

## REQUEST FOR PROPOSAL

**Selection of Agency for engagement of Human Resources (Technical / Professionals) through outsourcing for Urban Metropolitan Surveillance Unit (UMSU) under Bhubaneswar Municipal Corporation (BMC), Bhubaneswar**

RFP Reference No.: OSH&FWS/SER /OS-UMSC/01

Date: 29.8.2023

**Odisha State Health & FW Society (OSH&FWS)  
Mission Directorate  
National Health Mission, Odisha**

(website: [www.nhmodisha.gov.in](http://www.nhmodisha.gov.in) email : [proc.nhmodisha@gmail.com](mailto:proc.nhmodisha@gmail.com))

## **DISCLAIMER**

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## Section - I

### SCHEDULE OF PRPOSAL SUBMISSION

RFP No. : OSH&amp;FWS/SER /OS-UMSC/01

Dated: 29.8.2023

Detailed proposals are invited from eligible **technical** manpower providing agencies for **engagement of Human Resources (Technical / Professionals) through outsourcing for Urban Metropolitan Surveillance Unit (UMSU) under Bhubaneswar Municipal Corporation (BMC), Bhubaneswar.**

1	Period of Availability of RFP Document	<b>From 29.8.2023 to 18.9.2023</b> Downloadable from website: <a href="http://www.nhmodisha.gov.in">http://www.nhmodisha.gov.in</a> In case of <b>any bid amendment and clarification</b> , responsibility lies with the bidders to <b>download the same from the above mentioned website</b> before the <b>last date of submission of tender document as per amendment</b> and the tender inviting authority shall have no responsibility for any delay / omission in part of the bidder.
2	Date, time & place of Pre-bid meeting	Date : <b>2.9.2023</b> , Time : <b>11.30 AM</b>  Venue : Conference Hall, Mission Directorate, National Health Mission, Annex Building of SIHFW, Nayapalli, Unit-8, Bhubaneswar-751012  (Prospective Bidders / authorized representative may remain present during pre-bid meeting)
3	Last date for submission of Proposal	<b>Date : 18.9.2023, Time : 3 PM</b>  <b>Address of Submission of Bid:</b> Mission Director, National Health Mission, Annex Building of SIHFW, Nayapalli, Unit -8, Bhubaneswar-751012 (Through Speed post / Registered post / Courier /Tender Drop Box)
4	Date, time and place of opening of Technical Proposal	<b>a) Technical Bid (Cover A) opening:</b>  <b>Date: 18.9.2023, 4 PM at the address mentioned above.</b>  <b>b) Financial Bid (Cover B):</b> <i>The date of opening of financial bid will be intimated to the firms found successful in the technical bid evaluation.</i>  <b>(Venue is mentioned at the address mentioned above)</b>  <i>(Bidders / authorized representative may remain present at the time of opening of bid)</i>

## SECTION 2 - INSTRUCTIONS TO BIDDERS

### 2.1 Scope of Proposal

- (a) Interested bidders fulfilling the eligibility criteria may submit their bid alongwith the relevant documents as per the instruction mentioned in this RFP document;
- (b) Detailed description of the objectives, scope of services, deliverables and other requirements relating to "Provisioning of Technical Specialist Personnel" are specified in this RFP. The manner in which the Proposal is required to be submitted, evaluated and accepted is explained in this RFP;
- (c) The selection of the Agency shall be on the basis of an evaluation by the tender committee constituted by Mission Directorate - NHM, through the Selection Process specified in this RFP. Bidders shall be deemed to have understood and agreed that no explanation or justification for any aspect of the Selection Process will be given and that the decision of Mission Director, NHM shall be final;
- (d) The bidder shall submit its Proposal in the form and manner specified in this RFP. **The Financial Proposal (Part B) shall be submitted in the format specified in F1, F2.** Upon selection, the agency shall be required to enter into an Agreement in the form specified at **Annexure I.**

### 2.2 Eligibility Criteria

The bidder should fulfil the following **Eligibility Criteria**:

I.	The bidder should be registered in India as a Company (Companies Act 2013) / Partnership Firm (Indian Partnership Act 1932 / Limited Liability Partnership Act 2008), Society (Societies Registration Act 1860) or a Trust (Indian Trust Act 1882) and its amendment thereof.
II.	Consortium / JV is not allowed
III.	Should have an average Annual Turnover of <b>Rs.10 Crores or more</b> during the last three financial years (2019-20, 2020-21 & 2021-22). Turnover certificate from the Chartered Accountant in Form T3 alongwith the photocopies of the audited financial statement (P/L and Balance Sheet) for financial years (2019-20, 2020-21 & 2021-22) to be submitted.
IV.	Should have minimum 3 years of working experience in the field of providing Technical / Professional <b>manpower services</b> in Public / Private sector [State Govt. / Govt. of India Institution / Govt. undertaking / Corporation / Banks / Govt. & Pvt. Organizations] on the stipulated date of bid submission.
V.	The Bidder must not have been blacklisted / debarred either by the tender inviting authority or by any State Govt. or Govt. of India organization and the blacklisting / debarment subsists on the bid submission due date. The agency shall submit undertaking regarding the same on Non Judicial Stamp paper of Rs. 20/- as per Format T6.
VI.	Must have labour registration certificate
VII.	Must have ISO 9001 : 2015 / ISO 45001:2018 certification
VIII.	Must be registered under EPF
IX.	Must be registered under ESI
X.	Must have a PAN
XI.	Must have GST registration number

### 2.3 Proposal Submission

Interested eligible bidders may submit their bid by submitting **EMD & documents** as set forth in this RFP at the detail address, which is mentioned in **Section 1: Schedule of Proposal Submission**.

The proposal shall be submitted in two parts:

**(1) Part A - Bid Security & Technical Proposal as per format set out in RFP.**

**(2) Part B - Financial Proposal as per the format set out in RFP.**

- (i) The Proposal shall be typed or written legibly in indelible ink and shall be signed the authorized representative of the bidder.
- (ii) Power of Attorney for signing of bid: The bidder should submit a Power of Attorney as per the **Form T6**, authorizing the signatory of the bid to commit the bidder.
- iii) Any interlineations, erasures or overwriting shall be valid only if the person or persons signing the Proposal have put his/their initial prior to submission of the same.

### 2.4 Bid Document Cost

The bidders shall have to furnish a bid document cost of **Rs.5,600/-** (non-refundable) in the shape of a **Banker's Cheques / Demand Draft** from any Nationalized / Schedule Bank payable at Bhubaneswar and in favour of **Mission Director, NHM, Odisha**.

In the absence of the bid document cost, the technical proposal of the bidder shall be rejected.

**The bid document cost should be put in the Technical Proposal (Cover A) envelop.**

### 2.5 Earnest Money Deposit (EMD)

The bidder along with the technical proposal shall have to furnish Earnest Money Deposit (EMD) amounting to **Rs.4,00,000/- (refundable)** in the shape of Banker's cheques / Demand Draft from any Nationalized / Schedule Bank in favour of the Mission Director, NHM-Odisha payable at Bhubaneswar.

In the absence of the EMD, technical proposal of the bidder shall be rejected. However, as per the Finance Department, Govt. of Odisha office memorandum no. 21926 dated 12.8.2015, the **local** MSEs (Micro & Small Enterprises) registered with respective DICs, Khadi, Village, Cottage & Handicraft Industries, OSIC and NSIC are exempted from submission of EMD while participating in tenders of Govt. Departments and Agencies under its control. It is further clarified that the above exemption is applicable to **local MSEs registered in Odisha only**. This exemption to the local MSEs shall be applicable if the kind of service as required under this tender enquiry is clearly specified against the details of the service to be provided in their DIC / NSIC / MSME registration certificate (to be furnished in the technical bid).

The EMD shall be returned to unsuccessful bidders within a period of 4 weeks from the date of announcement of the successful bidder.

The EMD shall be forfeited if the bidder withdraws its proposal during the interval between the proposal due date and expiration of the proposal validity period or on in case of successful bidder, if does not execute the agreement.

## 2.6 Packing, Sealing and Marking of Proposal

- (a) The Technical Proposal (Cover A) and Financial Proposal (Cover B) must be inserted in separate sealed envelopes, along with applicant's name and address in the left hand corner of the envelope and super scribed in the following manner.
- **Cover-A** - Technical Proposal for **"Selection of Agency for engagement of Human Resources (Technical / Professionals) through outsourcing for UMSU"**.
  - **Cover-B** - Financial Proposal for **"Selection of Agency for engagement of Human Resources (Technical / Professionals) through outsourcing for UMSU"**.
- (b) The two envelopes, i.e. envelope for Part-A, Part-B must be packed in a separate sealed outer cover and clearly superscribed with the following:
- Proposal for **"Selection of Agency for engagement of Human Resources (Technical / Professionals) through outsourcing for UMSU"**.
  - RFP number
  - The bidder's Name & address shall be mentioned in the left hand corner of the outer envelope.
- (c) The inner and outer envelopes shall be **addressed** to Mission Director, NHM at the **detail address** mentioned at the Section - 1: Schedule of Proposal Submission.

*If the outer envelope is not sealed and marked as mentioned above, then the O/o the Mission Directorate, NHM will assume no responsibility for the tender's misplacement or premature opening. Email or facsimile tenders will be rejected.*

### (d) Content of the Proposal

#### I. Cover A (Technical Proposal)

The bidders are requested to submit a detailed technical proposal with respect to outsourcing of Techno manpower Services at health institutions during the proposed contract period in conformity with the Terms of Reference forming part of this RFP.

1. EMD of **Rs.4,00,00/-** (Rupees Four Lakhs) in the shape of a Demand Draft in favour of Mission Director, NHM-Odisha and payable at Bhubaneswar.
2. Bid document cost of Rs.5,600/- (Rupees Five Thousand Six hundred) in the shape of a Demand Draft in favour of Mission Director, NHM-Odisha and payable at Bhubaneswar.
3. Form T1
4. Form T2
5. Photocopy of the Registration Certificate of the Agency
6. Photocopy of PAN
7. Photocopy of GST, EPF, ESI Registration
8. Photocopy of the ECR of EPF and Challans of ESI for the month of July 2023 towards EPF / ESI payment of the personnel deployed by the agency.

9. Photocopy of ISO 9001:2015 / ISO 45001:2018 certification
10. Form T3 (Turnover Certificate from the Chartered Accountant)
11. Photocopy of the audited Profit & Loss Statement in the last three financial years in support of the turnover certificate [2019-20, 2020-21 & 2021-22]
12. Form T4 A & B : Relevant Experience Details in similar category of manpower services only in State Govt. / Govt. of India Organizations / Govt. undertakings / Corporations / Banks / Govt. & Pvt. Organizations.
13. Photocopies of work orders / contracts executed in support of the information furnished in Form T4 A & B
14. Form T5 : Description of approach, methodology statement
15. Form T6 - Power of Attorney authorizing the signatory for signing the proposal on behalf of the proposer/Bidder
16. Form T7 - Affidavit certifying that the Entity/Promoter(s)/Directors/Partner(s) of Entity are not blacklisted.
17. Form T8 - Letter of Declaration (Anti Collusion Certificate) mentioning that the bidder will not collude with the other bidders.
18. Any other details, the bidder like to include in the proposal.

## II. Cover B (Financial Proposal)

1. The bidder must submit the Financial Proposal using Form specified in Form F1, F2 with proper signature and seal of the bidder.
2. In case of any discrepancy between figures and words in the financial proposal, the one described in words shall be taken into consideration.
3. The same person signing the Technical Bid shall sign the financial part also.

### 2.7 Number of Proposals

Interested bidders fulfilling the eligibility criteria are eligible to submit **only one proposal**.

### 2.8 Validity of Proposals

The Proposal shall remain valid for 180 days after the date of bid opening. Any Proposal, which is valid for a shorter period, shall be rejected as non-responsive.

### 2.9 Cost of Proposal

The bidder shall be responsible for all of the costs associated with the preparation of their Proposals and their participation in the Selection Process. The bid inviting authority will neither be responsible nor in any way liable for such costs, regardless of the conduct or outcome of the Selection Process.

### 2.10 Acknowledgement by the bidder

- (a) It shall be deemed that by submitting the Proposal, the bidder has:
- (i) made a complete and careful examination of the RFP;
  - (ii) received all relevant information requested from the concerned bid inviting authority;
  - (iii) acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in the RFP or furnished by or on behalf of the concerned bid inviting authority relating to any of the matters stated in the RFP Document;

- (iv) satisfied itself about all matters, things & information necessary and required for submitting an informed Proposal and performance of all of its obligations there under;
  - (v) acknowledged that it does not have a Conflict of Interest; and
  - (vi) agreed to be bound by the undertaking provided by it under and in terms hereof.
- (b) The bid inviting authority shall not be liable for any omission, mistake or error on the part of the bidder in respect of any of the above or on account of any matter relating to RFP or the Selection Process, including any error or mistake therein in any information or data given by the bid inviting authority.

#### **2.11 Language**

The Proposal with all accompanying documents (the “**Documents**”) and all communications in relation to or concerning the Selection Process shall be in English language and strictly as per the forms provided in this RFP. No supporting document or printed literature shall be submitted with the Proposal unless specifically asked for and in case any of these Documents is in another language, it must be accompanied by an accurate translation of the relevant passages in English, in which case, for all purposes of interpretation of the Proposal, the translation in English shall prevail.

#### **2.12 Proposal Due Date**

The proposal filled in all respect must reach O/o the Mission Directorate, National Health Mission, Odisha at the address, time and date specified in the Section-1: Schedule of Proposal Submission, through Speed Post / Regd. Post / Courier or tender drop box. If the specified date for the submission of RFPs is declared as a holiday, the RFPs will be received up to the stipulated time on the next working day.

#### **2.13 Bid Opening**

- (a) The bid inviting authority will open all bids received within the stipulated time of bid submission in the presence of bidders or their authorized representatives who choose to attend, at the location, date and time mentioned in the Section 1: Schedule of Proposal Submission.
- (b) The bidder/their authorized representatives who will be present shall sign a register evidencing their attendance.
- (c) In the event of the specified bid opening date being declared a holiday, the bids shall be opened at the stipulated time and location on the next working day.



## SECTION 3 - TERMS OF REFERENCE

### 3.1 Background

Metropolitan cities contribute to a substantial share of vulnerable populations living in slums and people living in difficult situations such as migrant workers, homeless and daily wage laborers. These cities have elevated risk of epidemics due to large population size, high population density, inadequate drinking water facilities, poor sanitary and environmental conditions, and rapidly expanding developmental activities like large infrastructure projects making disease surveillance a challenging task. There is also an increased vulnerability of metropolitan cities for outbreaks of novel diseases due to huge domestic and international travels. Further, the governance in the metropolitan cities is predominantly through the municipal corporations with a limited presence and role of the district based systems and programs like IDSP. These factors highlight the need for augmented support systems and capacities to the existing IDSP systems in metropolitan cities.

### 3.2 Objectives and key tasks:

#### **Function as a hub of disease surveillance in the city:**

- Facilitate real-time reporting of surveillance data on outbreak prone diseases from public and private sectors in the city
- Generate and verify alerts on health related events from different sources
- Support collection and analysis samples for water, food and vector borne and zoonotic diseases working closely with relevant teams that have the statutory role
- Facilitate collaborative surveillance by ensuring on boarding of all reporting units - private and government.

#### **Facilitate planning and coordination of response to disease outbreaks**

- Institute effective measures to prevent and/or contain disease outbreaks including geospatial maps of geo-tagged facilities reporting outbreaks frequently.
- Develop and update an all hazards plan involving all key stakeholders and define coordination structure for the city
- Promote coordination among key stakeholders - Municipal corporation structures, State & District Surveillance Units, State Public Health Lab, Infectious Disease (ID) Hospital, Medical Colleges, Department of Animal Health, Food Safety Laboratories, Veterinary Hospitals, National Centre for Disease Control (NCDC) and/or its branch, Health Emergency Operations Centers (HEOCs); Points of Entry (POE) where present, Regional Virology Centers, Institutions managing hazardous chemical & radiological material, toxicology and poisoning centers, private sector healthcare providers, Civil Society organizations and community

In order to accomplish the objectives cited above, a **Metropolitan Surveillance Unit (UMSU) under Bhubaneswar Municipal Corporation (BMC)** is being setup at Bhubaneswar. The UMSU requires the services of different category of manpower (technical /professional) to carry out the key tasks. It has been decided to engage an agency for outsourcing of this manpower (technical /professional) under the payroll of the agency. The details of different category of manpower (technical /professional) to be deployed for UMSU alongwith their qualification & experience criteria and remuneration etc. are mentioned at Clause No. 3. 3 & 3.4

### 3.3 Name of the Position & Qualification of Technical Specialists to be deployed:

Sl.	Name of the Position	*Consolidated Remuneration per Month (Rs.)	Educational Qualification, Experience and Upper Age Limit.
1	Senior Public Health Specialist	Rs.97,636/-	<p><b>Educational Qualification:</b> The candidate must have passed MBBS Degree from an Institution recognized by National Medical Commission (NMC) alongwith any of the following course:-</p> <ul style="list-style-type: none"> <li>- Master Degree in PSM / DNB in PSM</li> <li>- Master Degree in CHA</li> <li>- Master Degree in Tropical Medicine</li> <li>- Master Degree in Applied Epidemiology</li> <li>- Master Degree in Public Health / Post Graduate Diploma in Public Health Management</li> <li>- EIS training course certificate.</li> </ul> <p>S/he must have valid registration from the Odisha Council of Medical Registration.</p> <p><b>Experience required:</b> - The candidate must have 10 years of post-qualification experience in public health programmes / Interventions with a focus on communicable disease &amp; Non-Communicable disease.</p> <p><b>Upper age limit:</b> Up to 68 years</p>
2	Public Health Specialist	Rs.87,138/-	<p><b>Educational Qualification:-</b>The candidate must have passed MBBS Degree from an Institution recognized by National Medical Commission (NMC) alongwith any of the following course:</p> <ul style="list-style-type: none"> <li>- Master Degree in PSM / DNB in PSM</li> <li>- Master Degree in CHA</li> <li>- Master Degree in Tropical Medicine</li> <li>- Master Degree in Applied Epidemiology</li> <li>- Master Degree in Public Health / Post Graduate Diploma in Public Health Management</li> <li>- EIS training course certificate.</li> </ul> <p>S/he must have valid registration from the Odisha Council of Medical Registration.</p> <p><b>Experience required:</b> The candidate must have 03 years of post-qualification experience in public health programmes/ Interventions with a focus on communicable disease &amp; Non-</p>

			Communicable disease. <b>Upper age limit:</b> Up to 68 years
3	Assistant Public Health Specialist (Medical Background )  <b>OR</b>	<b>Rs.75,180/-</b>	<b>Educational Qualification:-</b> The candidate must have passed MBBS Degree from an Institution recognized by National Medical Commission (NMC) alongwith any of the following course:- - Master Degree in Public Health - Master Degree in Applied Epidemiology - Ph.D in Medical Science - Post Graduate Diploma in Epidemiology. S/he must have valid registration from the Odisha Council of Medical Registration. <b>Experience required:</b> - The candidate must have 3 years of post-qualification experience in public health programmes/ Interventions with a focus on communicable disease & Non-Communicable disease. <b>Upper age limit:-</b> Up to 68 years
	Assistant Public Health Specialist (Non-Medical Background )	<b>Rs.60,211/-</b>	<b>Educational Qualification:-</b> - The candidate must have passed Master degree in Public Health (MPH) or Post Graduate Diploma in Public Health Management alongwith any of the following course: -M.Sc. in Life Science (Botany / Zoology / Microbiology / Marine Biology/Biotechnology) -Master degree in Social Work -Master degree in Sociology <b>Experience required:</b> The candidate must have 3 years of post-qualification experience in public health programmes / Interventions with a focus on communicable disease & Non-Communicable disease. <b>Upper age limit:</b> Up to 45 years
4	Microbiologist (Medical Background )  <b>OR</b>	<b>Rs. 97,636/-</b>	<b>Educational Qualification:-</b> The candidate must have passed MBBS Degree from an Institution recognized by National Medical Commission (NMC) alongwith any of the following course:- - Master Degree in Medical Microbiology / DNB in Medical Microbiology/Lab Medicine. S/he must have valid registration from the

			Odisha Council of Medical Registration. <b>Experience required:</b> - The candidate must have 03 years of post-qualification experience in clinical microbiology laboratory services. <b>Upper age limit:</b> Up to 68 years
	Microbiologist (Non - Medical Background )	Rs.75,180/-	<b>Educational Qualification:</b> The candidate must have passed M.Sc. in Microbiology/ Medical Microbiology /Applied Microbiology/Clinical Microbiology/ Biotechnology from a recognized University / Institution. OR The candidate must have passed PhD in Microbiology / Medical Microbiology /Applied Microbiology/Clinical Microbiology / Biotechnology from a recognized University / Institution. <b>Experience required:</b> S/he must have 03 year of post qualification experience in Clinical Laboratory Services. <b>Upper age limit:</b> Up to 45 years.
5	Entomologist	Rs.75,180/-	<b>Educational Qualification:</b> The candidate must have passed M.Sc. in Public Health Entomology or Post Graduate Degree in Zoology or any other branch of Bio-Science or Life Science from a recognized University / Institution with minimum 55% marks. For Life Science candidates, Zoology should be one of the subject at Degree level. <b>Experience required:</b> The candidate must have 3 years of post-qualification experience in the field of entomological investigations pertaining to zoonotic disease surveillance. <b>Upper age limit:</b> Up to 45 years.
6	Veterinary Officer	Rs.75,180/-	<b>Educational Qualification:</b> The candidate must have passed Post graduate degree in Veterinary Science / Veterinary Public Health / Veterinary Epidemiology / Veterinary Medicine/ Veterinary Pathology /Veterinary Microbiology /Veterinary preventive medicine from a recognized Institution / university with minimum 55% marks. S/he must have valid registration from the

			<p>Veterinary Council of India or Veterinary Council of Odisha.</p> <p><b>Experience required:</b> The candidate must have 3 years of post-qualification experience in Veterinary Public health or Veterinary Epidemiology or Animal Health.</p> <p><b>Upper age limit:</b> Up to 45 years.</p>
7	Food Safety Expert	Rs.60,211/-	<p><b>Educational Qualification:-</b> The candidate must have passed M.Sc. in Medical Microbiology / Clinical Microbiology / Applied Microbiology / Microbiology / Applied Nutrition from a recognized University / Institution.</p> <p><b>Experience required:-</b>S/he must have 03 year of post qualification experience in Microbial hygiene indicators of food safety.</p> <p><b>Upper age limit:</b> Up to 45 years.</p>
8	Admin Officer	Rs.39,390/-	<p><b>Educational Qualification:</b> The candidate must have passed two years course in any of the following subject with minimum 50% marks from a recognized University /Institution:</p> <ul style="list-style-type: none"> <li>-Master's in Business Administration (MBA) with specialization in Hospital/ Health Management</li> <li>- Post Graduate Diploma in Business Administration with specialization in Hospital/ Health Management</li> <li>-Post Graduate Diploma in Business Management with specialization in Hospital/ Health Management</li> <li>-Post Graduate Diploma in Management with specialization in Hospital/ Health Management</li> </ul> <p><b>Experience required:</b> S/he must have 03 year of post qualification experience in health sector.</p> <p><b>Upper age limit:</b> Up to 45 years.</p>
9	Technical Officer (Finance)	Rs. 48,355/-	<p><b>Educational Qualification:</b> The candidate must have passed CA/ Inter CA from Institute of Chartered Accountants of India.</p> <p style="text-align: center;"><b>OR</b></p> <p>The candidate must have passed ICWA / Inter ICWA from Institute of Cost Accountants of India.</p> <p style="text-align: center;"><b>OR</b></p> <p>The candidate must have passed MBA</p>

			<p>(Finance) or its equivalent courses such as PGDBM (Finance) / PGDM (Finance) / PGDBA (Finance) from any recognized University / Institution. The above courses must be of two years course duration.</p> <p style="text-align: center;"><b>OR</b></p> <p>The candidate must have passed M.com (2 years course duration) from any recognized University / Institution.</p> <p><b>Experience required:</b> For CA / Inter CA / ICWA / Inter ICWA &amp; MBA (Finance), the Candidate must have 01 (one) year of post-qualification experience in accounting such as analysis, financial reporting, budgeting, financial software &amp; reporting system, health care financing , national health accounts. For M.Com, the Candidate must have 02 (two) years of post-qualification experience in accounting such as analysis, financial reporting, budgeting, financial software &amp; reporting system, health care financing , national health accounts.</p> <p><b>Upper age limit:</b> Up to 68 years.</p>
10	Regional Epidemiologist for three Epidemiological zone under BMC	<b>Rs. 60,211/-</b>	<p><b>Educational Qualification:</b> The candidate must have passed two years course in any of the following subject with minimum 50% marks from a recognized University /Institution:</p> <ul style="list-style-type: none"> <li>-Master Degree in Public Health</li> <li>-Master Degree in Applied Epidemiology / Post Graduate Diploma in Epidemiology</li> <li>- EIS in any discipline.</li> </ul> <p><b>Experience required:</b> - The candidate must have 02 years of post-qualification experience in public health programmes/ Interventions with a focus on communicable disease &amp; Non-Communicable disease.</p> <p><b>Upper age limit:</b> - Up to 45 years</p>
11	Technical Assistant (Laboratory Technician)	<b>Rs.21,623/-</b>	<p><b>Educational Qualification:</b> The candidate must have passed B.Sc in MLT from a recognized university.</p> <p><b>Experience required:</b> The candidate must have 01 year of post-qualification experience in clinical microbiology laboratory/ bacteriology laboratory.</p> <p>The candidate must also have working</p>

			knowledge in computer applications (MS-Word, Excel and PowerPoint). <b>Upper age limit:</b> Up to 40 years.
12	Multipurpose Assistant	Rs.21,620/-	<b>Educational Qualification:-</b> The Candidate must have passed Graduate Degree with minimum 55% marks from a recognized University. <b>Experience required:</b> The candidate must have 2 years of post-qualification experience in handling of official correspondence. The candidate also must have passed PGDCA / DCA / Odisha State Certificate in Information Technology (OS-CIT) course of Odisha Knowledge Corporation Limited (minimum 6 months course duration) or any equivalent courses from a recognized institute. <b>Upper age limit:</b> Up to 40 years.
13	Training Manager	Rs.75,180/-	<b>Educational Qualification:-</b> The candidate must have passed Master Degree in Business Administration with specialization in Human Resource Management or P.G. Diploma in Business Administration with specialization in Human Resource Management from a recognized Institution /University with minimum of 55% marks. OR The candidate must have passed Master Degree/ PG Diploma in Personnel Management & Industrial Relation or HR Management or Personnel Management or Personnel Management & HRD from a recognized Institution / University with minimum of 55% marks. All the above courses must be of 2 (two) years of course duration. <b>Experience required:-</b> The candidate must have 3 (three) years of experience in social/health sector. <b>Upper age limit:-</b> Up to 45 Years.
14	Technical Officer(IT)	Rs. 64,243/-	<b>Educational Qualification:-</b> I. The candidate must have passed in any of the following subject from a recognized University with minimum 50% marks: - M.Tech. (Computer Science /IT)

			<ul style="list-style-type: none"> <li>- MBA (IT)</li> <li>-Master in Computer Application (MCA)</li> <li>- M.SC (Computer Science/IT)</li> </ul> <p style="text-align: center;"><b>OR</b></p> <p>II. The candidate must have passed in any of the following subject from a recognized University with minimum 50% marks:</p> <ul style="list-style-type: none"> <li>-B.E. (IT/ Computer Science)</li> <li>-B. Tech. (IT/ Computer Science)</li> <li>-Bachelor in Information Technology (IT)</li> </ul> <p><b>Experience required:</b> For the qualification at point no. I: the candidate must have 4years post qualification experience in Project planning and Implementation of information Technology. For the qualification at point no. II: the candidate must have 6 years post qualification experience in Project planning and Implementation of information Technology. <b>Upper age limit:</b> 45 years.</p>
15	Data Analyst	Rs.59,118/-	<p><b>Educational Qualification:</b> The candidate must have passed in any of the following subject from a recognized University with minimum 50% marks:</p> <ul style="list-style-type: none"> <li>- M.Tech (Computer Science /IT)</li> <li>- MBA (IT)</li> <li>-Master in Computer Application (MCA)</li> <li>- M.SC (Computer Science /IT)</li> <li>-B.E. (IT/ Computer Science)</li> <li>-B. Tech. (IT/ Computer Science)</li> <li>-Bachelor in Information Technology (IT)</li> <li>-GNIIT</li> </ul> <p><b>Experience required:-</b>The candidate must have 5 years of post-qualification experience in data analysis and monitoring &amp; evaluation. The candidate must also have working knowledge in computer applications (MS-Word, Excel, Power Point &amp; Access). The candidate should also have knowledge of other statistical software packages like SPSS, STATA etc. <b>Upper age limit:</b> Up to 45 years.</p>



16	Data Manager	Rs.51,143/-	<p><b>Educational Qualification:-</b> The candidate must have passed in any of the following subject from a recognized University with minimum 50% marks: - - M.Tech. (Computer Science /IT) - MBA(IT) -Master in Computer Application (MCA) - M.SC (Computer Science /IT) -B.E. (IT/ Computer Science) -B. Tech. (IT/ Computer Science) -Bachelor in Information Technology (IT) -GNIIT</p> <p><b>Experience required:</b> The candidate must have 3 years of post-qualification experience in data management of Health/Social Sector.</p> <p><b>Upper age limit:</b> Up to 45 years.</p>
17	Communication Specialist	Rs.75,180/-	<p><b>Educational Qualification:-</b> I. The candidate must have passed Post Graduate Degree in Mass Communication &amp; Journalism/ Digital Media/ Public Relation (PR)/ Social Communication from any recognized University / Institution.</p> <p style="text-align: center;"><b>OR</b></p> <p>II. The candidate must have passed Post Graduate Diploma in Mass Communication &amp; Journalism/ Digital Media/ Public Relation (PR)/ Social Communication from any recognized University / Institution.</p> <p><b>Experience required:-</b>For the qualification at point no. I, the candidate must have 3 years of post qualification experience in Health / Social Sector For the qualification at point no. II, the candidate must have 5 years post qualification experience in Health/Social Sector.</p> <p><b>Upper age limit:-</b>Up to 45 years.</p>
18	Insect Collector & Field Worker for 3 zone	Rs.28,283/-	<p><b>Educational Qualification:-</b> The candidate must have passed B.Sc. in Zoology (pass/honours) with minimum 50% marks from a recognized University.</p> <p><b>Experience required:-</b>The candidate must have 1 year post qualification experience in Health Sector.</p> <p><b>Upper age limit:</b> Up to 40 years.</p>

19	Jr. Asst. (Finance)	Rs.30,507/-	<b>Educational Qualification:-</b> The candidate must have passed Graduation in Commerce from a recognized University with minimum 50% marks. <b>Experience required:</b> The candidate must have 2 years post qualification experience in Accounting. <b>Upper age limit:</b> Up to 38 years.
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\*Note: There will be a **5% Annual Increment** on the consolidated remuneration, which shall be payable after completion of each 1 year of continuous service on cumulative basis every year.

### 3.4 No. of Manpower Requirement and Roles & Deliverables

Sl.	Name of the Position	No. of Personnel	Roles & Deliverables, Reporting Authority
1	Senior Public Health Specialist	1	<ul style="list-style-type: none"> <li>• Coordinate in day to day functioning of the MSU, including compliance with reporting requirements</li> <li>• Provide technical oversight and guidance to MSU team</li> <li>• Oversee performance of the MSU team</li> <li>• Facilitate development and implementation of the project strategies and action plan derived from the situational analysis.</li> <li>• Ensure consolidation and dissemination of approved annual work plans along with budget for implementation and prepare quarterly progress reports based on results framework</li> <li>• Oversee preparation and timely submission of technical and financial progress reports</li> <li>• Any other activities related to the program assigned by the DPH(O)/ ADUPH(O).</li> <li>• The disease Surveillance activities pertaining to CD &amp; NCDs.</li> </ul> <b>Authority to Report :</b> • DPH(O)/ ADUPH(O)

Sl.	Name of the Position	No. of Personnel	Roles & Deliverables, Reporting Authority
2	Public Health Specialist	1	<p>To support in planning and implementation of the program and its activities</p> <ul style="list-style-type: none"> <li>• Support in formulation of program related Policy / action plan /supporting the formulation of SOPs etc.</li> <li>• Develop training modules for the concerned program activities</li> <li>• Conduct/participate in capacity building activities</li> <li>• Develop IEC content related to the program activities</li> <li>• Monitoring and evaluation of program related activities</li> <li>• Report writing and documents maintenance for the program</li> <li>• Support coordination with the municipal departments, partners and stakeholders engaged in the program</li> <li>• Any other activities related to the program as assigned by DPH(O)/ADUPHO.</li> <li>• The disease surveillance activities pertaining to CD &amp; NCD.</li> </ul> <p><b>Authority to Report:</b> Sr. Public Health Specialist UMSU.</p>
3	Assistant Public Health Specialist (Medical Background) <b>OR</b>	1	<p>Implement the concerned program and ensure the following-</p> <ul style="list-style-type: none"> <li>• Operational continuity of the program</li> <li>• Aid with data collection</li> <li>• Reporting, analysis and other local action pertaining to program</li> <li>• Assist in liaison and coordination of various activities of the program by interacting with all the departments / sectors/ partners/ stakeholders involved in the program</li> <li>• Assist in development of trained health manpower by organizing training, monitoring training impact and assessing emerging training needs.</li> <li>• Undertake regular monitoring of the program plan.</li> <li>• Any other activities related to the program as assigned by the Competent Authorities.</li> <li>• The disease surveillance activities pertaining to CD &amp; NCDs.</li> </ul> <p>Authority to Report: Sr. Public Health Specialist / Public Health Specialist of UMSU.</p>
	Assistant Public Health Specialist (Non-Medical Background)	1	

Sl.	Name of the Position	No. of Personnel	Roles & Deliverables, Reporting Authority
4	Microbiologist (Medical Background )	1	<p>Guide technicians &amp; other support staff at MSU for laboratory investigations of disease of Public Health importance:</p> <ul style="list-style-type: none"> <li>• Facilitate capacity building of laboratory professionals by organizing training programs</li> <li>• To increase utilization of laboratory testing for disease surveillance (eg identifying new strategies to acquire appropriate specimens, analyzing test positivity rates, etc) including collaboration with epidemiologists and entomologists.</li> <li>• Ensure implementation of Standard Operating Procedures (SOP) for laboratory techniques developed by IDSP, States, and Municipal bodies.</li> <li>• Ensure implementation of guidelines for Biomedical Waste Management.</li> </ul>
	OR  Microbiologist (Non - Medical Background )	1	<ul style="list-style-type: none"> <li>• Ensure timely submission of status report on laboratory tests including L-Form report on IDSP/IHIP portal.</li> <li>• Serve as a member of Rapid Response Team (RRT) as and when required and provide support for sample collection and transport of specimens.</li> <li>• Liaise with medical college, private and other related sectors on issues related to laboratory diagnosis of outbreak prone disease</li> <li>• Monitor Internal Quality Assurance and External Quality Assessment of laboratories under IDSP.</li> <li>• Perform other duties as assigned by Competent Authority</li> <li>• lab. Surveillance pertaining to CD &amp; NCD.</li> </ul> <p><b>Authority to Report:</b> Sr. Public Health Specialist / Public Health Specialist of UMSU.</p>
5	Entomologist	1	<ul style="list-style-type: none"> <li>• Provide technical assistance one entomological investigation and surveillance and vector related issues</li> <li>• Contribute to vector control surveillance and operations, including coordination with other municipal health departments</li> <li>• Develop and update training manuals guidelines, TORs, templates, formats along with guidance documents and support related to entomological studies.</li> <li>• Establish coordination with other municipal departments as per the guidelines (Animal husbandry, veterinary, malaria inspectors etc.)</li> </ul>

Sl.	Name of the Position	No. of Personnel	Roles & Deliverables, Reporting Authority
			<ul style="list-style-type: none"> <li>• Aid with data collection, reporting, analysis and other local action pertaining to entomology</li> <li>• Assist in coordination of various activities of the program by interacting with all the sectors and agencies involved in the program.</li> <li>• To support the strengthening of the policy framework for surveillance, operational research, and capacity building.</li> <li>• Support in training on implementation of vector control mechanism</li> <li>• Any other activities related to the Program as assigned by Competent Authority.</li> </ul> <p><b>Authority to Report:</b> Sr. Public Health Specialist / Public Health Specialist of UMSU.</p>
6	Veterinary Officer	1	<ul style="list-style-type: none"> <li>• Provide technical assistance to implement the program and ensure operational continuity of the program</li> <li>• Aid with data collection, reporting, analysis and other local action pertaining to the program</li> <li>• Assist in coordinating of various activities of the concerned program, including interacting with Animal Husbandry Department and related agencies and institutions for prompt sharing of information and coordinated response</li> <li>• Assist in development of trained health manpower by organizing training, monitoring training impact on the field and assessing emerging training needs.</li> <li>• Support effective operational investigation of disease control efforts based on surveillance data.</li> <li>• Support in outbreak investigations as needed</li> <li>• Contribute to preparation of periodic performance reports and technical documents on veterinary aspects of the program</li> <li>• Any other activities related to the Program by Competent Authority.</li> </ul> <p><b>Authority to Report:</b> Sr. Public Health Specialist / Public Health Specialist of UMSU.</p>
7	Food Safety Expert	1	<ul style="list-style-type: none"> <li>• Support implementation, monitoring and evaluation of food borne illness and food safety related activities of the program</li> <li>• Regular coordination with State Public Health and Food Safety Laboratories and other related institutions for prompt sharing of information and coordinated response on all hazards (e.g. zoonotic and food borne disease outbreaks etc.)</li> </ul>

Sl.	Name of the Position	No. of Personnel	Roles & Deliverables, Reporting Authority
			<ul style="list-style-type: none"> <li>• Report writing and document maintenance related to program and food security, food borne illness</li> <li>• Contribute to preparation of periodic progress reports and technical documents on food safety related aspects</li> <li>• Any other activities related to the program assigned by the Competent Authority.</li> </ul> <b>Authority to Report :</b> Sr. Public Health Specialist / Public Health Specialist of UMSU
8	Admin Officer	1	<ul style="list-style-type: none"> <li>• Budget management and over sight for all financial activities of the program</li> <li>• Assist the program in drawing up MOUs and contracting arrangements.</li> <li>• Develop policies for and manage HR issues of the staff.</li> <li>• Mobilize technical assistance inputs including preparation of Terms of Reference (TOR), inviting proposals/ applications and facilitating recruitment/ selection etc.</li> <li>• Manage procurement/ purchase functions in accordance with GFR</li> <li>• Plan and supervise logistic arrangements for event maintenance and development of establishment and infrastructure of the offices and other administration work as needed.</li> <li>• Liaison with officials and organizations as regards to administrative matters in consultation with nodal officer/Officer in charge</li> <li>• Support &amp; documentation of decision-making process of the institution in close collaboration with nodal officer/Officer in charge.</li> <li>• Develop Standard Operating Procedures related to above areas of responsibility to improve efficiency of the program.</li> <li>• Any other activities related to the Program assigned by Competent Authority.</li> </ul> <b>Authority to Report:</b> Sr. Public Health Specialist / Public Health Specialist of UMSU.
9	Technical Officer (Finance)	1	<p>Preparation and Timely submission of Statements of Expenditure (SOE)</p> <ul style="list-style-type: none"> <li>• Ensure up-to-date accounting and record keeping to reflect the actual expenditure and fund position.</li> <li>• Ensure implementation of Public Financial Management System (PFMS), including providing hand-holding as needed.</li> </ul>

Sl.	Name of the Position	No. of Personnel	Roles & Deliverables, Reporting Authority
			<ul style="list-style-type: none"> <li>• Preparation and compilation of SOE's for submission to NCDC / MoHFW along with the review of SOE to determine eligibility for reimbursement.</li> <li>• Ensure timely submission of audit report as well as audit compliance.</li> <li>• Prepare periodic Financial Reports</li> <li>• Support to fulfill audit requirements of the programme.</li> <li>• Support in coordination with NCDC/ MOHFW financial management team on related matters under guidance of nodal officer/officer in charge/Admin officer.</li> <li>• Any other activities related to the program assigned by the Competent Authority.</li> </ul> <p><b>Authority to Report:</b> Sr. Public Health Specialist / Public Health Specialist of UMSU.</p>
10	Regional Epidemiologist for three Epidemiological zone under BMC	3	<p>Support for data collection, monitoring and analyses for disease surveillance as well as generation of alerts for disease outbreaks etc</p> <ul style="list-style-type: none"> <li>• Contribute to program monitoring activities under the program</li> <li>• Contribute to operational research under the program</li> <li>• Report writing and document maintenance</li> <li>• Any other activities related to the program assigned by the Competent Authority.</li> <li>• The disease surveillance activities pertaining to CD &amp; NCDs.</li> </ul> <p><b>Authority to Report:</b> Sr. Public Health Specialist / Public Health Specialist of UMSU.</p>
11	Technical Assistant (Laboratory Technician)	1	<p>Assist in program management and related activities</p> <ul style="list-style-type: none"> <li>• Assist in developing action plan at the city level.</li> <li>• Any other work assigned by the Competent Authority.</li> </ul> <p><b>Authority to Report:</b> Microbiologist of UMSU.</p>
12	Multipurpose Assistant	1	<p>Assist the concerned division in file maintenance.</p> <ul style="list-style-type: none"> <li>• Assist program officers in program related activities.</li> <li>• Any other activities related to the program as assigned by the Competent Authority.</li> </ul> <p><b>Authority to Report:</b> Regional Epidemiologist / Asst.</p>

Sl.	Name of the Position	No. of Personnel	Roles & Deliverables, Reporting Authority
			Public Health Specialist of UMSU.
13	Training Manager	1	<p>Develop capacity building strategies and plan for all stakeholders.</p> <ul style="list-style-type: none"> <li>• Plan activities and costs for annual capacity development plan</li> <li>• Undertake Training Needs Assessment and other exercises to assess capacity gaps</li> <li>• Develop capacity building activities based on Training Needs and other assessments</li> <li>• Assess various proposals for capacity development including costing</li> <li>• Develop appropriate tools and SOPs to facilitate capacity development activities</li> <li>• Mobilize resources / partners for training and capacity building programs</li> <li>• Coordinate with partner resource organizations, organize capacity development activities including twinning arrangements.</li> <li>• Coordinate development of training modules in consultation with program divisions in other and training organizations / agencies.</li> <li>• Organize workshops and trainings on program activities.</li> <li>• Monitor and evaluate the progress of training and capacity building initiatives including their effectiveness.</li> <li>• Participate in/Liaison with NCDC / MOHFW on capacity building initiatives under the program.</li> <li>• Any other activities related to the program assigned by the Competent Authority.</li> </ul> <p><b>Authority to Report:</b> Regional Epidemiologist/Asst. Public Health Specialist of UMSU .</p>



Sl.	Name of the Position	No. of Personnel	Roles & Deliverables, Reporting Authority
14	Technical Officer (IT)	1	<p>Develop / design databases, Sops/ tools for data cleaning, processing</p> <ul style="list-style-type: none"> <li>• Create templates for analysis of primary and secondary data (using available analytical software package)</li> <li>• Support in statistical data management and analysis, including support in GIS analysis of data.</li> <li>• Monitor data reporting status and feedback</li> <li>• Assist training officers and data managers in data / IT related requirements.</li> <li>• Provide quality assurance in data collection and analysis.</li> <li>• Examine data for inconsistencies and follow up for rectification.</li> <li>• Preparation of Periodic performance report</li> <li>• Any other activities related to the program by Competent Authority.</li> </ul> <p><b>Authority to Report:</b> Sr. Public Health Specialist / Public Health Specialist of UMSU.</p>
15	Data Analyst	1	<p>Analyze real time data being generated by reporting units through IHIP</p> <ul style="list-style-type: none"> <li>• Generate alerts/reports for outbreaks / health events as per guidance of technical team</li> <li>• Assist in overall monitoring of the program</li> <li>• Design tools for data analysis and monitoring components of the program to ensure that targets, strategies and budgets and are internally consistent.</li> <li>• Preparation of monthly / quarterly reports progress reports against approved plan,</li> <li>• Contribute to collation, analysis and reporting of program data to assist in evidence-based planning and monitoring.</li> <li>• Any other activities related to the program assigned by the Competent Authority.</li> </ul> <p><b>Authority to Report:</b> Technical Officer of UMSU.</p>
16	Data Manager	1	<ul style="list-style-type: none"> <li>• Organize and monitor timely collection, compilation and analysis of surveillance data</li> <li>• Supervise compilation of files and reports.</li> <li>• Documentation of data on training, field visits and investigations undertaken under the program including liaison with the officials/ nodal persons from other departments and partner organizations.</li> <li>• Support effective operational integration of disease control efforts based on the surveillance data</li> </ul>

Sl.	Name of the Position	No. of Personnel	Roles & Deliverables, Reporting Authority
			<ul style="list-style-type: none"> <li>• Development of effective data sharing mechanism of the program with IDSP.</li> <li>• Compilation of data, including comparison with preceding month.</li> <li>• Any other activities related to the program by the Competent Authority.</li> </ul> <b>Authority to Report:</b> Technical Officer (IT) of UMSU.
17	Communication Specialist	1	<ul style="list-style-type: none"> <li>• Design and implementation of a comprehensive communication strategy for various activities of the concerned program</li> <li>• Support in building capacities for risk communication activities</li> <li>• Support in design, implementation and monitoring of public health communication related activities under the program</li> <li>• Preparation of quarterly progress report on communication activities under the program</li> <li>• Any other activities related to the program assigned by the Competent Authority.</li> </ul> <b>Authority to Report:</b> Sr. Public Health Specialist/Public Health Specialist of UMSU.
18	Insect Collector & Field Worker for 3 zone	3	<ul style="list-style-type: none"> <li>• Disease Surveillance activities in each zone of BMC area</li> <li>• Supportive Disinfection work to the BMC team</li> <li>• As instruct the Insect Collector will collect the Mosquitoes &amp; other insects</li> <li>• Any other activities related to the program assigned by the Competent Authority.</li> </ul> <b>Authority to Report:</b> Entomologist of UMSU.
19	Jr. Asst. (Finance)	1	<ul style="list-style-type: none"> <li>• Provide support for senior staff and Managers.</li> <li>• Any other work related to the program assigned by the Competent Authority.</li> </ul> <b>Authority to Report:</b> Sr. Public Health Specialist / Public Health Specialist of UMSU.

Note: The requirement mentioned above may change in terms of the position and the no. of personnel depending on the budget approval of the project.

### 3.5 Selection of Required Manpower

After signing of contract and on requisition order received from tender inviting authority / contract signing authority as per requirement of manpower from time to time, the selected Service Provider will provide a list of eligible candidates (as per the qualification & experience criteria) in different categories of manpower in a 1:4 ratio (i.e. in case the no. of position is 1, then minimum 4 best candidate's CV of the panel list of the service

provider to be provided) along with the detail CV & experience certificate of the candidate, within 15 days of receipt of such order from the authority. However, in case of providing manpower in less than 1: 4 ratio for selection against any category of position, the selected service provider shall have to submit justification for such deviation in which case, the tender inviting / contracting authority shall consider the same and take appropriate decision for acceptance of less number of candidates to be considered for selection against such category of position as per requirement.

A selection committee will be constituted by the tender inviting authority / contracting authority for selection of the candidates. After completion of the selection procedure, a common merit list of selected candidates in each category of manpower will be prepared by the selection committee. The same will be intimated to the service provider agency. The service provider will offer an appointment letter to the selected candidates to join in their duty within 15 days of issue of appointment letter by the agency.

### 3.6 Working Hours of deployed manpower

When engaged, the manpower will keep to the normal working hours of Govt of Odisha. However, in case of exigencies, they may be required to work in extended working hours, if required. The manpower will follow the Holiday Schedule of Govt of Odisha. However, in case of exigencies, they may be required to work on weekends/ holidays, if required.

The manpower will be provided with 12 days proportionate leave in a year with prior permission.

### 3.7 Attendance & Leave of deployed manpower

Biometric attendance system will be introduced to track availability of staff on duty, engaged under the said contract. Any deviation of the rules is liability of the agency. If the deployed personnel remain absent on a particular day or comes late / leave early on three occasions, deduction from the remuneration for one day shall be made.

### 3.8 Other Conditions

- a) The staffs deployed through Agency in the health facility (ies) **shall not claim** any benefit, compensation, **absorption or regularization of their Services** in the Govt. establishment under the provision of any statutory act.
- b) The staffs deployed by the Agency shall not divulge or disclose any details of office, operational process, technical know-how, security arrangement, administrative/ organizational matters to any third person, as all of that are confidential in nature. In the event of being found that the official secrecy has been disclosed and for the purpose of security arrangement and or for other purpose, it is desirable to remove the said person, the nodal officer of the health facility has every right to remove the said person, immediately and responsibility if any has to be borne by the Agency.
- c) The Agency shall ensure that the person deployed are disciplined and shall enforce prohibition of consumption of alcoholic drinks, paan, Gutkha, smoking, loitering and shall not engage in gambling or any immoral act.

### **3.9 Data Management:**

#### **Report expected from the agency**

- a) Monthly attendance alongwith the work certificate of the technical specialists deployed, duly signed by the nodal officer of contracting authority.
- b) Any other reporting mechanism as desired by the Contracting Authority.

### **3.10 Responsibilities of the Outsourcing Agency & Contracting Authority**

#### **3.10.1 Following are the responsibilities of the outsourcing Agency (Service Provider):**

- The required technical specialist personnel shall be provided **on all working days** without any interruption.
- All the rules and regulations relating to labour laws including accident, workmen compensation and insurance, ESI & EPF if applicable, etc. are to be complied.
- All standard safety norms are to be followed during execution of work by the Agency to avoid accidents causing damages to personnel, machines, buildings, etc.
- In case of any accident/ mishap of any nature occurred during performing the duty, the liability will be borne by the agency.

#### **3.10.2 The responsibilities of the Contracting Authority shall include:**

- Assign the duty chat to the deployed staffs.
- Provisioning of space for safe storage of articles & place of sitting for staffs deployed by the agency.
- Permission to use the equipment / instrument which are required to perform the duty assigned to the concerned staffs.
- Monitor and assess the deliverable of the outsourced deployed personnel based on the monthly work report of each personnel.

## SECTION 4 - TERMS & CONDITIONS

### 4.1 Period of Engagement

- a) The engagement of the required personnel for the UMSC under the contracting authority (Bhubaneswar Municipal Corporation) shall be for a **period up to 31.3.2026** from the date of signing of contract. However, the contract with the selected agency shall be signed initially for a period of one year from the date of signing of the contract, which shall be renewed on a yearly basis based on satisfactory service of the service provider.
- b) The contract may be extended (depending upon the extension of the project if any) in existing terms and conditions with mutual consent of both the parties if performance is found satisfactory as per due assessment.
- c) The selected agency shall sign the contract (in the given Format) within 15 days of issue of Letter of Award / Intimation.

### 4.2 Award of Contract

On evaluation of technical and financial parts of RFP and decision thereon by the tender inviting authority, the selected agency shall have to execute a contract with the **contracting authority (Bhubaneswar Municipal Corporation, Bhubaneswar)** within 15 days from the date of acceptance of their bid is communicated to them. The terms and condition, terms of reference of this RFP along with documents and information provided by the selected bidder shall be deemed to be an integral part of the contract. Before execution of the contract, the selected bidder shall have to deposit the performance security deposit as per clause 4.3 mentioned below.

### 4.3 Performance Security

The selected service provider has to furnish a performance security deposit (valid for a period of 15 months) at the time of signing of contract with the contracting authority, amounting to 5% of the total yearly contract value of the contract in the shape of DD / BG from a National / Scheduled Bank in India. In case of renewal of the contract for another year, the validity of the BG has to be duly revalidated for another 15 months. The performance security deposit is for due performance of the contract.

The contracting authority in the following circumstances can forfeit it;

- 1) When any terms or the condition of the contract is infringed.
- 2) When the service provider fails in providing the required services satisfactorily.

### 4.5 Commencement of Service

The selected service provider is required to provide the required manpower (technical / professional) for the UMSU of the contracting authority as per conditions stipulated vide clause no. 3.5 of this RFP.

### 4.6 Payment & Price Validity

- a) Payment shall be made to the selected service provider by the contracting authority (Bhubaneswar Municipal Corporation).

- b) The service provider shall be paid on **monthly basis** as per the contracted rate. The price shall be all-inclusive including the cost of manpower and management.
- c) While the bill for 1st month shall be paid after submission of bill for the month, payment from the 2<sup>nd</sup> month onwards shall be made subject to production of documentary evidence of having made all statutory payments such as PF [Electronic Challan cum Return (ECR)], ESI (Challans) etc. if any for the previous month.
- d) The price as quoted by the service provider shall remain unchanged during the contract period except in case of revision in daily wages act if the contracted amount is below the recommended rate as applicable.
- e) GST as applicable shall be paid at the applicable rate.
- f) TDS as applicable shall be deducted from the payment as per the Income Tax Act
- g) The service provider will ensure that personnel engaged by them must receive their entitled remuneration on time. In view of this, the following procedure will be adopted:
  - 1) Service Provider shall pay their entitled remuneration to the engaged personnel of a month **by 7<sup>th</sup>** day of the succeeding month. It shall not be linked to the payment of the bill from the implementing authority or need for the checking & verification at their end.
  - 2) Payment to such workers must be made by the agency through e-transfer only. To ensure this, service providers will get a bank account opened for every engaged worker.

#### **4.7 Penalty**

In case the Agency fails to commence/execute the work as stipulated in the agreement or gives unsatisfactory performance or does not meet the statutory requirements of the contract, the contracting authority reserves the right to impose the penalty as detailed below:

##### **Commencement of the Work:**

- 1) 0.5% of annual costs of Contract / Agreement value (per health facility) per week of delay, up to four weeks of delay per health facility.
- 2) After four weeks delay, the contracting authority reserves the right to cancel the whole contract or part thereof and withhold the agreement and get this job carried out by other successful bidders (L2 & so on in that order). The earnest money/security deposit shall also be forfeited.

#### **4.8 General Conditions of the Contract**

- a) The personnel provided shall be the employees of the service provider and all statutory liabilities will be paid by the service provider such as ESI, PF, Workmen's Compensation Act, etc.
- b) The persons deployed by the service provider should be properly trained, have requisite experience and having the skills for carrying out required task against each position.
- c) If personnel leave the job for any reason, the service provider is liable to provide suitable replacement within 3 working days. In case of delay in providing required replacement, the amount of penalty calculated at the rate of 1% of the annual contract value of that personnel per week for on account of delay, shall be deducted from the monthly bills in the succeeding months.

- d) The service provider at their end should ensure the Health and Safety measures of the outsourced staffs, deputed for the works.
- e) The contracting authority if required may also conduct health checkup of the staff deployed at regular intervals at the cost of the service provider.
- f) The service provider shall engage only such workers, whose antecedents and health have been thoroughly verified including character and police verification and other formalities. The service provider shall be fully responsible for the conduct of their staff.
- g) The service provider at all times should indemnify the contracting Authority against all claims, damages or compensation under the provisions of payment of wages Act; Minimum Wages Act; Employer's Liability Act the Workmen Compensation Act; Industrial Disputes Act,; Maternity Benefit Act, or any modification thereof or any other law relating thereof and rules made hereunder from time to time. Contracting authority will not own any responsibility in this regard. Payment of minimum wages, notified by the government, shall be ensured all the time.
- h) The staff deployed through the service provider shall not claim any benefit, compensation, absorption or regularization of their services in the Govt. establishment either under the provision of Industrial Disputes Act. or Contract Labour (Regulation & Abolition) Act. The Agency should have to obtain an undertaking from the deployed persons to the effect that the deployed person is the employee of the Service Provider and shall submit the said undertaking to the Contracting Authority. In the event of any litigation on the status of the deployed persons, the Contracting Authority shall not be a necessary party. However in any event, either the deployed persons or to the order of the hon'ble court, the contracting authority may be a party in dispute to adjudicate the matter. The service provider has to reimburse the expenditure that would have been borne by the Contracting Authority.
- i) The staffs deployed by the service provider shall not divulge or disclose any details of office, operational process, technical know-how, administrative/ organizational matters to any third person, as all of that are confidential and secret in nature. In the event of being found that the official secrecy has been disclosed, it is desirable to remove the said person. The nodal officer of the health facility has every right to remove the said person immediately and the responsibility if any in this context is to be borne by the service provider.
- j) All liabilities arising out of accident or death of the personnel provided by the service provider while on duty shall be borne by the service provider.
- k) Adequate supervision will be provided to ensure correct & effective performance of the services in accordance with the prevailing assignment and instructions agreed upon between the two parties.
- l) The service provider and its staff shall take proper and reasonable precautions to prevent loss, destruction, waste or misuse of the areas of the contracting authority.
- m) That in the event of any loss occurred to the contracting authority, as a result of any lapse on the part of the service provider as may be established after an enquiry conducted by the hospital, such loss will be made good from the amount payable to the

service provider. The decision of the contracting authority in this regard will be final and binding on the service provider.

- n) The service provider shall be responsible to protect all properties and equipment of the contracting authority entrusted to it.
- o) Any damage or loss caused by service provider's persons to contracting authority in whatever form, would be recovered from the service provider.
- p) In the event of any breach/violation or contravention of any terms and conditions contained herein by the service provider, the performance security deposit of the service provider shall be forfeited.
- q) Any liability arising out of any litigation (including those in consumer courts) due to any act of service provider's personnel shall be directly borne by the service provider including all expenses/fines. The concerned service provider's personnel shall attend the court as and when required.
- r) The service provider shall not engage any such sub-contractor or transfer the contract to any other person in any manner.
- s) The staffs engaged by the service provider shall not take part in any staff union and association activities.
- t) The contracting authority shall not be responsible for providing residential accommodation to any of the deployed personnel of the service provider.
- u) If as a result of post payment audit any overpayment is detected in respect of any work done by the service provider or alleged to have been done by the service provider under the tender, it shall be recovered by the contracting authority from the service provider.
- v) If any less payment to the service provider is discovered, the amount shall be duly paid to the service provider by the authority of the contracting authority.
- w) The service provider shall provide the copies of relevant records during the period of contract or otherwise even after the contract is over whenever required by the contracting authority.
- x) The service provider will have to enclose the proof / copies of the challans showing payment of statutory dues if any or the previous month along with monthly bills.
- y) All necessary reports and other information will be supplied on a mutually agreed basis and regular meetings will be held with the nodal officer of the respective health facility (ies)/ Tender Inviting Authority/Contracting Authority. The service provider and its staff shall take proper and reasonable precautions to preserve from loss, destruction, waste or misuse the areas of responsibility given to them by the Hospital, and shall not knowingly lend to any person or company any of the effects or assets of the Hospital, under its control.
- z) The service provider shall immediately intimate to the Controlling Authority about any criminal charge framed against the persons or supervisor engaged or employed by the agency, in the course of their performance of duties. A copy of such communication shall also be sent to the officer-in-charge of the Police Station where the person charged against resides.



- aa) The service provider may be blacklisted if miserably performed as per performance assessment even after repeated notice for improving performance i.e. minimum 3 times. The service provider may also be blacklisted if found indulging in such activity which will affect name & fame of the tender inviting agency / contracting authority.
- bb) The service provider shall not assign or sublet this Agreement or any part thereof to any third party.
- cc) The contract can be terminated at any time prior to its completion by either Party with 30 days of notice period.
- dd) In case of breach of any terms and conditions attached to the contract, the Performance Security Deposit of the service provider will be liable to be forfeited by contracting authority besides annulment of the contract.
- ee) The service provider shall ensure that the person deployed are disciplined and shall enforce prohibition of consumption of alcoholic drinks, paan, gutkha, smoking, loitering and shall not engage in gambling or any immoral act.

#### **4.9 Termination / Suspension of Contract**

The contracting authority may by a notice in writing, suspend the contract if the selected agency fails to perform any of his obligations including carrying out the services, provided that such notice of suspension shall specify the nature of failure, and shall request remedy of such failure within a period not exceeding 15 days after the receipt of such notice.

The contracting authority after giving 30 days clear notice in writing expressing the intention of termination by stating the ground/grounds on the happening of any of the events (as mentioned below), may terminate the agreement after giving reasonable opportunity of being heard to the service provider :

- 1) If the service provider do not remedy a failure in the performance of his obligations within 15 days of receipt of notice or within such further period as the contracting authority have subsequently approve in writing.
- 2) If the service provider becomes insolvent or bankrupt.
- 3) If, as a result of force majeure, the service provider is unable to perform a material portion of the services for a period of not less than 60 days: or
- 4) If, in the judgment of the contracting authority, the service provider is engaged in corrupt or fraudulent practices in competing for or in implementation of the project.

#### **4.10 Modifications**

Modifications in terms of reference including scope of the services can only be made by the contracting authority with written consent of both parties. However, basic conditions of the contract shall not be modified.

#### **4.11 Force Majeure**

This Services as being an emergency response services, the Service Provider shall not be allowed to suspend or discontinue the Services during occurrences of emergencies or Force Majeure Events.

For the purposes of this contract, "Force Majeure" means an event which is beyond the reasonable control of a Party, is not foreseeable, is unavoidable, and not brought about by or at the instance of the Party claiming to be affected by such events and which has caused the non-performance or delay in performance and which makes a Party's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by Government agencies.

In such circumstances of emergencies and Force Majeure Event, if the Performance Standards are not complied with because of any damage caused to the services or any of the Project Facilities or non availability of staff, or inability to Provide services in accordance with the Performance Standards as a direct consequence of such Force Majeure Events or circumstances, then no penalties shall be applicable for the relevant default in Performance Standards and would be applied to such particular defaults. Further, unless the Force Majeure event is of such nature that it completely prevents the operation of services, a suspension or failure to provide Services on the occurrence of a Force Majeure event will be an Event of Default and the contracting authority may terminate this Agreement without any termination payment being made in respect thereof.

The failure of a party to fulfill any of its obligations under the agreement shall not be considered to be a default in so far as such inability arises from an event of force majeure, provided that the party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of the agreement and has informed the other party as soon as possible about the occurrence of such an event.

#### **4.12 Settlement of Dispute**

If any dispute with regard to the interpretation, difference or objection whatsoever arises in connection with or arises out of the agreement, or the meaning of any part thereof, or on the rights, duties or liabilities of any party, the same shall be referred to Committee constituted at the contracting authority.

#### **4.13 Jurisdiction of Court**

Legal proceedings if any shall be subject to the Bhubaneswar jurisdiction only.

#### **4.14 Right to Accept and Reject any Proposal**

The tender inviting authority reserves the right to accept or reject any proposal at any time without any liability or any obligation for such rejection or annulment and without assigning any reason.

## SECTION 5 - CRITERIA FOR EVALUATION

### 5.1 Evaluation of Technical Proposals

In the first stage, the Technical Proposal will be evaluated on the basis of bidder's fulfillment of **eligibility criteria**. Only those bidders whose Technical Proposals becomes **responsive** based on the eligibility criteria, shall qualify for further detail technical evaluation for presentation and awards of marks based on the following Criteria :

Sl.	Evaluation of Parameters	Total Marks	Criteria for award of Mark
1	<b>Experience: No. of years of Experience</b> Experience in providing any type of Manpower Services – Details to be furnished <b>Form T4A</b>	10	<ul style="list-style-type: none"> <li>• &gt;3 year ≤ 5 years : 5 marks</li> <li>• &gt;5 years : 10 marks</li> </ul>
2	<b>Experience : No. of Projects Executed</b> Experience in <b>execution of projects</b> related to provisioning of <b>*techno-managerial manpower only (other than DEO / Security / Housekeeping Staffs &amp; its Supervisor / Attendant / Plumber / Electrician)</b> to State Govt./ Central Govt./ Semi-Govt./ Govt. owned Societies / Corporations / Banks / Govt. & Pvt. Organizations in last three financial years in last 3 financial years : 2019-20, 2020-21, 2021-22 (to be determined from the work order / contract copies ) – Details to be furnished <b>Form T4B</b> (Renewal of a contract is to be treated as <b>one project</b> )	25	<ul style="list-style-type: none"> <li>• 1 no ≤ 4 nos : 6 marks</li> <li>• &gt; 4 nos ≤ 7 nos : 12 marks</li> <li>• &gt; 7 nos ≤ 10 nos : 18 marks</li> <li>• &gt; 10 nos : 25 marks</li> </ul>
3	<b>Experience : No. of *Techno-Managerial Manpower Deployed in the projects undertaken as cited at sl. No.2</b> <b>Average no. of *techno-managerial manpower other than DEO / Security / Housekeeping Staffs &amp; its Supervisor / Attendant / Plumber / Electrician)</b> engaged in last 3 financial years : 2019-20, 2020-21, 2021-22 (to be determined from the work order / contract copies ) – Details to be furnished <b>Form T4B</b>	25	<ul style="list-style-type: none"> <li>• 20-30 persons : 6 marks</li> <li>• 31- 40 persons : 12 marks</li> <li>• 41-50 persons : 18 marks</li> <li>• &gt;50 persons : 25 marks</li> </ul>
4	<b>Total Average Annual turnover (Audited)</b> (Average Annual Turnover of the financial years 2019-20, 2020-21, 2021-22)	25	<ul style="list-style-type: none"> <li>• &gt; 10 ≤ 15 Crores : 6 Marks</li> <li>• &gt; 15 ≤ 20 Crores : 12 Marks</li> <li>• &gt; 20 ≤ 25 Crores : 18 Marks</li> <li>• &gt; 25 Crores : 25 Marks</li> </ul>
5	<b>Quality Certifications</b>	5	<ul style="list-style-type: none"> <li>• ISO 9001:2015 <b>OR</b> ISO 45001:2018 : 2.5 Marks</li> <li>• ISO 9001:2008 <b>AND</b> ISO 45001:2018 : 5 Marks</li> </ul>

6	<b>Approach, Methodology, Timeline for the project</b> (Details to be furnished in Form T5 in technical bid )  <b>&amp;</b> <b>Presentation</b> [bidders qualified in the eligibility criteria shall only be intimated to have a power point presentation before the tender evaluation committee on the approach & methodology, timeline for the project.	10	
	<b>Total Marks</b>	<b>100</b>	

**\*Note : Techno-Managerial Manpower does not include DEO / Security / Housekeeping Staffs & its Supervisor / Attendant / Plumber / Electrician**

Financial proposal shall be opened after the technical evaluation is completed and **only those bidders** who score **at least 70 marks or more** in technical evaluation shall qualify for **financial bid opening**. In the financial bid, the bidder with the **lowest price** shall be awarded the contract.

## 5.2 Evaluation of Financial Proposal

The **lowest percentage of Service Charge** as quoted in price format F2 shall be considered for price evaluation. However, in case two bidders quote the same lowest % of Service Charge, then the agency with the **highest mark** (total marks) in the technical bid evaluation shall be awarded the contract. However, if two bidders quote the same lowest % of Service Charge and their total technical mark also become equal, then in that case, the bidder having higher marks which is obtained by the combined score of Sl. No. 2 + 3 of the table at clause 5.1, shall be awarded the contract. However, if two bidders quote the same lowest % of Service Charge, their technical mark also become equal and their combined score of Sl. No. 2 + 3 also become equal, then in that case, the bidder having higher annual average turnover shall be awarded the contract.

## **RFP FORMATS**

**Selection of Agency for engagement of Human Resources (Technical / Professionals) through outsourcing for Urban Metropolitan Surveillance Unit (UMSU)**

### **TECHNICAL PROPOSAL**

### **Check List (Technical Proposal)**

Please check whether following have been enclosed in the respective cover namely, Technical Proposal: *(please arrange the documents serially in the following order & do the page numbering of the entire bid document and mention the page no. in the column “page No” against the particulars in the check list as mentioned below for ease of scrutiny)*

Sl.	Particulars	Whether Submitted (Yes / No)	Page No.
1	EMD (DD of Rs. 4,00,000/-)		
2	Bid document Cost (DD of Rs. 5,600/-)		
3	Form T1		
4	Form T2		
5	Photocopy of the company/Agency Registration certificate		
6	Photocopy of the GST registration certificate		
7	Photocopy of the EPF registration certificate		
8	Photocopy of the ESI registration certificate		
9	Photocopy of the ECR of EPF and Challans of ESI for the month of July 2023 towards EPF / ESI payment of the personnel deployed by the agency.		
10	Photocopy of the Labour Registration Certificate		
11	Copy of PAN		
12	Photocopy of ISO 9001: 2015, ISO 45001:2018 certifications		
13	Form T3		
14	Photocopies of the audited P/L account of <b>each year highlighting</b> the <b>turnover</b> in support of that		
15	Form T4 A, T4B		
16	Copies of Work Order / Contract from the clients in support of providing similar category of manpower services executed in support of the information provided in Form T4 A, T4B		
17	Form T5		
18	Form T6		
19	Form T7		
20	Form T8		
21	Any other document		

**FORM – T1***(to be furnished in the technical proposal)***TECHNICAL TENDER SUBMISSION FORM***(On the letterhead of the agency)*

To

Mission Director,  
National Health Mission, Odisha  
Bhubaneswar

Re. : RFP Reference no. \_\_\_\_\_ dated \_\_\_\_\_

Dear Sir / Madam,

We, the undersigned, offer to provide the Manpower (Technical /Professional) Services for UMSU. We are hereby submitting our Proposal, which includes this Technical Proposal and a Commercial Proposal sealed under a separate envelope.

We hereby declare our Confirmation of acceptance of the Conditions of Contract mentioned in the RFP document under reference cited above.

We hereby declare that all the information and statements made in this Proposal are true and accept that any of our misrepresentations contained in it may lead to our disqualification.

Our proposal shall be binding upon us for a period of 180 days from the date of bid opening, subject to the modifications resulting from Contract negotiations you may subsequently carry out with us to accept our bid. If we are assigned the work during the period of validity of the Proposal, we undertake to carry out the same as per the terms and conditions of this tender document.

**I hereby declare that my company has not been debarred / black listed by any Government/ Semi Government organizations. I further certify that I am the competent authority in my company authorized to make this declaration.**

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

Yours sincerely,

Authorized Signatory [*In full and initials*]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Agency: \_\_\_\_\_

Address: \_\_\_\_\_

(Organization Seal)

**FORM – T2***(to be furnished in the technical proposal)***PROFILE OF THE AGENCY**

Name of the Agency	
Registered Office Address  Telephone No email ID	
Office address of the Branch office in Bhubaneswar (if any) (If registered office is not in Odisha) Telephone No email ID	
Status of the Agency (Whether registered under Company / Partnership Firm / Society / Trust)	
Name of the Chief Executive and authorized signatory	
Telephone Nos.: Landline Mobile	
Email id (Official email id for correspondence if any)	
Date of Establishment	(furnish copy of the Registration Certificate of the Agency)
GST Registration No.	(furnish copy of the GST Registration of the Agency)
EPF Registration No.	(furnish copy of the EPF registration certificate of the Agency)
ESI Registration No.	(furnish copy of the ESI registration certificate of the Agency)
Income Tax No. (PAN)	(furnish copy of the PAN)
Bank Details of the Bidder: The bidders have to furnish the Bank Details as mentioned below for return of EMD / Payment for services if any (if selected)	a. Name of the Bank : b. Name of the Account & Full address of the Branch concerned c. Account no. of the bidder : d. IFS Code of the Bank :

Authorized Signatory/Signature [*In full and initials*]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

(Organization Seal)



**FORM T3***(to be furnished in the technical proposal)***ANNUAL AVERAGE TURN OVER STATEMENT***(To be furnished in the **letter head** of the Chartered Accountant)*

The Annual Turnover of M/s \_\_\_\_\_  
for the last 3 financial years are given below and certified that the statement is true and correct.

Sl.	Financial Year	Turnover in Rs.
1	2019-20	
2	2020-21	
3	2021-22	
<b>Average Annual Turnover in Rs.</b>		

\*Provisional audited statement shall not be considered.

Date:

Signature of Chartered Accountant

Place:

(Name in Capital)

Seal

**Membership No.:**

**UDIN:**

**Note:**

- 1) To be issued in the **letter head** of the Chartered Accountant with membership No.
- 2) Also attach photocopies of the audited P/L account of **each year highlighting** the **turnover** in support of that

### FORM T4 A

(to be furnished in the technical proposal)

#### **PAST EXPERIENCE IN PROVIDING MANPOWER (\*Technomanagerial Manpower Only) SERVICES**

***(Attach separate sheets if the space provided is not sufficient)***

**[This format is required for assessment no. of years of experience in manpower services]**

Sl.	**Name /address of the Institution for which similar Manpower Services assignments were undertaken	Date of award of Assignment	Date of completion of assignment	Value of the Assignment	Designations of the Technical Manpower deployed	Work Order / Contract enclosed (Yes / No)	Page no (s) in your bid where the copies of the relevant work order / contract is (are) placed
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
....							

***\*Techno-Managerial Manpower does not include DEO / Plumber / Electrician / Security / Cleaning Personnel & Supervisor, Attendant]***

Authorized Signatory/Signature [In full and initials]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

(Organization Seal)

**FORM T4 B***(to be furnished in the technical proposal)***PAST EXPERIENCE IN PROVIDING \*TECHNO MANAGERIAL MANPOWER (other than DEO / Plumber / Electrician / Security / Cleaning Personnel & Supervisor, Attendant, Plumber, Electrician ) SERVICES DURING THE LAST THREE YEARS****(Attach separate sheets if the space provided is not sufficient)****[\*Note: Techno-Managerial Manpower does not include DEO / Security / Cleaning Personnel & Supervisor/ Attendant/ Plumber / Electrician]****F.Y. 2019-20**

Sl.	**Name /address of the Institution for which Techno Managerial Manpower Services (other than DEO / Plumber /Electrician/ Security / cleaning personnel & supervisor / attendant) assignments were undertaken	Date of award of Assignment	Date of completion of assignment	Value of the Assignment	Designations of the Manpower deployed	***No. of personnel deployed (other than DEO / Plumber /Electrician/ Security / cleaning personnel & supervisor / attendant)	Work Order / Contract enclosed (Yes / No)	Page no (s) in your bid where the copies of the relevant work order / contract is (are) placed
1								
2								
3								
4								
...								

**F.Y. 2020-21**

Sl.	**Name /address of the Institution for which Techno Managerial Manpower Services (other than DEO / Plumber /Electrician/ Security / cleaning personnel & supervisor / attendant) assignments were undertaken	Date of award of Assignment	Date of completion of assignment	Value of the Assignment	Designations of the Manpower deployed	***No. of personnel deployed (other than DEO / Plumber /Electrician/ Security / cleaning personnel & supervisor / attendant)	Work Order / Contract enclosed (Yes / No)	Page no (s) in your bid where the copies of the relevant work order / contract is (are) placed
1								

2								
3								
4								
5								
...								

**F.Y. 2021-22**

Sl.	**Name /address of the Institution for which Techno Managerial Manpower Services (other than DEO / Plumber /Electrician/ Security / cleaning personnel & supervisor / attendant)assignments were undertaken	Date of award of Assignment	Date of completion of assignment	Value of the Assignment	Designations of the Manpower deployed	***No. of personnel deployed (other than DEO / Plumber /Electrician/ Security / cleaning personnel & supervisor / attendant)	Work Order / Contract enclosed (Yes / No)	Page no (s) in your bid where the copies of the relevant work order / contract is (are) placed
1								
2								
3								
4								
5								
...								

\*\* Please furnish the **Work order / Contract copies** (other than the projects of providing DEO / Plumber / Electrician / Security / Cleaning Personnel & Supervisor, Attendant, Plumber, Electrician ) of the works executed in support of the information mentioned **serially** in the **same order** as mentioned in the above format for ease of scrutiny.

\*\*\* No. of Techno Managerial personnel deployed should be clearly mentioned in the relevant work order / contract copies in order to ascertain the no. of personnel figure mentioned above.

Authorized Signatory/Signature [*In full and initials*]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

(Organization Seal)

**Form T5***(to be furnished in the technical proposal)***DESCRIPTION OF APPROACH, METHODOLOGY STATEMENT**

DESCRIPTION OF APPROACH, METHODOLOGY STATEMENT [Technical approach, methodology and work plan are key components of the Technical Proposal. In this Section, bidder should explain their understanding of the scope and objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output and the degree of detail of such output. Further, he should highlight the problems being addressed and their importance, and explain the technical approach to be adopted to address them. It is suggested to present the required information divided into following **four sections**]

A. Understanding of Scope, Objectives and Completeness of response :

Please explain your understanding of the scope and objectives of the assignment based on the Terms of Reference (ToR), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s) and the degree of detail of such output. ***Please do not repeat/copy the ToR here.***

B. Description of Approach and Methodology:

C. Staff Deployment Strategy:

The bidder should propose and justify the structure and composition of the team and should enlist the main activities under the assignment in respect of the Key Professionals responsible for it. Authorized Signatory [In full and initials]

D. Timeline

Authorized Signatory/Signature [*In full and initials*]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

(Organization Seal)

## Form T6

(to be furnished in the technical proposal)

### Format for Power of Attorney for Signing of Proposal

(On a Stamp Paper of Rs.20/-)

#### Power of Attorney

Know all persons by these presents, We.....(name and address of the registered office) do hereby constitute, appoint and authorize Mr / Ms.....(name and residential address) who is presently employed with us and holding the position of .....as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our bid for Manpower (Technical / Specialist) Services for UMSU including signing and submission of all documents and providing information / responses to the tender inviting authority in all matters in connection with our bid for the said Project. We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Dated this the \_\_\_\_\_ day of \_\_\_\_\_ 2023

For \_\_\_\_\_

(Name, Designation and Address)

Accepted

\_\_\_\_\_(Signature)  
(Name, Title and Address of the Attorney)

Date : \_\_\_\_\_

#### Note:

- i. To be executed by the Chief of the Agency.
- ii. The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.
- iii. In case an authorized Director of the agency signs the proposal, a certified copy of the appropriate resolution/ document conveying such authority may be enclosed in lieu of the Power of Attorney.

**FORM T7***(to be furnished in the technical proposal)*

**Format for Affidavit certifying that Entity / Promoter(s) /Director(s)/Partners  
of Entity are not blacklisted  
(On a Stamp Paper of Rs.20/-)**

**Affidavit**

I, M/s. .... (the name of the agency with address of the registered office) hereby certify and confirm that we or any of our promoter(s) / Director(s) are not barred by Department of Health & FW, Govt. of Odisha / or any other entity of GoO or blacklisted by any State Government or Central Government / Department / Organization in India from participating in Tenders as on the \_\_\_\_\_ (Date of Signing of this proposal).

We further confirm that we are aware that, our proposal for the captioned Project would be liable for rejection in case any material misrepresentation is made or discovered at any stage of the Bidding Process or thereafter during the agreement period.

Dated this .....Day of ....., 2023

Authorized Signatory/Signature [In full and initials]:

Name and Title of Signatory:

(Organization Seal)

## **FORM T 8**

*(to be furnished in the technical proposal)*

### **Anti Collusion Certificate**

We hereby certify and confirm that in the preparation and submission of our Proposal towards Manpower (Technical / Specialist) Services for UMSU under this RFP Reference No. \_\_\_\_\_, We have not acted in concert or in collusion with any other Bidder or other person(s) and also not done any act, deed or thing, which is or could be regarded as anti-competitive. We further confirm that we have not offered nor will offer any illegal gratification in cash or kind to any person or organization in connection with the instant proposal.

Dated this \_\_\_\_\_ Day of \_\_\_\_\_, 2023

Authorized Signatory/Signature [*In full and initials*]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

(Organization Seal)



## **FORMATS**

**Selection of Agency for engagement of Human Resources (Technical / Professionals) through outsourcing for Urban Metropolitan Surveillance Unit (UMSU)**

### **FINANCIAL PROPOSAL**

**Check List (Financial Proposal)**

Please check whether the following Forms have been enclosed in the respective cover, namely **Cover B: Financial Proposal**

*(please arrange the documents serially in the following order)*

- |            |        |                          |
|------------|--------|--------------------------|
| 1. Form F1 | Yes/No | <input type="checkbox"/> |
|            |        |                          |
| 2. Form F2 | Yes/No | <input type="checkbox"/> |

**FORM F-1**

(To be submitted with Financial Proposal)

To

The Mission Director,  
National Health Mission, Odisha

Re. : RFP Reference no. \_\_\_\_\_ dated \_\_\_\_\_

Sub: **Request for Proposal for Manpower (Technical /Professional) Services for UMSU**

Sir,

1. Having carefully examined all the parts of the RFP documents and having obtained all the requisite information affecting this proposal and being aware of all conditions and difficulties likely to affect the execution of the contract, I/We hereby propose to offer the services as described in the RFP document in conformity with the conditions of contract, technical aspects and the sums indicated in this financial proposal.
2. I/We declare that we have read and understood and that we accept all clauses, conditions, and descriptions of the RFP document without any change, reservations and conditions.
3. If our proposal is accepted, we undertake to deposit the performance security deposit at the time of execution of the formal agreement
4. I/We agree to abide by this proposal/bid for a period of 180 days from the date of its opening and also undertake not to withdraw and to make any modifications unless asked for by you and that the proposal may be accepted at any time before the expiry of the validity period.
5. Unless and until the formal agreement is signed, this offer together with your written acceptance thereof shall constitute a binding contract between me/us and the Contracting Authority.
6. We submit the Schedule of Prices as appended herewith.

Encl: Schedule of Prices (Form F2)

Yours sincerely,

Authorized Signatory [*In full and initials*]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Agency: \_\_\_\_\_

Address: \_\_\_\_\_

(Organization Seal)

**FORM F-2**

(To be submitted with Financial Proposal)

**Price Schedule for the Providing Manpower (Technical /Professional) Services**

Sl.	Particulars	*Consolidated Remuneration / Month (Rs.)	No. of Personnel	Total Consolidated Remuneration / Month (exclusive of GST**) (Rs.)
<b>A</b>	<b>Name of Positions</b>	a	b	c = a x b
1	Senior Public Health Specialist	97,636/-	1	97,636/-
2	Public Health Specialist	87,138/-	1	87,138/-
3	Assistant Public Health Specialist (Medical Background) <b>OR</b>	75,180/-	1	75,180/-
	Assistant Public Health Specialist (Non-Medical Background)	60,211/-		60,211/-
4	Microbiologist (Medical Background) <b>OR</b>	97,636/-	1	97,636/-
	Microbiologist (Non-Medical Background)	75,180/-		75,180/-
5	Entomologist	75,180/-	1	75,180/-
6	Veterinary Officer	75,180/-	1	75,180/-
7	Food Safety Expert	60,211/-	1	60,211/-
8	Admin Officer	39,390/-	1	39,390/-
9	Technical Officer (Finance)	48,355/-	1	48,355/-
10	Regional Epidemiologist for three Epidemiological zone under BMC	60,211/-	3	1,80,633/-
11	Technical Assistant (Laboratory Technician)	21,623/-	1	21,623/-
12	Multipurpose Assistant	21,620/-	1	21,620/-
13	Training Manager	75,180/-	1	75,180/-
14	Technical Officer(IT)	64,243/-	1	64,243/-
15	Data Analyst	59,118/-	1	59,118/-
16	Data Manager	51,143/-	1	51,143/-

17	Communication Specialist	75,180/-	1	75,180/-
18	Insect Collector & Field Worker for 3 zone	28,283/-	3	84,849/-
19	Jr. Asst. (Finance)	30,507/-	1	30,507/-
B	<b>***Service Charge (%)</b> <i>[Pl. quote the Service Charge in % only, for example 3.85%, 4%, 4.5% etc. and not in amount]</i>			

**Note:**

- \*\*\* The bidders are required to quote the service charge in % **only**. The **service charge** % shall be quoted by taking into account the total consolidated remuneration and **the cost for management** of all personnel including **all statutory requirement, overhead, profit etc.** The **minimum** service charge shall be **3.85%** on the total consolidated remuneration (excluding GST). The service charge should not **exceed 7%**. If a bidder quote service charge **less than 3.85% or more than 7%**, it will be treated as **non responsive** and shall be **disqualified**.
- \*\* GST shall be **paid extra**. GST shall be applicable as per the prevailing rate of GST act.
- \* Consolidated Remuneration / Month (Rs.) includes all applicable statutory requirements (EPF / ESI) if any.

Date :

Authorized Signature

Place:

Full Name:

Organization Seal

## **Annexure - I**

### **AGREEMENT**

(\*On a Stamp Paper of Rs.100/-)

*Reference:*

(i) *RFP Reference No \_\_\_\_\_ dated \_\_\_\_\_ and subsequent Amendment / clarification issued by the Tender Inviting Authority*

(ii) *Service provider's bid submitted dated \_\_\_\_\_*

1. An agreement made on the \_\_\_\_\_ day of \_\_\_\_\_ 2023 BETWEEN.....(hereinafter called "the approved service provider", which expression shall, where the context so admits, be deemed to include his heirs successors executors and administrators) of the **one part** AND the Bhubaneswar Municipal Corporation (hereinafter called "the Contracting Authority" which expression shall, where the context so admits be deemed to include his/her successors in office and assigns) of the **other part**.

2. Whereas the approved service provider has agreed with the contracting authority to manage the Techno Managerial Manpower Services in the Health Institutions in the manner set forth in the terms of the **Request for Proposal (RFP) reference no. \_\_\_\_\_** And whereas the approved service provider has deposited a sum of Rs.....(Rupees.....) only in the form of ..... as Performance Security of the project.

#### **3. NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:**

(a) The following documents shall be deemed to form part of and be read and constructed as Integral part of this Agreement, viz.:

- i) Terms & Conditions of the RFP reference no. cited above
- ii) Terms of Reference of the RFP reference no. cited above.
- iii) Amendment / Clarification to queries of the RFP reference no. cited above

(b) The approved service provider shall be paid at the rate as offered by them in the financial proposal towards monthly cost of the Techno Managerial Staffs as mentioned below:

i)

Sl.	Name of Positions	Consolidated Remuneration / Month (Rs.)	No. of personnel	Total Consolidated Remuneration / Month

ii) GST (%): \_\_\_\_\_

- (c) In consideration of the payment to be made by the Contract Authority as above, the approved service provider will duly implement the project in the manner set forth in the terms of the RFP.
- (d) The terms & conditions and terms of reference of the RFP appended to this agreement will be deemed to be taken as integral part of this agreement and are binding on the parties executing this agreement.
- (e) Following documents / letters /correspondence undertaken between the parties shall also form part of this agreement :

Tender Inviting Authority	Approved Service Provider
(a) Request for proposal and any amendment thereof.	a) Proposal Submitted in response to RFP
(b) Office Order subsequent to RFP	b) SOPs in respect to Technical Specialist Manpower Service Operation

#### 4. Payment

- (a) The Contracting Authority does hereby agree that if the approved service provider shall duly implement the project in the manner aforesaid, observe and keep the said terms and conditions, the Contracting Authority will pay or cause to be paid to the approved service provider at the time and in the manner set forth in the said terms.
- (b) The mode of payment is as specified below:

The payment shall be paid on a monthly basis upon submission of bill **monthly basis** upon submission of bill with attendance sheet of the deployed manpower. The bills should be in the name of the contracting authority.

## **5. Operational Parameter and Penalty**

The successful bidder has to provide the Techno Managerial Manpower with quality service as mentioned in the terms of reference. Penalties shall be imposed on the agency in case of any deviation found in discharging of services. The penalties shall be imposed as specified clause 4.7 of the RFP (Terms & condition)

## **6. Period of Engagement/Duration of Contract**

The engagement of the required personnel for the UMSC under the contracting authority (Bhubaneswar Municipal Corporation) shall be for a period up to 31.3.2026 from the date of signing of contract. However, the contract with the selected agency shall be signed initially for a period of one year from the date of signing of the contract, which shall be renewed on a yearly basis based on satisfactory service of the service provider.

## **7. Schedule of Implementation**

The selected service provider is required to provide the required manpower (technical / professional) for the UMSU of the contracting authority as per conditions stipulated vide clause no. 3.5 of the RFP.

## **8. Termination /Suspension of Agreement**

The contracting authority may by a notice in writing, suspend the contract if the selected agency fails to perform any of his obligations including carrying out the services, provided that such notice of suspension shall specify the nature of failure, and shall request remedy of such failure within a period not exceeding 15 days after the receipt of such notice.

The contracting authority after giving 30 days clear notice in writing expressing the intension of termination by stating the ground/grounds on the happening of any of the events (as mentioned below), may terminate the agreement after giving reasonable opportunity of being heard to the service provider :

- a) If the service provider do not remedy a failure in the performance of his obligations within 15 days of receipt of notice or within such further period as the contracting authority have subsequently approve in writing.
- b) If the service provider becomes insolvent or bankrupt.
- c) If, as a result of force majeure, the service provider is unable to perform a material portion of the services for a period of not less than 60 days: or
- d) If, in the judgment of the contracting authority, the service provider is engaged in corrupt or fraudulent practices in competing for or in implementation of the project.



**9. Settlement of Dispute**

If any dispute with regard to the interpretation, difference or objection whatsoever arises in connection with or arises out of the agreement, or the meaning of any part thereof, or on the rights, duties or liabilities of any party, the same shall be referred to Committee constituted contracting authority.

**10. Jurisdiction of Court**

Legal proceedings if any shall be subject to Bhubaneswar jurisdiction only.

In witness whereof the parties hereto have set their hands on the .....day of.....2023.

Signature of the Approved Service Provider

Signature of Contracting Authority

**Date:**

**Date:**

**1.Witness**

**1. Witness**

**2.Witness**

**2. Witness**