



ZILLA SWASTHYA SAMITI, GAJAPATI
Tender Call Notice for outsourcing of Manpower



Advt. No. 10747

Date 8/12/21

ZSS, Gajapati has invited "Request for Proposal" from reputed/ Experienced Agency/ NGOs/Public and Private Sector Companies for engagement of the Manpower in Outsourcing as delineated in the RFP documents. For further details and any queries please refer to the RFP documents available in the district Website www.gajapati.nic.in and can be downloaded for reference.

Sealed applications should reach at the O/o. CDM&PHO-cum-DMD, Gajapati, Paralakhemundi through **Speed Post/ Registered Post/ Courier only** latest by 28.12.21 5PM The bids will be opened on 29.12.21 at 12 o'clock in the presence of the bidders or their authorised representatives at the Office of the CDM&PHO-cum-DMD, Gajapati. The authority reserves the right to accept or reject any/ all bids without assigning any reason thereof. The authority will not be held responsible for any postal delay.

Any change/correction/corrigendum in respect of the above shall be placed in the district website www.gajapati.nic.in. The bidders are requested to go through the district website before submission.

Sd/-
CDM&PHO-cum-DMD, Gajapati

[Handwritten Signature]
8.12.21

**REQUEST FOR PROPOSAL (RFP)
FOR OUT-SOURCING OF
DIFFERENT CATEGORY OF MANPOWER
FOR ZSS, NHM, GAJAPATI**

OFFICE OF THE CDM & PHO, GAJAPATI

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NOTICE INVITING PROPOSAL

DETAILED PROPOSALS ARE INVITED FROM ELIGIBLE AGENCIES FOR SELECTION OF AGENCY FOR OUT-SOURCING OF DIFFERENT CATEGORY OF MANPOWER UNDER ZSS, NHM, GAJAPATI.

1	Period of Availability of RFP Document	As mentioned in the Advertisement (Downloadable from website: https://Gajapati.nic.in)
2	Last date for submission of Proposal	Date: As mentioned in the Advt. NB : Proposals should be submitted through Speed post / Registered post / Courier only.
3	Date, time and place of opening of Proposal and presentation.	As mentioned in the Advertisement. Place: Office Chamber of CDM& PHO, Gajapati.
4	Pre-Bid Meeting	As mentioned in the Advertisement At Office Chamber of CDM& PHO, Gajapati

Done

INSTRUCTIONS TO BIDDERS

1) Eligibility Criteria.

The bidder should fulfil the following Eligibility Criteria:

- ✓ Should be registered in India as a Company, Firm, Society or a Trust.
- ✓ Consortium is not allowed.
- ✓ Should not be blacklisted by any Government entity in India.
- ✓ Should have an average Annual Turnover of Rs. 50 Lakhs or more during the last three financial years i.e., 2018-19, 2019-20 & 2020-21.
- ✓ Should be in the business of out-sourcing & providing personnel related to different category of man power. It should have executed similar work orders / contracts for sourcing & providing personnel to Government Departments / Government Offices / PSUs / Autonomous Institutions with completion certificate from the competent authority.

2) Submission and Signing of Proposal

(a) The proposal shall be submitted in two parts -

I. Part A - Bid Security & Technical Proposal as per format set out in RFP.

II. Part B - Financial Proposal as per the format set out in RFP.

- ✓ The Proposal shall be typed or written legibly in indelible ink and shall be signed by the authorized representative of the bidder.
- ✓ Power of Attorney for signing of bid: The bidder should submit a Power of Attorney as per the Form T5, authorizing the signatory of the bid to commit the bidder.
- ✓ Any interlineations, erasures or overwriting shall be valid only if the person or persons signing the Proposal have put his/their initial prior to submission of the same.

3. Packing, Sealing and Marking of Proposal

(a) The Technical Proposal (Cover A) and Financial Proposal (Cover B) must be inserted in a separate sealed envelope, along with applicant's name and address in the left-hand corner of the envelope and super scribed in the following manner.

- ✓ Cover-A - Technical Proposal for "Out-Sourcing of different category of manpower in ZSS, Gajapati".
- ✓ Cover-B - Financial Proposal for "Out-Sourcing of different category of manpower in ZSS, Gajapati"

(b) The two envelopes i.e., envelope for Part-A, Part-B must be packed in separate sealed outer cover and clearly super scribed with the following:

- ✓ Proposal for "Out-Sourcing of different category of manpower in ZSS, Gajapati".
- ✓ The bidder's Name & address shall be mentioned in the left-hand corner of the outer envelope.

(c) The inner and outer envelopes shall be addressed to the CDM&PHO, Gajapati.

(d) Content of the Proposal



I. Cover A (Technical Proposal)

The bidders are requested to submit a detailed technical proposal with respect to the Out-Sourcing of different category of manpower under ZSS, Gajapati during the proposed contract period in conformity with the Terms of Reference forming part of this RFP.

1. EMD not required as per Finance Department, Govt. of Odisha Notification No. 8943 Dated 18.03.2021.
2. Tender Paper cost of Rs.5,000/- (Five Thousand only) in the shape of a Demand Draft in favour of "**ZSS NON-NRHM, Gajapati**" payable at Paralakhemundi.
3. Form T1
4. Form T2
5. Photocopy of the Registration Certificate of the Agency
6. Photocopy of PAN
7. Photocopy of GST Registration Certificate
8. Form T3 (Certificate from the Chartered Accountant)
9. Form T4 - Relevant Experience Details towards successful implementation of out-sourcing & providing personnel related to different category of man power. It should have executed similar work orders / contracts for sourcing & providing personnel to Government Departments / Government Offices / PSUs / Autonomous Institutions with completion certificate from the competent authority.
10. Photocopies of work orders executed in support of the information furnished in Form T4 (**All experiences mentioned in T4 only be considered for assessment.**)
11. Form T5 - Power of Attorney authorizing the signatory for signing the proposal on behalf of the proposer/Bidder
12. Form T6 - Affidavit Certifying that Promoter(s)/Directors/Partner(s) of Entity are not blacklisted.
13. Form T7 - Letter of Declaration (Anti Collusion Certificate) mentioning that the bidder will not collude with the other bidders.
14. A copy of the RFP document sealed and signed in all pages by the applicant.
15. Self attested photocopy of EPF, ESI, Registration certificates.
16. Self attested photocopy of MSME Certificates claiming exemption in case of Tender Paper Cost / EMD amount.
17. Self attested photocopy of Labour Office, Gajapati Registration Certificate,
18. Self attested photocopy of Agreement Paper for showing local office.
19. All pages of the tender document must be serially page marked and the page index must be submitted as per T8.
20. Any other details, the bidder like to include in the proposal.

II. Cover B (Financial Proposal)

1. The bidder must submit the Financial Proposal using Form specified in Form F1 & F2 with proper signature and seal of the bidder.
2. In case of any discrepancy between figures and words in the financial proposal, the one described in words shall be taken into consideration.
3. The same person signing the RFP shall sign the financial part also.

Validity of Proposals

The Proposal shall remain valid for 180 days after the date of bid opening. Any Proposal, which is valid for a shorter period, shall be rejected as non-responsive.

Cost of Proposal

The bidder shall be responsible for all of the costs associated with the preparation of their Proposals and their participation in the Selection Process. The district authority will neither be responsible nor in any way liable for such costs, regardless of the conduct or outcome of the Selection Process.

Management of Statutory Compliance of the deployed staff:

The Agency is responsible for the compliance of the statutory requirement under any law in respect of any asset and operation. The agency shall be held responsible in case of any penalty, loss or other legal consequences arising out of non-compliance. Compliance of Minimum Wages Act and other statutory requirements must be ensured by the agency.

The agency shall comply with all the provisions of Minimum Wages Act and other applicable labour laws for the type of manpower deployed. The category of manpower is as mentioned below:

Sl. No,	Category of Post & Rate of Wages	Role & Responsibilities	No. of Post (Approx.)
1	Unskilled @ Rs.311.00 per day #	As decided by the Appropriate Authority and as per the Job responsibility at the time of engagement.	
2	Semi-Skilled @ Rs.351.00 per day #	As decided by the Appropriate Authority and as per the Job responsibility at the time of engagement	
3	Skilled @ Rs.401.00 per day #	As decided by the Appropriate Authority and as per the Job responsibility at the time of engagement.	
4	High Skilled @ Rs.461.00 per day #	As decided by the Appropriate Authority and as per the Job responsibility at the time of engagement.	

NB: The number of staff to be engaged under different category will be as per requirement.

Daily wages to be revised as per Order of Govt from time to time

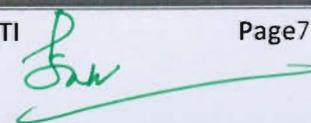
The Agency has to provide the expected requirement of manpower as per the following educational qualification. In case of category of manpower required in future may be hired as per requirement as per applicable daily wages.

SI No	Name of the Post	Qualification/Eligibility/Age
1	Attendant	<ol style="list-style-type: none"> 1. The candidate should have passed 7th class. 2. Candidates having requisite qualification may be engaged by the agency and the Applicant should be above 18 years of age at the time of engagement. 3. The Candidate should read, write and speak Odia language. 4. Mode of engagement: Daily Wages through outsourced Agency.
2	Gardener	<ol style="list-style-type: none"> 1. The candidate should have passed 7th class. 2. Candidates having requisite qualification may be engaged by the agency and the Applicant should be above 18 years of age at the time of engagement. 3. The Candidate should read, write and speak Odia language. 4. Mode of engagement: Daily Wages through outsourced Agency.
3	Oxygen Plant Operator	<ol style="list-style-type: none"> 1. The candidate should have passed ITI (Fitter / Electrical). 2. Candidates having requisite qualification may be engaged by the agency and the Applicant should be above 18 years of age at the time of engagement. 3. The Candidate should read, write and speak Odia language. 4. Mode of engagement: Daily Wages through outsourced Agency.
4	Lift Man	<ol style="list-style-type: none"> 1. The candidate should have passed ITI (Fitter / Electrical). 2. Candidates having requisite qualification may be engaged by the agency and the Applicant should be above 18 years of age at the time of engagement. 3. The Candidate should read, write and speak Odia language. 4. Mode of engagement: Daily Wages through outsourced Agency.
5	Data Entry Operator (DEO)	<ol style="list-style-type: none"> 1. The candidate should be a Graduate with minimum 50% marks in aggregate and have passed PGDCA/DCA etc. of one year duration from recognized / registered institute. 2. Desirable. Computer proficiency (MS Office). 3. Candidates having requisite qualification may be engaged by the agency and the Applicant should be above 21 years of age at the time of engagement. 4. The Candidate should read, write and speak Odia language. 5. Mode of engagement: Daily Wages through outsourced Agency.
6	Pharmacist	<ol style="list-style-type: none"> 1. Diploma in Pharmacy from a recognized institute and approved by PCI. Must have registered under Odisha State Pharmacy council. Desirable- Computer proficiency (MS Office/Internet). 2. The candidates must have passed Odia up to M.E. Standard. 3. Applicants shall be in age group of 21-32 years at the time of engagement.
7	Laboratory Technician	<ol style="list-style-type: none"> 1. The candidate must have attained the age of 21 years and must not be above the age of 32 years at the time of engagement. 2. The candidate must be able to read, write and speak Odia and have passed middle school examination with Odia as language subject. 3. The candidate must have passed +2 Science Examination under Council of Higher Secondary Education, Odisha/equivalent and passed Diploma in Medical Laboratory Technology from of the three (3) Medical College & Hospitals of the State/any other private institutions recognized by Govt. Of Odisha or All India Council of Technical Education. 4. The candidate must have registered his name in Laboratory Technician Council in the State and have possessed valid registration certificates.

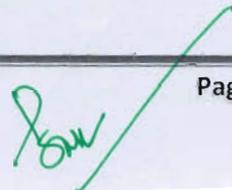
NB: Any other post as per requirement may also be engaged from the said agency on outsourcing basis.

TERMS & CONDITIONS:

1. The persons supplied by the Agency should have qualification as per requirement for the said post(s).
2. The persons supplied by the Agency should not have any adverse Police records/criminal cases pending against them. The Agency should make adequate enquires about the character and antecedents of the persons whom they are recommending. The character and antecedents of each personnel of the Service Provider must have been verified by the Service Provider before their deployment after investigation by the local police, collecting proofs and identity like driving license, bank account details, previous work experience, proof of residence and recent photograph and a certification to this effect submitted to the ZSS. The Service Provider will also ensure that the personnel deployed are medically fit and will keep in record a certificate of their medical fitness. The Service Provider shall withdraw such employees who are not found suitable by the office for any reasons immediately on receipt of such a request.
3. The Service Provider shall provide necessary persons as and when required by the ZSS from time to time. The said persons engaged by the Service Provider shall be the employee of the Service Provider and it shall be the duty of the Service Provider to pay their remuneration every month. There is no Employee and Employer relationship between the employees of the Service Provider and the ZSS and further that the said person of the Service Provider shall not claim any absorption.
4. The Service Provider's person shall not claim any benefit/compensation/ absorption/regularization of services from/ in the ZSS under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970. Undertaking from the persons to this effect shall be required to be submitted by the Service Provider to the ZSS.
5. The Service Provider's personnel shall not divulge or disclose to any person, any details of office operational process, technical know-how, security arrangements, administrative/organizational matters etc., as all of these are of confidential in nature.
6. The Service Provider's personnel to be deployed should be polite, cordial, positive and efficient while handling the assigned work and their actions shall promote good will and enhance the image of the ZSS. The Service Provider shall be responsible for any act of indiscipline on the part of persons deployed by him.
7. The Service Provider's personnel to be deployed shall not be below the age of 18 years and they shall not interfere with the duties of the staffs of the ZSS.
8. The ZSS may require the Service Provider to dismiss or remove any person or persons, employed by the Service Provider from the site of work who may be incompetent or for his/her/their misconduct and the Service Provider shall forthwith comply with such requirements. The Service Provider shall replace immediately any of its personnel, if they are unacceptable to the ZSS because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from the ZSS.
9. The Service Provider shall ensure proper conduct of his person in office premises and enforce prohibition of consumption of alcoholic drinks, beetle, smoking, loitering without work.
10. The statutory requirements in respect of each personnel of the Service Provider shall be the responsibility of the Service Provider.



11. Working hours would be normally 8 hours per day during working days. However, in exigencies of work, they may be required to sit beyond the stipulated time.
12. The approved rate of payment /month to different category of man power on outsource basis will be inclusive of all taxes & other statutory payments like EPF, ESI, GST, Administrative expenses to PF. The ZSS will maintain an attendance register in respect of the staff deployed by the agency on the basis of which wages/ remuneration will be decided in respect of the staff at the approved rates. The rate of payment will be as per the prevailing rate notified by the Government in Labour & Employment Department.
13. The Service provider will be wholly and exclusively responsible for payment of wages to the persons engaged by it in compliance of all the statutory obligations under all related legislations as applicable to it from time to time including Minimum Wages Act, Employees Provident Fund, ESI Act etc, and the ZSS shall not incur any liability for any expenditure whatsoever on the persons employed by the agency on account of any obligation.
14. The Service Provider will submit the bill in triplicate in respect of a particular month in the first week of the next month. The payment will be released by the second week of the following month after deduction of taxes deductible at source under the laws in force.
15. However, the payment will be subject to submission of challan of various statutory dues like EPF, ESI etc. dues of the personnel with regards to the preceding month for e.g. while submitting the bills for August-2021 the Service Provider must submit the challan for July 2021.
16. service provider will ensure that workers engaged by them must receive their entitled wages on time In view of this, the following procedure will be adopted:
 - 1) Service Provider shall pay their entitled wages by 10th of the following month. It shall not be linked to the payment of the bill from the concerned institution or need for the checking & verification at their end.
 - 2) Payment to such workers must be made by the agency through e-transfer only. To ensure this, service providers will get a bank account opened for every engaged worker.
17. No wages/remuneration will be paid to any staff for the days of absence from duty.
18. The Service Provider will provide the different category of man power for a shorter period also, in case of any exigencies as per the requirement of the ZSS from time to time.
19. The Service Provider shall provide a substitute well in advance if there is any probability of the person leaving the job due to his/ her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the Service Provider.
20. The Service Provider shall be contactable at all times and message sent by Phone/e-mail/Fax to the Service Provider shall be acknowledged immediately on the same day. The Service Provider shall strictly observe the instructions issued by the ZSS in fulfilment of the contract from time to time.
21. The ZSS shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment of vehicles of the personnel of the Service Provider. That the Agency on its part and through its own resources shall ensure that the goods, materials and equipment etc. of the ZSS are not damaged in the process of carrying out the services undertaken by it and shall be responsible for such acts of commission and omission on the part of its staff and its employees etc. If the ZSS suffers any loss or damage on account of negligence, default of theft on the part of the



- employees/ agents of the agency, then the agency shall be liable to reimburse to the ZSS for the same. The agency shall keep the ZSS fully indemnified against any such loss or damage.
22. The successful bidder shall furnish a security deposit of Rs.1,00,000/- (Rupees One Lakh) only in the form of an account payee demand draft from Nationalized bank drawn in favour of the "**Chief District Medical & Public Health Officer, Gajapati payable at Gajapati / Fixed deposit or Bank Guarantee from a Nationalized /Scheduled bank** in an acceptable form safeguarding the interest of the ZSS in all respects. The Security deposit shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the Service Provider. The Security deposit will be forfeited in case the supply of manpower is delayed beyond the period stipulated by the ZSS or non-compliance of the terms of agreement by the Service Provider or frequent absence from duty/ misconduct on the part of manpower supplied by the Agency.
 23. The successful bidder will enter into an agreement with this ZSS for supply of suitable manpower as per requirement of this ZSS on these terms and conditions. The agreement will be valid for a period of one year commencing from the mutually agreed date and shall continue to be in force in the same manner, unless terminated in writing. The service charges/rates quoted by the agency shall be fixed for the period of contract and no request for any change/modification shall be entertained. The contract/agreement is extendable by one more year subject to satisfactory performance of the agency and such amendments as mutually agreed to. However, the agreement can be terminated by either party by giving one month notice in advance. If the agency fails to give one month's notice in writing for termination of the Agreement then one-month wages etc and any amount due to the agency from the ZSS shall be forfeited by the ZSS.
 24. On the expiry of the agreement as mentioned above, the agency will withdraw all its personnel and clear their accounts by paying them all their legal dues. In case of any dispute on account of the termination of employment or non-employment by the personnel of the agency, it shall be the entire responsibility of the agency to pay and settle the same.
 25. In the event, of dispute arises touching any of the clauses of the agreement, the matter will be referred to the Collector & District Magistrate, Gajapati whose decision shall be binding on both the parties.
 26. **The monthly wages/remuneration of an employee will be calculated @ maximum 26 days wage in a month.**
 27. In case of dispute in regarding preference to MSME registered firms, the guidelines issued by MSME department Govt. of Odisha, BBSR vide Odisha MSME Development Policy – 2016 issued by Addl. Secretary to Govt. as per Memo No.7850/MSME dated 24.11.2016 will be final and binding.
 28. The statutory dues/levies to be paid by bidder over & above the dues borne by CDM & PHO, Gajapati shall be the sole liability of the bidder concerned and they cannot claim it as matter of right to be covered over the service charge quoted by the firm at a later stage.
 29. **Termination / Suspension of Contract**

The District Authority / Institution may by a notice in writing, suspend the contract if the selected agency fails to perform any of his obligations including carrying out the services, provided that such notice of suspension shall specify the nature of failure, and shall request remedy of such failure within a period not exceeding 15 days after the receipt of such notice.

The District Authority / Institution after giving 30 days clear notice in writing expressing the intension of

termination by stating the ground/grounds on the happening of any of the events (as mentioned below), may terminate the agreement after giving reasonable opportunity of being heard to the service provider :

- 1) If the service provider do not remedy a failure in the performance of his obligations within 15 days of receipt of notice or within such further period as the District Authority / Institution have subsequently approve in writing.
 - 2) If the service provider becomes insolvent or bankrupt.
 - 3) If, as a result of force majeure, the service provider is unable to perform a material portion of the services for a period of not less than 60 days: or
 - 4) If, in the judgment of the District Authority / Institution, the service provider is engaged in corrupt or fraudulent practices in competing for or in implementation of the project.
30. Jurisdiction of Court
Legal proceedings if any shall be subject to the concerned District jurisdiction only.
31. Right to Accept and Reject any Proposal
The District Authority / Institution / Tender Inviting Authority reserve the right to accept or reject any proposal at any time without any liability or any obligation for such rejection or annulment and without assigning any reason.

CRITERIA FOR EVALUATION

5.1 Evaluation of Technical Proposals

In the first stage, the Technical Proposal will be evaluated on the basis of bidder's fulfilment of eligibility criteria. Only those bidders whose Technical Proposals becomes responsive based on the eligibility criteria shall qualify for further detail technical evaluation for awards of marks based on the following Criteria:

Sl. No.	Evaluation Parameter	Total Mark	Criteria for award of Mark
A	Turnover (last 3 financial years): 1) Average annual turnover of the last three financial years i.e.2018-19, 2019-20 & 2020-21.	20	> 50 Lakhs ≤ 100 Lakhs: 5 marks > 100 Lakhs ≤ 150 Lakhs: 10 marks > 150 Lakhs ≤ 200 Lakhs: 15 marks > 200 Lakhs: 20 marks
B	Experience: No. of years of experience in similar business (Year of Establishment or Commencement of business and submitted proof of work order)	10	> 3 yrs ≤ 5 yrs: 5 marks > 5 yrs: 10 marks
C	Experience: No. of Projects Executed No. of contracts awarded and successfully executed. (Business of out - sourcing & providing personnel related to different category of man power.) in last three years i.e., 2018-19, 2019-20 & 2020-21 with State Govt./ Central Govt./ Semi Govt./ Govt. owned Societies. The agency has to submit the similar work order & completion certificate from competent authority.	20	> 2 nos ≤ 5 nos: 5 marks > 5 nos ≤ 10 nos: 12 marks > 10 nos: 20 marks
Total Score		50	

Financial proposal shall be opened after the technical evaluation is completed and only those bidders who score at least 30 marks or more in technical evaluation shall qualify for financial bid opening.

5.2 Evaluation of Financial Proposal

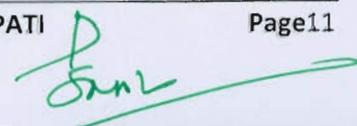
In case two bidders quote the same lowest price, then the firm with the highest mark in the technical bid shall be awarded the contract. However, if two bidders quote the same lowest price and their technical mark also become equal, then in that case the bidder having the higher annual average turnover shall be awarded the contract.

The bidders are required to quote the price (Service Charge) in whole Rupees & no fraction of Rupee will be considered and quoting in fraction of Rupee will lead to summarily rejection of financial bid.

Check List (Technical Proposal)

Please check whether following have been enclosed in the respective cover, namely, Technical Proposal: (please arrange the documents serially in the following order)

1. EMD	Yes/No
2. Tender Paper cost of Rs. 5,000/-	Yes/No
2. Form T1	Yes/No
3. Form T2	Yes/No
4. Copy of the company/Agency Registration certificate	Yes/No
5. Copy of the GST registration certificate	Yes/No
6. Copy of PAN	Yes/No
7. Form T3	Yes/No
8. Photocopies of the audited P/L account of each year highlighting the turnover in support of that)	Yes/No
9. Form T4	Yes/No
10. Copies of Work Order/completion certificates from the clients in support of similar works executed in support of the information provided in Form T4	Yes/No
11. Form T5	Yes/No
12. Form T6	Yes/No
13. Form T7	Yes/No
14. Form T8	Yes/No
15. EPF, ESI, Registration certificates	Yes/No
16. Labour Office, Gajapati, Registration Certificate	Yes/No
17. Agreement Paper for showing local office	Yes/No



FORM – T1

(To be furnished in the technical proposal)

TECHNICAL TENDER SUBMISSION FORM

(On the letterhead of the agency)

To

The Chief District Medical & Public Health Officer, Gajapati.

Re.: RFP Reference no. _____ dated _____

Dear Sir,

We, the undersigned, offer to provide the services for the work: Outsourcing of different category of manpower for ZSS, NHM Gajapati District. We are hereby submitting our Proposal, which includes this Technical Proposal and a Commercial Proposal sealed under a separate envelope.

We hereby declare our Confirmation of acceptance of the Conditions of Contract mentioned in the RFP document under reference cited above.

We hereby declare that all the information and statements made in this Proposal are true and accept that any of our misrepresentations contained in it may lead to our disqualification.

Our proposal shall be binding upon us for a period of 180 days from the date of bid opening, subject to the modifications resulting from Contract negotiations you may subsequently carry out with us to accept our bid. If we are assigned the work during the period of validity of the Proposal, we undertake to carry out the same as per the terms and conditions of this tender document.

I hereby declare that my company has not been debarred / black listed by any Government/ Semi Government organizations. I further certify that I am the competent authority in my company authorized to make this declaration.

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

Yours sincerely,

Authorized Signatory [In full and initials]:

Name and Title of Signatory:

Name of Agency:

Address: _____

(Company Seal)

FORM – T2
(to be furnished in the technical proposal)
PROFILE OF THE AGENCY

Name of the Agency	
Office Address	
Status of the Agency (Whether registered under Company / Society /Trust)	
Name of the Chief Executive and authorized signatory	
Telephone Nos.: Landline Mobile	
Fax	
Email id	
Date of Establishment	(furnish copy of the Registration Certificate of the Agency)
Service Tax Registration No.	(furnish copy of the Service Tax Registration of the Agency)
Income Tax No. (PAN)	(furnish copy of the PAN)
No. of branch offices in Odisha with location details	

Authorized Signatory/Signature [In full and initials]: _____

Name and Title of Signatory: _____

(Company Seal)



FORM T3

(To be furnished in the technical proposal)

ANNUAL AVERAGE TURN OVER STATEMENT

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

The Annual Turnover of M/s _____ for the last 3 financial years are given below and certified that the statement is true and correct.

Sl. No	Financial Year	Turnover in Lakhs (Rs.)
1	2018-19	
2	2019-20	
3	2020-21	
Average Annual Turnover in Lakhs (Rs.)		

Date:

Signature of Chartered Accountant

Place:

(Name in Capital)

UDIN No-

Seal Membership No.-

Note:

- 1) To be issued in the letter head of the Chartered Accountant with membership No.
- 2) Also attach photocopies of the audited P/L account of each year highlighting the turnover in support of that.
- 3) Turnover Certificate without UDIN No. Is liable to be rejected.



FORM T4

(To be furnished in the technical proposal)

PAST EXPERIENCE IN OPERATING SIMILAR WORK FOR OUT-SOURCING OF DIFFERENT CATEGORY OF MANPOWER DURING THE LAST THREE YEARS

(Attach separate sheets if the space provided is not sufficient)

Name of Assignment *	Name/address of the Organization for which similar assignments were undertaken	Date of Award of Assignment	Date of Completion of Assignment	Value Of assignment	Role of your agency

* Note: Please furnish the Work order & Completion Certificate of the works executed in support of the information mentioned above.

Authorized Signatory/Signature [In full and initials]:

Name and Title of Signatory:

(Company Seal)



FORM T5

(To be furnished in the technical proposal)

Format for Power of Attorney for Signing of Proposal

(On a Stamp Paper of relevant value)

Power of Attorney

Know all persons by these presents, We.....(name and address the registered office) do hereby constitute, appoint and authorize Mr Ms.....(name and residential address) who presently employed with us and holding the position ofas our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our bid for setting up a Out-Sourcing of different category of manpower under ZSS, NHM Gajapati District including signing and submission of all documents and providing information / responses to the District Authority, representing us in all matters before District authority and generally dealing with District authority in all matters in connection with our bid for the said Project. We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Dated this the _____ day of _____ 2021

For _____

(Name, Designation and Address)

Accepted

_____ (Signature)

(Name, Title and Address of the Attorney)

Date: _____

Note:

- i. To be executed by the Chief of the Agency.
- ii. The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.
- iii. In case an authorized Director of the agency signs the proposal, a certified copy of the appropriate resolution/ document conveying such authority may be enclosed in lieu of the Power of Attorney.

Handwritten signature in green ink

FORM T6

(To be furnished in the technical proposal)

Format for Affidavit certifying that Entity / Promoter(s) /Director(s)/Partners of Entity are not blacklisted (On a Stamp Paper of relevant value)

Affidavit

I, M/s. (the name of the agency with address of the registered office) hereby certify and confirm that we or any of our promoter(s) / director(s) are not barred by Department of Health & FW, Govt. of Odisha / or any other entity of GoO or blacklisted by any state Government or central Government/ department / organization in India from participating in Project/s, either individually or as member of a Consortium as on the _____ (Date of Signing of proposal).

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

Dated thisDay of, 2021

Authorized Signatory/Signature [In full and initials]: _____

Name and Title of Signatory: _____

(Company Seal)



FORM T7
(To be furnished in the technical proposal)
Anti-Collusion Certificate

We hereby certify and confirm that in the preparation and submission of our Proposal for Supply of manpower at district health institutions under this RFP Reference No. _____, We have not acted in concert or in collusion with any other Bidder or Other person(s) and also not done any act, deed or thing, which is or could be regarded as anticompetitive. We further confirm that we have not offered nor will offer any illegal gratification in cash or kind to any person or organization in connection with the instant proposal.

Dated this _____ Day of _____, 2021

Authorized Signatory/Signature [In full and initials]: _____
Name and Title of Signatory: _____

(Company Seal)

San

T8 - Index**COVER – A (TECHNICAL BID)**

Sl. No.	Particulars	Whether Submitted (Y/N)	Page No. From	Page No. To
1	EMD			
2	Tender Paper cost of Rs. 5000/-			
3	Form T1			
4	Form T2			
5	Copy of the company/Agency Registration certificate			
6	Copy of the GST registration certificate			
7	Copy of PAN			
8	Form T3 (highlighting the turnover in support of that)			
9	Photocopies of the audited P/L account of each year 2018-19, 2019-20 & 2020-21			
10	Form T4			
11	Copies of Work Order/completion certificates from the clients in support of similar works executed in support of the information provided in Form T4.			
12	Form T5			
13	Form T6			
14	Form T7			
15	Photocopy of MSME Certificate			
16	EPF, ESI, Registration certificates			
17	Labour Office, Gajapati, Registration Certificate			
18	Agreement Paper for showing local office			



Check List (Financial Proposal)

Please check whether the following Forms have been enclosed in the respective cover, namely

Cover B: Financial Proposal

(Please arrange the documents serially in the following order)

1. Form F1 Yes/No

2. Form F2 Yes/No

POW

FORM F1

ACKNOWLEDGEMENT & FINANCIAL PROPOSAL

To
The Chief District Medical Officer, Gajapati.

Re.: RFP Reference no. _____ dated _____

Sub: - Request for Proposal for "Out- Sourcing of different manpower under ZSS, in Gajapati District".

Sir,

1. Having carefully examined all the parts of the RFP documents and having obtained all the requisite information affecting this proposal and being aware of all conditions and difficulties likely to affect the execution of the agreement, I/We hereby propose to implement the project as described in the RFP document in conformity with the conditions of agreement, technical aspects and the sums indicated in this financial proposal.
2. I/We declare that we have read and understood and that we accept all clauses, conditions, and descriptions of the RFP document without any change, reservations and conditions.
3. If our proposal is accepted, we undertake to deposit the performance security deposit of Rs.1,00,000/- to the district at the time of execution of the formal agreement
4. I/We agree to abide by this proposal/bid for a period of 180 days from the date of its opening and also undertake not to withdraw and to make any modifications unless asked for by you and that the proposal may be accepted at any time before the expiry of the validity period.
5. Unless and until the formal agreement is signed, this offers together with your written acceptance thereof shall constitute a binding contract between me/us and the District Authority.
6. We submit the Schedule of Rate as appended herewith.

Encl: Schedule of Rate

Yours sincerely,

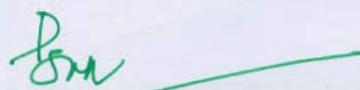
Authorized Signatory [In full and initials]: _____

Name and Title of Signatory: _____

Name of Agency: _____

Address: _____

(Company Seal)



FORM F-2

(To be submitted with Financial Proposal)

A. MONTHLY RATE OF DIFFERENT CATEGORY OF MANPOWER

Particulars	Total cost per person per Month (Rs.) (exclusive of GST) # (In both figure & words)
Unskilled	
Semi-Skilled	
Skilled	
High Skilled	

B. PRICE BREAKUP OF MONTHLY RATE MENTIONED ABOVE

Sl. No.	Description of Service	Price (In Rs.)			
		Unskilled	Semi-Skilled	Skilled	High-Skilled
01	Monthly Remuneration #				
02	EPF (% & Amount)				
03	ESI (% & Amount)				
04	Service Charge (% & Amount)				
TOTAL (The total should be the same as the monthly rate mentioned at A)					

* The Manpower cost / month must take into consideration; the minimum wages act for the staffs deployed.

Agencies are requested to quote taking into account 26 days in month.

B. Taxes (GST) in % : _____

(Taxes if any shall be paid as per the prevalent rate at the time of payment)

C. Any Other Charges if any.

Authorized Signatory [In full and initials]: _____

Name and Title of Signatory: _____

(Company Seal)