



OFFICE OF THE CDM&PHO-CUM- DISTRICT MISSION DIRECTOR, NHM, KANDHAMAL
District Programme Management Unit(DPMU),NHM,DHH, Kandhamal, Phulbani - 762001 (Odisha)
Phone : 06842- 253220, e-mail reportsnrhmkan@gmail.com , dpmunhmkandhamal@gmail.com

Letter No. 685 /NHM 21/ Phulbani

Date : 16/01 /21

To

The Director, I & P. R. Dept,
Lok Sampark Bhawan, Bhubaneswar
e-mail: ipr.advt@gmail.com / iprenews@gmail.com

Sub : Publication of the advertisement.

Ref: Letter No. 5670 Dt. 27.06.2017 of the Hon'ble Chief Secretary, Odisha.

Sir,

Please find here with a specimen copy of the advertisement for Publication of the same in two nos. of daily news paper (One time) by 18th January' .2021.

This is for favor of your kind information and necessary action.

Yours faithfully,

16.1.21
CDM & PHO cum District Mission Director
Kandhamal

Memo No. 686 /NHM/ 21

Date: 16.01.21

1. Copy to the DI&PRO, Kandhamal for information & necessary action.
2. Copy to the DIO, NIC, Kandhamal for information with a request to publish the same along with the enclosures (enclosed herewith) in the district website.
3. Copy to the Head Clerk, O/o the CDM& PHO, Kandhamal for information and necessary action.

16.1.21
CDM&PHO-cum-District Mission Director,
NHM, Kandhamal



ZILLA SWASTHYA SAMITI, KANDHAMAL
OFFICE OF THE CDM&PHO-CUM-DISTRICT MISSION DIRECTOR, KANDHAMAL

Advt. No. 687 / NHM /21

Dt. 16/01/2021

Request for Proposal (RFP) for engagement of Waste Handlers on Outsourcing basis under BMWM

Sealed proposals as per prescribed RFP document are invited from interested eligible bidders for engagement of Waste Handlers on outsourcing basis in the Govt. Health Institutions of Kandhamal District. The eligible criteria, the details requirement of the said services and the formats for submission of proposals are set forth in the RFP documents which can be downloaded from the website www.kandhamal.nic.in. Interested bidders fulfilling the eligibility criteria may submit their proposals (with EMD & document as per RFP) to the O/o: CDM & PHO, DHH, Phulbani, Kandhamal. Proposal(s) complete in all respect should reach the undersigned on or before **03.00 PM of 04.02.2021** through Regd/Speed post & courier and the same will be opened on **05.02.2021 at 11.00 AM** in the office chamber of the undersigned. The undersigned reserves the right to reject any or all the tender(s) without assigning any reason thereof.

Sd/-
CDM&PHO cum District Mission Director
NHM, Kandhamal

REQUEST FOR PROPOSAL

Outsourcing of Waste Handlers at Govt. Health Institutions of Kandhamal District

RFP Reference No: Waste Handlers/Kandhamal /002 (as mentioned in the Schedule of Submission : Section)



DISCLAIMER

The information contained in this Request for Proposal (RFP) document or subsequently provided to bidder(s), whether verbally or in documentary form by or on behalf of the Tender Inviting Authority under Department of Health & Family Welfare, Govt. of Odisha, or any of their employees or advisors, is provided to bidder(s) on the terms and conditions set out in this RFP document and any other terms and conditions subject to which such information is provided. This RFP document is not an agreement and is not an offer or invitation by the Tender Inviting Authority or its representatives to any other party. The purpose of this RFP document is to provide interested parties with information to assist the formulation of their proposal and detailed Proposal. This RFP document does not purport to contain all the information each bidder may require. This RFP document may not be appropriate for all persons, and it is not possible for the Department, their employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RFP document. Some bidders may have a better knowledge of the proposed Project than others. Each bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP document and obtain independent advice from appropriate sources. Tender Inviting Authority / Department, its employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the RFP document. Tender Inviting Authority / Department may in its absolute discretion but without being under any obligation to do so can update, amend or supplement the information in this RFP document.

NOTICE INVITING PROPOSAL

RFP No. Waste Handlers/ Kandhamal/ 687

Dated: 16.01.2021

DETAILED PROPOSALS ARE INVITED FROM ELIGIBLE AGENCYS FOR SELECTION OF THE MOST SUITABLE AGENCY TO PROVIDING WASTE HANDLERS AT GOVT. HEALTH INSTITUTIONS OF KANDHAMAL DISTRICT.

1	Period of Availability of RFP Document	From 18 th January 2021 to 04 nd February 2021 (Downloadable from website: www.kandhamal.nic.in)
2	Last date for submission of Proposal	Date: 04 th February 2021, Time: 03.00 PM Address: O/O – CDM & PHO, Kandhamal - 762001 <i>NB : Proposals should be submitted through Speed post / Registered post / Courier.</i>
3	Date, time and place of opening of Proposal and presentation	Technical Proposal (Part A)/ Financial Proposal (Part B) opening : 05 th February 2021 at 11.00 AM in the Office chamber of the CDM & PHO, Kandhamal. <i>(Bidders / authorized representative may remain present at the time of opening of proposal)</i>

SECTION 1 - INSTRUCTIONS TO BIDDERS

2.1 Scope of Proposal

- (a) Interested bidders fulfilling the eligibility criteria may submit their bid to the CDM & PHO, Kandhamal. However, the bidder submitting proposal for the Kandhamal district has to provide waste handlers in SDHs & CHCs.
- (b) The selection of the Agency shall be on the basis of an evaluation by the tender committee of the Kandhamal District through the Selection Process specified in this RFP. Bidders shall be deemed to have understood and agreed that no explanation or justification for any aspect of the Selection Process will be given and that the decision of CDM & PHO, Kandhamal is without any right of appeal whatsoever;
- (c) The bidder shall submit its Proposal in the form and manner specified in this RFP. **The Financial Proposal (Part B) shall be submitted in the format specified in F1, F2& F3.** Upon selection, the agency shall be required to enter into an Agreement with the Chief District Medical & PH Officer, Kandhamal in the form specified at **Annexure I.**

2.2 Eligibility Criteria

The bidder should fulfil the following Eligibility Criteria:

- | | |
|-------|---|
| I. | Should be registered in India as a Company, Firm, Individual, Society or a Trust. |
| II. | Consortium is not allowed |
| III. | Should have an average Annual Turnover of Rs.1 Crores or more during the last three financial years (2017-18, 2018-19 & 2019-20) |
| IV. | Should have minimum 3 years of working experience in the field of providing waste handlers/different category of manpower of proposal in Public / Private sector [State Govt. / Govt. of India Institution / Govt. undertaking / Corporation / Banks / Govt. & Pvt. Hospitals / Pvt. Organizations] on the stipulated date of bid submission. |
| V. | The Bidder must not have been blacklisted either by the tender inviting authority or by any State Govt. or Govt. of India organization. The agency shall submit undertaking regarding the same on Non Judicial Stamp paper of Rs. 20/- as per Format T6. |
| VI. | Must have labour registration certificate |
| VII. | Must be registered under EPF |
| VIII. | Must be registered under ESI |
| IX. | Must have a PAN |
| X. | Must have GST registration number |

2.3 Proposal Submission

Interested eligible bidders may submit their bid(s) to the CDM & PHO, Kandhamal.

The proposal shall be submitted in two parts:

- (1) **Part A -Bid Security & Technical Proposal** as per format set out in RFP.
- (2) **Part B - Financial Proposal** as per the format set out in RFP.

- (i) The Proposal shall be typed or written legibly in indelible ink and shall be signed the authorized representative of the bidder.
- (ii) Power of Attorney for signing of bid: The bidder should submit a Power of Attorney as per the **Form T5**, authorizing the signatory of the bid to commit the bidder.
- (iii) Any interlineations, erasures or overwriting shall be valid only if the person or persons signing the Proposal have put his/their initial prior to submission of the same.

2.4 Bid Document Cost

The bidders shall have to furnish a bid document cost of **Rs.1,500/-**(non-refundable) in the shape of a **Banker's cheques / Demand Draft** from any Nationalized / Schedule Bank payable at Phulbani and in favour of CDM & PHO, Kandhamal,

In the absence of the bid document cost, the technical proposal of the bidder shall be rejected.

The bid document cost should be put in the Technical Proposal (Cover A) envelop.

2.5 Earnest Money Deposit (EMD)

The bidder along with the technical proposal shall have to furnish Earnest Money Deposit (EMD) amounting to **Rs.50,000/-**(refundable) in the shape of Banker's cheques / Demand Draft from any Nationalized / Schedule Bank in favor of the CDM & PHO, Kandhamal payable at Phulbani.

In the absence of the EMD, technical proposal of the bidder shall be rejected. However, as per the Finance Department, Govt. of Odisha office memorandum no. 21926 dated 12.8.2015, the **local MSEs** registered with respective DICs, Khadi, Village, Cottage & Handicraft Industries, OSIC and NSIC are exempted from submission of EMD while participating in tenders of Govt. Departments and Agencies under its control. It is further clarified that the above exemption is applicable to **local MSEs registered in Odisha only**. This exemption to the local MSEs shall be applicable if the kind of service as required under this tender enquiry is clearly specified against the details of the service to be provided in their DIC / NSIC registration certificate (to be furnished in the technical bid).

The EMD shall be returned to unsuccessful bidders within a period of 4 weeks from the date of announcement of the successful bidder.

The EMD shall be forfeited if the bidder withdraws its proposal during the interval between the proposal due date and expiration of the proposal validity period or on in case of successful bidder, if does not execute the agreement.

2.6 Packing, Sealing and Marking of Proposal

- (a) The Technical Proposal (Cover A) and Financial Proposal (Cover B) must be inserted in separate sealed envelopes, along with applicant's name and address in the left hand corner of the envelope and super scribed in the following manner.

- **Cover-A-** Technical Proposal for **"Waste Handlers at Health Facilities, Kandhamal"**.

- **Cover-B - Financial Proposal for "Waste Handlers at Health Facilities, Kandhamal".**
- (b) The two envelopes, i.e. envelope for Part-A, Part-B must be packed in a separate sealed outer cover and clearly **superscribed** with the following:
- Proposal for "Waste Handlers at Health Facilities, Kandhamal".
- 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 **Chief District Medical & Public Health Officer, Kandhamal** at the **detail address** mentioned at the Section - 1: Schedule of Proposal Submission.
- If the outer envelope is not sealed and marked as mentioned above, then the O/o the CDM& PHO, Kandhamal will assume no responsibility for the tender's misplacement or premature opening. Telex, cable or facsimile tenders will be rejected.
- (d) **Content of the Proposal**
- I. Cover A (Technical Proposal)**
- The bidders are requested to submit a detailed technical proposal with respect to the outsourcing of Waste Handlers at health institutions during the proposed contract period in conformity with the Terms of Reference forming part of this RFP.
1. EMD of **Rs.50,000/-**(Rupees Fifty Thousand) in the shape of a Demand Draft in favour of **CDM & PHO, Kandhamal payable at Phulbani.**
 2. Bid document cost of Rs.1,500/-(Rupees One Thousand Five hundred) in the shape of a Demand Draft in favour of **CDM & PHO, Kandhamal**
 3. Form T1
 4. Form T2
 5. Photocopy of the Registration Certificate of the Agency
 6. Photocopy of PAN
 7. Income Tax Acknowledgement for the Financial Year 2017-18, 2018-19 & 2019-20.
 8. Photocopy of GST, EPF, ESI & Labour Registration certificate
 9. Photocopy of GST filing report for the month of October to December – 2020.
 10. Form T3 (Turnover Certificate from the Chartered Accountant)
 11. Photocopy of the audited Profit & Loss Statement in the last three financial years in support of the turnover certificate [2017-18, 2018-19 & 2019-20]
 12. Form T4 - Relevant Experience Details for providing Waste Handlers/different category of manpower in State Govt. / Govt. of India Institution / Govt. undertaking / Corporation / Banks during the last three years.
 13. Photocopies of work orders / contracts executed in support of the information furnished in Form T4
 14. Form T5 - Power of Attorney authorizing the signatory for signing the proposal on behalf of the proposer/Bidder
 15. Form T6 - Affidavit certifying that the Entity/Promoter(s)/Directors/Partner(s) of Entity are not blacklisted.
 16. Form T7 - Letter of Declaration (Anti Collusion Certificate) mentioning that the bidder will not collude with the other bidders.
 17. Any other details, the bidder like to include in the proposal.

II. Cover B (Financial Proposal)

1. The bidder must submit the Financial Proposal using Form specified in Form F1, F2, F3 with proper signature and seal of the bidder.
2. In case of any discrepancy between figures and words in the financial proposal, the one described in words shall be taken into consideration.
3. The same person signing the RFP shall sign the financial part also.

2.6 Validity of Proposals

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

2.7 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 / institution will neither be responsible nor in any way liable for such costs, regardless of the conduct or outcome of the Selection Process.

2.8 Acknowledgement by the bidder

- (a) It shall be deemed that by submitting the Proposal, the bidder has: -
- (i) made a complete and careful examination of the RFP;
 - (ii) received all relevant information requested from the District authority / Institution;
 - (iii) acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in the RFP or furnished by or on behalf of the district authority/ institution relating to any of the matters stated in the RFP Document;
 - (iv) satisfied itself about all matters, things and information, necessary and required for submitting an informed Proposal and performance of all of its obligations there under;
 - (v) acknowledged that it does not have a Conflict of Interest; and
 - (vi) Agreed to be bound by the undertaking provided by it under and in terms hereof.
- (b) The district authority / institution shall not be liable for any omission, mistake or error on the part of the bidder in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to RFP or the Selection Process, including any error or mistake therein or in any information or data given by the concerned district authority.

2.9 Language

The Proposal with all accompanying documents (the "**Documents**") and all communications in relation to or concerning the Selection Process shall be in English language and strictly as per the forms provided in this RFP. No supporting document or printed literature shall be submitted with the Proposal unless specifically asked for and in case any of these Documents is in another language, it must be accompanied by an accurate translation of the relevant passages in English,

in which case, for all purposes of interpretation of the Proposal, the translation in English shall prevail.

2.10 Proposal Due Date

RFP filled in all respect must reach O/o the CDM& PHO, Kandhamal at the address, time and date specified in the Section-1: Schedule of Proposal Submission, through Speed Post/ Regd. Post / Courier or tender drop box. If the specified date for the submission of RFPs is declared as a holiday, the RFPs will be received up to the stipulated time on the next working day.

2.11 RFP Opening

- (a) The authority of the district will open all Proposals, in the presence of bidders or their authorized representatives who choose to attend, at the location, date and time mentioned in the Section 1: Schedule of Proposal Submission
- (b) The bidder/their authorized representatives who will be present shall sign a register evidencing their attendance.
- (c) In the event of the specified RFP opening date being declared a holiday, the RFPs shall be opened at the stipulated time and location on the next working day.

SECTION 4 - TERMS & CONDITIONS

4.1 Period of Engagement

- a) The engagement shall be for a period of two years from the date of actual operation (beginning of service) or signing of contract whichever is later.
- b) The contract may be extended for a maximum of another one years in existing terms and conditions with mutual consent of both the parties if performance is found satisfactory as per due assessment.
- c) The agency shall sign the contract (in the given Format) within 15 days of issue of Letter of Award/ Intimation.

4.2 Award of Contract

On evaluation of technical and financial parts of RFP and decision thereon, the selected bidder shall have to execute acontract with the District Authority / Institution within 15 days from the date of acceptance of their bid is communicated to them. The terms and condition, terms of reference of this RFP along with documents and information provided by the selected bidder shall be deemed to be an integral part of the contract. Before execution of the contract, the selected bidder shall have to deposit the performance security deposit as per clause 4.4 mentioned below.

4.4 Performance Security

The selected service provider has to furnish a performance security deposit amounting to 5% of the total contract value of the district / Institution in the shape of DD / BG from a National / Scheduled Bank in India. The amount of Earnest money deposit of the selected bidder can be adjusted against the performance security deposit. The performance security deposit is for due performance of the contract.

The District Authority / Institution in the following circumstances can forfeit it;

- 1) When any terms or the condition of the contract is infringed.
- 2) When the service provider fails in providing the required services satisfactorily.

4.6 Payment & Price Validity

- a) The Agency shall be paid on **monthly basis** as per the contracted rate. The price shall be all-inclusive including the cost of manpower, other resource requirement and management.
- b) While the bill for 1st month shall be paid after submission of bill for the month, payment from the 2nd month onwards shall be made subject to production of documentary evidence of having made all statutory payments such as PF [Electronic Challan cum Return (ECR)], ESI (Challans) etc. for the previous month.

- c) The price as quoted by the Agency shall remain unchanged during the contract period except in case of revision in daily wages act if the contracted amount is below the recommended rate as applicable.
- d) GST as applicable shall be paid at the applicable rate.
- e) TDS as applicable shall be deducted from the payment as per the Income Tax Act
- f) The Agency will ensure that workers engaged by them must receive their entitled wages on time. In view of this, the following procedure will be adopted:
 - 1) Agency shall pay their entitled wages by 10th of the following month.
 - 2) Payment to such workers must be made by the service providers through e-transfer only. To ensure this, service providers will get a bank account opened for every engaged worker.

4.7 Other Penalty

In case the Agency fails to commence/execute the work as stipulated in the agreement or gives unsatisfactory performance or does not meet the statutory requirements of the contract, CDM& PHO reserves the right to impose the penalty as detailed below:

4.8 General Conditions of the Contract

- a) The Waste Handlers personnel provided shall be the employees of the Security Agency and all statutory liabilities will be paid by the Agency such as ESI, PF, Workmen's Compensation Act, etc.
- b) The Waste Handlers persons deployed by the Agency should be properly trained, have requisite experience.
- c) All liabilities arising out of accident or death while on duty shall be borne by the Agency.
- d) The Agency shall not assign or sublet this Agreement or any part thereof to any third party.
- e) The contract can be terminated at any time prior to its completion by either Party with 30 days of notice period.
- f) In case of breach of any terms and conditions attached to the contract, the Performance Security Deposit of the Agency will be liable to be forfeited by contracting authority besides annulment of the contract.
- g) The Agency shall ensure that the person deployed are disciplined and shall enforce prohibition of consumption of alcoholic drinks, paan, gutkha, smoking, loitering and shall not engage in gambling or any immoral act.

4.9 Termination /Suspension of Contract

The District Authority may by a notice in writing, suspend the contract if the selected agency fails to perform any of his obligations including carrying out the services, provided

that such notice of suspension shall specify the nature of failure, and shall request remedy of such failure within a period not exceeding 15 days after the receipt of such notice.

The District Authority after giving 30 days clear notice in writing expressing the intension of termination by stating the ground/grounds on the happening of any of the events (as mentioned below), may terminate the agreement after giving reasonable opportunity of being heard to the service provider :

- 1) If the service provider do not remedy a failure in the performance of his obligations within 15 days of receipt of notice or within such further period as the District Authority / Institution have subsequently approve in writing.
- 2) If the service provider becomes insolvent or bankrupt.
- 3) If, as a result of force majeure, the service provider is unable to perform a material portion of the services for a period of not less than 60 days: or
- 4) If, in the judgment of the District Authority the service provider is engaged in corrupt or fraudulent practices in competing for or in implementation of the project.

4.10 Modifications

Modifications in terms of reference including scope of the services can only be made by the district authority with written consent of both parties. However, basic conditions of the contract shall not be modified.

4.12 Settlement of Dispute

If any dispute with regard to the interpretation, difference or objection whatsoever arises in connection with or arises out of the agreement, or the meaning of any part thereof, or on the rights, duties or liabilities of any party, the same shall be referred to Committee constituted at the District level for decision.

4.13 Jurisdiction of Court

Legal proceedings if any shall be subject to the concerned District jurisdiction only.

4.14 Right to Accept and Reject any Proposal

The District Authority / Tender Inviting Authority reserve the right to accept or reject any proposal at any time without any liability or any obligation for such rejection or annulment and without assigning any reason.

SECTION 5 - CRITERIA FOR EVALUATION

5.1 Evaluation of Technical Proposals

Evaluation of proposals shall be made at the district level by the district authority. In the first stage, the Technical Proposal will be evaluated on the basis of bidder's fulfillment of **eligibility criteria**. Only those bidders whose Technical Proposals becomes **responsive** based on the eligibility criteria, shall qualify for further detail technical evaluation for presentation and awards of marks based on the following Criteria :

Sl.	Evaluation Parameters	Total Mark	Criteria for award of Mark
1	Experience of managing different manpower Services in State Govt. / Govt. of India Institution / Govt. undertaking / Corporation / Banks	10	• >3 year ≤ 5 years : 5 marks • >5 years : 10 marks
2	Experience of managing different manpower services in Public / Private sector - Details to be furnished in Form T4	10	• >3 year ≤ 5 years : 5 marks • >5 years : 10 marks
3	Total Average Annual turnover (In last 3 financial years 2017-18, 2018-19 & 2019-20)	20	• > 3 ≤ 5 crores : 5 Marks • > 5 ≤ 7 crores : 7 Marks • >7 ≤ 10 crores : 10 Marks • > 10 crores : 20 Marks
4	Average no of manpower engaged in last 3 years 2017-18, 2018-19 & 2019-20 (to be Determined from the work order / contract copies) – Details to be furnished Form T4	20	• 100-200 persons : 5 marks • 201- 300 persons : 7 marks • 301-500 persons : 10 marks • >500 persons : 20 marks
	Total	60	

Financial proposal shall be opened after the technical evaluation is completed and **only those bidders** who score **at least 36 marks** in technical evaluation shall qualify for **financial bid opening**.

5.2 Evaluation of Financial Proposal

The **total price (exclusive of GST)** as per price format F2 shall be considered for price evaluation. In the financial bid, the bidder with the **lowest price** shall be awarded the contract. However, in case two bidders quote the same lowest price, then the agency with the **highest mark** in the technical bid shall be awarded the contract. However, if their technical mark also become equal, then in that case, the bidder having the higher annual average turnover shall be awarded the contract.

SECTION 6
LIST OF GOVT. HEALTH INSTITUTIONS & REQUIREMENT FOR WASTE HANDLERS

Sl.	Name of the District							
		SDH		CHC / UCHC		Total No. of Beds of all Institutions		No of Waste Handlers (Semi Skilled)
		C	D	E	F	G	H	I
A	B	Beds	No	Beds	No	Total Beds	No	No
01	Kandhamal	66	1	420	14	486	15	15

RFP FORMATS

Outsourcing of Waste Handlers at Govt. Health Institutions of Kandhamal District.

TECHNICAL PROPOSAL

Check List (Technical Proposal)

Please check whether following have been enclosed in the respective cover namely, Technical Proposal: *(please arrange the documents serially in the following order& do the page numbering of the entire bid document and mention the page no. in the column "page No" against the particulars in the check list as mentioned below for ease of scrutiny)*

Sl.	Particulars	Whether Submitted (Yes / No)	Page No.
1	EMD (DD of Rs. 50,000/-)		
2	Bid document Cost (DD of Rs. 1,500/-)		
3	Form T1		
4	Form T2		
5	Copy of the company/Agency Registration certificate		
6	Copy of the GST registration certificate		
7	Copy of GST Filling report for the month of October to December 2020.		
8	Income Tax Acknowledgement for the Financial Year 2017-18, 2018-19 & 2019-20.		
9	Copy of the EPF registration certificate		
10	Copy of the ECR towards submission of EPF for the month of December 2020.		
11	Copy of the ESI registration certificate		
14	Copy of the Labour Registration certificate		
15	Copy of PAN		
16	Form T3		
17	Photocopies of the audited P/L account of each year highlighting the turnover in support of that		
18	Form T4		
19	Copies of Work Order/Contract certificates from the clients in support of Waste handlers /different category of manpower services executed in support of the information provided in Form T4		
20	Form T5		
21	Form T6		
22	Form T7		
23	Any other relevant documents		

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
Kandhamal

Dear Sir / Madam,

We, the undersigned, offer to provide the waste handlers at District Health Institutions. We are hereby submitting our Proposal, which includes this Technical Proposal and a Commercial Proposal sealed under a separate envelope.

We hereby declare our Confirmation of acceptance of the Conditions of Contract mentioned in the RFP document under reference cited above.

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

Our proposal shall be binding upon us for a period of 180 days from the date of bid opening, subject to the modifications resulting from Contract negotiations you may subsequently carry out with us to accept our bid. If we are assigned the work during the period of validity of the Proposal, we undertake to carry out the same as per the terms and conditions of this tender document.

I hereby declare that my company has not been debarred / black listed by any Government/ Semi Government organizations. I further certify that I am the competent authority in my company authorized to make this declaration.

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

Yours sincerely,

Authorized Signatory *[In full and initials]*: _____

Name and Title of Signatory: _____

Name of Agency: _____

Address: _____

(Organization Seal)

*Chief District Medical & Public Health Officer
Kandhamal*

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 / Firm / Society /Trust/Individuals)	
Name of the Chief Executive and authorized signatory	
Telephone Nos.: Landline	
Mobile	
Fax	
Email id (Official email id for correspondence if any)	
Date of Establishment	(furnish copy of the Registration Certificate of the Agency)
GST Registration No.	(furnish copy of the GST Registration of the Agency)
EPF Registration No.	(furnish copy of the EPF registration certificate of the Agency)
ESI Registration No.	(furnish copy of the ESI registration certificate of the Agency)
Income Tax No. (PAN)	(furnish copy of the PAN)
No. of branch offices in Odisha with location details	
Bank Details of the Bidder: The bidders have to furnish the Bank Details as mentioned below for return of EMD /Payment for services if any (if selected)	a. Name of the Bank : b. Name of the Account & Full address of the Branch concerned c. Account no. of the bidder : d. IFS Code of the Bank :

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

Name and Title of Signatory: _____

(Organization Seal)

FORM T3*(to be furnished in the technical proposal)***ANNUAL AVERAGE TURN OVER STATEMENT***(To be furnished in the **letter head** of the Chartered Accountant)*

The Annual Turnover of M/s _____
for the last 3 financial years are given below and certified that the statement is true and correct.

Sl.	Financial Year	Turnover in Rs.
1	2017-18	
2	2018-19	
3	2019-20	
Average Annual Turnover in Rs.		

*Provisional audited statement shall not be considered.

Date:

Signature of Chartered Accountant

Place:

(Name in Capital)

Seal

Membership No.

Note:

- 1) To be issued in the **letter head** of the Chartered Accountant with membership No.
- 2) Also attach photocopies of the audited P/L account of **each year** highlighting the **turnover** in support of that

FORM T4*(to be furnished in the technical proposal)***PAST EXPERIENCE SERVICES DURING THE LAST THREE YEARS****(attach separate sheets if the space provided is not sufficient)****A) Experience in Hospitals****F.Y. 2016-17**

Sl.	*Name/address of the Hospitals for which manpower Services assignments were undertaken	Date of award of Assignment	Date of completion of assignment	Value of the Assignment	Role of your agency	***No. of personnel deployed	Performance Certificate enclosed (Yes / No)
1							
2							
..							

F.Y. 2017-18

Sl.	Name/address of the Hospitals for which manpower Services assignments were undertaken	Date of award of Assignment	Date of completion of assignment	Value of the Assignment	Role of your agency	***No. of personnel deployed	Performance Certificate enclosed (Yes / No)
1							
2							
..							

F.Y. 2018-19

Sl.	Name/address of the Hospitals for which manpower Services assignments were undertaken	Date of award of Assignment	Date of completion of assignment	Value of the Assignment	Role of your agency	***No. of personnel deployed	Performance Certificate enclosed (Yes / No)
1							
2							
..							

* Please furnish the **Work order / Contract copies** of the works executed in support of the information mentioned above along with the **performance certificate** of the client, serially in the same order as mentioned in the above format for ease of scrutiny.

B) Experience in Other Organizations (Other than Hospital)**F.Y. 2016-17**

Sl.	* Name/address of the Hospitals for which manpower Services assignments were undertaken	Date of award of Assignment	Date of completion of assignment	Value of the Assignment	Role of your agency	**No. of personnel deployed	Performance Certificate enclosed (Yes / No)
1							
2							
..							

F.Y. 2017-18

Sl.	Name/address of the Hospitals for which manpower Services assignments were undertaken	Date of award of Assignment	Date of completion of assignment	Value of the Assignment	Role of your agency	**No. of personnel deployed	Performance Certificate enclosed (Yes / No)
1							
2							
..							

F.Y. 2018-19

Sl.	Name/address of the Hospitals for which manpower Services assignments were undertaken	Date of award of Assignment	Date of completion of assignment	Value of the Assignment	Role of your agency	**No. of personnel deployed	Performance Certificate enclosed (Yes / No)
1							
2							
..							

* Please furnish the **Work order / Contract copies** of the works executed in support of the information mentioned above **along with the performance certificate** of the client, **serially** in the **same order** as mentioned in the above format for ease of scrutiny.

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

Name and Title of Signatory: _____

(Organization Seal)

Form T5
(to be furnished in the technical proposal)

Format for Power of Attorney for Signing of Proposal
(On a Stamp Paper of relevant value)

Power of Attorney

Know all persons by these presents, We.....(name and address of the registered office) do hereby constitute, appoint and authorize Mr / Ms.....(name and residential address) who is presently employed with us and holding the position ofas our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our bid for outsourcing of waste handlers sat District health institutions including signing and submission of all documents and providing information / responses to the District / Institution Authority, representing us in all matters before District / Institution authority and generally dealing with District / Institution authority in all matters in connection with our bid for the said Project. We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Dated this the _____ day of _____ 2021

For _____

(Name, Designation and Address)
Accepted

_____(Signature)
(Name, Title and Address of the Attorney)
Date : _____

Note:

- i. To be executed by the Chief of the Agency.
- ii. The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants (s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.
- iii. In case an authorized Director of the agency signs the proposal, a certified copy of the appropriate resolution/ document conveying such authority may be enclosed in lieu of the Power of Attorney.

FORM T6

(to be furnished in the technical proposal)

**Format for Affidavit certifying that Entity / Promoter(s) /Director(s)/Partners
of Entity are not blacklisted
(On a Stamp Paper of relevant value)**

Affidavit

I, M/s. (the name of the agency with address of the registered office) hereby certify and confirm that we or any of our promoter(s) / Director(s) are not barred by Department of Health & FW, Govt. of Odisha/ or any other entity of GoO or blacklisted by any State Government or Central Government / Department / Organization in India from participating in Tenders as on the _____ (Date of Signing of this proposal).

We further confirm that we are aware that, our proposal for the captioned Project would be liable for rejection in case any material misrepresentation is made or discovered at any stage of the Bidding Process or thereafter during the agreement period.

Dated thisDay of, 2021

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

Name and Title of Signatory: _____

(Organization Seal)

FORM T7

*(to be furnished in the technical proposal)***Anti Collusion Certificate**

We hereby certify and confirm that in the preparation and submission of our Proposal for Outsourcing of waste handlers at health institutions under this RFP Reference No. _____, We have not acted in concert or in collusion with any other Bidder or other person(s) and also not done any act, deed or thing, which is or could be regarded as anti-competitive. We further confirm that we have not offered nor will offer any illegal gratification in cash or kind to any person or organization in connection with the instant proposal.

Dated this _____ Day of _____, 2021

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

Name and Title of Signatory: _____

(Organization Seal)

FORMATS

Outsourcing of Waste Handlers at Govt. Health Institutions

FINANCIAL PROPOSAL

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 | ☐ |
| 3. | Form F3 | Yes/No | ☐ |

FORM F-1

(To be submitted with Financial Proposal)

To
The Chief District Medical & PHO Officer, kandhamal

Sub: Request for Proposal for Outsourcing of waste handlers at Govt. Health Institutions

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 contract, I/We hereby propose to offer the services as described in the RFP document in conformity with the conditions of contract, technical aspects and the sums indicated in this financial proposal.
2. I/We declare that we have read and understood and that we accept all clauses, conditions, and descriptions of the RFP document without any change, reservations and conditions.
3. If our proposal is accepted, we undertake to deposit the performance security deposit 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 Prices as appended herewith.

Encl: Schedule of Prices (Form F2 & F3)

Yours sincerely,

Authorized Signatory *[In full and initials]*: _____

Name and Title of Signatory: _____

Name of Agency: _____

Address: _____

(Organization Seal)

FORM F-2

(To be submitted with Financial Proposal)

A. MONTHLY RATE OF WASTE HANDLERS

Particulars	Total cost per person per Month (Rs.) (exclusive of GST) (In both figure & words)
Waste handlers (Semi-Skilled)	

B. PRICE BREAKUP OF MONTHLY RATE MENTIONED ABOVE

Sl. No.	Description of Service	Waste handlers (Semi-Skilled)
01	Monthly Remuneration	
02	EPF (% & Amount)	
03	ESI(% & Amount)	
04	Service Charge (In Amount)	
05	GST (% & Amount)	
TOTAL (The total should be the same as the monthly rate mentioned at A)		

* The Manpower cost / month must take into consideration, the minimum wages act for the staffs deployed.

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

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

C. The service charge should take into account **all cost** related to **management of the personnel including their statutory requirement, Uniform and other resource requirement of the Terms of Reference**. The bidders are required to quote the price (**Service Charge**) in whole Rupees & no fraction of Rupee will be considered and quoting in fraction of Rupee will lead to summarily rejection of financial bid. There must not be **any compromise** on the **take home remuneration** mentioned above.

Authorized Signatory [In full and initials]: _____

Name and Title of Signatory: _____

(Company Seal)