# Request For Proposal (RFP)
# For selection of a Consultancy Firm for establishing of Project Management Unit (PMU) for Commissionerate Police (Bhubaneswar-Kataka)

RFP No: Ref Number: <<< CP-03/2026-27>>>

RFP Inviting Authority

Commissionerate Police (Bhubaneswar-Kataka)
Commissionerate Police, Bidyut Marg, Unit - V, Bhubaneswar Pincode-751001
Phone: +91-674-2530035 | Email- commissioneratepolice@nic.in

## Disclaimer

The information contained in this Request for Proposal document ("RFP") or any other information subsequently provided to Bidders, whether verbally or in documentary or any other form by or on behalf of the Commissionerate of Police (Bhubaneswar-Kataka) or any of its employees or advisers, is provided to the Bidders 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 Commissionerate of Police (Bhubaneswar-Kataka) to the prospective Bidders or any other person. The purpose of this RFP is to provide interested Bidders with information that may be useful to them in the formulation of their Proposals pursuant to the RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Commissionerate of Police (Bhubaneswar-Kataka) in relation to the Services. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the Commissionerate of Police (Bhubaneswar-Kataka), its employees, or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements, and information contained in this RFP may not be complete, accurate, adequate, or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.

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

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

The Commissionerate of Police (Bhubaneswar-Kataka) also accepts no liability of any nature whether resulting from negligence or otherwise, caused or arising from the reliance of any Bidder upon the statements contained in this RFP. The Commissionerate of Police (Bhubaneswar-Kataka) may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.

The issue of this RFP does not imply that the Commissionerate of Police (Bhubaneswar-Kataka) is bound to select a Bidder or to appoint the selected Consultant, as the case maybe, to provide the Services and the Commissionerate of Police (Bhubaneswar-Kataka) reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Commissionerate of Police (Bhubaneswar-Kataka), or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Bidder and the Commissionerate of Police (Bhubaneswar-Kataka) shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Proposal, regardless of the conduct or outcome of the selection process.

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## Data Sheet

| Sl. No. | Particulars | Details |
|---|---|---|
| 1. | Name of the Organization | Commissionerate of Police (Bhubaneswar-Kataka) |
| 2. | Title | Request For Proposal (RFP) For selection of a Consultancy Firm for establishing of Project Management Unit (PMU) for Commissionerate Police (Bhubaneswar-Kataka) |
| 3. | Tender Reference No. | CP-03/2026-27 |
| 4. | Method of Selection & Proposal Validity | Quality cum Cost Based Selection (QCBS) & 120 Day's proposal validity |
| 5. | Date of Issue of RFP | 21.10.2026 |
| 6. | Deadline for Submission of Pre-Proposal / Pre-Bid Queries | 28.10.2026, Time:05:00 PM |
| 7. | Pre-bid / pre-proposal meeting | |
| 8. | Issue of Pre-proposal Clarifications | 05.11.2026, Time:05:00 PM |
| 9. | Bid/ Proposal Due Date | 09.11.2026, Time:05:00 PM |
| 10. | Date of opening of Technical Bid/ Proposal | 10.11.2026, Time:05:00 PM |
| 11. | Date of Presentation | To be informed later |
| 12. | Date of opening of Financial Proposal | To be informed to technically qualified bidders |
| 13. | Expected Date of Commencement of Assignment | To be informed later |
| 14. | Bid Document Fee (Non-Refundable) | Bid Document Fee (Non-Refundable) (As Demand Draft from any scheduled commercial bank/nationalized bank in the name of Dy. Commissioner of Police (Hdqrs.), Bhubaneswar-Kataka of Rs.10,000/- (Rupees Ten Thousands only) (including GST).<br><br>Note: Scanned copy of the Demand Draft/ Bank Guarantee as applicable shall be submitted along with technical bid document and original copy of shall be submitted in the name of DCP, Hdqrs., Commissionerate Police, Bhubaneswar-Kataka on date of submission of technical bid. |
| 15. | Earnest Money Deposit (EMD) (Refundable) | Amount: INR 2,00,000 (Two Lakhs Rupees Only) payable online on the e-tender portal of Government of Odisha (www.tendersodisha.gov.in)<br><br>Note: Scanned copy of the Demand Draft/ Bank Guarantee/ online payment receipt as applicable |

| Sl. No. | Particulars | Details |
|---|---|---|
| | | shall be submitted along with technical bid document and original copy of shall be submitted in the name of Dy. Commissioner of Police (Hdqrs.), Bhubaneswar-Kataka on date of submission of technical bid. |
| 16. | Performance Security (As Bank Guarantee from any scheduled commercial bank/nationalized bank in the name of Dy. Commissioner of Police (Hdqrs.), Bhubaneswar-Kataka | 5% of the Contract value. |
| 17. | Contact Person | Name: Vishnu Prasad Pati, OPS, DCP Hdqrs<br>Phone No.: 0674-2532874<br>Email: **dcpprov.cphq@odishapolice.gov.in**<br><br>Name: Swaraj Debata, OPS, Addl DCP, SCU<br>(For commercial and operations queries)<br>Email: **dcpprov.cphq@odishapolice.gov.in** |
| 18. | RFP can be downloaded from | https://tendersodisha.gov.in/ |

Sd/-
Dy. Commissioner of Police, (Hqrs.),
Bhubaneswar-Kataka.
(Tender Inviting Authority)

# SECTION 1: LETTER OF INVITATION

## Letter of Invitation

**Name of the Assignment**: Request for Proposal (RFP) for selection of a Consultancy Firm for establishing Project Management Unit (PMU) for Commissionerate Police Bhubaneswar-Kataka.

Commissionerate Police (Bhubaneswar-Kataka) (the "Authority"), in accordance with the provisions under the Guidelines for Engagement of Consultants and Outsourcing of Services issued in the Office Memorandum No. 7460/F Dt. 04.05.2025 of the Finance Department, now invites reputed, eligible agencies for submitting proposals for undertaking various consultancy services for Commissionerate Police projects.

1. A bidder will be selected under QCBS procedure as prescribed in the RFP Document in accordance with the procedures prescribed here with circulated vide Office Memorandum No.37323/F, Dated:30.11.2018 of Finance Department, Govt. of Odisha.
2. Interested bidders fulfilling eligibility conditions as mentioned in this RFP can submit their proposals.
3. The proposal should be submitted in three parts/ envelope as follows:

   Part 1: Pre-Qualification & Technical Qualification Proposal.

   Part 2: Financial Proposal.

Evaluation of the proposals shall be made as per the evaluation criteria mentioned in the RFP prior to opening of financial proposal.

1. In the event that any of the instructions mentioned herein have not been adhered to, the Commissionerate of Police (Bhubaneswar-Kataka) may reject the Proposal.
2. The proposal, complete in all respect as specified in the RFP Document, must be accompanied by a Non-refundable Bid Document Fee and a Refundable EMD of paid as prescribed in the RFP failing which the bid will be rejected.
3. The last date and time for submission of proposal, complete in all respect, is as per the Bidder Data Sheet and the date of opening of the technical proposal is as mentioned in the Bidder Data Sheet, which will be done in the presence of the bidder's 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.
4. This RFP includes the following sections:
   a) Letter of Invitation [Section–1]
   b) Information to the Bidder [Section–2]
   c) Terms of Reference [Section–3]

d) Technical Proposal Submission Forms [Section–4]
e) Financial Proposal Submission Forms [Section–5]
f) Bid Submission Checklist [Section-6]
g) Standard Form of Contract [Section-7]
h) Annexure [Bid Submission Checklist & Performance Bank Guarantee Format and any other relevant assignment related material need to be provided]

5. While all information/data given in the RFP are accurate within the consideration of scope of the proposed assignment to the best of the knowledge of Commissionerate of Police (Bhubaneswar-Kataka), the Commissionerate of Police (Bhubaneswar-Kataka) holds no 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 Commissionerate of Police (Bhubaneswar-Kataka) reserves the right to accept/reject any /all proposals/cancel the entire selection process at any stage without assigning any reason thereof.

# SECTION 2: INFORMATION TO BIDDERS

## 1. Pre-Qualification Criteria

Each bid will be assessed based on the following pre-qualification criteria before proceeding with the Technical Evaluation. Only bids qualified as per Eligibility criteria shall be considered for technical evaluation. The bidder is required to produce the copies of the required supportive documents/information as part of their technical proposal failing which the proposals will be rejected.

| Sl. No | Eligibility Criteria | Supporting Documents |
|---|---|---|
| 1 | Incorporation: The bidder should be a company incorporated under the Companies Act, 1956/2013 or a partnership firm registered under LLP Act, 2008 and must be in consultancy business and operational for at least 3 years, as on the date of submission of the bid. | Certificate of Incorporation/ Partnership Deed along with PAN, GST registration certificate, GSTR-1& GSTR-3B for last 3 months. |
| 2 | Turnover:<br>The bidder should have a minimum annual average turnover of Rs. 20.00 Lakhs in last three consecutive financial year (i.e., FY 2023-24, FY 2024-25, FY 2025-26) | Audited financial statements (Profit and Loss and Balance Sheet) |
| 3 | Net worth:<br>The bidder should have positive net worth as on March 31, 2026 | Certified Copy of audited Profit and Loss (P&L) Statements/ Net worth certificate from CA with valid & verifiable UDIN. |
| 4 | Consultancy Experience: The bidder must have experience of executing Program Management/ Program Monitoring Unit / Technical Support Agency related Consultancy project for any ULBs/ State Govt/ Central Govt Agencies/ PSUs with each order value more than Rs. 20 Lakhs in last 5 years from the date of submission. | Copy of Letter of Award/ Work Order/ Completion Certificate/ testimonial |
| 5 | Resources Strength: The Applicant must have employee strength of at least 5 in consultancy as on date of submission of the bid. | Self-declaration on the letter head of the company by the HR |
| 6 | Quality Certificate: The Bidder shall have valid –<br>ISO 9001 / ISO 27000 / CMMI Level 3 or higher. | Copy of the certificate with self-attested |
| 7 | Blacklisting: The bidder should not be blacklisted by state/ central government department, agency, corporation, urban local body, PSU, at the time of submission of the bid | Self-declaration on the letter head of the company by authorized signatory |

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

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

- Filled in Bid Submission Check List in Original (Annexure-I)
- Covering letter (TECH– 1) on bidder's letterhead requesting to participate in the selection process.
- Bid Document Fee & Earnest Money Deposit (EMD) as applicable
- General Details of the Bidder (TECH – 2)
- Power of Attorney (TECH – 4) in favor of the person signing the bid on behalf of the bidder. Alternatively, bidder can submit Board resolution copy mentioning the Authorized Signatory
- Undertaking for not having been blacklisted by any Indian Central / State Government /PSU as on submission date of this tender
- Declaration regarding Conflict of Interest (TECH - 6)
- Declaration of No involvement in any legal conflicts or any pending legal issues with the Commissionerate of Police (Bhubaneswar-Kataka) during last 3 years. (On the letter head of the bidder)

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 may lead to rejection of the bid. Submission of forged documents will also result in rejection of the bid. Bidders are advised to study all instructions, forms, terms & conditions, and other important information as mentioned in the RFP Document. The proposal must be complete in all respect, indexed and bound. Each page should be numbered and signed by the authorized representative.

## 2. Bid Document Fee

The bidder must furnish as part of technical proposal; the required bid Document fee as prescribed in the RFP failing which the bid will be rejected.

## 3. Earnest Money Deposit

The bidder must furnish as part of the technical proposal; an Earnest Money Deposit (EMD) as prescribed in the RFP failing for which the bid will be rejected. The EMD of unsuccessful bidders shall be refunded after finalization of selection process and after award and signing of contract with the successful bidder.

The EMD may be forfeited on account of the following reasons:

- Any information furnished by bidder is found to be forged / false during evaluation.
- Any other circumstance which holds the interest of the Commissionerate Police during the overall selection process.

The EMD of the Successful bidder may be forfeited on account of the following reasons:

- If bidder fails to sign the contract within designated period (15 days).
- If bidder fails to furnish required Performance Bank Guarantee in time.
- If bidder withdraws its proposal during the bid validity period as specified in RFP.

## 4. Validity of the Proposal

Proposals shall remain valid for a period of 120 (One hundred twenty days) from the date of opening of the technical proposal. The Commissionerate of Police reserves the right to reject a proposal valid for a shorter period as non-responsive and will make the best efforts to finalize the selection process and award of the contract within the bid validity period. The bid validity period may be extended on mutual consent.

## 5. Pre -Proposal Queries/ Pre-Proposal Meeting

Bidders can submit their queries in respect of the RFP and other details, if any, to Commissionerate Police through e-mail at till the timeline as per Bid Data Sheet.

Pre-bid meeting will be held as per the venue and schedule in Bidder Data Sheet. The bidders will have to ensure that their queries for pre-proposal meeting should reach one day before the pre-proposal meeting to the email address mentioned in this RFP.

## 6. Preparation and Submission of Proposal

i. Detail RFP shall be downloaded and submitted online as per instruction given in from https://tendersodisha.gov.in/.
ii. In case the Technical Proposal Envelope has the financial proposal Envelope, the bid would be summarily rejected.
iii. Evaluation of the proposals shall be made as per the evaluation criteria mentioned in the RFP prior to opening of financial proposal.
iv. Each page should be page numbered and in confirmation to the eligibility qualifications and clearly indicated using an index page. Commissionerate Police (Bhubaneswar-Kataka) will not consider any proposal that arrives after the deadline as prescribed in the Bidder Data Sheet. Any Proposal received after deadline will be outrightly rejected.

Any deviation from the prescribed procedures /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 outrightly rejected. Any conditional bids will be rejected.

## 7. Opening of the proposal

i. The completed proposal must be submitted on or before the time and date stated in the Data Sheet.

ii. Opening of Proposals will be done at Commissionerate Police, Unit V, Bidyut Marg, Bhubaneswar Odisha - 751001.

iii. The Financial Proposal will be opened for the shortlisted applicants who qualify for financial opening as per RFP. The date of opening of Financial Proposal will be notified later.

## 8. Evaluation of Proposal

A 3-step evaluation will be conducted (explained below) for evaluation of proposals:

- **Preliminary Evaluation** (1st Step): Preliminary evaluation of the proposals will be done to determine whether the proposal complies with the prescribed eligibility conditions and the requisite documents/information has been properly furnished by the bidder or not, as per requirements stated above in this RFP.
- **TECHNICAL EVALUATION** (2nd Stage): Evaluation of the Technical and financial proposals will be based on Quality and Cost Based Selection mode with weightage of 70% and 30% for technical and financial proposals, respectively.
    1. In the first phase the Technical Proposals shall be evaluated based on eligibility criteria as mentioned in this TOR.
    2. In the second phase the firms which satisfy the eligibility criteria shall be given marks based on Table: 1 as below TOR. Accordingly, firms will be ranked based on the marks allotted to them.

## 9. Technical Evaluation Criteria

| Sl. No. | Parameters | Maximum Marks |
|---|---|---|
| 1 | Bidder Quality Certification<br>ISO 27001 — 2 Marks<br>ISO 9001:2015 — 4 Marks<br>CMMI Level 3 or higher — 10 Marks | 10 |
| 2 | Proof of Experience | 15 |
| 2.1 | The bidder must have experience of executing Program Management/Program Monitoring Unit / Technical Support Agency related | 5 |

<table>
<tr><td></td><td>Consultancy project for any ULBs/ State Govt (other than Odisha)/ Central Govt Agencies/ PSUs with each order value more than Rs. 20 Lakhs in the last 5 years from the date of submission.<br><br>Note: Supporting documents like Copy of Letter of Completion for such projects should be submitted along with project citations. Credentials of Parent Entity or Member firms shall be considered.</td><td></td></tr>
<tr><td>2.2</td><td>The Bidder must have experience of executing Project Monitoring /Project Management / Technical Support / Project Development or consultancy projects with the organization under Odisha Government. (Max. 10 marks)<br>Each Project- 5 mark<br>Note: Supporting documents like Copy of Letter of Completion for such projects should be submitted along with project citations. Credentials of Parent Entity or Member firms shall be considered.</td><td>10</td></tr>
<tr><td>3</td><td>Suitability for the scope of work-Team composition<br><table><tr><th>Position</th><th>Marks for evaluation</th></tr><tr><td>Senior Consultant – Technology Management</td><td>5 marks</td></tr><tr><td>Consultant (Business Process Re-engineering)</td><td>5 marks</td></tr><tr><td>Consultant (Change Management & Capacity Building)</td><td>5 marks</td></tr></table></td><td>15<br>15</td></tr>
<tr><td>4</td><td>Approach and methodology of proposal submitted along with work plan<br><table><tr><th>Criterion</th><th>Marks for evaluation</th></tr><tr><td>Approach and Methodology towards project Measures, Monitoring and Tracking progress of various projects, efficiency initiatives of Commissionerate of Police (Bhubaneswar-Kataka)</td><td>20</td></tr><tr><td>Innovation and Best Practices</td><td>20</td></tr><tr><td>Presentation</td><td>20</td></tr></table></td><td>60<br>60</td></tr>
<tr><td colspan="2">Total Marks 100 (Passing Marks- 70 marks)</td><td>100</td></tr>
</table>

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

- Minimum qualifications (Minimum education criteria mentioned in the ToR): 20%
- Minimum Experience (Minimum Years of relevant experience criteria as mentioned in the ToR): 30%
- Relevant Sector Experience (Experience criteria of relevant sector and assignment as mentioned in the ToR): 50%

For each Technical Proposal, the total points that can be awarded for each Bidder are 100, and the minimum technical score (T) that a Bidder needs to qualify for opening of the Financial Proposal is 70. The highest evaluated Technical Proposal (Th) shall be given maximum Technical Score (St) of 100. The formula for determining the Technical Scores (St) of all other proposals is calculated as following:

**St = 100 x T/Th**

"St" is the Technical Score, "Th" is the highest Technical Score given, and "T" is the Technical Score of the proposal under consideration.

- **FINANCIAL EVALUATION** (3rd Stage): The financial proposals of the bidders qualifying the technical evaluation (2nd Stage) only shall be opened at this stage in the presence of the bidder's representative who wishes to attend the meeting with proper authorization letter. The name of the bidder along with the quoted financial price will be announced during the meeting.

- The lowest evaluated financial proposal (Sf) will be given a maximum financial score (Fm) of 100 points. The formula for determining the financial scores of other proposals will be computed as follows:
- **Sf = 100 x Fm/F**, in which "Sf" is the financial score, "Fm" is the lowest price, and "F" the price of the Proposal under consideration.

## 10. Evaluation Process

Proposals shall be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal (0.7); P = the weight given to the Financial Proposal (0.3); T + P = 1) as following:

**S = St x T + Sf x P**,

The Selected Applicant shall be the First Ranked Applicant (having the highest combined score). The Second and Third Ranked Applicant shall be kept in reserve and may be invited for negotiations in case the first ranked Applicant withdraws or fails to comply with the requirements specified in the RFP document.

## 11. Performance Bank Guarantee (PBG)

Within 15 working days of notifying the acceptance of a proposal for award of contract, the qualified bidder shall have to furnish a Performance Bank Guarantee as defined in this RFP. Failure to comply with the terms and conditions of the contract agreement shall constitute sufficient grounds for the forfeiture of the PBG. The PBG shall be released immediately after three months of expiry of contract provided if there is no breach of contract on the part of the qualified bidder. No interest shall be paid on the PBG.

## 12. Contract Negotiation

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

## 13. Award of Contract

After completion of the contract negotiation stage, the Commissionerate Police will notify the successful bidder in writing by issuing an offer letter for signing the contract and notify all other bidders about the result of the selection process. The successful bidders will be asked to sign contract after fulfilling all formalities within 15 days of issuance of the offer letter. After signing of contract, no variation or modification of the terms of contract shall be made except by written amendment signed by both the parties.

## 14. Conflict of Interest

Conflict of interest exists in the event of:

i. The Consultant has other engagements or relationships that compromise or appear to compromise its ability to provide impartial and independent service.

ii. The Consultant has direct or indirect interests in the outcome of the Project that may compromise or appear to compromise its ability to provide services.

iii. The Consultant has relationships with other parties that may influence or appear to influence its advice or Services provided under this agreement.

## 15. Disclosure

i. 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.

- Bidders must disclose if they as valid on date, 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.

ii. Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:

- A criminal offence or other serious offence punishable under the law of the land, or where they have been found by any regulator or professional body to have committed professional misconduct.
- Corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract.
- Failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

## 16. Anti-corruption Measure

i. Any effort by Bidder(s) to influence the Commissionerate Police (Bhubaneswar-Kataka) in the evaluation and ranking of financial proposals, and recommendation for award of contract, will result in the rejection of the proposal.

ii. A recommendation for award of Contract shall be rejected if it is determined that the recommended bidder has directly, or through an agent, engaged incorrupt, fraudulent, collusive, or coercive practices in competing for the contract in question. In such cases, the Commissionerate Police (Bhubaneswar-Kataka) shall blacklist the bidder either indefinitely or for a stated period of time, disqualifying it from participating in any related bidding process for the said period.

## 17. Language of Proposals

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

## 18. Cost of Bidding

The Bidder shall bear all costs associated with the preparation and submission of its proposal. The Commissionerate Police (Bhubaneswar-Kataka) shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process. A bidder is not allowed to submit more than one proposal under the selection process. Alternate bids are also not allowed.

## 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 Commissionerate Police holds the option for cancelling the contract for pending activities and completes the same from any other agency. Commissionerate Police 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 Commissionerate Police and the bidder under this contract will be governed by the prevailing laws of Government of India / Government of Odisha.

## 20. Legal Jurisdiction

All legal disputes are subject to the jurisdiction of civil court of Kataka only within Odisha.

## 21. Confidentiality

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

## 22. Amendment of the RFP Document

At any time before submission of proposals, the Commissionerate Police may amend the RFP by issuing an addendum at https://tendersodisha.gov.in. Any such addendum will be binding on all the bidders. To give bidders a reasonable time in which to take an addendum into account in preparing their proposals, the Commissionerate of Police may, at its discretion, extend the deadline for the submission of the proposals.

## 23. Right to accept any proposal and to reject any or all proposal(s)

The Commissionerate Police (Bhubaneswar-Kataka) 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, without assigning any reason there of and thereby incurring any liability to the bidders.

## 24. Copyright, Patents and Other Proprietary Rights

Commissionerate Police (Bhubaneswar-Kataka) shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights and trademarks, with regard to documents and other materials which bear a direct relation to or are prepared or collected in consequence or in the course of the execution of this contract. The Consultant shall take all necessary steps to submit them to the Commissionerate of Police in compliance with the requirements of the contract.

## 25. Replacement of Key Personnel

The key professionals to be deployed under this contract must be dedicated in nature. However, the Commissionerate Police (Bhubaneswar-Kataka) reserves the right to request the Consultant to replace the assigned personnel if they are not performing to a level of satisfaction. After written notification, the Consultant will provide CV of appropriate candidates within thirty (30) days for review and approval. The Consultant must replace the personnel within thirty (30) working days from the date of approval of replacement. If one or more key personnel become unavailable / leaves the project for any reason midway under the contract, the Consultant must notify the Commissionerate Police (Bhubaneswar-Kataka) at least three thirty (30) working days in advance and obtain the approval prior to making any substitution. In notifying the Consultant shall provide an explanation of circumstances necessitating the proposed replacement and submit justification and qualification of replacement personnel in sufficient detail to permit evaluation of the impact on the engagement. Acceptance of a replacement person by the Commissionerate Police (Bhubaneswar-Kataka) shall not relieve the consultant from responsibility for failure to meet the requirements of the contract. Change in key professionals beyond the allowable limit of the contract leads to the implication of liquidated damage up to 5% of the contract value.

## 26. Force Majeure

For the purpose of this clause, ''Force Majeure' means an event beyond the control of the agency and not involving the agency's fault or negligence and not foreseeable. Such events may include, but are not restricted, war so revolutions, fires, floods, riots, civil commotion, earthquake, epidemics or other natural disasters and restriction imposed by the Government or other bodies, which are beyond the control of the agency, which prevents or delays the execution of the order by the agency. If a force Majeure situation arises, the agency shall promptly notify Commissionerate Police (Bhubaneswar-Kataka) 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 Commissionerate Police (Bhubaneswar-Kataka) in writing, the Agency shall continue to perform its obligations under the contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The agency shall advise Commissionerate Police (Bhubaneswar-Kataka) in writing, the beginning and the end of the above causes of delay, within seven days of the occurrence and cessation of the Force Majeure condition. In the event of a delay lasting for more than one month, if arising out of causes of Force Majeure, Commissionerate Police (Bhubaneswar-Kataka) reserve the right to cancel the contract without any obligation to compensate the agency in any manner for whatsoever reason.

## 27. Settlement of Dispute

The Office of the Commissionerate of Police (Bhubaneswar-Kataka) and the agency shall make every effort to resolve amicably, by direct negotiation, any disagreement or dispute arising between them under or arising from or in connection with the contract. Disputes not so resolved amicably within 30 days of receipt of notice of such a dispute shall be adjudicated by competent court at Kataka, Odisha.

## 28. Disqualification of Proposal

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

- Proposal submitted without Bid Document Fee & EMD as applicable
- A bidder submits more than one proposal for this RFP, all such proposals shall be rejected, and the bidder shall be disqualified from this bid process.
- Proposal not submitted in accordance with the procedure and formats as prescribed in the RFP.
- During validity of the proposal, or its extended period, if any, the bidder increases his quoted prices

- Proposal is received in incomplete form
- Proposal is received after the due date and time for submission of bid.
- Proposal is not accompanied by all the requisite documents/information
- A commercial bid submitted with assumptions, conditions or uncertainty.
- Bids with any conditional technical and financial offer
- If the bidder provides any assumptions in the financial proposal or qualifies the commercial proposal with its own conditions, such proposals will be rejected even if the commercial value of such proposals is the lowest/best value
- Proposal is not properly sealed or signed
- Proposal is not conforming to the requirement of the scope of the work of the assignment.
- Bidder tries to influence the proposal evaluation process by unlawful/ corrupt/ fraudulent means at any point of time during the bid process
- If, any of the bid documents (including but not limited to the hard and soft/electronic copies of the same, presentations during evaluation, clarifications provided by the bidder) excluding the commercial bid, submitted by the bidder is found to contain any information on price, pricing policy, pricing mechanism or any information indicative of the commercial aspects of the bid.
- Bidders or any person acting on its behalf indulges in corrupt and fraudulent practices
- Any other condition/situation which holds the paramount interest of the Commissionerate Police during the overall selection process.

## 29. Liability

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

## 30. Indemnity

The Consultant always during the pendency of this agreement, keep the Commissionerate Police (Bhubaneswar-Kataka) Indemnified to an amount not exceeding total fees payable to consultant under this agreement.

# SECTION: 3 TERMS OF REFERENCE (ToR)

# 1 Objective of the Scope

The objective of this assignment is to hire an agency to provide consultancy and offer management services for implementation of modernization/ up-gradation initiatives of Commissionerate Police (Bhubaneswar-Kataka) in the area of

a) Senior Consultant – Technology Management
b) Consultant – Business Process Re-engineering
c) Consultant – Change Management & Capacity Building

## 1.1. Broad Scope of Work

The broad scope of work for the consultancy firm shall include advisory support and assistance in the following major areas which shall include, but not limited to the list of tasks to be undertaken as follows

### 1.1.1 Senior Consultant – Technology Management

The broad scope of activities which the consultant will be expected to undertake will include to prepare technical specifications, support e-Governance initiatives and assist with upgrading systems and developing new applications within Commissionerate Police.

a) Survey available technological solutions for different aspects of policing viz. Security, Safety and Investigation as well as IT hardware and software solutions.
b) Suggest application solutions and their integration with existing solutions.
c) Prepare brochures /specifications of IT gadgets and systems required for e-governance initiatives.
d) Suggest technological up gradation of Commissionerate Police technical infrastructure.
e) Evaluate and implement AI/ML tools for Commissionerate Police.
f) Document and present performance reports and citizen centric initiatives.
g) Provide technical support and documentation.

### 1.1.2 Consultant – Business Process Re-engineering

The activities under this engagement as consultant will include to support police procurement by surveying tech solutions and preparing related presentations and specifications for procurement by Commissionerate Police. The key activities for a consultant will include, but not limited to:

a) Assist in procurement process including survey of available technological solutions for different aspects of policing viz. Security, Safety and Investigation as well as IT hardware and software solutions.
b) Assist in preparing bid documents, RFPs and tender notices.

c) Assist in transaction structuring, bid evaluation and contract negotiation.
d) Evaluate bids, assess bidder qualification.
e) Assist in negotiating contracts with selected bidders.
f) Engage in post-contract vendor management, ensuring IT and service agencies meet their Service Level Agreements (SLAs)
g) Ensure compliance with applicable laws, regulations and policies.
h) Prepare presentations and proposals for Commissionerate Police as and when required.

### 1.1.3 Consultant – Change Management & Capacity Building

The activities under this engagement as consultant will include to document best practices, manage institutional memory and prepare/present internal proposals and reports, design capacity building programs. Monitor social media and advising, planning, and executing strategies aimed at positively influencing public perception of the Commissionerate of Police. Key activities for a consultant will include, but not limited to:

a) Conduct comparative study of different aspect of policing vis-à-vis. other Police Commissionerate and suggest progressive changes and prepare justified proposals.
b) Suggest training solutions consistent with above changes.
c) Develop capacity building modules and organize such training sessions.
d) Plan, design, launch awareness campaigns (cyber safety, road safety and drug demand reduction etc.)
e) Design knowledge repositories using IT tools available.
f) Conduct a comprehensive review of existing social media channels, posts, engagement rates, community sentiment, and competitor benchmarks.
g) Craft a tailored social media strategy by undertaking sentiment analysis and then by addressing content creation, tone, audience targeting.
h) Work with the internal IT & Social Media team to develop content (e.g., infographics, videos, public statements) that resonates with diverse audience segments and is in consonance with the ethos of Police Department.
i) Establish real-time monitoring system to track social media related to department. Develop key performance indicators (KPIs) that measure engagement and reach.
j) Identify opportunities for narrative improvement of Commissionerate Police.
k) Undertake studies of national best practices in the field of social media/ community-based initiatives by police and customize suitable ones for Commissionerate Police.
l) Continuously research, identify and prepare for industry-recognized awards.
m) Professionally design presentations and reports as and when required.

## 1.2. Consultant Deployment and Professional fees

The consultants would be deployed onsite Full time and as per the minimum monthly deployment as mentioned below. Over and above that, Commissionerate Police reserves the right to increase or decrease the number of positions for internal sections and establishments as and when required as per the terms and conditions detailed below.

| S. No | Position | No of Consultants | Educational Qualification | Work Experience | Professional Fees (Rs) |
|---|---|---|---|---|---|
| 1. | Senior Consultant – Technology Management | One | Bachelors/ Master's degree in IT / Computer Science or related fields | Minimum 3 Years of experience of working in any government / IT infrastructure/ e-Governance projects<br><br>Must have Familiarity with writing technical documentation.<br><br>Should be proficient in using Microsoft Office Suite, database management tools and AI-driven analytics tools to accelerate technical research, draft IT specifications. | Rs.1,12,500 to Rs. 1,25,000 per month (Excluding GST) |
| 2. | Consultant – Business Process Re-engineering | One | MBA in IT Management / Supply Chain Management or Operations / Finance from any reputed institute /University | Minimum 3 Years of experience in management.<br><br>Must have experience of working with State Govt/ Central Govt Agencies.<br><br>Should be proficient in using Microsoft Office Suite, and generative AI tools to accelerate technical research, draft IT specifications. | Rs. 90,000 to Rs.1,00,000/- per month (Excluding GST) |
| 3. | Consultant – Change Management & Capacity Building | One | Bachelors/ Master's degree in Mass Communication, Public Relations, Journalism, or Digital Marketing or related fields | Minimum 1 Years of experience of working in government / IT infrastructure/ e-Governance projects/ capacity building programs. | Rs. 90,000 to Rs.1,00,000/- per month (Excluding GST) |

| | | | | | |
|---|---|---|---|---|---|
| | | | | Should be proficient in using design and multimedia tools like Canva or Adobe Creative Cloud/ Microsoft PowerPoint and AI tools. | |

**Location:** The consultants will be located in Bhubaneswar and may need to be located at Cuttack, if required.

## 2 Payment, Timelines of deliverables

The following are the payment milestones and deliverables for the consultant.

| Sl. No. | Description of Items | Corresponding time frame (months) | Payment Milestone-Professional fees |
|---|---|---|---|
| 1. | Monthly Progress Report (MPR) and other Deliverables as decided by the Authority | Before the 7th day of the next month | Within 15 days of submission of invoice. |

**Deliverables** (to be built from scratch upon approval)

a) Designing ICT materials within stipulated time.
b) Preparation of brochures/specifications of technical gadgets/IT equipment within stipulated time.
c) Preparation of content to project performance within stipulated time.
d) Documentation and Presentation of various change initiatives immediately after conclusion of the program.
e) Developing Citizen Centric Services as decided from time to time.
f) Planning, Designing and launching various awareness campaigns as per schedule.

## 3 Contract Period

Contract will be for FY 2026 – 27 starting from the date of deployment of the personnel in Commissionerate Police (Bhubaneswar-Kataka). The agreement can be renewed for next year on mutually agreed terms and conditions, as per performance. Over and above that the Commissionerate of Police (Bhubaneswar-Kataka) reserves the right to increase or decrease the number of consultants as and when required as per the terms and conditions of this RFP and increase the professional fees depending on the performance in the tasks assigned to the consultants.

## 4 Payment Terms and Schedule:

i. The Professional fees shall be released as per terms defined in this Section.

ii. The Invoice will be submitted monthly along with attendance.

iii. The payment will be made within 30 days after submission of the Invoice with all supporting documents.

iv. The Selected Agency shall submit requisite deliverables and satisfactorily perform work as specified under contract. The requisite payment will be made by he Commissionerate Police upon satisfaction with work performed.

v. For local travel during official visit within Bhubaneswar/Kataka, Consultants will make their own arrangements for conveyance.

vi. No payments will be made for any additional work (other than contracted as per scope of work of the RFP) which has not been approved in writing by the competent authority.

## 5 Commissionerate of Police's inputs and Counterpart Services and Facilities

Office space, furniture, laptop/ desktops, internet connection, printers, office stationery will be made available to the consultants by Commissionerate Police (Bhubaneswar-Kataka). The consultants are expected to abide by the provisions of Official Secrets Act, 1923 and shall not divulge any information/ take any gadgets used during their work outside office premises.

## 6 No Idle Time Charges

No idle time charges shall be payable by the Commissionerate of Police (Bhubaneswar-Kataka), in any case whatsoever.

## 7 Action and Compensation in case of default

Condition of Default:

a) The deliverables at any stage of the project as developed/implemented by the selected agency do not take care of all or part thereof the scope of work as agreed and defined under the contract.

b) The deliverables at any stage of the project as developed/ implemented by the selected agency fail to achieve the desired result or do not meet the intended quality and objective as required by the Commissionerate Police.

c) The documentation is not complete and exhaustive.

d) There is a change in resource before the completion of a pre-defined period.

The Commissionerate Police may impose penalty on the selected agency providing the services as per service levels defined in this RFP.

## 8 Service Level and Penalty

Delays in the Selected Agency's performance: Performance of the services shall be made by a selected agency in accordance with the service levels as specified in below table:

| Sl. No. | Service Level | Expected Service Level | Penalty level in case of Default |
|---|---|---|---|
| 1. | Deployment of all personnel for project after signing the contract or any subsequent requirement from Commissionerate of Police during the contract period | • 2-3 weeks | 1% of Monthly Payment for the concerned personnel Due only in the succeeding month |

Replacement will be allowed if any of the following holds true for the personnel.

i. Resignation and Medical emergency of personnel subject to furnishing of appropriate relieving certificate to Commissionerate Police.

ii. Any unavoidable circumstance with appropriate reasons provided in writing and agreed by the Commissionerate Police.

| Sl. No. | Service Level | Expected Service Level | Penalty level in case of Default |
|---|---|---|---|
| 1. | Replacement of personnel at the request of Commissionerate of Police due to non-performance of resource | Maximum 3 weeks from date of intimation by the Commissionerate Police, including Minimum 2 weeks of Handover time.<br><br>Replacement CV to meet the required criteria of RFP | 1% of Monthly Payment for the concerned personnel Due only in the succeeding month.<br><br>Note: above penalty will be levied if the personnel will not report at Commissionerate of Police after 3 weeks from the date of acceptance/approval of CV) |
| 2. | Replacement of personnel at the request of the Selected Agency | No replacement within 3 Months.<br>Maximum 1 replacement within a year, with minimum 2 weeks of handover time | 1% of Monthly Payment for the concerned personnel Due only in the succeeding month. |
| 3. | Deployment of only those candidates that have been approved by Commissionerate of Police before signing of contract. | No changes shall be made within 3 months from starting of the project. | 1% of Monthly Payment for the concerned personnel Due only in the succeeding month. |

## 10. Calculation of Penalties

- In situation, where Selected Agency has incurred a Penalty of equal to or more than Five (5) % for Three (3) consecutive months at any time during Contract Period, Commissionerate Police reserves right to invoke termination Clause.
- The Commissionerate of Police also reserves right to invoke the Performance Security furnished by the Selected Agency at the time of signing the Contract, if for any reason stated in Contract document, Contract of the Selected Agency shall be terminated.
- Total Penalty shall be capped subject to 10% of the Monthly total payments at any time of the Contract. In such a situation where the total penalty exceeds the above limit of 10% of the Monthly payments at any time during the Contract, the Commissionerate of Police reserves the right to terminate the Contract.

## 11. Service Levels Change Control

- It is acknowledged that Service Levels may change as the roles and responsibilities evolve over the course of Contract period. Any changes to Service Level provided during the term of the Contract between Commissionerate Police and Selected Agency, as defined above, documented, and negotiated in good faith by Selected Agency. Change in Service Level can be requested by either party.
- Upon receiving any revised requirement from Commissionerate Police, the Selected Agency would discuss with Commissionerate Police for better understanding.
- In case such a requirement arises from the side of Selected Agency, it would communicate in writing the matter to Commissionerate Police, giving reasons thereof.
- In either of the two cases as explained above, both the parties will discuss the revised requirement for better understanding and to mutually decide whether such requirement constitutes a change in Service Levels or not.
- If it is mutually agreed that such requirement constitutes a "Change in Service Levels" then a new Service Level Agreement will be prepared and signed by the Selected Agency and will be documented as an addendum to this Contract.
- In case, mutual Agreement is not reached, then the Selected Agency shall continue providing Services under the current Service Levels as defined in the contract.

## 12. Exit Policy and Procedures for Temporary Staffing personnel:

- At the time of expiry of Contract period, as per the Contract, between the Selected Agency and the Commissionerate Police, the Selected Agency needs to ensure a complete knowledge transfer by their deployed Personnel to the new Personnel replacing them.
- Confidential Information, Security and Data: The Selected Agency on the commencement of the exit management period will promptly supply all the following:
    - All information relating to the current services is rendered.
    - Documentation relating to any of the Project's Intellectual Property Rights.
    - Any Project data and confidential information.
    - All other information (including but not limited to documents, records, and Agreements) relating to the services reasonably necessary to enable, to carry out due diligence to transition the provision of the Services to
    - All hardware (including laptops, printers, pen drives etc., if any,) which is the property of the Commissionerate of Police. Before the date of exit of Selected Agency, the Selected Agency shall deliver to the Commissionerate Police all new or up-dated materials from the categories set out in clauses above and shall not retain any copies thereof.

# Section: 4 Technical Proposal Submission Forms

## TECH -1 Covering Letter

(ON BIDDER'S LETTER HEAD)

[Location, Date]

To,

Subject: Request For Proposal (RFP) for selection of a Consultancy Firm for establishing of Project Management Unit (PMU) for Commissionerate Police (Bhubaneswar-Kataka).

Dear Sir,

I, the undersigned, offer to provide the services for the proposed assignment in respect to your Request for Proposal No……. Dated……: I hereby submit the proposal which includes this technical proposal. Our proposal will be valid for acceptance up to 120 Days from the date of submission of the bid and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

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

I have examined all the information as provided in your Request for Proposal (RFP) and offer to undertake the service described in accordance with the conditions and requirements of the selection process. I agree to bear all costs incurred by us in connection with the preparation and submission of this proposal and to bear any further precontract 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 for feature 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 -2 Bidder's Details

Bidder's Organization (General Detail)

| Sl. No. | Description | Full Details bidder |
|---|---|---|
| 1 | Name of the Bidder | |
| 2 | Address for communication:<br>Tel:<br>Fax:<br>Email id: | |
| 3 | Name of the authorized person signing & submitting the bid on behalf of the Bidder:<br>Mobile No.:<br>Email id: | |
| 4 | Registration / Incorporation Details<br>Registration No:<br>Date & Year.: | |
| 5 | Bid Document Fee Details Amount:<br>Reference No.:<br>Date:<br>Name of the Bank: | |
| 6 | EMD Details Amount<br>Reference No.:<br>Date:<br>Name of the Bank: | |
| 7 | PAN Number | |
| 8 | Goods and Services Tax Identification Number (GSTIN) | |
| 9 | Willing to carry out assignments as per the scope of work of the RFP | YES |
| 11 | Willing to accept all the terms and conditions as specified in the RFP | YES |

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

## TECH – 3 Financial Turnover Capacity of Bidder

Bidder Organization (Financial Details)

| Financial Information in INR | | | | |
|---|---|---|---|---|
| D | FY 2023-24 | FY 2024-25 | FY 2025-26 | Average |
| Annual Turnover/ Revenue (in Lakhs) | | | | |

Supporting Documents:

CA Certificate and Audited Financial Statements (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form)

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

## TECH – 4: Draft Agreement to be Signed between CP and Service Provider

Ref: [•]
This Agreement (hereinafter called the "Agreement") is made on this [•] day of the month of [month], [year].

BETWEEN

Commissionerate Police- Bhubaneswar Kataka, having its office at Unit V, Bidyut Marg, Bhubaneswar-751001 (hereinafter referred to as "CP", which expression shall, unless repugnant to or inconsistent with the context, mean and include its successors and assigns) of the first part.

AND

M/s. [•], a company incorporated under the provisions of the Companies Act, 1956/2013 or a registered partnership firm under the provisions of the Indian Partnership Act, 1932 or a LLP firm registered under LLP Act, 2008 or a Society registered under Society registration act, 1860 and having its registered office at [•] (hereinafter referred to as the "Service Provider" which expression shall unless repugnant to or inconsistent with the context, mean and include its successors and assigns) of the other part.

WHEREAS

i. the Service Provider, in the ordinary course of its business, is engaged in providing [•] services to its clients, and have represented to CP through their bid(s), against Bid document No. [•] dated [•] (hereinafter called the "Tender") for the Procurement of Services - [•] (through e-tendering);
ii. on the basis of the said Tender, CP has adjudged the Service Provider as a successful Bidder and issued Letter of Award (LoA) No. [•] dated [•] for the same;
iii. the Service Provider has agreed through their letter of acknowledgement vide letter No. [•] dated [•] to perform and undertake the scope of work as described in the Tender;
iv. the Service Provider is being engaged to provide the required services on the terms and conditions set forth in this Agreement;

NOW THEREFORE THE PARTIES hereby agree as follows:

1. The mutual rights and obligations of the Service Provider and CP shall be as set forth in this Agreement, in particular:
   a) The Service Provider shall provide out the services in accordance with the provisions of this Agreement; and
   b) CP shall make payments to the Service Provider in accordance with the provisions of this Agreement.
2. Conditions of Contract
   a) Contract Period: <include relevant clauses from SCC>
   b) Payment Terms: <include details related to the final quoted /negotiated prices>
   c) <Other important terms and conditions may be included>

d) The Agreement shall be governed by the laws of India and the courts of Bhubaneswar shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with this Agreement
e) This Agreement has been executed in English, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Agreement
f) All the terms and conditions as per the Bid document No. [•] dated [•] (including the General Conditions of Contract and Special Conditions of Contract) shall be applicable for this Agreement

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their respective authorized representatives on the day and year first before written.

| | |
|---|---|
| For and on behalf of | For and on behalf of M/s. |
| (Authorized Representative) | (Authorized Signatory) |
| Name:<br>Designation:<br>Commissionerate Police, Bhubaneswar - Kataka<br>Bhubaneswar-751001 | Name:<br>Designation:<br>Name of the Service Provider:<br><br>Address: |

In presence of the following witnesses

| | |
|---|---|
| Name:<br>Designation:<br>Commissionerate Police, Bhubaneswar - Kataka<br>Bhubaneswar-751001 | Name:<br>Designation:<br>Name of the Service Provider:<br><br>Address: |

**NB: at the time of final agreement, the CP and Service Provider can mutually add or modify any terms and conditions to the existing agreement.**

## TECH – 5: Format for Power of Attorney

(On Bidder's Letter Head)

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

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

Name of the Authorized Representative:

(Signature of the Authorized Representative with Date)

CERTIFIED:

Signature, Name & Designation of person executing attorney:

Address of the Bidder

## TECH - 6 Experience Details

(BIDDER'S PAST EXPERIENCE DETAILS)

| Sl. no | Period | Name of the Assignment with details thereof | Name of the Organization | Contract Value (in INR Lakhs) and Duration in Month | Date of Award/ Commencement of assignment | Date of Completion assignment | Remarks if any |
|---|---|---|---|---|---|---|---|
| A | B | C | D | E | F | G | H |
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

## TECH – 7 Declaration Format

INFORMATION REGARDING ANY CONFLICTING ACTIVITIES AND DECLARATION THEREOF

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: Para (4). 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: Para (4).

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

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

Communication Address of the Bidder: _____

## TECH -8: Comments and Suggestion on ToR

Comments and Suggestions on the Terms of Reference/Scope of Work

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

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

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

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

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

## TECH -9 Description of Approach and Methodology

DESCRIPTION OF APPROACH AND METHODOLOGY TO UNDERTAKE THE ASSIGNMENT

[Technical approach, methodology and work plan are key components of the Technical Proposal. In this Section, bidder should explain his understanding of the scope and objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. Further, he 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 four sections]

A. Understanding of Scope, Objectives and Completeness of response
B. Please explain your understanding of the scope and objectives of the assignment based on the scope of work, the technical approach, and the proposed methodology adopted for implementation of the tasks and activities to deliver the expected output(s), and the degree of detail of such output. Please do not repeat/ copy the ToR here.
C. Description of Approach and Methodology:
    a) Key guiding principles for the study.
    b) Proposed Framework.
    c) Information matrix
    d) Any other issues

D. Methodology to be adopted:
    Explaining of the proposed methodologies to be adopted highlighting of the compatibility of the same with the proposed approach. This includes:
    a) Detail research design including sample design and estimation procedure.
    b) Suggestive tools for data collection.
    c) Analysis of field data and preparation of reports
    d) Any other issues

E. Staffing and Study Management Plan:
    The bidder should propose and justify the structure and composition of the team and should enlist the main activities under the assignment in respect of the Key Professionals responsible for it. Further, it is necessary to enlist of the activities under the proposed assignment with sub-activities (week wise). (Graphical representation)

Authorized Signatory [In full and initials]: _____
Name and Designation with Date and Seal: _____

## TECH – 10 Format of Curriculum Vitae (CV)

**Format of Curriculum Vitae (CV) for Proposed Core Staff- Onsite consultants only**

[For each position of key professional separate form Tech-9 will be prepared]

| Candidate<br><br>Photograph |
|---|

| Sl No | | | | | |
|---|---|---|---|---|---|
| 1 | Proposed Position | | | | |
| 2 | Name of Firm | | | | |
| 3 | Name of Staff | | | | |
| 4 | Date of Birth | | 5 | Nationality | |
| 6 | Years with Firm | | | | |
| 7 | Education | | | | |
| 8 | Degree Obtained | Name of Institute | Date of Passing | Marks Obtained | |
| | | | | | |
| | | | | | |
| | | | | | |
| 9 | Membership in Professional Associations | | | | |
| 10 | Other Trainings | | | | |
| 11 | Employment Record (In reverse Order) | | | | |
| | Name of Firm | Duration (Y – Y) | Position held | Task Assigned | |
| | | | | | |
| | | | | | |
| | | | | | |
| 12 | Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned | | | | |
| | Name of Firm | Name of Project and Year | Project Feature | Activities Performed | |
| | | | | | |
| | | | | | |
| | | | | | |
| 13 | Languages | Proficiency – Average, Good or Excellent | | | |
| | Language Known | Proficiency in Reading | Proficiency in Writing | | |
| | | | | | |
| | | | | | |
| | | | | | |

Certification:

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

Date:

Signature of Key Professional with Date _____

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

# Section: 5 Financial Proposal Submission Forms

## FIN-1 (Financial Proposal)

To,

Commissioner of Police (Bhubaneswar- Kataka)
Police Commissionerate, Unit V, Bidyut Marg,
Bhubaneswar Odisha - 751001

Subject: Financial Bid Request for Proposal (RFP) for selection of a Consultancy Firm for establishing of Project Management Unit (PMU) for Commissionerate Police Bhubaneswar-Kataka.

Sir,

Having gone through the RFP document and having fully understood the Scope of Consultancy; we are pleased to quote the following Professional Fees for the Consultancy:

| S# | Position | No of Resources | Estimated Duration | Total Cost in INR per month excluding applicable tax in INR |
|---|---|---|---|---|
| A | B | C | D | E |
| 1. | Senior Consultant – Technology Management | 1 | Per Month | |
| 2. | Consultant – Business Process Re-engineering | 1 | Per Month | |
| 3. | Consultant – Change Management & Capacity Building | 1 | Per Month | |
| Total Professional fees per month in Figures - INR | | | | Sum of Above in Numbers |
| Total Professional fees per month in Words - INR | | | | Sum of Above in words |

1. All payments shall be made in Indian Rupees and shall be subject to applicable Indian laws withholding taxes if any.
2. GST payable shall be as per Applicable Rules over the Fee quoted
3. Any discrepancies between Figures and Words, Words shall prevail.
4. The Authority reserves the right to increase or decrease the resource as per the requirement of the authority. The applicable man month rate would be considered for any additional requirement of resources

Our Financial Proposal shall be binding upon us for the Consultancy and this Proposal would be valid up to 120 days from the Proposal Due Date. This Financial Proposal covers remuneration for all personnel cost, all incidental manpower expenses.

The Financial proposal is without any condition.

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

# Section 6 Bid Submission Check List

Annexure–I

| Sl. No. | Description | Submitted (Yes/No) | Page No. |
|---|---|---|---|
| TECHNICAL PROPOSAL (Submitted online) | | | |
| 1. | Filled in Bid Submission Check List (ANNEXURE-I) | | |
| 2. | Covering Letter (TECH -1) | | |
| 3. | Bid Document Fee of Rs. _____ | | |
| 4. | Rs. _____ as EMD | | |
| 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. | General Details of the Bidder (TECH - 2) | | |
| 9. | 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 | | |
| 10. | Power of Attorney (TECH - 5) in favor of the person signing the bid on behalf of the bidder. | | |
| 11. | List of completed/on-going assignments of similar nature (Past Experience Details) (TECH - 6) along with the copies of work orders/agreement/ LOA/ PO mentioned in the RFP for the respective assignments | | |
| 12. | Self-Declaration on Potential Conflict of Interest (TECH - 7) | | |
| 13. | Undertaking for not have been blacklisted by any Central / State Govt./any Autonomous bodies as on date of submission of the bid. | | |
| 14. | Comments and Suggestions (TECH – 8) | | |
| 15. | Description of Approach, Methodology & Work Plan (TECH - 9) | | |
| 16. | CV of Key Professionals (TECH – 10) | | |
| 17. | Work Plan (TECH – 9)- Please submit the Work Plan in Gantt Chart format. | | |

Undertaking:
All the information has been submitted as per the prescribed format and procedure.
All pages of the proposal have been sealed and signed by the authorized representative.

Authorized Signatory [In full and initials]: _____
Name and Designation with Date and Seal: _____