

Directorate of Employees State Insurance Scheme, Odisha,
Bhubaneswar.

Notice No. 3 0 6 /DESI Dated. 12.01.2024

FE-11-07/23(P)
CORRIGENDUM

Pursuant to the prebid meeting dated 08-01-2024, the advertisement inviting R.F.P for supply of services published vide this Directorate R.F.P No.11286/DESI dated 27.12.2023, is hereby modified with necessary correction / incorporation and substitution as detailed below:-

1. The revised Commercial Bid / Proposal Format (Page No-24 of 36) is attached herewith with necessary correction / modification.
2. In the condition of Commercial Bid / Proposal at Sl.No.1 at Page-24 the Column Number mentioned as “3” may be read as Column No.”4”
3. The category of service (Column No.2) mentioned at Point No.2.2 (Sl.No.5) of the R.F.P., may be read as “**Watching**” instead of “**watch and Ward**”. Similarly the category of services (Column No.2) mentioned at Point No.2.2 (Sl.No.9) may be read as “**Night Watching**” instead of “**Protection and safeguarding**”. Accordingly, this rectification shall have its effect in the relevant Paragraph under 1.1, Page No.2 of 36 (Statement of Purpose).
4. In the terms and conditions at Point No.3 under the Sub-Heading (General) 3.1 at Sl.No.14 (Page No.10 of 36) the term mentioned as minimum wages may be read as “**monthly consolidated remuneration for different categories of Outsourced service as per the Government in Finance Department Resolution No.30722/F dated 06.11.2020**”.
5. Under the paragraph 4.5 (Submission of Proposals) with its Sub-Para Technical Proposal it may be read as “**Original Copy in First envelope**” instead of “**Original + documents + C.D.**” (Page No.14 of 36)
6. In the paragraph 5.3 (Technical Evaluation) at Column No.1 under the Heading Sub-Criteria, the date mentioned as **31st March, 2022**, may be read of **31st March 2023**.

Contd. Page No.2

7. The word “**assignment**” mentioned in the entire R.F.P at different locations may be read as “**Providing Service of similar categories**”.
8. In Point No. 5.1 (**Eligibility Criteria**) under the Heading **Technical Criteria**, the contents mentioned at Column No.2 against Sl.No.B may be read as “Similar services in Central / State Govt. / U.T.s / its companies in Odisha (Preferably Bhubaneswar, Odisha) during the last 2 (two) financial years as on 31.12.2023 of value specified herein, the relevant area as per the scope of work (Page No.19 of 36)
9. The Form No. mentioned at Point No. **5.1 (Column-3/B), (Column-3/F) & (Column-3/G)** under the Heading **Technical criteria & Financial Capability Criteria** may be read as “**Form No.T.5**”, “**Form T.6**” & “**T.4**” instead of Form T4, T5 & T2(Part B) of Section-5 respectively. (**Copies of all the Forms are attached**).



DIRECTOR

COMMERCIAL BID /PROPOSAL FORMAT

Service	Number of Man days in a month @ an average of 08 (Eight) hours in a working day per person (Required by Office)	Total (max) man days' work in a month	Fixed monthly Charges per person for 24 man-days of service rendered (in ₹)	Total monthly charges for each person rendering service including other Statutory fees (in ₹) (Excluding Service Charges & GST)	Total minimum billing permitted per month (24 Man days) for all services in all designated locations.	Minimum billing permitted per Annum for 24 man-days (in ₹) (Excluding Service Charges & GST)
1	2	3	4	5	6	
Driving	24 man days x 14 persons	336	₹.11,100	₹.12,903.75	₹.1,80,652.50	₹.21,67,830
Attending	24 man days x 126 persons	3024	₹.10,100	₹.11,741.25	₹.14,79,397.50	₹.1,77,52,770
Sweeping & cleaning	24 man days x 61 persons	1464	₹.10,100	₹.11,741.25	₹.7,16,216.25	₹.85,94,595
Running errand	24 man days x 34 persons	816	₹.10,100	₹.11,741.25	₹.3,99,202.50	₹.47,90,430
Watching	24 man days x 13 persons	312	₹.10,100	₹.11,741.25	₹.1,52,636.25	₹.18,31,635
Stretcher Carrying	24 man days x 2 persons	48	₹.10,500	₹.12,206.25	₹.24,412.50	₹.2,92,950
Washing clothes	24 man days x 4 persons	96	₹.10,100	₹.11,741.25	₹.46,965.00	₹.5,63,580
Gardening	24 man days x 1 person	24	₹.10,500	₹.12,206.25	₹.12,206.25	₹.1,46,475
Night Watching	24 man days x 7 persons	168	₹.10,100	₹.11,741.25	₹.82,188.75	₹.9,86,265
T O T A L						₹. 3,71,26,530

(Rupees Three Crore Seventy One Lakh Twenty Six Thousand Five Hundred Thirty) only

N.B: Service charges shall not be less than the floor rate of 3.85% of the fixed monthly charges in respect of each person rendering service.

N.B¹: Quotation with reference to cost of Supply of service : _____ % (To be filled up by the firm) of total value at Col. No. 4 above.

The Bidder/ applicant has to quote uniform rate of "Service Charge" per total (max) man days' work in a month per person as above at column no. "4" for all categories of services i.e. the bidder has to quote single rate for service charge irrespective of type of services. The rate shall be quoted in both Figures & Words

**Request for
Proposal**

Format T3
(To be furnished in the Technical Bid envelope)
(On the letterhead of the Organization)

DETAILS OF THE BIDDER

GENERAL INFORMATION ABOUT THE BIDDER					
1	Name of the Bidder				
	Registered address of the firm				
	State		District		
	Telephone No.		Fax		
	Email		Website		
Contact Person Details					
2	Name		Designation		
	Telephone No.		Mobile No.		
Communication Address					
3	Address				
	State		District		
	Telephone No.		Fax		
	Email		Website		
Type of the Firm (Please <input type="checkbox"/> relevant box)					
4	Private Ltd.	<input type="checkbox"/>	Public Ltd.	<input type="checkbox"/>	Proprietorship
	Partnership	<input type="checkbox"/>	Society	<input type="checkbox"/>	Others, specify
	Registration No. & Date of Registration.				
Nature of Business (Please <input type="checkbox"/> relevant box)					
5	Manufacturer		<input type="checkbox"/>	Authorized Service Provider	
Key personnel Details (Chairman, CEO, Directors, Managing Partners etc.)					
6	in case of Directors, DIN Nos. are required				
	Name			Designation	
	Name			Designation	
7	<i>Whether any criminal case was registered against the company or any of its promoters in the past?</i>				Yes / No
8	<i>Details of the Branch Office in Odisha (if registered office is not in Odisha):</i>				

**Request for
Proposal**

9	<p><u>GST Registration</u></p> <p><i>Furnish the copy of the GST registration certificate</i></p>			
10	<p><i>PAN :</i></p> <p><i>Furnish the copy of the PAN</i></p>			
11	<p><i>Registration certificate / Certificate of Incorporation of the firm (furnish the copy)</i></p>			
12	<p><i>Copy of Quality Certification : ISO 9001, Food License / Registration (furnish the copy)</i></p>			
13	<p><i>Bank Details of the Bidder: The bidders have to furnish the Bank Details as mentioned below for Payment for supply if any (if selected)</i></p> <p>a. Name of the Bank :</p> <p>b. Name of the Account & Full address of the Branch concerned :</p> <p>c. Account no. of the bidder :</p> <p>d. IFS Code of the Bank :</p>			
Date:		Office Seal		Signature of the bidder / Authorized signatory

FORM T4

(to be furnished in the technical proposal envelope)

ANNUAL AVERAGE TURN OVER STATEMENT

(To be furnished in the letter head of the Chartered Accountant)

The Annual Turnover of Dietary/ Meals Service (Cooked) of
M/s _____ for the financial years are given
below and certified that the statement is true and correct.

Sl.	Financial Year	Turnover in Lakhs (Rs.)
1	2017-18	
2	2018-19	
3	2019-20	

Membership No.:

Registration No. of Firm

Note:

- a) To be issued in the letter head of the Auditor/Chartered Accountant mentioning the Membership no.*
- b) This turnover statement should also be supported by copies of audited annual statement of the last three years and the turnover figure should be highlighted there.*

FORM T5

(to be furnished in the technical proposal envelope)

**Past Experience In Executing similar services in Central/State
Government/I.T/Uts. Companies in Odisha.**

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

Name/address of the Organization	Work order/ Contract No. and date	Brief Description of the Scope of Work	No. of Manpower deployed for the service	Date of completion of assignment	Value of the Assignment	Role of your firm

*Note: Please furnish the **Work order / Contract copies** of the works executed serially in support of the information mentioned above.

Authorized Signatory/Signature [In full and initials]: _____

Name and Title of Signatory: _____ (Organization Seal)

FORMAT T 6
(to be furnished in the technical proposal envelope)

**Format for Affidavit certifying that the firm is not blacklisted
(On a Stamp Paper of Rs.20/-)**

Affidavit

I, M/s. (the name of the firm with address of the registered office) hereby certify and confirm that we are not debarred by Department of Health & FW, Govt. of Odisha/ or any other entity of GoO or blacklisted by any state Government or Central Government / Department / Organization in India from participating in Tenders / Projects.

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

Dated thisDay of, 2021

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

Name and Title of Signatory: _____

(Organization Seal)

10.3 Template of declaration for Persons deployed for rendering services.

Please provide a separate table for assignment management and services etc.

Sl. No.	Nos.	Area of Expertise/ Category of service	Whether EPF/ESI & AADHAR Number of the Staff available (Yes / No)	Time committed for the assignment/ completed.
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

N.B:- The Number of persons deployed should tally with EPF records (To be checked with EPF website / Last ECR Challan Copy).

Seal & Signature of the Bidder:

Business Address: