

# Invitation to Tender: Study & analysis on root cause for high percentage of low birth weight newborns in Khajuripada, Phulbani & Phiringia blocks.

## 1. Introduction

- Proportion of Low Birth Weight (LBW) among new born is one of the major indicator fixed by the NITI Aayog, Gol under health index initiatives to review among the aspirational districts.
- Sustainable Development Goals (SDGs) is also committed to reduce the LBW to 30% by the year 2030.
- But the status of LBW newborn in Kandhamal district during last five years is 22.99%, 22.94%, 24.37%, 25.94%, 24.06% respectively.
- Hence, in order to reduce the low birth weight baby in the district which will further reduce the still births, Infant mortality rate, Child mortality rate in the district, it has been decided to conduct a survey in three high burden blocks i.e. in Khajuripada, Phulbani & Phiringia to find the root causes & analysis thereof for high proportion of Low Birth Weight (LBW) newborns by a third party.

### 1.1 Outline

District Administration, Kandhamal invites tenders from the NGOs/ Agencies for the provision of qualitative and quantitative surveying and analysis on high proportion of LBW newborns in Khajuripada, Phulbani & Phiringia Block in accordance with this invitation to tender and the attached documents.

The Survey is intended to capture the root causes, local issues, customs, traditions, best practices, factors, food habits etc. which are affecting in these areas for high proportion of LBW newborns. The survey will also provide meaningful input into our strategic planning to take appropriate action to reduce the LBW children in the district.

## 2. Contract period

The contract period is for three months from the date of MoU for the survey using the questionnaire, analysis & feedback reports.

### 2.1 Survey aims

The overall aims for this survey are:

1. To assess the root causes for high proportion of LBW newborns in the region by doing the survey using the questionnaire.
2. The Survey to be conducted among all the related stakeholders like local people, Pregnant Women, Lactating mother, Adolescents, PRI members, CHOs, ANMs, ASHAs, AWWs, NGOs etc.
3. Cross checking of MCP Cards with RCH Register, monitoring of growth chart etc.
4. Use the results from the survey to inform our priorities for the next plan of action.

## 2.2 Approach

We anticipate the survey will be research based with proper methods while interacting with all the stake holders like using of questionnaires, group meetings, individual interviews etc.

## 2.3 Budget

The total budget for the entire survey period is Rs 2, 00,000 (Rupees Two Lakhs Only) including all taxes if any as per following details:

Activity	Amount
Orientation of investigators/ surveyors	30,000
Survey among all the stakeholders using questionnaire & meetings	1,00,000
Preparation & submission of analysis report(both in hard& Soft copy)	10,000
Documentation (video & Photography)	20,000
Briefing meeting along with district officials	10,000
Printing of leaflets & wall paintings for awareness	20,000
Service charges to NGO/Agency	10,000
Total (Rupees Two Lakhs Only)	2,00,000

## 3. Information on tendering

The deadline for submission 22.11.2022 by 4.00 PM. Any bids received after this deadline will not be considered. The bidder should submit the application mentioned as **‘Tender for study & analysis on root cause for high percentage of low birth weight newborns’** at the top of the envelop addressing to CDM&PHO, Kandhamal, Odisha.

## 4. Eligibility Criteria

### 4.1 The entities fulfilling the following criteria are eligible to apply:

1. It must be registered under Society Registration Act/Indian Trust Act.
2. To be eligible to apply the entity **must be having existence for at least 5 years as on 01.01.2022.**
3. The entities should have an annual average turnover of at least Rs. 25 lakh per annum in the last three financial years (2018-19, 2019-20 & 2020-21).
4. The entity must enclose document having minimum of Rs.10 lakhs as fixed assets in the name of the entity in terms of Land, building and other fixed assets as per the last Balance sheet.
5. The entity should not be “blacklisted”/debarred from participating in any tendering process by any State Govt./Central Govt. Institutions. An affidavit to this effect is to be submitted.
6. The entity or any of its office bearers must not have been convicted/case pending against them by any court of law in India or abroad for any civil/criminal offences. An affidavit to this effect is to be submitted.

7. If based on any adverse report against the organization from the District.
8. Entity should have been registered under 12-A of Income Tax exemption.

#### 4.2 Submission and Signing of Proposal

The proposal shall be submitted in the following ways:

- i. The Proposal shall be typed or written legibly in English in indelible ink and shall be signed by the authorized representative of the entities.
- ii. Any interlineations, erasures or over writing shall be valid only if the person or persons signing the Proposal have put his/their initials prior to submission of the same.

#### 4.3 Packing, Sealing and Marking of Proposal

The proposal and attached documents must be inserted in a single envelope, along with applicant's name and address in the left hand corner of the envelope and super scribed as **'Tender for study & analysis on root cause for high percentage of low birth weight newborns'**. The tender paper cost amounting Rs 2,000/- (Rupees Two Thousands Only) in the shape of a Demand Draft or Banker's Cheque in favour of **ZSS, NON NRHM Fund, Kandhamal and payable at Phulbani** is to be submitted along with the bid.

The application envelopes shall be addressed to the **CDM & PHO cum District Mission Director, NHM, Kandhamal**. If the outer envelope is not sealed and marked as mentioned above, then the O/o the CDM &PHO will assume no responsibility for the proposal's misplacement or premature opening. Telex, cable or facsimile proposals will be rejected.

#### 4.4 EMD deposit

**EMD of Rs. 5,000/-** in the shape of a Demand Draft or Banker's Cheque in favour of **ZSS, NON NRHM Fund, Kandhamal and payable at Phulbani** is to be submitted along with the bid. Details of the Demand Draft or Banker's Cheque (DD/ BC No., date, name of the Bank ) should be mentioned in the bid.

The EMD will be refunded after selection of the successful bidder. No interest will be paid on the EMD. **Bid proposals not accompanied by EMD will not be considered.** EMD of the bidder will be forfeited if it is discovered that the bidder has Submitted false or forged or incorrect or misleading documents or information.

#### 4.5 Sequence of Proposal submission:

The following sequence must be followed while submitting the proposal.

Sl. No	Sequence of the Document to be submitted
1	Covering letter for the project by the Entity in its letter head – <b>Document.1</b> To be submitted in <b>Form-T1</b> .
2	Name, Address, Registration details of the Agency– <b>Document. 2</b> To be submitted as per <b>Form T2</b> .

3	Copy of the Registration Certificate <b>(Document.3)</b>
4	Annual Financial Statements with audit report attached for the last 3 years: 2018-19, 2019-20 & 2020-21 ( <b>Document. 4</b> ) To be submitted in <b>Form- T3</b>
5	Names of the Office Bearers along with their addresses (in case of Trusts and Registered Societies) /Names of the key personnel along with their addresses for Other Organizations <b>(Document- 5)</b>
6	An affidavit that the bidder has never been "blacklisted" /debarred from participating in any tendering process by any State Government /central Government institutions. The bidder may provide details of circumstances of the ' cases. <b>(Document-6)</b> To be submitted in <b>Form-T4</b> .
7	An undertaking that the office bearer of the Organization has not been convicted/ case pending by any court of law in India or abroad for any criminal offence. <b>(Document-7)</b> . To be submitted <b>Form- T5</b> .
8	An undertaking that the Organization is willing to sign the service level agreement. <b>(Document 8)</b> . To be submitted in <b>Form- T6</b> .
9	Copy of the resolution of the competent authority in the Organization authorizing the signatory to respond to this invitation <b>(Document 9)</b> .
10	Copy of PAN card, <b>(Document:10)</b>
11	Copy of Bank Pass Book , <b>(Document:11)</b>
12	Income Tax and Other Tax registration certificates: Registration under 12-A of Income tax act 1961. <b>(Document 12)</b> .
13	Experience related to project in public sector if any

All the information, documents, filled in forms must be submitted with clear indication of the Page Number as per above. In case the document contains more than one page, it should be properly bound and identified with clear heading on the first page. All pages of above supporting documents and proposal must be signed by the Authorized signatory of the entity along with seal, failing which the application shall be rejected.

#### 4.6 Financial Bid:

No financial bid is required to be submitted as this is affixed cost based project.

#### 4.7 Acknowledgement by the bidder

(a) It shall be deemed that by submitting the Proposal, the bidder has:-

- (i) Made a complete and careful examination of the RFP;
- (ii) Received all relevant information requested from the concerned District authority.
- (iii) Acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in the RFP or furnished by or on behalf of the concerned district authority relating to any of the matters stated in the RFP Document;
- (iv) Satisfied itself about all matters, things and information, necessary and required for submitting the Proposal and performance of all of its obligations there-under;
- (v) Agreed to be bound by the undertaking provided by it under and in terms thereof.

- (b) The concerned district authority shall not be liable for any omission, mistake or error
  - (c) On the part of the bidder in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to RFP or the Selection Process, including any error or mistake in any information nor data given by the concerned district authority.
- (i) **Period of Partnership:-** The duration of the project will be initially for **three months**. However, the project may be extended subject to the fund provision and satisfactory performance of the Agency for management Delivery Van.

## **5. Award of Contract and Agreement**

One valuation of proposals and decision there on, the selected agency shall have to execute an agreement with the District Authority within 15 days from the date of acceptance of their bid is communicated to them .This Request for Proposal along with documents and information provided by the bidder shall be deemed to be integral part of the agreement. Before execution of the agreement, the bidder shall have to deposit performance security deposit as per norm.

## **6. Commencement of Service**

The selected agency shall commence the service within **15 days** from the date of signing of the Agreement. If the agency fails to commence the service as specified herein, the district authority may, unless it consents to the extension of time thereof may cancel the agreement and forfeit the Performance Security.

### **6.1 Performance Security:**

The selected agency on acceptance must provide the Dist authority a **bank guarantee for Rs. 20,000/- (Rupees twenty thousand only ) for the project** from a nationalized bank valid for a period of minimum one year as performance security of the project which will have to be extended for a further period based on the period of extension.

### **6.2 Payment:**

Financial assistance for the project will be paid to the agency in three installments i.e. 30%, 35% and 35%. The first installment will be paid after signing of the agreement and submission of the performance security. Subsequent installments will be paid after submission of 75% SOE of the previous installment.

### **7.3 PENALTY**

If the agency fails to provide services as stipulated in the agreement , the Authority shall be entitled to fix penalty which would be deducted from the dues payable to the agency. However, in case there is no amount is due for payment to the agency, the penalty shall be recovered from them.

## **SECTION 8 – Evaluation of the proposals.**

### **8.1 Evaluation of Technical Proposals**

In the first stage, the proposal will be evaluated on the basis of agency's fulfillment of **eligibility criteria**. Only those bidders who qualify as per the eligibility criteria, their bid will be considered for the next stage of evaluation i.e award of Marks. The bidder has to score **at least 50 or above** in order to be considered for the preparation of merit list.

**SCORING SHEET FOR THE ASSESSMENT OF THE BIDDER FOR SURVEY**

Name of the

Organization:

Sl.	Areas of assessment	Maximum marks	Marks obtained	MOV
<b>Registration &amp; establishment (30 marks)</b>				
1	a)Years of existence of entities registered in Society Registration Act/ Indian Trust Act (5--10yrs-5 marks, >10 yrs -15 marks)	15		Registration certificate
	b) Registered under 80G (if yes-5 mark, if No-0 mark)	5		80G certificate
	c)Working experience on health sector in the applied district (completion of minimum two year in project implementation -5marks ,completion of three years-7.5marks and completion of five years & above-10marks)	10		MOU/Sanction order/Agreement
<b>Field level Experience (25marks)</b>				
2	a. Years of experience in implementing projects in health sector in Odisha. (1-2yrs=10 Marks, 3-5 yrs = 15 Marks, > 5yrs= 25 Marks)	25		MOU /Sanction Order/Agreement
<b>Financial strength (35marks)</b>				
3	a. Average Annual turnover (minimum 25 lakh as per audit report of last three financial year)> 25 lakhs = 5 marks, 26 Lakh - 50 lakhs = 10marks, 51 lakhs - 75lakhs = 15 marks, >75lakhs = 20 Marks)	20		Audit report of last three financial year
	b. Fixed assets in the name of the organization as on last Audit report i.e. 31.03.2021 (minimum assets Rs.10 Lakh) Within 10 Lakhs = 05 Marks, 11 Lakhs – 15 Lakhs = 10 Marks, >15 Lakhs 15 Marks	15		Balance sheet
4	<b>Other Strength:(10marks)</b>			
	If the Organization received any National/State/District Level award for significant contribution in social development sector(National level-10 marks ,State Level-6 marks, District Level- 4 Marks)	10		Award Certificate
<b>Total</b>		<b>100</b>		

NB: If marks secured by the NGOs became equal, then the same will be considered based on highest turnover.

**N.B: The proposals will be qualified if it scores at least 50 marks or more in technical evaluation.**

**Check List for Proposal Submission**  
(Attach the check list along with the Proposal)

Sl. No	Particulars	Whether Submitted or not Yes/No	PageNo.
1	Covering letter for the project by the Entity in its letter head ( <i>Document-1</i> ) To be submitted in <b>Form-T1</b> .		
2	Name, Address, Registration details of the Agency ( <i>Document- 2</i> ) To be submitted as per <b>Form T2</b> .		
3	Copy of the Registration Certificate ( <i>Document-3</i> )		
4	Annual Financial Statements with audit report attached for the last 3 years: 2018-19, 2019-20 & 2020-21 ( <i>Document- 4</i> ) To be submitted in <b>Form- T3</b>		
5	Names of the Office Bearers along with their addresses (in case of Trusts and Registered Societies) /Names of the key personnel along with their addresses for Other Organizations ( <i>Document- 5</i> )		
6	An affidavit that the bidder has never been "blacklisted" /debarred from participating in any tendering process by any State Government /central Government institutions. The bidder may provide details of circumstances of the' cases. ( <i>Document-6</i> ) To be submitted in <b>Form–T4</b> .		
7	An undertaking that the office bearer of the Organization has not been convicted/ case pending by any court of law in India or abroad for any criminal offence. ( <i>Document-7</i> ). To be submitted <b>Form– T5</b> .		
8	An undertaking that the Organization is willing to sign the service level agreement. ( <i>Document -8</i> ) To be submitted in <b>Form– T6</b> .		
9	Copy of the resolution of the competent authority in the Organization authorizing the signatory to respond to this invitation ( <i>Document - 9</i> ).		
10	Copy of PAN card ( <i>Document -10</i> )		
11	Copy of Bank Pass Book ( <i>Document -11</i> )		

12	Income Tax and Other Tax registration certificates: Registration under 12-A of Income tax act 1961 ( <i>Document 12</i> )		
13	Experience related to project in public sector if any	Yes/No	
14	EMD ( <b>DD of Rs 5,000/-</b> )	Yes/No	
15	Bid document cost ( <b>DD of Rs 2000/-</b> )	Yes/No	

**FORM-T1**  
**(Covering Letter)**

*(To be furnished in the proposal)*

**PROPOSAL SUBMISSION FORM**

(On the letter head of the agency)

To

The Chief District Medical & Public Health Officer, Kandhamal.

Re.: RFP Reference no. \_\_\_\_\_ dated \_\_\_\_\_

Sub: Submission of the proposal for “Survey to find out the root causes of low birth weight newborns”,

Dear Sir,

We, the undersigned, offer to provide the services for the “Survey to find out the root causes of low birth weight newborns in Kandhamal district. We are here by submitting our Proposal in a sealed envelope.

We here by declare our Confirmation of acceptance of the Conditions of Contract mentioned in the RFP document under reference cited above.

We here by declare that all the information and statements made in this Proposal are true and accept that any of our misrepresentations contained in it may lead to our disqualification.

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

Yours sincerely,

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

\_\_\_\_\_ Name and Title of Signatory: \_\_\_\_\_

\_\_\_\_\_

Name of Agency: \_\_\_\_\_

Address: \_\_\_\_\_

(Seal of the entity)

**FORM-T2**

*(To be furnished in the proposal)*

**PROFILE OF THE AGENCY**

Name of the Agency	
Head quarter Office Address	
Status of the Agency (Whether registered under Society /Trust.	
Name of the Chief Executive and authorized signatory	
Telephone Nos.: Landline Mobile	
Fax	
Email id	
Date of Establishment	
Income Tax No.(PAN)	
Branch offices in Odisha (with location details)	

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

Name and Title of Signatory: \_\_\_\_\_

(Seal of the entity)

**FORM T3**

**ANNUAL AVERAGE TURN OVER STATEMENT**

*(To be furnished in the **letter head** of the Chartered Accountant)*

The Annual Turnover of M/s \_\_\_\_\_ For the last 3 financial years are given below and certified that the statement is true and correct.

Sl. No.	Financial Year	Turnover in Lakhs (Rs.)
1	2018-19	
2	2019-20	
3	2020-21	
Average Annual Turnover of last three years(Rs. In lakhs)		

Date:

Signature of Chartered Accountant  
(Name in Capital)

Place:

Seal

Membership No

**Note**

:

- 1) *To be issued in the **letterhead** of the Chartered Accountant with membership No.*
- 2) Also attach photocopies of the audited P/L account of **each year highlighting** the Turnover in support of that.

FORM T4

*(To be furnished in the proposal)*

Format for Affidavit certifying that Entities are not black listed(On a Stamp Paper of relevant value)

**Affidavit**

This is to certify and confirm that..... (The name of the agency with address of the registered office) our organization/we or any of our promoter(s)/director(s) are not barred by Department of Health & FW, Govt. of Odisha/ or any other entity of GoO or blacklisted by any state Government or central Government/department/organization in India from participating in the Project/s, either individually or as member of a Consortium as on the\_(Date of Signing of proposal).

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

Dated this.....Day of....., 2022

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

\_\_\_\_\_ Name and Title of Signatory:

\_\_\_\_\_

(Seal of the entity)

**FORM T5**

*(To be furnished in the proposal)*

**Format for Undertaking of the Agency**

I, Ms/Mr.....(The name of the agency with address of the registered office) does hereby declare and affirm that none of the office bearer of this organization has not been convicted by any court of law in India or abroad for any criminal offence. I undertake to abide by the decision of the Government. I also declare all information/facts/figures provided by me are true.

This is for favour of your information and necessary action.

Dated this.....Day of....., 2022.

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

\_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

(Seal of the entity)

**FORM T6**

*(To be furnished in the proposal)*

Format for WILLINGNESS/  
CONSENTLETTER.

I, Mr/Ms.....(The name of the agency with address of the registered office) herewith giving my consent to sign the agreement abiding by all norms.

This is for favour of your information and necessary action.

Dated this.....Day of....., 2022.

Authorized Signatory/Signature [*In full and initials*]: \_\_\_\_\_ Name and Title of Signa

(Seal of the entity)