

Chief District Veterinary Officer GAJAPATI

UNDER

FISHERIES & ANIMAL RESOURCES DEVELOPMENT DEPARTMENT, GOVERNMENT OF ODISHA

Invites Request for Proposal (RFP) for Hiring of Reputed Service Provider to provide Manpower support for District Diagnostic Laboratory, Gajapati

Name of the Institution: **Chief District Veterinary Officer, Gajapati**

Bid Reference No.- 2705

Dated:-23.12.2025

DATE OF PUBLICATION OF BID DOCUMENT IN WEBSITE

: Dt. 23.12.2025

PRE BID MEETING

: Dt 03.01.2026 3.00 P.M

LAST DATE & TIME OF RECEIPT OF BID DOCUMENTS

: Dt. 07.01.2026 5.00 P.M.

DATE & TIME of OPENING of RFP

: Dt. 08.01.2026 11.00 A.M.

Date and Time for Technical presentation

:Dt 08.01.2026 03.00 P.M.

PLACE OF OPENING OF BID DOCUMENTS

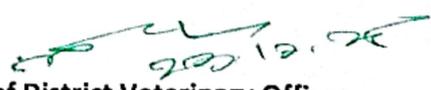
**Chief District Veterinary Officer, Gajapati
At/PO- Paralakhemundi, Gajapati**

PRE-BID CONFERENCE:
AND
ADDRESS FOR COMMUNICATION

-do- :-

RECEIPT OF BID DOCUMENTS

-do-


**Chief District Veterinary Officer,
Gajapati, Paralakhemundi**

Memo No. 2706(2) /CDVO (Gajapati)

Date:- 23.12.2025

Copy to the Notice board of Collectorate Gajapati /Zilla Parlsad Gajapati for wide publicity.


Chief District Veterinary Officer,
Gajapati, Paralakhemundi

Date:- 23.12.2025

Memo No. 2707 /CDVO (Gajapati)

Copy to the District e-Governance Manager, Gajapati for hoisting/uploading in the District e-Governance Portal for wide publicity.


Chief District Veterinary Officer,
Gajapati, Paralakhemundi

The RFP document containing ***details of scope of work, time frame, eligiblity criteria, selection criteria and other bidding parameters*** can be accessed and downloaded from the website <https://gajapati.odisha.gov.in>

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BIDDER DATA SHEET

SI	Particular	Details
	Name of the Client	Chief District Veterinary Officer, Gajapati under Dept. of Fisheries & Animal Resources Development, Odisha
	Name of Assignment	Hiring of Reputed Manpower Agency/ Service Provider to provide Manpower support for "District Diagnostic Laboratory (DDLs)"
	Method of Selection	Quality Based Selection (QBS) method.
	Availability of RFP Document	https://gajapati.odisha.gov.in
	Date of Issue of RFP	Dt. 23.12.2025
	Deadline for Submission of Pre Bid Query	Dt.02.01.2026 Time: 5.00 P.M.
	Pre-Bid Meeting	Dt.03.01.2026 Time: 3.00 P.M.
	Last Date & Time for submission of Bid	Dt. 07.01.2026 Time: 5.00 P.M.
	Date of opening of RFP	Dt. 08.01.2026 Time: 11.00 A.M.
	Date of Technical Presentation	Dt. 08.01.2026 Time: 03.00 P.M.
	Period of Contract	One(1)year from the date of signing of agreement
	Validity of the Bid	The Bid shall be valid for a period of 90days from the last Date of submission of RFP
	Consortium/Joint Venture	Not Allowed
	Bid Processing Fee (Non-Refundable)	Rs 1000/- INR (non-refundable in shape Account payee demand draft / fixed deposit receipt/ banker's cheque/ bank guarantee form from any commercial bank/online transfer/ Direct cash payment in office on generation of valid Govt. money receipt.
	Earnest Money Deposit (E.M.D.)	Rs 5,000/- INR (Refundable) in shape Account payee demand draft / fixed deposit receipt/ banker's cheque/ bank guarantee form from any commercial bank/online transfer/ Direct cash payment in office on generation of valid Govt. money receipt.
	Performance Bank Guarantee	@ 5 % of the total contract value before award of LoA or signing the contract.
	Address for Submission of Proposal	(Postal Address) of CDVO O/o Chief District Veterinary Officer ,Gajapati At/PO-Paralakhemundi District -Gajapati
	Mode of Submission of Proposal	Mode of Submission: Speed Post / Registered Post / Courier/ in person (drop box) to the address as specified above during office hour only. Submission of bid through other mode and late bid shall be rejected.
	Place of Opening of RFP	Office chamber of CDVO, Gajapati

SECTION-1
LETTER OF INVITATION

RFP Notice No.2705

Dated: 23.12.2025

Name of the Assignment:- Selection of a Reputed Man power Service Provider to provide the service of Laboratory Technician for District Diagnostic Laboratory, Gajapati under Chief District Veterinary Officer, Gajapati of Fisheries & Animal Resources Development Department, Odisha. More details on the proposed assignment are provided at Section-3: Terms Of Reference of this Document.

1. A Service Provider will be selected through a two-stage process. Firstly, the applicant Service Provider will be shortlisted based on their capacity and experience on providing manpower on out-sourcing basis. The short-listed agency will be called for to make a detailed presentation on their past experiences in providing manpower services and also on their proposed action plan for providing Laboratory Technician (Manpower support) for District Diagnostic Laboratory, Gajapati
2. The proposal complete in all respect as specified in the RFP Document must be accompanied with a **non-refundable** amount of **Rs. 1000/- (Rupees One Thousand only)** towards **Bid Processing Fee** in form of Account payee demand draft / fixed deposit receipt/ banker's cheque/ bank guarantee form from any commercial bank/ Online transfer in favour of "**Chief District Veterinary Officer, Gajapati**" drawn in any Scheduled Commercial Bank payable at Paralakhemundi, Odisha failing which the bid shall be rejected.
3. The proposal must be delivered at the specified address as per the Bidder Data Sheet by **Speed post / Registered Post/ in person through drop box**. The Client shall not be responsible for postal delay or delay due to any other consequence. Submission of proposal through any other mode shall be rejected. The last date and time for submission of proposal complete in all respects is **Dt.07.01.2026 up to 5:00PM** and the date of opening of RFP is **Dt 08.01.2026 at 11.00 AM** in presence of the bidders/bidders' representatives at the specified address as mentioned in the Bidder Data Sheet. The representative of a bidder may attend the meeting with due authorization by the bidder in form of a letter. However the absence of any bidder or their representative is not a bar to open the technical bid.
4. This RFP document includes following sections:
5. Letter of Invitation [**Section -1**]
 - a. Information to the Bidder [**Section -2**]
 - b. TERMS of REFERENCE[**Section -3**]
 - c. Scope for SERVICE PROVIDER[**Section - 4**]
 - d. Technical Proposal Submission Forms [**Section -5**]
6. While all information/data given in the RFP document are accurate within the consideration of scope of the proposed assignment to the best of the client's knowledge, the client holds no responsibility for accuracy of information and it is the responsibility of the bidder to check the validity of information/data included in this document. The client reserves the right to accept/reject any/all proposals/terminate the entire selection process at any stage without assigning any reason thereof.

Section -2
Information To Bidders

Submission of RFP paper

1. The interested bidder can download the entire RFP Document from the website <https://gajapati.odisha.gov.in>. He/She can take the RFP documents from office of the CDVO, Gajapati from accounts section by making a Govt. deposit of Rs.1000/- (Rs. one thousand only) towards cost of RFP paper and processing fee.
2. The bid should be sent through **Speed post / Registered Post/ Courier/ in person through drop box kept in the o/o CDVO, Gajapati.**

BID Processing Fee:

The bidder shall deposit an amount of Rs. 1000/- towards cost of RFP paper and BID processing fee (non-refundable) in shape of Account payee demand draft / fixed deposit receipt/ banker's cheque/ bank guarantee form from any commercial bank/online transfer/ Direct cash payment in office on generation of valid Govt. money receipt. The demand draft / banker's cheque / transaction slip of online transfer or Govt. money receipt of Rs.1000/- is to be attached with the Technical bid documents. .

Eligibility criteria:

Sl. No.	Eligibility Criteria	Supporting documents to be furnished along with the Technical Bid
1	The bidder should be registered under appropriate authority, such as <ul style="list-style-type: none"> Registered under the Companies Act 2013/Registered under the Indian Partnership Act1932/Registered under the Indian Trusts Act 1882/Registered under the Societies Registration Act 1860/Registered under the Limited Liability Partnership Act2008. 	Certificate of Incorporation/ Registration
2	The bidder must have at least five years in business (up to the last date of submission of bid) for providing similar type of services to Central /State Government/Autonomous Bodies/agencies/societies/corporate bodies.	Copies of the work order from the previous authorities.
3	The Registered Office / Branch Office of the Service Provider must be located within the jurisdictional area of Odisha.	Valid address proof of the office (Copy of the Telephone /Electricity Bill/Valid lease agreement)
4	Must have average annual financial turnover of Rs.5 Lakhs (Rupees five lakhs only) during the last three financial years as on Dt.31.03.2025.	Copies of audited Income/ Expenditure Statement and Balance sheet for the concerned period.
5	The agency should not have been blacklisted by any Central / State government, or any other public sector Undertaking or a corporation as on the date of This RFP.	An undertaking to this effect to be furnished by the bidder as per the prescribed format [Form-T2]
6	Must not have any pending judicial proceedings for any criminal offence against the proprietor/Director & the Persons to be deployed by the Service Provider.	An undertaking to this effect to be furnished by the bidder as per the prescribed format. [Form-T3]
7	Other Statutory Documents: Farm must be registered under OGST Act Farm must have a valid PAN/TAN Number	Copies of: PAN/TAN Number GSTIN, Copies of EPF & ESI Registration Certificate IT return for the last3 assessment year

It is to be ensured that:

- *All information has been submitted as per the prescribed format only.*
- *Each part has been separately bound with no loose sheets and each page of all the three parts are page numbered along with Index Page.*
- *All pages of the proposal need to be sealed and signed by the authorized representative.*
- Any deviation from the prescribed procedures / required information / formats/ conditions shall result in out-right rejection of the bid. Any conditional bid shall be out-rightly rejected.
- All entries along with the pages in the bid document should be legible, filled-in clearly and signed by the authorized representative. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory should be attached.
- The technical Bid will be opened on **08.01.2026 at 12.00 PM** in presence of the authorized representatives of the bidder who wish to be present on the spot at that time.
- The EMD shall be forfeited if the successful bidder fails to undertake the work or fails to comply with any of the terms and conditions of the bid.
- The bid shall be valid for a period of **90 days** from the date of opening of the bids and no request for any variation in quoted rates and/withdrawal of bids on any ground by the bidder shall be entertained. Validity of the bids can be extended on mutual consent.
- To assist in the analysis, evaluation and computation of bids, the authority may ask the bidders individually for clarification of their bids. The request for clarification and the response shall be in writing but no change in the price or substance of the bid offered shall be permitted.
- The bidder shall be evaluated on QBS(Quality based Selection)

SECTION -3 :TERMS OF REFERENCES (TOR) FOR ENGAGEMENT OF MAN POWER SERVICE PROVIDER

The services of a Laboratory Technician in District Diagnostic Laboratory, Gajapati on out-sourcing basis through a Manpower Service Provider through the Chief District Veterinary Officer, Gajapati

In order to carry out the various duties and related activities of District Diagnostic Laboratory, Gajapati, a qualified DMLT passed from any of the Govt recognised institutions will be engaged vide Letter No. 7512/ Vet dated 25.04.25 of Director, AH & VS, Odisha.

Accordingly, Chief District Veterinary Officer, Gajapati invites Request of Proposal (**hereinafter called "RFP"**) from various Manpower Service Providers having prior experience in the field of providing manpower on out-sourcing basis.

The contract period will be made for one year and extendable for further one year, renewable six monthly interval. The extension is based on mutual consent and at discretion of the authority. The authority reserves the right to terminate the contract at any point of time after giving 30 days notice to the service provider.

GENERAL TERMS AND CONDITIONS FOR PROVIDING MANPOWER BY SERVICE PROVIDER

1. For all intents and purposes, the Service Provider shall be the "Employer" within the meaning of different Rules & Acts in respect of persons deployed. The persons deployed by the service provider shall not have any claim whatsoever like employer and employee relationship against the Authority under this agreement. The Service Provider shall make them known about their position in writing before deployment under the required service.
2. Persons to be deployed by the Service Provider should be of age not exceeding 65 years and physically sound to perform the duties.
3. The Service Provider will be overall responsible for the manpower deployed for performing the service. The Authority shall not be responsible for any financial loss or any injury to any person deployed by the Service Provider in the course of their performing the functions/ duties, or for payment towards any compensation.
4. The Service Provider shall exercise adequate supervision to ensure performance of manpower deployed to provide the services in accordance with the requirements. The Service Provider shall depute one fulltime supervisor in concerned office of the authority, for overall management of the services to be rendered at the site.
5. The Service provider shall be solely responsible for compliance to the provisions of various Labour and industrial laws, such as, wages, allowances, compensation, EPF & ESI, Bonus and Gratuity etc. relating to manpower to be deployed by it at the Authority's location.

6. Service Provider shall maintain complete official records of disbursement of wages/ salary showing details of all supporting documents such as ESI, EPF etc. in respect of manpower deployed for the purpose.
7. The Service Provider shall maintain personal file in respect of all the staff who are deployed in office of the authority. The personal file shall invariably consist of personal details such as name, address, date of birth, sex, residential address (temporary/permanent), Bank Account, EPF/ESIC details etc.
8. The manpower to be deployed by the Service Provider should not have any adverse Police records/criminal cases against them. The agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending. An undertaking to this respect must be provided by the manpower service provider prior to signing of the agreement.
9. The Service Provider will also ensure that the manpower deployed are medically fit and will keep in record a certificate of their medical fitness. The Service Provider shall withdraw such manpower who are not found suitable by this office for any reasons immediately on receipt of such a request.
10. The Service provider shall ensure that the manpower deployed by it are disciplined and do not participate in any activity detrimental to the interest of the Authority.
11. The Authority shall not be liable for any compensation in case of any fatal injury/death caused to any man power while performing/discharging their duties/ for inspection or otherwise.
12. In case of any theft or pilferages, loss or other offences, the service provider will investigate and submit the report to the Authority and maintain Liaison with the police. FIR will be lodged by the Authority, wherever necessary. If need be, joint enquiry comprising of both the parties shall be conducted and responsibility will be fixed.
13. In case of any loss caused to the Authority due to lapse on the part of the personnel discharging duties, the same shall be borne by the Service Provider. Authority shall have the right to deduct appropriate amount from the bill of service provider. In case of frequent lapses on the part of the personnel deployed by the service provider, Authority shall be within its right to terminate the contract or take any other action without assigning any reason whatsoever.
14. In the event of any personnel being on leave/absent, the service provider shall ensure suitable alternative arrangements to make up for such absence. If a person leaves the job for any reason, the Service provider is liable to provide the suitable replacement within 3 working days.
15. In case of delay in providing required replacement, the amount of penalty calculated **at the rate of 1%** of the annual contract value per week on account of delay, shall be deducted from the monthly bills in the succeeding month.
16. There would be no increase in rates payable to the Service Provider during the Contract period. The service provider will be responsible for deposit of EPF, ESI, GST and other statutory dues as applicable from time to time and submit the proof of deposit to authority for records.
17. The Service Provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this agreement to any other agency or organization. Sub-contracting is not allowed under this agreement.
18. The service provider will raise the bill in compliance to Govt resolution No GAD-SC-GCS-0225-2023-7982/GAD Dt 07.03.2024 with attendance sheet or absentee statement with cycle 16th to 15th of next month enclosing the documents as listed below
 - i) Stamped A/C Roll
 - ii) Proof of deposition of EPF & ESI

iii) Copy of latest GST return filing.

19. The Service Provider will have to deposit the remuneration of the deployed manpower for the concerned billing period in their respective bank account through online transfer and submit the details to the authority for necessary records.
20. In case of dispute resolution relating to rights/liabilities arising out of the agreement, the same shall be disposed of at the level of Administrative Departments.
21. In the event of failure of Service Provider to provide Services as per the terms and conditions of the agreement, the Performance Security shall be forfeited. Any violation of instructions/agreement or suppression of facts will attract termination of contract with 1 month prior notice to the Service Provider.
22. The Service provider should ensure that persons to be deployed are not alcoholic, drug addict and not indulge in any activity prejudicial to the interest of the Authority.
23. The Authority reserves the right to withdraw or relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage.
24. In the event of any dispute arising in respect of the clauses of the agreement, the same shall be resolved through negotiation. Alternatively, the dispute shall be referred to the next higher authority or controlling officer for his decision and the same shall be binding on all parties.
25. All disputes shall be under the jurisdiction of the court at **District Head quarters only**.
26. The agreement can be terminated by either party by giving one month's notice in advance. If the agency fails to give one month's notice in writing for termination of the agreement, then one month's wages, etc. and any amount due to the service provider will be recovered by forfeiture of performance security.
27. The contract is liable to be terminated because of non-performance, deviation of any terms and conditions of agreement, non-payment of remuneration of manpower deployed and non-payment of statutory dues. The Authority will have no liability towards non-payment of remuneration to the persons deployed by the Service Provider and the outstanding statutory dues of the service provider to concerned authorities.

Documents should be submitted with the Application form in Appendix-A:-

NB: Bidders should submit the required supporting documents as mentioned above. Bids not conforming to the eligibility criteria and non-submission of required documents as listed above will lead to summary rejection of the bid. Submission of forged documents will also result in rejection of the bid. Bidders are advised to study all instructions, forms, terms & conditions and other information as mentioned in the RFP Document. The proposal must be complete in all respects and indexed. Each page should be numbered and certified by the bidder/ authorized representative. Failure to comply with the BID requirements will result in outright rejection of the proposal

Pre-Bid Meeting:

A pre-bid meeting will be organised by the client to address the queries relating to the overall selection process and scope of the work. To this respect, bidders can submit their queries, to **Chief District Veterinary Officer, Gajapati** through e-mail at cdvogajapati@yahoo.in upto **Dt.02.01.2026, 5 PM** from the level of the bidder/authorized representative of the bidder. **Any request for clarification submitted beyond the above deadline will not be entertained during the pre-bid meeting.** The pre-bid meeting will be held on **03.01.2026 at 3.00 PM** in the office chamber of CDVO, Gajapati. Representatives (**maximum up to 2 members from each bidder**) with due authorization letter will be allowed to attend the pre-bid meeting. Clarifications to the submitted queries will be uploaded in the website <https://gajapati.odisha.gov.in> for information of the bidders. Any such clarification/ corrigendum shall be deemed to be part of this RFP document. Request for alternation/change in existing terms and conditions of the RFP document shall not be considered/entertained.

FORMAT FOR SUBMISSION OF PRE-BID QUERY

- The bidders will have to ensure that their queries in soft copy for the pre-bid meeting should reach to CDVO, Gajapati through email at cdvogajapati@yahoo.in latest by **dated 02.01.2026 up to 5.00 PM** as per the prescribed format only as mentioned below.

Sl. No.	RFP Document [Section Number] & Page	Content of RFP requiring Clarification(s)	Clarification Requested
1.			
2.			
3.			
4.			

- Any other form of submission will not be entertained.
- The Client shall not be responsible for ensuring that the bidders' queries have been received by them. Any request for clarifications post the indicated date and time as per the Instruction sheet of the RFP shall not be entertained by the Client.
- The purpose of query clarification is to provide the bidders with information regarding the RFP, project requirements, and opportunity to seek clarification regarding any aspect of the RFP and the project.
- The Client will endeavour to provide timely response to the queries by uploading in website. No individual response to be given. However, the client makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does it undertake to answer all the queries that have been proposed by the bidders.

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal:

Section-4 :SCOPE FOR THE SERVICE PROVIDER

A. SERVICES OF DISTRICT DIAGNOSTIC LABORATORY

1. The Chief District Veterinary Officer, Gajapati invites sealed bids from the eligible bidders for providing the services of a Laboratory Technician in the District Diagnostic Laboratory located in the campus of the O/o CDVO Gajapati.
2. The manpower has to stay at allotted location. However, the deployment of the personnel may be varied with respect to requirement as per the convenience of the Authority.
3. The Service Provider shall ensure that the personnel deputed are as per the scope of the work, physically and mentally healthy and not more than 65 years of age or less than 21 years of age.
4. The full particulars of the personnel to be deployed by the service provider including their names and addresses shall be furnished along with testimonials before they are actually deployed for the job.
5. A senior level representative of the Service provider shall visit the concerned district in every fortnight and review the service performance of its personnel. During the fortnight visit, Service provider's representative will also meet the representative of the Authority dealing with service under the contract for mutual feedback regarding the work performed and removal of deficiencies, if any, observed in their working.
6. The incidental expenses like small implements/dress or uniform etc. shall be borne / supplied by the service provider at its own cost.
7. The day to day functioning of the services shall be carried out in consultation with and under direction of the Authority. Proposals for efficient functioning of the security systems shall be discussed, considered and implemented from time to time by the Service provider with the approval of the Authority. Any loss caused to the Authority due to the lapse on the part of the personnel discharging responsibilities, will be borne by the Service provider and in this connection, the Authority shall have the right to deduct appropriate amount from the bill of the Service provider to make such loss besides imposition of penalty. In case of frequent lapses on part of the personnel deployed by the Service provider, Authority shall be within its right to terminate the contract or take any other action without assigning any reason whatsoever.
8. The entire financial liability in respect of manpower services deployed in the Authority's location shall be that of the Manpower Service Provider and the Authority will in no way be liable for the same. It will be the responsibility of the manpower Service Provider to pay to the person deployed a sum not less than the proposed monthly remuneration as mentioned in the RFP document .

9. The Manpower Service Provider shall provide a substitute well in advance if there occurs 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 Manpower Service Provider.
10. The persons deployed shall, during the course of their work be privy to certain qualified documents and information which they are not supposed to divulge to third parties. In view of this, they shall be required to take oath of confidentiality and breach of this condition shall make the Manpower Service Provider as well as the person deployed liable for penal action under the applicable laws besides, action for breach of contract.
11. The Manpower Service Provider shall be responsible for compliance of all statutory provisions relating to minimum wages payable to the persons deployed at the Authority's location.
12. The service provider agency should pay the salary to the employee on last day of every month. For this the agency abide by the instructions laid down in Govt resolution NoGAD-SC-GCS-0225-2023-7982/GAD Dt 7.03.2024. While raising the invoice ,it must submit the bill by 20th of every month enclosing the following documents
 - i) Absentee statement of staff
 - ii) EPF/ESI proof of deposition
 - iii) Acquaintance sheet of staff getting salary
13. The engagement of outsourced person shall be purely on contract basis. The Service Provider shall at all times make it absolutely clear to the outsourced personnel hired through them. Any outsourced personnel deputed can be removed any time by giving notice to the Service Provider and the Service Provider will have to provide suitable replacement acceptable to Authority within 3 working days.

B. Job description of outsourced personnel:

1. Qualification: He/She should have passed the Diploma in Medical Laboratory Technician from any of the Govt recognized institutions .
- 2-He/She should be not be less than 21 years or more than 65 years of age during the initial engagement.
- 3-He/ She will be given a monthly remuneration of ₹22,097/- (including base remuneration of ₹15,600/- + EPF 13% + ESI 3.25% + GST 18%+ Service Charges of the service provider@3.85% of gross remuneration i.e Rs 698.00).
- 4-Working Hours: He/She will do work in the District Diagnostic Laboratories form 10 am to 5.30 pm with half an hour of lunch break from 1.30 to 2.00 pm. He/She will be given weekly offs on Sundays only.
- 5-He/She may be called for duty in off days if any emergencies/ outbreaks reported.
- 6-He/She will carry out Collection, labelling, packaging and processing of samples for routine examination and dispatch of outbreak/surveillance samples to ADRI, Phulnakhara.
- 7-He/She will prepare the pathology reports against the tests.
- 8-He/She will be involved in record keeping and smooth day to day management of DDLs.
- 9-He/She will assist in Sample collection in face of outbreak investigation, disease surveillance/ monitoring.
- 10-He/She will do checking and receiving of faecal samples, blood samples, tissue samples at DDL
- 11-He/She will do sorting and labelling of blood or other biological tissue.
- 12-He/She will make stocks of culture media to grow micro-organisms in the process of testing samples.
- 13-He/She should be able to process all laboratory test requisitions and specimens quickly, efficiently and appropriately.
- 14-He/She should be efficient in maintenance of Laboratory Machinery and inform malfunctioning of any lab equipment.
- 15-He/She should be efficient in loading, operating Laboratory Machinery.
- 16-He/She will maintain the laboratory log book.
- 17-He/She will check stock levels and bring immediately to the notice of Laboratory in-charge about stock required.
- 18-He/She should be able to do sterilization of equipment, staining, slide preparation, Haemoglobin ,ketone body, mastitis testing, chemical preparation etc
- 19-He/She should ensure safe disposal of the biological/chemical waste(biomedical waste).

20-He/She will document all activities and report back to management.
21-He/She will assist in sample processing ,packing and dispatch to ADRI.
22-He will maintain all the registers and files of the DDL.

23- He/ She will be entrusted with any other laboratory responsibilities as
and when required by the DDL In-charge.

Section 5- SELECTION PROCESS OF SERVICE PROVIDER:

The selection of the SERVICE PROVIDER will follow a QBS method (Quality Based Method). Firstly, the applicant agencies will be shortlisted based on criteria mentioned under sub-heading **Eligibility Criteria**.

The shortlisted candidates will be subjected to a two stage selection method:

In 1st stage: In presence of all in an open process, basing on their capacity and experience on undertaking **laboratory test activities**, the agencies will be awarded marks in different parameters set in the table under **Evaluation Criteria**.

other to make their detailed presentation will on their past experiences in implementation of programmes and also on their proposed action plan for supporting the Laboratory test activities in different places. This process will be done in front of the tender evaluation committee. No other agency will be allowed inside room while one agency is presenting their work.

The marks secured in above two stages will be added and the SERVICE PROVIDER having the highest marks will be selected.

The bidder shall be evaluated on QBS (Quality based Selection).

- **Bidder with the Highest Score in the QBS shall be declared as H1 and will be the best qualified bidder for the award of contract.**

The quoted rates shall not be less than the minimum wages fixed/notified by the Government of Odisha from time to time and shall include all statutory obligations.

The service provider shall be liable for all kinds of dues payable in respect of manpower deployed / provided under the contract and the authority shall not be liable for any dues for availing the services of the personnel.

The authority reserves the right to reject any or all bids and terminate the tender process without assigning any reason thereof.

PERFORMANCE SECURITY

The bidders have to submit performance security@ 5% of yearly remuneration Rs 13258.00 (Rupees thirteen thousand two hundred fifty eight only)

TECHNICAL BID EVALUATION

Technical evaluation of the bids will be done to determine whether the bids complied to the prescribed eligibility conditions as well as technical criteria and the requisite documents / information have been properly furnished by the bidder or not. Bids qualified the technical evaluation stage, will be considered for the bid evaluation.

Section -6 BID EVALUATION

The bid will be opened in the presence of the tender committee and bidders' representatives who choose to attend. **QBS (Quality based Selection) Method** will be followed during the tender process to determine the selected bidder. The tender inviting authority will award the contract to the bidder whose bid has been determined as the **H1** as per **QBS (Quality based Selection) based**

Evaluation Criteria for Selection of SERVICE PROVIDER

(Total: - 100 Marks, Minimum qualifying criteria 60Marks)

SI No	Parameter	Range	Marks	Max. Marks
1	2	3	4	5
1	Organization Strength	Turnover(Rs 5 Lakhs -10Lakhs -09marks) More than 10 lakhs-18 marks	9-18	28
		Employee base on outsourcing basis with valid license from Labour & ESI department(50-100 Employees= 05marks, 100-150 employees= 07marks, >200employees=10marks,	10	
2	Organization Experience, Statutory Compliance & Quality Certification	Office functioning in Odisha>3years=5marks,>4-5year=:7marks, >5years=10marks) Awarded Govt./PSU labour contracts worth Rs5-10 lakh=5marks, >Rs10-15lakh=7 marks,>Rs 15 lakh=10 marks)	15	30
		Awarded Govt./PSU labour contracts worth Rs5-10 lakh=5marks, >Rs10-15lakh=7 marks,>Rs 15 lakh=10 marks)	15	
3		Obtained ISO9001:2015 Certification-4marks	4	12
		Obtained ISO45001:2018 Certification-4marks	4	
		Obtained ISO27001:2013 Certification-4marks	4	
4	Technical Presentation	a-PPT Presentation about past activities-15 marks b-PPT presentation about future activities if selected-15	30	30
	TOTAL			100

APPLICATION FORMAT

(FORM-T1)

1. 11	Name of the Bidder/Service Provider	
2.	Full Address of Registered Office	Postal Address:
		Telephone No.:
		FAX No.:
		E-Mail Address:
3.	Name & telephone number of the authorized person signing the bid	Name and Designation:
		Mobile Number:
4.	Bank Name	Account Number:
		Bank and Branch Name:
		IFSC Code
	Is the organization registered :Yes/No	
	If yes, under which Act: Society Act/ Trust Act Company (Section-25)Act or Any Other (attached copy)	
7.	PAN No.(Attach self attested copy)	
8.	TAN No. (Attach self attested copy)	
9.	OGST Number	
10.	GSTIN (Attach self attested copy.)	
11.	E.P.F.Registration No. (Attach self attested copy.)	
12.	E.S.I. Registration No. (Attach self attested copy.)	
13.	Acceptance to all the terms &conditions of the tender (Yes/No).	
14.	Power of Attorney/authorization letter for signing the of the bid documents	
15.	Please submit an undertaking that no criminal case is pending with the police at the time of submission of bid.	
16.	Kindly mention the total number of pages in the tender document.	

15. Financial Turn over of the bidder for the last 3 financial years.(*)

Financial Year*	Turn Over Amount (InINR)	Average Turnover (In INR)
FY1		
FY2		
FY3		

*Copies of Audited Annual Reports, Income-Expenditure statement & Balance Sheet to be enclosed

16. Details of the similar type service provided by the bidder in last 5years:

Sl.No.	Period	Name of Authority with Complete Address&Fax no	Type of services provided with details of manpower /machinery deployed	Contract Amount (in INR)	Duration	
					From	To
1						
2						
3						
4						
5						

Signature of the Authorised Signatory

FORM-T2

UNDERTAKING

[On the Stamp Paper of appropriate value in shape of affidavit from the Notary regarding non-blacklisting]

I, hereby undertake that, our organization has not been blacklisted/ debarred by any of the Central / State Government Department/ Office or by any Public Sector Undertaking (PSUs) and not blacklisted by any authority during the recent past.

Yours sincerely,

Authorized Signature[In full and initials]

**Name and Designation of the
Signatory:Name of the Bidder and
Address:**



FORM-T3

UNDERTAKING

[On the Bidder's Letter Head regarding not have any pending judicial proceedings for any criminal offences]

I, hereby undertake that there is no criminal case pending in any Court of Law against our company or against the Proprietor/Director/Persons to be deployed by our company. I/we further certify that Proprietor/Director/Persons to be deployed by our company of my company have not been convicted of any offence in any Court in India during the recent past. I understand that I am fully responsible for the contents of this undertaking and its truthfulness.

Yours sincerely,

Authorized Signature [In full and initials]

**Name and Designation of the
Signatory:Name of the Bidder and
Address:**

FORM-T4

DECLARATION BY THE SERVICE PROVIDER

1. I have read and understood the terms and conditions relevant to Request for Proposal (RPF) vide advertisement No. Date: and submitted the proposal in accordance with the terms and condition of the above-mentioned notification.
2. The information furnished in the proposal are true and factual and I clearly understand that our proposal is liable for rejection, if any information furnished is found to be incorrect and not factual at any point of time without assigning any reason thereof CDVO, Gajapati will have the right to initiate any action as deemed fit.

Place:

Signature:

Date:

Name:

Designation:

Seal of the Organisation

COVERING LETTER FOR TECHNICAL BID

(In BIDDER LETTER HEAD)

To

The Chief District Veterinary Officer,

Sub: Tender for Outsourcing of Manpower for District Diagnostic Laboratory of Gajapati-District

Dear Sir,

I, the undersigned, offer to participate in the tender process to provide services for outsourcing of Manpower for District Diagnostic Laboratory of..... District in accordance with your Tender Notice No.:..... , Dated.....

We are here by submitting our proposal, which includes Technical Proposal sealed in separate envelope.

I hereby declare that all the information and statements provided in the technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. Our proposal will be valid for acceptance up to **90 Days** and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid.

I, hereby unconditionally undertake to accept all the terms and conditions as stipulated in the RFP document. In case any provision of this tender are found violated, then your office shall have the rights to reject our proposal including forfeiture of the earnest money deposit absolutely.

I remain,

Yours faithfully,

Authorized Signatory with Date and Seal



SECTION-V

SERVICE AGREEMENT

(To be made on Rs.100.00 Non Judicial Stamp Paper)

This **SERVICE AGREEMENT** is made on _____
between, _____ (herein after called as the “**Authority**”) of
the 1st Part and _____ its principal place of
business at _____ (here in after called the “**Service
Provider**”) of the 2nd Part.

WHEREAS

- a. the “**Service Provider**”, having represented to the “**Authority**” that he has the required manpower and other resources, has offered to provide the service in response to the Tender Notice No: _____
Dated: _____ issued by the Authority;
- b. the “**Authority**” has accepted the offer of the Service Provider to provide the required services as per the terms and conditions as set forth in this Service Agreement.

NOW, THEREFORE, IT IS HEREBY AGREED between the two parties as follows:

1. The following documents attached hereto shall be deemed to form an integral part of this Contract:

Appendix A: General Terms and Conditions

Appendix B: Scope of Work;

Appendix C: Contract Price and Payment Term;

2. The mutual rights and obligations of the Authority and the Consultant shall be as set forth in the Contract, in particular:
 - a. The Service Provider shall carry out the service in accordance with the provisions of the Agreement; and
 - b. The Certificate on the satisfactory performance of services by the Agency shall be issued by an Officer authorized by the Client and in consideration of the Certificate of Satisfactory Performance of Services Provider, the Authority shall make such payments and in such a manner as is provided in the Agreement.

3. Mode of Payment

The Service Provider will open a specific Bank Account for payment by the Authority in the beneficiary account towards the Service performed by the service provider. The Service Provider will furnish the details of the Bank Account to the Authority within 7days of the signing of the contract.

This Contract constitutes the agreement between two parties in respect to obligations and supersedes all previous communications between the Parties.

4. Now this agreement witnesses as below: -

- a. That in consideration of the payment to be made by the “**Authority**” to the “**Service Provider**”, the “**Service Provider**” hereby agrees with the “**Authority**” to provide manpower resources to be engaged in the.....in Conformity with the provisions of the terms and conditions of the contract.
- b. That the “**Authority**” hereby further agrees to pay the “**Service Provider**” the contract price at the time and in the manner prescribed in the said terms and conditions.
- c. Financial limit under this Contract varies with changes in statutory dues and government taxes as applicable from time to time.
- d. That in the event of any dispute that may arise it shall be settled as per the terms and conditions of the contract.
- e. That this agreement is valid upto.
- f. *For and on behalf of[Tender Inviting Authority]*

Witness1:

Witness2:

For and on behalf of [SERVICE PROVIDER

[Name and Designation of the Representative with seal]

Witness1:

Witness2:

PERFORMANCE BANK GUARANTEE FORMAT

To

The Chief District Veterinary Officer, Gajapati

WHEREAS _____ (Name and Address of the Service Provider) (herein after called "the Service Provider) has undertaken, in pursuance of Contract No. _____ dated

To undertake the service.....

AND WHEREAS it has been stipulated by CDVO, Gajapati in the said contract that the Service Provider shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

And WHEREAS we have agreed to give the Service Provider such a bank guarantee;

Now,

THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the Service Provider up to a total of _____ (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the Service Provider to be in default under the contract and without cavit or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Service Provider before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the Service Provider shall in anyway release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This performance bank guarantee shall be valid until the _____ day of _____ year. Our branch at (Name & Address of the Bank) is liable:

To pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our _____ branch a written claim or demand and received by us at our _____ branch on or before Dt _____ otherwise bank shall be discharged of all liabilities under this guarantee thereafter.....

(Signature of the authorized officer of the Bank)

Name and designation of the Officer

Seal, Name & Address of the Bank & Branch

BID SUBMISSION CHECK LIST

Sl. No.	Description	Submitted (Yes/No)	Page No.
TECHNICAL BID (ORIGINAL)			
1	Covering Letter in Bidders Letter Head		
2	Bid Processing Fee		
3	Copy of Incorporation/Registration Certificate of the Bidder		
4	Copy of PAN		
5	Copy of TAN		
6	Copy of OGST registration		
7	Copy of GSTIN		
8	Copies of Income Tax Clearance Certificate for the last three Assessment years		
9	Copy of Valid EPF&ESI Certificate		
10	TECHNICAL BID duly filled in(CoveringLetter,FORM-T1,T2,T3,)		
11	Financial details of the bidder along with all the supportive documents such as copies of Income / Expenditure Statement and Balance Sheet for the last 3 years		
12	Power of Attorney in favour of the person signing the bid on behalf of The bidder.		
13	List of completed/on-going assignments of similar nature(Past Experience Details) along with the copies of work orders for the respective from the authorities		
14	Undertaking for not have been black-listed by any Central / State Govt./any Autonomous bodies during the recent past.(FORM- T2)		
14	Undertaking for not having any police case pending against the bidder(FORM- T3)		
15	Declaration by the service Provider (FORM- T4)		
16	Performance Bank Guarantee Format		