



**DISTRCT EDUCATION OFFICE
KENDRAPARA**

REQUEST FOR PROPOSAL(RFP)

**Selection of Manpower Service Provider Agency for supply 24 Nos of Group -IV
Employees of 8 nos of OAVS under DEO, Kendrapara**

RFPNO: 11017/M DEO /24 dated 15/10/2024

Last Date of RFP Submission :on or before 5:00PM of dated 06/11/2024

**DISTRICT EDUCATION OFFICE
PANDIRI, DUHURIA, KENDRAPARA-754250**

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This RFP is not an agreement and is neither an offer nor invitation by "CLIENT" to prospective Bidder/s. The purpose of this RFP is to provide interested bidders with information that may be useful to them in preparing their proposal i.e. Eligibility/Technical Proposal, Documents and Financial Proposal (the "Bid") pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by "CLIENT" or their advisors in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. It is Intended to be used as a guide only and does not constitute advice, including without limitation, investment or any other type of advice. This RFP may not be appropriate for all persons, and it is not possible for "CLIENT", its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this RFP including annexure /attachments/ amendments and obtain independent advice from appropriate sources. "CLIENT" and its advisors assume that any person who reads or uses this document is capable of evaluating the merits and risks of any investment or other decision with respect to a financial/property transaction, operation, its suitability and its financial, taxation, accounting and legal implications without any reliance on this document.

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"CLIENT" also accepts no liability of any nature whether resulting from negligence or otherwise, how so ever caused arising from reliance of any Bidder upon the statements contained in this RFP.

"CLIENT" may in its absolute discretion at any time, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP. "CLIENT" may also withdraw or cancel the RFP at any time without assigning any reasons thereof.

"CLIENT" reserves the right, without any obligation or liability, to accept or reject any or all applications, at any stage of the selection process, to cancel or modify the process or any part thereof, or to vary any or all the terms and conditions at any time, without assigning any reason whatsoever. The issue of this RFP does not imply that "CLIENT" is bound to select service provider or to appoint the successful service provider, as the case may be. "CLIENT" reserves the right to reject all or any of the Bidder/s or Bids without assigning any reason whatsoever. The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by "CLIENT" or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and "CLIENT" shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding process.

BIDDERDATASHEET

Sl.No	Particular	Details
1.	Name of the Client	DISTRCT EDUCATION OFFICE, Kendrapara
2.	Method of Selection	Quality and Cost Based Selection(QCBS)Method
3.	Availability of RFP Document	www.osepa.odisha.gov.in & www. Kendrapara.odisha.gov.in
4.	Date of Issue of RFP	18/10/2024
5.	Dead line for Submission of Pre-Proposal Query	24/10/2024
6.	Issue of Pre-proposal Clarifications	28/10/2024
7.	Last Date for submission of Proposal	06/11/2024 by-5.00PM
8.	Date of opening of Technical Proposal	07/11/2024 at 11.00AM
9.	Date of Presentations of Technical Proposal	On the same day or to be intimated later. Bidder should ready with PPT
10.	Date of opening of Financial Proposal	08/11/2024 or to be intimated later
11.	Issue of Work Order	To be intimated later
12.	Expected Date of Commencement of Assignment	To be intimated later
13.	Bid Processing Fee(Non-Refundable)	INR5,000/-(Rupees five Thousand)(including GST)in form of demand draft drawn in favor of "DISTRICT EDUCATION OFFICE, KENDRAPARA" drawn in any Scheduled Commercial Bank payable at KENDRAPARA. The Bid Processing Fee shall be submitted along with the 1 st Inner Envelope of the Technical Proposal. NB- No Exemption allowed
14.	EMD(Refundable without Interest)	Rs.@50,00,000/-in form of Demand Draft in favour of DEO, Kendrapara drawn in any scheduled commercial bank and payable at Kendrapara, Odisha , submitted in 1st inner Envelope. NB- No exemption allowed
15.	Contact Person	Designation: District science Supervisor .EmailID: <u>deokendrapara17@gmail.com</u>
16.	Address for Submission of Proposal	DISTRCT EDUCATION OFFICE PANDIRI, DUHURIA, KENDRAPARA-754211 Mode of Submission: Speed Post / Registered Post /Courier only to the address as specified above during the Office hour only. Submission of bid through any other mode and late bid will be rejected.
17	Place of Opening of Proposal:	Conference Hall of Collector, Kendrapara or Intimate to the bidder

For details please visit: www.kendrapara.odisha.gov.in & website . osepa.odisha.gov.in

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SECTION:1

LETTER OF INVITATION

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LETTER OF INVITATION

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RFPNo: /DEO /2024

Dated:00/00/2024

Name of the Assignment: Selection of Manpower Service Provider
Agency for supply 24 Nos of Group -IV Employees of 8 nos of
OAVS under DEO, Kendrapara

1. OAVS under DEO, Kendrapara under administrative control of School & Mass Education Department, Government of Odisha invites sealed proposals from eligible bidders for supply 24 Nos of Group -IV Employees of 8 nos of OAVS under DEO, Kendrapara. More details on the proposed assignment are provided at Section-3: Terms of Reference (ToR) of this RFP Document.
2. A bidder will be selected under QCBS Selection procedure as prescribed in the RFP Document in accordance with the "Guidelines for Engagement of Group -IV Employees through Outsourcing of Services" circulated vide Office Memorandum No.37323/F, Dated:30.11.2018 of Finance Department, Govt. of Odisha.
3. The proposal complete in all respects as specified in the RFP Document must be accompanied with a Non-refundable amount of Rs.5,000/- (Rupees Five Thousand only) towards Bid Processing Fee and a refundable amount towards EMD of Rs.@50,000 in form of Demand Draft in favour of DEO, Kendrapara drawn in any scheduled commercial bank and payable at Kendrapara, Odisha failing which the bid will be rejected.
4. The proposal must be delivered at the specified address as per the Bidder Data Sheet by Speed post/ Registered Post / courier only. The Client shall not be responsible for postal delay or any consequence. Submission of proposal through any other mode will be rejected.
5. The last date and time for submission of proposal complete in all respects is Dt.06/11/2024 before 5.00PM and the date of opening of the technical proposal is Dt.07/11/2024 at 11.00 AM in the presence of the bidder's representative at the specified address as mentioned in the Bidder Data Sheet (Sl. no.17). Representatives of the bidders may attend the meeting with due authorization letter on behalf of the bidder.
6. This RFP includes following sections:
 - a. Letter of Invitation [Section-1]
 - b. Information to the Bidder [Section-2]
 - c. Terms of Reference [Section-3]
 - d. Technical Proposal Submission Forms [Section-4]
 - e. Financial Proposal Submission Form (Section-5)
 - f. Annexure (Section-6)
7. While all information/data given in the RFP are accurate within the consideration of scope of the proposed assignment to the best of the Client's knowledge, the Client holds no responsibility for accuracy of information and it is the responsibility of the bidder to check the validity of information/data included in this RFP. The Client reserves the right to accept /reject any / all proposals / cancel the entire selection process at any stage without assigning any reason thereof.




14/11/2024

Collector, Kendrapara

SECTION:2

INFORMATION TO THE BIDDER

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1. Pre-Qualification Criteria:

Before opening and evaluation of the technical proposals, each bidder will be assessed based on the following pre-qualification criteria. The bidder is required to produce the copies of the required supportive documents/information as part of their technical proposal failing which the proposals will be rejected.

Sl. no.	Eligibility Criteria	Supportive Documents
1.	The bidder must be accompany as registered under Indian Companies Act, 2013 or a Society registered under The Societies Registration Act, 1860, or a Trust registered under Indian Trusts Act, 1882, or a Partnership Firm registered under the Indian Partnership Act, 1932 or a Limited Liability Partnership registered under The Limited Liability Partnership Act, 2008.	Copy of Certificate of Incorporation/ Partnership Deed/ Registration
2.	The bidder must have registered under Odisha GST (OGST) Act.	Copy of Valid Goods & Services Tax (GST) registration certificate registered under Odisha GST (OGST) Act.
3.	The bidder must have PAN (Permanent Account Number) issued by IT Deptt.	Copy of valid PAN
4.	The Bidder must have an average turnover of minimum INR 3 (Three) crore during last three financial years (2020-21, 2021-22 & 2022-23)	Copy of Certificate from statutory auditor/audited financial statements with UDIN for the three financial years which will be verified online
5.	The bidder must have experience of Supply of outsourcing staff at least 200 nos. of Staff in the state of Odisha any time during past Three financial years (2021-22, 2022-23 & 2023-24).	Work order/contract Document / work completion certificate from the previous client/any other document towards proof of Supply of outsourcing staff
6.	Submission of Bid Processing Fees	As mentioned in the RFP document
7.	Submission of EMD/Bid Security	As mentioned in the RFP document
8.	Submission of Labour License Under Labour ACT	Copy of License
9.	Submission of EPF & ESI registration Certificates	Copy of Registration
Any kind of consortium/Joint Venture with other firms is not allowed.		



2. Documents/Formats needs to be submitted along with TECHNICAL PROPOSAL:

The bidder has to furnish the following documents duly signed on every page along with their Technical Proposal:

- Filled in Bid Submission Check List in Original(Annexure-I)
- Covering letter(TECH – 1)on bidder's letter head requesting to participate in the selection process.
- Bid Processing Fee
- EMD as applicable.
- Copy of Certificate of Incorporation/Registration.
- Copy of valid PAN.
- Copy of Valid Goods & Services Tax (GST) registration certificate registered under Odisha GST (OGST) Act.
- Copies of IT Return for the last three assessment years (AY 2021-22, AY 2022-23 & AY 2023-24).
- General Details of the Bidder(TECH-2).
- Financial Details of the bidder(TECH-3) along with all the supportive documents as applicable duly signed as per the instruction.
- Power of Attorney (TECH-4) in favor of the person signing the bid on behalf of the bidder or Board of Directors
- List of activities against sl. No. 5 & 6 of eligibility criteria (Past Experience Details, TECH – 5) along with copies of contracts / work orders / completion certificate from previous Clients/any other document as asked for in this RfP.
- Self-Declaration regarding Conflict of Interest(TECH-6).
- Duly filled in Technical Proposal Forms(TECH-7 to 10)
- Supporting documents as asked for against scoring criteria (parameters) mentioned in Technical Evaluation(2nd phase)

NB: All the pages of the proposal and enclosures/attachments are to be signed by the authorized representative of the bidder

Bidders should submit the required supporting documents as mentioned above. Bids not conforming to the eligibility criteria and non-submission of required documents as listed above will lead to rejection of the bid. Submission of forged documents will also result in rejection of the bid. Bidders are advised to study all instructions, forms, terms & conditions and other important information as mentioned in the RFP Document. The proposal must be complete in all respect, indexed and hard bound. Each page should be numbered and signed by the authorized representative.

3. Bid Processing Fee:

The bidder must furnish as part of technical proposal, the required bid processing fee amounting to **Rs.5,000/- (Rupees Five Thousand Rupees Only)** in shape of DD / BC from any scheduled commercial bank in favor of DEO, Kendrapara payable at Kendrapara, Odisha". Proposals received without bid processing fee will be out rightly rejected.

4. Earnest Money Deposit(EMD):

The bidder must furnish, as part of the technical proposal, an Earnest Money Deposit @ **Rs.50,000/- DD** from any scheduled commercial bank in favour of "DEO, Kendrapara drawn in any scheduled commercial bank and payable at Kendrapara, Odisha

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The EMD of unsuccessful bidders shall be refunded after finalization of selection process and award of contract. The EMD of the successful bidder will be released only after furnishing of the required Performance Bank Guarantee (PBG) and signing of the contract. The EMD will be forfeited on account of the following reasons:

- Bidder withdraws its proposal during the bid validity period as specified in RFP / mutually agreed bid extended period.
- Bidder does not respond to requests for clarification of its proposal.
- Bidder fails to provide required information during the evaluation process or is found to be non-responsive or has submitted false information in support of its qualification.
- If the bidder fails to
 - provide any clarifications to the Client
 - agree to the decisions of the contract negotiation meeting
 - sign the contract within the prescribed time period
 - furnish required Performance Bank Guarantee in time.
- Any other circumstance which holds the interest of the OSEPA during the over all selection process.

Proposals not accompanied by EMD shall be rejected & will be treated as non-responsive. No interest shall be paid by this office for the sum deposited as earnest money deposit.

5. Validity of the Proposal:

Proposals shall remain valid for a period of **180 (One Hundred Eighty Days)** from the date of opening of the technical proposal. The Client reserves the rights to reject a proposal valid for a shorter period as non-responsive and will make the best efforts to finalize the selection process and award of the contract within the bid validity period. The bid validity period may be extended on mutual consent.

6. Pre-Proposal Queries:

Bidders are allowed to submit their queries in respect of the RFP and other details if any, to DEO, Kendrapara through e-mail at deokendrapara17@gmail.com till **24/10/2024**. Clarifications to the above will be uploaded in the Kendrapara District website / clarified through email to the respective bidders for the purpose of preparation of the proposal. Request for alternation / change in existing terms and conditions of the RFP will not be considered/entertained.

7. Submission of Proposal:

Bidder must submit their proposals by **Registered Post / Speed Post / Courier Post** only to the specified address on or before the last date and time for submission of proposals as mentioned in Bidder Data Sheet. The Client will not be responsible for postal, courier service delay / any consequence in receiving of the proposal. The proposal must have to be submitted in two parts. Each part should be separately bound with no loose sheets. Each page of the two parts should be page numbered and in conformation to the eligibility qualifications and clearly indicated using an index page. The Client will not consider any proposal that arrives after the deadline as prescribed in the Bidder Data Sheet. Any Proposal received after the deadline will be out rightly rejected by the Client.

The procedure for submission of the proposal is described below:

i) **Technical Proposal (Original+1Copy):**

The envelope containing technical proposal shall be sealed and superscripted as "**Technical Proposal-Selection of Manpower Service Provider Agency for supply 24 Nos of Group -IV Employees of 8 nos of OAVS under DEO, Kendrapara**"

and to be furnished inside one envelope. The duly filled-in technical proposal submission forms, with all the supportive documents and information have to be furnished as part of technical proposal.

ii) **Financial Proposal (Original):**

The envelope containing financial proposal shall be sealed and superscripted as "Financial Proposal- "Selection of Manpower Service Provider Agency for supply 24 Nos of Group -IV Employees of 8 nos of OAVS under DEO, Kendrapara". The duly filled-in financial proposal submission forms should contain the detail price offer for the proposed assignment and to be furnished as per the prescribed format only (FIN-1, FIN-2, FIN-3).

The "Technical Proposal" and "Financial Proposal" must have to be submitted in two separate sealed envelopes (with respective marking in bold letters) along with the prescribed formats/information mentioned in the RFP Document. The first envelope must be marked as **TECHNICAL PROPOSAL (Selection of Manpower Service Provider Agency for supply 24 Nos of Group -IV Employees of 8 nos of OAVS under DEO, Kendrapara)**

The second envelope must be marked as **FINANCIAL PROPOSAL (Selection of Manpower Service Provider Agency for supply 24 Nos of Group -IV Employees of 8 nos of OAVS under DEO, Kendrapara)** and it should contain Financial Proposal only. Both the above envelopes have to be sealed and placed inside a third main envelope with proper labeling of following information in bold:

**NAME OF THE ASSIGNMENT:
RFP NUMBER AND DATE:
NAME OF THE BIDDER:
DEADLINE FOR SUBMISSION OF BID:
NAME AND ADDRESS OF THE BIDDER:**

Any deviation from the prescribed procedures /information /formats /conditions shall result in out-right rejection of the proposal. All the pages of the proposal have to be sealed and signed by the authorized representative of the bidder. Bids with any conditional offer shall be out rightly rejected.

8. **Opening of the proposal:**

The FIRST ENVELOPE containing **TECHNICAL PROPOSAL** will be opened in the initial stage by the Client in presence of the bidder's representatives at the location, date specified in the Bidder Data Sheet. The Client will constitute a Technical Evaluation Committee & Financial Evaluation Committee (TFEC) to evaluate the proposals submitted by bidders. Only one representative with proper authorization letter from the participating bidder will be allowed to attend the bid opening meeting. The SECOND ENVELOPE containing **FINANCIAL PROPOSAL** only of the **technically qualified bidders** will be opened after completion of technical evaluation stage. The date for opening of the financial proposal will be intimated accordingly to the technically qualified bidders well in advance.

9. **Evaluation of Proposal:**

A Three stage evaluation process will be conducted as explained below for evaluation of the proposals:

- (a) **Preliminary Evaluation (1st Stage):** Preliminary evaluation of the proposals will be done to determine whether the proposal comply to the prescribed eligibility condition and the requisite documents/information have been properly furnished by the bidder or not.

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Submission of following documents/information will be verified:

- Filled in Bid Submission Check List in Original(Annexure-I)
- Covering letter(TECH – 1)on bidder’s letter head requesting to participate in the selection process.
- Bid Processing Fee
- EMD as applicable.
- Copy of Certificate of Incorporation/Registration.
- Copy of valid PAN.
- Copy of Valid Goods & Services Tax (GST) registration certificate registered under Odisha GST(OGST)Act.
- Copies of IT Return for the last three assessment years (AY 2021-22, AY 2022-23 &AY2023-24).
- General Details of the Bidder(TECH–2).
- Financial Details of the bidder(TECH – 3) along with all the supportive documents as applicable duly signed as per the instruction.
- Power of Attorney (TECH – 4) in favor of the person signing the bid on behalf of the bidder.
- List of activities against sl. No. 5 & 6 of eligibility criteria (Past Experience Details, TECH – 5) along with copies of contracts / work orders / completion certificate from previous Clients/any other document as asked for in this RfP.
- Labour Turnover Certificate from CMA (TECH- 6).
- Self-Declaration regarding Conflict of Interest(TECH-7).
- Duly filled in Technical Proposal Forms(TECH–8 to11)
- Supporting documents as asked for against scoring criteria (parameters) mentioned in Technical Evaluation(2ndphase)

**Bids not complying to any of the above requirement, will be outrightly rejected at the discretion of the Client’s Authority.*

(b) **TECHNICAL EVALUATION(2ndStage):**Technical proposal will be opened and evaluated for those bidders who qualify the preliminary evaluation stage. Bidder/s securing 70 points & above from the total of 100 points in the technical evaluation (2nd stage) will be considered for financial evaluation.

Detailed evaluation process as per the following parameters will be adopted for evaluation of the proposals.

Criteria	Maximum Points	Supporting documents required.
1.		
<ul style="list-style-type: none"> • 1, Experience of the bidder of managing Manpower Services in Govt. Dept /Govt. Institutions/ Govt. undertakings/ Govt. Corporation/ Banks / Pvt. Org in Odisha Experience • > 3 years ≤ 5 years : 5 Marks • >5years≤7years : 10marks • >7years: 15marks <p>Details to be furnished in Form T4A</p>	15	Work order/contract document/work completion certificate from the previous client/any other document towards proof of supply

<p>2, Experience of for supply out sourcing staff in the Govt Dept of State of Odisha during past five financial years(2019-20,2020-21,2021-22 , 2022-23 & 2023-24).</p> <ul style="list-style-type: none"> ➤ Experience in Supply of Staff less than equal to 200-5 Marks ➤ Experience in Supply of Staff 200 to 300 --10 Marks Experience in Supply of Staff 300 to 400 --15marks 	<p>15</p>	<p>Work order/contractdocument/work completion certificate from the previous client/any other document towards proof of supply</p>
<p>3. Experience of for supply out sourcing staff in the PSU of Odisha or any other Corporate House in the State of Odisha during past five financial years(2019-20,2020-21,2021-22 , 2022-23 & 2023-24).</p> <ul style="list-style-type: none"> ➤ Experience in Supply of Staff less than equal to 200-5 Marks ➤ Experience in Supply of Staff 200 to 300 --10 Marks Experience in Supply of Staff 300 to 400 --15marks 	<p>15</p>	<p>Work order/contractdocument/work completion certificate from the previous client/any other document towards proof of supply</p>
<p>4. Average Annual financial turnover from manpower deployment service contracts during each of the last 3 financial years Up to 5.00 Cr INR=10 Mark 5.00 Cr to 10.00 Cr INR=10 Mark More than 10.00 Cr INR=15 Mark</p>	<p>15</p>	<p>Average Annual financial turnover certificate from CA/CMA with UDIN Number</p>
<p>5. Presentation (power point mode) on Approach, methodology and work plan for the assignment. Approach & Methodology (To be evaluated through technical presentation) covering the following aspects: (1) Understanding and Approach to the assignment (2) Methodology for identification and selection of personnel (3) Quality control measures (4) Review mechanism for performance of deployment</p>	<p>40</p>	

Copies of work orders/agreement/ completion certificates must be submitted as a proof for each assignment. No assignment should be repeated across various categories of evaluation parameters. On-going assignments will be considered for evaluation only if 6months of the project period have elapsed.

(c) **FINANCIAL EVALUATION(3rd Stage):**The financial proposals of only those bidders qualifying the technical evaluation(2Stage)shall be opened at this stage in the presence of the bidder’s representative who wishes to attend the meeting with proper authorization letter. The name of the bidder along with the quoted financial price will be announced during the meeting.

10. Evaluation Process:

QCBS method will be followed during the overall selection process. The financial bids of technically qualified bidders will be opened on the prescribed date in the presence of bidder’s representatives.

The lowest evaluated Financial Bid(Fm)shall be given the maximum financial score(Sf) of 100. The formula for determining the financial scores of all other bids shall be calculated as follows: $Sf = 100 \times Fm/F$, in which “Sf” is the financial score, “Fm” is the lowest price, and “F” the price of the bid under consideration. The weights given to the Technical(T)and Financial(P)Bids shall be:

T = 70, and
P=30

Bids shall be ranked according to their combined scores, calculated using the technical score (St)and financial score(Sf) and the weight as follows:

$$S = S_t \times T\% + S_f \times P\%$$

The bidder, who has the highest score in the QCBS and shall be called for further process leading to the award of the contract. The bid price will include all taxes as applicable and shall be in Indian Rupees. Prices quoted in the bid must be firm and final, and shall not be subject to any modifications on any account whatsoever. **In case of a tie, the bidder having higher technical score will be considered the preferred bidder.**

For the purpose of evaluation, the total evaluated cost shall be excluding of GST.

11. Performance Bank Guarantee:(PBG)

Within 7 days of notifying the acceptance of a proposal for award of contract, each qualified bidder shall have to furnish a Performance Bank Guarantee amounting to **5% of the contract value** from a scheduled commercial bank in favor of “**District Education Officer, Kendrapara**”, as per the format at **Annexure-II**, for a period of three months beyond the entire contract period (i.e.PBG must be valid from the date of effectiveness of the contract to a **period of 3 months beyond the contract period**) as its commitment to perform services under the contract. Failure to comply with the requirements shall constitute sufficient grounds for the forfeiture of the PBG. The PBG shall be released immediately after three months of expiry of contract provided there is no breach of contract on the part of the qualified bidder. No interest shall be paid on the PBG.

12. Contract Negotiation:

Contract negotiation, if required, will be held at a date, time and address as intimated to the

selected bidder/s. The bidder will, as a pre-requisite for attendance at the negotiations, confirm availability of all the proposed staff for the assignment. Representative conducting negotiations on behalf of the bidder must have written authority to negotiate and conclude a contract. Negotiation will be performed covering technical and financial aspects, if any and availability of proposed professionals etc.

13. Award of Contract:

After completion of the contract negotiation stage, the Client will notify the successful bidder in writing by issuing an offer letter for signing the contract and promptly notifying all other bidders about the result of the selection process. The successful bidders will be asked to sign the contract after fulfilling all formalities within 15 days of issuance of the offer letter. After signing of the contract, no variation or modification of the terms of the contract shall be made except by written amendment signed by both the parties. The contract will be valid for 1 year from the date of effectiveness of the contract and may be extended for another 2 years. In the ToR. ***Sub-contracting shall not be allowed for any activities under this RFP.***

14. Conflict of Interest:

Conflict of interest exists in the event of:

- (i) Conflicting assignments, typically monitoring and evaluation/environmental assessment of the same project by the eligible bidder;
- (ii) Service Provider (individuals or organizations) who have a business or family relation with the Client directly or indirectly; and
- (iii) Practices prohibited under the anti-corruption policy of the Government of India and Government of Odisha. The bidders are to be careful so as not to give rise to a situation where there will be any conflict of interest with the Client as this would amount to their disqualification and breach of contract.

15. Disclosure:

- a. Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the bidder or termination of its contract.
- b. Bidders must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency or the financial standing of the Bidder, including but not limited to appointment of any officer such as a receiver in relation to the Bidder's personal or business matters or an arrangement with creditors, or of any other similar proceedings.
- c. Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:
 - a criminal offence or other serious offence punishable under the law of the land, or where they have been found by any regulator or professional body to have committed professional misconduct;
 - corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract;
 - failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

16. Anti-corruption Measure:

- a. Any effort by Bidder(s) to influence the Client in the evaluation and ranking of financial proposals, and recommendation for award of contract, will result in the rejection of the proposal.

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- b. A recommendation for award of Contract shall be rejected if it is determined that the recommended bidder has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question. In such cases, the Client shall blacklist the bidder either indefinitely or for a stated period of time, disqualifying it from participating in any related bidding process for the said period.

17. Language of Proposals:

The proposal and all related correspondence exchanged between the bidder and the Client shall be written in the **English** language. Supporting documents and printed literature that are part of the proposal may be in another language provided they are accompanied by an accurate translation of the relevant passages in English with self-certification for accuracy, in which case, for the purposes of interpretation of the Proposal, the translated version shall govern.

18. Cost of bidding:

The Bidder shall bear all costs associated with the preparation and submission of its proposal. The Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process. Bidder/s is/are not allowed to submit more than one proposal under the selection process. Alternate bids are also not allowed.

19. Legal Jurisdiction:

All legal disputes are subject to the jurisdiction of **Hon'ble High Court, Odisha, Cuttack** and Civil Court of Kendrapara only.

20. Governing Law and Penalty Clause:

The schedule given for deliverables is to be strictly adhered to in view of the strict time line. Any unjustified and unacceptable delay shall render the bidder liable for liquidated damages and thereafter the Client holds the option for cancellation of the contract for pending activities and completes the same from any other agency. The Client may deduct such sum from any money from their hands due or become due to bidder. website. osepa.odisha.gov.in The payment or deduction of such sums shall not relieve the bidder from his obligations and liabilities under the contract. The rights and obligations of the Client and the bidder under this contract will be governed by the prevailing laws of Government of India / Government of Odisha. Failure on bidder's part to furnish the deliverables as per the agreed timeline /extended timeline as agreed by authority from time to time will enforce a penalty @ **0.5% per week subject to maximum of 10% of the total contract value**. The amount will be deducted from the subsequent payment. In addition, the Client may forfeit the PBG amount, partly or fully. The decision of the Authority placing the contract, whether the delay in development has taken place on account of reasons attributed to the selected bidder shall be final & binding.

21. Confidentiality:

Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the bidders who submitted the proposals or to other persons not officially concerned with the process, until the publication of the award of contract. The undue use by any Consultant of confidential information related to the process may result in rejection of its proposal and may be subject to the provisions of the Client's anti-fraud and corruption policy. During the execution of the assignment except with prior written consent of the Client, the consultant or its personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the contract.

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22. Amendment of the RFP Document:

At any time before submission of proposals, the Client may amend the RFP by issuing an addendum through Kendrapara District website. Any such addendum will be binding on all the bidders. To give bidders reasonable time in which to take an addendum into account in preparing their proposals, the Client may at its discretion, extend the deadline for the submission of the proposals.

23. Client's right to accept any proposal, and to reject any or all proposal/s

The Client reserves the right to accept or reject any proposal, and to annul or amend the bidding / selection / evaluation process and reject all proposals at any time prior to award of contract award, without assigning any reason there of and thereby incurring any liability to the bidders.

24. Copyright, Patents and Other Proprietary Rights:

DEO, Kendrapara shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights and trademarks, with regard to documents and other materials which bear a direct relation to or are prepared or collected in consequence or in the course of the execution of this contract. At the Client's request, the bidder shall take all necessary steps to submit them to the Client in compliance with the requirements of the contract.

25. Replacement of Key Personnel:

The key professionals to be deployed under this contract are expected to be dedicated for the entire assignment period.

26. Force Majeure:

For purpose of this clause, "Force Majeure" means an event beyond the control of the agency and not involving the agency's fault or negligence and not foreseeable. Such events may include, but are not restricted, wars or revolutions, fires, floods, riots, civil commotion, earthquake, epidemics or other natural disasters and restriction imposed by the Government or other bodies, which are beyond the control of the agency, which prevents or delays the execution of the order by the agency. If a force Majeure situation arises, the agency shall promptly notify Client in writing of such condition, the cause thereof and the change that is necessitated due to the condition. Until and unless otherwise directed by the Client in writing, the Agency shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The agency shall advise Client in writing, the beginning and the end of the above causes of delay, within seven days of the occurrence and cessation of the Force Majeure condition. In the event of a delay lasting for more than one month, if arising out of causes of Force Majeure, Client reserve the right to cancel the contract without any obligation to compensate the agency in any manner for whatsoever reason.

27. Settlement of Disputes:

The Client and the Consultant shall make every effort to resolve amicably, by direct informal negotiation, any disagreement or dispute arising between them under or arising from or in connection with the Contract within thirty (30) days from the commencement of such informal negotiation. All dispute resolution proceedings shall be held at Kendrapara, Odisha, and the language of such proceedings and that of all documents and communications between the parties shall be in English. Collector, Kendrapara will be the final authority to resolve the dispute arising between and the Client and the Bidder.

Signature

28. Disqualification of Proposal:

The proposal is liable to be disqualified in the following cases as listed below:(Proposal submitted without Bid Processing Fee & EMD as applicable

- (i) Proposal not submitted in accordance with the procedure and formats as prescribed in the RFP during validity of the proposal, or its extended period, if any, the bidder increases the quoted prices.
- (ii) Proposal is received in incomplete form
- (iii) Proposal is received after due date and time for submission of bid
- (iv) Proposal is not accompanied by all the requisite documents/information
- (v) A commercial bid submitted with assumptions or conditions.
- (vi) Bids with any conditional technical and financial offer.
- (vii) If the bidder provides any assumptions in the financial proposal or qualifies the commercial proposal with its own conditions, such proposals will be rejected even if the commercial value of such proposals is the lowest/best value.
- (viii) Proposal is not properly sealed or signed.
- (ix) Proposal is not conforming to the requirement of the scope of the work of the assignment.
- (x) Bidder tries to influence the proposal evaluation process by unlawful/corrupt/fraudulent means at any point of time during the bid process.
- (xi) If, any of the bid documents (including but not limited to the hard and soft/electronic copies of the same, presentations during evaluation, clarifications provided by the bidder),excluding the commercial bid, submitted by the bidder is found to contain any information on price, pricing policy, pricing mechanism or any information indicative of the commercial aspects of the bid;
- (xii) Bidders or any person acting on its behalf indulges in corrupt and fraudulent practices.
- (xiii) Any other condition/situation which holds the paramount interest of the Client during the over all section process.

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SECTION:3

TERMSOFREFERENCE(ToR)

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Background:**1. Purpose/Objectives:.**

The objective of this assignment is to provide human resources at 8 Nos OAVS of Kendrapara with aim

- a) To provide good staff for the accomplish the official works of OAVs and do the duty with punctuality and loyalty.
- b) Support the teachers during Lab activities & attending officers
- c) Support the officers in function of office and establishment
- d) Watch the property of the institution with hawk eye. Safety and security of the office premises and to avoid and lost or theft.

2. Definitions:

- (a) **OAV:** Odisha Adarsha Vdyalaya Sangathan under DEO under Department of School and Mass Education, Government of Odisha.
- (b) **Agency** refers to the Implementing Agency-the selected bidder, who is supposed to support the OAVS in the District.
- (c) **District Education Officer** refer to the personnel of the Agency hired at the District level.

3. Assignment for the Agency:

- a) The agency will facilitate the outsourcing staff and acknowledge them about their duty and responsibility.
- b) Provide the data of each employee appointed by him at different OAVS
- c) Provide their Address proof and Aadhar card , PAN number
- d) Provide their EPF and ESI number .

4. Assignment to be under taken by DEO.

- a) DEO, Kendrapara will issue letter to all the OAVS for acceptance of joining letter submitted by staff through Service provider.
- b) DEO, Kendrapara will issue instructions to OAVS to pay the dues of service provider in times.
- c) DEO, Kendrapara will issue necessary instructions to OAVS any deliration of duty by out sourcing must intimate in time before taking any action.
- d) DEO, Kendrapara will do any other assignment as required & decided from time to time.

5. Scope of Work :

Office of the DEO, Kendrapara Odisha, -754250 requires the services of reputed, well established and financially sound Manpower Service Providers to provide manpower services on contract basis for engagement of (1) Office Attendants (2). Science attendants &(3). Watch Mans in the eight (8) Nos of Odisha Adrasha Vidyalaya of Kendrapara.

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(i). The Agency will be responsible for deployment of qualified manpower. The manpower will be deployed as detailed in the Terms of Reference. This dedicated team of Skilled persons would be engaged by the Agency for carrying out the assignment.

(ii) . The manpower deployed by the Agency will be dedicated full time for this service and shall be retained with that exclusive requirement. To ensure quality, the Agency shall support in developing different modalities, policies and guidelines for managing the manpower deployed for the purpose. The selected Agency will provide services through deployment of suitable manpower, having result orientation with potential to lead a thematic unit and ability to extend quality support.

(iii). For delivering the services, it is estimated that 24 Skilled persons of desired experience will be required for the project period of one year, subject to satisfactory performance of agency and annual contract renewal every year, extendable to maximum period of another two years subject to mutually agreed upon terms and conditions of both parties.

6. Ownership:

All information collected by the Agency will be used only for the purpose of delivering the scope specified in the ToR. No part of the information shall be used for any other purpose without the prior explicit consent of the DEO, Kendrapara. All material and data collected shall be the property of the DEO, Kendrapara.

7. Reporting:

The Agency will report to DEO, Kendrapara or designated officer. All reports (including the Inception Report, monthly progress reports, quarterly report, annual report, mid-cycle project assessment report, and final report) are to be submitted by the Agency.

8. Duration of the Contract:

The contract period of this assignment will be for one year from the date of commencement of services subject to extension of maximum two more years. However, the contract will be renewed annually, based on the performance of the Agency and the need of OAVs under DEO ,Kendrapara.

9. LIST OF MANPOWER TO BE DEPLOYED • After Selection of service provider by the Committee .A requisition will be placed with the service provider to provide manpower twice to the actual requirement . The efficiency and suitability will be verified through selection board constituted by the Collector .after finalization of the panel, candidates will be sponsored by the service provider and allotted to the respective OAV Principal. The agency shall take steps for engagement of these personnel as per timeline prescribed under tender. The agency should submit the bills basing on actual engagement of outsourced personnel at OAVs Kendrapara Under DEO Kendrapara. • The outsourced personnel to be engaged should be above 18 years of age and not more than 50 Years with following educational qualification, skills and experience.

SI No	Name of Position	No.	Qualification	Base Rem. each pm
1	Office Attendant	8	HSC pass	Rs.10,100
2	Science	8	HSC pass	Rs.10,100

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	Attendant			
3	Night watch Man -cum- sweeper	8	HSC pass	Rs.10,100

10. Role and Responsibility of Personnel:

- I. **Office Attendant:-** Attended the Teachers and office for smooth running of office, Cleaning office table and keep water bottle in Teachers common room, keep clean of Teachers room , office room and Shall responsible for lock & key, file movement & other related works of the office of OAVs on regular basis. Any other work assigned by Principal etc
- II. **Science attendant:-** Responsible for collection of Lab practical materials from store and put it inside the Lab and other lab materials as per directions of Laboratory Assistant or Teachers and cleaning of Lab. table top along with instruments as per direction of Lab. Assistant . Provide the Science Materials during class hour, Any other work assigned by Principal
- III. **Sweeper -Cum-Night Watch Man:** For office's daily and routine misc. works. Cleaning of office premises , watch and ward the office premises and report to Principal if any irregularities or misplace is found ,office hour from 5 PM to next day 9 AM. He will responsible of lock of Hostel room during office Hour and Make personal Round of the hostel with hostel superintendent . Entry and exit of boarders guardian and also lock the office gate after 5 PM and must vigilant on any trace passer. He also responsible for any other work assigned by Principal

Must be able to read and write Odia and have good physique.

11. GENERAL TERMS AND CONDITIONS –

- For all intents and purposes, the Service Provider shall be the “Employer” within the meaning of different Rules & Acts in respect of persons deployed. The persons deployed by the Service Provider shall not have any claim whatsoever like employer and employee relationship against the Authority under this agreement. The Service Provider shall make them known about their position in writing before deployment under this agreement.

Persons to be deployed by the Service Provider should be above 18 years of age and not more than 50 years with required educational qualification, skills and experience.

- The Service Provider will be overall responsible for the manpower deployed for performing the services. The Authority shall not be responsible for any financial loss or any injury to any persons deployed by the Service Provider in the course of their performing the functions / duties, or for payment towards any compensation.

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- The Service Provider shall exercise adequate supervision to ensure performance of manpower deployed to provide the services in accordance with the requirements.
- The manpower service provider should have an empaneled list of trained / experienced of all the required resources and so that continued services can be provided during the period of contract.
- It shall be the responsibility of the Service Provider to verify the qualification and experience of the outsourced manpower. The authority reserves the right to verify and check the credentials and qualification of the outsourced manpower. If during the course of engagement of any outsourced personnel, it comes to notice of authority that he/she has misrepresented the fact about his / her qualification / experience, the Service Provider will have to disengage such persons immediately. Besides, actions as deemed proper shall be initiated against the Service Provider for breach of Contract.
- The Manpower Service Provider shall provide a substitute well in advance if there occurs any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the Manpower Service Provider.
- The persons deployed shall, during the course of their work be privy to certain qualified documents and information which they are not supposed to divulge to third parties. Any breach of this condition shall make the Manpower Service Provider as well as the person deployed liable for penal action under the applicable laws besides, action for breach of contract.
- The Contract may be extended, on the same terms and conditions or with some

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additions / deletions / modifications, for another one year depending upon satisfactory performance of the Service Provider subject to maximum of two terms.

- The persons deployed(OA (Office Attendant) & S A (Science Attendant)) shall be required to report for work at 9.00 AM to the Superintendent or such other Officer as may have been kept in charge of the Office Establishment and would leave at 5.00 P.M. , similarly Sweeper Cum night watch Man report for Work – 5 Pm to 9 am and may also require to work beyond 5.00 PM& 9 am respectively for which he/she would not be paid any extra remuneration. In case, the person deployed remains absent on a particular day or comes late/ leaves early on three occasions, proportionate deduction from the remuneration for one day will be made.
- The resources deployed for the purpose must have good moral character and cordial attitude and should not reveal the official in formation to outsiders and must maintain confidentiality.
- The Service Provider shall be solely responsible for compliance to the provisions of various labour and industrial laws, such as, wages, allowances, compensations, EPF & ESI, Bonus, and Gratuity etc. relating to the manpower to be deployed by it at the Authority’s location.
- Service Provider shall maintain complete official records of disbursement of wages showing details of all supporting documents such as ESI, EPF, Professional Tax etc. in respect of manpower deployed for the purpose.
- The Service Provider shall maintain personal file in respect of all the staff who are deployed in OAVS Kendrapara. The personal file shall invariably consist of personal details such as name, address, date of birth, sex, residential address (temporary / permanent), Bank Account, EPF / ESI details, etc.
- The manpower to be deployed by the Service Provider should not have any adverse police records/criminal cases against them. The Service Provider should make adequate enquiries about the character and antecedents of the persons whom they are recommending. An undertaking to this respect must be provided by the Service Provider prior to signing of the agreement.
- The Service Provider will also ensure that the manpower deployed are medically fit and will keep in record a certificate of their medical fitness. The Service Provider shall withdraw such manpower who are not found suitable by this office for any reasons immediately on receipt of such a request.
- The Service Provider shall nominate a coordinator who shall be responsible for periodic interaction with the client so that optimal services of the resources deployed could be availed without any disruption.
- The entire financial liability in respect of resources deployed in the client’s location shall be that of the Service Provider and the client will in no way be liable for the same. It will be the responsibility of the Service Provider to pay to the manpower resources deployed a sum not less than the proposed monthly remuneration as mentioned in the financial bid.
- The Service Provider shall be responsible for compliance of all statutory provisions relating to minimum wages payable to the resources deployed at the client’s location. The Service Provider should ensure regular payment of monthly remuneration to the resources engaged by 10th day of the succeeding month after deduction of applicable statutory dues. The Service Provider should credit the monthly remuneration in their respective bank accounts through online transfer.

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SECTION:4

TECHNICAL PROPOSAL SUBMISSION FORMS

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TECH-1
COVERING LETTER
(ON BIDDER'S LETTERHEAD)

[Location, Date]

To

The District Education Officer,
Kendrapara
Pandiri, Duhuria, Kendrapara-754250, Odisha

**Subject: Selection of Manpower Service Provider Agency for supply 24 Nos of
Group -IV Employees of 8 nos of OAVS under DEO, Kendrapara**

Dear Sir,

I, the undersigned, offer to provide the services for the proposed assignment in respect to your Request for Proposal No. _____, Dated: _____. I hereby submitting the proposal which includes this technical proposal sealed under a separate envelope. Our proposal will be valid for acceptance up to **180 Days** and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

All the information and statements made in this technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. If negotiations are held during the period of validity of the proposal, I undertake to negotiate on the basis of the proposal submitted by us. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations.

I have examined all the information as provided in your Request for Proposal (RFP) and offer to undertake the service described in accordance with the conditions and requirements of the selection process. I agree to bear all costs incurred by us in connection with the preparation and submission of this proposal and to bear any further pre-contract costs. In case, any provisions of this RFP/ ToR including of our technical & financial proposal is found to be deviated, then your office shall have rights to reject our proposal. I confirm that, I have the authority to submit the proposal and to clarify any details on its behalf.

I understand you are not bound to accept any proposal

you receive .I remain,

Yours faithfully,

Authorized Signatory with Date and Seal:

Name and Designation: _____

Address of Bidder: _____

[Handwritten Signature]

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TECH-2

Bidder's Organization(General Details)

Sl.No.	Description	FullDetails
1	Name of the Bidder	
2	Address for communication: Tel: Email id:	
3	Name of the authorized person signing & submitting the bid on behalf of the Bidder: Mobile No.: Emailid:	
4	Registration/Incorporation Details Registration No: Date & Year.:	
5	Local office in Odisha If Yes, Please furnish contact details	Yes/No
6	Bid Processing Fee & EMD Details Amount: BC/ DDNo.:Date: Name of the Bank:	
7	PAN Number	
8	Odisha Goods and Services Tax Identification Number(GSTIN)	
9	EPF Registration Number	
10	ESI Registration Number	
11	Labour Registration Number	
12	Willing to carryout assignments as per the scope of work of the RFP	Yes
13	Willing to accept all the terms and conditions as specified in the RFP	Yes

Authorized Signatory [*In full and initials*]: _____
Name and Designation with Date and Seal: _____

***Bidders should submit the required supporting documents as mentioned above
Non- submission of required documents as listed above will lead to rejection of the bid.***

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TECH-3Bidder Organization(Financial Details)

Financial Information in INR				
Details	FY2021-22	FY2022-23	FY2023-24	Average
1	2	3	4	5=(2+3+4)/3
Annual Turnover(in Lakh)				
Supporting Documents:				
Audited Statement of accounts & Financial Statements for the last three FYs (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form)				
Filled in information in this format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished in original along with the technical proposal failing which the proposal will be out rightly rejected. No scanned Copy will be entertained.				

Signature and Seal of the Company Auditor with Date in original

Authorized Signatory[In full initials with Date and Seal]:_____

Communication Address of the Bidder:_____

[NB: No Scanned Signature will be entertained]

Bidders should submit the required supporting documents as mentioned above. Non-submission of required documents as listed above will lead to rejection of the bid.



TECH-4

FORMATFORPOWEROFATTORNEY

(On Bidders Letter Head)

I, _____, the _____ (Designation) of (Name of the Organization) in witness whereof certify that **<Name of person>** is authorized to execute the attorney on behalf of **<Name of Organization>**, **<Designation of the person>** of the company acting for and on behalf of the company under the authority conferred by the **<Notification/ Authority order no.>** Dated **<date of reference>** has signed this Power of attorney at **<place>** on this day of **<day><month>**, **<year>**.

The signatures of **<Name of person>** in whose favor authority is being made under the attorney given below are here by certified.

Name of the Authorized Representative:

(Signature of the Authorized Representative with Date)

CERTIFIED:

Signature, Name & Designation of person executing attorney:

Address of the Bidder:

Note: Board resolution confirming the Authority of the signatory to submit the proposals could also be provided as a substitute to the Power of Attorney.



TECH-5

(BIDDER'S PAST EXPERIENCE DETAILS)

Sl. No.	Name of the assignment	Year	Client	Duration	Completion status

Authorized Signatory [*In full initials with Date and Seal*]: _____

Communication Address of the Bidder: _____

NB: The bidder is to furnish list of activities against sl. No. 5 & 6 of eligibility criteria as well as against technical evaluation scoring criteria & copies of contracts / work orders / completion certificate from previous Clients/any other document as asked for in this RfP.



TECH-6

INFORMATION REGARDING ANY CONFLICTING ACTIVITIES AND DECLARATION THEREOF

Are there any activities carried out by your agency which are of conflicting nature as mentioned in the RfP document, If yes, please furnish details of any such activities.

If no, please certify,

INBIDDER'S LETTERHEAD

I, here by declare that our agency is not indulged in any such activities which can be termed as the conflicting activities as mentioned in **this RfP**.

I, also acknowledge that in case of misrepresentation of any of the information, our proposal/contract shall be rejected /terminated by the Client which shall be binding on us.

Authorized Signatory[In full initials with Date and Seal]: _____

Communication Address of the Bidder: _____

Bidders should submit the required supporting documents as mentioned above. Non-submission of required documents as listed above will lead to rejection of the bid.

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TECH-7

Comments and Suggestions on the Terms of Reference /Scope of Work and Counter part Staff and Facilities to be provided by the Client

A: On the Terms of Reference/Scope of Work:

[The agency needs to present and justify in this section, if any modifications to the Terms of Reference he is proposing to improve performance in carrying out the assignment (such as deleting some activities considering unnecessary, or adding another, or proposing a different phasing of the activities / study process modifications). Such suggestions should be concise and to the point, and incorporated in the technical proposal. Modification / suggestion will not be taken into consideration without adequate justification. Any change in manpower resources will not be taken into consideration]

B: On Input and Facilities to be provide by the Client:

[Comment here on inputs and facilities to be provided by the Client with respect to the Scope of Work]

Authorized Signatory [In full and initials]: _____
Name and Designation with Date and Seal: _____



Details of Core Team/ Manager/ Contacting Person having experience in above Manpower Engagement works activities in Odisha.

Sl. No.	Name of the Core Team/ Manager/ Contact Person for Supply of Manpower	Experience Details

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Tech-08(contd...)

Format of Curriculum Vitae(CV)for the Core Team/ Manager/ Contact Person for Supply of Manpower in Odisha.

1. Proposed Position:

[ForeachpositionofkeyprofessionalseparateformTech-8willbeprepared]

2. Name of Firm:

3. Name of Staff:

4. Date of Birth:

5. Years with Firm:

6. Nationality:

7. Education:

[Indicatecollege/universityandotherspecializededucationofstaffmember,givingnamesofinstitutions, degreesobtained, anddatesofobtainment]

8. Membership in Professional Associations:

9. Other Trainings:

10. Countries of Work Experience:

11. Languages:

[Foreachlanguageindicateproficiency:excellent,good,fair,orpoor;inspeaking,reading,andwriting]

12. Employment Record:

[Starting with present position list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held. For experience in last ten years, also give types of activities performed and Client references, where appropriate as per the prescribed format given below]

From[Year]	To[Year]
Employer Name:	
Position Held:	
Details of the Task Assigned <i>[List all tasks to be performed under this Assignment/job]</i>	

[Handwritten signature]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief that this CV correctly describes my qualifications and past experiences. I will undertake this assignment for the full project duration in terms of roles and responsibilities assigned in the technical proposal or any agreed extension of activities thereof. I understand that any mis statement here in leads to disqualification of CV.

Date:

Signature of Core team With Date _____

Authorized Signatory[In full and initials]: _____

Name and Designation with Date and Seal: _____

NB:CV writeup restricted to 3 pages only with quality information relevant to the key professional requirements. The CVs needs to be jointly signed by the proposed professional and the authorized representative of the Bidder.

A handwritten signature in black ink, appearing to be 'Vam' followed by a stylized flourish.

TECH-9
(In Bidder's letter Head)

[Location, Date]

To:
The District Education Officer
Kendrapara

Declaration/Certificate

1. I, _____ Son/ Daughter / Wife of Shri
Proprietor/Director/

Authorized Signatory of the bidder, mentioned above, am competent to sign this declaration and execute this tender document;

2. I certified that I have not committed any offense-
 - (a) Under the Prevention of Corruption Act, 1988; or
 - (b) The Indian Penal Code or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.
 - (c) I have not been debarred by any Central / State Government Organization/Bodies for the last 03 years."
3. I have carefully read the entire bid document and understood all the terms and conditions of it and undertake to abide by them.
4. The information / documents/papers furnished along with the above application are true and authentic to the best of my knowledge and belief. I/We, am/are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law. In case of any wrong or false information as found DEO, Kendrapara has the right to take any action as deemed proper against me/us. I also certify that I will abide by the Terms and Conditions of the tender.

Place:

BIDDER'S OFFICIAL SIGNATORY

Date:

Name & Designation with Rubber

Stamp/Official Seal of the Firm.



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SECTION:5

FINANCIAL PROPOSAL

67

FIN-1

COVERING LETTER

(In Bidders Letter Head)

[Location, Date]

To

**The District Education Officer,
Kendrapara, Odisha**

**Subject: Selection of Manpower Service Provider Agency for supply 24 Nos of
Group -IV Employees of 8 nos of OAVS under DEO, Kendrapara**

Sir

I, the undersigned, offer to provide the Manpower Services for [Insert title of assignment] in accordance with your Request for Proposal No. _____, Dated: . Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures*].

Out of the total quoted amount, Rs. _____ is the base price & Rs. _____ is the GST. The total quoted amount is inclusive of the taxes applicable as per GST Act. I do here by undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the RFP document.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of **180 days**. I have carefully read and understood the terms and conditions of the RFP and do hereby undertake to provide the service accordingly.

I understand that you are not bound to accept any proposal you receive. I remain,

Yours faithfully,

Authorized Signatory [In full and initials]:

Name and Designation of Signatory with Date and Seal:

Address of the Bidder:

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*Amount must match with FIN-2 Summary of financial Proposal

FIN-2

SUMMARY OF FINANCIAL PROPOSAL

(Amount in Rs.)

Sl. No.	Activity	Monthly Base Remuneration/per Person (Without EPF & ESI Employee Share)	EPF 13% (Employer)	ESI. 3.25%	Service Charges	GST amount	Total
A	B	C	D	E	F	G=B+C+D+E+F	
A Remuneration of Class IV employee							
1.1	Watchman	Rs.10,100	1313	328			
1.2	Science Attendant	Rs.10,100	1313	328			
1.3	Office Attendant	Rs.10,100	1313	328			
	Other statutory dues if any Service Charge GST						
	(Income tax, TDS@2% and GST TDS @2% from gross bill etc.) while quoting the service charge						

NB:

1. Bidders shall submit the financial proposal as per the prescribed format given above in both figures and words, and signed by the Authorized Representative. In the event of any difference between figures and words, the amount indicated in words shall prevail.
2. Taxes will be paid by the Client as per the applicable rate under GST Act from time to time.

Authorized Signatory [In full and initials]: _____

Name and Designation with Date & Seal: _____

FIN-3

BREAKDOWN OF AGENCY ADMINISTRATIVE CHARGES & OTHER OVERHEAD COST.

Sl.No	Description	Unit	Quantity	Unit Price In INR	Total Amount in INR
1					
2					
3					
Grand Total in INR					
In Words					

Authorized Signatory[In full and initials]: _____

Name and Designation with Date & Seal: _____

Handwritten signature

SECTION-6

ANNEXURES

6+

BID SUBMISSION CHECKLIST

Sl. no	Description	Submitted (Yes/No)	Page No.
TECHNICAL PROPOSAL (ORIGINAL+1 COPY)			
1	Filled in Bid Submission Check List (ANNEXURE-I)		
2	Covering Letter (TECH-1)		
3	Bid Processing Fee of Rs. 5,000/- in form to DD/BC		
4	Copy of Certificate of Incorporation/Registration of the Bidder		
5	Copy of valid PAN		
6	Copy of Odisha Goods and Services Tax Identification Number (GSTIN)		
7	Copies of IT Returns Acknowledgement for the last 3AYs (2021-22, 2022-23 & 2023-24)		
8	General Details of the Bidder (TECH-2)		
9	Financial details of the bidder (TECH-3) along with all the supportive documents such as copies of Profit-Loss Statement/Income Expenditure Account and Balance Sheet for the concerned Period		
10	Power of Attorney (TECH-4) in favour of the Person signing the bid on behalf of the bidder.		
11	List of activities against sl. No. 5 & 6 of eligibility criteria (Past Experience Details, TECH-5) along with copies of contracts/work orders/completion certificate from previous Clients/any other document as asked for in this RfP.		
12	Self-Declaration on Potential Conflict of Interest (TECH-6)		
13	Comments and Suggestions (TECH-7)		
14	Description of Approach, Methodology & Work Plan (TECH-8)		
15	CV of core team / RPs (TECH-9)		
16	Work Plan (TECH-10)		
17	Undertaking/Declaration (Tech-11)		
18	EMDRs. 50,000/-		
FINANCIAL PROPOSAL (ORIGINAL)			
19	Covering Letter (FIN-1, 2 & 3)		

Undertaking:

- All the information have been submitted as per the prescribed format and procedure.
- Each part has been separately bound with no loose sheets and each page of all the two parts are page numbered along with Index Page.
- All pages of the proposal have been sealed and signed by the authorized representative.

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

Handwritten signature

PERFORMANCE BANK GUARANTEE FORMAT

To

The District Education Officer, Kendrapara.

WHEREAS.....(Name and address of the Consultant)(herein after called "the Service Provider of man power")has undertaken, in pursuance of RFP no.....dated.....to undertake the service(description of services)(here in after called "the contract").

AND WHERE AS it has been stipulated by.....(Name of the Client)in the said contract that the Service Provider shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the agency such a bank guarantee;

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

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

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

This performance bank guarantee shall be valid until the.....day of ,

(Name & Address of the Bank) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our Bhubaneswar branch a written claim or demand and received by us on or before Dt.....otherwise bank shall be discharged of all liabilities under this guarantee there after.

(Signature of the authorized officer of the Bank).....

Name and designation of the officer

Seal, name & address of the Bank & Branch

LA X