

Request for Proposal
For Selection of Manpower Service Provider.

Issued by:
General Manager (P&A),
Odisha State Disaster Management Authority (OSDMA), Bhubaneswar, Odisha



ODISHA STATE DISASTER MANAGEMENT AUTHORITY
(A GOVT. OF ODISHA SOCIETY)

9th Floor, Rajiv Bhawan, Unit-5, Bhubaneswar – 751001, Odisha

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RFP Reference No: 1766/OSDMA

Date: 12.06.2020

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1. Notice Inviting Proposal

- 1.1 Proposals are invited from eligible Bidders (Firms/ Agencies) interested to provide "contractual manpower support / assistance" to Odisha State Disaster Management Authority (OSDMA) Bhubaneswar and for execution of ongoing projects undertaken by OSDMA on outsourcing basis as per a service contract with specific terms and conditions.
- 1.2 **The contract shall be initially for a period of two years, which may be renewed for another one year subject to satisfactory performance of the Agency and with the mutual consent of both the parties.**
- 1.3 Interested Bidders can download the RFP document containing detailed terms and conditions, scope and eligibility criteria from the OSDMA Website: www.osdma.org. The cost of the RFP document is **Rs.11,800/- (Rupees Eleven thousand eight hundred)** only including GST, which is non-refundable. The cost of the RFP document shall be submitted along with the technical proposal in the form of **Demand Draft/ Pay Order in favour of Odisha State Disaster Management Authority, payable at Bhubaneswar from any Nationalized Scheduled Bank.**
- 1.4 The proposals (both technical and financial) in the prescribed formats and manner must reach the Office of the OSDMA within due date and time (i.e. **29.06.2020 by 3 P.M.**). Proposals received after due date and time shall be rejected. The proposals should be submitted **only through registered post and speed post through Postal Department. It may be noted that there is no system of receipt of proposal through drop box or by hand.**
- 1.5 The Manpower Service Provider will be selected through Quality-and Cost-Based Selection (QCBS) as per the procedures described in Clause No. 3.3 of this RFP.

a) **Key Information:**

Sl. No.	Particulars	Information
1.	Start Date for sale or availability of RFP document in the official website	13.06.2020
2.	Closing Date for sale or availability of RFP document in the official website	28.06.2020
3.	Cost of RFP Document including GST (non-refundable)	Rs.11,800/- (Rupees Eleven thousand eight hundred) only
4.	Last date and time for receipt of RFP (by Post)	29.06.2020 by 3 P.M.
5.	Date and time for opening of Technical Proposal	29.06.2020 at 4.00 P.M.
6.	EMD to be submitted along with the Technical Proposal	Rs. 5,32,400/- (Rupees Five lakh thirty two thousand four hundred) only
7.	Address for submission of RFP	Odisha State Disaster Management Authority, 9th Floor, Rajiv Bhawan, Unit-5, Bhubaneswar – 751001, Odisha

Note: In case the closing date for sale of RFP document or/ and last date for receipt of RFP happens to be a holiday for OSDMA, the activity will be held on the immediate next working day at the same time & place.


General Manager (P&A)

Odisha State Disaster Management Authority, Bhubaneswar

2. Terms of Reference (TOR)

2.1 Eligibility Criteria

The interested Bidders shall have to comply with the following criteria to participate in the tendering process -

- a) The registered office or one of the branch offices of the manpower service provider should be located within the jurisdiction of the Bhubaneswar Municipality Corporation, Bhubaneswar **(Self- attested copy of documentary evidence like Certificate of Incorporation, GST Registration Certificate, etc. to be furnished along with the technical proposal)**
- b) Must have minimum three years of experience (as on 31st March, 2019) in providing Manpower Support / Assistance on outsourcing basis either to a single organization or multiple organizations. **(Self-attested copies of the Service Contracts/ Agreements/ Work Orders/ Completion Certificates/ Performance Certificates from the Employers to be furnished along with the technical proposal)**
- c) Must have provided similar Manpower Support Services to at least two Government/ Semi-Government /public sector undertaking clients successfully (uninterrupted/ continuous) for a period of minimum 12 months during the last 3 financial years i.e. **2016-17, 2017-18 & 2018-19. (Self-attested copies of the Service Contracts/Agreements/Work Orders/Completion Certificates/ Performance Certificates from the Employers to be furnished along with the technical proposal)**
- d) Must have executed similar Manpower Service Provide Work for at least Rs. 5 Crores during each of the last 3 financial years i.e. **2016-17, 2017-18 & 2018-19. (Self-attested copies of the Service Contracts /Agreements/Work Orders / Completion Certificates / Performance Certificates from the Employers to be furnished along with the technical proposal)**
- e) Must have valid registration under Shops & Establishment Act or other relevant Act/ Rules, Labour Law, Income Tax, ESI, EPF, GST, etc. **(Self-attested copies of such Registration Certificates to be furnished along with the technical proposal)**
- f) Must have employed not less than 100 (one hundred) Manpower to render similar services at clients' locations in Odisha (either single location or multiple locations). **(Self-attested copies of EPF and ESI returns for any one of the**

three months preceding the month of submission of this proposal to be furnished along with the technical proposal)

- g) Must have a minimum Annual Turnover of **Rs.10 Crores and above** during each of the last 3 Financial Years i.e. 2016-17, 2017-18 & 2018-19. **(Self-attested copies of Audited Profit & Loss Accounts and Balance Sheets to be furnished along with the technical proposal. Provisional Profit & Loss Accounts and Balance Sheets shall not be considered.)**
- h) Must have ISO 9001 certification. **(Self-attested copy of ISO 9001 Certificate to be furnished along with the technical proposal)**

2.2 Scope of Work

The Agency shall be responsible for the following works, the scope of which are given below –

I. Requirement in OSDMA Office

A. Computer Programmer:

The following Personnel shall be provided by the Agency –

Sl. No.	Category	No.	Qualification & Experience
1.	Computer Programmer	01	Age Limit: Minimum 25 years & Maximum 60 years as on 31.05.2020 Educational Qualification: Minimum Graduation in any discipline with PGDCA or equivalent degree. Experience: Minimum 3 years in similar work Working Hours: 8 hours

The Computer Programmer shall be responsible for the following tasks-

- a. Typing official letters and other documents.
- b. Movement and maintenance of file
- c. To take back up of Data at regular intervals and storage of Data.
- d. Operations of various office equipment like photocopier, fax, telephone, printer, EPABX, etc.
- e. Front office management.
- f. He will make power point presentation and do all computers related (MS office, MS Office, Excel) and arrange meetings and prepare all the data and agenda before
- g. As required by officer from time to time.
- h. To perform special assignments as instructed from time to time.

B. GIS Operator:

The following Personnel shall be provided by the Agency –

Sl. No.	Category	No.	Qualification & Experience
1.	GIS Operator	01	<p>Age Limit: Minimum 25 years & Maximum 60 years as on 31.05.2020</p> <p>Educational Qualification:</p> <ol style="list-style-type: none">1. Minimum Graduation in Geography, Geology, Earth Sciences or related discipline having GIS/ Remote Sensing/ Cartography as one of the major subjects.2. Additional qualification in GID and remote sensing will be preferred. <p>Experience: Minimum 3 years in similar work</p> <p>Working Hours: 8 hours</p>

The GIS Operator shall be responsible for the following tasks-

- a. Updating and maintaining the GIS layers (vector & raster) including spatial and non-spatial information for the entire state.
- b. Assist for Preparation of Development of GIS database and preparation maps.
- c. Maintaining database for different disasters in the state
- d. Maintaining daily rainfall data, temperature and humidity data for in GIS platform
- e. Updating district and block level maps for State Disaster Management Plan and District Disaster Management Plans
- f. Continuous monitoring the lightning forecast.
- g. GIS based analysis of state specific disasters.
- h. Development and updation of shelter database in GIS format
- i. GIS Database development of EWDS sites

C. Stenographer:

The following Personnel shall be provided by the Agency –

Sl. No.	Category	No.	Qualification & Experience
1.	Stenographer	02	<p>Age Limit: Minimum 25 years & Maximum 60 years as on 31.05.2020</p> <p>Educational Qualification:</p> <ol style="list-style-type: none">1. Minimum Graduation in any discipline.2. He/ She should have a stenographic speed of 80 words per minute in English.3. English typing speed 40 words per minute4. Odia typing speed of 30 words per minute.5. He/ She should be well conversant with Computers and essentially well trained in MS Office and Internet. <p>Experience: Minimum 5 years in similar work</p> <p>Working Hours: 8 hours</p>

The Stenographer shall be responsible for the following tasks-

- a. To take dictations in short hand.
- b. Typing confidential/ DO/ other official letters and other documents.
- c. Handling inward and outward dispatch of mails and courier.
- d. Handling the fax, Internet and e-mail messages.
- e. Making Travel arrangements, Ticket booking, Hotel Reservations. Attending phone calls, Fixing appointments & meetings as required by office.
- f. To attend office telephone of MD and other senior officers like ED.
- g. Movement and maintenance of files.

D. Data Entry Operator:

The following Personnel shall be provided by the Agency –

Sl. No.	Category	No.	Qualification & Experience
1.	Data Entry Operator	06	<p>Age Limit: Minimum 25 years & Maximum 60 years as on 31.05.2020</p> <p>Educational Qualification:</p> <ol style="list-style-type: none">1. Minimum Graduation in any discipline.2. The Data Entry Operators should have a speed of 4000 characters per minute in English and 30 words per minute in Odia typing3. He. should be well conversant with computers and essentially well trained in MS Office, Internet and LAN function. <p>Experience: Minimum 3 years in similar work</p> <p>Working Hours: 8 hours</p>

The Data Entry Operator shall be responsible for the following tasks-

- a. To take dictations.
- b. To enter day to day data to update records.
- c. Typing official letters and other documents.
- d. Handling existing data and editing current information.
- e. To keep Office Records up to date.
- f. Handling inward and outward dispatch of mails and courier.
- g. Handling the fax, Internet and e-mail messages.
- h. To take back up of Data at regular intervals and storage of Data.
- i. To take printouts as required.
- j. Movement and maintenance of files.
- k. Delivering and filing of papers.
- l. Operations of various office equipments like photocopier, fax, telephone, printer, EPABX, etc.
- m. Inventory control of office stationeries.
- n. Keeping records of office assets, staff records, etc.
- o. To provide a variety of secretarial and administrative support.
- p. Front office management.
- q. To perform special assignments as instructed from time to time.

E. Data Entry Operator-cum-Designer:

The following Personnel shall be provided by the Agency –

Sl. No.	Category	No.	Qualification & Experience
1.	Data Entry Operator-cum-Designer	01	<p>Age Limit: Minimum 25 years & Maximum 60 years as on 31.05.2020</p> <p>Educational Qualification:</p> <ol style="list-style-type: none">1. Minimum Graduation in any discipline.2. The Data Entry Operators should have a speed of 4000 characters per minute in English and 30 words per minute in Odia typing.3. He should be well conversant with computers, Internet & LAN function and essentially well trained in MS Office, Indesign, CorelDraw, Photoshop PageMaker. <p>Experience: Minimum 3 years in similar work</p> <p>Working Hours: 8 hours</p>

The Data Entry Operator-cum Designer shall be responsible for the following tasks-

- a. To take dictations.
- b. To enter day to day data to update records.
- c. Typing official letters and other documents in Odia & English as per requirement.
- d. Handling existing data and editing current information.
- e. To keep Office Records up to date.
- f. Handling the fax, Internet and e-mail messages.
- g. To take printouts as required.
- h. Movement and maintenance of files.
- i. Delivering and filing of papers.
- j. To do design work of Booklet, Book, Leaflet, Poster, Paper, Advertisement, Newsletter etc. as per requirement of office.

F. Driver:

The following Personnel shall be provided by the Agency –

Sl. No.	Category	No.	Qualification & Experience
1.	Driver	05	Age Limit: Minimum 21 years & Maximum 60 years as on 31.05.2020 Educational Qualification : 1. Minimum 9 th Pass. 2. He must have valid license to drive LMV (Transport/ Non Transport). Experience: Minimum 3 years in similar work. Working Hours: 8 hours

The Driver shall be responsible for the following tasks-

- a. Drive office vehicle as per the instruction issued by the officer in-charge of the vehicle.
- b. Regular maintenance of Log Book of the vehicle.
- c. Ensure in time deposit of Road Tax & Insurance of the vehicle.
- d. Ensure keeping the vehicle in good & running condition.
- e. Any issue with regard to the condition of the vehicle should be brought to the notice of officer in charge of the vehicle immediately.
- f. To ensure regular check up and servicing of vehicle.
- g. Ensuring vehicle pass for the vehicle from Secretariat or any such other higher offices.

G. Attendant:

The following Personnel shall be provided by the Agency –

Sl. No.	Category	No.	Qualification & Experience
1.	Attendant	06	Age Limit: Minimum 25 years & Maximum 60 years as on 31.05.2020 Educational Qualification: Minimum 7 th Standard (Pass) Experience: Minimum 3 years in similar work Working Hours: 8 hours

The Attendants shall be responsible for the following tasks –

- a) Opening and closing of Office Rooms
- b) Maintenance of Stationery
- c) Arranging refreshment / water, etc.
- d) Preparing tea/coffee and cleaning of cups, plates, glasses, etc.
- e) Delivery of local letters as and when required.
- f) Distribution of office dak & files of general nature among the Officers.
- g) Shifting of office equipments, as and when required.
- h) Performing other related tasks as and when required.

II. Requirement under Strengthening of State Disaster Management Authority (SDMA) & District Disaster Management Authority (DDMAs)

H. State Project Officer:

The following Personnel shall be provided by the Agency –

Sl. No.	Category	No.	Qualification & Experience
1.	State Project Officer	03	<p>Age Limit: Maximum 50 years as on 31.05.2020</p> <p>Educational Qualification:</p> <ol style="list-style-type: none"> 1. The candidate must have Post Graduate/ Master's degree in any discipline, preferably in Sociology/ Rural Development/ Disaster Management/ Social Works or related discipline. 2. All the qualifications must be from recognized University / Institution. 3. Qualifications in disaster management or related discipline would be an advantage. <p>Experience:</p> <ol style="list-style-type: none"> 1. The candidate must have at least 7 years of post qualification experience in social and development Programmes /projects. 2. Experience of working with Central and/or State Governments/ Govt. projects in similar assignments will be preferred. <p>Skill:</p> <ol style="list-style-type: none"> 1. The candidate should have good working knowledge in English and Odia in writing and speaking. 2. The candidate must have Outstanding communication, documentation, presentation and organizational and management skills. 3. The candidate should possess knowledge in the use of computers and office software packages, (MS Word, Excel, and Power Point, etc.). 4. Ability to prepare comprehensive reports and other communication material for providing progress updates;

			<ol style="list-style-type: none"> 5. Good interpersonal skills and ability to establish and maintain effective partnerships and working relations with people in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity. 6. He should be fluent in speech in both Odia and English language. Demonstrate openness in sharing information and keeping people informed. 7. Should be physically and mentally fit to work in disaster situations. He/ she will be liable to serve anywhere in the state for project implementation.
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The State Project Officer (SPO) shall work in Odisha State Disaster Management Authority (OSDMA) under supervision of Project Nodal Officer/ Managing Director for Strengthening of State Disaster Management Authority (SDMA) and Capacity Building on Disaster Management.

The State Project Officer (SPO) shall be responsible for the following tasks –

1. Overall coordination of project activities; ensuring timely collection, coordination and dissemination of all information / instructions from and to district level;
2. Assist in implementation of the provisions of the DM Act with regard to functioning of SDMA;
3. Assist OSDMA for preparation, updation & review of State Disaster Management Plan (SDMP) in state as per NDMA guidelines; Coordinate with different departments of the state government to obtain necessary input for preparation of SDMP and provide support to the departments, if required;
4. Coordinate implementation of the SDMP and mainstreaming of disaster management in the Development Plans of the Departments;
5. Assist OSDMA for Hazard Risk and Vulnerability Assessment study of the state;
6. Assist the departments for preparation of their disaster management plan as per the Disaster Management Act and NDMA/ SDMA guidelines;
7. Assist in reviewing and modifying the District Disaster Management Plans and such plans at different levels;

8. Coordinate with various organizations for conducting mock drills at different levels;
9. Assist OSDMA in different disaster management activities and programme for disaster risk reduction;
10. Coordination of physical activities and financial management; support facilitation for execution of all paper works relating to the project and furnish progress reports;
11. Ensure effective utilization of grants received under the project;
12. Facilitate and participate in the periodic review meetings of District Project Officers and discussions related to project implementation, monitoring and follow-up;
13. Undertake review meetings and field visits to track progress in implementation of the project and take corrective action as required;
14. Provide guidelines and formats for different activities to be undertaken by the district project officers and other stakeholders;
15. Identify capacity development needs for the disaster management, prepare resource papers and arrange for necessary capacity building programmes;
16. Lead the team of District Project Officers and guide them in implementing project activities to achieve the overall objective of the project;
17. Preparation of agenda and proceedings of all meetings and its communication to all quarters;
18. Any other work assigned by OSDMA from time to time.

I. District Project Officer (DPO):

The following Personnel shall be provided by the Agency –

Sl. No.	Category	No.	Qualification & Experience
1.	District Project Officer	30	<p>Age Limit: Maximum 50 years as on 31.05.2020 Place of Working: One or more districts of Odisha.</p> <p>Educational Qualification:</p> <p>1. The candidate must have Post Graduate/ Master's degree in any discipline, preferably in Sociology/ Rural Development/ Disaster Management/ Social Works or related discipline.</p>

			<p>2. All the qualifications must be from any recognized University / Institution. Qualifications in disaster management or related discipline would be an advantage</p> <p>Experience:</p> <ol style="list-style-type: none"> 1. The candidate must have at least 5 years of post qualification experience in social and development Programmes /projects. 2. Experience of working with Central and/or State Governments/ Govt. projects in similar assignments will be preferred. <p>Skill:</p> <ol style="list-style-type: none"> 1. The candidate should have good working knowledge in English and Odia in writing and speaking. 2. The candidate must have Outstanding communication, documentation, presentation and organizational and management skills. 3. The candidate should possess knowledge in the use of computers and office software packages, (MS Word, Excel, and Power Point, etc.). 4. Ability to prepare comprehensive reports and other communication material for providing progress updates; 5. Good interpersonal skills and ability to establish and maintain effective partnerships and working relations with people in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity. 6. Speak and write clearly and effectively; correctly interpret messages from others and respond appropriately, demonstrate openness in sharing information and keeping people informed. 7. Should be physically and mentally fit to work in disaster situations. He/ she will be liable to serve anywhere in the state for project implementation.
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The District Project Officer (DPO) shall work at the district level under the supervision of the Collector/ Additional District Magistrate/ Any other officer designated by the Collector for Strengthening of District Disaster Management Authority (DDMA),

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Capacity Building on Disaster Management and overall Disaster Management Activities in the District.

The District Project Officer (DPO) shall be responsible for the following tasks-

1. Assist the District Disaster Management Authority (DDMA) for preparation, updating & review of District Disaster Management Plan (DDMP) for the district as per guidelines issued by NDMA/ SDMA; Coordination with different government departments at the district level to obtain necessary input for preparation of DDMP and provide them support, if required.
2. Facilitate the selection process of NGOs, organize training programmes and monitor and supervise the preparation of Village Disaster Management Plans (VDMPs).
3. Assist the District Disaster Management Authority (DDMA) in preparation of other disaster management plans at different levels.
4. Facilitate the matters related to the GO-NGO coordination for effective disaster management in the district.
5. Assist DDMA for Hazard, Risk and Vulnerability Assessment study of the district.
6. Organize capacity building programmes for Community, Officials, PRI members, Engineers, Women, PWDs, School Teachers, etc. at district and sub-district level.
7. Facilitate training programmes for Community Volunteers in disaster response.
8. Assist DDMA in different disaster management activities and programmes for disaster risk reduction.
9. Coordination with various organizations for conducting Mock Exercises for different disasters.
10. Coordinate the Familiarization Exercise (FAMEX)/Community Awareness Programme (CAP) of ODRAF, Odisha Fire Service and NDRF teams in the district.
11. Assist the DDMA in organizing meetings of DDMA, DLCNC and other statutory committees formed for disaster management and ensure follow up action.
12. Coordination with various district level line departments and various organizations for updating the inventory of resources in the India Disaster Resource Network (IDRN) portal of the district.
13. Assist the District Administration in responding to disasters like flood, cyclone etc., assessment and compilation of information on damage and loss and monitor and supervise the rehabilitation and recovery processes.
14. Assisting the District Administration in conducting Awareness Programmes at school, college and community level.
15. Any other work assigned by OSDMA/ Office of Special Relief Commissioner and District Administration as and when required.

III. Requirement Under State Drought Monitoring Cell (SDMC)

J. Database Analyst:

The following Personnel shall be provided by the Agency –

Sl. No.	Category	No.	Qualification & Experience
1.	Database Analyst	01	<p>Age Limit: Maximum 45 years as on 31.05.2020 Place of Working: At OSDMA Office.</p> <p>Educational Qualification:</p> <p>1. BE/ B Tech. in Computer Science/ MCA or equivalent qualification.</p> <p>Experience:</p> <p>1. Minimum 3 years of experience in database management.</p>

The Database Analyst shall be responsible for the following tasks-

1. Coordinate various Department / other related agency for collection of different parameters for monitoring the drought in the state;
2. Manage the database on different parameters for drought assessment as per the Drought Management Manual 2016 of Government of India;
3. Maintain and integrate all the information/ data for AWS & ARG installation at the field.
4. Explore information from various sources from internet/literatures/ documents etc. and inform to the other experts of SDMC.
5. Interact to the subject experts and different stake holders in order to understand problems and needs for making analytical decisions;
6. Coordinating for institutionalization of District Drought Monitoring Cells (DDMC) at all district levels.
7. Prepare Reports and documents for SDMC, as and when required

IV. Requirement Under Odisha Disaster Recovery Project (ODRP)

K. Accounts Officer:

The following Personnel shall be provided by the Agency –

Sl. No.	Category	No.	Qualification & Experience
1.	Accounts Officer	01	<p>Age Limit: Maximum 45 years as on 31.05.2020 Place of Working: At OSDMA Office/ District Level.</p> <p>Educational Qualification:</p> <ol style="list-style-type: none">1. The candidate for the post of Accounts Officer should be retired personnel from A.G. Services or a commerce graduate with accounting and internal control.2. He/ She should have adequate working knowledge of Tally ERP-9.00 software system.3. Adequate knowledge of Accountancy and in Double entry book keeping.4. Knowledge of EAP.5. Knowledge of E. Banking system. <p>Experience:</p> <ol style="list-style-type: none">1. Minimum 5 years of experience in PSU/ Company Accounts.

The Accounts Officer shall be responsible for the following tasks-

1. Day to day entry in Tally.
2. Preparation of Vouchers on daily basis.
3. Preparation of summary sheet of payments.
4. Preparation of Monthly Bank Reconciliation Statements.
5. Maintenance of File Movement Register
6. Maintenance of Fixed Assets Register.
7. Checking of bills and process for payments of different suppliers, contractors, consultants etc.
8. Maintenance of Cheque Issue Register.
9. Maintenance of Fixed Deposit Register.
10. Maintenance of Advance Control Register.
11. Maintenance of Bill Register.
12. Maintenance of Grant in Aid Register.

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13. Preparation of Audit Compliances

14. Preparation of MPR / IUFRR.

15. Preparation of Budgets

L. Accountant:

The following Personnel shall be provided by the Agency –

Sl. No.	Category	No.	Qualification & Experience
1.	Accountant	08	<p>Age Limit: Maximum 45 years as on 31.05.2020 Place of Working: At OSDMA Office/ District Level.</p> <p>Educational Qualification:</p> <ol style="list-style-type: none">1. The candidate for the post of Accountant should be a graduate in commerce.2. He/ She should have adequate working knowledge of Tally-9.00 ERP software system,3. Thorough knowledge of double entry and book keeping,4. Knowledge of maintenance of stock, store and assets,5. Knowledge of cash/ bank transactions.6. Knowledge of E. banking system. <p>Experience:</p> <ol style="list-style-type: none">1. Minimum 3 years of experience in Government/ PSUs or in a reputed firm.

The Accountant shall be responsible for the following tasks-

1. Day to day entry in Tally.
2. Preparation of Vouchers on daily basis.
3. Preparation of summary sheet of payments.
4. Preparation of Monthly Bank Reconciliation Statements.
5. Maintenance of File Movement Register
6. Maintenance of Fixed Assets Register.
7. Checking of bills and process for payments of different suppliers, contractors, consultants etc.
8. Maintenance of Cheque Issue Register.

9. Maintenance of Fixed Deposit Register.
10. Maintenance of Advance Control Register.
11. Maintenance of Bill Register.
12. Maintenance of Grant in Aid Register.
13. Preparation of MPR / IUFR.

Note: OSDMA reserves the right not to accept any category of person provided by the successful bidder and it may resort to testing of skills of the persons and accept the qualified persons as per its own requirement

2.3 Responsibilities of the Service Provider

The responsibility of the service provider are as follows:

- i. The Agency shall ensure proper conduct of the deployed Support Staff in office premises and enforce prohibition of consumption of alcoholic drinks, betel, smoking, loitering without work, etc.
- ii. Working hours would be normally **8 hours per day** during working days.
- iii. In case, the person deployed remains absent on a particular day or comes late / leaves early on three occasions, proportionate deduction from the remuneration for one day will be made. In such case, the Agency has to provide a substitute.
- iv. The personnel deployed should be polite, cordial and efficient while on duty and their actions should promote goodwill and uphold the image of OSDMA. The Agency shall be responsible for any act of indiscipline, misconduct, etc. on the part of the persons deployed.
- v. The Agency shall bear all taxes, rates, charges, levies or claims, whatsoever, as may be imposed by the State/ Central Government or any local body or authority. The agency shall furnish such proof of payment of compliance or the obligations including registration certificates, receipts licenses, clearance certificates etc. as may be required by OSDMA from time to time.
- vi. Any non- performance, damage/ theft caused by the workmen of the service provider shall be recovered from the monthly bills of the service provider.

2.4 Responsibilities of the Corporation:

The responsibilities of the management shall include:

The nos. of staff under all categories are approximate in nature, which may vary at the time of issue of Work Order. The Agency will be paid for the extra persons deployed as required & requested by OSDMA at the rates mentioned against the categories of persons in the Financial Proposal at Annexure 2.

2.5 Cost of RFP Document, EMD and Performance Security

- a) The bidders shall submit along with the Technical Proposals, the cost of RFP Document for **₹. 11,800/- (Rupees Eleven thousand eight hundred)** only (including GST) in the form of Demand Draft/ Pay Order in favour of Odisha State Disaster Management Authority, payable at Bhubaneswar and EMD of **₹. 5,32,400/- (Rupees Five lakh thirty two thousand four hundred)** only in the form of Demand Draft/ Pay Order in favour of Odisha State Disaster Management Authority, payable at Bhubaneswar from any of the Nationalized scheduled banks **failing which the tender shall be rejected summarily.**
- b) The successful tenderer will have to deposit a Performance Security Deposit of 05% of the cost of the contract i.e. (the annual employee cost including statutory dues) in the form of Fixed Deposit Receipt (FDR) made in the name of agency but hypothecated to the Managing Director, Odisha State Disaster Management Authority from a Nationalized scheduled bank within 10 days of issue of letter of Award / Intimation which shall be valid until three month beyond expiry of contract period. In case, the contract is further extended beyond the initial period, the Fixed Deposit Receipt (FDR) will have to be accordingly renewed by the successful tenderer.

2.6 Payment & Price Validity

- a) The Agency shall be paid on monthly basis as per the contracted rate. The price shall be all-inclusive including the cost of manpower, and management.
- b) While the bill for 1st month shall be paid after submission of bill for the month, payment from the 2nd month onwards shall be made subject to production of documentary evidence of having made all statutory payments such as EPF, ESI, etc. for the previous month.
- c) GST, if any, shall be paid at the applicable rate.

2.7 Period of Engagement

- a) The engagement shall be for a period of two years from the date of actual operation (beginning of service) or signing of contract whichever is later.
- b) The contract may be renewed for another one year subject to satisfactory performance of the Agency and with the mutual consent of both the parties.
- c) The agency shall sign the contract (Format given in **Annexure 4**) and start providing services (actual engagement of personnel) within 07 days of issue of Letter of Award / Intimation.

2.8 Termination /Suspension of Agreement

- a) The contract can be terminated at any time prior to its completion by either Party with 30 days of notice period.
- b) The OSDMA may, by a notice in writing suspend the agreement if the service provider fails to perform any of his obligations including carrying out the services, provided that such notice of suspension:
 - i. Shall specify the nature of failure, and
 - ii. Shall request remedy of such failure within a period not exceeding 15 days after the receipt of such notice.
- c) The OSDMA 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 (i) to (iv) below, may terminate the agreement after giving the service provider reasonable opportunity of being heard.
 - i. If the service provider does not remedy a failure in the performance of his obligations within 15 days of receipt of notice or within such further period as the Management (OSDMA) have subsequently approved in writing.
 - ii. If the service provider becomes insolvent or bankrupt: or
 - iii. If, in the judgment of the Management of OSDMA, the service provider is engaged in corrupt or fraudulent practices in competing for or in implementation of the project.

3. Instructions to Bidders

3.1 Submission of the Proposal

- a) The proposal shall be submitted in a sealed envelope with clear inscription as **“PROPOSAL FOR PROVIDING CONTRACTUAL MANPOWER SUPPORT / ASSISTANCE, RFP REFERENCE NO. 1766/OSDMA dated 12.06.2020** on top of it before due date and time.
- b) The Proposal shall be in two parts i.e. Cover-A and Cover-B. “Cover-A” shall contain the “Technical Proposal” and “Cover-B” shall contain the “Financial Proposal.”
- c) Technical and Financial Proposal shall be submitted separately in sealed covers with clear inscription as **“TECHNICAL/ FINANCIAL PROPOSAL; RFP REFERENCE NO. 1766/OSDMA dated 12.06.2020”** on top of respective covers and both the sealed envelopes shall be sealed in a third envelop with required inscription on it as mentioned in Clause (a) above.
- d) The Proposal shall remain valid for a period not less than 120 days after the last date of submission of RFP.**

3.2 Contents of the Proposal

- a) The Technical Proposal in addition to proof of eligibility shall contain:
 1. All the information, documents and clarifications as required under **Annexure 1 & ToR.**
 2. EMD (in form of DD/PO) and RFP Document Cost (in form of DD/PO).
 3. Copy of the RFP Document signed on every page by the duly authorized Signatory.
 4. Authorization Certificate issued by the Agency for the Signatory signing the Documents submitted to OSDMA for this Tender.
- b) The Financial Proposal shall be submitted in the format given in **Annexure 2.**
 1. The minimum **service charges is Rs.300/-** per person per month for each category of personnel. Bidders are not permitted to quote below this price. However, Bidders may quote higher than this.

3.3 Evaluation and Selection

- a) The proposals shall be evaluated in two stages i.e. technical evaluation and financial evaluation.
- b) The Financial Proposals shall be opened of those bidders who will qualify in the technical evaluation.
- c) The minimum qualifying score in technical evaluation shall be 54 marks out of 90 marks and the financial proposals of the bidders who secure the minimum 54 marks

shall be opened. Format for technical evaluation is given in **Annexure 3**.

- d) Financial proposals shall be opened in the presence of the technically qualified bidders' representatives, who choose to attend in person at the address given below. The financial scoring will be made on the basis of the permissible amount of service charge at 100% and the higher quoted service charge will be proportionately reduced in scoring.

Odisha State Disaster Management Authority,
9TH Floor, Rajiv Bhawan, Unit-5, Bhubaneswar – 751001.

The bidders or their authorized representatives intend to remain present at the opening of the Technical Bids shall contact OSDMA (Phone No.0674-2395398, 2395531, E-mail: osdma@osdma.org) by **3.30 PM on 29.06.2020** for arrangement of necessary entry passes to the Rajiv Bhawan premises. They must bring original ID proof (Voter ID/ Adhar Card/ PAN/ DL/Passport) for issue of entry pass. The date of opening of the Financial Bids will be intimated to those firms/organizations/agencies who shall qualify the Technical Bid.

Date of Opening of financial proposals shall be communicated to the technically qualified bidders.

3.4 Award of Contract

- a) Contract shall be awarded to the bidder whose bid will be determined to be substantially responsive and who has secured the highest combined technical and financial score.
- b) In case two bidders secure the same highest combined score, the bidder with the highest average annual turnover during the last 3 financial years i.e. 2016-17, 2017-18 & 2018-19 shall be awarded the contract.
- c) The successful bidder has to submit the CV of each Personnel proposed along with the following documents with the contract -
- (i) Educational Certificates
 - (ii) Training Certificate, if any
 - (iii) Previous work experience
- d) Any effort by a bidder to influence OSDMA in its decision on bid evaluation or placement of Work Order may result in rejection of the bidder's offer.
- e) Any legal dispute arising out of this is subject to Bhubaneswar jurisdiction only.

4. Special Conditions of Contract

1. The deployed Staff must be skilled and competent with requisite physical fitness.
2. The deployed Staff should carry out the works assigned to them with due sincerity, diligence, efficiency & punctuality.
3. The personnel deployed by the Agency should not have any Police records/ criminal cases against them.
4. OSDMA may intimate the Agency to disengage any of its staff from service, with 24 hours of prior intimation, in case the management of OSDMA found any negligence on the part of that particular staff.
5. The Agency shall be totally responsible for the conduct of the personnel engaged for the service and the management shall not be responsible for their conduct at any point of time.
6. In case of any damage/ pilferage caused to the property of OSDMA due to mishandling, carelessness of the Agency or its personnel then the same shall be recovered from the Agency adjusting the amount against their monthly bill.
7. The persons deployed shall, during the course of their work, may have access to classified documents, which they are not supposed to divulge to third parties. Any breach of this condition shall make the Agency as well as the person deployed shall be liable for penal action under the applicable laws besides, action for breach of contract.
8. The Agency shall maintain all statutory registers under the law and shall produce the same, on demand, to OSDMA or any other statutory authority.
9. The Agency shall also be liable for depositing all taxes, levies, cess, etc. on account of service rendered to OSDMA with the concerned tax collection authorities, from time to time, as per the applicable rules and regulations. The Agency shall have the responsibility to furnish documentary evidence in support of the statutory compliance to OSDMA, as and when sought for.
10. The Tax Deducted at Source (TDS) shall be done as per the provisions under Income Tax Act and OSDMA shall provide TDS certificate to the Agency.
11. The Agency shall be solely responsible for compliance of all statutory provisions like deposit of ESI, Insurance, EPF, etc. of the personnel deployed. OSDMA shall have no liability in this regard.
12. The OSDMA shall not be held responsible for any statutory non-compliance on the part of the Agency with respect to the Labour Laws including EPF, ESI, Workman Compensation, Minimum Wages Act, Labour Safety, etc. or otherwise. And in no circumstances, the OSDMA shall be made a party to it in case of any dispute arising out of such non-compliance.

13. In case of non-performance, part performance or non-adherence of the statutory obligations due to negligence on part of the Agency, penalty would be imposed by the OSDMA proportionate to the extent of default/ non-compliance.
14. OSDMA shall not be responsible for any financial loss or any injury to any person deployed by the Agency in the course of their performing the functions / duties, or for payment towards any compensation.
15. The persons deployed by the Agency shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular / confirmed employees of OSDMA during the currency or after expiry of the Contract.
16. In case of termination of this Contract on its expiry or otherwise, the persons deployed by the Agency shall not be entitled to and will have no claim for any absorption in the regular/ otherwise capacity in OSDMA.
17. The persons deployed by the Agency shall not claim any benefit/ compensation/ absorption/ regularization of services with Office under the provision of Industrial Disputes Act., 1947 Or Contract Labour (Regulation & Abolition) Act, 1970 or any other Act/ Rules.
18. The Agency shall provide a suitable substitute well in advance if there is any probability of the person leaving the job due to his/ her own personal reasons/ withdrawal/ disengagement. The payment in respect of the overlapping period of the substitute shall be the responsibility of the Agency.
19. The Manpower Service Provider will be bound by the details furnished by it to the Authority while submitting the tender or at subsequent stage. In case, any of such documents furnished by it is found to be false at any stage, it would be deemed to be a breach of terms of Agreement making it liable for legal action besides termination of the Agreement.
20. The outsourced manpower can avail the Govt. declared holidays during normal time (other than disaster time) in a calendar year. But during disaster time the outsourced person may be required to render service any time on any day before, during or after occurrence of any disaster since the persons deployed are going to work in OSDMA which comes under R & DM, (DM) Department.
21. The Manpower Service Provider shall nominate a coordinator who shall be responsible for immediate interaction with the Authority so that optimal services of the persons deployed could be availed without any disruption.
22. The entire financial liability in respect of manpower services to be deployed in OSDMA shall be that of the Manpower Service Provider and OSDMA will in no way be liable. It will be the responsibility of the Manpower Service Provider to pay to the person deployed

a sum not less than the rate quoted in the financial bid and adduce such evidence as may be required by the Office.

23. For all intents and purposes, the Manpower Service Provider shall be the "Employer" within the meaning of different Rules & Acts respect of manpower so deployed. The persons deployed by the Manpower Service Provider shall not have any claim whatsoever like employer and employee relationship against OSDMA.
24. The Manpower Service Provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed. The Authority shall, in no way, be responsible for settlement of such issues whatsoever. In case the grievances of the deployed person are not attended to by the Manpower Service Provider the deployed person can place their grievance before a Joint Committee consisting of a representative of OSDMA and an Authorized representative of the Manpower Service Provider.
25. The Manpower Service Provider must be registered with the concerned Govt. Authorities, i.e. Labour Commissioner, Provident Fund Authorities, Employees State Insurance Corporation etc., and a copy of the registration should be submitted. The Manpower Service Provider shall comply with all the legal requirements for obtaining License under Contract Labour (Regulations and Abolition) Act, 1970 if any, at his own part and cost.
26. The persons deployed should be polite, cordial and efficient while handling the assigned work and their actions should promote good will and enhance the image of the Authority. The Manpower Service Provider shall be responsible for any act of indiscipline on the part of the persons deployed.
27. The provision of TDS under both Income Tax Act as well as GST Act (whenever applicable) will be made and traces / certificate in this regard may be obtained from the respective portal / website of the department.
28. In case, the Manpower Service Provider fails to comply with any liability under appropriate law, and as a result thereof, the office concerned is put to any loss/obligation, monetary or otherwise, the Authority will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the Manpower Service Provider, to the extent of the loss or obligation in monetary terms.
29. The Agreement is liable to be terminated because of non-performance, deviation of terms and conditions of contract, non-payment of remuneration of employed persons and non-payment of statutory dues. The Office concerned will have no liability towards non-payment of remuneration to the persons employed by the Manpower Service Provider and the outstanding statutory dues of the service provider to statutory authorities. If any loss or damage is caused to OSDMA by the persons deployed, the same shall be recovered from the unpaid bills or adjusted from the Performance Security Deposit.

30. The Technical Bid should be accompanied with an Earnest Money Deposit (EMD) of ₹. **5,32,400/- (Rupees Five lakh thirty two thousand four hundred)** only, refundable (without interest), should be necessarily accompanied with the Technical Bid of the Service Provider in the form of Demand Draft drawn in favour of Odisha State Disaster Management Authority payable at Bhubaneswar from any of the Nationalized scheduled banks failing which the tender shall be rejected out rightly.
31. The Earnest Money Deposit in respect of the agencies which do not qualify the Technical Bid (First Stage) / Financial Bid (Second competitive stage) shall be returned to them without any interest after expiry of the final bid validity period and latest by the 30th day after award of the contract. In case of successful tenderer if the agency fails to deploy the required manpower against the requirement within 30 days from the date of placing the order the EMD shall stand forfeited without giving any further notice.
32. The successful tenderer will have to deposit a Performance Security Deposit of 05% of the cost of the contract i.e. (the annual employee cost including statutory dues) in the form of Fixed Deposit Receipt (FDR) made in the name of agency but hypothecated to the Managing Director, Odisha State Disaster Management Authority from a Nationalized scheduled bank within 10 days of issue of letter of Award / Intimation which shall be valid until three month beyond expiry of contract period. In case, the contract is further extended beyond the initial period, the Fixed Deposit Receipt (FDR) will have to be accordingly renewed by the successful tenderer.
33. In case of breach of any terms and conditions attached to this agreement, the Performance Security Deposit of the Manpower Service Provider shall be liable to be forfeited besides annulment of the Agreement.
34. The Authority reserves the right to withdraw or relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage.
35. The remuneration of the employees to be engaged on outsourced basis in OSDMA through service provider may be revised from time to time as per the decision of the Authority/Govt and accordingly amendment to the agreement to be made in appropriate columns.
36. Any changes in the agreement has to be followed by an amendment to the agreement.

5. Penalty Clauses

1. In case the contractor fails to commence/ execute the work as stipulated in the agreement or there is a breach of any terms and conditions of the contract, OSDMA reserves the right to impose the penalty as detailed below:
- a. 2% of cost of order/ agreement per week, up to 2 weeks delay.
 - b. After 2 weeks delay, OSDMA reserves the right to cancel the

contract and withhold the agreement and get this job be carried out from other contractor (s) from open market at the competitive rates. The defaulting contractor will be blacklisted for a period of 2 years and the differential amount, if any, will be recovered from the contractor by forfeiting the Performance Security deposited by the contractor.

- 2) For any breach of contract, OSDMA shall impose a penalty to the extent of Rs. 20,000/- only on the first occasion upon the agency in the event of breach, violation or contravention of any of the terms and conditions contained herein brought to the notice of OSDMA.
- 3) If the lapse is repeated, the extent of penalty will be doubled on each such occasion. Some of the instances in which penalty would be imposed are enumerated below, but these are not exhaustive and penalty may be imposed on any violation/ breach or contravention of any of the terms and conditions as well as assigned duties and responsibilities -
 - a. If the personnel working are found indulging in smoking/ drinking/ sleeping during duty hours.
 - b. If the behavior of the deployed personnel (s) are found to be discourteous to any official of OSDMA.
 - c. If any person is found performing duty by submitting a fake name and address.
 - d. If any person is found on duty other than that mentioned in the approved list provided by the Agency to OSDMA.
- 4) In case of any loss/ theft of OSDMA's property, the committee will consider the circumstances and if the responsibility is fixed on the Agency, OSDMA will make good the losses by deducting the cost of loss from the Performance Security Deposit of the Agency or next month's bill of the Agency in one or more installments.
- 5) If required number of manpower is not deployed by the Agency, then proportionate amount will be deducted during the payment of performance security.
- 6) Failure in payment of penalty will tantamount to deduction of the same from the Performance security deposit made by the service provider.

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ANNEXURE 1: Profile of the Bidder

(To be furnished along with the Technical Proposal: Cover "A")

Sl. No.	Particulars	Details
1.	Name and Address of the Bidder	
2.	Constitution and Date of Incorporation/ Registration (Self-attested copy of Certificate of Incorporation/ Registration to be furnished)	(NGO/ Partnership Firm/ Company/ Others) Date of Incorporation/ Registration
3.	Name, designation, contact no. and address of the contact person/ local representative	
4.	Registration/ empanelment details with different authorities (Self-attested copies of such Registration Certificates to be furnished)	(i) Authority (s): (ii) Date of Registration
5.	ISO 9001 Certification (Self-attested copy of ISO 9001 Certificate to be furnished)	Date of Certification Valid up to
6.	Years of experience in similar line of activity along with the list of clients to whom similar service has been provided in last three years i.e. 2016-17, 2017-18, 2018-19. (Self-attested copies of the Service Contracts/ Agreements/ Work Orders/ Completion Certificates/ Performance Certificates from the Employers to be furnished)	1. Name of Client 2. Date of Contract 3. Duration of Engagement 4. Contract Value 5. Contact Status (Completed/ Ongoing)

Sl. No.	Particulars	Details
	(Separate list for Govt. / Public sector and private sector clients to be furnished. Private sector clients of more than Rs.30 Lakh of annual contract value to be included.)	
7.	Number of manpower engaged at the client locations to render manpower support service (Refer Eligibility Clause 2.1 e)	Self-attested copies of EPF and ESI returns for any one of the three months preceding the month of submission of this proposal to be furnished.
8.	Financial position and operational results for last three financial years 2016-17, 2017-18, 2018-19	Self-Attested copies of Audited Profit & Loss Accounts and Balance Sheets to be furnished. Provisional Profit & Loss Accounts and Balance Sheets shall not be considered.
9.	Any other details the applicant would like to furnish (Example: Awards & Accreditations)	

Note:

- (i) Information to be furnished in separate sheet wherever necessary.**
- (ii) In case of documents, they shall be self attested photocopies.**

Date:

Place:

Authorized Signatory

h

**ANNEXURE: 2 FINANCIAL PROPOSALS
For Providing Manpower Support /
Assistance to Odisha State Disaster Management Authority**

1. Name and Address of the Bidder:
2. Rate per person per month (8 hours per day) inclusive of all statutory liabilities, taxes, levies, cesses:

TABLE- A

Monthly Rate per person											
Sl. No.	Manpower Type	Remuneration	Conveyance Allowance	EPF (Employer share) 13% (on remuneration only)	Service Charges	Total in Rs. (3+4+5 + 6)	GST (as applicable)	Grand Total (7+8)	Deduction		
									EPF 13% (Employer share) on remuneration only)	EPF 12% (Employee share) (on remuneration only)	Take home remuneration
1	2	3	4	5	6	7	8	9	10	11	12
1.	State Project Officer (SPO)	50,000.00	-	-					-	-	50,000.00
2.	District Project Officer (DPO)	40,000.00	-	-					-	-	40,000.00
3.	Database Analyst	26,549.00	-	3451.00					3451.00	3186.00	23,363.00
4.	Accounts Officer	25,664.00	1000.00	3336.00					3336.00	3080.00	23,584.00
5.	Accountant	16,814.00	1000.00	2186.00					2186.00	2018.00	15,796.00

TABLE - B														
Monthly Rate per person														
Sl. No	Manpower Type	Remuneration in Rs.	Conveyance Allowance in Rs.	EPF (Employer share) 13% (on remuneration only)	ESI (Employer share) 3.25% (on remuneration only)	Service Charges in Rs.	Total in Rs. (3+4+5+6+7)	GST (as applicable)	Grand Total (8+9)	Deduction				Take home remuneration (3+4+5+6) - (11+12+13+14)
										EPF 13% (on remuneration only)	ESI 3.25% (on remuneration only)	EPF 12% (on remuneration only)	ESI 0.75% (on remuneration only)	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1.	Computer Programmer	13,237.00	450.00	1721.00	430.00					1721.00	430.00	1588.00	99.00	12,000.00
2.	GIS Operator	13,237.00	450.00	1721.00	430.00					1721.00	430.00	1588.00	99.00	12,000.00
3.	Stenographer	12,092.00	450.00	1572.00	393.00					1572.00	393.00	1451.00	91.00	11,000.00
4.	Data Entry Operator	10,945.00	450.00	1423.00	356.00					1423.00	356.00	1313.00	82.00	10,000.00
5.	Data Entry Operator-cum-Designer	10,945.00	450.00	1423.00	356.00					1423.00	356.00	1313.00	82.00	10,000.00
6.	Driver	10,945.00	450.00	1423.00	356.00					1423.00	356.00	1313.00	82.00	10,000.00
7.	Attendant	10,143.00	150.00	1319.00	330.00					1319.00	330.00	1217.00	76.00	9000.00

* The service provider shall fill up 6, 7, 8 & 9 Columns of Table-"A" and 7, 8, 9 & 10 Columns of Table-"B".

Signature of authorized person
Name:
Seal:

Date:

Place:

Notes:

1. The total rates quoted by the tendering agency should be inclusive of all statutory/taxation liabilities in force at the time of entering into the contract.
2. The payment shall be made on conclusion of the calendar month only on the basis of no. of working days for which duty has been performed by each manpower.

ANNEXURE 3: FORMAT FOR EVALUATION OF TECHNICAL PROPOSAL

Name & Address of the Bidder:				
(For office use only)				
Sl. No.	Criteria	Maximum Marks	Marks Obtained	Remarks
1.	Constitution of the Applicant: a) Registered Company: 10 Marks b) Society/ Partnership Firm/ Others: 5 Marks	10		
2.	Years of Business Experience : a) Between 3 to 5 years: 10 marks b) Between 5 to 7 years: 15 marks c) Above 7 years: 20 marks (To be calculated from the date of incorporation/ registration)	20		
3.	Market Presence/ Clientele: (Last three years i.e. 2016-17, 2017-18, 2018-19) Govt./ Semi-Govt./ Public Sector: 2 marks each a) Private Sector: 1 mark each	10		
4.	Category of employees as per the requirement of OSDMA have earlier being provided to other Govt. / Semi-Govt. / Public Sector offices. a) 5 to 7 Nos Category – 5 marks b) 8 to 10 Nos Category – 7 marks c) 11 to 14 Nos Category – 10 marks	10		
5.	Nos. of support provided to different Govt. / Semi-Govt. / Public Sector offices : a) Between 100 to 200: 8 marks b) Between 201 to 300: 12 marks Above 300: 15 marks	15		
6.	Nos. of personnel having more than 30,000/- or more remuneration whose service have been provided to different Govt. / Semi-Govt. / Public Sector offices : c) Between 20 to 50: 5 marks d) Between 51 to 100: 7 marks e) Above 100: 10 marks	10		
7.	Annual Turnover: (Last three years i.e. 2016-17, 2017-18, 2018-19): a) Above Rs.10 Crores: 7 marks b) Above Rs.20 Crores: 10 marks a) Above Rs.30 Crores: 15 marks	15		
Total		90		

ANNEXURE 4: FORMAT FOR AGREEMENT

1. An agreement made this.....day of _____, 2020 BETWEEN Odisha State Disaster Management Authority (OSDMA), Bhubaneswar (hereinafter called "**1st Party**") of the one part AND **<insert name and address of the service provider>** (hereinafter called "**2nd Party**", which expression shall, where the context so admits, be deemed to include his heirs/ successors/ executors/ administrators) of the other part.
2. Whereas the 2nd Party has been selected by OSDMA through an open tender issued vide Reference No.....dated, and accordingly the letter of award was issued vide No.....dated.....inviting to execute the contract.
3. And whereas the 2nd Party agreed to provide Manpower Support / Assistance in the registered office premises of OSDMA at Bhubaneswar, as per the provisions in the RFP document.
4. And whereas the 2nd Party has deposited the performance security of Rs..... (Rupees) only vide Demand Draft/ Pay Order No. _____ dt.
- 5. The contract will come into force w.e.f. xx.xx.2020.**
6. The contract shall be initially for a period of two year, which may be renewed for another year subject to satisfactory performance of the Agency and with the mutual consent of both the parties.

NOW THESE PRESENT WITNESSES AS FOLLOWS:

7. The following documents shall be deemed to form and be read and constructed as integral part of this Agreement, viz.:
 - a) RFP Terms of Reference;
 - b) Submissions and Declaration as part of the Proposal submitted;
 - c) Notification of Award issued by the Authority;
 - d) Special Conditions of Contract
8. In consideration of the payments to be made by the 1st Party to the 2nd Party, the 2nd Party hereby covenants with the 1st Party to provide the agreed Manpower Support / Assistance in all respects as per the provisions of this Contract.



9. The 1st Party hereby covenants to pay the 2nd Party in consideration of the provision of the agreed Manpower Support / Assistance, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed in the Contract.

10. The description of the services to be rendered by the 2nd Party under this contract and their prices as offered by the 2nd Party and accepted by the 1st Party are as under:

11. PRICE

<Insert the price bid submitted by the Agency>

12. PAYMENT

The payment shall be made to the 2nd Party on monthly basis.

While the bill for 1st month shall be paid after submission of bill for the month, payment from the 2nd month onwards shall be made subject to production of documentary evidence of having made all statutory payments such as EPF, ESI, etc. for the previous month.

In case of any deficiency in performance or non-supply of agreed manpower, deduction shall be made proportionately from the monthly fees.

The 2nd Party shall submit the monthly bill within 1st week of the following month.

For and on behalf of the Agency

For and on behalf of the Authority

Authorized Signatory

<Name and Address of the Agency>

<Authorized Signatory>

Date:

Date:

1. Witness

1. Witness

2. Witness

2. Witness

R

