



ଜିଲ୍ଲା ଯୋଜନା ଓ ପର୍ଯ୍ୟବେକ୍ଷଣ କାର୍ଯ୍ୟାଳୟ, କୋରାପୁଟ

**DISTRICT PLANNING & MONITORING UNIT, KORAPUT**

Email - [plankpt1@gmail.com](mailto:plankpt1@gmail.com), [dpmu-koraput@gov.in](mailto:dpmu-koraput@gov.in)

Letter No. 1019 /2026

Dated: 24.4.26

**Request for Proposal (RFP)**

**For selection of an organisation/ non-profit organisation/think-tank/firm/company/for SDG Project.**

Request for proposal (RFP invited from reputed organisation/ non-profit organisation/think-tank/firm/company for implementing SDG Project **PARIVESH (Promoting Active Responsibility & Innovation for Vibrant Eco-systems & Sustainable Habits)** building SDGs Ecosystems in Schools. The detailed document is available in the website of Koraput District Administration i.e website: <https://koraput.odisha.gov.in>

The RFP shall be submitted as per the submission requirement along with all relevant document duly signed and sealed. The complete proposal should reach to the District Planning & Monitoring Unit, Koraput **by 30.04.2026, Time – 3:00PM** either by Registered Post/ Speed Post/ Courier Service. The District Administration, Koraput shall not be responsible for any delay in postal delivery and similar reasons.

For any assistance in this regard or for any clarification the prospective firm/Company/non-profit organisation/think-tank contact to the District Planning & Monitoring Unit, Koraput.

District Administration, Koraput reserves right to accept or reject any or all application during the selection process at any time without incurring any liability and without assigning any reason thereof.

This is for favour of your kind information and necessary action.

*Prakash*  
COLLECTOR, KORAPUT  
24/4/26

## **REQUEST FOR PROPOSAL (RFP)**

For

SELECTION OF an ORGANISATION/ NON-PROFIT ORGANISATION/THINK-TANK/FIRM/COMPANY/ For SDG PROJECT

### **PARIVESH**

(Promoting Active Responsibility & Innovation for Vibrant Eco-systems & Sustainable Habits)

RFP NO: 1019      DATE: 24.4.26

DISTRICT PLANNING & MONITORING UNIT, KORAPUT

## RFP SCHEDULE

SL.NO	PARTICULAR	DETAILS
1.	Name of the Client	Deputy Director(Planning & Statistics) DPMU, KORAPUT
2.	Period of availability of RFP document	24.04.2026 to 30.04.2026 Downloadable from the Govt Official website <a href="https://koraput.odisha.gov.in">https://koraput.odisha.gov.in</a>
3.	Date of issue of Request For Proposal(RFP)	24.04.2026
4.	Last Date and Time for submission of RFP	30.04.2026 by 03.00 PM
5.	Date & Time for opening of Technical RFP And Presentation	30.04.2026 by 05.00 PM
6.	Date & time for opening of Financial RFP	30.04.2026 by 06.00 PM
7.	RFP Processing Fee(Non-Refundable)	Rs.5,000/- in shape of Banker's Cheque /Demand Draft in favour of "Deputy Director (Planning & Statistics) DPMU, KORAPUT" drawn in any scheduled commercial bank payable at Koraput.
8.	Earnest Money Deposit (EMD) (Refundable without interest)	The bidder should submit an Earnest Money Deposit (EMD) of Rs. 64,000/- (Rupees Sixty Four Thousand) only in shape of Demand Draft /TDR / NSC in favour of "Deputy Director (Planning & Statistics) DPMU, KORAPUT" drawn in any scheduled commercial bank payable at Koraput. The EMD of the unsuccessful RFP will be refunded after the completion the selection process.
	Security Deposit	The successful bidder will have to deposit a security amount of Rs. 96,000/- (Rupees Ninty Six Thousand) only in shape of Demand Draft TDR / NSC in favour "Deputy Director (Planning & Statistics) DPMU KORAPUT" as security deposit.
9.	Address for Submission of RFP	The Deputy Director (Planning & Statistics) DPMU , KORAPUT", Koraput-764020, Odisha Mode of Submission: Registered Post/ Speed Post/ Courier only to the address as specified above.Submission of RFP through any other mode and late RFP will not be considered.
10.	Place of Opening of Technical &Financial RFP:	Additional District Magistrate(General) Office Chamber, Collectorate, Koraput

# **SECTION: 1**

## **LETTER OF INVITATION**

**REQUEST FOR PROPOSAL (RFP) No:**

**Date:**

Name of the Assignment: Selection of an organisation/ non-profit organisation/think-tank/firm/company for  
Implementation of SDG Project in Koraput district.

1. The Deputy Director (Planning & Statistics) DPMU, Koraput invites sealed RFP from eligible bidders for “Selection of selection of an organisation/ non-profit organisation/think-tank/firm/company for implementation SDG Project in Koraput district”. More details on the proposed assignment are provided at Section-2: Scope of Work of this Request for Proposal(RFP)document.
2. The RFP complete in all respect as specified in the REQUEST FOR PROPOSAL(RFP) Document must be accompanied with a **Non-refundable** amount of **Rs. 5000/-(Rupees Five Thousand) only** towards **RFP Processing Fee** and an **Earnest Money Deposit (EMD) of Rs. 64,000/- (Rupees Sixty Four Thousand )** only in shape of Demand Draft/ TDR / NSC in favour “Deputy Director (Planning & Statistics) DPMU, Koraput” from any Scheduled Commercial Bank payable at Koraput.
3. The successful Bidder will have to deposit a security amount of **Rs. 96,000/- (Rupees Ninety Six Thousand )** only in shape of Bank Guarantee/ TDR/ NSC in favour “Deputy Director (Planning & Statistics) DPMU, Koraput” from any Scheduled Bank as security deposit.
4. The RFP must be delivered at the specified address as per the Bidder Data Sheet by **Registered Post/ Speed post / Courier** only. The Client shall not be responsible for postal delay or any consequence. Submission of RFP through any other mode will be rejected.
5. The last date and time for submission of RFP complete in all respects is **30.04.2026 by 3.00 PM** and the date of opening of the technical RFP is **30.04.2026 at 5.00 PM** & financial RFP is **30.04.2026 at 6.00 PM** in the presence of the Bidder’s representative at the specified address as mentioned in the Bidder Data Sheet (**Sl. no.10**). Representative of the Bidder may attend the meeting with due authorization letter on behalf of the Bidder.
6. This REQUEST FOR PROPOSAL includes following sections:
  - a. Letter of Invitation[**Section– 1**]
  - b. Scope of Work [**Section –2**]
  - c. Technical RFP Submission Forms [**Section–3**]
  - d. Financial RFP Submission Forms[**Section–4**]
  - e. RFP submission check list[**Section–5**]
7. While all information/data given in the REQUEST FOR PROPOSAL(RFP) for Selection of an organisation/ non-profit organisation/think-tank/firm/company Firms 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 /specifications/ narrations included in this document.
8. **The Client reserves the right to accept / modify/ reject any/all RFPs / cancel the complete RFP or part of it at any stage without assigning any reason thereof.**

**Deputy Director (Planning & Statistics)**  
**DPMU, Koraput**

## **SECTION: 2**

### **1. Background**

The District Planning & Monitoring Unit (DPMU), Koraput, invites proposals from eligible organizations for implementation of **Project PARIVESH – Promoting Active Responsibility & Innovation for Vibrant Ecosystems & Sustainable Habits**. The project aims to transform selected hostel schools in Koraput district into hubs of sustainability, nutrition, health awareness, and environmental responsibility, aligned with the Sustainable Development Goals (SDGs).

Project PARIVESH focuses on integrating environmental sustainability, organic nutrition, health awareness, biodiversity conservation, and climate action within the school ecosystem, thereby empowering students to become agents of sustainable change.

### **2. Objectives of the RFP**

The objective of this RFP is to select a competent and experienced **implementing organization** to plan, execute, and monitor Project PARIVESH in selected schools of Koraput district in accordance with the approved proposal, work plan, and budget.

### **3. Project Overview**

- **Project Title:** Project PARIVESH – Building SDGs Ecosystems in Schools
- **Location:** Koraput District, Odisha
- **Implementing Authority:** District Planning & Monitoring Unit (DPMU), Koraput
- **Project Coverage:** 10 Hostel Schools (Middle/High Schools)
- **Thematic Areas:**
  - Environmental sustainability and climate action
  - Organic nutrition and medicinal plant education
  - Waste management, composting
  - Water conservation
  - SDG-based education and awareness

### **4. Scope of Work**

The selected implementing organization will be responsible for the following:

1. Establishment of sustainable school ecosystems including:
  - Organic kitchen gardens and medicinal plant gardens
  - Waste segregation, composting, and zero-waste practices
  - Rainwater harvesting and water conservation systems
2. Integration of nutrition, health, and environmental education into school activities.

3. Capacity building and training of:
  - Students
  - Teachers
  - Non-teaching staff and community stakeholders
4. Development and execution of SDG awareness campaigns and eco-activities.
5. Community engagement and convergence with local farmers and traditional knowledge holders.
6. Monitoring, documentation, reporting, and impact assessment of project activities.

## 5. Expected Outcomes

- Improved environmental practices and reduced carbon footprint in schools
- Enhanced student health, nutrition awareness, and well-being
- Revival of traditional ecological and herbal knowledge
- Improved learning outcomes and student participation
- Creation of scalable and replicable school-based SDG models

## 6. Eligibility Criteria for Implementing Organization

Organizations applying under this RFP **must mandatorily meet all** of the following eligibility criteria:

1. **Odisha-based Organization:**
  - The organization must be a not-for-profit organisation registered and operational in Odisha. The organisation should have experience in other states.
2. **Legal Status:**
  - Must be a registered **NGO / Trust / Society**.
3. **Experience:**
  - Minimum **20 years of proven experience** in development sector programs.
4. **Statutory Compliance:**
  - Must possess valid **12A and 80G registration** under the Income Tax Act.
5. **District Experience:**
  - Must have **prior work experience in Koraput district**, preferably in district governance, district fellowship program, tribal development, or SDG-related interventions.
6. **Financial & Administrative Capacity:**
  - Demonstrated ability to manage projects of similar scale and complexity.

## 7. Proposal Submission Requirements

Interested organizations shall submit a detailed proposal including:

1. Organizational profile and registration details
2. Proof of eligibility as per criteria mentioned above
3. Relevant experience and case studies (especially in Koraput district)
4. Technical approach and implementation methodology
5. Detailed work plan and timelines aligned with Project PARIVESH
6. Team composition and key personnel
7. Financial proposal as per approved budget heads
8. Monitoring, reporting, and sustainability plan

## **8. Evaluation & Selection Criteria**

Proposals will be evaluated based on the following:

- Eligibility compliance
- Relevant experience and track record in Odisha, Koraput & India
- Technical understanding and implementation strategy
- Capacity of proposed team
- Financial prudence and value for money

DPMU, Koraput reserves the right to accept or reject any or all proposals without assigning any reason.

## **9. Duration of the Assignment**

The duration of the project shall be as per the approved work plan

## **10. Reporting & Monitoring**

The selected organization will be required to:

- Submit periodic progress and financial reports
- Participate in review meetings with DPMU
- Ensure proper documentation and transparency

## **11. General Terms & Conditions**

- The implementing organization shall comply with all applicable government rules and guidelines.
- Any deviation from approved plans must receive prior written approval from DPMU.
- Assets created under the project shall remain the property of the Government/Schools.

## **12. Submission Details**

- **Last Date of Submission: 30<sup>th</sup> April 2026**
- **Place of Submission:** Office of the **District Planning & Monitoring Unit (DPMU), Koraput, Odisha**
- Proposals must be submitted in sealed cover (hard copy) within the stipulated deadline. Late submissions will not be considered.

**SECTION:3**  
**TECHNICAL RFP SUBMISSION FORMS**

**TECH -1**  
**COVERING LETTER**

*(ON BIDDERS LETTER HEAD)*

*[Location, Date]*

**To:**

**The Deputy Director,  
(Planning & Statistics) DPMU,  
KORAPUT- 764020**

**Sub: Implementing SDG Project PARIVESH (Promoting Active Responsibility & Innovation for Vibrant Eco-systems & Sustainable Habits) building SDGs Ecosystems in Schools [TECHNICAL RFP]**

Dear Sir,

I, the undersigned, offer to participate in the selection process for \_\_\_\_\_  
\_\_\_\_\_ in accordance with your Request for Proposal No.: \_\_\_\_\_, dated \_\_\_\_\_. We are hereby submitting our RFP, which includes Technical RFP and Financial RFP sealed in separate envelopes.

I hereby declare that all the information and statements made in this Technical RFP and Financial RFP are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our RFP. I confirm that this RFP will remain binding upon us and may be accepted by you at any time before the validity of the RFP.

I hereby unconditionally undertake to accept all the terms and conditions as stipulated in the REQUEST FOR PROPOSAL document. In case any provision of this REQUEST FOR PROPOSAL are found violated, then your department shall without prejudice to any other right or remedy be at liberty to reject our RFP including forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

Authorized Signatory with Date and Seal:

Name and Designation:

Address of the Bidder:

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

SI No.	Description	Full Details
1	Name of the Bidder	
2	Address for communication: Tel :Fa x: Email id :	
3	Name of the authorized person signing & submitting the RFP on behalf of the Bidder: Mobile No. Email id :	
4	Registration/ Incorporation Details Legal Status: Registration No: Date &Year:	
5	RFP Processing Fee Details Amount : BC/DD No. Date: Name of the Bank:	
6	EMD Amount : BC/DD No. Date: Name of the Bank:	
7	PAN Number	
8	Goods and Services Tax Identification Number (GSTIN)	
9	Willing to carry out the assignment as per the scope of work of the <b>REQUEST FOR PROPOSAL</b>	
10	Accept all the terms and conditions as specified in the <b>REQUEST FORPROPOSAL</b>	

Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal:

**TECH-3**

**FORMAT FOR CERTIFICATE THAT BIDDER IS NOT BLACKLISTED**

I M/s.....,(the name of the Bidder and addresses of the registered office) hereby certify and confirm that we or any of our promoter/s/ chief executive officer/ directors/managers are not barred or blacklisted by any government or government instrumentality or public sector in India or in any other jurisdiction to which we or our Affiliates belong or in which we or our Affiliates conduct business from participating in any project or being awarded any contract, either individually or as member of a consortium and no such bar or blacklisting subsists as on the Proposal Due Date.

Dated this.....Day of.....,2026

Authorized Signatory [In full and initials]: \_\_\_\_\_

Name and Designation with Date and Seal: \_\_\_\_\_

Signature : \_\_\_\_\_

**TECH-4**

**Form of RFP-Security Declaration**

To

**The Deputy Director  
(Planning & Statistics) DPMU,  
KORAPUT - 764020**

Sir,

We, the undersigned, declare that:

I /We understand that, according to your conditions, RFPs must be supported by a RFP-Security Declaration.

I/We accept that, the Authority/ Employer/ Tender Inviting Authority shall cancel our empanelment and / or suspend/ prohibit debar/ blacklist from participating in bidding in any contract of the State for a minimum period of one year in addition to other penal action as per Request for Proposal, if we are in breach of our obligation(s) under the RFP conditions.

Seal & Signature of the Quotationer/Tender

Name of the Agency/Company/Firm

Address:

**SECTION:4**  
**FINANCIAL RFP**  
**FIN-1**

**COVERING LETTER ( In Bidders Letter Head)**

To,

**The Deputy Director (Planning & Statistics)**

**DPMU, KORAPUT-764020**

Sub: Submission of Financial RFP for implementing SDG Project PARIVESH (Promoting Active Responsibility & Innovation for Vibrant Eco-systems & Sustainable Habits) building SDGs Ecosystems in Schools.

Sir,

I, the undersigned, offer to provide the consulting services for [*Insert title of assignment*] in accordance with your Request for Proposal No. \_\_\_\_\_, Dated: \_\_\_\_\_. Our attached Financial RFP is for the sum of [*Insert amount(s) in words and figures\**]. This amount is inclusive of the taxes applicable as per GST Act.

I do hereby undertake that, in the event of acceptance of our RFP, the services shall be provided in respect to the terms and conditions as stipulated in the REQUEST FOR PROPOSAL document. Items wise rate as per format given in the REQUEST FOR PROPOSAL are given below:

SL No	Component	Sub-Item	Notes	Cost per unit (in Rs.)	Required No of Units	Total Cost (in Rs.)
1	Establishment of SDGs Corridors and Outdoor Learning Zones with Native Medicinal & Edible Plants	Planting	Native Plants, Seasonal vegetables & Fruits and Mediatlional Plants		10	
		Furniture	Benches, Chalkboards (eco-friendly)		10	
		Integration Materials	Educational signage, activity kits		10	

	Organic Waste Management with compost Pits	Composting Unit	Bins or tumblers near kitchen areas		10	
		Garden Beds	Raised beds, soil and compost integration		10	
		Maintenance Setup	Tools, watering cans, student team materials		10	
2	Establishment of Rainwater Harvesting system	Assessment Design & Set-up			10	
	Contingency	Monitering, Training & Awareness Camp etc			10	
	Total					
<b>Grand Total Quoted Amount Including GST</b>					<b>Rs</b>	
<b>Add:- GST ( CGST+SGST) -18%</b>					<b>Rs</b>	

I have carefully read and understood the terms and conditions of the REQUEST FOR PROPOSAL and do hereby undertake to provide the service accordingly. I understand that you are not bound to accept any RFP you receive.

Yours faithfully,

Authorized Signatory [*In full and initials*]:

Name and Designation  
of Signatory with Date  
and Seal:

Address of the Bidder:

Contact Number:

## SECTION-5

### ANNEXURE-A

#### **RFP SUBMISSION CHECK LIST**

Sl. No	Description	Submitted (Yes/No)	Page No.
<b>TECHNICAL RFP</b>			
<b>(PART-A) (ORIGINAL)</b>			
1	Filled in RFP Submission Check List (ANNEXURE-A)		
2	Covering Letter (TECH-1)		
3	RFP Processing Fee of <b>Rs.5000/-</b> in form to DD/BC		
4	EMD of <b>Rs.64,000/-</b> in form of DD/BC		
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	GST clearance in GST3B Form		
9	General Details of the Bidder (TECH-2)		
10	Undertaking for not have been black-listed by any Central/State Government/any Autonomous bodies during its business career. (TECH-3)		
11	RFP Security Declaration Form (TECH-4)		
<b>FINANCIAL RFP</b>			
1	Covering Letter (FIN-1)		

#### **Undertaking:**

- *All the information's have been submitted as per the prescribed Format and procedure.*
- *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.*
- *All pages of the RFP have been sealed and signed by the authorized representative.*

Authorized Signatory [*In full and initials*]:

Name and Designation with Date and Seal:

Signature:





