



**REQUEST FOR PROPOSAL FOR SELECTION OF AN AGENCY
FOR OUTSOURCING OF MANPOWER SERVICES UNDER
POSHAN ABHIYAAN IN ODISHA**

RFP File Number: WCD-PA-SCHM-0035-2024/3

Date of Publishing of RFP: 22.09.2026

Last date for submission of Bids: 13.10.2026



**Department of Women and Child Development
Government of Odisha**

Department of Women and Child Development

Lokseva Bhawan, Odisha

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Website-wcd.odisha.gov.in and tendersodisha.gov.in.

RFP File Number: WCD-PA-SCHM-0035-2024/3

Date: 22.09.2026

Proposals are invited from the bidders for the purpose of **SELECTION OF AN AGENCY FOR OUTSOURCING OF SERVICES UNDER POSHAN ABHIYAAN IN ODISHA**

The tender document along with all related information can be obtained from the website: wcd.odisha.gov.in and tendersodisha.gov.in.

1. Issue of RFP document	22.09.2026
2. Deadline for Submission of Pre-Proposal Query	27.09.2026
3. Pre-proposal meeting	28.09.2026
4. Issue of Pre-proposal Clarifications	30.09.2026
5. Last date for submission of proposal	13.10.2026 at 11.00 AM
6. Opening of Technical Bid	13.10.2026 at 12.00 PM
7. Technical Presentation	14.10.2026 at 2.00 PM
8. Opening of Financial Bid	16.10.2026 at 3:30 PM

Department of Women & Child Development reserves the right to modify / remove any part of the tender / the complete tender at any stage of the bid without assigning any reason thereof.



Additional Secretary to Govt., POSHAN Abhiyaan

Department of Women & Child Development

DISCLAIMER

All information contained in this Request for Proposal (RFP) provided / clarified is in good faith and for the best interests of the parties involved.

Although adequate care has been taken in the presentation of this RFP document, the interested firms shall satisfy themselves that the document is complete in all respects. The information published in this document is not intended to be exhaustive. Interested bidders are required to make their own inquiries and assumptions, where necessary.

Any discrepancy should be reported to the specified office immediately. If no intimation is received by this office by the date mentioned in the document, it shall be deemed that the RFP document is complete, and the firms submitting their bids are satisfied that the document is complete in all respects.

The Department of Women & Child Development, Odisha (hereinafter referred to as Authority) reserves the right to reject any or all applications submitted in response to this RFP document at any stage without assigning any reasons whatsoever. The Authority also reserves the right to withhold or withdraw the process at any stage with intimation to all who have submitted their bids in response to this RFP.

The Authority reserves the right to change, modify, or amend any or all provisions of this RFP document without assigning any reason. Any such change would be communicated to the bidders by posting it on the official websites: wcd.odisha.gov.in and tendersodisha.gov.in.

Neither the Authority, nor any employee(s), official(s), or persons of the Client will have any liability to any prospective respondent or any other person under contract law, principles of unjust enrichment, or otherwise for any loss, expense, or damage incurred or suffered in connection with anything contained in this RFP document, any matter deemed to form part of this RFP document, the award of the assignment, the information, or any other information supplied by or on behalf of the Client, their employees, or arising from the selection process for the assignment. Information provided in this document or imparted to any respondent as part of the RFP process is confidential to the Authority, and shall not be used by the respondent for any other purpose or shared with any other person or organization.

GLOSSARY AND DEFINITIONS

AWW	Anganwadi Worker
BCC	Behavior Change Communication
BPC	Block Project Coordinator
BPA	Block Project Assistant
BRG	Block Level Resource Group
CAP	Convergence Action Plan
CAS	Common Application Software
CBE	Community Based Events
CDPO	Child Development Project Officer
DC	District Coordinator
DPA	District Project Assistant
DPO	District Programme Officer
DRG	District Level Resource Group
EMD	Earnest Money Deposit
GoO	Government of Odisha
ICDS	Integrated Child Development Services
ICT	Information and Communication Technology
ILA	Incremental Learning Approach
JPC	Joint Project Coordinator
MIS	Management and Information System
MoWCD	Ministry of Women and Child Development
QA / QC	Quality Assurance / Quality Control
RTM	Real Time Monitoring
SDA	Software Development Agency
SLA	Service Level Agreement
NRC	Nutrition Resource Centre
SRG	State Resource Group
TSU	Technical Support Unit
VHSNDs	Village Health Sanitation and Nutrition Day
WCD	Department of Women and Child development

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1. Bidder Data Sheet

Sl.	Particular	Details
1.	Name of the Department	Department of Women and Child Development (hereinafter referred to as Authority)
2.	Method of Selection & Proposal Validity	Quality and Cost-Based Selection (QCBS) & 120 days
3.	Issue of RFP document	22.09.2026
4.	Deadline for Submission of Pre-Proposal Query	27.09.2026, 5.00 PM
5.	Pre-proposal meeting	28.09.2026
6.	Issue of Pre-proposal Clarifications	30.09.2026
7.	Last date for submission of proposal	13.10.2026 at 11.00 AM
8.	Opening of Technical Bid	13.10.2026 at 12.00 PM
9.	Technical Presentation	14.10.2026 at 2.00 PM
10.	Opening of Financial Bid	16.10.2026 at 3:30 PM
11.	Expected Date of Commencement of Assignment	Nov 2026
12.	Pre-proposal meeting	A pre-proposal meeting will be held on 28.09.2026 at Conference Hall of W&CD Complex, Ganga Nagar, Unit-6, Bhubaneswar. All queries should be received on or before 27.09.2026, 05:00 PM on mail in word format.
13.	Bid Processing Fee (Non-Refundable)	Rs. 11,800 /-(Rupees Eleven Thousand Eight Hundred only including 18% GST) online mode only towards the bid processing fee.
14.	Bid Security / EMD (refundable)	EMD is Rs.61,31,000/- (2% of total contract)
15.	Contact Person	Name: Ashutosh Behera Designation: Under Secretary to Govt.

Sl.	Particular	Details
		Lokseva Bhawan Tel:0674-2392976 Email: poshan.odisha@gmail.com
16.	Address for Submission of Proposal	Submission of bid through only online mode & any other mode bid will be rejected. Online Mode: tendersodisha.gov.in
17.	Place of Opening of Proposal:	Online

N.B.: -OSMEs taking part in open tender process, exemption from payment of earnest money and payment of 25 percent of prescribed security deposit as per Notification of MSME Deptt. No- 566/MSME, Bhubaneswar, dated 24.01.2024 read along with Notification of MSME Deptt. No-4318/MSME, Bhubaneswar, dated 10.06.2015 and any other government orders as applicable.

2. Instruction to the Bidder for e-Procurement

1. Bid documents consisting of qualification information and eligibility criteria of bidder is available on the website wcd.odisha.gov.in and www.tendersodisha.gov.in
2. Participation in the bid in the e-Procurement portal: The Bidders intending to participate in the bid are required to register in the Portal with information about the Bidder's organisation. This is a onetime activity for registering in the Portal. During registration, the Bidder must attach a Digital Signature Certificate (DSC) to his / her unique user ID. The DSC used must be of appropriate class (Class II or Class III) issued from a registered Certifying Authority such as n-Code, Sify, TCS, MTNL, eMudhra etc.
3. Bidder must submit the relevant information as asked about the Organisation. The portal registration of the bidder is to be authenticated by the State Procurement Cell after verification of online documents like valid certificates / documents such as (i) PAN and (ii) Registration Certificate(RC) / GST Clearance Certificate (for procurement of goods) of the concerned bidder. The period of validity in the portal is at par with validity of RC / GST Clearance.
4. To log on to the portal, the Bidder is required to type his / her username and password. The system will again ask to select the DSC and confirm it with the password of DSC. For each login, a user's DSC will be validated against its date of validity and against the Certificate Revocation List (CRL) of respective CAs stored in system database. The system checks the unique ID, password and DSC combination and authenticates the login process for use of portal.

5. The tender documents uploaded by the Tender Inviting Officer on the website www.tendersodisha.gov.in will appear in the "Latest Active Tender" Section of the homepage. Only a small notification will be published in the newspaper along with mention of the specific website for details. The publication of the tender will be for specific period till the last date of submission of bids as mentioned in the 'Invitation for Bid' after which the same will be removed from the list of Active tenders. Any bidder can view or download the bid documents from the web site.
6. Standard procedure to uploading tender.
 1. First download the Tender form & Commercial Bid (BOQ File). Read all Terms & conditions carefully. Fill up Tender form & collect all required documents. Scan all marked pages of the Tender form & documents as per annexure for Technical tender form A separately.
 2. Uploading documents should be in PDF format only.
 3. The scan copy of all marked pages required to be scanned and uploaded in PDF format.
 4. For Commercial (Price) Bid: Please upload Commercial bid (BOQ file)
7. In the E-Procurement Portal, an intelligent Commercial bid in Microsoft Excel format shall be made available to the bidder. The bidder shall fill in rates in figures and should not leave any cell blank. The line-item total in words and the total amount shall be calculated by the system and shall be visible to the bidder.
8. Bidders are to submit only the original BoQ (in .xls format) uploaded by Officer Inviting Tender after entering the relevant fields without any alteration / deletion / modification. Multiple BoQ submission by bidder shall lead to cancellation of bid. In case of item rate tender, bidders shall fill in their rates other than zero value in the specified cells without keeping it blank.
9. Bids cannot be submitted after due date and time. The Bidder should ensure correctness of the bid prior to uploading and take print out of the system generated summary of submission to confirm successful uploading of bid. The bids cannot be opened even by the OIT or the Procurement Officer Publisher / opener before the due date and time of opening.
10. Each process in the e-Procurement is time stamped and the system can detect the time of log in of each user including the Bidder. For all purpose, the server time displayed in the e-Procurement portal shall be the time to be followed by all the users.
11. The Bidder should ensure clarity / legibility of the document uploaded by him to the portal.

12. The bidder should check the system generated confirmation statement on the status of the submission.
13. The Bidder should upload sufficiently ahead of the bid closure time to avoid traffic rush and failure in the network.
14. The Tender Inviting Officer is not responsible for any failure, malfunction or breakdown of the electronic system used during the e-procurement process.
15. Signing of bid: The 'online bidder' shall digitally sign on all statements, documents, certificates uploaded by him, owning responsibility for their correctness / authenticity as per IT Act, 2000. If any of the information furnished by the bidder is found to be false / fabricated / bogus, his EMD / Bid Security shall stand forfeited & his registration in the portal shall be blocked and the bidder is liable to be blacklisted.
16. Security of bid submission: All bid uploaded by the Bidder to the portal will be encrypted.
17. Resubmission and withdrawal of bids: Resubmission of bid by the bidders for any number of times before the final date and time of submission is allowed. Resubmission of bid shall require uploading of all documents including price bid afresh. If the bidder fails to submit his modified bids within the pre-defined time of receipt, the system shall consider only the last bid submitted.
18. Procedure for Electronic receipt, accounting and reporting of Cost of processing fee Deposition submission of bids:
 1. The State Government have formulated rules and procedures for electronic receipt, accounting and reporting of the receipt of processing fee on submission of bids through the e-procurement portal of Government of Odisha i.e., "[https: / / tendersodisha.gov.in](https://tendersodisha.gov.in)".
 2. Electronic receipt of cost of tender paper has been successfully tested through SBI payment gateway. Now it has been decided to introduce electronic receipt of processing fee on submission of bids through payment gateway of designated bank such as SBI / ICICI Bank / HDFC Bank for all Government Departments, State PSUs, Statutory Corporations, Autonomous Bodies and Local Bodies etc. in phases (Clause 2.26). The process outlines as well as accounting and reporting structure are indicated below:
 1. It will be carried out through a single banking transaction by the bidder for multiple payments like processing fee on submission of bids.
 2. Various payment modes like Internet banking / NEFT / RTGS of Designated Banks and their Aggregator Banks as well can be accessed by the intending bidders.

3. Reporting and accounting of the e-receipts will be made from a single source.
4. Credit of receipts into the Government accounts and to the designated Bank account of the participating entities indicated in Para 2 above would be faster.
3. Only those bidders who successfully remit their processing fee on submission of bids would be eligible to participate in the tender / bid process. The bidders with pending or failure payment status shall not be able to submit their bid. Tender Inviting Authority, State Procurement Cell, NIC, the Designated Banks shall not be held responsible for such pendency or failure.
4. Banking arrangement: Designated Banks (SBI / ICICI Bank / HDFC Bank) payment gateway are being integrated with e-Procurement portal of Government of Odisha (www.tendersodisha.gov.in). The Designated Banks participating in electronic receipt, accounting, and reporting of processing fee Deposit on submission of bids will nominate a Focal Point Branch called e-FPB, who is authorized to collect and collate all e-Receipts. Each such branch will act as the Receiving branch and Focal Point Branch notwithstanding the fact that the bidder might have debited his account in any of the bank's branches while making payment.

19. Procedures of bid submission using electronic payment of tender paper cost and EMD by bidder:

1. Log on to e-Procurement Portal: The bidders must log onto the Odisha e-Procurement portal (www.tendersodisha.gov.in) using his / her digital signature certificate and then search and then select the required active tender from the "Search Active Tender" option. Now submit button can be clicked against the selected tender so that it comes to the "My Tenders" section.
2. The bidder must upload all documents for pre-qualification (Clause 4.1) and the technical proposal (Clause 4.2) in single pdf file in the Cover for Technical Proposal as mentioned in the Clause 4.8 : Submission of Proposal.
3. Electronic payment of processing fee: Then the bidders must select and submit the bank name as available in the payment options.
4. A bidder shall make electronic payment using his / her internet banking enabled account with designated Banks or their aggregator banks.
5. A bidder having account in other Banks can make payment using NEFT / RTGS facility of designated Banks.

6. Online NEFT / RTGS payment using internet banking of the bank in which the bidder holds his account, by adding the account number as mentioned in the challan as an interbank beneficiary.
7. Bid submission: Only after receipt of intimation at the e-Procurement portal regarding successful transaction by bidder the system will activate the 'Freeze Bid Submission' button to conclude the bid submission process.
8. System generated acknowledgement receipt for successful bid submission: System will generate an acknowledgement receipt for successful bid submission. The bidder should make a note of 'Bid ID' generated in the acknowledgement receipt for tracking their bid status.

20. Settlement of processing fee:

1. Processing fee: In respect of Government receipts on account of processing fee, the e-Procurement portal shall generate a MIS for the State Procurement Cell (SPC). The MIS will contain an abstract of the cost of tender paper collected with reference to Bid Identification Number.
2. The State Procurement Cell shall generate Bank-wise-head-wise Challans separately for processing fee and instruct the designated Banks to remit the money to the State Government account under different heads. In respect of the cost of tender paper received through the e-procurement portal, the remittance to the Cyber Treasury account will be made to the Head of Account 0075-Misc, General Services-800-Other Receipts -0097-Misc. Receipts-02237-Cost of Tender Paper.
3. For the time being, the State Procurement Cell (SPC) will use over the counter payment facility of the Odisha Treasury portal. Thereafter, remittances through NEFT & RTGS will be facilitated through the Odisha Treasury portal.
4. Back-end Transaction Matrix of Electronic receipt of processing fee Deposit on submission of bids is enclosed in the Annexure.

21. Role of the Banks:

1. Make necessary provision / customizations at their end to enable the provision for online payments / refunds as per this document.
2. Provide necessary real-time message to bidders regarding successful or unsuccessful transactions during online payment processes and redirect them to e-Procurement website with necessary transaction reference details enabling them to submit their bids.
3. The bank shall ensure transfer of funds from the pooling account to the Government Head / current account of PSUs / ULBs within

the next bank working day as per the directions generated from e-Procurement portal.

4. Bank should provide timely reports and reference details to NIC enabling them to carry out their role as stated below.
5. Refund of amount to bidders as per the XML file provided by e-Procurement system on the next bank working day from the date of generation of the XML file and provide a confirmation to NIC on the same.

22. Role of State Procurement Cell:

1. Communicate requirements of Government departments / State PSUs / Autonomous Bodies / ULBs online payment requirements to National Informatics Centre / the authorized Banks for mapping / customization.
2. In every working day, the State Procurement Cell shall generate MIS from the e-Procurement portal to ascertain the tender paper cost received in the e-tendering process separately bank-wise for the Government Department and the PSUs / ULBs. The SPC shall generate bank-wise separate online challans from the Odisha Treasury portal and make the remittance through over-the-counter facility or NEFT / RTGS (as and when this functionality is available in Treasury portal) and issue instruction to the bank for remittance of the receipt to the State Government account.
3. The State Procurement Cell shall be responsible for providing challan details and MIS in respect of the remittance towards tender paper cost to the Tender inviting authorities for their record.
4. State Procurement Cell shall monitor the progress of e-tendering by different Government departments / State PSUs / Autonomous Bodies / ULBs through an MIS. State Procurement Cell shall monitor and send monthly progress reports to the Government.
5. The e-Procurement system will generate a consolidated refund & settlement XML file as an end of the day activity.
6. E-procurement system will provide a web service for payment gateway (PG) provider to pull the encrypted refund and settlement details in XML file against a day.
7. Similarly, payment gateway (PG) provider will provide a web service to pull the refund and settlement status against a day.
8. E-procurement system will update the status accordingly for reconciliation report.

23. Role of National Informatics Centre:

1. Customize e-Procurement software and webpages of Government of Odisha (<https://tendersodisha.gov.in>) to enable the provision for electronic payment.
2. The NIC, Odisha will modify / rectify the errors in electronic data relating to the Chart of Account.
3. NIC will provide an interface to organizations to download the electronic receipt data.
4. Enable automatic generation of daily XML files from e-Procurement system and ensure delivery of the same to the authorized Banks for enabling automatic refund / settlement of funds.
5. NIC shall enable the e-Procurement portal to generate MIS as required for the State Procurement Cell to make remittance of the tender paper cost to the State Government account using the Odisha Treasury portal.

24. Role of Cyber Treasury:

1. The cost of the tender paper deposited by the SPC using the Odisha Treasury Portal which will be accounted for by the Cyber Treasury, and it shall submit the accounts to A.G (O) as per the established process.
2. The Cyber Treasury will provide MIS as required to the SPC for the purpose of accounting and reconciliation of the electronic remittances made to the State Government account.

25. Redressal of Public grievances:

1. The State Procurement Cell, Odisha, National Informatics Centre, Odisha and the e-FPB will have an effective procedure for dealing with, public complaint for e-Receipt related matters. In case, any mistake is detected by any of the stakeholders in reporting of processing fee, either Suo moto or on being brought to its notice, the State Procurement Cell, Odisha, National Informatics Centre, Odisha unit, Cyber Treasury and the bank will promptly take steps for rectification. The e-Focal Point Branch of the participating Banks, National Informatics Centre, Odisha and the State Procurement Cell, Odisha will notify the contact number and address of the Help Desk for resolution of any dispute regarding e-Receipt.
2. These arrangements would be made effective after signing of MoU between the designated Banks and the State Procurement Cell, firming up of Banking arrangements and technical integration between designated Bank and e-Procurement Portal.

26. Back-end Transaction Matrix of Electronic receipt and remittance of processing fee on submission of bids.

1. The payment towards the processing fee in case Government Departments shall be collected in separate Pooling accounts opened in Focal Point Branch called e-FPB of respective designated banks [as stated in Para 2] at Bhubaneswar on 23.09.2026.
2. With reference to the Notice Inviting Tender / Bid Identification Number, the amount so realized is to be remitted to Government Account under the Head of Account 0075-Misc.General Services-800-Other Receipts-0097-Misc.Receipts-02237-processing fee through Odisha Treasury Portal after opening of the bid.

3. Section 1: Letter of Invitation

RFP Number: _____

Date: _____

1. **Name of the Assignment: Selection of Agency for Outsourcing of Manpower Services under Poshan Abhiyaan in Odisha**
2. Department of Women and Child Development, Govt. of Odisha invites e-Tender proposal from eligible bidder for Selection of Agency for Outsourcing of Manpower Services under Poshan Abhiyaan in Odisha
3. More details on the proposed details are provided at Section-3: Terms of Reference (ToR) of this RFP Document.
 1. A bidder will be selected under Quality Cost-Based Selection (QCBS) procedure as prescribed in the RFP Document in accordance with the procedures prescribed in Odisha General Financial Rules and Regulation (OGFR-2023) circulated vide Office Memorandum No.25914/F, Dated: 13.09.2023 of Finance Department, Govt. of Odisha.
 2. The proposal completed in all respect as specified in the RFP Document must be accompanied with a non-refundable amount of Rs.11800/-(Rupees Eleven Thousand Eight Hundred only) towards Bid Processing Fee and a Refundable amount towards EMD of Rs.61,31,000/-(Rupee Sixty One Lakh Thirty One Thousand only) through online mode only. Submission of proposal through any other mode will be rejected.
 3. The last date and time for submission of proposal complete in all respects is 13.10.2026, 11:00 AM. The bidder & guest users can view the summary of opening of the bids from any system. In the event of the specified date of Bid opening being declared a holiday, the Proposals will be opened at the appointed time and location on the next working day.
 4. This RFP includes following sections:
 1. Letter of Invitation [Section-1]
 2. Information to the Bidder [Section-2]

3. Terms of Reference [Section-3]
 4. Technical Proposal Submission Forms [Section-4]
 5. Financial Proposal Submission Forms [Section-5]
 6. Annexures [Section-6]
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 Authority's knowledge, the Authority 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 Authority reserves the right to accept / reject any / all proposals / cancel the entire selection process at any stage without assigning any reason thereof.



Additional Secretary to Govt., POSHAN Abhiyaan

Department of Women & Child Development

4. Section 2: Information to the Bidder

4.1 Pre-Qualification Criteria

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

Sl.	Eligibility Criteria	Supportive Documents
1	Bidder must be a Company as registered under Indian Companies Act, 2013 or a Society registered under The Societies Registration Act, 1860 or a Trust registered under the Indian Trusts Act, 1882 or a Partnership Firm registered under the Indian Partnership Act, 1932 or a Limited Liability Partnership registered under The Limited Liability Partnership Act, 2008. No consortium is allowed.	Certificate of Incorporation / Registration / other valid legal documents in support of formation of the entity
2	The bidder should have been in the manpower providing agency for more than 5 years from the date of incorporation / registration (as per relevant Act) on the last date of submission of the proposal.	
3	Bidder must have successfully completed 3 assignments including ongoing projects (of minimum 6 months duration) of similar nature (outsourcing of manpower services) & having minimum cumulative Contract Value of Rs. 20.00 crores, in any sector under Central / State Govt. / Externally Aided Projects / Autonomous bodies operated under Govt. administrative control / International and National Organization during the last 3 Financial Years (FY 2022-23 to FY 2024-25)	Copies of Work Order / Contract Document / Completion Certificate from the previous Organisation
4	The average financial turnover of the last 3 financial years (FY 2022-23 to FY 2024-25) must be at least Rs.20 Cr from manpower providing services only.	Financial Details of the bidder (Tech-3) along with copies of the audited balance sheet and Income & Expenditure Statement duly sealed and certified by the CA and the authorized representative of the bidder.

Sl.	Eligibility Criteria	Supportive Documents
5	Bidder shall furnish an affirmative statement as to the existence of any potential conflict of interest on the part of the bidder due to prior, current, or proposed agreements, engagements, or affiliations that may affect the project with the Authority.	Self-Declaration from the Bidder as per the format (Tech-6)
6	Bidder must have an office functioning in Odisha & possessing due licenses issued by competent authorities which are valid as on the date of submission of their bids	Eligibility Criteria: Bidder must have an office functioning in Odisha & possessing due licenses issued by competent authorities which are valid as on the date of submission of their bids. Supportive Documents: Official documentation, such as latest utility bill or lease agreement, indicating the physical address of your office located in Odisha, GST Registration in Odisha, along with licenses issued by competent authorities for operation of the office in Odisha.

2. Technical Proposal

Following documents needs to be submitted along with the Technical Proposal

1. Filled in Bid Submission Check List in Original (Annexure-I)
2. Covering letter (Tech-1) on bidder's letterhead requesting to participate in the selection process.
3. Bid Processing Fee and EMD as applicable.
4. Copy of Certificate of Incorporation / Registration.
5. Copy of supporting documents on MSME registration (if applicable)
6. Copy of PAN
7. Copy of Goods and Services Tax Identification Number (GSTIN).
8. Copy of EPF & ESI certificate with last month challan copy.

9. Copies of IT Return for the last 3 financial years. (FY 2022-23 to FY 2024-25).
10. General Details of the Bidder (Tech-2).
11. Financial Details of the bidder (Tech-3) along with all the supportive documents as applicable duly signed as per the instruction.
12. Power of Attorney (Tech-4) in favor of the person signing the bid on behalf of the bidder.
13. List of completed assignments of similar nature (Past Experience Details, Tech-5) along with copies of contracts / work orders / completion certificate from previous Departments.
14. Undertaking for not having been blacklisted by any Central / State Government / Any other autonomous bodies / International & National Organization in the recent past.
15. Self-Declaration regarding Conflict of Interest (Tech-6).
16. Bidders should submit the required supporting documents as mentioned above. Bids not conforming to the eligibility criteria and non-submission of required documents as listed above will lead to rejection of the bid. Submission of forged documents will also result in rejection of the bid. Bidders are advised to study all instructions, forms, terms & conditions, and other important information as mentioned in the RFP Document.
17. Official documentation, such latest utility bill or lease as agreement, indicating the physical address of your office located in Odisha, GST Registration in Odisha along with licenses issued by competent authorities for operation of the office in Odisha.

3. Bid Processing Fee

1. The bidder must furnish as part of technical proposal, the required bid processing fee amounting to **Rs. 11,800 /-(Rupees Eleven Thousand Eight Hundred Only)** through online mode only. Proposals received without bid processing fee will be out rightly rejected.

4. Bid Security / EMD

1. The Bidder shall furnish a Bid Security (Earnest Money Deposit - EMD) of Rs.61,31,000/- (Rupee Sixty One Lakh Thirty One Thousand only) through online mode on the Odisha e-Procurement Portal (<https://tendersodisha.gov.in>). The EMD of unsuccessful Bidders shall be refunded without interest in accordance with the applicable provisions of the Odisha e-Procurement system after finalization of the tender. The EMD of the successful Bidder shall be refunded upon submission and acceptance of the Performance Bank Guarantee (PBG).

The Bidder shall upload the proof of successful online payment of the EMD along with the Technical Proposal. Failure to furnish the prescribed EMD, wherever applicable, shall render the bid liable for rejection.

For any technical assistance regarding submission of bids (including payment of Bid Processing Fee and/or EMD through online mode), prospective Bidders may contact the State Procurement Cell, Nirman Soudha, Bhubaneswar, or the Help Line: 1800 345 6765 / 0674-2530998.

5. Validity of the Proposal

1. Proposals shall remain valid for a period of **120 Days** from the date of opening of the technical proposal. The Authority reserves the rights to reject a proposal valid for a shorter period as non-responsive and will make the best efforts to finalize the selection process and award of the contract within the bid validity period. The bid validity period may be extended on mutual consent.

6. Disqualification of Proposal

1. The proposal is liable to be disqualified in the following cases as listed below:
 1. Proposal submitted without Bid Processing Fee as applicable.
 2. Proposal submitted without duly filled in Bid Security / EMD
 3. Proposal not submitted in accordance with the procedure and formats as prescribed in the RFP.
 4. During validity of the proposal, or its extended period, if any, the bidder increases his quoted prices.
 5. Proposal is received in incomplete form.
 6. Proposal is received after due date and time for submission of bid.
 7. Proposal is not accompanied by all the requisite documents / information.
 8. A commercial bid submitted with assumptions or conditions.
 9. Bids with any conditional technical and financial offer.
 10. 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.

11. Proposal is not properly possessing the seal of the Bidder's organization and signed by the authorized representative of the bidder.
12. Proposal is not conforming to the requirement of the scope of the work of the assignment.
13. Bidder tries to influence the proposal evaluation process by unlawful / corrupt /
14. Fraudulent means at any point of time during the bid process.
15. 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.
16. Bidders or any person acting on its behalf indulges in corrupt and fraudulent practices.
17. Any other condition / situation which holds the paramount interest of the Department during the overall section process.

7. Pre-Proposal Queries / Pre-Proposal Meeting

1. Bidders are allowed to submit their queries in respect of the RFP and other details if any, to the Authority through e-mail at poshan.odisha@gmail.com till 27.09.2026, 05.00 p.m. Clarifications to the above will be uploaded in the website of the Authority on wcd.odisha.gov.in as well as on tendersodisha.gov.in.
2. Request for alteration / change in existing terms and conditions of the RFP will not be considered / entertained.
3. Pre-proposal meeting will be held on **28.09.2026, 03:00 PM at Conference Hall of WCD Complex, Ganga Nagar, Unit-6, Bhubaneswar**. The bidders will have to ensure that their queries for pre-proposal meeting are submitted prior to the pre-proposal meeting. A format for submission of pre-proposal query is provisioned in the draft RFP (Annexure 5).

8. Submission of Proposal

1. Bidder must submit their proposals only in online mode on or before **13.10.2026, 11.00 AM**. The proposal must be submitted in

two parts. Each page of the two parts should be page numbered and in conformation to the eligibility qualifications and clearly indicated using an index page. The Authority will not consider any proposal that arrives after the deadline. Any Proposal received after the deadline will be out rightly rejected by the Authority.

2. The procedure for submission of the proposal is online as per Govt. of Odisha e-Procurement Procedure.
3. Technical Proposal: The bidder shall upload the scanned copy / copies of document in support of eligibility criteria and qualification information in prescribed format in Portable Document Format (PDF) to the portal in the designated locations.
4. Financial Proposal: The financial BID shall be uploaded only as per required format.
5. The **"Technical Proposal"** and **"Financial Proposal"** must be submitted online in two parts along with the prescribed formats / information mentioned in the RFP Document.
6. 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 have the seal of the Bidder's organization and signed by the authorized representative of the bidder.
7. Bids with any conditional offer shall be out rightly rejected i.e. any and all conditional bids will be rejected.

9. Opening of the proposal

1. The FIRST packet containing TECHNICAL PROPOSAL will be opened in online mode. The Department will constitute a Tender Evaluation Committee (TEC) to evaluate the proposals submitted by bidders.
2. The SECOND packet containing FINANCIAL PROPOSAL only of the technically qualified bidders will be opened after completion of technical evaluation stage. The date and time for opening of the financial proposal will be as stated in the detailed schedule.

10. Evaluation of Proposal

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

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

1. Filled in Bid Submission Check List in Original (Annexure 1)
2. Covering letter (Tech-1) on bidder's letterhead requesting to participate in the selection process.
3. Bid Processing Fee as applicable.
4. Bid security / EMD as applicable.
5. Copy of Certificate of Incorporation / Registration.
6. Copy of supporting documents on MSME registration (if applicable)
7. Copy of PAN.
8. Copy of Goods and Services Tax Identification Number (GSTIN).
9. Copies of IT Return for the last 3 financial years.(FY 2022-23 to FY 2024-25)
10. Copy of EPF & ESI certificate with last month challan copy.
11. General Details of the Bidder (Tech-2).
12. Financial Details of the bidder (Tech-3) along with all the supportive documents as applicable duly signed and certified as per the instruction.
13. Power of Attorney (Tech-4) in favour of the person signing the bid on behalf of the bidder.
14. List of completed assignments of similar nature (Past Experience Details, (Tech-5) along with copies of contracts / work orders / completion certificate from previous assignments.
15. Self-Declaration on Conflict of Interest (Tech-6).
16. Undertaking for not having been blacklisted by any Central / State Government / Any other Autonomous Bodies / International & National Organization in the recent past.
17. Format for CVs of Key Members (Tech-7).
18. All the pages of the proposal and enclosures / attachments are to be signed by the authorized representative of the bidder.

NB* Bids not complying with any of the above requirement will be out rightly rejected at the discretion of the Department's authority and their bids would not be processed further.

2. **TECHNICAL EVALUATION (2nd Stage):** Technical proposal will be opened and evaluated for those bidders who qualify the preliminary evaluation stage. Based on the evaluation of the technical bids, the bidders shall be ranked highest to lowest Technical Score (S_T) in accordance with the total marks obtained. The bidders with minimum technical bid score of 70% (out of 100 marks) will be considered technically qualified for opening of financial bid. Detailed evaluation process as per the following parameters will be adopted for evaluation of the proposals.

Sl.	Criteria	Sub-Criteria	Marks
1	Specific Experience of the consultant relevant to the assignment	- Minimum 5 years of experience from the date of incorporation until the last date of submission of proposals. 5 marks will be awarded for meeting this minimum requirement. - Additional marks: 3 marks for each completed year of experience beyond the initial 5 years, with a maximum of 20 marks possible.	20
2	Value of successful assignments	Assignments for providing manpower on outsourcing basis with total cumulative project value for three years (FY 2022-23 to FY 2024-25) must be minimum Rs.20 crores. For additional assignments of cumulative worth beyond Rs.20 crores, marks would be awarded subject to a maximum of 20 marks as follows (all values are cumulative) - Rs. 20 Crore to > Rs. 30 Crore over three years: 10 marks. - Rs. 30 Crore to > Rs. 40 Crore over three years: 15 marks - Rs. 40 Crore over three years: 20 marks.	20
3	Total Turnover	Minimum average turnover of Rs. 20 Crore for the manpower providing agency during the last 3 financial years (FY 2022-23 to FY 2024-25).	05
4	Personnel in the payroll of the agency	Total number of Manpower for whom EPF / ESI contribution paid by the agency.	10

Sl.	Criteria	Sub-Criteria	Marks
		- Above 500 employees: 5 marks. - For every additional 100 employees, 1 additional mark will be awarded, subject to a maximum of 10 marks.	
5	Office functioning in Odisha for outsourcing with due licenses issued by Competent Authorities	Years of operation in Odisha: 1 to 5 years: 5 marks. - for every additional years, additional 1 mark will be awarded, subject to a maximum of 10 marks.	10
6	Experience in providing more than 100 manpower in various disciplines in Government sector organizations	Duration of Experience: ≥ 1 to > 3 years: 3 marks. ≥ 3 to > 5 years: 4 marks. - More than 5 years: 5 marks.	05
7	Obtained any quality certificate for the Organisation	ISO 9001:2015 Management Marks (Quality System): 5 Please note that the Scoring Criteria, apart from the above, remains unchanged.	05
8	Technical Presentation	The technical presentation will be evaluated based on the understanding of the project, previous experience, team structure and resource management plan, deployment plan, manpower retention strategies, Ongoing training and professional development opportunities, resource engagement programs & handling of staff replacements whenever required by the Authority.	25
9	Grand Total		100

3. **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 price bids of technically qualified bidders

will only be opened for financial evaluation. The name of the bidder along with the quoted financial price will be announced during the meeting.

11. Evaluation Process - QCBS

3. The minimum qualifying marks (70 marks out of 100) as a benchmark for quality of the technical proposal is prescribed and indicated in the RFP along with a criteria for allotting marks for various attributes.
4. During the evaluation process, a **quality score (Technical Score)** will be assigned out of a maximum of 100 marks to each responsive bid based on the technical criteria defined in the RFP. Financial proposals will be opened only for technically qualified and responsive bidders. A **Cost Score (CS)** will be assigned using the formula:
CS = (Lowest Quoted Price / Quoted Price of Bidder) x 100.
The **Composite Score (SC)** will be calculated using the following formula:
SC = (Technical Score x 70%) + (Cost Score x 30%).
The successful bidder shall be the one with the highest Composite Score (SC1). In case of a tie in Composite Scores, the bidder with the higher Technical Score will be given preference. Bidders will be ranked as SC1, SC2, SC3, and so on, with SC1 being the highest-ranked bidder.
5. The bid price will include all taxes as applicable and shall be in Indian Rupees. Prices quoted in the bid must be firm and final and shall not be subject to any modifications on any account whatsoever. The TEC (Technical Evaluation Committee) will correct any computational errors. When correcting computational errors, in case of discrepancy between partial amount and the total amount, or between word and figures the former will prevail. All required items must be priced accordingly in the financial bid.
6. The financial bid will be evaluated only based on service charges quoted by the bidder.

12. Contract Negotiation

0. Contract negotiation, if required will be held at a date, time and address as intimated to the selected bidder. 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.
1. If the highest-ranked bidder (SC1) fails to execute the agreement after finalization of the tender process or declines to accept the award, the Authority reserves the right to invite the next highest-ranked bidder (SC2) for negotiations and award of the contract,

subject to the condition that SC2 agrees to match the financial cost quoted by SC1. If SC2 declines to match the quoted cost or fails to enter into an agreement, the process will be repeated with the next highest-ranked bidder (SC3) and so on until the contract is successfully awarded or the procurement process is annulled.

2. The Authority reserves the right to conduct negotiations with the successful bidder regarding the financial cost as quoted in the Bid.

13. Award of Contract

0. After completion of the contract negotiation stage, and deposit of PBG, the Authority will notify the successful bidder in writing by issuing an offer letter for signing the contract and promptly notifying all other bidders about the result of the selection process.
1. The successful bidders will be asked to sign the contract after fulfilling all formalities within 15 days of issuance of the offer letter. After signing of the contract, no variation or modification of the terms of the contract shall be made except by written amendment signed by both the parties.
2. The Contract shall be valid for a period of three (3) years from the date of effectiveness and shall be co-terminus with the tenure of the scheme. Subject to satisfactory performance and continuation of the scheme, the Contract may be extended for a further period of up to one and a half (1.5) years, as may be determined by the Authority.

14. Performance Bank Guarantee (PBG)

0. Within seven (07) days of notifying the acceptance of a proposal for award of contract, the qualified Bidder shall furnish a Performance Bank Guarantee amounting to 5% of the total Contract Value from a Scheduled Commercial Bank situated in Bhubaneswar, in favour of the "Additional Secretary to Govt., POSHAN Abhiyaan, Department of Women and Child Development", as per the format at Annexure-II, for a period of three (03) months beyond the entire Contract period (i.e., the PBG must remain valid from the date of effectiveness of the Contract to a period of three (03) months beyond the Contract period), as its commitment to perform the services under the Contract.
1. Failure to comply with the requirements shall constitute sufficient grounds for the forfeiture of the PBG. The PBG shall be released immediately after 3 months of expiry of contract provided there is no breach of contract on the part of the qualified bidder.
2. No interest shall be paid on the PBG and no exemption on PBG will be allowed.

3. PBG must be extended proportionately in case of contract extension

15. Conflict of Interest

Conflict of interest exists in the event of:

0. Conflicting assignments, typically monitoring and evaluation / environmental assessment of the same project by the eligible bidder.
1. Consultants, agencies, or institutions (individuals or organizations) who have a business or family relation with the Authority directly or indirectly; conflict of interest includes both direct and indirect affiliations, including family ties and
2. Practices prohibited under the anti-corruption policy of the Government of India and Government of Odisha. The bidders are to be careful so as not to give rise to a situation where there will be any conflict of interest with the Authority as this would amount to their disqualification and breach of contract.

15. Disclosure

1. Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the bidder or termination of its contract.
 1. Bidders must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency, or the financial standing of the Bidder, including but not limited to appointment of any officer such as a receiver in relation to the Bidder's personal or business matters or an arrangement with creditors, or of any other similar proceedings.
2. Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:
 1. 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.
 2. corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract.
 3. failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

16. Anti-corruption Measure

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

17. Language of Proposals

1. The proposal and all related correspondence exchanged between the bidder and the Authority 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

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

19. Legal Jurisdiction

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

20. Governing Law and Penalty Clause

1. The schedule given for delivery is to be strictly adhered to in view of the strict time schedule.
2. Any unjustified and unacceptable delay in delivery shall render the selected agency liable for liquidated damages and thereafter the Authority holds the option for cancellation of the contract for pending activities and completes the same from any other agency.
3. The Authority may deduct such sum from any money from their hands due or become due to selected agency.

4. The payment or deduction of such sums shall not relieve the selected agency from his obligations and liabilities under the contract. The rights and obligations of the Authority and the selected agency under this contract will be governed by the prevailing laws of Government of India / Government of Odisha.
5. Failure on selected agency's part to furnish the deliverables as per the agreed timeline will enforce a penalty @ 1% per week subject to maximum of 10% of the total contract value.
6. The amount will be deducted from the subsequent payment. In addition, the PBG amount shall also be forfeited.
7. In addition to delay penalties, the Authority reserves the right to terminate the contract under the following circumstances:
 1. Non-performance or failure to meet agreed deliverables and service levels.
 2. Submission of fraudulent or misleading information in the bid or during project execution.
 3. Breach of confidentiality or data protection obligations.
 4. Failure to comply with the legal and regulatory standards specified in the contract.
 5. Repeated violations of key personnel replacement timelines or failure to maintain service continuity.
 6. Mutual Convenience where both parties agree to terminate the contract by mutual consent.
8. The Authority may terminate the contract by giving a written notice of **30 days** to the selected agency in the event of performance issues, violation of contract terms, or misconduct.
9. The selected agency may terminate the contract by providing a written notice of **60 days** to the Authority, clearly stating the reasons for such termination, provided that all ongoing services and deliverables are maintained during the notice period.
10. Upon termination, the selected agency shall ensure a smooth handover of all project-related materials, documents, data, and intellectual property within the notice period.
11. In case of termination due to performance issues or misconduct, the Performance Bank Guarantee (PBG) shall be forfeited.
12. The selected agency must provide transition support for a minimum of 30 days post-termination if required by the Authority.

13. The selected agency shall ensure data transfer and process continuity to avoid disruption of services during the transition period.
14. In the event of contract termination, the Authority reserves the right to invite the next highest-ranked bidder (SC2) from the original bid evaluation process for negotiations and award of the contract, provided that SC2 agrees to match the financial terms offered by the originally selected bidder. If the next bidder also fails to meet the conditions, the process will continue sequentially or may be annulled at the discretion of the Authority.

21. Confidentiality

1. 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.
2. The undue use by any selected Agency of confidential information related to the process may result in rejection of its proposal and may be subject to the provisions of the Authority's antifraud and corruption policy.
3. During the execution of the assignment except with prior written consent of the Authority, the selected Agency or its personnel shall not at any time communicate to any person or entity any confidential information acquired during the contract.
4. The selected agency will be held responsible in case of breach in confidentiality norms.

22. Amendment of the RFP Document

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

23. Department's right to accept or reject any or all proposal(s)

1. The Department 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 there of and thereby incurring any liability to the bidders.

24. Copyright, Patents and Other Proprietary Rights

1. The Authority shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights, and trademarks, regarding documents and other materials which bear a direct relation to or are prepared or collected in consequence or during the execution of this contract.
2. At the Authority's request, the selected agency shall take all necessary steps to submit them to the Authority in compliance with the requirements of the contract.

25. Replacement of Key Personnel

1. The key professionals to be deployed under this contract should have the requisite qualification as prescribed in the guidelines and must be dedicated in nature.
2. However, the Authority reserves the right to request the selected agency to replace the assigned personnel if they are not performing to a level of satisfaction.
3. After written notification, the selected agency will provide CV of appropriate candidates within 14 days for review and approval. The selected agency must replace the personnel within 7 working days from the date of approval of replacement.
4. If one or more key personnel become unavailable / leave the project for any reason midway under the contract, the selected agency must notify the Authority at least fourteen (14) days in advance and obtain the approval prior to making any substitution.
5. In notifying the Authority, the selected agency 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.
6. Acceptance of a replacement person by the Authority shall not relieve the selected agency from responsibility for failure to meet the requirements of the contract.
7. Change in HR provided to the Authority beyond the allowable limit of the contract leads to implication of liquidated damage of 10% of the contract value.

26. Force Majeure

1. For purpose of this clause, "Force Majeure" means an event beyond the control of the selected agency and not involving the selected agency's fault or negligence and not foreseeable.

2. Such events may include, but are not restricted, wars or revolutions, fires, floods, riots, civil commotion, earthquake, epidemics or other natural disasters and restriction imposed by the Government or other bodies, which are beyond the control of the agency, which prevents or delays the execution of the order by the agency. If a force Majeure situation arises, the agency shall promptly notify Authority in writing of such condition, the cause thereof and the change that is necessitated due to the condition.
3. Until and unless otherwise directed by the Authority in writing, the selected 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.
4. The selected agency shall advise Authority 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, selected agency reserves the right to cancel the contract without any obligation to compensate the agency in any manner for whatsoever reason.

27. Settlement of Dispute

1. The Authority and the selected 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.
2. However, disputes not so resolved amicably within 30 days of receipt of notice of such as a dispute shall be resolved by a sole arbitrator nominated by the Principal Secretary / Director, ICDS & Social Welfare, Department of Women and Child Development, Government of Odisha.
3. The arbitration proceeding shall be held in Bhubaneswar within Odisha.

5. Section 3: Terms of Reference (ToR)

1. Purpose & Objective

1. The Integrated Child Development Service (ICDS) scheme is one of the flagship programs of the Government of India for early childhood development and nutrition. It addresses the nutritional needs of children, pregnant and lactating women.
2. The strategy for addressing the malaise of under-nutrition is to adopt a life cycle approach. The focus, therefore, will be to lay emphasis on children from 0 to 6 years of age, adolescent girls, pregnant women, and lactating mothers. The first 1000 days of a child are the most critical, which includes the nine months of pregnancy, six months of exclusive breastfeeding and the period from 6 months to 2 years to ensure focused interventions on addressing under-nutrition. Besides increasing the birth weight, timely intervention will help reduce both Infant Mortality Rate (IMR) and Maternal Mortality Rate (MMR). Additional one year of sustained intervention (till the age of 3 years) would ensure that the gains of the first 1000 days are consolidated. Attention is also needed on children in the age group of 3-6 years for their overall development through the platform of the AWCs.
3. POSHAN Abhiyaan targets reduction in the level of under-nutrition and other related problems by ensuring convergence with the line departments. It aims to reduce malnourishment in a phased manner, through the life cycle concept, by adopting a synergized and result oriented approach. POSHAN Abhiyaan to ensure mechanisms for timely service delivery through robust monitoring of the interventions.

2. Goal of POSHAN Abhiyaan

1. The goal of NNM is to achieve improvement in nutritional status of children from 0-6 years, pregnant women, and lactating mothers in a time bound manner during the three years starting from 2017-18.
2. The targets under POSHAN Abhiyaan:

#	Objective	Target
1	Prevent and reduce stunting in children (0-6 years)	By 6% @ 2% p.a
2	Prevent and reduce under-nutrition (underweight Prevalence) in children (0-6 years)	By 6% @ 2% p.a
3	Reduce the prevalence of anaemia among young children (6-59 months)	By 9% @ 3% p.a
4	Reduce the prevalence of anaemia among Women and Adolescent Girls in the age group of 15-49 years	By 9% @ 3% p.a
5	Reduce Low Birth Weight (LBW)	By 6% @ 2% p.a

3. Components under POSHAN Abhiyaan

1. Information Communication Technology enabled Real Time Monitoring (ICT-RTM) based Poshan Tracker Application across AWCs
2. Behavioral Change Communication through Community Based Events (BCC, CB) & Janandolan
3. Innovation
4. Convergence Action Plan (CAP) at ICDS Block, District and State level
5. Incentives and awards
6. The Poshan Tracker Application is designed to be a beneficial job aid for Anganwadi Workers (AWWs) and Supervisors that will assist them in tracking the service delivery, monitoring and to improve Anganwadi services to women and children more efficiently through mobile based application.

4. BCC through CBE & Jan Andolan

1. The community-based events are aimed at capitalizing on important activities and disseminate essential message related to care during pregnancy, early registration, MIYCF (Maternal, Infant and Young child feeding practices) and counsel pregnant and lactating women and their family members on appropriate nutrition and health behaviors.
2. The events are held at AWC with active involvement of PRI, health, SHG members, elders of community and husbands and mother-in-law of beneficiaries. It also covers various activities planned under Janandolan at state, district, block and AWC.
3. Innovation: To strengthen service delivery system, community mobilization and capacity building of frontline workers for better nutritional outcomes, the POSHAN Abhiyaan provides scope for implementing innovation in block / district and state.
4. Convergence Action Plan: POSHAN Abhiyaan brings about convergence of various nutrition related schemes by identifying and bringing under one framework key nutrition related interventions, indicators, and targets to be monitored and achieved by relevant line ministries / Departments implementing the schemes.
5. Hence the skilled manpower aimed to outsource and engage under the POSHAN Abhiyaan are expected to work for all the components as mentioned above, to achieve the set targets, as per the Terms of References (ToRs) specified for each position under the Administrative Guidelines issued by Ministry of Women and Child Development, Government of India.

5. Scope of Work

1. POSHAN Abhiyaan is a Govt. of India scheme. The scope of work can also be termed as expectations of the Department of Women & Child Development. The Project persons would be responsible for supporting implementation of activities approved under POSHAN Abhiyaan in the State, District, ICDS Project Offices and assist the WCD officials in achieving the overarching objectives of the POSHAN Abhiyaan, ICDS, MSPY and other nutrition interventions implemented in the state.
2. To successfully implement the scheme in the State level, the deployment of skilled manpower at different level i.e., state, district & block level are required for the following tasks:
 1. Implementation of Poshan Tracker for monitoring of Anganwadi service delivery by capturing data from the field on smart phones; their transmission in real time and data analysis may require HR with expertise on IT and monitoring & evaluation .
 2. Tracking data on growth monitoring of children below 6 years and pregnant & nursing women, taken through weighing scales (infants & adults) and stadiometers & infantometers (height / length) and their analysis would require dedicated HR with expertise in health & nutrition and monitoring & evaluation.
 3. Interventions for behavior change (community-based events, Jan Andolan, IEC advocacy, etc.); capacity building of ICDS functionaries also necessitates related expertise and experience.
 4. **Out of the 408 contractual work force, 338 are to be deployed at block level (one Block Coordinator in each of the 338 blocks) and 60 at the district level (one District Coordinator and one District Project Assistant in each of the 30 districts) taking the total to 398. Only 10 are to be deployed at the state to steer the programme.**
 5. Service delivery by the HR will be transactional and their productivity, monitorable.
3. Details of the persons to be deployed at the respective offices of the WCD along with the qualifications required is annexed at Annexure-III.
 1. Ensure recruitment of personnel at the State, district, and block level within 5 weeks of signing of contract as per the qualification prescribed by Govt of India. As part of this, the selected bidder shall be required to deploy trained

manpower for 408 positions at State, District & Block level offices under POSHAN Abhiyaan.

2. Provide techno-managerial support for managing the SPMU, DPMU and BPMU under POSHAN Abhiyaan.
3. Ensure capacity building of the staff deployed at State, district, and block levels under POSHAN Abhiyaan.
4. Maintain a panel of staff and ensure timely replacement in case of staff resigning or on leave.

6. Timelines

Sl.	Description of Items	Time Frame
1	Signing of Agreement with successful bidder	T1
2	Submission of CV's	T2=T1+5 days
3	Placing of the Manpower at State, District, and Project offices	T3=T1+8 days
4	Start of work by the deployed manpower at their respective assigned locations	T4=T1+10 days

7. Team composition and Qualification Requirements

Sl. No	Key Members	Minimum Requirement
1	Team Leader (1)	Having master's degree in any discipline with minimum 10 years of relevant experience in HR support. Experience in leading recruitment & selection assignments of similar programmatic nature. S / he should have experience of doing HR planning & designing staff selection methodologies for different agencies. Knowledge of applying reservation policy will be desirable.
2	Recruitment Expert (2)	Having master's degree in any discipline with atleast 5 years of conducting recruitment of multi-disciplinary terms. S / he should have knowledge of designing staff selection methodologies & using various selection instruments. Knowledge of applying reservation policy will be desirable.
3	Administrative Assistant (2)	Graduation degree with minimum 3 years of experience in data analysis, logistic arrangements, data entry etc.

8. Payment Terms and Schedule

1. Payment towards salary to the manpower & pro-rata service charges shall be made on monthly basis on satisfactory performance upon submission of invoice.
2. Remuneration towards the manpower to be made to the concerned bank account of the resources engaged on monthly basis by the agency by 7th of every month.
3. The agency should provide the copy of the transaction statement during the successive month to the concerned authority for reimbursement.
4. Payment will be done to the Service Provider after placement upon submission of invoice.

9. Other Conditions

1. The Department will provide office space and other facilities such as office space, computers, and utilities to the resources joining the SPMU at the State level.
2. Consultants joining at the district and block level will be provided office space, computers, and utilities and other support in the offices of the District Social Welfare Officer (DSWO) and Child Development Project Officers respectively.
3. Any other related information specific to proposed study / assignment which is necessary to be furnished to all the bidders.
4. All the resources to be engaged will be required to work as per the working hours and working days as stipulated by Govt. of Odisha and as per exigencies in public interest.

10. Roles and Responsibilities

1. Authority
 1. Timely signing of contract after approval
 2. Ensure release of funds as per approved timelines
 3. Ensure quarterly review of performance and
 4. Renewal of contract with the agency when it is required
2. Manpower Providing Agency
 1. Deployment of staff at the state, district, and block level as per the approved qualification
 2. Provide techno-managerial support for effective management of staff, at state, district, block level, release of salary, management of leave
 3. Ensure timely placement of staff in case of replacement

4. Ensure support for functioning of the state, district, and block office as per terms and condition laid down in the contract
5. Ensure timely submission of UCs as per approved timelines

11. Review of the work of consultants

1. Performance of the consultants engaged at the state and district level will be done based on the terms of reference defined for each position. The performance will be reviewed at the state level by the State Project Director / Branch Officer of POSHAN Abhiyaan monthly on a set of parameters.
2. Performance of the district and block level staff will be reviewed at the district level under the chairpersonship of the District Collector and District Social Welfare Officer (DSWO) on a set of parameters based on the ToR for each position.
3. Renewal of contract of the consultants will be done based on annual Performance Appraisal Report (PAR) submitted by each of the consultants through proper channel.

12. Escalation Matrix

1. The service provider must provide escalation matrix of senior professionals working with the selected agency and their contact details for support.

6. Section 4: Technical Proposal Submission Forms

TECH 1: Covering Letter

(on Bidder's letterhead)

[Bhubaneswar, Date]

To

The Additional Secretary to Government, POSHAN Abhiyaan
Women & Child Development Department,
Lokseva Bhavan, Government of Odisha, PIN-751001

**Subject: SELECTION OF AGENCY FOR OUTSOURCING OF SERVICES UNDER
POSHAN ABHIYAAN IN ODISHA**

[TECHNICAL PROPOSAL]

Dear Sir,

I, the undersigned, offer to provide the services for the proposed assignment in respect to your Request for Proposal No. _____, dated: _____. I hereby submit the proposal which includes the technical proposal including all the relevant documents. Our proposal will be valid for acceptance up to **120 days** and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

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

I have examined all the information as provided in your 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.

Yours faithfully,

Authorized Signatory with Date and Seal:

Name and Designation:

Address of Bidder:

TECH 2: Bidder's Organisation (General Details)

Sl.	Description	Details
1	Name of the Bidder	
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	Local office in Odisha If Yes, Please furnish details	Yes / No
6	Bid Processing Fee Details Amount: DD No.: Date: Name of the Bank:	
7	Bid Security /EMD	
8	PAN Number	
9	Goods and Services Tax Identification Number (GSTIN)	
10	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

Sl.	Description	Details
12	Total number of Manpower for whom EPF / ESI contribution paid by the agency for each month of FY 2024-25. (attach copy of EPF & ESI certificate with last month challan copy)	

Authorized Signatory (In full and initials): _____

Name and Designation with Date and Seal: _____

TECH 3: Bidder Organisation (Financial Details)

Financial Information in INR					
Details	FY 2022-23	FY 2023-24	FY 2024-25	Total	Average
Turnover from Outsourcing Services provided by <Name of the Organisation> (in Rs. Crore)					
Total Turnover provided by <Name of the Organisation> (in Rs. Crore)					

Supporting Documents:

Audited certified financial statements for the last 3 FYs (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form)

Bidder is requested to submit the IT Returns & GST returns for last 3 financial years.

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 submitted along with the technical proposal through online portal.

Signature and Seal of the Auditor with Date in original

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

Communication Address of the Bidder:

[NB: No Scanned Signature will be entertained]

TECH 4: Format for Power of Attorney

(On Bidder's Letterhead)

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

The signature of <Name of Authorised Representative> in whose favour authority is being made under the Power or 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 5: Bidder's Organisation (Past Experience Details)

(List of completed /ongoing assignments only of similar nature in any sector during last 3 years)

Assignment Name:	
Approx. Value of the Contract:	
Duration of Assignment (months):	
Country:	
Location within country:	
Name of the Client:	
Location & Address:	
Start Date (Month/Year):	
Completion Date (Month/Year):	
Name of associated Consultants, if any:	
Name of professional staff involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):	
Brief Overview of Project and its objectives:	
Description of actual services provided by you within the assignment:	

Authorized Signatory [*In full and initials*]:

Name and Designation with Date and Seal:

Note: Bidders are requested to furnish the list of assignments of similar nature undertaken during the last 3 Financial Years (FY 2022-23 to FY 2024-25) as per the above prescribed format only.

Bidder must have successfully completed 3 assignments including ongoing projects (of minimum 6 months duration) of similar nature (outsourcing of services) having Contract Value as per proposed project of Rs 20 crores, in any sector under Central / State Govt. / Externally Aided Projects / Autonomous bodies operated under Govt. administrative control / International and National Organization during the last 3 Financial Years (FY 2022-23 to FY 2024-25).

TECH 6: Declaration

(On Bidder's Letterhead)

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 (5). If yes, please furnish details of any such activities.

If no, please certify,

I, hereby declare that our agency is not indulged in any such activities which can be termed as the conflicting activities as mentioned in Section 2: [Information to the Bidder] under Eligibility Criteria: Para (6).

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

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

Communication Address of the Bidder:

TECH 7: Format of Curriculum Vitae (CV) for Proposed Key Members

1. Proposed Position:
2. Name of Firm:
3. Name of Staff:
4. Date of Birth:
5. Years with Firm:
6. Nationality:
7. Education: [Indicate college / university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates]
8. Membership in Professional Associations:
9. Other Trainings:
10. Countries of Work Experience:
11. Languages: [For each language indicate proficiency: excellent, good, fair, or poor; in speaking, reading, and writing]
12. Employment Record: [Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held. For experience in last ten years, also give types of activities performed and Client references, where appropriate as per the prescribed format given below]

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

13. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned:
[Among the Assignment/jobs in which the staff has been involved, indicate the following information for those Assignment /jobs that best illustrate staff capability to handle the tasks listed under point 12.]

Name of the Project	
Year	

Location	
Name of the Client	
Project Feature	
Position Held	
Activities Performed	

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 Member with Date: _____

Authorized Signatory [In full and initial]:

Name and Designation with Date and Seal:

NB:

1. CV write up may be restricted to a certain number of pages with quality information relevant to the Key Member requirements. This will facilitate evaluation of the CVs.
2. The CV shall be jointly signed by the proposed Key Member and the authorized representative of the Bidder.
3. For each proposed Key Member, a separate Form TECH 7 shall be submitted.
4. The Bidder shall not submit the Curriculum Vitae (CVs) of all Key Professionals at the bid submission stage. Instead, the Bidder shall submit CVs of only five (05) Key Members, as specified under Clause 5.7 – Team Composition and Qualification Requirements.
5. The proposed Key Members shall be responsible for the placement, deployment, supervision, and management of the required Key Professionals during the execution of the assignment.

7. Section 5: Financial Proposal Submission Forms

FIN 1: Covering Letter

(on Bidder's letterhead)

[Bhubaneswar, Date]

To

The Additional Secretary to Government, POSHAN Abhiyaan

Women & Child Development Department,

Lokseva Bhavan, Government of Odisha, PIN-751001

Subject: SELECTION OF AGENCY FOR OUTSOURCING OF SERVICES UNDER POSHAN ABHIYAAN IN ODISHA

[FINANCIAL PROPOSAL]

Dear Sir,

I, the undersigned, offer to provide outsourced services under POSHAN Abhiyaan in Odisha in accordance with your Request for Proposal No. __, Dated: __. Our attached Financial Proposal is for the sum of ***[Insert amount(s) in words and figures]***.

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

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of **120 days**. I have carefully read and understood the terms and conditions of the RFP and do hereby undertake to provide the service accordingly.

I understand that you are not bound to accept any proposal you receive. I remain, yours faithfully,

Authorized Signatory *[In full and initials]*

Name and Designation of Signatory with Date and Seal:

Address of the Bidder:

**Amount must match with the one indicated in Fin-2.*

FIN 2: Summary of Financial Proposal has been attached in Annexure 1.

(on Bidder's letterhead)

SUMMARY OF FINANCIAL PROPOSAL						
Name of the assignment			Selection of an agency for outsourcing of services under POSHAN Abhiyaan in Odisha			
Fee particulars			Amount in INR			
A	Remuneration of Professionals & Support Staff					
Sl.	Description of manpower	Qty	Unit rate (Fixed)	Total	Yearly Expenditure	3 Years Expenditure
A1	State Consultant Planning, Monitoring and Evaluation	1	60000	60000	720000	2160000
A2	State Consultant Health & Nutrition	1	60000	60000	720000	2160000
A3	State Consultant Capacity Building & BCC	1	60000	60000	720000	2160000
A4	Accountant	1	30000	30000	360000	1080000
A5	Project Associate	2	25000	50000	600000	1800000
A6	Secretarial Assistant/DEO	2	15000	30000	360000	1080000
A7	Office Messenger /Peon	2	12600	25200	302400	907200
A8	District Coordinator	30	30000	900000	10800000	32400000
A9	District Project Assistant	30	18000	540000	6480000	19440000
A10	Block Coordinator	338	20000	6760000	81120000	243360000
B	Sub Total	408		8515200	102182400	306547200
C	Service Charges on Total Remuneration					
D	GST (18%) on (B+C)					
E	Total(INR) (B + C + D)					
	In words (for E)					

Instructions:

- Bidders shall submit the financial proposal as per the prescribed format given above in both figures and words and signed by the Bidder's Authorized Representative. In the event of any difference between figures and words, the amount indicated in words shall prevail.
- Statutory deductions will be as per the Government norms and is subject to change from time to time. Service Charges proposed for the assignment shall remain fixed till completion of the contract.

- Service Charges are to be submitted in terms of 'Rupees' only, anything mentioned in 'Paisa' will not be considered.
- Salary of manpower shall be fixed & any less payment cannot be accepted.
- The Financial Bid will be evaluated based on Service charges proposed.
- Unreasonable bids as per Rule 264(IV) of OGFR would not be considered.
- N.B. The remuneration of the personnel and other logistic support etc. will be made as per the Govt norms. The consolidated remuneration for office messenger/peon will be fixed as per the GA & PG Department, Govt. of Odisha Letter No 7982 dated 07.03.2024.

Authorized Signatory [In full and initial]:

Name and Designation with Date & Seal:

8. Section 6: Annexures

Annexure 1: Bid Submission Check List

(on Bidder's letterhead)

Sl No	Description	Submitted (Yes/No)	Page No.
TECHNICAL PROPOSAL			
1	Filled in Bid Submission Check List (ANNEXURE 1)		
2	Covering Letter (TECH -1)		
3	Bid Processing Fee of Rs./-as applicable		
4	Bid Security /EMD Fee as applicable		
5	Copy of Certificate of Incorporation / Registration of the Bidder		
6	Copy of supporting documents for MSME registration (if applicable)		
7	Copy of PAN		
8	Copy of Goods and Services Tax Identification Number (GSTIN)		
9	Copy of ESI/ EPF Registration Certificate		
10	Copies of IT Returns for the last 3 FYs		
11	General Details of the Bidder (Tech-2)		
12	Financial details of the bidder (Tech-3) along with all the supportive documents such as copies of Profit-Loss Statement and Balance Sheet for last 3 years		
13	Power of Attorney (Tech-4) in favour of the person signing the bid on behalf of the bidder.		
14	List of completed assignments of similar nature (Past Experience Details) (Tech-5) along with the copies of work orders for the respective assignments		
15	Self-Declaration on Potential Conflict of Interest (Tech-6)		

SI No	Description	Submitted (Yes/No)	Page No.
16	Undertaking for not have been blacklisted by any Central / State Govt./any Autonomous bodies during its business career.		
17	CV of Key Professionals (Tech-7)		
FINANCIAL PROPOSAL			
1	Covering Letter (FIN-1)		
2	Summary of Financial Proposal (FIN-2)		

Undertaking:

- All the information has been submitted as per the prescribed format and procedure.
- All pages of the proposal must have the seal of the Bidder's organization and signed by the authorized representative of the bidder.

Authorized Signatory [In full and initial]:

Name and Designation with Date and Seal: _____

Annexure 2: Performance Bank Guarantee

To,

**The Government (DDO)
Women & Child Development Department, Govt. of Odisha
Lokseva Bhavan, PIN-751001**

WHEREAS _____ (Name and address of the Consultancy Firm) (hereinafter called "the Consultant") has undertaken, in pursuance of RFP No_dated_to undertake the service_(description of services) (herein after called "the contract").

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

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

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

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

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

This performance bank guarantee shall be valid until the_day of_,<Year>

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

(Signature of the authorized officer of the Bank)

Name and designation of the officer

Seal, name & address of the Bank & Branch

Annexure 3: Job Description / Positions under Poshan Abhiyaan

State Level Positions

#	Positions	Fixed Consolidated remuneration (Rs. per person per month)	Positions to be filled
1	State Consultant Planning, Monitoring & Evaluation	60,000	1
2	State Consultant Health & Nutrition	60,000	1
3	State Consultant Capacity Building & BCC	60,000	1
4	Accountant	30,000	1
5	Project Associate	25,000	2
6	Secretarial Assistant/DEO	15000	2
7	Office Messenger/Peon	12600	2
	Total		10

*The consolidated remuneration of the Office Messenger at the State Level will be Rs 12,600/-and the employers' contribution towards EPF and ESI for personnel outsourced in this category will be reimbursed over and above the amount of the consolidated remuneration.

District and Block level positions				
Sl.	District	District level positions		Project level positions
		District Coordinator	District Project Assistant	Block Coordinator
1	Anugola	1	1	8
2	Balangir	1	1	14
3	Baleswar	1	1	15
4	Baragada	1	1	13
5	Bhadrak	1	1	8
6	Boudh	1	1	3
7	Kataka	1	1	16

District and Block level positions				
Sl.	District	District level positions		Project level positions
		District Coordinator	District Project Assistant	Block Coordinator
8	Debagada	1	1	3
9	Dhenkanal	1	1	8
10	Gajapati	1	1	7
11	Ganjam	1	1	24
12	Jagatsinghpur	1	1	8
13	Jajpur	1	1	11
14	Jharsuguda	1	1	7
15	Kalahandi	1	1	14
16	Kandhamala	1	1	12
17	Kendrapada	1	1	9
18	Kendujhar	1	1	14
19	Khordha	1	1	13
20	Koraput	1	1	15
21	Malkangiri	1	1	7
22	Mayurbhanj	1	1	26
23	Nuapada	1	1	5
24	Nabarangapur	1	1	10
25	Nayagada	1	1	8
26	Puri	1	1	12
27	Rayagada	1	1	11
28	Sambalpur	1	1	10
29	Sonpur	1	1	6
30	Sundaragada	1	1	21
	Total	30	30	338

N.B. The job positions are subject to the final guideline prescribed by Govt. of India.

Annexure 4: Terms of Reference

Sl.	Position	Essential Qualification and Experience
1	Consultant (Planning, Monitoring & Evaluation)	- PG degree/diploma in Management/ Computer Applications/Computer Science - OR B. Tech/BE in IT/Computer Engineering or PG in Science with formal training on IT/computer with at least 55% marks. - At least 3 years' experience in IT/ICT Systems implementation and analysis. - Project management experience. - Extensive experience in development and implementation of web-based applications and mobile - applications and demonstrated knowledge and proficiency in M&E methodologies - Excellent oral and written communication skills in English and conversant in local language. • Good computer skills.
2	Consultant (Health & Nutrition)	- PG degree in Nutrition/ Public Health/ Social Sciences/ Rural Development Community - Medicine with at least 55% marks - At least 3 years' experience in planning, implementation and monitoring of child and women nutrition programmes. - For applicants with PhD (in nutrition related subjects), 3 years of doctoral time would be counted as 3 years of experience. - Expertise in MS Office including Word, Excel, and PowerPoint. - Good understanding of decentralized planning and supportive supervision. - Excellent oral and written communication skills in English and ability to converse in local language.
3	Consultant (Capacity Building &	- PG degree in Social Sciences/ Health Communication/ Mass Communication/ Rural - Development that includes courses on training/capacity building management in nutrition/public health with at least 55% marks

Sl.	Position	Essential Qualification and Experience
	BCC)	- At least 3 years' experience in planning and implementing behavior change communication and capacity building interventions in public health/ nutrition programs. - Expertise in MS Office including Word, Excel, and PowerPoint. - Professional experience in planning, implementation and monitoring of training programs and state and district levels. - Excellent oral and written communication skills in English and ability to converse in local language.
4	Accountant	- PG degree in Commerce/ Accounting/ CWA-Inter/CA-Inter with at least 50% marks - At least 3 years' experience in accounting with exposure in budgeting & audit out of which 1 year should be in Government/ PSU. - Expertise in MS Office including Word, Excel, and PowerPoint. Or - Government employees retired as Accountant with at least five years' experience/Accounts Officer/Audit Officer with at least 3 years' experience.
5	Project Associate	- Graduate in Computer Science or IT - At least 2 years work experience in the relevant field - Formal training in IT/mobile applications. - Experience in working with technology and software application support. - Previous experience in working with front line workers of Government Department and training on IT/Mobiles/Computer - Good oral and written Communication skills in local language. - Computer literacy must.
6	Secretarial Assistant/DEO	12th pass from recognized Board/equivalent Board with Diploma or Certificate in Computers - Weightage for work experienced candidate

Sl.	Position	Essential Qualification and Experience
7	Office Messenger/ Peon)	• 10th pass from recognized Board/equivalent Board
8	District Coordinator	• Graduate or Certification/ Diploma in Computer Science or IT • At least 2 years' experience in application maintenance & support. • Good oral and written communication skills in local language. • Computer literacy must. • Willingness to travel a must. • Mandatorily local candidates should be engaged.
9	District Project Assistant	• Graduate Degree/Post Graduate Diploma in Management/ Social Sciences/ Nutrition, • Minimum 2 years work Experience of capacity building, with supervisory skills • Good oral and written communication skills in local language and fair skills in English • Good computer skills/knowledge of internet/email • Ability to work in a team and willingness to travel extensively. • Mandatorily local candidates should be engaged.
10	Block Coordinator	• Graduate. • At least 2 years' experience working with technology software application support Good oral and • communication in language • Mandatorily local candidates should be engaged.

Annexure 5: Format for Submission of Pre-Proposal Query

The bidders will have to ensure that their queries in soft copy should reach to Additional Secretary to Govt., POSHAN Abhiyaan through email at poshan.odisha@gmail.com latest by 27.09.2026, 5.00 PM as per the prescribed format mentioned below.

Sl. No.	Page Number / Section of RFP Document	Current Provision / RFP Text	Query from the Bidder
1.			
2.			
3.			
4.			
5.			
6.			

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

Name and Designation with Date and Seal: _____

[Any deviation to the above prescribed format will not be taken into consideration for clarification. The Client shall not be responsible for ensuring that the bidders' queries have been received by them. Any requests for clarifications post submission date and time as per the Bidder Data Sheet of the RFP, shall not be entertained by the Client. The purpose of preproposal clarification is to provide the bidders with information regarding the RFP terms and conditions, selection process and terms of reference for the assignment. The Client will endeavor to provide timely response to the queries by uploading the same in its website. No individual responses to be provided and its responsibility of the bidder to acknowledge the clarification from the reliable sources prior to preparation of its proposal. However, the client makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does it undertake to answer all the queries that have been submitted by the bidders.]