



ZILLA PARISHAD OFFICE, BALANGIR

Dist.-BALANGIR, Odisha. Pin- 767001

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Notice No: 982 Date: 26.02.2026

INVITING TENDER FOR SELECTION OF SERVICE PROVIDING AGENCY FOR PROVIDING MANPOWER UNDER MGNREGA, ADP & SBM SCHEME.

Zilla Parishad, Balangir invites sealed tender from registered man power service providing agencies/companies/firms for providing service of different categories of man power under Rural Housing Scheme in Zilla Parishad, Office, 14 Blocks & Line Department. The bid should reached the undersigned by Speed Post or Registered post only. The last date of submission of tender is 24.03.2026 up to 5.30 P.M.

The details of Request for Proposal can be viewed in the district website i.e. <https://balangir.odisha.gov.in>. Further the bid documents can be downloaded from the same website from 27.02.2026 to 24.03.2026.

1. Opening of RFP documents : 25.03.2026 at 11.30 A.M.(Technical Bid)
2. Opening of RFP documents : 26.03.2026 at 11.30 A.M. (Financial Bid)
3. RFP can be downloaded from the district administration website. The bidders are required to submit the non-refundable document fee of Rs.10,000/- (**Rupees Ten Thousand**) only in shape of Account Payee Demand Draft in favour of the **C.D.O-cum-Executive Officer, Zilla Parishad, Balangir payable at Balangir** from any of the Scheduled Commercial Bank along with the Proposal in Technical bid. In absence of such document (Cost of Tender fee) the RFP will be rejected.

C.D.O-cum-E.O.,
Zilla Parishad, Balangir

Memo No: 983 /, Date: 26.02.2026

Copy forwarded to the Director, I & PR Department Govt. Of Odisha, Bhubaneswar for information and necessary action. With a requested to publish the advertisement in widely circulate daily news papers (2 Odia daily and 1 English) and submit the credit bill to the undersigned.

C.D.O-cum-E.O.,
Zilla Parishad, Balangir

Memo No. 984 / ZP Date: 26.02.2026

Copy submitted to the DGM, OSWAN, Balangir for web hosting the same short tender call notice along with details documents, terms & conditions, criteria, format etc. (enclosed herewith) in District portal <https://balangir.odisha.gov.in>. The Bid paper from **27.02.2026 to 24.03.2026** in the District website for wide publication and use of prospective bidder

C.D.O-cum-E.O.,
Zilla Parishad, Balangir

Memo No: 985 / ZP Date: 26.02.2026

Copy to Notice Board Zilla Parishad Balangir to display the tender call notice on the notice board for wide publication.

C.D.O-cum-E.O.,
Zilla Parishad, Balangir



**Panchayati Raj & Drinking Water Department
Government of Odisha**

TENDER DOCUMENT

For

**Selection for Human Resource Service Provider Agency to
place manpower for the Scheme MGNREGA (MGNREGS
Assistant, Assistant Computer Programmer & DEO),
Aspirational District Programme (ADP) & SBM (DEO & Peon)
in ZILLA PARISHAD, BALANGIR**

Important Dates

- 1. Date of Issued of RFP Documents: 27.02.2026**
- 2. Last date for submission of RFP Documents: 24.03.2026 up to 5.30 P.M.**
- 3. Opening of RFP documents : 25.03.2026, at 11.30 A.M.(Technical Bid)**
- 4. Opening of RFP documents : 26.03.2026, at 11.30 A.M. (Financial Bid)**

ZILLA PARISHAD OFFICE, BALANGIR

General Instructions for the Bidders

1. FACT SHEETS:

This Fact Sheet comprises important factual ZILLA PARISHAD OFFICE on the RFP for quick reference of the bidder relating to selection of HR service provider agency in the Zilla Parishad Office, Balangir District.

2. SCOPE OF WORKS:

- The sealed bids are invited for supplying manpower for carrying out official work under MGNREGS, Aspirational District Programme & SBM Zilla Parishad for deployment at Zilla Parishad and Panchayat Samiti for a period of 02 (two) years.
- Approximate 69 no. of staffs under in different capacity are required to be deployed on outsource basis in Balangir District. The nos. are indicative and will be changed as per requirement of the Zilla Parishad, Balangir.
- The approximate bid cost for one year period is Rs.1,43,82,000.00 inclusive of all taxes.
- The bidders cannot withdraw their bids after opening of technical bid within the minimum bid validity period and also after accepting the Letter of Award.
- Withdrawal or non-compliance of agreed terms and conditions after the execution of agreement will lead to invoking penal provisions and may also lead to black listing.

3. PROJECT INTRODUCTION:

The detail manpower requirement on outsource basis is as follows:

a) MGNREGS Scheme:

Sl. No.	Description	Quantity (Nos.)
1	MGNREGS Assistant	36
2	Additional Computer Programmer (ACP)	15
3	Data Entry Operators (DEO)	14

b) Aspirational District Programme (ADP):

Sl. No.	Description	Quantity (Nos.)
1	Aspirational Block Fellow	02

c) SBM Zilla Parishad Scheme:

Sl. No.	Description	Quantity (Nos.)
1	Data Entry Operator	01
2	Peon	01

Project Management Unit (MGNREGS)

- To assist in effective implementation of MGNREGS scheme at District level, Panchayat Samiti level as well as Line Department level.

Aspirational Block Fellow:

- Collaborating with block officials to design and execute development strategies aligned with ABP thematic areas.
- Conducting regular field visits to assess project implementation, address challenges and collect ground level insights.
- Analyzing data and providing evidence-based recommendations to BLOs, District level officials to optimize developmental initiatives.
- Organizing workshops, awareness campaign and skill building programme to empower the local community.
- Keeping State and NITI Ayog abreast with the issues, challenges and need for support.
- Help in documentation and good governance practices.

Peon Services:

- To assist in any office work as may be required of him.
- To refill the water bottles for use by the officer or staff if so required
- To keep the office tables, chairs, almirahs, windows, bookshelves, cubicles and cabin clean and tidy.
- To ensure before leaving the office, he/she should check if all the systems are switched off, lights and fans are switched off, doors and windows of the cabinet are closed.

Clause Reference	Topic
Method of Selection	Quality and Cost Based Selection (QCBS) method shall be used to select the Human Resource Providing Agency (HRSPA) for providing staffs as per the details annexed in the Scheme MGNREGA (MGNREGS Assistant, Assistant Computer Programmer & DEO), Aspirational Block Fellow & SBM (DEO) of the District. The Bidder has to submit the bid in two separate sealed envelopes marked Technical & Price bid. All the bidders will be evaluated on the basis of pre-qualification criteria. Technical evaluation will be done for only those bidders who satisfy all the pre-qualification criteria. Price bid of only those bidders shall be opened who qualify in Technical Bid. Technically qualified bidder, who quotes the least price, will be selected as Service Provider for the assignment. Consortium is not allowed.
Tender Fee	RFP can be Downloaded from the district administration website. The bidders are required to submit the non-refundable document fee of Rs.10,000/- (Rupees Ten Thousand) only in shape of Account Payee Demand Draft in favour of the C.D.O-cum-Executive Officer, Zilla Parishad Balangir , payable at Balangir from any of the Scheduled Commercial Bank along with the Proposal.
Earnest Money Deposit (EMD)	RFP must be accompanied with an earnest money of Rs.7,20,000/- (Rupees Seven lakh twenty thousand Only) failing which the Bid will be rejected and Technical Bid will not be opened. The Earnest Money should be deposited by way of account payee Demand Draft in favour of "Drawing and Disbursing Officer, C.D.O-cum-executive Officer Zilla Parishad, Balangir" on any Nationalized Bank payable at Balangir. NSC/Bank Guarantee are also acceptable forms of EMD. The Bidder will submit DD/ NSC/ BG in a separate envelope super scribed as "EMD" which will be opened prior to opening of Technical Bid. For non-submission of EMD by the Bidder, Technical Bid of the Bidder will not be opened. The exemption of EMD shall not be entertained for the assignment.
Scope of Work	Selected Service Provider is expected to implement and execute a MOU with Zilla Parishad Balangir for a period of 02 year initially and extendable on satisfactory performance and as per the instruction of Govt. in PR & DW Department from time to time.
Language of Bid	The proposal should be prepared by the Bidder in English language only.
Currency of the Bid	The bidder should quote price in Indian Rupees only. The offered price must be exclusive of taxes and duties. The taxes as appropriate & applicable would be paid at the prevalent rates.
Validity Period	Proposals/ Bids must remain valid minimum for 180 days after the submission date.
Bid to be Submitted to	The proposal must be submitted to: O/O C.D.O-cum-Executive Officer, Zilla Parishad, Balangir, in front of SBI (Main Branch), Balangir, Odisha, Pin-767001 through registered post/ speed post only. The tender paper, technical bid, tender fees and EMD shall be put in a sealed envelope with superscription as "Technical Bid". The price bid shall be put in a separate sealed envelope with superscription as "Financial Bid". Both the envelopes shall be put in a separate envelope with superscription as "Proposal for Selection of Resource Providing Agency for supply of manpower for Scheme MGNREGA (MGNREGS Assistant, Assistant Computer Programmer & DEO), Aspirational Block Fellow & SBM (DEO & Peon) in Balangir District".

2. PROPOSAL

Sealed tenders are invited from eligible, reputed and qualified organizations for the assignment as defined under the Terms of Reference section. This invitation to bid is open to all Bidders meeting the minimum eligibility criteria as mentioned in subsequent section of this RFP Document.

3. BACKGROUND INFORMATION

The Zilla Parishad Balangir is set up by the Government of Odisha to oversee the planning, implementation and monitoring of programmes meant for the development of rural areas under the jurisdiction of Balangir district. It invites TOR for expression of interest to provide manpower under the Scheme MGNREGA (MGNREGS Assistant, Assistant Computer Programmer & DEO), SBM (DEO & Peon) & BLOCK FELLOW to be engaged of the District on behalf of Panchayati Raj & Drinking Water Department, Govt of Odisha. The Zilla Parishad, Balangir proposes to engage service of qualified and experienced resource providing agency on outsourced basis. The Requirement for the outsourced staff is to continuously manage and monitor the implementation of MGNREGA Scheme, Aspirational District Programme (ADP) and SBM in the District & Blocks.

4. INSTRUCTION TO BIDDER

4.1. General

a) While sincere effort has been made to provide comprehensive and accurate background information, requirements and specifications, Bidders must form their own conclusions about the support needed to meet the requirements based on their past experience.

b) All information supplied by Bidders may be treated as contractually binding on the Bidders, on successful award of the assignment by the Zilla Parishad on behalf Panchayati Raj & Drinking Water Department.

c) No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by the C.D.O-cum-Executive Officer, Zilla Parishad, Balangir on behalf of the Panchayati Raj & Drinking Water Department, Govt of Odisha. Any notification of preferred bidder status by the Zilla Parishad, Balangir or Panchayati Raj & Drinking Water Department shall not give rise to any enforceable rights by the Bidder. The C.D.O-cum-Executive Officer, Zilla Parishad, Balangir on behalf of Panchayati Raj & Drinking Water Department may cancel this procurement at any time prior to a formal written contract being executed.

4.2. Compliant Proposals/ Completeness of Tender Paper

i. Submission of the bid shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.

ii. Failure to comply with the requirements of this paragraph or any clause of the RFP may render non-compliant and the proposal may be rejected. Bidders must:

- include all documentation specified in this RFP;
- Follow the format prescribed in this RFP and respond to each element in the order as set out in this RFP.
- Comply with all requirements as set out within this RFP.

4.3 Service Charges:

The interested bidders shall quote the service charge minimum 3.85% (3% profit plus transaction charge) and maximum up to 7% in the financial bid document as per the instructions of Govt. of Odisha vide Finance Dept. Office Memorandum no. 19595/F dt. 11.07.2023.

4.4. Key Requirements of the Bid

4.4.1. Right to Cancel the Process

i. C.D.O-cum-Executive Officer, Zilla Parishad, Balangir on behalf of Panchayati Raj & Drinking Water Department may Cancel the Tender process at any time and without assigning any reason thereof. C.D.O-cum-Executive Officer, Zilla Parishad, Balangir or Panchayati Raj & Drinking Water Department makes no commitments, express or implied, that this process will result in a business transaction with anyone.

ii. The submission of Tender paper does not constitute an offer by C.D.O-cum-Executive Officer, Zilla Parishad, Balangir or Panchayati Raj & DW Department. The bidder's participation in this process may result in selecting the bidder to engage towards execution of the contract.

4.4.2. Cost of Tender Paper

Tender document can only be downloaded from the District website <https://balangir.odisha.gov.in>. The bidders are required to submit the non-refundable tender

document Fee of Rs.10,000/- (Rupees Ten Thousand) only in shape of an Account Payee Demand Draft in favour of "C.D.O-cum-Executive Officer, Zilla Parishad, Balangir" and payable at Balangir from any Scheduled commercial bank along with the Tender Paper. Proposals received without or with inadequate fees shall be rejected. Bid documents without Tender Paper Cost are liable for rejection.

4.4.3. Earnest Money Deposit (EMD)

- a) RFP must be accompanied with an earnest money of Rs.7,20,000/- (Rupees Seven lakh twenty thousand) only failing which the Bid will be rejected and Technical Bid will not be opened.
- b) The Earnest Money should be deposited by way of account payee Demand Draft in favour of "Drawing and Disbursing Officer, PR & DW Department, Bhubaneswar" on any Nationalized Bank payable at Bhubaneswar.
- c) NSC/Bank Guarantee are also acceptable forms of EMD.
- d) The Bidder will submit DD/ NSC/ BG in a separate envelope super scribed as "EMD" which will be opened prior to opening of Technical Bid. For non-submission of EMD by the Bidder, Technical Bid of the Bidder will not be opened.
- e) **The exemption of EMD shall not be entertained for the assignment.**

The bidder will be suspended for 2 years if

- i. In case bidder withdraws its bid during the period of bid validity.
In case of the successful bidder does not acknowledge the LOA/ Work order or does not execute the Contract Agreement his EMD shall be forfeited.
- ii. If found to have a record of poor performance such as having abandoned work having been blacklisted, having inordinately delayed completion and having faced commercial failures etc.
- iii. The bidder being found to have indulged in any suppression of facts, furnishing of fraudulent statement, misconduct or other dishonest or other ethically improper activity, in relation to this RFP.
- iv. A Proposal contains deviations (except when provided in conformity with the RFP), conditional offers and partial offers.
- v. The tender paper submitted without Bid Security, mentioned above, will be summarily rejected.

4.4.4. Performance Bank Guarantee

After contract is awarded, the Agency will submit Performance Security equal to 5% of the Contract value. EMD of successful Bidder can be adjusted towards Performance Security.

- Performance Security shall be with client till the expiry of the contract or any other period agreed by both the parties.
- Performance Security may be furnished in the form of an account payee demand draft from a commercial bank/bank guarantee from a commercial bank in an acceptable form in favour of "Drawing and Disbursing Officer, C.D.O-cum-Executive Officer, Zilla Parishad, Balangir" on any Nationalized Bank payable at Balangir

4.4.5. Submission of Proposals

- a) The bidders shall submit their tender paper as per the format given in this tender paper in the following manner
 - Technical Bid [Form 1 to Form 6] - in first envelope [Tender Paper, Technical Bid, EMD, Cost of Tender Paper]
 - Financial Bid [Form 7, 8 & 9] - in second envelope
- b) The response to Technical Bid and Price Bid (As mentioned in previous paragraph) should be covered in separate sealed envelopes super-scribing "Technical Bid" and "Price Bid" respectively.
- c) Please Note that Prices shall not be indicated in the Technical Bid but shall only be indicated in the Price Bid.
- d) The two envelopes containing copies of Technical Bid and Price Bid shall be put in another single big sealed envelope clearly marked "Proposal for Selection of Resource Providing Agency for supply of manpower for the scheme MGNREGA (MGNREGS Assistant, Assistant Computer

Programmer & DEO), Aspirational District Programme (Aspirational Block Fellow) and SBM (DEO & Peon) in Balangir District”.

- e) The outer envelope thus prepared shall also indicate clearly the name, address, telephone number, e-mail ID and fax number of the bidder.
- f) All the pages of the tender paper 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 bid.
- g) The original bid 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 initialled by the person (or persons) who sign(s) the tender paper.
- h) All pages of the bid shall be initialled and stamped by the person or persons who sign the bid.

4.4.6. Authentication of Bids

The tender paper shall be accompanied by a power-of-attorney in the name of the signatory of the proposal who can bind the Firm/ Company.

4.5. Preparation and Submission of Tender Paper

4.5.1. Preparation Costs

The bidder shall be responsible for all costs incurred in connection with participation in the tender process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/ discussions/ presentations, preparation of tender paper, in providing any additional information required by the Panchayati Raj & Drinking Water Department to facilitate the evaluation process, and in negotiating a definitive contract or all such activities related to the bid process. Zilla Parishad, Balangir or Panchayati Raj & Drinking Water Department will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

4.5.2. Language

The Proposal shall be filled by the Bidder in English language only. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the Bidders. For purposes of interpretation of the Proposal, the English translation shall govern.

4.5.3. Venue & Deadline for Submission of Tender Paper

Proposals, in its complete form in all respects as specified in the tender paper, must be submitted on or before the last date and time of submission of bid as mentioned on the cover page of the tender paper at the address specified below through registered post/ speed post [Indian Post] only. No other way of submission of tender paper. Zilla Parishad, Balangir shall not be responsible for any postal delay.

The bid along with documents may be submitted the C.D.O-cum-Executive Officer, Zilla Parishad Balangir:

Last Date & Time of Submission: 24.03.2026 by 5.30 PM through registered / speed post only.

4.5.4 Late Bids

- a) Bids received after the due date and the specified time (including the extended period if any) for any reason whatsoever, shall not be entertained and shall be returned unopened.
- b) The bids submitted by telex/ telegram/ fax/ e-mail etc. shall not be considered. No correspondence will be entertained on this matter.
- c) Zilla Parishad, 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.
- d) C.D.O-cum-Executive Officer, Zilla Parishad, Balangir reserves the right to modify and amend any of the above-stipulated condition/criterion depending upon project priorities vis-à-vis urgent commitments. Such amendments shall be hosted in the district administration website <https://balangir.odisha.gov.in> and shall be published in the same newspaper in which the tender call notice is published.

4.6. Evaluation Process

- a) C.D.O-cum-Executive Officer, Zilla Parishad, Balangir has constituted a Tender Evaluation Committee [Tender Committee] to evaluate the responses of the bidders.

- b) The Tender Evaluation Committee constituted by the C.D.O-cum-Executive Officer, Zilla Parishad, Balangir shall evaluate the tender papers and all supporting documents / documentary evidence. Inability to submit requisite supporting documents / documentary evidence as specified in **clause – 5.1 of tender paper may lead to rejection.**
- c) The decision of the Committee in the evaluation of tender papers shall be final. No correspondence will be entertained outside the process of negotiation/ discussion with the Committee.
- d) The Committee may ask for meetings with the Bidders to seek clarifications on their proposals
- e) The Committee reserves the right to reject any or all proposals on the basis of any deviations.
- f) Each of the tender paper shall be evaluated as per the criterions and requirements specified in this tender paper.

4.6.1. Tender Opening

The Bids submitted up to the stipulated last date and time as mentioned on the cover page will be opened on scheduled date and time by the tender committee, in the presence of the Bidders or their authorized representatives, who may be present at the time of opening. The representatives of the bidders are advised to carry the identity card or a letter of authority from the tendering firms to identify their bona fides for attending the opening of the proposal.

4.6.2. Tender Validity

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.

4.6.3. Tender Evaluation

- a) Initial Bid scrutiny will be held and incomplete details as given below will be treated as non-responsive and liable to be rejected. If tender papers;
 - Are not submitted in as specified in the tender document
 - Received without the Letter of Authorization (Power of Attorney)
 - Are found with suppression of details
 - With incomplete information, subjective, conditional offers and partial offers submitted
 - Submitted without the documents requested in the checklist
 - Have non-compliance of any of the clauses stipulated
 - With lesser validity period
 - Received without Cost of Tender Paper.
 - Received without EMD.
- b) All responsive Bids will be considered for further processing as below.

Tender Committee will make scrutiny of responsive bidders, who comply with all the Terms and Conditions of the Tender. All eligible bids will be considered for further evaluation by the Committee according to the Evaluation process defined in this RFP document. The decision of the Committee will be final in this regard.

5. Criteria for Evaluation

Proposals for this contract will be assessed in accordance with Quality and Cost-based Selection (QCBS) system. All bids will primarily be evaluated on the basis of eligibility criteria. The Tender Committee will carry out a detailed evaluation of the Technical Proposals, only those who qualifies all eligibility criteria by taking into account the following factors:

- Overall completeness and compliance with the requirement.
- Proposed work-plan which will demonstrate whether the bidder can achieve the performance standards within the time frame described in documents or not.
- Any other relevant factors, if any, listed in the document, or Zilla Parishad, Balangir on behalf of the Panchayati Raj & Drinking Water Department deems necessary or prudent to take into consideration

In order to facilitate the technical proposal evaluation, the technical criteria laid down have been presented in subsequent sections. Bidders satisfying all the pre-qualification criteria would be

considered for technical evaluation. Bidders qualifying in the technical evaluation will only be considered for further financial bid evaluation. Bids of Tenders which don't possess the minimum specified documents will be considered technically non-responsive and hence debarred from being considered for further evaluation.

5.1. Pre-Qualification Criteria

All bids will primarily be evaluated on the basis of Pre-Qualification Criteria. The Tender Committee will carry out a detailed evaluation of the Proposals, only those who have submitted documents detailed below as relevant to the bidder.

Sl No	Basic Requirement	Eligibility Criteria	Supporting documents to be furnished along with the Technical Bid
1.	Legal Entity	The Bidder should be registered under appropriate authority (any one), such as <ul style="list-style-type: none"> ▪ Registered under the Companies Act, 2013 ▪ Registered under the Indian Partnership Act, 1932 ▪ Registered under the Indian Trusts Act, 1882 ▪ Registered under the Societies Registration Act, 1860 <ul style="list-style-type: none"> • Any other category like Proprietor, etc. 	<ul style="list-style-type: none"> • Certificate of Incorporation/Registration
2.	Experience	The bidder must have at least 10 (Ten) years of experience in business (upto the last date of submission of bid) for providing similar type of services to Central/ State Government/ Autonomous bodies/ societies/ corporate bodies	Copies of the work order from the previous authorities.
3	Local Presence of the bidder	The Registered Office/ Branch Office of the Service Provider must be located within the jurisdiction area of Balangir District.	Valid address proof of the office (copy of the Telephone/Electricity Bill & Rent Deed etc.)
4	Average Annual Turnover and Positive Net-worth	<ul style="list-style-type: none"> • Must have average annual financial turnover of Rs.10.00 Crore during the last 3 (three) financial years i.e. 2022-23, 2023-24 and 2024-25. • The Net worth of the Bidder must be Positive and it should be a profit making company as per the audited balance sheet during last three financial years. 	Copies of audited income/ expenditure Statement and Balance Sheet for the concerned period. (Duly certified by CA)
5	Staff Position	The bidder must have engaged minimum 250 personnel in different Central/ State Government/ Autonomous bodies/ societies/ corporate bodies as per EPF challan in last 3 Financial year.	Copies of EPF challan for the mentioned period
6.	Consortiums	Not allowed.	
7.	Quality & Capability Certification	The bidder must be a CMM/ISO 9001/IEC 20000 certified companies.	Copy of the CMM/ISO 9001/IEC 20000 certificate/s.
8.	Technical Capability	The bidder must have successfully undertaken at least one projects not less than the amount Rs.50,00,000/- (Rupees Fifty Lakhs) only in government sector in India primarily related to Project Management Consulting/ Supplying professional manpower in last three financial years. (2022-23, 2023-24 & 2024-25)	Work order from the client mentioning details of order and amount of claim.
9.	Blacklisting	Affidavit by the authorized signatory of the bidder that the bidder has not been blacklisted by any	Affidavit in prescribed format [Form 6]

		Central / State Government (Central/State Government and Public Sector) or under a declaration of ineligibility for corrupt or fraudulent practices as of 30.11.2025 must be submitted on original letter head of the bidder with signature and stamp.	
8.	Tender Fees	The Bidder must have submitted Rs.10,000/- (Rupees Ten Thousand) Only towards the cost of the Tender Document.	In shape of Account Payee DD from any Scheduled Commercial Bank.
9.	EMD	RFP must be accompanied with an earnest money of Rs.7,20,000/- (Rupees Seven lakh twenty thousand only) failing which the Bid will be rejected and Technical Bid will not be opened. The Earnest Money should be deposited by way of account payee Demand Draft in favour of "Drawing and Disbursing Officer, C.D.O-cum-executive Officer Zilla Parishad, Balangir" on any Nationalized Bank payable at Balangir. NSC/Bank Guarantee are also acceptable forms of EMD. The Bidder will submit DD/ NSC/ BG in a separate envelope super scribed as "EMD" which will be opened prior to opening of Technical Bid. For non-submission of EMD by the Bidder, Technical Bid of the Bidder will not be opened. The exemption of EMD shall not be entertained for the assignment.	
10.	EPF & ESI	Must have registered with EPF and ESI under his Establishment.	Latest challan deposit slip
11.	Documents	Other Statutory Documents	Copies of: <ul style="list-style-type: none"> ▪ PAN & GSTIN ▪ EPF & ESI Registration Certificate. ▪ IT Return for the last 3 financial year (Duly certified by CA)
12.	Solvency Certificate	Solvency Certificate issued infavour of Agency or Proprietor from Revenue Department Govt. of Odisha	Document requirement
13.	Judicial Proceeding	Undertaking regarding non-pending of any judicial proceedings (on bidder's letter head)	Document requirement

NB: Any deviation from the prescribed procedures /required information/ formats/ conditions shall result in out-right rejection of the bid. Any conditional bid shall be out rightly rejected.

All entries along with the pages in the bid document should be legible, filed-in clearly and signed by the authorised representative. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorised signatory should be attached.

5.2. Technical Evaluation

Bidders need to score minimum 70 Marks out of 100 marks for qualifying to next stage i.e. Financial Evaluation. Details technical evaluation will be done on following criteria:

Sl No.	Evaluation Parameters	Criteria for award of Mark	MAX. MARKS
1	Man Power on the Pay Roll (Minimum 50 Man power)	<ul style="list-style-type: none">• 50 Persons on Pay Roll : 05 Marks• Each additional 20 no of personnel on payroll : 01 Marks	15
2	Financial strength of the bidder	<ul style="list-style-type: none">• Average Turnover Minimum Rs.2.00 Crore in last 03 FYs : 05 Marks• Each additional turnover of Rs.50.00 lakh : 01 Mark	15
3	Experience of the Bidders (Technical Capabilities) single assignment of Rs.50.00 Lakh during last 03 Financial years	<ul style="list-style-type: none">• 02 Assignments : 10 Marks• 03-04 Assignment : 15 Marks• 04 & More : 20 Marks	20
4	Years of Experience	<ul style="list-style-type: none">• At least 5 years : 05 Marks• Each additional 1 year : 01 Marks	20
5	Solvency Certificate issued from Revenue Department Govt. of Odisha	<ul style="list-style-type: none">• 10 lakhs to 20 lakhs : 05 Marks• 20 lakhs to 50 lakhs : 10 Marks• 50 lakhs to 01 crore : 20 Marks• 01 crore to above : 25 Marks	25
6	ISO or any other similar certifications		05
Total			100

Opening of Financial Proposal

The financial proposals of the qualified bidders shall be opened.

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

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

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

Combined and Final Evaluation

Proposals will finally be ranked according to their combined technical Score (TS) and Financial Scores (FS) as follows:

$$S = (TS \times 70\%) + (FS \times 30\%)$$

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

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

5.3. Financial Evaluation

The bidder must quote price exclusive of any taxes and duties. Arithmetical errors will be rectified on the following basis. Amount mentioned in word will prevail against the figure RFP for in case of any discrepancy in Financial Proposal. Technically qualified bidder quoting the lowest price will be declared as preferred bidder.

6. Appointment of Service Provider Agency

6.1. Award Criteria

C.D.O-cum-E.O, Zilla Parishad, Balangir on behalf of Panchayati Raj & Drinking Water Department will award the Contract to the successful bidder whose proposal has been determined to be substantially responsive and has been determined as the most responsive bids as per the process outlined above.

6.2. Right to Accept Any Proposal and To Reject Any or All Proposal(s)

Zilla Parishad, Balangir on behalf of Panchayati Raj & Drinking Water Department reserves the right to accept or reject any proposal, and to annul the tendering process / Public procurement process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for such action.

6.3. Notification of Award

Prior to the expiration of the validity period, C.D.O-cum-E.O, Zilla Parishad, Balangir on behalf of Panchayati Raj & Drinking Water Department will notify the successful bidder in writing or by fax or email, that its proposal has been accepted. In case the tendering process/ public procurement process has not been completed within the stipulated period, Zilla Parishad, Balangir may like to request the bidders to extend the validity period of the bid. In such case such extended period shall be accepted as mutually agreed upon.

Upon successful bidder's signing the contract, Zilla Parishad, Balangir will notify each unsuccessful bidder and return their EMD.

6.4. Contract Finalization and Award

C.D.O-cum-E.O, Zilla Parishad, Balangir on behalf of Panchayati Raj & Drinking Water Department shall reserve the right to negotiate with the bidder(s) whose proposal has been ranked best value bid on the basis of Technical and Price Evaluation. On this basis the draft contract agreement would be finalized for award & signing.

6.5. Signing of Contract

After notification by C.D.O-cum-E.O, Zilla Parishad, Balangir on the successful bidder that its proposal has been accepted, C.D.O-cum-E.O, Zilla Parishad, Balangir on behalf of Panchayati Raj & DW Department shall enter into a contract, incorporating all clauses and the proposal of the bidder between the department and the successful bidder. The Draft Legal Agreement will be provided as a separate document.

6.6. Failure to Agree with the Terms and Conditions of the Tender Paper

Failure of the successful bidder to agree with the Draft Legal Agreement and Terms & Conditions of the tender paper shall constitute sufficient grounds for the annulment of the award, in which event C.D.O-cum-E.O, Zilla Parishad, Balangir on behalf of Panchayati Raj & DW Department may award the contract to the next best value bidder or call for new proposals from the interested bidders. In such a case, C.D.O-cum-E.O, Zilla Parishad, Balangir shall forfeit the EMD of the successful bidder.

6.7. Period of Contract:

The period of contract shall be for a period of one year from the date of execution of agreement but the engagement of faculty & support staff will initially be for 01 year and can be extended as per the instruction of Govt. The period may be extended purely on performance of the agency for further periods on mutual agreement by both the parties on similar terms and conditions and only as per the instruction of Govt.

7. Terms of Reference

7.1. Role and Responsibility of the Human Resource Service Providing Agency

The Human Resource Service Providing Agency (HRSPA) will be completely responsible to C.D.O-cum-Executive Officer, Zilla Parishad, Balangir and report to him for regular activities.

Following are the key responsibilities of agency.

- a) Must ensure that the Staffs to be engaged in MGNREGA (MGNREGS Assistant, Assistant Computer Programmer & DEO), Aspirational Block Fellow & SBM (DEO & Peon) at Zilla Parishad of Balangir District under the above Scheme in time.
- b) Overall monitoring of staff deployed in Balangir District including all 14 Blocks & Line Department.
- c) **Engagement and deployment of staff and timely payment of remuneration through on-line bank account transfer mode to the personnel deployed.**
- d) Consolidating the Monthly Performance Reports of all staff within the ambit and forwarding the same to C.D.O-cum-Executive Officer, Zilla Parishad, Balangir in the specified format.
- e) The Resource Providing Agency is expected to always keep available a reserve pool of resources that can be tapped for immediate deployment in district if vacancy arose. In case of any replacement, the outgoing resource must provide 2 weeks of handholding support to the fresh incumbent to ensure continuity and smooth knowledge-transfer. No post should remain vacant at any time.
- f) The Resource Providing Agency is expected to provide professional, objective and impartial advise and at all times hold the interests of the State Government paramount, strictly avoid conflicts with any other assignments/jobs or their own corporate interests and act without any consideration for future work.
- g) **It may be indicated here that the aforesaid categories of manpower who are currently working in Zilla Parishad, 14 Blocks & Line Department will be given first preference.**
- h) In case any of the proposed Staff are found to be not performing or not meeting the expectations of the Zilla Parishad, Balangir /PR & DW Department, the Human Resource Service Providing Agency shall find a replacement against the concerned Staff. C.D.O-cum-Executive Officer, Zilla Parishad, Balangir will evaluate the replacement profile and indicate the acceptance / rejection of the profile.
- i) The employees will be exclusively deployed in MGNREGA (MGNREGS Assistant, Assistant Computer Programmer & DEO), Aspirational Block Fellow & SBM (DEO) at Zilla Parishad, as per the given assignments and will not work in any other assignments by themselves or by the resource providing agency.
- j) The HRSPA shall indemnify Zilla Parishad, Balangir against all claims which may be made under the Minimum Wages Act, Provident Fund Act, ESI Act, Payment of Bonus Act, Industrial Dispute Act, Payment of Wages Act or any Statutory modifications or, any other Acts, Rules and Policies as applicable.
- k) The HRSPA shall be responsible for any accidents caused to the workers and damage to the equipment during the period of contract. Zilla Parishad, Balangir shall no way be responsible for any of the accidents.
- l) For any failure of implementing the statutory rules and regulations by the HRSPA, Zilla Parishad, Balangir reserves the right to recover the same from the bills and security deposit of HRSPA.
- m) Any violation of HRSPA towards payment Remuneration, EPF/ESI Contributions as per Act and agreement if, brought to the notice of the authority of Zilla Parishad, Balangir, it would be referred to Labour Department for taking legal action against the concerned HRSPA and without prejudice to the right of Zilla Parishad, Balangir to terminate the contract in such cases.

7.2. Resource Providing Agency

Zilla Parishad, Balangir is intended to provide management, technical and handholding support to ensure effective and timely implementation of MGNREGA (MGNREGS Assistant, Assistant Computer Programmer & DEO), Aspirational Block Fellow & SBM (DEO) at Zilla Parishad in the District. For incubating a culture of delivery at grass root level District & Block wise full time professionals having extensive experience in different areas relating to Rural Development and Panchayati Raj are required to carry out following responsibilities through the PMUs. The list of key deliverables are to be performed are presented below for reference.

7.3. Eligibility and Responsibilities

1. Project Management Unit (MGNREGS):

Position	Minimum Educational Qualification	Relevant Work Experience
MGNREGS Assistant	<p>Essential Qualification</p> <ul style="list-style-type: none"> The minimum educational qualification should be any Graduate in any discipline with computer knowledge. Preference will be given to candidates who are working currently under MGNREG scheme 	<ul style="list-style-type: none"> Experience of working/ internship with development organization.
Additional Computer Programmer (ACP)	<p>Essential Qualification</p> <ul style="list-style-type: none"> The minimum educational qualification should be Graduate in any discipline with computer knowledge. Preference will be given to candidates who are working currently under MGNREG scheme 	<ul style="list-style-type: none"> Experience of working/ internship with development organization. Innovative problem solving skills
Data Entry Operator (DEO)	<p>Essential Qualification</p> <ul style="list-style-type: none"> The minimum educational qualification should be Intermediate in any discipline with computer knowledge. Preference will be given to candidates who are working currently under MGNREG scheme 	<ul style="list-style-type: none"> Experience of working/ internship with development organization.

2. Aspiration District Programme

Position	Minimum Educational Qualification	Relevant Work Experience
Aspirational Block Fellow	<p>Essential Qualification</p> <ul style="list-style-type: none"> The minimum educational qualification should be any post graduate from a reputed institution. Preference will be given to candidates who have completed their higher education in development/ rural stream Should possess data analysis and presentation skills Should be conversant with use of social media Should possess project management skills Self driven with good communication skills Knowing the local language of the respective Aspirational Block 	<ul style="list-style-type: none"> Experience of working/ internship with development organization. Passion for community development Innovative problem solving skills Strong commitment to driving positive change

3. SBM, Zilla Parishad, Balangir

Position	Minimum Educational Qualification	Relevant Work Experience
Data Entry Operator (DEO)	<p>Essential Qualification</p> <ul style="list-style-type: none"> The minimum educational qualification should be Intermediate in any discipline with computer knowledge. Preference will be given to candidates who are working currently under SBM scheme 	<ul style="list-style-type: none"> Experience of working/ internship with development organization.
Peon	<p>Essential Qualification</p> <ul style="list-style-type: none"> The minimum educational qualification should be 7th Pass in Middle School Examination. Should be well behaved and polite. Preference will be given to candidates who are working currently at Zilla Parishad, Balangir 	<ul style="list-style-type: none"> Experience of working in similar type of organization

A. Technical Requirements for the manpower to be deployed by the successful Manpower Service Provider in the O/o of the Zilla Parishad Balangir, Panchayat Samities of Balangir district & Line Department of Balangir district:

Pay Structure of the Employees

Sl. No	Name of the Scheme	Manpower Type	Take home remuneration	EPF		ESI		Total	
				Employee contribution	Employer Contribution	Employee contribution	Employer Contribution		
1	MGNREGA	MGNREGS Assistant	16,660.50	1800.00	1950.00	139.50	604.50	18,600.00	
			15,668.00	1800.00	1950.00	132.00	572.00	17,600.00	
			14,675.50	1800.00	1950.00	124.50	539.50	16,600.00	
			13,683.00	1800.00	1950.00	117.00	507.00	15,600.00	
		Assistant Computer Programmer	16,660.50	1800.00	1950.00	139.50	604.50	18,600.00	
			15,668.00	1800.00	1950.00	132.00	572.00	17,600.00	
			14,675.50	1800.00	1950.00	124.50	539.50	16,600.00	
			13,683.00	1800.00	1950.00	117.00	507.00	15,600.00	
			Data Entry Operator	12,127.75	1,668.00	1,807.00	104.25	451.75	13,900.00

7.4. Payment Terms

The Service Provider can raise claim on calendar month basis according to the number of manpower engaged in the project. The department will release the payment to the service provider within 15 days of their claim after acceptance of monthly deliverables. All claims will be submitted to following address:

7.5. Termination for Default

Department may without prejudice to any other remedy for breach up of terms and conditions (including forfeiture of Performance Security by written notice of default sent to the Service Provider, terminate the work / task in whole or in part, after sending a notice to the Service Provider in this regard.)

- If the Service Provider fails to deliver or complete the job assigned in the terms and conditions within the time period (s) specified in the Tender Document.
- If the Company fails to perform any other obligations under the terms and conditions.

7.6. Force Majeure

- This clause shall mean and be limited to the following in the execution of the contract placed by the department.
- War / hostilities
- Riot or civil commotion
- Earth Quake, Flood, Tempest, Lightning or other natural physical disaster
- Restrictions imposed by the Government or other statutory bodies, which is beyond the control of the consultant, which prevent or delay the execution of the order by the consultant
- The Service Provider shall advise the department in writing the beginning and the end of the above clauses of delay, within 7 days of occurrence and cessation of the force majeure conditions. In the event of a delay lasting for more than one month, if arising out of clauses of force majeure, department reserves the right to cancel the contract without any obligation to compensate the consultant in any manner for whatsoever reason, subject to the provision of clause mentioned.

7.7. Arbitration

- All disputes, differences, claims and demands arising under the contract shall be referred to the Zilla Parrishad, Balangir for final decision and the same shall be binding on all parties.
- Any other terms and conditions mutually agreed prior to finalization of the order / agreement shall be binding on the service provider.
- Zilla Parrishad, Balangir and the selected Service Provider shall make every effort to resolve amicably through direct negotiation, any disagreement or dispute arising between them under

or in connection with the work order. If any dispute arises between parties on aspects not covered by this agreement, or the construction or operation thereof, or the rights, duties or liabilities under these except as to any matter the decision of which is specially provided for by the general conditions, such disputes shall be referred to two arbitrators, one to be appointed by each party and the said arbitrators shall appoint an umpire in writing before entering into the reference and the award of the arbitration or umpire, as the case may be. Shall be final and binding on both the parties. The arbitrators or the umpire as the case may be, with the consent of parties, may modify the time frame for making and publishing the award. Such arbitration shall be governed in all respects by the provision of the Indian Arbitration and Conciliation Act, 1996 or later and the rules there under and any statutory modification or reenactment there of the arbitration proceeding shall be held in the respective district head quarter.

7.8. Legal Jurisdiction

All legal disputes are subject to the jurisdiction of Balangir District only.

7.9. Liquidated Damages

The selected service provider must supply the required manpower within 10 days of signing the contract. Any delay in supplying manpower will invite a penalty @ Rs. 500 per manpower per day delay beyond the stipulated timeline. The same clause is also applicable for delay in replacement of manpower beyond the stipulated timeline of 10 days.

Appendix-I: Technical Bid

Form 1: Compliance Sheet for Eligibility Criteria

RFP NO: _____, Date: _____

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

Sl. No.	Compliance Document	Provided (Yes/ No)	Page No in the Technical Bid
1	Copy of Certificate of Incorporation		
2	Copy of Service Tax Registration Certificate and compliance if applicable		
3	Copy of PAN		
4	Copy of Audited Balance sheet and Profit & Loss Account; Showing the relevant trade as proof of Annual Turnover of last three FY 2022-23-,2023-24 & 2024-25		
5	Tender Paper Cost (DD No.: _____, Amount : _____, Bank: _____, Date: _____)		
6	Earnest Money (DD No. : _____, Amount : _____, Bank: _____, Date _____)		
7	Bid Letter (Technical Bid) [In Form 2]		
8	Particulars of the Bidder [In Form 3]		
9	List of Projects Executed [In Form 4] [Certificate from the client as per clause 5.1]		
10	Project Citation of each Project listed in Form 4 [In Form 5]		
11	Affidavit of not be under Ineligibility(In Form 6)		
12	Copy of Power of Attorney in the name of the Authorized signatory		
13	Self-Certified letter on existence of local office in Odisha along with necessary evidence		
14	Copy of the CMM/ISO 9001/IEC 20000 certificate/s.		

Signature of witness

Date:

Place:

Signature of the Bidder

Date:

Place:

Company Seal

Form 2: Bid Letter (Technical Bid)

RFP NO: _____, Date: _____

<Location, Date>

To

The C.D.O-cum-E.O.,
Zilla Parishad
Balangir

Subject: Submission of the Technical bid for supply of manpower for the MGNREGA (MGNREGS Assistant, Assistant Computer Programmer & DEO), Aspirational Block Fellow & SBM (DEO & Peon) at Zilla Parishad in Balangir District.

Dear Sir/Madam,

We, the undersigned, offer to provide our services to the C.D.O-cum-E.O, Zilla Parishad, Balangir with your Request for Proposal dated <insert date> and our Proposal. 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 RFP document. We would hold the terms of our bid valid for 180 days as stipulated in the RFP 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:



Form 3: Particulars of the Bidder

RFP NO: _____, Date: _____

1. Name of the Organisation:

2. Status of Registration of Orgn.

3. Address of Office

4. Telephone No

Fax No

5. Email Address

6. Website

7. Registration No & Date

8. No. of employees :

Technical	Managerial	Support	Total

9. No. of years of proven experience of providing similar Services in India:

10. No. of years of proven experience of providing similar Services in Odisha:

11. Annual Turnover of the company (in last three years)

Fiscal Year	Amount (₹)		
	(Profit Before Tax) PBT	(Profit After Tax) PAT	(Annual Turn Over) ATO
2022-23			
2023-24			
2024-25			

Signature of witness

Date:

Place:

Signature of the Bidder

Date:

Place:

Company Seal

Form 4: Format for List of Projects Executed

RFP NO: _____, Date: _____

Sl. No.	Name, Address of the Client	Name of the Project	Project Period		Total Project Cost	Is this Project Similar to Current Assignment (Yes / No)
			From	To		
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Note: The information provided in the above table must supported by relevant work order copy.

Form 5: Project Citation Format

RFP NO: _____, Date: _____

I. Client Details

1. Name of the Client:

2. Sector of the Client (Put a tick Mark '☑'): a. Govt. in India ☑ b. Govt. in Odisha ☑
c. PSU in India ☑ d. Others ☑

3. Detail of concerned officer of the client (Name, Designation, Address, Phone, e-mail):

II. Project Detail

4. Name of the Project:

5. Work Order No & Date

6. Project Start Date: Completion Date:

7. Project Cost(Excluding Tax in INR):

8. Type of Project: a) Supply of Manpower ☑ b) Project Management Consulting ☑
c) E-Governance Project Implementation ☑ d) Other ☑

9. No. of skilled Professionals involved in the project:

10. Implementation Coverage : a) State Level ☑ b) District Level ☑ c) Block/ Taluk Level ☑

11. Brief details about scope of the project:

Signature of witness

Date:
Place:

Signature of the Bidder

Date:
Place:
Company Seal

Form 6: Affidavit of not be under Ineligibility

Before the Executive Magistrate/ Notary Public Sri _____

AFFIDAVIT

I, Sri/Smt. _____ aged about _____

S/o./D/o./W/o. _____ Proprietor/Partner/ Director of
M/s. _____ At- _____ Po- _____

_____, P.S- _____, Dist- _____ do hereby solemnly
affirm and state as follows:

- 1) That pursuant to the tender call notice Dt. _____ of Zilla Parishad, Balangir on behalf of Panchayati Raj & DW Department for Supply of manpower for the Scheme MGNREGA (MGNREGS Assistant, Assistant Computer Programmer & DEO), Aspirational Block Fellow & SBM (DEO) at Zilla Parishad 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 I/my firm/company not have any record of poor performance
- 5) That I/my firm/company not have any record of poor performance, abandoned work, having inordinately delayed completion and having faced Commercial failures etc. for any State Government or Government of India organization/department.
- 6) That this affidavit is required to be produced with tender paper before the C.D.O-cum-Executive Officer, Zilla Parishad, Balangir on behalf of Panchayati Raj Department, Government of Odisha.
- 7) That the facts stated above are true to the best of my knowledge and belief.

Identified by me

Deponents

Advocate

The above deponent being present before me & duly identified by Sri _____

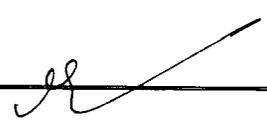
Advocate states on oath that the facts stated above are true to the best of his/her knowledge.

Deponent

Executive Magistrate/

*Strike out whichever is not applicable.

Notary Public _____



Appendix-II: Financial Bid

Form 7: Compliance Sheet for Financial Proposal

RFP NO: _____, Date: _____

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

- | | | | |
|----|-------------------------------------|--------|--------------------------|
| a. | Bid Letter (Financial) | Yes/No | <input type="checkbox"/> |
| | (In the format attached at Form 08) | | |
| b. | Financial Proposal | Yes/No | <input type="checkbox"/> |
| | (In the format attached at Form 09) | | |

Signature of witness

Date:

Place:

Signature of the Bidder

Date:

Place:

Company Seal



Form 08: Bid Letter (Financial Bid)

Location, Date>

To

The C.D.O-cum-E.O.,
Zilla Parishad
Balangir

Subject: Submission of the financial bid for Supply of manpower for the Scheme MGNREGA (MGNREGS Assistant, Assistant Computer Programmer & DEO), Aspirational Block Fellow & SBM (DEO) at Zilla Parishad in Balangir District.

Dear Sir/Madam,

We, the undersigned, offer to provide our services for supply of manpower for the Scheme MGNREGA (MGNREGS Assistant, Assistant Computer Programmer & DEO), Aspirational Block Fellow & SBM (DEO) at Zilla Parishad in Balangir District in accordance with your Request for Proposal << RFP No. >> dated <<Date>> and our Proposal (Technical and Financial Proposals). Our Financial Proposal is attached in Form 09.

1. PRICE AND VALIDITY

All the prices mentioned in our Tender are in accordance with the terms as specified in the RFP documents. All the prices and other terms and conditions of this Bid are valid for a period 180 days from the date of opening of the Bid.

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. TENDER PRICING

We further confirm that the prices stated in our bid are in accordance with your Instruction to Bidders included in Tender documents.

4. 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.

5. BID PRICE

We declare that our Bid Price is for the entire scope of the work as specified in the appropriate section in the RFP. These prices are indicated Commercial Bid attached with our Tender as part of the Tender. Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

We understand you are not bound to accept any Proposal 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,
Yours sincerely,
Authorized Signature:
Name and Title of Signatory:
Name of Firm with Address



Form 09 (A): Financial Proposal

RFP NO: _____, Date: _____

Price offered by Service provider

Sl.No	Name of the Scheme	Proposed Position	Unit Rate per Month (Excluding EPF & ESI as applicable)	No of Positions	No of Months	Value (in ₹)	
(A)	(B)	(C)	(D)	(E)	(F)	(G = D x E x F)	
01-i	MGNREGA	MGNREGS Assistant	18,600.00	2	1		
01-ii			17,600.00	14	1		
01-iii			16,600.00	12	1		
01-iv			15,600.00	8	1		
02-i		Assistant Computer Programmer	18,600.00	7	1		
02-ii			17,600.00	4	1		
02-iii			16,600.00	2	1		
02-iv			15,600.00	2	1		
03		Data Entry Operator	13,900.00	14	1		
04		Total Charges towards Remuneration of Consultants per Month (sum of all G):-					
05		Service Charges per Person (3.85% to 7%) (unit of Position) per Month: -					
06		Total Service charges for all 87 Positions (Sl. No 05 x 87) :-					
07	Total Amount Payable to Service Provider (Sl. No. 04 + Sl. No.06):-						
08	Add (+) GST as applicable (Sl. No.04+ Sl. No.06) * %: -						
09	Final amount Payable per month (08+09) :-						

Form 09 (B): Financial Proposal

Rate per person per month (8 hours per day) inclusive of all statutory liabilities, taxes, levies, cess etc.

Sl. No.	Manpower Type	Monthly rate per person						
		*Take home remuneration per person	EPF @ 13%	ESI @ 3.25%	Other statutory dues if any	Service Charge	GST@ 18%	Total
1	2	3	4	5	6	7	8	9
1	AB Fellow							

- Maximum remuneration per person per month should be **Rs.55,000.00 for AB Fellow** as specified by NITI Ayog, GoI for the above service.

- EPF/ ESI of employees shall be borne by employees and shall be deducted as applicable.

Total quotation price (including all taxes and other charges is Rs.....)

(Rupees)

in words.

We agree to

N.B:- (a) in case of discrepancy between unit price and total price, the lowest price among them shall be prevailing.

(b) We agree to other terms and conditions of the RFP and confirmed we will provide the materials as per the standard specified in the document.

Form 09 (C): Financial Proposal

Rate per person per month (8 hours per day) inclusive of all statutory liabilities,taxes,levies, cess etc.

Sl. No.	Manpower Type	Monthly rate per person						
		*Take home remuneration per person	EPF @ 13%	ESI @ 3.25%	Other statutory dues if any	Service Charge	GST @18 %	Total
1	2	3	4	5	6	7	8	9
1	DEO							
2	Peon							

- Minimum remuneration per person should be Rs.12,500.00 for DEO as specified by PR & DW Deptt. L. No.14334 dt.11.09.2020 for the above service.
- Minimum remuneration per person should be Rs.9,500.00 for Group-D personnel as specified by PR & DW Deptt. L. No.14334 dt.11.09.2020 for the above service.
- EPF/ ESI of employees shall be borne by employees and shall be deducted as applicable.
- EPF/ ESI of employer included in Minimum remuneration and shall be deducted as applicable.

Total quotation price (including all taxes and other charges is Rs.....)

(Rupees)

in words.

We agree to

N.B:- (a) in case of discrepancy between unit price and total price, the lowest price among them shall be prevailing.

(b) We agree to other terms and conditions of the RFP and confirmed we will provide the materials as per the standard specified in the document.

Signature of witness

Date:

Place:

Signature of the Bidder

Date:

Place:

Company Seal

Appendix III: Other Formats

Form 10: Performance Bank Guarantee

To
The C.D.O-cum-E.O,
Zilla Parishad, Balangir

Whereas, <<name of the supplier and address>> (hereinafter called "the Bidder") has undertaken, in pursuance of contract no. <<insert contract no.>> dated <<insert date>> to provide services for <<name of the assignment>> to The C.D.O-cum-E.O, Zilla Parishad, Balangir (hereinafter called "the beneficiary")

And whereas it has been stipulated by in the said contract that the Bidder shall furnish you with a bank guarantee by a scheduled bank for the sum specified therein as security for compliance with its obligations in accordance with the contract;

And whereas we, <<name of the bank>> a banking company incorporated and having its head /registered office at <<address of the registered office>> and having one of its office at <<address of the local office>> have agreed to give the supplier such a bank guarantee.

Now, therefore, we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of Rs.<<insert value>> (Rupees <<insert value in words>> only) and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of Rs .<<insert value>> (Rupees <<insert value in words>> only) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Bidder before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the Bidder shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This Guarantee shall be valid until <<Insert Date>>)

Notwithstanding anything contained herein:

- I. Our liability under this bank guarantee shall not exceed Rs<<insert value>> (rupees <<insert value in words>> only).
- II. This bank guarantee shall be valid upto<<insert expiry date>>)
- III. It is condition of our liability for payment of the guaranteed amount or any part thereof arising under this bank guarantee that we receive a valid written claim or demand for payment under this bank guarantee on or before <<insert expiry date>>) failing which our liability under the guarantee will automatically cease.

Seal & Signature of the authorized officer of the Bank

Name & Designation of the Officer

Date:

Seal, Name & address of the bank & address of the branch

Form 11: Bidder's Query

(To be sent through official e-mail of the authorized representative of the bidder only)

<i>Sl. No.</i>	<i>RFP Document Reference(s) (Section & Page Number(s))</i>	<i>Content of RFP requiring Clarification(s)</i>	<i>Points of clarification</i>
1.			
2.			
3.			