EXPRESSION OF INTEREST

[Lumpsum Assignment]

For

Hiring of Individual Consultant/ Agency/organisation for Comprehensive Human Resource and Organization Structuring for OPDC Ltd.

ଓଡ଼ିଶା ମତ୍ସ୍ୟଚାଷ ଉନ୍ନୟନ ନିଗମ ଲିଃ.

ODISHA PISCICULTURE DEVELOPMENT CORPORATION LIMITED

(A Government of Odisha undertaking)

D- NAYAPALLI, BHUBANESWAR-751012
Website: www.opdc.in, Email:chairmanopdc@gmail.com, mdopdc@rediffmail.com
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August ’2024

ODISHA PISCICULTURE DEVELOPMENT CORPORATION ltd.

ଓଡ଼ିଶା ମତ୍ସ୍ୟଚାଷ ଉନ୍ନୟନ ନିଗମ ଲିଃ.

ODISHA PISCICULTURE DEVELOPMENT CORPORATION LIMITED

(A Government of Odisha undertaking)

No.1571 **Date:29.08.2024**

EXPRESSION OF INTEREST

Hiring of Individual Consultant/Agency/ organisation for Comprehensive Human Resource and Organization Structuring for OPDC Ltd.

OPDCL invites sealed applications from eligible professional to carry out **Comprehensive Human Resource and Organization Structuring** for OPDC. Applicants fulfilling the prescribed eligibility criteria of the EoI can access and download the complete document and other details from www.opdc.odisha.gov.in /www.fisheries.odisha.gov.in The EoI calendars under the end to end process are:

Sl.	List of Key Events	Critical Dates
1	Date of Issue of EOI	29th August 2024
2	Last Date for Submission of applications	12th September 2024, 1pm
3	Date of Opening of Applications	12th September 2024, 2 pm
4	Date of Technical Presentation-cum-Interview and opening of Financial Bid	12th September, 3 pm (Tentative)

The proposal complete in all respects must reach the undersigned by Speed Post/ Registered Post/Drop in the Tender Box only latest by 12th September, 1pm in a sealed envelope clearly mentioning on the top of it **"Expression of Interest for – Hiring of Individual Consultant/Agency/Organisation for Comprehensive Human Resource and Organization Structuring.**

The proposals received beyond the last date and time will be rejected. The authority reserves the right to reject any/ all proposals without assigning any reason thereof.

Managing Director

CC: To the Notice Board of OPDC Ltd and webhosting of the same in OPDC/ DoF website for wide publicity.

Hiring of Individual Consultant/Agency/organisation for Comprehensive Human Resource and Organization Structuring for OPDC Ltd.

i. Introduction

Odisha Pisciculture Development Corporation Ltd was incorporated on 5thMay 1998 with Register of Companies, Odisha, Cuttack and became functional w. e. f. 5th October 1998 after taking over the activities of erstwhile Odisha Fish Seed Development Corporation (OFSDC) Ltd. & Orissa Maritime Chilika Area Development Corporation (OMCAD) and it is under the administrative control of Department of Fisheries & ARD Department, Govt.of Odisha with the mandate as follows:

1. Production and supply of best quality fish seed to fish farmers of Odisha as well as outside states.
2. Production and sale of high quality Nylon and HDPE Fish net webbings for fish farmers and fishermen of the state
3. Sale of quality fuel (HSD & MS) and Lubricant to the Fishermen Community operating trawlers, boats as well as surface transporters.

This Corporation also has the scope to enter other business for the development of Fisheries sector which will make the corporation stable and sustainable.

ii. Objective

The professionals as Individual Consultant/Agency shall be hired to support OPDCL in terms of Organisation and HR structure, cadre fitment ,career advancement, relevant pay fixation , government recruitment rules , promotion policy and other relevant policy matter etc based on the prevailing Govt of Odisha Service Rules.

iii. Scope of Work:

1. Resource Analysis:

a) Consultant would review, assess/analyse the existing Manpower & Recommend the appropriate Manpower (in nos.) across the Groups, Department/Division through the Cadres in OPDC.

b) Undertake a comprehensive Cadre Review & restructuring exercise encompassing issues such as Poor Recruitment Planning, Lack of functional clarity, Deficient Cadre structure, stagnation in promotions.

c) Review and assess the financial burden at the existing capacity and in case of 70% filling up total capacity.

d) Review and align the existing relevant Rules or policies ,suitably in line with current requirements.

e) Optimize Manpower across cadres covering the level A to D employees deployed on the basis of the Workload assessment & recommend appropriate Manpower nos. required, Department wise & Organization as a whole.

f) Recommend Projected Manpower for next 5 years, considering the automation through ERP/SAP, outsourcing of activities, newer developments/initiatives, etc.

g) Recommendation of appropriate Cadres – with possibility of Mergers/redundant or new creation of Posts, in the light of Manpower assessed & required in OPDC; Structured Ratios to avoid stagnation, etc.

h) Manpower requirement will be worked out based on workload and or Utilization, however, due consideration would be given to other aspects like Job & positional requirements, sectional requirements, span of control, delegation of power, etc.

i) Design New Organization Structure and it's Revision and Staffing Process & Policy as per Skills and Competencies and Outsourcing Process & Policies with Cost of Effective Manpower Engagement

j) Policy of the Organization Review and Modification of the Existing Recruitment Rules & Polices

2. Cadre Restructuring& Review of Resources

The organisation structure and existing cadres across all the divisions would be reviewed in the context of mission and stated objectives of the organisation. This would take into account the functional activities & linkages required to be maintained with other divisions, etc. The review would be done in terms of consistency of broad functional grouping, role and responsibilities, co-ordination and control mechanisms, centralisation and decentralisation, reporting relationships, information flow etc. The Resources shall be reviewed in the context of the recommended Manpower & Cadre restructuring outcome.

3. Human Resource Good Governance Policy:

a. Recruitment and Hiring: Outlines the process for attracting, selecting, and onboarding new employees.

b. Employee Conduct: Defines expected behavior, code of conduct, and disciplinary actions.

c. Performance Management: Establishes procedures for evaluating employee performance, providing feedback, and addressing underperformance.

d. Benefits and Compensation: Describes employee benefits, salary structures, and bonus schemes.

e. Leave Rules : Specifies policies for vacation, sick leave, parental leave, and other absences.

f. Employee Relations: Addresses conflict resolution, grievance procedures, and employee communications.

g. Training and Development: Outlines opportunities for employee growth, skill development, and career advancement.

h. Diversity, Equity, and Inclusion: Promotes a culture of inclusivity, respect, and equal opportunities.

i. Employee Data Protection: Ensures the confidentiality and security of employee personal data.

j. Termination and Separation: Defines procedures for employee termination, resignation, and exit interviews.

k. Women Harassment at work place: The consultant shall design SoP on preventing the Women Harassment at work place from various forms like Sexual harassment, gender based harassment, bullying, discrimination, retaliation etc.

4. Review of Recruitment and Promotion Policy pertaining to Govt of odisha

a. Design of HR Policy
b. Staffing policy : Service code, hierarchy, deputation policy, outsourcing policy, Contractual engagement/Ad-hoc/ Consultant/ PMU setup
c. Recruitment Guidelines for all cadres
d. Pay fixation policy for all cadres and grades pertaining to Govt of odisha
e. Guidelines for employee recognition award
f. Guidelines for promotional avenues and mid-career assessment.
g. Guidelines for the rules such as VRS/ Retirement/ Compulsory retrirement/ Disciplinary action or matters .
h. SoP for IT techniques : HRIS and Employee payment
i. SoP for all statutory obligations for both employee and employer
j. Job Responsibilities of different positions. Reporting Officer, Leave approval authority.

5. Eligibility Criteria :

The bidder must possess the following eligibility criteria and to this effect must produce supportive documents for the following along with the other documents/information as specified below. Technical bids of only those bidders who qualify in the pre-qualification criteria given below will be considered for opening.

A. For Individual Consultant

i. **Bid Processing Fee**: The cost of bid processing Rs. 2000/- including GST in shape of DD in favour of MD OPDC Ltd drawn in any scheduled commercial; bank payable at Bhubaneswar.

ii. Professional must have passed MBA in HR / PGD in IR&PM / HR or equivalent.

iii. Minimum 5 years post qualification experience in Government sector in HR Policy making, Pay fixation, establishment and governance matters.

iv. Professional must have carried out atleast one relevant assignment (as per the Scope of work) in Government department / Govt Public Sector Unit/ Govt Corporations/ CPSE having restructuring/ cadering of minimum 30 employees in one assignment.

v. Professional shall furnish a undertaking that he/ she is not a member of a political party and has not been blacklisted from any government / PSU sectors.

vi. Atleast having certificate level course in Computer .

vii. Candidate having PhD in relevant field shall be given additional weightage in the technical presentation-cum-Interview

B. For Agency/ Organisation:

i. **Bid Processing Fee**: The cost of bid processing Rs. 2000/- including GST in shape of DD in favour of MD OPDC Ltd drawn in any scheduled commercial; bank payable at Bhubaneswar.

ii. Agency/ Organisation must be a Registered firm/ Corporation/ Body/ Autonomous organization. (GST , PAN and Registration Certificate to attached)

iii. Minimum 5 years of experience in Government sector experience in HR Policy making, Pay fixation, establishment and governance matters.

iv. The average annual turnover of last three financial years of the bidder i.e. 2020-21, 2021-22, 2022-23 should not be less than ₹ 30 Lakhs. (Rupees Thirty lakhs).

v. Agency must have carried out atleast one relevant assignment (as per the Scope of work) in Government department / Govt Public Sector Unit/ Govt Corporations/

CPSE having restructuring/ cadering of minimum 30 employees in one assignment. Restructuring/ cadering of more employees shall be given added weightage.

vi. Agency/ Organsiation must have atleast three professional having MBA in HR/ PGD in IR& PM or equivalent.. Agency/ Organsiation having a PhD professional in relevant field shall be given additional weightage in the technical presentation-cum-Interview. CV to be attached.

vii. Agency/ Organsiation shall furnish an undertaking that he/ she is not a member of a political party and has not been blacklisted from any government / PSU sectors.

viii. The government agency/organisation having such relevant experience and fulfilling above criteira can apply for the assignment.

6. Selection Procedure for Individual Consultant

The Consultant shall be hired on the basis of selection of Consultant (Individual Consultant) with due competition procurement procedure following Govt of Odisha Guidelines. The following steps shall be carried out:

a. The Consultancy fee is fixed and mentioned in the EoI document.
b. CVs shall be evaluated based on the eligibility criteria fixed.
c. All eligible candidates shall be invited for the technical presentation –cum-Interview.
d. The technical presentation –cum-Interview shall be conducted based on the approach & methodology of the assignment and candidate's skill and interpersonal communication.
e. Top ranked candidate shall be awarded for the assignment. In case the top ranked candidates declines the offer, the 2nd highest candidate shall be awarded for the assignment. In case, the 2nd highest declines the offer, the OPDCL shall go for fresh invitation.
f. In case , the top ranked declines the offer found unsound, his candidature shall be debarred for one year in participating any type of tender in this department.

7. Technical Profile Evaluation and Presentation –cum-Interview Criteria for the Individual Consultant.

The bidder shall give presentation on the prescribed points in form of ppt . The time limit for ppt is 10 minutes for each bidder.

SL NO	Criteria	Maximum Marks	Supporting documents required to be furnished along with this form
1	Minimum 5 years post qualification experience in Government sector in HR Policy making, Pay fixation, establishment and governance matters	20	List of assignment to proof the experience and PAN card

	-2 marks for each year Maximum 20 marks		
2	Must have carried out atleast one relevant assignment (as per the Scope of work) in Government department / Govt Public Sector Unit/ Govt Corporations/ CPSE having restructuring/ cadering of minimum 30 employees in one assignment Each similar assignment shall carry 2 marks . Maximum 20 marks	20	Authenticated Copies contract/ MoU/work order/ letter of engagement/ certificate of completion issued by the organization duly signed.
3	In case of PhD professional available for this assignment	10	CV to attached
4	Approach & Methodology to carry out this assignment	10	Presentation
5	One Best practice done earlier	10	Presentation
6	One Best workplan and scheduling to be adopted for this assignment based on the time frame given	10	Presentation
7	Communication skills	10	Interview
8	Interview on the specific assignment	10	Interview
	Total	100	
A consultant has to secure at least 50 marks out of 100 in Technical bid to qualify for opening the financial bid.			

8. Technical Profile Evaluation and Presentation Criteria for the Agency.

SL NO	Criteria	Maximum Marks	Supporting documents required to be furnished along with this form
1	Minimum 5 years of experience in Government sector experience in HR Policy making, Pay fixation, establishment and governance matters. -1 mark for each year	10	RoC, GST, PAN
2	Annual Average Turnover of the Agency/ Organisation in last three Financial years (2020-21, 2021-22 & 2022-23) >30 lakhs <50 lakh - 3 Marks >50 lakh<1.0 Crore – 5 Marks More than 1.0Crore – 10 marks	10	Copies of audited Balance Sheets and P&L Accounts for the financial years (2020-21, 2021-22 & 2022-23)
3	No. of HR professionals 'More than 3 nos.'- 1 Mark for each Professionals Maximum 10 marks	10	CV and proof certificate

4	Agency must have carried out atleast one relevant assignment (as per the Scope of work) in Government department / Govt Public Sector Unit/ Govt Corporations/ CPSE having restructuring/ cadering of minimum 30 employees in one assignment. Restructuring/ cadering of more employees shall be given added weightage Each similar assignment shall carry 2 marks . Maximum 20 marks	20	Copies contract/ MoU/work order/ letter of engagement/ certificate of completion issued by the organization duly signed by the firm.
5	Having restructuring/ cadering of minimum 30 employees in single assignment. Restructuring/ cadering of more employees shall be given added weightage Every 30 employees shall carry 2 marks	10	
6	Presentation	40	
	-Approach & Methodology to carry out this assignment -One Best practice done earlier to be adopted for this assignment. -Best Work plan and man days distribution for the assignment based on time frame. -In case of PhD professional available for this assignment 10 Marks for each segment. Total 40 Marks		The bidder shall give presentation on the prescribed points in form of ppt . The time limit for ppt is 10 minutes for each bidder.
	Total	100	
A firm has to secure at least 50 marks out of 100 in Technical bid to qualify for opening the financial bid.			

9. Evaluation of Financial bid

Opening of Financial Proposal

The exact place, date and time for opening of the Financial Proposal will be intimated to the technically qualified bidders through official email / letter.

The financial proposal should be submitted in the format mentioned in the EOI; submission of financial proposal in any other format is liable for rejection.

Method of selection of Agency/ organisation

On overall Quality Cum Cost Based Selection among the technically qualified bidders

- The mode of selection will be QCBS
- The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100.
- The formula for determining the financial scores (Sf) of all other Proposals is calculated as following:
- St= The technical score of the Bidder
- Sf = 100 x Fm/ F, in which "Sf" is the financial score, "Fm" is the lowest price, and "F" the price of the proposal under consideration.
- The weights given to the Technical (T) and Financial (P) Proposals are:
- T = 80, and P = _____ 20
- Proposals are ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) as following: S = St x T% + Sf x P%.
- Firms applying for audit of PIA audit along with OPDCL audit shall have to submit the financial bid in a separate envelop stating the cost .. Financial evaluation will be made on total fees including for the PIAs as per details given in the bid document.
- The audit fees pertaining to an audit shall be released only after successful completion of the assignment.
- The Financial Proposals shall be opened in the presence of the committee members and bidders' representatives who choose to attend. The name of the firm along with the secured technical scores, and the prices quoted shall be read and recorded accordingly.
- Technically acceptable financial bids with over all highest scorer for the assignment will be considered for negotiations if required and award of contract. However where there is tie between bidders in prices:-
- 1st tie-up selection process:-the person having highest score in technical evaluation will be considered as successful bidder.
- 2nd tie-up selection process- the person having maximum numbers of similar assignment having shall be considered as successful bidder.

10. Duration of assignment

This is a lumpsum assignment. The duration of the assignment will be initially for 45 days (Extendable based on Performance and requirement).

11. Reporting

The consultant/ Agency/ Organsiation will submit work done report on requirement basis. The consultancy fee to the Consultant will be paid on lumpsum basis. The work done report of the consultant will be reviewed by the authority for releasing of payment. .

a. Draft Report

Draft report would be prepared and submitted to the OPDCL after having discussions on the findings of the field study. Comments and suggestions will be reviewed and incorporated in the final report.

b. Final Report

Copies of the final report will be submitted after a thorough review and feedback received from OPDCL & incorporating the necessary changes.

HR Policy refers to the guidelines and rules that govern the management of employees within an organization. Here are some key aspects of HR Policy:

12. Input to be provided by the OPDC:

The consultant/ Agency/ Organsiation will closely work with the designated officer of the Client. The Client will provide required support to the consultant like Office space and stationary etc whenever required. OPDC shall provide reference and relevant materials to the Consultant/ Agency/ Organisation time to time for the assignment.

13. Mode of Payment:

The lumpsum payment shall be made on below staggered manner . The payment shall be given on invoice raised by the Consultant.

Deliverables	Timeline	Payment in terms
1st- Draft report for validation of Organisational Structure/ manpower/ Job descriptions/ Job	Within 15days	20% of the Contract value
2nd-Draft document & submission of all guidelines and policies	Within 30 days	20% of the Contract value
3rd - submission of final report and acceptance by the OPDC committee	Within 45 days	60% of the Contract value

14. Consultancy Fee (Lumpsum)

The lumpsum Consultancy fee is maximum of Rs. 3,00,000/- (Three Lakh only) excluding Tax for total period of 45 days. The bidder shall quote their price bid within the price limit capped. Price bid found above the capping price shall be rejected.

15. Code of Conduct for Consultants/ Agency/ Organisation:-

- Consultants/Agency/ Organisation will obey the rules and regulations of OPDCL and follow the discipline during performing duty in every aspect.
- Consultant would be subject to the provisions of the Indian Official Secret Act 1923 and will not divulge any information gathered during the period of assignment to anyone who is not authorized to know the same. In case your services are not found satisfactory or

found in conflict of interest of the OPDCL , your services will be liable for termination without assigning any reason thereof or notice.

- Consultant/ Agency/ Organisation shall be solely responsible for taking out and maintaining adequate insurance required meeting any of its obligations under the contract as well as for arranging at your sole expenses such as life, health and other forms of insurance to cover the period of assignment.
- Either party shall give 15 days Prior Notice for pre-closure or termination of the contract.
- Tax as applocable shall deducted as applicable on the consultancy fee.
- In Extreme cases/lapses, without showing any reason, Organization may terminate the services of Consultant without notice (Non negotiable).
- Prior Permission shall be obtained from the reporting authority for each assignment
- Nature of work as per the ToR may be modified as per the project need on mutual consent of both the parties.

16. **Legal Jurisdiction:**

All legal disputes are subject to the jurisdiction of Bhubaneswar court only.

17. Anti-corruption Measure:

a. Any effort by Consultant 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.

b. A recommendation for award of Contract shall be rejected if it is determined that the recommended Consultant 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 Consultant either indefinitely or for a stated period of time, disqualifying it from participating in any related bidding process for the said period.

18. Penalty:

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 Consultant liable for withholding of payment or the OPDCL authority is competent to fix suitable penalty on the gravity of lapses .

19. **Right to Accept or Reject Proposals*:***

OPDCL reserves the right to annul the EOI process, or to accept or reject any proposal, in whole or part without assigning reasons and without any obligation to inform and without incurring any liability to any of the bidders.

20. Validity of Bid:

The Bid submitted by the bidders shall remain valid for a period of 90 days from the technical bid opening date.

21. Amendments and Clarification for EOI:

OPDCL reserves the right to modify/amend the contents of the EoI before the last date of submission under due intimation to the bidders to whom this EoI is issued and the bidders may be asked to amend their proposal due to such amendments. In order to provide the prospective bidders reasonable time to take the amendment into account in preparing the bids, OPDCL may, at its discretion extend the last date for receipt of Bid. Any such amendments will be uploaded on its web.

22. Preparation of Proposal:

At the time of preparation of proposal, following points to be taken into consideration:
A bidder is allowed to quote only one quote for the selection process. Consultant/ Organisation / Agency is required to offer the rates in lump sum for the activities to be undertaken as mentioned in the Scope of Work of this EOI and taxes and duties for the assignment to be stated separately.

23. Submission of Proposal:

Bidders shall submit their proposals at the address and within the time frame as specified in the data sheet of this EOI. The bidder shall submit the proposal as per the following sections:
PART- I (Pre-Qualification and Technical Proposal)

A. Prequalification proposal

The pre-qualification proposal shall be submitted in a sealed cover superscripted "Pre-qualification proposal for **Agency/organisation for Comprehensive Human Resource and Organization Structuring for OPDC Ltd.**." with the following documents inside:

A covering Letter from the bidder on the bidder's letter head. Duly filled Pre-qualification Proposal Formats by the bidder and supportive documentary evidence with necessary details as specified of this EoI .

B. Technical Proposal:

The technical Proposal shall be submitted in a sealed cover superscripted "Technical Proposal for **Hiring of Consultant/Agency/organisation for Comprehensive Human Resource and Organization Structuring for OPDC Ltd.**" with the following documents inside:

PART- II (Financial Proposal)

The Bidder shall submit the financial Proposal in a sealed cover superscripted "Financial Bid for **Hiring of Consultant/Agency/organisation for Comprehensive Human Resource and Organization Structuring for OPDC Ltd**" in the duly filled in Financial Proposal as per Formats as laid down with the necessary details in Section 4 of this EOI.

The bidders are requested to submit their financial proposal as per the prescribed format in a separate sealed envelope superscripted "Financial Bid for **Hiring of Consultant/Agency/organisation for Comprehensive Human Resource and Organization Structuring for OPDC Ltd.** Any deviation to the prescribed format for submission, liable to rejection of the bids.

The sealed and super scribed covers of Prequalification and Technical Bid(s) shall be kept in a sealed envelope superscripted "Pre-qualification and Technical proposal for **Hiring of Consultant/Agency/organisation for Comprehensive Human Resource and Organization Structuring for OPDC Ltd** ".

All the bid documents should be chronologically numbered with proper indexation.

24. Submission of proposal:

Submission of a proposal by a bidder shall means that he/she has read this notice and EOI documents and has made himself/herself aware of the scope of work and terms and conditions of the work to be done, material to be supplied etc. the EOI at may be required by firm in carrying out the work, local conditions, laws and by laws of the Government, OPDCL and other factors bearing influence on the execution of the service so proposed.

The proposal shall be submitted by Registered Post / Speed Post / private courier)/ drop in the tender box of OPDCL within the stipulated time and date and place specified in the Bidder data sheet.

The same will be opened on date and time specified in the presence of representative of the bidder(s), who may choose to attend. One representative from each bidder with necessary authorization will be allowed to attend the opening of the pre-qualification and technical proposal.

Bids received after stipulated time line specified in the bidder data sheet shall not be considered and out rightly rejected. The successful Firm(s) shall be required to enter into agreement with OPDCL after the work order issued for the said work.

OPDCL reserves the right to cancel / alter the bid requirement without assigning any reasons thereof. Designated Authority reserves the right to open or not to open any or all EOI document without as signing any reason thereof.

25. An Earnest Money Deposit (EMD) : Not Applicable

26. Performance Security: The successful bidder will have to deposit a Performance Security Deposit of **10 % of the order value** in the form of Bank Guarantee in favour of MD OPDC Ltd drawn in any scheduled commercial; bank payable at Bhubaneswar covering the period of contract plus 12 months. In case, the contract is further extended beyond the

initial period, the Bank Guarantee will have to be accordingly renewed by the successful bidder.

27. **Bid Processing Fee**: The cost of bid processing Rs. 2000/- including GST in shape of DD in favour of MD OPDC Ltd drawn in any scheduled commercial; bank payable at Bhubaneswar. This is an one of the eligibility criteria and absent of which the application/ bid shall be summarily rejected.

28. Award of Contract:

OPDCL will notify the successful bidder in writing for finalizing the contract conditions. The successful bidders will be requested to sign the Agreement within 7 days of the notification. After signing of the Agreement, no variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties. The selected bidders have to start the work within 7 days or within such time as advised by OPDCL from the date of award of the contract.

29. Confidentiality

Undue use by any of the bidder of any confidential information related to the process may result in rejection of the proposal. Confidential Information shall mean and include any and all confidential or proprietary information furnished in whatever form or medium or disclosed verbally or otherwise by the bidder or the Department to each other including, but not limited to, financial data, personal statistics, and plans whether or not marked as confidential or proprietary by the Bidder(s)/ Department.

30. General Terms and Conditions

- Following the issue of the letter of acceptance, the successful firm shall be required to enter into Agreement with the OPDCL within 7 days on furnishing of Performance Security.
- Tenure of work: The work shall be commence within 7 days from date of work order after the allotment of work has been finalized as elucidated in this EOI.
- OPDCL reserves the right to extend the period at the same prices, terms and conditions.
- OPDCL or Authority Designated in this behalf reserves exclusive rights to modify/ increase scope of the selected firm and will be informed accordingly to the selected firm.
- The successful firm shall be notified of the award by OPDCL/Designated Authority by registered letter/speed post or by e-mail. The Firm shall acknowledge in writing, the receipt of the Letter (This letter hereinafter called the "Letter of Acceptance") and shall send its acceptance to enter into the agreement within Seven (7) days by registered letter/speed post or by email from the receipt.
- Expenses for the work: All incidental expenses of the execution of the work shall be borne solely by the successful Firm/ consultant and such amount shall not be reimbursed to the successful Firm by the concerned OPDCL/Designated Authority.
- Failure to abide by the work order: The conditions stipulated in the work order be strictly adhered to and violation of any of these conditions shall entail immediate termination of the work without prejudice to the rights of OPDCL/Designated Authority with such penalties as specified in the EOI Document and the agreement and the firm will be black listed and

debarred from any further bidding process under OPDCL.

- The Bidder shall not assign the project to any other agency, in whole or in part, to perform its obligation under the work, without the OPDCL's authorized representative's prior written consent. Sub-contracting of the services allotted is not allowed in any manner.

31. Termination of Agreement

- OPDCL / Designated Authority may, without prejudice, to any other remedy for breach of agreement, by prior written notice of default sent to the Firm, terminate the work in whole without assigning any reason if:
- The contract can be terminated at any time prior to its completion by either Party with 30 days of notice period.
- The OPDC may, by giving a notice in writing suspend the agreement if the Firm fails to perform any of its obligations including carrying out the services, provided that such notice of suspension:
- If, in the judgment of the Management of OPDC, the firm is engaged in corrupt or fraudulent practices in course of providing the service.

32. Submission of Certificates / Documents along with Application Form

The candidates fulfilling the eligibility criteria shall download the application format (**Annexure-I**) from OPDCLtd website_detailed terms and conditions, scope and eligibility criteria from the official website: www.opdc.odisha.gov.in /fisheries.odisha.gov.in. and submit the same duly filled in along with self-attested copies of certificates / documents in support of date of birth, Qualification, relevant work experience, in hard copy to the **Managing Director Odisha Pisciculture Development Corporation Ltd., D-Nayapalli, Bhubaneswar- 751012 by Registered Post / Speed Post/ drop box by 12.09.2024, 1pm** positively. Incomplete applications or received after **12.09.2024, 1 pm** due to postal delay shall not be entertained.

The MD of OPDCL reserves the right to cancel, amend or alter the above advertisement without assigning any reason thereof.

Annexure-I

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ODISHA PISCICULTURE DEVELOPMENT CORPORATION LIMITED

(A Government of Odisha undertaking)

Hiring of Individual Consultant for Comprehensive Human Resource and Organization Structuring for OPDC Ltd

APPLICATION FORM

EOI N O____ Date_____

Recent Photograph

1. Personal Details

Name of the Candidate (Mrs, Miss, Mrs, Mr.)	First name	(Surname)
Address		
Mobile:		
Telephone-Residence		
Telephone-Office		

Email Address	
Date of Birth	
Category(ST/SC/General)	
Sex: (Male/Female)	

2. Education Qualification (Degree onwards)

Qualification	Institution	Subjects	Year of completion

3. Computer Literacy:

(mention all software known/ used)

4. Employment / Experience Records

Organization & Location	Designation	Period		Experience in year and months	Brief Description of duties

5. References (Two persons with whom you are professionally reported)

Reference 1 **Name and Contact**	**Reference 2** **Name and Contact**

DECLARATION

I do hereby declare that all statements made in the application form are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect at any point of time, my candidature / appointment may be cancelled / terminated without any further notice.

Place: Signature of the Applicant

Date:

Annexure-II

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ODISHA PISCICULTURE DEVELOPMENT CORPORATION LIMITED

(A Government of Odisha undertaking)

Hiring of Agency/ Organisation for Comprehensive Human Resource and Organization Structuring for OPDC Ltd

EOI No_____ Date_____

TECHNICAL FORMATS

FORM -1

Format for Covering Letter
(On the letterhead of the Firm)

[Location, Date]

FROM:

[Name of Bidder with Complete Address of Communication]

To,

The Managing Director, OPDCL,
D-Nayapalli
Bhubaneswar

Sub: EoI No. Dated:

Dear Sir,

We refer to your notice no. for engagement of **Agency/organisation for Comprehensive Human Resource and Organization Structuring for OPDC Ltd.**

Having fully studied and understood the tender document and its accompaniments and the details therein, I / We here by submit the application for qualification for the above project.

We hereby confirm that:

All information provided in the Pre-Qualification Statement and in the attachments is true and correct. This statement is made for the explicit purpose of qualifying as Chartered Accountants firm for audit of accounts of OPDCL. No person of the Firm/partner is related to any employee of the concerned authorities/ institutions nor have any interest in their activities.

We shall make available to the OPDCL or their authorized agencies any additional information they may find necessary to verify the eligibility criteria/technical evaluation matrix. OPDCL or its authorized representatives are hereby authorized to conduct or to make any inquiries or investigations to verify the statements, document and information submitted with this application and/or in connection therewith and to seek clarification from our bankers, financial institutions and clients regarding the same. This letter shall also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information and particulars or clarification as may be deemed necessary or appropriate by OPDCL to verify the statements and information furnished in this application together with all annexures or with regard to the resources and experience of the Firm.

We understand that the final bids by Firm(s) will be subject to verification of any information submitted in the tender.

We also understand that OPDCL reserve the right to amend, alter or vary the scope and terms of the bid.

We understand that OPDCL shall not in any manner be liable for its actions described above and shall be under no obligation to inform the Firm of the grounds and / or reasons for the same.

We hereby irrevocably waive any right at any stage at law or howsoever otherwise arising to challenge, question or delay in any decision taken by OPDCL in selection process.

Authorized Signatory [*Signature with Date and Seal*]:

Name and Title of the Signatory:

Name of the organization with complete address:

_____

FORM -2

Anti-Collusion Certificate

We certify that, this bid is made in good faith and that we have not fixed or adjusted the Bid by or under or in accordance with any agreement or arrangement with any other person. We also certify that we have not, and we undertake that we will not take activities as stated below, before the award of any contract for work:

1. Communicate to any person other than to OPDCL any commercial information.

2. Enter into any agreement or arrangement with any person that they shall restrain from Bidding, that they shall withdraw and Bid once offered or vary the amount of any bid to be submitted.

3. Pay, give or offer to pay or give any sum of money or other valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other Bid or proposed Bid.

Authorized Signatory [*Signature with Date and Seal*]:

Name and Title of the Signatory:

Name of the organization with complete address:

_____

FORM -3

Similar Assignment Undertaken as on last date of proposal

Central Government/ State Government/ Autonomous Bodies governed by State Government Departments projects/PSU*)*

Sl. No.	Name of the Assignment	Year	Name of the Client	Professional Fees/ Order value	Was the assignment successfully completed or continuing	Enclosure at page No.

Note: Please attach copies of the work order/contract issued by competent authority from the client in support of assignment completed. In absence of the work order/contract the assignment shall not be considered for evaluation of the Bid

Authorized Signatory [*Signature with Date and Seal*]:

Name and Title of the Signatory:

Name of the organization with complete address:

_____

FORM – 4

HR Professionals and PhD professionals if any working in your team

Qualification	Name	Whether copy of certificate attached(Yes/No)	Date of joining of the firm	Supporting Document enclosed at page No

Authorized Signatory [*Signature with Date and Seal*]:

Name and Title of the Signatory:

Name of the organization with complete address:

_____

name with **Seal]**

Organization:

FORM – 5

Financial Turnover of the firm during last three years as on 31.03.2023

Sl. No.	**Financial Year**	**Turn Over in INR**
1	**2020-21**	
2	**2021-22**	
3	**2022-23**	
Average Annual Turnover for the last three financial years(INR)		

Please provide the copies of the Audited Balance Sheet and Profit Loss Statement, IT Return copies, for the corresponding period along with the pre-qualification proposal

Authorized Signatory [*Signature with Date and Seal*]:

Name and Title of the Signatory:

Name of the organization with complete address:

_____

FORM – 6

UNDERTAKING FORMAT FOR AFFIDAVIT CERTIFYING THAT BIDDER IS NOT BLACKLISTED AND NOT INVOLVED IN ANY POLITICAL PARTY

I M/s. …… , (the name of the Bidder and addresses of the registered office) hereby certify and confirm that we or any of our empployees are not barred or blacklisted by any government or government instrumentality or public sector in India or in any other jurisdiction and not involved in any political party and event as on the Proposal DueDate.

We further confirm that we are aware our interest for the work of OPDCL would be liable for rejection in case any material misrepresentation is made or discovered with regard to the requirements of this tender at any stage of selection and/or thereafter during the term of the Contract.

Dated this……..Day of ,2022….

Authorized Signatory [*In full and initials*]:_____

Name and Designation with Date and Seal: _____

Signature :_____

Annexure-III

FINANCIAL BID FORMAT

Name of the Assignemnt	Upper Capping Price excluding tax in Rs.	Lumpsum price to be quoted by the Agency within the capping price excluding tax in Rs.
	3,00,000	
Rupees in words:		

Note: Price quoted above the upper capping price shall be out rightly rejected.

Authorized Signature [*In full and initials*]:

Name and Title of Signatory:

Name of Firm with Communication Address:-

******* End of the document******