

TENDER CALL NOTICE**REQUEST FOR PROPOSAL FOR****“HIRING OF AGENCY FOR PROVIDING MANPOWER SERVICES TO ODISHA LIVELIHOODS MISSION, DEPARTMENT OF MISSION SHAKTI”**

Odisha Livelihoods Mission (OLM), Mission Shakti Department, Govt. of Odisha invites sealed Tenders from eligible agencies/ Bidder **for Providing Manpower Services to Odisha Livelihoods Mission, Bhubaneswar**. Bidders fulfilling the prescribed eligibility criteria of the tender can access and download the complete bid Document and other details from <https://missionshakti.odisha.gov.in/>.

The bid calendars under the end-to-end process are:

Sl. No.	Critical Events	Time Line
1	Date of Issue of RFP	20/01/2025
2	Submission of Pre-Bid Queries	27/01/2025, 3.30 PM
3	Pre-Bid Meeting	27/01/2025, 4.30 PM
4	Issue of Pre-Bid Clarifications	30/01/2025, by 5.30 PM
5	Last Date and Time for Submission of Bid	10/02/2025 up to 3:30 PM
6	Opening of Technical Bid	10/02/2025 up to 4:00 PM
7	Opening of Financial Bid	To be intimated later on

The proposal complete in all respects must reach at **State Mission Director, Odisha Livelihoods Mission, SIRD & PR Campus, Unit-VIII, Bhubaneswar-751012** by Speed Post/ Registered Post/ Courier only latest by **10th Feb 2025, 3:30 P.M.** in a sealed envelope clearly mentioning on the top of it " **Hiring Of Agency For Providing Manpower Services to Odisha Livelihoods Mission, Department of Mission Shakti** ". The proposals received beyond the last date and time will be rejected. In case of any Addendum/ Clarification/ Corrigendum/ Extension regarding this tender, the same will be published in the above-mentioned official websites only. The authority reserves the right to reject any/ all proposals without any reason thereof.

-Sd-

**State Mission Director
Odisha Livelihoods Mission**

Memo No:77

Date:16/01/2025

Copy to Joint Secretary, Department of Mission Shakti, for kind information of Commissioner cum Secretary, Department of Mission Shakti. Further, it is requested to publish the advertisement in the website of Department of Mission Shakti for wide publicity.

-Sd-

**State Mission Director
Odisha Livelihoods Mission**

**Odisha Livelihoods Mission
Department of Mission Shakti
Government of Odisha**

**REQUEST FOR PROPOSAL FOR
“HIRING OF AGENCY FOR PROVIDING
MANPOWER SERVICES”**

**Odisha Livelihoods Mission,
SIRD & PR Campus, Unit-VIII, Bhubanswar-12**

INDEX

Section	BRIEF DESCRIPTION	PAGE
I	Bidders Data Sheet	4
II	Objective and Scope of Assignment	5
III	Bidding terms and Qualification Criteria	6
IV	General terms and Conditions	17
V	TECHNICAL BID SUBMISSION FORMS	20
VI	Financial Bid	24
VII	Bid Submission Checklist & Annexure	25

Section – I

Bidder's Data Sheet

Sl. No.	Particular	Details
1.	Name of the Client	State Mission Director, Odisha Livelihoods Mission under the Department of Mission Shakti, Government of Odisha
2.	Method of Selection	Quality and Cost-Based Selection (QCBS) Method
3.	Availability of RFP Document	missionshakti.odisha.gov.in
4.	Date of Issue of RFP	20/01/2025
5.	Deadline for Submission of Pre Bid Query	27/01/2025, 3.30 PM
6.	Pre-Bid Meeting	27/01/2025, 4.30 PM
7.	Publishing of Pre-Bid Clarification through Website	30/01/2025, by 5.30 PM
8.	Last Date and Time for submission of Bid	10/02/2025 up to 3:30 PM
9.	Date of opening of Technical Proposal	10/02/2025 up to 4:00 PM
10.	Date of opening of Financial Proposal	To be intimated later on
11.	Pre-Proposal meeting	A pre-proposal meeting will be held on 18/01/2025 at 4.30 PM in the Conference Hall Odisha Livelihoods Mission. All queries should be received on or before 18/01/2025, 3.30 PM on Email: procure.olm@gmail.com in MS Word format addressed to: State Mission Director, OLM, Bhubaneswar- 751012
12.	Bid Processing Fee (Non-Refundable)	Rs.1180/- INR (Rupees One thousand One Hundred Eighty) only in shape of Demand Draft in favour of "Odisha Livelihoods Mission-NRLM" drawn in any Scheduled Commercial Bank payable at Bhubaneswar.
13.	Earnest Money Deposit (EMD) (Refundable)	Rs.2,30,000/- INR (Rupees Two Lakh Thirty Thousand) only in shape of Demand Draft in favour of "Odisha Livelihoods Mission-NRLM" drawn in any Scheduled Commercial Bank payable at Bhubaneswar.
14.	Performance Security	The performance security of 5% of Contract Value shall be submitted by the selected bidder and retained for contract period
15.	Address for Submission of Proposal	State Mission Director, Odisha Livelihoods Mission, SIRD & PR Campus, Unit-8, Bhubaneswar, Odisha, Pin Code: 751012 E-mail:- procure.olm@gmail.com
16.	Mode of Submission of Proposal	Mode of Submission: Speed Post / Registered Post/ Courier only to the address as specified above during office hour only. Submission of bid through other mode and late bid will be out rightly rejected.
17.	Contact Person	Name: Shri Rabi Prasad Mishra, Designation: Dy CEO(Admin & Procurement), OLM Mob: 9937462008
18.	Place of Opening of Technical Proposal	Conference Hall of Odisha Livelihoods Mission

-Sd-
State Mission Director, OLM

Section – II

Objective and Scope of Assignment

Introduction:-

Odisha Livelihoods Mission (OLM) is an autonomous society under the aegis of Department of Mission Shakti, Government of Odisha. OLM is the nodal agency for the implementation of National Rural Livelihoods Mission Programme in the state.

OLM has put in place a dedicated and sensitive support structure, to take the rural poor households out of poverty line through capacity building, financial assistance and self-reliant institutions. Through Self Help Groups, their Federation and value chain institutions like Producer Groups and Producers Company, OLM is creating a sustainable Livelihoods eco-system across the state.

OLM has reached out to 30 districts in Odisha through both intensive and non-intensive modes.

Objectives: -

Provide different type of appropriate Manpower or personnel to OLM State Office for smooth management of OLM.

Scope: - The scope of the assignment for different post are given below:

S N o.	Name of the Post	N os of Po st	Max imu m Age Limi t	Maxim um remun eratio n Per month	Minimum Qualification and Experience	Job Description
1	2	3	4	5	6	7
1	Project Assistant	4	40 years	Skilled Labour as Per Labour Department notification	1. Minimum Graduate having PGDCA. 2. Must be having computer typing speed of at least 30 w.p.m. 3. Candidates working in govt projects and social development sectors shall be given added advantage.	1) Project Assistant shall perform data entry & clerical works. 2) The project assistants shall report to concerned cell to whom attached. 3) To examine the cases diligently and intelligently and in the light of the instruction, if any, given by the higher

						officers. 4) To be responsible for maintenance of files and registers regularly. 5) To ensure timely dispatch of letters, circulars, memo, with paper record to the concerned person / department. 6) S/he should not correspond with anybody in any confidential matter on behalf of the OLM. 7) Any other task assigned by the authorities from time to time 8) Due diligence in carrying out orders of the superior. 9) Their performance will be reviewed by the review committee. 10) Any other work as and when assigned by the Authority.
2.	Office Attendant.	8	40 yrs	Semi-Skilled Labour as Per Labour Department notification	1. Minimum 10th Pass. 2. Must be able to operate Fax, EPABX, Scan, photocopier machine,	1) He/She will directly responsible to the Addl CEO(Program support) and Dy CEO(Admin). 2) They will be distributed to the respective cell. 3) Their performance will be reviewed by the review committee. 4) Any other work as and when assigned by the Authority.

3	House Keeping Staff (Sweeper-cum Cleaner)	8	50 years	Un-Skilled Labour as Per Labour Department notification	1)Minimum 5th Pass. 2)Having capable of cleaning and sweeping of office accessories. 3)Candidates working in govt projects shall be given added advantage.	1)Capable of handling cleaning of office accessories like tables, chairs, computers and other equipment. 2)Should be able to clean office, pantry, toilets and wash room. 3)Should be able to prepare tea/coffee for staffs. 4)Their performance will be reviewed by the review committee. 5)Any other work as and when assigned by the Authority.
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Section – III

Bidding terms and Qualification Criteria

General Terms and Conditions of RFP:

1. OLM at present has tentative requirement as detailed below to be deployed by the service provider. The requirement may further increase or decrease marginally, during the period of initial contract and the service provider would have to provide additional manpower services, if required, on the same terms and conditions.

Requirements;

- I. Project Assistant-04
- II. Office Attendant- 08
- III. Sweeper-cum-Cleaner - 08

2. The Manpower Service Provider will be bound by the terms furnished by OLM while submitting the tender or at subsequent stage. In case, of any such documents furnished by the service provider is found to be false and resulting termination of the Agreement.

3. The Manpower Service Provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this Agreement to any other agency or organization by whatever name be called without the prior written consent of the OLM.

4. The OLM reserves the right to terminate the Agreement by giving **30 days notice** to the Service Provider.

5. The persons deployed shall be required to report for work in the following manner;

Project Assistant & Office Attendant: - The persons deployed shall be required to report for work at 10.00 AM to designated officer, OLM and would leave office at 5.30 P.M. and may also required to work beyond 5.30 PM for which he would not be paid any extra remuneration.

Sweeper-cum-Cleaner: - From 08:00 AM to 12.00 NOON and 02:00 PM to 06:00Pm on all working days. Despite of that, may also be required to work beyond 05.30 PM for which he would not be paid any extra remuneration.

In case, the person deployed remains absent on a particular day or comes late / leaves early on three occasions, proportionate deduction from the remuneration for one day will be made.

6. The Service Provider shall nominate a coordinator who shall be responsible for immediate interaction with the OLM so that repair and restoration work as required shall be attended forthwith.

7. The entire financial liability in respect of manpower services deployed in the OLM shall be that of the Manpower Service Provider and the OLM will in no way be liable. It will be the

responsibility of the Manpower Service Provider to pay remuneration to the person deployed as given in the ToR and such evidence as may be required by the OLM.

8. For all intents and purposes, the Service Provider shall be the "Employer" within the meaning of different Rules & Acts in respect of manpower so deployed. The persons deployed by the Service Provider shall not have any claim whatsoever like employer and employee relationship against the OLM.

9. The Service Provider shall be solely responsible for the redress of grievances or resolution of disputes relating to persons deployed. The OLM shall, in no way, be responsible for settlement of such issues whatsoever. In case the grievances of the deployed person are not attended to. The deployed person can place their grievance before a Joint Committee consisting of a representative of OLM and an authorized representative of the Service Provider.

10. The OLM shall not be responsible for any financial loss or any injury to any person deployed by the Service Provider in the course of their performing the functions/duties, or for payment towards any compensation.

11. The persons deployed by the Service Provider shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular / confirmed employees during the currency or after expiry of the Agreement.

12. In case of termination of this Agreement on its expiry or otherwise, the persons deployed by the Service Provider shall not be entitled to and shall have no claim for any absorption in regular or other capacity.

13. The person deployed shall not claim any benefit or compensation or absorption or regularization of deployment with office under the provision of rules and Acts. Undertaking from the person deployed to this effect shall be required to be submitted by the Service Provider.

14. The Service Provider must be registered with the concerned Govt. Authorities, i.e. Labour Commissioner, Provident Fund Authorities, Employees State Insurance Corporation etc.

15. The Service Provider shall provide a substitute well in advance if there occurs any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the Service Provider. The Service Provider shall be responsible for contributions towards Provident Fund and Employees State Insurance and other statutory dues, wherever applicable.

16. The persons deployed by the Service Provider should have good police records and no criminal case should be pending against them.

17. The persons deployed should be polite, cordial and efficient while handling the assigned work and their actions should promote good will and enhance the image of the office

concerned. The Service Provider shall be responsible for any act of indiscipline on the part of the persons deployed.

18. The persons deployed shall, during the course of their work be privy to certain qualified documents and information which they are not supposed to divulge to third parties. In view of this, they shall be required to take oath of confidentiality and breach of this condition shall make the Service Provider as well as the person deployed liable for penal action under the applicable laws besides, action for breach of contract.

19. The Service Provider shall be responsible for compliance of all statutory provisions relating to minimum wages payable to different types of worker in respect of the persons deployed by it in the OLM. OLM shall have no liability in this regard.

20. The Service Provider shall also be liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to the Department or office concerned to the concerned tax collection authorities, from time to time, as per the rules and regulations in the matter.

21. The Service Provider shall maintain all statutory registers under the Law and shall produce the same, on demand, to the authority of the OLM any other authority under Law.

22. The Tax deduction at Source (T.D.S.) shall be done as per the provisions of Income Tax Act/ Rules, as amended, from time to time and a certificate to this effect shall be provided by the Department or office concerned.

23. In case, the Service Provider fails to comply with any liability under appropriate law, and as a result thereof, the OLM is put to any loss / obligation, monetary or otherwise, the OLM will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the Service Provider, to the extent of the loss or obligation in monetary terms.

24. The Agreement is liable to be terminated because of non-performance, deviation of terms and conditions of contract, non-payment of remuneration of employed persons and non-payment of statutory dues and non-attending the call notice for repair and restoration work. The OLM will have no liability towards non-payment of remuneration to the persons employed by the Service Provider and the outstanding statutory dues of the service provider to statutory authorities. If any loss or damage is caused to the OLM by the persons deployed, the same shall be recovered from the unpaid bills or adjusted from the Performance Security Deposit.

25. In case of breach of any terms and conditions attached to this agreement, the Performance Security Deposit of the Service Provider shall be liable to be forfeited besides annulment of the Agreement.

26. The Service Provider shall raise the bill (inclusive of all taxes) , in triplicate, along with attendance sheet duly verified by OLM in respect of the persons deployed and submit the

same to the prescribed authority in the first week of the succeeding month. As far as possible the payment will tentatively be released by the second week of the succeeding month.

27. The claims in bills regarding Employees State Insurance, Provident Fund, and GST etc. should be necessarily accompanied with documentary proof pertaining to the concerned bill month. A requisite portion of the bill or whole of the bill amount shall be held up till such proof is furnished, at the discretion of the OLM.

28. The amount of penalty calculated @ Rs.100 per day on account of delay, if any, in providing a suitable substitute for the period beyond three working days by the Service Provider shall be deducted from its monthly bills in the succeeding month.

29. The Authority reserves the right to withdraw or relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage.

30. The Agency is expected to always keep available a reserve pool of different category manpower that can be tapped for immediate deployment on project. In case of any replacement, the outgoing resource must provide 2 weeks of handholding support to the fresh incumbent to ensure continuity and smooth knowledge transfer. No post should remain vacant at any time.

31. The Agency is expected to provide professional, objective and impartial advice and at all times hold the interests of the State Government paramount, strictly avoid conflicts with any other assignments/jobs or their own corporate interests and act without any consideration for future work.

32. In case any of the proposed personnel are found to be not performing or not meeting the expectations of the OLM, the Agency shall find a replacement of personnel. Director, OLM will evaluate the replacement profile and indicate the acceptance / rejection of the profile.

33. The taxes as per actual will be reimbursed as per applicable Government Rules. GST, if applicable, shall be payable extra as per prevailing rules of the Government subject to production of paid challans

34. The Service Provider must employ adult labour only. Employment of child labour will lead to the termination of the contract. Persons to be engaged by the bidder should be above 18 years of age and physically sound to perform the duties. Persons to be engaged by the Service Provider should be fluent in Odiya and Hindi. The successful bidder shall engage only such workers, whose antecedents have been thoroughly verified, including character and police verification and other formalities.

35. The remuneration of for **Project Assistant, Office Attendant** and **Sweeper-cum-Cleaner** as per the Department of Labour & ESI rules under the category of Skilled, semi-skilled & unskilled respectively.

Submission of Proposals

Bidder must submit their proposals by Registered Post / Speed Post/Courier only to the specified address on or before the last date and time for submission of proposals as mentioned in Bidder Data Sheet. The Client will not be responsible for postal delay / any consequence in receiving of the proposal. The proposal must have to be submitted in two parts. Each part should be separately bound with no loose sheets. Each page of the two parts should be page numbered and in conformation to the eligibility qualifications and clearly indicated using an index page. The Client will not consider any proposal that arrives after the deadline as prescribed in the Bidder Data Sheet. Any Proposal received after the deadline will be out rightly rejected by the Client.

The procedure for submission of the proposal is described below:

i) **Technical Proposal (Original):**

The envelope containing technical proposal shall be sealed and superscripted as **"Technical Proposal – "Hiring of Agency for providing Manpower services under Odisha Livelihoods Mission."** and to be furnished inside one envelope. The duly filled-in technical proposal submission forms, with all the supportive documents and information have to be furnished as part of technical proposal.

ii) **Financial Proposal (Original):**

The envelope containing financial proposal shall be sealed and superscripted as **"Financial Proposal – "Hiring of Agency for providing Manpower services under Odisha Livelihoods Mission."** The duly filled-in financial proposal submission forms should contain the detail price offer for the proposed assignment and to be furnished as per the prescribed format only.

The **"Technical Proposal"** and **"Financial Proposal"** must have to be submitted in two separate sealed envelopes (with respective marking in bold letters) along with the prescribed formats/information mentioned in the RFP Document. Both the above envelopes have to be sealed and placed inside a third main envelope with proper labeling of following information in bold:

NAME OF THE ASSIGNMENT:

RFP NUMBER AND DATE:

NAME OF THE BIDDER:

DEADLINE FOR SUBMISSION OF BID:

NAME AND ADDRESS OF THE BIDDER:

Any deviation from the prescribed procedures / information / formats / conditions shall result in out-right rejection of the proposal. All the pages of the proposal have to be sealed and signed by

the authorized representative of the bidder. Bids with any conditional offer shall be out rightly rejected. All pages of the proposal must have to be sealed and signed by the authorized representative of the bidder. Any conditional bids will be rejected.

Opening of the Proposal

The **FIRST ENVELOPE** containing TECHNICAL PROPOSAL will be opened in the initial stage by the Client in presence of the bidder's representatives at the location, date specified in the Bidder Data Sheet. The Client will constitute a Consultant Evaluation Committee (CEC) to evaluate the proposals submitted by bidders. Only one representative with proper authorization letter from the participating bidder will be allowed to attend the bid opening meeting.

The **SECOND ENVELOPE** containing FINANCIAL PROPOSAL only of the technically qualified bidders will be opened after completion of technical evaluation stage. The date for opening of the financial proposal will be intimated accordingly to the technically qualified bidders well in advance.

Stages of Evaluation of the Proposal:

A Three stage evaluation process will be conducted as explained below for evaluation of the proposals:

(A) Pre-qualification criteria (1st Stage):

Firms which do not meet the following minimum qualifying criteria will be rejected at the first stage:

Sl. No.	Eligibility Criteria	Supporting Documents
1.	The agency is expected to have a standing of minimum five years of establishment as on last date of submission of RFP and registered under the Companies Act or under Society Act or Trust Deed or Limited Liability Partnership. Joint Venture/ consortium not is permitted.	Certificate of Incorporation / Trust Deed/ Registration Certificate/Firm registration Certificate along with PAN, GST registration certificate
2.	The average annual turnover of the Applicant in India in the last three financial years ending 31 March 2023 shall be minimum INR 5.00 Crores or above. (FY 2021-22, 2022-23 & 2023-24)	Financial Details of the bidder along with copies of the audited balance sheet and Income & Expenditure Statement of three year.
3.	The agency should have successfully executed at least one contracts of similar nature for any Government/Semi-Government agencies/PSUs with minimum 20 nos	Copy of Work Oder/MoU/Completion Certificate.

Sl. No.	Eligibility Criteria	Supporting Documents
	manpower/housekeeping staffs (in each assignment) for value of Rs 50 lakh or more during last three financial years.(Supply of Data entry operator/security Guard shall not be considered)	
4.	Affidavit by the authorized signatory of the bidder that the bidder has not been blacklisted by any Central / State Government. (Central / State and Public Sector) or under a declaration of ineligibility for corrupt or fraudulent Government practices must be submitted on original letter head of the bidder with signature and stamp.	In prescribed format
5.	Bid Processing fee/RFP fee (Non-refundable)	Rs 1180/-INR in shape of Banker's Cheque / Demand Draft in favour of "Odisha Livelihoods Mission-NRLM" drawn in any scheduled commercial bank payable at Bhubaneswar
6.	EMD	EMD of Rs 2,30,000/- in favour of "Odisha Livelihoods Mission-NRLM" drawn in any scheduled commercial bank payable at Bhubaneswar
7.	Geographical Presence: The bidder should have an Office in Odisha.	Establishment certificate as a proof to be submitted.
8.	The Agency should be ISO 9001 Certified organization	Self-certified ISO Certificate should be submitted

Bids not complying to any of the above requirement, will be out rightly rejected at the discretion of the Client's authority.

(B) Technical Evaluation Criteria (2nd Stage):

Technical proposal will be opened and evaluated for those bidders who qualify the Eligibility evaluation stage.

Detailed evaluation process as per the following parameters will be adopted for evaluation of the proposals.

Sl. No.	Parameters	Total/ Maximum Marks
1	Should be in the business for at least 5 years in sourcing & providing manpower services. >5 years to <=10 Years:5 marks >10 years to <=15: 15 Marks >15 years: 20 Marks (Copy of the registration certificate of the organization must be submitted)	20
2	Must have average annual turnover of Rupees Five Crore or more in the last three financial years from similar activity i.e 2021-22 , 2022-23 and 2023-24. >5 cr to <=10 Cr: 10 Marks >10 cr to <=10 Cr:20 Marks >20 Cr :30 Marks (The bidder is required to furnish a turnover certificate duly attested by a Chartered Accountant to this effect with year wise break-up. In addition, they have to furnish the audited balance sheet P&L Account statement (of the last three financial years) duly signed by a Chartered accountant in support of the turnover statement furnished.)	30
3	The agency should have successfully executed at least one contracts of similar nature for any Government/Semi-Government agencies/PSUs with minimum 20 nos. manpower/housekeeping staffs (in each assignment) for value of Rs 50 lakh or more during last three financial years. (Supply of Data entry operator/security Guard shall not be considered). For one contract:10 Marks For Two Contract:20 marks For Three Contract or More:30 Marks Work experience of any Government/Semi-Government agencies/PSUs for more than one year will be treated as single contract.	30
4	Must have ISO 9001 certification In addition to ISO 9001, if the agency is certified in other ISO standards, each additional ISO certification will be worth 10 marks, with a maximum of 2 additional ISO certifications being evaluated	20

Sl. No.	Parameters	Total/ Maximum Marks
	Total	100

*** Bidders who secure minimum 70 marks from the total (100 marks) in the technical proposal will be considered for financial evaluation.**

Note:

- Extension/ renewal of original Contract after expiry shall not be treated as multiple assignment and multiple years of experience.
- The bids found insufficient/ unsatisfactory/ indicative proof of documents during scrutiny shall be rejected. No clarification shall be sought from the Client in this regard for any addition or deletion.
- The work Order/ Agreement/ Contract in form of LoA/ LOI/ Consent Letter/ Offer letter without value and time period shall not be considered for evaluation.
- Projects/ assignments repeating in multiple section shall be considered once in their respective section/ criteria

(C) Financial Evaluation (3rd Stage):

- The bidders qualified in the Technical Bid evaluation will be eligible to participate in the Financial Bid evaluation. The names of the bidders along with their quoted financial price will be announced during the meeting.
- Quality and Cost Based Selection (QCBS): This method will be followed during the overall selection process with 70 % weightage to technical score and 30% weight age to financial score. The bidders securing the highest evaluated scores will be ranked H1 and thereafter others will be ranked in the order of H2, H3 and so on. OLM may further negotiate on the technical component, if needed, and thereafter the H1 bidder will be awarded the contract, observing due procedure.

Evaluation Process:

QCBS method will be followed during the overall selection process. The financial bids of technically qualified bidders will be opened on the prescribed date in the presence of bidder's representatives. In the RFP the technical proposal carries 70% weightage and the financial proposal carries 30 % weightage.

I. Technical: The bidder scoring 70 marks out of 100 marks will be eligible and the secured mark will be assigned as Technical Quote (TQ). Then the Technical Score (TS) will be arrived as:

$$TS = \frac{TQ \times 70}{100}$$

II. Financial: The bidder quoting lowest price will be assigned as Lowest Financial Quote (LFQ). Then the price of other financial bids quoted by other different bidders will be assigned as Financial Quote(FQ). The financial Score (FS) will be arrived as:

$$FS = \frac{LFQ \times 30}{FQ}$$

The bidder, who has the highest score in the QCBS and shall be called for further process leading to the award of the contract. Prices quoted in the bid must be firm and final, and shall not be subject to any modifications on any account whatsoever.

In case of a tie, the bidder having higher technical score will be considered the preferred bidder.

For the purpose of evaluation, the total evaluated cost shall be inclusive of Remuneration cost and overhead expenses for which the Client will make payment to the consultant.

Earnest Money Deposit (EMD) :-

The bidder shall furnish bid security of Rs. 2,30,000/- (Two Lakhs Thirty Thousand Only) in the shape of Demand Draft/Pay Order in favour of "Odisha Livelihoods Mission (NRLM)". Any bid submitted without bid security will be rejected. The above bid security will be forfeited if a bidder withdraws its bid during the period of bid validity. The EMD of the unsuccessful bidder will be returned without any interest after finalization of the tender.

Performance Security: -

The performance security of 5 % of Contract Value shall be submitted by the selected bidder and retained for contract period. However, the EMD submitted by the agency at the time of submission of tender may be adjusted to the performance security amount. If the firm fails to execute the contract, the security money will be forfeited. The security money will be refunded after successful execution of the contract within 28 days after the completion of contract.

Language of the Proposal :-

The proposal and all correspondence and documents shall be written in English.

Pre-Bid Clarification Pertaining to This Document: -

An interested Agency, requiring any clarification on the RFP Document, shall notify OLM in writing and send it by e-mail (procure.olm@gmail.com) indicated in the RFP document. All the queries may be sent one day prior to the pre-bid meeting. The queries shall be answered in the meeting and the clarifications shall be uploaded on the website.

Any clarification issued by OLM in response to query raised by interested Agencies shall form an integral part of RFP document and it may amount to an amendment of relevant clauses of the RFP document.

Amendment of the RFP Document:

At any time before submission of proposals, the Client may amend the RFP by issuing an addendum through Departmental website. Any such addendum will be binding on all the bidders. To give bidders reasonable time in which to take an addendum into account in preparing their proposals, the Client may, at its discretion, extend the deadline for the submission of the proposal.

Disqualification: -

OLM may at its sole discretion and at any time during the evaluation of application, disqualify any applicant, if the applicant:

- Submitted the application after the response deadline;
- Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements;

- Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in any project in the preceding three years;
- Submitted an application that is not accompanied by required documentation or is non-responsive;
- Failed to provide clarifications related thereto, when sought;
- ***Submitted more than one application on its own;***
- Was declared ineligible/blacklisted by the Government of India/State/UT Government;
- Is in litigation with Government of India/ Govt. of Odisha.

Submission of Bid :

Bidder must submit their Bids **Registered Post / Speed Post / Courier** only to the specified address on or before the last date and time for submission of Bids as mentioned in Bidder Data Sheet. The Client will not be responsible for postal delay / any consequence in receiving of the Bid. Any Bid received after the deadline will be out rightly rejected.

The **Technical bid** with eligibility criteria documents, technical forms, annexures, shall be sealed and furnished in one envelope and the **financial bid** in **another envelop**. **Both the envelope** will be covered by **single envelope** with proper labeling of following information in bold:-

- i) **NAME OF THE ASSIGNMENT:**
- ii) **RFP NUMBER AND DATE:**
- iii) **DEADLINE FOR SUBMISSION OF BID:**
- iv) **NAME, ADDRESS AND CONTACT NUMBER OF THE BIDDER:**
- v) **CONFIDENTIAL/ OPEN ONLY BEFORE THE COMMITTEE (Extreme Right-Hand Side of the Envelope)**

Section – IV

General Terms and Conditions

Penalties:-

The amount of penalty calculated @ Rs.100 per day on account of delay, if any, in providing a suitable substitute for the period beyond seven working days by the Manpower supply Agency shall be deducted from its monthly bills in the succeeding month.

Payment Schedule: -

a) The service provider shall raise the bill in duplicate, along with attendance sheet duly verified by OLM in respect of person deployed and submit the same to the prescribed authority every month or before 7th of succeeding month. Under normal circumstance, payment will be made within 30 days from the date of submission of bill. The payment shall be made only if the bills are complete in all respect and are found in order.

b) The claim in bills regarding ESI, PF and GST etc should be accompanied with documentary proof pertaining to the concerned bill month. A requisite portion of the bill or whole of the bill amount shall be held up till such proof is furnished, at the discretion of the OLM.

Duration of the Contract:

- Two years from the date of Commencement of Service.
- Scope of renewal (maximum 2 times, as per requirement): Based on performance evaluation, quality of deliverables and other criteria set by the OLM.

Validity of the Proposal: -

The period of validity of proposal is 180 days from the last date of submission of application.

Confidentiality: -

Confidentiality shall be maintained for the information relating to the examination, clarification and comparison of the proposal. Violation of this clause may result in the rejection of the proposal.

Fraud & Corruption: -

OLM requires that Agencies selected for the particular assignment must observe the highest standards of ethics during the performance and execution of such contract. In pursuance of this policy, Government of Odisha:

- a. Defines, for the purposes of this provision, the terms set forth as follows:

- i. "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of OLM or any personnel of Agencies in contract executions.
 - ii. "Fraudulent practice" means a mis-presentation of facts, in order to influence a procurement process or the execution of a contract, to OLM and includes collusive practice among Respondents (prior to or after Proposal submission) designed to establish Proposal prices at artificially high or non-competitive levels and to deprive OLM of the benefits of free and open competition;
 - iii. "Coercive practices" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the execution contract.
 - iv. "Collusive practices" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
 - v. "Undesirable practice" means (i) establishing contact with any person connected with or employed or engaged by the Client with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the selection process; or (ii) having a conflict of interest; and
 - vi. "Restrictive practice" means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the selection process.
- b. Will reject a proposal for award, if it determines that the Agency recommended for the award of the Creative Campaign, has been determined by OLM to having been engaged in corrupt, fraudulent or unfair trade practices.
 - c. Will declare a firm ineligible, either indefinitely or for a stated period of time, for awarding the contract, if it at any time determines that the firm has engaged in corrupt, fraudulent and unfair trade practice in competing for, or in executing, the contract.

Change Orders: -

OLM may at any time before completion of work under project awarded to Agency, change the work content by increasing / reducing the size of manpower. In such a case, the Agency will have to perform the service in the increased/decreased quantity at the same contract rates within the time stipulated for providing services to OLM.

Applicable Law: -

Applicable Law means the laws and any other instruments having the force of law in India as they may be issued and in force from time to time.

Disputes: -

- The Parties agree that the avoidance or early resolution of disputes is crucial for a smooth execution and the success of the assignment. The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation. During pendency of the dispute(s) requiring resolution, the Agency shall not stop the work and should proceed further with the activities as per scope of work except in case where OLM specifically requested the Agency to stop any part of the scope of work.
- In case of disagreement, the same shall be referred to Executive Committee or designated officer of OLM. After referring to Executive Committee or designated officer if the said dispute is not resolved, the same shall be referred to the court subject to Bhubaneswar jurisdiction only.

Assignments: -

The Agency shall not assign the project to any other agency, in whole or in part, to perform its obligation under the Contract, without the OLM's authorized representative's prior written consent. **Sub-contracting of the services allotted is not allowed in any manner.**

Termination & Withdrawal: -

- Without prejudice to any other right or remedy it may have, either party may terminate this Agreement at any time by giving one-month advance notice in writing to the other party.
- OLM reserves the right to withdraw/ terminate the agencies in any of following circumstances:
 - Applicant becomes insolvent, bankrupt, resolution is passed for the winding up of the applicant's organization
 - Information provided to OLM is found to be incorrect;
- If the agency does not execute the contract to the satisfaction of the OLM then the OLM may invoke any or all of the following clauses.
 - Forfeit the Performance Guarantee Amount
 - Terminate the contract without any liability of OLM towards the agency.

Indemnity: -

The agency will indemnify OLM against any misuse of OLM Name and logo. For any misuse of OLM name and logo, the applicant themselves will be held responsible. OLM will take necessary legal and other actions for such cases. OLM will not be responsible for any miscommunication or harm caused to any party because of any misrepresentation of its name and logo by the applicant

Section - V
TECHNICAL BID SUBMISSION FORMS

TECH -1

COVERING LETTER

(ON BIDDERS LETTER HEAD)

[Location, Date]

To:

**The State Mission Director, OLM,
Department of Mission Shakti,
SIRD & PR Campus, Unit-VIII, Bhubaneswar - 751012**

Sub: Hiring of Agencies for providing Manpower Service under OLM.

Ref:- RFP No. _____ dated _____, OLM, Bhubaneswar

Dear Madam,

I, the undersigned, offer to participate in the selection process for **"Hiring of Agencies for providing Manpower Service under OLM."** in accordance with your **RFP** Notice No.: _____, dated _____.

I attach hereto the response as required by the RFP, which constitutes our proposal.
The details of the Contact Person on behalf of the bidder are given below:

Name	
Designation	
Address for Communication	
Mobile No.	
E-mail Id	

I confirm that the information contained in this response or any part thereof, including its exhibits, and other documents and instruments delivered or to be delivered to client 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 empanelment process.

I fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading the short listing process, we are liable to be dismissed from the selection process or termination of the contract during the project, if selected to do so, for undertaking the assignment. I confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid.

I agree for unconditional acceptance of all the terms and conditions set out in the RFP document.

Yours faithfully,

Authorized *Signatory with Date and Seal*:

Name and Designation: _____

Address of the Bidder: _____

TECH -2
Bidder's Organisation (General Details)

Sl No.	Description	Full Details
1	Name of the Bidder	
2	Address for communication: Tel : Fax: Email id :	
3	Name of the authorized person signing & submitting the bid on behalf of the Bidder: Mobile No. : Email id :	
4	Registration / Incorporation Details Registration No: Date & Year. :	
5	Local office in Odisha Please furnish contact details	
6	Tender Cost Rs 1180/- (Including GST) DD No: _____ Dt: _____	
7	Bid Security Cost Rs 2,30,000/- DD No: _____ Dt: _____	
8	PAN No:	
9	Goods and Services Tax Identification Number (GSTIN)	
10	ISO Certificate	
11	EPF registration	
12	ESI registration	
13	ISO 9001	
14	Solvency Certificate	
	Accept all the terms and conditions as specified in the RFP	YES

Authorized Signatory [*In full and initials*]: _____

Name and Designation with Date and Seal: _____

TECH -3

Bidder Organisation (Financial Details)

(To be furnished in the letter head of the Auditor/ Chartered Account)

The Annual Turnover for the last three consecutive financial years of M/s. _____ are given below and certified that the statement is true and correct.

Financial Information in INR

Details	FY 2021-22	FY 2022 -23	FY 2023-24
Annual Turnover of Agencies (In Rupees)			
Average Annual Turnover (for the above three years) in Rupees ----- ----->			

Supporting Documents:

Audited certified financial statements for the last three FYs (**2021-22 , 2022-23 & 2023-24**) (Submission of copies of Profit/ Loss Account and Balance Sheet for the respective financial years is mandatory along with this form).

Filled in information in this format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished in original along with the RFP failing which the Bid will be out rightly rejected. No scanned copy will be entertained.

Signature and Seal of the Chartered Accountant with Date in original (with UDIN no)

Authorized Signatory [*In full initials with Date and Seal*]: _____

Communication Address of the Bidder: _____

SECTION - VI*To be enclosed in separate sealed envelope.**[Location, Date]***FINANCIAL BID****To,**

**The State Mission Director, OLM
Department of Mission Shakti,
Government of Odisha, Bhubaneswar, 751012**

Sub: Submission of Financial Bid for Hiring of Agency for providing manpower services under OLM.

Sir,

I, the undersigned, offer to provide the services for *[Insert title of assignment]* in accordance with your RFP No. _____, Dated: _____. Our attached Financial Bid is for the sum of ***[Insert amount(s) in words and figures*]***. This amount is exclusive GST. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the RFP documents. Items wise rate are given below:

SL No	Category of Employee	Labour Category	Monthly Rate per person				Total Price per month, per person Quoted excluding Taxes	No of Requirements	Total Price per month
			Total per person	Employer's Contribution		Commission/Service Charges of Agency			
				EPF	ESI				
1	2	3	7	8	9	10	11	12	13
1	Project Assistant	Skilled						05	
2	Office Attendant	Semi Skilled						08	
3	Sweeper cum Cleaner	Un-skilled						08	
Total: Rs _____ In Words)									

I have carefully read and understood the terms and conditions of the RFP and do hereby undertake to provide the service accordingly. I understand that you are not bound to accept any Bid you receive.

Yours faithfully,

Authorized Signatory [In full and initials]:**Name and Designation of Signatory with Date and Seal:****Address of the Bidder:**

SECTION – VII
ANNEXURE-A
BID SUBMISSION CHECK LIST

to be enclosed with technical bid

Sno	Description	Submitted (Yes/No)	Page No.
TECHNICAL BID			
(PART – A)(ORIGINAL)			
1	Filled in Bid Submission Check List (ANNEXURE-A)		
2	Covering Letter (TECH -1)		
3	Copy of Certificate of Incorporation / Registration of the Bidder		
4	Copy of PAN		
5	Copy of Goods and Services Tax Identification Number (GSTIN)		
6	Copy of ISO Certificate		
7	Copy of EPF registration		
8	Copy of ESI registration		
9	Bid Processing Cost		
10	Bid Security		
11	General Details of the Bidder (TECH - 2)		
12	Financial details of the bidder (TECH – 3) along with all the supportive documents such as copies of Income-Expenditure Statement and Balance Sheet for the concerned period		
13	List of completed assignments of similar nature (Past Experience Details) (TECH – 4) along with the copies of work orders for the respective assignments/ empanelment letter		
14	Undertaking for not have been black-listed by any Central / State Government/any Autonomous bodies during its business career. Annexure-B		
FINANCIAL BID (Part-B)			

Undertaking:

- *All the information have been submitted as per the prescribed format and procedure.*
- *Each part has been separately bound with no loose sheets and each page of all the two parts are page numbered along with Index Page.*
- *All pages of the Bid have been sealed and signed by the authorized representative.*

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

Signature : _____

to be enclosed with technical bid

ANNEXURE-B

FORMAT FOR AFFIDAVIT CERTIFYING THAT BIDDER IS NOT BLACKLISTED

Affidavit

I M/s. , (the name of the Bidder and addresses of the registered office) hereby certify and confirm that we or any of our promoter/s/chief executive officer/ directors/managers are not barred or blacklisted by any government or government instrumentality or public sector in India or in any other jurisdiction to which we or our Affiliates belong or in which we or our Affiliates conduct business from participating in any project or being awarded any contract, either individually or as member of a consortium and no such bar or blacklisting exists as on the Proposal Due Date.

We further confirm that we are aware our interest for Providing manpower services under OLM would be liable for rejection in case any material misrepresentation is made or discovered with regard to the requirements of this RFP at any stage of selection and/or thereafter during the term of the Contract.

Dated thisDay of , 2025....

Authorized Signatory [*In full and initials*]: _____

Name and Designation with Date and Seal: _____

Signature: _____