

RFP for Operation and Management of 30 bedded Drug De-addiction and Rehabilitation Center

RFP Number: 477/DSSO

Date: 23/2/2024

**REQUEST FOR PROPOSAL**

**FOR**

**SELECTION OF AN AGENCY FOR 'OPERATION AND MANAGEMENT OF 30 BEDDED DRUG  
DE-ADDICTION AND REHABILITATION CENTRE IN JHARSUGUDA UNDER  
DISTRICT MINERAL FOUNDATION, JARSUGUDA**



Government of Odisha represented by  
District Social Security Officer, Jharsuguda

February  
January 2024

*C. S. D.*  
23.2.2024

District Social Security Officer  
Jharsuguda

## **DISCLAIMER**

The information contained in this Request for Proposal (RFP), hereinafter referred to either as 'Tender' or 'Bid Document' provided to the Bidders, by the District Social Security Officer (DSSO), Jharsuguda, on the terms and conditions set out in this Tender document and all other terms and conditions subject to which such information is provided.

The purpose of this Tender document is to provide the Bidder(s) with information to implement the following assignment:

### **SELECTION OF AN AGENCY FOR 'OPERATION AND MANAGEMENT OF 30 BEDDED DRUG DE-ADDICTION AND REHABILITATION CENTRE IN JHARSUGUDA UNDER DISTRICT MINERAL FOUNDATION, JARSUGUDA**

This Tender document does not purport to contain all the information each Bidder may require. This Tender document may not be appropriate for all persons, and it is not possible for the DSSO Jharsuguda, or its office staff, employees or advisors to consider the business/investment objectives, financial situation and particular needs of each Bidder who reads or uses this Tender document.

Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability, and completeness of the information in this Tender document and wherever necessary obtain independent advice from appropriate sources. The DSSO, Jharsuguda, or its office staff, employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules, or regulations as to the accuracy, reliability, or completeness of the Tender document.

DSSO, Jharsuguda may, in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this TENDER document.

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## Section 1: Letter of Invitation and Factsheet

### 1. Letter of Invitation

RFP No:

Dated:

**SUBJECT: SELECTION OF AN AGENCY FOR ‘OPERATION AND MANAGEMENT OF 30 BEDDED DRUG DE-ADDICTION AND REHABILITATION CENTRE IN JHARSUGUDA UNDER DISTRICT MINERAL FOUNDATION, JARSUGUDA**

1. The “District Social Security Officer (DSSO), Jharsuguda, Govt. of Odisha” (The Client) invites sealed proposal from eligible bidder under the process for “**Selection of Agency for Operation & Management of 30 bedded Drug De Addiction & Rehabilitation Centre in Jharsuguda under District Mineral Foundation, Jharsuguda**”. More details on the proposed study are provided at Section-III: Terms of Reference (ToR) of this RFP Document.
2. A bidder will be selected under QBS Selection procedure as prescribed in the RFP Document in accordance with the procedures prescribed herewith circulated vide Office Memorandum No. 37323/F, Dated: 30.11.2018 of Finance Department, Govt. of Odisha.
3. The proposal, complete in all respect 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 Fee and a **Refundable amount towards EMD of INR 1,00,000/- (Rupees One Lakhs only)** in form of **Demand Draft** in favour of “District Social Security Officer (DSSO), Jharsuguda” drawn from any Nationalized/Scheduled Bank payable at Jharsuguda, Odisha failing which the bid will be rejected.
4. The proposal must be delivered at the specified address as per the Bidder Data Sheet by Speed post / Registered Post/ Courier only. The Client shall not be responsible for postal delay or any consequence. Submission of proposal through any other mode will be rejected.
5. The last date and time for submission of proposal complete in all respects is Dt. 03.04.2024 before 5:00 PM and the date of opening of the technical proposal is Dt. 04.04.2024 at 11:30 AM in the presence of the bidder’s representative at the specified address as mentioned in the Bidder Data Sheet. Representatives of the bidders may attend the meeting with 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. Annexure [Section – V]

7. While all 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.

-S/D

**District Social Security Officer, Jharsuguda  
Govt. of Odisha**

## 2. Bidder Data and Factsheet

Sr. No	Particular	Details
1	Name of the Project	<b>“Selection of Agency for Operation &amp; Management of 30 bedded Drug De Addiction &amp; Rehabilitation Centre in Jharsuguda under District Mineral Foundation, Jharsuguda.</b>
2	Name of the Client / Contact Person / Address for Submission of Proposal	District Social Security Officer, Office of District Social Security, Collectorate Jharsuguda Jharsuguda – 768204 Email: ssepd.jharsuguda@gmail.com
3	Method of Selection	Quality Based Selection (QBS)
4	Availability of RFP Document	<a href="https://jharsuguda.nic.in">https://jharsuguda.nic.in</a>
5	Date of Issue of RFP	23.02.2024
6	Deadline for Submission of Pre-Proposal Query	29.02.2024 by email to <a href="mailto:ssepd.jharsuguda@gmail.com">ssepd.jharsuguda@gmail.com</a>
7	Issue of Pre-proposal Clarifications	04.03.2024 via online mode on <a href="https://jharsuguda.nic.in">https://jharsuguda.nic.in</a>
8	Last Date for submission of Proposal	3.04.2024 by 5:00 PM
9	Date of opening of Technical Proposal	4.04.2024 at 11:30 AM
10	Date of Technical Proposal Presentations	Will be communicate to those Bidders who qualify in the Stage I of the evaluation {Pre-qualification Criteria})
11	Place of Opening of Proposal	DMF Conference Hall, Collectorate, Jharsuguda–768204
12	Mode of Submission	Speed Post / Registered Post / Registered Courier only to the address as specified above during the office hour only. Submission of bid through any other mode and late bid will be rejected
13	Bid Processing Fee (Non-Refundable)	INR10,000/- (Rupees Ten Thousand only) (including GST) in the form of demand draft drawn in favour of DSSO Jharsuguda drawn from any Nationalized/Scheduled Bank payable at Jharsuguda.

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		The bid processing fee shall be submitted along with the 1 <sup>st</sup> Inner Envelope of the Technical Proposal.
14	Earnest Money Deposit (EMD) (Refundable)	INR 1,00,000/- (Rupees One Lakhs only) in the form of demand draft drawn in favour of DSSO Jharsuguda drawn from any Nationalized/Scheduled Bank payable at Jharsuguda. The EMD shall be submitted along with the 1 <sup>st</sup> Inner Envelope of the Technical Proposal.
15	Performance Bank Guarantee	3% of the entire contract value

Note:

1. The Client reserves the right to change any schedule. Please visit the website <https://jharsuguda.nic.in/> regularly for the same.
2. Proposals must be submitted before the date, time and venue mentioned in the Factsheet through Speed/Registered Post or by Courier. Proposals that are received after the deadline will not be considered.

## Section II: Instructions to the Bidders

### 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 the copies of the required supportive documents / information as part of their technical proposal failing which the proposals will be rejected.

Sr. No.	Pre-Qualification Criteria	Specific Requirement	Documents Required
1.	Legal Entity	The Agency shall be organization / NGO registered under registered under Indian Companies Act, 1956/2013 or a Society registered under The Societies Registration Act, 1860 or a Trust registered under the Indian Trusts Act, 1882 or a Partnership Firm registered under the Indian Partnership Act, 1932 or a Limited Liability Partnership registered under The Limited Liability Partnership Act, 2008 registered	<ul style="list-style-type: none"> <li>• Certificate of Incorporation</li> <li>• Registration Certificate</li> <li>• PAN No.</li> <li>• GST No.</li> </ul>
2.	Operation	The Agency shall have been in operation for the past five (5) years as on 31/12/2023 and filed ITRs for the last 3 FYs i.e., 2020-21, 2021-22 and 2022-23	Last three FY's Audited Financial Statement duly signed by a Chartered Accountant for 2020-21,2021-22 and 2022-23 (TECH-3)
3.	Financial Capacity	The Agency shall have an average annual turnover of at least Rupees <b>One crore</b> over the last three FYs 2020-21, 2021-22 and 2022-23. This must be the individual Agency's turnover and not that of group companies/organizations.	Average Annual Turnover Statement (TECH-3)
4.	Consortium	No consortium / JVs / associations / subcontracting shall be allowed under this project.	Declaration of submitting as independent Agency from the Authorized Signatory. (TECH-10)
5.	Blacklist	The Agency shall not have been blacklisted by any Central / State Government Ministry in India or Public Sector Undertakings or any Government Agencies at the time of submission of the proposal. In case the agency has been black listed previously, the details of the same shall be furnished.	Undertaking by the Authorized Signatory. (TECH-11)



6.	Experience	The Agency shall have prior experience of Operations and Management of residential set-up for (either of the following): i. Drug De-Addiction cum Rehabilitation Centre/IRCA (30 inmates minimum) ii. Old Age Home / Elderly Care Homes (minimum 30 inmates) iii. Urban Homeless Centres / Rehabilitation Centres for Homeless and Disabled Persons (PwDs) / Beggar Home / Maa Gruha, etc or any other residential setups with minimum 30 inmates or working for vulnerable section of the society.	Copies of Work Orders/ Sanction Orders/ MoUs/ Engagement Letters/ Completion Certificates or equivalent documentary evidence shall be provided as proof. Documents in other languages shall be supplemented by an English translated copy. (TECH-5)
7.	Authorized Representative	A Power of Attorney in the name of the person signing the proposal.	Original Power of Attorney (Notarized on a Rs. 100/- Non-Judicial Stamp Paper) (TECH-4)
8.	Cost of Tender/ Tender Fee	The Agency shall furnish a Tender Fee of Rs. 10,000.00 (Rupees Ten Thousand Only), in the form of Demand Draft in favor of "DSSO Jharsuguda, and payable at Jharsuguda.	Original Demand Draft
9.	Earned Money Deposit (EMD)	The Agency shall furnish an EMD of Rs. 1,00,000.00 (Rupees One Lakhs Only), in the form of Demand Draft in favor of "DSSO Jharsuguda, and payable at Jharsuguda.	Original Demand Draft
<p><b>10. NOTE:</b></p> <p><b>i. The photocopies of documents submitted towards Pre-qualification criteria are to be substantiated through production of originals, whenever asked for/ whenever required. If any of the above original documents are not produced whenever asked for/ required, the proposals shall be rejected and termed as non-responsive, at any time during evaluation till signing of the MOU.</b></p> <p><b>ii. 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 shall lead to rejection of the bid.</b></p> <p><b>iii. Submission of forged documents shall also result in rejection of the bid. Bidders are advised to study all instructions, forms, terms &amp; conditions, and other important information as mentioned in the RFP Document.</b></p>			

- iv. The proposal must be complete in all respect, indexed, pages numbered and spiral bound. Each page should be numbered and signed (in full) by the authorized representative (as per TECH 4). A table of content, enumerating the page numbers of each document should be mentioned at the start of each proposal.**
- v. Client at its own discretion reserves the right to ask for clarifications/supporting documents at any time during evaluation. Additional time may be given for submission of documents. This will remain at discretion of client.**

## **2. Documents / Formats for submission along with Technical Proposal**

The bidder must furnish the following documents duly signed in along with their Technical Proposal:

1. Filled in Bid Submission Check List in Original (Annexure-I)
2. Covering letter (TECH – 1) on bidder’s letterhead requesting to participate in the selection Process
3. Bid Processing Fee & EMD as applicable
4. Copy of Certificate of Incorporation/ Registration
5. Copy of PAN
6. Copy of Goods and Services Tax Identification Number (GSTIN)
7. Copies of IT Return for the last three Financial Years (FY 2020-21, 2021-22 and 2022-23)
8. General Details of the Bidder (TECH – 2)
9. Financial Details of the bidder (TECH – 3) along with all the supportive documents as applicable duly signed as per the instruction
10. Power of Attorney (TECH – 4) in favour of the person signing the bid on behalf of the bidder or Board of Directors
11. List of completed assignments of similar nature (Past Experience Details, TECH – 5) along with copies of contracts / work orders / completion certificate from previous Clients
12. Self-Declaration regarding Conflict of Interest (TECH - 6)
13. TECH - 7 till TECH – 14
14. Note:
  - i. 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.
  - ii. Submission of forged documents will also result in rejection of the bid. Bidders are advised to study all instructions, forms, terms & conditions, and other important information as mentioned in the RFP document.

- iii. The photocopies of documents submitted for Technical Proposal are to be substantiated through production of originals, whenever asked for/ whenever required. If any of the above original documents are not produced whenever asked for/ required, the proposals shall be rejected and termed as non-responsive, at any time during evaluation till issuance of Supply Order / signing of MOA.
- iv. The proposal must be complete in all respect, indexed, pages numbered and spiral bound. Each page should be numbered and signed (in full) by the authorized representative (as per TECH 4). A table of content, enumerating the page numbers of each document should be mentioned at the start of each proposal.

### **3. Bid Processing Fee**

The bidder must furnish as part of technical proposal, the required bid processing fee amounting to Rs. 10,000/- (Ten Thousand Rupees Only) in shape of DD from any Nationalized/Scheduled Bank in favour of “DSSO,Jharsuduga” payable at Jharsuguda Proposals received without bid processing fee will be out rightly rejected.

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

1. The bidder must furnish as part of the technical proposal, an Earnest Money Deposit (EMD) amounting to INR 1,00,000/- (Rupees One Lakhs only) in shape of DD from any scheduled/nationalized bank in favor of “DSSO,Jharsuduga” payable at Jharsuguda.
2. If the bidder is registered with Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) then to avail its benefits related to RFP, necessary documents shall be submitted along with technical bid documents.
3. The EMD of unsuccessful bidders shall be refunded after finalization of selection process and award of contract.
4. The EMD of the successful bidder will be released only after furnishing of the required Performance Bank Guarantee (PBG) and signing of the contract.
5. The EMD will be forfeited on account of the following reasons:
  - i. Bidder withdraws its proposal during the bid validity period as specified in RFP.
  - ii. Bidder does not respond to requests for clarification of its proposal.
  - iii. 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.
  - iv. If the bidder fails to:
    - a. Provide any clarifications to the Client.
    - b. Agree to the decisions of the contract negotiation meeting.

- c. Sign the contract within the prescribed time period. Furnish required Performance Bank Guarantee in time.
- v. Any other circumstance which holds the interest of the Client during the overall selection process.

**5. Validity of the Proposal**

Proposals shall remain valid for a period of **180 (One Hundred Eighty Days)** from the date of opening of the Technical Proposal. The Client reserves the rights to reject a proposal valid for a shorter period as non-responsive and will make the best efforts to finalize the selection process and award of the contract within the bid validity period. The bid validity period may be extended on mutual consent.

**6. Pre-Proposal Queries**

- 1. The Client invites queries from applicant Agencies (if any) as per the details mentioned in the Fact Sheet of this document.
- 2. The Applicants must ensure that their queries shall reach DSSO Jharsuguda on or before last date mentioned in Fact Sheet of this document only through the e-mail of the Client i.e., [ssepj.jharsuguda@gmail.com](mailto:ssepj.jharsuguda@gmail.com).
- 3. The queries shall necessarily be submitted in the following format:

Sr. No.	Section No.	Page No.	Content of RFP requiring clarification	Change / Query / Clarification requested	Remarks

- 4. Client shall not be responsible for ensuring that the Applicant's queries have been received by them.
- 5. Any requests for clarifications post the indicated date and time may not be entertained by the Client.
- 6. The purpose of query clarification is to provide the Applicants with information regarding the RFP, project requirements, and opportunity to seek clarification regarding any aspect of the RFP and the project.
- 7. However, the Client reserves the right to hold or re-schedule the process.

8. Responses to Queries and Issue of Corrigendum:

- i. The Authorized Representative of the Client will endeavor to provide timely response to the queries. However, no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does undertake to answer all the queries that have been posed by the Applicants.
- ii. At any time prior to the last date for receipt of Proposals, the Client may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Applicant, modify the RFP Document by a corrigendum.
- iii. The Corrigendum (if any) and clarifications to the queries from all Applicants will be uploaded on the website [http:// jahrsuguda.nic.in](http://jahrsuguda.nic.in) Any such corrigendum shall be deemed to be incorporated into this RFP.
- iv. To provide prospective Applicants reasonable time for taking the corrigendum into account, the Client may discretionally extend the last date for the receipt of Proposals.
- v. The Client's representative is: DSSO Jharsuguda.

7. **Submission of Proposal**

Bidder must submit their proposals by **Registered Post / Speed Post/Courier only** to the specified address on or before the last date and time for submission of proposals as mentioned in Bidder Data Sheet. The Client will not be responsible for postal delay / any consequence in receiving of 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 conformation to the eligibility qualifications 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 for submission of the proposal is described below:

1. **Technical Proposal (Original):**

The envelope containing technical proposal shall be sealed and superscripted as "***Technical Proposal*** "Selection of Agency for Operation & Management of 30 bedded Drug De Addiction & Rehabilitation Centre in Jharsuguda under District Mineral Foundation, Jharsuguda,," and to be furnished inside one envelope. The duly filled-in technical proposal submission forms, with all the supportive documents and information must be furnished as part of technical proposal.

The "**Technical Proposal**" must be submitted in separate sealed envelopes (with respective marking in bold letters) along with the prescribed formats/information mentioned in the RFP Document. The first envelope must be marked as "**TECHNICAL PROPOSAL (Selection of Agency for Operation &**

**Management of 30 bedded Drug De Addiction & Rehabilitation Centre in Jharsuguda under District Mineral Foundation, Jharsuguda.)**

The above envelopes must be sealed and placed inside a main envelope with proper labelling of following information in bold:

**NAME OF THE ASSIGNMENT:**

**RFP NUMBER AND DATE:**

**DEADLINE FOR SUBMISSION OF BID:**

**NAME OF THE BIDDER:**

**NAME AND ADDRESS OF THE BIDDER:**

**CONTACT NUMBER OF THE BIDDER:**

**EMAIL ID OF THE BIDDER:**

*Any deviation from the prescribed procedures / information / formats / conditions shall result in outright 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 out rightly 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 Client in presence of the bidder's representatives at the location, date specified in the Bidder Data Sheet. The Client will constitute a Consultant Evaluation Committee (CEC) to evaluate the proposals submitted by bidders. Only one representative with proper authorization letter from the participating bidder will be allowed to attend the bid opening meeting.

## **9. Evaluation of Proposal**

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

1. **Preliminary Evaluation (1<sup>st</sup> Stage) \*:** Preliminary evaluation of the proposals will be done to determine whether the proposal complies with the prescribed eligibility condition and the requisite documents / information have been properly furnished by the bidder or not. Submission of following documents / information will be verified:
  - i. Filled in Bid Submission Check List in Original (**Annexure-I**)
  - ii. Covering letter (**TECH 1**) on bidder's letterhead requesting to participate in the selection process
  - iii. Bid Processing Fee and EMD as applicable

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- iv. Copy of Certificate of Incorporation/ Registration.
- v. Copy of PAN
- vi. Copy of Goods and Services Tax Identification Number (GSTIN)
- vii. Copies of IT Return for the last three Financial Years (FY 2020-21, 2021-22 and 2022-23).
- viii. General Details of the Bidder (TECH 2).
- ix. Financial Details of the bidder (TECH 3) along with all the supportive Documents as applicable duly signed and certified as per the instruction
- x. Power of Attorney (TECH 4) in favour of the person signing the bid on behalf of the bidder
- xi. List of completed assignments of similar nature (Past Experience Details, TECH 5) along with copies of contracts / work orders / completion certificate from previous Clients
- xii. Self-Declaration on Conflict of Interest (TECH 6)
- xiii. Duly filled in Technical Proposal Forms (TECH 7 to 12)
- xiv. All the pages of the proposal and enclosures/attachments are signed by the authorized representative of the bidder

\*Bids not complying to any of the above requirement, will be out rightly rejected at the discretion of the Client's authority.

2. **Technical Evaluation (2<sup>nd</sup> 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:

Sr. No.	Criteria	Maximum Marks
<b>1</b>	<b>Turnover</b>	<b>10 Marks</b>
<b>1.1</b>	<p>Average annual turnover of the last three financial years, i.e., FY 2020-21, 2021-22 and 2022-23</p> <p>Scoring Criteria</p> <ul style="list-style-type: none"> <li>• INR 1 crores to 5 crores = 2 marks</li> <li>• INR 5.01 crores to INR. 10 crores = 4 marks</li> <li>• INR 10.01 crores to INR 15 crores = 6 marks</li> <li>• INR 15.01 crores to INR 20 crores = 8 marks</li> <li>• INR 20.01 crores and above = 10 marks</li> </ul>	<p>10 Marks (Original copy of TECH 3)</p>
<b>2</b>	<b>Experience of the Bidder**</b>	<b>40 Marks</b>

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<p><b>2.1</b></p>	<p>Number of Drug De-addiction and Rehabilitation Center (with more than inmates) presently implemented</p> <p>(Marks awarded will be dependent on the summation of number of such projects, i.e. <math>P = P1 + P2 + P3 + \dots + Pn</math>)</p> <p><u>Scoring criteria</u></p> <p>1 to 2 = 5 Marks 3 and above = 10 marks</p>	<p>10 Marks (TECH 5)</p>
<p><b>2.2</b></p>	<p>Experience of running Drug De-addiction and Rehabilitation Center (with more than 30 inmates)</p> <p>(Marks awarded will be dependent on the summation of years of experience in individual projects, i.e. <math>Y = Y1 + Y2 + Y3 + \dots + Yn</math>)</p> <p><u>Scoring criteria</u></p> <p>5 Years to 10 Years = 5 marks More than 10 Years = 10 marks</p>	<p>10 (TECH 5)</p>
	<p>Experience of managing residential accommodation facilities for adults, like Urban Homeless Centers / Rehabilitation centers / homeless / disabled persons / Beggar home, etc or any other residential setups with minimum 30 inmates or working for vulnerable section of the society.</p> <p>(Marks awarded will be dependent on the summation of years of experience in individual projects, i.e. <math>Y = Y1 + Y2 + Y3 + \dots + Yn</math>)</p> <p><u>Scoring criteria</u></p> <p>5 to 10 = 5 marks 11 and Above = 10 Marks</p>	<p>10 (TECH 5)</p>
<p><b>3</b></p>	<p><b>Personnel</b></p>	<p><b>10</b></p>
<p><b>3.1</b></p>	<p><b>Project Co-Ordinator (1)</b></p>	<p><b>6</b></p>
<p><b>3.2</b></p>	<p>Psychologist /Counsellor (2)</p>	<p><b>4</b></p>
<p><b>4</b></p>	<p><b>Technical Presentation</b></p>	<p><b>40 Marks</b></p>
<p><b>4.1</b></p>	<p><b>Presentation on Approach, Methodology and Work Plan</b></p> <p>1. Understanding of the Assignment and Issues/Challenges (15 Marks)</p> <p>2. Approach, Methodology and Work Plan (15 Marks)</p> <p>3. Similar Case Studies (10Marks)</p>	<p><b>40 Marks</b></p> <p>Technical Presentation (TECH 8 and 9)</p>
	<p><b>Total (1 + 2 + 3+4)</b></p>	<p><b>100 Marks*</b></p>
<p><b>4. Note:</b></p>		



1. \* **The minimum qualifying mark is: 80 (80%).**
2. \*\* **Photocopies of work orders / original experience certificates from the clients / MOU / MOA / agreements etc must be submitted as a proof for each assignment. No assignment should be repeated across various categories of evaluation parameters. Ongoing assignments will be considered for evaluation only if 6 months of the project period have elapsed.**
3. **All the claims shall be mandatorily substantiated via submission of all the supporting photocopies of relevant documents as per TECH 5.**
4. **Valid certificate means the certificates should be valid on the date of opening of technical bid.**
5. **Client at its own discretion reserves the right to ask for clarifications/supporting documents at any time during evaluation. Additional time may be given for submission of documents. This will remain at discretion of client.**

## **10. Final selection of Agency**

All applicant Agencies who are technically qualified (i.e., obtain minimum 80 % in Technical Evaluation) shall be ranked based on marks obtained in the Technical Evaluation and the Agency scoring the highest marks will be selected by the Client.

## **11. Contract Negotiation**

1. Negotiations will be held (if necessary) at the office DSSO Jharsuguda. The invited Agency will, as a pre-requisite for attendance at the negotiations, confirm availability of all Professional staff. Failure in satisfying such requirements may result in the Client proceeding to negotiate with the next-ranked Agency. Representatives conducting negotiations on behalf of the Agency must have written authority to negotiate and conclude a Contract.
  - i. **Technical Negotiations:** Negotiations will include a discussion of the Technical Proposal including the proposed technical approach and methodology, work plan, organization and staffing, penalties, and any suggestions made by the selected Agency to improve the Terms of Reference. The Client and the selected Agency will finalize the Terms of Reference, staffing schedule, work schedule, and reporting etc. These documents will then be incorporated in the Contract as “Description of Services”. Special attention will be paid to clearly defining the inputs and facilities required from the Client to ensure satisfactory implementation of the assignment. The Client shall prepare minutes of negotiations which will be signed by the Client and the selected Agency.

2. Conclusions of Negotiations: Negotiations will conclude with a review of the draft Contract. To complete negotiations the Client and the selected Agency will initial the agreed Contract. If negotiations fail, the Client will invite the next-ranked Agency to negotiate a Contract.

## 12. Award of Contract

1. After completing negotiations, the Client shall issue a Letter of Intent (LOI) / award of contract / offer letter for to the selected Agency, for signing of the contract.
2. The Client shall notify all applicant Agencies who have submitted proposals about the decision taken.
3. The selected Agency will sign the contract after fulfilling all the formalities/pre-conditions including submission of the Performance Bank Guarantee within Fifteen (15) working days of issuance of the Letter of Intent (LOI)/Award of Contract.
4. After signing of the contract, no variation or modification of the terms of the contract shall be made except by written amendment signed by both the parties.
5. The contract shall be valid for three (3) years i.e., Thirty-six Months from the date of effectiveness of the contract.
6. The contract can be extended for next Two (2) years ie Twenty-four months, subject to satisfactory performance as determined by the Client and as mutually agreed by both the parties.

## 13. Project Duration

The duration of the contract will be for **Three (3)** years and may be subsequently extended for period of **Two (2)** years at a time, subject to satisfactory performance as determined by the Client.

## 14. Performance Bank Guarantee (PBG)

1. Within Seven (7) working days of notifying the acceptance of a proposal for award of contract/ LOI, the qualified bidder shall have to furnish a Performance Bank Guarantee amounting to **3% of the contract value** from a Scheduled / Nationalized Bank situated in Jharsuguda in favour of “**DSSO Jharsuguda,**” as per the format at Annexure- II, for a period of **Sixty (60) days** beyond the entire contract period (i.e., PBG must be valid from the date of effectiveness of the contract to a period of **60 days** beyond the contract period) as its commitment to perform services under the contract.
2. The bank guarantee must be submitted after award of contract/LOI but before signing of contract. The successful bidder must renew the bank guarantee on same terms and conditions for the period up to contract including extension period, if any.

3. Performance Bank Guarantee would be returned only after successful completion of tasks assigned to the selected Agency, and only after adjusting/recovering any dues recoverable/payable from/by the selected Agency on any account under the contract.
4. 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.
5. On submission of this performance guarantee and after signing of the contract, demand draft submitted towards EMD would be returned in original. The format for the Performance Bank Guarantee is provided in Annexure II.

## **15. Conflict of Interest**

Conflict of interest exists in the event of:

1. Conflicting assignments, typically monitoring and evaluation/environmental assessment of the same project by the eligible bidder.
2. Consultants, agencies, or institutions (individuals or organizations) who have a business or family relation with the Client directly or indirectly.
3. Practices prohibited under the anti-corruption policy of the Government of India and Government of Odisha. The bidders are to be careful so as not to give rise to a situation where there will be any conflict of interest with the Client as this would amount to their disqualification and breach of contract.

## **16. 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.
3. Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:
  - i. A criminal offence or other serious offence punishable under the law of the land, or where they have been found by any regulator or professional body to have committed professional misconduct.
  - ii. Corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract.
  - iii. Failure to fulfil any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

## **17. 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, will 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.

## **18. 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.

## **19. 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.

## **20. Legal Jurisdiction**

All legal disputes are subject to the jurisdiction of Civil Court of Jharsuguda only.

## **21. Governing Law and Liquidated Damages**

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 any other agency. The Client may deduct such sum from any money from their hands due or become due to 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**

RFP for Operation and Management of 30 bedded Drug De-addiction and Rehabilitation Center

**the total contract value.** The amount will be deducted from the subsequent payment. In addition, the PBG amount shall also be forfeited. 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.

## **22. 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 Bidder/Agency 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 Bidder/Agency or its personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the contract.

## **23. Amendment of the RFP Document**

At any time before submission of proposals, the Client may amend the RFP by issuing an addendum through website <https://jharsuguda.nic.in>. 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.

## **24. 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 to annul or amend the bidding / provide additional time period for submission of missing documents / selection / evaluation process and reject all proposals at any time prior to award of contract award, without assigning any reason there of and thereby incurring any liability to the bidders.

## **25. Copyright, Patents and Other Proprietary Rights**

DSSO Jharsuguda and DMF Jharsuguda, 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 prepared or collected in consequence or during the execution of this contract. At the Client's request, the Bidder/Agency shall take all necessary steps to submit them to the Client in compliance with the requirements of the contract.

## **26. Force Majeure**

For purpose of this clause, "Force Majeure" means an event beyond the control of the agency and not involving the agency's fault or negligence and not foreseeable. Such events may include, but are not restricted, wars or revolutions, fires, floods, riots, civil commotion, earthquake, epidemics or other natural disasters and restriction imposed by the Government or other bodies, which are beyond the control of the agency, which prevents or delays the execution of the order by the agency. If a Force Majeure situation arises, the agency shall promptly notify 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 Client in writing, the beginning, and the end of the above causes of delay, within seven 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, Client 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 the Agency shall make every effort to resolve amicably, by direct informal negotiation, any disagreement or dispute arising between them under or arising from or in connection with the Contract within Thirty (30) days from the commencement of such informal negotiation. All dispute resolution proceedings shall be held at Jharsuguda, Odisha, and the language of such proceedings and that of all documents and communications between the parties shall be in English. District Magistrate and Collector - cum- Chairman and Managing Trustee DMF Jharsuguda, Govt of Odisha shall be the final authority to resolve the dispute arising between and the Client and the 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 & EMD as applicable.
2. Proposal not submitted in accordance with the procedure and formats as prescribed in the RFP.
3. During validity of the proposal, or its extended period, if any, the bidder increases the quoted prices.
4. Proposal is received in incomplete form.
5. Proposal is received after 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 section process.

**29. Damages for Mishap/Injury**

1. The Service provider shall be fully responsible damages of any kind or for any mishap/injury/ accident caused to any personnel/property of the Service provider while performing the duty, scope of services etc.
2. All liabilities, legal or monetary, arising in that eventuality shall be borne by the service provider/ Agency.
3. The service provider shall keep the Client indemnified against damages from all of the above mishaps/injuries/accidents.

## Section III: Terms of Reference

### Introduction

30 Bedded Drug De-Addiction Rehabilitation Center in Jharsuguda District is served as a focal point for individuals struggling with substance abuse since 2018-19. The center is focus on offering a range of services encompassing medical intervention, counseling, rehabilitation programs, and community outreach.

### Key Components:

#### Intensive Medical Care:

Implementing medically supervised detoxification to ensure safe withdrawal from addictive substances.  
Providing 24/7 medical care to manage withdrawal symptoms and complications.

#### 1. Psychosocial Rehabilitation:

Offering individual and group counseling sessions to address the psychological aspects of addiction.  
Incorporating therapeutic interventions to help individuals understand and manage the root causes of their addiction.

#### 2. Rehabilitation Programs:

Designing tailored programs to rebuild the lives of individuals post-detox.  
Integrating skill development and vocational training to enhance employability and self-sufficiency.

#### 3. Community Outreach and Education:

Conducting awareness programs to educate the community about the consequences of substance abuse.  
Collaborating with schools, colleges, and local organizations to prevent the onset of addiction and promote a supportive environment.

#### Aftercare Support:

Establishing a robust aftercare program to provide ongoing support to individuals post-rehabilitation.  
Offering counseling, support groups, and resources to help individuals maintain a drug-free life.

### 1. Objectives

The establishment of a Drug De-Addiction Rehabilitation Center in Jharsuguda District, Odisha aims to address the escalating issue of substance abuse within the community. This initiative seeks to provide a comprehensive and compassionate approach to help individuals overcome addiction, promoting a healthier and drug-free lifestyle.



1. **Provide Comprehensive Care:** To offer a holistic approach to addiction recovery by providing medical, psychological, and social support.
2. **Ensure Safe Detoxification:** To ensure the safe withdrawal of individuals from addictive substances under the care of qualified healthcare professionals.
3. **Address Psychological Factors:** To identify and address the root causes of addiction through counselling and therapeutic interventions.
4. **Facilitate Rehabilitation Programs:** To design and implement personalized rehabilitation programs.
5. **Promote Community Awareness:** To raise awareness about the consequences of substance abuse within the community.
6. **Collaborate with Stakeholders:** To form partnerships with local organizations, government agencies, and community leaders.
7. **Preventive Education:** To engage in educational initiatives aimed at preventing the onset of addiction.
8. **Provide Aftercare Support:** To establish a robust aftercare program for individuals' post-rehabilitation.
9. **Evaluate and Improve Services:** To implement improvements based on feedback, research, and evolving best practices in the field of addiction treatment.
10. **Empower Individuals and Families:** To empower individuals and their families with the knowledge and skills necessary for long-term recovery.

## 2. Functioning of the De-addiction and Rehabilitation Centre

The Drug De-Addiction and Rehabilitation Center in Jharsuguda District, Odisha, is designed to function as a comprehensive facility, addressing the complex needs of individuals struggling with alcohol and substance abuse. The center focuses on providing in-patient management, offering a range of services aimed at holistic recovery. The functioning of the center encompasses various aspects, ensuring the well-being and rehabilitation of its patients.

### 1. Admission and Duration of In-Patient Treatment:

Patients requiring in-patient management for alcohol and substance abuse are admitted to the center. The duration of in-patient treatment is variable, tailored to individual needs, with a commitment to providing adequate time for recovery.

### 2. Medical Services:

During the in-patient stay, patients receive daily assessment by specialist doctors during morning rounds. Continuous monitoring by General Duty Medical Officers is ensured round the clock, with emergency care and on-call doctors available for immediate assistance.

**3. Medication and Withdrawal Management:**

The center provides medications for managing associated conditions, symptoms, and withdrawal symptoms. Opioid subsistence/abstinence therapy follows a treatment schedule prescribed by specialists in coordination with Mental Health and Substance Abuse Specialists from DHH Jharsuguda.

**4. Laboratory Services:**

Basic laboratory services are available within the center, supplemented by services from DHH, ensuring comprehensive healthcare for the patients.

**5. Multi-disciplinary Therapy:**

Patients benefit from a range of therapeutic interventions, including physiotherapy, occupational therapy, psychosocial interventions, and creative therapies such as music and dance. This multi-disciplinary approach enhances the overall recovery process.

**6. Nutrition and Recreation:**

A balanced and nutritious diet is provided three times a day as per doctors' advice. Recreation facilities, including newspapers, television, indoor games, and specified visiting hours for meeting visitors, contribute to the well-being of the patients.

**7. Skill Development and Livelihood Support:**

The center focuses on skill development, vocational training, and livelihood support for ex-drug addicts. Collaborations with ministries and affiliated institutes aim to provide meaningful livelihood activities, employment, and instill a sense of purpose and self-esteem in individuals.

**8. Maintenance of Clinical Records:**

A systematic approach is taken to maintain clinical records, ensuring not only individual patient care but also facilitating monitoring and evaluation. OPD and IPD files, Drug Abuse Monitoring System (DAMS) proforma, and medication dispensing records are meticulously maintained.

**9. Referral Services:**

Prompt referral services are in place to transfer patients to higher treatment centers in case of clinical worsening or manifestation of other diseases, ensuring timely and appropriate medical attention.

**10. Computerization of Records:**

The center emphasizes the computerization of all records, providing a secure and easily retrievable system. Addiction-related educational materials are displayed, and awareness programs are conducted using LCD or overhead projectors.

**11. Patient Comfort:**

Patients are provided with mattresses, pillows, and blankets, with bed linen changed at least twice a week. Adequate fire safety measures, evacuation facilities, security personnel, and CCTV cameras ensure the safety and security of patients.

#### **12. Infrastructure:**

The center ensures a respectable standard of living for patients with appropriate facilities, including spacious wards, bathrooms, toilets, lockers, and storage space for personal belongings. Various rooms, utility areas, and zones are designated, with the centre properly ventilated, well-lit, and maintained in a clean manner. Details of Space Plan for 30 Beds De-addiction & Rehabilitation Centre (Annexure-V)

#### **13. Additional Facilities:**

The infrastructure includes consultation rooms, a basic laboratory, storage areas, therapy rooms, administrative offices, a kitchen, and dining area. A waiting space, reception, enquiry, and registration counters are provided, along with facilities for individual counselling, group therapy, and recreational activities.

### **3. Process of Admission to De-addiction cum Rehabilitation Centre**

#### **1. Identification and Referral by Social Workers/Counsellors:**

- i. Patients can be identified and brought to the nearest Community Health Center (CHC), Sub-Divisional Hospital (SDH), or District Headquarters Hospital (DHH) by social workers, counsellors, etc.
- ii. Identification may occur during awareness camps, followed by counseling and informing immediate family members.
- iii. Prior written acknowledgment from family members is necessary before bringing patients to CHC/SDH/DHH.
- iv. The Medical Officer/MOIC/Specialist Doctor at CHC/SDH/DHH assesses the eligibility of these patients for admission to the De-addiction and Rehabilitation Centre.
- v. If deemed eligible, the assessing healthcare professional refers the patient to the De-addiction and Rehabilitation Centre.

#### **2. Self-Motivated Walk-ins:**

- i. Self-motivated patients have the option to walk into the De-addiction cum Rehabilitation Centre.
- ii. They are required to bring their previous medical records and a government-issued identity proof such as Aadhaar, Electoral Photo Identity Card (EPIC), Ration Card/BPL/APL card, or any other documents issued by the Central/State Government.

#### **4. Duration of Stay**

##### **1. Optimal Duration of Stay:**

- i. A standard period of three months is generally deemed necessary for an addict to undergo various phases of counseling, detoxification, de-addiction, and psychological recovery.
- ii. The duration of stay may vary based on individual circumstances, and in certain cases, longer or shorter periods may be required.
- iii. After-care, especially in the case of the 'Therapeutic Community model,' may be extended to address co-dependence in family members and ensure psychological rehabilitation through activities such as yoga, meditation, and spiritual inputs.
- iv. Under no circumstances, however, shall the period of stay exceed an additional 2 months.

##### **2. Extended Stay and Executive Committee Approval:**

- i. In situations where it is deemed necessary for an addict patient to stay in the center for more than three months due to local or case-specific considerations, consent for extended admission must be obtained.
- ii. The Agency/Organization responsible for the center will seek approval from an Executive Committee. This committee comprises the Substance Abuse cum Mental Health Specialist, DSSO Jharsuguda, Project Coordinator cum Project In-charge, and the Medical Officer of the Agency.
- iii. The decision-making process will prioritize the interests of the patients being served by the center, ensuring that the fundamental components of overall treatment and rehabilitation are maintained.
- iv. In such instances, the Sakhi Cell in DHH, along with DCPO, DWO, DSWO, and relevant police authorities, shall be informed. Consent for extended stay will also be obtained, especially in the case of juvenile patients, vulnerable patients.

#### **5. Scope of Services of the service provider/ Agency**

**1. Objective Alignment and Compliance:**

Ensure alignment with project objectives, the functioning of the center, and Section 4 (3 to 5) to guarantee comprehensive adherence to the project's vision and goals.

**2. Detailed Project Execution Plan (DPEP):**

Develop a comprehensive DPEP for the establishment and operationalization of the Center, covering:

- i. Recruitment, Training Modules, and Training Plan for staff.
- ii. Standard Operating Procedures (SOPs) for day-to-day operations and emergency scenarios.
- iii. Copies of approvals/permissions required under relevant statutes and rules.
- iv. Formats for registers, Management Information System (MIS), and related documentation.
- v. Implementation schedules for personnel placement, MIS adoption/development, and other project deliverables.

**3. Execution of Approved DPEP:**

Actively execute the approved DPEP, ensuring all aspects are implemented as per the plan.

**4. Geo-Tagged Attendance System:**

Implement and enforce a geo-tagged attendance system for all personnel employed under the project.

**5. Execution of Approved DPEP:**

Provide regular updates to the Client through the assigned point of contact in the office of the DSSO.

**6. Documentation and Reporting:**

Maintain proper documentation, including medical records, administrative documents, registers, and reports as directed by the executive committee.

**7. Financial Planning and Reporting:**

Undertake annual financial planning, submit bills for fund release, and provide Utilization Certificates for funds spent.

Submit Monthly, Quarterly, and Annual Progress Reports to the office of the DSSO Jharsuguda.

**8. Project Appraisal and Correction:**

Periodically appraise the project execution status and take corrective actions or suggest mid-course corrections as needed.

**9. Gap Identification and Recommendations:**

Identify critical gaps in existing social security systems and recommend improvements/additions to enhance the project's impact.

**10. Attendance at Meetings:**

Attend all meetings as required by the office of the DSSO related to the progress and assessment of the program.

**11. Feedback Mechanism:**

Establish a feedback mechanism, including obtaining feedback from patients, relatives, and staff. Take corrective measures based on complaints/feedback received.

**12. Adherence to Legal Frameworks and Guidelines:**

Adhere to the provisions of relevant statutes, acts, and guidelines, including but not limited to the Scheme For Prevention of Alcoholism and Substance (Drugs) Abuse 2009, NAPDDR, Indian Mental Health Care Act 2017, NDPS Act of 1985 and 2012, Minimum Standards of Care, Revised Manual on Minimum Standards of Services, and Guidelines for the Central Sector Scheme for Assistance.

**13. Flexibility and Client-Specific Services:**

Be prepared to undertake any other relevant work as directed by the Client, aligning with the provisions of the mentioned schemes, acts, and guidelines.

## 6. Steps in Project Implementation

Sr. No.	Step	Responsibility	Timeline for Completion
1	Issue of Letter of Intent (LoI)	DSSO	Within 15 working days of finalization of the agency
2	Preparation of DPEP	Agency	Within 30 working days of signing of MOU
3	Approval of DPEP and formation of the Executive Committee	DSSO and CDM & PHO, Jharsuguda	Within 15 working days of receiving the DPEP
4	Execution of the project	Agency	Within 30 working days of signing of MOU
5	Submission of monthly bills by the Agency to the DSSO	Agency	By the 7 <sup>th</sup> of every preceding month
6	Fund release to the selected Agency on submission of bills (monthly)	DSSO	Within 10 working days of receiving of bills from the Agency
7	Supervision, Monitoring and Review of the project (monthly)	DSSO	By 25 <sup>th</sup> of every month

## 7. Team Composition

Following is the minimum team deployment for the project: Details in Annexure -III

Sl No	Name of the Post	No of post	Remarks
1	Project Co-ordinator-cum- Vocational Counsellor	1	
2	Account -cum-Clerk	1	
3	Medical Officer (Part time)	1	
4	Chowkidar	2	
5	Cook	1	
6	Housekeeping staff	1	
7	Psychologist/ Counsellor	2	
8	Social worker / Outreach Community worker	2	
9	Yoga Therapist/ Dance Teacher /Music Teacher/Art Teacher	1	
10	Nurse	3	
11	Word Boy	2	
12	Peer Educator	1	
	<b>Sub-Total</b>	<b>18</b>	

## **8. Monitoring and Evaluation**

1. The office of the DSSO will conduct regular review meetings to oversee the project's implementation. The selected agency is required to submit a monthly progress report in the specified format according to the provided schedule to the office of the DSSO.
2. A quarterly review, led by a team nominated by the Collector-cum-Chairperson and Managing Trustee, DMF, will assess the services provided by the Centre, its impact on the community, and the selected agency's compliance with the Scope of Work.
3. DSSO will perform inspections to evaluate the Centre, submitting a report to the Collector-cum-Chairperson and Managing Trustee, DMF. These inspections, conducted annually after the project initiation, will gather feedback from patients, assess cleanliness and security, check staff attendance through geo-tagging, inspect CCTV footage, conduct financial assessments for fund reconciliation, and address related tasks.
4. A third-party agency will conduct the 'Final Evaluation' at the project's end (after 3 years), considering project achievement, Centre effectiveness, agency suitability for contract extension, impact assessment, improvement opportunities, and recommendations, in addition to yearly audit aspects.
5. The selected agency will conduct an 'Annual Financial Audit' through an independent auditor, submitting the report to DSSO within three months of the completion of each Financial Year, without additional funds allocated for this purpose.
6. All assets, equipment, and tools procured under the project will be the property of the office of the DSSO, Jharsuguda, with no rights granted to the Agency.
7. The Executive Committee, comprising DSSO Jharsuguda (Chairperson), Substance Abuse cum Mental Health Specialist from DHH Jharsuguda, Project Coordinator cum Project Incharge (Member Convener), Medical Officer of the agency, and any other approved member, will oversee the overall execution and management of the project. This committee will approve the finalization of capital/one-time purchase items, excess fund allocation if required, phasing of clinical staff hiring, staff training, admission of patients for more than 1 month, and other key decision.



**9. Abstract of Budget**

<b>Cost of Operationalizing 30 bedded Drug De-addiction cum Rehabilitation Centre (Over Three Years )</b>					
<b>Sl. No</b>	<b>Item</b>	<b>Costs in 1st Year (in Rs.)</b>	<b>Cost in 2nd Year (in Rs.)</b>	<b>Cost in 3rd Year (in Rs.)</b>	<b>Remarks</b>
1	Personnel Cost	<b>28,98,000.00</b>	30,42,900.00	31,95,045.00	5% increment in subsequent year (as per NHM norms)
2	Running/Recurring Cost	19,68,000.00	20,46,720.00	21,28,588.80	4% increment in subsequent year (considering average inflation of 3.86% in last three years)
3	Management Fee	2,43,300.00	2,54,481.00	2,66,181.69	5 % of (Personnel Cost + Running/Recurring Cost)
<b>Total</b>		<b>51,09,300.00</b>	<b>53,44,101.00</b>	<b>55,89,815.49</b>	
		<b>1,60,43,216</b>			

\*\*The detailed work plan to be undertaken by the agency using the management fees shall be discussed post selection of agency and be put forth in the MoU detailing out roles and responsibilities.

**1. Detailed Personal Costs**

<b>SI No</b>	<b>Name of the Post</b>	<b>No of post</b>	<b>Remuneration per month per person (Rs.)</b>	<b>Total Remuneration per month (Rs.)</b>	<b>Annual Remuneration (Rs.)</b>
1	Project Co-ordinator-cum- Vocational Counsellor	1	30,000.00	30,000.00	3,60,000.00
2	Account -cum-Clerk	1	13,260.00	13,260.00	1,59,120.00
3	Doctor (Part time) @Rs. 5000/- per visit with two mandatory visit per month	1	10,000.00	10,000.00	1,20,000.00
4	Chowkidar	2	11,760.00	23,520.00	2,82,240.00
5	Cook	1	10,560.00	10,560.00	1,26,720.00
6	House keeping staff	1	10,560.00	10,560.00	1,26,720.00
7	Psychologist/ Counsellor	2	15,060.00	30,120.00	3,61,440.00

RFP for Operation and Management of 30 bedded Drug De-addiction and Rehabilitation Center

8	Social worker/Outreach Community worker	2	13,260.00	26,520.00	3,18,240.00
9	Yoga Therapist/ Dance Teacher /Music Teacher/Art Teacher (Part Time)	1	5,000.00	5,000.00	60,000.00
10	Nurse	3	15,060.00	45,180.00	5,42,160.00
11	Word Boy	2	11,760.00	23,520.00	2,82,240.00
12	Peer Educator	1	13,260.00	13,260.00	1,59,120.00
	<b>Sub-Total</b>	<b>18</b>		<b>2,41,500.00</b>	<b>28,98,000.00</b>

**2. Detailed Recurring i.e., Running Costs**

Sl no	Particulars		Expenditure per month ( Rs.)	Annual Expenditure ( Rs.)
1	Rent		30,000.00	3,60,000.00
2	Food allowance (@ ₹ 110/Inmates for 30 nos.)		99,000.00	11,88,000.00
3	Consumables (medicines, toiletries, detergents, etc.) @Rs. 500 per Inmates		15,000.00	1,80,000.00
4	Contingency (travel, electricity, DTH and others)		20,000.00	2,40,000.00
	<b>Sub-Total</b>		<b>1,64,000.00</b>	<b>19,68,000.00</b>

**Note:**

- i. Management fee will be based on actual expenditure incurred each month on Personnel and Recurring i.e., Running cost.
- ii. Personnel cost shall be calculated on the reports generated from biometric system for staff as per their attendance in the particular month.
- iii. Recurring i.e., Running Cost shall be reimbursed to the agency after submission of original bill, vouchers etc.
- iv. In case Security services, Food & Beverage/Cooking and Cleaning/Housekeeping services are outsourced; the expenses incurred for monthly payments, shall be reimbursed to the agency after submission of original bill, vouchers et

**Section IV: Technical Proposal Submission Forms**  
**TECH - 1 Covering Letter**

*(On Bidder's Letter Head)*  
[Location, Date]

To,  
District Social Security Officer,  
Office of District Social Security, Collectorate Jharsuguda

**Subject: Selection of Agency for Operation & Management of 30 bedded Drug De Addiction & Rehabilitation Centre in Jharsuguda under District Mineral Foundation, Jharsuguda. [TECHNICAL PROPOSAL]**

Dear Sir,

I, the undersigned, offer to provide the services for the proposed assignment in respect to your Request for RFP Proposal No.: \_\_\_\_\_, Dated: \_\_\_\_\_. I hereby submit the proposal which includes this technical proposal sealed under a separate envelope. Our proposal will be valid for acceptance up to **180 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 technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. If negotiations are held during the period of validity of the proposal, I undertake to negotiate on the basis of the proposal submitted by us. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations.

I have examined all the information as provided in your Request for Proposal (RFP) and offer to undertake the service described in accordance with the conditions 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 provisions 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 the proposal and to clarify any details on its behalf.

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

Yours faithfully,

**Authorized Signatory :**  
**with Date and Seal**

**Name** : \_\_\_\_\_

**Designation** : \_\_\_\_\_

**Address of Bidder** : \_\_\_\_\_

**Contact Number of Bidder** : \_\_\_\_\_

**Email id of Bidder** : \_\_\_\_\_

**TECH 2: Bidder's Organization (General Details)**

S. No.	Description	Full Details
1	<b>Name of the Bidder</b>	
2	<b>Address for communication:</b> Tel: Email id:	
3	<b>Name of the authorized person signing &amp; submitting the bid on behalf of the Bidder:</b> Mobile No.:Email id:	
4	<b>Registration / Incorporation Details</b> Registration No: Date & Year. :	
5	<b>Local office in Odisha</b> <b>If yes, please furnish contact details</b>	Yes / No
6	<b>Bid Processing Fee Details</b> Amount: DD No.: Date: Name of the Bank:	
7	<b>EMD Details</b> Amount: DD No.: Date: Name of the Bank:	
8	PAN Number	
9	Goods and Services Tax Identification Number (GSTIN)	
10	Willing to carry out assignments as per the scope of work of the RFP	YES
11	Willing to accept all the terms and conditions as specified in the RFP	YES

**Authorized Signatory :**  
**with Date and Seal**

**Name :** \_\_\_\_\_  
**Designation :** \_\_\_\_\_  
**Address of Bidder :** \_\_\_\_\_  
**Contact Number of Bidder :** \_\_\_\_\_  
**Email id of 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 3: Bidders Financial Details**

**Annual Average Turnover Statement**

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

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

<b>Financial Information (In INR)</b>				
<b>Details</b>	<b>FY 2020-2021*</b>	<b>FY 2021-22*</b>	<b>FY 2022-23*</b>	<b>Average</b>
Consulting Turnover (in Crores)				
	<i>Page no in the bid proposal</i>	<i>Page no in the bid proposal</i>	<i>Page no in the bid proposal</i>	
<p><b>* Provisional audited statement shall not be considered.</b></p> <p><b>Supporting Documents:</b></p> <p>Audited certified financial statements for the last three FYs (Submission of copies of Income &amp; Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form).</p> <p>Filled in information in this format shall 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. No scanned copy will be entertained.</p>				

Signature and Seal of the Company Auditor / Chartered Accountant with Date in original

Name of Chartered Accountant / Authorized Signatory of Company Auditor

[In full initials with Date and Seal]: \_\_\_\_\_

Membership No. Chartered Accountant / Authorized Signatory of Company Auditor

**Authorized Signatory :**  
**with Date and Seal**

**Name :** \_\_\_\_\_

**Designation :** \_\_\_\_\_

**Address of Bidder :** \_\_\_\_\_

**Contact Number of Bidder :** \_\_\_\_\_

**Email id of Bidder :** \_\_\_\_\_

*[NB: No Scanned Signature will be entertained] 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 4: Format for Power of Attorney**

**(Notarized on INR 100.00 Stamp Paper)**

I, \_\_\_\_\_, the \_\_\_\_\_ (Designation) of (Name of the Organization) in witness where of 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 favour 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 of person executing attorney**

Name of person executing :  
attorney

Designation of person :  
executing attorney  
Date and Seal

Address of Bidder :

Contact Number of :  
Bidder

Email id of Bidder :

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**TECH 5: Bidders Past Experience Details**

- Experience of managing residential accommodation facilities for adults, like Drug de-addiction centers /Urban Homeless Centers / Rehabilitation centers / homeless / disabled persons / Beggar home / Maa Gruha, etc or any other residential setups with minimum inmates or working for vulnerable section of the society.

Sr. No.	Name of the Project*	Client Name, Contact Details & Address	Name of funding agency (if different from Client)	Fees in INR (In Crores )	Project Start Date in DD/MM /YYYY	Project End Date in DD/MM/Y YYYY***	Major Task Carried Out	Page no of the Attached Work Order / Experience Certificate**
1								
2								

\* Kindly mention the Work-order / project year-wise starting from the most recent Work-order / project undertaken.

\*\*Photocopies of Work Orders/ Sanction Orders/ MOUs/ Engagement Letters/ Completion Certificates / Experience Certificate from Clients for completion of work [s] of equivalent projects to be attached. More lines can be added for enumerating the relevant experiences. Mention the Page no (s) in your bid application where the copies of the relevant work order / contract is (are) placed.

\*\*\* For the projects which are already closed, submission of completion certificate is mandatory.

Authorized Signatory with Date and Seal  
 Name : \_\_\_\_\_  
 Designation : \_\_\_\_\_  
 Address of Bidder : \_\_\_\_\_  
 Contact Number of Bidder : \_\_\_\_\_  
 : \_\_\_\_\_



### **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]**: Para 15. If yes, please furnish details of any such activities.

If no, please certify,

#### **On Bidders Letter**

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]: Para 15.**

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 :**  
**with Date and Seal**

**Name :** \_\_\_\_\_

**Designation :** \_\_\_\_\_

**Address of Bidder :** \_\_\_\_\_

**Contact Number of Bidder :** \_\_\_\_\_

**Email id of 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 modifications to the Terms of Reference they are proposing to improve performance in carrying out the assignment (such as deleting some activity considering 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 provide by the Client:**

[Comment here on inputs and facilities to be provided by the Client with respect to the Scope of Work and Implementation]

**Authorized Signatory :  
with Date and Seal**

**Name :** \_\_\_\_\_

**Designation :** \_\_\_\_\_

**Address of Bidder :** \_\_\_\_\_

**Contact Number of Bidder :** \_\_\_\_\_

**Email id of Bidder :** \_\_\_\_\_

## **TECH 8: Description of Approach, Methodology and Workplan to Undertake the Assignment**

*[Technical Approach, Methodology and Work Plan are key components of the Technical Proposal. In this Section, bidder should explain their understanding of the scope and objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. Further, the bidder shall 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 following four sections viz 'Technical Approach & Methodology, Work Plan, Organization & Staffing, Challenges Envisaged']*

- a) **Technical Approach and Methodology:** In this chapter, you shall explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You shall highlight the problems being addressed and their importance and explain the technical approach you shall adopt to address them. You shall also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.
- b) **Work Plan:** In this chapter, you shall propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates. The proposed work plan shall be consistent with the technical approach and methodology, **showing understanding of the TOR and ability to translate and implement each of the objectives, services, and care to be provided, and scope of work** into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output etc., shall be included here. The work plan shall be consistent with the Work Schedule.
- c) **Organization and Staffing:** In this chapter, you shall propose the structure and composition of your team. You shall list the main disciplines of the assignment, the key expert responsible, and proposed staff. The details of these resources shall be given in Technical Form – 5 and 6.
- d) **Challenges Envisaged:** In this chapter, you shall list out some major challenges that could arise while implementation of the project. Also, the proposed action plan/road map and quality control mechanisms that you shall contemplate to follow while overcoming these challenges.

*Bidders are requested to furnish the above information limiting it up to 5-7 pages only with Arial Font Size-10.*

The agencies who are selected for technical presentation shall adhere to the following format while presentation:

Maximum Number of Slides	Slide Heading	Maximum Marks (40)	Maximum Time for Presentation
1 to 3	Understanding of the Assignment and Issues/Challenges	15	5 minutes
4 to 6	Work Plan and Staffing	15	5 minutes
7 to 10	Similar Case Studies	10	5 minutes
	Question & Answer Session		5 minutes

Note 1: Information provided in the form shall correspond to the Technical Presentation. Colour print-out of the PPT also shall be submitted.

Note 2: All the claims shall be substantiated through production of supporting documents.

**Authorized Signatory :**  
**with Date and Seal**

**Name :** \_\_\_\_\_

**Designation :** \_\_\_\_\_

**Address of Bidder :** \_\_\_\_\_

**Contact Number of Bidder :** \_\_\_\_\_

**Email id of Bidder :** \_\_\_\_\_

**TECH 9: Proposed Plan to Carry out the Assignment**

Month	1	2	3	4
Sequence of Activities / Sub Activities				

*Indicate all main activities / sub activities of the proposed assignment and other associate sub-periodic activities.*

**Authorized Signatory :**  
**with Date and Seal**

**Name :** \_\_\_\_\_

**Designation :** \_\_\_\_\_

**Address of Bidder :** \_\_\_\_\_

**Contact Number of Bidder :** \_\_\_\_\_

**Email id of Bidder :** \_\_\_\_\_

### TECH 10: Non-Consortium Declaration

We, \_\_\_\_\_ <name of the Organisation>, having our registered office at \_\_\_\_\_, <HQ address of the Organisation> hereby certify and confirm that in the preparation and submission of our Proposal for \_\_\_\_\_ (name of the Project) under this RFP Reference No. \_\_\_\_\_, We have not acted in concert or in collusion with any other Bidder or other person(s) and also not done any act, deed or thing, which is or could be regarded as anti-competitive.

We declare that we are submitting this proposal as an independent agency, and not as a part of any consortium/Joint Venture/Associations.

We further confirm that we have not offered nor will offer any illegal gratification in cash or kind to any person or organization in connection with the instant proposal.

We also acknowledge that in case of misrepresentation of the information, our proposal / contract shall be rejected / terminated at any stage by the client, which shall be binding on us. Any loss or damage to the client, on this count will be compensated by us.

Dated this \_\_\_\_\_ Day of \_\_\_\_\_, 2024

**Authorized Signatory**  
**with Date and Seal**

**Name** : \_\_\_\_\_

**Designation** : \_\_\_\_\_

**Address of Bidder** : \_\_\_\_\_

**Contact Number of Bidder** : \_\_\_\_\_

**Email id of Bidder** : \_\_\_\_\_

**TECH 11: Affidavit Format for Not Blacklisting  
(Notarized on Rs.100/- Non-Judicial Stamp Paper)**

**Affidavit**

I, M/s. \_\_\_\_\_ (the name of the Organization) having our registered office at \_\_\_\_\_, <HQ address of the Organisation> hereby certify and confirm that we or any of our promoter(s) / Director(s) are not barred by Social Security & Empowerment of Persons With Disabilities Department, Govt. of Odisha / Department of Health & FW, Govt. of Odisha / or any other entity of GoO or blacklisted by any State Government or Central Government / Department / Organization in India from participating in Tenders as on the \_\_\_\_\_ (Date of Signing of this proposal). In case the agency has been blacklisted previously, the details of the same shall be furnished in below format.

Sl. No	Name of the Govt. dept/Organisation/ that backlisted the Agency	Duration from which the blacklisting started to when it ended	Reason for being Blacklisted	Issues that led to blacklisting was resolved / Not resolved	Remarks
1					
2					

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

Dated this \_\_\_\_\_ Day of \_\_\_\_\_, 2024

**Authorized Signatory**  
**with Date and Seal**

**Name** : \_\_\_\_\_

**Designation** : \_\_\_\_\_

**Address of Bidder** : \_\_\_\_\_

**Contact Number of Bidder** : \_\_\_\_\_

**Email id of Bidder** : \_\_\_\_\_

**TECH 12: Format of Bid Security Declaration from Bidders In Lieu of EMD**

(On Bidders Letter head)

Bid Security Declaration For

Date:

Tender No:

To,

District Social Security Officer,  
Office of District Social Security, Collectorate Jharsuguda  
Jharsuguda – 768204

I/We, The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We:

- a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity
  - i. fail or reuse to execute the contract, if required, or
  - ii. fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of

- (i) the receipt of your notification of the name of the successful Bidder; or
- (ii) thirty days after the expiration of the validity of my/our Bid.

Yours sincerely,

**Authorized Signatory :**

**with Date and Seal**

**Name :** \_\_\_\_\_

**Designation :** \_\_\_\_\_

**Address of Bidder :** \_\_\_\_\_

**Contact Number of :** \_\_\_\_\_

**Bidder**



**TECH 13: Format of Team Composition and Task Assignments**

<b>Professional Staff</b>			
<b>Name of Staff</b>	<b>Qualification</b>	<b>Position Assigned</b>	<b>Years of experience in similar Job Description</b>

Note:

1. Information provided in the form shall correspond to Key Personnel criteria of the Technical Qualification form.
2. All the claims shall be substantiated through production of supporting documents.
3. Experiences between 1<sup>st</sup> September 2011 to 30<sup>th</sup> November 2021 only will be considered.

**TECH 14: Format of - Curriculum Vitae (CV) of Proposed Staff**

<b>1.</b>	<b>Proposed Position</b>			
<b>2.</b>	<b>Name of Agency</b>			
<b>3.</b>	<b>Name of Staff</b>			
<b>4.</b>	<b>Date of Birth</b>			
<b>5.</b>	<b>Education</b>			
	<b>Name of Institution</b>	<b>Degree(s) or Diploma(s) obtained:</b>	<b>Date/Year of Qualifying</b>	
<b>6.</b>	<b>Membership in Professional Associations/ Trainings attended</b>			
<b>7.</b>	<b>Languages</b>			
	<b>Language</b>	<b>Reading</b>	<b>Speaking</b>	<b>Writing</b>
	<b>English</b>			
	<b>Odia</b>			
	<b>Hindi</b>			
	<b>Any other</b>			
<b>8.</b>	<b>Employment Record</b>			
	<b>From</b>	<b>To</b>		
	<b>Employer</b>			
	<b>Position/s held</b>			
	<b>Responsibilities/ Activities performed:</b>			
	<b>From</b>	<b>To</b>		
	<b>Employer</b>			
	<b>Position/s held</b>			
	<b>Responsibilities/ Activities performed</b>			
	<b>From</b>	<b>To</b>		
	<b>Employer</b>			
	<b>Position/s held</b>			
<b>9.</b>	<b>Work Undertaken that Best Illustrates Capacity to Handle the Tasks Assigned</b>			
	<b>Name of assignment or project</b>			
	<b>Year</b>			
	<b>Location</b>			

	<b>Client</b>	
	<b>Main project features:</b>	
	•	
	<b>Position/s held</b>	
	<b>Responsibilities/Activities performed</b>	
	•	
	<b>Name of assignment or project</b>	
	<b>Year</b>	
	<b>Location</b>	
	<b>Client</b>	
	<b>Main project features</b>	
	•	
	<b>Position/s held</b>	
	<b>Responsibilities/Activities performed</b>	
	•	
<b>10.</b>	<b>Certification</b>	
	<p><b>I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.</b></p>	
	<p><b>Signature</b></p>	

Note:

1. Information provided in the form shall correspond to the Key Personnel Criteria of the Technical Qualification form.
2. All the claims shall be substantiated through production of supporting documents by attaching photocopies of educational documents and experience certificates.

**Section V: Annexure****Annexure- I: Bid Submission Checklist**

<b>Sr. No.</b>	<b>Description</b>	<b>Submitted (Yes/No)</b>	<b>Page No.</b>
	<b>Technical Proposal (Original)</b>		
1	Filled in Bid Submission Check List (ANNEXURE I)		
2	Covering Letter (TECH 1)		
3	Bid Processing Fee of Rs. 10,000/- in form of DD		
4	EMD of Rs. 1,00,000/- in form of DD		
5	Copy of Certificate of Incorporation / Registration of the Bidder		
6	Copy of PAN		
7	Copy of Goods and Services Tax Identification Number (GSTIN)		
8	Copies of IT Returns for the last 3 FYs (20-21,21-22 &22-23)		
9	General Details of the Bidder (TECH 2)		
10	Financial details of the bidder (TECH 3) along with all the supportive documents such as copies of Profit — Loss Statement and Balance Sheet for the concerned period		
11	Power of Attorney (TECH 4) in favour of the person signing the  bid on behalf of the bidder		
12	List of completed assignments of similar nature (Past Experience Details) (TECH 5) along with the copies of work orders for the respective assignments		

13	Self-Declaration on Potential Conflict of Interest (TECH 6)		
14	Comments and Suggestions (TECH 7)		
15	Description of Approach, Methodology & Work Plan (TECH 8)		
16	Work Plan (TECH 9)		
17	Non-Consortium Declaration (TECH 10)		
18	Affidavit Format for Not Blacklisting (TECH 11)		
19	Bid Security declaration Lieu of EMD (TECH 12)		
20	Team Composition and Task Assignments (TECH 13)		
21	Curriculum Vitae (CV) of Proposed Staff (TECH 14)		

**Undertaking:**

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

**Authorized Signatory :**  
**with Date and Seal**

**Name :** \_\_\_\_\_

**Designation :** \_\_\_\_\_

**Address of Bidder :** \_\_\_\_\_

**Contact Number of Bidder :** \_\_\_\_\_

**:** \_\_\_\_\_

**Annexure- II: Performance Bank Guarantee Format**

[Location, Date]

To,  
District Social Security Officer,  
Office of District Social Security, Collectorate Jharsuguda  
Jharsuguda – 768204

WHEREAS ..... (Name and address of the Agency) (hereinafter called “the Agency”) has undertaken, in pursuance of RFP no..... dated ..... to undertake the service ..... (Description of services) (herein after called “the contract”).

AND WHEREAS it has been stipulated by..... (Name of the Client) in the said contract that the Agency shall furnish you with 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 supplier 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 Agency 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 Agency 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 there under 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 performance bank guarantee shall be valid until the .... day of..... (Month and year),

Our branch at Jharsuguda ..... (Name & Address of the Bank) is liable to pay the guaranteed amount depending on the filing of the claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our Jharsuguda branch a written claim or demand and received by us at our Jharsuguda branch on or before Dt.....otherwise, the 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 & Branch**

**Annexure- III: HR/ Personal Details**

Sr. No.	Name of Post	Qualification & Experience	Responsibilities
1	Project Coordinator cum Centre Head and Project In-charge *	<ul style="list-style-type: none"> <li>• Master's Degree in Social Work / Social Sciences / Bachelors in Hospital Management &amp; Administration.</li> <li>• Experience of managing similar centres for a minimum period of four years or work experience in project planning, implementation, and management.</li> <li>• Good knowledge and experience of participatory approaches in program implementation.</li> <li>• Demonstrable capability for running such centres and having working knowledge of computers.</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for overall functioning, coordinating administrative responsibilities, and managing the day to activities of 'De-addiction and Rehabilitation Centre'.</li> <li>• Ensure that all the project objectives are met and the Centre functions as per standards mentioned in the RFP.</li> <li>• Warrant that the inmates are admitted following due procedure and proper documentation.</li> <li>• Actively coordinate between the Client, line departments, Centre staff and Executive Committee, take necessary steps to resolve issues and represent the De-addiction and Rehabilitation Centre at meetings.</li> <li>• Follow instructions on matters relating to the administration, running and management of the Centre given by the Client.</li> <li>• Supervise the work of other staff and ensure that they are fulfilling their responsibilities.</li> <li>• Liaison with Sakhi Cell in DHH / DCPO / DWO / DSWO / Police department and other appropriate administrative authorities in case of legal compliances pertaining to the admission and treatment of juvenile patients, vulnerable patients, women patients etc to the Centre.</li> <li>• Inform the DSSO in case of violation of rules and regulations by the inmates and take necessary and immediate action against them as per written direction.</li> <li>• Ensure that the unused and un-repairable items are auctioned and remit their value to DMF as per the rules and norms set by the DSSO.</li> <li>• Preparation of Annual Report, progress reports, process documents, regulating the legal and statutory compliances, and other reports in a time bound manner and submit the same to DSSO.</li> <li>• Organize monthly and other meetings of the Centre and other related agencies as per schedule and follow recommendations/suggestions/orders as mentioned in the minutes of the Executive Committee meeting.</li> <li>• Inform the DSSO in case of personal and professional misconduct of the staff and take</li> </ul>



			<p>necessary and immediate action against them as per written direction.</p> <ul style="list-style-type: none"> <li>• Hold responsibility as the Public Relation Officer of the Centre and manage day to day correspondence.</li> <li>• Proper maintenance of various files related to records of the inmate(s), staff, stock, finance, assets, etc.</li> <li>• Encourage and conduct training programs and capacity building activities for volunteers / staff / stakeholders as per the instructions of the Executive Committee.</li> <li>• Any other relevant work that may be included during the negotiations or as directed by the DSSO.</li> <li>• Liaison with government and non-governmental organisations working in the field of de-addiction.</li> </ul>
1	General Duty Medical Officer/Doctor (Part time)	<ul style="list-style-type: none"> <li>• Completed MBBS from a recognized institute.</li> <li>• Hold a Training Certificate in De-Addiction Medicine from a recognized institute (preferred).</li> <li>• At least three years clinical work experience in an in-patient hospital facility.</li> </ul>	<ul style="list-style-type: none"> <li>• Assessing patients/inmates with regard to their physical / mental conditions.</li> <li>• ‘History taking’, complete examination, complete documentation of medical records etc for all the patients.</li> <li>• Presentation of the case findings and discussion of further plan of medications and treatment with the Mental Health cum Substance Abuse Specialist at DHH Jharsuguda.</li> <li>• Carrying out the treatment plan as per case discussions.</li> <li>• Follow the instructions of specialist for their treatment specific regime for each individual patient.</li> <li>• Documentation of case history, symptoms, assessment, and evaluation finding, treatment prescribed, tests results etc for complete medical record management.</li> <li>• Monitoring of drug administration by the staff nurses.</li> <li>• providing treatment.</li> <li>• Prescribing medication during detoxification, follow up and relapses and handling all medical emergencies e.g., fits and acute psychotic episodes etc.</li> <li>• Respond immediately to the clinical emergency and be available for 24 hours on call.</li> <li>• Maintain all records of detoxification, emergencies and follow up of patients.</li> </ul>

			<ul style="list-style-type: none"> <li>• Coordinating with the counsellors to plan the treatment and recovery of individual patients.</li> <li>• Preparing discharge summary, follow-up schedule in consultation with the multi-disciplinary team and explain the medication which are to be continued after discharge.</li> <li>• Liaison with specialists in psychiatry, internal medicine, neurology, pathology, biochemistry etc for referral in case of further treatment.</li> </ul>
2	Counsellor /Psychologist*	<ul style="list-style-type: none"> <li>• Master's Degree in Counselling/Psychology with a Diploma in Counselling from a government approved university.</li> <li>• At least four years of experience in counselling practice.</li> <li>• Hold a Certificate of three months Training Course in de-addiction counselling by NISD (Preferred).</li> <li>• Have knowledge of English and Odiya language.</li> </ul>	<ul style="list-style-type: none"> <li>• Assessment of patients/inmate individually as well as along with the clinical team.</li> <li>• Understand the behaviour patterns, attitude, capabilities, and limitations of newly admitted inmates and record them in the Medical File.</li> <li>• Prepare an effective and practical care plan for the inmate in the light of the information collected through observation, enquiries, and medical reports.</li> <li>• Providing motivation, counselling clients, families and significant others and planning treatment strategies from admission to treatment, to follow-up.</li> <li>• Conducting group therapy for clients.</li> <li>• Maintaining individual case records of patients.</li> <li>• Participation in awareness programmes in the community.</li> <li>• Functioning in a team to coordinate activities and receive feedback from other members of the team.</li> <li>• Conducting re-educative classes, family therapy and group therapy.</li> <li>• Recording and documentation of the patient's treatment processes.</li> <li>• Visiting and net working with governmental and non-governmental agencies to support the client in treatment and escorting / guiding patients for admission to other organisations.</li> <li>• Attend concerned meetings, training and capacity building activities organized as necessary and any other relevant work that may be included during the negotiations or as directed by the Client.</li> </ul>

3	Staff Nurse*	<ul style="list-style-type: none"> <li>• Midwifery (GNM) from recognized medical institution.</li> <li>• Registered in State Nursing Council.</li> <li>• Atleast two years' experience in hospital.</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Assisting with history taking, on admission assessment, daily rounds.</li> <li>• Dealing with emergencies and assisting the Medical Officer/doctor on duty.</li> <li>• Administering medication, injections etc and monitoring for any adverse drug reaction, following doctors' orders etc.</li> <li>• Informing the doctor of any pertinent clinical issue noted during the drug administration or routine monitoring.</li> <li>• Maintaining all registers and records of patients during detoxification (e.g., blood pressure and urine sugar etc).</li> <li>• Ensuring continuous availability of medicines and keeping the doctor and centre head informed, well in advance in case of less medicine stock.</li> <li>• Ensuring safekeeping of medication.</li> <li>• Ensuring adequate dispensing procedure: confirming patients' intoxication status, patients' identity, dose, current prescription, dispensing medications in directly observed manner and ensuring that no diversion happen.</li> <li>• Ensuring adequate record keeping for the medicine and other consumables and stock.</li> <li>• Ensure that the inmates' belongings are properly recorded, stored in safe custody, and handed over to them with defined procedures as and when required.</li> <li>• Supervising the functioning of ward boys, sweepers.</li> </ul>
5	Social Worker/ Outreach community Worker*	<ul style="list-style-type: none"> <li>• Master's in social work Social Sciences.</li> <li>• Certificate Course in De-addiction services (preferred)</li> <li>• Atleast two years of work experience in awareness / outreach activities planning, implementation, and management.</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Plan, coordinate and carry out the outreach and awareness activities and campaign in coordination with relevant government departments.</li> <li>• Providing routine information and services of the Centre for creating awareness in the masses and public.</li> <li>• During routine outreach work keeping a lookout for clients suitable for the De-addiction and Rehabilitation Centre.</li> <li>• Identification and rescue of potential inmates / patients to be admitted in the Centre for de-addiction especially the vulnerable group i.e., children from hutting's, street children, child labourers, prostitutes, sex workers, ex-prisoners etc and pursue their admission in the Centre with due procedure.</li> </ul>

			<ul style="list-style-type: none"> <li>• Motivational counselling for voluntary de-addiction, rapport building with the potential inmates for the centre and facilitating their access to the Centre.</li> <li>• Regular follow-up with inmates and their family members for increasing the impact of Centre for De-addiction and Rehabilitation services provided to the inmates/patient and prevention of relapses.</li> <li>• Reporting regularly to the team at Centre for planning further awareness and outreach activities and multidisciplinary treatment approach for the patients/clients.</li> </ul>
8	Yoga Therapist (Part-time)	<ul style="list-style-type: none"> <li>• Diploma in Yoga from a recognized Institute.</li> <li>• Experience of at least 1 year in a healthcare/wellness centre.</li> </ul>	<ul style="list-style-type: none"> <li>• Shall visit the Centre atleast 3 times a week for one hour per visit.</li> <li>• Conducting physical exercises / yoga for the patients.</li> <li>• Conducting meditation and classes on spirituality.</li> <li>• Teaching meditation and relaxation techniques.</li> <li>• Participation in multidisciplinary team approach for treatment, de-addiction and vocational rehabilitation.</li> </ul>
10	Peer Educator*	<ul style="list-style-type: none"> <li>• 12<sup>th</sup> Pass and an Ex-drug user with 1-2 years of sobriety.</li> <li>• Willing to be trained and work among alcohol and drug using population as well as is possessing qualities like empathy, communication skills.</li> <li>• Agrees to refrain from using, buying, or selling drugs.</li> <li>• Ready to work for the prevention of harmful alcohol and drug use and relapse</li> </ul>	<ul style="list-style-type: none"> <li>• Participation in outreach and awareness campaign planning and implementation.</li> <li>• Creating awareness in the community and motivating for voluntary de-addiction and treatment.</li> <li>• Making home visits for patients whilst treatment.</li> <li>• Organizing group activities / fun games in the evenings.</li> <li>• Assisting the therapy team in whatever areas possible.</li> <li>• Giving an exposure to self-help groups (AA / NA) by organizing either a sharing or interaction.</li> <li>• Providing details of AA/NA meetings in the location.</li> </ul>
11	Multi-purpose Worker / Ward Boy /Attendant	<ul style="list-style-type: none"> <li>• 10<sup>th</sup> Class pass preferably</li> </ul>	<ul style="list-style-type: none"> <li>• Assisting the nurses in the detoxification unit.</li> </ul>

	<ul style="list-style-type: none"> <li>•</li> </ul>	<p>experienced in such centres.</p> <ul style="list-style-type: none"> <li>• Ward Boy shall undergo training by National Institute of Social Defence (NISD).</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Attending to the personal hygiene of bed-ridden patients.</li> <li>• Escorting the patients to labs or other specialists.</li> <li>• Monitoring the visitors and checking patients for possession of drugs.</li> <li>• Assist in conducting physical exercises for the patients.</li> <li>• Assist the staff in office work of the Centre as and when required.</li> <li>• Assist in procurement and purchase of the required materials for the Centre.</li> <li>• Assist in the disposal of waste, through composting and other means.</li> </ul>
12	Sanitary Worker / Housekeeping Staff	<ul style="list-style-type: none"> <li>• 7<sup>th</sup> Class pass preferably experienced in such centres.</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Cleaning of the entire centre including toilets and bathrooms.</li> <li>• Maintaining the garden or space available around the Centre.</li> <li>• Maintaining clean and hygienic environment.</li> <li>• Sweep and mopping the Centre atleast twice daily with appropriate disinfectant.</li> <li>• Clean and disinfect the toilets atleast thrice daily with 0.5 % active chlorine solution.</li> <li>• Take the soiled clothes, used bed sheets and pillow covers from the inmates for washing in the laundry.</li> <li>• After washing, assist the inmates in sun drying the clothes and make sure the inmates get their clothes and bed materials back.</li> <li>• Any other relevant work that may be included during the negotiations or as directed by the Client.</li> </ul>
13	Accountant/Clerk	<ul style="list-style-type: none"> <li>• B. Com with knowledge of Computers, MS-Office, and Tally.</li> <li>• Working Experience of one year preferred.</li> </ul>	<ul style="list-style-type: none"> <li>• Compilation of accounts, book-keeping, computerizing collected database &amp; information, maintaining records &amp; files, maintaining bills, vouchers etc as per provisions of the project.</li> <li>• Writing main account / petty cash account and preparing monthly expenditure statement.</li> <li>• Ensure supplies and other logistics as per the procurement rules and standards.</li> <li>• Ensure that procured items are properly recorded in the Stock Register.</li> <li>• Disbursement of cash for salaries and incidental expenditure.</li> </ul>
<p>* Must have good communication skills in Odia i.e., to read, write and speak.  ** Security services, Food &amp; Beverage/Cooking and Cleaning/Housekeeping services may be outsourced to professional agencies providing these services.</p>			

**Annexure- V: Definitions and Acronyms**

Act	:	Narcotic Drugs and Psychotropic Substances (NDPS) Act of 1985 and 2012; Indian Mental Health Care Act 2017; Guidelines for 'Central Sector Scheme for Assistance for Prevention of Alcoholism and Substance (Drugs) Abuse and Social Defence Services', effective from 2018 by Government of India, Ministry of Social Justice and Empowerment etc
AA	:	Alcoholic Anonymous
ADL	:	Activities of Daily Living
Agency	:	Entities or persons that may provide or provides the Services to the Client under the Contract.
AIIMS	:	All India Institute of Medical Sciences
APL	:	Above Poverty Line
Assignment / Job / Project	:	The work to be performed by the selected Agency pursuant to the Contract.
BPL	:	Below Poverty Line
CDM&PHO	:	Chief District Medical & Public Health Officer
Centre	:	De-addiction and Rehabilitation Centre/Nisha Mukti Kendra. Centre that specializes in the evaluation and treatment of drug addiction, alcoholism and associated disorders. Centre which shall admit 'alcohol and other substance abuse persons' and shall provide treatment and rehabilitation of these people in the society.
CV	:	Curriculum Vitae
DAMS	:	Drug Abuse Monitoring System
Day	:	Calendar day
DCPO	:	District Child Protection Officer
DD	:	Demand Draft
DDAP	:	Drug Deaddiction Program
DEO	:	District Education Officer
DMF, Jharsuguda	:	District Mineral Foundation, Jharsuguda
DPEP	:	Detailed Project Execution Plan
DPEP	:	Detailed Project Execution Plan to be submitted by the selected Agency to DSSO pursuant to the Contract.
DRDA	:	District Rural Development Agency
DSSO/Client	:	District Social Security Officer, Jharsuguda, Government of Odisha
DSWO	:	District Social Welfare Officer
DTP	:	Desktop Publication
DWO	:	District Welfare Officer
EC	:	Evaluation Committee
EMD	:	Earnest Money Deposit
EO	:	Executive Officer
FY	:	Financial Year
HIV	:	Human Immunodeficiency Virus

Indigent	:	Any senior citizen who is not having sufficient means, as determined by the State Government, to maintain oneself.
Inmate	:	A senior citizen duly admitted residing at the Old Age Home.
Instructions to applicant Agencies	:	The document which provides interested Agencies with the information needed to prepare their respective Proposals.
IPD	:	Inpatient Department
IRCA	:	Integrated Rehabilitation Centre for Addicts
ITI	:	Industrial Training Institutes
LOI	:	Letter of Invitation, (Section 1 of the RFP) means the 'Letter of Invitation' being sent by the Client.
MIS	:	Management Information System
NA	:	Narcotics Anonymous
NAPDDR	:	National Action Plan for Drug Demand Reduction
NDDTC	:	National Drug Dependence Treatment Centre
NDPS	:	Narcotic Drugs and Psychotropic Substances
NGO	:	Non-Governmental Organization
NISD	:	National Institute of Social Défense
NSF	:	Net Square Feet
NSM	:	Net Square Meter
OPD	:	Outpatient Department
Personnel	:	Professionals and support staff provided by the selected Agency and assigned to perform the Services or any part thereof.
Proposal	:	Pre-Qualification Documents, Technical Proposal and Financial Proposal.
PWDs	:	Persons with Disabilities
QBS	:	Quality Based Selection
RFP	:	Request for Proposal, circulated by the Client for the selection of an Agency.
RRTC	:	Regional Resource and Training Centre
sq ft	:	Square Feet
STD	:	Sexually Transmitted Diseases
TIA	:	Tender Inviting Authority /Client
TOR	:	Information included in the RFP which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Client and the selected Agency.
UN	:	United Nations
WHO	:	World Health Organization

**Annexure- VI: Space Plan for 30 Beds De-addiction & Rehabilitation Centre**

<b>Space Type</b>	<b>Unit</b>	<b>Area Unit (NSF)</b>	<b>Net Area Total (NSF)</b>
<b>IPD</b>			
Patient Beds	30	60	1800
Nursing Station	1	10	10
Crash Cart	1	20	20
Store – Drugs and Consumables	1	60	60
Equipment Store	1		
Clean Utility	1	40	40
Dirty Utility	1	40	40
Patient Toilets with Bath Facility	2	60	120
<b>OPD</b>			
Doctors Room	1	60	60
Psychologist Room	1	60	60
Family Counselling Room	1	60	60
Therapists Room	1	60	60
Group Exercise	1	200	200
			0
<b>Offices and Common Areas</b>			0
Manager Office	1	40	40
Offices for the supportive staff	1	100	100
Waiting space for visitors	1	100	100
Enquiry & Reception	1	20	20
Staff – Toilets	1	60	60
Visitor- Toilets	1	60	60
Kitchen and Dining Area	1	100	100
Open Space/Garden	1	400	400
		<b>Subtotal</b>	<b>3,460</b>
<b>Total Space Requirement</b>		<b>40% Circulation</b>	<b>4,844</b>