

RFP No. 65

Date: 14 / 1 / 2020

# REQUEST FOR PROPOSAL

## SELECTION OF AN AGENCY FOR DEPLOYMENT OF ENFORCEMENT PERSONNEL FOR DISTRICT ENFORCEMENT SQUAD, CUTTACK



**Office of Collector, Cuttack**

At/Po- ChandiniChowk, Dist- Cuttack

Pin-753002,

Phone no. - 0671-2508100

Email - [touzict@gmail.com](mailto:touzict@gmail.com)

Schedule of Bidding Process

- Period of availability of RFP document:** 14/01/2020 to 24/01/2020  
(Downloadable from website:  
<https://cuttack.nic.in>)
- Last date for submission of queries** 20/01/2020 at 12.30 P.M
- Pre-bid Meeting:** 20/01/2020 at 4.00 P.M in the conference hall of  
Collectorate, Cuttack
- Last date for receipt of Proposals:** 24/01/2020 till 4 P.M.  
(Through Speed Post /Registered post/ courier.  
No drop box facility available and hand  
delivery is not allowed)
- Place of submission of RFP:** The Asst. Collector (Touzi& Loans),  
Collectorate, Cuttack  
At/Po- ChandiniChowk, Dist-  
Cuttack  
Pin- 753002, Odisha
- Technical Bid Opening &Evaluation:** 24/01/2020 at 5.30 P.M.
- Financial Bid Opening& Evaluation** 27/01/2020 at 4.30 P.M.
- For further information:** The Asst. Collector (Touzi& Loans),  
Collectorate, Cuttack  
At/Po- ChandiniChowk, Dist-  
Cuttack  
Pin- 753002, Odisha.  
Phone: 0671-2508100  
Email- touzictc@gmail.com  
Mobile: 7732017771

## DISCLAIMER

Cuttack District Administration, Govt. of Odisha has prepared this document to give the interested parties the background information on Selection of an Agency for deployment of enforcement personnel for District Administration in Cuttack.

While Cuttack District Administration has taken due care in the preparation of the information contained herein and believe it to be accurate, neither Cuttack District Administration nor any of its authorities or agencies nor any of their respective officers, employees, agents or advisors give any warranty or make any representations, express or implied as to the completeness or accuracy of the information contained in this document or any information which may be provided in association with it.

The information is not intended to be exhaustive. Interested parties are required to make their own inquiries and respondents will be required to confirm in writing that they have done so and they do not rely on the information given in this document in submitting the RFP.

Cuttack District Administration reserves the right not to proceed with the selection process at any point of time during the bidding process or to change the configuration of the project to alter the timetable reflected in this document or to change the process or procedure to be applied.

It also reserves the right to decline to discuss the matter further with any party expressing interest. No reimbursement of cost of any type will be paid to persons or entities requesting for proposal.

## PROJECT INFORMATION AND GENERAL CONDITION OF CONTRACT

### PROJECT INFORMATION

#### 1. Background and Objective

Cuttack District Administration is in the process of selecting an Agency for providing enforcement personnel to take up enforcement drives in accordance with existing laws and undertake various types of enforcement activities .

#### 2. Broad Scope of Work:

Selected enforcement personnel will undertake various types of enforcement activities at different sites of district as per requirement from time to time in order to ensure inter alia the following objectives:

- a) Removal of encroachment from Government land as per need.
- b) Detection & prevention of unauthorized entry and exit of men, materials, vehicles and other tangible and intangible assets, if assigned.
- c) To identify protection arrangements, contingency plan and recommendations for reinforcement at the time of emergencies, safety of lives and compliance to laid down regulations.
- d) The agency selected to this purpose shall require to deploy 20nos of Enforcement Personnel fulfilling the criteria mentioned in Clause 31.
- e) Deployment of personnel may be decreased or increased as per requirement.
- f) The Agency will provide proper uniforms, arms and ammunitions, long range lights, whistle, lathis, shoes, hats as required at their own cost.
- g) The duties and responsibilities of the enforcement personnel shall be as detailed at Clause 32.
- h) Prevention of theft and pilferage of minor minerals from approved sites.
- i) To assist police in law and order duties, natural calamities and other exigencies of work whenever required.
- j) To assist the revenue administration in detection of fresh encroachments and removal of same as per law .
- k) To report about actions against the interest of District Administration, Cuttack to the higher authorities from time to time.
- l) During enforcement drive proper dress code is mandatory.
- m) Any other duties as may be assigned by District Administration from time to time.

### 3. Period of Services

The Contract period with the selected Agency shall be valid for a period up to 1 (One) year from the date of execution of the contract agreement. However, District Administration shall review the performance of the Agency in every quarter of operation and if found satisfactory the Agency shall be allowed to continue till the above mentioned term at the same rate quoted by the Agency. District Administration may terminate the Agreement with the Agency at any point of time during the contract period giving one month notice period to the Agency without citing any reasons thereof.

### 4. Cost of RFP document

The technical proposal must be accompanied with a non-refundable Document Purchase Fee of **INR. 11,800/-** (Rupees Eleven Thousand Eight Hundred only) (inclusive of applicable GST) in the form of Demand Draft payable in favour of "**Collector and District Magistrate**", **Cuttack** payable at "**Cuttack**" drawn from any Nationalised or scheduled commercial bank.

### 5. Earnest Money Deposit (EMD)

The technical proposal must be accompanied with a refundable EMD of **INR.1,00,000/-** (Rupees one lakh only) in shape of **Demand Draft** drawn from any nationalised or scheduled commercial bank in favour of "**Collector and District Magistrate**", **Cuttack**, payable at **Cuttack**. No interest will accrue on the Earnest Money Deposit. Proposals without prescribed earnest money deposit will be rejected. The earnest money deposit will be refunded in case the selection process is cancelled by District Administration. The earnest money deposit of successful agency, if awarded with work, will be refunded within 30 days from the signing of the contract agreement with District Administration. The earnest money deposit of the unsuccessful agencies will be refunded immediately without interest after the execution of the contract agreement with the selected agency. The EMD will be forfeited in the event of following, (i) If the Agency refuses to take up the work at the quoted price, (ii) and if any agency withdraws after proposal due date, and (iii) if the Bidder is found to be engaging in fraudulent practices.

### 6. Performance Security

The successful bidders shall furnish the Performance Bank Guarantee from any Nationalised or Scheduled commercial Bank, a sum equivalent to **10% of the annual contract value** drawn in favour of **Collector and District Magistrate**, **Cuttack** before signing of the Contract Agreement.

### 7. Letter of Award

District Administration shall send the Letter of Award to the selected Agency **within 7 (seven) days** from the date of approval from competent authority.

### 8. Signing of Agreement

The selected Agency shall execute a Contract Agreement in non-judicial stamp paper of adequate denomination with District Administration within 7 days from Issuance of Letter of Award.

#### 9. Issuance of Work Order

District Administration shall send Work Order to the selected Agency immediately after the signing of the Contract Agreement.

#### 10. Minimum Eligibility Criteria

- a) Experience and Performance Certificates from the client, of one or more than one contracts of engagement of 100 or more enforcement personnel (for a period of 1 year) during the last 3 (three) calendar years (2016, 2017, 2018/2019) from any Central, State Government, Public Sector Undertaking organizations, Privately Owned Firms or Corporations (work of similar nature)
- b) The agency shall have at least One hundred (100) Enforcement Personnel, including female personnel on its pay roll (supporting documents to be furnished).
- c) The agency ought to have minimum average annual turnover, as per audited accounts equivalent to an amount of INR 1 (one) Crore during last three financial years i.e., 2018-2019, 2017-2018 and 2016-2017.
- d) The agency must have experience of at least 3 (three ) years in field of providing private enforcement services to one or more State/Central Govt./PSU Organization, Privately Owned Firms or Corporations to be evidenced by attachment of copy of the experience certificates from the clients.
- e) The agency ought to have a valid EPF Code, ESI and GST Registration in its name.
- f) Undertaking in the Bidder's letter head to the effect that the Bidder has not been blacklisted/debarred by any State/Central Govt. PSU Organizations/Privately Owned Firms or Corporations at any point of time.
- g) The Bidder having ISO Certification will be given preference.
- h) The agency should procure a valid registration certificate duly certified by District Labour Officer, Cuttack for carrying on business of commercial purpose.
- i) The Agency should be able to furnish registration certificate under the Private Security Regulation Authority (PSRA) Act of 2005.

#### Note

1. Authenticated copies of the above documents to be produced along with the Bid with an undertaking to produce all original documents as and when necessary
2. Submission of any forged document will attract legal action including the rejection of Tender or cancellation of contract at the risk and cost of the agency, if awarded.

3. All documents along with the tender shall be self-attested by the authorized signatory of the Bidder with official seal.
4. Similar nature of work means the agency must have deployed at least 100. no.s of enforcement personnel through **one or more work orders** to any One Central Govt./ State Govt./Public Sector Undertakings/Reputed Private Organizations/Private Owned Firms/Corporations for a continuous period of at least one year
5. Any Bidder seeking a clarification with regard to the RFP may address the request in writing to The Asst. Collector (Touzi & Loans), Collectorate, Cuttack at **touzictc@gmail.com** or raise its queries during the Pre-Bid Meeting. All email queries or clarification requests should be received on or before the last date for receiving queries, as specified in the Bid Schedule.

#### **11.Submission of Proposal - Packing, Sealing and Marking**

The proposal shall be submitted in two parts -

- Part A - Technical Proposal
- Part B - Financial Proposal

The proposal shall be typed or written in indelible ink and shall be signed by the bidder or a person or persons duly authorized. Any interlineations, erasures or overwriting shall be valid only if they are initialled by the person or persons signing the proposal prior to opening of the same. The medium of language to be used in the proposals is English.

The **Technical proposal (Part A)** and **Financial Proposal (Part B)** must be inserted in separate sealed envelopes, along with bidder's name and address on the envelope and clearly marked as follows

**Part-A:**  
**Technical proposal for**  
**"SELECTION OF AN AGENCY**  
**FOR DEPLOYMENT OF ENFORCEMENT PERSONNEL FOR DISTRICT**  
**ENFORCEMENT SQUAD, CUTTACK".**

**Part-B:**  
**Financial Proposal for**  
**"SELECTION OF AN AGENCY**  
**FOR DEPLOYMENT OF ENFORCEMENT PERSONNEL FOR DISTRICT**  
**ENFORCEMENT SQUAD CUTTACK".**

Both the above envelopes i.e. envelope for **Part-A** and envelope for **Part-B** must be packed in a separate sealed outer cover and clearly marked with the following on the top of the envelope:

**Proposal for**  
**"SELECTION OF AN AGENCY**  
**FOR DEPLOYMENT OF ENFORCEMENT PERSONNEL FOR DISTRICT**  
**ENFORCEMENT SQUAD CUTTACK".**

The inner and outer envelopes shall be addressed to The Asst. Collector (Touzi & Loans),  
Collectorate, Cuttack at the following address:

**The Asst. Collector (Touzi & Loans),  
Office of the Collector, Cuttack  
At/Po- Chandini Chowk,  
Dist- Cuttack - 753 002**

If the outer envelope is not sealed and marked as mentioned above, then Cuttack District Administration will assume no responsibility for the proposal's misplacement or premature opening.

Telex, cable or facsimile proposal will be rejected.

## **12. Documents to accompany the proposal:**

### **PART - A (Technical Proposal)**

The bidder must submit the following particulars / documents along with the Technical proposal failing which the proposal may be treated as non-responsive.

- a) Non-refundable Document Purchase Fee of **INR.11,800/-** (Rupees Eleven Thousand Eight Hundred only) which is (including applicable GST) in the form of Demand Draft payable in favour of "**Collector and District Magistrate**" payable at "**Cuttack**" drawn on any Nationalised/scheduled commercial bank.
- b) Refundable Earnest Money Deposit of **INR. 1,00,000/-** (Rupees One Lakh only) in the form of a **Demand Draft** as bid security in favour of "**Collector and District Magistrate**" payable at "**Cuttack**" drawn on any Nationalised /scheduled commercial bank.
- c) The agency shall submit their own valid EPF Code Certificate issued by RPFC, GOI, Odisha either in original or true copy along with the tender document, ESI Registration Certificate with latest deposit challan copy, firm registration certificate, photocopy of PAN Card, GST Registration & copy of the labour license issued by the competent Authority.
- d) An undertaking that the agency will be able to deploy the requisite man power at the allotted location, of the given age as per the terms and conditions of the contract agreement and immediately after execution of the contract agreement between Cuttack District Administration and the selected agency.
- e) Balance sheet duly certified by Chartered Accountant indicating the annual turnover.
- f) All the page of the tender document shall be initialled with date by the Agency at the lower left hand corner.
- g) The Agency failing to submit all the specified documents shall be summarily rejected.

## **PART - B (Financial Proposal)**

The bidder must submit the Form Annexure: F as the format for the Financial Proposal. Value of each component of the Monthly Fee quoted in the Financial Proposal, i.e. Minimum Wages, Service Charges, and Statutory Dues, has to be explicitly mentioned in the Proposal.

### **13. Number of Proposals**

A bidder is eligible to submit only one proposal for this project.

### **14. Validity of Proposal**

Proposal shall remain valid for 180 days from the last date of submission of Proposal. A Proposal valid for a shorter period shall be rejected as non-responsive.

### **15. Acknowledgement by Bidder**

It shall be deemed that by submitting the Proposal, the firm has:

- a. made a complete and careful examination of the project concept, general condition of contract, submission formalities and evaluation mechanism;
- b. received all relevant information requested from Cuttack District Administration;
- c. acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in this invitation document or furnished by or on behalf of Cuttack District Administration
- d. satisfied itself about all matters, things and information necessary and required for submitting the proposal and performance of all of its obligations there under;
- e. acknowledged that it does not have a conflict of interest with any of the other Firm; and
- f. agreed to be bound by the undertaking provided by it under and in terms hereof.

The Cuttack District Administration shall not be liable for any omission, mistake or error on the part of the firm in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to this invitation document or the selection process, including any error or mistake therein or in any information or data given by the District Administration.

### **16. Right to reject any or all Proposals**

Notwithstanding anything contained in this invitation document, the Cuttack District Administration reserves the right to accept or reject any Proposal and to annul this selection Process and reject all proposals, at any time without any liability or any obligation for such acceptance rejection or annulment, and without assigning any reasons thereof.

The Cuttack District Administration, also, reserves the right to reject any Proposal if:

- a. at any time, a material misrepresentation is made or uncovered, or
- b. the firm does not submit sufficient information as being asked for

## **17. Disputes**

All legal disputes are subject to the jurisdiction of Cuttack court only.

## **18. Addendum / Corrigendum / Notice**

Any Addendum / Corrigendum / Notice etc. for this assignment issued by Cuttack District Administration will be hosted only on the website <https://cuttack.nic.in/>

## **19. Language**

The Proposal and all communications in relation to or concerning the Selection Process shall be in English language and strictly on the formats provided in this invitation document.

## **20. Late Submission**

Proposal received after the deadline for submission prescribed by Cuttack District Administration will not be entertained and be rejected.

## **21. Modifications and Withdrawal of Proposals**

No modifications to the Proposals shall be allowed once it is received by District Administration, Cuttack.

## **22. Bid Evaluation Methodology:**

Evaluation of the Technical and Financial proposals will be based on **Quality cum Cost Based Selection mode with weighted average of 70:30 for technical and financial proposals respectively.**

## **23. Evaluation of Technical Bid**

The technical proposals shall be evaluated in three phases.

In the first phase the Technical Proposals shall be evaluated on the basis of minimum eligibility criteria as mentioned in this RFP.

In the second phase, the firms which satisfy the minimum eligibility criteria shall be given marks based on Table: 1 of this RFP. Accordingly, firms will be ranked based on the marks allotted to them.

Table: 1

Sl. No.	Evaluation Criteria	Maximum Score
1	Similar nature of work.	20 marks for 1 similar nature of work and 10 marks for every additional similar nature of work in the last 3 calendar years(2016, 2017, 2018/2019) Subject to maximum marks of 50
2	Number of Enforcement Personnel on the pay roll of the Agency.	10 marks for having 100 nos. of Enforcement Personnel on the payroll of the Agency and 5 marks for every additional 50 no. of such enforcement personnel Subject to maximum marks of 20
3	Minimum Average Turnover of the Agency	10 marks for having minimum average turnover of INR 1 Crore in the last 3 financial years (2016-17, 2017-18, 2018-19)and 5 marks for every additional INR 1 crore turnover Subject to maximum marks of 15
4	Presentation	Maximum marks of 15
<b>TOTAL</b>		<b>100</b>

In the third phase the top 5 ranked firms shall be short listed and will be invited for opening of financial bid. The presentation format is elaborated in Table No. 2

Table: 2

Sl. No.	Evaluation Criteria	Maximum Score
1	Agency profile, Experience of One Similar nature of work in the past.	10
2	Service standard delivery	5
<b>TOTAL</b>		<b>15</b>

**Technical Score (Ts):** The Technical marks of participants shall be as per the point scoring methodology. Cuttack District Administration may include a panel of experts to evaluate the technical presentation. The bidders shall be invited for a PowerPoint presentation in front of the committee.

#### 24. Opening of Financial Proposal

The financial proposals of the top three bidders ranked after the presentation shall be opened.

**Financial Score:** The lowest financial proposal will be given a financial score of 100 points. The financial scores of other proposals will be computed as follows:

$$F_s = 100 \times FM1/F1$$

(F1 = amount of Financial Proposal as proposed by the bidder; FM1 = Lowest financial quote)

## 25. Combined and Final Evaluation

Proposals will finally be ranked according to their combined technical (Ts) and financial (Fs) scores as follows:

$$S = Ts \times Tw + Fs \times Fw$$

(Where S is the combined score, and Tw and Fw are weights assigned to Technical Proposal and Financial Proposal that shall be 0.70 and 0.30 respectively).

The Selected Applicant shall be the First Ranked Applicant (having the highest combined score). The Second and third Ranked Applicant shall be kept in reserve and may be invited for negotiations and they shall be considered for engagement at the rate agreed by the selected agency in the event of withdrawal, failure of the selected agency or on the event of increase in volume of work, or for any other reason.

## 26. Award of Work

After selection, a Letter of Award (the "LOA") shall be issued, in duplicate, by Cuttack District Administration to the selected bidder and the bidder shall, within 7 (seven) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof. In the event the duplicate copy of the LOA duly signed by the selected firm is not received by the stipulated date, unless it consents to extension of time for submission thereof, the right to signing of the agreement would be forfeited by Cuttack District Administration and the next eligible firm may be considered for the project. As and when required Cuttack District Administration may ask the second and thereafter third ranked agencies to operate at the rate offered by First ranked applicant.

## 27. Proprietary data

All documents and other information provided by participants or submitted by the bidder to Cuttack District Administration shall remain or become the property of Cuttack District Administration. The bidders are to treat all information as strictly confidential. The Cuttack District Administration will not return any Proposal or any information related thereto. All information collected, analyzed, processed or in whatever manner provided by the Bidders to Cuttack District Administration in relation to the Assignment shall be the property of Cuttack District Administration.

## 28. Coordination of Work

The Additional District Magistrate, Revenue will act as Nodal officer and will co-ordinate the Enforcement Management work of the Agency engaged at site. It is the responsibility of the agency to execute the work strictly as per instructions of concerned officials.

## 29. Sub-letting of work in whole or part

The agency shall not assign the job or any part thereof, any share of interest therein, or money due there under, or sub-let the work /job or any part thereof or allow any person to become interested in the work /job or a portion thereof, in any manner whatsoever. The contract is

liable to be rejected at the option of Cuttack District Administration, if any such situation takes place.

**30. Labour Relations:**

Any action taken by the agency in relation to handling of enforcement personnel shall not adversely affect the existing labour relations of District Administration, Cuttack.

**31. Eligibility Criteria for Enforcement Personnel:**

- a. 20 (twenty) number of Enforcement Personnel which should have at least 10 (ten) number of eligible candidates who have retired as Subedar/ Subedar Major / Inspector in Para military/ Sergeant or other equivalent ranks in Defence services for engagement as **Enforcement Inspectors** and remaining 10 (ten) enforcement personnel as eligible candidates who have retired as Habildar/Naib Subedar/Naik/Airman or equivalent ranks for engagement as **Enforcement Assistants**.
- b. The enforcement personnel shall be within the age limit upto 60 ( Sixty ) years . No person shall be engaged after 60 ( Sixty) years. Preference must be given to personnel within 5 years of their retirement.
- c. Enforcement Personnel with Industrial Security training certificate from registered training institutes can be given preference.
- d. They shall have to pass the Government approved Medical /Fitness test for endurance.

**32. Duties and Responsibilities of the Enforcement Personnel:**

**The duties of enforcement personnel shall include.**

- (a) Undertake enforcement / eviction drives for removal of encroachment from Government land.
- (b) Prevention of theft and pilferage of the minor minerals at various sairat sources and Govt. Land.
- (c) Protect Govt. property from sabotage and damage.
- (d) To assist Police in law and order duties, natural calamities and other exigencies of work whenever required and enforcement drives.
- (e) To report about actions against the interest of District Administration, Cuttack to the higher authorities from time to time.
- (f) During duty hours, proper dress code is mandatory.
- (g) Any other duties as may be assigned by the Authority from time to time.

### 33. GENERAL CONDITIONS:

- I. No enforcement personnel deployed by the Agency shall be paid at any time less than the minimum wages as prescribed by Govt. from time to time. In the event of revision of the minimum wages by GoO / GoI, the fee for each personnel per day shall be revised proportionately.
- II. The working hours of the engaged enforcement personnel should be in line with the applicable laws.
- III. EPF, ESI and other statutory dues subject to changes as per government notifications, shall be given to each enforcement personnel by the Agency. Any dispute with respect to the payment of wages, dues, contributions and deductions shall be the sole responsibility of the Agency. Cuttack District Administration shall not be held responsible in any manner with respect to any claim whatsoever as referred to above.
- IV. Income tax, Surcharge and Education Cess, etc. as applicable will be recovered at source on the billed amount.
- V. The GST will be governed as per the rules/norms of Government.
- VI. District Administration, Cuttack will make monthly payment to the Agency for the services rendered on the monthly invoice generated by the agency; the Agency will bear / pay all other benefits / statutory dues etc.
- VII. No TA/DA or any other expenditure shall be borne / reimbursed by District Administration, Cuttack towards movement or such other activities of the enforcement personnel.
- VIII. The agency is required to submit the detailed Bio-Data of the Enforcement Personnel to be deployed at different sites at the time of deployment.
- IX. The agency is required to comply with all the provisions as stipulated under Odisha Private Security Regulation Act'2005 and Odisha Private Security Agency Rule'2009 before signing of the agreement.
- X. The agency ought to have a valid EPF Code, ESI in its name.

**N.B:** Agencies not submitting the documents as specified in the Annexures of this RFP shall be summarily rejected. Proposals shall be properly sealed, signed and spiral bound otherwise, Cuttack District Administration shall not be responsible for any loss of document/paper/information.

**Covering Letter (On the letter head of the Agency)**

To,

Date:

**The Collector and District Magistrate,  
Collectorate,  
Dist-Cuttack .  
Pin-753002**

Dear Sir,

**Sub: TECHNICAL PROPOSAL FOR SELECTION OF AN AGENCY FOR DEPLOYMENT OF ENFORCEMENT PERSONNEL FOR DISTRICT ENFORCEMENT SQUAD, CUTTACK.**

I / We \_\_\_\_\_(Name of the firm) offer to provide services of deployment of enforcement personnel as per the terms and conditions indicated in the RFP documents and hereby bind myself / ourselves to execute the work as per the scope stipulated in the RFP Documents.

I / We have read the conditions of the RFP document and agree to abide by such conditions.

We are enclosing Document Purchase Fee of INR 11,800/- (including applicable GST) in the form of Demand Draft. \_\_\_\_\_ dated \_\_\_\_\_ drawn from \_\_\_\_\_ bank, payable to the "COLLECTOR AND DISTRICT MAGISTRATE" at "Cuttack".

We are enclosing EMD of INR 1,00,000/- in the form of Demand Draft/ Pay Order (DD/ PO no. \_\_\_\_\_ dated \_\_\_\_\_ drawn on \_\_\_\_\_) payable to the "COLLECTOR AND DISTRICT MAGISTRATE" at "Cuttack".

As per RFP the validity of the proposal is 180 days from the last date of submission of proposal and we agree that the proposal is unconditional. We understand that Cuttack District Administration reserves the right to reject any application without assigning any reason thereof.

**Duly signed by the Authorised Signatory of the Agency  
(Name, Title and Address of the Authorised Signatory)**

**Information of Agency***(To be submitted on the letterhead of the Agency)*

1. (a) Name:
- (b) Country of incorporation:
- (c) Date of incorporation and/or commencement of business:
2. Brief description of the company including details of its main lines of business and proposed role and responsibilities in this assignment:
3. Shareholding of the Bidder, if applicable
4. List of directors
5. Particulars of the Authorised Signatory of the Bidder:
  - (a) Name:
  - (b) Designation:
  - (c) Address:
  - (d) Telephone Number:
  - (e) E-Mail Address:
  - (f) Fax Number:

**Duly signed by the Authorised Signatory of the Agency  
(Name, Title and Address of the Authorised Signatory)**

Annexure-'B'

<u>Sl.No</u>	<u>Item</u>	<u>Documentary Proof</u>	<u>Page No.</u>
1	Registration certificate		
2	EPF Code		
3	ESI Registration Certificate with latest deposit challan copy		
4	PAN Card		
5	GST Registration		
6	Copy of the labour license issued by the competent Authority.		
7	Balance sheet duly certified by Chartered Accountant for the last three financial years		
8	Annual I.T. return for the last three financial years (2016-2017, 2017-2018 and 2018-2019)		
9	Supporting documents for - 100 no. of Enforcement Personnel in the payroll of the Agency.		

**Duly signed by the Authorised Signatory of the Agency (Name, Title and Address of the Authorised Signatory)**

**Annexure-'C'**

**Certificate**

This is to certify that We M/s \_\_\_\_\_, *(name of the Agency)* A firm / Company Incorporated under \_\_\_\_\_ Act Yr \_\_\_\_\_, having its registered office at \_\_\_\_\_ *(Address)* have \_\_\_\_\_ numbers of *(should be more than 100 numbers)* of Enforcement Personnel in our Payroll i.e direct employee of the company / Firm as on date.

**Duly signed by the Authorised Signatory of the Agency  
(Name, Title and Address of the Authorised Signatory)**

**Signed and Sealed by a Chartered Accountant  
Membership No**



Annexure-'E' Format for Turnover

<b>S.No</b>	<b>Financial Year</b>	<b>Turnover (in INR)</b>
1.	2018-19	
2.	2017-18	
3.	2016-17	
<b>Average Turnover</b>		

**N.B:** The bidders shall attach Audited Balance Sheets for the last three financial years along with this format.

**Duly signed by the Authorised Signatory of the Agency  
(Name, Title and Address of the Authorised Signatory)**

**Signed and Sealed by a Chartered Accountant  
Membership No**

## FINANCIAL PROPOSAL

To,  
The Collector and District Magistrate  
Collectorate  
Cuttack -02

Dear Sir,

**Sub: FINANCIAL PROPOSAL FOR SELECTION OF AN AGENCY FOR DEPLOYMENT OF ENFORCEMENT PERSONNEL FOR DISTRICT ENFORCEMENT SQUAD, CUTTACK.**

We, the undersigned, offer to provide the enforcement personnel for the above scope of services in accordance with your RFP. Our total financial quote is as given below,

Sl. No.	Item	Financial quote (in INR) Rs. Per Person per Day
1	Applicable Minimum Rate of Wage in Scheduled Employment under the Minimum Wages Act in the State of Odisha for	
	(a) Enforcement Inspector	
	(b) Enforcement Assistant	
2	ESI contribution by the Agency	
3	PF contribution by Agency	
4	Minimum Statutory Bonus	
5	Annual Leave with Wages	
6	Gratuity / Superannuation	
7	Any other statutory fees / charges / levis / taxes as per applicable laws (Please indicate in details if any)	
8	Management Fee, Overheads, Service Charges, Supervision Fee, Insurance, Transport, cost of consumables / uniform / other facilities, Sundries, etc.	
<b>Total Fee for per Enforcement Personnel per day (inclusive of all applicable taxes).</b>		Rs. /-
		<b>Rupees _____ Only (both in words and figures)</b>

Our Financial Proposal shall be binding upon us for the assignment and this proposal would be valid up to 180 days from the last date of submission of proposal.

This financial proposal covers remuneration for all personnel cost, all incidental manpower expenses. The Financial Proposal is without any condition.

**N.B:** In no case the agency shall pay less than the minimum daily wages as applicable to the category fixed by the Government.

Yours faithfully,  
For and on behalf of (Name of Applicant)

**duly signed by the Authorised Signatory of the Applicant  
(Name, Title and Address of the Authorised Signatory)**