

REQUEST FOR PROPOSAL (RFP)
FOR OUT SOURCING OF
DIFFERENT CATEGORY OF MANPOWER
FOR ZSS, NHM, MALKANGIRI

ZILLA SWASTHYA SAMITI(ZSS) MALKANGIRI



ZILLA SWASTHYA SAMITI
OFFICE OF THE CDM & PHO cum DISTRICT MISSION DIRECTOR,
MALKANGIRI, ODISHA

TENDER CALL NOTICE

Sealed tender are invited from the eligible agencies for providing of different category of Man Power on out sourcing basis under **ZSS, NHM, Malkangiri**. The details regarding eligibility criteria, terms and conditions and formats for submission of tender may be downloaded from the website <https://malkangiri.nic.in>. The Pre Bid meeting will be held on **20.11.2021 at 11.00 AM** in the Chamber of the undersigned. The Tender documents should reach the office of the undersigned **by 11.00AM of 27.11.2021 through Registered Post / Speed Post/ Courier only**. The tender will be opened on the same day at 4.30 PM. The undersigned reserves the right to accept or reject any or all the tender(s) without assigning any reason thereof.

Sd/
Chief District Medical & Public Health Officer,
Malkangiri

NOTICE INVITING PROPOSAL

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

1	Period of availability of RFP Document	As mentioned in the Advt. (Downloadable from website www.malkangiri.nic.in)
2	Last date for submission of proposal	Date: 27.November 2021 before 11.00AM NB: Proposals should be submitted through Speed Post / Registered Post / Courier only
3	Date, Time and Place of opening of proposals and presentation	Date: 27.November 2021 4.30 PM Place: Chamber of CDM&PHO, Malkangiri
4	Pre Bid Meeting	Date: 20.November 2021 11.00AM Place: Conference Hall, Office of CDM&PHO, Malkangiri

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.30 Lakhs or more** during the three financial year i.e. 2018-19, 2019-20 & 2020-21
- ✓ Should be in the business of out –sourcing & providing personnel related to different category of man power. It should have executed similar work orders / contracts for/ sourcing & providing personnel to government departments / government offices/ PSUs / Autonomous institution 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 REP.
- II. Pars B –financial proposal as per the format set in RFP.
 - ✓ The proposal shall be typed or written legibly in indelible in 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 bid to commit the bidder.
 - ✓ Any interlineations, erasures or overwriting shall be valid only if the person or person signing the proposal have put his /her 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 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, Malkangiri”.
 - ✓ Cover-B Financial proposal for “out –sourcing of different category of manpower in ZSS, Malkangiri”.
- b) The two envelopes i.e.: envelope for parts-A parts-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 , Malkangiri “
 - ✓ 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, Malkangiri.
- d) Content of the proposal.

I. Cover A (Technical proposal)

The bidder are requested to submit a detailed technical proposal with respect to the Out-sourcing of different category of manpower under ZSS, Malkangiri during the proposal contract period in conformity with the terms of Reference forming part of this RFP.

1. EMD of Rs.100.000/-(Rupees One Lakh)in the shape of a Demand Draft in favour of Malkangiri.
2. Tender paper cost of Rs.5,000/-(Four Thousand)in the shape of a Demand Draft in favour of CDM & PHO , Malkangiri.
3. Form T 1
4. Form T 2
5. Photocopy of the registration certificate of the agency
6. Photocopy of GST Registration certificate
7. Form T (certificate from the chartered accountant)
8. Form T4 - Relevant Experience Details toward 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 personal to government departments / government officer / PSUs / autonomous institution with completion certificate from the competent authority.
9. Photocopy of PAN
10. Photocopy of work orders executed in support of the information furnished in Form T4 (all experiences mentioned in T4 only be considered for assessment).
11. Form T5-power of attorney authorizing the signatory for signing the proposal on behalf of the proposer/Bidder
12. Form T6- affidavit certifying that promoter(s)/directors /partner (s) of entity are not blacklisted.
13. Form T7- letter of declaration (anti collusion certificate) mentioning that he bidder will not collude with the other bidders.
14. A copy of the RFP document sealed and signed in all pages by the applicant.
15. Self attested photocopy of EPF, ESI , registration certificates..
16. Self attested photocopy of MSME certificates claiming exemption in case of tender paper case (if any).
17. Self attested photocopy of labour office , Malkangiri registration certificate,
18. All pages of the tender document must be serially page marked and the page index must be submitted as per T8.
19. Any other details, the bidder like to include in proposal .

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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 proposal signing the RFP shall sign the financial part also.

Validity Of Proposals.

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

Cost of proposal

The bidder shall be responsible for all of the costs associated with the preparation of their proposals and their participation in the selection process. The District Authority will neither be responsible nor in any way liable for such costs, regardless of the conduct or outcome of the selection process.

Management of statutory Compliance of the deployed staff:

The agency is responsible for the compliance of the statutory requirement under any law in respect of any asset and operation. The agency shall be held responsible in case of any penalty, loss or other legal consequences arising out of non –compliance .compliance of minimum wages act and other statutory requirements must be followed.

The agency shall comply with all the provisions of minimum wages act and other applicable labour laws for the types 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.308.00	As decided by the Appropriate Authority and as per the job responsibility at the time of engagement.	
2	Semi –skilled @Rs.348.00	As decided by the Appropriate Authority and as per the job responsibility at the time of engagement.	
3	Skilled @Rs.398.00	As decided by the Appropriate Authority and as per the job responsibility at the time of engagement.	
4	High skilled @Rs.458.00	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.

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SL NO	Name of the post/category	Qualification /Eligibility/Age
1	Staff nurse (skilled)	<ol style="list-style-type: none"> 1. 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 or other recognized private institutions dully approved by INC and must have recognized in the Odisha nursing council. 2. 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. 3. 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. 4. 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 april'2021 5. The candidates should read ,write and speak Odia language 6. Mode of engagement: Daily wages through outsourced agency.
2	Telemedicine	<ol style="list-style-type: none"> 1. Must have passed graduate degree with minimum of 50% marks in aggregate and also must have passed PGDCA/DCA/Odisha state certificate in information technology (OS-CIT) knowledge corporation limited (minimum 6 months course duration)or any equivalent course from a recognized institute. 2. The telemedicine administrator must have his /her own vehicle (two wheeler) to become eligible for the position. 3. Upper age limit –up to 45 year. 4. Mode of engagement: Daily Wages through outsourced agency.

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3	Lab. Technician (skilled)	<ol style="list-style-type: none"> 1. Must have passed+2 science examination under council of higher secondary education , Odisha /equivalent and pass diploma in medical laboratory Technology from any of the 09 medical college & hospitals of the state /any other private institutions recognized by ALL Indian council of Technical Education. 2. Desirable computer proficiency (MS office). 3. 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. 4. In case of non availability of retired candidate 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. 5. 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 year of age as on 1st april'2021 6. The candidate should read ,read ,write and speak odia language. 7. Mode of engagement: daily wages through outsourced agency.
4	Data entry operator(DEO) (Skilled)	<ol style="list-style-type: none"> 1. The candidate should be a graduate with minimum 50% marks in aggregate and have passed PGDCA/DCA etc. of one year duration from recognized / registered institute. 2. Desirable .computer proficiency (MS office). 3. Candidates having requisite qualification may be engaged by the agency and the applicant should be above 21 year of age as on 1st April' 2021. 4. The candidate should read, write and speak Odia language. 5. Mode of engagement: Daily Wages through outsourced Agency.

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5	Attendant/(semi skilled)	<ol style="list-style-type: none">1. The candidate should have passed 7th class.2. Candidate having requisite qualification may be engaged by the agency and the applicant should be above 21 year of age as on 1st April'2021.3. The candidate should read, write and speak odia language.4. Mode of engagement: Daily Wages through outsourced Agency.
6	Driver (skilled)	<ol style="list-style-type: none">1. The candidate should have passed 10th class.2. Candidate having requisite qualification may be engaged by the agency and the applicant should be above 21 year of age as on 1st April'20213. The candidate should read, write and speak odia language.4. Mode of engagement: daily wages through outsourced Agency.5. The candidate must have valid Driving licence.

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

TERMS & CONDITION:

1. The persons provided by the Agency should have qualification as per requirement for the said post(S).
2. The person provided by the Agency should not have any adverse police record/criminal cases pending against them. The Agency should make adequate enquires enquiry 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.thr 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 request.

3. The service provider shall provide necessary 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 service provider to pay their remuneration ever 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 person shall not divulge or disclose to any person, any details of office operational process, technical know-how, security arrangements, administrative/ organizational matter 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 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 fort with 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 responsibility of the service provider.

11. Working hours would be normally 8 hours per day during 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 be other gazette 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 legislation 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 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 following month after deduction of taxes deductible at source under the law 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-2021 the Service provider must be the Challan for January- 2021.
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 reason. The payment in respect of the overlapping period of the substitute shall be 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 on the same day. The service provider shall strictly observe the instructions issued by the ZSS 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 personnel belongings, belongings and 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 damage in the process of carrying out the service undertaken by it and shall be responsible for such acts of commission and omission on the parts of its staff and its employees etc .If the ZSS suffers any loss or damage on account of negligence, default of theft on the parts of 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 50,000/- (Fifty thousand) only in the form of an account payee demand draft from Nationalized bank drawn in favour of the “ Chief District Medical & Public Health Officer, Malkangiri payable at Malkangiri / Fixed deposit or Bank Guarantee from a Nationalized / Scheduled bank in an acceptable form safeguarding the interest of the ZSS in all respect. 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 condition. 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 clause of the agreement, the matter will be referred to the Collector & District Magistrate, Malkangiri whose decision shall be binding on both the parties.

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CHECK LIST (TECHNICAL PROPOSAL)

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

1.	EMD (DD of Rs.100,000/-)	Yes/No
2.	Tender paper cost of Rs.5000/-	Yes/No
3.	Form T1	Yes/No
4.	Form T2	Yes/No
5.	Copy of the Company/Agency Registration certificate	Yes/No
6.	Copy Of the GST registration Certificate	Yes/No
7.	Copy of PAN	Yes/No
8.	Form T3	Yes/No
9.	Photocopies of the audited P/L account of each year	Yes/No
10.	Form T4	Yes/No
11.	Copies of Work Oder/Completion certificates from the Clients in support of similar works executed in support Of the information provided in Form T4	Yes/No
12.	Form T5	Yes/No
13.	Form T6	Yes/No
14.	Form T7	Yes/No
15.	Form T8	Yes/No
16.	EPF ,ESI ,Registration certificates	Yes/No
17.	Labour Office, Malkangiri , Registration Certificate	Yes/No

Note: In case of non submission of any of the documents as maintained as above, the technical bids of the agency / firms will cancelled during the time of technical evaluation

CRITERIA FOR EVALUATION

5.1 Evaluation of Technical Proposal

In the first stage, the Technical Proposal will be evaluated on the basis 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 Marks	Criteria for award of Mark
A	Turnover (last 3 financial years): 1)Average annual turnover of the last three financial years i.e. 2018-19,2019-20 & 2020-21	20	>30 Lakhs ≤50 Lakhs :5 marks >50 Lakhs ≤01 Crore : 10 marks > 01 Crore ≤02 Crore : 15 marks > 02 Crore : 20 marks
B	Experience : No of years of experience in similar business .(particularly for the category mentioned in advertisement to be consider to be consider)(Year of Establishment or Commencement of business)	10	>3 yrs ≤ 5 yrs : 3 marks >5 yrs ≤7 yrs : 5 marks >7 yrs ≤10 yrs : 7 marks >10 yrs : 10 marks
C	Experience: No. of Projects Executed No. of contracts awarded and successfully executed. (Business of out - sourcing & providing personnel related to different category of man power.) In last three years i.e. 2018-19, 2019-20 & 2020-21 with state Govt. /Central Govt./ Semi Govt./ Govt. owned Societies. The agencies have to submit the similar work order & completion certificate from competent authority.	20	>2 nos ≤ 5 nos : 5 marks >5 nos ≤7 nos : 10 marks >7 nos ≤ 10 nos : 15 marks >10 nos : 20 marks
	Total Score	50	

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

5.2 Evaluation of Financial Proposal

In 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 turnover shall be given preference in the financial bid.

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, Malkangiri.

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 Malkangiri 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 of and statement made in this Proposal is true and accept that any of our misrepresentation 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 organization. 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)

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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 no: landline	
fax	
Email id	
Date of establishment	(furnish copy of the registration certificate of the agency)
GST registration no.	(furnish copy of the GST registration of the agency)
Income Tax no .(PAN)	(furnish copy of the PAN)
No. of branch office in Odisha with location Details	

Authorized Signatory /signature [in full and initials]: _____

Name and Title of signatory: _____

(Company Seal)

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FROM 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 statement is true and correct.

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

Date:

Signature of Chartered

Accountant

Place:

(Name in Capital)

Seal

Membership No.-

Note:

- 1) To be issued in the letter head of the Chartered Accountant with membership No.
- 2) Also attach photocopy 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 provide is not sufficient)

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

*Note : please furnish all the work order & completion Certificate of the works executed in support of the information mentioned above ,falling which ,the same will not be considered for evaluation.

Authorized Signatory /signatory:[in full and initials]:

Name and Title of Signatory:

(Company seal)

FROM T5

**(To be furnished in the Technical proposal)
Format for Power of Attorney for Signing of Proposal
(On 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 authorise Mr./Ms.....(name and residential address) who is presently employed with us and holding the position of as 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, NHMM, Malkangiri 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 done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Dated this _____ Day of _____, 2021

For _____

(Name, Designation and Address)

Accepted

_____ (Signature)

Name, Title and Address of the Attorney)

Date: _____

(Company Seal)

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 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 authorised 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.

FROM 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 this _____ Day of _____, 2021

Authorized Signatory /Signature (In full and initials): _____

Name and Title of Signatory: _____

(Company Seal)

FROM 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 desk at the district health institutions under the 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 gratification in cash or kind to confirm that we have not offered nor will offer any illegal gratification in cash or kind to any person or organisation in connection with the instant proposal.

Dated this _____ Day of _____, 2021

Authorized Signatory /Signature (In full and initials): _____

Name and Title of Signatory: _____

(Company Seal)

ZILLA SWASTHYA SAMITI(ZSS) MALKANGIRI

T 8 – INDEX

COVER – A (TECHNICAL BID)

Sl. No.	Particulars	Whether Submitted (Y/N)	Page No. From	Page No. To
1	EMD (DD OF Rs. 100,000/-)			
2	Tender paper cost of Rs.5000/-			
3	Form T1			
4	Form T2			
5	Copy of the company/agency Registration certificate			
6	Copy of the GST registration certificate			
7	Copy of PAN			
8	Form T3 (highlighting the turnover in support of that)			
9	Photocopies of the audited p/l account of each year 2018-19, 2019-20 & 2020-21			
10	Form T4			
11	Copies of Work order/ completion certificates from the clients in support of similar works executed in support of the information provided in Form T4.			
12	Form T5			
13	Form T6			
14	Form T7			
15	Photocopy of MSME Certificate			
16	EPF, ESI, Registration certificates			
17	Labour Office , Malkangiri, Registration Certificate			

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)

Authorized Signatory (in full and initials): _____

Name and Title of Signatory: _____

(Company Seal)

FROM F1
ACKNOWLEDGEMENT & FINANCIAL PROPOSAL

To

The chief District Medical Officer,
Malkangiri.

Re.: RFP Reference no. _____ dated _____

Sub:- Request for proposal for "Out- Sourcing of different manpower under ZSS, in Malkangiri 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, condition, 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)

ZILLA SWASTHYA SAMITI(ZSS) MALKANGIRI

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 and statutory dues) (in both figures and words)	Total cost per person per Month (Rs.) (Inclusive of all taxes and Statutory dues) (in both figure & words)
Unskilled		
Semi Skilled		
Skilled		
High Skilled		

B. PRICE BREAKUP OF MONTHLY RATE MENTIONED ABOVE

Sl. No.	Descriptive Service	Price(in Rs.)				Price(in Rs.)			
		Unskilled	Semi Skilled	Skilled	High Skilled	Unskilled	Semi Skilled	Skilled	High Skilled
1									
2									
3									
4									
5									
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.
- C. Taxes if any (Pl. Specify with % figure): _____
- D. Service Charges should not be less than Rs.10/- (Rupees Ten) only Per Person, Per Month.
- E. Any Other Charges if any: _____

Authorized Signatory (in full and initials): _____

Name and Title of Signatory: _____

(Company Seal)