

**GOVERNMENT OF ODISHA
HIGHER EDUCATION DEPARTMENT**

No 1889 /HE
100/HE/WB/OHEPEE/2020-21

Dated: 09.02.2021

Tender Notice for engagement of eight numbers of Project Assistants on outsourcing basis through a "manpower service provider" for PMU, OHEPEE, Higher Education Department.

The Higher Education Department (HED), Government of Odisha in association with the World Bank is working on a project i.e "Odisha Higher Education Program for Excellence and Equity (OHEPEE)" which aims to strengthen the capacity and improve governance of the Higher Education Sector in the state of Odisha and also work towards providing equitable access and quality to selected Higher Education Institutions (HEIs).

Sealed proposals are invited from interested firms for "Engagement of eight numbers of Project Assistants on outsourcing basis through a manpower service provider" for PMU, OHEPEE, Higher Education Department.

All the candidates will be deployed at the PMU, OHEPEE, 2nd Floor, Pustak Bhawan, A 11, Suka Vihar, Bhubaneswar – 751022. The outsourcing of services will be till November 2022 or will be coterminous with the project.

The selected firm must submit CVs as per the format prescribed in the RFP document in alignment with the eligibility criteria prescribed in the RFP document. The candidates deployed by the service provider, will not have any type of "Employer - Employee" relationship with the Government of Odisha, Higher Education Department. The service provider must ensure that no permanent employment will be demanded by the candidate(s) to the Government of Odisha, during any stage of their engagement or at later stage. For all purpose the selected service provider will be treated as employer.

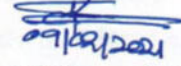
Interested firms may obtain detail terms & conditions for taking up this assignment by downloading the RFP document from Government of Odisha and Higher Education Department's website i.e. <https://odisha.gov.in/all-tenders-quotation> and <https://dhe.odisha.gov.in/tenders>


Finance Officer, OHEPEE

Memo No. 1890 /HE

Dt. 09.02.2021

Copy forwarded to PS to Principal Secretary to Government, Higher Education Department for kind information of the Principal Secretary.



Finance Officer, OHEPEE

Memo No. 1891 /HE

Dt. 09.02.2021

Copy forwarded to State Project Director, OHEPEE for kind information.




Finance Officer, OHEPEE

Memo No. 1892 /HE

Dt. 09.02.2021

Copy with soft copy of the RFP document forwarded to The Joint Secretary to Government, Higher Education Department with a request to publish the RFP document in the official website of the "Higher Education Department" for wide publicity.



Finance Officer, OHEPEE

Memo No. 1893 /HE

Dt. 09.02.2021

Copy with soft copy of the RFP document forwarded to The Head, State Portal Group, Lok Seva Bhawan, Bhubaneswar with a request to publish the RFP document in the official portal of "Government of Odisha" for wide publicity.



Finance Officer, OHEPEE

**GOVERNMENT OF ODISHA
HIGHER EDUCATION DEPARTMENT**

RFP No: OHEPEE/RFP/02/2020-21

Dated: 11th February 2021

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HIGHER EDUCATION DEPARTMENT**

SECTION 1: SCHEDULE OF RFP

Sl. No	Particulars	Details
1	Name of the RFP Inviting Authority	Finance Officer, OHEPEE, Higher Education Department, Government of Odisha
2	Method of Selection	Least Cost Selection Method
3	Date of Issue of RFP	11 th February 2021
4	Submission of Pre-proposal Query (over E-mail)	19 th February 2021 (11:30 A.M)
5	Issue of Pre-proposal Clarifications (over E-mail)	24 th February 2021
6	Last date for submission of proposal	4 th March 2021 (by 05:30 P.M)
7	Date of Opening of Technical Proposal	6 th March 2021 (11:00 A.M)
8	Date of Opening of Financial Proposal	6 th March 2021 (04:00 P.M)
9	RFP Processing Fee (Non-Refundable)	Rs 3,000/- (Rupees Three Thousand Only)
10	Earnest Money Deposit (EMD) (Refundable)	Rs 2,00,000/- (Rupees Two Lakhs Only)
11	Name of the Contact Person	Consultant (Procurement), PMU, OHEPEE Higher Education Department Phone No: 0674 – 2545484
12	Address for Submission & Opening of Proposals	2 nd Floor, Pustak Bhawan, A-11, Suka Vihar, Bhubaneswar-751022 Odisha
13	Duration of the service	Till end of November 2022 or co-terminus with the project.

*In case of any schedule change of date due to COVID-19/ any unforeseen event the date shall be shifted to the next working day and the same will be communicated only on the website of the Higher Education Department, Government of Odisha i.e <http://dheodisha.gov.in/Higher-Education/>



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SECTION 2: IN INSTRUCTIONS TO INTERESTED FIRMS

1. Pre-Qualification Criteria

The participating firms must produce all the copies of the required supportive documents / information as part of their technical proposal, failing which the same proposal shall be summarily rejected.

Sl. No	Basic Requirement	Specific Requirement	Supporting Documents Required
A	Legal Entity	Firm must be a Company as registered under the provisions of the Indian Companies Act Or A Partnership Firm registered under the Indian Partnership Act Or A Limited Liability Partnership registered under The Limited Liability Partnership Act Or A Trust/Society registered under the Indian Trusts Act/ Indian Society Act Or A Proprietorship Firm	• Certificate of Incorporation/ Registration • Partnership deed • GST Registration
B	Nature of Business	Outsourcing of manpower service.	Labour registration certificate.
C	Experience	Must have provided outsourcing of manpower services to at least three offices of the State Government of Odisha during last three financial years i.e 2017-18, 2018-19 and 2019-20.	Order copies
D	Turnover	Must have a minimum average annual turnover of Rs 50 Lakhs (Rupees Fifty Lakhs Only) during last three financial years i.e 2017-18, 2018-19 and 2019-20.	• Audited balance sheet and "Profit & Loss account" along with all schedules certified by a practicing Chartered Accountant. • Acknowledgement of Income tax returns



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E	RFP PROCESSING FEE (Non refundable)	Rs. 3,000/- (Rupees Three Thousand Only)	<ul style="list-style-type: none"> • Demand Draft in favor of "OHEPEE HIGHER EDUCATION DEPARTMENT", drawn in any scheduled commercial bank and payable at Bhubaneswar, Odisha.
F	Refundable	Rs 2,00,000/- (Rupees Two Lakh Only)	<ul style="list-style-type: none"> • However; Micro, Small & Medium Enterprises registered with MSME / NSIC with valid Consultancy service certificate, duly issued by Government of India are exempted for submitting the EMD on the condition that they must have the validity & acceptance of consultancy service registration certificate on the date of opening of proposal.
G	Affirmative statement	The Firm must furnish an affirmative statement as to the non existence of any potential conflict of interest on the part of the Firm due to prior, current or proposed agreements, engagements, or affiliations with the RFP inviting authority.	Self-Declaration from the Firm as per the format (TECH - 4)
H	Blacklist	The Firm must not have been blacklisted by the World Bank / Central Government / any State Government/ Government Organization//Court/Any PSU Unit in India.	Self-Declaration from the Firm as per the format (TECH - 5)

2. Validity of the Financial Proposal

The Financial estimate submitted by the Firm must remain valid for a period of two years from the date of opening of Financial Proposal and no escalation will be allowed under any circumstances.



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3. Pre -Proposal Meeting

Interested firms may submit their queries (if any) in respect of the RFP to pmuohepee@gmail.com as per the schedule date & time mentioned in the RFP document. And clarifications to the above will be hosted in the official website of Higher Education Department, after the pre proposal meeting as per the schedule date & time mentioned in the RFP document.

4. Submission of Proposals

- Three separate envelopes containing RFP Processing Fee, EMD & Technical Proposal should be sealed in one envelope super scribed as "**TECHNICAL PROPOSAL**".
 - Financial proposal should be sealed in one envelope super scribed as "**FINANCIAL PROPOSAL**".
 - Both Technical & Financial proposals should be sealed in a master envelope and be addressed as per the "SCHEDULE OF RFP". The envelope should bear the name & address of firm, along with the RFP name & number.
 - The language for proposal submission is English.
- A) The "**TECHNICAL PROPOSAL**" must contain the following documents duly signed:
- RFP Processing Fee & Earnest Money Deposit (EMD).
 - Filled in Proposal Submission Check List in Original (Annexure-I).
 - More than twelve (12) CVs (as per Annexure-II) are to be submitted by the bidder during application for tender duly signed by the candidates (candidates having engineering background shall be given preference).
 - Covering letter (TECH – 1) on Firm's letterhead.
 - Organization's Details (TECH – 2) on Firm's letterhead.
 - Experience Details (Tech – 3) along with the copies of ongoing work orders / work completion certificates of manpower outsourcing service.
 - Self-Declaration regarding Conflict of Interest (TECH - 4)
 - Self-Declaration regarding not getting blacklisted as per the format (TECH - 5)
 - Turnover details as per the format. (TECH – 6).
 - Copy of Certificate of Incorporation/ Registration.
 - Copy of PAN.
 - Copy of Goods and Services Tax Identification Number (GSTIN).
 - Copy of Labour registration certificate.



- Copies of audited balance sheet, Profit & Loss account along with all schedules certified by the Chartered Accountant and Copies of IT Return for the last three Financial years i.e 2017-18, 2018-19 and 2019-20.
- B) The Financial Proposal duly completed in all respects shall be sealed in an envelope marked/super scribed as "Financial Proposal" and must contain:
- Covering letter (FIN – 1) on firm's letterhead.
 - Financial Proposal (FIN – 2) on firm's letterhead.
 - The prices quoted and other information having a bearing on the price must be written both in figures and words in the prescribed form.
- The proposal must be delivered at the specified address as per the "SCHEDULE OF RFP" through Speed post / Registered Post / Courier only. The RFP inviting authority shall not be responsible for postal delay or delay due to any unforeseen situation.
 - Submission of proposal through any other mode will not be accepted.
 - No alternation / modification / overwriting / corrections in the format shall be accepted.
 - The Firms should note that Prices should not be indicated in the Technical Proposal and should only be quoted in the Financial Proposal. In case the prices are indicated/ mentioned in the Technical Proposal, the proposal shall be rejected.
 - Firms should submit the required supporting documents as mentioned above. Proposals not conforming to the eligibility criteria and not submitting the required documents as listed above shall be summarily rejected.
 - Submission of forged documents will also result in rejection of the proposal.
 - Firms are advised to study carefully all instructions, forms, terms & conditions and other important information as mentioned in the RFP document prior to submission of the tender paper.
 - The proposal must be complete in all respect properly indexed and hard bound.
 - Each page should be numbered and signed by the authorized person with his/her seal & signature.
- 5. Opening of Proposals**
- The sealed envelope containing Technical Proposal will be opened in the initial stage by the RFP inviting authority in presence of the firm/their authorized representatives as per the scheduled date & time mentioned in the RFP.



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- Only the proprietor or one of his/her representatives with proper authorization letter from the participating firm will be allowed to attend the technical proposal opening meeting.
- The Second Envelope containing Financial Proposal shall be opened as per the scheduled date & time mentioned in the RFP for such firms who will qualify the technical bid during technical evaluation stage.

6. Disqualification of Proposal

A. The proposal is liable to be disqualified on the following grounds:

- Proposal submitted without RFP Processing fee and EMD as applicable or valid proof of exemption certificate to that extent.
- Proposal not submitted in accordance with the procedure and formats as prescribed in the RFP.
- Proposal received in incomplete form.
- Proposal received after due date and time.
- Proposal which is not accompanied by all the required documents/ information.
- A Financial proposal submitted with assumptions or conditions.
- Proposals with any pre-condition on technical and financial bids.
- Proposal which is not properly sealed and signed.
- Proposal which is not in terms of the requirements of RFP inviting authorities.
- Firm trying to influence the proposal evaluation process by unlawful/corrupt/fraudulent means at any point of time during the bid evaluation stage.
- Price quoting in any irrelevant papers, documents etc except financial proposal.
- If in case of a firm or any person acting on its behalf indulges in corrupt and fraudulent practices.
- Any other condition / situation which holds the paramount interest of the RFP inviting authority during the overall selection process.
- In case of equal quoting of service charge by the technically qualified firms, their higher average annual turnover value for last three financial years will be the deciding criteria of selection during financial bid.

B. The RFP inviting authority reserves the right to annul any/all of the proposals received, at any point of time with/without assigning any reason thereof.



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7. Evaluation of Proposals

A two stage process will be adopted as explained below for evaluation of the proposals:

➤ Stage 1: Technical Evaluation

- Technical evaluation of the proposals will be done to determine whether the proposal complies with the prescribed eligibility conditions and the requisite documents / information have been properly furnished by the firm.

➤ Stage 2: Financial Evaluation

- The financial proposals of the technically qualified firms only shall be opened at this stage in the presence of the technically qualified firm/ their authorized representatives.
- Least Cost Selection method will be followed for selection of the L1 firm.

8. Award of Contract

- The selected firm will be notified by the RFP inviting authority in writing by issuing a "Letter of Intent" and will be asked to acknowledge the "Letter of Intent (LoI)" and to submit the "Performance Security" within 10 (Ten) days of issuance of the LoI".
- The tentative project cost of hiring eight numbers of "Project Assistants" would be around Rs. 40,00,000/- (Rupees Forty Lakhs Only). Accordingly the **Performance Security** would be 10% i.e. Rs. 4,00,000/- (Rupees Four Lakhs Only).
- The Performance Security wherever applicable is unconditional and irrevocable. It may be either in the form of a:
 - ✓ Demand Draft from a scheduled commercial bank in favour of "OHEPEE HIGHER EDUCATION DEPARTMENT", payable at Bhubaneswar"
 - ✓ or a Fixed Deposit pledged in the name of "State Project Director, OHEPEE HIGHER EDUCATION DEPARTMENT".
 - ✓ or may be in shape of a Bank Guarantee in the name of "OHEPEE HIGHER EDUCATION DEPARTMENT".
- After receiving the acknowledgement of LoI along with the "Performance Security" from the selected firm, the "Work Order" will be issued.
- Performance Security, deposited by the selected firm will be returned after 60 days from date of release of final payment at the end of the OHEPEE program.
- EMD deposited by the selected firm will be returned after depositing the Performance Security and EMD deposited by the unsuccessful firms will be returned immediately.

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9. Conflict of Interest

Conflict of interest exists in the event of:

- Firms who have a business or family relation with the RFP inviting authority directly or indirectly
- Practices prohibited under the anti-corruption policy of the Government of India and Government of Odisha/World Bank.
- The interested firms are to be careful enough for not raising a situation where there will be any conflict of interest with the RFP inviting authority as this would amount to their disqualification and breach of contract.

10. Disclosure

- Firm has an obligation to disclose any actual or potential conflict of interest. Failure to do so will lead to disqualification of the firm or termination of its contract.
- Firm must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency or the financial standing of the Firm, including but not limited to appointment of any officer such as a receiver in relation to the Firm's personal or business matters or an arrangement with creditors, or of any other similar proceedings.
- Firm must disclose if they have been convicted of, or are the subject of any proceedings relating to:
 - ✓ a criminal offence or other serious offence punishable under the law of the land, or where they have been found by any regulator or professional body to have committed professional misconduct;
 - ✓ corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract;
 - ✓ Failure to fulfil any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

11. Anti-corruption Measure

- Any effort by Firm(s) to influence the RFP inviting authority in the evaluation and ranking of financial proposals, and recommendation for award of contract, will result in the rejection of the proposal.
- A recommendation for award of work order shall be rejected if it is determined that the recommended Firm(s) has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question.

- In such cases, the RFP inviting authority shall blacklist the Firm(s) either indefinitely or for a stated period of time, disqualifying it from participating in any related RFP process for the said period.

12. Cost of Bidding

- The Firm(s) shall bear all costs associated with the preparation and submission of its proposal.
- The RFP inviting authority shall not be responsible or liable for those costs, regardless of the conduct or outcome of the RFP process.
- Firms are not allowed to submit more than one proposal under the selection process. Alternate bids are also not allowed.

13. Payment

- During 1st week of each month the selected firm will be provided with the attendance report of all eight "Project Assistants" for the previous month.
- After receiving the attendance report the selected firm needs to prepare the consolidated invoice for eight numbers Project Assistants as per the criteria mentioned at "FIN – 02". Accordingly the invoice will be processed for payment after verification at PMU level.
- While calculating the monthly remuneration of Project Assistants, the selected firm must take care that only one (01) "Casual Leave" is allowed per month for each Project Assistants. In case the Project Assistants availed more than one leave during that particular month then the deduction must be calculated accordingly. The leave calculation is confined to Financial Year only and cannot be carrying forwarded to subsequent financial years if not availed during the running financial year.
- TDS & GST TDS will be deducted by the PMU, OHEPEE as per the prevailing rate.
- The selected firm has to ensure that the entitled remuneration is credited to the Project Assistant's bank account after it is drawn in favor of the firm by OHEPEE and a declaration to that extent is to be submitted by the firm during raising of monthly remuneration bills to OHEPEE.

14. Legal Jurisdiction

All legal disputes are subject to the jurisdiction of the Orissa High Court, Cuttack.

15. Governing Law

- Any unjustified and unacceptable delay in delivery shall render the selected firm liable for liquidated damages and thereafter the RFP inviting authority holds the option for cancellation of the contract for pending activities and

completes the same through any other agency(s) who participated in the RFP process and shortlisted as L2, L3 tenderer respectively.

- In such case of premature cancellation the contract the RFP inviting authority reserves the right to withhold the performance security.
- The rights and obligations of the RFP inviting authority and the selected firm under this contract will be governed by the prevailing laws of Government of India and Government of Odisha only.

16. Force Majeure

- "Force Majeure" means an event beyond the control of the selected firm and not involving the selected firm's fault or negligence and not foreseeable.
- Such events may include wars or revolutions, fires, floods, riots, civil commotion, earthquake, epidemics or other natural disasters and restriction imposed by the Government or other bodies, which are beyond the control of the selected firm, which prevents or delays the execution of the order by the selected firm.
- If a Force Majeure situation arises, the selected firm shall promptly notify RFP inviting authority in writing of such condition, the cause thereof and the change that is necessitated due to that prevailing condition.
- Until and unless otherwise directed by the RFP inviting authority in writing, the selected firm shall continue to perform its obligations as per the RFP terms & conditions as far as possible and shall seek all reasonable alternative means for delivering performance not prevented by the Force Majeure event.
- The selected firm shall advise the RFP inviting authority in writing, the beginning and the end of the above causes of delay, within seven days of the occurrence and cessation of the Force Majeure condition.
- In the event of a delay in supplying manpower for more than seven days during normal time and lasting for more than one month, if arising out of causes of Force Majeure, RFP inviting authority reserves the right to cancel the Work Order without any obligation to compensate the selected firm in any manner for what so ever reason.

17. Settlement of Disputes

- The RFP inviting authority and the selected firm shall make every effort to resolve amicably, by direct negotiation, any disagreement or dispute arising between them under or arising from or in connection with the contract.
- Disputes not so resolved amicably within 30 days of receipt of notice of such a dispute shall be resolved by a sole arbitrator nominated by the Principal Secretary, Higher Education Department, Government of Odisha.
- The arbitration proceeding shall be held in Bhubaneswar.

SECTION 3:

1. Eligibility Criteria of Project Assistants

- S/He should be above 21 years of age and not exceeding 32 years.
- S/He has to be well familiar with Computer operation and well trained in MS-OFFICE and internet.
- Knowledge of English both written and spoken along with sound communication skills in Odia language is essential.
- Any Graduate with at least:
 - 60% marks in Matriculation/H.S.C
 - 60% marks in +2/12th (Overall including extra optional subjects)
 - 50% marks in Graduation
- Students having technical & engineering background shall be given preference.

2. Key Responsibilities Of Project Assistants


- S/He will be responsible for assisting the PMU Officials in carrying out activities relating to OHEPEE.
- Follow up with the Higher Education Institutions (HEIs) selected under OHEPEE, relating to including program monitoring, implementation and reporting.
- Undertaking field visit for data collection, hand holding and follow up with the selected HEIs. (For field visits, Travel Allowance will be provided at rates fixed by the Government.)
- Generating and maintaining files & records for the PMU.
- Collecting data and feeding the same into the computer
- Generating information/report on project components for the physical & financial decision making
- Maintaining information on MIS system
- Any other responsibility assigned by the State Project Director, OHEPEE from time to time.

3. Replacement Of Project Assistants

- The selected firm will submit CVs as per the format prescribed at **Annexure II**, in alignment with the eligibility criteria prescribed in the RFP.
- The monthly consolidated remuneration for each position of "Project Assistant" is Rs. 25,000/- per month which may be enhanced @ 5% every

completed year based on satisfactory performance from the date of working at PMU.

- If, for any reason which is beyond the reasonable control of the selected firm, such as death, medical incapacity, etc where it becomes necessary to replace any of the personnel, the selected firm shall replace person of equivalent or better qualifications.
- After the selected firm will provide CVs of appropriate candidates within **Seven (7) days** for review and approval by the State Project Director, OHEPEE.
- The selected firm must replace the personnel within seven (7) working days from the date of approval of replacement sent by the State Project Director, OHEPEE.
- If one or more key personnel become unavailable / leave the assignment for any reason midway, the selected firm must notify the State Project Director, OHEPEE at least fourteen **(14) days** in advance, and obtain the approval of the State Project Director, OHEPEE prior to making any substitution.
- The selected firm shall provide an explanation on circumstances necessitating the proposed replacement and submit justification and qualification of replacement personnel in sufficient detail to permit evaluation of the impact on the engagement to the State Project Director, OHEPEE in writing.
- Acceptance of a replacement person by the State Project Director, OHEPEE shall not relieve the selected firm from the responsibility to meet the required standard of the assignment.
- In case the firm did not follow the terms & conditions mentioned for replacement of key personnel then it will attract a penalty of 10% of the "Grand Total" offered by the selected firm in their financial proposal.


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ANNEXURE – I**PROPOSAL SUBMISSION CHECK LIST**

Sl.No	Particular	Submitted (Yes/No)	If Yes: Page No. of the Proposal Document
1	Details of RFP Processing Fee (Draft no, date and bank name)		
2	Details of EMD (Draft no, date and bank name)		
3	Covering letter (TECH – 1)		
4	Organization's Details (TECH – 2)		
5	Experience Details (Tech – 3)		
6	Self-Declaration regarding Conflict of Interest (TECH - 4)		
7	Self-Declaration regarding not getting blacklisted as per the format (TECH - 5)		
8	Turnover details as per the format. (TECH – 6)		
9	Copy of Certificate of Incorporation/ Registration		
10	Copy of PAN		
11	Copy of Goods and Services Tax Identification Number (GSTIN)		
12	Copy of Labour registration certificate		
12	Copies of audited balance sheet, Profit & Loss account along with all schedules certified by the Chartered Accountant and Copies of IT Return for the last three Financial years i.e 2017-18, 2018-19 and 2019-20.		
13	Willing to carry out assignments as per the scope of work of the RFP (Yes/No)		
14	Willing to accept all the terms and conditions as specified in the RFP (Yes/No)		

Authorized Signatory with Date and Seal

COVERING LETTER

To

The State Project Director, OHEPEE
Higher Education Department
Government of Odisha

Sub: "Engagement of eight numbers of Project Assistants on outsourcing basis through a manpower service provider", for PMU, OHEPEE, Higher Education Department.

Ref: RFP No: OHEPEE/RFP/02/2020-21 dated

Dear Sir,

I, the undersigned, offer to participate in the selection process to provide the outsourcing services for "Hiring of Project Assistants" under "Odisha Higher Education Program for Excellence & Equity", in accordance with your RFP No: OHEPEE/RFP/02/2020-21 dated

I am here by submitting our proposal, which includes EMD, Technical Proposal and Financial Proposal sealed in separate envelopes and all three of those sealed in a single envelope. I hereby declare that all the information and statements made in this Technical Proposal are true and correct to the best of my knowledge and I accept that any misinterpretation contained in it may lead to disqualification of our proposal.

I hereby unconditionally undertake to accept all the terms and conditions as stipulated in the RFP document. In case any provision of this RFP are found violated, then your department shall without prejudice to any other right or remedy be at liberty to reject our proposal including forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

Authorized Signatory with Date and Seal



ORGANIZATION'S DETAILS

Sl. No	Particular	Details
1	Name of the Company/Organization	
2	Type of Organization/Firm(Proprietary/ Partnership/ Pvt. Ltd. / Public Ltd)	
3	Date of Establishment and Experience in business (In number of years)	
4	Registered office Address & Complete postal address	
5	Local office in Odisha (along with address & contact details).	
6	Telephone, Fax Numbers & e-Mail id of concerned person	
7	G.S.T. Registration No.	
8	PAN No.	
9	Labour Registration No.	

Authorized Signatory with Date and Seal

ORGANIZATION'S PAST EXPERIENCE DETAILS

List of completed or ongoing assignments on outsourcing of manpower services during last 3 financial years.

Sl. No.	Name of the Assignment with Details thereof	Name of the Client	Date of Award / Commencement of assignment	Date of Completion of Assignment	Page no as mentioned in the technical proposal document	Remarks if any
1						
2						
3						

Authorized Signatory with Date and Seal



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HIGHER EDUCATION DEPARTMENT**

TECH – 4

Information Regarding Any Conflicting Activities & Declaration Thereof

Are there any activities carried out by your agency which are of conflicting nature?

- If yes, please furnish details of any such activities:
- If no, please certify, In Organization's Letter Head as mentioned below:

I, hereby declare that our agency is not indulged in any such activities which can be termed as the conflicting activities as mentioned in the RFP document.

I, also acknowledge that in case of misrepresentation of any of the information, our proposal / contract shall be rejected / terminated by the RFP Inviting authority which shall be binding on us.

Authorized Signatory with Date and Seal

SELF DECLARATION FOR NOT BLACK LISTED

To,

The State Project Director, OHEPEE,
Higher Education Department
2nd Floor, Pustak Bhawan, A-11, Suka Vihar,
Bhubaneswar-751022

Sub: Self Declaration for not being blacklisted

Ref: RFP No: OHEPEE/RFP/02/2020-21 dated

Sir,

I/We.....here by confirm that our firm has not been banned or blacklisted by any State/Central Government organization/Financial Institution/Court/Public Sector Unit/World bank or by any other organization since inception of our firm.

Authorized Signatory with Date and Seal

FINANCIAL TURNOVER DETAILS

Financial Turnover of the Organization during Last Three Financial Years (Certified by a Practicing Chartered Accountant):

Sl. No	Financial Year	Turnover in INR
1	2019-20	
2	2018-19	
3	2017-18	
Average Annual Turnover for the last three years (INR)		

Authorized Signatory with Date and Seal

FINANCIAL PROPOSAL SUBMISSION FORM

To,

The State Project Director, OHEPEE
Higher Education Department
Government of Odisha

Sub: "Engagement of eight numbers of Project Assistants on outsourcing basis through a manpower service provider", for PMU, OHEPEE, Higher Education Department.

Ref: RFP No: OHEPEE/RFP/02/2020-21 dated

Dear Sir,

I, the undersigned, offer to participate in the selection process to provide the outsourcing services for "Hiring of Project Assistants" under "Odisha Higher Education Program for Excellence & Equity", in accordance with your RFP No: OHEPEE/RFP/02/2020-21 dated

I am here by submitting our Financial Proposal sealed in separate envelope which includes the taxes applicable as per GST Act and service charges.

I hereby unconditionally undertake to accept all the terms and conditions as stipulated in the RFP document. In case any provision of this RFP are found violated, then your department shall without prejudice to any other right or remedy be at liberty to reject our proposal including forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

Authorized Signatory with Date and Seal

FINANCIAL PROPOSAL

Sl.No	Manpower Type	Monthly Consolidated Remuneration*	Service Charge #	Total per person/month (C+D)	GST @ 18% on (E)	Grand Total per person/month (E+F)
(A)	(B)	(C)	(D)	(E)	(F)	(G)
1	Project Assistant	25,000/-				

* The selected firm must transfer the entitled monthly consociated remuneration to the bank account of the Project Assistant after receiving from the OHEPEE.

The interested firm must take into account the expenses to be bear by the selected firm like; Income Tax, TDS on gross bill, so that the monthly entitled remuneration received from OHEPEE must be transferred to the bank account of Project Assistant.

Authorized Signatory with Date and Seal

FORMAT FOR SUBMISSION OF CANDIDATES CV

Paste recent Passport size photograph here
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1. Personal Details

Name of the Candidate	
Father's Name	
Permanent Address	
Present Address	
Mobile number	
E-Mail Address	
Alternate E-Mail Address	
Date of Birth (DD/MM/YYYY)	
Gender (Male/Female)	

2. Educational Qualification (from Matriculation to Graduation)

Qualification	Stream	Board/ University	Year of Completi on	Marks Secured	Maxim um Marks	%age of Marks	Remarks
1	2	3	4	5	6	7	8
10 th / H.S.C							Not Applicable
+2							
Graduation							

Note:

- Specify stream e.g. Arts/Science/Commerce/ B.Tech/ BBA/ MCA.etc in case of +2 and or +3, in the remark column (8) above.
- Do not attach any certificate or mark sheet

Declaration:

I do hereby declare that all the information submitted in the application form are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect at any point of time, my candidature/engagement may be cancelled/terminated without any further notice and I am liable for legal action.

Signature of the Applicant