

**OFFICE OF THE CHIEF DISTRICT MEDICAL AND  
PUBLIC HEALTH OFFICER, CUTTACK**  
(At Zilla Swasthya Bhawan, Old Secretariat Campus, Buxibazar, Cuttack)  
Ph. No- 0671-2301007, Email- [cdmcuttack@gmail.com](mailto:cdmcuttack@gmail.com)

**SHORT TENDER CALL NOTICE**

No:- 9735 / CDM&PHO, Cuttack dated 01.08.2019

Sealed tenders are invited in plain paper from the Firm/ Agency/ Company, having valid GST Registration Certificate, EPF, ESI, PAN card, Valid Labour License etc. for the providing HR(Attendant) under Bio Medical Waste Management activities of Cuttack District under the administrative control of CDM& PHO Cuttack.

The detail Term and Condition, Criteria etc. thereof can be downloaded from the official web site of Cuttack district i.e. [www.cuttack.nic.in](http://www.cuttack.nic.in) . Tender papers also will be available at the office of CDM&PHO Cuttack during office hour from 05.08.2019 to 14.08.2019 (till 12.30 PM of last date) on the cost of Rs. 236/- (including GST which is not refundable). The downloaded tender papers should be accompanied with a BD of Rs. 236/- in favour of Chief District Medical & Public Health Officer, Cuttack from any nationalized bank. The tenders should be reached through Regd. Post/ Speed Post/ Curior or may be dropped in the drop box installed in the office of the undersigned within 12.30 PM of date 14.08.2019. The tenders will be opened on the same date at 3.30 PM (on dated 14.08.2019) in the presence of the tenderer or their authorized agents. The Authority rights to accept or reject any or all the tenders without assigning any reason thereof.

  
Chief District Medical and  
Public Health Officer, Cuttack  
**Chief District Medical &  
Public Health Officer, Cuttack**

**OFFICE OF THE CHIEF DISTRICT MEDICAL AND  
PUBLIC HEALTH OFFICER, CUTTACK**

RFP No- 9734 /2019 CDM&PHO Cuttack dated 01 /08/2019

**TENDER DOCUMENTS FOR ENGAGEMENT OF OUTSOURCING AGENCY FOR  
PROVISION OF HR ON BIO MEDICAL WASTE MANAGEMENT ACTIVITIES OF  
CUTTACK DISTRICT FOR THE YEAR 2019-20.**

**Section :- 1**

Date of Commencement of sale/ available of tender documents	:-	05.08.2019
Date and time of sale / available of tender documents	:-	05.08.2019
Date and time of closing of tender box	:-	14.08.2019 at 12.30 PM
Date and time of opening of tender (Technical Bid)	:-	14.08.2019 at 03.30 PM
Date and time of opening of tender (Financial Bid)	:-	Will be intimated latter on to the success bidder in the technical bid only.
Place of Opening of tender	:-	O/O- C.D.M.& P.H.O, Cuttack Zilla Swasthya Bhawan At- Old Secretariat Campus Buxibazar, Cuttack- 753001
Address for Communication	:-	O/O- C.D.M.& P.H.O, Cuttack Zilla Swasthya Bhawan At- Old Secretariat Campus Buxibazar, Cuttack- 753001 Ph. No- 0671-2301007 Email:- <a href="mailto:cdmocuttack@gmail.com">cdmocuttack@gmail.com</a>

**This is regarding engagement of outsourcing agency for provision of HR to manage the Bio Medical Waste Management activities of 27 nos. of Health institutions of Cuttack district.**

## **SECTION 2 - INSTRUCTIONS TO BIDDERS**

### **2.1 Scope of Proposal**

- (a) Interested bidders fulfilling the eligibility criteria may submit their bid for providing HR who are well conversant to the Bio Medical Waste Management activities i.e. collection, segregation of bio medical wastes of different hospitals of the district as per the list attached *in Section 6 and accordingly quote the prices in the price bid.*
- (b) Detailed description of the objectives, scope of services, deliverables and other requirements relating to "Bio Medical Waste management activities" are specified in this RFP. The manner in which the Proposal is required to be submitted, evaluated and accepted is explained in this RFP;
- (c) The selection of the Agency shall be on the basis of an evaluation by the tender committee of the concerned 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 CDM&PHO's decision is without any right of appeal whatsoever;
- (d) 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.** Upon selection, the agency shall be required to enter into an Agreement with the Chief District Medical & Public Health Officer of the concerned District in the form specified at **Annexure II.**

### **2.2 Eligibility Criteria**

The bidder should fulfill the following Eligibility Criteria:

- I. Should be registered in India as a Company, Firm, Society or a Trust.
- II. Consortium is not allowed
- III. Should not be blacklisted by any Government entity in India within the last three years.
- IV. Should have an average Annual Turnover of **Rs. 20 Lakhs or more** during the last three financial years
- V. Should have successfully implemented at least one project in the areas of Bio Medical Waste Management Activities in last three years in Odisha.

### 2.3 Submission and Signing of Proposal

Interested eligible bidders may submit their bid, can do so by submitting with **EMD & documents** as set forth in this RFP, the detail address of which is mentioned in **Section 1: Schedule of Proposal Submission**.

(a) 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 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 " Provision of HR for management of BMW activities at different Health Institutions, Cuttack District \_".**

**Cover-B - Financial Proposal for "Provision of HR for management of BMW activities at different Health Institutions, Cuttack District \_"**

(b) 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 and Public Health Officer Cuttack, at Zilla swasthya Bhawan, Old Secretariat Campus, Buxibazar, Cuttack.**

**If the outer envelope is not sealed and marked as mentioned above, then the O/o the CDM & PHO 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 providing HR on management of BMW activities of different health institutions of Cuttack during the proposed contract period in conformity with the Terms of Reference forming part of this RFP.

1. EMD of **Rs.5,000/-** in the shape of a Demand Draft in favour of **Chief District Medical & Public Health Officer, Cuttack**
2. Form T1
3. Form T2
4. Photocopy of the Registration Certificate of the Agency
5. Photocopy of PAN
6. Photocopy of VAT, EPF, ESI Registration
7. Form T3 (Certificate from the Chartered Accountant)
8. Form T4 - Relevant Experience Details towards successful implementation of Bio Medical Waste Management Activities / HR provision in call centre/helpdesk assignment /BPO Services/similar IT & Data Processing project during the last three years.
9. Photocopies of work orders executed in support of the information furnished in Form T4
10. Form T5 - Power of Attorney authorizing the signatory for signing the proposal on behalf of the proposer/Bidder
11. Form T6 - Affidavit Certifying that Entity/Promoter(s)/Directors/Partner(s) of Entity are not Blacklisted.
12. Form T7 - Letter of Declaration (Anti Collusion Certificate) mentioning that the bidder will not collude with the other bidders.
13. A copy of the RFP document sealed and signed in all pages by the applicant.
14. 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 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.

## 2.5 Number of Proposals

Interested bidders fulfilling the eligibility criteria may submit only one proposal.

## 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 concerned district authority 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 concerned District authority;
  - (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 concerned district authority 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 concerned district authority 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, Cuttack at- Zilla Swasthya Bhawan, Old Secretariat Campus, Buxibazar, Cuttack- 753001, 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 appointed time on the next working day.

## 2.11 RFP Opening

- (a) The district authority 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 appointed time and location on the next working day.

## SECTION 3 - TERMS OF REFERENCE

### 1. Background

All Govt. hospitals of Cuttack district are covered under authorization from the state Pollution Control Board. It is mandatory / essential for proper management of Bio Medical Wastes of different health institutions as per the BMW Act and Rule. For proper collection and segregation of Bio Medical Wastes of the hospital one person will be engaged by the agency to collect the Bio Medical Wastes of the concerned hospital and its proper segregation.

**2. Management Statutory Compliance of the deployed staff:** the Agency is responsible for the compliance of the statutory requirement under any law in respect of any asset and operation. The agency shall be held responsible in case of any penalty, loss or other legal consequences arising out of non-compliance.

### 3. Compliance of Minimum Wages Act and other statutory requirements

The agency shall comply with all the provisions of **Minimum Wages Act** and other applicable labour laws for the type of manpower deployed. The category of manpower is as mentioned below: BMW ATTENDANT :- Semi Skilled

**4. Working hour of the staff:** The selected Agency shall provide a BMW attendant who will work at the institution from 8 AM to 4 PM with one hour working lunch.

5. **Provide Uniform :-** All the staffs to be engaged through out the district will be provided an uniform approved by the District authority.

6. **Others:**

(i) Shall not accept for his own benefit any commission, discount or similar payments in connection with the activities pursuant to discharge of his obligations under the agreement and shall use its best efforts to ensure that his personnel and agents, either of them shall not receive any such additional remuneration.

(ii) Recruit, train and position qualified and suitable personnel (as per the required qualification of staffs) for proper implementation of the Bio Medical Waste Management Activities of the district . The staff so engaged/recruited/appointed by the agency shall be exclusively on the pay rolls of the bidder and shall under **no circumstances this staff will ever have any claim, whatsoever for appointment with the District Authority /Govt. of Odisha.** The agency shall be fully responsible for adhering to provisions of various laws applicable on them including **Labour laws.** In case the agency fails to comply with the provisions applicable laws and thereby any financial or other liability arises on the District Authority/Government by Court orders or otherwise, the agency shall be fully responsible to compensate/indemnify to the District Authority for such liabilities. For realization of such damages, the District Authority may even resort to the provisions of Odisha Public Demand Recovery Act 1962 or other laws as applicable on the occurrence of such situations.

(iii) Strict adherence to the stipulated time scheduled for various activities.

**7. ToR of BMW Attendant :-**

The staff engaged by the agency will responsible for collection and segregation of BMW of the hospital. He will maintain the BMW register maintained at hospital level. He will assist the hospital authority on implementation of BMW activities of the institution, he will manage the proper placement of bins, change of jaricane etc on every day, intime disposal / lifting of BMW of the hospital etc. as assigned by the hospital authority.

**8. Educational Qualification :- (Semi Skilled)**

Minimum Matriculation Pass with adequate knowledge in BMW activities well conversant with Odiya and English language.

**9. Role & Responsibility as mentioned in ToR.**

**10. Overall Management & Performance:** The overall management of BMW Attendant will be done by the DMO(MS)-cum-Supdt. DHH / Supdt. SDHs / Supdt. LHH Cuttack / Supdt. All CHCs and MO of all Bedded Hospital including periodic assessment of performance & there by renewal of contract. The Performance appraisal will be done on quarterly basis & renewal is planned on annual basis

**11. Period of Contract:** The contract would be **initially** for **1 year** which will be **extended** for another **2 years** based on performance as per set deliverables, the details of which are mentioned in clause no 7.

**12. Performance Review Mechanism**

It will be done on a **quarterly basis** by the committee headed by CDM&PHO cum District Mission Director with the following Members & Mangers as members:

DMO(MS)-cum-Supdt. DHH / Supdt. SDHs / Supdt. LHH Cuttack / Supdt. All CHCs and MO of all Bedded Hospital where the activities are to be continued, District Program Manager, Hospital Manager / Jr. Hospital Manager, District Accounts Manager.

**SECTION 4 - TERMS & CONDITIONS**

**4.1 Period of Engagement/Duration of Contract**

- (a) The agency selected for providing HR (BMW Attendant) shall enter in to a contract with the District Authority with the agreed terms and conditions.
- (b) **The agency will be engaged initially for a period of 1 year, which may further be extended for two years on a yearly basis by the District Authority, subject to satisfactory performance and mutual agreement.**

**4.2 Schedule of Implementation**

The agency is required to provide HR within 15 days of signing the contract.

**4.3 Earnest Money Deposit (EMD) and performance Security Deposit**

- (a) The bidder along with the proposal, shall furnish Earnest Money Deposit (EMD) amounting to **Rs. 5,000/-** in the form of Banker's cheques/ Demand Draft in favor of the Chief District Medical & Public Health Officer, Cuttack payable at Cuttack
- (b) In the absence of the EMD, technical proposal of the bidder shall be rejected.
- (c) **The EMD shall be returned to unsuccessful bidders within a period of eight (8) weeks from the date of announcement of the successful bidder.**
- (d) **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.**

(e) The successful bidder shall have to furnish a **Performance Security Deposit of Rs. 50,000/-**. Amount of Earnest money deposit can be adjusted into the security deposit. The performance security deposit is for due performance of the agreement.

The District Authority in the following circumstances can forfeit it;

(i) When any terms or conditions of the agreement is infringed.

(ii) When the service provider fails in providing the services satisfactorily. Notice will be given to the bidder/service provider with reasonable time before the earnest money / security deposit is forfeited.

#### **4.4 Payment**

(a) The District Authority does hereby agree that if the approved service provider shall duly implement the project in the manner aforesaid, observe and keep the said terms and conditions, the District Authority will pay or cause to be paid to the approved service provider at the time and in the manner set forth in the said terms.

(b) The mode of payment is as specified below:

The Operational Expenses shall be paid on a **monthly basis** upon submission of bill with attendance sheet of the deployed manpower.

(c) Payment to the Agency will be scheduled after submitting the PF and ESI Payment of previous month. Employee wise detail payment of EPF / ESI should be submitted.

#### **4.5 Operational Parameter and Penalty Clauses**

The successful bidder has to provide the trained HR for management of BMW Activities as mentioned in the terms of reference. Penalties shall be imposed on the agency in case of any deviation found in discharging of services. The amount of penalties set as per norms would be the sole discretion of the district authority.

#### **4.6 Monitoring and Evaluation**

The concerned head of the institution will oversee the activity within their respective institution and during the visit of the CDM&PHO, DPHO and any other district level officer also review the activities of the HR deployed by the agency at any time.

#### **4.7 Termination /Suspension of Agreement**

(a) The District Authority may, by a notice in writing suspend the agreement if the selected agency fails to perform any of his obligations including carrying out the services, provided that such notice of suspension

(i) Shall specify the nature of failure, and

(ii) Shall request remedy of such failure within a period not exceeding 15 days after the receipt of such notice.

(b) 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 (a) to (b), may terminate the agreement after giving reasonable opportunity of being heard to the service provider.

(i) 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 have subsequently approve in writing.

(ii) If the service provider becomes insolvent or bankrupt.

(iii) If, as a result of force majeure, service provider is unable to perform a material portion of the services for a period of not less than 60 days: or

(iv) 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.

#### **4.8 Modifications**

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

#### **4.9 Saving Clauses**

In the absence of any specific provision in the agreement on any issue, the guidelines issued/to be issued by the District Authority shall be applicable.

#### **4.10 Force Majeure**

(a) BMW Activities as being covered under emergency response services, the Operator shall not be allowed to suspend or discontinue the Services during occurrences of emergencies or Force Majeure Events. Provided, in such circumstances of emergencies and Force Majeure Event, if the Performance Standards are not complied with because of any damage caused to institution or any of the Project Facilities or non availability of staff, or inability to Provide services in accordance with the Performance Standards as a direct consequence of such Force Majeure Events or circumstances then no penalties applicable for the relevant default in Performance Standards would be applied to such particular defaults. Provided further, unless the Force Majeure event is of such nature that it completely prevents the operation of services, a suspension of or failure to provide Services on the occurrence of a Force Majeure event will be an Event of Default and the District authority may terminate this Agreement without any termination payment being made in respect thereof.

- (b) The failure of a party to fulfill any of its obligations under the agreement shall not be considered to be a default in so far as such inability arises from an event of force majeure, provided that the party affected by such an event
- (i) Has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of the agreement, and
  - (ii) Has informed the other party as soon as possible about the occurrence of such an event.

#### **4.11 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.

#### **4.12 Right to Accept and Reject any Proposal**

The District Authority reserves 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.

#### **4.13 Award of Contract and Agreement**

On evaluation of technical and financial parts of RFP and decision thereon, the selected bidder shall have to execute an agreement with the District Authority within 15 days from the date of acceptance of their bid is communicated to him. This Request for Proposal along with documents and information provided by the bidder shall be deemed to be integral part of the agreement. Before execution of the agreement, the bidder shall have to deposit security deposit as per clause 4.4 (f) above.

#### **4.14 Commencement of Service**

The Operator shall commence the service within **15 days** from the date of signing of the Agreement. If the agency fails to commence the service as specified herein, the district authority may, unless it consents to the extension of time thereof, forfeit the Performance Security.

#### **4.15 Jurisdiction of Court**

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

### **SECTION 5 - CRITERIA FOR EVALUATION**

#### **5.1 Evaluation of Technical Proposals**

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 awards of marks based on the following Criteria :

Sl. No.	Evaluation Parameter	Total Mark	Criteria for award of Mark
A	<b>Turnover (last 3 financial years):</b> 1) Average annual turnover of the last three financial years	20	> 20 Lakhs ≤ 30 Lakhs : 5 marks > 30 Lakhs ≤ 40 Lakhs : 10 marks > 40 Lakhs ≤ 50 Lakhs : 15 marks > 50 Lakhs : 20 marks
B	<b>Experience: No. of years of Experience</b> No. of years of experience in similar business (Year of Establishment or Commencement of business)	10	> 3 yrs ≤ 5 yrs : 5 marks > 5 yrs : 10 marks
C	<b>Experience : No. of Projects Executed</b> No. of contracts awarded and successfully executed ( Management of BMW Activities / Call Centre / Helpdesk operation / BPO Services / Data Processing Services) in last three years with State Govt./ Central Govt./ Semi Govt./ Govt. owned Societies / Corporation / IT Sectors / Banking Sectors	20	> 2 nos ≤ 5 nos : 5 marks > 5 nos ≤ 10 nos : 12 marks > 10 nos : 20 marks
	<b>Total Score</b>	<b>50</b>	

Financial proposal shall be opened after the technical evaluation is completed and **only those bidders** who score **at least 30 marks or more** in technical evaluation shall qualify for **financial bid opening**. In the financial bid, the bidder with the **lowest price** shall be awarded the contract.

## 5.2 Evaluation of Financial Proposal

The **combined price** of operational expense for providing HR (BMW attendant) (as mentioned in the price format) shall be considered for price evaluation. However, in case two bidders quote the same lowest price, then the firm with the **highest mark** in the technical bid shall be awarded the contract. However, if two bidders quote the same lowest price and their technical mark also become equal, then in that case the bidder having the higher annual average turnover shall be awarded the contract.

6. List of Health Institutions to be covered by the outsourcing agency.

Sl. No	Name of the Institutions	No. of persons to be engaged	Sl. No	Name of the Institutions	No. of persons to be engaged
1	DHH Cuttack	1	15	Nischintakoili CHC	1
2	SDH Athagarh	1	16	Subarnapur CHC	1
3	SDH Banki	1	17	Salipur CHC	1
4	LHH Cuttack	1	18	Tangi CHC	1
5	Adaspur CHC	1	19	Baramba CHC	1
6	Bentkar CHC	1	20	Narsingpur CHC	1
7	Bindhanima CHC	1	21	Kalapathar AH	1
8	Berhampur CH	1	22	Jorum CHC	1
9	Dompada CHC	1	23	Jaganathpur Hosp.	1
10	Kanpur CHC	1	24	Bhagatpur Hosp	1
11	Mahanga CHC	1	25	Tigiria Hosp	1
12	Maniabandha CHC	1	26	Rainsuguda Hosp	1
13	Mahidharpada CHC	1	27	Nadiahaspur Hosp	1
14	Niali CHC	1	X	XXXXXX	XX

  
 18/9  
**Chief District Medical & PHO**  
 Cum-District Mission Director, Cuttack

RFP FORMATS

Providing HR for BMW management of different health institutions of  
Cuttack 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)*

- |  |        |                          |
|--|--------|--------------------------|
| 1. EMD (DD of Rs. 5,000/-)   | Yes/No | <input type="checkbox"/> |
| 2. Form T1   | Yes/No | <input type="checkbox"/> |
| 3. Form T2   | Yes/No | <input type="checkbox"/> |
| 4. Copy of the company/Agency Registration   | Yes/No | <input type="checkbox"/> |
| 5. Copy of the GST, EPF ,ESI registration certificate  | Yes/No | <input type="checkbox"/> |
| 6. Copy of PAN   | Yes/No | <input type="checkbox"/> |
| 7. Form T3   | Yes/No | <input type="checkbox"/> |
| 8. Photocopies of the audited P/L account of <b>each year highlighting the turnover</b> in support of that)  | Yes/No | <input type="checkbox"/> |
| 9. Form T4   | Yes/No | <input type="checkbox"/> |
| 10. Copies of Work Order/Contract certificates from the clients in support of similar works executed in support of the information provided in Form T4 | Yes/No | <input type="checkbox"/> |
| 11. Form T5  | Yes/No | <input type="checkbox"/> |
| 12. Form T6  | Yes/No | <input type="checkbox"/> |
| 13. Form T7  | Yes/No | <input type="checkbox"/> |
| 14. Form T8  | Yes/No | <input type="checkbox"/> |

**FORM – T1**  
*(to be furnished in the technical proposal)*  
**TECHNICAL TENDER SUBMISSION FORM**  
(On the letter head of the agency)

To

The Chief District Medical & Public Health Officer, Cuttack  
At- Zilla Swasthya Bhawan,  
Old Secretariat Campus, Buxibazar, Cuttack- 753001

Re. : RFP Reference no. \_\_\_\_\_ dated \_\_\_\_\_

Dear Sir,

We, the undersigned, offer to provide the services for the work: provision of HR for management of BMW Activities at different Health Institutions of the district. We are hereby submitting our Proposal, which includes this Technical Proposal and a Commercial Proposal sealed under a separate envelope.

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

We hereby declare that all the information 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: \_\_\_\_\_

(Company Seal)  
BMW HR - Cuttack

  
Chief District Medical & P.H.O.  
Zilla Swasthya Bhawan, Cuttack

**FORM – T2***(to be furnished in the technical proposal)***PROFILE OF THE AGENCY**

Name of the Agency	
Office Address	
Status of the Agency (Whether registered under Company / Society /Trust)	
Name of the Chief Executive and authorized signatory	
Telephone Nos.:	Landline :-                      Mobile :-
Fax	
Email id	
Date of Establishment	
	(furnish copy of the Registration Certificate of the Agency)
GST Registration No.	
	(furnish copy of the GST Registration of the Agency)
EPF & ESI Registration No.	
	(furnish copy of the EPF & ESI registration certificate of the Agency)
Income Tax No. (PAN)	
	(furnish copy of the PAN)
No. of branch offices in Odisha with location details	

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

Name and Title of Signatory: \_\_\_\_\_

(Company 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 Lakhs (Rs.)
1	2015-16	
2	2016-17	
3	2017-18	
	2018-19 (if audited)	
<b>Average Annual Turnover in Lakhs</b>		

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 IN OPERATING BMW ACTIVITIES / SIMILAR CALL CENTER / HELPDESK / BPO / DATA PROCESSING SERVICES DURING THE LAST THREE YEARS**

(attach separate sheets if the space provided is not sufficient)

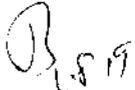
Name of Assignment *	Name/address of the Organization for which similar service / assignments were undertaken	Date of award of Assignment	Date of completion of assignment	Value of the Assignment	Role of your agency

\* Note : Please furnish the **Work order /Contract** copies of the works executed in support of the information mentioned above.

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

Name and Title of Signatory: \_\_\_\_\_

(Company Seal)

  
**Chief District Medical & PHO**  
Cum-District Mission Director, Cuttack

**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 of .....as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our bid for providing HR on management of BMW Activities of different health institutions of the district, representing us in all matters before District authority and generally dealing with District authority in all matters in connection with our bid for the said Project. We hereby agree to ratify all acts, deeds and things 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 \_\_\_\_\_ 2019

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 executant(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 Project/s, either individually or as member of a Consortium as on the \_\_\_\_\_ (Date of Signing of proposal).

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

Dated this .....Day of ....., 2019

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

Name and Title of Signatory: \_\_\_\_\_

(Company 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 providing HR on management of BMW activities of different health institutions of Cuttack 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 \_\_\_\_\_, 2019

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

Name and Title of Signatory: \_\_\_\_\_

(Company Seal)

  
**Chief District Medical & PHO  
Cum-District Mission Director, Cuttack**

**FORMATS**

**Providing HR for BMW management of different health institutions of  
Cuttack District.**

**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 | <input type="checkbox"/> |
| 2. | Form F2 | Yes/No | <input type="checkbox"/> |

**FORM F1**  
**ACKNOWLEDGEMENT & FINANCIAL PROPOSAL**

To

The Chief District Medical & Public Health Officer, Cuttack  
At- Zilla Swasthya Bhawan  
Old Secretariat Campus, Buxibazar, Cuttack- 753001

Re. : RFP Reference no. \_\_\_\_\_ dated \_\_\_\_\_

**Sub: - Request for Proposal for “providing HR for management of BMW activities of different health institutions under the administrative control of CDMO Cuttack”.**

Sir.

1. Having carefully examined all the parts of the RFP documents and having obtained all the requisite information affecting this proposal and being aware of all conditions and difficulties likely to affect the execution of the agreement, I/We hereby propose to implement the project as described in the RFP document in conformity with the conditions of agreement, technical aspects and the sums indicated in this financial proposal.
2. I/We declare that we have read and understood and that we accept all clauses, 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 of Rs.50,000/- at the time of execution of the formal agreement
4. I/We agree to abide by this proposal/bid for a period of 180 days from the date of its opening and also undertake not to withdraw and to make any modifications unless asked for by you and that the proposal may be accepted at any time before the expiry of the validity period.
5. Unless and until the formal agreement is signed, this offer together with your written acceptance thereof shall constitute a binding contract between me/us and the District Authority.
6. We submit the Schedule of Rate as appended herewith.

Encl: Schedule of Rate

Yours sincerely,

Authorized Signatory [*In full and initials*]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Agency: \_\_\_\_\_

Address: \_\_\_\_\_

(Company Seal)

BMW HR - Cuttack

  
Chief District Medical & PHO  
Cum-District Mission Director, Cuttack

**FORM F-2**  
(To be submitted with Financial  
Proposal)  
**OPERATIONAL EXPENSES**

Name of the District: CUTTACK

Operational Expenses (exclusive of all taxes)

Sl.	Particulars	Operational Cost / Month with all manpower (Rs.) (Cost should be calculated for 30 days basis)	**No. of health Institutions in the District	Total Monthly Operational Expenses / Month (Rs.) (exclusive of service tax) (In both figure & words) (Cost should be calculated for 30 days basis)
		<b>A</b>	<b>B</b>	<b>C = A x B</b>
<b>I</b>	<p><b>* Operational Expenses : DHH</b> <i>Operational expenses for providing HR (BMW Attendant) / month should include all costs (exclusive of Service tax) towards Provision of HR with management of their statutory compliance &amp; service charge :</i></p> <p>(Total institutions to be covered 27 nos. of institution)</p>			
	<b>Total</b>			

\* The operational cost / month must take into consideration, the minimum wages act for the staffs deployed (Semi skilled).

B. Taxes if any, on & above the price mentioned above (Pl. Specify with % figure) :  
(Taxes if any shall be paid as per the prevalent rate at the time of payment)

Authorized Signatory [In full and initials]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

(Company Seal)

**7. Period of Engagement/Duration of Contract**

The agency will be engaged initially for a period of 1 year subject to satisfactory performance, which may further be extended by the District Authority on mutual agreement.

**8. Schedule of Implementation**

The agency is required to provide the required all HR personnel within 15 days of signing the contract.

**9. Termination /Suspension of Agreement**

(1) The District Authority may, by a notice in writing suspend the agreement if the service provider fails to perform any of his obligations including carrying out the services, provided that such notice of suspension:-

(a) Shall specify the nature of failure, and

(b) Shall request remedy of such failure within a period not exceeding 15 days after the receipt of such notice.

(2) 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 (a) to (d), may terminate the agreement after giving reasonable opportunity of being heard to the service provider.

(a) 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 have subsequently approved in writing.

(b) If the service provider becomes insolvent or bankrupt.

(c) If, as a result of force majeure, service provider is unable to perform a material portion of the services for a period of not less than 60 days: or

(d) 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.

**10.** All disputes arising out of this agreement and all questions relating to the interpretation of this agreement shall be decided by the Committee as specified in RFP document.

In witness whereof the parties have set their hands on the of.....2019.

Signature of the Approved Service

Signature of CDM&PHO

**Date:**

**Date:**

**1. Witness**

**1. Witness**

**2. Witness**

**2. Witness**

  
Chief District Medical & PHO  
Cum-District Mission Director, Cuttack