

# **Odisha Tribal Development Society (OTDS)**

**(An autonomous Society under the administrative control of  
ST & SC Development Department)**

RFP No. 32 Date 22.02.2024

## **REQUEST FOR PROPOSAL**

Sealed proposals are invited, including price offers, by Odisha Tribal Development Society(OTDS) from reputed firms/agencies with expertise in Establishment of English Bridge Course with Audio-visual and digital content and teacher training and support model in Schools. Interested firms/agencies may submit their bids to the CEO, Odisha Tribal Development Society, SCSTRTI Campus, CRPF Square, Bhubaneswar. They are also required to submit authenticated copies of the necessary documents as indicated in the RFP. The bid, complete in all respects, must reach Chief Executive Officer, OTDS on or before 07.03.2024, by 5:00 PM, via Registered Post/Speed Post only.

The bids will be opened on 12.03.2024, at 3.00 PM- 4.00 PM in the presence of the members of the Selection Committee and the bidders. Incomplete proposals and proposals received after the scheduled date and time shall be rejected. The rates should be exclusive of all taxes. Detailed information is available on the Portal <https://stsc.odisha.gov.in/>

Sd/-  
DIRECTOR ST cum CEO, OTDS

# REQUEST FOR PROPOSAL (RFP)

Establishment of an English Bridge Course with  
Audio-visual and digital content and a teacher  
training and support model in ANWESHA hostels  
and EMRS Schools

ODISHA TRIBAL DEVELOPMENT SOCIETY  
SCSTRTI CAMPUS, CRP SQUARE, BHUBANESWAR  
Govt. of Odisha

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## **BIDDER DATA SHEET**

Name of the work: Establishment of English Bridge Course with Audio-visual and digital content and a teacher training and support model in ANWESHA hostels and EMRS Schools

<b>Sl. No.</b>	<b>Particular</b>	<b>Details</b>
1	Name of the Client	Chief Executive Officer, Odisha Tribal Development Society
2	Method of Selection	QCBS method
3	Joint venture / Consortium	Not allowed
4	Date of Issue of RFP	24.02.2024
5	Date of Pre-bid meeting	01.03.2024, 3.00 PM-4.00 PM at SCSTRTI Meeting Hall
6	Last Date and Time for submission of Bid	07.03.2024 (5:00PM) at SCSTRTI Campus, CRP Square, Bhubaneswar-3
7	Date of opening of technical proposal	12.03.2024, 3.00 PM-4.00 PM at SCSTRTI Meeting Hall
8	Date of presentation (PPT)	14.03.2024, 3.00 PM at SCSTRTI Meeting Hall
9	Date of opening of Financial Proposal	14.03.2024, 5.00 PM at SCSTRTI Meeting Hall
10	Bid Processing Fee(Non-Refundable)	Rs.5000/- (Five Thousand Rupees Only) in shape of Banker's Cheque/Demand Draft in favor of "Chief Executive Officer, Odisha Tribal Development Society" drawn in any scheduled commercial bank payable at Bhubaneswar.
11	Earnest Money Deposit (EMD) (Refundable)	Rs. 1,00,000/- (Rupees one lakh) only
12	Address & Mode for Submission of Proposal	Address: - Chief Executive Officer, Odisha Tribal Development Society SCSTRTI Campus, CRPF Square, Bhubaneswar-3. Mode of submission-Registered post / Speed post only
13	Place of opening of Bid Proposals & PPT of theme-based design	Meeting Hall of SCSTRTI CRPF Square, Bhubaneswar

## **DISCLAIMER**

This Request for Proposal (RFP) is issued by the Chief Executive Officer, Odisha Tribal Development Society, Bhubaneswar under the ST & SC Development Department, Government of Odisha.

The information contained in this Request for Proposal (RFP) document or subsequently provided to Bidder(s), whether verbally or in documentary or in any other form, by or on behalf of the CEO, OTDS by any of its employees is provided to bidder(s) on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by the OTDS to the prospective bidders or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in formulation of their applications for qualification and thus selection pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the OTDS in relation to the work/s. Such assumptions, assessments and statements do not purport to contain all the information that each bidder may require. The assumptions, assessments, statements and information contained in this RFP may not be complete, accurate, adequate or correct. Each bidder should therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this document and obtain independent advice from appropriate sources.

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

The Client shall have no liability to any person including any bidder under any law, statute, rules or regulations, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assumptions, assessments, statements or information contained therein or deemed to form part of this RFP or arising in any way in the selection process. The Authority also accepts no liability of any nature whether resulting from negligence or otherwise, however caused arising from reliance of any bidder upon the statements contained in this RFP. The issue of this RFP does not imply that the Chief Executive Officer, Odisha Tribal Development Society is bound to select and shortlist Applications. CEO, OTDS reserves the right to reject all or any of the Applications or Bids without assigning any reasons whatsoever.

The Applicant shall bear all the costs associated with or relating to the preparation and submission of its application. All such costs and expenses will remain with the bidder and the Client shall not be liable in any manner what so ever for the same or for any other costs or other expenses incurred by the bidder in preparation / submission of the proposal, regardless of the conduct or outcome of the Bidding Process.

The CEO, OTDS shall be the sole and final authority with respect to selection of an Agency through this RFP.

## **REQUEST FOR PROPOSAL**

### **Relevance of English Language Skills:**

There's a growing demand and aspiration for acquiring English proficiency fueled by the persistent requirement of English for higher education and at workplaces. The increasing demand for English skills has led to the early introduction of English in many government schools, even those in English deprived areas. However, many teachers and students struggle with English because of the current practices in English teaching. The teachers themselves may have limited English proficiency and may not be able to impart language skills to their students.

In an increasingly connected world, there's a need for English for students to access equal opportunities, and to become global citizens. Functional and academic proficiency in English is essential for students studying in English-medium environments to be able to communicate effortlessly, and have conceptual understanding of the different subjects taught in English.

To have opportunities at par with students coming from English speaking backgrounds, students studying in government schools need to be provided with high exposure to the language.

## **SECTION: 1**

### **INFORMATION TO THE BIDDER**

#### **Eligibility and Evaluation Criteria:**

Bidders should confirm to the eligibility criteria given below and must produce the required supportive documents /information as indicated against each as part of the technical proposal. If the Bidder does not meet the following eligibility criteria, their bid will not be considered for technical evaluation.

Sl	Eligibility Criteria	Documents to be annexed
1.	Submission of 'EMD of INR 1 Lakhs in the form of DD (inserted in the sealed envelope containing the 'Technical Bid') & deposit of bid processing fees of Rs 5000/- (Non-Refundable)	Original DD/Chq in favour of Chief Executive Officer, Odisha Tribal Development Society, SCSTRTI Campus, CRP Square, Bhubaneswar
2.	The bidder should be registered under Companies Act or any other Association having certain legal identity.	Copy of certificate of incorporation/ partnership deed/ proprietor Registration Document/Trust Deed/Society Registration Certificate or any other relevant certificates with registration number
3.	The bidder should have experience of implementing/established the English language skill education/education at least 1 (ONE) State / Similar nature of project/program for Government of India/ Government of State/PSUs/Autonomous Bodies/Federations of Industries etc. during the past 03 (Three) financial years. (Providing English language skill education for class I to VIII students.)	Work orders/Contract Document/Completion of Work Certificates from the previous Clients.
4.	The bidder should have a minimum average annual turnover of Rs.70 lakhs from the establishing English language skill education program in last three financial years (2021-22, 2022-23 & 2023-24).	<ul style="list-style-type: none"> <li>o Audited Financial Statements of last three FY (2021-22,2022-23 &amp; 2023-24) duly certified by CharteredAccountant.</li> <li>o Tax audit Report of the relevant period</li> </ul>
5.	The bidder should have a dedicated Core Team of three members with minimum 2 years of experience in executing similar nature of job required to be deployed for the assignment.	CV & Detail works done by the team members.
6.	The bidder must have valid GST registration and holder of permanent Account No. (PAN)	GST certificate copy and PAN card copy must be enclosed. Also, the bidder has to submit the monthly return copy (GSTR-1 & 3B) of last quarter of the FY 2023-24, Income tax return
7.	The bidder should not be blacklisted by Central or State Government	Bidder must furnish undertaking to this effect

Documents needs to be submitted along with Technical Proposal (Part-A):

The bidders have to furnish the following documents duly signed along with their Technical

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**Proposal:**

- Filled in Bid Submission Check List.
- Covering letter (TECH-1) on bidder's letter head requesting to participate in the tender process.
- Bid Processing Fee & EMD as applicable.
- Copy of Certificate of Incorporation/Registration/Trade License
- Copy of PAN
- Copy of Goods and Services Tax Identification Number (GSTIN) & last deposit challan.
- Copies of IT Return for the last two assessment years.
- General Details of the Bidder
- Financial Details of the bidder along with all the supportive documents such as Balance Sheet & Income/Expenditure/Statement duly signed as per the instruction.
- List of completed assignments of similar nature
- Self-Declaration regarding Conflict of Interest
- Undertaking for not having been black-listed by any Central/State Government/Any other autonomous bodies/International & National Organization in the recent past.

NB: Bidders should submit the supporting documents mentioned as above. Bids of agencies not conforming to the eligibility criteria listed above will be summarily rejected. Submission of forged documents will also result in rejection of the bid.

**1. Bid Processing Fee:**

The bidder must furnish as part of technical proposal, the required bid processing fee amounting to Rs.5000/- (Five Thousand Rupees) only in shape of DD/Banker's Cheque from any scheduled commercial bank in favour of "Chief Executive Officer, Odisha Tribal Development Society," payable at Bhubaneswar. Proposals received without bid processing fee will be rejected.

**2. Earnest Money Deposit (EMD):**

Earnest Money Deposit (EMD) for this shall be Rs.1,00,000/- (Rupees One Lakh) only in the form of Demand Draft drawn on any schedule bank payable in favour of Chief Executive Officer, Odisha Tribal Development Society, Bhubaneswar. The EMD in the form of Demand Draft shall be submitted in the envelope marked as Technical Bid. Bid without the EMD shall be liable to the rejection of the Bid.

**3. Pre-Bid Meeting:**

A Pre-Bid meeting will be organized to address the queries relating to the overall selection process and scope of the work. The Pre-Bid meeting will be held on 01.03.2024 at 3.00 PM in the Meeting Hall of SCSTRTI, CRPF Square, Bhubaneswar. The client will address the queries submitted by the bidders. Representatives (Maximum 2 member from each bidder) with due authorization letter are allowed to attend the meeting. The Bidders must obtain for themselves on their own responsibility and act own expenses all the information after the visiting the school and ascertaining for themselves the school, location surroundings, area, access to site, applicable laws and regulation or any other matter considered relevant for submission of the proposal.



#### **4. Submission of Proposal:**

Bidders must submit their proposals by Registered Post/Speed Post only to the specified address on or before the last date and time for submission of proposals as mentioned in Bidder Data Sheet. The Client will not be responsible for postal delay / any consequence in receiving of the proposal. Any proposal received after the deadline will be rejected outright.

#### **The Procedure for submission of the proposal is described below:**

- I. Technical Proposal: The envelope containing the filled in technical proposal forms shall be sealed and superscribed "Technical Proposal – Selection of Agency for Imparting English Language Skills (Listening, Speaking and Reading Skills) among the students of EMRS and ANWESHA of ST and SC Development, Minorities and Backward Classes Welfare Department, and be furnished inside one envelope.
- II. Financial Proposal: The envelope containing financial proposal, shall be sealed and superscribed "Financial Proposal – Selection of Agency for Imparting English Language Skills (Listening, Speaking and Reading Skills) among the students of EMRS for classes (VI to VIII) and ANWESHA for classes (I to VIII) of ST and SC Development, Minorities and Backward Classes Welfare Department. The duly filled-in Financial Proposal submission Forms should contain the detailed price offer for the proposed assignment in the prescribed format and have to be furnished inside one envelope.

The "**Technical Proposal**" and "**Financial 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 (NAME OF THE ASSIGNMENT)**" and the second envelope must be marked as "**FINANCIAL PROPOSAL (NAME OF THE ASSIGNMENT)**". All above envelopes have to be sealed and placed inside a third & main envelope with proper labeling of following information in bold:

**NAME OF THE ASSIGNMENT: - IMPARTING ENGLISH LANGUAGE SKILLS (LISTENING, SPEAKING AND READING SKILLS) AMONG THE STUDENTS OF EMRS FOR CLASSES (VI TO VIII) AND ANWESHA FOR CLASSES (I TO VIII) OF ST AND SC DEVELOPMENT, MINORITIES AND BACKWARD CLASSES WELFARE DEPARTMENT.**

**RFP NO.**

**DATE:**

**DATE OF SUBMISSION OF BID: -**

**NAME AND ADDRESS OF THE BIDDER: -**

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

The FIRST ENVELOPE containing "Technical Proposal" will be opened in the initial stage by the Client in presence of the bidders' representatives at the designated location, date and time specified in the Bidder Data Sheet. The Client will constitute an Evaluation Committee to evaluate the proposals submitted by bidders. Only one representative from the participating bidder will be allowed to attend the bid opening meeting. The SECOND ENVELOPE containing FINANCIAL PROPOSAL of the technically qualified bidders will be opened after completion of technical evaluation stage.

## 6. Evaluation of Proposal:

Technical Evaluation (1ST Stage): The Technical proposals will be evaluated as per the following criteria:

Sl	Criteria & marks	Supporting document
1.	<p>Total Turnover of the agency/ firm: (Average Annual Turnover in last three financial years 2021-22, 2022-23 &amp; 2023-24)</p> <ul style="list-style-type: none"> <li>Average Annual Turnover of Rs 50.00 lakhs = <b>25 marks</b></li> <li>Additional <b>5 marks</b> for each additional Rs 10.00 lakhs upto a maximum of <b>25 marks</b>.</li> </ul> <p><b>(Max mark: 25)</b></p>	Turn over certificate Chartered Accountant based on the audited financial Statements for current and last FY.
2.	<p>Number of similar nature of project done for Government of India/ PSUs/Autonomous Bodies/ Federations of Industries/ Corporates etc. during the past 03 (Three) financial years.</p> <p>(Similar nature of project would mean imparting English learning skills and providing training to teacher execute the program).</p> <ul style="list-style-type: none"> <li>Experience of managing One (01) similar project– <b>15 marks</b></li> <li>Additional <b>5 marks</b> for each additional similar* project done - up to a maximum of <b>25 marks</b></li> </ul> <p><b>(Max mark: 25)</b></p>	Work orders/Contract Document/Completion of Work Certificates from the previous Clients.
3.	<p>The bidder should have a dedicated Core Team (Providing English Learning Skill Program) of three members with minimum 3 yrs. experience required to be deployed for the assignment.</p> <ul style="list-style-type: none"> <li>Three members with experience required to be deployed for the assignment-<b>5 mark</b></li> <li>Additional one mark for each additional member</li> </ul> <p><b>(Max mark 10)</b></p>	CV's of the candidates can be attached
4.	<p><b>PowerPoint presentation on the Methodology and Approach:</b></p> <p>Bidders are required to create a PowerPoint presentation outlining their Methodology and Approach based on the requirements of the RFP. The presentation should demonstrate a comprehensive understanding of English Learning Skill Program (English Bridge Course Program) by the bidder and must include the following:</p> <ul style="list-style-type: none"> <li>A detailed plan, as per the scope of work detailed out in Section 3, from the inception to the closure of the assignment.</li> <li>The role of the proposed Core Team in the program.</li> <li>Component-wise plan and expected outputs.</li> <li>A complete work plan of the Program implementation.</li> <li>Completion timeline.</li> </ul>	PPT during presentation stage.

	<p>The presentation should include key evidence for all the criteria outlined in the RFP. Presentations that fail to address these requirements comprehensively will receive a lower score.</p> <ul style="list-style-type: none"> <li>• Excellent understanding of the assignment with a presentation covering all aspects of the English Learning Skill Program. : 40 marks</li> <li>• Good understanding of the assignment and coverage of major aspects of the English Learning Skill Program. : 30 marks</li> <li>• Low understanding of the assignment and failure to cover all major aspects of the English Learning Skill Program. : 10 marks</li> </ul> <p><b>(Max mark 40)</b></p>	
<p><b>Total Mark – 100</b>  <b>Passing Marks required to be eligible for Financial Bid Opening: 70 Marks</b></p>		

Bidders will make a Power Point Presentation (PPT) before the Client during the technical evaluation stage. The objective of the presentation is to enable the Client to evaluate the bidders about their understanding and preparedness for the proposed assignment. Clarifications, if any, as required by the Client will also be discussed during the meeting. The financial proposals of the technically qualified bidders will be opened. The bidder should remain present on the day for opening of the financial bid. The bidder whose technical proposal secures a score above the minimum qualifying mark of 70 in the technical evaluation stage, will be qualified for opening of the financial proposal.

FINANCIAL EVALUATION: The financial proposals of the technically qualified bidders shall be opened at this stage in the presence of the bidders’ representatives.

**7. Evaluation Process:**

Quality & Cost Based Selection (QCBS) method will be followed during the overall selection process. Based on the evaluation of technical proposal, the technically qualified bidders shall be ranked highest to lowest Technical Score in accordance to the marks obtained during the technical evaluation stage. The client will select the lowest evaluated price bid (L1) among all the technically qualified bids and the selection of L1 agency will be done as per QCBS method following the formula given below:

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

Where,

- C = Evaluated Bid Price
- C<sub>low</sub> = the lowest of all Evaluated Bid Prices among responsive Bids
- T = the total Technical Score awarded to the Bid

Thigh = the Technical Score achieved by the Bid that was scored best among all responsive Bids  
X = weightage for the Price as specified in the Bid

## **For selection the weightage will be Technical Bid-70% + Financial Bid 30%**

### **8. Award of Contract:**

The Client will notify the successful bidder in writing by issuing an offer letter / work order. Sub-contracting is not allowed under this assignment.

### **9. Other Terms & Conditions:**

- a) Conditional RFP Proposals are liable for rejection.
- b) Intending Organizations/Agencies can have detailed information from the office of the CEO, OTDS, SCSTRTI Campus, CRP Square, Bhubaneswar during office hours.
- c) The Selection Committee, constituted by the CEO, OTDS, ST and SC Development, Minorities and Backward Classes Welfare Department, Odisha, shall verify and select the technical bids.
- d) The Selection Committee reserves the right to reject any or all tenders without assigning any reason.
- e) The Agency /Organization has to impart English Language Skills among the students with Audio &video equipment and provide learning material to the students/schools.
- f) The Agency /Organization has to provide the training to the teachers of EMRS and ANWESHA staffs on handling the language programme. The Agency/ Organization has to prepare and provide the modules to the teachers on the same.
- g) The Agency /Organization should have effective monitoring system. Most of the schools are in remote areas of Odisha State. Trainers of the Organization/Agency should go to the schools/hostels twice in a month and monitor the class room teaching in English. Tentative list of EMRS and ANWESHA with location (Block & District) are enclosed in ANNEXURE-V with strength.
- h) The Agency / Organization should conduct a base line assessment in the beginning and conduct subsequent assessment every year and, also, after completion of the programme. Detailed reports should be submitted to the Department, Bhubaneswar on the performance of the students after each assessment conducted.
- i) The programme should contain enhancement of English Language Skills (Listening, Speaking and Reading) among the students of EMRS and ANWESHA.
- j) If the training is incomplete or if the programme is not properly imparted, the Agency / Organization will be black listed and will be removed for next three years and complete amount due will not be paid.
- k) The selected Agency/Organization has to provide study material to the students for enhancement of English languages kills and modules to the teachers on handling the programme.
- l) The selected Agency / Organization should not sublet the contract. If it is found to have sublet the contract, the contract will be terminated and the total amount in due will not be paid and liable to for feature of Security Deposit.
- m) The selected Agency / Organization shall enter in to a MoU on a non-judicial stamp paper as per Stamp Duty Act, Government of Odisha, with terms and conditions as per the format

specified by the CEO, OTDS of, ST and SC Development, Minorities and Backward Classes Welfare Department, Odisha within 30 days from the receipt of written communication of Letter of Acceptance to this effect.

- n) No Association, Pools, Cartels, Syndication is permitted. (i.e.) registered legal entity alone can participate in the bid process.
- o) CEO, OTDS shall have the power to issue notice in writing and to instruct / direct the Organization / Agency to make alterations / variations in the assigned work where necessary (within the purview of the scope of the work).

#### **10. Disclosure:**

- a) Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the bidder or termination of contract.
- b) Bidders must disclose if they are or have been the subject of any proceedings (blacklisting etc.) or other arrangements relating to bankruptcy, insolvency or the financial standing of the Bidder, including but not limited to appointment of any officer such as a receiver in relation to the Bidder's personal or business matters or an arrangement with creditors or of any other similar proceedings.
- c) Bidders must disclose if they have been convicted of or are the subject of any proceedings relating to:
  - ❖ Criminal offence or other serious offence punishable under the law of the land, or where, they have been found by any regulator or professional body to have committed professional misconduct;
  - ❖ Corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract;
  - ❖ Failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

#### **11. Anti-corruption Measure:**

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

#### **12. Legal Jurisdiction:**

All legal disputes are subject to the jurisdiction of Civil Courts of Bhubaneswar only.

#### **13. Governing Law and Penalty Clause:**

The schedule provided for delivery must be strictly adhered to, considering the stringent time constraints. Any unjustified and unacceptable delays in delivery shall make the bidder liable for liquidated damages, leading to the forfeiture of the Earnest Money Deposit (EMD). Subsequently,

the Client reserves the right to cancel the contract for pending activities and complete the remaining work through another agency. The Client may deduct such sums from any money due or becoming due to the bidder. Payment or deduction of these sums shall not relieve the bidder of their obligations and liabilities under the contract. The rights and obligations of the Client and the bidder under this contract will be governed by the prevailing laws of the Government of India. The bidder's failure to provide deliverables as per the agreed timeline may result in a penalty of up to 20% of the total contract value.

#### **14. Client's right to accept any proposal and to reject any or all proposal(s)**

The Client reserves the right to accept or reject any proposal, and to annul or amend the bidding / selection evaluation process and reject all proposals at any time prior to award of contract award, without assigning any reason thereof and thereby incurring any liability to the bidders. Misrepresentation/improper response by the bidder may lead to the disqualification of the bid. If such disqualification/rejection after the Proposals have been opened and the highest-ranking Applicant gets disqualified/rejected, then the client reserves the right to consider the next best bidder, or take any other measure as may be deemed fit in the sole discretion of the Client, including annulment of the selection Process.

#### **15. Number of Proposals:**

Each Bidder shall submit only one (1) Proposal, in response to this RFP. Any Bidder who submits or participates in more than one Proposal shall be disqualified. The Bidder shall be responsible for all costs quoted with the preparation of its proposal and its participation in the bidding process.

## **SECTION: 2**

### **SCOPE OF WORK**

English is a global lingua franca, pivotal in the realms of international business, technology, science, and diplomacy. Proficiency in English opens doors to global opportunities and is often a prerequisite for many higher education institutions and professional careers worldwide. English proficiency is increasingly important for digital literacy, as much of the content and interfaces on the internet are in English. This is especially relevant in the age of information technology, where access to knowledge and resources online is critical for learning and development.

There's a significant gap in the quality of English skills provided in tribal areas compared to urban centres. This disparity limits the ability of tribal students to compete on equal footing with their urban counterparts. A major challenge in introducing English language programmes in tribal schools is the lack of trained educators proficient in English and familiar with effective pedagogical methods.

Tribal students equipped with English language skills are better positioned to participate in the global economy, access higher education opportunities, and secure employment in sectors that require proficiency in English. Implementing a robust English language skills-based curriculum in tribal schools is crucial for ensuring educational equity. It provides these students with access to the same quality of education and learning resources as those available in more developed regions.

#### **The Scope of Work must include:**

1. Establishment of English Bridge programme with Audio-visual and digital content and teacher training and support in 79 ANWESHA Hostels and 32 EMRS for a three-year period with a focus on Listening, Speaking and Reading skills.
2. Strategies for blending English language learning with innovative pedagogical tools to make the learning easy and accessible for tribal students.
3. Comprehensive teacher training and periodic in-class support and the development of an English learning program which is effective and engaging.
4. A curriculum-plan, teacher manuals and implementation schedule

5. High-quality audio-visual and print-based Teaching Learning Materials (TLM).
6. Capacity building of nominated teachers in target schools through cluster level in-service teacher training programmes conducted at least twice a year.
7. On-site and remote support and monitoring of the programme's implementation.
8. Trained personnel for onsite and remote implementation support.
9. A scalable model where the audio-visual content delivers English skills with low dependency on the teachers' English skills.
10. Use of digital tools for teacher development, naturally promoting digital literacy among teachers and helping bridge the digital divide.
11. Establishing mechanisms for assessment of the program's impact on students' English proficiency, conducted at regular intervals for a sample group. This will enable the project to adapt and evolve to meet the students' needs effectively, and track trends in learning.
12. A project-design that is not only effective in achieving its immediate objectives but also sustainable and beneficial in the long term.



# SECTION: 3

## TECHNICAL PROPOSAL SUBMISSION FORMS

### **TECH- 1**

#### COVERING LETTER

(ON BIDDER'S LETTER HEAD)

Place:

Date:

To  
The Chief Executive Officer,  
OTDS, Bhubaneswar

Sub: Selection of Agency for the Imparting English Language Skills (Listening, Speaking and Reading Skills) among the students of EMRS for classes (VI to VIII) and ANWESHA for classes (I to VIII) of ST and SC Development, Minorities and Backward Classes Welfare Department, Odisha.

Dear Sir,

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

All the information and statements made in this technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. If negotiations are held during the period of validity of the proposal, I undertake to negotiate 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 including forfeiture of the Earnest Money Deposit absolutely. I confirm that, I have the authority to submit the proposal and to clarify any details on its behalf.

I understand you are not bound to accept any proposal you receive I remain,

Yours faithfully

Authorized Signatory with Date and Seal:

Name and Designation:

Address of Bidder:

## **TECH-1**

### **Bidder Organization (General Details)**

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

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

Name and Designation with Date and Seal:

.....

## **TECH-2**

### **Bidder Organization Financial Details**

Financial Information in INR				
Details	FY 2021-22-	FY 2022-23	FY 2023-24	Average
Turnover from English Bridge Course Program(in Lakh)				
	<p>Supporting Documents: Audited certified financial statements for the last and current Financial Years, (2021-22,2022-23 &amp; 2023-24)</p> <p>(Submission of copies of Income &amp; Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form)</p> <p>Filled in information in this Format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished in original along with the Technical Proposal failing which the proposal will be out rightly rejected. No scanned copy will be entertained.</p>			

Signature and Seal of the Company Auditor with Date:

Authorized Signatory of the Bidder [In full and initial with Date and Seal]:

Communication Address of the Bidder:

[NB: No Scanned Signature will be entertained]

## **TECH-3**

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

Table -1 (List of completed assignments only of similar nature in any sector during last 3 years)

Sl. no.	Period	Name of the Assignment with details	Name of the Client	Contract value (in INR) and duration in month	Date of Award / commencement of assignment	Date of completion of assignment	Remarks
A	B	C	D	E	F	G	H
1							
2							
3							

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

---

Name and Designation with Date and Seal:

---

**TECH-4**

**DECLARATION REGARDING ANY CONFLICTING ACTIVITIES**

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

If no, please certify,

**IN BIDDER'S LETTER HEAD**

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

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

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

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

## **TECH - 5**

### **UNDERTAKING**

*(On the stamp paper of appropriate value regarding ineligibility and non-blacklisting of the Bidder.)*

*I/We, here by undertake that our Agency has not been blacklisted/ debarred by any of the Central Ministry / State Govt. Department/ Office or by any PSUs and I/ We are not blacklisted by any authority during the recent past.*

Yours Sincerely,

Authorized Signatory

Name & Designation of the Signatory

Name of the Bidder and Address:

## SECTION: 4

### FINANCIAL PROPOSAL SUBMISSION FORMS

FIN-1

COVERING LETTER

(In Bidder's Letter Head)

Place:  
Date:

To

The Chief Executive Officer,

Odisha Tribal Development Society, Bhubaneswar

*Sub: Submission of Financial Proposal for Imparting English Language Skills (Listening, Speaking and Reading Skills) among the students of EMRS for classes (VI to VIII) and ANWESHA for classes (I to VIII) of ST and SC Development, Minorities and Backward Classes Welfare Department, Odisha.*

*I, the undersigned, offer to Imparting English Language Skills (Listening, Speaking and Reading Skills) among the students of EMRS for classes (VI to VIII) and ANWESHA for classes (I to VIII) for three years from AY 2024-25 to 2026-27 of ST and SC Development, Minorities and Backward Classes Welfare Department, Odisha in accordance with your RFP No. \_\_\_\_\_, Dated\_ .*

*Our Financial Proposal is attached herewith. This amount is exclusive of the taxes applicable as per the GST Act. I do hereby undertake that in the event of acceptance of our BID, the services shall be provided as per the terms and conditions stipulated in the RFP document and subsequent executive instructions, if any.*

We submit the Financial Bid as under:

**1.The components wise rate quoted per ANWESHA hostels, excluding the taxes:**

Sl No	Component	UnitRate(Rs)	No of units	Total cost
1	Classroom Learning materials			
2	Library Kit			
3	Teachers Learning Resources			
4	Digital Training Material (AV Content / Software / App/ Other Specify)			
5	Teacher Development Workshop (Cluster Level)			
6	In-Class Monitoring and Support			
	Total Cost			

**2. The components of the rate quoted per EMRS schools, excluding the taxes:**

Sl No	Component	UnitRate(Rs)	No of units	Total cost
1	Classroom Learning materials			
2	Library Kit			
3	Teachers Learning Resources			
4	Digital Training Material (AV Content / Software / App/ Other Specify)			
5	Teacher Development Workshop (Cluster Level)			
6	In-Class Monitoring and Support			
	Total Cost			

**3. Total cost for Imparting English Language Skills (Listening, Speaking and Reading Skills) in 79 ANWESHA hostels and 32 EMRS:**

SlNo	Descriptions	Rs. (In figures)	Rs. (In words)
1	Imparting English Language Skills (Listening, Speaking and Reading Skills) among the students of ANWESHA (79). Rate quoted for <b>79 hostels</b> excluding all Taxes.		
2	Imparting English Language Skills (Listening, Speaking and Reading Skills) among the students of EMRS (32) Middle Schools. Rate quoted for <b>32 schools</b> excluding all Taxes.		
	Total cost		

Authorized Signatory

Name & Designation of the Signatory

Name of the Bidder and Address: