

**Revised Request for Proposal Document**

**“Selection of Professional Agency for  
carrying out  
Inspection and Grading of Government &  
Private Polytechnics of Odisha”**

*Quality and Cost based selection (QCBS)  
method of selection*

**Issued By**

**State Council for Technical Education &  
Vocational Training, Odisha  
Near Raj Bhawan,  
Unit -8  
Bhubaneswar, Odisha**

## Table of Contents

<b>Data Sheet</b> .....	4
<b>1. Introduction</b> .....	5
<b>2. Objective</b> .....	6
<b>3. Project Information</b> .....	6
<b>4. Terms of Reference (TOR)</b> .....	6
<b>4.1. Scope of Work</b> .....	6
<b>4.2. Additional Quality and Compliance Checks</b> .....	9
<b>4.3. Timeline of the deliverables</b> .....	10
<b>5. Staffing Requirement of Organization</b> .....	10
<b>6. Terms of payment</b> .....	12
<b>7. Mid-term and Final Review of the Grading Exercise</b> .....	12
<b>8. Penalty Clause</b> .....	12
<b>9. Submission of Proposal</b> .....	13
<b>10. Evaluation and Selection Process</b> .....	13
<b>11. Procedure for preparation and submission of bids</b> .....	13
11.1. Evaluation of Technical Proposal.....	14
11.2. Evaluation of Financial Proposal.....	16
11.3. Award of Work .....	17
<b>12. Client’s inputs and Counterpart Personnel</b> .....	17
<b>13. Copyright</b> .....	18
<b>14. Terms and Conditions</b> .....	18
14.1. General Instructions .....	18
14.2. Mode of Submission .....	18
14.3. Authentication of Bids .....	19
14.4. Interlineations in Bid.....	19
14.5. Late Bids.....	19
14.6. Proposal Preparation Costs .....	19
14.7. Supplementary Information/ Corrigendum / Amendment to the RFP .....	19
14.8. Right to Terminate the Process .....	20
14.9. Language of Bids.....	20
14.10. Bid Prices.....	20
14.11. Bid Currencies.....	20
14.12. Bidder Qualifications .....	20
14.13. Earnest Money Deposit (EMD) .....	21
14.14. Bid Validity Period .....	21
14.15. Commercial Proposal / Bid Prices.....	21

14.16.	Correction of Error.....	22
14.17.	Prices of Components and Overall Price Information .....	22
14.18.	Conditions under which this RFP is issued .....	22
14.19.	Rights to the Contents of the Proposal .....	23
14.20.	Modifications and Withdrawal of Proposals .....	23
14.21.	Non-Conforming Proposals .....	23
14.22.	Disqualification/ Termination.....	23
14.23.	SCTE&VT’s Right to change the Scope of Contract at the time of Award of the Contract 24	
14.24.	SCTE&VT’s Right to Accept Any Bid and to reject any or All Bids .....	24
14.25.	Concessions permissible under statutes .....	24
14.26.	Tax Liability .....	25
14.27.	Uniformity.....	25
14.28.	Only One Proposal.....	25
14.29.	Bid Scope .....	25
14.30.	Duration of Project .....	25
14.31.	Performance Security .....	25
<b>15.</b>	<b>Bidding Formats .....</b>	<b>25</b>
15.1.	Bid Related Queries .....	25
15.2.	Bid Document Formats - Standard Forms .....	26
	<b>FORM 1: Letter of proposal submission .....</b>	<b>27</b>
	<b>FORM 2: Bidder’s organization and experience.....</b>	<b>28</b>
	<b>FORM 3: Comments and suggestions on the RFP and on counterpart staff and facilities to be provided by the employer. ....</b>	<b>29</b>
	<b>FORM 4: Self-Declaration on Non- Blacklisting.....</b>	<b>30</b>
	<b>FORM 5: Format for Turnover Details .....</b>	<b>31</b>
	<b>FORM 6: Format for Financial Proposal Submission Form .....</b>	<b>32</b>
	<b>FORM 7: Summary of Costs .....</b>	<b>33</b>
	<b>Annexure- A: Grading Framework for of Polytechnics Grading .....</b>	<b>34</b>
1.	<b>Grading Framework: Grading of Polytechnics .....</b>	<b>34</b>
2.	<b>Grading Methodology .....</b>	<b>43</b>
3.	<b>Tentative Timelines.....</b>	<b>44</b>
	<b>Annexure-B: Performance Security .....</b>	<b>45</b>

## Data Sheet

1	<p><b>Name of the Client:</b> Vice Chairman, State Council for Technical Education &amp; Vocational Training, Odisha</p>
2	<p><b>Pre-Qualification:</b></p> <p>a) The Bidder must be a company registered under the Indian Companies Act, 1956. Copy of such certificate shall be enclosed as a proof.</p> <p>b) The Bidder should not bid under any Consortium. No Consortium bid shall be allowed for this RFP.</p> <p>c) Average annual turnover of the bidder for the last 3 financial years (FY 2017-18, 2018-19 &amp; 2019-20) ending on 31st March 2020 must be at least Rs.5 Crore. The Bidder shall submit copies of audited Balance Sheets and Profit and Loss Accounts/ Annual Reports of last three financial years (up to 31st March 2020). The bidder should have been profitable for all these three financial years and must have positive net worth. Copies of Filed Audited Statements, IT Returns, and GST etc. are to be submitted to corroborate this.</p>
3	<p><b>Method of Selection:</b> Quality and Cost based selection (QCBS) method of selection The weights given to the Technical (T) and Financial (P) Proposals are:  T = 0.70, and  P =0. 30</p>
4	<p><b>Financial proposal</b> to be submitted along with the Technical Proposal: Yes</p>
5	<p>A <b>pre-bid conference</b> will be held: Yes Date: <b>29/06/2020</b> Time: 11:00 hrs. Venue: State Council for Technical Education &amp; Vocational Training, Odisha Near Raj Bhawan, Unit-8, Bhubaneswar -751012 A maximum of two representatives of each bidder will be allowed to participate on production of an authority letter from the bidder. During the course of Pre-bid Conference, the bidders can seek clarifications and make suggestions for the consideration of the client. The Client will endeavor to provide clarifications and such further information as it may, in its sole discretion, consider appropriate for facilitating a fair, transparent and competitive Selection Process. Bidders requiring any clarification on the RFP may send their queries to the Client in writing. All written queries should reach the Client Representative by Email with an attachment in MS Word two days prior to the pre-bid conference date. All queries should be directed to the Client's Representative details provided below. The Client will endeavor to respond to the queries within the period specified therein but not later than 7 days prior to the Proposal Due Date. The Client reserves the right not to respond to any questions or provide any clarifications.</p>
6	<p><b>Client Representative/</b> Point of contact for any queries related to the RFP Name: Shri P.K.Nayak Designation: Registrar</p>

	<p><b>Address: SCTE&amp;VT, Odisha</b>  State Council for Technical Education &amp; Vocational Training, Odisha, Near Raj Bhawan,  Unit-VIII, Bhubaneswar-751012  Tele: +91 9861746360  Email: reg.council2019@gmail.com</p>
7	The proposal should remain valid for 90 days from the proposal due date
8	Whether the firm is required to include with its Proposal written <b>confirmation of authorization</b> to sign on behalf of the firm?: Yes
9	<p><b>The Consultant must submit:</b>  (a) <b>Technical Proposal:</b> one (1) original, one (1) paper copy, one (1) electronic copy (USB drive – with pdf and MS Word);  (c) <b>Financial Proposal:</b> one (1) original.</p>
10	<p>The organizations are required to submit separately sealed <b>Technical Proposal and Financial proposal</b>. Email submissions are not allowed.</p> <p>Two separately sealed envelopes containing ‘Technical Proposal’ and ‘Financial Proposal’ will be kept in a third envelope. This envelope will be sealed and should be marked properly indicating the contents, "Proposal for (<b>Selection of Professional Agency for carrying out Inspection and Grading of Government and Private Polytechnics of Odisha</b>)” - Do not open except in the presence of the RFP Issuing Authority. The name of the Consulting firm submitting the proposal must also be clearly indicated on the envelopes.</p> <p>Each proposal (Technical and Financial separately) will be hardbound and serially numbered. Financial figures will be laminated/covered with transparent adhesive tape.</p>
11	Whether A <b>bid security</b> must be submitted? : Yes
12	<b>Proposals</b> must be submitted no later than the following date and time: <b>10/07/2020, 11AM</b> . The bid received after this time will not be entertained nor considered.
13	<p><b>Address for submission of the Proposal</b>  State Council for Technical Education &amp; Vocational Training, Odisha  Near Raj Bhawan, Unit-8, Bhubaneswar -751012</p>
14	Expected date for Public <b>opening of Technical Proposal: 10/07/2020, at 3.00 PM</b>
15	Expected date for Public <b>opening of Financial Proposal</b> of eligible bidders: (Bidders will be notified accordingly).
16	Expected date for <b>contract negotiations:</b> (to be notified)
17	Expected date for <b>commencement of consulting services: (04/08/2020)</b>
18	<p><b>Period of Execution</b>  The selected Agency will be engaged for a period of 1 year from the date of signing the agreement, which can be extended for a maximum period of 2 years with two annual renewals with fresh sets of mutually agreed deliverables, based on satisfactory performance as determined by VC, SCTE&amp;VT, Odisha.</p>

## 1. Introduction

The State Council for Technical Education & Vocational Training, Odisha (SCTE&VT) under Department of Skill Development and Technical Education (SDTE) is the Affiliating, Examining and Certification body at the Diploma Level of Technical Education in Polytechnics of the state. DTE&T is the Admission Authority in the state for Diploma level courses in the Polytechnics approved by AICTE and affiliated to SCTE&VT.

Govt. in SDTE Department envisages Grading /Ranking of Polytechnics both in Govt. and Private sector with an aim to establish a quality assurance mechanism in the Polytechnic education. The grading/ranking results aimed to help the admission aspiring students in getting informed about the institutions they choose and want to join. This also helped Polytechnics in attaining state level benchmarks. Provision of Inspection of Polytechnics by 3<sup>rd</sup> party is also available in the Affiliation By-Laws of SCTE&VT. SCTE&VT shall consider the inspection report of the Agency at the time of considering their affiliation. It will also consider the report for taking measures to improve the Infrastructure, faculties strength and Academics in the affiliated institutions.

It is planned to grade the Polytechnics (around 160 in numbers) on an overall scale of 0 to 100 based on different pre-defined parameters and the composite grade score of the institute reflected their current performance level. Additionally, parameter wise score also enabled Polytechnics to find out the key areas where they can improve upon, resulting in overall improved performance of the Polytechnics in the state. Based on the score, it is planned to assign Rank or position to each of the Polytechnics in the state.

## **2. Objective**

Currently there are about 160 numbers of Polytechnics affiliated to SCTE&VT. Govt. in SDTE Department intends to make it mandatory for all the Polytechnics to be graded and ranked. Grading & Ranking will indicate the quality of education and infrastructure and Faculties available in the Polytechnics and interse position among all the Polytechnics of the state in terms of Quality of education, Infrastructure, Quality of Faculty and their numbers, Students performance in Exams and Placements etc. The Ultimate aim is improve Quality of Technical Education at Diploma Level in the state.

## **3. Project Information**

There are 32 Govt. Polytechnics, 3 Govt. Aided Polytechnics and 125 Private self financing Polytechnics offering Diploma level courses in Engineering. Some of the Degree Engineering colleges are running Polytechnics course(Diploma Level programme in 2<sup>nd</sup> shift) are counted as Private Polytechnics for our grading purpose. All the Polytechnics are located across the 30 Districts of the state. But the major chunk lies near to Bhubaneswar. All Districts are having Govt. Polytechnics in them.

## **4. Terms of Reference (TOR)**

### **4.1. Scope of Work**

It is expected that the selected agency will undertake the Inspection and Grading of Polytechnics ( both government and private) as per the following scope:

#### **a. Planning**

- i. The agency will prepare time bound “inspection and grading plan” including but not limited to geographical coverage of Polytechnics and scheduling of manpower in consultation with SCTE&VT. All details of the Personnel involved shall also be shared with VC, SCTE&VT.
- ii. The agency will seek VC, SCTE&VT 's approval on inspection and grading plan before starting work

- iii. The agency will prepare checklist of information/documents to be verified as per grading framework already prepared by VC, SCTE&VT, who shall also provide all the Ranking Parameters and their Evaluation framework and also parameters and infrastructure to be inspected by the Agency.
- iv. The agency will develop web portal to be linked to SCTE&VT website to be used for the purpose. The portal shall be used by the Polytechnics for uploading of self grading data. The same shall be used for uploading data by field personnel of the Agency. All reports shall also be generated in the portal with facility of multiple users with separate and varied access rights.
- v. The agency will coordinate with the Anchor selected by VC, SCTE&VT and collect the data relating to grading processes such as grading parameter, grading evaluation mechanism and document collection.
- vi. The agency will conduct training of the field personnel on the functionalities and usage of the application/portal developed by the agency and also expose the officials of SCTE&VT on the usage of portal. The agency will also conduct training of their personnel for data collection during inspection and grading.

**b. Data verification and desktop assessment**

- i. The agency will coordinate with Polytechnics to collect data, documents through the portal developed for the purpose
- ii. The agency will coordinate with SCTE&VT team for data validation and verification wherever necessary. They can take help of data available with Affiliation portal of SCTE&VT.
- iii. The agency will conduct desktop assessment of information/documents/ photographs submitted by the Polytechnics as proof of self-grading against grading parameters

**c. Inspection and grading of Polytechnics**

- i. Once the desktop assessment and data verification has been completed of the Polytechnics who have completed self-grading, the agency will conduct physical inspection and grading of such Polytechnics. The grading should confirm industry standards related to third party assessment and grading such as ISO 17020.
- ii. The agency will deploy the qualified manpower (as per inspection and grading plan submitted to SCTE&VT in the planning stage and as submitted in Technical Bid) to undertake the inspection and grading exercise across the Polytechnics in Odisha
- iii. The agency will use the data collection tool/mobile app as suggested by VC, SCTE&VT for the inspection and grading process. The said data collection tool will have features of capturing geo-tagged and geo-fenced time stamped photographs and will also have provision of recording short testimonial videos of students, Teaching Faculties & Staff, Infrastructure such as Building, Class Rooms, Labs, Equipments, Library Books etc.

- iv. The agency will coordinate with Polytechnics, district nodal officers and/or SCTE&VT for scheduling data for physical inspection of the Polytechnics.
- v. At the time of physical inspection, the field personnel will verify the documents submitted earlier by Polytechnics and collect any copies of any additional documentary proof such as documents/photographs required for the process of grading.
- vi. Additionally, the documents/photographs captured during the physical verification will be geo-tagged so as to ensure the authenticity of documents collected. The data will include but not limited to pictures of Polytechnics infrastructure like labs, classrooms and common facilities and such other Infrastructure as per norms of AICTE/PCI/COA/other national bodies and SCTE&VT/Govt., available at the Polytechnics and testimonial videos supporting the same. They may have to interact with the students and staff also.

**d. Data analysis**

- i. Data collected by the agency through the portal in SCTE&VT website will be shared with the agency for further analysis. Agency is expected to clean and standardize data in a format to ensure that the data so collected may be used for further analysis.
- ii. The standardized data will then be analyzed by agency using advanced data analytics to provide relevant insights about quality of Polytechnics across various categories and parameters as detailed in Polytechnics grading framework.

**e. Grading recommendations and reporting**

- i. The agency will provide recommendation on overall grading for each Polytechnics. The agency will also assist in coordinating with Polytechnics ( if required) and preparing data for various Committees set up for the purpose of grading such as Grievance Committee, Appellate Committee and Core Grading Committee as detailed in Annexure-A
- ii. The agency will submit timely draft reports to VC,SCTE&VT on grading of Polytechnics as agreed in inspection and grading plan submitted to SCTE&VT in the planning stage. The report would be Polytechnics specific (one per each Polytechnics) and should contain detailed analysis of Polytechnics grading data. The report should also provide data which benchmarks Polytechnics against state best practices across categories and parameters. It should also highlight the areas of improvement of the Polytechnics and best practices in the Polytechnics which may be emulated by others.
- iii. The agency will also submit a consolidated report (covering all Polytechnics covered by the agency) to VC,SCTE&VT consisting of recommendations on grading and insights from data analysis. The report should also emphasize the challenges faced by the agency in different stages of the inspection and grading process and respective actions taken. The agency should suggest necessary recommendations for improving the process and thus future grading process.



- iv. Agency will provide their detailed analysis of the grading parameters and recommendations to eliminate redundancies, if any and their key insights on revision of parameters for better and relevant grading
- v. Agency will submit final report ( individual Polytechnics and consolidated report) after incorporating comments from VC,SCTE&VT

**4.2. Additional Quality and Compliance Checks**

- i. It is expected that the selected agency will share the details ( name, phone number, company id proof) of the field personnel going for physical inspection well in advance ( at least 2 days before the date of inspection) with the respective Polytechnics, district nodal officer, VC, SCTEV&VT.
- ii. The data collection format provided by SCTE&VT will have provision of collecting geo-tagged and time stamped data and images. The agency will ensure that field personnel spend sufficient amount of time in each Polytechnic while conducting physical inspection. It is expected that field personnel will spend minimum specified time in each Polytechnic as detailed below:

Yearly Approved Intake of Polytechnic	Minimum time to be spent per Polytechnic
Intake of 420 and above	12 hours
Intake between 200 and up to 420	10 hours
Enrolment up to 200	8 hours

- iii. All the field personnel are expected to have an android device with following minimum configuration: Android OS, v9.0, 5 Mega Pixel rear camera and a front camera with GPS and internet connectivity. This will help the field personnel to collect geo-tagged and time stamped document, images videos etc. as per the requirements of the aforementioned scope.
- iv. Agency is expected to ensure public availability of all the data collected during the grading process. This data includes but not limited to documents, photographs, videos etc. collected during the grading process.
- v. The data collected will be made available for public display (through a cloud storage) immediately once the inspection of the Polytechnics gets over. The said data and related analysis should be displayed in searchable real-time online dashboards.

All the reports prepared by agency and the data collected by agency such as documents, images, videos etc. should also be available in a searchable dashboard format on cloud storage for up to 1 year from date of declaration of grading results.

**Note:** The selected agency is responsible for hosting collected data on a cloud. The data hosting should preferably confirm standard industry practices related to data security and availability such as ISO 27001.

- vi. Separate login ID and password will be provided to agency to access the SCTE&VT Affiliation portal. Additionally, agency will also be provided with other data by SCTE&VT to be used for inspection and grading of Polytechnics.

#### 4.3. Timeline of the deliverables

S. No.	Deliverable	Completion date
1	Development of Webportal for uploading the self assessed data on different predefined parameters.	T <sub>0</sub> + 7 days
2	Inspection and grading plan, checklist of information/documents to be verified	T <sub>0</sub> + 7 days
3	Physical Inspection of Polytechnics by Team of 5 Experts to verify Documents, Faculties and Infrastructure etc.	T <sub>0</sub> + 30 days
4	Submission of Polytechnics specific reports and online upload of complete data of Polytechnics	Within 15 days of completion of field visit of each Polytechnics
5	Compliance to the Grievance of the Polytechnics	T <sub>0</sub> + 35 days
6	Submission of grading recommendations to core grading committee for all the Polytechnics And Submission of draft Grading and Ranking report	T <sub>0</sub> + 1.5 months
7	Ensuring availability of all the information /documents/images or other data collected on a cloud storage And Online uploading of complete Draft Grading and Ranking report	T <sub>0</sub> + 50days
8	Online uploading of complete Final Grading and Ranking report after Appeal Resolution	T <sub>0</sub> + 2 months
T <sub>0</sub> : Date of award of the contract		

#### 5. Staffing Requirement of Organization

The bidders must showcase the following in their proposals.

- The organization will be required to provide required qualified personnel including experts in the relevant sector.
- The Organization will be required to be available at short notice as and when required by VC, SCTE&VT at their office in Bhubaneswar.

**A. Key Personnel: The Agency Team will consist of at least the following personnel:**

S. no	Position	Qualification	No. of Positions	Full Time / Part time	Experience
1	Project manager	Degree in Engineering with MBA	Full time		Minimum 7 yrs of experience in similar activity
2	Team for field visits & verification (Experts)	Each Team to comprise of Post Graduate degree in engineering in Mechanical/ Electrical Engineering  And Graduate degree in Engineering (Mechanical, Electrical, Civil, CSE)	Part Time 1 No.  Part Time 4 Nos.( 1 from each discipline)		With 1 year experience in field investigation
3	Support staff	Degree in Engineering	1 no.		With 1 year experience

**NB:** Number of Teams are to be suitably increased to cover all the Polytechnics within the stipulated period with fully complying to the norms of time to be spent in each Polytechnic specified at 4.2(ii)

**B. Availability of Key Personnel:**

The bidder will ensure that the Technical Personnel along with other sub-professional required for the assignment are available meeting the minimum qualification and experience as specified above. Each Inspection Team at Sl.No 2 in the above table, shall consists of 5 Experts with the one with PG Degree in engineering as Head of Inspection Team. Depending upon the local situation and Timing constraints number of Inspection Teams may increase or decrease. The Client will not normally consider any request of the selected bidder for substitution of Key Personnel during negotiations. Substitution, will however, be permitted if the Key Personnel is not available for reasons of any incapacity or due to health, subject to equally or better qualified and experienced personnel being provided to the satisfaction of the Client.

Additionally, all experts may be asked to undergo initial orientation programs at a Govt. Polytechnic and/or at SCTE&VT. The orientation programs will ensure that inspection and grading of Polytechnics is done in a consistent manner across the state.

The Project Manager is the Team Leader. It is expected that Team Leader ensures transfer of knowledge to all the staff henceforth deployed on project. It is also expected that Team Leader conducts at least 2 days training on grading and inspection methodology of all the field personnel deployed on the project.

### C. Outsourcing and sub-contracting

No outsourcing/subcontracting will be allowed. It is expected that salaries of all the personnel deployed on the project are directly paid by the bidder and proof regarding this (such as salary slips and/or ID proof of the personnel) may be sought by VC, SCTE&VT.

### 6. Terms of payment

Sl. No.	Payment Milestone*	Payment
1	Submission of inception report	No payment
2	Acceptance of grading recommendations by core grading committee for all the Polytechnics and submission of Draft Report	No payment
3	Acceptance of grading recommendations by core grading committee for all the Polytechnics And Acceptance of final report and publication thereof	No payment
4	Appeal resolution and Publication of Final Grading Report in SCTE&VT Website	100% of contract value

### 7. Mid-term and Final Review of the Grading Exercise

Secretary in Office of SCTE&VT or any other Officer in the Office of SCTE&VT duly authorized by VC, SCTE&VT, will be the Anchor person from SCTE&VT to support, follow up and monitor the inspection and grading exercise.

Additionally, Core Grading Committee will conduct mid-term review and review of the final report as per the milestones mentioned in Section 6 of RFP and as per the process detailed in Annexure-A.

- Agency will raise the invoice after the decision of core grading committee on agency's recommendations and submission of Final Report.
- There will be no payment for any of the Polytechnics, if the Core Grading Committee decides that the inspection done by agency wasn't satisfactory. For such cases, the agency shall have to conduct the re-inspection of such Polytechnics and submit the report including all collective/consolidated/cumulative reports.
- Payment shall be made only after successful completion of the Project and acceptance of the Final Report by SD&TE Department, Govt. of Odisha or his authorized Team/committee.

### 8. Penalty Clause

Following penalty clauses are applicable for delay in submission of the report, after discounting the delay caused due to external factors beyond the control of the selected agency:

- i) For delay in submission of draft report: An amount of 1% of total bid value excluding taxes will be deducted for delay of each 7 days.
- ii) For delay in submission of final report: An amount of 1% of total bid value excluding taxes will be deducted for delay of each 7 days.

VC, SCTE&VT reserves the right to determine the cause of delay and accordingly decide on the delay caused due to external factors beyond the control of the selected agency

## **9. Submission of Proposal**

Once submitted, the proposal, including the composition of the consulting team, cannot be altered without the prior written consent of the Client. Standard Format for submission of the Proposal are enclosed with this RFP.

## **10. Evaluation and Selection Process**

To evaluate the proposals for Selection of Professional Agency for carrying out inspection and grading of Govt. and Pvt. P Polytechnics, below process will be followed:

### **11. Procedure for preparation and submission of bids**

1. The Request for Proposal (RFP) will incorporate Quality and Cost based selection (QCBS) method of selection which will comprise the following steps :
  - a. Technical Bid consisting of all Technical details along with commercial terms and conditions
  - b. Financial Bid indicating item wise price for the items mentioned in the bid

There should be separate envelopes containing each of following: Technical Bid and Financial Bid proposals.

All the individual envelopes should be sealed by bidder in separate cover duly super scribed and all these two sealed covers are to be put in a bigger cover which should also be sealed and duly superscripted as

### **Request for Proposal**

**For**

### **Selection of Professional Agency for carrying out**

### **“Inspection and Grading of Govt. and Pvt. Polytechnics of Odisha”**

2. Technical bid should not include any financial information. Technical bid containing financial information will be declared non-responsive and will be disqualified.
3. The cover thus prepared should also indicate clearly the name and address of the bidder to enable the Bid to be returned unopened in case it is received “Late” or due to any other reason.

4. The RFP received late and declared late by the RFP issuing authority will be rejected and/or returned unopened to the Bidder.
5. Each copy of the bid should be a complete document with Index & page numbering and should be bound as a volume. Different copies must be bound separately.
6. Technical bid, financial bid, and Earnest money must be prepared as per instructions provided in this section.
7. Bidder should take into account any corrigendum published on the tender document before submitting their bid.
8. Bidders are advised to go through the tender document carefully to understand the document required to be submitted as part of the bid.

### 11.1. Evaluation of Technical Proposal

The technical proposals will be evaluated as per the criteria given below.

S.No	Criteria	Maximum score	Sub-criteria	Supporting documents required
1	Total experience (years of incorporation)	5	<i>The bidder should be a registered entity and in the business from last 5 years</i>	<ul style="list-style-type: none"> <li>• Certificate of Incorporation</li> <li>• Registration Certificate</li> <li>• GST Registration Copy</li> </ul>
2	Project experience in rating/grading of Educational Institutions	10	<i>The bidder should have at least 2 years of experience in rating/grading/assessment of Educational Institutions</i>	<ul style="list-style-type: none"> <li>• Copy of the Work Order, Contract/agreement, project implementation/Completion Certificates</li> <li>• FORM 2</li> </ul>
3	Company Turnover	10	<i>The bidder must mention separately the turnover of the firm and turnover from activities relating to field data collection, validation, assessment and reporting for each of the last three years, i.e., 2017-18 , 2018-19and 2019-20.</i>	<ul style="list-style-type: none"> <li>• Certificate from statutory auditor</li> <li>• Audited financial statements for last 3 financial years with CA's Registration Number / Seal</li> <li>• Form 5</li> </ul>

5	Experience in working with Central / State government	10	<i>The bidder should have successfully completed at least 3 relevant projects in the past five years for State/National level government projects in conducting field visits, data collection, data validation, assessment and reporting with relevant experience in all supporting activities.</i>	<ul style="list-style-type: none"> <li>• Copy of the Work Order, Contract/agreement, project implementation/Completion Certificates</li> <li>• FORM 2</li> </ul>
6	Breadth of Coverage of Company(state / state level )	5	<i>The bidder should have offices in the state of Odisha</i>	<ul style="list-style-type: none"> <li>• Certificate by competent Head HR of the company</li> <li>• Registered office registration certificate from authorities or relevant Govt. Authorities may be enclosed.</li> </ul>
7	Quality accreditations of Company	10	<i>The bidder should confirm industry standards related to third party assessment and grading such as ISO 17020 or standards related to data security and availability such as ISO 27001 or any other similar standards.</i>	Copy of certificate clearly indicating validity
8	Non-Blacklisting	Mandatorily non-blacklisted	<i>The bidder should not be under a declaration of ineligibility for corrupt or fraudulent practices or blacklisted by any of the Government (Central or State),Semi-Govt. &amp; PSU</i>	Self-declaration on non-blacklisting ( FORM-4)
9	Proposed Approach, Methodology and Work Plan	30	<p>Evaluation will be based on the quality of submissions and relevance to scope of work:</p> <ul style="list-style-type: none"> <li>• Approach and methodology, Challenges likely to be encountered (15)</li> <li>• Work Plan (10)</li> <li>• Organization and Staffing (5)</li> </ul>	<ul style="list-style-type: none"> <li>• Detailed Approach &amp; methodology</li> <li>• Work plan document</li> <li>• Organization and Staffing Document</li> <li>• FORM 3</li> </ul>

10	Key Personnel, qualification and competence for the assignment	10 Project Manager- 2.5 Experts* =7.5 * For Each Expert his value shall be converted from 5 to 1.5. Thus 5 Experts x 1.5= 7.5	<ul style="list-style-type: none"> <li>• Educational Qualification (1)</li> <li>• Number of Years of Experience in relevant field (1)</li> <li>• Relevant project experience (2)</li> <li>• Relevant certifications (1)</li> </ul>	<ul style="list-style-type: none"> <li>• Resume and supporting documents</li> </ul>
11	Use of Technology	10	Evaluation will be based on the quality of submissions on the use of technology relevant to scope of work.	<ul style="list-style-type: none"> <li>• Details of technology to be leveraged</li> <li>• Supporting documents related to technology/software subscription/purchase</li> </ul> <p><i>Note: The application format for data collection during inspection and grading of Polytechnics will be provided by SCTE&amp;VT</i></p>

A bidder should not be blacklisted and the set of the document submitted for technical proposal must not exceed 150 pages and the compliance to the shortlisting criteria must be supported by relevant documentary proofs

Financial proposals will be opened for only those bidders which score at least 70% in technical score  $S_t$  (out of 100 marks).

**$S_t$  = Score of Technical proposal**

The client reserves the right to judge, appraise and reject any or all proposals.

### 11.2. Evaluation of Financial Proposal

For financial evaluation, the total cost of financial proposal will be considered.

The agency is expected to quote financials as detailed below:

-Lump sum quote for conducting inspection and grading of all 160(Maximum) Polytechnics

This is the total cost which will be used for financial proposal evaluation. All costs shall be inclusive of all taxes, duties, charges and levies of State or Central Governments, as applicable, at the date of signing the Agreement and subject to deduction of all statutory deductions



applicable, if any. In case of upward revision to duties and taxes the Bidder will be responsible to incur the additional cost. The Bidder has to include all costs like Travel, Lodging and Boarding, Local Travel expenses etc. incurred during the implementation and the Client will not bear any additional costs on these activities.

The Client will determine whether the financial proposals are complete, correct and free from any computational errors and indicate correct prices in local currency (Indian Rupees).

The lowest evaluated Financial Proposal ( $F_m$ ) is given the maximum financial score ( $S_f$ ) of 100.

The formula for determining the financial scores ( $S_f$ ) of all other Proposals is calculated as following:

**$S_f = 100 \times F_m / F$ , in which “ $S_f$ ” is the financial score, “ $F_m$ ” is the lowest price, and “ $F$ ” the price of the proposal under consideration.**

### **11.3. Award of Work**

The weights given to the Technical (T) and Financial (P) Proposals are:

T = 0.70, and

P = 0.30

Proposals are ranked according to their combined technical ( $S_t$ ) and financial ( $S_f$ ) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) as following:

$S = S_t \times T\% + S_f \times P\%$ .

The Top bidder (the bidders with the highest combined score) will be invited for negotiations. The Client will notify the successful Bidder in writing by Speed Post and all other electronic medium.

In case of a tie between the bidders i.e. same combined score, the bidder having higher technical score will be given preference.

After finalization of detailed scope of work, terms & conditions, schedule, and professional fee for the services, the bidder selected will be required to enter into a contract agreement with the Client to provide the envisaged services described in the Scope of work.

### **12. Client's inputs and Counterpart Personnel**

Secretary, SCTE&VT will be the anchor person from SCTE&VT to support, follow up and monitor the inspection and grading exercise.

Agency will develop portal linked to the Website of SCTE&VT to be used for collecting data during inspection and grading of Polytechnics.

The Client will also give access to all the required data, documents, correspondence, and any other information associated with the project and the assignment as deemed necessary including:

- (i) All documents related to the functioning / background of inspection and grading

- (ii) Permission for field visits to Polytechnics
- (iii) Any information from SCTE&VT Affiliation Portal and Vidyarthi Portal
- (iv) Facilitate the provision of all proofs by all target Polytechnics for the usage of agency

### **13. Copyright**

All study materials and data from the field study including the final report will be the sole property of VC, SCTE&VT. The agency will submit all the materials, secondary and primary data, including the filled questionnaires/checklists collected for the purpose of the study to VC, SCTE&VT. The ownership of the database so created through the web portal created by the agency shall lie with VC, SCTE&VT.

### **14. Terms and Conditions**

#### **14.1. General Instructions**

- Proposals must be direct, concise, and complete.
- VC, SCTE&VT will evaluate proposal received from a bidder, based upon its clarity and the directness of its response to the requirements of the project, as outlined in this RFP.
- Bidders shall furnish the required information on their technical and commercial proposals in the enclosed formats only.
- **Bid shall be submitted with 2 separate Demand Drafts of Rs. 5000/- as Tender paper cost and Rs. 2,00,000/- as EMD**

#### **14.2. Mode of Submission**

The organizations are required to submit separately sealed **Technical Proposal and Financial proposal**. E-mail submissions are not allowed.

Two separately sealed envelopes containing 'Technical Proposal' and 'Financial Proposal' will be kept in a third envelope. This envelope will be sealed and should be marked properly indicating the contents, "Proposal for (Title of Consulting Service)" - Do not open except in the presence of the RFP Issuing Authority. The name of the Consulting firm submitting the proposal must also be clearly indicated on the envelopes.

1. Each proposal (Technical and Financial separately) will be hardbound and serially numbered. Financial figures will be laminated/covered with transparent adhesive tape.
2. VC, SCTE&VT will not accept delivery of proposal in any manner other than what has been prescribed in this document. Proposal delivered in any other manner shall be treated as defective, invalid and is liable to be summarily rejected.
3. Technical proposal should not contain any commercial information.
4. The proof with technical and financial proposals, should be submitted along with a certified true copy of the corporate sanctions/approvals specifying the authorized representative of the bidder concerned, to sign/act/execute documents forming part of the bid submitted, including various RFP documents and binding contracts etc.
5. If any bidder does not qualify in the Technical Proposal, then its Financial Proposal will be not be opened.
6. The proposals shall be valid for a period of 90 days from the date of submission. A proposal valid for a shorter period could be summarily rejected. Bids, once submitted

cannot be withdrawn by the bidder concerned until the completion of evaluation process.

7. In exceptional circumstances, at the discretion of the DTE&T, the Commission may solicit the bidder's consent for an extension of the validity period. The request and the responses there to, shall be made in writing.

#### **14.3. Authentication of Bids**

The original and copies of the bid, shall be typed or written in indelible ink and signed by the Bidder or the official duly authorized by the bidder to this effect. A letter of authorization shall be supported by a written power-of-attorney, accompanying the bid. All pages of the bid, except for un-amended printed document, shall be initialed in ink and stamped by the authorized person or persons signing the bid.

#### **14.4. Interlineations in Bid**

The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the Bidder. In such a case, the requisite corrections shall be initialed by the authorized person or persons signing the bid.

#### **14.5. Late Bids**

Bids received after the due date and the specified time (including the extended period, if any) for any reason whatsoever, shall not be entertained.

#### **14.6. Proposal Preparation Costs**

The bidders shall be responsible for all the costs incurred in connection with their participation in the RFP process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of proposal, in providing any additional information required by the VC, SCTE&VT to facilitate the evaluation process, and in negotiating a definitive Service Agreement (Master Service Agreement as per the RFP) and all such activities related to the bid process. This RFP does not commit VC, SCTE&VT to award a contract or to engage in negotiations with the bidder concerned. Further, no reimbursable cost may be incurred in anticipation of an award of the contract for implementation of the project.

#### **14.7. Supplementary Information/ Corrigendum / Amendment to the RFP**

- If VC, SCTE&VT deems it appropriate to revise any part of this RFP or to issue additional data to clarify an interpretation of the provisions of this RFP, then VC, SCTE&VT may issue supplements/corrigendum to this RFP. Such supplementary information shall be communicated to all the participating bidders. Any such supplementary information, shall be deemed to have been incorporated by this reference into this RFP.
- At any time prior to the deadline (or as extended by VC, SCTE&VT) for submission of bids, VC, SCTE&VT, for any reason or in response to clarifications requested by a prospective bidder, may modify the RFP document by issuing amendment(s) to the effect. All bidders will be notified of any such amendment(s). The given amendments will be binding on all the bidders.
- In order to allow bidders a reasonable time to take the amendment(s) into account in preparing their bids, the VC, SCTE&VT at its discretion, could extend the deadline for the submission of bids.

#### **14.8. Right to Terminate the Process**

VC, SCTE&VT makes no commitments, explicit or implicit, that this process will result in a commercial transaction with any of the bidders participating in the process. A bidder's participation in this process may result in VC, SCTE&VT selecting the bidder concerned, to engage in further discussions and negotiations towards the finalization of the contract. The commencement of such negotiations does not, however, signify a commitment by VC, SCTE&VT to execute the contract or to continue with further negotiations.

#### **14.9. Language of Bids**

The Bids prepared by the bidder and all correspondence and documents relating to the bids exchanged by the bidder and the VC, SCTE&VT, shall be in English, provided that any printed document furnished by the bidder may be written in another language so long as the same is accompanied by an authenticated English translation. In the given case, for purposes of interpretation of the bid, the English translation shall be binding.

#### **14.10. Bid Prices**

- Quantities as specified in Cost Tables in this Bid document, would be used for the purpose of commercial evaluation.
- Prices quoted in the bid must be firm and final, and shall not be subject to any upward modifications or escalation, on any account whatsoever. However, VC, SCTE&VT reserves the right to negotiate the prices quoted in the bid, to effect an appropriate modification in the commercial terms and conditions quoted.
- The Commercial bid should clearly indicate the price to be charged, without any qualifications whatsoever and should include all taxes, duties, fees, statutory levies, works contract tax and other statutory charges as may be applicable in relation to the activities proposed to be carried out in the contract concerned.
- Prices or commercial terms and conditions should not be revealed in any form before the opening of the Commercial Bid. Failure to abide by the given conditions could result in the bid submitted by the bidder concerned to be summarily rejected by VC, SCTE&VT. If a change in price is envisaged due to any clarification, revised bid in shall be submitted with prior written permission of the VC, SCTE&VT before the time specified for closing of commercial bid.

#### **14.11. Bid Currencies**

- Prices shall be quoted in Indian Rupees (INR) only

#### **14.12. Bidder Qualifications**

- The "Bidder" as used in the Bid documents, shall be construed as the one who has signed on the Bid Form. The Bidder may be either the Principal Officer or the Authorized Representative of the bidder. In either case, he / she shall submit a certificate of authority to this effect. All certificates and documents (including any clarifications sought and any subsequent correspondences) received hereby, shall, as far as possible, be furnished and signed by the Principal Officer or by the Authorized Representative of the bidder concerned.
- The authorization shall be indicated by written power of attorney accompanying the Prequalification bid.

#### **14.13. Earnest Money Deposit (EMD)**

- Bidders shall submit, along with their Bids, EMD of Rs.2,00,000/- (Rupees Two lakh) only form in the form of a Demand Draft issued by any Nationalised Bank in favour of the **VC, SCTE&VT** payable at **Bhubaneswar**, valid for a period of 90 days from the due date of the RFP.
- The EMD amount is interest free and will be refundable to the bidders, without any interest accrued thereon.
- The bid submitted without EMD shall be summarily rejected. No relaxation for EMD on any other ground.
- Bidders claiming Special category concessions from the Government shall be governed under respective provisions and guidelines of the Government of Odisha. Bidders submitted their bids under the given category would be required to submit certification issued by appropriate agency of the Government to substantiate their claim for their benefit hence solicited.
- The bid security may be forfeited in the following conditions:
  - A. If a bidder withdraws its bid during the period of validity of the bid
  - B. In case of a bidder being successful in the commercial bidding process, if the bidder fails to sign the contract in accordance with terms and conditions as detailed under this RFP
- The EMD of all unsuccessful bidders shall be refunded by VC, SCTE&VT within three months of notification of award from the client. The EMD of successful bidder would be returned upon the submission of the Performance Security as detailed in **Section 14.31 of RFP**

#### **14.14. Bid Validity Period**

- Period of Validity of Bids: Bids shall remain valid for 90 days consequent upon the date of opening of the Technical Proposal as prescribed by VC, SCTE&VT. A bid valid for a period less than 90 days, shall be summarily rejected. However, the prices finalized after opening of the Bids shall not be considered for escalation, throughout the period of implementation and operation of the Contract.
- Extension of Period of Validity: In exceptional circumstances, VC, SCTE&VT may request the Bidder(s) for an extension of the period of validity of their Bids. The validity of EMD shall also be suitably extended.

#### **14.15. Commercial Proposal / Bid Prices**

- The Bidder is expected to factor in the price of all the items and services proposed, in the Technical Proposal. VC, SCTE&VT may seek clarifications from a Bidder on his Technical Proposal. Any of the clarifications submitted by the Bidder on the technical proposal, should not have any commercial implications. The Commercial Proposal submitted by the Bidder, should be inclusive of all the items in the technical proposal and should incorporate all the clarifications provided by the Bidder on the technical proposal during the evaluation of the technical bid.
- Unless explicitly indicated in this RFP, bidder shall not include any technical information regarding the services in the commercial proposal. Additional information directly relevant to the scope of services as sought, in the RFP, may be submitted with the proposal. However, this information will not be considered for evaluation purposes.

#### **14.16. Correction of Error**

- Bidders are advised to exercise adequate care in quoting the prices.

#### **14.17. Prices of Components and Overall Price Information**

- The Bidder shall quote a price for all the components, the services of the solutions as per the provisions of this RFP document. All the prices shall be quoted in terms of Indian Rupees.
- No adjustment of the price quoted in the Commercial Proposal shall be made on account of any variations in costs of Labor and materials, currency exchange fluctuations with interstate currency or any other cost component affecting the total cost, in meeting the obligations under the contract.
- The price quoted in the Commercial Proposal shall be the only payment, payable by VC, SCTE&VT to the successful Bidder for completion of the contractual obligations, by the successful Bidder under the Contract, subject to the terms of payment as specified in the proposed commercial bid or the one agreed between VC, SCTE&VT and the Bidder after negotiations.
- The prices, once offered, must remain fixed and must not be subject to escalation for any reason whatsoever, within the period of the validity of the proposal and period of the validity of the contract. A proposal submitted with an adjustable price quotation or conditional proposal may be rejected at the discretion of VC, SCTE&VT.
- Bidder should provide all prices, quantities per the format prescribed in the RFP document. No field/columns should be left blank by the bidder. In case of a field being not applicable, the Bidder must indicate "NA (Not Applicable)" in all such fields.
- It is mandatory to provide details of the GST payable by bidder. The bidder shall also submit to VC, SCTE&VT, its GST registration certificate and requisite details as per the governing regulations.
- All costs incurred due to any delay, directly attributable to the bidder, shall be borne by the Bidder.
- VC, SCTE&VT reserves the right to direct the Bidder to submit proof of payment against any of the taxes, duties and statutory levies as indicated in the bid, within the specified time frame as permitted under Governing Taxation laws.

#### **14.18. Conditions under which this RFP is issued**

- This RFP is not an offer and is issued with no commercial obligation on the part of the VC, SCTE&VT. VC, SCTE&VT reserves the right to withdraw the RFP and change any part thereof at any stage. VC, SCTE&VT also reserves the right to disqualify any bidder, should it be felt necessary at any stage.
- If the bidder after submission of bid and due acceptance of the same i.e. after the placement of order fails to abide by the terms and conditions of the tender document, and/or execute the work as per prescribed schedule given or at any time repudiates the contract, the VC, SCTE&VT will have the right to forfeit the EMD, invoke the performance security, deposited by the bidder and get the work done from other bidder at the risk and consequence of the bidder. The cost difference between the alternative arrangement and bidder' bid value will be recovered from the bidder along with other incidental charges including custom duties, taxes, freight and insurance etc. In case VC, SCTE&VT is forced to get the work done through alternative sources and if the cost is lower, no benefit on this account would be passed on to the bidder.

- Timing and sequence of events resulting from this RFP shall be determined by the VC, SCTE&VT.
- Neither the bidder nor any of the authorized representatives of the bidder, shall have any claim whatsoever against VC, SCTE&VT or any of its officials or employees, arising out of or relating to this RFP or procedures (other than those arising under a definitive service agreement with the bidder in accordance with the terms and conditions of the final contract).
- Till the finalization of the contract and during the currency of the period of the contract, the bidders shall not directly or indirectly try to solicit any official or employee of VC, SCTE&VT. The bidder shall also not engage any official or employee of DTE&T, who was involved in the process of evaluation of the bid, as his employee without the prior written approval of VC, SCTE&VT.

#### **14.19. Rights to the Contents of the Proposal**

All proposals and accompanying documents of the Technical proposal shall be considered as the property of VC, SCTE&VT and shall not be returned after opening of the technical proposals. VC, SCTE&VT is not restricted in its rights to use or disclose any or all of the information contained in the proposal and can do so without any right to compensation to the bidders.

#### **14.20. Modifications and Withdrawal of Proposals**

No proposal may be withdrawn in the interval between the deadline for submission of the proposal and the expiry of the validity period as specified in this RFP.

#### **14.21. Non-Conforming Proposals**

- A proposal may be construed as a non-conforming proposal and would be considered as ineligible if it does not comply with the requirements of this RFP. Failure to comply with the technical requirements or non-acknowledgment of receipt of any amendments, would be considered as factors leading to a proposal being categorized as non-conforming.
- If a proposal appears to be a combination of promotional material which does not follow the prescribed format of this RFP or does not appear to address the particular requirements of the proposed contract, the given bid shall also be considered for disqualification by DTE&T.

#### **14.22. Disqualification/ Termination**

The proposal is liable to be disqualified under the following circumstances:

- Proposal not submitted in accordance with the procedure and formats prescribed in this RFP or is treated by VC, SCTE&VT as a non-conforming proposal.
- The form used for submitting the proposal is found to be incomplete.
- Proposal is not accompanied by all the requisite documents
- In case of the bidder submitting the quotation for a part of the project
- Information submitted in technical proposal is found to be misrepresentative, incorrect or false, at any time during the finalization of the contract or during the tenure of the contract, including the extension period, if any.
- Commercial proposal is found to be enclosed along with the technical proposal

- Bidder tries to influence the process of evaluation of the proposal by resorting to unlawful/corrupt/fraudulent means at any point of time during the bid process
- In case any one bidder submits multiple proposals for the same category/slab or in case of a common interest arising amongst more than one bidder, the bidders concerned are likely to be disqualified.
- Bidders may specifically note that while evaluating the proposals, if it comes to the knowledge of VC, SCTE&VT, that some bidders may have colluded in any manner whatsoever or otherwise joined to form an alliance, resulting in delaying the processing of the proposal, the bidders so involved would be liable to be disqualified for the award of this contract, which may extend for a further period of three years in regard to tenders floated by VC, SCTE&VT.
- Bidder fails to deposit the Performance Security or fails to enter into a contract within 21 days of the date of notice of award of contract or within such extended period, as may be specified by VC, SCTE&VT.

**14.23. VC, SCTE&VT's Right to change the Scope of Contract at the time of Award of the Contract**

- VC, SCTE&VT may at any time, by a written order given to the bidder, make changes to the scope of the contract under consideration.
- If any such change causes an increase or decrease in the cost of or the time required for the bidder's performance of any part of the work under the Contract, mutually agreed change in the Value or time schedule relating to the given Contract shall be arrived at between the Bidder and the Commission. Any claim made by the bidder for change under the extant Clause must be asserted from the Commission within a period of twenty one (21) days consequent upon the receipt of the change order.
- VC, SCTE&VT reserves the right to withdraw/revoke/cancel the whole or any part of the Bid at any stage without assigning any reason.

**14.24. VC, SCTE&VT's Right to Accept Any Bid and to reject any or All Bids**

- VC, SCTE&VT reserves the right to accept any bid and/or annul the Bidding process and reject bids at any time prior to the final award of Contract, without incurring any liability to the bidders concerned and without any obligation to inform the bidders concerned regarding the reasons of said action of VC, SCTE&VT.
- VC, SCTE&VT reserves the right to negotiate the terms and conditions of the commercial bid with the selected bidder seeking a revision in the bid thus submitted.

**14.25. Concessions permissible under statutes**

- Bidder, while quoting against this RFP, should take cognizance of all concessions admissible under various Statutes including the benefit under statutory provisions relating to GST, failing which, the bidder shall be required to bear the extra cost which arise on account of the bidder not availing concessional rates of levies like customs duty, excise duty, sales tax, etc. VC, SCTE&VT shall not bear any responsibility to this effect. However, VC, SCTE&VT may provide necessary assistance to the bidder for claiming the given concessions from the statutory authorities concerned. In case of a reduction in the rate of tax claimed by the bidder, the requisite benefit arising out of the given reduction in the rate of tax shall be passed over to the VC, SCTE&VT by the bidder.



**14.26. Tax Liability**

The bidder shall indicate TAXES/GST wherever applicable

**14.27. Uniformity**

- All information submitted must clearly refer to page number, section number or other identifying reference in this RFP document. All information submitted must be noted and furnished in the sequence mentioned in this RFP.
- All pages of the proposal submitted by bidder should be sequentially paginated.

**14.28. Only One Proposal**

Bidder shall submit only one proposal under each category/slab. If a bidder submits or participates in more than one proposal, all such proposals shall be disqualified.

**14.29. Bid Scope**

The bidder cannot bid for a specified portion of the RFP under consideration. The entire scope of work has been detailed in this RFP.

**14.30. Duration of Project**

The duration of the project is as defined in the scope of work

**14.31. Performance Security**

- The EMD of successful bidder would be returned upon the submission of the Performance Security equivalent to 10% of the project cost valid up to 90 days after date of completion of performance obligation or subsequent extension if any.
- The agency shall at its own expense, deposit with the VC, SCTE&VT, within 21 days working days of the date of notice of award for the Contract or prior to signing of the Agreement, whichever is earlier, an unconditional and irrevocable Performance Security from a Nationalized Bank acceptable to VC, SCTE&VT, payable on demand, for the due performance and fulfillment of the Agreement. Performance Security Format is provided in the RFP (Annexure-D).
- The Performance Security may be discharged/ returned by VC, SCTE&VT upon being satisfied that there has been due performance of the obligations of Consultant under the Agreement. However, no interest shall be payable on the Performance Security.
- In the event of agency being unable to service the Agreement for whatever reason, VC, SCTE&VT would evoke the Performance Security. Notwithstanding and without prejudice to any rights whatsoever of VC, SCTE&VT under the Agreement in the matter, the proceeds of the Performance Security shall be payable to VC, SCTE&VT as compensation for any loss resulting from agency failure to complete its obligations under the Agreement. VC, SCTE&VT shall notify agency in writing of the exercise of its right to receive such compensation within 14 days, indicating the contractual obligation(s) for which Consultant is in default.

**15. Bidding Formats****15.1. Bid Related Queries**

The bidders requiring specific points of clarification may communicate with VC, SCTE&VT during the specified period using the following format:

## BIDDER'S REQUEST FOR CLARIFICATION

<<Name of Organization submitting query / request for clarification>>

<<Full formal address of the Organization including  
phone, fax and email points of contact>>

Tel:

Fax:

Email:

S. No	RFP Reference (Section No. / Page No.)	Content of RFP requiring clarification	Points of clarification required
1			
2			
3			
4			

### 15.2. Bid Document Formats - Standard Forms

Checklist of documents to be submitted:

1. EMD
2. FORM1
3. Technical Proposal ( along with supporting documents and FORM 2, 3, 4 and 5)
4. Financial Proposal (FORM 6, FORM 7)

## FORM 1: Letter of proposal submission

[Location, Date]

**The Vice Chairman  
State Council for Technical Education & Vocational Training  
Near Raj Bhawan  
Unit-8  
Bhubaneswar- 751012  
Odisha**

**Subject: Selection of Professional Agency for carrying out Inspection and Grading of Government and Private Polytechnics of Odisha**

Dear Sir,

We, the undersigned, offer to provide the consulting Assignment/job for in accordance with your Request for Proposal dated [Insert Date]. We are hereby submitting our Proposal, which includes Technical Proposal (sealed under a separate envelope), and a Financial Proposal (sealed under a separate envelope). We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

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

Yours sincerely,

Authorized Signatory [In full and initials]:

Name and Title of Signatory:

Name of firm:

Address:

## FORM 2: Bidder's organization and experience

### A - Bidder's Organization

Provide here a brief description of the background and organization of your firm/entity and each associate for this Assignment/job. The brief description should include ownership details, date and place of incorporation of the firm, objectives of the firm etc. Also if the Bidder has formed a consortium, details of each of the member of the consortium, name of lead members etc. will be provided.

### B - Bidder's Experience

Using the format below, provide information on each Assignment/job for which your firm, and each partner in the case of consortium or joint venture, was legally contracted either individually as a corporate entity or as one of the major partners within an association, for carrying out consulting Assignment/job similar to the ones requested under this Assignment/job. If possible, the employer will specify exact assignment/job for which experience details may be submitted. In case of Consortium or Association of Bidder, the bidder must furnish the following information for each of the consortium members separately.

Firm Name:

1	Assignment/job name:
1.1	Description of Project
1.2	Approx. value of the contract (in Rupees):
1.3	State:
1.4	Location within state:
1.5	Duration of Assignment/job (months) :
1.6	Name of Employer:
1.7	Address:
1.8	Total No of staff-months of the Assignment/job:
1.9	Approx. value of the Assignment/job provided by your firm under the contract (in Rupees):
1.10	Start date (month/year):
1.11	Completion date (month/year):
1.12	Name of associated organization, if any:
1.13	No. of professional staff-months provided by associated bidder:
1.14	Name of senior professional staff of your firm involved and functions performed.
1.15	Description of actual Assignment/job provided by your staff within the Assignment/job:
	<b>Note:</b> Please provide documentary evidence from the client i.e., copy of work order, contract for each of above-mentioned assignment. The experience will not be considered for evaluation if such requisite support documents are not provided with the proposal.

**FORM 3: Comments and suggestions on the RFP and on counterpart staff and facilities to be provided by the employer.**

**A – On the RFP**

Suggest and justify here any modifications or improvement to the RFP you are proposing to improve performance in carrying out the Assignment/job. Such suggestions should be concise and to the point and incorporated in your Proposal. The Client is not bound to accept the comments/modifications suggested.

**B – On Inputs and Facilities to be provided by the employer**

Comment here on Inputs and facilities to be provided by the Bidder to Client.

**FORM 4: Self-Declaration on Non- Blacklisting**

To,

**The Vice Chairman  
State Council for Technical Education & Vocational Training  
Near Raj Bhawan  
Unit-8  
Bhubaneswar- 751012  
Odisha**

Sir,

In response to the **“REQUEST FOR PROPOSAL (RFP) For Selection of Professional Agency for carrying out Inspection and Grading of Government and Private Polytechnics of Odisha”**, I/We hereby declare that presently our Company/ Service provider \_\_\_\_\_ is having unblemished record. We and any of our related entities in India is neither blacklisted nor debarred by any PSU or Any Regulatory Body or Government of India or State Government or any of its agencies for any reasons whatsoever for indulging in corrupt or fraudulent practices or for indulging in unfair trade practices.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, our EMD may be forfeited in full and the tender if any, to the extent accepted may be cancelled.

Thanking you,

Yours faithfully,

Name of the Bidder

Authorized Signatory

Seal of the Organization

### FORM 5: Format for Turnover Details

S. No	Years	Turnover Details (in INR)
A	2019-20	
B	2018-19	
C	2017-18	
Average Annual Turnover (A+B+C) / 3		

## FORM 6: Format for Financial Proposal Submission Form

To,

**The Vice Chairman  
State Council for Technical Education & Vocational Training  
Near Raj Bhawan  
Unit-8  
Bhubaneswar- 751012  
Odisha**

Sir,

In response to the "REQUEST FOR PROPOSAL (RFP) For Selection of Professional Agency for carrying out Inspection and Grading of Government and Private Polytechnics of Odisha", I/We , the undersigned, offer to provide the consulting services for [*Insert title of assignment*] in accordance with your Request for Proposal dated [*Insert Date*] and our Technical Proposal. Our attached Financial Proposal is for the sum of [*Insert amount(s) in words and figures<sup>1</sup>*]. This amount is exclusive of the local indirect taxes, service tax and duties payable as mentioned in the REQUEST FOR PROPOSAL (RFP) document and is shown in the summary separately in Form 7- Summary of Costs.

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, i.e. before the date indicated in REQUEST FOR PROPOSAL (RFP) document

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery. We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act, 1988".

**Thanking you,**

**Yours faithfully,**

**Name of the Bidder**

**Authorized Signatory**

**Seal of the Organization**

---

<sup>1</sup> Amounts must coincide with the ones indicated under Total Cost of Financial proposal excluding taxes mentioned in the Form- 6 Summary of Costs. The agency is expected to quote lump sum quote for conducting inspection and grading of total of 160(Maxm.) POLYTECHNICS. This total cost will be used for financial proposal evaluation.



**FORM 7: Summary of Costs**

Item	Costs (in INR)
<p><b>A. Total Costs of Financial Proposal excluding taxes.</b>  <i>(Lump sum quote for conducting inspection and grading of maximum 170 Polytechnics)</i></p>	
<p><b>B. Taxes, duties, charges and levies of State or Central Governments</b>  <i>(as applicable, at the date of signing the Agreement and subject to deduction of all statutory deductions applicable, if any)</i></p>	
<p><b>C. All inclusive Financial Proposal</b>            (A. +B.)</p>	

## Annexure- A: Grading Framework for Polytechnic Grading

### 1. Grading Framework: Grading of Polytechnics Parameters (Tentative)

VC, SCTE&VT with approval from SD&TE Department, Govt. Of Odisha shall publish the Actual Grading Parameters to be executed by the Agency. The Tentative Parameters are as detailed below. Additionally, other important aspects are to be physically verified and inspected by the Physical verification Team. The list

#### 1. Admission, Attendance & Discipline

- (a) Vacancy in 1<sup>st</sup> year as well as Drop out vacancy in 2<sup>nd</sup> & 3<sup>rd</sup> year
- (b) % age of students  $\geq 60$  % marks in HSC joined in 1<sup>st</sup> semester
- (c) % age of students having Biometric attendance  $\geq 75\%$  and also  $<60\%$
- (d) Proper Maintenance of Class Attendance Register by Teachers
- (e) Intimation to Parents on attendance of students and frequency
- (f) Maintenance of Proctorial system / Teacher mentor System
- (g) Conduct of Parent teacher Meeting
- (h) %age of students registered for NetAcad Programme
- (i) %age of students registered for National Skill Competition
- (j) Effective Functionality of Anti ragging, ICC, Grievance Redressal Mechanism, Students feedback system

#### 2. Teaching Learning & Resources

- (a) Learning Materials used and developed by Teachers
- (b) Lesson Plans prepared and uploaded in website
- (c) Progress Registers maintained by Teachers
- (d) Time Table maintained centrally and uploaded in the website
- (e) Quality of practical conducted and Evaluation thereof
- (f) Quality of conduct of IA and Evaluation thereof
- (g) Use of Smart class
- (h) Conduct of E Learning classes such as NPTEL/MOOCs/Swayam etc.
- (i) Coverage of Syllabus and monitoring of progress monthly
- (j) Efforts taken to have extra classes/ doubt clearing class for weaker students
- (k) Maintenance of students Practical Records and checking by teachers
- (l) Quality of Students Projects

#### 3. Financial Resources and Utilization

- (a) Grants Received and furnishing of UC
- (b) Maintenance of CB and Balance Reconciliation
- (c) Status of Fees collection from students and pendency thereof
- (d) Advance Position monitoring
- (e) Transparent Purchase process followed
- (f) Procurement of Goods through GEMS Portal
- (g) Maintenance of stock & store Records and the Main store as well as in Departments and sections
- (h) Caution Money disbursement to pass outs

- (i) Compliance of Audit Reports
- (j) Parking of Govt. money
- (k) Utilisation of Development Fund

#### **4. Infrastructure**

- (a) Availability of Functional Smart Class Room
- (b) Functionality and use of Language Lab
- (c) Computer to Student Ratio
- (d) LAN connectivity of computers in Computer Lab and workability
- (e) Internet Connectivity Bandwidth
- (f) No. of Books added to Library Last year
- (g) Availability of Updated Website
- (h) Availability of Fire Safety measures
- (i) Availability of Workshop safety Awareness
- (j) Availability of DG set in working condition in Both administrative & Academic area
- (k) Equipments Maintenance and Log Books maintenance
- (l) Organised arrangement of Laboratory and Equipments
- (m) Availability of Boundary Wall
- (n) Adequacy of provision of Reading Room
- (o) Automation of Library and internet access to students in Library/ Reading room
- (p) Maintenance of Sanitation and cleanliness of Academic, administrative, circulation area, Hostel, and campus etc.
- (q) Adequacy of Girls Hostel
- (r) Functional Cafeteria/ Provision of Food, Snacks and Tea for Students inside campus
- (s) Provision of Indoor and Outdoor Games Facility for students

#### **5. Result , Placements and Outcome**

- (a) Semester wise Pass percentage
- (b) Placement Percentage of last year
- (c) Average Pay Package per Annum
- (d) No. of Companies visited the campus for Recruitment
- (e) %age of students joining Higher studies
- (f) % age of students selected for Apprentice
- (g) Percentage of Teachers (Regular) participated in Evaluation work
- (h) Percentage of Teachers (Regular) Evaluated less than 100 Answer Scripts
- (i) Any Case of Penalty/Fine/stricture imposed by SCTE&VT during last year/current year
- (j) Any reduction of seats by AICTE during last year/current year

#### **6. Other Activities**

- (a) Average number of study visits held per Branch
- (b) Average number of seminars/ extension Lectures conducted per Branch inviting outside Experts
- (c) No. of Consultancy projects conducted

- (d) Amount of IRG earned
- (e) No. of In-house Training conducted for Teachers of minimum 1 week duration
- (f) Additional Skill Training given to students beyond syllabus and working hours to enhance employability of students
- (g) No. of MOU s signed with industries during last 2 years
- (h) Existence of Active Alumni Association
- (i) Conduct of GB meeting in the current year
- (j) Activity on Sustainability measures
- (k) Conduct of Athletic and Cultural meets last year
- (l) Interaction with Role Models
- (m) Publication of Institution Magazine and Wall Magazine
- (n) Efforts for Green Campus and Beatification of Campus
- (o) Participation in Social Media by institute
- (p) Hostel Mess and Cafeteria IFSSA status therein

#### **7. Innovative Activities and Recognition/Achievements**

- (a) NBA Accreditation
- (b) No. of Papers published by Faculties in National/ International Journals
- (c) Institution being Member of any Professional Body/ Establishing Chapter of any Professional Body in the Institution
- (d) Students Project wining award/recognition in state/National level
- (e) Automation of Institutional activities done at the Institutional level
- (f) %age of Faculties having higher Qualification then the prescribed qualification
- (g) Funds/Projects received from Govt. of India/other Agencies at the Institution level based on own efforts
- (h) Awards/recognition by Faculties/Students at State/ National/ International Level by Reputed organisation
- (i) Community service rendered during one year
- (j) Principal Taking Regular class Load
- (k) Any Innovative academic activities undertaken ,worth recognition by DTE & T / SCTE&VT
- (l) Team spirit followed in the Institution management

## Physical verification Report of Inspection Team(Tentative)

Name of The Institute:

Address ,Phone No., E-Mail-Id

### 1. Admission Figure(Current Year)

SI.NO.	Branch	AICTE Approved Intake	Actual Admission In 1 <sup>st</sup> year	Actual Admission in Lateral Entry	Intake Proposed to AICTE for 20__-20__

### 1. Land:

- (i) Acres:
- (ii) Title in the Name of : Institute/Trust/Society/Personal name
- (iii) Kisam of Land:

### 2. Building:

- (i) Type of Building: Own/Rented/Leased
- (ii) Type of construction: RCC/Asbestos/others

### 3. Sharing of Building: Whether shared by any other institute/organization (Yes/No) , If Yes, mention the Name of the other Institute:

### 4. Building Infrastructure

Description	Whether available in appropriate size and number as per AICTE Norms ( Yes/No)	If NO	
		Deficiency In Number	Deficiency In Size(sq.m)
Instructional Area			
Administrative Area			
Circulation Area			
Total Area			
Class Rooms			
Tutorial Rooms			
Laboratory Rooms			
Workshop			
Physics Lab			
Chemistry Lab			
Language Lab			
Computer Centre			
Seminar hall			
Library			
Boys Common Room			
Girls Common room			
Separate Toilet for Girls			
Ramp for Divyanga			
Drinking water outlets			
Capacity of Boys Hostel			
Capacity of Girls Hostel			

### 5. Computing & Internet Facility and Library

Description	Whether available in appropriate speed and number as per AICTE Norms ( Yes/No)	If NO	
		Deficiency In Number	Remarks if any
Computers (mention Numbers)			
Legal software			
Printers			
Internet (in Mbps)			
Type of Internet (Broad Band/ Wimax/Optical fibre/radio modem/ dongle)			
Computers in Library			
Internet facility in Library			
Library Books in number available			
Reading Room facility (capacity)			

### 6. Staff & Faculty

Description	Whether as per AICTE Norms ( Yes/No)	Remarks if any
Name of Principal with mobile Number and mail-ID		
Whether Principal (same) as uploaded in AICTE portal		
Qualification of Principal		
Total No. of Faculties( Mention the Number)		
No. of Faculties for 1 <sup>st</sup> year subjects		
No. of Separate faculties for 2 <sup>nd</sup> shift/Part time Programme		
All Faculties qualified		
Mode of Payment of Salary (Digital/Cash/Cheque)		
Salary aquittance maintained		
Minimum Salary paid to faculty is as per State Govt. or is as per AICTE		
Whether Number and Names of Faculties match with the same in Aquittance & Payment Records		

### 7. Academics

Description	Whether as per Norms ( Yes/No)	Remarks
Attendance Registers in classes maintained subject wise properly for Last semester		
Attendance Registers in classes maintained subject wise properly for current semester		

Practical Records maintained for current semester		
IA, Sessional Registers maintained for different disciplines		
Average of Electricity Bills paid for last 3 months		
Equipments available in all disciplines ( mention General deficiency in disciplines)		
Raw materials availability		
Availability of practical jobs already done in earlier years		
Curriculum Progress		
Admission Register maintained		
Seminar/Workshops conducted		
Study Visit conducted		
Seminar/Workshops /Refresher course Faculties are allowed to participate		
Academic review by Principal		
No. of Periods per day in Time Table		
Timing of each period		

### 8. Result Analysis ( Last Published)

Semester Result Last Published	Pass % age	Reference of Squad Visit, if any
1 <sup>st</sup> Semester ( Winter)		
<sup>a</sup> Semester ( Summer)		
<sup>d</sup> Semester ( Winter)		
<sup>h</sup> Semester ( Summer)		
<sup>h</sup> Semester ( Winter)		
<sup>h</sup> Semester ( Summer)		

### 9. Scholarship & Stipend

Description	Availability ( Yes/No) or in numbers	Remarks
No. of SC/ST students availed scholarship last year		
No. of SC/ST students availed scholarship last year as <i>Boarder</i>		
Admission Register maintained for Boarders		
Physical verification of Hostels and accommodation of Boarders including Mess facility		
Interaction with SC/ST students on disbursement of Scholarship( whether paid in full or not)		
No. of OBC students availed scholarship last year		
No. of Minorities students availed sholarship last year		
No. of Semester Toppers availed scholarship from SCTE&VT and their actual performance		
No. students availed financial support from welfare funds due to death of Financing Guardian		

### 1. Essential Requirements as per AICTE APH 2018-19

Sr. No	Description	Availability [YES / NO]
1.	Standalone Language Laboratory (If yes, Mention No. of seats)	
2.	Potable Water supply and outlets for drinking water at strategic locations	
3.	Electric supply (Mention the Load in KVA) Whether Electricity connection is in the name of the Institute	
4.	Sewage Disposal	
5.	Telephone and Fax	
6.	Vehicle parking	
7.	Institution Web-site with Mandatory disclosure [ <i>Website address to be provided</i> ]	
8.	Copies of AICTE approvals (LoA and EoA of subsequent years) obtained since inception of the Institution till date <i>shall be placed in the web site of the Institution</i>	
9.	Digital payment for all financial transactions as per MHRD directives	
10.	Compliance of the National Academic Depository (NAD) as per MHRD directives	
11.	Provision to watch MOOCS courses through Swayam	
12.	Implementation of Unnat Bharat Abhiyan	
13.	Display board within the premises as well as in the web site of the of Institution indicating the Chairman / President of the Trust of the institute, faculty available, facilities offered / available at the institute and feedback facility of students	
14.	Barrier Free Built Environment for disabled and elderly persons including availability of specially designed toilets for ladies and gents separately.	
15.	Safety provisions including fire and other calamities	
16.	Implementing Food Safety and Standards Act, 2006 in the Institution	
17.	General Insurance provided for assets against fire, burglary and other calamities	
18.	All weather approach road suitable for use by Motor vehicle- Motorized Road	
19.	General Notice Board and Departmental Notice Boards	
20.	First aid, Medical and Counseling Facilities	
21.	Appointment of Student Counselor	
22.	Group Insurance to be provided for the employees	
23.	Insurance for students	
24.	Institution-Industry Cell	
25.	Applied for membership of National Digital Library	
26.	Strong Room [Storing Question Papers & Answer Books]	
27.	Security arrangement [Day / Night]	
28.	Sufficient halls for Examination	



## 2. Other requirements as per AICTE/SCTE&VT Guidelines/Instructions

29.	Backup Electric Supply DG set of appropriate capacity for 2 <sup>nd</sup> shift and Part-Time courses is compulsory	
30.	Rain Water Harvesting and installation of grid connected solar rooftops/ Power Systems	
31.	Waste management and environment improvement measures to ensure a sustainable Green Campus	
32.	Public announcement system at strategic locations for general announcements/ paging and announcements in emergency.	
33.	Enterprise Resource Planning (ERP) Software for Student-Institution-Parent interaction	
34.	Transport	
35.	Post, Banking Facility/ ATM	
36.	CCTV Security System (Mandatory for Examination purpose)	
37.	LCD (or similar) projectors in classrooms	
38.	Staff Quarters	
39.	Display of Courses and "Approved Intake" in the Institution at the entrance of the Institution. Courses taken through duly recognized MOOCs shall be used as Supplementary Courses.	
40.	Placement Cell	
41.	Implementation of Startup Policy	
42.	Intellectual Property Right Cell	
43.	Sufficient Number of Drawing Table/Boards for Examination	
44.	Sufficient Biometric Attendance Devices for Students	
45.	Linking of Biometric Devices to SCTE&VT Server	
46.	Biometric Attendance on the Day of Visit (Mention Number of students Available as per Biometric device vrs. Actual availability)	

## 3. Placement status( Last Year)

Branch	No. of Students Placed	Total students	Percentage

## 4. Miscellaneous

- Please state whether the same Trust/Society is running and / or managing any other technical / professional institution/any other institute which is approved in the premises(same campus) on sharing basis. If so, please give the name of the Institute/programs / courses being conducted.
- Whether the institute shares faculties of any other institute/Programme/other shifts of same institute:
- Whether the applicant has any Court Case in respect of violation of provisions of State Govt. /SCTE&VT/ UGC or that of any other statutory body including AICTE / NCHMCT / PCI etc.

- d. Has the institute ever been served show cause notice by SCTE&VT for indulging in malpractices in conduct of Council examination? If Yes, Please mention the details and its present status.
- e. Has the institute ever been served show cause notice by the DTE&T / AICTE / PCI / NCHMCT /COA/ SCTE&VT for indulging in malpractices / violation of rules, etc? If Yes, Please mention the details and its present status.
- f. Please indicate status of compliance in respect of various conditions / guidelines as per latest AICTE approval Letter.

### **General Observations**

### **Overall Remarks**

1. **Academic activities : satisfactory/ Somehow Manageable/ Not Satisfactory**
2. **Maintenance of Academics related Records: satisfactory/ Somehow Manageable/ Not Satisfactory**
3. **Examination Activities: Appears to be satisfactory/Doubtful**
4. **Faculties & Staff availability: Satisfactory/shortage/unmanageable**
5. **Sharing of Faculty with other Institution/Shifts: Yes/No**
6. **Knowledge of Faculties : Satisfactory/Not Satisfactory/Partially satisfactory**
7. **Payment to staff Salary: Matching/ Not Matching with Payment Records**
8. **Payment of Scholarship & Stipend(SC/ST): Fairly done/Manipulated/Doubtful**
9. **Land Title: Clear/Doubtful/Needs correction**
10. **Building Infrastructure: Adequate/insufficient/grossly insufficient**
11. **Laboratory Equipments: Adequate/insufficient/grossly insufficient**
12. **Attendance of Students: Satisfactory/Below average/Negligible**
13. **Sharing of Infrastructure with other Institutes: Yes/No**
14. **Anti Ragging cell & Grievance Redressal Mechanism established: Yes/No**
15. **Urgently in Need of Inspection by AICTE: Yes/No**
16. **Whether it can be an E-Evaluation Centre: Yes/No**

### Weightage of Ranking Parameters

Sl No	Parameter	Marks	Mark Secured	Weight age	Effective Marks
1.	<b>Admission, Attendance &amp; Discipline</b>	100		10%	
2.	<b>Teaching, learning &amp; Resources (TLR)</b>	100		20%	
3.	<b>Financial resources &amp; Utilization</b>	100		10%	
4.	<b>Infrastructure</b>	100		10%	
5.	<b>Result , Placement &amp; Outcome</b>	100		20%	
6.	<b>other activities</b>	100		10%	
7.	<b>Innovative Activities and Recognition/ Achievements</b>	100		20%	
	<b>Total</b>	700		100%	

## 2. Grading Methodology

The methodology for grading of POLYTECHNICs will include following steps:



**Step 1- Self –grading by Polytechnics:** VC, SCTEVT or Secretary, SCTE&VT on his behalf will invite Polytechnics to participate in the grading exercise on an online portal developed by the Agency.

Polytechnics will mention “actual value” of the data/information against each parameter and keep the records ready for verification.

**Note: Self-grading will be self-assessment by Polytechnics and will have no bearing on the final grading of Polytechnics.**

**Step 2- Field visit and verification of data and Infrastructure by external agency:** Self-grading data submitted by Polytechnics will be validated by third party external agency empanelled by VC, SCTEVT. A mobile app may be used for carrying out inspection based on the grading framework. Additional inspections may be carried out by SCTE&VT/ DTE&T officials as well by State Government officials, wherever felt necessary . All such inspection reports will be loaded on online portal. VC, SCTE&VT may also assign a team of officials to visit Polytechnics on sample basis, validate the submitted data and provide scores against grading parameters.

**Step3- Grievance resolution by Grievance Redressal Committee:** The Polytechnics will be given a chance to submit their grievances to the Grievance Redressal Committee, in case Polytechnics are not satisfied by the third party grading score provided by external agency.

Grievance Redressal Committee will consist of representatives of DTE&T and SCTE&VT officials. The committee will look into the grievances of the Polytechnics and accordingly may recommend on the revised Polytechnics grading score.

**Step4- Draft Polytechnic Grading by Core Grading Committee:** The Polytechnics will be given a given a final grade and Rank by Core Grading Committee basis inputs of field visit

reports, data validation reports as well as inputs of Grievance Redressal Committee. Draft final grade and Rank will be published on the SCTE&VT website. Core Grading Committee will be committee of experts from Officers of DTE&T/SCTE&VT/other Directorates/Engineering Colleges/Reputed educationists etc. constituted by VC, SCTE&VT.

**Step5- Query resolution by Appellate Committee and publishing of Final Grading Report in SCTE&VT Website:** Polytechnics can raise their concerns with the Appellate Committee in case they are not satisfied with the final grade & Rank allocated to them by the Core Grading Committee.

Appellate Committee will consist of representatives of SD&TE Department, Govt. of Odisha officials and Core Grading Committee. The committee will look into the queries related to final grade and Rank of the Polytechnics and will accordingly inform the VC, SCTE&VT about the same.

**Final Grade and Rank will then be published by SD&TE Department on the SCTE&VT website.**

### 3. Tentative Timelines

Polytechnics grading and ranking process is expected to commence from 04/08/2020 and expected to be completed by 15/10/2020. The final grading will be published on SCTEVT website. The timelines for each step are defined below:

S.No.	Action Items	Timelines
1	Selection of third party grading agency	By 22 <sup>nd</sup> July 2020
2	Self-grading by Polytechnics	4 <sup>th</sup> Aug. to 15 <sup>th</sup> Aug. 2020
3	Field visit, data validation and report submission by external agency	24 <sup>th</sup> Aug. to 11 <sup>th</sup> Sept. 2020
4	Grievance resolution by Grievance Committee	14 <sup>th</sup> Sept. to 19 <sup>th</sup> Sept. 2020
5	Draft grading by Core Grading committee and publishing on SCTE&VT website	23 <sup>rd</sup> September 2020
6	Query resolution by Appellate Committee	30 <sup>th</sup> September 2020
7	Final grading and ranking published after resolution by Appellate Committee	15 <sup>th</sup> October 2020

## Annexure-B: Performance Security

*[The bank, as requested by the successful Consultant, shall fill in this form in accordance with the instructions indicated]*

*[Guarantor letterhead or SWIFT identifier code]*

**Beneficiary:** *[insert name and Address of Client]*

**Date:** *\_[Insert date of issue]*

**PERFORMANCE GUARANTEE No.:** *[Insert guarantee reference number]*

**Guarantor:** *[Insert name and address of place of issue, unless indicated in the letterhead]*

We have been informed that *\_[insert name of Consultant, which in the case of a joint venture shall be the name of the joint venture]* (hereinafter called "the Applicant") has entered into Contract No. *[insert reference number of the contract]* dated *[insert date]* with the Beneficiary, for the assignment of *\_[insert name of contract and brief description of Consulting Services]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.

At the request of the Applicant, we as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of *[insert amount in figures]* (\_\_\_\_\_) *[insert amount in words]*,<sup>1</sup> such sum being payable in the types and proportions of currencies in which the Contract Price is payable, upon receipt by us of the Beneficiary's complying demand supported by the Beneficiary's statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating that the Applicant is in breach of its obligation(s) under the Contract, without the Beneficiary needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire, no later than the .... Day of ....., 2...<sup>2</sup>, and any demand for payment under it must be received by us at this office indicated above on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees (URDG) 2010 Revision, ICC Publication No. 758, except that the supporting statement under Article 15(a) is hereby excluded.

---

*[signature(s)]*

**Note: All italicized text (including footnotes) is for use in preparing this form and shall be deleted from the final product.**

---

<sup>1</sup> *The Guarantor shall insert an amount representing the percentage of the Contract Amount specified in the Contract, and denominated either in the currency(ies) of the Contract or a freely convertible currency acceptable to the Beneficiary.*

<sup>2</sup> *Insert the date twenty-eight days after the expected completion date. The Client should note that in the event of an extension of this date for completion of the Contract, the Client would need to request an extension of this guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee. In preparing this guarantee, the Client might consider adding the following text to the form, at the end of the penultimate paragraph: "The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed [six months][one year], in response to the Beneficiary's written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee."*

