanj, Odisha

Ref No: 196

Date: 11-01-2024

REQUEST FOR PROPOSAL

"SELECTION OF AGENCY FOR ESTABLISHMENT AND MANAGEMENT OF CRECHES IN MAYURBHANJ DISTRICT"

District Social Welfare Officer (DSWO), Mayurbhanj, Govt. Of Odisha, invites sealed proposals from eligible bidders for "Selection of Agency for Establishment and Management of Creches in Mayurbhanj District."

Bidders fulfilling the prescribed eligibility criteria of the RFP can access and download the complete RFP Document and other details from <https://mayurbhanj.nic.in>

The major events under the bid process are:

Sl. No.	List of Key Events	Critical Dates
1	Date of Issue of RFP	11.01.2024
2	Last Date for Submission of Pre-Bid Query	18.01.2024 via email on dswomayurbhanj@nic.in
3	Issue of Pre-Bid Clarifications	22-01-2024 via online mode on https://mayurbhanj.nic.in
4	Last Date for Submission of Bid	01-02-2024 by 05.00 PM
5	Date of Opening of Technical Bid	02-02-2024 at 11 AM
6	Date of Technical Presentation	Will be communicated to those Bidders who will qualify in Stage 1 of the evaluation [Pre-qualification Criteria]

The proposal complete in all respect must reach the undersigned by Speed Post/Registered Post/Hand only latest by 01-02-2024 before 5.00 PM in a sealed envelope clearly mentioning on the top of it - "SELECTION OF AGENCY FOR ESTABLISHMENT AND MANAGEMENT OF CRÉCHES IN MAYURBHANJ DISTRICT". 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:

District Social Welfare Officer (DSWO)
Collectorate, Mayurbhanj,
Bariipada, Mayurbhanj- 757001, Odisha

Request for Proposal

**"SELECTION OF AGENCY FOR ESTABLISHMENT AND MANAGEMENT OF
CRECHES IN MAYURBHANJ DISTRICT"**



District Social Welfare Office, Mayurbhanj
Government of Odisha

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Disclaimer

This Request for Proposal (RFP) is issued by the District Social Welfare Officer, Mayurbhanj hereinafter referred to as DSWO, Mayurbhanj, 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 DSWO, Mayurbhanj 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, omission 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 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 DSWO Mayurbhanj who the Client is. It does not claim to contain all the information that a recipient may require for the purposes for deciding 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 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 on which they may be based and nothing in this RFP is, or should be relied on as, a promise, representation, or warranty.

DSWO Mayurbhanj, Government of Odisha, shall be the sole and final authority with respect to selection of the Agency for the purpose through this RFP.



Section I: Letter of Invitation & Factsheet

1. Letter of Invitation

Dated: 11.01.2024

RFP No: 197

Name of the Assignment: Selection of Agencies for Establishment and Management of Crèches in Mayurbhanj District

1. The "District Social Welfare Officer, Mayurbhanj" Government of Odisha (The Client) invites sealed proposal from eligible bidder under the process for "Selection of Agencies for Establishment and management of Crèches in Mayurbhanj District". 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 QBS Selection procedure as prescribed in the RFP Document.
3. The proposal, complete in all respect as specified in the RFP Document must be accompanied with a non-refundable amount of INR. 10,000/- (Rupees Ten thousand only) in form of Demand Draft (DD) in favour of "DSWO, Mayurbhanj" drawn from any Scheduled/Nationalized Bank and payable at Mayurbhanj, Odisha 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/ Hand only. 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. 01-02-2024 before 5.00 PM and the date of opening of the technical proposal is Dt. 02-02-2024 at 11 AM in the presence of either the bidder or their representative at the specified address as mentioned in the Bidder Data Sheet. Representatives of the bidders may attend the meeting with due authorization letter on behalf of the bidder.
6. This RFP includes following sections:
 - a) Letter of Invitation [Section-I]
 - b) Instruction to the Bidder [Section-II]
 - c) Terms of Reference [Section - III]
 - d) Technical Proposal Submission Forms [Section - IV]
 - e) Annexure [Section - VI]
7. While all information/data given in the RFP are accurate within the consideration of scope of the proposed assignment to the best of the Client's knowledge, the Client holds in responsibility for accuracy of 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.

District Social Welfare Officer
Mayurbhanj.

2. Bidder Data and Factsheet

Sl. No.	Particular	Details
1	Name of the Client	District Social Welfare Officer (DSWO), Mayurbhanj, Collectorate, Myurbhanj- 757001 Email: dswomayurbhanj@nic.in
2	Method of Selection	Quality Based Selection (QBS) Method
3	Availability of RFP Document	https://mayurbhanj.nic.in
4	Date of Issue of RFP	11-01-2024
5	Deadline for Submission of Pre-Proposal Query	18.01.2024 via email on dswomayurbhanj@nic.in
6	Issue of Pre-proposal Clarifications	22-01-2024 via online mode on https://mayurbhanj.nic.in
7	Last Date for submission of Proposal	01-02-2024 by 05.00 PM
9	Date of Technical Proposal Presentations (of only those Bidders who become qualified in the Stage I of the evaluation {Pre-qualification Criteria})	Will be communicated to those Bidders who qualify in the Stage I of the evaluation {Pre-qualification Criteria}
10	Contact Person / Address for Submission of Proposal	District Social Welfare Officer (DSWO), Mayurbhanj, Baripada, Mayurbhanj, At/Post: Baripada, Mayurbhanj, Odisha- 757001 Email dswomayurbhanj@nic.in
11	Place of Opening of Proposal	Office Chamber of the Collector & District Magistrate, Collectorate, Mayurbhanj-757001
12	Mode of Submission	Speed Post / Registered Post / by Hand only to the address as specified above during the officer hour only. Submission of bid through any other mode and late bid will be rejected
13	Bid Processing Fee (Non-Refundable)	INR 10,000/- (Rupees Ten Thousand only) (including GST) in the form of demand draft (DD) drawn in favour of "DSWO, Mayurbhanj" drawn in any Nationalized / Scheduled Bank Payable at Mayurbhanj. The bid processing fee shall be submitted along with the 1 st Inner Envelope of the Technical Proposal.
14	Earnest Money Deposit (EMD) (Refundable)	INR 1,00,000/- (Rupees One Lakhs Only)) in the form of demand draft drawn in favour of "DSWO, Mayurbhanj" drawn in any Nationalized / Scheduled Bank payable at Mayurbhanj. The EMD shall be submitting along with the 1 st Inner Envelope of the Technical Proposal.
15	Performance Bank Guarantee	2% of the programme Cost
16	Name of the Project	Selection of Agency Establishment and Management of Crèches in Mayurbhanj District.

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NOTE:

1. The Client reserves the right to change any schedule. Please visit the website '<https://mayurbhanj.nic.in>' regularly for the same.
2. Proposals must be submitted before the date, time and venue mentioned in the Factsheet through Speed / Registered Post. Proposals that are received after the deadline will not be considered.

**District Social Welfare Officer,
Mayurbhanj.**



Section II: Instructions to the Bidders

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.	Basic Requirement	Specific Requirement	Documents Required*
1	Registration	The Agency shall be a not-for-profit organization registered under <ul style="list-style-type: none"> • Societies' Registration act, 1860 • Indian Trust Act, 1882 • Companies Act, 1956/ 2013 	<ul style="list-style-type: none"> • Copy of Registration/ Certificate of Incorporation • PAN Document • GST Certificate
2	Experiences	Applying Agency shall have prior experience implementing Crèche Project, and child nutrition project, ECCD/ECE/ Balwari/child feeding programme for children etc.	Copies of Work Orders/ Sanction Orders / MOUs/ Engagement Letters/ Completion Certificates or equivalent documentary evidence should be provided as proof. Documents in other languages should be supplemented by an English translated copy.
3	Years of Operations	Agency shall have been in operations for minimum 3 years as on date of submission of this RFP and filled ITRs for last three FYs i.e., 2020-21, 2021-22, 2022-23.	Certificate from statutory auditor/ Audited financial statements for the three previous financial years ending March 2023 i.e., FY 2020-21, 2021-22, 2022-23.
4	Turnover	The Agency should have an average turnover of minimum INR 3 Crores in the last three financial years (FY 2020-21, 2021-22, 2022-23.)	Certificate from statutory auditor/ Audited financial statements for the three previous financial years ending March 2023 i.e., FY 2020-21, 2021-22, 2022-23, P&L and Balance Sheet.
5	Blacklisting	Applicant / Bidder should not be blacklisted by any Central / State Government / Public Sector Undertaking / Judicial Pronouncement in India.	Notarized declaration as per TECH-11
6	Authorized Representative	A Power of Attorney in the name of the person signing the proposal.	Original Power of Attorney, notarized on Rs. 100.00 Bond paper (TECH-4)
7	Consortium	No consortium / JVs / Associations / Single proprietorship / subcontracting shall be allowed under this project.	Declaration of submitting as independent Agency from the Authorized Signatory (TECH-10)

8	Bid Processing Fee (Non-Refundable)	INR 10,000/- (Rupees Ten Thousand only) in the form of demand draft (DD) drawn in favour of "DSWO, Mayurbhanj" drawn in any Nationalized / Scheduled Bank payable at Baripada. The bid processing fee shall be submitted along with the 1 st Inner Envelope of the Technical Proposal.	Cost of Tender / Tender Fee in form of DD
9	Earnest Money Deposit (EMD) (Refundable)	INR 1,00,000/- (Rupees One Lakhs only) in the form of demand draft drawn in favour of "DSWO, Mayurbhanj" drawn in any Nationalized / Scheduled Bank Payable at Baripada. The EMD shall be submitted along with the 1 st Inner Envelope of the Technical Proposal.	Earnest Money Deposit Fee in form of DD
<p>Note:</p> <p>i. The photocopies of documents submitted towards Pre-qualification criteria are to be substantiated through production of originals, whenever asked for / whenever required. If any of the above original documents are not produced whenever asked for / required, the proposals shall be rejected and termed as non-responsive, at any time of the evaluation till signing of the MOU.</p> <p>ii. 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.</p> <p>iii. 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 Documents.</p> <p>iv. The proposed must be complete in all respect, indexed, pages numbered and spiral bound. Each page should be numbered and signed (in full by the authorized representative (as per TECH 4). A table of content, enumerating the page numbers of each document should be mentioned at the start of each proposed.</p>			

2. Documents / Formats for submission along with Technical Proposal

The Bidder must furnish the following documents duly signed in along with their Technical Proposal:

1. Filled in Bid Submission Check List in Original (Annexure - I)
2. Covering letter (TECH-1) on bidder's letterhead requesting to participate in the selection process.
3. Bid Processing Fee & EMD as applicable.
4. Copy of Certificate of Incorporation / Registration.
5. Copy of PAN.
6. Copy of Goods and Services Tax Identification Number (GSTIN).
7. General details of the Bidder (TECH-2).
8. Financial details of the bidder (TECH-3) along with all the supportive documents as applicable duly signed as per the instruction (Copies of IT Return for the last three financial years i.e., FY 2020-21, 2021-22, 2022-23. Turnover Certificate from Chartered Accountant / Statutory auditor / Photocopy of Audited financial statements such as P/L and Balance Sheet).

9. Power of Attorney (TECH-4) in favour of the person signing the bid on behalf of the bidder.
10. List of completed assignments of similar nature (Past Experience Details, TECH-5) along with copies of contracts / work orders / completion certificate / Experience certificate from previous Clients.
11. Self-Declaration regarding Conflict of Interest (TECH-6).
12. Comments and Suggestions on the Terms of Reference / Scope of Work and Counterpart Staff and Facilities to be provided by the Client (TECH-7).
13. Description of Approach, Methodology and Work plan to Undertake the Assignment TECH-8
14. Proposed plan for carry out assignment (TECH-9)
15. Non-Consortium Declaration (TECH-10)
16. Affidavit Format for Not Blacklisting (TECH-11)
17. Format of Curriculum Vitae (CV) for Cluster Manager only (TECH-12)
18. Note:

- i. 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.
- ii. 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.
- iii. The proposal must be complete in all respect, indexed and hard bound. Each page should be numbered and signed by the authorized representative.

3. Bid Processing Fee

The bidder must furnish as part of technical proposal, the required bid processing fee amounting to INR 10,000/- (Ten Thousand Rupees only) in shape of DD from any Nationalized / Scheduled Bank in favour of "DSWO, Mayurbhanj". Proposals received without bid processing fee will be out rightly rejected.

4. Earnest Money Deposit (EMD)

1. The bidder must furnish as part of technical proposal, the required bid processing fee amounting to INR 1,00,000/- (Rupees One Lakh only) in shape of DD from any scheduled / nationalized bank in favour of "DSWO, Mayurbhanj" payable at Baripada.
2. The EMD of the successful bidders shall be refunded after finalization of selection process and award contract.
3. The EMD of the successful bidder will be released only after furnishing of the required Performance Bank Guarantee (PBG) and signing of the contract.
4. The EMD will be forfeited on account of the following reasons:
 - i. Bidder withdraws its proposal during the bid validity period as specified in RFP.
 - ii. Bidder does not respond to requests for clarification of its proposal.
 - iii. Bidder fails to provide information during the evaluation process or is found to be non-responsive or has submitted false information in support of its qualification.
- iv. If the bidder fails to:
 - a. Provided any clarifications to the Client.
 - b. Agree to the decisions of the contract negotiation meeting.
 - c. Sign the contract within the prescribed time period.
 - d. Furnish required Performance Bank Guarantee in time. Any other circumstance which holds the interest of the Client during the overall selection process.

5. Validity of the Proposal

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

6. Pre-Proposal Queries

Bidders can submit their queries in respect of the RFP and other details, if any, to DSWO, Mayurbhanj through e-mail at dswomayurbhanj@nic.in till the date mentioned in the Bidders Data sheet and Fact sheet in Section 1.2 Clarifications to the above will be uploaded in <https://mayurbhanj.nic.in> for the purpose of preparation of the proposal. Request for alternation / change in existing terms and conditions of the RFP shall not be considered / entertained. The queries shall necessarily be submitted in the following Excel/ Word format:

Page No.	Section No.	Content of RFP requiring clarification	Change Clarification requested	Remarks

7. Submission of Proposal

Bidder must submit their proposals by **Registered Post/Speed Post/Hand only** to the specified address on or before the last date and time for submission of proposals as mentioned in Bidder Data Sheet. The Client will not be responsible for postal delay / any consequence in receiving of the proposal. The proposal must 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 deadlines as prescribed in the Bidder Data Sheet. Any Proposal received after the deadlines will be outrightly rejected by the Client. The procedure for submission of the proposal is described below:

1. Technical Proposal (Original):

The envelope containing technical proposal shall be sealed and superscripted as *“Technical Proposal for Selection of Agency for Establishment and Management of Crèches in Mayurbhanj District”* and to be furnished inside one envelope. The duly filled-in technical proposal submission forms, with all the supportive documents and information must be furnished as part of technical proposal.

The **“Technical Proposal”** must be submitted in 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 Establishment and Management of Crèches in Mayurbhanj District)”**.

The above mentioned must be sealed and placed inside a main envelope with proper labelling of following information in bold:

NAME OF THE ASSIGNMENT:
RFP NUMBER AND DATE:
NAME OF THE BIDDER:
DEADLINE FOR SUBMISSION OF BID:
NAME AND ADDRESS OF THE BIDDER:
CONTACT NUMBER OF THE BIDDER:
EMAIL ID OF THE BIDDER:

Any deviation from the prescribed / information / formats / conditions shall result in out-right rejection of the proposal. All the pages of the proposal must 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. Agency shall submit only single bid in prescribed format. Multiple bids from same Agency will lead to rejection of both bids. Any conditional bids will be rejected.

2. Financial Proposal:

The financial Proposals of only those applicant firms, qualifying the technical evaluation i.e., the 2nd stage who are scoring at least 60 marks from 100 total marks only, shall be considered for opening of financial proposals. The financial proposals shall be opened which is the acceptance of the budget by the Agency in the letter head of the Agency.

8. Opening of the Proposal

The **FIRST ENVELOPE** containing **TECHNICAL PROPOSAL** will be opened in the initial stage by the Client in presence of the bidder/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.

9. Evaluation of Proposal

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

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

- i. Filled in Bid Submission Check List in Original (Annexure -1)
- ii. Covering letter (TECH 1) on bidder's letterhead requesting to participate in the selection process
- iii. Bid Processing Fee and EMD as applicable
- iv. Copy of Certificate of Incorporation / Registration
- v. Copy of PAN
- vi. Copy of Goods and Services Tax identification Number (GSTIN)
- vii. General Details of the Bidder (TECH-2).
- viii. Financial Details of the bidder (TECH 3) along with all the supportive documents as applicable duly signed as per the instruction (Copies of IT Return for the

last three financial years i.e., FY 2020-21, 2021-22, 2022-23, Turnover Certificate from Chartered Accountant, statutory auditor / Photocopy of Audited financial statements: P/L and Balance Sheet)

- ix. Power of Attorney (TECH 4) in favour of the person signing the bid on behalf of the bidder.
- x. List of completed assignments of similar nature (Past Experience Details, (TECH 5) along with copies of contracts / work orders / completion certificate from previous Clients.
- xi. Self-Declaration on Conflict of Interest (TECH 6)
- xii. Comments and Suggestions on the Terms of Reference / Scope of Work and Counterpart Staff and Facilities to be provided by the Client (TECH-7)
- xiii. Description of Approach, Methodology and Workplan to Undertake the Assignment (TECH 8)
- xiv. Proposed Plan to Carry out the Assignment (TECH 9)
- xv. Non-Consortium Declaration (TECH 10)
- xvi. Affidavit Format for Not Blacklisting (TECH 11)
- xvii. Format of Curriculum Vitae (CV) for Programme Coordinator and Accountant only (TECH 12).
- xviii. All the pages of the proposal and enclosures / attachments are signed by the authorised 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.

2. **Technical Evaluation (2nd Stage):** Technical proposal will be opened and evaluated for those bidders who qualify the preliminary evaluation stage. Detailed evaluation process as per the following parameters will be adopted for proposal evaluation:

Sr. No.	Criteria	Maximum Marks
		50 marks
1	Experience of the Agency	10
1.1	Experience in operation and management and running of Crèches over the last 10 years <ul style="list-style-type: none"> • Less than 1 year: 0 marks • 1 year to 2 years: 2 marks • Above 2 years up to 5 years: 5 marks • Equal to and more than 5 years: 10 marks 	
1.2	Number of Creches implemented or awarded at different locations over the last 10 years <ul style="list-style-type: none"> • 0 centres: 0 marks • 1 to 24 centres : 5 marks • 25 to 49 centres : 10 marks • 50 or more centres: 15 marks 	15
1.3	Experience in implementing ECCDE/ECE/Balwari / child feeding programme for children below 6 years (other than Creches) in the last 10 years <ul style="list-style-type: none"> • 0 centres: 0 marks • 1 to 4 centres: 5 marks • 5 to 8 centres: 10 marks • 9 or more centres : 15 marks 	15
1.4	Experience of working on at least one project with an implementing period of minimum one year at community level on maternal & child health and child nutrition project in the last 10 years	10

	<ul style="list-style-type: none"> Total project Years (P1+P2...) is less than 3 years: 5 marks (P= Total Project Period) Total project years (P1 + P2...) equal to and more than 3 years: 10 marks (P= Total Project Period) 	
2	Human Resources	10 Marks
2.1	Cluster Manager * PG degree in any discipline or an MBA/PGDM from a recognised academic institution/university: 4 marks Bachelor degree in any discipline: 2 marks	4
	More than 5 years of professional experience in any field: 4 marks 2 to 5 years of professional experience in any field: 2 marks	4
	1 year or more of professional experience in managing / handling crèche projects: 2 marks	2
3	Technical Presentation	40 marks
3.1	Presentation on Approach, Methodology and work Plan	
	1. Understanding of the Assignment and Issues / Challenges / Similar Case studies in Government / Private facilities (15 marks)	15
	2. Approach, Methodology, Work Plan / Features / Additional Services (25 marks)	25
	Total (1+2+3)	100 Marks

- The minimum qualifying Score is: 60 from 100 marks i.e., 60% of Technical Weightage will be provided.
- All the claims shall be mandatorily substantiated via submission of all the supporting photocopies of relevant documents as per TECH 5.
- *CV mentioned for the post of Programme Manager and Accounts and Logistic Manager is expected to be deployed full-time for a period duration of the project. If in any case replacement is needed, the CV of the replacing manager shall have the same or better qualifications and experiences as mentioned herein. The claims for the same shall be mandatorily substantiated via attachment if photocopies of educational documents, experience certificates, etc along with the technical proposal TECH 12.
- Photocopies of work orders / experience certificates from the Clients / agreement etc 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.

**The Client committee during evaluation of bids ask for clarifications/ missing documents to be submitted Additional time any be given to bidders for submission. This will remain at discretion of Client.*

3. Financial Evaluation (3rd stage):

The financial Proposals of only those applicant firms, qualifying the technical evaluation i.e., the 2nd stage at least 60 marks from 100 total marks only, shall be considered for opening of financial proposals. The financial proposals shall be opened which is the acceptance of the budget by the Agency in the letter of the Agency.

10. Performance Bank Guarantee (PBG)

Within 7 days of notifying the acceptance of a proposal for award of contract, qualified bidder shall have to furnish a Performance Bank Guarantee amounting to 2% of the programme cost from a Scheduled/Nationalized Bank in favour of "DSWO, Mayurbhanj" as per the format at Annexure-II, for a period of Sixty Days (60 Days) beyond the entire contract period (i.e. PBG must be valid from the date of effectiveness of the contract to a period of Sixty Days 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 **Sixty Days** of expiry of contract provided there is no breach of contract on the part of the qualified bidder. No interest shall be paid on the PBG.

11. 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 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.

12. Award of Contract

After completion of the contract negotiation stage, the Client will notify the successful bidder in writing by issuing an offer letter/letter of intent (LOI) for signing the contract and promptly notifying all other bidders about the result of the selection process. The successful bidders shall be asked to sign the contract/MoU after fulfilling all formalities and submission of performance bank guarantee (PBG) within 15 days of issuance of the offer letter / LOI. After signing of the contract/MOU, no variation or modification of the terms of the contract shall be made except by written amendment signed by both the parties. The contract shall be valid for 3 (three) years i.e., thirty-six months from the date of effectiveness of the contract. The contract can be extended for period of two years subject to satisfactory performance as determined by the Client and as mutually agreed by both the parties. **The contract can be terminated unilaterally by the Client even before validity (i.e., 3 years) without assigning any reason thereof.**

13. Conflict of interest

Conflict of interest exists in the event of:

1. Conflicting assignment, typically monitoring and evaluation/ environmental of the same project by the eligible bidder.
2. Consultants, agencies, or institutions (individuals or organizations) who have a business or family relation with the Client directly or indirectly.
3. Practices prohibited under the anti-corruption policy of the government of India and Govt. 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.

14. Disclosure

1. 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.
2. 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.
3. Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:
 - i. 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.

- ii. Corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract.
- iii. Failure to fulfil any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

15. Anti-corruption Measure

- 1. 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.
- 2. 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 for a stated period, disqualifying it from participating in any related bidding process for the said period.

16. Language of Proposals

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

17. Cost of Bidding

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

18. Legal Jurisdiction

All legal disputes are subject to the jurisdiction of District Civil Court of Mayurbhanj only.

19. 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 Government of Odisha. 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.

Failure on bidder's part to furnish the deliverables as per the agreed timeline shall enforce a penalty @ 0.25% per week subject to maximum of 5% of the total contract value.

During Project Implementation: Penalty of INR 1,00,000/- for substitution (without appropriate permission) of the Creche Manager, whose CV has been provided in the RFP proposal, and not deployed for the project in Mayurbhanj, Odisha, at the time of joining.

Fabrication or Duplication of Data will be penalized for 0.01% in every bill. The amount shall be deducted from the subsequent payment.

20. Confidentiality

Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the bidders who submitted the proposals or to other persons not officially concerned with the process, until the publication of the award of contract. The under use by

any Bidder/Agency 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 completion policy. During the execution of the assignment except with prior written consent of the Client, the Bidder/Agency or its personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the contract.

21. Amendment of the RFP Document.

At any time before submission of proposals, the Client may amend the RFP by issuing an addendum/corrigendum through NIC Mayurbhanj 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.

22. Clients right to accept any proposal, and to reject any or all proposals.

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

23. Copyright, Patents, other Proprietary Rights, and Data Protection and Security

DSWO, Mayurbhanj, Government of Odisha shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights, and trademarks, about Documents and other materials which bear a direct relation to or are prepared or collected in consequence or during the execution of this contract. At the Client's request, the Bidder shall take all necessary steps to submit them to the Client in compliance with the requirements of the contract. Any personal data (of the community including children, women, their family members, etc.) collected or received during the operation of the project shall be protected and shall not be used for any commercial purpose by the selected Agency. The data collected or received during the operation of the project shall not be disseminated to any external Agency without written permission of the Government of Odisha.

24. 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 to, wars or/and restriction imposed by the Government or other bodies, which are beyond the control of the Agency, which 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 witing, the Agency shall continue to perform its obligations under the contract as far as it 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 cause of Force Majeure, Client reserves the right to cancel the contract without any obligation to compensate the Agency in any manner for whatsoever reason.

25. Settlement of Disputes

The Client and the Agency 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 Collectorate, Mayurbhanj, Odisha, and the language of such proceedings and that of all documents and communications between the parties shall be in English. Collector Mayurbhanj, Govt. Of

JS

Odisha shall be the final authority to resolve the dispute arising between and the Client and the Selected Agency.

26. Disqualification of Proposal

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

1. Proposal submitted without Bid Processing Fee & EMD as applicable.
2. Proposal not submitted in accordance with the procedure and formats as prescribed in the RFP.
3. During validity of the proposal, or its extended period, if any, the bidder increases the quoted prices.
4. Proposal is received in incomplete form.
5. Proposal is not accompanied by all the requisite documents / information.
6. Bids with any conditional technical and financial offer.
7. 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.
8. Proposal is not properly sealed or signed.
9. Proposal is not conforming to the requirement of the scope of the work of the assignment.
10. Bidder tries to influence the proposal evaluation process by unlawful/corrupt/fraudulent means at one or any point of time during the bid process.
11. If, any of the bid documents, excluding the commercial bid, submitted by the bidder is found to contain any information on price, pricing policy, pricing mechanism or any information indicate of the commercial aspects of the bidders or any person acting on its behalf indulges in corrupt and fraudulent practices.
12. Any other condition / situation which holds the paramount interest of the Client during the overall section process.

27. Replacements of the personnel

The human resources that shall be deployed under this contract are expected to be dedicated for the entire contract period. However, any change shall be allowed under following circumstances only after due approval:

1. In case of non-satisfactory performance of any of the hired staff/personnel, the Client reserves the right to request for a replacement. Once a request is raised, the Agency must provide the CV and other qualification and details of the replacement personnel so as to permit evaluation within 14 days.
2. Any proposed substitute CV shall have equivalent or better qualifications and experience than the original candidate and must be submitted to the Client within 7 days of submission of resignation of the original Selection of Agency for Establishment and Management of Crèches in Mayurbhanj, District departure of original staff/professional deployed.
3. 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 for communication of such rejection.
4. Under unavoidable circumstances of one or more personnel becoming unavailable / leave the place of posting for any reason there off, the Agency must notify the Client as 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 being duly satisfied, the request for change may be approved/rejected by the Client within 7 days of receipt of the same. In an event of death of any personnel, the Agency must propose replacement within 14 days of such an event. The

proposed change in personnel may be approved/rejected by the Client within 7 days of the receipt of the same.

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

6. Further, acceptance of such replacement by the Client shall not relieve the Agency from responsibility for failure to meet the requirement of the contract. Any change in personnel without due approval by the Authority will lead to implication of penalty of Rs. 1,00,000/- per substitution of manager.

7. In case there is a gap in replacement of any personnel, no remuneration will be provided for that period.

28. Other Conditions of the contract

1. The selected Agency would be wholly responsible for the acts & omissions of the manpower engaged as per the provisions of the contract.

2. The persons deployed by the Agency should be properly trained, have requisite experience and skills for carrying out the work assigned.

3. For selection of human resources, first preference shall be given to the local people of Mayurbhanj district as per the finalized criteria.

4. Training and capacity building of the staff may be undertaken in consultation with the office of the DSWO, Mayurbhanj, based on need, at the time the staff is deployed. Similarly, intra/inter district travel might also need to be undertaken for training, capacity building, and normal performance of duty assigned.

5. The Agency should ensure the health and safety of its employees.

6. The Agency must employ manpower above the age of 18 (Eighteen) years only. Employment of child labour will lead to the termination of the contract. The Agency shall engage only such human resources, whose antecedents have been thoroughly verified, including character, police verification and other formalities etc.

7. The Agency shall be fully responsible for the conduct of the staff hired.

8. The Agency shall not in any condition engage any Sub-Agency or transfer the contract to any other person. If found guilty, the contract will be cancelled immediately at the cost and expense of the Agency.

9. Default of service: Any instance(s) of Violation and/or Refusal and/or Non-performance towards any of the obligations/terms described in the Scope of Work would be treated as default of service by the selected Agency. Upon default of service, the Client reserve the right to forfeit the payment outstanding (if any) for the said till that particular stage. In addition, DSWO, Mayurbhanj would also have the right to terminate the Agreement with the selected Agency.

10. The Agency shall obtain license under the Contract Labour (Regulation and Abolition) Act, 1970 from the appropriate authority, if applicable and shall produce the license within two months after the commencement of the contract.

11. DSWO, Mayurbhanj will not be responsible for any injury or loss of life of personnel deployed/deputed by the Agency which may take place in the course of their deployment.

12. All taxes applicable will be deducted as per provisions.

13. All assets, equipment and tools unutilized under the project will be property of the office of the DSWO, Mayurbhanj and the Agency will have no right over it.

14. If any personnel engaged by the Agency indulge in illegal activities or professional misconduct, action deemed fit against him/her will be taken.

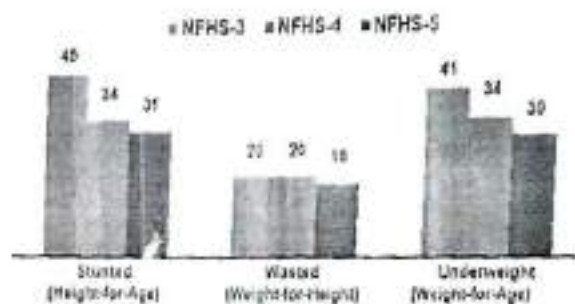
Section III: Terms of Reference

In the recent past, Odisha, one of the eight socio-economically backward states of India, has made remarkable progress in reducing child undernutrition, despite numerous challenges such as insurgency, remote tribal communities, and frequent natural disasters.

The state has demonstrated significant commitment to reducing undernutrition, expanding nationally sponsored nutrition-specific programmes, and launched state-led initiatives relevant to improving nutrition. While stunting has reduced from 45% of children below five years to 34% over the ten years between NFHS-3 and NFHS-4, the proportion of underweight children in the state has decreased from 41% of children below five years to 34%. There has also been a marked improvement in supplementary nutrition received by pregnant women and lactating mothers.

Trends in Children's Nutritional Status

Percentage of children under five years



Note: Nutritional status estimates are based on the 2006 WHO International Reference Population

However, despite the gains, children malnutrition continues to be a major problem in Odisha, especially in the tribal and mining affected areas of the state. The malnutrition indicators for the 8 major mining affected district in Odisha can be seen from the following table. Out of the 8-mining affected district, Mayurbhanj is geographically the largest and most severely affected by malnutrition. For example, percentage of children under 5 who are stunted is 36.7 % in Mayurbhanj compared to only 15.3 % in Cuttack. Similarly, Mayurbhanj has highest prevalence of under -5 children who are under-5 wasted among the mining affected districts, 45.9% different in Mayurbhanj District are underweight.



Malnutrition status of children in the 8 major mining affected districts of Odisha:

District	% Children under 5 who are Stunted	% Children under 5 who are Wasted	% Children under 5 who are Severely Wasted	% Children under 5 who are underweight
Angul	28.1	25.1	7.7	30.5
Deogarh	28.4	27.3	12.1	34.3
Dhenkanal	33.3	22.7	5.4	30.0
Jajpur	25.5	15.9	6.4	21.8
Jharsuguda	27.1	16.9	3.5	26.9
Konjhar	36.2	23.8	6.2	37.1
Mayurbhanj	36.7	28.5	10.4	45.9
Sundargarh	32.9	21.1	7.4	34.7

*NFHS 5

According to UNICEF, malnourished children have stunted bodies, stunted brains, and stunted lives. This results in poor working capacity in adulthood, affecting ability to earn and leading to a vicious poverty trap. Further, undernourished girls grow into weal mothers, thus perpetuating the cycle of malnutrition. It is more cost effective to institute preventive measures and support for children early on than to compensate for disadvantage as they grow older.

The first 1000days

The first 1000 days of a child's life is critical for optimum brain development and is most vulnerable to nutrition deficit. Any impoverishment suffered at this stage is likely to be irreparable. Yet, children under three years of age cannot feed themselves and require constant external support. In tribal and other socio-economically backward areas, mothers often leave behind infants with elder siblings to engage in hard labour to support their families. In such situations, a combination of poor purchasing power, lack of knowledge of caregivers, inadequate feeding and absence of dietary diversity adversely affects the growth of children.

While Anganwadi Centres (AWC) have been established across the stage under the Integrated Child Development Services (ICDS) programme, children under three years of age, the period when malnutrition sets in, are not looked after in the Anganwadi Centres. Instead, the mother or the head of the family is handed over. Take Home Ration (THR) for consumption by the children, once a week or fortnight, which is most often shared by other members of the family also.

Creches against malnutrition

One of the possible solutions to improve the nutritional outcomes of children under three years of age is the establishment of day care centres or Crèches in nutritionally vulnerable pockets of the state.

A crèche is a facility which enables parents to leave their young children while they are at work and where children are provided stimulating environment for their holistic development. The Odisha Multi-Sectoral Nutrition Action Plan (ONAP) adopted by the Government of Odisha also recommends establishment of Crèches as a key nutrition-specific intervention to address undernutrition.

A. Definition of a Creche

A Crèche is a decentralized community-based centre where parents/guardians leave their children while they are at work and where children are provided a stimulating environment for their nutritional and holistic development. Crèches primarily serve children between 6 months and 3 years of age. The Crèches provide day care services for children for seven hours a day, for 26 days in a month. All the services in the crèche under the initiative will be provided free of charge to the community.

In this context, around 976 Creches will now be established in phased manner in Mayurbhanj district to achieve the goal of malnutrition-free Mayurbhanj. 120 Creches in 3 clusters have already been awarded to implementing agencies in first phase. Now 856 no. of creches will be taken by in all 26 Projects of the district, as below:

Sl. No.	Name of Block	Number of Creches	Total (in Nos.)	Cluster
1	Baripada	61	222	Cluster-1
2	G. B. Nagar	4		
3	Kuliana	42		
4	Suliapada	41		
5	Morada	40		
6	Bangriposi	34		
7	Samakhunta	12	198	Cluster-2
8	Thakurmunda	34		
9	Badasahi	32		
10	Betnoti	68		
11	Udala	24		
12	Rasgobindpur	28		
13	Jashipur	21	197	Cluster-3
14	Karanjia	26		
15	Khunta	26		
16	Sukruli	22		
17	Raruan	30		
18	Kaptipada	72		
19	Rairagpur	33	239	Cluster-4
20	Tiring	23		
21	Jamda	29		
22	Bijatata	33		
23	Bisoi	30		
24	Bahalda	29		
25	Kusumi	26		
26	Saraskana	36		
Total			856	

- All the crèches to be started within one year of Inception. Total number of Crèches under this project may increase or decrease depending upon, actual survey, availability of funds, and other factors as decided by the office of DSWO. Each Agency shall submit the priority for all cluster in the Performa as mentioned in the format below along with the technical proposal. It is to be mentioned here that Agency securing highest mark in Technical Presentation will be allowed to name the priority cluster followed by other in sequential manner. Number of Crèches allotted to agencies may increase or decrease depending upon the number of qualifying agencies at the discretion of tender evaluation committee.

Priority in order of Preference	Name of the Block	Name of the Cluster

B. Programme Objectives:

- To take care of children, in the age group of six months to three years, of mothers going out for work, for seven hours a day.
- To improve the health and nutritional status of children by providing complementary feeding and services for health promotion.
- To provide at least two-third of daily food requirement of children at the crèche.
- To facilitate child's physical and mental development by age specific activities at the crèche.
- To identify growth-faltering children and take necessary steps to improve the conditions, identify childhood illness through symptoms and refer to ASHA and AWW immediately.
- To provide sleep ad rest to the children
- To demonstrate that after six months of birth, that the child can have food other than mother's milk and can digest it too.
- To demonstrate hygiene practices such as hand washing for children, food, and water handling feeding, and preparing nutritious foods at home to the mothers.

C. Services to be provided in the Crèches:

- Day care facilities including sleeping facilities
- Safe and secure environment
- Hygiene: Promotion of personal hygiene, Water and food hygiene & Hygienic environment
- Care and stimulation: Age appropriate ECCD activities for overall development
- Adequate quality food: Complementary feeding from 6 months; appropriate quantity, consistency, and frequency & Focus on dietary diversity.
- All children get locally produced, calorie-dense and protein-rich foods
- Growth monitoring
- Regular anthropometric monitoring of weight, height, and other age-appropriate milestones
- Identification of growth faltering
- Action on severe malnutrition and growth faltering including referrals to nearest health facilities and Nutritional Rehabilitation Centre (NRC) as per protocols
- Disease prevention, early identification, treatment & rehabilitation, Prevention, promotion of good practices of hygiene and sanitation.
- Immunisation, Regular health check-ups & Referral to health facilities
- Follow up of children discharged from health facilities

D. Functioning of Crèches:

- a) All Crèches shall be tagged to the nearest Anganwadi Centre to ensure seamless graduation of children from crèche to Anganwadi on attaining the age of 3.
- b) The use of the crèche facility shall be extended to all children of age group of 6 months to 3 years who have been permanently or temporarily enrolled in the nearest/tagged Anganwadi Centre.
- c) All malnourished children in the catchment area of the Anganwadi Centre shall be mandatorily prioritised for admission to the Crèches.
- d) The number of children for proper functioning of a crèche shall not exceed 20. In the event of the number of children exceeding 20, an additional crèche may be opened.
- e) The Crèches will aim for universal coverage and will not be target based.
- f) Each crèche will have two workers from within the local community and identified by the community and trained by the Implementing Agency.
- g) The Crèches shall remain open for 8 hours a day, for 26 days a month. The community will decide on the off days and timings of the Crèches, factoring in work schedule of majority of the mothers. The Crèches will follow the holiday calendar of ICDS. To ensure the safety of children and personnel, the Crèches shall be closed before sunset.
- h) The children shall be fed one hot cooked meal and two cooked snacks as per the recommended meal plan. Additional snacks and provision for extra vegetable oil will be provided to the malnourished children and children who have faltered on growth. The feeding programme shall take care of 60-70% of the caloric and 75-100% of the protein requirement of a child per day.
- i) Weight, length/ height measurements of each child shall be taken/recoded every month. As per the anthropometric measurements, children identified as per Red-flag/ At risk/having triggers for urgent action will be referred as per the protocols.
- j) Focus of the crèche shall be on cleanliness and handwashing, i.e., clean surrounding, handwashing with soap before and after each meal, nail cutting, toilet training, and food handling. The crèche shall be swept and mopped at least thrice daily – at the time of opening, after children's meal and at the time of closing. The toilets shall be kept clean all the time and shall have adequate water, soap, towel, etc. Before closing the crèche for the day, all utensils shall be properly cleaned and kept at designated places, durries / mosquito nets shall be dusted, kerchiefs/napkins/towels/aprons shall be washed, and toys rinsed every day.
- k) All food items shall be kept in containers with lids and protected from rats/other vermin. Expired/old food items shall not be used. Crèche Workers shall clean their hands with soap before cooking and while feeding the children. Utensils shall be cleaned before and after cooking/eating. Food shall be served with spoon/ladle only. Feeding area shall be cleaned immediately after feeding the children. Leftover food shall be disposed same day and under no circumstances shall it be used the next day.
- l) Crèches shall provide with toys and other teaching-learning materials required for Early Childhood Care and Development (ECCD) to ensure age-appropriate stimulation and learning. Crèche Workers and Supervisors shall be trained on ECCD. The Odisha State ECCD framework shall be followed in this regard. Parents, Family, and community members shall be actively involved in providing a stimulating learning environment to the children.
- m) Provision for sleep and rest of the children at the crèche shall be made.

- n) Routine health check-ups will be done in coordination with local AWW/ANM/ASHA and the medical officer in line with RBSK schedule/VHND etc. In case of a health emergency during the crèche hours, the child will be handed over to the parents/guardians/ members of the family and medical support if required will be facilitated by the crèche workers.
- o) The safety and security of the children shall be given top priority. No child shall be left unattended at any point in time. Children shall be handed over only to the parents/other authorized adult family members. In case the parents of any child/adult members of the family fails to fetch the child after crèche working hours, one of the Crèche Workers shall personally drop the child at his/her home.
- p) The use of the crèche premises shall be restricted to children, their parents/guardians, the supervisory staff, and such other persons as may be related to or concerned with children in the crèche.
- q) No punishment, corporal or verbal will be tolerated in the Crèches under any circumstances. All Crèche Workers shall mandatorily be properly oriented towards child protection laws, rules, guidelines, etc.
- r) Any kind of sexual abuse/exploitation in the Crèches will be strictly dealt under the provisions of POCSO Act.
- s) In case of any untoward incident of death in the Crèches, parents/family shall be informed immediately, along with the AWW/ANM/ASHA.

E. Selection criteria for crèche sites:

- a) Community's need, demand, and consent for setting up the Crèches (to be clearly documented in a resolution)
- b) Presence of at least 10 children in the age group of 6 months to 3 years
- c) Poor nutritional status of the children
- d) Women going out for wage work and agricultural labour
- e) Availability of adequate space in the site to operationalise the Crèches

F. Specifications for Crèche buildings:

- a) The crèche shall be located on the ground floor of a concrete/pukka building providing effective protection and safety of children. The flooring of the crèche shall be of cement/tile, walls shall be plastered, and the ceiling shall not be less than 10 ft. Height from the floor. The doors and gates shall be constructed appropriately to ensure safety of children. Physical environment shall be reasonably suitable for children with special needs. Ramps with railings shall be constructed, wherever required.
- b) The crèche shall have a minimum space of about 10 sq. ft. Per child (a total of 200 sq. ft for 20 children) to ensure play, rest and learn. It shall preferably have an open space/courtyard outdoors where children can play.
- c) The crèche shall be well-lighted with adequate ventilation and shall have electricity supply with at least four lights and a fan. If electricity is unavailable, solar powered lights and fan shall be provided.
- d) All electrical switches/plugs shall be placed out of reach of children and there shall be no open wiring at any place near to or at the crèche.

- e) The centre shall have a separate kitchen that is completely inaccessible to the children. Cooking Gas shall be used/be extinguished and cooled down immediately after cooking to prevent any untoward accident. Sharp objects like scissors, knife, pins etc shall be safely kept away from the reach of children.
- f) Safe and potable drinking water shall be provided to the children after boiling and through a water filter/purifier. Water stored shall be kept covered at all time and out of reach of children.
- g) The crèche shall have child-friendly toilet for the children and toilet for the crèche workers/mothers. Hand washing station shall be set up at appropriate location.
- h) Separate space for washing and drying of soiled clothes or other materials shall be available in the Crèches. All wastewater from the Crèches shall be disposed hygienically and safely. Cleaning agents/detergents shall be kept out of reach of children.
- i) The crèche shall not be in close proximity to unsafe places like roads, open drains, deep pits, water bodies, garbage bins, open borewells, establishments emanating noxious fumes, bushes/ hiding places of poisonous insects/reptiles etc.
- j) It shall be possible to use space in the crèche in a multi-purpose manner. For example, playing area shall be convertible into a makeshift sleeping place for children by spreading out durries/mats and mosquito nets.
- k) Wherever possible, as a way of creating a sense of ownership, the community shall be encouraged to create kitchen garden and decorate the walls of the crèche with traditional art. Boundary wall/fencing be undertaken to ensure that animals like dogs/cats do not enter the crèche premises.

Note: The crèche shall ideally be located near at the beneficiaries' neighbourhood/workplace site (within ½ - 1 km). It shall not function from the house of the Crèche Worker.

G. Other amenities in the Crèche:

- a) The crèche shall have bright, cheerful, and child-friendly play and teaching/learning material required for stimulation and Early Childhood Care and Development (ECCD).
- b) Handmade toys of paper, cloth, mud, wood, and child friendly toys etc may be used. The crèche workers shall be trained on making such material and shall in turn train the mothers/guardians to make such toys during the monthly meetings. Care shall be taken to ensure that the toys have no sharp edges and are large enough not to pose any choking hazard for children.
- c) Daily schedule, child safety and essential norms, and other relevant material shall be displayed on the walls.
- d) Material prepared by children like their drawings and other artwork shall be displayed at the crèche.
- e) First aid kits, fire extinguishing equipment and related equipment/material shall be available at crèche, always. They shall be kept at a suitable place, out of reach children.

JS

All personnel shall be trained in providing first aid and using the firefighting equipment. Mock fire drills shall be conducted periodically.

H. Meal Plan:

- The feeding programme in the crèches aims to take care of 60-70% of calories and 75-100% of protein requirement of a child per day.
- The meal shall contain different food groups (cereals, pulses & legumes, vegetables fat etc.)
- The meal plan in the crèches shall include 2 snacks (morning & evening) and 1 hot cooked meal (lunch). Out of the two snacks, one will be sweet, the other savoury.
- Eggs shall be given at least twice a week.
- Locally grown green leafy vegetable shall be included in the meal.
- Milk has been kept out of the meal plan considering challenges in logistics, storage, shelf-life and food safety. However, in the crèches committee feels that milks products (dahi/paneer) can be procured, stored, and served safely, without any food safety risks, then they may be included. Similar is the case with fish, chicken meat etc. However, no separate budgets have been provisioned for these items. The local community may be encouraged to contribute these items to the crèches voluntarily.
- Children shall be provided adequate drinking water, from time to time, during the day.

Meals	Items	Measurements		
		Per child	For 10 children	As measured by utensils (for 10 children) Gina:500 ml/ Glass 200 ml oil Measuring cup:20 ml
Morning Snacks	Chhatu (Wheat, Rice & Bengal gram in ratio(1:1:1))	40 Grams	400 grams	Slightly more than 1½ gina
	Sugar	15 grams	150 grams	Slightly more than ¾ the of a glass
	Oil	3 ml	30 ml	1 ½ oil measuring cup
Lunch	Rice	50 grams	500 grams	1 heaped gains
	Dal	25 grams	250 grams	½ gina
	Oil	2 ml	20 ml	1 full oil measuring cup
	Vegetable	-	-	-
	Salt jeera /mustard for tastes & seasoning	-	-	-
Evening snacks	Either sooji upma or mandiya upma alternatively or depending upon preference of children			
Sooji upma	Sooji	40 grams	400 grams	1 full gain
	Oil	2 ml	20 ml	1 full oil measuring cup
	Vegetable	-	-	-

	Salt, jeera Mustard for taste & seasoning	-	-	-
Eggs	One egg child - twice a week			

Note:

- a. Provisions of THR under ICDS programmes like egg, chiki, etc. Will be delivered at Crèches for all eligible children. Crèches worker will ensure intake by children within the Crèches.
- b. The Crèches worker shall be adequately trained to ensure age- appropriate feeding to children attending the crèches. The food shall be covered all the time. Spoons / handles shall be used while cooking / serving food. Crèches workers shall wash their hands, before cooking and while serving / feeding the children.
- c. For children who are breastfeeding, every attempt shall be made to encourage the mother to breast feed her child in the crèches from time to time. In case the mother is unable to come to the crèches to breastfeed her child, she shall be motivated to give expressed breastmilk, through the crèches worker.
- d. For children who are severely malnourished, two additional feeds & two additional teaspoons of oil shall be provide, each day.

1. Home visits:

- a. Home visits shall be conducted by Anganwadi Workers (AWW) in case of those in crèches.
- b. Who are severely malnourished (underweight/ stunted / wasted)
- c. Whose growth has faltered for two months or more in a row.
- d. Home visits shall be conducted to understand the households food security situation, livelihood condition and children practices and assess whether the household's has recently experienced any adverse/ distress situation that may have negatively impacted the child's nutrition/ health.
- e. Home visits shall be conducted by Anganwadi Worker (AWW) based on inputs from the crèches worker / supervisors. The AWW shall prepare a detailed action plan and provide counselling to the family. The AWW shall also undertake regular follow- up visits.

J. Steps in Programme implementation:

Sl. No.	Steps	Responsibility	Timeline for Completion
1	Approval for programme initiation	DSWO	Within 15 working days of finalization of the Agency
2	Training of ICDS staff	DSWO	Within 45 days of publication of RFP
3	Selection of Lead Cluster Manager, crèches manager & training of programme coordinator, crèches supervisor crèches manager	Agency	Within 30 days of receiving LOA
4	Selection & training of crèches worker (in phases) and identification of crèches site	Programme coordinator	From 45 days onwards of receiving the LOA
5	Procurement of necessary equipment, furniture, etc by the DSWO following due process (in phase)	DSWO	Within 45 to 60 working days of receiving LOA
6	Execution of the programme (50 crèches)	DSWO	Within 45 to 60 working days of receiving LOA
7	Execution of the programme (50 crèches)	Per agencies	Within 45 to 60 working days of receiving LOA
8	Fund release to the selected Agency on submission of bills (monthly)	DSWO	Within 15 working days of receiving of bills from the Agency
9	Supervision, monitoring & review of the programme (monthly)	DSWO	By 30 th of every month

- Details implementation plan will the selected agencies.

K. Programme Duration

The duration of the contract will be for three (3) years & may be subsequently extended to a maximum of two year subject to satisfactory performance as determined by the Client.

L. Operational Structure of the programme:

a. District committee

A district level committee comprising staff from DSWO office and OMBADC DPMU will be set up to support district administration for programme monitoring, coordination with different departments & the district Collector. The team members will also act as resource person in the training of programme coordinators and ensure quality in conducting training programmes and

ensure MIS implementation. OMBADC officials will liaison with ICDS & Health department to facilitate crèche programme implementation.

b. Implementing Agencies

Implementing Agencies will be selected by district administration to roll out the crèches programme across the district. A detailed MOA will be signed with District Welfare Officer and the agencies. Implementing Agency will recruit Programme coordinator, crèches workers. The programme coordinator will lead the programme implantation and will coordinate with OMBADC officials for all programmatic needs.

M. Human Resources:

Each cluster shall be managed by the following Human Resources:

1. Creche worker (CW)

Every Creches will have two full-time crèche worker who will be selected from the community. The crèche workers are the main frontline force of the creches programme.

1. Must be a woman from the community aged 18 to 45 years in whom the community has trust.
2. As far as possible no more than one crèche worker shall have a child under three years of age.
3. Must be educated till primary level. Must be willing to works for the community and children.
4. She shall be willing to dedicate 7 to 8 hours daily to work in creches.

Selection of the CW:

5. The Implementing Agency is required to raise awareness in the community about the crèches, roles & responsible of the crèche's workers and the crèches workers and the criteria on which she is to be identified and selected. This will be done through village meetings.
6. This interaction shall result in short listing of a last three names from each village. From the shortlisted names the Implementing Agency in consultation with the AWW and ASHAs of the village will select two names.

Job Description:

1. To identify vulnerable and eligible children.
2. To assist AWW/Crèches Supervisors in motivating working parents and parents of children to send their children to the crèches.
3. To maintain records of children's attendance, growth monitoring and health records.
4. To liaise with crèches committee, parents and community leaders and solicit their support and incorporate their suggestions and recommendations in the functioning of the crèches.
5. To ensure care and safety of children attending the crèche.
6. Ensure personal hygiene.
7. Inculcate proper toilet habits and toilet training.
8. Facilitate regular health check-ups and referrals in liaison with local health Sub Centre/Primary health Centre (PHC)/AWC
9. Ensure that the food is Hygienically cooked, stored/preserved and
10. Fed to the children at appropriate intervals

11. Ensure the availability of adequate clean towels
12. And handkerchiefs/clothes for each child
13. Plan, initiate and supervise age appropriate EECD activities and create toys as per need.
14. To interact closely and regularly with parents to discuss children's individual special care and supports parents in their efforts to address them.
15. To ensure that toys and equipment's/ play materials are well stocked/available for children, routinely cleaned and properly maintained.
16. To ensure availability of adequate ration at the centre by informing the crèches supervisor/crèches manager/ programme coordinator about the requirement of rations & other logistics, maintain inventory and proper storage and refer to the meal plan.
17. To maintain first aid kits and ensure that expired medicines are not used.
18. To share responsibilities among crèches workers for executing their day-to-day activities.
19. To ensure monthly anthropometry of crèches children, preferably along with crèches supervisor and AWW.
20. To report routinely to crèches supervisors and in case of emergency report immediately.
21. To ensure that child gets medicine on time, also attend to any minor injuries of the child, wherever required.

2. Crèches supervisor (CS).

The crèches supervisor will be a mediator between crèches manager/programme coordinator and creche workers. She will provide constant guidance and support to the creches worker in executing her duties. Each CS will be responsible for around 20 crèches.

Eligibility Criteria for the creche's supervisor:

1. Must be in the age group 21 to 45 years.
2. Must be at least graduate with basic computer skills.
3. Must have working knowledge of accounts and book-keeping
4. Must be willing to serve the community with work experience in community-based programmes, preferably in the sector of health and nutrition.
5. Must have good communication skills, especially in Odia and local dialects.
6. Must have smart phone and knowledge of how to use it.

Job Description:

1. To provide continuous supports and guidance workers to bridge the gap between training and jobs requirements.
2. To identify suitable location for housing the crèches.
3. To visit each centre at least twice in a month.
4. To conduct monthly review meeting with crèches workers.
5. To fill the MIS formats, monthly reports and ensure that the data is shared with.
6. Anganwadi supervisors, CDPs crèches manager/programme coordinator.
7. To ensure calibration of instrument and devices used in the crèches as per protocols.
8. Maintain dairy and record information of all children in the crèches including additional information about the children who are malnourished, severely malnourished sick and referred.
9. To guide the creches workers in transacting the ECCD and other crèches related activities.



10. To guide the creches workers to create awareness for early detection of disability, its prevention and make appropriate referrals.
11. To conduct monthly stocks audit and collect monthly indents from all the centres and ensure supply & storage of ration medicines, early childhood education materials, registered and record in a timely manner.
12. To build good relation with the panchayats / village heads, creches committees, mahila mandals, parents schools clubs & other organizations.
13. To ensure that all creches regulations are complied with and discipline and decorum is maintained in all creches.
14. To ensure that the safety and security protocols are being followed and take adequate steps to address any shortcomings.
15. To be the first contact for grievance redressal and conflict resolution among creches workers.
16. To address any exiting gaps, if possible or reports the same to the creches manager/ programme coordinator for necessary action from higher level.
17. Attend training /review/ exposure visits conducted by the DSWO.
18. Attend block level review and sector meeting to coordinate with the block/ district level officials of the WCD and H&FW departments.
19. Supports and facilitate VHSND session and RBSK camps in creches in creches villages.
20. Carry out any other tasks related to programme as may be instructed, from time to time.

3. Cluster Manager (CM)

The Creches Manager will be the link between programme coordinator and creches supervisor. She will provide constant guidance and support to the creches supervisors & creches workers in executing her duties. Each CM will be responsible for around 40 to 60 creches.

Eligibility criteria for the creches Manager.

1. Must be in the age group 30-45 years
2. Must be a graduate. Preference will be given to the candidate with PG degree in any discipline or an MBA/ PGDM from a reputed academic institution/University.
3. Minimum 3-4 years of experience of leading a block programme implementation team on Nutrition/Health/Sanitation related programmes
4. Must be at least a with basic computer skills.
5. Must have working knowledge on managing skills.
6. Must be willing to serve the community with work experience in community - based programmes, perfectly in the sector of health and nutrition.
7. Must have good communication skills especially in odia & local tribal dialects.

Job description.

1. Build and maintain a high performing team of creches supervisor & worker in the assigned creches.
2. To undertake 15 creches centre visits each month to access quality of implementation & take necessary steps to strengthen programme quality.
3. To ensure that the programme objective and services to be provided in the creches and other deliverables under the scope of work as mention as mentioned above are satisfied in a timely manner.

4. Ensure health checks -up of all children once every three months.
5. To compile monthly indents from all the supervisors and ensure supply of ration and other materials in coordination with Accounts and logistic Manager.
6. Conduct review meeting for assessing progress and further/ activities.
7. Collection and compilation of field level data.
8. Developing strategy for each creches supervisor.
9. To provide continuous supports and guidance to the crèches workers & crèches supervisor to bridge the gap between training and job requirements.
10. To ensure that the safety and security protocols are being followed and take adequate steps to address any shortcoming.
11. To be the first contact for grievance redressal and conflict resolution among crèches supervisors.
12. To address any existing apps. if possible or reports the same to the programme coordinator for necessary action from higher level.
13. Attend training /reviews/exposure visits conducted by the DSWO & DPMU.
14. Attend blocks level reviews and sector meeting to coordinate with the block/district level officials of the WCD and H&FW Department.
15. Carry out any other tasks related to programme as may be instructed from time to time.

N. Trainings, Orientations and Consultations:

The Crèches shall not only provide nutritional care to children but also contribute to their overall development. It is therefore imperative that all Officials are appropriately trained before the Crèches are operationalized. The training and Orientations will be provided in the following manner:

Sl. No.	Type of Training/Orientation /Consultation	Trainees	Training Provider	Duration	Content	Periodicity
1	One day district level consultation chaired by District Magistrate	All ICDS and Officials	Resource Person	1 day	Introduction to the Programme. Services to be provided, roles & responsibilities of various stakeholders etc.	Once during launch of the Programme
2	Training to Lead Cluster Manager, Crèche Manager, Supervisor	Lead Cluster Manager, Crèche Manager, Supervisor.	Resource Person	2 Day	Introduction to the Programme. Services to be provided, roles & responsibilities of various stakeholders etc.	Once During Lunch of
3	Training to crèche worker	All selected cheche Workers, Supervisors	Lead Cluster Manager of the Agencies	7 Days	Training on Crèche Protocols and Crèche Workers Module	Before actual start of the Programme
4	Refresher training to crèche Workers	All Crèche Workers, supervisors	Lead Cluster Manager of the Agencies	3 DAYS Only in the second Year and Third Year	Refresher to the Programme	Once every Year

5	Thematic training such as ECCD/Anthropometric/MIS application and Others	All Selected Crèche Workers, workers & supervisors	Resource Person	To be Finalised	Respective Themes	From time to time, throughout the Programme period
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- The Trainings will be conducted with the support of the district-level resource persons, specially put -together for this purpose
- The training of the Crèche Worker will be residential in nature and will be held at the block/district level.
- The training will be conducted in local language.
- In addition to representative from office of DSWO & CDPOs, representatives from the office of Chief District Medical Officer (CDMO)/respective Medical Officers (MO) from H & FW Departments may also participate in the training programmes.

O. System Linkages:

One of the key objectives of the programme is to ensure linkage and collaboration between different sectors, most importantly the health deliver system and ICDS. Key areas where systems linkage will be ensured are as follows:

1. Coordination with ICDS officials:

The field Officials of the WCD Department shall provide necessary coordination and support to the programme. The following are the roles and responsibilities of the ICDS field Officials in smooth implementation of the programme.

Roles and responsibilities of District Social Welfare Officer (DSWO)

1. The DSWO will act as a bridge between the implementing Agency and the Collector.
2. She will be the point person of the WCD Department at the district level for facilitating the implementation and operationalization of the programme in the field.
3. She will attend the orientation/trainings at the district level as a resource person.
4. She will facilitate monthly district level review under the chairpersonship of the Collector and guide the implementation team.
5. She will ensure quality of Crèche service by the regular visit and review performance of the programme at the block level.
6. She will help in procurement of Crèche worker Uniform and dresses for the Children at Crèche by selecting Women SHG in the Block/Cluster.
7. She will facilitate inter departmental convergence at the district level.

Role and responsibility of Child Development Project Officer (CDPO):

1. The CDPO will act as a bridge between the programme team and the DSWO.
2. She Will be the chief point person in the ICDS at the block level for facilitating the implementation and operationalization of the programme in the field.
3. She will facilitate the scoping of the villages for the implementation of the programme.
4. She will attend the orientation and training of the Crèche worker as a resource person.
5. She will ensure quality of care and anthropometry at the Crèche through periodic visit to the Crèche centres.

6. She will review the process of referral of the red-flagged children by coordinating with the health department.

Role and responsibility of Anganwadi Supervisors:

1. She will facilitate the identification of potential Crèche sites and need-based setting up of Crèches in consultation with the community.
2. She will support in conducting community meeting/ Crèche committee meeting in the villages.
3. She will ensure the quality-of-service delivery and anthropometry at the Crèche Centre through periodic visits.
4. She will attend the orientation and training of the Crèche workers as a resource person.
5. She will ensure all THR allocation for the age group 7 months to 3 years are delivered at the Crèches.

Role and responsibility of Anganwadi Workers (AWW):

1. The AWWs along with the ASHAs will assist the Crèche Workers in line listing of all the eligible children in the village.
 2. The AWW will driver THR allocation for the age group 7 months to 3 years at the Crèches.
 3. The length/height and weight of all the eligible children will be measured by the AWWs and ASHAs before the opening of the Crèches.
 4. The monthly weights, lengths and heights of all children coming to the Crèche will be taken by the AWWs assisted/jointly by the Crèche Workers.
 5. Where required, she will support the Crèches Worker in filling the entry registers and monthly records of all the children enrolled in the Crèches.
 6. She will conduct home visits to the houses of children who have been experiencing growth faltering since the last two months or are severely malnourished, along with the Crèche Workers.
- 2. Coordination with the Health Department:**
1. This is critical in meeting the objectives of the programme. Proper referral mechanism with the health system will be embedded within the objectives of the programme.
 2. All children who are SAM (Weight for height Z score < -3) will be referred to the Nutritional Rehabilitation Centre (NRC) through the nearest Community Health Centres (CHC). There will be proper follow ups of these children and efforts will be taken to ensure that the children are prevented from falling into the severe condition again.
 3. Children who have developmental delay or are physically or mentally challenged will be referred for care under the District Early Intervention Centre (DEIC). Proper and diligent follow up of such cases will be facilitated under the programme.
 4. There shall be adequate coordination with Health department to operationalise RBSK camps at village level and necessary follow-ups thereof for children scrutinized/advised.
- 3. Coordination with Allied Departments/Sectors:**
1. For the overall health, development and wellbeing of children under three years, food security, access to safe drinking water and sanitation/clean environment are necessary factors. The programme will facilitate the community's access to the same by coordinating with concerned department for convergent activities.

2. The programme will facilitate the availability of handpumps in the AWCs, wherever they are present. The programme will also advocate for the availability of toilets and create awareness for their usage among the community.
3. The Crèche Supervisors will bring necessary issues to the CDPO, who in turn will take them up with the respective BDOs.
4. For issues concerning convergence with other departments, the DSWO shall inform/report to the Collector.

P. Committee.

1. A District Crèche Advisory Committee

A District Crèche Advisory Committee will be formed to provide overall guidance to the Crèche programme. The advisory group will have the Collector as its Chairperson, CDO-cum-EO Zilla Parishad, CDM & PHO, representative from OMBADC, and members from implementing Agencies as members and DSWO as Secretary-cum-member convenor. The group will meet at least twice a year and will approve annual action plan, review the progress, take necessary budgetary approvals and any major decision related to the project.

2. Creche Committee

An important aspect of getting the community involved in the management of malnutrition through Crèche is the formation of the Crèche Committee (CC). Active involvement of the community in the day-to-day and regular functioning of the Crèche is a major component of the programme. For this, a Crèche Committee primarily involving the mothers of the community will be set up in each area where the Crèches will be established.

1. Members:

The members of the Crèche Committee shall be the mother of all enrolled children at any given point in time, the Crèche Worker (CWs), the sarpanch/ward members (preferable female members), community leader, AWW and ASHA of the village, SHG leaders and other interested woman from the village. It is desired that mothers of all enrolled,

Children will be involved in the Crèche Committee and hence the numbers of the committee will change depending on the entry and exit of eligible children from the crèche, every month, fathers, grandparents, and adolescent girls may also be encouraged to be members of the Crèche Committee.

2. Structure:

The creche committee shall be composed of an elected

President

Secretary

Treasurer

Conveners (CWs) The two Crèche Workers shall be conveners, by turn/rotation.

3. Roles and Responsibilities of the Creche Committee

- a) The crèche committee shall help in identifying the problem faced by the community in general, and women and children. These problems will be prioritized, and strategies will be developed to address them.
- b) The committee shall Monitor the regular functioning of the Crèches.

- c) The Committee shall check quality of the food and delivery of other services at the Crèches.
- d) It shall help in providing valuable inputs on the menu for their feeding in the crèches.
- e) It shall be a platform for grievance redressal for any issue. Problems between community and the Crèche Workers.
- f) It shall decide the timing of the Crèches as per the community requirement in different season
- g) It shall act as a platform for sensitizing and enabling the community to avail better access to public services like healthcare, water sanitation, Public Distribution system (PDS), ICDS, etc
- h) The Crèche Workers shall keep a record of these meeting and shall reach out to crèche Supervisors for guidance /action on specific agendas /issues that requires intervention.

Q. Transparency and Accountability:

While working with young children, accountability and transparency are important aspects, involvement of the community in the day-to-day functioning will help functioning will help maintain transparency in all facets of the crèche operations. Crèches worker play a crucial role in ensuring that all the activities of the crèches run smoothly and as per plan. Hence being the primary interface between the children, parents and crèches committees, they must maintain adequate accountability and transparency at the centre and village level. Crèches workers need to be adequately supported by crèches supervisors in ensuring accountability and transparency aspects of the crèches functioning at regular intervals. Monthly Crèches committee meeting shall be used for discussing these issues and solutions/ suggestion need to be incorporate in day-to-day functioning. This is expected to bring more confidence and involvement of the community, who are then more likely to share responsibility with crèches worker and crèches supervisors for smooth functioning of crèches. All efforts shall made to ensure that mothers/parents are aware of crèches related expenses, attendance food menu, extra feeding to red flag children / at risk children /triggers needing urgent action. Detailed information about growth monitoring, referrals etc need to be made available at crèches for reference and counselling through different registers, formats and charts.

Certain information is to be displayed prominently in the crèches, some to be available in the form of registered/ forms and few are to be shared during the monthly crèche committees meeting. In additional relevant data is to be reported to the ICDS officials at periodic intervals.

1. Crèches Monitoring & Evaluation:

- a. Every crèches and its activity need to be monitored on a regular basics. Crèches supervisor (CS) need to be monitor each of their allotted centres at least once a month. It's also mandated for the crèches managers to undertake centre visits for at least 15% of their allocated centres each month. During their centre visits they shall not only assess but also ensure quality of functioning of crèches, feeding, sanitation hygiene records, stocks, anthropometry verification, referrals etc. They shall also interact with crèches committee members and parents.
- b. Crèches workers need to attend a monthly review at the block or sub block level for at least 4-5 hours for reports collection feedbacks sharing and undertaking on- the-job training on ECCD, anthropometry, record keeping etc. by the crèches supervisors/ crèches managers.
- c. OMBADC official member shall visit the centre to encourage mothers, crèches committee members and crèches workers for their efforts towards smooth functioning of the crèches. The OMBADC official team shall reviews the crèches supervisor. Crèches

managers at the district/ block level to get an update on monthly progress solve quality issues, provide guidance in programme implementation and documents case studies/ other reports.

2. Quality Assurance and Management:

Quality of the functioning of the crèches is an important aspect of the programme.

Different measure is to be taken to ensure the same.

- a. To monitor and ensure quality of services and materials provided at the crèches regular monitoring are to be conducted by the Lead cluster manager and OMBADC officials. A monitoring checklist will be designed aid the same.
- b. To ensure quality of anthropometric data, crèches supervisors, OMBADC Officials are to undertake quality checks of the anthropometry done at the crèches level on a periodic basis.
- c. To ensure accurate results, routine calibration of instruments is to be undertaken.
- d. Weighing scales, stadiometer and infant meters are to be undertaken.
- e. Stocks verification is to be routinely carried out towards the end month to ensure regular supply of material etc.

3. Annual Audit

- a. Annual financial/ performance audit shall be conducted to monitor and evaluate the impact of crèches on nourishment and development of children enrolled.
- b. The audit will be carried out after will be carried out after the end of each year.
- c. The audit shall undertake an exercise/ evaluation including but not limited to obtaining feedback from the families of the children enrolled, quality of crèches, feeding, sanitation, Hygiene, Records, stocks, anthropometry verifications, referrals financial audits for reconciliation of funds received /expenditure incurred and other related tasks as identified during the execution of the programme.

4. Final Evaluation

A) The final evaluation will be carried out the end of the programme (i.e., 3 Years) and will consider the following aspects in addition to those addressed in the yearly audit

- B) The programmes achievement with respect to the objectives
- C) The effectiveness of the crèche for service delivery as envisioned
- D) Suitability of the Agency, regarding extension of the contract.
- E) Lessons learned and recommendations.

Note:

- a) The yearly audit and final evolution shall be carried out by engaging a third party, constituted for the Purpose by DSWO Mayurbhanj.
- b) All assets, equipment and tools procured under the programme shall be property of the office of the DSWO, Mayurbhanj and the implementing Agency will have no right over it after completion of the programme.

R. Creche MIS:

Activities at the crèches are to be documented and recorded in different registers and formats. A crèches MIS has been developed for regular monitoring and review of the activities under the programme.



Each crèche shall maintain the following records and registers:

- a) House-listing Register: All Children under three years of age in the village must be screened and data must be entered in the MIS
- b) Entry Level Register: The entry level register is to be filled at the time of admission by the crèches Workers with support from the AWW.
- c) Attendance Register: Daily attendance of the children coming to the crèche are to be filled in by the crèche Workers in this register. Monthly anthropometry along with AWC data is also to be recorded here. All data related to the child for the month are entered in the attendance register.
- d) Red Flag/At Risk Follow-Up from/Triggers requiring urgent action: To be filled in the crèche by the crèche Workers after the identification of the red flag children.
- e) NRC Referral Register: Once the red flag has been identified and the child has been referred to the NRC, the crèche Supervisors shall enter the referral details in the NRC referral register.

All the data entered in the various registers and records shall be further entered in the MIS portal (eKalika) or any other MIS specifically developed for the programme. The portal will enable the real-time monitoring of the crèches as well as help in generating data regarding the status of children coming to the crèches.

S. Reporting Mechanism:

The crèche Supervisors will fill up Monthly Crèche Report (MCR) for each of the crèches under his/her supervision. The MCR shall be duly verified and signed by the Anganwadi Worker Where the crèche is located. All MPR will be duly verified by ICDS CDPOs by the 5th of every month. All signed MCRs shall be consolidated by the Programme Coordinator of each Implementing Agency which shall be duly approved by the DSWO by the 10th of every month.

The MCR of all Implementing Agencies in the district shall be compiled and report to District Collector by DSWO by the 15th of every month for undertaking monthly review of the Crèche Programme and release of payment to Implementing Agencies.

Section IV : Technical Proposal Submission Forms

TECH-1 Covering Letter

(On Bidder's Letter Head)

[Location, Date]

To,

District Social Welfare Officer (DSWO)
Baripada, Mayurbhanj-757001, Odisha

Subject: Selection of Agency for Establishment and Management of Crèches in Mayurbhanj District [TECHNICAL PROPOSAL]

Dear Madam/Sir,

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

I have examined all the information as provided in your Request for Proposal (RFP) and offer to 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 provisions of this RFP/ToR including of our technical & financial proposal is found to be deviated, then your department shall have rights to reject our proposal. 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: _____

Designation: _____

Address of Bidder: _____

Contact Number of Bidder: _____

Email id of Bidder: _____

TECH 2: Bidder's Organization (General Details)

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

**Authorized Signatory with
Date and Seal**

Name : _____

Designation : _____

Address of Bidder : _____

Contact Number of Bidder : _____

Email Id of Bidder : _____

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

TECH 3: Bidders Financial Details

**Annual Average Turnover Statement
(To be furnished on the letter head of the Chartered Accountant)**

Financial Information (In INR)				Average
Details	FY 2020-21 ^a	FY 2021-22 ^a	FY 2022-23 ^a	
Turnover (in Crores)				
	Page no in the bid proposal	Page no in the bid proposal	Page no in the bid proposal	

***Provisional audited statement shall not be considered.**

Supporting Document:
Audit certified financial statements for the last three FYs (Submission of copies of income & Expenditure Statement, P/L and Balance sheet for the respective financial years in mandatory along with this form)

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 along with the technical proposal, failing which the proposal will be out rightly rejected.

Signature and Seal of the Company Auditor/ Chartered Accountant with Date in original
Name of Chartered Accountant/ Authorized Signatory of Company Auditor

[In full initials with Date and Seal]: _____
Membership No. Chartered Accountant/Authorized signatory of Company Auditor

Authorized Signatory with
Date and Seal

Name : _____

Designation : _____

Address of Bidder : _____

Contact Number of Bidder : _____

Email id of Bidder : _____

[NB: No Scanned Signature will be entertained]

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 4: Format for Power of Attorney

(Notarized on INR 100.00 Stamp Paper)

I, _____, the _____ (Designation) of (Name of the Organization) in witness where of 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 signature of <Name of Person> in whose favour authority is being made under the attorney given below are hereby certified.

Name of the Authorized Representative:

(Signature of the Authorized Representative with date)

CERTIFIED:

Signature, Name & Designation of the person executing attorney:
Address of the Bidder

4

TECH 5: Bidders Past Experience Details

Details of the Projects

Sl. No.	Name of the Project *	Location & Addresses	Project Start Date (DD/MM/YY)	Project End Date (DD/MM/YY)	Total Number of Crèches/ Health and Nutrition Project/E CCD etc.	Project Costs Funds Received INR (In Crores)	Name of the Client and Address	Brief Scope of Work	Page no of the Attached Work Order Experience Certificate **
1									
2									
3									

Authorized Signatory with Date and Seal

Name : _____

Designation : _____

Address of Bidder : _____

Contact Number of Bidder : _____

Email id of Bidder : _____

A

TECH 6: Declaration of Conflict of Interest and Activities

Are there any activities carried out by our Agency which are of conflicting nature as mentioned in Section 2: [Instruction to the Bidder] under Eligibility Criteria: Para (14). If yes, please furnish details of any such activities.

If no, please certify.

On Bidders Letter

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: [Instruction to the Bidder] under Eligibility Criteria: Para (14).

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

Authorized Signatory with
Date and Seal

Name : _____
Designation : _____
Address of Bidder : _____
Contact Number of Bidder : _____
Email id of Bidder : _____

Bidders should submit the required supporting Documents as mentioned above. Non-Submission of required Document as listed above will lead to rejection of the bid.

AB

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 term of Reference/ Scope of work:

[The consultant needs to present and justify in this section, if any modifications to be Terms of reference they are 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/ suggestions will not be taken into consideration without 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 with
Date and Seal**

Name : _____
Designation : _____
Address of Bidder : _____
Contact Number of Bidder : _____
Email id of Bidder : _____

As

TECH 8: Description of Approach, Methodology and Work plan to Undertaken the Assignment

Technical Approach, Methodology and work Plan are key components of the Technical Proposal. In this Section, bidder should explain their understanding of the scope and objectives of the assignment, approach to the services, methodology for carrying out the activities and abstaining the expected output, and the degree of details of such output. Further, they 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 following three sections:

- A. Understanding of Assignment and issues/ Challenges
- B. Description of Approach, Methodology and Work Plan, Unique Selling Proposition/ Additional Software/ Features
- C. Similar Case studies

Authorized Signatory with
Date and Seal

Name : _____
 Designation : _____
 Address of Bidder : _____
 Contact Number of Bidder : _____
 Email id of Bidder : _____

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

The Agencies who are selected for technical presentation shall adhere to the following format while presentation:

Maximum Number of Slides	Slide Heading	Maximum Marks (40)	Maximum Time for Presentation
1 to 5	Understanding of the assignment and Issues/Challenges	15	5 minutes
5 to 10	Approach, Methodology, Work plan, additional Features & Similar case studies	25	5 minutes
	Question & Answer Session		5 minutes

Note 1: Information provided in the form shall correspond to the Technical Presentation. Colour print-out of the PPT also shall be submitted.

Note 2: All the claims shall be substantiated through production of supporting document

AS

TECH 9: Proposed Plan to Carry out the Assignment

Month	1	2	3	4
Sequence of Activities/ Sub Activities				

Indicate all main activities/ sub activities of the proposed assignment and other associate sub-periodic activities.

**Authorized Signatory with:
Date and Seal**

Name : _____

Designation : _____

Address of Bidder : _____

Contact Number of Bidder : _____

Email id of Bidder : _____



TECH 10: Non-Consortium Declaration
(On Bidder's Letterhead)

We, _____ <name of the organization>, having our registered office at _____, <HQ address of the organization> hereby certify and confirm that in the preparation and submission of our Proposal for _____ (name of the Project) under this RFP Reference No. _____, We have not acted in concert or in collusion with any other Bidder or other person (s) and also not done any act, deed or thing, which is or could be regarded as anti-competitive.

We declare that we are submitting this proposal as an independent Agency, and not as a part of any consortium/Joint Venture/ Association.

We further confirm that we have not offered nor will offer any illegal gratification in cash or kind to any person or organization in connection with the instant proposal.

We also acknowledge that in case of misrepresentation of the information, our proposal/contract shall be rejected/terminated at any stage by the Client, which shall be binding on us. Any loss or damage to the Client, on this count will be compensated by us.

Dated this _____ Day of _____.

**Authorized Signatory with:
Date and Seal**

Name : _____
Designation : _____
Address of Bidder : _____
Contact Number of Bidder : _____
Email id of Bidder : _____

TECH 11: Affidavit Format for Not Blacklisting

(Notarized on INR.100/- Non-Judicial Stamp Paper)

Affidavit

I, M/s. _____ (the name of the Organization) having our registered office at _____ <HQ address of the Organization> hereby certify and confirm that we or any of our promoter(s) / Director(s) are not barred by any Department, Govt. of Odisha any other entity of Go or blacklisted by any State Government or Central Government / Department / Organization in India from participating in Tenders as on the _____ (Date of Signing of this proposal).

We further confirm that we are aware that, our proposal for the captioned Project would be liable for rejection in case any material misrepresentation is made or discovered at any stage of the Bidding Process or thereafter during the agreement period.

Dated this _____ Day of _____, 2024

**Authorized Signatory with
Date and Seal**

Name : _____

Designation : _____

Address of Bidder : _____

Contact Number of Bidder : _____

Email id of Bidder : _____

JS

TECH 12: Format of Curriculum Vitae (CV) Cluster Manager only.

1.	Proposed Position			
2.	Name of Agency			
3.	Name of Staff			
4.	Date of Birth			
5.	Education			Date of Qualifying
	Name of Institute	Degree(s) or Diploma(s) obtained:		
6.	Membership in Professional Associations/Trainings attended			
7.	Language	Reading	speaking	Writing
	Language			
	English			
	Odia			
	Hindi			
	Any Other			
8.	Employment Record			
	From		To	
	Employer			
	Position/s held			
	Responsibilities/Activities performed:			
	From		To	
	Employer			
	Position/s held			
	Responsibilities/Activities performed:			
	From		To	
	Employer			
	Position/s held			
9.	Work undertaken the Best Illustrates Capacity to Handle the Tasks Assigned			
	Name of assignment or project			
	Year			
	Location			
	Client			
	Main project features:			
	Position/s held			
	Responsibilities/Activities performed			

Name of assignment or project	
Year	
Location	
Client	
Main project features:	
•	
Position/s held	
Responsibilities/Activities performed	
•	
10. Certification	
<p><i>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 my disqualification or dismissal, if engaged</i></p> <p><i>Signature of Key Professional</i></p> <p><i>Date</i></p>	

Name of Key Professional: _____

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

Name and Designation of Authorized Person: _____

Date and Seal: _____

Contact Number of Bidder: _____

Email id of Bidder: _____

Address of the Bidder: _____

Note:

- 1. CV write up restricted to 3 pages only with quality information relevant to the key professional requirements. The CVS need to be jointly signed by the proposed professional and the authorized representative of the Bidder.*
- 2. Information provided in the form shall correspond to the Key Personnel Criteria of the Technical Qualification form.*
- 3. All the claims shall be mandatorily substantiated via the production of the supporting documents by attaching photocopies of educational documents and experience certificates along with the technical proposal.*
- 4. Experiences between 1st November 2012 to 31st December 2022 only will be considered for evaluation.*
- 5. CVs submitted as a part of the RFP Bid submission are expected to be deployed full-time for a Period of 3 years.*

Section V: Financial Proposal Submission Forms

Fin 1: Covering Letter
(On Bidders Letter Head)

[Location, Date]

To,
District Social Welfare Officer, (DSWO)
Baripada, Mayurbhanj-757001, Odisha

Dear Madam,

We, the undersigned, offer to provide services for the assignment for the establishment and management of Crèches in Mayurbhanj district in accordance with your Request for Proposal (RFP) dated _____.

We fully accept the proposed budget (including the Management Fee) in the RFP. The proposed budget (including the Management Fee) shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

We understand that the management fee will be released on the yearly audit as specified of the RFP documents.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery. We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act, 1988".

I remain,

Yours faithfully,
Authorized Signatory with

Date and Seal

Name : _____

Designation : _____

Address of Bidder : _____

Contact Number of Bidder : _____

Email id of Bidder : _____

Section VI: Annexure

Annexure I: Bid Submission Checklist

Bidders shall ensure the submission of the required supporting documents in the appropriate envelopes (writ Technical Proposal and Financial Proposals). Bidders should submit the required supporting documents as mentioned below by arranging the documents serially in the following order, indexing it appropriately, pages of all the bids documents being numbered, mentioning the same page numbers in the column "Page No" against the particulars in the check list as mentioned below for ease of scrutiny. Each page should be numbered and signed (in full) by the authorized representative (as per TECH 4). The proposal must be complete in all respect and spiral bound. Bids not conforming to the eligibility criteria and non-submission of required documents as listed below 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.

Sl. No.	Description	Submitted (Yes/No)	Page No.
	Technical Proposal (Original)		
1	Filled in Bid Submission Check List (ANNEXURE I)		
2	Covering Letter (TECH 1)		
3	Bid Processing Fee of INR 10,000/- in form of DD		
4	EMD of INR 1,00,000/- in form of DD		
5	Copy of Certificate of Incorporation / Registration of the Bidder		
6	Copy of PAN		
7	Copy of Goods and Services Tax Identification Number (GSTIN)		
8	Copies of IT Returns for the last 3 FYs (2020-21, 2021-22, 2022-23)		
9	General Details of the Bidder (TECH 2)		
10	Financial details of the bidder (TECH 3) along with all the supportive documents such as copies of Profit Loss Statement and Balance Sheet for the concerned period		
11	Power of Attorney (TECH 4) in favour of the person signing the bid on behalf of the bidder		
12	List of completed assignments of similar nature (Past Experience Details) (TECH 5) along with the photocopies of work orders / experience certificates for the respective assignments		
13	Self-Declaration on Potential Conflict of Interest (TECH 6)		
14	Comments and Suggestions (TECH 7)		
15	Description of Approach, Methodology & Work Plan (TECH 8)		
16	Work Plan (TECH 9)		

17	Non-Consortium Declaration (TECH 10)		
18	Affidavit Format for Not Blacklisting (TECH 11)		
19	Format of Curriculum Vitae (CV) (TECH 12)		

Undertaking:

- All the information has 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 (in full) by the authorized representative.

**Authorized Signatory with:
Date and Seal**

Name : _____

Designation : _____

Address of Bidder : _____

Contact Number of Bidder : _____

Email id of Bidder : _____

Annexure II: Performance Bank Guarantee Format

[Location, Date]

To

District Social Welfare Officer, (DSWO)
Baripada, Mayurbhanj - 757001, Odisha

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), a total of.... and we undertake to pay you, upon your first written demand declaring the consultant to be in default under the contract and without cavil or argument, any sum, or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

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

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

This performance bank guarantee shall be valid until the day of..... (month and year).

Our branch at Baripada (Name & Address of the Bank) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our Baripada branch a written claim or demand and received by us at our Baripada 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

Annexure III: Cluster Preference Format

[Location, Date]

To,

District Social Welfare Officer, (DSWO)
Baripada, Mayurbhanj - 757001, Odisha

Priority in order of Preference	Name of the Block	Name of the Cluster

We hereby furnish the priority of cluster

in order of Preference

Authorized Signatory with:
Date and Seal

Name: _____

Designation: _____

Address of Bidder: _____

Contact Number of Bidder: _____

Email id of Bidder: _____

Annexure-IV: Budget & Fund Flow

Budget mentioned below is tentative and will depend on Actual.

Opening Cost of 856 Crèches in 1 st year			
Sl. No.	Category	Amount in Rs for 120 Crèches	Remarks
A	HR	14,47,10,400.00	
B	Training review and Exposure visit	58,20,800.00	
C	OPEX-Food	5,50,16,832.00	With provision for 5% increment year on year basis
D	OPEX-Other items	4,04,71,680.00	With provision for 5% increment year on year basis
E	Total	24,60,19,072.00	
F	Management Fees 3%	7380591.00	3% of (A+B+C+D)
	Grand Total	25,34,00,303	

Note:

*The detailed work plan to be undertaken by the Agency utilizing the management fees shall be

Discussed post selection of Agency and be put forth in the MoA detailing out roles and Responsibilities.

**A maximum advance amount of two months for OPEX (food) may be considered for each Implementing Agency for project implementation, Bills are to be cleared each month.

A-1- Human Resource Cost

Note-10% of the total remuneration of the Creche Supervisors, Cluster Manager has been provisioned as travelling cost. This travelling cost has been included in total HR cost along with remunerations.

All the remuneration is a consolidated amount inclusive of statutory deduction to be made as per the labor law.

In no way HR required under the crèches can claim to be hired by or are staff of OMBADC and DSWO.

Sl. No.	Designation	UNITS	Salary+ Travel and communication	Salary+ Travel and communication per year
3	Cluster Manager (CM)/ Crèche	1:40	20000+3000	6072000
4	Crèche supervisor (CS)/ Crèche	1:20	18000+2000	10320000
5	Crèche Worker-1(CW-1)/ Crèche	1:1	6,000	61632000
6	Crèche Worker 2(CW-2)/ Crèche	1:1	6,000	61632000
7	Communication Cost @240 per month to worker		240	4930560
8	Communication Cost @240 per month to supervisor		240	123840
				14,47,10,400
	Total HR cost per Annum			14,47,10,400



B-Budget for Trainings,

		Total Numbers planned in Year-1	Total Year cost
1	Trainings/Refreshers/Reviews		
2	Crèche workers Lodging cost for 7 days	@2520/Crèche	21,57,120.00
3	Crèche workers food cost for 7 days	@3080/Crèche	26,36,480.00
4	Crèche workers Monthly Review meetings	@1200/Crèche	10,27,200.00
Total			58,20,800.00

*Budget for Training is Tentative. Will be based on actual training done

C-OPEX Food

Note: Provisions for THR under ICDS programmes like egg/chiki etc. will be delivered at Creches for all eligible children. Crèche workers will ensure intake by children within the Creche.

Item	Specification	Daily Cost (Rs)	Monthly Cost ^{***}	Total Annual COST
Morning Snacks (halua/Kheer)	Chhatua and oil/Chhatua provisioned under SNP of ICDS would be used for morning snack	0.60 per child	Rs.312/creche/month	32,04,864.00
Cooked Lunch	(Rice, Dal, Oil and green vegetable)	6.9	Rs.3588/creche/month	3,68,55,936.00
Evening Snacks	Suji/Maize/Ragi Halwa (Suji/Ragi/Maize provisioned under SNP of ICDS would be used for evening snacks)	0.80	Rs.416/creche/month	42,73,152.00
Egg/Bananas/seasonal fruits	2 additional eggs/ Bananas/ Seasonal fruits per week	2	Rs.1040/creche/month	1,06,82,880.00
Total				5,50,16,832.00

*** 20 children per creche for 26 days per month

AS

D-Opex-Other items

Sl. No	Material	Specification	Cost per Month per Crèche	Tentative Cost per Year per Crèche	For 856 Crèches
1	Transportation of food		500	6000	5136000.00
2	Fuel Expenses		500	6000	5136000.00
3	Hand Washing soap/liquid		60	720	6,16,320.00
4	Dish washing soap/ liquid		40	480	410880.00
5	Dish washing scrubber		40	480	410880.00
6	Detergent powder		200	2400	2054400.00
7	Rent for crèche premises (only if necessary)		1500	18000	15408000.00
8	ECCD Materials and Toys		200	2400	2054400.00
9	Medicine for First Aid Box		100	1200	1027200.00
10	Standard Dresses (2 set Normal and 1 set Winter wear)	1/child/year		450	77,04000.00
13	Footwear (Rubber)	1/ child/year		30	513600.00
Total Amount for 856 Creche					4,04,71,680

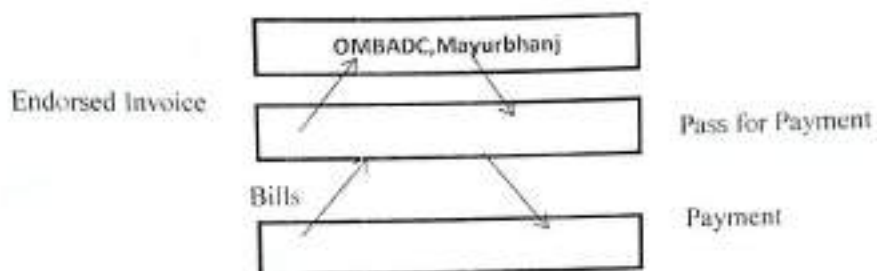
Items under Capital Expenditure

Sl. No	Item	Specification	Numbers Required
1	2	3	4
1	Weighing scale (suitable for both infants & toddlers)	Graduation-10g, digital reading, removable tray, battery powered, capacity:15-20 kg, should meet ICDS Standards	1/Crèche
2	Stadiometers	Measuring range :20-205 cm, graduation-1 mm, should meet ICDS Standards	1/Crèche
3	Infantometers	10-99 cm measuring range, graduation-5 mm, should meet ICDS standards	1/Crèche
4	Smokeless Chulhas	Capacity:5-25 persons, without electricity powered fan	1/Crèche
5	Galvanized Steel Trunk Box (large)	0.5mm gauge:40"X24"X24"	1/Crèche
6	Galvanized Steel rack with 3 shelves	0.5mm Gauge:22"X12"X24"	1/Crèche
7	Stainless Steel Ladle for Dalma (Dabu)	125g	1/Crèche
8	Stainless Steel turner for vegetable curry (karachuli)	110g	1/Crèche
9	Stainless Steel Spoon for Rice (Chattu)	125g	1/Crèche
10	Stainless Steel Sieve Spoon (jail Chattu)	150g	1/Crèche
11	Stainless Steel Drum with cover	3.08kg	1/Crèche
12	Stainless Steel Water spoon	250g	1/Crèche
13	Stainless Steel Mug	170g	1/Crèche
14	Stainless Steel Spoon	20g	1/Child i.e.20/Crèche
15	Stainless Steel Bowl (Ginaa)	130g	1/Child i.e.20/Crèche
16	Stainless Steel Plate (Thali)	200g	1/Child i.e.20/Crèche
17	Stainless Steel Glass	50g	1/Child i.e.20/Crèche
18	Stainless Steel (Gamla)	450g	2/Crèche
19	Stainless Steel jug for storing oil	1litre,250g	1/Crèche
20	Steel basket for vessels	1.8kg	1/Crèche
21	Aluminium Dekchi for rice with cover	1.55kg	1/Crèche
22	Aluminium dekchi for dalma with cover	1.4kg	1/Crèche
23	Aluminium pot	15litres,800g	1/Crèche
24	Aluminium bucket	12litres,720g	2/Crèche
25	Aluminium containers	4 Container Set,1.685kg	1/Crèche
26	Aluminium kadai with cover	13inch, Heavy Gauge	1/Crèche

		Bottom, 1.80 Kg	
27	Aluminium Pressure Cooker	5 Litres	1/Crèche
28	Iron vili- vegetable cutter(panikhi)	Iron blade	1/Crèche
29	Grocery weighing scale	Capacity-10kg, digital display, battery powered	1/Crèche
30	Water purifier+ 5additional cartridges	20liters, UF technology, gravity-based	1/Crèche
31	First Aid Box	1 Plastic Box, Antiseptic cream, sliver sulfadiazine ointment, cotton, gauze, band Aid	1/Crèche
32	Clock	Analog	2/Crèche
33	Plastic Mug		2/Crèche
34	Soap Case		1/Crèche
35	Mirror		3/Crèche
36	Comb		2/Crèche
37	Nail Cutter		3/Crèche
38	Plastic Containers (for loose food items)		1/Crèche
39	Dustbin		1/Crèche
40	Dustpan		2/Crèche
41	Broom	1 coconut leaf grass, 1 date-plam leaf	1/Crèche
42	Floor Mop	5 ft long rod, cotton refill	1/Crèche
43	Plastic drum for storing water	HDPE, 200LITRES	1/Crèche
44	Drum for handwashing station	Hdpe, 40 litres	1/Crèche
45	Stool, tub, tap, garden hose, sanitary fittings for hand washing station & basin		1/Crèche
46	Mosquito Nets	Polyester, 6'X7'	3/Crèche
47	Durries (Plastic)	200GSM, 9'X12'	3/Crèche
48	Durries (Cotton)	9'X12'	3/Crèche
49	Non-folding foam Matterss	6'X3'	4/Crèche (1 per 5 children)
50	Waterproof Protector Sheet for mattress	PVC Plastic, 78"X54"	4/Crèche (1 per 5 children)
51	Single Bedsheet	Cotton, 60"x90"	12/Crèche (1 per 5 children)*3
52	Single Solapur Blanket	Cotton, 5'X7.5'	4/Crèche (1 per 5 children)
53	Solar home lighting system	2 Lights of 8w each, 1 fan-20w, Lithium ferro phosphate battery of 12V-120AH@ C/20 discharge capacity +wiring as required	1/Crèche
54	Fire extinguisher	Abe type, Dry chemical powder, 2kg	2/Crèche
55	Window net for mosquitos	Polyester, Velcro edged	20sq. ft.(approx.)
56	Padlocks	Steel, 7 levers	2/Crèche
57	Crèche name bord	Sunboard, 6'X1.5'5mm thickness, solvent print with lamination	2/Crèche
58	Registers-visitors register, attendance register, committee		3/Crèche

	resolution register		
59	Toy for Children		
60	Printing of child growth chart, format of Admission sheet, Monthly Report, Monthly vegetable etc		
61	Crèche Decoration including paintings		

2. Fund Flow Mechanism



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Annexure-V: Tentative Training Plan

Sl. No.	Trainee	Training	Duration	Periodicity	Topic
1.	Lead Crèche Manager, Crèche Supervisor	Orientation	1 day 3days	Prior to induction Training	Orientation to the programme, aims and objectives etc Introduction to the programme, roles and responsibility, basic concepts of childcare, health & nutrition, Anthropometry, ECCD, safety & security, functioning of Crèches, govt policy and programmes, child protection Acts and legislations Same as above, plus any new relevant topic
		Induction		Prior to initiation of programme	
		Refresher	3days		
2.	Crèche Workers	Thematic	1 days 7days		Relevant themes like ECCD, anthropometry, dietary diversity, child protection policies etc
2.	Crèches Workers	Induction	7days	To be finalized as per need Prior to crèche Opening	Introduction to the Programme, roles and responsibility
		Refreshers	3days	Annually	interdiction to the Programme, roles and responsibility, basic concepts of childcare, health & nutrition, ECCD, safety & security, functioning of Crèches Same as above, Plus any new relevant topic
		Thematic	1days	To be finalized a per need	Relevant themes like ECCD, Anthropometry and MIS etc.

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Annexure VI: Definitions and Acronyms

Acronyms and Definitions		
1	Agencies/Organization Bidder	Any entity or Agency that may provide or provides the services to the Client under the Contract.
2	Assignment/ Job	The work to be performed by the selected Agency pursuant to the contract
3	Audit	Audit is defined as a systematic, independent, and documented process for obtaining objective evidence and evaluation it objectively to determine the extent to which the audit criteria are fulfilled a Or Performance meets the objectives for that performance.
4	BOQ	Bill of Quantities
5	CA	Chartered Accountant
6	DSWO	District Social Welfare Officer
7	CEO	Chief Executive Officer
8	Client	District Social Welfare Officer, Mayurbhanj
9	Day	Means calendar day
10	DD	Demand Draft
11	OMBADC	Odisha Mining Bearing Area Development Corporation
12	EMD	Earnest Money Deposit
13	FY	Financial Year
14	ITR	Income Tax Returns
15	JV	Joint Ventures
16	LOI	Letter of Invitation
17	MOA	Memorandum of Association
18	MOU	Memorandum of Understanding
19	NEFT	National Electronic Fund Transfer
20	P & L	Profit and Loss
21	PBG	Performance Bank Guarantee
22	Proposal	Pre-Qualification Documents, Technical Proposal and Financial Proposal
23	QBS	Quality Based Selection
24	TOR	Term of Reference, means the information included in the RFP which explains the objectives, scope of works, activities, tasks to be performed, respective responsibilities of the Client and the selected Agency
25	Wrt	With respect to
26	AWW	Anganwadi Worker

JB