

**STATE COUNCIL FOR TECHNICAL EDUCATION AND VOCATIONAL
TRAINING, ODISHA , Bhubaneswar**

**Request for Proposal (RFP) for
Selection of Consultant for NBA Accreditation of Polytechnics of Odisha**

VC, SCTE&VT, Odisha through this RFP intends to receive proposals from reputed Consultancy Firms for providing Consultancy to the selected Polytechnics of Odisha for acquiring NBA Accreditation for their Diploma level Courses in Engineering.

The Proposal must be prepared in the prescribed format and submitted to:-
“State Council for Technical Education & Vocational Training, Odisha, Near Raj Bhawan, Unit -8, Bhubaneswar-751012, Odisha” on or before 3:00 PM of 23.11.2020 through courier / through speed post.

The detailed RFP document can be downloaded from the website <https://sctevtodisha.nic.in/en/> under the section Tender.

Vice Chairman
State Council for Technical Education &
Vocational Training, Odisha, Near Raj
Bhawan, Unit -8, Bhubaneswar-751012,
Odisha.
E-Mail- secretarysctevt@gmail.com

Request for Proposal (RFP) for
Selection of Consultant for NBA Accreditation of Polytechnics of Odisha

RFP No: 1447
Date: 27.10.2020

**STATE COUNCIL FOR TECHNICAL EDUCATION AND VOCATIONAL
TRAINING, ODISHA (SCTE&VT)**

Near Raj Bhawan, Unit-8

Bhubaneswar- 751012

Email Id: secretarysctevt@gmail.com

Website: <https://sctevtodisha.nic.in/en/>

Letter of Intimation (LOI)

Assignment Title: Request for Proposal (RFP) for Selection of Consultant for NBA Accreditation of Polytechnics of Odisha

Dear Sir / Madam,

The State Council for Technical Education and Vocational Training, Odisha (SCTE&VT) intends to enter into an arrangement for the provision of services outlined in this RFP document. In this respect, SCTE&VT would like to invite your organization to submit a proposal as outlined in this RFP.

1. SCTE&VT invites sealed proposals (**Two Bid System**) from Eligible Organizations (herein after referred to as 'Agencies') to provide consultancy service to the selected Polytechnics of Odisha for NBA Accreditation. Initially there are 6 Govt. Polytechnics who shall avail such consultancy service . Other interested Govt. and Private Polytechnics may like to avail such service.
2. The application procedure, project information, terms and conditions and the broad scope of work are detailed in this RFP.
3. Kindly note that the selection of agencies under this RFP will not guarantee allocation of work/supply orders and SCTE&VT will assume no liability or cost towards it. SCTE&VT makes no commitments, express or implied, that this process will result in a business transaction between anyone.
4. Earnest Money Deposit (EMD) : An EMD of Rs 50,000/- (Rs Fifty Thousand only) in the form of a Demand Draft drawn from a Scheduled Bank of India in favor of "VC, SCTE&VT, Odisha, Bhubaneswar" payable at Bhubaneswar must be enclosed in Technical Bid.
5. Tender Paper Cost: An amount of Rs.500/-(Rs. Five Hundered only) in the form of a Demand Draft drawn from a Scheduled Bank of India in favor of "VC, SCTE&VT, Odisha, Bhubaneswar" payable at Bhubaneswar must be enclosed (separately from EMD) in Technical Bid.
6. The Proposal must be prepared in the prescribed format and submitted to:- "Vice Chairman, SCTE&VT, Odisha, Near Raj Bhawan, Unit-8 Bhubaneswar- 751012, Odisha" on or before 3:00 PM of 23.11.2020 through courier / through speed post.
7. Incomplete responses or those received after the specified time and date or not fulfilling the specified requirement shall not be considered. The Proposals will be opened on the same day at 4:00PM in front of the Tender Committee and the authorized representative of the agencies who wish to be present, in the office of the SCTE&VT.

The Proposal has to be submitted in a sealed non-transparent envelope super scribed with "Request for Proposal (RFP) for Selection of Consultant for NBA Accreditation of Polytechnics of Odisha" along with Tender Ref No., Name of the agencies with contact Number / email id, containing following two sealed non transparent envelopes –

- A) Envelope- I: Marked as Technical Bid
- B) Envelope- II: Marked as Financial Bid

Note: Each Envelope (Technical & Financial Bid) should be marked as above. If the envelope is/are not sealed and marked properly, the tendering authority will assume no responsibility for the Bid's misplacement or premature opening resulting in disqualification.

8. The Proposal should be submitted in sealed envelope latest by the date and time mentioned

above.

VC, SCTE&VT is not responsible for any courier/postal delay and reserves the right to cancel all or any of the Proposals or this RFP without assigning any reason thereof.

9. Financial Bid of only those bidders who have qualified the technical eligibility criteria will be opened on a date and time duly communicated to them.
10. The application procedure, eligibility criteria, evaluation methodology, terms and conditions and the scope of work are detailed in this RFP which can be seen or downloaded from the “Tender Section” of our website: <https://sctevtodisha.nic.in/en/>
11. The undersigned reserves the right to issue addendum/corrigendum or to accept or reject any or all proposal (s) or to cancel the whole of this RFP at any stage without assigning any reason thereof.

Vice Chairman
State Council for Technical Education & Vocational
Training, Odisha, Near Raj Bhawan, Unit -8,
Bhubaneswar-751012, Odisha.
E-Mail- secretarysctevt@gmail.com

Schedule for RFP

A	Name of the Issuer	Vice Chairman, State Council for Technical Education & Vocational Training, Odisha, Bhubaneswar
B	Address where response to the RFP has to be submitted	Vice Chairman SCTE&VT, Odisha Near Raj Bhawan, Unit -8 Bhubaneswar-751012 Odisha
C	Issue of RFP	30/10/2020
D	Pre-Bid meeting	09/11/2020 11.30AM
E	Issue of Revised	13/11/2020
F	Last Time and date of submission of response to the RFP	On 23/11/2020 latest by 3:00 PM.
G	Opening of RFP along with Financial Bid	The Technical Bid will be opened on the same day i.e. on 23.11.2020 at 4:00 PM in front of the Tender Committee and the authorized representative of the agencies who wish to be present, in the office of the VC,SCTE&VT
H	Bid Validity Period	The Bid Validity Period will be 180 days from the last date of submission of this RFP.
I	Opening of Financial Bid	Financial Bid of only those bidders who have qualified the technical eligibility criteria will be opened on a date and time duly communicated to them.

Section 1: Introduction

1. Objectives of the program:

- To accord NBA accreditation to all eligible Diploma programmes of the affiliated Polytechnics.
- To ensure quality technical education at National and International levels.

2. Implementing the program:

The program aims to achieve its objective by-

- To ensure quality assurance mechanism in the Polytechnics in the Academic and students related activities
- Assisting the interested and eligible Polytechnics to apply and obtain Accreditation from NBA for different courses offered by them

Section 2: Broad Scope of Work

1. NBA Accreditation: Pre-audit & discussion, training on Cos/Pos/PEOs, Assessments, Orientation on different criteria, data collection.
2. Pre-qualifier Preparation: Discussion with teams and draft Pre-Qualifier data preparation and its Finalization and uploading the same in NBA Portal in association with the institute.
3. SAR Preparation: Discussion with teams and draft SAR preparation and its Finalization and uploading the same in NBA Portal in association with the institute.
4. Assessments & Documentation Preparation I, II & III.
5. Broad nature of Activities to be performed by the Consultants
I- Pre-Audit & Discussion

- Training on Cos/Pos/PEOs, Assessments
- Orientation on Criteria, Data Collection and modification
- II Pre-Qualifier Preparation
 - Draft Prequalifier Preparation
 - Discussion with Teams and Final Prequalifier Preparation
 - Uploading of data in the e-NBA Portal
- III SAR Preparation
 - Draft SAR Preparation
 - Discussion with Teams and Final SAR Preparation
 - Uploading of data in the e-NBA Portal
- IV Assessments& Documentation and Presentation
 - Assessments, Documentation ,Presentation and their Finalization
- V Assistance at the time of Inspection
 - Training and Fine tuning of Faculties and staff and students

Section 3: Instructions to the Bidders

1. Completeness of Response

- A. Bidders are advised to study all instructions, forms, requirements and other information in the RFP document carefully. Submission of the bid shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.
- B. The response to this RFP should be full and complete in all respects. Failure to furnish all information required by the RFP documents or submission of a proposal not substantially responsive to this document will be at the Bidder's risk and may result in rejection of its Proposal at any stage i.e. even at post agreement execution stage.
- C. RFP should be submitted by the Agencies as Sole applicant only. No form of Consortiums/ Joint Ventures or sub-contracting model is allowed.

2. RFP Proposal Preparation cost & related issues

- A. The bidder is responsible for all the costs incurred in connection with participation in this process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, preparation of proposal, participation in meetings/discussions/presentations, in providing any additional information required by SCTE&VT to facilitate the evaluation process and Awarding of Contract.
- B. VC, SCTE&VT shall not in no case be responsible or liable for any of such above said costs, regardless of the conduct or outcome of the bidding process.

3. Terms and Conditions

- A. This RFP does not prevent or force VC, SCTE&VT to engage in negotiations or to award a contract. Further, no reimbursable cost may be incurred in anticipation of award or for preparing the Proposal for this RFP.
- B. SCTE&VT shall empanel the Consultant to be engaged by individual Polytechnics at the Rate of Consultancy charge finalized by SCTE&VT. Individual Polytechnics shall place work order with the selected/empanelled agency/consultancy firm and on satisfactory completion of the task, Principal/Management of the Polytechnic shall make payment on the Bills raised against such Polytechnic.
- C. The selected Firm/Agency shall work with individual Polytechnic with result oriented approach

in order to acquire Accreditation successfully for such courses mutually decided by the Agency and the Principal of the Polytechnic.

- D. The maximum estimated time for completion of all Documentation and upload of the same is 4 months from the date of work order issued by concerned Polytechnic. However, concerned Polytechnic reserves the right to provide extension of the stipulated time limit.
- E. VC, SCTE&VT and DTE&T, Odisha shall have the right to monitor the progress of work at Govt. Polytechnics.
- F. The selected bidder to whom Letter of Award (LOA) has been issued will have to enter into an Agreement with VC, SCTE&VT within 30 days of issue of LOA. The format of agreement will be shared at the time of issuance of LOA.
- G. In the LOA or the Agreement it will be specifically mentioned about the Name of the Govt. Polytechnics for whom Consultancy service shall be provided for NBA Accreditation. The selected Agency shall have to visit such Institute and assess their infrastructure and facilities and practices and thereafter submit willingness in writing to the Polytechnic to work as consultant for such Polytechnics. Thereafter, concerned Polytechnic shall issue work order in favour of the selected Bidder.
- H. At present there are 6 Govt. Polytechnics who are to take service of Consultants for NBA Accreditation of their courses. But gradually other eligible Govt. Polytechnics and also Private Polytechnics may take service of Consultants for NBA Accreditation of their courses depending upon the performance of selected bidder.
- I. **It is desirable that concerned Polytechnic shall get NBA accreditation with assistance from the Consulting Firm for such courses as advised the selected Consultancy Firm. In case none of the courses is finally accredited by NBA then, no claim for any reimbursement of incurred cost by the bidder shall be maintainable.**
- J. The statutory fees of NBA shall be borne by the Polytechnic concerned
- K. **Agreement Validity Period:-** This Agreement shall be valid for a period of Two Years from the date of signing of agreement which may be extended for another 2 years depending upon performance without any revision of Price to facilitate different Polytechnics to get NBA Accreditation subject to acceptance by the Bidder.

4. Right to Terminate the Process and issue of Corrigendum and other Rights.

- A. VC, SCTE&VT may, for any reason, modify the RFP Document by a corrigendum and may, at its discretion, extend the last date for the receipt of Proposals.
- B. VC, SCTE&VT may terminate the RFP process at any time without assigning any reason. DET makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- C. VC, SCTE&VT reserves the right to modify and amend any of the condition/criterion as stipulated in whole of this RFP Document depending upon project priorities vis-à-vis urgent commitments.

5. Preliminary Eligibility Criteria:

The bidders should satisfy the following eligibility criteria to qualify for the Technical Evaluation. Proposals not meeting the eligibility criteria and not containing the supporting documents will be summarily rejected:

SL	Eligibility Criteria	Reference document as evidence of response
1.	Registration: The Bidder must be incorporated under the Company's Act	Certificate of Incorporation under Companies Act.
2	Existence: The Bidder must be incorporated before 01.04.2015	Certificate of Incorporation under Companies Act
3	Average annual Turn Over: The Bidder must have an average annual turnover of INR 03 Crores (Rs. Three Crore) for previous three financial years starting from Fy 2018-19	Audited Financial statements (Balance Sheet and Profit and Loss Account) for FY 2018-19, FY 2019-20 and Fy 2020-21.
4	Prior Experience: The bidder should have at least TWENTY work orders Govt. /Private Technical educational institutes/colleges or institution to whom they have provided such Consultancy services during last five years out of which there must be Five Polytechnics who must have been accredited with consultancy from the Bidder	Bidder should attach copy of work orders/Satisfaction Certificate from the clients as a proof.
5	Bidder should possess valid registrations for all statutory requirements such as PAN, TIN.	Necessary Registration Certificate
6	Bidder should not have been charged of involvement in any malpractice, fraud, scandal or any criminal case or have been blacklisted by any Central or State Government Department or Agency.	A Notarized Affidavit stating that the Applicant firm has not been blacklisted by any Central / State Government / Public Sector Undertaking and has not any proceeding/litigation pending before any court of laws.

6. Technical Evaluation:-

A Only those bidders who have passed the Preliminary Eligibility Criteria will be eligible for Technical Evaluation.

B Under Technical Evaluation, the bidder has to give a presentation and has to demonstrate their methodology and approach for preparation of Documents and set up and other process in front of the tender committee. For this presentation the bidder has to arrange their own systems at SCTE&VT office. The demonstration will be made on a projector which will be provided by SCTE&VT.

C. Financial Bid of only those bidders who have qualified the technical evaluation will be opened on a date and time duly communicated to them.

7. Financial Bid

- A.** Financial Bid is to be submitted as per the prescribed format (FIN-1).
- B.** The Quote will have to be made on per Course per Institute wise basis. The Course wise L-1 bidder shall be decided on the basis of lowest quote by the bidders.
- C.** The Quoted rate will be inclusive of all applicable taxes, duties, charges, levies and all expenses. No extra payment other than the quoted rate will be paid. Conveyance, Lodging and Boarding and other incidental charges of the consultants shall be borne by the Bidder.
- D.** The statutory fees of NBA will be borne by the Polytechnic concerned
- E.** Each Financial bid (**FIN-1**) must be signed and stamped by the authorized representative on each page.
- F.** Bidders should not be permitted to alter or modify their bids after expiry of the deadline for receipt of bids.
- G.** The tendering authority may ask L-1 bidder to substantiate its quoted price and may negotiate for further rationalization of prices. The price thus arrived will be the approved price of the respective course.
- H.** In case of a Tie in the L-1 quotes, VC, SCTE&VT reserves the right to award the work to that organization whose presentation on the approach and methodology is better on as per the discretion of VC, SCTE&VT. VC, SCTE&VT may at his discretion may allow all the Bidders with L-1 rate and allot them to different Polytechnics.
- I.** Any attempt by a Bidder to influence the bid evaluation process may result in the rejection of its Proposal.
- J.** The selected bidder / bidders will then be issued Letter of Award. These agencies shall have to enter into an Agreement with the VC, SCTE&VT within 30 days of issue of LOA.
- K.** The incidental expenses incurred on account of the execution of the agreement shall be borne by the successful bidder / bidders.

9. Payment Terms

- A.** No advance payment shall be made. Statutory deductions (if applicable) will be made on applicable rates.
- B.** All payments to the successful Bidder (with whom an agreement is made) shall be made by the concerned Polytechnics upon submission of invoices raised against such Polytechnics along with the sign off of related documents thereof after verification and satisfaction as per the following terms and conditions :-
 - 100% of total Payment for such course accredited to be made within one month of NBA Accreditation
 - 50% payment to be made for such course not accredited after NBA Team Inspection to be made within one month of result of NBA Accreditation, if such course is not Accredited. Balance 50% payment to be made for such applied but not accredited course after inspection only after NBA Accreditation next year. This condition is

applicable only if at least one course is accredited with consultancy from the selected Bidder.

- No payment for such course which has not been allowed by NBA after Pre-Qualifier stage.
- No payment if none of the course applied for, is accredited. In such case the consultant shall continue in the next year and try to achieve result as a fresh assignment.

Section 4: Bid Submission Forms and Annexures

The bidders are expected to respond to the RFP using the forms given in this section with all supporting documents.

Proposal shall comprise of the following forms:

Tech 1: Covering Letter with Correspondence Details

Tech 2: Details of the Applicant's Operations and Consulting Business

Tech

Fin 1: Financial Bid

Annexure I: Affidavit

Annexure II: Power of Attorney in favour of Authorised Representative

Note: One Copy of this RFP document with each page signed and stamped by the authorised representative has to be submitted along with proposal document as an acknowledgement and acceptance of the terms and conditions and scope of work under this RFP.

Tech 1

Covering Letter on Letterhead of the Bidder with Correspondence Details

<Location, Date>

To,
The Vice Chairman,
SCTE&VT, Odisha,
Near Raj Bhawan
Unit-8
Bhubaneswar-751012
Odisha

Dear Sir,

We, the undersigned, offer to provide services as stated in the RFP No. dated
We are hereby submitting our Request for Proposal to empanel with (SCTE&VT) as an Consultancy Service to Polytechnics of Odisha for NBA Accreditation.

We hereby declare that:

- (a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this document may lead to our disqualification by the VC, SCTE&VT, Odisha.
- (b) Our Proposal shall be valid and shall remain binding upon us for a period of 180 days from the last date of submission of this RFP.
- (c) In submitting the Proposal, we undertake to observe the laws against fraud and corruption, including bribery, in force in India.

We understand that VC, SCTE&VT, Odisha is not bound to accept any Proposal that it receives.

We remain,
Yours sincerely,

Authorized Signature: _____

Name and Title of Authorised Signatory: _____

Name of Organisation: _____

In the capacity of / Designation: _____ Correspondence Address: _____

Contact information (Mobile No. and e-mail): _____

Tech 2

Details of the Applicant's operation and consulting Business

S. No.	Particulars	Details
1.	Name of the Applicant Organization:	
2.	Name and Designation of the Contact Person	
3.	Address and Contact Details (E-Mail ID and Mobile No.) of the Contact Person	
4.	Corporate website URL.	
5.	Address of Head Office:	
6.	Incorporation of the Applicant Organization	Submit Incorporation Certificate <i>Page No. at which enclosed: __</i>
7.	Date of Incorporation	
8.	Power of Attorney in the name of the Authorized signatory	<i>Page No. at which enclosed: __</i>
9.	PAN Number	<i>Page No. at which enclosed: __</i>
10.	Sales Tax/GST Registration Number	<i>Page No. at which enclosed: __</i>
11.	Turnover of Last Two Year (FY 2018-19, FY 2019-20 & FY 2020-21)	<i>Page No. at which enclosed: __</i>
12.	A Notarized Affidavit stating that the Applicant firm has not been blacklisted by any Central / State Government / Public Sector Undertaking	<i>Page No. at which Affidavit has been enclosed: __</i>
13.	Work Orders as per Preliminary Eligibility Criteria	<i>Page No. at which enclosed: __</i>
14.	One Copy of the whole of the RFP document with each page signed and stamped.	<i>Page No. at which enclosed: __</i>

**FORM FIN-1
FINANCIAL PROPOSAL**

{Location, Date}

To,
The Vice Chairman,
SCTE&VT, Odisha,
Near Raj Bhawan
Unit-8
Bhubaneswar-751012
Odisha

Dear Sir,

We, the undersigned, offer to provide the services in accordance with your Request for Proposal No.RFP NO. datedOur Financial Proposal for the assignment is as follows:

1 We understand that nothing will be paid over and above the Financial Quote provided below.

S. No	Consultancy Charge per Institute per Course(in INR all Exclusive)	Consultancy Charge per Institute per Course(in INR Inclusive all Taxes and other expenses, if any)
1		

1. The quote covers the Consultancy charge valid for two years and includes all Taxes and expenses including Travel expenses and Lodging & Boarding Charges
2. We understand that nothing will be paid over and above the Financial Quote provided above.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature: _____

Name and Title of Signatory: _____

In the capacity of: _____

Address: _____

E-mail: _____

(Affidavit on non-judicial stamp paper by Authorized Representative of the applicant with his / her dated signature and enterprise seal)

AFFIDAVIT

1. I/We do hereby certify that all the statements made in our bids in response to the RFP Reference No. dated and in the required attachments are true, correct and complete. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my bid at any stage besides liabilities towards prosecution under appropriate law.
2. I/We, on behalf of (Name of the Company), with its registered office at do hereby declare that the above-mentioned bidder is not under a declaration of ineligibility for corrupt and fraudulent practises or for any other reason, whatsoever and has not been blacklisted / debarred by the Government of India or any of its agencies, including public enterprises and or by any State Government or any of its agencies. We also undertake that no proceeding/litigation is pending before any court of laws against us.
3. I/We on behalf of (Name of the Company) do hereby affirm and undertake that we have carefully read and understood the whole tender documents and will unconditionally abide by all the terms and conditions given in the RFP document vide reference No. dated
4. I/We understand that the tendering authority is not bound to accept a lowest offer/quote that they may receive.

For and on behalf of:

Signature:

Name:

Designation:

Date:

(Company Seal)

(Power of Attorney in favour of Authorized Representative)

(Note: To be executed on a non-judicial stamp paper of Rs. 100/- or more)

Know all men by these presents that We.....
..... (name of the enterprise and address of the registered office do hereby
irrevocably constitute, nominate, appoint and authorize Mr/ Ms (name)
.....son / daughter / wife of
.....and presently residing at
.....who is presently employed with us and
holding the position of..... as our true and lawful attorney (hereinafter referred
to as the “Attorney”) to do in our name and on our behalf, all such acts, deeds and things including to
enter into negotiation, as are necessary or required in connection with or incidental to submission of our
Bid for the
“RFP No. dated”.

The attorney is fully authorized for providing information/ responses to the tendering authority,
representing us in all matters before the tendering authority including negotiations with the tendering
authority, signing and execution of all affidavits, undertakings and agreements consequent to acceptance
of our bid, and generally dealing with the tendering authority in all matters in connection with or relating
to or arising out of our bid for the said tender.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things
done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by
this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the
powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE,,
THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS
.....DAY OF

For

{ Signature, name, designation and address }

Accepted

.....
(Signature)

(Name, Title and Address of the Attorney)

Witnesses: 1.
2.