



OFFICE OF THE CDM&PHO-CUM- DISTRICT MISSION DIRECTOR, NHM, JHARSUGUDA

District Programme Management Unit (DPMU), NHM, Dist Headquarter Hospital,
At: Malimunda, Post: OSAP Lane, Dist: Jharsuguda – PIN: 768204 (Odisha)
Phone: 06645-273107, E-Mail: dpmujha@nic.in

Letter No. 1450 / HR /NHM/20

Date: 15-02-2020

To

The Editor, “**The SAMBAD**”
(Through the Local Corrospondences, Jharsuguda)

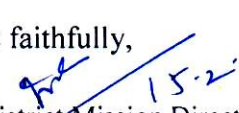
The Editor, “**The Pragatibadi**”
(Through the Local Corrospondences, Jharsuguda)

Sub : Publication of the advertisement.

Sir,

Please find here with a specimen copy of the advertisement for Publication of the same in your daily news paper (One time) occupying minimum space and submit the bill as per I&PR rate along with a copy of the supplement to the undersigned within 7 days for payment.

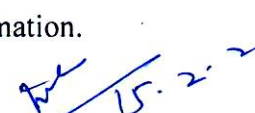
Yours faithfully,


CDM&PHO cum District Mission Director
NHM, Jharsuguda

Memo No. 1451 / 20 20

Date: 15.02.2020

1. Copy to the DIO, NIC, Jharsuguda for information with a request to upload the Revised Tender enclosed herewith by replacing the old one submitted vide this office L. No. 1158 Dt. 10.02.2020 in the district website of Jharsuguda district for information of the bidders.
2. Copy to the Head Clerk, O/o the CDM&PHO, Jharsuguda for information and necessary action.
3. Copy to the DAM, NHM, Jharsuguda for information and necessary action.
4. Copy to the P.A. to the Collector & DM, Jharsuguda for kind information of the Collector & DM, Jharsuguda.
5. Copy to all the Members of the Purchase/Tender committee for information.


CDM&PHO cum District Mission Director
NHM, Jharsuguda



ZILLA SWASTHYA SAMITI, JHARSUGUDA

Office of the CDM&PHO- cum- Dist. Mission Director, Jharsuguda, Odisha, 768204

No. 1450 / NHM /20

Dt: 15.02.20

Corrigendum

In pursuance to the Tender call notice published vide this office L. No. 1158 Dt. 10.02.2020 for engagement of different category of manpower under outsourcing basis has been revised and uploaded in the Jharsuguda district website <https://jharsuguda.nic.in>. The interested bidders may download the same while applying for the tender.

Sd/- Dr. J. C. Barik
CDM&PHO cum District Mission Director,
NHM, Jharsuguda



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

DISTRICT HEAD QUARTERS HOSPITAL, JHARSUGUDA



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, JHARSUGUDA.

1	Period of Availability of RFP Document	From 11.02.2020 to 03.03.2020 (Downloadable from website: https://jharsuguda.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, Jharsuguda.
4	Pre Bid Meeting	15.02.2020 at 3.30 PM at Office Chamber of CDM & PHO, Jharsuguda

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. 20 Lakhs or more during the last three financial years i.e. 2016-17, 2017-18, 2018-19.
- ✓ 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, Jharsuguda".
- ✓ Cover-B - Financial Proposal for "Out-Sourcing of different category of manpower in ZSS, Jharsuguda"

(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, Jharsuguda".
- ✓ 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, Jharsuguda.

(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, Jharsuguda during the proposed contract period in conformity with the Terms of Reference forming part of this RFP.

1. EMD of Rs. 50,000 /- (Fifty Thousand) in the shape of a Demand Draft in favour of CDM & PHO, Jharsuguda.
2. Tender Paper cost of Rs.1,000/- (One Thousand) in the shape of a Demand Draft in favour of CDM & PHO, Jharsuguda.
2. Form T1
3. Form T2
4. Photocopy of the Registration Certificate of the Agency
5. Photocopy of PAN
6. Photocopy of GST Registration Certificate
7. Form T3 (Certificate from the Chartered Accountant)
8. 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.
9. Photocopies of work orders executed in support of the information furnished in Form T4
10. Form T5 - Power of Attorney authorizing the signatory for signing the proposal on behalf of the proposer/Bidder
11. Form T6 - Affidavit Certifying that Promoter(s)/Directors/Partner(s) of Entity are not blacklisted.
12. Form T7 - Letter of Declaration (Anti Collusion Certificate) mentioning that the bidder will not collude with the other bidders.
13. A copy of the RFP document sealed and signed in all pages by the applicant.
14. Self attested photocopy of EPF, ESI, Registration certificates.
15. Self attested photocopy of Labour Office, Jharsuguda Registration Certificate,
16. Self attested photocopy of Agreement Paper for showing local office.
17. 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.

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	Role & Responsibilities	No. Of post (Apprx)
1	Unskilled @ Rs. 298.00	As decided by the Appropriate Authority and as per the Job responsibility at the time of engagement.	
2	Semi-Skilled @ Rs. 338.00	As decided by the Appropriate Authority and as per the Job responsibility at the time of engagement	
3	Skilled @ Rs. 388.00	As decided by the Appropriate Authority and as per the Job responsibility at the time of engagement.	
4	High Skilled @ Rs. 448.00	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.

The Agency has to submit the manpower as per the following educational qualification.

Sl No	Name of the Post / Category	Qualification/Eligibility/Age
1	Staff Nurse (High Skilled)	- The candidate must have passed in General Nursing & Midwife/ BSc. Nursing from any 03 Govt. Nursing Schools of 03 medical colleges / School of Nursing MCL Talcher / IGH Rourkela or other recognized private institutions dully approved by INC and must have registered in the Odisha Nursing Council. - Retired Staff Nurse from Govt. Sector will be given preference till the age of 68, subject to submission of Medical Certificate for physically fit to work. - In case of non availability of retired candidates from Govt Sector, retired candidates from Private sector up to the age of 68 will be given preference subject to having requisite qualification & submission of Medical Certificate for physically fit to work. - In case of non availability of above, other candidates having requisite qualification may be engaged by the agency and the Applicant should be above 21 years of age as on 1st February ' 2020. - The Candidate should read, write and speak Odia language. - Mode of engagement: Daily Wages through outsourced Agency.
2	Pharmacist (High Skilled)	- The Candidate must have passed +2 Science Examination under council of Higher Secondary Education, Odisha /equivalent and Diploma in Pharmacy from any of the 03 Medical College & Hospitals of the State / any other recognized private institutions duly approved by AICTE or Registered in Odisha Pharmacy Council. - Desirable. Computer proficiency (MS Office). - Retired Pharmacist from Govt. Sector will be given preference till the age of 68, subject to submission of Medical Certificate for physically fit to work. - In case of non availability of retired candidates from Govt Sector, retired candidates from Private sector up to the age of 68 will be given preference subject to having requisite qualification & submission of Medical Certificate for physically fit to work, - In case of non availability of above, other candidates having requisite qualification may be engaged by the agency and the Applicant should be above 21 years of age as on 1st February ' 2020. - The Candidate should read, write and speak Odia language. - Mode of engagement: Daily Wages through outsourced Agency.
3	Lab. Technician (High Skilled)	- Must have passed +2 Science Examination under council of Higher Secondary Education, Odisha/equivalent and passed Diploma in Medical Laboratory Technology from any of the 03 Medical College & Hospitals of the State / any other private institutions recognized by All India Council of Technical Education. - Desirable. Computer proficiency (MS Office). - Retired LTs from Govt. Sector will be given preference till the age of 68, subject to submission of Medical Certificate for physically fit to work. - In case of non availability of retired candidates from Govt Sector, retired candidates from Private sector up to the age of 68 will be given preference subject to having requisite qualification & submission of Medical Certificate for physically fit to work. - In case of non availability of above, other candidates having requisite qualification may be engaged by the agency and the Applicant should be above 21 years of age as on 1st February ' 2020. - The Candidate should read, write and speak Odia language. - Mode of engagement: Daily Wages through outsourced Agency.
4	Data Entry	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

	Operator (DEO) (Skilled)	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 as on 1st February ' 2020. 4. The Candidate should read, write and speak Odia language. 5. Mode of engagement: Daily Wages through outsourced Agency.
5	Attendant / Attendant cum Stretcher Wearer. (Semi Skilled)	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 21 years of age as on 1st February ' 2020. 3. The Candidate should read, write and speak Odia language. 4. Mode of engagement: Daily Wages through outsourced Agency.
6	Sweeper (Un Skilled)	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 21 years of age as on 1st February ' 2020. 3. The Candidate should read, write and speak Odia language. 4. Mode of engagement: Daily Wages through outsourced Agency. (This post is not required at present and in case of requirement in future, the same will be filled up from the selected agency)

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 transportation, food, medical and other 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 and the personnel may be called on Sundays and other gazetted holidays, if required.
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, Service charges. 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 & GST etc. dues of the personnel with regards to the preceding month for e.g while submitting the bills for February-2020 the Service Provider must submit the challan for January 2020.
16. No wages/remuneration will be paid to any staff for the days of absence from duty.
17. 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.

18. 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.
19. The Service Provider shall be contactable at all times and message sent by Phone/e-mail/Fax/Special Messenger from ZSS 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.
20. 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 equipments 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.
21. The successful bidder shall furnish a security deposit of Rs.50,000/- (Fifty Thousand) only in the form of an account payee demand draft from Nationalized bank drawn in favor of the " Chief District Medical & Public Health Officer, Jharsuguda payable at Jharsuguda / 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.
22. 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.
23. 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.
24. In the event, of dispute arises touching any of the clauses of the agreement, the matter will be referred to the Collector & District Magistrate, Jharsuguda whose decision shall be binding on both the parties.

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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. 2016-17, 2017-18 & 2018-19.	20	> 20 Lakhs ≤ 30 Lakhs : 5 marks > 30 Lakhs ≤ 40 Lakhs : 10 marks > 40 Lakhs ≤ 50 Lakhs : 15 marks > 50 Lakhs : 20 marks
B	Experience: No. of years of experience in similar business (Year of Establishment or Commencement of business)	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. 2016-17, 2017-18 & 2018-19 with State Govt./ Central Govt./ Semi Govt./ Govt. owned Societies The agency have 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. In the financial bid, the bidder with the lowest price shall be awarded the contract. In case of tie of rate of two or more bidders in the Financial Bid, the bidder securing maximum marks in the Technical Evaluation will be given preference. Further, if marks of two or more bidders become equal, the bidder having highest turn over shall be given preference in the financial bid.

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.

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 (DD of Rs.50,000/-) | Yes/No |
| 2. Tender Paper cost of Rs. 1000/- | 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, Jharsuguda, 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, Jharsuguda.

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 Jharsuguda 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	2016-17	
2	2017-18	
3	2018-19	
Average Annual Turnover in Lakhs (Rs.)		

Date: _____ Signature of Chartered Accountant

Place: _____ (Name in Capital)

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.

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 of the registered office) do hereby constitute, appoint and authorize Mr / Ms.....(name and residential address) who is 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 Jharsuguda 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 _____ 2020

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.

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, 2020

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 Setting up the help desk 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 _____, 2020

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

Name and Title of Signatory: _____

(Company Seal)



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



FORM F1

ACKNOWLEDGEMENT & FINANCIAL PROPOSAL

To
The Chief District Medical Officer, Jharsuguda.

Re. : RFP Reference no. _____ dated _____

Sub: - Request for Proposal for "Out- Sourcing of different manpower under ZSS, in Jharsuguda 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.50,000/- 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 offer 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.) (Inclusive of all taxes & statutory dues) (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	ESI (% & Amount)				
03	EPF (% & Amount)				
04	Service Charge (% & Amount)				
05	GST (% & 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.

B. Taxes if any (Pl. Specify with % figure) : _____

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

C. The Service Charges should not be less than Rs. 7.00 Rupees (Seven) only per man power.

D. Any Other Charges if any.

Authorized Signatory [In full and initials]: _____

Name and Title of Signatory: _____

(Company Seal)

