



OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, ANGUL.

(ST & SC Development Section)

Ph/Fax : 06764-231173 , E-mail : angdwo@gmail.com

Tender Call Notice No: 1414

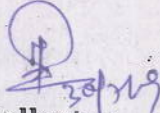
Date: 2/8/19

Tender for Selection of Service Provider

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

The tender document can be obtained during office hours from the Office of the District Welfare Officer, Angul or can be downloaded from the Website www.angul.nic.in commencing **01/08/2019 11.00 AM IST**. The last date and time for Submission of Bid-document is **30/08/2019 04.00 PM IST**.

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


Collector
Angul

Important Dates

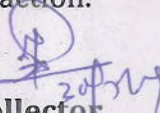
Sl. No	Particular	Date
1	Issuance of Tender Documents	01.08.2019
2	Last Date and Time for receipt Bid (Regd & Speed Post Only)	30.08.2019
3	Technical Bid Opening	31.08.2019
4	Financial Bid Opening	31.08.2019

Memo No. 1415 Date: 2/8/19

Copy to the District Informatic Officer, NIC, Angul for information. He is requested to upload the tender call notice along with other terms and conditions to this tender for wide publicity in the Dist. Website, www.angul.nic.in.

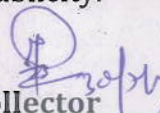
Copy forwarded to the Editor, Samaj & Dharitri daily Odiya newspaper for wide publication of the Tender.

Copy to the District Public Relation Officer, Angul for information and necessary action.


Collector
Angul

Memo No. 1416 Date: 2/8/19

Copy to Notice Board, Collectorate, Angul/All Sub-Collectors of Angul District, / All BDOs/All Tahasildars/All Dist. Level Officers of this District for information and wide publicity.


Collector
Angul

Section- 1 INTRODUCTION

1.1 ST & SC Development Department:

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

Background & Purpose

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

To manage the residential facility for these students under the said scheme and to provide them with care and post-school tutorial support, different positions such as Warden, cook-cum-attendants and part - time Tutors have been envisaged to be hired on outsourcing basis, through a reputed and experienced HR service provider.

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

Section -2 SCOPE OF WORK

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

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

- I. Recruitment & deployment of human resources for various positions under the Scheme as detailed in Annexure A.
- II. Payroll Management of human Resources deployed.
- III. All the statutory compliances like TDS, PF, ESIC, Service Tax etc. shall be done by the successful bidder.

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

Part A- Recruitment & Deployment

- Invite applications for the various positions through advertisement in leading print media.
- Finalize the selection process and short listing criteria in consultation with the District Welfare Officer, Angul and District Administration.
- Screen and shortlist applications and issue of letters for written/practical test/interview as per the agreed selection process.
- Constitute selection committee with representatives from the District Administration, Angul and organize the selection process.
- Finalize list of candidates with approval of selection committee and Issue offer letters to selected candidates.

- Ensure checking of the veracity and authenticity of information furnished by the selected candidates. The Agency should also ensure that the candidates identified should both not have any police record/Criminal record against them.
- Conduct orientation of the candidates in consultation with the Dept. and ensure deployment.
- Develop an HR policy for management of the human resources deployed.

Part B- Human Resources Management.

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

Other Conditions:

- The day to day work to the deployed personnel will be assigned by the designated officer of the District Administration/District Welfare Officer and all the monitoring and reporting aspects of the deployed personnel will be under the control and supervision of the designated officer.
- The District Administration/District Welfare Officer shall have the right to verify the actual payment made and may request the service provider to provide excerpts of the bank statement of the payments made as the proof of payment and if not satisfied shall withhold the payments due to the service provider in addition to other legal action.
- In case the District Administration/District Welfare Officer is not satisfied with the performance of the deployed personnel or because of indiscipline, may ask the Agency in writing, providing the reasons thereof, to withdraw the personnel and provide a replacement.

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

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

1. The Bidder shall be incorporated or registered as a Partnership Firms, Private Limited Company, or Society/trust since last 5 years. Incorporation/ Registration certificate along with MoA/Bylaws (or similar legal document) should be furnished as documentary proof.
2. The bidder shall have valid registration under Service Tax Rules, Income Tax, EPFO, ESI Corporation and under Labour Act. The copies of Service Tax Registration Certificate, Permanente Account Number (PAN), Labour registration certificate, EPF registration certificate and ESI registration certificate should be furnished as documentary proof.
3. The average annual turnover of the bidder for the past 3 years immediately proceeding the current financial year should not be less than Rs.4.5 lakh per annum. A copy of the Audited Balance Sheet & Profit & Loss A/c, dully authenticated by a practicing CA to prove the bidder's turnover must be submitted with the Technical Bid.
4. The company must have filed income tax returns for last 3 years immediately proceeding the current financial year. Copy of Income Tax Return should be furnished as documentary proof.
5. The bidder shall have registered office in India and an office in Odisha.
6. The bidder shall have been in the past by the bidder must be provided with the Technical Bid in the prescribed format along with documentary proof.

7. The bidder shall not have been black listed by any State Government or Central Government. A self-declaration to this effect shall be submitted by the bidder in the prescribed format.

Section -4 GENERAL TERMS AND CONDITIONS.

4.1 Cost of Tender Document & Earnest Money Deposit.

a. Tender Document Fee: The tender document can be obtained during office hours from the Office of the District Welfare Officer, Angul or can be downloaded from the Website (www.angul.nic.in). The bidders are required to submit the non-refundable tender document Fee of Rs. 1,000/- in shape of an account payee Demand Draft in favour of District Welfare Officer, Angul and payable at Angul from any of the Nationalized bank along with the Tender Paper. Proposals received without or with inadequate fees shall be rejected.

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

- i. EMD of all unsuccessful bidders would be refunded by District Welfare Officer, Angul within 180 days of the bidder being notified as being unsuccessful. The EMD, for the amount mentioned above, of successful bidder would be kept as part of Performance Guarantee till acceptance of final deliverable.
- 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 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.

4.2 Submission of Bids

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

The District Welfare Officer, Angul.
At- Collectorate Angul
Po- Angul
Pin-759122
Dist- Angul
Odisha

- a. The bids should be submitted so as to reach latest by 4.00PM (IST) of / /2019
- b. The bidders shall submit their tender paper as per the prescribed format given in this tender paper in the following manner.
 - Envelop 1: Original hard copy of Technical Proposal with EMD Draft [Form 1 to Form 4]
 - Envelop 2: Original hard copy of Financial proposal Bid [form 5 to Form 7]

- c. The Technical Proposal and Financial Proposal should be covered in separate sealed envelopes super-scribing "Technical Bid" and "Financial Bid" respectively.
- d. Please Note that Price shall not be indicated in the Technical Proposal but shall only be indicated in the Financial Proposal.
- e. The two envelopes containing copies of Technical Proposal and Financial Proposal shall be put in another single sealed envelope clearly marked with caption "Selection of HR Service Provider for Manpower for ANWESHA-Urban Education Programme for ST children being implemented by ST & SC Development Department."
- f. The single sealed envelope should be properly indicated with organization/company name of the Service Provider (Bidder) & address with e-mail ID & fax/mobile number of the bidder.
- g. All the pages of the Technical Proposal must be sequentially numbered and must contain the list of contents with page numbers. Any deficiency in the documentation may result in the rejection of the Bid.
- h. The proposal shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the bidder itself. Any such corrections must be initialed by the person (or person) who sign(s) the tender paper.
- i. All pages of the proposal shall be initialed and stamped by the person or persons who sign the bid.

4.3 Completeness of the Bid:

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

4.4 Late Bid:

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

4.5 Language of the Bid:

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

4.6 Validity period of the Bid:

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

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

4.8 Authentication of the Proposal / Bid Documents:

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

4.9 Right to Terminate the Process:

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

Section 5- GUIDELINES FOR SUBMISSION OF TECHNICAL AND FINANCIAL PROPOSAL

5.1 Technical Proposal:

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

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

5.2 Financial Proposal:

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

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

The financial proposal should accordingly include the following.

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

Section 6- EVALUATION PROCESS

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

Section 7- AWARD OF CONTRACT

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

7.1 Notification of the Award:

The Office of the District Welfare Officer, Angul will notify the successful bidder in writing or by fax or e-mail, that its proposal has been accepted.

7.2 Signing of the Contract:

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

7.3 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 of the tender paper shall constitute sufficient ground for the annulment of the award, in which event District administration/DWO may award the contract to the next best value bidder or call for new proposals from the interest bidders. In such case, the District Administration /DWO shall forfeit the EMD of the successful bidder.

7.4 Term of the Award:

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

Section 8- PAYMENT TERMS & CONDITIONS

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

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

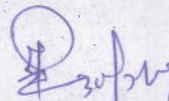

Collector
Angul

Memo No. 1417 Date 2/8/19

Copy to Notice Board, Collectorate, Angul/ All Sub-Collectors of Angul District/ All BDOs/All Tahasildars/All Dist. Level Officers of Angul District for information. They are requested to publish the Tender call notice in their Office Notice Board for wide publicity.

Copy forwarded to the Editor of two daily Odia newspaper Samaj & Dharitri for wide publication of the Tender.

Copy to the District Public Relation Officer, Angul for information and necessary action.
Copy to this Office Notice Board for wide publicity of the general public.


Collector
Angul

DETAILS OF HR POSITION, JOB-RESPONSIBILITY, REMUNERATION

Sl. No	Position	No. of Posts	Minimum Age & Qualifications	Others	Monthly Remuneration on (Rs)	Job-Description
1	Warden	(To be filled up by DWO based on requirement)	35 Years Graduation	Necessarily be a woman, preferably a single woman, divorcee or widow.	7,500	<ul style="list-style-type: none"> • She will take care of the boards like a foster mother and will reside in the hostel. • She will stay in the dormitory during day-time when boarders go to the school and sleep in the hostel during night time. • She will ensure that all boarders go the school and attend other activities such as tuition classes or any other as required under the scheme. • She will help the young students to get ready for the school and also help them when they are back from the school. • She will ensure tidiness cleanliness, well-being and good health of the boarders. • She will ensure cleanliness of the dormitory, toilets, bathrooms and surroundings of the hostel with the help of the sanitary worker. • She will provide personal nursing care to the ailing boarders and ensure their medication. • She will check the entry of any unauthorized person in the hostel as per the prevailing guideline of the Deptt. • She will keenly observe if any boarder is upset emotionally or subjected to depression and try to comfort her/him. She shall bring such incident to the notice of the DWO immediately. • She will ensure safety and security of the boarders and take necessary steps, in her capacity, to prevent any mishap.

						<ul style="list-style-type: none"> • She will bring any perceived threat to the security of boarders to the immediate notice of the DWO for necessary action. <p>Any other work assigned by the DWO.</p>
2	Cook-cum-Attendant			Necessarily be a woman	7,480	<ul style="list-style-type: none"> • She will be responsible for preparing food for the boarders as per the prescribed menu. • She will adhere to the mess management guidelines of the Deptt concerning cleanliness & upkeep of kitchen, store, dining space and cleaning area, cleanliness of food articles, storage of food and distribution of food etc. • She will assist the young students to get ready for the school and also help them when they are back from the school. • She will provide nourishing care to the sick boarders, as required. • She will be vigilant to the safety and security of the boarders and inform to the warden regarding any issue concerning this. • She will keenly observe if any boarder is upset emotionally or subjected to depression and try to comfort her/him. She shall bring such incident to the notice of the Warden immediately. • She will assist in the cleanliness of the dormitory, toilets, bathrooms and surroundings of the hostel. <p>Any other work assigned by the DWO.</p>
3	Part Time Tutor		Graduation	Experience of 3-5 years in teaching /tuition	8,000.	<ul style="list-style-type: none"> • She/ He will be responsible for providing guidance and support to the boarders in completing the home-assignments/homework/project-work given by the school and ensure that they complete the assigned work.

				ns		<ul style="list-style-type: none"> • She/ He will be responsible for providing tutorial/coaching as per the syllabus to enable the boarder to participate effectively in the classroom learning process. • She/ He will give special attention to those boarders who required additional support to cope with the syllabus. • She/ He will engage the boarders in other creative activities like drawing, story-telling, quizzes etc. as part of the learning enrichment of the boarders. <p>Any other work assigned by the DWO.</p>
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FORMATS FOR SUBMISSION OF TECHNICAL AND FINANCIAL PROPOSAL

Formats for Technical Proposal

Form 1: Compliance Sheet for Technical Bid

Tender Call Notice No _____ /Date: _____

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

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

Signature of Witness:

Date:

Place:

Signature of the Tenderer:

Date:

Place:

Company Seal

Form 2: Cover Letter (Technical Bid)

Tender Call Notice No: _____/Date: _____

To

The District Welfare Officer,
Angul.

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

Dear Sir/Madam,

We, the undersigned, offer to provide our services to the _____ on your Tender Call Notice vide no _____ 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 statement made in this Technical bid are true and accept that any misinterpretation contained in it may lead to our disqualification.

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

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

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

Yours sincerely,

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

Name of the Firm:
Address:

Location:

Date:

Form 3: Particulars of the Bidder

Tender Call Notice No: _____ Date: _____

1	Name of the Organization:		
2	Legal Status of Organization:		
3	Address of Corporate/National Office:		
4	Address of Office in Odisha:		
5	Telephone No Fax No		
6	Email Address:		
7	Website:		
8	Registration No. of Certificate of Incorporation & Date		
9	Service Tax Registration No		
10	Permanent Account Number of Income Tax & Date of Registration:		
11	GST Certificate (Regn. No and clearance)		
12	Registration No. of Labour Regn. Certificate & Date of Regn.		
13	Registration No of EPF Regn. Certificate & Date of Regn.		
14	Registration No ESI Regn. Certificate & Date of Regn.		
15	No. of years of experience as HR service Provider		
16	Date of First assignment as HR service provider (dd/mm/yyyy)		
17	Date of first assignment as HR service provider for Govt. Dept. (dd/mm/yyyy)		

18. Audited Annual Turnover (Rs.) in last three years

Year	From Supply of manpower to Govt./PSU sector	From Other services /Sources	Total Turnover
2016-17			
2017-18			
2018-19			

19. No of Manpower deployment assignments executed in last 3 years (2016-17,2017-18,2018-19)

Value of each Assignment	2016-17	2017-18	2018-19
Up to Rs. 10 Lakhs			
>Rs. 10 Lakhs,=Rs.15 Lakhs			
>Rs.15 Lakhs<=Rs.30 lakhs			

>Rs. 30 Lakhs			
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20. No of assignments executed as manpower deployment in Govt. Sector in Last 3 years (2016-17,2017-18,2018-19)

Year	No of assignments Executed in Govt. Sector
2016-17	
2017-18	
2018-19	

21. Number of Full-Time Employees in the Organization:

Technical /Managerial	Support Staff

Signature of witness:

Signature of the Tenderer:

Date:

Date:

Place:

Place:

Company Seal

Form 4: Format for List of Projects Executed:

Tender Call Notice No: _____ Date: _____

A. Details of experience of carrying out assignments as HR service provider in Govt. sector (in chronological order FOR LAST 3 YEARS)

Sl.	Work Order Date	Description of Assignment as per Work Order	Name of Issuing Authority	Duration of Assignment			Value of Assignment (Rs)	Work Order attached (Page No)
				Start Date	End Date	Total Duration of Assignment in Months		

A. Details of experience of carrying out assignments as HR service provider in Private Sector (in chronological order FOR LAST 3 YEARS)

Sl.	Work Order Date	Description of Assignment as per Work Order	Name of Issuing Authority	Duration of Assignment			Value of Assignment (Rs)	Supporting Documentary Evidence Work Order or Certificate form Agency attached (Y/N) & Page No.
				Start Date	End Date	Total Duration of Assignment in Months		

Signature of witness:

Date:

Place:

Signature of the Tenderer:

Date:

Place:

Company Seal

Form 5: Compliance Sheet for Financial Bid

Tender Call Notice No: _____ Date: _____

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

- a. Bid Letter(Financial Bid)
(In the Format attached at Form 6)
- b. Financial Bid
(In the Format attached at Form 7)

Yes/No

Yes/No

Signature of Witness:

Signature of the Tenderer:

Date:

Date:

Place:

Place:

Company Seal

Form 6: Bid Letter (Financial Bid)

<Location, Date>

To

The District Welfare Officer,
Angul

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

Madam,

We, the undersigned, offer to provide our series for hiring of manpower for ANWESHA-Urban Education Programme for SC & ST Children implemented by ST & SC Dev. Deptt, Govt. of Odisha in accordance with your Tender Document < Tender Paper No _____> Date <_____> and our Bid (Technical and Financial Bid). Our Financial Bid is attached in Form No.9.

1. PRICE AND VALIDITY

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

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

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

2. UNIT RATES

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

3. QUALIFYING DATA

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

4. BID PRICE

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

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

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

Thanking you

We Remain,

Yours sincerely,

Authorized Signature:

Name and Title of the Signatory:

Name of Firm:

Address:

Form 7 : Financial Bid Submission Format

Tender Call Notice No: _____ Date: _____

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

Position	No of Posts	Monthly Remuneration per Person	Value of Service Charge Per position/per Month (in INR)	Total Service Charges per month for all positions
<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	$E=(B \times D)$
Warden	5	7,500		
Cook-cum-Attendant	13	7,480		
Part Time Tutor	13	8,000		
Total	31			

Amount in Words: _____ only

Signature of Witness:

Signature of the Tenderer:

Date:

Date:

Place:

Place:

Company Seal