



District Mineral Foundation Trust

Angul, Odisha, PIN – 759122

Tele: 06764 – 230745 / E – mail: dmfangul@gmail.com



DMFT
Angul, Odisha, PIN – 759122
District Mineral Foundation Trust

RFP No. - 151

Date: 27/02/2023

Request for Proposal (RFP)

District Mineral Foundation Trust (DMFT), Angul invites RFP from interested eligible agencies for "Selection of Agency for the Development of Circular Economy Roadmap for Infrastructure & Allied Sectors in Angul District" as detailed in the bid document. The complete RFP is available in the district website, i.e. www.angul.nic.in. Details of the schedule are given below:

Request for Proposal (RFP) document made available to the applicants	27 th February' 2023
Last date for receiving of queries, if any	10 th March' 2023 up to 5.00 P.M. to e – mail ID: dmfangul@gmail.com
Pre – bid meeting, if required	14 th March' 2023 at 11.00 A.M.
Clarification to queries, if any	17 th March' 2023 will be published in www.angul.nic.in
Last date for submission / receipt of Technical and Financial Proposal (Seal Envelop)	31 st March' 2023 (5.00 P.M.)
Opening of Technical Proposals & Technical Presentation	Will be communicated latter
Opening of Financial proposals of applicants who qualified in Technical Proposal / Bid	Will be communicated after opening of Technical Bid Documents & Presentation.
Letter of Award	To be intimated to selected Agency
Start Date	To be intimated to selected Agency
Method of Selection	QCBS (80:20)
Ernest Money Deposit (EMD)	Rs.5,00,000/- (Rupees five lakh) only in the form of Demand Draft in favour of The Collector & Chairperson – Cum - Managing Trustee, DMF, Angul payable at Angul.
Bid Cost	Rs.10,000 (Rupees ten thousand) only in the form of Demand Draft to be drawn in favor of The Collector & Chairperson – Cum - Managing Trustee, DMF , Angul, drawn on any Scheduled Bank , payable at Angul.
Mode Submission of Bid Document	Bid document are to be submitted by Speed Post / Registered Post (India Post) only.
Address for Communication / submission of Proposal	The CDO, ZP – cum - Chief Executive, District Mineral Foundation Trust, Redcross Bhawan, Collectorate Campus, Angul, Odisha, PIN – 759122, Tel. No. – 0674 – 230745, E – mail: dmfangul@gmail.com

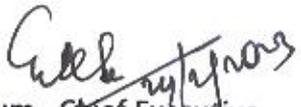
Memo No: 152 Date: 27/02/2023

Copy forwarded to ADM, Angul for information. He is requested to display the RFP on the notice board of the District Office.


CDO, ZP – cum - Chief Executive,
DMFT, Angul

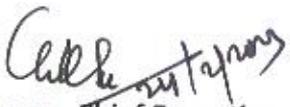
Memo No: 153 /2017, Date: 27/02/2023

Copy forwarded to All Sub – Collectors of Angul District / All BDOs of Angul District/ All Tahasildars of Angul District/All Executive Officers, ULBs for information. They are requested to publish the RFP on the notice board of their respective offices.


CDO, ZP – cum - Chief Executive,
DMFT, Angul

Memo No: 154 Date: 27/02/2023

Copy to DIO, NIC, Angul for information & necessary action. He is requested to web hoist the RFP regarding selection of an agency for "Selection of Agency for the Development of Circular Economy Roadmap for Infrastructure & Allied Sectors in Angul District" in www.angul.nic.in from 27.02.2023 to 31.03.2023 (5.00 P.M.)


CDO, ZP – cum - Chief Executive,
DMFT, Angul

Request for Proposal (RFP)

Selection of Organization/ Agency for Development of CIRCULAR ECONOMY ROADMAP FOR INFRASTRUCTURE & ALLIED SECTORS IN ANGUL DISTRICT



**District Mineral Foundation Trust,
Angul
Govt. of Odisha**

**Tele No. -06764-230745
Email: dmfangul@gmail.com**

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Bidder Data Sheet

S.No.	Particular	Details
1.	Name of Client	The Collector & Chairperson – cum - Managing Trustee, DMFT, Angul, Distict - Angul, Government of Odisha
2.	Method of Selection	Quality and Cost Based Selection (QCBS) Method (80:20)
3.	Availability of RFP Document	https://angul.nic.in
4.	Date of Issue of RFP	27/02/2023
5.	Deadline for submission of Pre-Bid Query, if any	10/03/2023 (5.00 P.M.)
6	Pre – Bid Meeting, if required	14/03/2023 (11.00 A.M.) at Collectorate Conference Hall.
6.	Issue of Pre-Bid Clarifications if any	By 17/03/2023 Visit www.angul.nic.in for details.
7.	Last date for submission & receipt of Bid Documents	31/03/2023 (5.00 P.M.)
8.	Date of opening of Technical Proposal	Will be communicated to the Bidders
9.	Date of Technical presentations by Bidders	Will be communicated to the Bidders

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10.	Date of opening of Financial Proposal	Will be communicated to the Bidders
11.	Bid Processing Fee (Non-Refundable)	<p>INR 10,000 (Rupees Ten Thousand Only) in the shape of Demand Draft in favour of The Collector & Chairperson -cum-Managing Trustee, District Mineral Foundation Trust (DMFT) Angul, drawn on any scheduled bank, payable at Angul.</p> <p>The Bid Processing Fee shall be submitted along with the 1st Inner Envelope of the Technical Proposal.</p>
12.	Earnest Money Deposit (EMD)	<p>INR 5,00,000/- (Rupees five lakhs only) in the form Demand Draft in favour of the Collector & Chairperson – Managing Trustee, DMFT, Angul drawn from any Scheduled Bank and payable at Angul.</p> <p>The EMD shall be submitted along with the 1st Inner Envelope of the Technical Proposal.</p>
13.	Address for submission of Proposal/Bid documents	The CDO, ZP-cum-Chief Executive, DMFT, DMF Cell, At - Redcross Bhawan, Collectorate Campus, Angul-759122, Odisha
14.	Place of Opening of Proposal	Collectorate Conference Hall, Angul
15.	Mode of Submission	Speed Post / Registered Post only to the address as specified above during the office hour. Submission of bid documents through any other mode and late bid will be rejected.

SECTION-I

Letter of Invitation

Letter of Invitation

Ref No:

Dated:

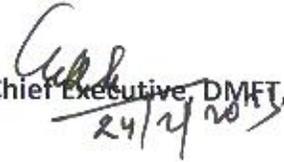
Name of Assignment: Selection of Agency for the Development of Circular Economy Roadmap for Infrastructure & Allied Sectors in Angul District.

1. The District Collector & Chairperson – cum – Managing Trustee, District Mineral Foundation Trust, Angul, Govt.of Odisha (The Client) invites sealed proposal from eligible bidders for **“Selection of Agency for the Development of Circular Economy Roadmap for Infrastructure & Allied Sectors in Angul District”**. Details on the proposed RFP are provided at Section-3. Terms of Reference (ToR) of this RFP Document.
2. A bidder will be selected under QCBS method (80:20) as prescribed in the RFP document.
3. The proposal, complete in all respects as specified in the RFP Document must be accompanied with a Non-refundable amount of Rs.10,000/- (Rupees Ten Thousand only) towards Bid Processing Fees and EMD of Rs.5,00,000/- (Rupees Five Lakhs only) in the shape of Demand Draft in favor of “ The Collector & Chairperson – cum – Managing Trustee, DMFT, Angul”, drawn on any scheduled bank and payable at Angul, Odisha failing which the bid will be rejected. EMD of unsuccessful bidder will be refunded after signing of contract with the selected bidder.
4. The proposal must be delivered at the specified address as per the Bidder Data Sheet by Speed post / Registered Post only. The Client shall not be responsible for postal delay or any consequence. Submission of proposal through any other modes will be rejected.
5. The last date and time for submission of proposal completed in all respects is 31/03/2023 (5.00 P.M.) and the date of opening of the technical will be communicated to bidders stating to attend the bid opening meeting at the specified address as mentioned in the Bidder Data Sheet. Representatives of the bidders may attend the meeting with a due authorization letter on behalf of the bidder.
6. This RFP includes following sections:
 - a) Letter of invitation (Section-I)
 - b) Instructions to the Bidder (Section-II)
 - c) Terms of Reference (Section-III)
 - d) Technical Proposal Submission Forms (Section -IV)
 - e) Financial Proposal Submission Form (Section-V)
 - f) Annexure (Section-V)

7. While all the information / data given in the RFP are accurate within the consideration of scope of the proposed assignment to the best of the Client's Knowledge, the Client holds no responsibility for accuracy of information, and it is the responsibility of the Bidder to check the validity of information / data included in this RFP. The Client reserves the right to accept/reject any/all proposals/cancel the entire selection process at any stage without assigning any reason thereof.

**By Order of The Collector & Chairperson -cum- Managing Trustee,
District Mineral Foundation Trust, Angul**

CDO, ZP – cum -Chief Executive, DMFT, Angul

Handwritten signature in black ink, appearing to be 'G. S. S.', with the date '24/2/20' written below it.

SECTION-II
Instruction to bidder

1. Pre - Qualification Criteria:

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

Sl. No.	Basic Requirement	Specific Requirement	Documents Required
1	Registration	The bidder shall be a legal entity registered as Firm / Trust / Society / Company to operate within India for at least 10 years as on March '22.	Copy of registration/ Certificate of Incorporation
2	Project Execution Experience	The bidder should be a reputed organization with a track record of providing consultancy / project execution services for climate change, green construction technology, low carbon strategy, MSME, mining restorations, etc. for more than 10 years for Central Government Ministries & Departments / State Government Departments / PSUs and international organizations.	Copy of completion certificate/ Agreement / Work Order.
		Experience regarding execution of minimum 03 nos. of similar projects.	Details to be submitted in Tech Form – 5.

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3	Turnover	The bidder must have an average annual turnover of at least Rs. 5.00 Crore during the three financial years (2019 - 20, 2020 - 21 and 2021 - 22) from consultancy / project execution practices.	The bidder shall enclose a certificate from its Statutory Auditor regarding average annual turnover. If the bidder does not have a statutory auditor, it shall provide the requisite certificate(s) from the firm of Chartered Accountants
4	Institutional Strength	The bidder should have minimum 20 numbers of technical manpower within pay roll, having qualification as graduate and above. The Team leader for the proposed assignment should have a minimum of 15 years of experience in the relevant field, in their payroll as on 31.03.2022, which must be duly certified by the bidder.	Certificate from HR & Authorized signatory declaring the number of resources on payroll.
5	PAN/GST	Must be registered under GSTN	Copy of PAN /GSTN must be submitted.
6	EMD	INR 5,00,000/- (Rupees five lakhs only) in the form Demand Draft in favour of the Collector & Chairperson – Managing Trustee, DMFT, Angul drawn from any Scheduled Bank and payable at Angul.	Original Demand Draft to be submitted.
7	Bid Processing Fees	The Bidder must submit the Bid Processing Fee/Cost of Rs.10,000 (Rupees Ten Thousand Only) in the form of demand draft in favour of The Collector & Chairperson -cum- Managing Trustee, District Mineral Foundation Trust (DMFT) Angul, drawn on any scheduled bank,	Original Demand Draft to be submitted.

		payable at Angul.	
8.	Not Blacklisted	The applicant(s)/bidder(s) should not be blacklisted by the Central Govt./State Govt./any other Govt. body.	Affidavit by the Authorized signatory stating not blacklisted.
9.	Power of Attorney	A power of Attorney in the name of the signatory Authority of the proposal. Copy of Board resolution is acceptable.	Original Power of Attorney / copy of the Board resolution must be submitted.
10.	Self-Declaration regarding Conflict of Interest	Declaration with reference to clause no-14 of RFP.	Original copy of declaration must be submitted.
Any Kind of Joint Venture/Consortium is not allowed			

2. Documents/formats for submissions along with Technical Proposal

The Bidder must furnish the following documents duly signed in along with their Technical Proposal.

- Filed in Bid Submission Checklist in original (Annexure-I)
- Covering Letter (TECH-1) on Bidder's letterhead requesting to participate in the selection process
- Bid Processing Fees and EMD (As applicable)
- Copy of Registration/Incorporation
- Copy of PAN
- Copy of Goods and Services Tax Identification Number (GSTIN)
- Copies of IT Return for at least three financial years (FY 2019-20, 2020-21 and 2021-22)

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- General details of Bidder (TECH-2)
- Financial Details of the Bidder (TECH-3) along with the supportive documents as applicable duly signed as per the instructions.
- Power of Attorney (TECH-4) in favor of the person signing the bid on behalf of the bidder or Board of Directors.
- List of completed / on-going assignments in the development sector (Past Experience Details: TECH-5) along with copies of agreement/work orders/ completion certificate from previous Clients.
- Self-Declaration regarding Conflict of Interest (TECH-6)

Bidders should submit the required supporting documents as mentioned above. Bids not conforming to the eligibility criteria and non-submission of required documents as listed above will lead to rejection of the Bid. Submission of forged documents will also result in rejection of bid. Bidders are advised to study all instructions, forms, terms & conditions, and other important information as mentioned in the RFP document. The proposal must be completed in all respects, indexed and hardbound. Each page should be numbered and signed by the authorized representative.

3. Bid Processing Fee

The Bidder must furnish the required bid processing fee amounting to Rs. 10,000 (Rupees Ten Thousand Only) in the shape of demand draft in favour of The Collector & Chairperson -cum- Managing Trustee, District Mineral Foundation Trust (DMFT) Angul, drawn on any scheduled bank, payable at Angul as a part of Technical Proposal. Proposals received without a bid processing fee will be rightly rejected.

4. Earnest Money Deposit (EMD)

The bidder must furnish an Earnest Money Deposit (EMD) amounting to INR 5,00,000/- (Rupees Five Lakhs only) in shape of Demand Draft in favor of " The Collector & Chairperson – Cum - Managing Trustee, District Mineral Foundation Trust, Angul" payable at Angul.

The EMD of unsuccessful bidders shall be refunded after finalization of selection process and awarding of contract. The EMD of the successful bidder will be released only after furnishing of the required Performance Bank Guarantee (PBG) and signing of the contract. The EMD will be forfeited on account of the following reasons:

- Bidder withdraws its proposal during the bid validity period as specified in RFP
- Bidder does not respond to requests for clarification of its proposal.
- Bidder fails to provide required information during the evaluation process or is found to be non- responsive or has submitted false information in support of its qualification.
- If the bidder fails to :
provide any clarifications to the Client

agree to the decisions of the contract negotiation meeting
sign the contract within the prescribed time period
furnish required Performance Bank Guarantee in time.

Any other circumstance which holds the interest of the Client during the overall selection process.

5. Validity of Proposal

Proposals shall remain valid for the 180 days from commencing with the deadline for submission of Proposals as prescribed by DMFT.

6. Pre-Proposal Clarification

Interested Bidders may seek clarification on any of the provisions in the RFP document through e-mail to dmfangul@gmail.com. Response to all clarifications received through e-mail and shall be taken up in pre-bid meeting and clarifications/amendments will be shared on the website: www.angul.nic.in.

7. Submission of Proposal

The Bidder must submit their proposals by registered post/Speed Post Only to the specified address on or before the last date and time for submission of proposals as mentioned in the Bidder Data Sheet. The Client will not be responsible for any Postal delay/ any consequence in receiving the proposal. The proposal must be submitted in two parts. Each part should be separately bound with no loose sheets. Each page of the two parts should be page numbered and in confirmation to the eligibility confirmations and clearly indicated using an index page. The Client will not consider any proposal that arrives after the deadline as prescribed in the Bidder Data Sheet. Any proposal received after the deadline will be out rightly rejected by the Client. The procedure of the proposal submission is described below:

1. Technical Proposal (Original + 1 Copy):

The envelope containing the technical proposal shall be sealed and superscripted as "**Technical Proposal-Circular Economy Roadmap for Infrastructure & Allied Sectors in Angul District**" and to be furnished inside one big envelope. The duly filled-in technical proposal submission forms, with all the supportive documents and information must be furnished as part of technical proposal.

2. Financial Proposal (Original):

The envelope containing the financial proposal shall be sealed and superscripted as "**Financial Proposal - Circular Economy Roadmap for Infrastructure & Allied Sectors**"

in Angul District". The duly filed in financial proposal submission forms should contain the detailed price offer for the proposed assignment and to be furnished as per the prescribed format only.

The "Technical Proposal" and "Financial Proposal" must have to be submitted in two separate sealed envelopes (with respective making in bold letters) along with the prescribed formats / information mentioned in the RFP document. The first envelope must be marked as **"TECHNICAL PROPOSAL (Circular Economy Roadmap for Infrastructure & Allied Sectors in Angul District)"**.

The second envelope must be marked as **"FINANCIAL PROPOSAL (Circular Economy Roadmap for Infrastructure & Allied Sectors in Angul District)"** and it should contain Financial Proposal only. Both the above envelopes must be sealed and placed inside a third main envelope with proper labeling.

Any deviation from the prescribed procedures/ information/ format/ conditions shall result in out-right rejection of the proposal. All the pages of the proposal must be sealed and signed by the authorized representative of the bidder. Bids with any conditional offer shall be summarily rejected. All pages of the proposal must have to be sealed and signed by the authorized representative of the bidder. Any conditional bids will be rejected.

8. Opening of the Proposal

The FIRST ENVELOPE containing Technical Proposal will be opened in the initial stage by the Bid Evaluation Committee in presence of the bidder's representative at the location, date specified in the Bidder Data Sheet. The Client will constitute a Bid Evaluation Committee (BEC) to evaluate the proposals submitted by the bidders. Only one representative with a proper authorization letter from the participating bidder will be allowed to attend the bid opening meeting. The SECOND ENVELOPE containing FINANCIAL PROPOSAL only of the technically qualified bidders will be opened after completion of technical evaluation process. The date for opening of the financial proposal will be intimated according to the technically qualified bidders.

9. Evaluation of Proposal

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

- **Preliminary Evaluation (1st Stage) ***: Preliminary evaluation of the proposals will be done to examine whether the proposal complies with the prescribed eligibility criteria condition and the requisite documents/information have been

properly furnished by the bidder or not. Submission of following documents/information will be verified:

- “ Filed in Bid submission Check List in Original (**Annexure-I**)
- “ Covering letter (**TECH 1**) on bidder's letterhead requesting to participate in selection process
- “ Bid Processing Fee and EMD as applicable
- “ Copy of Certificate of Incorporation/Registration
- “ Copy of PAN
- “ Copy of Goods and Services Tax Identification Number (GSTIN)
- “ Copies of IT Return for at least three financial years (**FY 2019-20, 2020-21, 2021-22**)
- “ General details of Bidder (**TECH-2**)
- “ Financial Details of the Bidder (**TECH-3**) along with the supportive documents as applicable duly signed as per the instructions
- “ Power of Attorney (**TECH-4**) in favor of the person signing the bid on behalf of the bidder or Board of Directors.
- “ Self-Declaration regarding Conflict of Interest (**TECH-6**)
- “ List of completed/ongoing assignments in the development sector (Past Experience Details: **TECH-5**) along with copies of agreement/work orders/ completion certificate from previous Clients.
- “ Self-Declaration regarding Conflict of Interest (**TECH-6**)
- “ Duly filed in Technical Proposal Forms (**TECH 7 to 9**)
- “ All the pages of the proposal and enclosures/attachments are signed by the authorized representative of the bidder.

*Bids not complying with any of the above requirements will be out rightly rejected at the discretion of the Client's authority or as decided by the client.

- **Technical Evaluation (2nd Stage):** Technical proposal will be opened and evaluated for those bidders who qualify the preliminary evaluation stage. Detailed evaluation process as per the following parameters will be adopted for proposal evaluation:

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Sl. No.	Criteria	Maximum Marks
1	<p>Experience of the Bidder: Minimum 10 years of relevant experience for providing consultancy / Project execution of similar type to Central Government Ministries & Departments / State Government Departments / PSUs / District Administrations and international organizations as prescribed in the minimum eligibility criteria:</p> <p>No marks up to 10 years and 2 marks for each additional year, subject to a maximum of 10 marks. Necessary work order/ contract copy need to be submitted in support of the same.</p>	10
2	<p>Turnover: The bidder must have an average annual turnover of at least INR. 5.00 Crore during the three financial years (2019 - 20, 2020 - 21 and 2021 - 22) from consultancy / project execution practices.</p> <p>Less than INR.5.00 Crore: 0 Marks INR.5.00 Crore to INR.7.50 Core : 10 Marks More than INR.7.50 Crore : 15 Marks</p>	15
3	<p>Experience regarding execution of minimum 03 nos. of similar projects: Up to 3 nos. of similar project – 0 marks From 4 nos. to 7 nos. of similar project – 05 marks More than 07 nos. of similar project – 10 Marks</p>	10
3	<p>Institutional Strength: The bidder should have minimum 20 numbers of technical manpower within pay roll, having qualification as graduate and above. The Team leader for the proposed assignment should have a minimum of 15 years of experience in the relevant field, in their payroll as on 31.03.2022, which must be duly certified by the bidder. Note- Organization to depute additional manpower as required ensuring adherence to timeline.</p> <p>Less than 20 nos. : 0 Marks 20 Nos. to 30 Nos.: 10 Marks More than 30 Nos. : 15 Marks</p>	15

4	<p>Team Experience (Key Personnel)</p> <p>i. Project Lead (1 no.) - M.Sc. or PhD in Ceramics/ Chemistry/ Geology/ Environmental Science/Civil Engg. / Mechanical Engg. / Environmental Engg. with minimum 15 years of experience in Project management and coordination: 5 marks for 15 years and 1 mark for one additional year, subject to a maximum of 5 marks.</p> <p>ii. Policy Lead (1 no.) - M.Sc. or PhD in Chemistry/Physics/Environmental Science/Civil Engg. / Mechanical Engg./Environmental Engg. with 10 - 15 years of relevant experience/ engagement in state government. 1 mark for one additional year, subject to a maximum of 5 marks.</p> <p>iii. Technical Lead (3 no.) – M.Sc. or PhD in Science/ Engg. with 10-15 years of experience in similar project implementation and management: 1 mark for one additional year, subject to a maximum of 5 marks.</p> <p>Note- Organization/agency to ensure that the strength of resources is aligned to meet the timeline.</p>	10 5 5
5	<p>Technical Proposal & Presentation</p> <p>Adequacy and quality of the proposed methodology, and work plan in responding to the Terms of Reference (TORs)</p>	30
	<p>Total (1+2+3+4+5)</p>	100

All the team members of the proposed work are expected to be deployed on full-time for a period of 3 years at DMFT Angul, Odisha subject to annual renewal upon satisfactory performance. None of the team members should engage in any other engagement while being deployed in the project. The successful bidder is responsible for setting up an office / work place with all required infrastructure and equipment. The client will not bear any expenditure relating to the day to day maintenance of the office set –up by the organization.

Note: Bidders scoring above 60 marks from total (100 marks) in the technical evaluation process will be called for the financial evaluation process.

- **Financial Evaluation (3rd Stage):** The financial proposals of only those bidders qualifying the technical evaluation process (2nd Stage) shall be opened in the presence of the bidder's representative who wishes to attend the meeting with a proper authorization letter. The name of the bidder along with the quoted financial price will be announced during the meeting.

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10. Evaluation Process:

Quality and Cost Based Selection (QCBS) methods will be followed during the overall selection process. Based on the evaluation of technical proposals, the technically qualified bidders shall be ranked highest to lowest Technical Score (ST) in accordance with the marks obtained during the technical evaluation stage. There shall be 80% weightage to technical score and 20% weightage to financial score. The financial bids of technically qualified bidders will be opened on the prescribed date in the presence of bidder's representatives.

The individual bidder's financial score (SF) will be evaluated as per the formula given

below: $SF = [F_{min} / F_b] * 100$ (rounded off to 2 decimal places)

where,

SF= Normalized financial score of the bidder under consideration
Fmin=Minimum financial quote among the technically qualified bidders
Fb= Financial quote of the bidder under consideration

Combined Score (S) = $ST * 0.8 + SF * 0.2$

Where ST = Technical score secured by the bidder. Where SF = Financial score secured by the bidder. The bidder securing the highest evaluated Combined Score(S) will be awarded the contract observing due procedure.

The bid price will include all the taxes as applicable and shall be in Indian Rupees. Prices quoted in the bid must be firm and final and shall not be subject to any modifications on any account whatsoever. In case of a tie, the bidder having higher technical score will be considered the preferred bidder.

11. Performance Bank Guarantee (PBG):

Within 15 days of notifying the acceptance of a proposal for award of contract, the qualified bidder shall have to furnish a Performance Bank Guarantee amounting to 5% of the contract value from a Scheduled bank in favor of "The Collector & Chairperson – cum – Managing Trustee, DMFT, Angul", as per the format at Annexure-II, for a period of three months beyond the entire contract period (i.e, PBG must be valid from the date of effectiveness of the contract to a period of 3 months beyond the contract period) as its commitment to perform services under the contract. Failure to comply with the requirements shall constitute sufficient grounds for the forfeiture of the PBG. The PBG shall be released immediately after three months of expiry of contract provided there is no breach of contract on the part of the qualified bidder. No interest shall be paid on the PBG.

12. Contract Negotiation:

Contract negotiation, if required will be held at a date, time and address as intimated to the selected bidder/s. The bidder will, as a prerequisite for the attendance at the negotiations, confirm availability of all the proposed staff for the assignment. Representatives conducting negotiations on behalf of the bidder must have written authority to negotiate and conclude a contract. Negotiation will be performed covering technical and financial aspects, if any and availability of proposed professionals etc.

13. Award of Contract:

After completion of the contract negotiation stage, the Client will notify the successful bidder in writing by issuing an offer letter for signing the contract and promptly notifying all other bidders about the result of the selection process. The successful bidder will be asked to sign the contract after fulfilling all the formalities within 7 days of assurance of the offer letter. After signing of the contract, no variation or modification of the terms of contract shall be made except by written amendment signed by both the parties. The contract will be valid for 3 years from the date of effectiveness of the contract subject to annual renewal upon satisfactory performance of the agency / resources deployed. However, the decision of the Client will be final in this regard. After execution of the contract, the agency must immediately submit the CVs of the suitable resources of the Competent Authority for vetting and development of suitable resources within 15days.

14. Conflict of Interest:

Conflict of interest exists in the event of:

- (i) Conflicting assignments, typically monitoring and evaluation of the same project by the eligible Bidder.
- (ii) Bidder who has a business or family relation with the Client directly or indirectly.
- (iii) Practices prohibited under the anti-corruption policy of the Government of India and Government of Odisha.

15. Disclosure:

1. Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the Bidder or termination of its Contract.
2. Bidders must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency or the financial standing of the Bidder, including but not limited to appointment of any officer such as a receiver in relation to the Bidder's personal or business matters or an arrangement with creditors, or of any other similar proceedings

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3. Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:
 - a) a criminal offense or other serious offense involving the activities of a criminal organization, or where they have been found by any regulator or professional body to have committed professional misconduct.
 - b) Corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract.
 - c) Failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

16. Anti-Corruption Measure:

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

17. Language of Proposals:

The Proposal and all related correspondence exchanged between the Bidder and the Client shall be written in the English language. Supporting documents and printed literature that are part of the Proposal may be in another language provided they are accompanied by an accurate translation of the relevant passages in English with self- certification for accuracy, in which case, for the purposes of interpretation of the Proposal, the translated version shall govern.

18. Cost of Bidding:

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

19. Legal Jurisdiction:

All legal disputes are subject to the jurisdiction of Hon'ble High Court, Odisha, Cuttack and Civil Court of Angul only.

20. Governing Law and Penalty Clause:

The schedule given for delivery is to be strictly adhered to in view of the strict time schedule. Any unjustified and unacceptable delay in delivery shall render the bidder liable for liquidated damages and thereafter the Client holds the option for cancellation of the contract for pending activities and complete the same from another agency. The Client may deduct such sum from any money from their hands due or become due to the bidder. The payment or deduction of such sums shall not relieve the bidder from his obligations and liabilities under the contract. The rights and obligations of the Client and the bidder under this contract will be governed by the prevailing laws of Government of India/Government of Odisha. Failure on bidder's part to furnish the deliverables as per the agreed timeline will enforce a penalty @ 1% per week subject to maximum of 10% of the total contract value. The amount will be deducted from the subsequent payment. In addition, the PBG amount shall also be fortified. The decision of the authority placing the contract, whether the delay in development has taken place on account of reasons attributed to the bidder, shall be final.

21. Confidentiality:

Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the bidders who submitted the proposals or to other persons not officially concerned with the process, until the publication of the award of contract. The undue use by any Consultant of confidential information related to the [process may result in rejection of its proposal and may be subject to the provisions of the Client's antifraud and corruption policy. During the execution of the assignment except with prior written consent of the Client, the consultant or its personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the contract.

22. Amendment of the RFP Document:

At any time before submission of proposals, the Client may amend/modify the RFP by issuing an addendum through NIC Angul website. Any such addendum will be binding on all the bidders. To give bidders reasonable time in which to take an addendum into account in preparing their proposals, the Client may, at its discretion, extend the deadline for the submission of the proposals.

23. Client's Right to Accept any Proposal, and to Reject any or all Proposals:

The Client reserves the right to accept or reject any Proposal, and the bidding process and reject all Proposals at any time prior to Contract award, without thereby incurring any liability to the Bidders. Decision of the client is binding on all concerned.

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24. Copyright, Patents, and other Proprietary Rights:

DMFT, Angul, Government of Odisha shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights and trademarks, about Documents and other materials which bear a direct relation to or are collected in consequence or during the execution of this contract. At the Client's request, the agency shall take all necessary steps to submit them to the Client in compliance with the requirements of the contract.

25. Replacement of Key Personnel/Team Members:

The key professionals to be deployed under this contract are expected to be dedicated for the entire contract period. However, the change will be allowed under following circumstances only after due approval.

1. In case of non-satisfactory performance of any of the assigned personnel, the client reserves the right to request for a replacement. Once a request is raised, the agency must provide the CV and other qualifications and details of the replacement personnel to permit evaluation within 15days. On receipt of such CVs, the Client must process the same within 7 days and communicate its approval/rejection. In case of failure to provide replacement personnel within 15 days of communication of the request for a change to the satisfaction of the client. The Client reserves the right to not make payment for the resource and the resource may be treated as withdrawn after communication of such rejection.
2. Under unavoidable circumstances of one or more key personnel becoming unavailable/leave the project for any reason there off, the consultant must notify the client at least 15 days in advance, explaining the circumstances necessitating the proposed replacement and submit jurisdiction and qualifications of replacement personnel in sufficient detail to permit evaluation of the impact on the engagement. On being duly satisfied, the request for change may be approved/rejected by the client within 7 days of receipt of the same.
3. Once the proposal for replacement is accepted, the agency must replace the professional within 15days of the communication of such approval. Client reserves the right to invoke the right to claim liquidated damages in case of failure of the agency to provide replacement personnel to the satisfaction of the Client after 2 attempts.
4. Further, acceptance of such replacement by the client shall not relieve the agency from further responsibility for failure to meet the requirements of the contract. Any change in key personnel without due approval by the Authority will lead to implications of liquidated damages of up to 10% of the contract value.

26. Force Majeure:

For purposes of this Clause, "Force Majeure" means an event beyond the "reasonable" control of the Agency and not involving the Agency's fault or negligence and not foreseeable. Such events may include, but are not limited to wars or revolutions, fires, floods, riots, civil commotion, earthquake, epidemics, Acts of God & acts of Government of India in their sovereign capacity. If a Force Majeure situation arises, the agency shall promptly notify the client in writing of such condition, the cause thereof and the change that is necessitated due to the condition. Until and unless otherwise directed by the client in writing, the agency shall continue to perform its obligations under the contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The agency shall advise the client in writing, the beginning, and the end of the above causes of delay, within 7 days of the occurrence and cessation of the Force Majeure condition. In the event of a delay lasting for more than one month, if arising out of causes of Force Majeure, clients reserve the right to cancel the contract without any obligation to compensate the agency in any manner for whatsoever reason.

27. Settlement of Disputes:

The client and agency shall make every effort to resolve amicably, by direct informal negotiation, any disagreement or dispute arising between them under or in connection with the contract within 30 days from the commencement of such informal negotiation. All dispute resolution proceedings shall be held at Angul, Odisha, and the language of such proceedings and that of all documents and communications between the parties shall be in English. The Collector & Chairperson- Cum – Managing Trustee, DMFT, Angul, Govt. of Odisha will be the final authority to resolve the dispute arising between the client and agency.

28. Disqualification of Proposal:

The proposal is liable to be disqualified in the following cases as listed below:

1. Proposal submitted without Bid Processing Fee
2. Proposal not submitted in accordance with the procedure and formats as prescribed in the RFP.
3. During validity of the proposals, or its extended period, if any, the bidder increases the quoted prices.
4. Proposal is received in incomplete form
5. Proposal is received after the due date and time for submission of bid.
6. Proposal is not accompanied by all the requisite documents/information.
7. Bids with any conditional technical and financial offer.
8. If the bidder provides any assumptions in the financial proposal or qualifies the commercial proposal with its own conditions, such proposals will be rejected even if the commercial value of such proposals is the lowest/best value.

9. Proposal is not properly sealed or signed.
10. Proposal is not conforming to the requirement of the scope of the work of the assignment.
11. Bidder tries to influence the proposal evaluation process by unlawful/corrupt/fraudulent means at one or any point of time during the bid process.
12. If, any of the bid documents, excluding the commercial bid, submitted by the bidder is found to contain any information on price, pricing policy, pricing mechanism or any information indicative of the commercial aspects of the bidders or any person acting on its behalf indulges in corrupt and fraudulent practices.
13. Any other condition/situation which holds the paramount interest of the Client during the overall selection process.

29. Competent Authority:

The Collector & Chairperson- Cum – Managing Trustee, DMFT, Angul, Govt. of Odisha shall be the competent authority for this purpose. The powers of the Competent authority will be as under:

1. May amend the RFP documents during the proposal evaluation process. Any amendments will be conveyed to the short-listed agency.
2. Modify scope of work at the time of the awards of the contract. Such modifications will be discussed and agreed with the agency.
3. At discretion during evaluation of bids, request an Agency for clarification on its proposal. This request will be in writing and the agency should respond in writing. No change in price or substance of the bid shall be sought, offered, or permitted at this stage.
4. The competent authority reserves the right to accept or reject any/all proposals partially or fully without assigning any reason thereof. The decision of the Competent Authority shall be final and binding on all the Bidders.

30. Termination of the Contact:

The Competent Authority may, by 30 days written notice to the selected agency, suspend/terminate the contract, if the agency fails to perform any of its obligations under this contract (including carrying out of the services as per the Scope of Work/ToR) provided that such notice of suspension:

1. Shall specify the nature of failure and
2. Shall request the agency to make good failure within a specified period from the date of receipt of such notice of suspension by the Bidder.

SECTION - III

Terms of Reference (ToR)

Terms of Reference (ToR)

1. Background:

The need for protecting ecosystems and adopting responsible practices towards the production and consumption of resources is becoming more evident and critical for the benefit and in many cases survival of human and environment across the globe. To address the challenging task of environmental preservation that also generates socio-cultural and economic gains at a regional level, Angul district in Odisha is working on the integration of Circular Economy principles in its developmental strategy. This falls in line with the district's vision for 2023 to emerge as the 'country's best model of mining area development in a challenging environment, with its sustainability embedded in Ecological Protection, Cultural Heritage and Human Development'.

Angul is a resource rich and highly industrialized district located in central Odisha with heavy dependence on mining activity that provides 15% of India's coal and 5% of India's steel in addition to almost 5000MW of power generation. Additionally, Angul is also a highly forested district with 42% of its land covered by forests and 30% is under agriculture. Despite the abundance of resources, the district scores poorly on human development indicators with 22% of the population living below the poverty line, making it a classic case of rich land but poor people. Moreover, Angul has been classified as a critically polluted area by the Central Pollution Control Board. The PM 2.5 level is three times the normal value and the ground water quality and quantity is poor. As per the 2011 Census, 59% of the population is unemployed of which majority are in the age group of 15-59 and employment avenues in the district are insufficient.

This situation necessitates the adoption of integrated strategies for addressing the multi-dimensional challenges of environmentally responsible social and economic growth to transition to an Inclusive Green Economy (IGE). Such a transition prioritizes resource efficiency and responsible production practices combined with equitable and sufficient access to decent work and livelihood opportunities. The Circular Economy model further strives to make business models more circular and maximize the retention of resources within the value chain at their highest value through enhanced cycles of reuse, repurposing, repair and refurbishing, remanufacturing, and recycling.

Thus, District Mineral Foundation Trust seeks a competent organization for outlining potential interventions based on detailed studies and innovative delivery models for appropriate solutions for the integration of circularity principles into the infrastructural development at a district level, along with requisite capacity building of stakeholders to effectively implement the same, as well as providing support to local enterprises. This potential is based on the current profile of the district with respect to ongoing initiatives as well as projects planned in the future, various socio-ecological parameters and the current situation of industrial plants as well as planned infrastructural development in the district over the coming years.

2. Purpose:

The overall goal of this project is the Integration of Inclusive Green Economy (IGE) principles and solutions in ongoing and planned infrastructure development projects in Angul District. The mandate is to move towards a circular economy model that strives to make business models more circular and maximize the retention of resources within the value chain at their highest value through enhanced cycles of reuse, repurposing, repair and refurbishing, remanufacturing, and recycling. This mandate to integrate circularity would be fulfilled while creating local jobs through local enterprise-based delivery mechanisms for products and services. Therefore, to address the key priority areas such as unsustainable infrastructure development, inadequate management capacity of industrial wastes as well as municipal wastes especially C&D waste and plastic waste along with an overarching need for livelihood generation. With the multitude of interventions for effectively minimizing environmental impacts at scale. Hence a detailed project is to be implemented in Angul District.

3. Key Intervention areas:

The key areas of intervention are as follows –

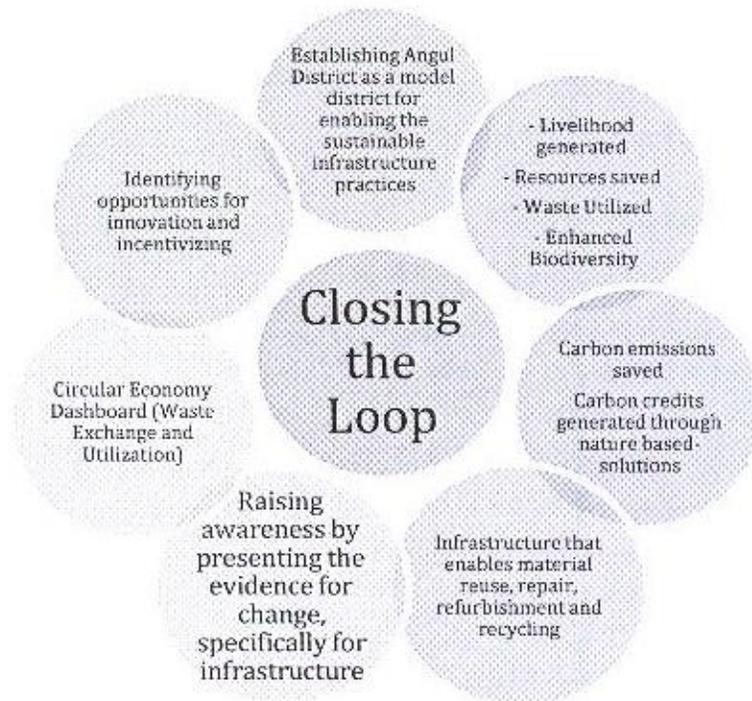
- Utilization of Construction & Demolition Waste, Industrial Waste, other wastes in Infrastructure Development (plastic waste, mining waste, hazardous waste, solid waste)
- Green Building Strategies
- Policy Frameworks for Mainstreaming Circularity
- Eco-restoration of mining areas
- Carbon credit Trading

4. Scope of Work / Job Responsibility:

4 (i) The scope of work covers a detailed study and guidance for “Integration of Inclusive Green Economy (IGE) principles and solutions in ongoing and planned infrastructure development projects in Angul District”. The mandate is to move towards a circular economy model that strives to make business models more circular and maximise the retention of resources within the value chain at their highest value through enhanced cycles of reuse , repurposing, repair and refurbishing, remanufacturing and recycling. This mandate to integrate circularity would be fulfilled while creating local jobs through local enterprise-based delivery mechanisms for products and services. The major outcomes expected from the project include:

1	C&D waste and Industrial waste management system established for Angul District
2	Enhanced enterprise development and livelihood generation opportunities
3	Enabling policy frameworks for effective utilization of C&D waste, industrial waste

	and plastic waste at District level
4	Availability of transparent data and improved knowledge sharing
5	Virtual Inventory dashboard established at District Level for waste exchange facilitation
6	Ecological restoration of minor mineral mining areas at District level
7	Enhanced bio-diversity impacts and socio-economic benefits
8	Carbon credit trading potential of the infrastructure & allied sectors assessed for improved revenue generation at District level



4 (ii) Broad outlines of activities: While a detailed proposal identifying the exact scope of the project will be developed by the incumbent technical consultant in consultation with concerned Nodal Experts of DMFT and all project partners.

- Conducting detailed assessments of availability and consumption of primary and secondary resources based on material flow analysis and life cycle analysis approaches, natural capital assessment for economic valuation of materials and resources for data-based decision making.
- Design of appropriate solution for utilizing the land allocated for the C&D Waste Plant for setting up a combined Material Recovery Facility (MRF) for processing C&D waste as well as relevant industrial wastes and municipal wastes such as plastic waste.

through innovative and inclusive business models engaging women's SHGs, MSMEs, and marginalized communities.

- Technical support for identification and mainstreaming of appropriate design solutions to implement green building strategies in public infrastructure projects including schools, jails, health centers, etc. to align with and obtain green building certification.
- Policy planning support for developing frameworks to mainstream circularity including interventions in sustainable procurement policies, fiscal mechanisms and financial incentives, integration with existing policy instruments, etc.
- Technical support for development of virtual platforms in the form of waste exchange portal or circular economy dashboard for tracking and inventorying the availability of secondary resources as well as finished products; creating a circularity tracker for district level.
- Enterprise Development:
 - a. Capacity building for technical skilling and entrepreneurship development
 - b. Improving access to finance for green enterprises to boost entrepreneurship
 - c. Leveraging existing government initiatives to promote green, inclusive growth of MSMEs
- Capacity Building activities with local policy makers, government officials, relevant stakeholders towards circular economy principles and their application in local infrastructure development work as well as for implementation of green building recommendations, including technical support, training of public officials, engineers, as well as skilled and/or unskilled labor.

4(iii) Team Composition:

1. The agency shall hire / engage the qualified and experienced team to be engaged in the contract. The key roles and responsibilities of the team members shall also be provided to the client.
2. The agency should ensure capacity building of resources by providing them regular training/exposure.
3. The agency should develop monitoring tools for performance appraisal of resources deployed as the deliveries of each resource should be target oriented.
4. The agency has bear all expenditure relating to the remuneration and out of pocket expenditure and capacity building trainings/ workshops of the professional team as well as expenditure relating to the day to day maintenances of the office to be set – up for the project. The project cost will be all inclusive and no additional amount will be paid to the agency beyond the contract fees. The below mentioned team is an illustrative. The agency may hire additional manpower for smooth and timely discharging the deliveries & completion of the project.

Sl. No.	Role	Education and Qualification	Key roles and responsibilities
1.	Project Lead (One)	<ul style="list-style-type: none"> ● PhD in Material Science/ Chemistry/ Geology/ 	<ul style="list-style-type: none"> ● Provide effective programme management, human and

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		<p>Environmental Science/Civil Engg. / from a reputed national/international institution</p> <ul style="list-style-type: none"> • Minimum 15 years of relevant work experience related to Materials Research and Management, Project management and monitoring in Govt., public and private sector especially with MSME's and corporates • Experience in implementation of National as well as international project is desirable. • Experience in managing projects in building materials, waste utilization, construction technologies and practices, resource efficient and low carbon technologies and circular economy models. • Proficient in communication and documentation • Experience of working with State Governments in policy and project implementation is desirable. 	<p>financial resources to achieve objectives of the Project and outputs</p> <ul style="list-style-type: none"> • Build, nurture and maintain high performing project team. • Lead and guide the materials research and waste utilization including product development in the project • Undertake action research towards RE and low carbon circular economy models to discover further scope of work in other geographies • Provide technical inputs on resource efficiency principles in building and construction sector • Establish and lead the partnership with large companies for utilization of wastes • Facilitate in documentation and external communication. • Act as a formal channel of communication between selected agency/organization and DMFT. • Ensuring timely deliverables and reporting to DMFT. • Report to Chief Executive Officer, DMFT • Any other assignments as deemed necessary during the implementation of the project
2.	Policy Lead (One)	<ul style="list-style-type: none"> • M.Sc. or PhD in Science/ Engineering / Management from a reputed national/international institution • Minimum 10 years of 	<ul style="list-style-type: none"> • Provide policy planning support for developing frameworks to mainstream circularity in infrastructure sector • Ensure technical support

		<p>relevant work experience related to policy formulation and implementation in the Public sector</p> <ul style="list-style-type: none"> • Experience in implementation of National as well as international project is desirable • Experience in managing projects in, resource efficiency, low carbon pathways and circular economy models from policy perspectives. • Proficient in documentation and communication materials to enhance visibility of programme • Must have experience of working with Global, National and State Governments and Organizations for project implementation and management 	<p>consultations with relevant stakeholders and dissemination.</p> <ul style="list-style-type: none"> • Facilitate in policy document writing/ development • Broaden the public discussions to policy makers, NGOs, media and academia. • Build capacity and sensitize both public and private sector through workshops
3.	Technical Lead (Three)	<ul style="list-style-type: none"> • M.Sc. or PhD in Science/ Engg. from a reputed national/international institution. • Minimum 10 years of relevant work experience related to Project implementation, management, and monitoring in Govt./Public sector • Relevant experience of working on waste utilization (industrial wastes and construction and demolition waste) and development of new products and processes • Relevant experience of working on enterprise development and support to 	<ul style="list-style-type: none"> • Undertake research on material and waste analysis in the industrial sector • Undertake product development and technologies for production • Provide technical expertise for C&D and industrial waste utilization • Development of enterprises and their troubleshooting support • Engage with relevant industries, cities, and waste management companies to identify the potential of waste management and utilization in commercial terms • Development of training

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		<p>small scale enterprises to ensure sustainability</p> <ul style="list-style-type: none"> • Relevant experience in waste mapping and developing waste management models and practices • Relevant experience in establishing circular economy principles in the MSME sector • Relevant experience in technology development and profitable utilization of wastes through enterprises • Experience in working with district and state governments • Relevant experience in working at district, state and national levels on data management and analysis, policy formulation and policy briefs • Relevant experience in sustainability design and ensuring sustainability benefits to project beneficiaries e.g. carbon credits • Proficiency in documentation, communication is an absolute necessity • Ability to conduct workshops, meetings and trainings is desirable and necessary. 	<p>manuals, documents for waste recycling and use of secondary raw materials</p> <ul style="list-style-type: none"> • Technical support in planning and setting up Circular economy dashboard and data inventorisation. • Provide enterprise development support and technical trainings • Conduct studies and draw the potential of carbon credit trading.
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4(iv) Approach and Methodology:

To full fill the mandate of the technical proposal, the project activities must be organized in the form of work packages, each looking at a specific body of work. The work packages should be planned to incorporate a participatory process with due consultations and involvement of various stakeholders including various urban/rural local bodies and line departments, industry

partners, local enterprises, knowledge partners and CSOs, technology providers, implementation partners, etc. The following work packages have been mentioned as illustratively to achieve the desired outcomes. However, bidder may recommend some additional approach & methodology for smooth and effective implementation of the project.

Sl. No.	Activity
A	Work Package 1: Technical support for C&D and industrial waste utilisation
A1	Activity A1: Baseline assessment
A1.1.	Baseline Assessment of C&D & other industrial/mining wastes of District (quantification, identification of hotspots, mapping of wastes)
A1.2.	Assessment and identification of appropriate technology applications using TFM and LCA approach
A1.3.	Creation of waste generation and utilization dashboards for assessment of wastes in Angul district
A1.4.	Technical assessment of wastes through testing and analysis to understand its value added application
A2	Activity A2: Waste management facility design - Detailed Project Design
A2.1.	Waste management design for Angul district based on present and future generation and its profitable utilization
A2.2.	Technical support
A2.2.1.	Selection of various types of secondary resources to be processed - C&D waste, industrial waste, plastic waste, etc.
A2.2.2.	Develop mix designs and product quality analysis to finalize the technology packages
A2.2.3.	Capacity & type of plant - centralised facility and/or mobile crusher units, etc
A2.2.4.	Technical testing of products including certification and approval from authorized agencies
A2.3.	Revenue and business model
A2.3.1.	Profitability analysis - capital cost, raw material, human resource, energy, water, etc
A2.3.2.	Test marketing of products including building of demonstration and promotional structures
A2.4.	Ownership and operational model
A2.4.1.	Develop and select various value chain processes i.e. by SHGs, or MSMEs or private players, etc
A3	Activity A3: Implementation support

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A3.1.	Site selection, analysis and layout - building, equipment and processes for set – up / establishment of enterprise / industry for C & D waste.
A3.2.	Facilitate purchase of equipment and machinery
A3.3.	Support for installation, commissioning and pilot production
A3.4.	Develop quality control, OHS and Standard Operating Procedures including providing QC and troubleshooting support
A4	Activity A4: Capacity Building support
A4.1	Technical training
A4.2	Operation and maintenance training
A4.3	Production training
A4.4	Business case and marketing
A5	Activity A5: Enterprise Development support
A5.1	Enterprise selection based on developed criteria matrix
A5.2	Enterprise development packages and TFM support for different value chain stages
A6	Activity A6: Outreach
A6.1	Increased visibility of district level outcomes at national and international platforms (UNFCCC COP, One Planet Sustainable Buildings and Construction Network)
B	Work Package 2: Policy support for mainstreaming circularity in infrastructure
B1	Activity B1: Green Building Strategies
B1.1.	Identification of appropriate design solutions for green building strategies & certification in district-wide public infrastructure work
B1.2.	Guidelines & Technology Packages for appropriate design solutions
B2	Activity B2: Policy support and market development
B2.1.	Assessment of demand and supply trends, identification of key demand centres for building materials in urban and rural areas
B2.2.	Facilitating alignment with existing policy initiatives and research on innovations and best practices in policy design
B2.3.	Technical support for setting up policy frameworks
B3	Activity B3: Capacity Building Support
B3.1	Implementation of green building recommendations, including technical support and training of policy makers and public officials

B3.2	Training of engineers, as well as skilled and/or unskilled labour.
B4	Activity B4: Outreach
B4.1	Increased visibility of district level outcomes at national and international platforms (International Circular Economy Forum, Events/Conferences by UN Habitat, UNEP)
C	Work Package 3: Technical support for data inventorization & circular economy dashboard
C1	Activity C1: Data inventorization & development of frameworks
C1.1.	Material Flow Analysis for detailed assessment of resource usage in the buildings and construction sector
C1.2.	Formulation of metrics and indicators for tracking circularity
C2	Activity C2: Setting up of Circular Economy Dashboard
C2.1.	Design of institutional frameworks and implementation support for setting up virtual platform
C2.2.	Designing and setting up virtual waste exchange platforms for sustainable procurement and use of secondary materials
C2.3.	Maintenance including technical support to waste exchange platform and anchoring within public domains ensuring sustainability
C3	Activity C3: Capacity Building Support
C3.1	Dashboard usage training for line departments, industrial plant officials, other users of dashboard
C3.2	Training to line departments, industries and other users on use of waste exchange platform
D	Work Package 4: Eco-restoration of minor mineral mining areas
D1	Activity D1: Baseline Assessment
D1.1	Detailed site analysis and baseline assessment of affected areas based on contextual social, economic, and ecological parameters
D1.2	Secondary research on best practices including nature-based solutions for eco-restoration of mining areas
D1.3	Assessment and identification of appropriate solutions and strategies
D2	Activity D2: Detailed Project Design
D2.1	Detailed eco-restoration plan for affected areas

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D2.2	Strategies for effective redevelopment of affected areas to boost local socio-economic development
D3	Activity D3: Implementation Support
D3.1	Identification of project implementation partners and facilitation of partnerships
D3.2	Monitoring and evaluation, quality control of implementation activities and deliverables
E	Work Package 5: Technical support for Carbon credit accounting
E1	Activity E1: Operationalizing the Carbon Credit trade Mechanism through Clean Development Mechanism (CDM)
E1.1.	Baseline assessment of greenhouse gas (GHG) emissions for infrastructure and allied sectors
E1.2	Post-project evaluation framework of GHG impacts from infrastructure and allied sectors, eco-restoration work for mining areas
E1.3	Detailed assessment of potential value capture from carbon credits and research on institutional mechanisms for implementation
E1.4	Identification of relevant stakeholders, agencies for carbon trading
E.1.5	Technical support for documentation and assessment for voluntary carbon
E.1.6	Liaising and facilitating partnership with appropriate agencies for carbon credit trading

4 (V) Project Deliverables: For the projects to be taken - up under this proposal, the expected deliverables of the bidder/ technical partner shall include:

- Roadmap for utilization of secondary recourses in infrastructure development in the district focusing on construction & demolition waste, industrial waste and other as necessary (e.g. plastic waste)
- Detailed project plan for management of identified waste streams including design of Material Recovery Facility and local enterprise - based operational models for value chain processes.
- Design manuals and technology packages for appropriate solutions for implementation of green building strategies.
- Technical support in policy design for mainstreaming circularity in infrastructure development.
- Technical and implementation support for enterprise development and livelihood generation.

- Capacity building activities for relevant stakeholders including training and workshops, technology packages and other knowledge products, other activities as relevant.
- Detailed assessment of the potential for trading of carbon credits accrued from circularity initiatives in the infrastructure and allied sector in Angul.
- Liaising with concerned line departments for implementation of project activities.
- Facilitating engagement with relevant partners for project components including subject matter experts, technology providers, implementation partners, etc.

4 (VI) Tentative / Illustrative Timeline of the Project:

A tentative / illustrative time line is appended in the **annexure – I** for reference purpose. However, after awarding of the contract to the successful bidder, a time line considering all aspects will be finalized in consultation with stakeholders.

4(VII) Reporting & Documentation:

Annual reports:

Monthly review meetings with Organization/Agency be held to review progress and performance. Annual reports in agreed format need to be shared by Organization/Agency that include brief updates on the progress, information on outputs achieved, activities conducted, and action taken.

Final Report:

One Final report in agreed format needs to be shared by Organization/Agency, along with Technical Manuals, Reports, Compendiums, etc developed during the project duration.

4(VIII) Term or Duration of the Contract / Agreement:

- The term of this contract shall be a period of 3 years from the date of execution of this Agreement.
- In the event of implementation period getting extended beyond the stipulated time, for reasons not attributable to the Service Provider, the client reserves the right to extend the term of the Agreement by corresponding period to allow validity of contract from the date of successful go live.

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5. Payment Schedule / Terms & Conditions:

The tentative payment schedule during the project implementation period is mentioned as below. However, the client reserves the rights to modify the payment schedule as per the requirement during the contract period:

S.No.	Nos. of Instalment	Conditions of Payment	Tentative Period / Year
1.	1 st Instalment	30% of the total project cost on signing of contract including overhead and GST, linked to submission of deliverables for WP – 1 and WP – 2 as per approved Activity Plan and Timeline as agreed.	1 st Year
2.	2 nd Instalment	40% of the total project cost on signing of contract including overhead and GST, linked to submission of deliverables for WP – 3 and WP – 4 as per approved Activity Plan and Timeline as agreed.	2 nd Year
3.	3 rd Instalment	30% of the total project cost on signing of contract including overhead and GST, linked to submission of deliverables for WP – 1 to WP – 4 as per approved Activity Plan and Timeline as agreed. WP – 5 shall be on-going in conjunction with WP – 1 to 4.	3 rd Year

6. Reporting Arrangements:

The organization will work under the direct supervision of the Collector & Chairman-cum-Managing Trustee, DMFT, Angul / the CDO, ZP - cum – Chief Executive, DMFT, Angul and Society for Development Alternatives, New Delhi.

SECTION-IV

Technical Proposal Submission Forms

TECH -1 Covering Letter

(Covering Letter on letter head of the Organization)

Location, Date:

To,

The CDO, ZP – cum - Chief Executive,
District Mineral Foundation Trust
AT- Redcross Bhawan, Collectorate Campus,
Angul, Odisha, PIN- 759122.

Subject: Selection of Agency for development of Circular Economy Roadmap for Infrastructure & Allied Sectors in Angul District" (TECHNICAL PROPOSAL)

Sir,

I/We, the undersigned, offer to provide the services for the above in accordance with your Request for Proposal No. dated..... I hereby submit the Proposal which included this technical proposal sealed under a separated envelope. Our proposal will be valid for acceptance up to 60 days and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

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

I have examined the information provided in your Request for Proposal (RFP) and offer to undertake the work described in accordance with the condition and requirements of the Selection process. I agree to bear all costs incurred by us in connection with the preparation and submission of this proposal and to bear any further pre-contract costs. In case, any provision of this RFP/ToR including of our technical & financial proposal is found to be deviated, then your department shall have rights to reject our proposal. I confirm that I have the authority to submit proposals/ tenders and to clarify any details on behalf of..... (Name of organization).

I/We understand you are not bound to accept any proposal you receive. I remain,

Yours faithfully,

Authorized Signatory with Date and Seal:

Name and Designation:

Address of the Bidder:

TECH-2

Bidder's Organization (General Details)

S.No.	Name of the Bidder	Full Details
1	Name of the Bidder (As per registration certificate)	
2	Address for communication: Tel: Email Id:	
3	Name of the Authorized person signing & submitting the bid on behalf of the Bidder: Mobile No.: Email ID:	
4	Registration/Incorporation Details Registration No.: Date & Year:	
5	Office in India Please furnish the contact details	Yes/No
6	Office in Odisha If Yes, please furnish contact details	Yes/No
7	Bid Processing Fee Details Amount: INR DD No. Date Name and Address of Bank	Original DD to be submitted
8	Demand draft Details OF EMD Amount DD No. Issuing Date Name of the Bank Address of Bank	Original DD to be submitted

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9	GSTIN Number	
10	PAN Number	
11	Willing to carry out assignments as per the scope of work of RFP	Yes/No
12	Willing to accept all the terms and conditions as specified in RFP	Yes/No

***Authorized Signatory (In full and initials):
Name and Designation with Date and Seal:***

Bidders should submit the required supporting documents as mentioned above. Non-submission of required documents as listed above will lead to rejection of the bid.

TECH-3

Bidders Financial Details

Average Annual Turnover (In INR)				
Details	2019-20	2020-21	2021-22	Average
Average Annual Turnover				
<p>Supporting Documents:</p> <p>Audited certified financial statements for the last three FYs (Submission of copies of Income & Expenditure statement and Balance Sheet for the respective financial years is mandatory along with this form)</p> <p><i>Filled in the information in this format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished in original along with the technical proposal failing which the proposal will be out rightly rejected.</i></p>				

Signature and Seal of the Company Auditor with Date in original

Authorized Signatory (In full initials with Date and Seal)

Communication Address of the Bidder:

Bidders should submit the required supporting documents as mentioned above. Non-submission of required documents as listed above will lead to rejection of the bid.

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TECH-4

Format for Power of Attorney

(On Bidder's letterhead)

I, _____, the _____ (Designation) of (Name of the Organization) in witness whereof certify that < Name of Person> is authorized to execute the attorney on behalf of < Name of Organization>, <Designation of the person> of the company acting for and on behalf of the company under the authority conferred by the < Notification/Authority Order No.> Dated < Date of reference> has signed this Power of attorney at < place> on this day of <day> <month> <year>.

The signatures of <Name of person> in whose favor authority is being made under the attorney given below are hereby certified.

Name of the Authorized Representative:

(Signature of the Authorized Representative with Date)

CERTIFIED

Signature, Name & Designation of person executing attorney:

Address of the Bidder:

Note: Board resolution confirming the Authority of the signatory to submit the proposals could also be provided as a substitute to the Power of Attorney.

TECH-5

Bidder's Past Experience Details

S.No.	Name of the Similar Assignment/Engagement	Location (City/State/Country)	Name of the Client	Duration of the Project/Assignment	Annual Contract Cost (INR)	No. of Personnel/Consultant Deployed	Date of Commencement and Status (On-going or completed)

Note: To be supported by a copy of agreement/Work order/ certificate of completion.

Authorized Signatory (In full and initials):

Name and Designation with Date and Seal:

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TECH-6

Declaration of Conflict of Interest and Activities

Are there any activities carried out by your agency which are of conflicting nature as mentioned in Section -II (Information to the Bidder) under Eligibility Criteria: Para (5). If yes, please furnish details of any such activities.

If no, please certify,

(On Bidder's Letterhead)

I hereby declare that our agency is not indulged in any such activities which can be termed as the conflicting activities as mentioned in **Section -II (Information to the Bidder) under Eligibility Criteria: Para (5)**.

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

Authorized Signatory (In full initials with Date and Seal)

Communication Address of the Bidder:

Bidders should submit the required supporting documents as mentioned above. Non-submission of required documents as listed above will lead to rejection of the bid.

TECH-7

Comments and Suggestions on the Terms of Reference/Scope of Work and
Counterpart Staff and Facilities to be provided by the Client

A. On the Terms of Reference/Scope of Work:

[The agency needs to present and justify in this section, if any modification to the Terms of Reference they are proposing to improve performance in carrying out the assignment (such as deleting some activity considered unnecessary, or adding another, or proposing a different phasing of the activities/study process modifications). Such suggestions should be concise and to the point and incorporated in the technical proposal. Modification/Suggestion will not be taken into consideration without adequate justification. Any change in manpower resources will not be taken into consideration].

B. On input and Facilities to be provided by the Client: [Comment here on input and Facilities to be provided by the Client with respect to the Scope of Work and Study implementation]

Authorized Signatory (In full initials with Date and Seal)

Name and Designation with Date and Seal:

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TECH-8

Description of Organization Structure, Approach, methodology and Work Plan to Undertake the Assignment

In this Section, the Bidder should explain their understanding of the scope and objectives of the assignment, approach to the study, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. Further, they should highlight the problems being addressed and their importance and explain the technical approach to be adopted to address them. It is suggested to present the required information divided into the following four scenarios.

- A. Organizational Structure & Consulting Staffs
- B. Understanding of Assignment and Issues/Challenges
- C. Description of Approach, Methodology and Work Plan
- D. Case study/success stories on handling any Govt. Projects

Authorized Signatory (In full initials)

Name and Designation with Date and Seal:

TECH-9

Format of Curriculum Vitae (CV) for Proposed Key Personnel

1. Proposed Position:
2. Name of the Firm:
3. Name of Staff:
4. Date of Birth:
5. Years with Firm:
6. Nationality:
7. Education:
8. Membership in Professional Association:
9. Other Trainings:
10. Work Experience:
11. Languages:
12. Employment Record:

(Starting with present position, list in reverse order every employment held by the staff member since graduation)

From (Year)	To (Year)
Employer Name: Position Held: Details of Task Assigned	

13. Work Undertaken that Best illustrates capability to handle the tasks assigned

Certification:

I, the undersigned certify that to the best of my knowledge and belief that this CV correctly describes my qualifications and experiences. I will undertake this assignment for the full project duration in terms of roles and responsibilities assigned in the technical proposal or any agreed extension of activities, thereof, I understand that any misstatement herein leads to disqualification of CV.

Date:

Signature of Key Personnel with Date:
Authorized Signatory (In full initials):



SECTION V

Financial Proposal Submission forms

FIN-1

Covering Letter

(Covering Letter on letter head of the Organization)

Location, Date:

To:

The CDO, ZP – cum - Chief Executive,
District Mineral Foundation Trust
AT- Redcross Bhawan, Collectorate Campus,
Angul, Odisha, PIN - 759122.

Subject: Selection of Agency for development of Circular Economy Roadmap for Infrastructure & Allied Sectors in Angul District” (FINANCIAL PROPOSAL)

Sir,

I/We, the undersigned, offer to provide the services for the above in accordance with your Request for Proposal No. dated..... Our attached financial proposal is for the sum of(insert amount in words and figures).

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

I confirm that this proposal will remain binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of 60 days. I have carefully read and understood the terms and conditions of the RFP document and do hereby undertake to provide the services accordingly.

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

Yours faithfully,

Authorized Signatory with Date and Seal:

Name and Designation:

Address of the Bidder:

Amount must match with the summary of Financial Proposal (FIN-2), Breakdown of Overhead Expense (FIN-3).

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Fin - 2:

Summary of Financial Proposal

Name of the Assignment:			
Sl. No.	Fee Particulars	Fees For One Month Amount in INR	Fees For Three Years Amount in INR
A	Remuneration of Professionals and Other Support Staffs		
B	Office Running Cost including Equipment's, Peripherals & Consumables		
C	Traveling other Overhead Cost		
D	Capacity Building / Training Programs / Exposure Visit & Workshops)		
E	Cost towards Software, Hardware, Applications, R & D.		
F	Any other, if required (to be mentioned specifically)		
G	Total Bidding Price (A+B+C+D+E+F)		
H	Taxes applicable as per GST Act @ _____% on Total Bidding Price (F)		
Grand Total (INR)			
In Words.....			

NB:

- Bidders shall submit the financial proposal as per the prescribed format given above in both figures and words and signed by the Authorized Representative. In the event of any difference between figures and words, the amount indicated in words shall prevail.
- Taxes will be paid by the Client as per the applicable rate under GST Act from time to time. Total bidding price shall be all inclusive for the assignment shall remain fixed till completion of the contract period. No additional cost will be paid by the client over and above the total contract price.

Authorized Signatory [In full and initials]:

Name and Designation with Date & Seal.

Fin - 3:

Tentative Sub – Head Details of Financial Proposal

Name of the Assignment:			
Sl. No.	Fee Particulars	Fees For One Month Amount in INR	Fees For Three Years Amount in INR
A	Remuneration of Professionals and Other Support Staffs 1. 2. 3. 4. 5. 6. 7.		
B	Office Running Cost including Equipment's, Peripherals & Consumables 1. 2. 3. 4. 5.		
C	Traveling other Overhead Cost 1. 2. 3. 4. 5.		
D	Capacity Building / Training Programs / Exposure Visit & Workshops) 1. 2. 3. 4. 5.		
E	Cost towards Software, Hardware, Applications, R & D.		

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	1. 2. 3. 4 5.		
F	Any other (to be mentioned specifically) 1. 2. 3. 4. 5.		
Total (A+B+C+D+E+F)			

Authorized Signatory [In full and initials]:

Name and Designation with Date & Seal

SECTION-VI

Annexures

Annexure-I:

Bid Submission Checklist

Sl. No.	Description	Submitted (Yes/No)	Page No.
TECHNICAL PROPOSAL			
1	Filled in Bid Submission Checklist (ANNEXURE-I)		
2	Covering Letter (TECH-1)		
3	Bid Processing Fee of Rs. 10,000/- in form of DD		
4	EMD of Rs.5,00,000/- in form of DD		
5	Copy of Certificate of incorporation/registration of the Bidder		
6	Copy of PAN		
7	Copy of GSTIN		
8	Copies of IT Returns for at least three financial years (FY 2019-20, 2020-21, 2021-22)		
9	General Details of Bidder (TECH-2)		
10	Financial Details of the Bidder (TECH-3) along with the supportive documents as applicable duly signed as per the instructions		
11	Power of Attorney (TECH-4) in favor of the person signing the bid on behalf of the bidder or Board of Directors.		

12	List of completed/ongoing assignments in the development sector (Past Experience Details: TECH-5) along with copies of agreement/work orders/ completion certificate from previous Clients.		
13	Self-Declaration regarding Conflict of Interest (TECH-6)		
14	Comment and Suggestions (TECH-7)		
15	Description of Approach, Methodology and Work Plan (TECH-8)		
16	CV of Key personnel (TECH-9)		
17	Declaration of Not Blacklisted		
FINANCIAL PROPOSAL			
1	Covering Letter (FIN-1)		
2	Summary of Financial Proposal (FIN-2)		
3	Tentative Sub - head of Financial Proposal (FIN-3)		

Undertaking:

- All the information has been submitted as per the prescribed format and procedure.
- Each point has been separately bound with no loose sheets and each page of all the two parts are page numbered along with Index Page.
- All the pages of the proposal have been sealed and signed by the Authorized representative.

Authorized Signatory (In full initials):

Name and Designation with Date and Seal:

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Annexure II
Performance Bank Guarantee Format

Location,

Date

To,

The CDO, ZP – cum - Chief Executive,
District Mineral Foundation Trust
AT- Redcross Bhawan, Collectorate Campus,
Angul, Odisha, PIN- 759122.

WHEREAS..... (name and address of the agency) (hereinafter called "the agency") has undertaken, in pursuance of RFP No. dated.....to provide service of(description of services) (hereinafter called "the contract").

AND WHEREAS it has been stipulated by you in the said contract that the agency shall furnish a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the contractor such a bank guarantee;

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

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

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

This guarantee shall be valid until the day of, 20.....

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

.....

(Signature of the authorized officer of the Bank)

Name and designation of the officer

.....

Seal, name & address of the Bank and address of the Branch

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Expected / Tentative Time Line

Sl. No.	Activity	Year 1				Year 2				Year 3			
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
A	Work Package 1: Technical support for C&D and industrial waste utilisation												
A1	Activity A1: Baseline assessment												
A1.1.	Baseline Assessment of C&D & other industrial/mining wastes of District (quantification, identification of hotspots, mapping of wastes)												
A1.2.	Assessment and identification of appropriate technology applications using TFM and LCA approach												
A1.3.	Creation of waste generation and utilization dashboards for assessment of wastes in Angul district												
A1.4.	Technical assessment of wastes through testing and analysis to understand its value added application												
A2	Activity A2: Waste management facility design - Detailed Project Design												
A2.1.	Waste management design for Angul district based on present and future generation and its profitable utilization												
A2.2.	Technical support												
A2.2.1.	Selection of various types of secondary resources to be processed - C&D waste, industrial waste, plastic waste, etc.												
A2.2.2.	Develop mix designs and product quality analysis to finalize the technology packages												
A2.2.3.	Capacity & type of plant - centralised facility and/or mobile crusher units, etc												
A2.2.4.	Technical testing of products including certification and approval from authorized agencies												
A2.3.	Revenue and business model												
A2.3.1.	Profitability analysis - capital cost, raw material, human resource, energy, water, etc												
A2.3.2.	Test marketing of products including building of demonstration and promotional structures												
A2.4.	Ownership and operational model												
A2.4.1.	Develop and select various value chain processes i.e. by SHGs, or MSMEs or private players, etc												
A3	Activity A3: Implementation support												

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