



# **Bhubaneswar Smart City Limited**

Block-1, 5<sup>th</sup> Floor, BMC- Bhawani Mall, Saheed Nagar, Bhubaneswar- 751007  
E-mail Id: bbsr.bscl@gmail.com, CIN: U74990OR2016PLC020016  
Telephone-0674- 2548428 FAX: 0674-2540811

Bid Notification No.2212/ BSCL/ 10/2019

Date: 1.08.2019

## **Notice Inviting Request for Proposal**

The Bhubaneswar Smart City Limited (BSCL) invites proposal for selection of agency for conducting self defence training for adolescent girls of slums of Bhubaneswar town centre district area of Bhubaneswar city.

How to apply:

Interested agency can download the documents for the RFP from the official website of Bhubaneswar Smart City Limited (BSCL) (<https://www.smartcitybhubaneswar.gov.in/>). Duly filled in bid documents must be inserted in sealed envelope along with applicant's name and address in the left hand corner, super-scribed as mentioned in the RFP and should be sent to the office of Bhubaneswar Smart City Limited located in Block-1, 5<sup>th</sup> Floor, BMC- Bhawani Mall, Saheed Nagar, Bhubaneswar-751007 on or before 24.08.2019, 4.00 PM.

Sd/-  
Chief Executive Officer  
Bhubaneswar Smart City Limited

**REQUEST FOR PROPOSAL (RFP) FOR SELECTION OF AGENCY/ORGANISATION  
FOR PROVIDING SELF DEFENCE TRAINING TO ADOLESCENT GIRLS FROM SLUMS  
OF BHUBANESWAR**

**(2<sup>nd</sup> CALL)**



**Bhubaneswar Smart City Limited (BSCL)**

Block-1,5<sup>th</sup>Floor, BMC-Bhawani Mall

Saheed Nagar,

Bhubaneswar-751007

RFP FOR SELECTION OF AGENCY/ORGANISATION FOR PROVIDING SELF DEFENCE TRAINING TO  
ADOLESCENT GIRLS FROM THE SLUMS OF BHUBANESWAR

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## 1 Introduction

Bhubaneswar Smart City Limited (BSCL) had collaborated with United Nations Population Fund to strengthen the social components of smart city. The project was initiated in 8 (Eight) slums of BTCD area in the year 2017 and in 2018 it was expanded to cover all the slums in the Bhubaneswar Town Centre District (BTCD) area. It is the area which is being developed under Area Based Development (ABD) component of smart city project. The project is being implemented in 100 (One Hundred) slums and in various educational institutions of Bhubaneswar. Humara Bachpan Trust is the implementing partner for the project and the community level interventions are being managed by them.

The major objectives of the project include:

- Promoting youth engagement in Smart City,
- Empowerment and wellbeing of girls and women, and
- Knowledge management.

BSCL has taken up various interventions to empower girls and women in the last 2 (two) years. Some of the important activities undertaken include self-defence training of 331 (Three hundred and thirty-one) young girls/women, linkages with skill trainings, orientations on legal provisions and interactions with police officials / women commission members. Around 500 (Five hundred) young girls/ women in the 3<sup>rd</sup> (third) year of the project are proposed to be trained on self-defence program. They would be most probably from the 76 (Seventy-Six) additional slums that have been taken up for intervention in the current year.

Bhubaneswar Smart City Limited (BSCL) invites **proposals** from experienced agencies for providing self-defence training to approximately 500 (five hundred) numbers of adolescent girls and young women ("**Assignment**") for a duration of 8 (Eight) months ("**Assignment duration**"). On the successful completion of the Assignment duration, the assignment may be further extended for a period not exceeding 6 (six) months from the day of successful completion of the initial Assignment duration of 8 (Eight) months for providing self-defence training to girls/women from the slums of Bhubaneswar and further the number should not exceed 500 (five hundred).

## **2 Eligibility of Bidders**

A Bidder can be a Company incorporated under the Indian Companies Act (ii) a Trust registered under the Indian Trusts Act, 1882 or the Bombay Public Trusts Act, 1950 (or other applicable laws) or (iii) a Society registered under the Societies Registration Act, 1860 (or other applicable laws) or (iv) a Not-for-profit company incorporated under Section 8 of the Indian Companies Act, or (v) a Partnership firm registered under The Partnership Act, 1932 or the Limited Liability Partnership (LLP) incorporated under Limited Liability Partnership Act, 2008 Government of India or (vi) a Sole proprietorship firm.

## **3 Instructions for bidding**

### **3.1 Bid Security:**

- A. The bidder is required to deposit, along with its Bid, an unconditional, unequivocal and irrevocable bid security of Rs. 31,000 (Rupees Thirty One Thousand only), refundable no later than 30 (thirty) days from signing of contract, except in the case of the Selected Bidder whose Bid Security shall be retained till the Agreement is signed and the performance security is received. The Bidder has to submit the Bid Security in form of a Demand Draft/ Fixed Deposit Receipt/ Banker's Cheque/ Bank Guarantee in favor of Chief Executive Officer, Bhubaneswar Smart City Limited along with Technical Proposal.
- B. The Bid Security shall be forfeited as Damages without prejudice to any other right or remedy that may be available to the BSCL under the Bidding Documents or otherwise, under the following conditions:
  - a Bidder submits a non-responsive Bid.
  - the Selected Bidder fails within the specified time limit to sign and return the duplicate copy of Letter of Award (LOA/ Agreement).

### **3.2 Sealing and Marking of Bids:**

- A. The outer envelope shall be clearly bear the following identification "Request for Proposal (RFP) For Selection of Agency/Organization for Providing Self Defence Training to Adolescent Girls from the Slums Of Bhubaneswar" and must be inserted in sealed envelopes along with Bidder's name and address in the left-hand corner of the envelope and sent to Bhubaneswar smart city Ltd by registered post/ Courier.
- B. The Bidders shall include the following information while submitting their applications. The application will have to be submitted in two sealed covers. Cover one should be for the Technical Proposal and it is to be mentioned on top of the cover clearly. The Second cover will be for the Financial Bid and the same should be mentioned clearly – "Financial Bid" – To be opened only after the "Technical Committee Evaluation". If the envelope and the covers are not sealed and marked as mentioned above, BSCL will not be responsible for any misplacement or premature opening (Telex, cable or facsimile proposal will be rejected)

- C. Performance Security – The successful bidder will have to deposit a performance security of 10% of the contract value in shape of Demand Draft/Fixed Deposit Receipt from a Nationalized Bank/ Bank Guarantee from a Nationalized Bank covering the period of contract.

*Hand delivery of the proposal shall not be accepted.*

The proposal shall be addressed to Bhubaneswar Smart City Ltd., Bhubaneswar at the following address:

**Chief Executive Officer (CEO)**

Bhubaneswar Smart City Limited (BSCL) Block-1,5<sup>th</sup>Floor,  
BMC-Bhawani Mall  
Saheed Nagar,  
Bhubaneswar-751007

**3.3 Schedule of Bidding Process**

<b>Activity</b>	<b>Timeline</b>
Request for Proposal issued	02.08.2019
Pre-bid meeting	13.08.2019 at 3.00 PM
Reply to Pre-Bid Queries	17.08.2019
Bid Due date	24.08.2019 by 4.00 PM
Presentation by Secretary or the Authorized representative of the shortlisted agency	Presentation date will be informed to the shortlisted agencies

**Bids received by BSCL after the specified time on the Bid Due Date shall not be eligible for consideration and shall be summarily rejected.**

#### **4 Scope of Work (SoW)**

The agency selected will provide self-defence training, **non-residential** in nature, as per the agreed module of Bhubaneswar Smart City Limited. The training period is expected to be not less than 10 (Ten) working days for each batch. The batch size will be typically consisting of 35-40 numbers of participants/ candidates.

Present below is the list of services/ support required to be provided by the selected agency:

- A. Provide suitable training venue with adequate facilities for training of 40 (forty) participants per batch. The training hall should have provision of proper lighting, fans, ventilation, training mat (as per specifications), drinking water, adequate toilet/wash rooms, rest room and other basic arrangements.
- B. The names of interested girls sponsored for self-defence training will be provided by BSCL. The partner NGO will coordinate the process on behalf of BSCL.
- C. The agency will be responsible to undertake medical screening to ensure the participants are medically fit to undertake the training prior to the initiation of the training program as per norm. It will also provide first aid support for minor injuries during training program, if necessary.
- D. Organise a session in collaboration with Police/ lawyer/ women commission for each batch to create awareness on legal issues.
- E. Arrange certified resource persons/trainers for providing self-defence training, in a ratio of 1 trainer for 10-12 participants.
- F. Provide certificate to participant on successful completion of the training program duly counter signed by BSCL.
- G. Provide necessary training materials and uniform to the participants.
- H. The suitable timings and duration of each training program with session plans should be clearly mentioned in the tender document. Any change in this regard will have to be finalised in consultation with and approval of BSCL.

#### **5 Eligibility Criteria**

##### **5.1 Technical Eligibility Criteria**

- A. The Agency must be an entity falling under the category mentioned under the clause 2. The

Agency should have at least 8 (Eight) years of experience in providing self-defense<sup>1</sup> training and 3 (Three) years of working with government department for implementing similar type of program.

- B. The Agency must have required infrastructure like minimum 40 feet X 30 feet of covered hall with all adequate facilities like fan/AC, lights, first aid facilities, washrooms, changing rooms present in Bhubaneswar city for holding the trainings smoothly.

## 5.2 Financial Eligibility Criteria

- The Agency should have at least 35 (Thirty-five) lakhs average annual turnover over last 3 (three) financial years.

## 5.3 Other Conditions

- A. Even if the agency satisfies the above requirements, it will be subject to disqualification if it has:
- Made a false representation in the form, statement and attachments required in the Registration documents;
  - Record of poor performance such as abandoning work, not properly completing contract, financial failures or delayed completion;
  - If it has been convicted by any court of law.
- B. A Bidder must not have, during the last 3 (three) years, failed to perform on any agreement, as evidenced by imposition of a penalty by an arbitrator or judicial authority or a judicial pronouncement or arbitration award against the Bidder, nor been expelled from any project or agreement nor have had any agreement terminated for breach of contract by such Bidder.
- C. A self-declaration as a compliance of the above clause 5.3 A and 5.3 B shall be attached by the agency.

In case of misrepresentation / improper response by the bidder shall lead to the disqualification and BSCCL reserves the right to forfeit the Bid Security.

## 6 Project Area

The proposed program will cover the adolescent girls/women residing in selected slums of Bhubaneswar City.

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<sup>1</sup>Self-defence training means Karate, Aikido, Taekwondo etc.



## 7 Selection Methodology

The selection of agency will be based on **QCBS**(Quality and Cost Based Selection) technique as per the Clause 11 & 12.

## 8 Project team

The agency should provide details of -

- A. Team leader and proposed trainers. CVs of the trainers are to be attached along with the bid.
- B. Venue of the training with details of facilities. No change of training venue as mentioned in the bid will be entertained in future. This may lead to Termination of Agreement.

## 9 Amendment of Request for Proposal

At any time prior to the Bid Due Date, the Authority may, for any reason, whether at its own initiative or in response to clarifications requested by a Bidder, modify the Request for Proposal by the issuance of Addenda. Any Addendum thus issued will be uploaded on the Authority's website.

## 10 Clarifications

- To facilitate evaluation of Bids, the Authority may seek clarifications from any Bidder regarding its Bid. Such clarification(s) shall be provided within the time specified by the Authority for this purpose. Any request for clarification(s) and all clarification(s) in response thereto shall be in writing.
- If a Bidder does not provide clarifications sought under Clause 10 (Ten) within the prescribed time, its Bid shall be liable to be rejected.

## 11 Technical Evaluation Criteria

Short listing of proposals will be done by a Bid Evaluation Committee. The shortlisted agencies will be eligible for making presentation before the Technical Committee. These agencies will be evaluated as per the criteria laid below. The agencies that secure a minimum of 70 (Seventy) marks in the Technical evaluation ("**Technically qualified Bidder**") will be eligible for opening of financial bid.

S. No	Minimum Technical Criteria	Max. Points
1	Infrastructure facility in Bhubaneswar	30
2	Experience of providing self-defense training (8 years) and working with government departments – min (3 years)	30

3	Experience of trainers (more than 3 years)	20
4	More than four trainers per batch of 35-40 trainers	20
<b>Total</b>		<b>100</b>

## 12 Financial Evaluation Criteria

- A. In the second stage, the financial Bids of the Technically qualified bidders as per Clause 11, to be opened. The Selected Bidder shall be the Bidder who quoted the least Total Cost (“**Selected Bidder**”) in the Financial Bid as per Schedule H.

## 13 Final decision-making authority

BSCCL reserves the right to accept or reject any application and to annul the process and reject all applications at any time without assigning any reason there of and without thereby incurring any liability to the affected Bidder or without informing the Bidders of the grounds for such action by BSCCL. In the event that the Authority rejects or annuls all the Bids, it may, in its discretion, invite all eligible Bidders to submit fresh Bids hereunder.

## 14 Deliverables and Payment Schedule

The selected agency will be responsible for successful completion of all the batches of candidates with approx. 40 (Forty) participants per batch. After completion of each batch, the agency will have to assess the participants based on the learning in the training program in presence of a Person of BSCCL & UNFPA. Successful participants thereupon will be provided with certificates. The payment per batch will be released within 15 (Fifteen) days of the submission of the training report, photographs and expenditure details along with attendance registers duly signed by the Authorized Person of the agency.

## 15 Submission Requirement

The Bidders shall provide evidence to BSCCL of their eligibility and their capability and adequacy of resources to carry out the services, which should be supported by Client Certificate/ work order.

The following forms to be submitted mandatorily as a part of Technical Proposal:

- a. Appendix-1, Covering Letter
- b. Demand Draft towards Bid-Security
- c. Information of Bidders- **Schedule ‘A’**
- d. Turnover Financial Capacity -**Schedule ‘B’**
- e. Bidder's Experience of Relevant Projects-**Schedule ‘C’**
- f. Project Team with qualification, experience details– **Schedule ‘D’**. This should include the CVs of the proposed trainer along with their experience in the field of self-defence.
- g. Module of the training program, day wise program schedule, and methodology to be followed. - **Schedule ‘E’**

- h. Facilities available in the Training Venue – **Schedule ‘F’**
- i. Self –declaration **Schedule-G**
- j. Financial Bid – **Schedule ‘H’**
- k. Company/ Agency Registration Certificate
- l. Last three years of Financial/ Audit report signed by Chartered Accountant and countersigned by Authorized Person of the Organization/Agency.
- m. Last 3 (three) years of Income Tax compliance report signed by Chartered Accountant and countersigned by Authorized person of the Organization/ Agency.
- n. Bidder should submit the Proof/ certificates towards Qualification and experience towards the Support team to be given in Schedule D.

**16 Post RFP Process**

- A. BSCL will issue a LOA to the Selected Bidder and the Selected Bidder must sign and return a Duplicate copy of LOA back to BSCL within 15 (Fifteen) days of receiving the LOA.

**Appendix-I Covering Letter**

(On the Letter head of the agency/ organization)

To,

Date:

Chief Executive Officer (CEO)  
Bhubaneswar Smart City Limited (BSCL)  
Block-1, 5<sup>th</sup>Floor, BMC- Bhawani Mall  
Saheed Nagar,  
Bhubaneswar-751007

Dear Sir,

**Sub: Submission of RFP for selection of Agency/ Organization for providing self-defence training to adolescent girls/women from selected slums of Bhubaneswar**

Having examined the advertisement and application form including guidelines for submission, scope of work etc., we here by submit all the necessary information and relevant documents for our selection for providing self-defense training to adolescent girls/women from selected slums of Bhubaneswar.

We understand that BSCL reserves the right to reject any application without assigning any reason thereof.

**(Signature of Authorized Person with seal)**

Date:

**Schedule A**  
**Technical Capacity**  
Information of Bidders/ Agency

Information of Bidders/ Agency	
Name of the Agency (In full)	
Address	
Telephone no	
E-mail address	
Year of establishment	
Place of Operation	
Number of Years of experience of providing self-defense training	
Number of years of experience of working with Government departments in providing self-defense training	
Number of assignments undertaken similar to the project mentioned in this RFP	

**(Signature of Authorized Person)**

Date:

**Schedule B**  
**Financial Capacity**

**TURNOVER OF THE BIDDER OVER LAST THREE YEARS**

<b>Year</b>	<b>Amount (Rs.)</b>
2017-18	
2016-17	
2015-16	
Average Annual Turnover	

**(Signature of Authorized Person)**

Date:

## Schedule C

### Bidder's Experience of Relevant Projects

1.	Name of the Organization/ Department	
2.	Project Name	
3.	Number of participants trained	
4.	Duration of the training for each batch	
5.	Start Date of the project	
6.	End Date of the project	
7.	Present Status of the Project	

**N.B:** Self attested copies of Relevant Work orders and the completion certificates by rewarding Agencies & Departments must be attached with the application.

Bidders should attach separate sheet in case of more projects.

**(Signature of Authorized Person)**

Date:

**Schedule- D  
Project Team**

Proposed team of trainers along with the detailed CVs will have to be submitted. The relevant qualification and experience of providing self-defense training should be clearly mentioned.

1. **Project Leader/ Senior Trainer**
  - a. Name
  - b. Date of Birth
  - c. Qualifications
  - d. Experience of providing self-defense training
  
2. **Other Proposed trainers (minimum 5 trainers)**
  - a. Name
  - b. Proposed Designation
  - c. Date of Birth
  - d. Educational Qualifications
  - e. Experience. of providing self-defense training

**(Signature of Authorized Person)**

Date:



**Schedule E**  
**Day wise training schedule**

The Bidder has to provide a day wise detailed training schedule along with Bid document.

**(Signature of Authorized Person)**

Date:

**Schedule F**

**Facilities available in the Training Venue**

<b>S no</b>	<b>Proposed facility</b>	<b>Specify Y/N or the required information</b>
1	Provision of training hall to accommodate 40 (Forty) participants per batch	
2	Numbers of adequate functional fans in the hall	
3	Number of adequate lights in the hall	
4	Is their proper ventilation in the hall	
5	Does the training hall have mats as required for providing such trainings to ensure minimal injury to the trainees	
6	Number of functional toilets in the training academy/venue	
7	Are their security cameras in the training venue	
8	Is there a security person in the center	
9	Does the center have boundary wall and a main gate with locking system	
10	Any other facility/ system that would like to be mentioned specifically	

**(Signature of Authorized Person)**

Date:

**Schedule G**

**Self-declaration as a compliance of the clause 5.3 C**

**(Signature of Authorized Person)**

Date:

**Schedule H  
Financial Bid**

Please provide your proposed cost in the table below. Cost per batch for a total of 40 (Forty) participants for 10 days.

All in INR.

S. No	Budget Head	Unit cost	Total cost (for 10 days)
1	Venue cost per batch (for 10 days)		
2	Cost of trainer per batch (Minimum 4 trainers per batch)		
3	Uniform cost per batch (total 40 participants)		
4	Cost of medical screening per batch (total 40 participants)		
5	Materials and miscellaneous cost including certificates per batch		
<b>TOTAL COST (Inclusive of tax)</b>			

Total cost in words (INR) .....

**(Signature of Authorized Person)**

Date: