

DRAFT



Chief District Medical and Public Health Officer (CDM & PHO), Jajpur, Odisha

RFP No: 9262

/2025

Date: 31.12.2025

REQUEST FOR PROPOSAL

Selection of a Bidder for Operation and Management of a Maa Gruha (Maternity Waiting Home) at Kaliapani, under District Mineral Foundation (DMF), Jajpur'

Chief District Medical and Public Health Officer (CDM & PHO), Jajpur, ADPHO (FW), Jajpur

Govt. of Odisha, invites sealed proposals from eligible Bidder(s) for “**Selection of an Bidder for Establishment, Operation and Management of Maa Gruha (Maternity Waiting Home) at Kaliapani, under District Mineral Foundation (DMF), Jajpur**”

Bidder(s) fulfilling the prescribed eligibility criteria of the RFP can access and download the complete RFP Document and other details from <http://jajpur.odisha.gov.in>.

The major events under the bid process are:

Sr. No.	List of Key Events	Critical Dates
1	Date of Issue of RFP	01.01.2026
2	Pre-bid Meeting	Date & Time: 06.01.2026, 11.30 A.M, VENUE:- Office of CDM & PHO, Jajpur
3	Deadline for Submission of Pre-Proposal Query via email	09.01.26
4	Last Date for Submission of Bid	17.01.2026 before 05.00 PM
5	Date of Opening of Technical Bid	19.01.2026 at 3.30 PM
6	Date of Technical Presentation	May not be required as the bidders are requested to provide the hard copy of the work plan for scoring.

The proposal complete in all respects must reach the undersigned by **Speed Post/Registered Post/courier** only latest by 17.01.2026 **before 5.00 PM** in a sealed envelope clearly mentioning on the top of it “**Selection of an Bidder for Establishment, Operation and Management of Maa Gruha (Maternity Waiting Home) at Kaliapani, under District Mineral Foundation (DMF), Jajpur**”. The proposals received beyond the last date and time shall be rejected. The authority reserves the right to reject any/ all proposals without assigning any reason thereof.

Address for Submission of Proposal:

Chief District Medical and Public Health Officer (CDM & PHO), Jajpur
At/Po/ District- Jajpur, Pin- 755001

RFP Number: 9262 / CDM &PHO

Date: 31/12/2025

REQUEST FOR PROPOSAL

FOR

**SELECTION OF A BIDDER FOR 'ESTABLISHMENT, OPERATION AND
MANAGEMENT OF A MAA GRUHA (MATERNITY WAITING HOME) AT
KALIAPANI UNDER DISTRICT MINERAL FOUNDATION (DMF), JAJPUR**



**Chief District Medical and Public Health Officer (CDMO & PHO), Jajpur,
Odisha**

January 2026

DISCLAIMER

The information contained in this Request for Proposal (RFP), hereinafter referred to either as “Tender” or “Bid Document” provided to the Bidders, by the Tender Issuing Authority (TIA) which is the Chief District Medical and Public Health Officer (CDM & PHO), Jajpur on the terms and conditions set out in this Tender document and all other terms and conditions subject to which such information is provided.

The purpose of this Tender document is to provide the Bidder(s) with information to implement the following assignment:

‘ESTABLISHMENT, OPERATION AND MANAGEMENT OF A MAA GRUHA (MATERNITY WAITING HOME) AT KALIAPANI UNDER DISTRICT MINERAL FOUNDATION (DMF), JAJPUR.’

This Tender document does not purport to contain all the information each Bidder may require. This Tender document may not be appropriate for all persons, and it is not possible for the TIA, or its office staff, employees, or advisors to consider the business/investment objectives, financial situation and particular needs of each Bidder who reads or uses this Tender document.

Each Bidder should therefore conduct its own investigations and analysis and should check the accuracy, reliability, and completeness of the information in this Tender document and wherever necessary obtain independent advice from appropriate sources. TIA i.e., CDM&PHO, Jajpur, or its office staff, employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules, or regulations as to the accuracy, reliability, or completeness of the Tender document.

CDM&PHO, Jajpur may, in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this TENDER document.

The TIA also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any statements contained in this RFP. The issue of this RFP does not imply that the TIA is bound to select the Bidder for the Project and the TIA reserves the right to reject all or any of the Bids without assigning any reasons whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the TIA or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and the TIA shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the bidding process.

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Section I: Letter of Invitation and Factsheet

1. Letter of Invitation

RFP No:

Date:

Name of the Assignment: Selection of a Bidder for Establishment, Operation and Management of Maa Gruha (Maternity Waiting Home) at Kaliapani, under District Mineral Foundation (DMF), Jajpur.

1. The “Chief District Medical and Public Health Officer, Jajpur” Government of Odisha (The Client) invites sealed proposal from eligible Bidder under the process for “Selection of an Bidder for Establishment, Operation and Management of Maa Gruha (Maternity Waiting Home) at Kaliapani, under District Mineral Foundation (DMF), Jajpur”. More details on the proposed study are provided at Section - III: Terms of Reference (ToR) of this RFP Document.
2. A Bidder will be selected under QBS Selection procedure as prescribed in the RFP Document in accordance with the procedures prescribed herewith from Finance Department, Govt. of Odisha.
3. The proposal, complete in all respect as specified in the RFP document must be accompanied with a non-refundable amount of INR. 5,000/- (Rupees Five Thousand only) towards Bid Processing Fee and a **Refundable amount towards EMD** of INR 50,000/- (Rupees Fifty Thousand only) in form of Demand Draft (DD) in favour of “ZSS NON NRHM FUND ACCOUNT” drawn from any Scheduled/Nationalized Bank and payable at Jajpur, Odisha failing which the bid will be rejected.
4. The proposal must be delivered at the specified address as per the Bidder Data Sheet by Speed Post / Registered Post only. The Client shall not be responsible for postal delay or any consequence. Submission of proposal through any other mode will be rejected.
5. The last date and time for submission of proposal complete in all respects is mentioned in the bid and the date of opening of the technical proposal is also mentioned which will be conducted in the presence of the Bidder(s) or their authorised representative at the specified address as mentioned in the Bidder Data Sheet. Representatives of the Bidder(s) may attend the meeting with due authorization letter on behalf of the Bidder.
6. The RFP comprises the following sections:
 - Section 1 – Letter of Invitation & Factsheet
 - Section 2 – Instructions to applicant Bidder(s)
 - Section 3 – Terms of Reference
 - Section 4 – Technical Proposal Submission Forms
 - Section 5 – Annexures (I – Bid Submission Checklist, II – Draft Performance Bank Guarantee, III- Definition & Acronyms)
7. While all information/data given in the RFP are accurate within the consideration of scope of the proposed assignment to the best of the Client’s knowledge, the Client holds no responsibility for accuracy of information, and it is the responsibility of the Bidder to check the validity of information/data included in this RFP. The Client reserves the right to accept / reject any / all proposals / cancel the entire selection process at any stage without assigning any reason thereof.

**Chief District Medical & Public Health Officer,
Jajpur, Odisha**

2. Bidders Data and Factsheet

Sl. No.	Particular	Details
1	Name of the Client / Contact Person / Address for Submission of Proposal	Chief District Medical & Public Health Officer (CDM &PHO), At / PO/ District- Jajpur, Pin-755001 Email: jajpuredmo@gmail.com
2	Availability of RFP Document	https://jajpur.odisha.gov.in
3	Date of Issue of RFP	Already mentioned in the RFP
4	Deadline for Submission of Pre-Proposal Query	on jajpuredmo@gmail.com The pre-bid meeting shall be organized as per the Date and time along with venue already mentioned in the RFP The clarification/amendment, if any, due to the pre-bid queries shall only be hosted in the http://jajpur.odisha.gov.in (under 'Tender' link).
5	Issue of Pre-proposal Clarifications	via online mode on https://jajpur.odisha.gov.in
6	Last Date for Submission of Bid	Already mentioned in the RFP
7	Date of Opening of Technical Bid	Already mentioned in the RFP
8	Date of Technical Presentation	Already mentioned in the RFP {of only those Bidder(s) who qualify in the Stage I of the evaluation (Pre-qualification Criteria)}
9	Place of Opening of Proposal	O/O ADM (GENERAL),Collectorate,Jajpur
10	Mode of Submission	Speed Post / Registered Post/courier only to the address as specified above during the office hour only. Submission of bid through any other mode and late bid will be rejected
11	Bid Processing Fee (Non-Refundable)	INR 5,000/- (Five Thousand only) (including GST) in the form of demand draft (DD) drawn in favor of " ZSS NON NRHM FUND ACCOUNT " drawn in any Nationalized / Scheduled Bank payable at Jajpur. The bid processing fee shall be submitted along with the 1 st Inner Envelope of the Technical Proposal.
12	Earnest Money Deposit (EMD) (Refundable)	INR 50,000/- (Rupees Fifty thousand only) in the form of demand draft drawn in favor of " ZSS NON NRHM FUND ACCOUNT " drawn in any Nationalized / Scheduled Bank payable at Jajpur. The EMD shall be submitted along with the 1 st Inner Envelope of the Technical Proposal.
13	Performance Bank Guarantee	3% of the entire contract value
14	Name of the Project	Selection of a Bidder for Establishment, Operation and Management of Maa Gruha (Maternity Waiting Home) at Kaliapani, under District Mineral Foundation (DMF), Jajpur
15	Method of Selection	QBS (Quality Based Selection)

Note:

1. The authority reserves the right to change any schedule. Please visit the website <http://jajpur.odisha.gov.in> regularly for the same.
2. Proposals must be submitted before the date, time and venue mentioned in the Fact sheet through Speed/Registered Post/courier only. Proposals that are received after the deadline will not be considered.
3. Under signed reserves the right to cancel the RFP fully or partially without assigning any reason there off.

**Chief District Medical & Public Health Officer,
Jajpur, Odisha**

Section II: Instruction to Applicant Bidder(s)

1. Pre-Qualification Form 1

Sl. No	Basic Requirement	Specific Requirement	Documents Required
1.	Legal Entity	<p>The Bidder/Bidder shall be in operation for the past Three (3) years as on submission of the bid and shall be registered as:</p> <ul style="list-style-type: none"> • Company under Companies Act, 1956/2013 or • Society registered under The Societies Registration Act, 1860 or • Trust registered under the Indian Trusts Act, 1882 or 	<p>Registration documents of the Bidder as a duly registered legal entity in India along with:</p> <ul style="list-style-type: none"> • Registration document showing incorporation of the Bidder; • PAN Card of the registered legal entity • GST certificate of the registered legal entity • Certified copy of Trust Deed in case of Trust • Copy of the Registration Deed and byelaws, in case of an NGO or Society • Any other supporting document, as may be required
2.	Operation	<p>The Bidder should have been in operation for the past three years as on 31/03/2025 and filed ITRs for the last 3 FYs.</p>	<p>Audited Financial Statements and ITRs of Last three FY's (2022-23, 2023-24 and 2024-25) duly signed by a Chartered Accountant with UDIN No.</p>
3.	Financial Capacity	<p>The Bidder should have an average annual turnover of at least Rs. 2.00 Crores over the last three FYs (2022-23, 2023-24 and 2024-25). This must be the individual Bidder's turnover and not that of group companies/organizations.</p>	<p>Average Annual Turnover Statement (Supporting form 'Technical Form 3') with UDIN No.</p>
4.	Consortium	<p>No consortium / JVs / associations / subcontracting shall be allowed under this project</p>	<p>Declaration of submitting as independent Bidder from the Authorized Signatory (Supporting form 'Technical Form-10')</p>

5.	Blacklist	The Bidder should not have been blacklisted by any Central / State Government Ministry in India or Public Sector Undertakings or any Government Bidder(s)	Undertaking by the Authorized Signatory (Supporting form 'Technical Form11')
6.	Experience	The Bidder should have prior experience of minimum 5 years in Operation and Management of at least 3 Facilities/ Centers/ Units, for cumulative of the following: <ul style="list-style-type: none"> • Maa Gruha 	<p>Filled up Technical Form 5 along with Contract/ Agreement/ Work Orders/ Letter of Invitation from client(s) that clearly states the details of the scope of work, date of commencement, details of services provided and all other essential details of the contract.</p> <p>The Bidder shall also provide documentary evidence by way of Client Certificate / Statutory Auditor'/ Chartered Accountant's certificate (having valid registration) with respect to the project with required details.</p> <p>Undertakings/ Declarations in lieu of/or in support of above requirement if submitted on Bidder's letter head shall not be accepted.</p> <p>Documents in other languages should be supplemented by an English translated copy.</p>
7.	Authorized Representative	A Power of Attorney in the name of the person signing the proposal.	Original Power of Attorney (Notarized on a Rs. 100/- Non-Judicial Stamp Paper as per Technical Form 4
8.	Cost of Tender/ Tender Fee	The Bidder should furnish a Tender Fee of ₹5,000 (Rupees Five Thousand Only) , in the form of Demand Draft in favour of "ZSS NON NRHM FUND ACCOUNT", and payable at Jajpur.	Original Demand Draft
9.	Earnest Money Deposit	The Bidder should furnish an EMD of ₹50,000 (Rupees Fifty Thousand Only) , in the form of Demand Draft in favour of "ZSS NON NRHM FUND ACCOUNT" and payable at Jajpur.	Original Demand Draft

Note:

- i. The photocopies of documents submitted towards Pre-qualification criteria are to be substantiated through production of originals, whenever asked for / whenever required.
- ii. If any of the above original documents are not produced whenever asked for/ required, the proposals shall be rejected and termed as non-responsive, at any time of the evaluation till issuance of Letter of Intent / Supply Order / Signing of MOU.
- iii. Bidder(s) should submit the required supporting documents as mentioned above. Bids not conforming to the eligibility criteria and non-submission of required documents as listed above will lead to rejection of the bid.
- iv. Submission of forged documents will also result in rejection of the bid. Bidder(s) are advised to study all instructions, forms, terms & conditions, and other important information as mentioned in the RFP Document. The Bidder shall declare all ongoing litigation it is involved in with any govt. Bidder/state/central department.
- v. The proposal must be complete in all respect, indexed, pages numbered and spiral bound. Each page should be numbered and signed (in full) by the authorized representative (as per TECH 4). A table of content, enumerating the page numbers of each document should be mentioned at the start of each proposal.
- vi. Client at its own discretion reserves the right to ask for clarifications/supporting documents at any time during evaluation. Additional time may be given for submission of documents. This will remain at discretion of client.

2. Documents/ Formats for submission along with Technical Proposal

The Bidder must furnish the following documents duly signed in along with their Technical Proposal:

1. Filled in Bid Submission Check List in Original (Annexure-I)
2. Covering letter (Technical Form – 1) on Bidder’s letterhead requesting to participate in the selection process.
3. Bid Processing Fee & EMD as applicable.
4. Copy of Certificate of Incorporation/ Registration.
5. Copy of PAN.
6. Copy of Goods and Services Tax Identification Number (GSTIN).
7. General Details of the Bidder (Technical Form – 2).
8. Financial Details of the Bidder (Technical Form – 3) along with all the supportive documents as applicable duly signed as per the instruction (Copies of IT Return for the last three financial years i.e., FY 2022-23, 2023-24 and 2024-25, Turnover Certificate from Chartered Accountant / Statutory auditor / Photocopy of Audited financial statements: P/L and Balance Sheet).
9. Power of Attorney (Technical Form – 4) in favor of the person signing the bid on behalf of the Bidder / TSP.
10. List of completed assignments of similar nature (Past Experience Details, Technical Form – 5) along with copies of contracts / work orders / completion certificate from previous Clients.
11. Self-Declaration regarding Conflict of Interest (Technical Form - 6)
12. Technical Form - 7 till Technical Form -12 (colored PPT as per Tech 8 and 9).

13. Tests of responsiveness

14. 2.1.1 Prior to evaluation of Bids, the Authority shall determine whether each Technical Bid is responsive to the requirements of the RFP. A Technical Bid shall be considered responsive if:
15. (a) it is received as per the specified format;

- (b) it is received by the Bid Due Date including any extension thereof;
 - (c) it is signed and marked as stipulated in this RFP;
 - (d) it is accompanied by the Bid Security;
 - (e) it is accompanied by the Power of Attorney;
 - (f) it contains all the information and documents (complete in all respects) as requested in this RFP;
 - (g) it contains information in formats same as those specified in this RFP;
 - (h) it contains certificates from its statutory auditors/CA in the formats specified in the RFP;
 - (i) it does not contain any condition or qualification;
 - (k) the original documents as stipulated under Clause 2 have been submitted by the Bidder; and
 - (l) it is not non-responsive in terms hereof.
16. 2.1.2 Any condition or qualification or any other stipulation contained in the Bid shall render the Bid liable to rejection as a non-responsive Bid.

3. Bid Processing Fee, Earnest Money Deposit (EMD)

The Bidder must furnish as part of technical proposal, the required bid processing fee of Rupees Five Thousand (₹ 5,000), in the form of Demand Draft (DD) from any National / Scheduled Bank in favor of “**ZSS NON NRHM FUND ACCOUNT**” and payable at Jajpur, must be submitted along with the Proposal. Proposal received without bid processing fee will be out rightly rejected.

1. An Earnest Money Deposit (EMD) of Rupees 50,000 (Fifty Thousand only), in the form of Demand Draft (DD) drawn in favor of “**ZSS NON NRHM FUND ACCOUNT**” and payable at Jajpur, must be submitted along with the Proposal. Proposals not accompanied by Tender Fee and EMD shall be rejected as non-responsive. No interest shall be payable by the Client for the sum deposited as EMD and no bank guarantee will be accepted in lieu of the EMD. The EMD of the unsuccessful Bidder(s) would be returned within one month of signing of the contract with the selected Bidder.
2. If the Bidder is registered with Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) then to avail its benefits related to RFP, necessary documents shall be submitted along with technical bid documents.
3. The EMD of the successful Bidder will be released only after furnishing of the required Performance Bank Guarantee (PBG) and signing of the contract.
4. The EMD shall be forfeited by the applicant Bidder(s) in the following events:
 - i. Bidder withdraws its proposal during the bid validity period as specified in RFP.
 - ii. Bidder does not respond to requests for clarification of its proposal.
 - iii. Bidder fails to provide required information during the evaluation process or is found to be non-responsive or has submitted false information in support of its qualification.
 - iv. If the Bidder fails to:
 - a) Provide any clarifications to the Client.
 - b) Agree to the decisions of the contract negotiation meeting.
 - c) Sign the contract within the prescribed time. Furnish required Performance Bank Guarantee in time.
 - v. Any other circumstance which holds the interest of the Client during the overall selection process.

4. Validity of the Proposal

Proposal shall remain valid for a period of **180 (One Hundred Eighty Days)** from the date of opening of the Technical Proposal. The Client reserves the rights to reject a proposal valid for a shorter period as non- responsive and will make the best efforts to finalize the selection process and award of the contract within the bid validity period. The bid validity period may be extended on mutual consent.

5. Applicant Clarifications and Queries

Bidder(s) can submit their queries in respect of the RFP and other details if any, to the client i.e., CDM&PHO Jajpur through e-mail at 'jajpuredmo@gmail.com' till the date mentioned in the Bidder(s) Datasheet and Factsheet in Section 1.2.

1. A pre-bid meeting will be held on the date and time mentioned in the Bidder data and factsheet.
2. Clarifications to the above will be uploaded in <https://jajpur.odisha.gov.in> for the purpose of preparation of the proposal.
3. Request for alternation / change in existing terms and conditions of the RFP shall not be considered / entertained.
4. The queries shall necessarily be submitted in the following format:

Sl. No.	Page No.	Section No.	Content of RFP requiring clarification	Change/clarification requested	Remarks

5. Client shall not be responsible for ensuring that the Applicant's queries have been received by them.
6. Any requests for clarifications post the indicated date and time may not be entertained by the Client. The purpose of query clarification is to provide the Applicants with information regarding the RFP, project requirements, and opportunity to seek clarification regarding any aspect of the RFP and the project. However, the Client reserves the right to hold or re-schedule the process.
7. Responses to Queries and Issue of Corrigendum:
 - a. The Authorized Representative of the Client will endeavor to provide timely response to the queries. However, no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does undertake to answer all the queries that have been posed by the Applicants.
 - b. At any time prior to the last date for receipt of Proposals, the Client may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Applicant, modify the RFP Document by a corrigendum.
 - c. The Corrigendum (if any) and clarifications to the queries from all Applicants will be uploaded on the website <http://jajpur.odisha.gov.in>. Any such corrigendum shall be deemed to be incorporated into this RFP.
8. To provide prospective Applicants reasonable time for taking the corrigendum into account, the Client may discretionally extend the last date for the receipt of Proposals

6. Submission of Proposal

Bidder must submit their proposals by **Registered Post / Speed Post/courier only** to the specified address on or before the last date and time for submission of proposals as mentioned in Bidder Data Sheet. The Client will not be responsible for postal delay / any consequence in receiving of the proposal. The proposal must be submitted in two parts. Each part should be separately bound with no loose sheets. Each page of the two parts should be page numbered and in conformation to the eligibility qualifications and clearly indicated using an index page. The Client will not consider any proposal that arrives after the deadline as prescribed in the Bidder Data Sheet. Any Proposal received after the deadline will be out rightly rejected by the Client.

The procedure for submission of the proposal is described below:

Technical Proposal (Original):

The envelope containing technical proposal shall be sealed and superscripted as “**Technical Proposal – Establishment and Management of A 8 (Eight) Seated Maa Gruha (Maternity Waiting Home) at Kaliapani, Sukinda block Under District Mineral Foundation, Jajpur**” and to be furnished inside one envelope. The duly filled-in technical proposal submission forms, with all the supportive documents and information must be furnished as part of technical proposal. The above envelope must be sealed and placed inside a main envelope with proper labelling of following information in bold:

NAME OF THE ASSIGNMENT:

RFP NUMBER AND DATE:

DEADLINE FOR SUBMISSION OF BID:

NAME OF THE BIDDER:

CONTACT NUMBER OF THE BIDDER:

EMAIL ID OF THE BIDDER:

ADDRESS OF THE BIDDER:

Any deviation from the prescribed procedures / information / formats / conditions shall result in out-right rejection of the proposal. All the pages of the proposal must be sealed and signed by the authorized representative of the Bidder. Bids with any conditional offer shall be out rightly rejected.

7. Opening of Proposal

The FIRST ENVELOPE containing **TECHNICAL PROPOSAL** will be opened in the initial stage by the Client in presence of the Bidder’s representatives at the location, date specified in the Bidder Data Sheet. The Client will constitute a Consultant Evaluation Committee (CEC) to evaluate the proposals submitted by Bidder(s). Only one representative with proper authorization letter from the participating Bidder will be allowed to attend the bid opening meeting.

8. Evaluation of Proposal

A Two stage evaluation process will be conducted as explained below for evaluation of the proposals:

- 1) **Preliminary Evaluation (1st Stage) *:** Preliminary evaluation of the proposals will be done to determine whether the proposal complies with the prescribed eligibility condition and the requisite documents / information have been properly furnished by the Bidder or not. Submission of following documents / information will be verified:
 1. Filled in Bid Submission Check List in Original (Annexure-I)
 2. Covering letter (Technical Form 1) on Bidder’s letterhead requesting to participate in the selection process.
 3. Bid Processing Fee and EMD as applicable.
 4. Copy of Certificate of Incorporation/ Registration.
 5. Copy of PAN
 6. Copy of Goods and Services Tax Identification Number (GSTIN)
 7. General Details of the Bidder (Technical Form 2).
 8. Financial Details of the Bidder (Technical Form 3) along with all the supportive documents as applicable duly signed as per the instruction (Copies of IT Return for the last three financial years i.e., FY 2022-23, 2023-24 and 2024-25, Turnover Certificate from Chartered Accountant / Statutory auditor / Photocopy of Audited financial statements: P/L and Balance Sheet).

9. Power of Attorney (TECH 4) in favour of the person signing the bid on behalf of the Bidder.
10. List of completed assignments of similar nature (Past Experience Details, Technical Form 5) along with copies of contracts / work orders / completion certificate from previous Clients.
11. Self-Declaration on Conflict of Interest (Technical Form 6).
12. Duly filled in Technical Proposal Forms (Technical Form 7 to 11 along with coloured PPT as per Technical Form 8 and 9).
13. All the pages of the proposal and enclosures/attachments are signed by the authorized representative of the Bidder.

*Bids not complying to any of the above requirement, will be outrightly rejected at the discretion of the Client's authority.

- 2) **Technical Evaluation (2nd Stage):** Technical proposal will be opened and evaluated of only those Bidder(s) who qualify the preliminary evaluation stage. Detailed evaluation process as per the following parameters will be adopted for proposal evaluation:

Sl.	Evaluation Criteria	Max. Marks
1.	Turnover	10
1.1	<p>Average annual turnover of the last three financial years, i.e., FY 2022-23, 2023-24 and 2024-25</p> <p><u>Scoring Criteria:</u></p> <ul style="list-style-type: none"> • More than (or equal to) INR 2 Cr. & less than INR 3 Cr. = 5 marks • More than (or Equal to) INR 3 Cr. & less than INR 5 Cr. = 7 marks • More than (or Equal to) INR 5 Cr. and above = 10 marks 	10
2.	Experience of the Bidder***	60
2.1	<p>Total Years of Experience of functional/ completed cumulative units of Operations and Management of Maa Gruhas (Minimum duration of one project contract period should not be less than six months)</p> <p>(Marks awarded will be dependent on the summation of years of experience in individual projects, i.e., $Y = Y1 + Y2 + Y3 + \dots + Yn$)</p> <p><u>Scoring Criteria:</u></p> <ul style="list-style-type: none"> • More than (or equal to) 3 years & up to 6 years = 10 Marks • More than 6 Years and & up to 9 Years = 20 Marks • More than 9 Years = 30 Marks 	30
2.2	<p>Total number of functional/ completed cumulative units of Operations and Management of Maa Gruhas. (Minimum duration of one project contract period should not be less than six months)</p> <p>(Marks awarded will be dependent on the summation of number of such projects, i.e., Facilities or Centres or units, $P = P1 + P2 + P3 + \dots + Pn$)</p>	30

Sl.	Evaluation Criteria	Max. Marks
	<u>Scoring Criteria:</u> <ul style="list-style-type: none"> • More than (equal to) 3 & up to 7 Facilities/ Centres/ Units = 10 Marks • More than 8 & up to 14 Facilities/ Centres/ Units = 15 Marks • More 15 & up to 21 Facilities/ Centres/ Units = 20 Marks • More than 21 Facilities/ Centres/ Units= 30 Marks 	
4	Technical Presentation	20
4.1	Presentation of Approach, Methodology and Work Plan through hard copy only <ul style="list-style-type: none"> • Understanding of the Assignment and Issues/Challenges (05 Marks) • Approach, Methodology, Work Plan, Unique Selling Proposition / Additional Software / Features, Additional Services related to the assignment (05 Marks) • Challenges and Risk Mitigation Strategies (5Marks) Similar Case Studies (05 Marks)	20 Technical Presentati on through hard copy
5	Manpower Strength (10 Marks)	10
	Manpower: Currently agency having own staffs in the payroll minimum in last 6 (six) months other than any Govt. / Private funding project staff. Criteria for award of Marks: <ul style="list-style-type: none"> • Minimum one clinical staffs(MBBS/ Ayush / SN/ ANM / Pharmacist) = 02 marks • Minimum one managerial staffs with post graduate qualification = 04 Marks • Minimum one account staffs with minimum B. Com qualification = 04 marks 	10 marks
Total Marks (1+2+3+4+5)		100**

Note:

1. Experience preceding application due date.
2. The CV submitted as a part of the RFP Bid submission are expected to be deployed full-time for a period of 3 years.
3. **The minimum qualifying Score is: 70 from 100 Marks.
4. All the claims shall be mandatorily substantiated via submission of all the supporting photocopies of relevant documents as per TECH 5.
5. ***Photocopies of work orders / experience certificates from the clients / agreement etc must be submitted as a proof for each assignment. No assignment should be repeated across various categories of evaluation parameters. Ongoing assignments will be considered for evaluation only if 6 months of the project period have elapsed.

6. Client at its own discretion reserves the right to ask for clarifications/supporting documents at any time during evaluation. Additional time may be given for submission of documents. This will remain at discretion of client.

- 3) **Final Selection of Bidder:** All the applicant Bidder(s) who are technically qualified (i.e., obtain minimum 70 Marks in Technical Evaluation) shall be ranked based on marks obtained in the Technical Evaluation and the Bidder scoring the highest marks will be selected by the Client.

9. Contract Negotiations

1. Negotiations will be held (if necessary) at the office of CDM & PHO Jajpur. The invited Bidder will, as a pre-requisite for attendance at the negotiations, confirm availability of all Professional staff. Failure in satisfying such requirements may result in the Client proceeding to negotiate with the next-ranked Bidder. Representatives conducting negotiations on behalf of the Bidder must have written authority to negotiate and conclude a Contract/MoU.
 - 1) Technical Negotiations: Negotiations will include a discussion of the Technical Proposal including the proposed technical approach and methodology, work plan, organization and staffing, and any suggestions made by the selected Bidder to improve the Terms of Reference. The Client and the selected Bidder will finalize the Terms of Reference, staffing schedule, work schedule, and reporting. These documents will then be incorporated in the Contract/MoU as "Description of Services". Special attention will be paid to clearly defining the inputs and facilities required from the Client to ensure satisfactory implementation of the assignment. The Client shall prepare minutes of negotiations which will be signed by the Client and the selected Bidder.
 - 2) Financial Negotiations: After the technical negotiations are over, financial negotiations will be carried out in order to discuss any changes in financials due to change in scope of work or due to clarification on any aspect of the technical proposal during the technical negotiations. Under ordinary circumstances, the financial negotiation shall not result in any increase in the proposed budget. However, in case of exceptional reasons/circumstances, the client may consider an increase/modification in the budget.
2. Conclusions of Negotiations: Negotiations will conclude with a review of the draft Contract / MoU. To complete negotiations the Client and the selected Bidder will initial the agreed Contract / MoU. If negotiations fail, the Client will invite the next-ranked Bidder to negotiate a Contract / MoU.

10. Award of Contract

1. After completion of the contract negotiation stage, the client will notify the successful Bidder in writing by issuing a proposal for letter of intent (LOI) / award of contract / offer letter for signing the contract and promptly notifying all other Bidder(s) about the result of the selection process.
2. The successful Bidder(s) shall be asked to sign the contract after submission of PBG and fulfilling all formalities within 15 days of issuance of the LOI / award of contract / offer letter.
3. After signing of the contract, no variation or modification of the terms of the contract shall be made except by written amendment signed by both the parties.
4. The contract shall be valid for Three (3) years i.e., Thirty-six Months from the date of effectiveness of the contract.
5. The contract can be extended for next Two (2) years i.e., Twenty-four months, subject to satisfactory performance as determined by the Client and as mutually agreed by both the parties.

6. After a 5-year term of the total contract with the Bidder, the contract will terminate, and a new tender process will commence.

11. Performance Bank Guarantee (PBG)

1. Within Seven (7) working days of notifying the acceptance of a proposal for award of contract/ LOI, the qualified Bidder shall have to furnish a Performance Bank Guarantee amounting to 3% of the contract value from a Scheduled / Nationalized Bank situated in Jajpur in favour of **“ZSS NON NRHM FUND ACCOUNT”** as per the format at Annexure- II, for a period of **Sixty (60) days** beyond the entire contract period (i.e., PBG must be valid from the date of effectiveness of the contract to a period of **60 days** beyond the contract period) as its commitment to perform services under the contract.
2. The bank guarantee must be submitted after award of contract/LOI but before signing of contract. The successful Bidder must renew the bank guarantee on same terms and conditions for the period up to contract including extension period, if any.
3. Performance Bank Guarantee would be returned only after successful completion of tasks assigned to the selected Bidder, and only after adjusting/recovering any dues recoverable/payable from/by the selected Bidder on any account under the contract.
4. Failure to comply with the requirements shall constitute sufficient grounds for the forfeiture of the PBG. The PBG shall be released immediately after three months of expiry of contract provided there is no breach of contract on the part of the qualified Bidder. No interest shall be paid on the PBG.
5. On submission of this performance guarantee and after signing of the contract, demand draft submitted towards EMD would be returned in original. The format for the Performance Bank Guarantee is provided in Annexure II.

12. Conflict of Interest

Conflict of interest exists in the event of:

1. Conflicting assignments, typically monitoring and evaluation / environmental assessment of the same project by the eligible Bidder.
2. Consultants, Bidder(s), or institutions (individuals or organizations) who have a business or family relation with the Client directly or indirectly.
3. Practices prohibited under the anti-corruption policy of the Government of India and Government of Odisha. The Bidder(s) are to be careful so as not to give rise to a situation where there will be any conflict of interest with the Client as this would amount to their disqualification and breach of contract.
4. A Bidder shall not have a conflict of interest (the “Conflict of Interest”) that affects the Bidding Process. Any Bidder found to have a Conflict of Interest shall be disqualified. In the event of disqualification, the Authority shall be entitled to forfeit and appropriate the Bid Security or Performance Security, as the case may be, as mutually agreed genuine pre-estimated loss and damage likely to be suffered and incurred by the Authority and not by way of penalty for, inter alia, the time, cost and effort of the Authority, including consideration of such Bidder’s proposal (the “Damages”), without prejudice to any other right or remedy that may be available to the Authority under the Bidding Documents and/ or the Concession Agreement or otherwise. Without limiting the generality of the above, a Bidder shall be deemed to have a Conflict of Interest affecting the Bidding Process, if:
 - a) the Bidder, its Member or Associate (or any constituent thereof) and any other Bidder, its Member or any Associate thereof (or any constituent thereof) have common controlling shareholders or other ownership interest; provided that this disqualification shall not apply in cases where the direct or indirect shareholding

of a Bidder, its Member or an Associate thereof (or any shareholder thereof having a shareholding of more than 25% (twenty five per cent) of the paid up and subscribed share capital of such Bidder, Member or Associate, as the case may be) in the other Bidder, its Member or Associate is less than 25% (twenty five percent) of the subscribed and paid up equity share capital thereof; provided further that this disqualification shall not apply to any ownership by a bank, insurance company, pension fund or a public financial institution referred to in sub-section (72) of section 2 of the Companies Act, 2013. For the purposes of this Clause 2.2.1(c), indirect shareholding held through one or more intermediate persons shall be computed as follows: (aa) where any intermediary is controlled by a person through management control or otherwise, the entire shareholding held by such controlled intermediary in any other person (the "Subject Person") shall be taken into account for computing the shareholding of such controlling person in the Subject Person; and (bb) subject always to sub-clause (aa) above, where a person does not exercise control over an intermediary, which has shareholding in the Subject Person, the computation of indirect shareholding of such person in the Subject Person shall be undertaken on a proportionate basis; provided, however, that no such shareholding shall be reckoned under this sub-clause (bb) if the shareholding of such person in the intermediary is less than 26% of the subscribed and paid up equity shareholding of such intermediary; or

- b) a constituent of such Bidder is also a constituent of another Bidder; or
- c) such Bidder, its Member or any Associate thereof receives or has received any direct or indirect subsidy, grant, concessional loan or subordinated debt from any other Bidder, its Member or any Associate thereof or has provided any such subsidy, grant, concessional loan or subordinated debt to any other Bidder, its Member or any Associate thereof; or
- d) such Bidder has the same legal representative for purposes of this Bid as any other Bidder; or
- e) such Bidder, or any Associate thereof has a relationship with another Bidder, or any Associate thereof, directly or through common third party/ parties, that puts either or both of them in a position to have access to each other's information about, or to influence the Bid of either or each other; or
- f) such Bidder, or any Associate thereof has participated as a consultant to the Authority in the preparation of any documents, design or technical specifications of the Project.

5. A Bidder shall be liable for disqualification if any legal, financial or technical adviser of the Authority in relation to the Project is engaged by the Bidder, its Member or any Associate thereof, as the case may be, in any manner for matters related to or incidental to the Project. For the avoidance of doubt, this disqualification shall not apply where such adviser was engaged by the Bidder, its Member or Associate in the past but its assignment expired or was terminated at least 30 (thirty) days prior to the Bid Due Date. Nor will this disqualification apply where such adviser is engaged after a period of 3 (three) years from the Bid Due Date.

For purposes of this RFP, Associate means, in relation to the Bidder, a person who controls, is controlled by, or is under the common control with such Bidder (the "Associate"). As used in this definition, the expression "control" means, with respect to a person which is a company or corporation, the ownership, directly or indirectly, of more than 50% (fifty per cent) of the voting shares of such person, and with respect to a person which is not a company or

corporation, the power to direct the management and policies of such person by operation of law

13. Disclosure

1. Bidder(s) have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the Bidder or termination of its contract.
2. Bidder(s) 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 Bidder, including but not limited to appointment of any officer such as a receiver in relation to the Bidder's personal or business matters or an arrangement with creditors, or of any other similar proceedings.
3. Bidder(s) must disclose if they have been convicted of, or are the subject of any proceedings relating to:
 - i. 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.
 - ii. Corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract.
 - iii. Failure to fulfil any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

14. Anti-corruption Measure

1. Any effort by Bidder(s) to influence the client in the evaluation and ranking of financial proposals, and recommendation for award of contract, will result in the rejection of the proposal.
2. A recommendation for award of Contract shall be rejected if it is determined that the recommended Bidder has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question.
3. In such cases, the Client shall blacklist the Bidder either indefinitely or for a stated period, disqualifying it from participating in any related bidding process for the said period.

15. Language of Proposal

The proposal and all related correspondence exchanged between the Bidder and the Client shall be written in **the English** language. Supporting documents and printed literature that are part of the proposal may be in another language provided they are accompanied by an accurate translation of the relevant passages in English with self- certification for accuracy, in which case, for the purposes of interpretation of the Proposal, the translated version shall govern.

16. Cost of Bidding

The Bidder shall bear all costs associated with the preparation and submission of its proposal. The Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process. Bidder/s is/are not allowed to submit more than one proposal under the selection process. Alternate bids are also not allowed.

17. Legal Jurisdiction

All legal disputes are subject to the jurisdiction of District Civil Court of Jajpur only.

18. Governing Law and Liquidate Damages

1. The schedule given for delivery is to be strictly adhered to in view of the strict time schedule. Any unjustified and unacceptable delay in delivery shall render the Bidder liable for liquidated damages and thereafter the Client holds the option for cancellation of the contract for pending activities and complete the same from any other Bidder.
2. The Client may deduct such sum from any money from their hands due or become due to Bidder. The payment or deduction of such sums shall not relieve the Bidder from his obligations and liabilities under the contract.
3. The rights and obligations of the Client and the Bidder under this contract will be governed by the prevailing laws of Government of Odisha.
4. In addition, the PBG amount shall also be forfeited.
5. The decision of the authority placing the contract, whether the delay in development has taken place on account of reasons attributed to the Bidder shall be final.
6. The following liquidated damages shall be imposed in case of:
 - i. During Project Implementation: Failure on Bidder's part to furnish the deliverables as per the agreed timeline shall enforce a penalty @ **0.5% per week subject to maximum of 5% of the total contract value.**
 - ii. During Project Implementation: **Penalty of INR.1,00,000/-** for substitution (without appropriate permission) of the ANM whose CV has been provided in the RFP application proposal and not deployed for the project in 'Establishment and Management of A 8 Seated Maa Gruha (Maternity Waiting Home) at Kaliapani, Sukinda block under District Mineral Foundation, Jajpur' at the time of joining.
 - iii. During Project Implementation A penalty of **INR. 25,000/-** per instances shall be levied in case the Inspector (Official Representative of the Client) finds the premises of the Maa Gruha(Maternity Waiting Home) in unclean, unhygienic state.
 - iv. During Project Implementation: **Penalty of INR.1,00,000/-** per instances shall be levied in case the Inspector (Official Representative of the Client) finds mismatch of the accounts, registers, tally books kept in the Maa Gruha(Maternity Waiting Home) with the bills / invoices previously submitted to the office of CDM & PHO, Jajpur.

19. Confidentiality

Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the Bidder(s) who submitted the proposals or to other persons not officially concerned with the process, until the publication of the award of contract. The undue use by any Bidder of confidential information related to the process may result in rejection of its proposal and may be subject to the provisions of the client's antifraud and corruption policy. During the execution of the assignment except with prior written consent of the client, the Bidder or its personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the contract.

20. Amendment of the RFP Document

At any time before submission of proposals, the client may amend the RFP by issuing an addendum through Jajpur website. Any such addendum will be binding on all the Bidder(s). To give Bidder(s) reasonable time in which to take an addendum into account in preparing their proposals, the client may, at its discretion, extend the deadline for the submission of the proposals.

21. Client's right to accept any proposal, and to reject any or all proposal.

The client reserves the right to accept or reject any proposal, and to annul or amend the bidding / provide additional time period for submission of missing documents / selection / evaluation process and reject all proposals at any time prior to award of contract award, without assigning any reason there of and thereby incurring any liability to the Bidder(s).

22. Copyright, Patents, and other Proprietary Rights

CDM & PHO Jajpur, Government of Odisha and CEO DMF Jajpur, Government of Odisha shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights, and trademarks, about documents and other materials which bear a direct relation to or are prepared or collected in consequence or during the execution of this contract. At the Client's request, the Bidder shall take all necessary steps to submit them to the Client in compliance with the requirements of the contract.

23. Force Majeure

For purpose of this clause, "Force Majeure" means an event beyond the control of the Bidder and not involving the Bidder's fault or negligence and not foreseeable. Such events may include, but are not restricted, wars or revolutions, fires, floods, riots, civil commotion, earthquake, epidemics, pandemics, such as covid, lockdowns or other natural disasters and restriction imposed by the Government or other bodies, which are beyond the control of the Bidder, which prevents or delays the execution of the order by the Bidder. If a Force Majeure situation arises, the Bidder shall promptly notify Client in writing of such condition, the cause thereof and the change that is necessitated due to the condition. Until and unless otherwise directed by the Client in writing, the Bidder shall continue to perform its obligations under the contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The Bidder shall advise Client 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 lasting for more than one month, if arising out of causes of Force Majeure, Client reserves the right to cancel the contract without any obligation to compensate the Bidder in any manner for whatsoever reason.

24. Settlement of Disputes

The Client and the Bidder shall make every effort to resolve amicably, by direct informal negotiation, any disagreement or dispute arising between them under or arising from or in connection with the Contract within Thirty (30) days from the commencement of such informal negotiation. All dispute resolution proceedings shall be held at Jajpur, Odisha, and the language of such proceedings and that of all documents and communications between the parties shall be in English. District Magistrate and Collector -cum- Chairman and Managing Trustee DMF Jajpur, Govt. of Odisha shall be the final authority to resolve the dispute arising between and the Client and the Selected Bidder.

25. Disqualification of Proposal

The proposal is liable to be disqualified in the following cases as listed below:

1. Proposal submitted without Bid Processing Fee & EMD as applicable.
2. Proposal not submitted in accordance with the procedure and formats as prescribed in the RFP.
3. During validity of the proposal, or its extended period, if any, the Bidder increases the quoted prices.

4. Proposal is received in incomplete form.
5. Proposal is received after due date and time for submission of bid.
6. Proposal is not accompanied by all the requisite documents / information.
7. Bids with any conditional technical and financial offer.
8. If the Bidder provides any assumptions in the financial proposal or qualifies the commercial proposal with its own conditions, such proposals will be rejected even if the commercial value of such proposals is the lowest / best value.
9. Proposal is not properly sealed or signed.
10. Proposal is not conforming to the requirement of the scope of the work of the assignment.
11. Bidder tries to influence the proposal evaluation process by unlawful/corrupt/fraudulent means at one or any point of time during the bid process.
12. If, any of the bid documents, excluding the commercial bid, submitted by the Bidder is found to contain any information on price, pricing policy, pricing mechanism or any information indicative of the commercial aspects of the Bidder(s) or any person acting on its behalf indulges in corrupt and fraudulent practices.
13. Any other condition / situation which holds the paramount interest of the Client during the overall section process.

26. Compliance to the Statutory and Legal Requirements

1. The Service provider shall comply with all the provisions of Minimum Wages Act, Contract Labour (Regulation & Abolition) Act, 1970 and other applicable labor laws.
2. The Service provider shall also comply with all other statutory requirements including but not limited to provisions regarding medical education and eligibility criteria of human resources deployed by the Service provider for providing the services, biomedical waste management, biosafety, occupational and environmental safety.
3. The overall legal responsibility of provision of services under this scope of services lies with the Service Provider.
4. The Service provider shall maintain confidentiality of medical records and shall make adequate arrangement for cyber security.

27. Compliance to Minimum Wages Act and Other Statutory Requirements

1. The Service provider shall comply with all the provisions of Minimum Wages Act and other applicable labor laws.
2. The Service provider shall also comply with all other statutory provision including but not limited to provisions regarding medical education and eligibility criteria of human resources deployed by the Service provider for providing the services, biomedical waste management, biosafety, occupational and environmental safety.
3. The overall legal responsibility of provision of medical care in the MMU lies with the selected Bidder.
4. The Service provider shall maintain confidentiality of medical records, strict adherence to HIPPA, protection of data security and confidentiality laws etc. and shall make adequate arrangement for cyber security.

28. Damages for Mishap/Injury

1. The Service provider shall be fully responsible damages of any kind or for any mishap/injury/ accident caused to any personnel / property of the Service provider while performing the duty, scope of services etc.
2. All liabilities, legal or monetary, arising in that eventuality shall be borne by the service provider/ Bidder.

3. The service provider shall keep the Client indemnified against damages from all of the above mishaps/injuries/accidents.

Section III: Terms of Reference

1. Background and the need for a Maa Gruha (Maternity Waiting Home) in Jajpur

India has witnessed substantial progress in public health over the past few decades, as seen in improved indicators such as infant, child, and maternal mortality rates, total fertility rate, and overall access to care. However, comprehensive health care services are still not universally accessible, particularly in remote and underserved regions. Service delivery in these areas faces persistent challenges due to a shortage of trained healthcare providers and inadequate health infrastructure. To bridge these gaps and ensure equitable maternal health services, the Government has introduced the Maa Gruha (Maternity Waiting Home) initiative under the National Health Mission (NHM). These facilities provide temporary accommodation to pregnant women from remote and inaccessible areas, enabling them to stay close to health centers and access Basic Emergency Obstetric Care (BeMOC) facilities around the time of delivery, or earlier in case of complications. The initiative is implemented through Public-Private Partnerships (PPP) as a transitional model to strengthen and decentralize the public health system.

In line with this approach, the proposed Maa Gruha in Jajpur district is envisaged as a maternity waiting home to support pregnant women residing in distant locations from Community Health Centers (CHCs). This initiative will be funded by the District Mineral Foundation (DMF), Jajpur, under the provisions of Section 10(A)(vi) of the Odisha DMF Rules, 2015. The Maa Gruha is intended to ensure timely access to maternal health services, reduce maternal and neonatal complications, and promote a just, humane, and inclusive healthcare model for vulnerable populations.

2. Project Definition

Maa Gruha is a temporary residential facility for expectant mothers from remote areas, providing accommodation, food, and basic care during the final 7–10 days before their Estimated Date of Delivery (EDD). Located near a health facility with at least Basic Emergency Obstetric Care (BeMOC), it ensures timely access to safe delivery services. The facility will operate 24*7 year-round, offering a clean, safe, and supportive environment until the women are transferred for delivery upon onset of labour or complications.

Currently, the only operational Maa Gruha in Sukinda block is too distant for many nearby villages and overburden by the number of cases, limiting its effectiveness. To bridge this gap, a credible Bidder is sought to operationalize and manage a new Maa Gruha using existing infrastructure, ensuring continuous support for expectant mothers in remote and inaccessible areas in accordance with the *Operational Guideline of Maa Gruha issued by National Health Mission*.

3. Project Objectives

1. To establish alternative support infrastructure for addressing communication problems in difficult and inaccessible pockets for ensuring institutional delivery.
2. To increase institutional delivery in the difficult and inaccessible pockets ultimately minimizing maternal & newborn mortality and morbidity.
3. To ensure the wellbeing of the Expectant mothers.

4. Project Description

A. Services to be provided at the Maa Gruha

- i. The Maa Gruha shall operate as a 24x7, year-round residential facility offering comprehensive support to expectant mothers and their escorts, particularly from remote or hilly regions.
- ii. Provision of nutritious hot, cooked meals (breakfast, lunch, and dinner) along with morning and evening tea/snacks; and purified drinking water at all times, for expectant mother & their escorts.
- iii. Regular health check-up by doctors and record keeping at Maa Gruha.
- iv. Counselling sessions to expectant mothers about safe delivery, newborn care, kangaroo mother care, child immunization, complementary feeding practice, family planning, health & hygiene practice etc.
- v. Daily health education sessions using Inter Personal Communication (IPC) and audiovisual aids.
- vi. Facilitate to avail free referral transportation support for the pregnant women.
- vii. Timely referral and transport of expectant mothers in labour or experiencing complications to the nearest health facility with delivery point/ BeMOC /Ce MOC services.
- viii. Coordination with nearest health facilities/CHC and necessary follow-up till their delivery.
- ix. Diagnostics tests within 24 hours of admission in coordination with the nearest health facility, including Hemoglobin, HIV, Malaria, Blood Sugar, Urine Check, etc.
- x. Provision of all essential micronutrients such as iron, folic acid, Calcium, etc and other medicines at center in coordination with local health facility.
- xi. Regular coordination and follow up with the ANMs and ASHAs workers for the tagging villages/GPs for mobilization of cases prioritizing clinically high-risk pregnancies.
- xii. Line listing of the pregnant women in the tagged villages with reference to RCH register available with the ANMs of the cornered areas.
- xiii. Lady Health Assistants (LHA) should be mobilized to attend the Village Health and Nutrition Day (VHND) sessions in the tagged villages and to gather information on all pregnant women in the villages, including their Expected Date of Delivery (EDD).
- xiv. Mobilization of pregnant women from the tagged villages before 7-10 days of their EDD.
- xv. Maintain a clean, female friendly and dignified environment ensuring privacy and emotional support for all the mothers.
- xvi. Emphasis should be given on maintaining proper hygiene, both by the staff and patients

- xvii. Neither the patients nor any person shall be permitted entry/exit from the Maa Gruha campus without the approval of the ANM. And a separate register should be maintained for the visitors.
- xviii. Lady Health Assistant(s) for attending cases in shifts basis.
- xix. Recreational facilities (e.g., TV, audio players) to promote comfort and well-being.
- xx. Real-time data management and dashboard monitoring for service delivery analysis and performance tracking.
- xxi. Minimum wages cost to be provided by the service provider to the attendant (age group more than 18 years) of admitted PW through DBT

B. Infrastructure to available to the Selected Bidder

The facility will be housed in an existing building at Kaliapani Primary Health Centre, Sukinda Block. A minimum of 1300 sq. ft. is required for effective operations 8 (**Eight**) bedded Maa Gruha will be handed over to the selected Bidder. The selected Bidder must ensure the facility adheres to all building safety, fire safety, and accessibility standards. However, based on need, the additional infrastructure can be provided subsequently.

C. Eligibility criteria for admission

- i. The pregnant mother those are from the Sub Centre (SC) with more than 10% of home delivery will be eligible for admission in the Maa Gruha. Such SC will be identified and listed by DDM and will be submitted to CDMO through ADMO (FW) for final notification.
- ii. The pregnant mother from the notified villages, those are inaccessible and no road connectivity with the main road are also eligible to admission in the Maa Gruha.
- iii. The facility would not be extended to any person other than from notified area.

D. Intake Capacity of Maa Gruha

- i. The facility will accommodate up to 8 (Eight) pregnant women at any given time. The average number of cases per month should align with this capacity, and the annual bed occupancy rate must not fall below 80%.
- ii. In instances where admissions exceed the sanctioned capacity (i.e., more than 8 at a time), the additional expenditure incurred may be submitted with complete personal details and supporting documents to the Executive Committee of the DMF for approval and reimbursement.
- iii. No eligible case should be denied admission under any circumstances.

E. Period of Stay at Maa Gruha

- i. Cases may be advised to be admitted in the Maa Gruha for at least seven days before the expected date of delivery or as advised by the Medical Officer/ANM Concerned.
- ii. Cases will stay at Maa Gruha up to a maximum period of 10 days and if required, another seven days more may be extended, after the approval of MO I/C of CHC Sukinda.

- iii. Re-admission of expected mother may be permissible up to 10%, in case of discharge without delivery after staying one week more in Maa Gruha.

F. Process of admission

The admission process to the Maa Gruha involves coordinated efforts between the implementing Bidder(s), health workers and district/block health officials:

- i. Auxiliary Nursing Midwifery (ANM), Accredited Social Health Activist (ASHA) and Angan Wadi Workers (AWW) should be sensitized about identifying high-risk group mothers and facilitate to timely referral to the Maa Gruha before their EDD.
- ii. The implementing Bidder should prepare the micro plan in coordination with ANMs at the Sub-centers. This plan must be prepared in consultation with the service providers concerned & approved by the Chief District Medical & Public Health Officer for implementation. District and Block level officials (DPM, DAM, DMRCH, AM ASHA, PPP Coordinator, BPM, MO I/C and any other authority as required must facilitate this activity.
- iii. To maintain proper records, a case card should be maintained for each pregnant woman in a printed book format with 100 pages, as per the designed format provided in the *Operational Guideline of Maa Gruha issued by National Health Mission*.
- iv. An admission register must also be maintained, documenting previous routine tests and other relevant information.
- v. Required documents for admissions:
 - MCP Card
 - Aadhaar or Voter ID Card
- vi. For those who do not possess any of these cards, new cards can be formed with the assistance of ASHA (Accredited Social Health Activist) or AWW (Anganwadi Worker).

5. Standards of the Maa Gruha

- i. There shall be accommodation facilities for expectant mothers and her dependent/escorts (one).
- ii. Only one escort is to be accepted to remain with the client.
 - She / He may be her dependant, relative.
 - She may also be ASHA/ Equivalent Worker of that area
- iii. Escorts will be provided with mats to rest beside the patient's bed; cleanliness and availability shall be ensured by the attendants and LHA respectively.
- iv. A separate lockers/cupboard shall be provided outside the ward for storing essential belongings.
- v. Beds should be properly numbered.
- vi. There should be enough space between beds for free movement of wheelchairs.
- vii. Infrastructure- The facility shall have a minimum area of 1300 sq. ft, with:

- a) It should have provision of 8 beds for accommodating eight pregnant women.
 - b) There should be adequate space between the beds for free movement of mothers and sitting space for dependent/escort.
 - c) It should have separate provision of kitchen, dining room, & office room with electricity connection.
 - d) There should be separate bathrooms and toilets for patients, equipped with anti-slippery tiles and railings for hand support.
 - e) Proper running water supply and cleanliness throughout the facility.
 - f) Walls painted with informative, culturally relevant artwork promoting maternal and child health.
- viii. Regular check-ups and counselling by qualified medical staff.
 - ix. Onsite availability (as prescribed by doctor) of:
 - a. First-aid kit
 - b. Glucometer, BP monitor, weighing machine.
 - c. Oxygen concentrators, massager/pain relieve devices, and medicines etc.
 - x. For transportation from home to Maa Gruha & then to the hospital by 102/108, and hospital to home by 102/108 ambulance. (following JSY norm)
 - xi. Facility must remain smoke-free and free of alcohol, tobacco, or drugs.
 - xii. Cleanliness and hygiene should be strictly maintained by staff and patients.
 - xiii. The clothes of the patients shall be washed in mechanized laundry using hospital laundry washing machines. Schedule for the laundry shall be drawn up.
 - xiv. Space for the machines and drying clothes should be identified.
 - xv. Mosquito nets must be installed on all beds, doors, and windows.
 - xvi. There should be emergency calling bell/alarm/whistle near the bedside.
 - xvii. Fire extinguishers shall be provided in every room.
 - xviii. Proper waste disposal must be ensured using separate color-coded dustbins in all rooms and common areas, in line with bio-hazard waste norms.
 - xix. Each bed shall be provided with a mosquito net. The doors and windows shall also be fixed with mosquito nets.
 - xx. CCTV cameras in the ward, outside the building, and in common areas, stored locally for a minimum of 90 days and available for viewing to authorized representative of the selected Bidder/client only.
 - xxi. Visitor logs must be maintained in a separate register
 - xxii. A system for cataloguing personal belongings of each patient must be in place.
 - xxiii. Patients' belongings shall be catalogued/recorded in the patient's personal file, stored safely at the time of admission.
 - xxiv. Public phone and video calling facility can be made available in the facility.
 - xxv. Book-keeping and maintenance records must be maintained for all facility assets.
 - xxvi. Line listing of pregnant women in tagged villages must be updated regularly using RCH registers.
 - xxvii. Recreational options should include TV with cable, indoor games (carrom, chess, ludo, etc.), and regional newspapers.

- xxviii. A separate locker or cupboard for keeping the belonging of patients and their escorts outside of the ward.
- xxix. Nutrition-
 - a. Adequate quantity, good quality, variety in food stuff (as per local conditions) containing an average of 2400 calories and 60 grams protein to be provided to the beneficiaries, every day. The food timings and the menu shall be prominently displayed in the dining hall.
 - b. Regular diet provision as per the diet chart for admitted pregnant women and their attendants.

6. Key deliverables of the Maa Gruha

- i. Minimum 90% pregnant women from tagged villages should be admitted to the facility by the end of the year.
- ii. Minimum of 20 pregnant women per month should be admitted on average.
- iii. Clinically vulnerable and high-risk cases from tagged villages must be prioritized for admission.
- iv. 100% of admitted cases should result in institutional deliveries annually.
- v. Minimum 90% sector meeting with tagged villages should be attended by the Bidder.
- vi. No staff position should remain vacant for more than 45 consecutive days.
- vii. Minimum 90% sector meeting with tagged villages should be attended by the Bidder.

7. Scope of Work

- i. Ensure that all the 'Project Objectives', 'Services to be provided', and 'standards of Maa Gruha' as mentioned in Section III (3), Section III (4-A) and Section III (5) are met.
- ii. Formulate a Detailed Project Execution Plan (DPEP) for the establishment and operationalization of the OAH. The DPEP should include details regarding:
 - a. Recruitment of Maa Gruha staff.
 - b. Training modules and plan for training the Maa Gruha staff.
 - c. Standard Operating Procedures (SOP) for day-to-day operation to ensure proper functioning of the Maa Gruha.
 - d. SOP for different emergency scenarios.
 - e. Copy of approvals / permissions required under relevant statutes and rules.
 - f. Formats for registers, MIS, and other related documentation. The format, content, frequency, and circulation of the MIS should be decided in consultation with the office of the CDM & PHO.
 - g. Implementation schedules for placement of personnel, adoption/development of MIS, and other deliverables under this project.
- iii. Execute the approved DPEP.
- iv. Maintain and enforce a geo-tagged attendance system for all the personnel hired under this project.
- v. Provide regular updates to the client through the assigned point of contact in the office of the CDM & PHO, Jajpur.

- vi. Ensure proper documentation and record keeping of the patients in the Maa Gruha, including the patient personal file.
- vii. Undertake annual financial planning of the project, submit necessary bills for release of funds and submit Utilization Certificates for the fund spent.
- viii. Submit monthly, quarterly, and annual progress reports to the office of the CDM &PHO, Jajpur.
- ix. Undertake periodic appraisal of the project execution status and take/suggest corrective steps.
- x. Identify critical gaps in existing social security systems and recommend any improvements/additions required to amplify the impact of the project to the client.
- xi. Attend all meetings as required by the office of the CDM & PHO related to progress and assessment of the program.
- xii. Take feedback from the inmates, act on the complaints/feedback received and take corrective measures.
- xiii. Any other relevant work as directed by the Client.

8. Steps in Project Implementation

Sr. No.	Step	Responsibility	Timeline for Completion
1.	Issue of Letter of Intent (LoI)	CDM & PHO	Within 15 working days of finalization of the Bidder
2.	Submission of Performance Bank Guarantee	Bidder	Within 7 working days of receiving the LOI
3.	Signing of the MOU	CDM & PHO with the Bidder	Within 15 working days of receiving the PBG from the Bidder
4.	Finalization of Infrastructure	Bidder	Within 20 working days of signing of the MOU
5.	Submission of DPEP	Bidder	Within 40 working days of signing of the MOU
6.	Procurement of necessary equipment, furniture, etc. by the Bidder on due approval of CMD & PHO following due process; Installation of equipment, furniture etc.	Bidder	Within 30 working days of signing of the MOU
7.	Operationalization of the Maa Gruha	Bidder	Within 45 working days of signing of the MOU
8.	Fund release to the selected Bidder on submission of bills (monthly)	CDM & PHO	Within 15 working days of receiving of bills from the Bidder
9.	Supervision, Monitoring and Review of the project (monthly)	CDM & PHO	By 20th of every month

9. Project Duration

The duration of the contract will be for **Three (3)** years and may be subsequently extended for period of **Two (2)** years at a time, basis performance evaluation after 3 years. Depending on the evaluation, the Authority shall extend or discontinue the Contract/MoU. With the clause Extension of the partnership is subject to the Bidder scoring 70% or more in annual assessment after completion of on every year of project.

10. Roles and Responsibilities of Stakeholders

A. Responsibility of ASHA

- i. ASHA will be in touch with the Maa Gruha personnel about the status of pregnant mother in her areas.

B. In case of ASHA serve the role of escort of the beneficiary and accompanying mother to the Maa Gruha then she will be eligible to get her usual incentives as per the JSY norm, even if she is not present during the institutional delivery at hospital. **Responsibility of AWW**

- i. Sensitization and mobilization in tagged villages regarding the Maa Gruha.
- ii. Transfer of high-risk mothers to Maa Gruha.
- iii. Line listing of the pregnant women in the tagged villages with reference to RCH register available with the ANMs of the cornered areas.

C. Responsibility of CDM & PHO

- i. Periodical review & monitoring of the programme and performance assessment
- ii. Capacity building
- iii. Documentation of the programme
- iv. Submission of reports to Govt. /DMF

D. Responsibilities of DMF Jajpur

- i. Administratively approve the project proposal as received from CDM & PHO, Jajpur
- ii. Participate in quarterly and yearly review meetings conducted by the Collector and Managing Trustee DMF Jajpur for performance assessment of the Bidder.
- iii. Take necessary action as per the information received from CDM & PHO, Jajpur during review of the concerned Bidder as per instructions of Collector and Managing Trustee DMF Jajpur.
- iv. Scrutiny and release of funds to the CDM & PHO, Jajpur as per actual bills submitted and stipulated norms.
- v. Monitor and Evaluate project progress periodically.

E. Responsibility of Governing Committee

- i. The Maa Gruha will be regulated overall by the Governing Committee comprising of the Collector & District Magistrate cum Managing Trustee DMF Jajpur (Chairperson); CEO DMF Jajpur (Member); Chief District Medical & Public Health Officer, Jajpur (Convenor).
- ii. Any new activity, initiative, requirement proposed by Executive Committee shall be put forth for approval to the Governing Committee.
- iii. The Governing Committee will finalise the acceptance/rejection of the proposals apart from mentioned in this RFP document, for the Maa Gruha.

F. Responsibility of Executive Committee

- i. The operation of the Maa Gruha will be overseen by an Executive Committee comprising of CDM & PHO (Chairperson), Maa Gruha ANM (Member-Convener), IIC Kaliapani PS (invitee), and any other member as approved by the District Collector cum Managing Trustees DMF Jajpur.
- ii. It shall be responsible for overall execution and management of the project. The process of finalizing the excess items in capital/one time purchase items, approval of excess funds if required, phasing of

staff hiring, training of staff, any new initiative, requirement etc. shall be firstly approved by this committee and subsequently put forth to the Governing Committee.

iii. The process of admission and moving out of the patients will be monitored by the Committee.

11. Monitoring and Evaluation

- i. Regular review meetings shall be conducted by the office of the CDM & PHO, Jajpur to monitor the implementation of the project as per govt standard format in accordance with the *Operational Guideline of Maa Gruha* issued by National Health Mission. The selected Bidder shall submit the progress report on monthly basis in the desired format in accordance with the *Operational Guideline of Maa Gruha* issued by National Health Mission to the office of the CDM & PHO, Jajpur. This monthly progress report shall be verified and submitted by the CDM & PHO to the office of DMF Jajpur on a regular basis.
- ii. Monthly statement of expenditure and progress report as per govt. standard format in accordance with the *Operational Guideline of Maa Gruha* issued by National Health Mission to the district to be submitted to the CDM & PHO.
- iii. At the end of the project year, the Bidder shall furnish annual report of the project along with the audited reports.
- iv. Half yearly review (at least one per year) shall be conducted by a team nominated by the Collector-cum-Chairperson and Managing Trustee, DMF along with CDM & PHO to assess the services provided and the compliance of the selected Bidder to the Scope of Work.
- v. CDM & PHO shall undertake an 'Inspection' for evaluation of the Centre and submit the report to CEO DMF. The Inspection shall be carried out after the end of each year (after project initiation) and shall take feedback from the patients. CDM & PHO inspect for cleanliness and security; check the geo-tagged attendance of the staffs; inspect the video recording of the CCTV cameras; financial assessments for reconciliation of funds received/expenditure incurred and other related tasks.
- vi. 'Annual Financial Audit' shall be carried out by the selected Bidder through an independent auditor and the report shall be submitted to CDM & PHO Jajpur and CEO DMF Jajpur within three months of completion of a Financial Year.'
- vii. No additional funds shall be provided for these audits and evaluations.
- viii. All assets, equipment and tools procured under the project will be property of the office of the CDM & PHO, Jajpur and the Bidder will have no right over it.

12. Reporting Arrangements

- i. The selected Bidder shall work under supervision of the CDM & PHO, Jajpur and CEO, DMF Jajpur, Government of Odisha.
- ii. Regular review meetings shall be conducted by the office of the CDM & PHO, Jajpur to monitor the implementation of the project and achievement of objectives.
- iii. The selected Bidder shall submit the following documents / reports (list not exhaustive) to the office of CDM & PHO, Jajpur by the 5th of the succeeding month (or the next working day in case 5th is a public holiday):
 - a. Total number of patients residing in month.
 - b. Number of new and old patient admission on day basis.

- c. Total vacant seats in a month.
 - d. Any other activity undertaken in the Maa Gruha.
 - e. Any other issue, concern that needs to be addressed.
- iv. CDM & PHO Jajpur, shall inspect the Maa Gruha and verify the report and, submit the verified report to the CEO DMF Jajpur every month.

13. Team Composition

Following is the minimum team deployment for the project:

Sl. No.	Post	Work Timing	Minimum Qualification & Requirement	Quantity
1	ANM cum Coordinator	Full Time	The candidate must have passed HSC examination & shall have undergone one and half year ANM course from Institution recognized by Govt. and approved INC and must have registered in the Odisha Nursing Council	1
2	Lady Health Assistant	8 hourly shifts	The candidate should be attained the age 21years and not above 60 years of age on the date of Advt. Minimum Qualification of 12th Class from any stream. She should have passes Odia language in M.E standard.	3
3	Cook-cum-Attendant	Full Time	The candidate should be attained the age 21years and not above 60 years of age on the date of Advt. Minimum Qualification of 7th Standard. Good communication skills in Odia.	1
Total				5

1. Auxiliary Nursing Midwife (ANM)

Other Requirements:

- i. The candidate should be attained the age 21years and not above 60 years of age on the date of Advt.
- ii. Must have passes Odia language in M.E. standard.
- iii. Knowledge of tribal language(s) will be an advantage.

Key Roles and Responsibilities

- i. Administer medicines, provide first aid, and perform regular vital checkup i.e. Blood pressure, Heart Rate etc. for the patients as prescribed by the doctor.
- ii. In cases of medical emergency, stabilize the condition of the patients and assist in referring them to the hospital.
- iii. Make all the related entries in the medical records of the patients and ensure their safety.
- iv. Store the medicines and medical equipment's in the designated places and maintain their records in the concerned registers.
- v. Supervise & coordinate the activities of home for smooth service delivery.
- vi. Coordinate with hospitals & other Bidder(s) for ensuring essential services.
- vii. Provide treatment under the supervision of the physician.
- viii. Counsel mothers & her family members on various issues of Maternal & Child Health.
- ix. Consult with MO/ BPM at the time of any difficult situation occurred in Maa Gruha.
- x. Follow up activities will be extended those who discharged without delivery.
- xi. Assist the doctor while attending to the patients.
- xii. Ensure personal hygiene is maintained by the patients.

- xiii. Ensure the patients are provided food as per the diet chart.
- xiv. Attend concerned meetings, training and capacity building activities organized by the Maa Gruha.
- xv. Ensure that the patients use clean clothes, bed sheets and pillow cover etc.
- xvi. Any other relevant work that may be included during the negotiations or as directed by the Client.

2. Lady Health Assistant

Key Role and Responsibilities

- i. Counsel mothers & her family members on various issues of Maternal & Child Health.
- ii. Serve inmates as per need.
- iii. Assist ANM-cum-Coordinator in taking up assignments.
- iv. Willing to work on rotation & at night shift.
- v. Consult with MO/ BPM at the time of any difficult situation occurred in Maa Gruha.
- vi. Follow up activities will be extended those who discharged without delivery.

3. Cook-cum-Attendant

Key Role and Responsibilities

- i. Should cook and serve fresh food for patients and dependant / escorts thrice per day.
- ii. Should prepare food, tea, and snacks for patients as per the diet rule prescribed by the doctor.
- iii. Prepare food, tea, snacks, etc. and serve it to the patients at fixed timings.
- iv. Assist in procurement of food items and other materials.
- v. Keep the food items safely in clean and airtight containers with labels.
- vi. Should maintain absolute cleanliness in the kitchen, dining hall and stores.
- vii. Wash the utensils/cutlery and ensure they are clean for reuse.
- viii. Should ensure that the waste from the kitchen and dining are segregated into wet and dry waste and disposed properly.
- ix. Should maintain the kitchen stock register and prepare the required item list to be procured.
- x. Any other relevant work that may be included during the negotiations or as directed by the Client.

14. Leaves for Staff/ Personnel Hired in the project:

The staff/personnel hired under this project are expected to be self-motivated to achieve the objectives of the project. Considering the criticality and nature of the services provided, and to ensure that essential healthcare delivery system is not affected / disrupted, the leaves granted to the staff/personnel in this project should be accordingly regulated with the following considerations:

- i. The selected Bidder will ensure full functioning of the Maa Gruha, 365 days a year including government holidays, national/state/local holidays, and religious/cultural holidays.
- ii. Recruitment must be through the process of walk-in-interview.
- iii. Recruitment must be done through an open and competitive process, with proper documentation of selection criteria. Bidder(s) shall maintain records of background verification and appointment letters for compliance audits.

- iv. The list of the selected manpower must be submitted to the CDM & PHO, Jajpur.
- v. During start of engagement: Due to any unavoidable circumstances, if 1 CV (out of 2 CVs) submitted for evaluation can be replaced by the selected Bidder during team deployment, duly notifying the circumstances necessitating the replacements, subject to approval of proposed replacement CVs by the CDM & PHO, Jajpur.
- vi. If both of the 2 CVs (out of 2) are replaced, at the start of engagement, the selected Bidder during team deployment, the selected Bidder shall duly notify the circumstances necessitating the replacements and seek approval of proposed replacement CVs by the CDM & PHO, Jajpur.
- vii. If any time of project period, any replacement of personnel is necessitated, the selected Bidder shall seek approval of the proposed replacement CV from CDM & PHO, Jajpur.
- viii. In case of any change of the staff made by the Bidder (with valid justification) one month notice will be serving to the particular staff. However, in case of resignation made by the staff, she must intimate to the Bidder by giving one month notice. During the notice period fresh staff shall be deployed by the Bidder. The entire process must be communicated to the CDM&PHO, Jajpur.
- ix. If any staff wants to resign immediately without serving one month notice, then the staff is required to deposit one month remuneration before the Bidder, or her last month remuneration may not be released by the Bidder
- x. The staff may avail of Casual Leave (CL) of upto 12 days per year as per policy of ‘Odisha State Health & Family Welfare Society, Govt. of Odisha’. A replacement staff must be on duty in case of absence of any staff member, so as not to hamper any work in the Maa Gruha.
- xi. The staff so engaged / recruited/ appointed by the Bidder shall be exclusively on the pay roll of the Bidder and shall under no circumstances this staff will ever have any claim, whatsoever for appointment with the Government.
- xii. The Bidder shall be solely responsible for the performance and conduct of the staff notwithstanding the source of hiring such staff.
- xiii. The Bidder shall be fully responsible for adhering to provisions of various laws applicable on them including labour laws.
- xiv. In case the Bidder fails to comply with the provisions of applicable laws and thereby any financial or other liability arises on the Government by Court orders or otherwise, the Bidder shall be fully responsible to compensate/ indemnify to the Government for such liabilities. For realization of such damages, Government may even resort to the provisions of any Act, which is in force or other laws as applicable on the occurrence of such situations.

15. Budget and Fund Flow

1. Abstract of Budget

Sl. No	Item	Costs in 1 st Year (in INR) 2025-26	Remarks
1	Establishment Cost	Rs.1,20,000/-	Includes maintenance and house keeping
2	Personnel Cost	Rs.8,24,136/-	

3	Running/Recurring Cost	Rs. 22,83,360/-	
4	Non Recurring cost	Rs.3,32,800/-	(One time cost for new project only)
Total		Rs.35,60,296/-	

2. Detailed Personnel Cost

Sl. No	Post	Quantity	Cost per person per month (in Rs.)	Cost Estimate per month (in INR)	Annual Cost Estimate (In INR)	Remark
1	ANM	1	Rs.17,490/-	Rs.17,490/-	Rs.2,09,880/-	5% increment per year after completion of 1 completed year.
2	LHA	3	Rs.12,797/-	Rs.38,391/-	Rs.4,60,692/-	
3	Cook cum attendant	1	Rs.12,797/-	Rs.12,797/-	Rs.1,53,564/-	
Total		5	Rs.43,084/-	Rs.68,678/-	Rs.8,24,136/-	

3. Detailed Running / Recurring Cost

Sr. No.	Item	Cost Estimate Per Month (in INR)	Annual Costs (in INR)
1	Fooding cost (@ ₹120 /PW and attendant) (120*2*8bed)x30 days	Rs.57,600/-	Rs.7,00,800/-
2	Wages for attendant of PW@Rs.462/- (462*1*8 bed) x 30 days	Rs.1,10,880/-	Rs.13,30,560/-
2	Consumables (stationary, toiletries, detergents, etc.)	Rs.5,000/-	Rs.60,000/-
3	Contingency (Awareness camp, follow up cases, travel, electricity, DTH, internet, etc.) for NGO management cost	Rs.16,000/-	Rs.1,92,000/-
Total		Rs.1,89,480/-	Rs.22,83,360/-

4. Non Recurring Cost(One time cost for new project only)

Sl. No	Name of the item	Cost	Total	Remarks
1	Utensils	Rs.30,000/-	Rs.30,000/-	Utensils includes Aquagard 15 liter
2	Gas Chula with Cylinder	Rs.12000/-	Rs.12000/-	
3	Bed with Gadi	@ Rs.15000/- X 8 pices =Rs.120000/-	Rs.120000/-	
4	Blanket	@ Rs.1500/- X 8 pices =Rs.12000/-	Rs.12000/-	

5	Bed-sheet	@ Rs.500/- X 8 pices =Rs.4000/-	Rs.4000/-	
6	Pillow with Pillow cover	@ 300/- X 8 pices =Rs.2400/-	Rs.2400/-	
7	Mosquito Net	@ 300/- X 8 pices =Rs.2400/-	Rs.2400/-	
8	Furniture	Rs.20,000/-	Rs.20000/-	Chair, table, stool, steel almirah
9	Inverter	Rs.30,000/-	Rs.30,000/-	Double battery
10	TV(LED)	Rs.30,000/-	Rs.30,000/-	LED with 44 cm), CD Player, DTH service
11	Computer with printer	Rs.60,000/-	Rs.60,000/-	
12	Fan, bulb, tube light	Rs.10,000/-	Rs.10,000/-	
Total		Rs.3,32,800/-	Rs.3,32,800/-	

5. Note:

- i. Training of all the staff as per courses listed out by reputed institutes, other industry specific professional courses for staff for provision and improvement in the quality of services at the Centre, awareness activities/ outreach services in community, laboratory and diagnostic tests (if required to be performed from a private facility/not available in nearby CHC/SDH/UPHC/DHH), staff group insurance, travel, transport, any other district level activities.
- ii. The selected Bidder shall enter all the expenditure occurred for these activities in appropriate ledger as well as maintain the receipts/bills/vouchers of the same for scrutiny and verification. The disbursement/release of funds by CDM & PHO, Jajpur to the Bidder would be in three installments i.e. 30%, 35% and 35% in advance of total project cost.
- iii. The 1st installment i.e. 30% will be released after signing of the MoU and submission of the performance security. The 2nd installment, i.e. 35% will be released on 4th month after receipt of the utilization certificate for 75% of 1st installment. The 3rd installment i.e 35% will be released after receipt of the utilization certificate for 75% of 2nd installment on 9th month of annual project period.
- iv. Under Capital Cost head, flexibility is provided to the Bidder to adjust the cost of individual items, subject to not exceeding the total budget mentioned in Capital Cost for 1st year (which is INR) by following a due procedure of rate realization (lowest quotation) subject to the budget provisioned. If in case the procurement cost exceeds with respect to the budget, then the matter shall be put up

before Executive Committee for its due approval and further approval from Governing Committee and allotment of funds under DMF.

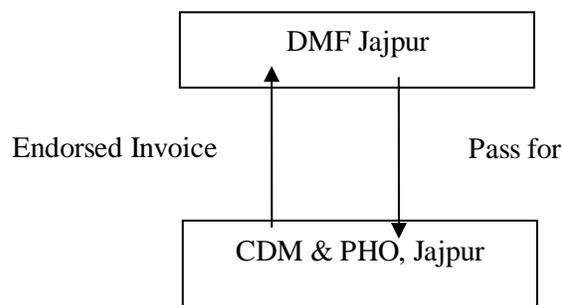
- v. Personnel cost shall be calculated on the reports generated from biometric system for staff as per their attendance in the particular month.
- vi. Performance Incentive to staff of Maa Gruha shall be released on annual basis. It will be in proportionate to the performance of the Bidder as per their annual performance assessment conducted by the district based on assessment checklist format for renewal of the project.
 - If the institution scores 80% & above, the performance is to be considered as outstanding, in this instance, each staff will get 25% PI on their base remuneration.
 - If the institution scores from 70% to 79%, the performance is to be considered Very Good, each staff will get 20% PI on their base remuneration.
 - If the institution scores from 70% to 74%, the performance is to be considered Good, each staff will get 15% PI on their base remuneration.
 - If the institution scores below 70%, the performance is to be considered Poor, No PI will be paid.
- vii. Running/Recurring Cost shall be reimbursed to the Bidder after submission of original bill, vouchers etc. from the office of CDM & PHO, Jajpur.
- viii. The Bidder shall agree that no money would be collected from admitted cases in the Maa Gruha toward food, accommodation facility, any clinical consultation, diagnostic services, and transportation to the delivery point or any other services.
- ix. The Bidder will agree that the concession granted will not be treated as a business venture and will not be used to make profit.
- x. The amount of grant should be utilized only for the purpose for which it sanctioned, and the unspent balance of the grant shall be refunded after the close of the financial year.
- xi. In case Security services, Food & Beverage/Cooking and Cleaning/Housekeeping services are outsourced; the expenses incurred for monthly payments, shall be reimbursed to the Bidder after submission of original bill, vouchers etc. from the office of CDM & PHO, Jajpur.
- xii. The Client can request for any other provisions, services as mentioned in 'Operational Guideline for Maa Gruha floated by National Health Mission, Govt. of Odisha'. And these guidelines shall be binding for the operations of the Maa Gruha.

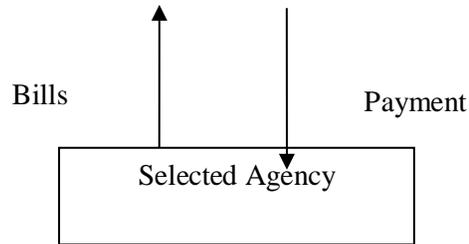
16. Payment Procedure

1. The payment of Capital Cost shall be done after successful installation of all the Equipment's Item and Furniture (EIF) in accordance with the *Operational Guideline of Maa Gruha issued by National Health Mission* in the premise of the Maa Gruha. The list of EIF shall be submitted by the selected Bidder to the client along with 3 vendor quotations and comparative statement / rate realization (lowest quotation) before purchase for approval with the limit of budget provisioned in Capital Cost
2. The bills of Capital Cost shall be accompanied by:
 - a. List of items installed along with the bills / invoices.
 - b. Photographs of the items installed with DMF logo pasted on the items and geo-tag location of the Maa Gruha.

3. Payment of Operational Expenditure (OPEX cost / HR and Running Cost) shall be done on a monthly basis as per the budget provisioned for it.
4. For the Operational Cost, the Selected Bidder shall submit the Bills/Invoices by the 5th day of each subsequent month (next working day if 5th is a holiday) to the office of CDM & PHO, Jajpur.
5. Bills/Invoices of the OPEX cost must be raised based on the actual expenditure Bidder. The Bills / Invoices shall be supported with the following documents:
 - i. Attendance sheets of the HR
 - ii. Remuneration / Salary / Wages shall be paid through bank transfer to all the employees / HR Staff etc. deployed. These online transfer sheets shall be submitted along with the bill.
 - iii. Copy of EPF Challan along with details of deduction of each employee and ESIC certificate. The EPF challan along with details of deduction of each employee and GST of the previous months shall be attached.
 - iv. Abstract / Statement of Expenditure (SOE) of all the components of the running cost.
 - v. Bills / Invoices of all the consumables etc.
 - vi. Statement of Expenditure for minimum wages to the PW attendants with signed by the Attendants.
6. After submission of a centralized monthly bill / invoice complete in all respect, it shall be scrutinized for its correctness, verified, and approved for payment by the CDM & PHO, Jajpur.
7. Office of CDM & PHO, Jajpur shall submit these verified bills / invoices along with abstract and supporting documents, within 20 working days to DMF Jajpur.
8. DMF Jajpur shall verify the abstract and supporting documents and release payment to CDM & PHO, Jajpur.
9. Centralized payment shall be done by CDM & PHO, Jajpur for the single monthly bill / invoice raised by the Selected Bidder.
10. All taxes applicable will be deducted as per provisions.
11. All assets, equipment's and tools utilized under the project will be property of the office of the CDM & PHO, Jajpur and the Bidder will have no right over it.
12. CDM & PHO, Jajpur may order variations in the scope or quantum of work through a written variation order. The payment for the variation shall be worked out on mutually decide terms and approval of DMF Jajpur.

17. Fund Flow Mechanism





18. Termination of the Project and Agreement Contract

1. The Client by written notice, may suspend /terminate the agreement if the Selected Bidder fails to perform any of its obligations as per the terms and conditions of the agreement including carrying out the services, such notice of suspension shall:
 - i. Specify the nature of failure.
 - ii. Advise the remedy of such failure.
2. The selected Bidder shall rectify the failure within a period not exceeding 30 days from the date of receipt of such notice by the Client.
3. Client may terminate the contract by not less than 30 days written notice of termination to the selected Bidder on occurrence of any of the events specified below and / or as specified in Terms & Conditions / Agreement. The decision of the Competent Authority and the Client shall be final and binding on the selected Bidder.
 - i. If the selected Bidder does not rectify a failure in the performance of his obligations within 30 days of receipt of notice or within such further period as the Client have subsequently approved in writing.
 - ii. If the selected Bidder becomes insolvent or bankrupt.
 - iii. If, as a result of force majeure, the Selected Bidder is unable to perform a material portion of the services for a period of not less than 30 days.
 - iv. If, the selected Bidder is found to be engaged in corrupt or fraudulent practices in competing for or in implementation of the project.
 - v. Failure of the selected Bidder to commence the services within time schedules as mutually decided by the Client and the selected Bidder from the date of the agreement.
 - vi. Failure of the selected Bidder to comply with the statutory requirements, rules, and other applicable Acts / Regulations.
 - vii. Criminal indictment of the promoters, member/s of the Board of Directors, Chief Functionaries, key personnel engaged by the selected Bidder for operations and management of the services.
 - viii. Engagement of unqualified personnel by the selected Bidder for operations of the project.
 - ix. Certification of unsatisfactory performance by the Monitoring Committee / Evaluation Team or Officer – in Charge from the Clients side.
 - x. The Bidder's services create serious adverse publicity in the media, and there is prima facie evidence of negligence, mismanagement, or misconduct.

4. In the event Force Majeure makes the performance of this Agreement impossible, or the continuation of the Agreement becomes unlawful, then either Party may issue a 30 days' notice to terminate.
 - i. The Agreement may be terminated by both parties through mutual consent.
 - ii. Both the parties shall honor commitments made prior to the date of notice, complete the ongoing commitments to avoid major inconveniences. The Client shall pay the Selected Bidder for all valid service received without any dues.
 - iii. Despite termination, the parties shall abide by the usual professional ethics and normal code of conduct to maintain the confidentiality of the information and intellectual property rights.
 - iv. The termination will not affect the rights and obligations of the Parties incurred prior to termination.

5. Non-payment of service fee to the Selected Bidder by the Client can entitle termination of services by the Service provider/ Second Party.

6. Handover of assets and responsibilities upon termination: upon termination, the Bidder shall
 - i. Hand over all movable and immovable assets related to the project to an authorized representative of the State Government on a mutually agreed date. The transfer shall be executed on an "as is where is" basis, ensuring continuity of operations.
 - ii. Ensure that no assets are removed, transferred, or destroyed, except for consumables used in the normal course of operation, without prior written approval from the CDM&PHO, Jajpur / District Administration
 - iii. Complete the handover process within fifteen (15) calendar days from the date of termination, failing which the Government shall initiate legal action under the relevant laws.

Section IV: Technical Proposal Forms

Technical Form 1: Letter of Proposal Submission

To,

**Chief District Medical & Public Health Officer,
At / P.O/ District- Jajpur, Pin-758001**

Subject: Establishment and Management of 8 beded Maa Gruha (Maternity Waiting Home) at Kaliapani under District Mineral Foundation (DMF), Jajpur [TECHNICAL PROPOSAL]

Dear Sir,

We are submitting our Proposal as [_____ Insert name of the Bidder_____]

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

1. We acknowledge that CDM&PHO, Jajpur will be relying on the information provided in the Proposal and the documents accompanying the Proposal for selection of the Bidder, and we certify that all information provided in the Proposal and in the supporting documents is true and correct, nothing has been omitted which renders such information misleading, and all documents accompanying such Proposal are true copies of their respective originals.
2. This statement is made for the express purpose of appointment as the Selected Bidder for the aforesaid Project
3. We shall make available to CDM&PHO, Jajpur any additional information it may deem necessary or require for supplementing or to authenticate the Proposal
4. We acknowledge the right of CDM&PHO, Jajpur to reject our Proposal without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by Applicable Law our right to challenge the same on any account whatsoever
5. We certify that in the last 03 (three) years, we/or our Associates have neither failed to perform on any assignment or contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against us, nor been expelled from any project, assignment or contract by any public authority nor have had any assignment or contract terminated by any public authority for breach on our part
6. We declare that:
 - (a) We have examined and have no reservations to the RFP, including any corrigenda/addenda issued by CDM&PHO, Jajpur;
 - (b) We do not have any Conflict of Interest in accordance with the terms of the RFP;
 - (c) We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice, or restrictive practice, as defined in the RFP document, in respect of any tender or request for proposal issued by or any agreement entered with CDM&PHO, Jajpur or any other public sector enterprise or any government, Central or State; and
 - (d) We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice, or restrictive practice.
 - (e) We declare that the undertakings given by us along with the Proposal in response to the RFP for the Project are true and correct as on the date of making the Proposal and we shall continue to abide by them.
 - (f) We declare that there is no pending, active or previous legal action that prevents us from submitting the Proposal and executing the Agreement or fulfilling the conditions of the Project.
7. We understand that CDM&PHO, Jajpur may cancel the Selection Process at any time and without incurring any liability to the Bidder(s)
8. We declare that we or any Member of the Consortium, or any of our/ their Associates are not directly or indirectly related to any other Bidder applying for selection as an Bidder for the Project

9. We certify that in regard to matters other than security and integrity of the country, we or any of our Associates have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which would cast a doubt on our ability to undertake the Project or which relates to a grave offence that outrages the moral sense of the community.
10. We further certify that in regard to matters relating to security and integrity of the country, we or our Associates have not been charge-sheeted by any Bidder of the Government or convicted by a court of law for any offence committed by us or by any of our Associates.
11. We further certify that no investigation by a court or regulatory authority is pending either against us or against our Associates or against our CEO or any of our Partners /Directors/ Managers/employees.
12. We declare that we or any of our their Associates have not paid and shall not pay any bribe to any officer of CDM&PHO, Jajpur for awarding this Project at any stage during its execution or at the time of payment of bills and further, if any officer of CDM&PHO, Jajpur asks for bribe/gratification, we any member of the Consortium, or our/ their, Associates shall immediately report it to the appropriate authority in CDM&PHO, Jajpur
13. We further certify that we or any member of the Consortium or any of our their Associates are not barred by the Central Government/ State Government or any entity controlled by it, from participating in any project, and no bar subsists as on the date of Proposal
14. We undertake that in case due to any change in facts or circumstances during the Selection Process, we are attracted by the provisions of disqualification in terms of the provisions of this RFP, we shall intimate CDM&PHO, Jajpur of the same immediately
15. We agree that if at any stage, any information/documents submitted by us are found to be false, we or our Associates shall be liable for debarment from tendering in CDM&PHO, Jajpur, apart from any other appropriate legal action, as the case maybe
16. I hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by CDM&PHO, Jajpur in connection with the selection of Bidder or in connection with the Selection Process itself in respect of the abovementioned Project. We agree and understand that the Proposal is subject to the provisions of the RFP document. In no case, shall we have any claim or right of whatsoever nature if the Project is not awarded to us or our proposal is not opened or rejected
17. We agree to keep this offer valid for 180 (one eighty) days from the Proposal Due Date specified in the RFP, or provide extension of Bid Validity Period, if so, required by CDM&PHO, Jajpur
18. We agree that if w. fail to provide extension of Bid Validity Period, it will be construed that Bid is withdrawn and we will not be entitled to claim or receive any penalty/damages/ interest/charges, nor be entitled to return of the Bid documents submitted or refund of the EMD
19. A Power of Attorney in favor of the Authorized Signatory to sign and submit this Proposal and documents is attached herewith
20. We agree and undertake to abide by all the terms and conditions of the RFP.

In witness thereof, I/We submit this Bid under and in accordance with the terms of the RFP.

Yours sincerely,

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

Name and Title of Signatory: _____

Name of Bidder: _____

Address: _____

Email id: _____

Location: _____ Date: _____

Technical Form 2: Bidder(s) Organization (General Details)

Sl. No.	Description	Full Details
1	Name of the Bidder	
2	Address for communication: Tel: Email Id:	
3	Name of the authorized person signing & submitting the bid on behalf of the Bidder: Mobile No.: Email id:	
4	Registration/Incorporation Details Registration No: Date & Year. :	
5	Local office in Odisha If yes, please furnish contact details	Yes /No
6	Bid Processing Fee Details Amount: DD No.: Date: Name of the Bank:	
7	EMD Details Amount: DD No.: Date: Name of the Bank:	
8	PAN Number	
9	Goods and Services Tax Identification Number (GSTIN)	
10	Willing to carry out assignments as per the scope of work of the RFP	YES
11	Willing to accept all the terms and conditions as specified in the RFP	YES

Authorized Signatory : _____
with Date and Seal

Name : _____
Designation : _____
Address of Bidder : _____
Contact Number of Bidder : _____
Email id of Bidder : _____

Bidder(s) should submit the required supporting documents as mentioned above. Non-submission of required documents as listed above will lead to rejection of the bid.

Technical Form 3: Bidder(s) Financial Details

Annual Average Turnover Statement (To be furnished in the letter head of the Chartered Accountant)

The Annual Turnover of M/s _____ for the last 3 FYS are given below and certified that the statement is true and correct.

Financial Information (In INR)				
Details	FY 2022-23*	FY 2023-24*	FY 2024-25*	Average
Consulting Turnover (in Crores)				
	<i>Page no in the bid proposal</i>	<i>Page no in the bid proposal</i>	<i>Page no in the bid proposal</i>	
<p>* Provisional audited statement shall not be considered.</p> <p>Supporting Documents: Audited certified financial statements for the last three FYs (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form).</p> <p>Filled in information in this format shall have to be jointly certified and sealed by the CA and the authorized representative of the Bidder and to be furnished in original along with the technical proposal failing which the proposal will be out rightly rejected. No scanned copy will be entertained.</p>				

Signature and Seal of the Company Auditor / Chartered Accountant with Date in original
 Name of Chartered Accountant / Authorized Signatory of Company Auditor

[In full initials with Date and Seal]: _____

Membership No. Chartered Accountant / Authorized Signatory of Company Auditor

Authorized Signatory : _____
with Date and Seal
Name : _____
Designation : _____
Address of Bidder : _____
Contact Number of Bidder : _____
Email id of Bidder : _____

[NB: No Scanned Signature will be entertained]

Bidder(s) should submit the required supporting documents as mentioned above. Non-submission of required documents as listed above will lead to rejection of the bid.

Technical Form 4: Format for Power of Attorney
(Notarized on INR 100.00 Stamp Paper)

Know all men by these presents, We..... (name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorise Mr/ Ms (name),..... son/daughter/wife of and presently residing at, who is presently employed with us and holding the position of, as our true and lawful attorney (hereinafter referred to as the “Attorney”) to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Bid for the (“Project”) by the..... (the “Authority”) including but not limited to signing and submission of all applications, bids and other documents and writings, participate in Pre-Bids and other conferences and providing information/ responses to the Authority, representing us in all matters before the Authority, signing and execution of all contracts including the Agreement and undertakings consequent to acceptance of our bid, and generally dealing with the Authority in all matters in connection with or relating to or arising out of our bid for the said Project and/ or upon award thereof to us and/or till the entering into of the Agreement with the Authority.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE,, THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS

DAY OF 2.....

For

(Signature, name, designation and address)

Witnesses:

1.
2.

(Notarised)

Accepted

.....

... (Signature)

(Name, Title and Address of the Attorney)

Notes:

- *The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.*
- *Wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a board or shareholders' resolution/power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.*
- *For a Power of Attorney executed and issued overseas, the document will also have to be legalised by the Indian Embassy and notarised in the jurisdiction where the Power of Attorney is being issued. However, the Power of Attorney provided by Bidder(s) from countries that have signed the Hague Legislation Convention 1961 are not required to be legalised by the Indian Embassy if it carries a conforming Apostille certificate.*

Technical Form 5: Bidder(s) Past Experience Details

1. Work Experience for Operations and Management of ‘Maa Gruha/ Nutritional Rehabilitation Center/ Old Age Homes):

Sr. No.	Name of the Project*	Number of Beneficiaries	Name of the Funding Bidder	Source of funding (Govt. / Private)	Project Start Date in DD/MM /YYYY	Project End Date in DD/MM /YYYY	Project Cost (In Lakhs)	Major Task Carried Out	Page number in the proposal
1									
2									
3									
4									

*(*Photocopies of Work Orders/ Sanction Orders/ MOUs/ Engagement Letters/ Completion Certificates of equivalent projects to be attached as documentary proof along with page number in the proposal. More lines can be added for enumerating experience as required.)*

Note 1: Information provided in this form shall sufficiently support/justify the criteria of the Technical Qualification Form.

Note 2: All the claims shall be substantiated through production of supporting documents. All supporting documents shall have the period of execution, along with details of the project components clearly highlighted.

Authorized Signatory :
with Date and Seal

Name : _____

Designation : _____

Address of Bidder : _____

Contact Number of Bidder : _____

Email id of Bidder : _____

Technical Form 6: Declaration of Conflict of Interest and Activities

Are there any activities carried out by your Bidder which are of conflicting nature as mentioned in Section 3 **[Information to the Bidder]**: **Clause 3. If yes**, please furnish details of any such activities.

If no, please certify,

On Bidder(s) Letter

I hereby declare that our Bidder is not indulged in any such activities which can be termed as the conflicting activities as mentioned in **Section 2 [Information to the Bidder]**

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

Authorized Signatory :
with Date and Seal

Name : _____

Designation : _____

Address of Bidder : _____

Contact Number of Bidder : _____

Email id of Bidder : _____

Bidder(s) should submit the required supporting Documents as mentioned above. Non- submission of required Documents as listed above will lead to rejection of the bid.

**Technical Form 7: Comments and Suggestions on the Terms of Reference /
Scope of Work and Counterpart Staff and Facilities to be provided by the
Client.**

A: On the Terms of Reference / Scope of Work:

[The Bidder needs to present and justify in this section, if any modifications to the Terms of Reference they are proposing to improve performance in carrying out the assignment (such as deleting some activity considering unnecessary, or adding another, or proposing a different phasing of the activities / study process modifications). Such suggestions should be concise and to the point and incorporated in the technical proposal. Modification / suggestion will not be taken into consideration without adequate justification. Any change in manpower resources will not be taken into consideration]

B: On Input and Facilities to be provide by the Client:

[Comment here on inputs and facilities to be provided by the Client with respect to the Scope of Work and Implementation]

Authorized Signatory : _____
with Date and Seal

Name : _____

Designation : _____

Address of Bidder : _____

Contact Number of Bidder : _____

Email id of Bidder : _____

Tech Form 8: Description of Approach, Methodology and Work Plan

The following are the key components of the Technical Proposal. You are suggested to present your Technical Proposal divided into the following three chapters:

- a) **Understanding of the Assignment and Issues/Challenges:** In this chapter, you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance and explain the technical approach you should adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach. you should list out some major challenges that could arise while implementation of the project. Also, the proposed action plan/road map and quality control mechanisms that you shall contemplate to follow while overcoming these challenges.
- b) **Approach, Methodology and Work Plan:** In this chapter, you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates. The proposed work plan should be consistent with the technical approach and methodology, **showing understanding of the TOR** and ability to translate and implement **each of the objectives, services, and care to be provided, and scope of work** into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work Schedule.
- c) **Similar Case Studies:** In this chapter, you can derive examples of your work done in similar assignments.

The Bidder(s) who are selected for technical presentation shall adhere to the following format while presentation:

Maximum Number of Slides	Slide Heading	Maximum Marks (40)	Maximum Time for Presentation
1 to 3	Understanding of the Assignment and Issues/Challenges	15	5 minutes
4 to 6	Approach, Methodology and Work Plan (15 Marks)	15	5 minutes
7 to 10	Similar Case Studies	10	5 minutes
	Question & Answer Session		5 minutes

Note 1: Information provided in the form shall correspond to the Technical Presentation. Color print-out of the PPT also shall be submitted.

Note 2: All the claims shall be substantiated through production of supporting documents.

Note 3: Bidder(s) are requested to furnish above information limiting it up to 5-7pages only with Arial FontSize-10.

Authorized Signatory with Date and Seal : _____

Name : _____

Designation : _____

Address of Bidder : _____

Contact Number of Bidder : _____

Email ID of Bidder : _____

Technical Form 9: Proposed Plan to Carry out the Assignment.

Month →	1	2	3	4
Sequence of Activities / Sub Activities				
↓				

Indicate all main activities / sub activities of the proposed assignment and other associate sub-periodic activities.

Authorized Signatory :
with Date and Seal

Name : _____

Designation : _____

Address of Bidder : _____

Contact Number of Bidder : _____

Email id of Bidder : _____

Technical Form 10: Non-Consortium Declaration

We, <name of the Organisation>, having our registered office at <HQ address of the Organisation> hereby declare that we are submitting this proposal in reference to the Request for Proposal for the “.....” <Name of the project>.

We declare that we are submitting this proposal as an independent Bidder, and not as a part of any consortium/Joint Venture/Associations.

We also acknowledge that in case of misrepresentation of the information, our proposal / contract shall be rejected / terminated at any stage by the client, which shall be binding on us. Any loss or damage to the client, on this count will be compensated by us.

Authorized Signatory :
with Date and Seal
Name : _____
Designation : _____
Address of Bidder : _____
Contact Number of Bidder : _____
Email id of Bidder : _____

Note:

1. To be issued in the letter head of the Organisation

Technical Form 11: Affidavit Format for Not Blacklisting

(Notarized on INR.100/- Non-Judicial Stamp Paper)

Affidavit

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

However, we wish to bring to your notice (in case the Bidder has been blacklisted previously), the details of our previous blacklisting's as per details below:

Sl. No.	Name of the Organization / Department / Ministry that blacklisted the Bidder	Duration from which the blacklisting started to when it ended (in DD/MM/YYYY)	Reasons for being Blacklisted	Issues that led to blacklisting was resolved / Not resolved	Details of the Documents Supporting the Blacklisting Resolution	Page Number of the Attached Supporting Documents for Blacklisting Resolution
1						
2						

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

Dated: DD/MM/YYYY

Authorized Signatory : _____
with Date and Seal
Name : _____
Designation : _____
Address of Bidder : _____
Contact Number of Bidder : _____
Email id of Bidder : _____

Technical Form 12 - Curriculum Vitae (CV) of Proposed Staff

1.	Proposed Position			
2.	Name of Bidder			
3.	Name of Staff			
4.	Date of Birth			
5.	Education			
	Name of Institution	Degree(s) or Diploma(s) obtained:	Date/Year of Qualifying	
6.	Membership in Professional Associations/ Trainings attended.			
7.	Languages			
	Language	Reading	Speaking	Writing
	English			
	Odia			
	Hindi			
	Any other			
8.	Employment Record			
	From		To	
	Employer			
	Position/s held			
	Responsibilities/ Activities performed:			
	From		To	
	Employer			
	Position/s held			
	Responsibilities/ Activities performed			
	From		To	
	Employer			
	Position/s held			
9.	Work Undertaken that Best Illustrates Capacity to Manage the Tasks Assigned			
	Name of assignment or project			

	Year	
	Location	
	Client	
	Main project features:	
	•	
	Position/s held	
	Responsibilities/Activities performed	
	•	
	Name of assignment or project	
	Year	
	Location	
	Client	
	Main project features	
	•	
	Position/s held	
	Responsibilities/Activities performed	
	•	
10.	Certification	
	<p>I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.</p> <p>Signature</p>	

Note:

1. CV write up restricted to 3 pages only with quality information relevant to the key professional requirements. The CVs needs to be jointly signed by the proposed professional and the authorized representative of the Bidder.
2. Information provided in the form should correspond to the Key Personnel Criteria of the Technical Qualification form.
3. All the claims should be substantiated through production of supporting documents.
4. Experiences between 1st April 2015 to 31st March 2025 only will be entertained.
5. CVs submitted as a part of the RFP Bid submission are expected to be deployed full-time for a period of 3 years.

Section V: Annexures

Annexure I: Bid Submission Checklist

Bidder(s) shall ensure the submission of the required supporting documents in the appropriate envelopes (writ Technical Proposal and Financial Proposals). Bidder(s) should submit the required supporting documents as mentioned below by arranging the documents serially in the following order, indexing it appropriately, pages of all the bids documents being numbered, mentioning the same page numbers in the column “Page No” against the particulars in the check list as mentioned below for ease of scrutiny. Each page should be numbered and signed (in full) by the authorized representative (as per TECH 4). The proposal must be complete in all respect and spiral bound. Bids not conforming to the eligibility criteria and non-submission of required documents as listed below will lead to rejection of the bid. Submission of forged documents will also result in rejection of the bid. Bidder(s) are advised to study all instructions, forms, terms & conditions, and other important information as mentioned in the RFP Document.

Sl. No.	Description	Submitted (Y/N)	Page No.
Technical Proposal (Original)			
1	Filled in Bid Submission Check List (ANNEXURE I)		
2	Covering Letter (Technical Form 1)		
3	Bid Processing Fee of INR.5,000/-in form of DD		
4	EMD of INR. 50,000/- in form of DD		
5	Copy of Certificate of Incorporation/Registration of the Bidder		
6	Copy of PAN		
7	Copy of Goods and Services Tax Identification Number (GSTIN)		
8	Copies of IT Returns for the last 3 FYs (2022-23, 23-24 & 24-25)		
9	General Details of the Bidder (Technical Form 2)		
10	Financial details of the Bidder (Technical Form 3) along with all the supportive documents such as copies of Profit —Loss Statement and Balance Sheet for the concerned period		
11	Power of Attorney (Technical Form 4) in favor of the person signing the bid on behalf of the Bidder		
12	List of completed assignments of similar nature (Past Experience Details) (Technical Form 5) along with the photo copies of work orders / experience certificates for the respective assignments		
13	Self-Declaration on Potential Conflict of Interest (Technical Form 6)		
14	Comments and Suggestions (Technical Form 7)		
15	Description of Approach, Methodology & Work Plan (Technical Form 8)		
16	Work Plan (Technical Form 9)		
17	Non-Consortium Declaration (Technical Form 10)		
18	Affidavit Format for Not Blacklisting (Technical Form 11)		
19	Format of Curriculum Vitae (Technical Form 12)		

Undertaking:

- All the information has been submitted as per the prescribed format and procedure.
- Each part has been separately bound with no loose sheets and each page of all the two parts are page numbered along with Index Page.
- All pages of the proposal have been sealed and signed (in full) by the authorized representative.

Authorized Signatory with Date and Seal :

Name : _____
Designation : _____
Address of Bidder : _____
Contact Number of Bidder : _____
Email id of Bidder : _____

Annexure-II: Draft Performance Bank Guarantee

(To be issued by a Bank _____)

To,

**District Chief Medical and Public Health Officer,
At/ P.O/Dist.- Jajpur, Pin-755001**

WHEREAS (Name and address of the Bidder) (hereinafter called “the Bidder”) has undertaken, in pursuance of RFP no..... dated to undertake the service (Description of services) (herein after called “the contract”).

AND WHEREAS it has been stipulated by..... (Name of the Client) in the said contract that the Bidder shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract.

AND WHEREAS we have agreed to give the supplier such a bank guarantee.

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the Bidder, up to a total of (Amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the Bidder to be in default under the contract and without cavil or argument, any sum, or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Bidder before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract Documents which may be made between you and the Bidder shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition, or modification.

This performance bank guarantee shall be valid until the day of..... (Month and year),

Our branch at Jajpur (Name & Address of the Bank) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our Jajpur branch a written claim or demand and received by us at our Jajpur branch on or before Dt.....otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

.....
(Signature of the authorized officer of the Bank)
.....
Name and designation of the officer
.....
.....
Seal, name & address of the Bank & Branch

Annexure- III: Definitions and Acronyms

Act	:	Maintenance and Welfare of Parents and Senior Citizens Act, 2007.
Bidder	:	Entities or persons that may provide or provides the Services to the Client under the Contract.
APL	:	Above Poverty Line
Assignment / job	:	The work to be performed by the selected Bidder pursuant to the Contract.
CDM&PHO	:	Chief District Medical & Public Health Officer
CV	:	Curriculum Vitae
Day	:	Calendar day
DD	:	Demand Draft
DMF, Jajpur	:	District Mineral Foundation, Jajpur
DPEP	:	Detailed Project Execution Plan - to be submitted by the selected Bidder to CDM & PHO pursuant to the Contract.
DDM	:	District Data Manager
EC	:	Evaluation Committee
EMD	:	Earnest Money Deposit
EO	:	Executive Officer
EPIC	:	Electoral Photo Identity Card
FY	:	Financial Year
Indigent	:	Any senior citizen who is not having sufficient means, as determined by the State Government, to maintain oneself.
Instructions to Applicants/Bidder(s)	:	The document which provides interested Bidder(s) with the information need to prepare their respective Proposals.
LOI	:	Letter of Invitation, (Section 1 of the RFP) means the 'Letter of Invitation' being sent by the Client.
Personnel	:	Professionals and support staff provided by the selected Bidder and assigned to perform the Services or any part thereof.
Proposal	:	Pre-Qualification Documents, Technical Proposal and Financial Proposal.
QBS	:	Quality Based Selection
RFP	:	Request for Proposal circulated by the Client for the selection of an Bidder.

- TIA : Tender Inviting Authority
- TOR : Information included in the RFP which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Client and the selected Bidder.
- SC : Sub Center