



OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE: BOLANGIR
(ST & SC DEVELOPMENT SECTION)

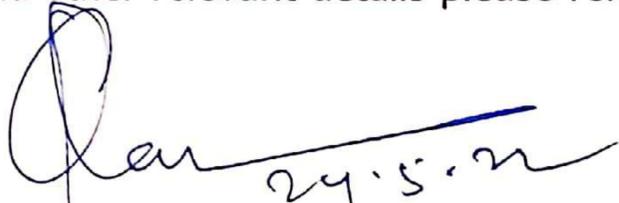
Tender Call Notice No. 1488 /SSD, Date. 25.05.2022

TENDER CALL NOTICE FOR SELECTION OF SERVICE PROVIDER UNDER ANWESHA
SCHEME-URBAN EDUCATION PROGRAMME FOR ST/SC CHILDREN IMPLEMENTED BY
ST & SC DEVELOPMENT DEPARTMENT

Tenders are hereby invited from reputed Recruitment Agencies for selection of HR Service Providers for hiring manpower under ANWESHA- An Urban Education Programme for ST/SC children being implemented in Balangir District by ST & SC Development Department, Govt. of Odisha.

The Tender documents can be downloaded from the District Website www.balangir.nic.in . The service provider must submit Bank Draft of Rs.2,000/- (Rupees two thousand) only towards the cost Tender Paper in shape of Bank Draft drawn in favour of District Welfare Officer, Balangir, payable at HDFC Bank, Balangir which is not refundable. The sealed Tender paper should be super scribed with "SELECTION OF HR SERVICE PROVIDER FOR HIRING MANPOWER UNDER ANWESHA FOR BALANGIR DISTRICT" . The tender papers duly filed in all respect should reach the office of the District Welfare Officer, Balangir on or before dt. 17-06-2022 by 5.00 PM. The date and time for opening of tender will be intimated later on. The undersigned reserves the rights to accept or reject any of the tenders without assigning any reason thereof.

For eligibility criteria, scope of work, timelines and other relevant details please refer the Tender Document.


Collector, Balangir
Dated 25.05.2022 .

Memo No. 1489 /SSD,

1. Copy to DIO, NIC, Balangir for favour information and necessary action with a request to publish the notice in District Website for wide circulation.
2. Copy to Notice Board of this office.


District Welfare Officer,
Balangir

Section 1 – INTRODUCTION

1.1 ST&SC Development Department:

The Scheduled Tribe & Scheduled Caste Development Department is the nodal Department of the State Government for the welfare of the ST, SC, Minority and Backward Communities. As education is the strongest medium of empowerment and of reversing the disadvantaged position of these communities, one of the major thrust areas of Department's activities has been the promotion of education among its target communities. The Department runs **1670 schools** to provide primary, upper primary, secondary and senior secondary education to the children of SC and ST communities and more than 4.35 lakh students study in these schools.

Background & Purpose

In consistence with the objective of providing best of educational opportunities to poor ST/SC students, a new scheme ANWESHA has been initiated during 2015. Under the scheme, every year approximately 5000 ST/SC students will be provided with quality education from Class-I onwards in different public schools of repute. Entire cost of their education, including residential facility, inmate care and post-school tutoring etc. is met from the State Fund. The said scheme is functional in 17 districts of Odisha.

To manage the residential facility for these students under the said scheme and to provide them with care and post-schools tutorial support, different positions such as Warden, Cook-cum-Attendants and Tutors have been envisaged to be hired on outsourcing basis, through a reputed and experienced HR Service Provider.

Now, with the intent to fulfill the manpower requirement under the Scheme, the Department intends to engage the Service Provider, through an open tendering process, which will deploy the qualified and experienced personnel as per the prescribed criteria. While the personnel would be deployed to the Department, they will be administratively controlled by the selected Service Provider and the employee would be managed by the concerned Agency.

Section 2 – SCOPE OF WORK

The Service Provider will be responsible for recruitment, timely placement and management of manpower as per the criteria/ terms detailed in this section. Details of the number of personnel to be deployed, the desired qualification, experience and remuneration rate for each position is given at **Annexure A**.

The scope of work for the HR Service Provider is as follows:

- I. Recruitment & deployment of human resources for various positions under the Scheme as detailed in **Annexure A**
- II. Payroll Management of Human Resources deployed

- III. All the statutory compliances like TDS, PF, ESIC, Service Tax etc. shall be done by the successful bidder.

The detailed terms of reference for the Service Provider can be broadly categorized into following two parts:

Part A – Recruitment & Deployment

- Invite applications for the various positions through advertisement in leading print media.
- Finalize the selection process and short listing criteria in consultation with the District Welfare Officer and District Administration.
- Screen and shortlist applications and issue of letters for written/practical test/interview as per the agreed selection process
- Constitute selection committee with representatives from the District Administration of the district and organize selection process
- Finalize list of candidates with approval of selection committee and Issue offer letters to selected candidates.
- Ensure checking of the veracity and authenticity of information furnished by the selected candidates. The Agency should also ensure that the candidates identified should not have any police record/criminal record against them.
- Conduct orientation of the candidates in consultation with the Dept. and ensure deployment
- Develop an HR policy for management of the human resources deployed.

Part B – Human Resources Management

- Ensure regular payment of monthly remuneration to the deployed personnel through NEFT transfer, as per the rates mentioned. Except the statutory deductions like TDS, no other amount shall be deducted from the fixed remuneration.
- Ensure statutory compliance like EPF, Gratuity, TDS deduction etc. as required by the prevailing norms.
- Provide replacement of personnel in case of vacancies arising during the course of the agreement

Other conditions:

- The day to day work to the deployed personnel will be assigned by the designated officer of the District Administration / District Welfare Officer and all the monitoring and reporting aspects of the deployed personnel will be under the control and supervision of the designated officer.
- The District Administration / District Welfare Officer shall have the right to verify the actual payment made and may request the service provider to provide excerpts of the bank statement of the payments made as the proof of payment and if not satisfied shall withhold the payments due to the service provider in addition to other legal action.

- In case the District Administration / District Welfare Officer is not satisfied with the performance of the deployed personnel or because of indiscipline, may ask the Agency in writing, providing the reasons thereof, to withdraw the personnel and provide a replacement.

Section 3 – ELIGIBILITY/ QUALIFYING CRITERIA FOR THE HR SERVICE PROVIDER

Following are the essential qualifying criteria for the HR Service Provider to technically qualify for the assignment:

1. The Bidder shall be incorporated or registered as a Partnership Firms, Private Limited Company, Public Limited Company, or Society/ trust since last 5 years. Incorporation/Registration certificate along with MoA/Bylaws (or similar legal document) should be furnished as documentary proof.
2. The bidder shall have valid registration under Service Tax Rules, Income Tax, EPFO, ESI Corporation and under Labour Act. The copies of Service Tax Registration Certificate, Permanent Account Number (PAN), Labour registration certificate, EPF registration certificate and ESI registration certificate should be furnished as documentary proof.
3. The average annual turnover of the bidder for the past 3 years immediately preceding the current financial year should not be less than Rs. ~~100.00~~ lakh per annum. A copy of the Audited Balance Sheet & Profit & Loss A/c, duly authenticated by a practicing CA to prove the bidder's turnover must be submitted with the Technical Bid.
4. The company must have filed income tax returns for last 3 years immediately preceding the current financial year. Copy of Income tax Return should be furnished as documentary proof.
5. The bidder shall have registered office in India and an office in Odisha
6. The bidder shall have been in the business of providing human resources/ placement services for at-least more than 3 years. A list of clients being served or served in the past by the bidder must be provided with the Technical Bid in the prescribed format along with documentary proof.
7. The bidder shall not have been black listed by any State Government or Central Government. A self-declaration to this effect shall be submitted by the bidder in the prescribe format.

Section 4 – GENERAL TERMS AND CONDITIONS

4.1 Cost of Tender Document & Earnest Money Deposit

- a. **Tender Document Fee** - The Tender document can be obtained during office hours from the Office of DWO, Balangir or can be downloaded from the Website www.balangir.nic.in. The bidders are required to submit the non-refundable tender document Fee of Rs 2,000/- in shape of an account-payee Demand Draft in favour of DWO Balangir and payable at HDFC Bank from any of the Nationalized bank along with the Tender Paper. Proposals received without or with inadequate fees shall be rejected.

b. **Earnest Money Deposit** - Bidders shall submit, along with their Technical Bids, EMD of Rs. 20,000/- only, in the shape of an account payee Demand Draft issued by any Nationalized bank in favour of DIAO Bahanga payable at Bank Ltd Bahanga, and shall be valid for 90 days from the due date of the tender/ tender paper.

1. EMD of all unsuccessful bidders would be refunded by DIAO Bahanga within 180 days of the bidder being notified as being unsuccessful. The EMD, for the amount mentioned above, of successful bidder would be kept as part of Performance Guarantee till acceptance of final deliverable.
2. The EMD amount is interest free and will be refundable to the unsuccessful bidders without any accrued interest on it.
3. The tender paper submitted without EMD, mentioned above, will be summarily rejected.

The EMD may be forfeited:

- a. If a bidder withdraws its bid during the period of bid validity.
- b. In case of a successful bidder, if the bidder fails to sign the contract in accordance with this tender paper.
- c. If found to have a record of poor performance such as having abandoned work, having been black-listed, having inordinately delayed completion and having faced Commercial failures etc.

4.2 Submission of Bids

Sealed cover containing the Technical and Financial Bid/Proposal separately with caption "Selection of HR Service Provider for hiring manpower under ANVESHHA – An Urban Education Programme for ST/ SC children being implemented by ST&SC Development Department shall be addressed to:

..Dist...W. Nalbari Officer, Bahanga..

..At/...Dist... Bahanga (Garsha)..

...P.O. No. 757001.....

- a) The bids should be submitted so as to reach latest by 5.00 PM (IST) of 17.6.2022
- b) The bidders shall submit their tender paper as per the prescribed format given in this tender paper in the following manner
 - ❖ Envelope 1: Original Hard copy of Technical Proposal with EMD Draft [Form 1 to Form 4]
 - ❖ Envelope 2: Original Hard copy of Financial proposal Bid [Form 5 to Form 7]
- c) The Technical Proposal and Financial Proposal should be covered in separate sealed envelopes super-scribing "Technical Bid" and "Financial Bid" respectively.
- d) Please Note that Prices shall not be indicated in the Technical Proposal but shall only

- be indicated in the Financial Proposal.
- e) The two envelopes containing copies of Technical Proposal and Financial Proposal shall be put in another single sealed envelope clearly marked with caption "Selection of HR Service Provider for Hiring Manpower for ANWESHA – Urban Education Programme for ST children being implemented by ST&SC Development Department".
 - f) The outer envelope shall clearly indicate the name, address, telephone number, E-mail ID and fax number of the bidder.
 - g) All the pages of the Technical Proposal must be sequentially numbered and must contain the list of contents with page numbers. Any deficiency in the documentation may result in the rejection of the Bid.
 - h) The proposal shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the bidder itself. Any such corrections must be initialed by the person (or persons) who sign(s) the tender paper.
 - i) All pages of the proposal shall be initialed and stamped by the person or persons who sign the bid.

4.3 Completeness of the Bid

- a) Submission of the proposals shall be deemed to have been done after careful study and examination of the tender paper document with full understanding of its implications.
- b) Failure to comply with the requirements of this paragraph or any clause of the Tender Paper may render non-compliant and the tender may be rejected. Bidders must:
 - i. Include all documentation specified in this tender paper;
 - ii. Follow the format prescribed in this tender paper and respond to each element in the order as set out in this tender paper.
 - iii. Comply with all requirements as set out within this tender paper.

4.4 Late Bid

- a) Bids received after the due date and the specified time (including the extended period if any) for any reason whatsoever, shall be rejected.
- b) The District Administration/ DWO shall not be responsible for any postal delay or non-receipt/ non-delivery of the documents. No further correspondence on the subject will be entertained.
- c) The District Administration/ DWO reserve the right to modify and amend any of the stipulated condition/criterion.

4.5 Validity period of the Bid

The offer submitted by the Bidders shall be valid for minimum period of 180 days from the date of last date of submission of Tender Paper.

4.6 Currency of the Proposal/ Bid Document

The currency (ies) of the Proposal offer and the transaction details provided in the Proposal/ Bid Document shall be in Indian Rupees (INR).

4.7 Authentication of the Proposal/ Bid Document

The Proposal/ Bid Document shall be accompanied by a Letter of Authorization in the name of the signatory of the proposal/ Bid document who can bind the Firm/ Company.

4.8 RIGHT TO TERMINATE THE PROCESS

- a) The District Administration/ DWO may terminate the Tender process at any time and without assigning any reason thereof. The District Administration/ DWO makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- b) The submission of tender paper does not constitute an offer The District Administration/ DWO. The bidder's participation in this process may result in selecting the bidder to engage towards execution of the contract.

Section 5 – GUIDELINES FOR SUBMISSION OF TECHNICAL AND FINANCIAL PROPOSAL

5.1 TECHNICAL PROPOSAL

In the Technical Proposal, the bidder should provide details of professional competence, past experience of assignments of similar nature along with supporting documents in this regard. Formats have been prescribed for submission of some of the information and must be adhered to.

The technical proposal should accordingly include the following:

1. Compliance Sheet of Technical Bid (Form 1)
2. Bid Letter – Technical Bid (Form 2)
3. Particulars of the Bidders Profile (Form 3)
4. List of Projects Executed (Form 4)
5. Other Documentary Evidences as required (please refer Form 1)

5.2 FINANCIAL PROPOSAL

The Financial Proposal is to be submitted in prescribed formats as provided in form 5 & 6.

- The amount to be charged by the HR Service Provider shall be expressed in lump sum as fees/service charges against each of the position.

- The fees/service charges quoted for each category of position shall be exclusive of the applicable service tax but inclusive of all other costs.
- No deductions, other than statutory deduction of TDS, shall be made by the HR agency from the remuneration fixed for each of the position.
- In case of any discrepancy between figures and words in the financial proposal, the one described in words shall be adopted.
- Employer's share of PF shall be reimbursed to the HR Service Provider on actuals and shall not be reflected as part of the Financial Proposal.

The financial proposal should accordingly include the following:

1. Compliance Sheet of Financial Bid (Form 5)
2. Bid Letter – Financial Bid (Form 6)
3. Financial Bid Submission Format (Form 7)

Section 6 – EVALUATION PROCESS

In the first stage, the technical proposal will be scrutinized as per the Eligibility criteria and completeness of the documents as prescribed in the tender document in relevant sections. The bids qualifying the Technical bid scrutiny will be eligible for Finance Bid Evaluation. The Successful bidder will be selected based on the rates quoted in the Financial Bid.

Section 7 – AWARD OF CONTRACT

District Administration/ DWO will award the Contract to the successful bidder based on the lowest rates quoted in the Financial Bid.

7.1 SIGNING OF THE CONTRACT

After the District Administration/ DWO notifies the successful bidder that its proposal has been accepted, a contract will be entered into, incorporating all clauses and the proposal of the bidder between District Administration/ DWO and the successful bidder.

7.2 FAILURE TO AGREE WITH TERMS AND CONDITIONS OF THE TENDER PAPER

Failure of the successful bidder to agree with the Legal Agreement and Terms & Conditions of the tender paper shall constitute sufficient grounds for the annulment of the award, in which event District Administration/ DWO may award the contract to the next best value bidder or call for new proposals from the interested bidders. In such a case, the District Administration/ DWO shall forfeit the EMD of the successful bidder.

7.3 TERM OF THE AWARD

The period of contract shall be for a period of 1 (one) year from the date of execution of agreement. The period may be extended for further periods on mutual agreement by both the parties on similar terms and conditions.

Section 8 – PAYMENT TERMS & CONDITION

The payment to the selected Agency will be made as per the following terms:

- The Service Provider will raise the monthly claims/ invoice inclusive of applicable taxes & management cost (service charges) of Service Provider by 2nd of every succeeding month. The District Administration/ DWO will ensure the payment to HR Agency within 10 days of receiving the invoice.
- The payment shall be made subject to deduction of applicable taxes.

ANNEXURE A - DETAILS OF HR POSITIONS, JOB-RESPONSIBILITY, REMUNERATION

Sl.	Position	No. of posts	Minimum Age & Qualification	Others	Monthly Remuneration (Rs.)	Job-description
1	Warden	06 (Six) (To be filled up by DWO based on requirement)	35 years Graduation	Necessarily be a woman, preferably a single woman, divorcee or widow. (Not appropriate for children of small children staying without family)	12,000	<p>She will take care of the boarders like a foster mother and will reside in the hostel.</p> <p>She will stay in the dormitory during day-time when boarders go to the school and sleep in the hostel during night time.</p> <p>She will ensure that all boarders go the school and attend other activities such as tuition classes or any other as required under the scheme.</p> <p>She will help the young students to get ready for the school and also help them when they are back from the school</p> <p>She will ensure tidiness, cleanliness, well-being and good health of the boarders.</p> <p>She will ensure cleanliness of the dormitory, toilets, bathrooms and surroundings of the hostel with the help of the sanitary worker.</p> <p>She will provide personal nursing care to the ailing boarders and ensure their medication.</p> <p>She will check the entry of any unauthorized person in the</p>

					<p>hostel as per the prevailing guidelines of the Department. She will keenly observe if any boarder is upset emotionally or subjected to depression and try to comfort her/him. She shall bring such incident to the notice of the DWO immediately.</p> <p>She will be vigilant to the safety and security of the boarders and take necessary steps, in her capacity, to prevent any mishap.</p> <p>She will bring any perceived threat to the security of boarders to the immediate notice of the DWO for necessary action.</p> <p>Any other work assigned by the DWO.</p>
2	Matron	14 (Fourteen) -do-	Necessarily be a woman, preferably a single woman, divorcee or widow. (Not appropriate for children of small children staying without family)	10,000	<p>She will stay in the hostel amongst girl boarders and will sleep with them at night.</p> <p>Ensure cleanliness of dormitory, toilet, bathroom, surroundings taking the aid of L/CCAs.</p> <p>Check entry of any unauthorized person, particularly men.</p> <p>Liaison with ailing girls and ANM. If need arises inform Asst Supt/Warden for action.</p> <p>Provide personal nursing</p> <p>Ensure that boarders don't remain in hostel during school hours and shall attend to girls who are sick/return to hostel.</p> <p>Hostel rooms should be locked during school time</p> <p>Maintain a first aid kit for</p>

emergency purposes.

Will accompany sick boarders to hospital.

Ensure regular consumption of Iron Folic Acid and de-worming tablet intake among hostel boarders.

Ensure regular health screening of the boarders and maintain the health card of each boarder with the help of ANM.

During night after closure of the day's business monitor the presence of each of the boarders by making personal round of the hostel rooms. She will keep the keys of the hostel with her.

Keep a record of the absentee boarders.

She will periodically check the furniture, cots, lights, water points, bathing spots, kitchen rooms, damaged electrical wiring, roof leakage etc. and bring to the notice of the warden if there is anything wrong.

Immediately report if there is sudden behavioral changes of girls especially if one is upset emotionally/subjected to depression.

Supervise student's arrival and departure.

Ensure proper storage of necessary items/assets

Ensure privacy of the girls' students.

						<p>Ensure adolescent boarders incinerators/ or properly dispose sanitary napkins.</p> <p>Ensure locking of the hostel gate by CCA at night and keep proper vigil over boarders (surprise checks)</p> <p>Ensure proper upkeep of Hotline Phone, CCTV, RO/Aqua guard, TV, and other assets and items installed/provided in hostels.</p>
3	<p>Cook-cum-Attendant-Care House Mother</p>	<p>36 (Profer Six)</p>	8 th pass	Necessarily be a woman	10,140	<p>She will be responsible for preparing food for the boarders as per the prescribed menu</p> <p>She will adhere to the mess management guidelines of the Department concerning cleanliness & upkeep of kitchen, store, dining space and cleaning area, cleanliness of food articles, storage of food and distribution of food etc.</p> <p>She will assist the young students to get ready for the school and also help them when they are back from the school</p> <p>She will provide nursing care to the sick boarders, as required.</p> <p>She will be vigilant to the safety and security of the boarders and inform to the warden regarding any issue concerning this.</p> <p>She will keenly observe if any boarder is upset emotionally or subjected to depression and try to comfort her/him. She shall bring such incident to the notice of the Warden immediately.</p> <p>She will assist in the cleanliness of the dormitory, toilets, bathrooms and surroundings of the hostel.</p>

						Any other work assigned by the DWO.
4	Tutor	23 C Teacher H.M.S	B.A/B.Sc/B.Com. Trained graduates shall be given preference. Those with experience of teaching in English Medium Schools or have passed from English medium school.	Experience of 3-5 yrs in teaching in English Medium School	8,000	<p>She/ He will be responsible for providing guidance and support to the boarders in completing the home-assignments/ homework/ project-work given by the school and ensure that they complete the assigned work.</p> <p>She/ He will be responsible for providing tutorial/ coaching as per the syllabus to enable the boarder to participate effectively in the classroom learning process</p> <p>She/ He will give special attention to those boarders who require additional support to cope with the syllabus.</p> <p>She/ He will engage the boarders in other creative activities like drawing, story-telling, quizzes etc. as part of the learning enrichment of the boarders.</p> <p>Any other work assigned by the DWO.</p>
5	Data Entry Operator (district level)	01 (C.M.S)	Graduate with proficiency in computer operations	1-3 years of experience in data entry	10,000	<p>Prepares, compiles, and sorts documents for data entry.</p> <p>Verifies and logs receipt of data.</p> <p>Transcribes source data into the required electronic format.</p> <p>Transfers information from paper formats into computer files using keyboards, data recorders, or optical scanners.</p> <p>Performs high-volume data entry using word processing, spreadsheet, database, or other computer software.</p> <p>Verifies integrity of data by comparing it to source documents.</p> <p>Reviews data for errors,</p>

					<p>missing pages, or missing information and resolves any discrepancies.</p> <p>Maintains a filing system and protects confidential customer information.</p> <p>Performs regular backups to ensure data preservation.</p> <p>Responds to requests to retrieve data from the database or electronic filing system.</p> <p>Uses basic office equipment (photocopy machine, facsimile machine, etc.)</p> <p>Maintains a satisfactory level of quality and productivity per department standards.</p> <p>Completes additional assigned tasks as required.</p>
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[Handwritten Signature]
24/5/22
COLLECTOR, BALANGIR

FORMATS FOR SUBMISSION OF TECHNICAL AND FINANCIAL PROPOSAL

FORMATS FOR TECHNICAL PROPOSAL

Form 1: Compliance Sheet for Technical Bid

Tender Call Notice No: _____, Date: _____

Please check whether following have been enclosed in the respective covers, namely, letter of Technical Bid.

Sl.	Eligibility Compliance Document	Provided (Yes/ No)	Page No in the Technical Bid
1	Copy of Certificate of Incorporation / Registration/ Partnership Deed, MoA/ By-laws		
2	Copy of Service Tax Registration Certificate		
3	Copy of PAN		
4	Copy of Labour Registration Certificate		
5	Copy of EPF Registration Certificate		
6	Copy of ESI Registration Certificate		
7	Copy of Audited Balance sheet and Profit & Loss Account; Showing the relevant trade as proof of Annual Turnover of last three financial years.		
8	Copy of Income Tax Return of previous three financial years.		
9	List of Projects Executed [Form 4] as per point 6 of the Section 3		
10	Copy of work orders from the client		
11	Tender Paper Cost (DD No.: _____, Amount: _____, Bank: _____, Date: _____)		
12	Earnest Money (DD No.: _____, Amount: _____, Bank: _____, Date: _____)		
13	Bid Cover Letter & Acceptance of terms & conditions contained in the tender documents [Form 2]		
14	Particulars of the Bidder [Form 3]		
15	Self Declaration of not being ineligible/ blacklisted [On the letter head of the Agency]		
16	Authorisation letter in the name of the Authorized		

Sl.	Eligibility Compliance Document	Provided (Yes/ No)	Page No in the Technical Bid
	signatory		

Signature of witness

Date:

Place:

Signature of the Tenderer

Date:

Place:

Company Seal

Form 2: Bid Letter (Technical Bid)

Tender Call Notice No: _____, Date: _____

<Location, Date>

To

Subject: Submission of the Technical bid for selection of HR Service Provider for hiring of manpower for ANWESHA – Urban Education Programme for ST/SC children Implemented by ST&SC Development Department, Govt. of Odisha

Dear Sir/Madam,

We, the undersigned, offer to provide our services to the _____ on your Tender Call Notice vide no <insert tender no> dated <insert date>. We are hereby submitting our Proposal, which includes this Technical bid and the Financial Bid sealed in separate envelopes.

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

We undertake, if our tender is accepted, to initiate the Implementation services related to the assignment not later than the date indicated in Fact Sheet.

We agree to abide by all the terms and conditions of the tender document. We would hold the terms of our bid valid for 180 days as stipulated in the tender paper document.

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

Yours sincerely,

Authorized Signature [*In full and initials*]: Name and Title of Signatory:

Name of Firm:

Address:

Location:

Date:

Form 4 : Format for List of Project Executed-

Tender Call Notice No. _____ Date _____

A. Details of experience of Carrying out assignment as HR service provider in Govt. Sector (in chronological order for last 3 years)

Sl.	Work Order Date	Description of Assignment as per Work Order	Name of Issuing Authority	Duration of Assignment			Various of Assignment (Rs.)	Work Order attached (page no.)
				Start Date	End Date	Total Duration of Assignment in Months		

B. Details of experience of carrying out assignments as HR service provider in Private Sector (in chronological order for last 3 years)

Sl.	Work Order Date	Description of Assignment as per Work Order	Name of Issuing Authority	Duration of Assignment			Various of Assignment (Rs.)	Supporting Documentary evidence Work Order or Certificate from Agency attached (Y/N) & page no.
				Start Date	End Date	Total Duration of Assignment in Months		

19. No. of assignments executed as manpower deployment in Govt. Sector in last 3 years

Year	No. of Assignments Executed in Govt. Sector

20. Number of Full-time Employees in the Organization:

Technical /Managerial	Support Staff

Signature of Witness

Date:

Place:

Signature of Tenderer

Date:

Place:

Company seal

Formats for financial Proposal
Form 5: Compliance Sheet for financial Bid

Tender Call Notice No: _____ Date: _____

Please check whether following have been enclosed in the respective covers, namely, financial Bid.

- | | | |
|-------------------------------|--------|--------------------------|
| a. Bid Letter (Financial Bid) | Yes/No | <input type="checkbox"/> |
| b. Financial Bid | Yes/No | <input type="checkbox"/> |

Signature of Witness

Date:

Place:

Signature of Tenderer

Date:

Place:

Company seal

Form 6: Bid Letter (Financial Bid)

<Location, Date>

To

Subject: Submission of the Financial Proposal for selection of HR Service Provider for hiring of manpower for ANWESHA – Urban Education Programme for ST/SC children implemented by ST&SC Development Department, Govt. of Odisha.

Dear Sir/Madam,

We, the undersigned, offer to provide our services for for hiring of manpower for ANWESHA – Urban Education Programme for ST/SC children implemented by ST&SC Development Department, Govt. of Odisha in accordance with your Tender Document <<tender paper No. >> dated <<Date>> and our Bid (Technical and Financial Bid). Our Financial Bid is attached in Form 9.

1. PRICE AND VALIDITY

All the prices mentioned in our Tender are in accordance with the terms as specified in the tender paper documents. We declare that our Bid Price is for the entire scope of the work as specified in the appropriate section in the tender paper. All the prices and other terms and conditions of this Bid are valid minimum for a period 180 days from the date of opening of the Bid. Subject to further extended period as mutually agreed upon.

We hereby confirm that our prices do not include any taxes and duties.

We understand that the actual payment would be made as per the existing tax rates during the time of payment.

2. UNIT RATES

We have indicated in the relevant forms enclosed, the unit rates for the purpose of on account of payment as well as for price adjustment in case of any increase to / decrease from the scope of work under the contract.

3. QUALIFYING DATA

We confirm having submitted the information as required by you in your Instruction to Bidders. In case you require any other further information/documentary proof in this regard before evaluation of our Tender, we agree to furnish the same in-time to your satisfaction.

4. BID PRICE

We declare that our Bid Price is for the entire scope of the work as specified in the appropriate section [2] in the tender paper. These prices are indicated at Financial Bid attached with our Tender as part of the Tender.

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

We hereby declare that our Tender is made in good faith, without collusion or fraud and the information contained in the Tender is true and correct to the best of our knowledge and belief.

We understand that our Tender is binding on us and that you are not bound to accept a Tender you receive.

Thanking you,

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Form 7: Financial Bid Submission Format

Tender Call Notice No. _____, Date _____

Unit Rate/Value must be quoted below exclusive of any taxes and duties. The Financial Bid will be evaluated as per Total Value of the bid exclusive of taxes & duties.

Position	No. of posts	Monthly Remuneration per person	Value of Service Charge per position/per month (in INR)	Total Service Charges per month for all positions (E=B x D)
A	B	C	D	E=B x D
Warden/Asst. Warden	06	Rs.12,000/-		
Matron	14	Rs.10,000/-		
Cook-cum-Attendant cum House Mother	36	Rs.10,140/-		
Tutor	23	Rs.8,000/-		
Data Entry Operator	01	Rs.10,000/-		
Total				

Amount in Words:

Signature of Witness

Date:

Place:

Signature of Tenderer

Date:

Place:

Company seal