

**TENDER DOCUMENT FOR SELECTION OF HR
SERVICE PROVIDER FOR HIRING OF HUMAN
RESOURCES UNDER FOREST RIGHT CELLS
UNDER
DISTRICT WELFARE OFFICER, JHARSUGUDA**

Tender Call Notice No:431

Date:12.05.2021

Office of the District welfare Officer, Jharsuguda

No: 431

Date: 12.05.2021

Tender for Selection of HR Service Provider

Tenders are hereby invited from reputed Recruitment Agencies for selection of HR Service Providers for hiring human resources by the **District Welfare Officer, Jharsuguda** District under **Forest Right Cells**.

The Tender document can be downloaded from www.jharsuguda.nic.in

Commencing from **13/05/2021, 11:00 AM IST**. The last date and time for Submission of Bid- documents is **25/05/2021, 04:00 PM IST**. Bids documents are to be submitted at: **District Welfare Office, Jharsuguda, At- New Collectorate Building, P.O- OMP Line, Dist- Jharsuguda, Pin-768204** by **Speed Post / Regd. Post** only.

For eligibility criteria, scope of work, deliverable and other relevant details please refer the Tender Document.

Sd/-

**District Welfare Officer,
Jharsuguda**

Important Dates :

Sl.	Particular	Date
1.	Issuance of Tender Document	13/05/2021
2.	Last Date and Time for Submission of Bids Bids to be submitted at: <i>District Welfare Office, Jharsuguda</i>	25/05/2021, 4:00 PM
3.	Technical Bid Opening	Due to pandemic COVID situation, may scheduled later and intimated to Bidders.
4.	Financial Bid Opening	Due to pandemic COVID situation, may scheduled later and intimated to Bidders.

Section 1 - INTRODUCTION

Background & Purpose

The Forest Rights Act (FRA), 2006 recognizes the rights of the forest dwelling tribal communities and other traditional forest dwellers to forest resources, on which these communities were dependent for a variety of needs, including livelihood, habitation and other socio-cultural needs. The forest management policies, including the Acts, Rules and Forest Policies of Participatory Forest Management policies in both colonial and post-colonial India, did not, till the enactment of this Act, recognize the symbiotic relationship of the STs with the forests, reflected in their dependence on the forest as well as in their traditional wisdom regarding conservation of the forests.

The Act encompasses Rights of Self-cultivation and Habitation which are usually regarded as Individual rights; and Community Rights as Grazing, Fishing and access to Water bodies in forests, Habitat Rights for PVTGs, Traditional Seasonal Resource access of Nomadic and Pastoral community, access to biodiversity, community right to intellectual property and traditional knowledge, recognition of traditional customary rights and right to protect, regenerate or conserve or manage any community forest resource for sustainable use. It also provides rights to allocation of forest land for developmental purposes to fulfill basic infrastructural needs of the community. In conjunction with the Right to Fair Compensation and Transparency in Land Acquisition, Rehabilitation and Settlement Act, 2013 FRA protects the tribal population from eviction without rehabilitation and settlement.

The Act further enjoins upon the Gram Sabha and rights holders the responsibility of conservation and protection of bio-diversity, wildlife, forests, adjoining catchment areas, water sources and other ecologically sensitive areas as well as to stop any destructive practices affecting these resources or cultural and natural heritage of the tribal's. The Gram Sabha is also a highly empowered body under the Act, enabling the tribal population to have a decisive say in the determination of local policies and schemes impacting them.

Thus, the Act empowers the forest dwellers to access and use the forest resources in the manner that they were traditionally accustomed, to protect, conserve and manage forests, protect forest dwellers from unlawful evictions and also provides for basic development facilities for the community of forest dwellers to access facilities of education, health, nutrition, infrastructure etc.

Objective:

- To expedite and complete the process of recognition of forest rights within a time bound period and to arrive at a saturation mode in all the villages and habitations located within the Tribal Sub-Plan area.

The District Level, Tahasil Level and Sub-division Level Forest Right Cells will be set up to exclusively support the implementation Forest Right Acts.2006 and its Amendment Rules, 2012.

The DWO, Jharsuguda intends to engage the HR Service Provider at district level, through an open tendering process, which will deploy the qualified and experienced personnel as per the prescribed criteria to this unit. The personnel would be deployed in **District Welfare Office, Tahasils and Sub-division under District Administration.**

Section 2 - SCOPE OF WORK

The HR Service Provider will be responsible for recruitment, timely placement and management of the deployed human resources as per the criteria/ terms detailed in this document. Details of the number of personnel to be deployed, the desired qualification, experience and remuneration rate for each position is given at **Annexure A**. The scope of work for the HR Service Provider is as follows:

- I. Recruitment & deployment of human resources for various positions under the Scheme as detailed in **Annexure A**
- II. Payroll Management of Human Resources deployed
- III. All the statutory compliances like TDS, PF, ESIC, Service Tax etc. shall be done by the successful bidder.

The detailed terms of reference for the HR Service Provider can be broadly categorized into following two parts:

Part A - Recruitment & Deployment

- Invite applications for the various positions through advertisement in leading print media & all notice boards of the district level offices.
- Finalize the selection process and short listing criteria in consultation with the Nodal Officer of Office of the District Welfare Officer.

- Screen and shortlist applications and issue of letters for written/practical test/interview as per the agreed selection process
- Constitute selection committee with representatives from the Office of the District Welfare Officer and organize selection process
- Finalize list of candidates with approval of selection committee and Issue offer letters to selected candidates. The list of waitlisted candidates shall also be maintained by the HR Service Provider
- Ensure checking of the veracity and authenticity of information furnished by the selected candidates. The HR Service Provider should also ensure that the candidates identified should not have any police record/criminal record against them.
- Conduct orientation of the candidates in consultation with the Office of the District Welfare Officer and ensure deployment
- Develop an HR policy for management of the human resources deployed.
- The HR Service Provider shall provide the required quality human resources within 45 days from the date of issue of award letter for placement of personnel.

Part B - Human Resources Management

- Ensure regular payment of monthly remuneration to deployed personnel through NEFT transfer, as per the rates mentioned. Except the statutory deductions like TDS, no other amount shall be deducted from the fixed remuneration.
- Ensure statutory compliance like EPF, Gratuity, TDS deduction etc. as required by the prevailing norms.
- Provide replacement of personnel in case of vacancies arising during the course of the agreement, from the waitlisted candidates.

Other conditions:

- The day to day work to the deployed personnel will be assigned by the designated officer of the Office of the District Welfare Officer and all the monitoring and reporting aspects of the deployed personnel will be under the control and supervision of the designated officer.
- The Office of the District Welfare Officer shall have the right to verify the actual payment made and may request the HR Service Provider to provide excerpts of the bank statement of the payments made as the proof of payment and if not satisfied shall withhold the payments due to the HR Service Provider in addition to other legal action.
- In case the Office of the District Welfare Officer is not satisfied with the performance of the deployed personnel or because of indiscipline, may ask the HR Service Provider in writing, providing the reasons thereof, to withdraw the personnel and provide a replacement.

Section 3 - ELIGIBILITY/ QUALIFYING CRITERIA FOR THE HR RECRUITMENT AGENCY

Following are the essential qualifying criteria for the HR Service Provider to technically qualify for the assignment:

1. The bidder should be incorporated or registered as a Partnership Firms, Private Limited Company, Public Limited Company, or Society/ trust since last 5 years. The Incorporation/Registration certificate should be furnished as documentary proof.
2. The bidder should have been a HR Service Provider for at least 3 years. A list of clients being served or served in by the bidder must be provided with the Technical Bid in the prescribed format along with documentary proof.
3. The bidder should have valid registration under Service Tax Rules, Income Tax, EPFO, ESI Corporation and under Labour Act. The copies of Service Tax Registration Certificate, Permanent Account Number (PAN), Labour Registration Certificate, EPF Registration Certificate and ESI Registration Certificate should be furnished as documentary proof.
4. The average annual turnover of the bidder for the past 3 years should not be less than Rs. 50,00,000/-(Rupees Fifty lakh) per annum. A copy of the Audited Balance Sheet must be submitted with the Technical Bid.
5. The HR Service Provider must have filed income tax returns for the financial years 2017-18, 2018-19 and 2019-20. Copy of Income Tax Return should be furnished as documentary proof.
6. The bidder should have registered in India, with an office in Odisha.
7. The bidder should not have been black listed by any State Government or Central Government. A self declaration to this effect shall be submitted by the bidder in the prescribe format.

Section 4 - GENERAL TERMS AND CONDITIONS

4.1 Cost of Tender Document & Earnest Money Deposit

- a. **Tender Document Fee** - Tender document can be downloaded from the website (the website to be mentioned by the concerned District). The bidders are required to submit the non-refundable tender document Fee of **Rs.2,000/-** in shape of an account payee Demand Draft from any of the nationalized bank in favour of **the District Welfare Officer, Jharsuguda and payable at Jharsuguda** along with the Tender Paper. The Proposals received without or with inadequate fees shall be rejected.

- b. **Earnest Money Deposit** - Bidders shall submit, along with their Technical Bids, EMD of Rs. 50,000/- only, in the shape of an account payee Demand Draft issued by any nationalized bank in favour of **the concerned District Welfare Officer, Jharsuguda and payable at Jharsuguda** and shall be valid for 90 days from the due date of the tender/ tender paper.
- i. EMD of all unsuccessful bidders would be refunded within 180 days of the bidder being notified as being unsuccessful. The EMD, for the amount mentioned above, of successful bidder would adjust as a part of the Performance Guarantee during the period of the contract.
 - ii. The EMD amount is interest free and will be refundable to the unsuccessful bidders without any accrued interest on it.
 - iii. The tender paper submitted without EMD, mentioned above, will be summarily rejected.
 - iv. The EMD may be forfeited:-
 - a. If a bidder withdraws its bid during the period of bid validity.
 - b. In case of a successful bidder, if the bidder fails to sign the contract in accordance with this tender paper.
 - c. If found to have a record of poor performance such as having abandoned work, having been black-listed, having inordinately delayed completion and having faced Commercial failures etc.

4.2 Submission of Bids

Sealed cover containing the Technical and Financial Bid/Proposal separately with caption ***“Selection of HR Service Provider for hiring manpower under Forest Right Cells”*** should be addressed to:

The District Welfare Officer, Jharsuguda
Address: New Collectorate Building,
P.O-OMP Line, Dist- Jharsuguda
Pin-768204

- a. The bids should be submitted so as to reach latest by **4:00 PM (IST) of 25/05/2021.**
- b. The bidders shall submit their tender paper as per the prescribed format given in this tender paper in the following manner
 - **Envelope 1: Original Hard copy of Technical Proposal with EMD Draft [Form 1 to Form 6]**
 - **Envelop 2: Original Hard copy of Financial proposal Bid [Form 7, 8 &9]**

- c. The Technical Proposal and Financial Proposal should be covered in separate sealed envelopes super-scribing **"Technical Bid"** and **"Financial Bid"** respectively.
- d. Please Note that Prices shall not be indicated in the Technical Proposal but shall only be indicated in the Financial Proposal.
- e. The two envelopes containing copies of Technical Proposal and Financial Proposal shall be put in another single sealed envelope clearly marked with caption **"Selection of HR Service Providers for hiring manpower under Forest Right Cell"**.
- f. The outer envelope shall clearly indicate the name, address, telephone number, E-mail ID and fax number of the bidder.
- g. All the pages of the Technical Proposal must be sequentially numbered and must contain the list of contents with page numbers.
- h. The proposal shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the bidder itself. Any such corrections must be initialed by the person (or persons) who sign(s) the tender paper.
- i. All pages of the proposal shall be initialed and stamped by the person or persons who sign the bid.

4.3 Completeness of the Bid

- a) Submission of the proposals shall be deemed to have been done after careful study and examination of the tender paper document with full understanding of its implications.

4.4 Late Bid

- a. Bids received after the due date and the specified time (including the extended period if any) for any reason whatsoever, shall be rejected.
- b. The Office of the District Welfare Officer shall not be responsible for any postal delay or non-receipt/ non-delivery of the documents. No further correspondence on the subject will be entertained.
- c. The Office of the District Welfare Officer reserves the right to modify and amend any of the stipulated condition/criterion.

4.5 Language of the Bid

The Proposal should be filled by the Bidder in English language only.

4.6 Validity period of the Bid

The offer submitted by the Bidders should be valid for minimum period of 180 days from the date of last date of submission of Tender Paper.

4.7 Currency of the Proposal/ Bid Document

The currency (ies) of the Proposal offer and the transaction details provided in the Proposal/ Bid Document should be in Indian Rupees (INR).

4.8 Authentication of the Proposal/ Bid Document

The Proposal/ Bid Document should be accompanied by a Letter of Authorization in the name of the signatory of the proposal/ Bid document who can bind the Firm/ Company.

4.10 RIGHT TO TERMINATE THE PROCESS

- a. The Office of the District Welfare Officer may terminate the Tender process at any time and without assigning any reason thereof. The Office of the District Welfare Officer makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- b. The submission of tender paper does not constitute an offer by The Office of the District Welfare Officer. The bidder's participation in this process may result in selecting the bidder to engage towards execution of the contract.

Section 5 - GUIDELINES FOR SUBMISSION OF TECHNICAL AND FINANCIAL PROPOSAL

5.1 TECHNICAL PROPOSAL

Bidders are required to submit the Technical Proposal in the prescribed format only. The technical proposal should accordingly include the following:

1. Bid Cover Letter - Technical Bid [Form-1]
2. Bidders profile [Form-2]
3. Document Checklist [Form-3]
4. Self-declaration of not being ineligible/ blacklisted [Form 4]
5. All Documentary Evidences as required in the tender document (please refer Document Checklist [Form-3])

5.2 FINANCIAL PROPOSAL

The Financial Proposal is to be submitted in prescribed formats as provided in form 5 & 6.

- The amount to be charged by the HR Service Provider shall be expressed in lump sum as fees/service charges against each of the position.

- The fees/service charges quoted for each category of position shall be exclusive of the applicable service tax, if any, but shall be inclusive of all other costs.
- No deductions, other than statutory deduction of TDS, shall be made by the HR agency from the remuneration fixed for each of the position.
- In case of any discrepancy between figures and words in the financial proposal, the one described in words shall be adopted.
- Employer's share of EPF/ ESI where ever applicable, shall be paid to the HR Service Provider as per actual and the costs towards this is not required to be reflected as part of the Financial Proposal.

The financial proposal should accordingly include the following:

1. Bid Cover Letter - Financial Bid (Form 5)
2. Financial Bid Submission Format (Form 6)

Section 6 - EVALUATION PROCESS

I. In the first stage, the technical proposals will be scrutinized as per the Eligibility criteria and completeness of the documents as prescribed in the tender document.

II. The bids qualifying the Eligibility criteria and complete in respect to the availability of the documents will be considered for Financial Evaluation. The bidder quoting the lowest '**Overall Total Service Charges per month**' shall be considered for award of contract.

III. Tender Committee: The District Collector will constitute the tender committee to finalise the tender paper.

Section 7 - AWARD OF CONTRACT

The Office of the District Welfare Officer will award the Contract to the successful bidder qualifying in the Technical Bid and thereafter quoting the lowest '**Overall Total Service Charges per month**' in the Financial Proposal.

7.1 NOTIFICATION OF AWARD

The Office of the District Welfare Officer will notify the successful bidder in writing or by fax or email, that its proposal has been accepted.

7.2 SIGNING OF THE CONTRACT

After the Office of the District Welfare Officer notifies the successful bidder that its proposal has been accepted, the Office of the District Welfare Officer shall enter into a contract, incorporating all clauses and the proposal of the bidder between The Office of the District Welfare Officer and the successful bidder.

7.3 PERFORMANCE GUARANTEE

- a. The Successful Bidder shall submit Performance Bank Guarantee of Rs. 20,000/- in favor of The Office of the District Welfare Officer before execution of the agreement.
- b. The Bank guarantee shall be valid for a period of 24 months from the date of intimation to the selected bidder for execution of the agreement.
- c. Agreement shall be executed on confirmation of the Performance Bank Guarantee from the Concerned Bank.
- d. The Performance Guarantee amount is interest free and will be refunded to bidder within six months of the completion of the contract without any accrued interest on it.
- e. The Performance Guarantee amount may be forfeited:
 - a. If a bidder is unable to deliver the outputs specified in the Scope of work of the tender documents.
 - b. If found to be indulging in malpractices, poor performance such as having abandoned work, having inordinately delayed completion of outputs etc.

7.4 FAILURE TO AGREE WITH TERMS AND CONDITIONS OF THE TENDER PAPER

Failure of the successful bidder to agree with the Legal Agreement and Terms & Conditions of the tender paper shall constitute sufficient grounds for the annulment of the award, in which event The Office of the District Welfare Officer may award the contract to the next best value bidder or call for new proposals from the interested bidders. In such a case, the Office of the District Welfare Officer shall forfeit the Performance Guarantee of the successful bidder.

7.5 TERM OF THE AWARD

The period of contract shall be for a period of 1 (one) year from the date of execution of agreement. The period may be extended for further periods on mutual agreement by both the parties on similar terms and conditions.

Section 8 - PAYMENT TERMS & CONDITION

The payment to the selected Agency will be made as per the following terms:

- The Service Provider will raise the monthly claims/ invoice inclusive of applicable taxes & management cost (service charges) of Service Provider by 2nd of every succeeding month. The Office of the District Welfare Officer will ensure the reimbursement payment to HR Agency within 15 days of receiving the invoice.
- The payment shall be made subject to deduction of applicable taxes.

ANNEXURE A - DETAILS OF HR POSITIONS, JOB-DESCRIPTION AND REMUNERATION

HR POSITIONS, MINIMUM QUALIFICATIONS & EXPERIENCE AND REMUNERATION

Position for Forest Right Cell	No. of posts	Minimum Qualification	Experience	Rate of monthly Remuneration (Rs.)
Coordinator (FRA)	4	Masters in Social Sciences/Master in Social Work/Mass. Comm./ Humanities .	5-10 yrs	20,000
Data Entry Operator	4	Any Graduate with PGDCA from any recognized Institutes/College/ University.	3-5 yrs	12,000

JOB-DESCRIPTION OF DIFFERENT POSITIONS

Job Description for Positions for the Coordinator (FRA)

Name of the Position : Coordinator (FRA)

Location : **District Headquarter and Tahasils**

- Quick disposal of the pending claims with particular emphasis on the claims approved by the DLCs.
- Review and disposal of the rejected claims.
- Ensure that the reason of rejection of the claims made at the Gram-sabha /SDLC level are communicated to the claimant, so as to enable the claimants to prefer petitions to the SDLC / DLC, as the case may be, within the time line stipulated in the rules.
- Facilitate the process of completion of demarcation of the forest land vested with the claimants.
- Distribution of the FRA titles to the rightful claimants and ensuring RoR corrections and its incorporation in the relevant Govt. records.

- Ensure that all the FRA title holders are covered under Govt. schemes including those related to land improvement, land productivity, basic amenities and other livelihood measures.
- Ensure that the claims for Community Rights (CR), Community Forest Recourses Rights (CFR) are filed in the prescribed formats by the Gram-sabha concerned as per its potential.
- Ensure that the process of conversion of the forest, un-surveyed villages/ habitation etc. in revenue villages is initiated and completed smoothly in a time bound manner by the Gram-sabha concerned.
- To establish coordination between Government Departments and Civil Societies for proper facilitation of the Forest Right Act and Rules so that all the eligible STs and OTFDs can file their claims in proper Form and those are placed before the Gram-sabha / FRCs for appropriate decision.

Name of the Position : Data Entry Operator (FRA)

Location : District Headquarter and Tahasils

- Preparation and regular updating of master data-base relating to FRA .
- Proper entry of data received from different fields into the computer with respect to eligible beneficiaries, basic details of the beneficiaries and other details as per the prescribed format and guidelines under FRA.
- Identify data-gaps in the information provided by the FRA claimants and collected from the other source and intimate to the FRA Coordinator for necessary corrections
- Developing specific templates for data entry to minimize error and to facilitate easy retrieval of information.
- Scanning, digitization and preserving various documents related to FRA as per the guideline.
- Coordinating for proper storage of application forms in consultation with concerned officials.
- Providing customized report to FRA Coordinator, whenever required, for analysis and decision making.
- Day to day maintenance of computer and other peripherals
- Any other responsibility as assigned by the supervisor in line with the deliverables and programme requirements

FORMATS FOR SUBMISSION OF TECHNICAL AND FINANCIAL PROPOSAL

FORMATS FOR TECHNICAL PROPOSAL

Form 1: Cover Letter (Technical Bid)

Tender Call Notice No: _____, Date: _____

<Location, Date>

To

The District Welfare Officer, Jharsuguda

Subject: Submission of the Technical bid for selection of HR Service Provider for hiring manpower under Forest Right Cell at the District level.

Dear Sir/Madam,

We, the undersigned, offer to provide our services to the Office of the District Welfare Officer, Jharsuguda on your Tender Call Notice vide no <insert tender no> , dated <insert date>. We are hereby submitting our Proposal, which includes this Technical bid and the Financial Bid sealed in separate envelopes.

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

We agree to abide by all the terms and conditions of the tender document. We would hold the terms of our bid valid for 180 days as stipulated in the tender paper document.

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

Yours sincerely,

Authorized Signature [*In full and initials*]:

Name and Designation of Signatory:

Name of Firm:

Address:

Location:

Date:

Form 2: Particulars of the Bidder

Tender Call Notice No: _____, Date: _____

1. Name of the Organisation:		
2. Legal Status of Organisation		
3. Address of Corporate/ National Office		
4. Address of Office in Odisha		
5. Telephone No. Fax No.		
6. Email Address		
7. Website		
8. Registration No. of Certificate of Incorporation & Date		
9. No. of years organization has been in existence (as on 1 st April 2020)		
10. Service Tax Registration No. & Date of Registration		
11. Permanent Account Number of Income Tax & Date of Regn.		
12. Registration No. of Labour Regn. Certificate & Date of Regn.		
13. Registration No. of EPF Regn. Certificate & Date of Regn.		
14. Registration No. of ESI Regn. Certificate & Date of Regn.		
15. No. of years of experience as HR service provider (as on 1 st April 2020)		
16. Date of first assignment as HR service provider (dd/mm/yyyy)		
17. Date of first assignment as HR service provider for Govt. Dept. (dd/mm/yyyy)		

18. Annual Turnover (Rs.) for 3 years as below:

Year	Total Turnover
2017-18	
2018-2019	
2019-2020	
Average Annual Turnover	

19. Details of experience of carrying out assignments as HR service provider in Govt. Sector/ Public Sector Undertaking/ Autonomous Bodies in chronological order since inception.

Sl.	Financial Year	Description of Assignment as per Work Order	Name of Issuing Authority	Duration of Assignment			Value of Assignment (Rs.)	Work Order attached (Page no.)
				Start Date	End Date	Total Duration of Assignment in Months		

Note: The information provided in the above table must be supported by relevant work order copy.

Signature of the Tenderer
Date:
Place:

Company Seal

Form 3: Document Checklist for Technical Bid

Sl.	Eligibility Compliance Document	Provided (Yes/ No)	Page No in the Technical Bid
1	Copy of Certificate of Incorporation / Registration/ Partnership Deed, MoA/ Bye-laws, etc.		
2	Copy of Service Tax Registration Certificate		
3	Copy of Income Tax PAN		
4	Copy of Labour Registration Certificate		
5	Copy of EPF Registration Certificate		
6	Copy of ESI Registration Certificate		
7	Copy of Audited Balance sheet and Profit & Loss Account as proof of Annual Turnover for the financial years 2017-18, 2018-19 and 2019-20		
8	Copy of Income Tax Return for the financial years 2017-18, 2018-19 and 2019-20		
9	Copy of Service Tax Return for the financial years 2017-18, 2018-19 and 2019-20		
10	Copy of work orders from the client		
11	Tender Paper Cost (DD No.:, Amount:, Bank:, Date:)		
12	Earnest Money (DD No.:, Amount:, Bank.:, Date:)		

Signature of witness
Date:
Place:

Signature of the Tenderer
Date:
Place:

Company Seal

Form 4: self-declaration of not being ineligible

On the Letter Head _____

I, Sri/Smt. _____ aged about _____ years
S/o/D/o/W/o _____ Proprietor/Partner/ Director of
M/s _____ At- _____ Po- _____,
PS _____, District _____ do hereby solemnly declare as
follows:

- 1) That pursuant to the tender call notice dt. _____ of the Office of the District Welfare Officer, Jharsuguda for selection of HR Service Providers for hiring manpower under Forest Right Cell at the District level, I/my firm/company am/is an intended bidder to participate in the said tender process.
- 2) That as per terms & conditions of the tender documents, I am to declare that, I/my firm/company have not been blacklisted by any Central/State Govt. Organisation or by any Public Sector undertakings of the State/Central Govt.
- 3) That neither any criminal case nor any vigilance case is pending against me/my firm/company before any forum.
- 4) That the facts stated above are true to the best of my knowledge and belief.

Signature of the Tenderer
Date:
Place:

Company Seal

Form 5: cover Letter (Financial Bid)

<Location, Date>

To

The District Welfare Officer, Jharsuguda

Subject: Submission of the Financial Proposal for selection of HR Service Provider for hiring manpower under Forest Right Cell at the District level .

Dear Sir/Madam,

We, the undersigned, offer to provide our services for selection of HR Service Providers for hiring manpower under Forest Right Cell at the District level in accordance with your Tender Document <<tender paper No. >>dated<<Date>>and our Bid (Technical and Financial Bid). Our Financial Bid is attached in Form 6.

All the prices mentioned in our Tender are in accordance with the terms as specified in the tender paper documents. We declare that our Bid Price is for the entire scope of the work as specified in the appropriate section in the tender paper. All the prices and other terms and conditions of this Bid are valid minimum for a period 180 days from the date of opening of the Bid. Subject to further extended period as mutually agreed upon.

We hereby confirm that our prices do not include any taxes and duties.

We understand that the actual payment would be made as per the existing tax rates during the time of payment.

We hereby declare that the information contained in the Tender is true and correct to the best of our knowledge and belief.

Thanking you,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Form 6: Financial Bid Submission Format

Tender Call Notice No: _____, Date: _____

Unit Rate/ Value must be quoted below exclusive of any taxes and duties. The Financial Bid will be evaluated as per Total Value of the bid exclusive of taxes & duties.

Position	No. of posts	Monthly Remuneration per person	Value of Service Charge per position/ per month (in INR)	Total Service Charges per month for all positions
A	B	C	D	E=(B x D)
Coordinators (FRA)	4	20,000		
Data-entry Operators (FRA)	4	12,000		
Overall Total Service Charges per month for all positions				

Overall Total Service Charges per month for all positions in Words:

Signature of witness

Date:

Place:

Signature of the Tenderer

Date:

Place:

Company Seal