

TENDER CALL NOTICE

REQUEST FOR PROPOSAL FOR

“HIRING OF AGENCY FOR PROVIDING SECURITY SERVICES TO STATE MISSION MANAGEMENT UNIT, ODISHA LIVELIHOODS MISSION, DEPARTMENT OF MISSION SHAKTI”

State Mission Director, Odisha Livelihoods Mission (OLM), Mission Shakti Department, Govt. of Odisha invites sealed Tenders from eligible agencies/ Bidder **For Providing Security Services to State Mission Management Unit, 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	15/01/2025
2	Submission of Pre-Bid Queries	20/01/2025, 3.30 PM
3	Pre-Bid Meeting	20/01/2025, 4.30 PM
4	Issue of Pre-Bid Clarifications	22/01/2025, by 5.30 PM
5	Last Date and Time for Submission of Bid	05/02/2025 up to 3:30 PM
6	Opening of Technical Bid	05/02/2025 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 **5th Feb 2025, 3:30 P.M.** in a sealed envelope clearly mentioning on the top of it "**Hiring of Agency for Providing Security Services to State Mission Management Unit, 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: 59 Date: 13.01.2025

Copy to Additional 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
SECURITY SERVICES"**

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

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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	15/01/2025
5.	Deadline for Submission of Pre Bid Query	20/01/2025, 3.30 PM
6.	Pre-Bid Meeting	20/01/2025, 4.30 PM
7.	Publishing of Pre-Bid Clarification through Website	22/01/2025, by 5.30 PM
8.	Last Date and Time for submission of Bid	05/02/2025 up to 3:30 PM
9.	Date of opening of Technical Proposal	05/02/2025 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 20/01/2025 at 4.30 PM in the Conference Hall Odisha Livelihoods Mission. All queries should be received on or before 20/01/2025, 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.1,30,000/ - INR (Rupees One 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 CEO (Admin & Procurement), OLM Mob: 9937462008
18.	Place of Opening of Technical Proposal	Conference Hall of Odisha Livelihoods Mission

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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.

Scope of Work: -

Providing Security services at OLM Bhubaneswar by deploying required number of Security Personnel at its Campus, at Bhubaneswar

- 1) The Agency shall provide Security services by deploying adequately trained and well-disciplined security personnel to safeguard the OLM, Bhubaneswar, buildings, moveable and immovable assets, equipment's and other items at the above address from any thefts, pilferage or damage and also ensure safety of the employees, visitors, guests or any other persons working in its campus.
- 2) The security personnel shall be deployed round the clock in 3 shifts at the OLM, Bhubaneswar to safeguard the premises. One shift is equal to 8 Hours.
- 3) Number of supervisors and Security Guards mentioned in the Tender documents are provisional. Exact number of personnel will be intimated on phase wise manner to the Agency for deployment.
- 4) The Agency shall be responsible for opening/closing of the building and rooms as necessitated/directed by OLM, Bhubaneswar on working and closed days.
- 5) The Agency shall ensure that water taps/lights/ACs are not left open/on after close of working hours on normal working days as well as on off days, as the case may be.
- 6) The Agency shall maintain records of inward and outward movement of men/women (OLM, Bhubaneswar Employees, and also regulation of guests and visitors), materials and vehicles, etc. with proper check on the same as per instructions given from time to time by OLM, Bhubaneswar.

- 7) The security personnel deployed shall take regular rounds of the premises to maintain vigil and remain alert and should well dressed and equipped.
- 8) The security personnel shall be duly trained in Fire Safety Operations.
- 9) The Agency shall keep the OLM, Bhubaneswar informed of all the matters of security and co-operate in the investigation of any incident relating to security.

Section – III

Bidding terms and Qualification Criteria

General Terms and Conditions of RFP:

- The agencies will abide by the terms and conditions laid down herewith and any other condition prescribed by OLM from time to time in fulfillment of its objective.
- This RFP is not an offer and is issued with no commitment. The Client reserves the right to withdraw the RFP and change or vary any part thereof at any stage and also reserves the right to disqualify any bidder, should it be so necessary at any stage.
- The Client reserves the right to withdraw this RFP if it determines that such action is in the best interest of the Government.
- No oral conversations or agreements with any official, agent, or employee of the client shall affect or modify any terms of this RFP and any alleged oral agreement or arrangement made by a bidder with any department, agency, official or employee of the client shall be superseded by the definitive agreement that results from this RFP process.
- Neither the bidder nor any of the bidder's representatives shall have any claims whatsoever against the client or any of their respective officials, agents, or employees arising out of, or relating to this RFP or these procedures (other than those arising under a definitive service agreement with the bidder in accordance with the terms thereof).
- Applicants, those are found to canvass, influence or attempt to influence in any manner the qualification or selection process, by offering bribes or other illegal gratification, shall be disqualified from the process at any stage.
- Each applicant shall have to submit only one RFP as per the prescribed format.
- By submitting a proposal, each bidder shall be deemed to acknowledge that it has carefully read all sections of this RFP, including all forms and annexure hereto, and has fully informed and agreed itself as to all existing terms, conditions and limitations.

Special Terms & Conditions

1. The security services and provision for the required manpower shall be as under:

Shift	Time	Security Guard	Supervisor
First	06:00-14:00	04	1 Nos
Second	14:00-22:00	04	
Third	22:00-06:00	04	

However, the above number and arrangement of deployment of the Security personnel is without prejudice to the right of OLM, Bhubaneswar to deploy the security personnel in any other number or manner considered to be more suitable by OLM, Bhubaneswar in the interest of the OLM, Bhubaneswar.

2. The agency shall ensure that the security personnel deputed are trained, healthy and not more than 50 years of age. The agency will get their antecedents, character and conduct verified.
3. The full particulars of the personnel to be deployed by the agency including their names and addresses shall be furnished to OLM, Bhubaneswar along with testimonials before they are actually deployed for the job.
4. The agency shall not deploy or shall discontinue deploying the person(s), if so desired by the OLM, Bhubaneswar at any time without assigning any reason whatsoever.
5. The Agency shall be In-charge of the security system and shall be responsible for the efficient rendering of the service under the contract. While working at the premises of OLM, Bhubaneswar, they shall work under directives and guidance of Officer-in-Charge, OLM, Bhubaneswar and will be answerable to Officer-in-Charge, OLM, Bhubaneswar. This will, however, not diminish in any way, the agency's responsibility under contract to the OLM, Bhubaneswar.
6. The visitors shall be regulated as per OLM, Bhubaneswar procedure and records thereof maintained as stipulated. Further, the visitors shall be attended with due courtesy.
7. A senior level representative of the Agency shall visit OLM, Bhubaneswar premises at least in a fort-night and review the service performance of its personnel. During the weekly visit, Agency's representative will also meet the OLM, Bhubaneswar Officer dealing with service under the contract for mutual feedback regarding the work performed by his personnel and removal of deficiencies, if any, observed in their working.
8. The Agency shall provide reasonably good uniform with name badges to its personnel deployed at OLM, Bhubaneswar at its own cost and ensure that they are used by the

personnel deployed and are maintained in good condition. The incidentals, such as, belt, shoes, socks, caps, torch with cell, cane stick, etc shall be borne/supplied by the Agency at its own cost.

9. The agency shall ensure that the personnel deployed by it are disciplined and do not participate in any activity prejudicial to the interest of the OLM, Bhubaneswar /Govt. of India/any State/or any Union Territory.
10. The day-to-day functioning of the services shall be carried out in consultation with and under direction of the OLM, Bhubaneswar. Proposals for efficient functioning of the security systems shall be discussed, considered and implemented from time to time by the agency with approval of OLM, Bhubaneswar. .
11. The agency shall be solely responsible for compliance to the provisions of various labour and industrial laws, such as, wages, allowances, compensations, EPF, Bonus. ESI etc. relating to personnel deployed by it at OLM, Bhubaneswar or for any accident caused to them and the OLM, Bhubaneswar shall not be liable to bear any expense in this regard.
12. The Agency shall make payment of wages to workers engaged by it by the stipulated date irrespective of any delay in settlement of its bill by the OLM, Bhubaneswar for whatever reason. The Agency shall also be responsible for the insurance of its personnel. The security agency shall specifically ensure compliance of various Laws/Acts, including but not limited to with the following and their re-enactments/amendments/modifications.
 1. The Payment of Wages Act, 1936
 2. The Employees Provident Fund Act, 1952
 3. The Contract Labour (Regulation) Act, 1970
 4. The Payment of Bonus Act, 1965
 5. The Employees State Insurance Act, 1948
 6. Minimum Wages Act, 1948
13. In case of any theft or pilferages, loss or other offences, the agency will investigate and submit a report to OLM, Bhubaneswar and maintain liaison with the police. FIR will be lodged by OLM, Bhubaneswar, wherever necessary. If need be, joint enquiry comprising of both the parties shall be conducted and responsibility fixed.
14. The agency shall ensure that security staff appointed by them is fully loyal-to and assist the OLM, Bhubaneswar during normal periods as well as during strike and other emergencies for the protection of personnel and property both moveable and immoveable to the entire satisfaction of the OLM, Bhubaneswar.
15. In case of any loss that might be caused to the OLM, Bhubaneswar due to lapse on the part of the security personnel discharging security responsibilities will be borne by the

Agency and in this connection, OLM, Bhubaneswar shall have the right to deduct appropriate amount from the bill of contracting agency to make good such loss to OLM, Bhubaneswar besides imposition of penalty. In case of frequent lapses on the part of the security personnel deployed by the agency, OLM, Bhubaneswar shall be within its right to terminate the contract forthwith or take any other action without assigning any reason whatsoever.

16. In the event of any security personnel being on leave/absent, the agency shall ensure suitable alternative arrangement to make up for such absence. To meet such eventualities the agency shall make provision for leave reserve.
17. As and when OLM, Bhubaneswar requires additional security strength on temporary or emergent basis, the agency will depute such security personnel under the same terms and conditions. For the same, a notice of two days will be given by the OLM, Bhubaneswar. Similarly, if the security personnel deployed by the agency any time are found absent from duty or sleeping or found engaged in irregular activities, the OLM, Bhubaneswar shall deduct the requisite amount at the pro-rata rates from the bill of the agency besides imposition of penalty for non-observance of the terms of contract.
18. The agency shall arrange to maintain at the security desk/post, the daily shift-wise attendance record of the security personnel deployed by it showing their arrival and departure time. The Agency shall submit to OLM, Bhubaneswar an attested photocopy of the attendance record and enclose the same with the monthly bill.
19. The OLM, Bhubaneswar shall pay the agreed amount on production of monthly bill. No other charges of any kind shall be payable.
20. There would be no increase in rates payable to the Agency during the Contract period except reimbursement of the minimum wages and statutory wages revised by the Government.
21. The Income-tax as applicable shall be deducted from the bill unless exempted by the Income-tax Department.
22. The Security personnel deployed by the agency shall have at least the minimum elementary knowledge of reading and writing so as to be able to make entries in the registers kept at the security desk/post whenever required and also to write their names in the attendance register and mark their arrival and departure by signing in the register.
23. In case of noncompliance/non-performance of the services according the terms of the contract, the OLM, Bhubaneswar shall be at liberty to make suitable deductions from the bill without prejudice to its right under other provisions of the contract.

24. The agency shall be solely liable for all payment/dues of the Workers employed and deployed by it. The agency shall fully indemnify OLM, Bhubaneswar against all the payments, and liabilities whatsoever incidental or directly arising out of or for compliance with or enforcement of the provisions of any of the labour or other laws to the extent they are applicable to establishment /work in OLM, Bhubaneswar premises/facility.
25. The decision of OLM, Bhubaneswar in regard to interpretation of the Terms & Conditions and the Agreement shall be final and binding on the Agency.
26. In case of any dispute between the Agency and OLM, Bhubaneswar, OLM, Bhubaneswar shall have the right to decide. However, all matters of jurisdiction shall be at the local courts located at Bhubaneswar.
27. In case of any dispute or differences arising under the terms of this Agreement the same shall be settled by reference to arbitration by a sole Arbitrator to be appointed by Director, OLM, Bhubaneswar. The provisions of Arbitration and Conciliation Act, 1996 shall be applicable.
28. Any violation of instructions/agreement or suppression of facts will attract cancellation of agreement without any reference.
29. The OLM reserves the rights to terminate the agreement during initial period also after giving 30 days' notice to the Security service provider.
30. QUALIFICATION REQUIREMENTS FOR MANPOWER TO BE DEPLOYED

Sl. No.	Particulars	*Category of Employee	Minimum Qualification	Age Limit
1.	Security Supervisor	Skilled	+2 Passed	18-50
2.	Security Guards	Semi-Skilled	10 th Passed	18-50

** The monthly take home remuneration must be based as per minimum wages act vide the recent gazette notification issued by Labour & ESI Department, Odisha for Semi-skilled and Skilled personnel.*

The tender inviting authority reserves the right to ask the successful bidder to provide a pool of staffs from which suitable staffs shall be selected as per the criteria mentioned above.

Note: These terms and conditions are part of the Contract/Agreement as indicated in the Agreement between OLM, Bhubaneswar and the Agency and any non-compliance shall be deemed as breach of the Contract/Agreement.

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 Security Services to State Mission Management Unit, 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 Security Services to State Mission Management Unit, 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:

The firm

1. Should be in the business for at least 5 years in sourcing & providing personnel for Security Services.
2. Must have **average annual turnover** of **Rupees three Crore** or more in the last three financial years from similar activity i.e for 2021-22, 2022-23 & 2023-24. 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.
3. Should have successfully executed at least **one contracts** of similar nature (**Security Services**) for any **Government/Semi-Government agencies/PSUs** with minimum 50nos. security guard deployment (in each assignment) for value of Rs One Crore or more during last five financial years. The bidder is required to furnish the copy of the **Work Orders of similar assignments (Security Services)** along with the **Certificate of Successful Performance** issued by the concerned authority / **executed** agency. This information is to be furnished in the required format as mentioned.
4. Should have a registered office or one of the branch offices in Bhubaneswar (Copy of the electricity bill/telephone bill/rent agreement must be submitted).
5. Should not have any track record of Contract termination of the previous assignments for providing personnel to OLM, Odisha.
6. Must have registered with appropriate registration authority.
7. Must have labour registration certificate.
8. Must have license to engage in the business of Pvt. Security Agency from **Home Dept., Govt. of Odisha**.
9. Must have **ISO 9001** certification.
10. The Bidder must have valid license of **PSARA (Private Security Agency Regulation ACT,2005/2020)**

11. Must registered under EPF.
12. Must registered under ESI.
13. Must have a PAN & GST.
14. Must submit the **tender document cost** of **Rs.1180/ -(Including GST)**.
15. Must submit bid security of Rs 1,30,000/-
16. Must submit Solvency Certificate of Rs 50 lakhs in any commercial bank.
17. Undertaking for not have been black-listed by any Central / State Government/any Autonomous bodies during its business career (as per the format enclosed).

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 personnel for Security Services. =5 years :5 Marks >5 years to <=10 Years:10 marks >10 years:20 Marks (Copy of the registration certificate of the organization must be submitted)	20
2	Must have average annual turnover of Rupees three Crore or more in the last three financial years from similar activity i.e 2021-22, 2022-23 & 2023-24. =3 Cr: 5 Marks >3 Cr to <=5 Cr: 10 Marks >5 Cr :20 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.)	20
3	Should have successfully executed at least one contracts of similar nature (Security Services) for any Government/Semi-Government agencies/PSUs with minimum 50 nos. security guard deployment (in each assignment) for value of Rs One Crore or more during last five financial years. For one contract:10 Marks For Two Contract:20 marks For Three Contract or More:30 Marks	30

Sl. No.	Parameters	Total/Maximum Marks
4	Should have minimum 50 Nos Security Guard deployed with different organizations. Having 50 nos Security Guard: 5 Marks Having >50 Security Guard to <= 100 Security Guard :10 Marks Having >100 Security Guard:20 Marks	20
5	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 5 marks, with a maximum of 2 additional ISO certifications being evaluated	10
	Total	100

*** Bidders who secure minimum 60 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.
- 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 combined evaluation 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.

Earnest Money Deposit (EMD) :-

The bidder shall furnish bid security of Rs. 1,30,000/- (One 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 three working days by the Security 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:

- One year 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. Any effort by Bidder(s) to influence the Client in the evaluation and ranking of financial proposals, and recommendation for award of contract, will result in the rejection of the proposal.
 - 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 the security guards. 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: -

- a. 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.
- b. OLM reserves the right to withdraw/ terminate the agencies in any of following circumstances:
 - i. Applicant becomes insolvent, bankrupt, resolution is passed for the winding up of the applicant's organization
 - ii. Information provided to OLM is found to be incorrect;
- c. 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.
 - i. Forfeit the Performance Guarantee Amount
 - ii. 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 Security 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 security service to State Mission Management Unit, Odisha Livelihoods Mission."** 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) DDNo: _____ Dt: _____	
7	Bid Security Cost Rs 1,30,000/- DDNo: _____ Dt: _____	
8	PAN No:	
9	Goods and Services Tax Identification Number (GSTIN)	
10	Labour registration certificate	
11	Licence Home Dept	
12	ISO Certificate	
13	PASARA Licence	
14	EPF registration	
15	ESI registration	
16	ISO 9001	
17	Solvency Certificate	
18	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: _____

TECH - 4

(BIDDER'S EXPERIENCE DETAILS)

(Previous Assignment Details in last 5 years)

[illegible]

Note: Bidders are requested to furnish the list of the assignments undertaken during the last 5 Financial Years as per the above prescribed format only. Information not conforming to the above format will be treated as non-responsive. Copies of the Work order / Contract Document / Completion Certificate need to be furnished along with the above information.

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 security 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 is given below:

Category of the Employee	1	2	3	4	5	6	7
					(Sum of Col. 1 to 4)		Col. 5 Multiplied by Col. 6
	Home Take (Per Person/Per month)	EPF (Per Person/Per month)	ESI (Per Person/Per month)	Commission Charges of Agency (Amount in Rs.) (Per Person/Per month)	Total Price to be quoted excluding Taxes. (Per Person/Per month)	Requirement in No	Total Price for month in Rs excluding Taxes.
Security Supervisor (Skilled)						1	
Security Guards (Semi-Skilled)						12	
Total Amount							

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 *to be enclosed with technical bid*
ANNEXURE-A
BID SUBMISSION CHECK LIST

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 Telephone bill/Phone bill/rent agreement in support of local address.		
7	Copy of Labour registration certificate		
8	Copy of License Home Dept		
9	Copy of ISO Certificate		
10	Copy of PASARA License		
11	Copy of EPF registration		
12	Copy of ESI registration		
13	Bid Processing Cost		
14	Bid Security		
15	Solvency Certificate Rs 50 lakhs		
16	General Details of the Bidder (TECH - 2)		
17	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		
18	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		
19	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 has 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 : _____

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 Security 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 this.....Day of ,2025....

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

Name and Designation with Date and Seal: _____

Signature :_____