



*Panchayati Raj & Drinking Water Department
Government of Odisha*

REQUEST FOR PROPOSAL (RFP)

*For
Selection of
Human Resource Service Providing Agency (HRSPA)
for
Engagement of Manpower in the DPMU & all 09 BPMUs
of Sambalpur District under Rural Housing Scheme
on Outsourcing basis*



ZILLA PARISHAD, SAMBALPUR

Disclaimer

This Request for Proposal (RFP) is issued by the Zilla Parishad, Sambalpur, Government of Odisha.

While the information in this RFP has been prepared in good faith, it does not supposed to be comprehensive or to have been independently verified. Neither Zilla Parishad, Sambalpur nor any of its officers or employees, nor any of their advisers nor consultants accept any liability or responsibility for the accuracy, reasonableness or completeness of, or for any errors, omissions or misstatements, negligent or otherwise, relating to the proposed assignment, or makes any representation or warranty, express or implied, with respect to the information contained in this RFP or on which this RFP is based or with respect to any written or oral information made or to be made available to any of the recipients or their professional advisers and, so far as permitted by law and except in the case of fraudulent misrepresentation by the party concerned, and liability therefore is hereby expressly disclaimed.

The information contained in this RFP is selective and is subject to updation, expansion, revision and amendment at the sole discretion of the Client. It does not claim to contain all the information that a recipient may require for the purposes for making a decision for participation in this selection process. Each bidder must conduct its own analysis of the information contained in this RFP, to correct any inaccuracies therein and is advised to carry out its own investigation into the proposed assignment, the regulatory regime which applies thereto and by and all matters pertinent to the project and to seek its own professional advice on the legal, financial and regulatory consequences of entering into any agreement or arrangement relating to the contract.

This RFP includes certain statements, information, projections and forecasts with respect to the proposed assignment. Such statements, information, projections and forecasts reflect various assumptions made by the management, officers and employees of the Client, which (the assumptions and the base information on which they are made) may or may not prove to be correct. No representation or warranty is given as to the reasonableness of forecasts or the assumptions on which they may be based and nothing in this RFP is, or should be relied on as, a promise, representation or warranty. Zilla Parishad, Sambalpur, Government of Odisha shall be the sole and final authority with respect to selection of a consultant for the purpose through this RFP.

Bidder Data Sheet

Sl.No	Particular	Details
1	Name of the Client	CDO - cum-EO, Zilla Parishad, Sambalpur, Government of Odisha
2	Method of Selection	Least Cost Based Selection Method
3	Availability of RFP Document	https://Sambalpur.odisha.gov.in
4	Date of Issue of RFP	
5	Last Date for submission of Proposal	19.11.2025 by 05.30 PM (Regd/ Speed Post/Courier only)
7	Date of opening of Technical Proposal	20.11.2025 at 11.00 AM
9	Date of opening of Financial Proposal	After completion of evaluation of technical bid. The date of opening of Financial bid will be intimated to the qualified bidders by e-mail.
10	Bid Processing Fee(Non-Refundable)	₹ 10,000/- (Rupees Ten Thousand) only (including GST) in the form of Demand Draft in favour of "CDO-cum-EO, Zilla Parishad, Sambalpur" drawn from any Scheduled Commercial Bank payable at Sambalpur. The bid processing fee shall be submitted along with the 1 st Inner Envelope of the Technical Proposal.
11	Earnest Money Deposit (EMD)(Refundable)	₹ 1,00,000/- (Rupees One Lakh) only in the form of Min. 03Years Fixed/Term/ Postal Deposits duly pledged in favour of "CDO-cum-EO, Zilla Parishad, Sambalpur" The EMD shall be submitted along with the 1 st Inner Envelope of the Technical Proposal.
12	Address for Submission of Proposal	CDO-cum-EO, Zilla Parishad, Sambalpur, Kachery Road, Sambalpur, Odisha-768001
13	Contact Person for any query	Establishment Section of Zilla Parishad, Sambalpur
14	Place of Opening of Proposal	Conference Hall, Zilla Parishad, Sambalpur
15	Mode of Submission	Speed Post/ Registered Post/courier only. Submission of bid through any other mode and late bid will be rejected

For details please visit: <https://Sambalpur.odisha.gov.in>

NOTE:

The Client reserves the right to change any schedule. Please visit the website <https://Sambalpur.odisha.gov.in> regularly for the same.

Section I: Letter of Invitation

Letter of Invitation

RFP No: 3878 Date: 27.10.2025

Name of the Assignment: Selection of HRSPA for Providing Manpower under Rural Housing Scheme on Outsourcing basis in Sambalpur District

1. The **CDO-cum-EO, Zilla Parishad, Sambalpur**, on behalf of Government of Odisha (The Client) invites sealed proposal from eligible bidder under the process for "**Selection of HRSPA for engagement of Manpower under Rural Housing Scheme on Outsourcing basis in Sambalpur District**". The Contract period shall be for a period of 01 Year and may be extended basing on the performance and decision of the tender inviting authority. More details on the proposed selection are provided at Section-3: Terms of Reference (ToR) of this RFP Document.
2. A bidder will be selected under Least Cost Selection Procedure.
3. The proposal, complete in all respect as specified in the RFP Document must be accompanied with a Non-refundable amount of ₹ 10,000/- (**Rupees Ten Thousand**) only towards Bid Processing Fee in form of **Demand Draft** in favour of "**CDO-cum-EO, Zilla Parishad, Sambalpur**" drawn from any scheduled commercial bank and payable at Sambalpur.
4. The Bidders have to submit a Refundable amount towards Earnest Money Deposit (**EMD**) for an amount of ₹ 1,00,000/- (**Rupees One Lakhs**) only in shape of Min. 03 years **Fixed/ Term/Postal Deposits** duly pledged in favour of "**CDO-cum-EO, Zilla Parishad, Sambalpur**", drawn from any scheduled commercial bank and payable at Sambalpur, Odisha failing which the bid will be rejected. The EMD received in shape of any other mode will be rejected.
5. The proposal must be delivered at the specified address as per the Bidder Data Sheet by Speed post/ Registered Post (By India 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.
6. The last date and time for submission of proposal complete in all respect is **19.11.2025 till 05.30 PM** and the date of opening of the technical proposal is **20.11.2025 at 11.00 A.M.** at Zilla Parishad Conference Hall, Sambalpur/ Office chamber of CDO-cum-EO, Zilla Parishad, Sambalpur as per the suitability in the presence of the bidder/ their representative at the specified address as mentioned in the Bidder Data Sheet. Representatives of the bidders may attend the meeting with due authorization letter on behalf of the bidder.
7. This RFP includes following sections:
 - a Letter of Invitation [Section-I]
 - b Instructions to the Bidder [Section-II]

- c. Terms of Reference [Section-III]
- d. Technical Proposal Submission Forms [Section-IV]
- e. Financial Proposal Submission Form [Section-V]
- f. Annexure [Section-VI]

8. 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.



CDO-cum-EO,
Zilla Parishad, Sambalpur
C.D.O-cum-E.O.
Zilla Parishad, Sambalpur

Section II:

Instructions to the Bidders

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.	Basic Requirement	Specific Requirement	Documents Required
1	Registration	<p>The Bidder shall be a Company/Firm/LLP registered in India.</p> <p>The bidder shall be organization registered under Indian Companies Act, 1956/2013 or a Society registered under The Societies Registration Act, 1860 or a Trust registered under the 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 registered with a track record of providing manpower services for at least 10 years as on 31st March, 2025 under the present entity i.e. in the name of which the bid has been submitted. Any consortium, Joint venture or agreement in this regard for establishment of existence will not be accepted.</p>	<ul style="list-style-type: none">• Copy of Registration/ Certificate of Incorporation• PAN Document• GST Certificate• Copy of EPF & ESI Registration Certificate
2	Quality & Capability Certification	<p>The bidder must be a CMM/ ISO 9001/ IEC 20000 certified company.</p>	<p>Copy of the CMM/ ISO 9001/ IEC 20000 certificate/s.</p>
3	Experience of Supplying of Manpower	<p>The Bidder should have experience of successful completion of at least 03 Manpower supply services for Central Government Ministries & Departments / State Government Departments/ District Administrations/ Other Government Departments or Agencies During the last 05 years Of minimum contract value of ₹ 50.00 lakh for each project of minimum contract duration of 12 months each</p>	<p>Copies of Work Orders/Sanction Orders/MOUs / Engagement Letters/Completion Certificates or equivalent documentary evidence should be provided as proof. Documents in other languages should be supplemented by an English translated copy.</p>
4	Turnover	<p>The Bidder should have an average annual turnover of minimum ₹ 10.00 Crores (Rupees Ten Crores) and a positive net worth in each of the three last financial years (2022-23, 2023-24 & 2024-25)</p>	<p>Certificate from statutory auditor (CA Firm)/ Audited financial statements for the three previous financial years ending March i.e., 2022-23, 2023-24 & 2024-25.</p>

5	Blacklisting	Applicant/ Bidder should not be blacklisted by any Central/ State Government/ Public Sector Undertaking/ Judicial pronouncement in India	Notarized declaration as per TECH 7
6	Authorized Representative	A Power of Attorney in the name of the person signing the proposal.	Original Power of Attorney, notarized on ₹ 100.00 Bond paper as per TECH 4
7	Consortium	No consortium/ JVs/ Associations/ subcontracting shall be allowed under this project.	Declaration as an independent Agency from the Authorized Signatory
8	Bid Processing Fee (Non-Refundable)	₹ 10,000/- (Rupees Ten Thousand) only in the form of Demand Draft (DD) drawn in favour of "CDO-cum-EO, Zilla Parishad, Sambalpur" drawn from any Nationalized/Scheduled Bank payable at Sambalpur. The bid processing fee shall be submitted along with the 1 st Inner Envelope of the Technical Proposal.	Cost of Tender/ Tender Fee in form of DD
9	Earnest Money Deposit(EMD) (Refundable)	₹ 1,00,000/- (Rupees One Lakh) only in the form of Min. 03 years Fixed/ Term/ Postal Deposit duly pledged in favour of "CDO-cum-EO, Zilla Parishad, Sambalpur". The EMD shall be submitted along with the 1 st Inner Envelope of the Technical Proposal.	Earnest Money Deposit Fee in form of Min. 03 years Fixed/ Term/ Postal Deposit duly pledged in favour of CDO-cum-EO, Zilla Parishad, Sambalpur

***The photocopies of documents submitted towards Pre-qualification criteria are to be substantiated, through production of originals, whenever asked for/ whenever required. If any of the above original documents are not produced whenever asked for/ required, the proposals shall be rejected and termed as non-responsive, at any time of the evaluation.**

Bidders should submit the required supporting documents as mentioned above. Bids not confirming 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, pages numbered and spiral bound. Each page should be numbered and signed (in full) by the authorized representative (asperTECH4). A table of content, enumerating the page numbers of each document should be mentioned at the start of each proposal.

2. Documents/Formats for submission along with Technical Proposal

The bidder must furnish the following documents duly signed in along with their Technical Proposal:

- Filled in Bid Submission Check List in Original (Annexure-I)
- Covering letter (TECH-1) on bidder's letterhead requesting to participate in the selection process.
- Bid Processing Fee & EMD as applicable.
- Copy of Certificate of Incorporation/ Registration.
- Copy of PAN, EPF & ESIC.
- Copy of Goods and Services Tax Identification Number (GSTIN).
- Copy of up to date GST return certificate.
- Copies of IT Return for the last three Financial years (FY 2022-23, 2023-24 & 2024-25)
- 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 favour of the person signing the bid on behalf of the bidder or Board of

Directors.

- List of completed assignments of similar nature (Past Experience Details, TECH-5) along with copies of contracts/ work orders/ completion certificate from previous Clients.
- Self-Declaration regarding Conflict of Interest (TECH-6)
- Affidavit Format for not Blacklisting (TECH-7)

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 ₹ 10,000/- (Rupees Ten Thousand) Only in shape of DD, which is non-refundable, from any scheduled commercial bank in favour of "CDO-cum-EO, Zilla Parishad, Sambalpur" payable at Sambalpur. 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 (EMD) amounting to ₹ 1,00,000/- (Rupees One Lakh) only in shape of Min. 03 years Fixed/ Term/ Postal Deposit duly pledged in favor of "CDO-cum-EO, Zilla Parishad, Sambalpur".

The EMD of unsuccessful bidders shall be refunded after finalization of tender and award of contract. The successful bidder will have to deposit the required Performance Bank Guarantee (i.e. 5% of the Annual Contract value) with the concerned Requisitioning/ Work Order placing department at the time of execution of Agreement, the EMD of the successful bidder shall be returned after deposit of 1st Performance Bank Guarantee.

The EMD will be forfeited on account of the following reasons:

- Bidder withdraws its proposal during the bid validity period as specified in RFP
- Bidder does not respond to request 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 Client during the overall selection process.

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. Submission of Proposal

Bidder must submit their proposals by **Registered Post/Speed Post/Courier** 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 delay/ any consequence in receiving of the proposal. The proposal must 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:

1. Technical Proposal (Original):

The envelope containing technical proposal shall be sealed and superscripted as "**Technical Proposal – Selection of HRSPA on Outsourcing basis in Sambalpur District**" and to be furnished inside one envelope. The duly filled-in technical proposal submission forms, with all the supportive documents and information must be furnished as part of technical proposal.

2. Financial Proposal (Original):

The envelope containing financial proposal shall be sealed and superscripted as "**Financial Proposal – Selection of HRSPA on Outsourcing basis in Sambalpur District**". The duly filled-in financial proposal submission forms should contain the detail price offer (Service Charges) for the proposed assignment and to be furnished as per the prescribed format only.

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 HRSPA on Outsourcing basis in Sambalpur District)**".

These second envelope must be marked as "**FINANCIAL PROPOSAL (Selection of HRSPA on Outsourcing basis in Sambalpur District)**" and it should contain Financial Proposal only. Both the above envelopes must 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:

CONTACT NUMBER OF THE BIDDER:

EMAIL ID 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 must be sealed and signed by the authorized representative of the bidder. Bids with any conditional offer shall be out rightly rejected. All pages of the proposal must have to be sealed and signed by the authorized representative of the bidder. Any conditional bids will be rejected.

7. 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 Tender Committee 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** of the technically qualified bidders will be opened after completion of technical evaluation.

8. Evaluation of Proposal

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

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

- Filled in Bid Submission Check List in Original (**Annexure-I**)
- Covering letter(**TECH1**) on bidder's letter head requesting to participate in the selection process
- Bid Processing Fee and EMD as applicable
- Copy of Certificate of Incorporation/ Registration.
- Copy of PAN
- Copy of Goods and Services Tax Identification Number (GSTIN)
- Copies of IT Return for the last three financial years (**2022-23, 2023-24 & 2024-25**).
- Copy of up to date GST return certificate.
- General Details of the Bidder (**TECH2**).
- Financial Details of the bidder (**TECH 3**) along with all the supportive Documents as applicable duly signed and certified as per the instruction.
- Power of Attorney (**TECH 4**) in favor of the person signing the bid on behalf of the bidder
- List of completed assignments of similar nature (Past Experience Details, **TECH 5**) along with copies of contracts / work orders / completion certificate from previous Clients
- Self-Declaration on Conflict of Interest (**TECH-6**)
- Affidavit format for not Blacklisted (**TECH-7**)
- All the pages of the proposal and enclosures/attachments are signed by the authorized representative of the bidder

* Bids not complying with any of the above requirement will be out rightly rejected at the discretion of the Client's authority.

- **Technical Evaluation (2nd Stage):** Technical proposal will be opened and evaluated for those bidders who qualify the preliminary evaluation stage. Detailed evaluation process as per the following parameters will be adopted for proposal evaluation.

Sl. No.	Criteria	Maximum Marks
1	Financial Capacity of the Bidder	Total: - 30
1.1	<p>Bidder's average annual turnover in India in the last three financial years ending 31 March 2025 shall be minimum ₹10.00 Crores or above:</p> <p>Scoring Criteria</p> <ul style="list-style-type: none"> • ₹ 10 Crores to ₹ 20 Crore = 10 Marks • ₹ 20 Crores to ₹ 30 Crore = 20 Marks • ₹ 30 Crores & above = 30 Marks 	30
2	Experience of the Bidder	Total: - 30
2.1	<p>The Bidders should have experience of successful completion of manpower supply services during the last 05 (five) years ending 31st March 2025 where the single contract value is not less than ₹ 50.00 lakh.</p> <ul style="list-style-type: none"> ▪ 10 Marks for successful completion of at least Three (3) manpower supply project in last 05 years ending 31st March 2025 where the single contract value is ₹ 50.00 lakh or above minimum for a period of 12 months ▪ 05 Marks for every additional single contract value of ₹ 01.00 Crore or above subject to maximum of 20 marks in last 05 years ending 31st March 2025 <p>*Project will be considered for evaluation only if it is accompanied with supporting documents like PO/ WO/ Agreement Copy along with auditor certificate / Completion certificate clearly mentioning the contract value. And have run for at least 12 months</p>	30
3	Local Presence & Completed Assignments	Total: - 30
3.1	<p>Preference will be given to the firm/ company/ organization that have successfully completed assignments in shape of engagement of man in Sambalpur District.</p> <p>Completed assignments during</p> <p>01 to 05 Years- 10 Marks</p> <p>05 to 10 years- 20 Marks</p> <p>10 to 15 years- 30 Marks</p>	30
4	Presentation (The Bidders shall be ready with presentation on Approach, Methodology & Work Plan during the opening of Technical Bid)	Total: - 10
	Total (1+2+3): -	Total: - 100 Marks

1. The minimum qualifying Score is: 70 from 100 Marks i.e., 70%.
2. All the claims shall be mandatorily substantiated via submission of all the supporting photocopies of relevant documents as per TECH5).
3. Photocopies of work orders / experience certificates from the clients / agreement etc. must be submitted as a proof for each assignment. No assignment should be repeated across various categories of evaluation parameters.

The above tender shall be utilized by District Level Departments/ office/ institution/ organization etc. for hiring of manpower by entering into separate agreements with the successful agency. The man power requirement, remuneration, qualification and other statutory deduction shall be communicated by the concerned district level Departments/ office/ institution/ organization/ SPV etc as per their respective guidelines.

The Manpower list shall be provided as per the requirement from time to time.

Copies of work orders/ agreement/ completion certificates must be submitted as a proof for each assignment. Ongoing assignments will be considered for evaluation only if 06 months of the project period have elapsed.

The work order shall be valid for a period of 01 years from the signing of the agreement

*** Bidders who secure above 70 marks from the total (100 marks) in the technical proposal will be called for financial evaluation.**

- **Financial Evaluation (3rd Stage):** The financial proposals of only those bidders qualifying the technical evaluation (2nd Stage) 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.

9. Evaluation Process

Least Cost Based 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/ authorized representatives.

The bidder, who has quoted the least cost, 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.** In case of further tie up final bidder shall be decided by draw of lots.

For the purpose of evaluation, the total evaluated cost shall be inclusive of all taxes & duties excluding GST for which the Client will make payment to the consultant including over head expenses.

10. Performance Bank Guarantee (PBG)

Performance Bank Guarantee shall be submitted to the head of Departments/ office/ institution/ organization / SPV respectively as per the requirement of the concerned department. The PBG amount shall be **5% of the work order value** and shall be deposited within 07 days of receiving the work order from the office. The agency shall have to furnish the **Performance Bank Guarantee** from a Scheduled Commercial Bank in favour of "**CDO-cum-EO, Zilla Parishad, Sambalpur**", 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.

11. 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 with the O/O Zilla Parishad, Sambalpur 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 07 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 **01 year** from the date of Work order. The contract can be extended beyond these on satisfactorily performance and as per the requirement of the Government.

12. Conflict of Interest

Conflict of interest exists in the event of:

1. Conflicting assignments, typically monitoring and evaluation/environmental assessment of the same project by the eligible bidder.
2. The Persons engaged, agencies, or institutions (individuals or organizations) who have a business or family relation with the Client directly or indirectly.
3. 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.

13. Disclosure

1. 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.
2. 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.

3. Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:
- i. 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.
 - ii. Corruption including the offer or receipt to fan in document of any kind in relation to obtaining any contract.
 - iii. Failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

14. 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.

15. 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. Bidders are not allowed to submit more than one proposal under the selection process. Alternate bids are also not allowed.

16. Legal Jurisdiction

All legal disputes are subject to the jurisdiction of Civil Court of Sambalpur only.

17. Governing Law and Penalty Clause

The schedule given for delivery is to be strictly adhered to in view of the strict time schedule. Any unjustified and unacceptable delay in delivery 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. 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 will enforce a penalty @ **1% per week subject to maximum of 10% of the total contract value**. The amount will be deducted from the subsequent

payment. In addition, the PBG amount shall also be forfeited. The decision of the authority placing the contract, whether the delay in development has taken place on account of reasons attributed to the bidder shall be final.

18. 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 antifraud 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.

19. Amendment of the RFP Document

At any time before submission of proposals, the Client may amend the RFP by issuing an addendum through NIC Sambalpur 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.

20. 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, without assigning any reason there of and there by incurring any liability to the bidders.

21. Copyright, Patents and Other Proprietary Rights

Zilla Parishad, Sambalpur shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights, and trademarks, about Documents and other materials which bear a direct relation to or are prepared or collected in consequence or during the execution of this contract. At the Client's request, the Consultant shall take all necessary steps to submit them to the Client in compliance with the requirements of the contract.

22. Appointment of Personnel

The key personnels to be deployed under this contract are expected to be dedicated for the entire period as desired by the client. **The Selected agency shall conduct the necessary interviews and background checks of the candidate which are to be deployed as per the position given by the client and submit the list of successful candidates to the Client for approval and shall deploy the manpower only after due approval from the client. However the candidates already engaged under Rural Housing scheme in the District/Blocks will be given preference based on their experience of work under PMAY-G.**

23. 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 there of 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.

24. 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 Sambalpur, Odisha, and the language of such proceedings and that of all documents and communications between the parties shall be in English. Collector-cum-Chief Executive Officer, Zilla Parishad, Sambalpur will be the final authority to resolve the dispute arising between and the Client and the Consultant.

25. Disqualification of Proposal

The proposal is liable to be disqualified in the following cases as listed below:

- 1. Proposal submitted without Bid Processing Fee & EMD as applicable.*
- 2. Proposal not submitted in accordance with the procedure and formats as prescribed in the RFP.*
- 3. During validity of the proposal, or its extended period, if any, the bidder increases the quoted prices.*
- 4. Proposal is received in incomplete form.*
- 5. Proposal is received after due date and time for submission of bid.*
- 6. Proposal is not accompanied by all the requisite documents/ information.*
- 7. Bids with any conditional technical and financial offer.*
- 8. 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.*
- 9. Proposal is not properly sealed or signed.*

- 10. Proposal is not conforming to the requirement of the scope of the work of the assignment.*
- 11. Bidder tries to influence the proposal evaluation process by unlawful/corrupt/fraudulent means at one or any point of time during the bid process.*
- 12. If, any of the bid documents, 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 bidders or any person acting on its behalf indulges in corrupt and fraudulent practices.*
- 13. Any other condition/ situation which holds the paramount interest of the Client during the overall section process.*

REQUISITE QUALIFICATION FOR MANPOWER TO BE DEPLOYED BY THE SUCCESSFUL HRSPA IN THE ZILLA PARISHAD, SAMBALPUR UNDER RURAL HOUSING SCHEME.

SL NO	NAME OF THE POST	NO	QUALIFICATION	REMARKS
01	District Project Coordinator (DPC)	01	University Degree with PGDCA & Tally	The categories of manpower who are currently working in DPMU & 09 BPMUs under ZILLA PARISHAD, Sambalpur
02	District Project Executive (DPE)	01	Intermediate with 06 Months Diploma/ Course in Computer Application	
03	District Call Center Executive (CCE)	01	Must have passed Intermediate Examination	
04	Block Project Coordinator (BPC)	09	Graduation in any discipline with Computer knowledge.	
05	Block Project Assistant (BPA)	09	Intermediate with Computer knowledge.	

It is indicated here that the aforesaid categories of manpower who are currently working in DPMU & 09 BPMUs in ZILLA PARISHAD, Sambalpur and Different Blocks of Sambalpur District will be given preference.

Section-III

Terms of reference

OTHER GENERAL TERMS & CONDITIONS

GENERAL

1. *The Agreement shall initially be for a period of 01 year unless it is curtailed or terminated by the authority owing to deficiency of service, sub-standard quality of manpower deployed, breach of contract etc. or change in requirements.*
2. *The Agreement shall automatically expire on completion of 01 year of its commencement unless extended further with the mutual consent of the Manpower Service Provider and the Authority.*
3. *The Agreement may be extended, on the same terms and condition or with some additions/ deletions/ modification, for a further specific period mutually agreed upon by the Manpower Service Provider and the Authority.*
4. *The Manpower Service Provider shall not be allowed to transfer, assign, pledge or sub contract its rights and liabilities under the Agreement to any other agency or organization by whatever name be called without the prior written consent of the Authority.*
5. *The Manpower Service Provider will be bound by the terms and conditions as furnished by it to the Authority while submitting the tender or at any subsequent stage. In case, any of such documents furnished by it is found to be false at any stage, it would be deemed to be breach of terms of Agreement making it liable for legal action besides termination of the Agreement.*
6. *The Authority reserves the right to terminate the Agreement at any point of time with or without giving a one month notice to the Manpower service provider based on the situation demand.*
7. *The Manpower Service Provider to provide services of different categories manpower for DPMU & 09 BPMUs under Rural Housing schemes for carrying out day to day activities under Rural Housing Scheme within the jurisdiction of Zilla Parishad, Sambalpur.*
8. *The person deployed shall be required to report for work at 10.00 AM in the Office of the CDO-cum-EO, ZILLA PARISHAD or Office of the Block Development Officers as may have been kept in charge of the Office Establishment of the Office concerned and would leave at 05.30 PM. and may also require to work beyond 05.30 PM for which he would not be paid any extra remuneration for additional work as and when required. 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.*
9. *The Manpower Service Provider shall nominate a coordinator who shall be responsible for immediate interaction with the ZILLA PARISHAD, Sambalpur, so that optimal services of the persons deployed could be availed without any disruption.*
10. *The entire, financial liability in respect of manpower service deployed in ZILLA PARISHAD/ Block offices shall be that of the Manpower Service Provider and the ZILLA PARISHAD/ Block office concerned will in no way be liable for any lapses. It will be the responsibility of the Manpower Service Provider to pay to the person deployed a sum not less than the minimum rate quoted in the financial bid and enclose such evidence as may be required by the ZILLA PARISHAD, Sambalpur or Office concerned for reimbursement of Bill of the firm for the succeeding month. If at any point of time it is noticed that the agency paying lesser remuneration to the candidates than the rate quoted, then the agreement shall be terminated and EMD & security etc.. deposits shall be forfeited*

forthwith.

11. The payment of remuneration to the manpower has to be through bank account only. No cash payment can be made to them.
12. For all intents and purposes, the Manpower Service Provider shall be "Employer" within the meaning of all applicable laws in respect of manpower so deployed. The person deployed by the Manpower Service firm shall not have any claim whatsoever like employer and employee relationship against the ZILLA PARISHAD, Sambalpur or any office concerned.
13. The Manpower Service Provider shall be solely responsible for the redressal of grievance or resolution of disputes relating to person deployed. The ZILLA PARISHAD, Sambalpur shall, in no way, be responsible for settlement of such issues whatsoever. In case the grievances of the deployed persons are not attended by the Manpower Service Provider the deployed person can place their grievance before a Joint Committee consisting of a representative of the ZILLA PARISHAD, Sambalpur or office concerned and an Authorized representative of the Manpower Service Provider.
14. The ZILLA PARISHAD, Sambalpur shall not be responsible for any financial loss or any injury to any person deployed by the Manpower Service Provider in the course of their performing the functions/duties, or for payment towards any compensation.
15. The persons deployed by the Manpower Service Provider shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular/confirmed employees during the currency or after expiry of the Agreement.
16. In case of termination of this Agreement in its expiry or otherwise, the persons deployed by the Manpower Service Provider shall not be entitled to and shall have no claim whatsoever for any absorption in regular or other capacity in ZILLA PARISHAD, Sambalpur or any offices attached to him/her.
17. The person deployed shall not claim any benefit or compensation or absorption or regularization of deployment with office under any provision of rules and Acts. Undertaking from the person deployed to this effect shall be required to be submitted by the Manpower Service Provider.
18. The Manpower Service Provider must be registered with the concerned Govt. Authorities, i.e. Labour Commissioner, Provident Fund Authorities, Employees State Insurance Corporation etc. and a copy of the same shall be submitted. The Manpower Service Provider shall comply with all the legal requirements for obtaining License under Contract Labour (Regulation and Abolition) Act., 1970 if any, at his own part and cost.
19. 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 Manpower Service Provider shall be responsible for contributions towards Provident Fund and Employees State Insurance, wherever applicable.
20. The Person deployed by the Manpower Service Provider should have good police records and no criminal case should be pending against them.
21. The person deployed should be polite, cordial and efficient while handling the assigned work and their actions should promote good will and enhance the image of the ZILLA PARISHAD, Sambalpur or office concerned. The Manpower Service Provider shall be responsible for any act of indiscipline on the part of the person deployed.

LEGAL

22. *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. In view of this, they shall be required to take oath of confidentiality and breach of this condition shall make the Manpower Service Provider as well as the person deployed liable for penal action under the applicable laws, beside sanction for breach of contract.*
23. *The Manpower Service Provider shall be responsible for compliance of all statutory provisions relating to minimum wages payable to different types of worker in respect of the persons deployed by it in the ZILLA PARISHAD, Sambalpur or office concerned shall have no liability in this regard.*
24. *The Manpower Service Provider shall be liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to the ZILLA PARISHAD, Sambalpur or office concerned tax collection authorities, from time to time, as per the rules and regulations in the matter. Attested Xerox copies of such documents shall be furnished to the ZILLA PARISHAD, Sambalpur or Office concerned.*
25. *The Manpower Service Provider shall maintain all statutory registers under the Law and shall produce the same, on demand, to the authority of the ZILLA PARISHAD, Sambalpur or office concerned or any other authority under Law.*
26. *The Tax deduction at source (TDS) shall be done as per the provision of Income Tax Act/Rules and GST Rule, as amended, from time to time and certificate to this effect shall be provided by the ZILLA PARISHAD, Sambalpur or office concerned.*
27. *In case, the Manpower Service Provider fails to comply with any liability under appropriate Law and as result thereof, the ZILLA PARISHAD, Sambalpur or the office concerned is put to any loss /obligation, monetary or otherwise, the ZILLA PARISHAD, Sambalpur or the office concerned will be entitled to get itself reimbursed out of the outstanding bills or the performance Security Deposit of the Manpower Service Provider, to the extent to the loss or obligation in monetary terms.*
28. *Agreement is liable to be terminated because of non-performance, deviation of terms and condition of contract, non-payment of remuneration of employed persons and non-payment of statutory dues or for any other reason. The ZILLA PARISHAD, Sambalpur or office concerned will have no liability towards non-payment of remuneration to the persons employed by the Manpower Service Provider and the outstanding statutory dues of the service provider to statutory authorities. If any loss or damage is caused to the ZILLA PARISHAD, Sambalpur or office concerned by the person deployed, the same shall be recovered, the same shall be recovered from the unpaid bills or adjusted from the performance Security Deposit.*

FINANCIAL

29. *The Technical Bid should be accompanied with an Earnest Money Deposit (EMD) of **Rs. 1,00,000/- (Rupees One Lakh)** only refundable in the form of Min. 03 Year Fixed/ Term/ Postal Deposits duly pledged in favour of CDO-cum-EO, ZILLA PARISHAD, Sambalpur **failing which the tender of the concerned agencies/firms shall be rejected out rightly.***
30. *The Earnest Money Deposit in respect of agencies/firms which do not qualify the technical Bid (first stage) or Financial Bid (Second competitive stage) shall be returned to them without any interest. **In case of successful tender, if the agency fails to deploy the required man power against the initial requirement within 30 days from date of placing the order, the EMD shall stand forfeited without giving any further notice.***
31. *The successful bidder will have to submit a performance Security in shape of Performance Bank*

Guarantee (PBG) amount equivalent to 5% of the total quoted amount from any Nationalized/Scheduled Commercial Bank duly pledged in Favour of "CDO-cum-EO, Zilla Parishad, Sambalpur" covering the period of contract before execution of the agreement. In case, the contract is further extended beyond the initial period, the Bank Guarantee will have to be accordingly renewed by the successful bidder.

32. In case of breach of any terms and condition attached to this agreement the performance Security Deposit of the Manpower Service Provider shall be liable to be forfeited besides annulment of the Agreement.
33. The Manpower Service Provider shall have to pay the monthly remuneration to the persons engaged every month after receipt of absentee statements from the concerned authorities without waiting for settlement of bills by Zilla Parishad, Sambalpur to avoid any statutory obligations. In no case the payment of remuneration & deposit of EPF/ESI etc. will be delayed on the ground of delay in release of payments by Zilla Parishad, Sambalpur. The HRSPA shall raise the bill, in triplicate, along with attendance sheets duly verified by the ZILLA PARISHAD, Sambalpur and for all the 09 Blocks of the District in respect of the persons deployed and submit the same to the prescribed authority of the concerned offices in the first week of the succeeding month for reimbursement. As far as possible the payment will be released by the second week of the succeeding month.
34. The claim in bills regarding Employees State Insurance, provident fund and Service Tax etc. should be necessarily accompanied with documentary proof pertaining to the concerned bill of month. A requisite portion of the bill or whole of the bill amount shall be held up till such proof is furnished, at the discretion of the ZILLA PARISHAD, Sambalpur or office concerned. The Zilla Parishad, Sambalpur does not hold any obligation towards delay in deposit of the EPF & ESI deposits of the employees & the same will be completely vested upon the HRSPA being the primary employer.
35. The amount of penalty calculated @Rs.100 per day on account of delay, if any, providing a suitable substitute for the period beyond three working days by Manpower Service Provider shall be deducted from monthly bills in the succeeding month.
36. The Authority reserves the right to withdraw or relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage.
37. In the event of any dispute arising in respect of the clauses of the agreement the same shall be resolved through negotiation. Alternatively, the dispute shall be referred to the next higher Authority or controlling officer for his decision and the same shall be binding on all parties.
38. All disputes shall be under the jurisdiction of the District civil court located at Sambalpur in the District of Sambalpur.
39. The successful bidder will enter into an agreement with the ZILLA PARISHAD, Sambalpur for supply of suitable and qualified manpower as per requirement of the ZILLA PARISHAD, Sambalpur.

DECLARATION

1. I, _____ Son/ Daughter / Wife of Sri _____, working as the Partner/ Director/ Authorized Signatory of the Service Provider, mentioned above, am competent to sign this declaration and execute these tender documents.
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
3. The information/ documents furnished along with the above application are true and authentic and 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.

Place:

Signature of Authorized Person

Date:

Full Name:

Seal:

Section IV:

Technical Proposal Submission Forms

Tech-1 Covering Letter

(On Bidder's Letter Head)

[Location, Date]

To,
CDO -cum- EO,
Zilla Parishad, Sambalpur,
Sambalpur-768001 Odisha

Subject: Selection of HRSPA on Outsourcing basis in Sambalpur District [TECHNICAL PROPOSAL]

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 submit 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 department 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, Your

faithfully,

Authorized Signatory with Date and Seal: Name and

Designation: _____

Address of Bidder: _____

Tech-2: Bidder's Organization (General Details)

S. No.	Description	Full Details
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.: Email id:	
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 Details Amount: DD No.: Date: Name of the Bank: /Branch	
7	EMD Details Amount: FD/TDR/Deposit No.: Date: Name of the Bank/Post Office: /Branch	
8	PAN Number	
9	Goods and Services Tax Identification Number (GSTIN)	
10	E.P.F. Registration No. (Attach self-attested copy)	
11	E.S.I. Registration No. (Attach self-attested copy)	
12	Willing to carry out 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 :
with Date and Seal

Name : _____

Designation : _____

Address of Bidder : _____

Contact Number of Bidder : _____

Email id of 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.

Tech3: Bidders Financial Details

Financial Information(In INR)				
Details	FY 2022-23	FY 2023-24	FY 2024-25	Average
Man Power Service Turnover (in Crores)				
Supporting Documents:				
<i>Audited certified 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)</i>				
<i>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.</i>				

Signature and Seal of the Company Auditor /Chartered Accountant with Date in original Name of

Chartered Accountant

[In full initials with Date and Seal]: _____

Member ship No. of Chartered Accountant

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: Format for Power of Attorney
(on Bidders Letter Head)

I, the _____ (Designation) of (Name of the Organization) in witness where of 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 proposal should also be provided as a substitute to the Power of Attorney.

Tech5: Bidders Past Experience Details

Sl. No.	Name of the Project* Work Order number &Date	Name of the Client	Project Start Date	Project End Date	Project Cost (In Lakhs)	Number of Man power deployed	Type of Work/ Service provided
1							
2							
3							

(*Photo copies of Work Orders/ Sanction Orders/ MOUs/ Engagement Letters/ Completion Certificates of equivalent projects to be attached as documentary proof in the proposal. All the pages of documentary proof should be page numbered. More lines can be added for enumerating experience as required.)

Tech-6: Declaration of Conflict of Interest and Activities

Are there any activities carried out by your agency which are of conflicting nature as mentioned in Section2: [Information to the Bidder] under Eligibility Criteria: Para 12. If yes, please furnish details of any such activities.

If no, please certify,

On Bidders Letter head

I hereby declare that our agency is not indulged in any such activities which can be termed as the conflicting activities as mentioned in **Section2: [Information to the Bidder] under Eligibility Criteria: Para 12.**

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]:

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.

Tech-7: Affidavit Format for Not Blacklisting

(Notarized on Rs.100/-Non Judicial Stamp Paper)

Affidavit

I, M/s. _____ (the name of the Organization) having our registered office at _____, <HQ address of the Organization > hereby certify and confirm that we or any of our promoter(s) / Director(s) are not barred by Social Security & Empowerment of Persons With Disabilities Department, Govt. of Odisha/ 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 this _____ Day of _____, 2025

:

**Authorized Signatory
with Date and Seal**

Name : _____

Designation : _____

Address of Bidder : _____

Contact Number of Bidder : _____

Email id of Bidder : _____

Section V:

Financial Proposal Submission Forms

Fin 2: Summary of Financial Proposal

Name of the Work: Selection of HRSPA on Outsourcing basis in Sambalpur District RFP NO:

Name of the Bidder: _____

RFP NO: _____, Date: _____

All the prices quoted below are exclusive of any taxes and duties.

Sl. No.	Proposed Position	Unit Rate per month in ₹	No of Positions	Other Charges like Employer Share of EPF@13%, ESI@3.25% etc.	Total Amount Payable in ₹ (Remuneration+ EPF+ ESI)
(A)	(B)	(C)	(D)	(E)	(E=C X D + E)
1	District Project Coordinator (DPC)	₹ 26,250/-	01		
2	District Project Executive (DPE)	₹ 15,600/-	01		
3	District Call Centre Executive (DCCE)	₹ 15,600/-	01		
4	Block Project Coordinator (BPC)	₹ 26,400/-	09		
5	Block Project Assistant (BPA)	₹ 15,600/-	09		
<p style="text-align: center;">Total Amount payable per Month towards remuneration of Persons per month in "E" should be including Remuneration, EPF (Employer Share) & ESI (Employer Share) all together</p>					₹ _____

SL	Particulars	Rate in %	Value in "₹"
A	Total Charges towards remuneration of Outsourced staff for one month	NA	
B	Service Charge	_____	
C	Total Quoted Price exclusive of taxes (A+B)		
Quoted Price (C=A+B) in words:			
D	GST As Applicable		

Signature of witness

Date:

Place:

Signature of the Bidder

Date:

Place:

Company Seal

N.B. - (The procuring entity can also fix the service charges at 3.85% with proper justification, whenever required. However such charges should not exceed 7% at any cost as per the instruction of Finance Department, Government of Odisha.)

- 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. The above rate shall be inclusive of all applicable taxes, fees, duties, levies, transportation charges, insurance charges, Office expenses, Recruitment Charges, HRA etc except GST. No additional fee over and above shall be applicable*
- 3. Taxes will be paid by the Client as per the applicable rate under GST Act from time to time. Service fee proposed for the assignment shall remain fixed till completion of the contract.*

Authorized Signatory [In full and initials]:

Name and Designation with Date & Seal:

Section VI:

Annexure

Annexure I: Bid Submission Checklist

Sl. No.	Description	Submitted (Yes/No)	Page No.
Technical Proposal(Original)			
1	Filled in Bid Submission Check List(ANNEXUREI)		
2	Covering Letter(TECH1)		
3	Bid Processing Fee of Rs.10,000/-in form to DD		
4	EMD of Rs. 1,00,000/-in form of Min. 03 year Fixed/ Term/ Postal Deposit duly pledged in favour of CDO-cum-EO, ZP, Sambalpur		
5	Copy of Certificate of Incorporation/Registration of the Bidder		
6	Copy of PAN		
7	Copy of Goods and Services Tax Identification Number(GSTIN)		
8	Copy of Up to date GST return certificate		
9	Copies of IT Returns for the last 03FYs (2022-23, 2023-24 & 2024-25)		
10	General Details of the Bidder (TECH2)		
11	Financial details of the bidder (TECH3) along with all the supportive Documents such as copies of Profit— Loss Statement and Balance Sheet for the concerned period		
12	Power of Attorney (TECH 4) in favour of the person signing the Bid on behalf of the bidder		
13	List of completed assignments of similar nature (Past Experience Details) (TECH5) along with the copies of work orders for the respective assignments		
14	Self-Declaration on Potential Conflict of Interest (TECH6)		
15	Affidavit for not Blacklisted (TECH 7)		
16	Description of Approach, Methodology& Work Plan		
FINANCIAL PROPOSAL (ORIGINAL)			
1	Covering Letter(FIN 1)		
2	Summary of Financial Proposal (FIN 2)		

Undertaking:

- All the information has 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 &Seal:

Annexure II: Performance Bank Guarantee Format

[Location, Date]

To,

**CDO -cum- EO,
Zilla Parishad, Sambalpur -768001, Odisha**

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

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

AND WHERE AS we have agreed to give the supplier such a bank guarantee.

NOWTHEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the Consultant, 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 consultant to be in default under the contract and without cavil or argument, any sum, or sums within the limits of (amount of guarantee) as afore said, 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 consultant 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 consultant shall in anyway release us from any liability under this guarantee and we hereby waive notice of any such change, addition, or modification.

This performance bank guarantee shall be valid until the....day of (month and year),

Our branch at Sambalpur..... (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 Sambalpur branch a written claim or demand and received by us at our Sambalpur branch on or before Dt. Other wise bank shall be discharged of all liabilities under this guarantee thereafter.

(Signature of the authorized officer of the Bank)

.....

Name and Designation of the officer

.....

.....

Seal,

Name & address of the Bank & Branch