Women and Child Development Department

Government of Odisha

# REQUEST FOR PROPOSAL (RFP) FOR SELECTION OF AN ORGANIZATION/AGENCY FOR OPERATION AND MANAGEMENT OF WORKING WOMEN'S HOSTEL AT KAPUMAL OF JHARSUGUDA DISTRICT

**DEPARTMENT OF WOMEN & CHILD DEVELOPMENT,**

**Govt of Odisha**

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## Section -1: Introduction

Jharsuguda is one of the most industrially developed District of Odisha and was established on 1st January, 1994. Earlier it was a part of Sambalpur District. The district is surrounded by Sundargarh District in the North, Sambalpur District in the East, Bargarh District in the South and Chhattisgarh state in the West. Total population of the district is 579505 consisting of 352 villages. Urban Population is 231165 and rural population is 348340. Total male population of the district is 296690 and female population is 282815. As per the administrative set up of the district is concerned, Jharsuguda District has got one sub division namely Jharsuguda. There are total five Tahasils (Jharsuguda, Lakhanpur, Laikera, Kolabira-N and Kirmira-N) in the District. Total five Blocks (Jharsuguda, Lakhanpur, Kolabira, Laikera, Kirimira) are there in the district. Several industrial units like Vendanta Alumina, Bhusan Steel and Power, TATA Refractories are operating in the district that contribute to the economic growth of the district. This District is also having good communication facility with a Railway Junction and Airport located at northern part of the district for which the district is so much preferable for the outsiders to work in the district.

### 1.1. Background and Need of Working Women's Hostel

Finding a suitable accommodation is a major problem for working women in Jharsuguda town. In the absence of a hostel, the women are forced to stay in rented accommodations while house owners charge a hefty amount as rent. Moreover, owners are often reluctant to give their houses on rent to single women. Looking at the fact Department of Women and Child Development and Mission Shakti, Government of Odisha had decided to set up a Working women's Hostel in the District to facilitate the Working Women for safe staying.

Administration of the District intends to appoint an Organization/ Agency for management of Working Women's Hostel located at Kapumal of the Jharsuguda District. It is a three storied structure with a capacity accommodate 100 working women. The centre has a provision of a Day Care Centre, which will provide day care facility to the inmates of the Working women's hostel. In case the centre has space to accommodate more children, outside children can also be accommodated. The centre will be operated under the direct supervision of District WWH Supervisory Committee.

The newly constructed three storied building has provisions of single/ double rooms and dormitory. Also, the structure has a common activity room. Each floor has toilets and bathrooms. It also has a kitchen where food will be cooked to be served to the inmates (on payment basis). The hostel will provide accommodation to working, unmarried and separated women, widows, divorcees besides those receiving training for employment.

## 1.2. Location of the Project

The WWH is located at Ward No-9 in the Kapumal industrial area of Jharsuguda municipality which is 7 KM away from the Veer Surendra Sai Airport also known as Jharsuguda Airport, 3 KM away from Jharsuguda Railway Station, 2.5 Km from old bus stand of Jharsuguda and around 4.5 KM from the New Bus terminal of Jharsuguda. The google map location is attached below for reference marked as Kapumal.

## 1.3. Details of Hostel Building

The Hostel building was constructed under the supervision of IDCO with a cost of Rs.348.41 Lakh and is situated in the Kapumal Industrial area with a very good surrounding and well connected by Road. It's a three storied building with having 20 nos of double seated room, 10 nos of four seated dormitory and 20 nos of single room attached with toilet. Besides, there are provision of Ramp, Common Toile, Handicap Toilet, Office Room, Visitors Room, Dining Hall, Kitchen Room, Pantry, Store Room and the total area is surrounded by a strong boundary wall with an entrance gate and small gate provision. For reference the plan drawing of 1st floor and ground floor is given below.

## Section 2: Definitions

1 “DSWO,” means the District Social Welfare Office, Jharsuguda

2 “DWSC” is the District WWH Supervisory Committee, Jharsuguda.

3 “Agency” means any entity or person that may provide or provides the Services to the DWSC under the Contract.

4 “Working Women’s Hostel (WWH)” means the 100 bedded accommodations constructed by Dept. of WCD&MS, Govt. of Odisha at Kapumal of Jharsuguda district.

5 “Day” means calendar day.

6 “Instructions to Agencies” means the document which provides interested Agencies with the information needed to prepare their respective Proposals.

7 “LoI” means the “Letter of Intent” being sent by the DWSC.

8 “Personnel” means professional and support staff provided by the Agency and assigned to perform the Services or any part thereof.

9 “Proposal” means Technical Proposal and the Financial Proposal.

10 “RFP” means the Request for Proposal circulated by the DSWO for the selection of Agency(s).

11 “Assignment/job” means the work to be performed by the Agency pursuant to the Contract.

12 “Terms of Reference” (ToR) means the information included in the RFP which explain the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the DSWC and the selected Agency(s).

13 “Competent Authority” means Collector-cum-Chairperson, District WWH Supervisory Committee (DSWC), Jharsuguda, Government of Odisha.

## Section -3: Eligibility of Bidders

A Bidder can be a company incorporated under the Indian Companies Act (ii) a trust registered under the Indian Trusts Act, 1882 or the Bombay Public Trusts Act, 1950 (or other applicable laws) or (iii) a society registered under the Societies Registration Act, 1860 (or other applicable laws) or (iv) a not-for-profit company incorporated under Section 8 of the Indian Company Act or (v) a Partnership firm registered under the Partnership Act. 1932 or the Limited Liability Partnership (LLP) incorporated under Limited Liability Partnership Act 2008 Government of India (vi) a sole proprietorship firm.

## Section 4: Factsheet:

| | |
|---|---|
| Bid document made available in the District Website to the Agency from | **20/11/2021 @ 10.00 AM** |
| Last date for receiving queries | **10/12/2021** |
| Last date for receipt of Technical and Financial Proposals (Sealed Envelope) | **13/12/2021 @ 05.00 AM** |
| Opening of Technical Proposals | **14/12/2021 @ 11.00 AM** |
| Technical Presentation by shortlisted agencies | **14/12/2021 @ 03.00 PM** |
| Opening of Financial proposals of applicantswho qualify in Technical Proposal / Bid | **15/12/2021 @ 11.00 AM** |
| Letter of Award | To be intimated to the Selected Agency |
| Start Date | To be intimated to the Selected Agency |
| Method of Selection | Quality & Cost Based Selection (QCBS) |
| Contact Details | District Social Welfare Officer, DWSO, Jharsuguda,Odisha, PIN – 768204 |
| Earnest Money Deposit (EMD)/Bid Security | Rs.1,50,000/- in shape of DD on any Nationalised Bank Payable at Jharsuguda |
| Tender Fee / Bid Cost | Rs. 10,000/- in shape of DD on any Nationalised Bank Payable at Jharsuguda |

Note:

1. The DWSC reserves the right to change the above schedule by due intimation / information tothe intended agencies. Please visit the website www.jharsuguda.nic.in regularly for the updates.
2. Proposals must be submitted on or before the prescribed date, time and venue mentioned inthe Fact Sheet. Proposals received after cut-off date will be summarily rejected.
3. **Scope of work may increase / decrease. However, the DWSC reserves the right to cancel the RFP without citing any reasons thereof.**

## 4.1 Duration of the Project

The duration of the project will be initially for a period of 3 (three) years which may be extended further upon satisfactory performance of the Agency. However, the extension of the project is based on the sole discretion of DWSC.

# Section 5: Scope of Work & Terms of Reference

## 5.1 Management of Working Women's Hostel:

A 100 bedded Working Women's Hostel has been constructed at Kapumal of Jharsuguda district which shall be managed by the agency in a non-profit basis.

**Objective of WWH:**

- Promote availability of safe and conveniently located accommodation for working women, with day care facility for their children, wherever possible, in urban areas where employment opportunity for women exists thereby creating a conducive environment forwomen to work in formal sector.
- To provide accommodation for the children of working women who are up to the age of 10 years in case of girl child and 6 years in case of boys and will reside with their mothers.
- Day care services (creche) for children of working women of the locality irrespective of stay in the hostel.

## 5.2 Selection of Beneficiaries:

The working women / girls (hereinafter referred as working women), who are above the age of 18 years, fulfilling other conditions mentioned in the guideline for admission and are either-

- Single, widowed, divorced, separated, married but whose husband or immediate family doesn't reside in the same city or area can apply for admission in the Working Women Hostel.
- Girls up to the age of 10 years and boys up to the age of 6 years can stay in the hostel accompanying with their mothers.
- Care leavers' girls / women of above category from any Child Care Institutions (CCIs) of Odisha shall be given first priority in admission.

## 5.3 Scope of Work & Responsibility of Selected Agency:

1. The overall responsibility of day-to-day management of WHH lies with the Superintendent of the Hostel and the selected agency shall function as prescribed in the guidelines. And if not, specifically mentioned in the guideline then while taking decision best interest of the inmates shall be kept in mind.
2. For overall operational monitoring, supervision, compliance of the guideline and coordination, the agency shall form one Hostel Management Committee (HMC) for the hostel and ensure that HMC meets on a monthly basis and shares quarterly, half-yearly and annual reports to the DWSC.

**The agency / organization selected shall be responsible for the following:**

1. Appointment of staff and their capacity building initiatives.
2. Management of day care Centre.

3. Day to day management of the Centre including day to day maintenance, house-keeping, security services, office establishment, expenditure towards water and electricity charges and any other responsibility as bestowed by the DWSC.
4. The agency shall ensure that a minimum of 15% of the fees collected every month from WHH and day care center is deposited with DWSC as corpus fund. In case the agency is unable to deposit the same for consecutive period of 3 months, a show cause notice /and legal action with cancellation of contract shall be initiated.
5. The rent collected from the inmates doesn't include user charges for mess, cafeteria, facilities like washing machine, creche, amusement, sports, internet and computer services, laundry services etc. and such other services as decided by DWSC user charges shall be separately collected by the agency from the inmates of WWH.
6. The corpus fund deposited with DWSC shall be used for undertaking major structural repairs of the building.
7. The Day care Centre managed for the inmates of the WWH can accommodate outside children if the Centre has sufficient space for the same provided it is approved by the DWSC.
8. Agency shall ensure that complete details of children admitted to Day care are maintained including list of their parents with contact details. The enrolment forms of children duly filled in by the parents (containing Address Proof, Photo, PAN, Aadhar Card and organizations' ID etc) shall be available with the staff in the Day care Centre. It shall be responsible for the safety of the children in the Centre.
9. The agency /Organization shall ensure that the building is used for which constructed and shall not be used for any other purpose without permission of the Dept. of WCD & MS.
10. The agency shall prominently display on the building, the name of the Hostel and endorsement "Supported by the Department of Women and Child Development and MS, Government of Odisha & District Social Welfare Office, Jharsuguda", in Odia/Hindi & English.
11. It shall ensure the maintenance of records of all assets acquired wholly or substantially out of any grant. Such assets shall not be disposed or utilized for the purpose other than those for which the grant has been sanctioned.
12. Regular maintenance, repairs, upkeep etc. of the working women's hostel shall be done by the agency / organization to ensure that the building or hostel remains in the good condition.
13. Ex-Servicemen shall be deployed considered for watch and ward duties in the working women's hostel.
14. Hostel management MIS developed by Department of WCD & MS, Govt. of Odisha shall be used for all activities of the Hostel.
15. The agency shall ensure CCTV is installed at the main access, entry in the office and around the premises with a provision to keep Video back up of at least 30 days.
16. The Day care Centre should be maintained clean and well ventilated. It should have adequate and safe play area outside the Centre with play and reading materials for the children.
17. The agency shall ensure display of various helpline numbers at the reception.
18. The agency shall keep itself updated of the contact details of all inmates with their emergency contact numbers.
19. The agency shall provide First Aid facility and ensure arrangements to reach to a

doctor or nearest hospital in case of emergency.

## 5.4 Personnel for Hostel Management to be provided by the Agency:

The following personnel have to be provided by the selected agency for the operation of the WWH.

| Sl. No | Designated Persons | Numbers |
|---|---|---|
| 01. | Senior Resident Superintendent | 1 |
| 02. | Junior Resident Superintendent | 1 |
| 03. | Caretaker (referred to as House mother) | 2 |
| 04. | Clerk cum Accountant cum DEO | 1 |
| 05. | Watchman | 2 |
| 06. | Cook | 2 |
| 07. | Helper | 1 |
| 08. | Sweeper | 2 |
| 09. | Part time Gardener | 1 |

## 5.5 Eligibility, Roles and Responsibilities of the staffs engaged at WWH:

| Staff Designation | Eligibility | Role |
|---|---|---|
| Senior Resident Superintendent (Has to reside at the WWH) | • Should be a woman above 35 years of age and of good character.<br>• Should be at least a Master Degree in any stream and have experience in management / administration / similar activity.<br>• Should have computer knowledge. | • Overall, in charge or administrative head of the hostel.<br>• Facilitate Admission to the boarder, arrangements for collection of rents, charges and other dues from the residents with proper acknowledgement.<br>• Stay within the Hostel premises.<br>• Ensure all the facilities are maintained in the hostel.<br>• To manage and operate WWH MIS. |
| Junior Resident Superintendent (Residence at the WWH is optional or as decided by the HMC) | • Should be a woman of 25-45 years of age.<br>• Should be at least a graduate (any stream) having experience in management / administration / similar activity. | • To manage and operate WWH.<br>• Assist the Senior Resident Superintendent and discharge the role of Senior Resident Superintendent in the absence of the former.<br>• Desirable to stay within the Hostel Premises. |

| | | |
|---|---|---|
| | • Should have computer knowledge. | • Ensure all the facilities are maintained in the hostel. |
| Caretaker (House Mother) | • Should be a matriculate.<br>• Preferably a woman. | • Stay within the Hostel Premises to look after the inmates of the WWH.<br>• Will take care of the children in the day care unit. |
| Clerk cum Accountant cum DEO | • Should be preferably a woman of 25 years of age or above having experience in accounts management.<br>• Should have computer Knowledge | • She shall collect the rents, charges, and other dues from the boarders and issue proper receipts as an acknowledgement.<br>• Maintain books of accounts, ledger etc.<br>• Do online data entry, check mails etc. |
| Watchman (WWH) has to be 24*7 under watch by the watchman. | • Should be qualified not less than Higher Secondary education.<br>• Should be physically fit and mentally sound.<br>• Should be of good character.<br>• Should be an Ex-Serviceman. | • Maintain the safety & security of the boarders and hostel.<br>• Maintain registers for commutation of inmates and outsiders. |
| Cook | • Should be 8th pass/fail.<br>• Should have experience in cooking in mass.<br>• Preferably a woman. | • Preparation of hygienic food 3 times a day minimum. |
| Helper | • Should be literate.<br>• Should have experience in cooking.<br>• Preferably a woman. | • Assist the cook in preparation and serving the boarders.<br>• Any other assistance as and when required as instructed by the Resident Superintendent. |
| Gardener | • Should be literate<br>• Have experience of managing gardens. | • Will ensure the development and maintenance of green cover around the<br>• building. |

# Section 6: Instruction of Bidding

## 6.1 General Instructions:

1. From the time of Bid advertisement to the time of contract award, if any bidder wishes to contact the DSWO or any designated officer of the DSWO on any matter related to the bid, it should be done so in writing at the address mentioned in Bid Factsheet.
2. The Bids shall remain valid for a period of 90 days after the bid submission deadline as prescribed by the Collector & Chairperson, DWSC, Jharsuguda in this RFP.
3. The Agency can only submit one proposal. If any Agency submits or participates in more than one proposal, all such proposal shall be disqualified.
4. Any bid NOT accompanied by an enforceable and compliant bid security (EMD) may be rejected by the Collector & Chairperson, DWSC, Jharsuguda as non-responsive.
5. The bid security of unsuccessful Bidders shall be returned as promptly as possible upon award of contract and receipt of performance security from the successful Bidder. No interest will be payable on the amount of Bid Security.
6. The Bid security will be forfeited by the Collector & Chairperson, DWSC, Jharsuguda on account of one or more of the following reasons:
   a. If the Bidder withdraws its bid during the period of bid validity.
   b. If the successful bidder fails to sign the contract in accordance with Terms & Conditions of this RFP.
   c. In the case of a successful bidder fails to furnish Performance Bank Guarantee within specified time.

## 6.2 Clarifications:

1. Bidders requiring any clarification on the RFP may notify the Authority in writing by post or e-mail to the address in accordance with relevant Clause. They should send their queries before the date mentioned in the Schedule of Bidding Process specified in relevant Clause, the Authority shall endeavor to respond to the queries within the period specified therein. The responses will be sent by post or e-mail. The Authority will forward all the queries and its responses thereto, to all Bidders without identifying the source of queries.
2. The Authority shall endeavor to respond to the questions raised or clarifications sought by the Bidders. However, the Authority reserves the right not to respond to any question or provide any clarification, in its sole discretion, and nothing in this Clause shall be taken or read as compelling or requiring the Authority to respond to any question or to provide any clarification.
3. The Authority may also on its own motion, if deemed necessary, issue interpretations and clarifications to all Bidders. All clarifications

and interpretations issued by the Authority shall be deemed to be part of the Bidding Documents. Verbal clarifications and information given by Authority or its employees or representatives shall not in any way or manner be binding on the Authority.

4. Any Cancellation/ Addendum/ Corrigendum thus issued relating to RFP will be published in the Jharsuguda District Website "www.jharsuguda.nic.in".
5. At any time prior to the deadline for submission of Proposals, the Authority may, for any reason, whether at its own initiative or in response to clarifications requested by a Bidder, modify the RFP by the issuance of Corrigendum notice.
6. In order to afford the Bidders a reasonable time for taking an Addendum into account, or for any other reason, the Authority may, at its own discretion, extend the Proposal Due Date, if necessary.
7. At any time prior to the last date of receipt of the bids, Collector and Chairperson, DWSC Jharsuguda may, for any reason, whether at its own initiative or in response to a clarification raised by a prospective bidder, modify the Bidding Document through a Corrigendum.
8. Any such corrigendum shall become part of this RFP.
9. In order to provide prospective bidder reasonable time for taking the corrigendum into account, Collector and Chairperson, DWSC Jharsuguda may, at its discretion, extend the last date for the submission of the Bid.
10. Collector and Chairperson, DWSC, Jharsuguda reserves the right to cancel the RFP or reject all the bid applications without assigning any reasons at any stage of bidding process.

## 6.3 Sealing, Marking and Submission of Bids:

1. The Bidder shall provide all the information sought under this RFP. The Authority will evaluate only those Proposals that are received in the required formats and are complete in all respect.
2. The Proposal shall be typed or written in indelible ink and signed by the authorized signatory of the Bidder who shall also initial each page, in blue ink. All the alternations, omissions, additions or any other amendments made to the Proposal shall be initialized by the person(s) signing the Bid.
3. The Bidder shall submit the Proposal in the format specified in relevant Clause, and seal it in envelopes.
4. The documents accompanying the Proposal shall be placed in 02 (Two) separate envelopes and marked on the cover as "**Request for Proposal (RFP) for Selection of an Organization/Agency for Operation and Management of Working Women's Hostel at Kapumal of Jharsuguda District under District Social Welfare Office, Jharsuguda**"

The Proposal submission shall include:

**Technical Bid Submission**

1. Letter of Proposal in the prescribed format (Annexure-II)
2. Bid Security (EMD) & Bid Cost in the form of DD.
3. Particulars of the Bidder (Annexure-III)
4. CA certified Consolidated Turnover for Last 3 Years (Annexure-IV)
5. Self- declaration by Bidder for not Being Blacklisted (Annexure-V)
6. Experience (Annexure-VI)
7. CV of the Key Manpower Proposed (Annexure-VII)
8. Declaration & Letter of Authorization (Annexure-VIII)
9. Presentation in respect of understanding of services, credentials and strategy to handle all the task.

**Financial Bid Submission**

1. Proposal consisting of the Bidders' financial offer for the Project in the format set out in (Annexure-IX) of this document.
2. The financial proposal shall be inclusive of all out-of-pocket expenses incurred by the Consultant towards Local site office, site visits, travel, documentation and communication etc., taxes, royalties, fees, taxes and charges, GST, as applicable except those as prescribed in this RFP.
3. The Authority reserves the right to reject any Financial Proposal which is conditional and non- responsive.

**Envelopes shall be addressed to**:

District Social Welfare Officer,
District Social Welfare Office,
Collectorate, Jharsuguda,
Odisha PIN- 768204
Contact Details- +91-7008402447
E-MAIL ADDRESS: dswojharsuguda@nic.in

## 6.4 Site visit and verification of information:

The Bidders are encouraged to submit their respective Proposal after visiting the site and any other matter considered relevant by them. It shall be deemed that by submitting a Proposal, the Bidder has:

1. Made a complete and careful examination of the Bidding Documents;
2. Received all relevant information requested from the Authority;
3. Acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in the Bidding Documents or furnished by or on behalf of the Authority relating to any of the matters above;
4. Satisfied itself about all matters, things and information necessary

and required for submitting an informed Proposal, execution of the Project in accordance with the Bidding Documents and performance of all of its obligations there under;

5. Acknowledged and agreed that inadequacy, lack of completeness or incorrectness of information provided in the Bidding Documents or ignorance of any of the matters shall not be a basis for any claim for compensation, damages, extension of time for performance of its obligations, loss of profits etc. from the Authority, or a ground for termination of the Service Agreement; and
6. Agreed to be bound by the undertakings provided by it under and in terms hereof.
7. The Authority shall not be liable for any omission, mistake or error on the part of the Bidder in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to RFP, the Bidding Documents or the Bidding Process, including any error or mistake therein or in any information or data given by the Bidder.

## 6.5 Rights to Accept/Reject any or all Bids:

Collector and Chairperson, DWSC, Jharsuguda reserves the right to accept or reject any bid, and to annul the bidding process and reject all Bids 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 Collector and Chairperson, DWSC, Jharsuguda action.

## 6.6 Language of Bid:

The proposal and all correspondence and documents shall be written in English. In case of accompanying literature or brochures etc., being in a language other than English, a certified translation should accompany the documents as a part of the RFP. All proposals and accompanying documentation will become the property of Collector and Chairperson, DWSC, Jharsuguda.

## 6.7 Modification and Withdrawal of Bids:

No proposal may be modified / withdrawn in the interval between the deadline for submission of proposals and the expiration of the validity period specified by the Bidder on the proposal form. In case the Bidder wishes to withdraw the Bid after the date of opening of the bids, the bidder may do so, but the EMD of the Bidder shall be forfeited.

1. A Bidder wishing to withdraw its bid shall notify to Collector and Chairperson, DWSC, Jharsuguda by e- mail prior to the deadline prescribed for bid submission. A withdrawal notice may also be sent by electronic means such as e-mail, but it must be followed by a signed confirmation copy, postmarked no later than the deadline for submission of bids.
2. No bid should be withdrawn in the interval between the bid submission deadline and the expiration of the bid validity period specified in the Bid Data Sheet. Withdrawal of a bid during this interval may result in the forfeiture of the Bidder's EMD.

## 6.8 Notifications of awards and Signing of Contract:

1. Prior to the expiration of the period of bid validity, the Bidder will be notified in writing or by email that their bid has been accepted.
2. Collector and Chairperson, DWSC, Jharsuguda notifies the successful Bidder about the bid acceptance, and will send the Bidders the proforma for Contract, incorporating all clauses/agreements between the parties. The successful Bidder shall sign and date the Contract and return it to Collector and Chairperson, DWSC, Jharsuguda for record purpose.

## 6.9 Performance Bank Guarantee:

1. The successful Bidder at own expenses shall deposit the Bank Guarantee with the Collector and Chairperson, DWSC, Jharsuguda, within 15 (fifteen) days after the receipt of notification of award of the Contract (Letter of Award) from Collector and Chairperson, DWSC Jharsuguda. An unconditional and irrevocable Performance Bank Guarantee (PBG) from a Nationalized/Scheduled Commercial Bank acceptable to Collector and Chairperson, DWSC, Jharsuguda, in the format prescribed in this RFP payable on demand, for the due performance and fulfillment of the Agreement by the Bidder.
2. The Performance Bank Guarantee may be submitted as Bank guarantee from a Nationalized/Scheduled Commercial Bank.
3. This Performance Bank Guarantee shall be for an amount equivalent to 5 % of Total Project Cost. All incidental charges whatsoever such as premium, commission etc., with respect to the Performance Guarantee shall be borne by the Bidder. The Performance Guarantee shall be valid for six months post completion of the Project subject to the terms and conditions in the contract.

## 6.10 Failure to agree with the Terms and Conditions of the Bid/Contract:

1. Failure of the Bidder to agree with the Terms and Conditions of the bid/Contract shall constitute sufficient grounds for the annulment of the award of contract, in which event the contract may be awarded to the next most responsive Bidder.

## 6.11 Legal and Stationery Charges:

1 The successful bidder will have to bear the legal & stationery charges at rates for preparing contract documents as per prevailing circular. The stamp duty payable for the contract shall be borne by the Implementation Agency.
2. The successful Bidder shall enter into a contract agreement with Collector and Chairperson, DWSC, Jharsuguda within 30 days from the date of issue of Work Order and the same should be adjudicated for payment of Stamp Duty by the successful Bidder.
3. All legal charges and incidental expenses in this respect shall be borne and paid by the successful Bidder.

### i. Bid Currencies

Prices shall be quoted in Indian Rupees (INR).

### ii. Bid Validity Period

The proposals shall be valid for a period of 90 days from the deadline of submission of Bids. On completion of the validity period, unless the Bidder withdraws proposal in writing, it will be deemed to be valid until such time that the Bidder formally (in writing) withdraws proposal.

## 6.12 Rectification of Errors:

1. Bidders are advised to exercise adequate care in quoting the prices. No excuse for corrections in the quoted price will be entertained after the proposals are opened. All corrections, if any, should be initialed by the person signing the proposal form before submission, failing which the figures for such items may not be considered.
2. Arithmetic errors in proposals will be corrected as per unit rates quoted.

## 6.13 Bidder Qualification:

1. The Bidder may nominate a duly Authorized Representative and shall submit a Certificate of authority. All Certificates and documents (including any clarifications sought and any subsequent correspondences) received hereby, shall, as far as possible, be furnished and signed by the authorized representative.
2. The authorization shall be indicated by written Power of Attorney (as per Agency's format) accompanying the Qualification Bid.

## 6.14 Conflict of Interest:

DWSC requires that Agency shall perform the required services, provide professional, objective, and impartial advice and at all times hold the DWSC's interest's paramount, strictly avoid conflicts of interest with other assignments or their own interests and act without any consideration for future work.

Without limitation on the generality of the foregoing, Agency and any of their affiliates, considered to have a conflict of interest shall not be engaged, under any of the circumstances set forth below:

## 6.15 Conflicting Relationships:

1 An Agency (including its Personnel and Sub-Agencies) that has a business or family relationship with a member of the DSWO staff who is directly or indirectly involved in any part of (a) the preparation of the terms of reference of the Assignment, (b) the selection process for such Assignment or (c) supervision of the Contract, may not be awarded a Conflict, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the DWSC throughout the selection process and the execution of the Contract.

## 6.16 Unfair Advantage

If an Agency could derive a competitive advantage from having provided other services related to the assignment in question, the DWSC shall make available to all other Agencies together with this RFP all information that would in that respect give such Agency any competitive advantage over competing Agencies.

## 6.17 Fraud and Corruption

It is required that Agencies participating in the project adhere to the

highest ethical standards, both during the selection process and throughout the execution of a contract.

The DWSC defines the terms set forth below as follows:

- "Corrupt practice" means the offering, giving, receiving or soliciting, directly or indirectly or anything of value to influence the action of a public official or members of the Evaluation Committee, in the selection process or in contract execution;
- "Fraudulent practice" means a misrepresentation or omission of facts in order to influence a selection process or the execution of a contract;
- "Collusive practices" means a scheme or arrangement between two or more Agencies with or without the knowledge of the DWSC, designed to establish prices, artificial, non-competitive levels;
- "Coercive practices" means harming or threatening to harm, indirectly, persons or their propertyto influence their participation in a procurement process or affect the execution of a contract;
- Will reject a proposal for award, if it determines that the Agencies recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract in question:
- Applicant Agencies should be aware of the provisions on fraud and corruption stated in the specific clausesin the Contract.
- Agencies shall furnish information on commission and gratuities, if any, paid or to be paid to agents relatingto this proposal and during execution of the assignment if the Agency is awarded contract.

## 6.18 Award of Contract:

- After completing negotiations, the DWSC shall issue a Letter of Intent to the selected Agency, and promptly notify all Agencies who have submitted proposals about the decision taken.
- The Agency will sign the contract after fulfilling all the formalities/pre-conditions within 15 days of issuances of the letter of interest.

## 6.19 Confidentiality:

Information relating to evaluation of Proposals and recommendations award shall not be disclosed to the Agencies who submitted the Proposals or to other persons not officially concerned with the process, until the publication of the award of Contract. The undue use by any Agency for accessing confidential information related to the process may result in the rejection of its Proposal.

## 6.20 Termination of the Contract:

The competent authority may, by a written notice of termination to the Bidder, suspend the Contract if the Bidder fails to perform any of its obligations under this Contract (including the carrying outof the services) provided that such notice of suspension.

- Shall specify the nature of the failure and
- Shall request the Bidder to make good such failure within a specified period from the dateof receipt of such notice of suspension by the Bidder.

## 6.21 Competent Authority:

The Collector-cum-Chairperson, DWSC, Jharsuguda shall be the competent authority for this project. The powers of the Competent Authority will be as under:

- May amend RFP documents during the proposal evaluation process. Any amendments will be conveyed to the short-listed organization / Agency;
- Modify scope of work at the time of the award of the contract. Such modifications will be discussed and agreed with the Agency.
- At discretion during evaluation of bids, request an Agency for clarification on its proposal. Thisrequest will be in writing and the Agency should respond in writing. No change in price or substance of the bid shall be sought, offered or permitted at this stage.
- The competent authority reserves the right to accept or reject any / all proposal partially or fully without assigning any reason thereof. The decision of the Competent Authority shall be final and binding on all the Bidders.
- Any dispute in this regard shall be subject to Jharsuguda jurisdiction only.

## Section 7: Qualification and Evaluation Methodology

### 7.1 Per Qualification Criteria

| S. No | Basic Requirement | Specific Requirement | Document Required |
|---|---|---|---|
| 1 | Legal Entity | The Agency should be registered under<br>Societies Registration Act 1860<br>Indian Trust Act 1882<br>Companies Act 1956 | Certificate of Incorporation<br>Registration Certificate<br>PAN No.<br>TAN |
| 2 | Relevant Experience | The Agency must have minimum 5 years' experience in the relevant field (operating, maintaining, implementing boarding/creche/Shelters/Maternity Homes/Hostels etc. in urban industrial clusters/rural areas) in Odisha as on 31/05/2021. | Details of relevant experience<br>Work order from Supporting Agency |
| 3 | Financial Capacity | The agency should have an annual turnover of at least Rs. 1 Crore each year for last three F.Y.s (2018-19, 2019-20 & 2020-21) and must have filed the ITR. | Last three F.Y.'s Audited Financial Statement duly signed by a Charted Accountant<br>ITR for the F.Y. –2018-19, 2019-20 & 2020-21 is required. |
| 4 | Consortium | No consortium/ Joint Venture / Associations or Subcontracting / Sub - letting shall be allowed for this project | Declaration of submitting as independent Agency from the Authorized Signatory. |
| 5 | Blacklist | The Agency should not have been blacklisted by any Central/ State Government or Public Sector Undertakings. | Affidavit by the Authorized Signatory stating not blacklisted. |
| 6 | Authorized Representative | A power of Authority/ Board Resolutionin the name of the person signing the proposal | Original Power of Attorney or Board Resolution Copy |

| | | | |
|---|---|---|---|
| 7 | Bid Cost | The Agency must furnish a Bid Cost of Rs10,000 (Rupees Ten Thousand Only) in the form of Demand Draft in favour of District Social Welfare Office, Jharsuguda, drawn on any nationalized bank at Jharsuguda. | Original Demand Draft |
| 8 | Earnest Money Deposit (EMD) | The Agency must submit an EMD of Rs.1,50,000/- (Rupees One Lakh Fifty Thousand Only) in the form of Demand Draft in favour of District Social Welfare Office, Jharsuguda, drawn on any nationalized bank at Jharsuguda. | Original Demand Draft |
| 9 | Service Tax (GST) | Must be Registered under GSTN | Attach Regd. Certificate and GST No. |

*NOTE: The copies of documents submitted towards Pre-qualification criteria are to be substantiated through production of original documents, if and when required.*

# Section- 8: Technical & Financial Bid

## 8.1 Instructions on Preparation of the Technical Proposal

- Bidders have to submit a very structured and organized technical bid, which will be analyzed by the Technical Evaluation Committee for different compliances with regards to the requirements of the project. The document submitted must be searchable and well indexed without any handwritten material. Since the cut-off marks for Technical bid Score is 60, the quality and completeness of the information submitted by the Bidder will matter a lot. All the documents must be submitted in one file only.

Bidder is expected to divide its Bid in following sections / documents:

### 8.1.1 Bidder's Competence to execute the project

This document should bring about the capability of the firm to execute this project. Some of therequired documents are as follows:

- Experience in similar field.

### 8.1.2 Technical Proposal: The technical proposal should specify the following:

- Understanding of the Project
- Clear articulation and description of the design and technical/functional solution.
- Details of the complete solution proposed
- Integration approach with existing Infrastructure
- Reasoning for selection of the proposed technology over other options.
- Strength of the Bidder to provide services including examples or case-studies of similar solutions deployed for other Districts.
- Clearly articulate the Strategy and Approach and Methodology for Design, Implementation plan and Maintenance of Infrastructure components and Applications, if any, implemented in the project.
- Approach and Methodology for Management of Agreement Requirements specified in the bid. Bidder is required to clearly

articulate how the Agreement requirements would be adhered after signing of the agreement.

- Detailed Project Plan with timelines, resource allocation, milestones etc. for supply, installation and commissioning of the various items.

**8.1.3 Other Details**

CVs of the Key Manpower proposed (Qualification of each resource is provided in this RFPSection)

**8.1.4 Technical approach, methodology and work plan:**

The following points are key components of the Technical Proposal so you are suggested to present your Technical Proposal divided into the following three chapters:

- **Technical Approach and Methodology:** In this chapter, you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies which you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.
- **Work Plan:** In this chapter, you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the DWSC), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate and implement each of the objectives, scope of work into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work Schedule.
- **Organization and Staffing**: In this chapter, you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed staff as mentioned in the RFP.

Note 1: Information provided in the form should correspond to the Technical Presentation.

Note 2: All the claims should be substantiated through production of originals, whenever demanded.

## 8.2 Technical Evaluation Criteria:

Proposals of only those Agencies who satisfy the Pre-Qualification Criteria will be considered for detailed technical evaluation. In the first stage, the technical capability of the applicant will be evaluated and short listed for consideration of their presentation.

The scoring criteria to be used for evaluation shall be as follows:

The aforesaid Agency, subject to detailed evaluation as per the scoring criteria given in the table below will be shortlisted and considered for evaluation of their financial proposal. The Applicants, scoring 60 marks and above only will be qualified for further evaluation.

| Sl. | Evaluation Criteria | Max. Marks |
|---|---|---|
| 1. | **Experience** | **35** |
| 1.1 | No. of boarding facilities/creche/Shelters/Maternity Homes/Hostels managed at different Location over last 10 Years:<br>(Each of Institution = 2Mark, Maximum 20 Marks) | 20 |
| 1.2 | Experience of managing boarding facilities/ creche/ Shelters/ Maternity Homes/Hostels (Each Year of Experience = 2 Marks, Maximum 10 Marks) | 10 |
| 1.3 | Experience of working with the Government related to management of boarding facilities/ creche/ Shelters/Maternity Homes/ Hostels- 2(Two) years or more | 5 |
| 2 | **Key Personnel (CV to be provided as per format)** | **20** |
| 2.1 | Senior Resident Superintendent<br>Minimum 10 years of professional experience, computer knowledge and PG degree in any stream from a reputed academic institution: 3 Marks<br>5 year or more of professional experience in managing/handling boarding facilities/ creche/ Shelters/ Maternity Homes/ Hostels: 2 Marks<br>Exposure to relevant work with government agencies (Dept of WCD&MS /ST&SC Dept / SME Dept /H&FW Dept etc.): 1 Mark | 6 |
| 2.2 | Junior Resident Superintendent<br>Graduation in any stream from a reputed academic institution with computer knowledge: 1 Mark<br>Experience of 10 years and above: 1 Mark<br>3 year or more of professional experience in managing/handling boarding facilities/ creche/ Shelters/ Maternity Homes/ Hostels: 1 Mark | 3 |
| 2.3 | Caretaker (2 Nos.)<br>Matriculation: 1 Mark<br>Experience of 10 years and above: 1 Mark<br>5 year or more of experience in managing/handling boarding facilities/ creche/ Shelters/ Maternity Homes/ Hostels: 1 Mark | Max. 3 marks * 2 nos. = 6 |
| 2.4 | Clerk cum Accountant cum DEO<br>Graduation in Commerce Stream from a reputed academic institution with computer knowledge: 2Marks<br>Experience of 5 years and above: 2 Mark<br>3 year or more of experience in managing/handling boarding facilities/ creche/ Shelters/ Maternity Homes/ Hostels: 1 Mark | 5 |
| 3 | Average annual turnover of above Rs. 1 Crore in last 3 financial years i.e., 2017-18, 2018-19 & 2019-20<br>1 Crore - 2 Crores = 5 Marks<br>Above 2 Crores = 10 Marks | 10 |
| 4 | Technical presentation before Evaluation Committee | 35 |
| | **Total** | **100** |

- To qualify the technical evaluation stage, the bidder must score a minimum of 60 marks. Collector and Chairperson, DWSC, Jharsuguda will open the Financial Bids of those Bidders who will achieve minimum score of 60 marks in technical evaluation
- Documentary evidence (Citation, copy of completion / ongoing certificate and work

order /Contract) is required for all project experience.

- In case project is on-going projects, a certificate to that effect should be furnished from thecompetent authority supported with Work Orders/ LoA.
- Collector and Chairperson, DWSC, Jharsuguda (or a nominated party) reserves the right to check/validate the authenticity of the information provided by the Bidder for Technical Evaluation criteria and the requisite support must be provided by the Bidder.

## 8.3 Financial Evaluation

In the second stage, the financial evaluation will be carried out as per this Clause. Each Financial Proposal will be assigned a financial score (**SF**).

For financial evaluation, the total cost indicated in the Financial Proposal and Illustration given in below

The Collector and Chairperson, DWSC, Jharsuguda will determine whether the Financial Proposals are complete and unconditional. The cost indicated in the Financial Proposal shall be deemed as final andreflecting the total cost of services. Omissions, if any, in costing any item shall not entitle the firm to be compensated and the liability to fulfill its obligations as per the TOR within the total quoted price shall be that of the Agency. The lowest Financial Proposal (**FM**) will be given a financial score (**SF**) of 100 points. The financial scores of other proposals will be computed as follows:

**SF = 100 x FM /F**

**(F** = Amount of Financial Proposal)

Provided that the bid is substantially responsive, the Authority shall correct arithmetical errors onthe following basis:

If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Employer there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;

- If there is an error in a total corresponding to the addition or subtraction of subtotals, thesubtotals shall prevail and the total shall be corrected; and

- If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case theamount in figures shall prevail subject to (a) and (b) above.

## 8.4 Final Evaluation of Bid

Collector and Chairperson, DWSC, Jharsuguda will award the Contract to the Bidder based on Quality Cum Cost Basis (QCBS). All the bids will be scrutinized/evaluated as per the criteria given in the RFP documents and a list of successful bidders will be evaluated on the QCBS pattern of 60:40 (TechnicalBid - 60% weightage, Financial Bid - 40% weightage)

Proposals will finally be ranked according to their combined technical (ST) and financial (SF) scoresas follows:

S = ST x TW + SF x FW

Where S is the combined score, and T and F are weights assigned to Technical Proposal and Financial Proposal that shall be 0.60 and 0.40 respectively.

## 8.5 Financial Bid Format Instructions

### 8.5.1 General Instructions

- Financial Bid needs to be submitted offline (separate envelope) as per the instructions given in the RFP in the format prescribed in this section.
- Bidder should provide all prices as per the prescribed format under this Section.
- All the prices are to be entered in Indian Rupees (INR) only.
- Prices indicated in the schedules shall be inclusive of all taxes, Levies, duties, Transportation including GST prices. The prices should also specify Five-year support cost as per provided formats.
- It is mandatory to provide breakup of all Taxes, Duties and Levies wherever asked for.
- Collector and Chairperson, DWSC, Jharsuguda reserves the right to ask the Agency to submit proof of payment against any of the taxes, duties, levies indicated.
- The Agency needs to account for all Out-of-Pocket expenses due to Boarding, Lodging and other related items.
- The Unit Rate as mentioned in the following formats may be used for the purpose of 'Change Order' for respective items, if any. However, based on the market trends, Collector and Chairperson, DWSC, Jharsuguda retains the right to negotiate this rate for future requirement.
- The successful bidder shall not object to the upward or downward variation in quantities of any item within the variation limits.
- Payment for additional quantities within the variation limit shall be made at tender rates and the tender rates shall be valid for entire duration of the contract.
- No claim shall be entertained or become payable for price variation of additional quantities.
- Bidder shall be bound to give same or more % of discount on the list price of the OEMs on the future purchases (additional purchases within the contract period) by Collector and Chairperson, DWSC, Jharsuguda. Bidder shall ensure that the future products supplied are of latest specifications as per the OEM roadmap.
- For the purpose of evaluation of Financial Bids, Collector and Chairperson, DWSC, Jharsuguda shall make appropriate assumptions to arrive at a common Bid price for all the bidders. This however shall have no co-relation with the Contract value or actual payment to be made to the Bidder.
- Collector and Chairperson, DWSC, Jharsuguda also intends to utilize various rates obtained through this tender for requirements

across various departments. Bidders are requested to factor this larger demand and give the best possible rate to Collector and Chairperson, DWSC, Jharsuguda.

- Agency should refer to the Tender for details on the technical/functional requirements of the system and the benchmark specifications for the items mentioned in the Financial Formats.
- Line items mentioned in the Financial Formats are for representation purpose and Agency may propose alternate technology / solution (with proper justification). Bidders are required to suitably add line items / merge the cost components depending upon their proposed solution.
- No escalations of prices will be considered under any circumstances.

#### 8.5.2 Format for Financial Bid

- Bidder are requested to visit the site and do the preliminary survey at their own cost before quoting the bid. The Bidder must submit the Financial Bid as per Annexure-IX in separate envelope.

## 8.6 Performance Bank Guarantee (PBG)

- The Agency shall, within 15 days after the receipt of Letter of Award from Collector and Chairperson, DWSC, Jharsuguda, furnish an unconditional, irrevocable and continuing Performance Guarantee to Collector and Chairperson, DWSC, Jharsuguda for an amount equal to 5% of the Contract Price from a Scheduled Bank. The Performance Bank Guarantee shall be valid for entire Term of the contract and six months thereafter. If the Performance Bank Guarantee is liquidated /en-cashed, in whole or in part, during the currency of the Performance Bank Guarantee, the Agency shall top up the Performance Bank Guarantee with the same amount as has been en-cashed within 15 days of such encashment without demur.
- In the event of the Agency being unable to provide service as per the Agreement for whatever reason, Collector and Chairperson, DWSC, Jharsuguda would invoke the PBG. Notwithstanding and without prejudice to any rights whatsoever of Collector and Chairperson, DWSC, Jharsuguda under the Agreement in the matter, the proceeds of the PBG shall be payable to Collector and Chairperson, DWSC, Jharsuguda as compensation for any loss resulting from the Agency failure to perform/comply its obligations under the Contract. Collector and Chairperson, DWSC, Jharsuguda shall notify the Agency in writing of the exercise of its right to receive such compensation within 30 days, indicating the contractual obligation(s) for which the Agency is in default.
- In case the Project is delayed beyond the Timelines as mentioned in RFP, the PBG shall be accordingly extended by the Agency till completion of scope of work as mentioned in RFP.

# Section – 9: Statutory Requirements

- During the Term of this contract, the Agency shall refrain from indulging in activities which are in contravention of any law, act and/ or rules/ regulations, there under or any amendment thereof governing inter-alia

customs, excise, taxes and levies, stowaways, foreign exchange etc. and shall keep Collector and Chairperson, DWSC, Jharsuguda indemnified in this regard.

- The Agency will ensure that an updated location-wise list of all assets deployed by the Agency for the purpose of the Project is available to Collector and Chairperson, DWSC, Jharsuguda at all times. The Agency will seek Collector and Chairperson, DWSC, Jharsuguda approval before installing any hardware at any location and will also not alter / change / replace any hardware component deployed for the purpose of the Project without prior consent of Collector and Chairperson, DWSC, Jharsuguda.

## Section – 10: Agency Responsibilities

- Agency shall provide and deploy, on the site for carrying out the work, only those manpower resources who are skilled and experienced in their respective trades, deemed necessary for the prescribed Scope of Work in the RFP and who are competent to execute or manage/ supervise the work in a proper and timely manner.
- The Agency would keep Collector and Chairperson, DWSC, Jharsuguda updated with the details of the staff members deployed on the Project. The Agency will ensure that the roster schedule of all deployed manpower for each day at the required locations is made available to Collector and Chairperson, DWSC, Jharsuguda for view by authorized Collector and Chairperson, DWSC, Jharsuguda Staff. No change to the deployed manpower shall be done by the Agency without written approval from Collector and Chairperson, DWSC, Jharsuguda except where such removal and/or replacement becomes necessary due to exceptional circumstances like disability, resignation, termination, death, etc. of the resource.
- Collector and Chairperson, DWSC, Jharsuguda may at any time request the Agency to remove from the work / site the Agency representative or any person(s) deployed by the Agency for professional incompetence or negligence or for being deployed for work for which he/she is not suited. The Agency shall accede to Collector and Chairperson, DWSC, Jharsuguda request and shall not again deploy any person so objected to on the work or on the sort of work in question (as the case may be) without the written consent of Collector and Chairperson, DWSC, Jharsuguda.
- The Agency shall maintain backup staff and shall promptly provide replacement of every person removed, pursuant to this section, with a substitute who is equally competent or higher in competence from the pool of backup personnel.
- In case of change of any staff, the Agency shall ensure a reasonable amount of time-overlap in activities to ensure proper knowledge transfer and handover/ takeover of documents and other relevant materials between the outgoing and the new member. The Agency shall also ensure that such a change does not adversely impact the quality and timelines of the Project

**Annexure-I**

# Bidding Format Check-list

| Sr. No. | Documents required | Submitted (Y / N) | (Page No.) |
|---|---|---|---|
| 1 | Format for Technical Proposal Cover Letter | | |
| 2 | Format for Particulars of the Bidder | | |
| 3 | Bidders Average Turnover for last 3 Financial Years | | |
| 4 | Self-Declaration of Non-Blacklisted | | |
| 5 | Experience in management of Hostels /Creches /Maternity Homes /Shelters /Boardings etc. | | |
| 6 | CVs of proposed key personnel | | |
| 7 | Declaration & authorization letter | | |
| 8 | Financial Bid | | |
| 9 | Format for Pre-Bid Queries. | | |
| 10 | Description of Approach, Methodology and WorkPlan for Performing the Assignment | | |

**Annexure-II**

# Format for Technical Proposal Cover Letter

Date: DD/MM/YYYY

**To**

**The Collector-cum-Chairman, DSWC,**
**Jharsuguda (Odisha),**
**Pin 768204**

**Sub:** Submission of Technical Compliance Proposal

**Ref:** Selection of an Organization/Agency for Operation and Management of Working Women's Hostel at Kapumal of Jharsuguda District under District Social Welfare Office, Jharsuguda (RFP No:____Dated:____)

Sir/ Madam,

Having examined the RFP, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to product and services as required and outlined in the RFP. We attach hereto our responses to Technical Compliance Criteria.

We confirm that the information contained in these responses or any part thereof, including the exhibits, and other documents and instruments delivered or to be delivered to Collector and Chairperson, DWSC, Jharsuguda is true, accurate, verifiable and complete. This response includes all information necessary to ensure that the statements therein do not in whole or in part mislead the department in its short-listing process.

We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading the selection process, we are liable to be dismissed from the selection process or termination of the contract during the project, if selected to do so.

We agree for unconditional acceptance of all the terms and conditions set out in the RFP documentand also agree to abide by this RFP response for a period of 90 days from the date fixed for bid opening.

We hereby declare that in case we are chosen as successful bidder, we shall submit the PBG in theform prescribed in the RFP. We do hereby undertake, that until a contract is prepared and executed,this bid together with your written acceptance thereof, the RFP and placement of letter of intent awarding the contract, shall constitute a binding contract between us.

We agree that you reserve the right in absolute sense to reject all or any of the products/ services specified in the RFP response with or without assigning any reason whatsoever.

It is hereby confirmed that I am entitled to act on behalf of our company/ corporation/ firm/ organization and empowered to sign this document as well as such other documents, which may berequired in this connection.

Signature of Authorized Representative

Name of Agency:Full Address:

Telephone No.

**Annexure-III**

# Format for Particulars of the Bidder

| Details of the Bidder (Company) | | |
|---|---|---|
| 1 | Name of the Bidder | |
| 2 | Address of the Bidder | |
| 3 | Year of Incorporation | |
| 4 | Registration Number & Registration Authority | |
| 5 | Legal Status (Public/Private) | |
| 6 | Name & Designation of the Authorized person towhom all references shall be made regarding this RFP | |
| 7 | Telephone No. (with STD Code) | |
| 8 | E-Mail of the Contact person: | |
| 9 | Website | |
| 10 | Financial Detail (Organization's turnover of last three financial years) | FY 18-19: |
| | | FY 19-20: |
| | | FY 20-21: |
| 11 | GSTIN Number | |
| 12 | PAN | |
| 13 | EMD Details | |

Date:

Signature of Authorized Representative

Name of Agency:

Full Address:

Telephone No.:

**Annexure-IV**

# Bidders Average Turnover for last 3 financial years

Date: DD/MM/YYYY

The Average Annual Turnover statement of .....<name of the organization>, at .....<address of the organization >, for the last three financial year are given below and certified that the statement is true and correct.

| | **Financial Year** | **Turnover in lakhs (₹)** |
|---|---|---|
| | 2018-19 | |
| | 2019-20 | |
| | 2020-21 | |
| | Average annual turnover = | |

Date:

Signature of Chartered Accountants

Place:

Seal: Membership No:

**Annexure-V**

# Format for Self-declaration by Bidder for not being blacklisted

[ON BIDDERS LETTERHEAD]

To

**The Collector-cum-Chairman, DSWC,**
**Jharsuguda (Odisha),**
**Pin 768204**

**Sub:** Declaration of no valid ineligibility for corrupt or fraudulent practices or blacklisted byGovernment (Central or State)/Semi-Govt. or PSU as on 01-11-2021.

**Ref:** Selection of an Organization/Agency for Operation and Management of Working Women's Hostel at Kapumal of Jharsuguda District under District Social Welfare Office, Jharsuguda.

Madam/Sir,

In response to the above-mentioned RFP, I, _____, as_____<Designation> of M/s_____, hereby declare that our Company / Firm_____has not been declared blacklisted or ineligible to participate for bidding by any State/Central Govt., Semi-Govt. or PSU in last_____years from the date of submission of bid.

Date:

Signature of Authorized Representative

Name of Agency:

Full Address:

Telephone No.:

**Annexure-VI**

## Experience in Management of Hostel / Shelters /Creche / Maternity Homes / Boardings etc.

| Sl. No. | Name of Project | Year of Project | Page Number |
|---|---|---|---|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |

**Detailed Project Experience**

| **Project Information** | |
|---|---|
| Name of the project | |
| Department Name | |
| Name and contact details | |
| Description of the project | |
| Scope of services | |
| Start date | |
| Completion date | |
| Duration of the project | |
| Other Relevant Information (if any) | |

Please check (√) on the supporting documents enclosed:

- Work Order received from Client
- Agreement signed between Bidder and Client
- Client Certificate/ others (if any)

# Annexure-VII

## CV format of the Proposed Key Manpower

| | | |
|---|---|---|
| 1 | Name of the Staff | |
| 2 | Current Designation in the Organization | |
| 3 | Proposed Role in the Project | |
| 4 | Proposed Responsibilities in the Project | |
| 5 | Date of Birth | |
| 6 | Education | |
| 7 | Summary of Key Training and Certifications | |
| 8 | Summary of Key Training and Certifications | Language / Reading / Writing / Speaking |
| 9 | Employment Record (For the total relevantexperience) | From/ To<br>Employer<br>Position Held<br>From/ To<br>Employer<br>Position Held |
| 10 | Total Years of Work Experience | |
| 11 | Total No. of Years of Experience for the Role proposed | |
| 12 | Highlights of relevant assignments handled and significant accomplishments (Use following format for each project) | |

| | |
|---|---|
| Name of Project | |
| Year: | |
| Location | |
| Client | |
| Main Project Feature | |
| Position Held | |
| Activities Performed | |

**Annexure-VIII**

**Declaration & Authorization Letter**

(ON BIDDER'S LETTER HEAD)

(RFP No:__/ Dated:_____)

1. I,_____ (Name of the authorized person) hereby declare that all the information provided in this bid form / proposal are true to the best of my knowledge and that we shall be bound by the acts of duly constituted attorney.

2. I also hereby declare that all matters related to Collector & Chairperson, DWSC,Jharsuguda, shall be treated as confidential and no information shall be passedon to any unauthorized person without written permission of the Competent authority.

3. Mr/Ms./Smt. _____, whose signatures are appearing below, is /are the authorized representative of the firm.

4. I/We also undertake the responsibility to communicate changes in the constitution or working of firm, affecting the accuracy of the facts, stated above.

5. I/we have read and understood all the Terms and Conditions of the BID as mentioned in this document and consciously agree to abide by them.

Signature of Authorized Person: _____
Place:_____

Signature of Authorized Representative: _____
Date (with Firm's Seal):_____

**Annexure-IX**

# Financial Proposal

# Financial Bid

**For**

**"Selection of an Organization/Agency for Operation and Management of Working Women's Hostel at Kapumal of Jharsuguda District under District Social Welfare Office, Jharsuguda"**

| Sl.No | Particulars | Unit | Per Month Cost (Including All Taxes, PF and ESI) | For 1 Year (12 Months) Cost (Including All Taxes, PF and ESI) |
|---|---|---|---|---|
| 1 | Fixed Cost / Office Assets (Detailed Break-up to be attached separately) | | | |
| 2 | Recurring Cost | | | |
| I | I Manpower | | | |
| A | Senior Resident Superintendent | 1 No. | | |
| B | Junior Resident Superintendent | 1 No. | | |
| C | Caretaker (referred to as House mother) | 2 Nos. | | |
| D | Clerk cum Accountant cum DEO | 1 No. | | |
| E | Watchman | 2 Nos. | | |
| F | Cook | 2 Nos. | | |
| G | Helper | 1 No. | | |
| H | Sweeper | 2 Nos. | | |
| I | Part time Gardener | 1 No. | | |
| II | Rent includes Electricity & Water charges including taxes. | | | |
| III | Cleaning, Sanitation, Housekeeping Cost (Including cleaning tools, pest control and consumables). | | | |
| IV | Cost for Greenery in the campus | | | |
| 3 | Management Fee (includes capacity buildingcost and office consumables) | | | |
| | Total Cost | | | |

**Note:**

- ***Cost quoted is excluding GST and other Taxes.***
- ***A detailed break-up of each quoted cost is to be submitted separately.***

Place-
Signature of Authorized Signatory
Date -
Seal with Designation

**Annexure-X**

# Format for submission of Pre-Bid Queries

[ON BIDDERS LETTERHEAD]

To

**The DSWO,**
**District Social Welfare Office,**
**Collectorate, Jharsuguda (Odisha)**
**Pin 768204**

**Date:** DD/MM/YYYY

**Sub:** Submission of Clarification by <<firm name>>

**Ref: Selection of an Organization/Agency for Operation and Management of Working Women's Hostel at Kapumal of Jharsuguda District under District Social Welfare Office, Jharsuguda.** (RFP No: _____Dated: __/__/___)

Dear Madam/Sir,

We have gone through the bid document and have the following queries. Request you to kindly address the same. We seek your clarification on the queries mentioned below.

| Sl. No. | Clause No in RFP | Page Number | Existing Clause | Query/Remarks |
|---|---|---|---|---|
| | | | | |

Date:

Signature of Authorized Representative

Name of Agency:

Full Address:

Telephone No.: