

**Scheduled Castes & Scheduled Tribes Research and Training Institute (SCSTRTI),  
Bhubaneswar  
(National Resource Centre at SCSTRTI Campus)**

No. 1672 /E&P – 11/14/SCSTRTI

Date. 10. 10.2014

**Expression of Interest**

Scheduled Castes & Scheduled Tribes Research and Training Institute (SCSTRTI), Bhubaneswar invites Expression of Interest (EOI) from interested Govt. Undertaking Organizations / Non-Govt. organizations / Universities / Autonomous Bodies/Research Organizations for undertaking Activities Research and Training programmes related to Forest Rights Act, 2006 and Rules, 2012 under the Activities of the National Resource Centre at SCSTRTI Campus for the year 2014-15 as given below.

Sl. No.	Activities/Programmes
1	Preparation of FRA Training Manuals for Government Functionaries and members of Gram Sabha including development of the manual and printing.
3	Developing Manual on delineation and mapping of community rights and Community Forest Resources including development of manual and printing.
5	Documentation of Good/Best Practises and Development of learning documentaries within and outside the State. (Identification, compilation and printing).
6	Development of self learning interactive module on the FRA (CD)

Interested Parties (the aforementioned Organizations) are hereby requested to submit Expression of Interest (EOI) along with Profiles giving relevant details of the Organization on or before **30<sup>th</sup> October, 2014 by 3.00 P.M.** for evaluating their competencies and empanelment and short listing for undertaking the aforementioned activities. Preference would be given to such organisations/agencies having with fair experience over the subject matter and research and publications on the FRA matters.

The intending organizations/agencies may submit their Expression of Interest (EOI) for each activity separately in **sealed envelopes** on or before the due date. These envelopes are to be addressed to the Director, SCSTRTI, Odisha, CRPF Square, Bhubaneswar- 751003. The SCSTRTI will not be responsible for delay in transit or damage or loss of documents/papers sent by post. The documents/papers received after due time or not received in prescribed format would not be entertained.

Documents/papers will be opened on **30<sup>th</sup> October, 2014 at 4.00 P.M.** in the Office of the Director, SCSTRTI, Bhubaneswar, Odisha in the presence of the representatives of the organizations who have submitted their Expression of Interest.

***Only those firms which fulfil technical criteria will be considered for empanelment.***

Terms of Reference and other details relating to the activities can be obtained from the office of the Directorate of SCSTRTI on any working day during office hour on personal contact with the Dy. Director (E,P&C) or/and the same can also be downloaded from the website [www.stscodisha.gov.in](http://www.stscodisha.gov.in) &/ [www.scstrti.in](http://www.scstrti.in)

**SCSTRTI reserves all the rights to accept or reject all or any of the EOIs at any stage without assigning any reasons thereof as per CVC rule. SCSTRTI also reserves the right to engage/empanel one or more firm depending on requirements.**

*Sd/-*  
**Director**

**(P.T.O)**

**Memo. No. 1673 (5) / SCSTRTI BBSR**

**dated. 10.10.2014**

Copy forwarded to Notice Board of ST & SC Dev. Deptt., SCSTRTI, OSFDC, OTELP and ATLC, Bhubaneswar for information.

*Sd/-*  
**Director**

**Memo. No. 1674 / SCSTRTI BBSR**

**dated. 10.10.2014**

Copy forwarded to Head Portal Group, Odisha Secretariat for hosting the EOI in Govt. Website for wide circulation.

*Sd/-*  
**Director**

**Memo. No. 1675 / SCSTRTI BBSR**

**dated. 10.10.2014**

Copy forwarded to Chief Receptionist, Secretariat, Bhubaneswar for information. He is requested to publish the Tender Notice in the Department's Notice Board.

*Sd/-*  
**Director**

**Memo. No. 1676 / SCSTRTI BBSR**

**dated. 10.10.2014**

Copy forwarded to The Dy. Director, I&PR Department, He is requested to publish the Expression of Interest in the Department's Notice Board and also arrange to publish it in two leading daily Odia News Papers and one National English New Paper on or before **14.10.2014**.

*Sd/-*  
**Director**

**Scheduled Castes & Scheduled Tribes Research and Training Institute  
(SCSTRTI), Bhubaneswar  
(National Resource Centre at SCSTRTI Campus)**

**ST&SC DEVELOPMENT, MINORITIES AND BACKWARD CLASSES WELFARE  
DEPARTMENT**

**EOI DOCUMENT**

**For**

**Development of Resource Materials/Training Modules on Forest Rights Act**

**SCHEDULED CASTES AND SCHEDULED TRIBES RESEARCH AND TRAINING  
INSTITUTE (SCSTRTI)**

**CRPF Square, Nayapalli, Bhubaneswar**

**E-mail: [scstrti@yahoo.co.in](mailto:scstrti@yahoo.co.in)**

**Website: [www.scstrti.in/](http://www.scstrti.in/) [www.stscodisha.gov.in](http://www.stscodisha.gov.in)**

**October, 2014**

## LETTER OF INVITATION

Letter No. -----

Bhubaneswar, Dated -----

Dear Sir/Madam,

Director, SCSTRTI, Bhubaneswar (the “Authority”) invites relevant documents for: ‘Development of Resource Materials/Training Modules on Forest Rights Act’. Further details of the EOI are provided in the enclosed scope of work.

Please note that while all the information and data regarding this EOI is to the best of Authority’s knowledge accurate within the consideration of scoping the proposed assignment.

The EOI is issued to the Agency/ies /Organization and Research Institutions meeting the qualification and experience criteria mentioned in the EOI. The EOI is also notified on our website: [www.scstrti.in](http://www.scstrti.in) &/ [www.scstrti.in](http://www.scstrti.in)

Yours sincerely,

Director,  
SCSTRTI, Bhubaneswar

**ANEXRE- I**

**DATA SHEET**

1.	Name of the Authority: Director, SCSTRTI , Bhubaneswar
2.	Method of Selection: Quality Assessment
3.	No Pre-Bid Meeting will be held
4.	<b>Authority Representative/ Point of contact for any queries related to the EOI:</b> Deputy Director(E, P &C) /OSD, SCSTRTI Email: <a href="mailto:scstrti@yahoo.co.in">scstrti@yahoo.co.in</a>
5.	The Agency/ies are required to submit sealed EOI separately for each programme as indicated in the deliverables in physical form: The EOI for <b>Development of Resource Materials/Training Modules on Forest Rights Act'</b> on subject matter applied by the agency should be written on the top of the envelope. The name of the Agency submitting the EOI must also be clearly indicated on the envelope.
6.	EOI must be submitted no later than the following date and time: <b>30<sup>th</sup> October, 2014 at 3.00 P.M.</b> Bid received after this time will not be considered.
7.	<b>Address for submission of the EOI:</b> <b>SCHEDULED CASTES AND SCHEDULED TRIBES RESEARCH AND TRAINING INSTITUTE (SCSTRTI), CRPF Square, Nayapalli, Bhubaneswar- 03</b>
8.	<b>Expected date for public opening of EOI: On 30<sup>th</sup> October, 2014 at 4.00 P.M. at SCHEDULED CASTES AND SCHEDULED TRIBES RESEARCH AND TRAINING INSTITUTE (SCSTRTI), CRPF Square, Nayapalli, Bhubaneswar</b>
9.	<b>Expected date for Power Point Presentation (PPP) on project Technical Proposal is on 5<sup>th</sup> November, 2014 at 4.00 P.M at SCSTRTI.</b> The EOI would be evaluated by an Expert Committee constituted for the purpose. The EOI shall be evaluated on the basis of the criteria laid down at <b>5.1.1</b>
10.	Expected date for submission of Work Plan and the Financial Proposal : <b>7<sup>th</sup> November, 2014 by 5.00 PM</b>
11.	Expected date for contract negotiations/ work order: <b>11<sup>th</sup> November, 2014</b>
12.	Expected date for commencement of deliverables: <b>15<sup>th</sup> November, 2014</b>

**ANEXRE- II**  
**REQUEST FOR EXPRESSION OF INTEREST**

**Context**

The Scheduled Tribes and Other Traditional Forest Dwellers (Recognition of Forest Rights) Act, 2006 carries a great importance for more than 300 millions of people of this country, especially the forest dwelling communities, whose life and livelihood center around forests and forest resources. This law considered to be one of the pro-tribal laws in the country, which aims at addressing the historical injustice happened to the tribals and other forest dwellers.

The Forest Rights Rules, 2008 notified on 1<sup>st</sup> January 2008, were amended on 6<sup>th</sup> September 2012 to address some of the crucial issues that emerged during the implementation of the Act. Notable provisions in the amendment rules are clarifications on bonafide livelihood needs and the concept of community rights, simplification of the manner of disposal of minor forest produce and the transit permit regime, provision for inclusion of those hamlets which are not part of any existing revenue or forest village, provisions for conservation and management of the CFRs, separate procedure for the formal recognition of right over community forest resource and a title to that effect, the delineation of community forest resource and their mapping process, further clarification on process of recognition of rights, the need for speaking and reasoned order, the appellate procedure and clarifications on grounds for rejections etc. Further, the particularly vulnerable tribal groups and their rights have also been emphasized and onus has been put on the district level committee to ensure that their rights are recorded and vested. Another significant provision relates to the post claim support and hand holding to the holders of the forest rights. A more rigorous monitoring mechanism has been devised through prescribed reporting formats to maintain constant vigil and connect between the nodal ministry and the respective state governments.

Since implementation of the Act, more than 37.61 lakhs individual forest rights claims have been received by Forest Rights Committee, of which 14.11 lakh titles have been distributed by end of May 2014 across the country. Similarly, more than eighty thousand community claims have been filed of which about 33 thousand titles have been distributed on community rights.

The Act recognizes the legal right of forest dwellers over habitation & land under cultivation on forest land and communities' right on forest resources and forest produces. However, there are number of challenges and procedural issues impeding the implantation of FRA. Tribal communities face procedural challenges to submit claim applications often due to lack of availability of evidence or incomplete documentation. Similarly claims are also left pending or rejected due to lack of information on part of the field level government functionaries. The lack of capacities of the officials to interpret and implement the various provisions of the Act and confusion of areas of overlap of FRA with other laws such as PESA, Forest Conservation Act has also contributed towards low effectiveness in Act implementation.

In order to address the above concerns and to ensure effective implementation of the Act the Ministry of Tribal Affairs has undertaken a number of measures that would facilitate implementation of the Act including Amendment to FRA rules in 2012 and issue of comprehensive guidelines to the states for better implementation of the Act.

In the recent past, Ministry of Tribal Affairs with support from UNDP have organised a series of regional consultations, where state functionaries from Forest, Tribal Welfare and Revenue department have participated and shared their experiences along with field level implementation challenges. This process of consultations have also highlighted some good/innovative initiatives undertaken at micro level by district and sub-district functionaries which expedited Act implementation and can be used for learning and replication in other regions.

In this context, the state government of Odisha proposes some of the activities which have emerged as key recommendations during the above regional consultations for developing better understanding on key provisions as well as processes as prescribed under the Act, and Amendment Rules 2012.

Under the aegis of the Ministry of Tribal Affairs, Government of India and UNDP a National Resource Centre has been set up of at Scheduled Castes & Scheduled Tribes Research and Training Institute (SCSTRTI), Bhubaneswar Campus to build capacity of the states to meet the challenges of effective implementation of FRA.

## **1. Scope of Work:**

- a. Preparation of Training Modules for Government Functionaries and members of Gram Sabha.
- b. Development of Manual on delineation and mapping of community rights and Community Forest Resources (CFR).
- c. Documentation of Good/Best Practises and Development of learning documentaries
- d. Self-learning CD on the FRA.

## **2. Deliverables:**

- a. Two training manuals - for Government Functionaries; and Gram Sabha and PRIs
- b. Photo document on innovative approaches followed for determination and recognition of Community rights
- c. Good practice document - A report consisting of case studies related to the innovative approaches adopted by some of the states like Andhra Pradesh, Chhattisgarh, Maharashtra, Kerala and Odisha.
- d. Self learning training module - A CD containing information on various provisions and processes as enshrined in the Act and Rules along with the reference materials that can be used for self-learning

## **3. Duration of the assignment:**

The assignment should be completed within scheduled time as mentioned against each of the aforementioned deliverables.

## **4. Minimum Eligibility Requirements:**

The Bidder (Agency/Organization/Research Institutes) should be fulfilling the following preconditions and must also submit documentary evidence in support of fulfilment of these conditions while submitting the EOI. **Bids from consortiums are not allowed. Claims without documentary evidence will not be considered. Claims from Agency/Organization/Research Institutes which have been blacklisted by the Government/Govt. Undertaking Organization will not be considered for selection.**

### Eligibility Criteria for Agency/ies/Organization/Research Institutes

Sl. No.	Eligibility Criteria	Documentary Evidence to be attached
1	The Agency should be registered as Firm / Society / Trust / Company under the concerned Indian Laws / Acts.	- Registration Certificate or certificate of incorporation of the agency. (Mandatory)
2	The agency should have prior experience (At least 10 studies) in conducting research/evaluation study in issues pertaining to development sector, during last three years. Agency must have conducted studies on PVTG habitat, community rights, minor forest produces, mapping of community forest rights.	Profile of the organization.  Copies of study/research reports.
3	The agency must have the experience of working on issues pertaining to tribal livelihoods, governance and forest rights for more than 10 years.	Work Experience as per the format attached at Annexure-III.
4	The agency should have experience of developing training manuals for the Government functionaries and must have the record of imparting training to the key government functionaries.	Copies of manual/modules developed.  List of trainings imparted to the Government functionaries.
5	Agency should have prior experience of working with Ministry of Tribal Affairs (MoTA), other government agencies/undertaking, national and state research institutes, universities, international agencies on Forest Rights Act	Copies of work order from MoTA, other government Organizations.
6	Agency should have produced research reports, guidelines and publications in issues related to Forest Rights Act.	List of publications, reports, guidelines produced. Enclosed copies of publication/reports.
7	Agency must have hands-on expertise in processes/tools of Social Mobilization, participation, institution building and capacity building of community members, leaders, cadres and professionals particularly relating to facilitation of the Forest Rights Act.	List of trainings imparted, capacity building programmes/manuals developed
8	Agency must have strong track record of research, networking and policy advocacy on tribal rights and Forest Rights Act and at the State and National Level.	List of networks/consortiums associated with. Engagement with different policy forums and government agencies.
9	Agency must have the experience of organising national, regional and state level consultations as well as capacity building programmes on forest rights act.	List of consultations organised and participated.
10	Agency should have an average annual turnover of Rs. 10 lakh each during last three consecutive years.	Annual Audited Statements and a certificate stating the Turn over and Net worth.

**Total marks for evaluation is 100 as per the breakup indicated at 5.1.1 below.** The SCSTRTI reserves the right to verify the claims made by the Interested Agency/ies and to carry out the capability assessment of the Interested Agency/ies and the SCSTRTI's decision shall be final in this regard.



## 5. EOI Evaluation:

### 5.1 Parameters and Procedure of Evaluation

- a. The Applicants satisfying the minimum eligibility criteria would be considered eligible for technical (EOI) evaluation.
- b. The bidder achieving the highest score (S) will get the highest rank, followed by others. The firm obtaining the highest number of points will be invited for contract negotiations, with a view to clarify any outstanding points, to finalize technical and financial arrangements and, in case of successful negotiations, to sign a Contract Agreement. Interested Agency/ies submitting the EOI should clearly understand that any or all parts of their EOI are liable to be part of the negotiation procedure.

#### 5.1.1 Technical Evaluation Criteria for Short Listing the Agencies:

The Agency/ies, who have fulfilled the eligibility criteria, will be evaluated on the following marks against the evaluation criteria.

Sr. No.	Evaluation Criteria	Total Marks
1	The agency must have the experience of working on issues pertaining to tribal livelihoods, governance and forest rights for more than 10 years.	5
2	The agency should have prior experience (At least 10 studies) in conducting research/ evaluation study in issues pertaining to tribal governance and Forest Rights Act, during last three years. Agency must have conducted studies on PVTG habitat, community rights, minor forest produces, mapping of community forest rights.	20
3	The agency should have experience of developing training manuals for the Government functionaries and must have the record of imparting training to the key government functionaries.	10
4	Agency should have prior experience of working with Ministry of Tribal Affairs (MoTA), other government agencies/undertaking, National and State research institutes, universities, international agencies on Forest Rights Act	15
5	Agency should have produced research reports, guidelines and publications in issues related to Forest Rights Act.	20
6	Agency must have hands-on expertise in processes/tools of Social Mobilization, participation, institution building and capacity building of community members, leaders, cadres and professionals particularly relating to facilitation of the Forest Rights Act.	10
7	Agency must have strong track record of networking and policy advocacy on tribal rights including Forest Rights Act at the State and National Level.	10
8	Agency must have the experience of organising national, regional and state level consultations as well as capacity building programmes on Forest Rights Act.	10
	<b>TOTAL MARKS</b>	<b>100</b>

Short listing of the Agencies shall be carried out based on the above parameters and the data and documents provided by the Applicant Agency/ies in support of their claims.

The **cut-off marks for short-listing based on the Evaluation is 85**. The Evaluation Committee shall have the right to verify the claims made by the Applicant, in whichever way it deems fit. Based on the EOI Evaluation, only technically qualified Applicant Agency/ies scoring more than the cut-off marks shall be short-listed.

Shortlisted agencies will be requested to make the power point presentation on **5<sup>th</sup> November, 2014 at 12.00 noon at SCSTRTI Conference Hall** and to submit the Work Plan and the Financial Proposal on **7<sup>th</sup> November, 2014 by 5.00 PM**.

**The Agencies securing top position in the merit list of the technical evaluation will be asked to come for a negotiation at the lowest quoted price. If the agency declines, then the next in the merit list will be invited for the same.**

#### **6. EOI Evaluation Committee:**

The above evaluation shall be done by an Evaluation Committee decided by the authority of SCSTRTI. The Committee shall determine the approach, objective and methodologies for the issues, which may arise during the above, referred evaluation exercise and have not been addressed in this EOI Document. The decision of the Committee shall be final and binding on all the Interested Agency/ies.

#### **7. General Terms and Conditions:**

- a. The Applicant(s) shall bear all costs associated with the preparation and submission of its EOI.
- b. All documents submitted by the Applicant(s) will be treated as confidential, and will not be returned to Applicant(s).
- c. Authority reserves the right to accept or reject any or all applications, without thereby incurring any liability to the affected Applicant(s) or any obligation to inform the Applicant(s). Authority also reserves the right not to award or enter into any contract or agreement with any Applicant(s), and may terminate the process at any time without thereby incurring any liability to any Applicant.
- d. Failure by any Applicant(s) to provide all of the information required in the EOI or any additional information requested by Authority may lead to rejection of the Applicant's EOI in its entirety.
- e. Wherever required by applicable laws, Authority shall deduct taxes at source, from the amounts payable, and shall provide to the agency, the appropriate tax deduction certificate evidencing payment of such taxes.

#### **8. Special Conditions:**

- a) The SCSTRTI will release the payment to the agency in stages as mentioned earlier and in case the Bidder fails to complete the deliverables specified by the SCSTRTI in the pre-confirmed time schedule, the SCSTRTI will impose a maximum penalty of 10% of the final contract value. The quantum of penalty shall be decided by the SCSTRTI and it shall be binding and final. If the agency fails to rectify the faults/ suggested improvements, the SCSTRTI may get them attended/rectified by any other agency at

the risk and cost of the Bidder and the same will be recovered from the Bidder. The SCSTRTI shall terminate the contract on evidence of persistent non-performance by the Bidder by giving one month notice.

- b) **Contract Period:** The deliverables in total as specified in the scope of work shall be delivered during the period **November – February, 2015** from the date of signing of the Agreement.

The contract may be extended for further period as may be mutually decided, in case there is a rational need. The terms and conditions for extension of the contract may be negotiated.

c) **Bidders Obligation:**

- i) The Bidder shall appoint, an authorised person as “Co-ordinator -Bidder” to co-ordinate with the SCSTRTI in all matters related to Bidder for the successful completion of the proposed activities and to be responsible for all necessary exchange of information.
- ii) The Bidder shall provide all assistance to the SCSTRTI representative/s as they may reasonably require for the performance of their duties and services.

- d) **Termination of the Contract:** The SCSTRTI will have the right to cancel the contract if the Bidder commits breach of any or all conditions of the contract. Breach of Contract includes, but not limited to, the following:

1. It is found that the schedule of implementation of the project is not being adhered to.
2. The Bidder stops work and such stoppage has not been authorised by the SCSTRTI.
3. The Bidder may become bankrupt or goes into liquidation other than for project or amalgamation.
4. The SCSTRTI gives notice to correct a particular irregularity and the Bidder fails to correct such irregularity within a reasonable period of time determined by the SCSTRTI.
5. If the contract is terminated by the SCSTRTI unilaterally, the SCSTRTI will pay to the Vendor remaining amount, if any, for the payment for service charges for the period for which the service has been rendered and all other claims through mutually agreeable settlement.

**9. CONTENTS OF EOI**

The EOI should be submitted on A4 sized pages in two sets - one original and one copy - in the prescribed formats as under:

**EOI PROPOSAL**

FORM TECH-1: LETTER OF EOI SUBMISSION

FORM TECH-2: BIDDER'S ORGANIZATION

FORM TECH-3: EXPERIENCE OF AGENCY IN EXECUTING SIMILAR KIND OF PROJECTS

FORM TECH-4: TEAM COMPOSITION AND TASK ASSIGNMENT/JOBS

FORM TECH-5: CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

FORM TECH-6: ANNUAL AUDITED STATEMENTS

**Brief description of the submission of the EOI is given as under:**

- a. **Transmittal Letter and Title Page:** Include a transmittal letter containing a brief statement of the respondent's understanding of the work to be done and an indication of positive interest in performing this work for Authority.
- b. **Table of Contents:** Include a Table of Contents listing the various sections included in the EOI clearly mentioning the page number for each section.
- c. **Team Identification and Organizational Chart:** Identify your firm and each key professional by name, primary representative and title, address of offices, telephone and fax numbers and email address. Indicate the business structure of your firm (i.e., whether your firm is a corporation, joint venture, partnership, or sole proprietor). Indicate the name(s) of the owner(s) of your firm.
- d. **Qualifications and Experience:** The EOI must supply information concerning the qualifications and experience of the proposed project team for this assignment.
- e. **Signing of EOI:** An authorized person of the firm shall sign the EOI, on behalf of the firm. All necessary forms and statements for the various miscellaneous provisions explained in this document must be completed, properly signed, and submitted with the EOI.

**Technical Proposal - Standard Forms**

**FORM TECH-1**

**LETTER OF PROPOSAL SUBMISSION**

[Location, Date]

To:

**Director, SCSTRTI,  
CRP Square, Nayapalli,  
Bhubaneswar-751003**

Dear Sir,

We, the undersigned, offer to provide the deliverables in accordance with your Expression of Interest. We are hereby submitting our Proposal sealed under a separate envelope. We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

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

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

Yours sincerely,

Authorized Signatory

Name and Title of Signatory:

Name of Firm:

Address:

**FORM TECH-2**  
**ORGANIZATION DETAILS**

<b>A. General Details of the Organization/ Institution:</b>		
<b>Sl. No</b>	<b>Particulars</b>	<b>Remarks/ Documents to be attached</b>
01	Name of the Agency	As mentioned in the Registration Certificate.
02	<b>Address of Head office:</b> Telephone: E-mail: Fax number(if any): Name(s) of the contact person(s):13	
03	<b>Corresponding Office address (If different from the above address:</b> Telephone number : Name(s) of the contact person(s) along with mobile number and e-mail id.	
04	Year of establishment of the Organization	Mention the date of Registration and enclose the Certificate of Registration.
05	Years of work experience in executing projects/ programmes as mentioned in eligibility criteria of the EOI document	
06	Annual Turnover of the Organization for the year 2011-12: 2012-13: 2013- 14:	Please mention the amount and attach the CA certified P&L and balance sheet for the last three years.
07	Income Tax - PAN No.	PAN No. to be mentioned and photo copy of PAN to be attached.
08	Tax Payer Identification Number(TIN)	TIN No. to be mentioned and photo copy of TIN to be attached.
09	Service Tax Registration No.	Please attach documentary evidence
10	The firm is a proprietary/partnership/Limited Co./Society (Please attach documentary evidence)	Partnership deed/ MOA/ Proprietary deed etc.
11	If the firm is a partnership Co.-the name of the partners and authorized signatory for submission of Bid/Tender.	A copy of Organizational profile and latest Annual Report should be

		attached
12	<b>Details of EOI Document fee:</b> DD No. Date Amount : Drawn on (Attach the original copy of DD in favour of Director, SCSTRTI. Payable at Bhubaneswar)	Please enclose the original DD along with the technical documents.

**FORM TECH-3**

**EXPERIENCE OF AGENCY IN EXECUTING SIMILAR KIND OF PROJECTS**

**Details of similar kind of Projects undertaken by the Organisation**

Sr. No	Name of Project with a brief note	Name of Client/ Organisation	Value of the order in INR and Year	Documentary Evidence (Copy of work order or work completion certificate)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

(Authorized Signatory)



**FORM TECH-4**

**TEAM COMPOSITION AND TASK ASSIGNMENT/JOBS**

Professional Staff

Sl. No.	Name of Staff	Area of Expertise	Position / Task assigned for this job

**FORM TECH-5**

**CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF**

**Name of the Staff**  
**Proposed Position in the Project**

**1. Technical Education:**

<b>Degree</b>	<b>College</b>	<b>Year Graduated</b>

**2. Languages known:**

**3. Employment Record:**

<b>From [Year]</b>		<b>To [Year]</b>	
<b>Employer</b>			
<b>Position Held</b>			
<b>From [Year]</b>		<b>To [Year]</b>	
<b>Employer</b>			
<b>Position Held</b>			

**4. Experience Details:**

<b>Project</b>	<b>Project Cost (Rs.)</b>	<b>Role in the project highlighting areas of experience</b>

Include a certification in the below format:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date:

Place:

[Signature of staff member or authorized representative of the staff]

[Full name of authorized representative]:

**FORM TECH-6**

**ANNUAL AUDITED ACCOUNTS OF THE FY 2011-12 to 2013-14**