



Office of the CDM&PHO, Cuttack
Dept. of Health & Family Welfare, Govt. of Odisha



Advt.No. **8893**

Date: **13-7-20**

TENDER CALL NOTICE FOR CLEANING & SECURITY

PERSONNEL FOR COVID-19 HEALTH FACILITIES

Sealed tenders are invited from Registered Agencies for Outsourcing of **CLEANING & SECURITY** Services at COVID Health Institutions. The eligibility criteria and detail terms & conditions may be downloaded from the website www.cuttack.nic.in. The tenders should reach the office of the undersigned by 17TH July 2019 (till 12.30 PM). The tenders will be opened at 3.30 PM on 17TH July 2019. The undersigned reserves the right to reject any or all the tenders without assigning any reason thereof.

CDM&PHO, Cuttack

S. B. Singh
13-7-20

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

RFP No- _____/ 2020 CDM&PHO Cuttack dated _____/ 07/2020

**TENDER DOCUMENTS FOR OUTSOURCING OF HOUSEKEEPING SERVICES &
SECURITY FOR COVID-19 HEALTH FACILITIES OF CUTTACK DISTRICT.**

Section :- 1

Date of Commencement of sale/ available of tender documents	:- 13/07/2020
Date and time of sale / available of tender documents	:- 13/07/2020
Date and time of closing of tender box	:- 17/07/2020 at 12.30 PM
Date and time of opening of tender (Technical Bid)	:- 17/07/2020 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:- cdmocuttack@gmail.com

This is regarding engagement of outsourcing agency for provision of HR to manage the COVID-19 Health Facilities 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 on **housekeeping services or security or both, Electrician and Plumber** who are well conversant to the service of COVID 19 Health Facilities of the district as per Requirement.
- (b) Detailed description of the objectives, scope of services, deliverables and other requirements relating to “ security & Housekeeping service” 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 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 final 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 , Trust or Individual.
- 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 security and housekeeping 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 security/Housekeeping/Electrician/Plumber for different COVID-19 Health Factivities of Cuttack District”.

Cover-B - Financial Proposal for “Provision of security/Housekeeping/Electrician/Plumber for different COVID-19 Health Factivities of 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, Cuttack 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(Security & Housekeeping) for COVID-19 health Facilities 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 GST, EPF, ESI Registration
7. Form T3 (Certificate from the Chartered Accountant)
8. Form T4 - Relevant Experience Details towards successful implementation of Supplying Cleaning and Security Personnel 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

Good sanitation and hygiene practices are a critical determinant of health. As the first principle of health care is “to do no harm”, it is essential to have our health care facilities demonstrate high levels of cleanliness, hygiene practices.

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:

Qualification of personnel in the Hospital Office: The following key personnel with the required qualification and experience shall form part of the team to manage the cleaning System. The selected agency shall submit the documents relating to relevant skill training imparted to the workers, their skills set and their personal record.

Hospital Key Personnel	Minimum Qualification	Minimum Experience required in years
Supervisor (Skilled)	Any Graduate Degree	Minimum 2 years of experience in housekeeping & Cleanliness Services particularly in Hospital Sector.
Sanitation Worker (Semi-Skilled)	7 th Standard	Minimum 1 Year experience in similar field
Electrician (Skilled)	ITI passed / any other certificate course	Minimum 1 Year post qualification experience in similar field
Plumber (Skilled)	ITI passed / any other certificate course	Minimum 1 Year post qualification experience in similar field
Security Guard (Semi-Skilled)	Educational Qualification: Minimum 10 th Standard (Pass) with Security training certificate as indicated under Rule 5 of the Rules Private Security Agencies Rule, 2009. Working Hour: 8 hours	

3.4.4 Age Limit:

Sl. No.	Category	Qualification Experience
1.	Supervisor	Age Limit: Minimum 21 years & Maximum 60 years as on 31.05.2020
2.	Sanitation Worker	Age Limit: Minimum 21 years & Maximum 50 years as on 31.05.2020
3	Electrician	Age Limit: Minimum 21 years & Maximum 50 years as on 31.05.2020
4	Plumber	Age Limit: Minimum 21 years & Maximum 50 years as on

		31.05.2020
5	Security Guard	Age Limit: Minimum 21 years & Maximum 50 years as on 31.05.2020

4. **Working hour of the staff:** The selected Agency shall provide The hospitals level staffs are expected to work in three shifts

- First Shift : 7 AM – 2 PM
 - Second Shift : 2 PM – 9 PM
 - Third Shift : 9 PM – 7 AM
- 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 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. **Following are the responsibilities of the Agency (Service Provider):**

- The Housekeeping & Cleanliness services shall be provided **24x7x365days** without any interruption.

- All the personnel engaged by the Agency to provide the services in the hospital have to be in proper uniform during duty hour.
- All the personnel shall bear photo identity cards during the duty hour. (The Photo Identity Card shall be duly verified and countersigned by the designated Official of the hospital)
- All the rules and regulations relating to labour laws including accident, workmen compensation and insurance, ESI, PF, etc. are to be complied.
- Maintain location-wise log book to record all cleaning and housekeeping and security activities carried out in the format prescribed by the authority for checking and reference.
- All standard safety norms are to be followed during execution of work by the Agency to avoid accidents causing damages to personnel, machines, buildings, etc.
- In case of any accident/ mishap of any nature occurred during performing the duty, the liability will be borne by the agency.

8. The responsibilities of the Hospital Administration/ Authority shall include:

- Clearly define the cleaning area, frequency and method of cleaning for respective locations as per ToR.
- Co-operate with the cleaning staff for timely and complete cleaning.
- Directly supervise the cleaning staff while carrying out cleaning in critical/sensitive areas like OT, Laboratories, Labour Room, office room, etc. to avoid unwanted situations including damages, interruption, accident, etc.
- Develop logbook, control sheet, checklist for documentation, regular monitoring and quality assurance.
- Provide space for safe storage of articles & place of sitting for supervisor.
- Release consumable cost on monthly basis on submission requisite bills/Vouchers.

9. Period of Contract: The contract would be **as per the COVID -19 requirement.**

10. Performance Review Mechanism

It will be done on regular interval by the committee headed by CDM&PHO cum District Mission Director with the following Members & Managers as members: Authorized Officer, Authorized Medical Officer, District Program Manager, District Accounts Manager.

SECTION 4 - TERMS & CONDITIONS

4.1 Period of Engagement/Duration of Contract

(a) The agency selected for providing HR shall enter in to a contract with the District Authority with the agreed terms and conditions.

(b) The contract would be **as per the COVID -19 requirement.**

4.2 Schedule of Implementation

The agency is required to provide HR within 07 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 COVID-19 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, 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

Housekeeping & Cleanliness Services as being an emergency response services, the Service Provider shall not be allowed to suspend or discontinue the Services during occurrences of emergencies or Force Majeure Events.

For the purposes of this contract, "Force Majeure" means an event which is beyond the reasonable control of a Party, is not foreseeable, is unavoidable, and not brought about by or at the instance of the Party claiming to be affected by such events and which has caused the non-performance or delay in performance and which makes a Party's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by Government agencies.

In such circumstances of emergencies and Force Majeure Event, if the Performance Standards are not complied with because of any damage caused to the services 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 shall be applicable for the relevant default in Performance Standards and would be applied to such particular defaults. Further, unless the Force Majeure event is of such nature that it completely prevents the operation of services, a suspension 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.

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 has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of the agreement and 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 **3 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	Turnover (last 3 financial years): 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	Experience: No. of years of Experience 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	Experience : No. of Projects Executed 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
	Total Score	50	

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 (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.

RFP FORMATS

Security & Housekeeping Services at COVID Health Institutions.

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 each year highlighting the turnover 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 letterhead of the agency)

To

The Chief District Medical Officer & Public Health Officer
Cuttack

Re. : RFP Reference no. _____ dated _____

(pl. mention the RFP reference no. against the concerned district / institution from the table at Section 1-
Schedule of Proposal submission)

Dear Sir / Madam,

We, the undersigned, offer to provide the Security, **Housekeeping & Cleanliness Services** at COVID-19 Health Facilities.. We are hereby submitting our Proposal, which includes this Technical Proposal and a Commercial Proposal sealed under a separate envelope.

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

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

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

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

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

Yours sincerely,

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

Name and Title of Signatory: _____

Name of Agency: _____

Address: _____

(Organization Seal)

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	2017-18	
2	2018-19	
3	2019-20	
Average Annual Turnover in Lakhs		

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 CLEANING, SECURITY 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)

Form T5

(to be furnished in the technical proposal)

Format for Power of Attorney for Signing of Proposal

(On a Stamp Paper of relevant value)

Power of Attorney

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

Dated this the _____ day of _____ 2020

For _____

(Name, Designation and Address)

Accepted

_____(Signature)

(Name, Title and Address of the Attorney)

Date : _____

Note:

- i. To be executed by the Chief of the Agency.*
- ii. The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.*

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 thisDay of, 2020

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

Name and Title of Signatory: _____

(Company Seal)

FORM T 7

(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 Security, Housekeeping & Cleanliness Services at COVID health institutions under this RFP Reference No. _____, We have not acted in concert or in collusion with any other Bidder or other person(s) and also not done any act, deed or thing, which is or could be regarded as anti-competitive. We further confirm that we have not offered nor will offer any illegal gratification in cash or kind to any person or organization in connection with the instant proposal.

Dated this _____ Day of _____, 2020

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

Name and Title of Signatory: _____

(Organization Seal)

FORMATS

Providing HR for COVID-19 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 (Cleaning, Security, Electrician, Plumber) for COVID-19 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)

FORM F-2

(To be submitted with Financial Proposal)

Cost Calculation format for arriving at the cost / bed per Day for the Housekeeping & Cleanliness Services

Name of the District /Other Institution: _____

Sl.	Particulars	Monthly Cost per Personnel (Rs.) exclusive of GST				
		*Take home Remuneration / Day	EPF (Employer's share of 13%)	ESI (Employer's share of 4.75%)	Service Charge **	Total (per personnel per Day)
1	Human Resource	a	b	c	d	e = a+b+c+d
1.1	Remuneration of Sanitation worker (Semi- Skilled)					
1.2	Remuneration of Plumber (Skilled)					
1.3	Remuneration of Electrician (Skilled)					
1.4	Remuneration of Sanitation Supervisor (Skilled)					

(Pl. go through the **Notes** mentioned below carefully before quoting the rates and No. of Personnel)

Note :

* The **Daily remuneration** must be based as per minimum wages act issued by **Labour & ESI Department, Odisha** for **Semi-skilled** and **Skilled** personnel.

** The **service charge** shall be quoted by taking into account **all management cost** of the personnel including **statutory requirement, uniform, training etc.** mentioned in the Terms of Reference (Section 3). The bidders are required to quote the price (**Service Charge**) in **whole Rupees & no fraction of Rupee** will be considered and quoting in fraction of Rupee will be lead to summarily rejection of financial bid. There must not be **any compromise** on the **take home remuneration** mentioned above.

Date :

Place :

Authorized Signature

Full Name :

Organization Seal

FORM F-2

(To be submitted with Financial Proposal)

Cost Calculation format for arriving at the cost / bed per Day for the Security Services

Name of the District /Other Institution: _____

Sl.	Particulars	Monthly Cost per Personnel (Rs.) exclusive of GST				
		*Take home Remuneration / Day	EPF	ESI	Service Charge **	Total (per personnel per Day)
1	Human Resource	a	b	c	d	e =a+b+c+d
1.1	Remuneration of Security Guard (Semi-Skilled)					
1.2	Remuneration of Supervisor (Skilled)					

(Pl. go through the **Notes** mentioned below carefully before quoting the rates)**Note :**

- * The **Daily remuneration** must be based as per minimum wages act issued by **Labour & ESI Department, Odisha** for **Semi-skilled and Skilled personnel**.
- ** The service charge should take into account **all cost** related to **management of the personnel including their statutory requirement, Uniform and other resource requirement for security personnel mentioned in Clause 3.3 of the Terms of Reference (Section 3)**. The bidders are required to quote the price (**Service Charge**) in whole Rupees & no fraction of Rupee will be considered and quoting in fraction of Rupee will lead to summarily rejection of financial bid.

Date :

Place :

Organization Seal

Authorized Signature

Full Name :

ANNEXURE : AGREEMENT*

AGREEMENT

(*On a Stamp Paper of Rs.100/-)

1. An agreement made this.....day _____ of 2020 BETWEEN
..... (hereinafter called "the approved service provider", which expression shall, where the context so admits, be deemed to include his heirs successors executors and administrators) of the one part AND the CDM&PHO, Cuttack District, Odisha (hereinafter called "the District Authority" which expression shall, where the context so admits be deemed to include his successors in office and assigns) of the other part.
2. Whereas the approved service provider has agreed with the District Authority to provide HR for COVID-19 Health Institutions in the manner set forth in the terms of the Request for Proposal (RFP) and Schedule of Rates.
3. And whereas the approved service provider has deposited a sum of Rs.50000/-Rupees – fifty thousand only in the in the form of Fixed Deposit Receipt (FDR) made in the name of the agency but hypothecated to the Chief District Medical & Public Health Officer, Cuttack, At- Old Secretariat Campus, Buxibazar, Cuttack- 753001, covering the period of contract. In case, the contract is further extended beyond the initial period, the FDR will have to be accordingly renewed by the successful tenderer.
4. Now these present witnesses:
 - (a) The approved service provider shall be paid at the rate as offered by them in the financial proposal towards monthly operation cost of for providing HR @ _____ per Day for nos. of health institution / actually engaged personnel as certified by the hospital authority on every month.
 - (b) In consideration of the payment to be made by the District Authority as above, the approved service provider will duly implement the project in the manner set forth in the terms of the RFP.
 - (c) The terms & conditions and terms of reference of the RFP appended to this agreement will be deemed to be taken as integral part of this agreement and are binding on the parties executing this agreement.
5. **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 **monthly basis** upon submission of bill with attendance chat of the deployed manpower duly signed by the concerned hospital authority.
6. **Operational Parameter and Penalty**

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

7. Period of Engagement/Duration of Contract

The agency will be engaged initially for COVID-19 Health Facilities.

8. Schedule of Implementation

The agency is required to provide the required all HR personnel within 3 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.....2020.

Signature of the Approved Service

Signature of CDM&PHO

Date:

Date:

1. Witness

1. Witness

2. Witness

2. Witness