



**OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, BALANGIR  
(ST & SC DEVELOPMENT SECTION)**

No. XXI-(Estt.)-43/24 594 / SSD/Dated. 29/02/2024

To

The District Informatics Officer, Balangir.

Sub: - Publication of Short Tender Call Notice in Balangir District Official Website.

Sir,

With reference to the subject cited above, I am enclosing herewith the copy of Short Tender Call Notice No. 588 dtd. 29.02.2024 of Collector, Balangir regarding engagement of Manpower i.e. 32(thirty two) nos. of Cook-cum-Attendants (CCA/LCCA) & 10(Ten) nos. of Lady Matron for the different ST & SC Development Department hostels of Balangir District, you are requested to web-hoist the same in the District Portal for wide circulation.

Encl: 20 (Twenty) sheets.

Yours faithfully

  
District Welfare Officer  
Balangir

Memo No. 595 / SSD/Dated. 29/02/2024

Copy to PA to Collector, Balangir for kind information of Collector, Balangir.

  
District Welfare Officer  
Balangir



OFFICE OF THE COLLECTOR AND DISTRICT MAGISTRATE : BOLANGIR  
( ST & SC Development Section )

No. 588 / /Date. 29/02/2024

**SHORT TENDER CALL NOTICE**

**SEALED TENDERS** are invited from eligible SERVICE PROVIDING AGENCIES to provide MANPOWER i.e. **32(Thirty two) nos. of Cook-cum-Attendants (CCA/LCCA) & 10(Ten) nos. of Lady Matrons for the different ST & SC Development Department hostels of Balangir District** as per the terms & conditions provided in the website [www.balangir.nic.in](http://www.balangir.nic.in) of **BALANGIR**. The tender paper should reach to the District Welfare Officer, Balangir during the office hours **on or before 11.03.2024 through Courier/Regd. Post/ Speed Post** only. The tender papers will be opened in presence of the Committee members and the bidders or their authorized representatives, on dt. 12.03.2024 at 4 PM in the old Conference Hall of Collectorate, Balangir.

The interested agencies should clearly mention on the top of envelope as "**Tender for Selection of Outsourcing Agency to provide MANPOWER to the SSD Hostels**". The Agencies who have applied are requested to remain present in the venue for tender opening on the date of opening. The detailed Terms & Conditions and list of documents to be submitted is available in our website [www.balangir.nic.in](http://www.balangir.nic.in) .

The Authority reserves the right for cancellation / modification of the Tender without assigning any reason thereof.

Collector, Balangir

***Proposal for Selection of  
Outsourcing Agency/ Manpower  
Service Provider for hiring the  
services of CCAs/LCCAs and  
Lady Matrons for SSD Hostels of  
Balangir District.***

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## Section - I

### GENERAL INSTRUCTIONS AND SCOPE OF WORK FOR BIDDERS

#### GENERAL INSTRUCTION

1. Proposals are invited from reputed, well established, financially sound and registered Manpower Service Provider to provide services of CCA/LCCA & Lady Matron on contract basis for smooth management of SSD Department hostels of Balangir district.
2. The period of the contract shall be maximum for a period of 2 years which can be extended for another period of one- year subject to satisfactory performance. After end of the contract period, fresh tender shall be floated for selection of the agency well ahead before the end of the contract. Under no circumstances shall the contract be extended beyond 3 years.

The contract may be terminated owing to deficiency in service or because of change in the Department's requirements. Dist. Welfare Officer on behalf of Collector, Balangir however, reserves right to terminate this initial contract at any time after giving **15 days** notice to the selected Service Provider.

3. DWO, Balangir has tentative requirements of 32 nos. of CCAs/LCCAs and 10 nos. of Lady Matrons for the hostels running under ST & SC Development Department of Balangir District. The requirement may increase or decrease as per sanction strength of Hostels and nos. of hostels to be made operational.
4. The eligible bidders, those have the capability of providing above types of manpower as per the prescribed technical parameters in the tender document, are allowed to participate in the selection process. Part bids will not be taken into consideration.

The Collector, Balangir reserves the right to cancel any all proposals without assigning any reason thereof.

#### THE SCOPE OF WORK

The scope of work of the Outsourcing Agency will be as follows:

Payroll Management of deployed Manpower

- I. 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 Human Resource Outsourcing agency can be broadly categorized into following two parts:

#### **Human Resources Management**

- Ensure regular payment of monthly remuneration to deployed personnel through NEFT as per the rates mentioned.
- Ensure statutory compliance like EPF, ESI, TDS deduction etc. as required by the prevailing norms.
- Provide replacement of personnel in case of vacancies arising during the course of the agreement, from the waitlisted candidates.

#### **Other conditions:**

- The day to day work of the deployed personnel will be assigned by the designated 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 Welfare Officer, Balangir on behalf of Collector, Balangir shall have the right to verify the actual payment made and may request the Manpower Service Providing Agency to provide excerpts of the bank statement of the payments made as the proof of payment of remuneration EPF, ESI, GST, IT etc and if not satisfied shall withhold the payments due to the HR Service Provider in addition to other legal action.
- In case, the District Welfare Officer, Balangir on behalf of Collector, Balangir is not satisfied with the performance of the deployed personnel or because of indiscipline and on receipt of such complaint, the DWO, Balangir may ask the Human Resource Service Provider in writing, providing the reasons thereof, to withdraw the personnel and provide a replacement.



**Section- II**  
**ELIGIBILITY CRITERIA FOR THE MANPOWER SERVICE PROVIDER**  
**AGENCY**

Following are the essential qualifying criteria for the Manpower Providing Agency to technically qualify for the assignment:

1. The bidder should be registered as a Human Resource Service provider Firms, Private Limited Company, Public Limited Company, or Society/ Trust since last 5 years. The Incorporation/Registration certificate should be furnished as documentary proof. The registered office of the manpower service provider must be located within the jurisdictional area of Balangir. Document in support of the existence of the office must be submitted.
2. It must have at least five years of past experience (from the last date of submission of tender) in providing manpower to Central / State Government Departments.
3. The bidder should have valid registration under Service Tax Rules, Income Tax, EPFO, ESI Corporation and under Labour Act. The bidders are required to enclose self-attested photocopies of the following documents duly sealed along with the Technical Bid, failing which their bids shall be out rightly rejected and will not be considered.
  - (i) Copy of GST Registration Certificate of the applicant organization along with copy of GST return for the month of December 2023.
  - (ii) Copy of PAN card
  - (iii) Copy of EPF Registration Certificates along with extracts of the Bank Account containing transactions during last three 3 years as on 31.12.2023 along with copy of ECR/Challan till 31.12.2023.
  - (iv) Copy of ESI Registration Certificates along with extracts of the Bank Account containing transactions during last three 3 years as on 31.03.2023 along with copy of ECR/Challan till 30.06.2023.
  - (v) Audited Financial Statement for the last three financial years (2020-21, 2021-22 & 2022-23).
  - (vi) Copy of Income Tax returns for last three financial years (2020-21, 2021-22 & 2022-23).
  - (v) Copies of the work orders from the Govt. Agencies for providing manpower services during the last three financial years (2020-21, 2021-22 & 2022-23).

- (vii) Must have annual average financial turnover of **Rs.250.00** Lakh in last 3 financial years. Copies of Audited Financial Statement for the concerned period must be provided.
4. The bidder should 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 III**

#### **GENERAL TERMS AND CONDITIONS**

#### **1 Cost of Tender Document & Earnest Money Deposit**

- a. **Tender Cost** - Tender document can be downloaded from the website [www.balangir.nic.in](http://www.balangir.nic.in). Bidder must submit **Tender Cost of Rs 5,000/- (Rupees five thousand only)** in shape of Demand Draft only drawn in favour of "District Welfare Officer, Balangir" payable at Balangir, failing which the tender shall be out rightly rejected.
- i. **Earnest Money Deposit** - Bidders should submit along with their Technical Bids, an **Earnest Money Deposit (EMD) of Rs.30,000/-(Rupees Thirty thousand) only, (refundable without interest)**, should necessarily be accompanied with the technical bid in shape of Demand Draft only drawn in favour of "District Welfare Officer, Balangir" payable at Balangir failing which the tender will be summarily rejected. The tender EMD of all unsuccessful bidders would be refunded within 180 days of the bidder being notified as unsuccessful. The EMD, for the amount mentioned above, of successful bidder would adjust as a part of the Performance Guarantee during the period of the contract.
  - ii. The EMD amount is interest free and will be refundable to the unsuccessful bidders without any accrued interest on it.
  - iii. The tender paper submitted without Tender Cost and EMD, mentioned above, will be summarily rejected.
  - iv. 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.





**2 Performance Security Deposit:-**

The successful bidder will have to deposit a Performance Security Deposit of **03% of the Contract value** in shape of Demand Draft only **in favour of "District Welfare Officer, Balangir"** within 7 (Seven) days after receipt of work order.

**3. Submission of Bids**

The tender has been invited under two bid system

- i) **Technical Bid**
- ii) **Financial Bid.**

The interested agencies are advised to submit two separate sealed envelopes super scribing "**Technical Bid for providing Manpower Services to District Welfare Officer, Balangir**" and "**Financial Bid for providing Manpower Services to District Welfare Officer, Balangir**". Both sealed envelopes must be kept in a sealed third envelope super scribing "**Tender for Selection of Outsourcing Agency to provide CCA/LCCA and Lady Matron for SSD Hostels of Balangir District**".

**4 Completeness of the Bid**

- a) Submission of the proposals/bid shall be deemed to have been done after careful study and examination of the tender paper document with full understanding of its implications.
- b) The conditional bids shall not be considered and will be out rightly rejected

**5 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 Office of the District Welfare Officer, Balangir 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. Collector, Balangir reserves the right to modify and amend any of the stipulated condition/criterion.

**6 Language of the Bid**

The Proposal should be filled by the Bidder in English language only.



**7 Currency of the Proposal/ Bid Document**

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

**8 RIGHT TO TERMINATE THE PROCESS**

- a. The Collector, Balangir may terminate the Tender process at any time and without assigning any reason thereof. This Office 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 by the Collector, Balangir. The bidder's participation in this process may result in selecting the bidder to engage towards execution of the contract.

**Section IV**

**GUIDELINES FOR SUBMISSION OF PROPOSAL**

**1 TECHNICAL PROPOSAL**

Bidders are required to submit the Technical Proposal in the prescribed format only. The technical proposal should accordingly include the following:

- I. Bid Cover Letter – Technical Bid [Form-1]
- II. Bidders profile/Technical Bid [Form-2]
- III. Document Checklist [Form-3]
- IV. Self-declaration of not being ineligible/blacklisted [Form 4]
- V. All Documentary Evidences as required in the tender document (please refer Document Checklist [Form-3]), all of which must be legible and signed by the Bidder.  
No Price details should be given or hinted in the technical bids.

**2. Financial Proposal:**

Bidders are required to submit the Financial Proposal in the prescribed format only.

**Section-V**

**EVALUATION PROCESS**

- I. In the first stage, the technical proposals will be scrutinized as per the Eligibility criteria and completeness of the documents as prescribed in the tender document. Bidders need to score minimum 70% Marks out of Maximum Total marks as per evaluation criteria fixed (Annexure-A) for qualifying to next stage i.e Financial Evaluation.
- II. The bids qualifying the Eligibility criteria and complete with regard to availability of the documents will be considered for Final Evaluation.



**III. Tender Committee:** The Tender Committee constituted by Collector, Balangir to finalize the tender.

Details technical evaluation will be done on following criteria:-

- The Financial Bids of technically qualified Bidders will be opened on the prescribed date in the presence of Bidders representative.
- If a firm quotes NIL charges/consideration, the bid shall be treated as unresponsive and will not be considered.

## **Section- VI**

### **AWARD OF CONTRACT**

The District Welfare Officer, Balangir on behalf of Collector, Balangir will award the Contract to the successful bidder qualifying in the Technical Bid.

**1**     NOTIFICATION OF AWARD

The District Welfare Officer, Balangir will notify the successful bidder in writing by fax or email, that its proposal has been accepted.

**2**     SIGNING OF THE CONTRACT

After notification of award by the Office of the District Welfare Officer, Balangir that its proposal has been accepted, the District Welfare Officer, Balangir on behalf of the Collector, Balangir shall enter into a separate contract/Agreement with the selected Outsourcing Agency incorporating all clauses.

**3**     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, constitute sufficient grounds for the annulment of the award, in which event the Office of the Collector, Balangir may award the contract to the next best value bidder or call for new proposals from the interested bidders.

**4**     TERM OF THE AWARD

The period of contract shall be for a period of six months initially from the date of execution of agreement and on assessment of outcome & satisfactory performance, engagement can be extended for an year only and may be renewed as per Govt. guidelines



## Section-VII

### PAYMENT TERMS & CONDITION

The Service Provider will claim Service Charge on negotiable basis (having lowest bidder of service charge is being considered) after signing the separate agreement with the District Welfare Officer, Balangir on behalf of the Collector, Balangir for due engagement of Manpower at the respective level.

### TECHNICAL REQUIREMENT FOR MANPOWER TO BE DEPLOYED BY THE SUCCESSFUL MANPOWER SERVICE PROVIDER IN SSD HOSTELS OF BALANGIR DISTRICT

#### A- Qualification and Experience of personnel to be engaged in SSD Hostels:

Sl. No.	Category	Nos. of Post	Qualification and Experience	Duties & Responsibility	Remuneration
01	CCAs/ LCCAs	32	<b>Age Limit</b> - 18 Yrs and above <b>Educational Qualification:-</b> Must have passed up to 8 <sup>th</sup> class and able to read and write Odia.	a. He/She shall be responsible for cooking for the inmates of hostel. b. He/ She shall take care of the boarders of the Hostel. c. He/She shall stay with boarders in the hostel at night also and provide watch and ward to them. d. Any other work relating to maintenance of hostel and need of the boarders assigned to him/her by the Headmaster/Hostel Superintendent. e. He/She will not be allowed to stay in the hostels with family members.	<b>12,000/-</b> <b>Excluding EPF, ESI, Service Charges &amp; GST.</b>
02	Lady Matrons	10	<b>Age Limit</b> - 35 Yrs and above <b>Educational Qualification:-</b> Must have passed Graduation.	a. She will take care of the boarders like a foster mother and reside in the hostel. b. She will stay in the dormitory during day time when boarders go to the school or attend to co-curricular activities and sleep with girls during night. c. She will ensure cleanliness of the dormitory, toilets, bathroom, and surroundings with active participation of the girls and attendant on duty. d. She will check the entry of any men or unauthorized person in the hostel. e. She will attend to any girl who comes back to the dormitory without attending to class activity and record the reason in writing and take remedial measure on the issue. f. She will liaison between ailing girls and ANM, if need be, inform it to the Assistant Superintendent/ Head Master for action. g. She will provide personal nursing care to the ailing girls to comfort them like their own mother. h. She will see that all boarders go to classes and other activities in time. i. She will periodically check the furniture, cots, light points, water points, bathing spots, kitchen rooms, damaged electrical wirings/fittings of the hostel and kitchen, water supply system for safety and security of the boarders. j. She will have a very cordial and affectionate interaction with the girls from time to time to know their personal needs and problems if any and help them overcome it. k. She will keep the keys of the hostel with her. She will keenly observe if any girl student is upset emotionally or subjected to depression and bring it to the notice of the Headmaster. l. She will not be allowed to stay in the hostels with family members.	<b>10,000/-</b> <b>Excluding EPF, ESI, Service Charges &amp; GST.</b>



**Remuneration;**

- Consolidated monthly remuneration subject to submission of signed absentee statement and performance report by the concerned Headmasters/Superintendents by 05<sup>th</sup> of each succeeding month.

**Section-VIII****Nature of Engagement & Selection Procedure;**

The selected service provider will deploy efficient and competent person with requisite qualification on receipt of requisition from District Welfare Officer, Balangir. The SMC and the Headmasters of concerned schools may be consulted during deployment of persons for the post of CCAs/LCCAs.

For the post of Lady Matrons, the service Provider will sponsor sufficient numbers of eligible candidates in due times out of which the DWO, Balangir will select the required nos. of persons through a selection committee constituted by the DWO, Balangir.

If the authority finds that any of the personnel have (i) committed severe misconduct or have been charged with having committed act or (ii) have reasonable cause to be dissatisfied with the performance of any of the personnel, then the service provider shall at the procuring authority's written request specifying the ground thereof, provide as replacement a person with qualification and experience acceptable to the authority.



Form: 2

**TECHNICAL BID  
FOR PROVIDING MANPOWER SERVICES TO SSD HOSTELS IN  
BALANGIR DISTRICT**

01	Name of the Organization	
02	Legal Status	
03	Name of the Manpower Service Provider	
04	Name of the Proprietor / Director	
05	Full Address of Registered Office with Telephone Number, FAX No & Email Address / Website	
06	Name & Telephone No of the Authorized Person to liaise with authority	
	Registration No. of Certificate of Incorporation & Date	
07	Bank Name of the Manpower Service Provider	Account No Bank & Branch Name IFS Code
08	PAN (Attach self-attested Copy)	
09	GST Registration No (Attach self-attested copy)	
10	EPF Registration No (Attach self-attested copy)	
	ESI Registration No (Attach self-attested copy)	
	No. of years of experience as HR service provider (as on 1st August 2023)	
	Date of first assignment as Hr Service Provider	
	Date of first assignment as Hr Service Provider for Govt. Deptt.	
	Annual Turn Over	2020-21 2021-22 2022-23
11	Details of EMD	Demand Draft No & Date  Amount
12	Details of Tender Cost	Demand Draft No & Date  Amount

13. Please give details of the major similar contracts handled by the Manpower Service Provider during the last three financial years i.e. 2020-21, 2021-22 & 2022-23 in the following format:

(Please attach separate sheet, if required)

Sl No	Name, address & Telephone Number of the Client	Details of Manpower Service Provided		Amount of Contract (Rs in Lakh)	Duration of Contract	
		Type of Manpower Provided	Number		From	To

**Signature of Authorized Signatory with Seal**

**Full Name:**

**Place:**

**Designation:**

**Date:**

**Address:**

**Phone No (O):**

**Phone No (M):**

**FINANCIAL BID**  
**FOR PROVIDING MANPOWER SERVICES TO SSD DEPTT. SCHOOLS OF**  
**BALANGIR DISTRICT**

01. Name of the Manpower Service Provider
02. Rate per person per month inclusive of all Statutory Liabilities & Taxes.

Sl. No.	Manpower type	Consolidated Remuneration in Rs. per month	EPF/ESI /Service charge	GST 18%	Total Quoted value
01	CCA/LCCA	12000			
02	Lady Matron	10000			

**Notes:**

01. The Service Charge quoted should not be less than 3.85% of the remuneration.
02. The total rates quoted by the Agency should be inclusive of all Statutory Liabilities & Taxes in force at the time of submitting the tender & fixed for the period of contract. No alteration shall be allowed under any circumstances unless and until Government notifies the same.
03. The payment shall be made on conclusion of the calendar month only on the basis of no. of working days for which duty has been performed by each manpower as per the actual.
04. Bidders have to quote for all the positions under this tender and the bid with lowest evaluated monthly charges for the required manpower (from sl.1 to 2) will be awarded with the contract.
05. The employee's share of contribution towards EPF & ESI shall be deducted by the service provider from the remuneration of the person engaged (subject to the willingness of the employee) and deposit the same with appropriate authority. Proof of deposit of the same with the concerned authority must be furnished.
06. In case of non compliance of any of the above conditions, the Bid will be summarily rejected.

**Signature of Authorized Signatory with Seal**

**Place:**  
**Date:**

**Full Name:**  
**Designation:**  
**Address:**  
**Phone No.**





**Form 3: Document Checklist for 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/ Bye-laws, etc.		
2	Copy of Service Tax Registration Certificate		
3	Copy of Income Tax 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 as proof of Annual Turnover for the financial years 2020-21, 2021-22 & 2022-23		
8	Copy of Income Tax Return for the financial years 2020-21, 2021-22 & 2022-23		
9	Copy of Service Tax Return for the financial years 2020-21, 2021-22 & 2022-23		
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: .....) )		

Signature of witness  
with Seal

Date:  
Place:

**Signature of Authorized Signatory**

Date:  
Place:



## DECLARATION

1. I, Shri/Kumari/Shrimati

.....,  
Son/Daughter/Wife of

Shri....., Proprietor/

Director, am competent to sign this declaration and execute this tender Document.

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.

3. The information / documents furnished along with the tender application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my/ our tender at any stage besides liabilities towards prosecution under appropriate law.

### Signature of Authorized Signatory with Seal

Place:

Date:

Full Name:

Designation:

Address:

Phone No (O):

Phone No (M):



**Form 4:**

**Self-declaration of not being ineligible**

On the Letter Head

I, Sri/Smt. \_\_\_\_\_ aged about  
\_\_\_\_\_ years S/o/D/o/W/o \_\_\_\_\_  
Proprietor/Partner/ \_\_\_\_\_ Director of  
M/s \_\_\_\_\_ At- \_\_\_\_\_ Po-  
\_\_\_\_\_, PS \_\_\_\_\_, and District  
\_\_\_\_\_ do hereby solemnly declare as follows:

- 1) That pursuant to the tender call notice dt. \_\_\_\_\_ of the Office of the Collector, Balangir at the District level, I/my firm/company am/is an intended bidder to participate in the said tender process.
- 2) That as per terms & conditions of the tender documents, I am to declare that, I/my firm/company have not been blacklisted by any Central/State Govt. Organisation or by any Public Sector undertakings of the State/Central Govt.
- 3) That neither any criminal case nor any vigilance case is pending against me/my firm/company before any forum.
- 4) That the facts stated above are true to the best of my knowledge and belief.

**Signature of Authorized Signatory with Seal**

**Place:**

**Date:**

**Full Name:**

**Designation:**

**Address:**

**Phone No (O):**

**Phone No (M):**



**Form 1:**

**Bid Letter (Technical Bid)**

No. \_\_\_\_\_ Date: \_\_\_\_\_

<Location, Date>

To

The Collector,  
Balangir

Sub: Submission of the Technical bid for Supply of manpower for SSD Hostels of Balangir District.

Dear Sir,

We, the undersigned, offer to provide our services to the Collector, Balangir with your Request for Proposal dated ..... 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 Proposal 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 document. We would hold the terms of our bid valid for 180 days as stipulated in the document.

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

Yours sincerely,

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

Name of the Firm:

Address:

Location:

Date:



ANNEXURE - A

SI No	Criteria	Description	Maximum Marks
1.	Years of Business Experience (Registration of firm)	<ul style="list-style-type: none"> <li>• <math>\geq 3</math> years <math>\leq 5</math> years: 5 Marks</li> <li>• <math>\geq 5</math> years <math>\leq 7</math> years: 7 Marks</li> <li>• <math>&gt; 7</math> Years : 10 Marks</li> </ul>	10
2.	Similar Experience  No. of contracts awarded and successfully executed in last three years with State Govt./Central Govt./Semi Govt./Govt. owned Societies/corporation	<ul style="list-style-type: none"> <li>a. 2 to 5 nos. : 5 Marks</li> <li>b. 5 to 10 nos. : 7 Marks</li> <li>c. 10 above : 10 Marks</li> </ul> <p>(Self-Attested copies of Agreements/Work Orders are to be furnished along with the technical proposal)</p>	10
3.	Performance Certificates from previous assignments during last 3 years	<ul style="list-style-type: none"> <li>• Satisfactory Work Performance submitted: 5 Marks</li> <li>• Or otherwise: 0 Marks</li> </ul>	05
4.	Average Annual Turnover (last three years i.e. (2019-20, 2020-21 & 2021-22)	<ul style="list-style-type: none"> <li>• <math>&gt; 1 \leq 3</math> Crores: 5 Marks</li> <li>• <math>&gt; 3 \leq 5</math> Crores: 7 Marks</li> <li>• <math>&gt; 5 \leq 10</math> Crores: 10 Marks</li> <li>• <math>&gt; 10</math> Crores : 15 Marks</li> </ul>	15
5.	No. of staffs engaged in last 3 years (Avg. of last three years): (2019-20, 2020-21 & 2021-22) (to be determined from the work order/contract copies)- Details to be furnished.	<ul style="list-style-type: none"> <li>• <math>\geq 20</math> up to 29 persons: 5 Marks</li> <li>• <math>\geq 30</math> upto 49 persons: 7 Marks</li> <li>• 50 &amp; above persons : 10 Marks</li> </ul>	10
	<b>Total</b>		<b>50</b>