



OFFICE OF THE CHIEF DISTRICT MEDICAL AND PUBLIC HEALTH OFFICER-cum-DISTRICT
MISSION DIRECTOR, SUNDARGARH

DISTRICT PROGRAMME MANAGEMENT UNIT (NHM)
AT/PO/DIST- SUNDARGARH, PIN - 770 001, ORISSA

E-mail:- dpmsundargarh@gmail.com



Letter No. 747 /NHM-SNG

Date 15/02/2020

To

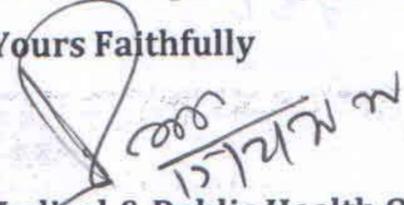
Dy. Director (Advertisement) - cum- Secretary to Govt.
I & PR Deptt., Odisha
Bhubaneswar

Sub: - Notice for Invitation of Expression of Interest.

Sir,

Please publish the following Notice for Expression of Interest using minimum space as per Govt. norms in one Odia & English newspaper for one day & single edition only. The bill will be submitted to the Chief District Medical & Public Health Officer, Sundargarh for payment.

Yours Faithfully


Chief District Medical & Public Health Officer
Sundargarh

Notice No- _____

Date- _____

**Request for inviting Expression of Interest (EOI/ RFP) for
District Training Sites (DTS)**

Sealed Proposals as per the prescribed RFP document are invited from interested eligible NGO/Trust/other Agency for the "Operation & Management of District Training Sites (DTS)" in different Blocks of Sundargarh. The eligibility criteria and detailed requirements for "operation & Management of "DTS" and the formats for submission of proposals are set forth in the RFP documents which can be downloaded from the website www.sundargarh.nic.in. Interested NGO/Trust/other Agency fulfilling the eligibility criteria may submit their proposal(s) with EMD & Documents as set forth in this RFP. If NGO/Trust/other Agency wishes to apply for more than one District Training Sites, they will have to submit separate proposal for each DTS along with EMD & documents as set forth in the RFP in sealed envelope(s) clearly superscribing the name of the block on the envelope(s). The NGO/Trust/Agency has to submit their proposal(s) to the undersigned through Speed Post / Register Post / Courier for "Operation & Management of District Training Sites (DTS)". The willing reputed NGO/Trust/Agency are requested to submit sealed proposal to the office of the undersigned on or before **29.02.2020** till 5.30 P.M. The detail RFP documents can be downloaded/ obtained from the District Website www.sundargarh.nic.in /DPMU, NHM, CDM & PHO office, Sundargarh. This office will not entertain any proposal after the due date/time fixed for at any circumstances. The undersigned reserves the right to reject any or whole tender without assigning any reason thereof.

-Sd-

Chief District Medical & Public Health Officer, Sundargarh

Memo No- 748

Date- 15/02/2020

Copy to the DAM/DPM, DPMU, NHM, Sundargarh for information and necessary action.



OFFICE OF THE CHIEF DISTRICT MEDICAL AND PUBLIC HEALTH OFFICER-cum-DISTRICT MISSION DIRECTOR, SUNDARGARH

DISTRICT PROGRAMME MANAGEMENT UNIT (NHM)
AT/PO/DIST- SUNDARGARH, PIN - 770 001, ORISSA

E-mail:- dpmsundargarh@gmail.com



Letter No. 749 /NHM-SNG

Date 15/02/2020

Memo No- _____

Date- _____

Copy forwarded to the District Information Officer, NIC, Sundargarh for information and you are requested to upload the details information & publish the same in the aforesaid website.

[Signature]
15/2/20

Chief District Medical & Public Health Officer
Sundargarh

Memo No 750

Date- 15/02/2020

Copy to the Notice Board of the CDM&PHO/ DIPRO/ Collectorate, Sundargarh for information.

[Signature]
15/2/20

Chief District Medical & Public Health Officer
Sundargarh

15/02/2020

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SECTION -1: NOTICE INVITING PROPOSAL

Detailed proposals are invited from eligible entities to select the Agency for conducting Training of ASHAs on Refresher training of ASHAs /others training as District Training Site)

Important timelines

Sl. No.	Activity	Timeline
1	Date of advt. publication.	15/2/ 2020 (The detailed RFP document downloadable from Website: www.nhmodisha.gov.in)
2	Date & Time of Pre-bid meeting	24/2/ 2020 Time: 11.30 AM Venue: Office Chamber of the CDM&PHO, Sundargarh
3	Last date for submission of the Proposal	Date: 29/2/2020, Time: 05.30 PM Details of the Name and address for submitting the proposal are mentioned at Section 2: Schedule of Submission. NB: Proposals should be submitted through Speed post/Registered post only. No other form of submission will be accepted. Proposal (s) submitted after the due date & time will not be accepted.
4	Opening of the proposal at the District level	Date: 01/3/2020 Place: DPMU, NHM, Sundargarh (In case it is a holiday, the date of opening of the proposal will be the next working day)

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SECTION – 02: INSTRUCTIONS TO THE BIDDERS

2.1 Scope of Proposal

The following points are to be ensured while applying for the project.

- (a) Detailed description of the objectives, scope of services, deliverables and other requirements relating to Training Sites is specified in this RFP. The manner in which the Proposal is required to be submitted, accepted and evaluated is also explained in this RFP.
- (b) Proposals must be submitted through **Speed post/Registered post/Courier only** within the due date and time mentioned in this RFP. **Application submitted in any other form and received after the due date and time will not be accepted.**
- (c) The selection of the Agency shall be on the basis of an evaluation by the Desk Appraisal Committee followed by Field Appraisal and District NGO Committee, Sundargarh through the Selection Process specified in this RFP. Bidders shall be deemed to have understood and agreed that no explanation or justification for any aspect of the Selection Process will be given and that the CDM&PHO-cum-District Mission Director's decision is without any right of appeal whatsoever.
- (d) The bidder shall submit its Proposal in the form and manner as specified in this RFP. Upon selection, the agency shall be required to enter into an Agreement with the CDM &PHO-cum-District Mission Director, Sundargarh for implementation of the project.

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2.2 Eligibility Criteria for the Agency

The entities fulfilling the following criteria are eligible to apply:

1. It must be registered under Society Registration Act/Indian Trust Act.
 - (a) If registered under Society Registration Act, It must have the provision of health services, health care, primary healthcare, and any other health related services in its memorandum of association.
 - (b) If it is a Trust, it must have been formed to provide health services, health care, primary health care or any other health related services.
2. To be eligible to apply, the entity must be in existence in the district on 31st December, 2019. Organizations established/registered after 31st December, 2019. are not eligible to apply.
3. The entities must have minimum 3 years of proven field level experience in Health & Family Welfare Programmes or any Social Development Sectors as on 31st December, 2019.
4. The entity must have valid food safety license to supply food for training.
5. The entities should have an annual turnover of at least Rs 5 lakhs per each year in the last three financial year i.e 2016-17, 2017-18 & 2018-19.
6. Entity should have been registered under 12-A of Income Tax exemption.
7. The entity must not never have been "blacklisted"/ "debarred" from participating in any tendering process by any State Govt./Central Govt. Institutions. An affidavit to this effect is to be submitted.
8. The entity or any of its office bearers must not have been convicted/case pending against them by any court of law in India or abroad for any civil/criminal offences. An affidavit to this effect is to be submitted.
9. If based on any adverse report against the organization from the District/ NHM/any Govt. Departments, the partnership of the organization has been discontinued or due to poor performance in implementation of any PPP projects under NHM is identified by the external evaluating agency, then the organization shall not be eligible to apply. In case the services of the organization have been discontinued on the basis of the conduct of any financial irregularities, it will not be allowed to apply.
10. The entities must submit an undertaking for the willingness to sign the service level agreement towards the implementation of the project.

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2.3. Submission and Signing of Proposal

The proposal shall be submitted in the following ways:

- The Proposal shall be typed or written legibly in English in indelible ink and shall be signed by the authorized representative of the entities.
- Any interlineations, erasures or overwriting shall be valid only if the person or persons signing the Proposal have put his/their initials prior to submission of the same.

2.4. Packing, Sealing and Marking of Proposal

The proposal and attached documents must be inserted in a single envelope, along with applicant's name and address in the left hand corner of the envelope and super scribed as **Proposal for "District Training Sites, (Name of Block/Area/Village)____,____(Sundargarh). RFP No._____(Please mention the RFP no. as mentioned in Section 2).**

The application envelopes shall be addressed to the CDM & PHO-cum-District Mission Director, Sundargarh as per the detailed address mentioned at the Section -2: Schedule of Proposal Submission. If the outer envelope is not sealed and marked as mentioned above, then the O/o the CDM & PHO, Sundargarh will assume no responsibility for the proposal's misplacement or premature opening. Telex, cable or facsimile proposals will be rejected.

2.5. Content of the Proposal

The entity fulfilling the eligibility criteria may submit the information/documents as mentioned in the RFP along with a covering letter on its letter head indicating their interest to apply for the project.

2.6. Earnest Money Deposit (EMD)

EMD of **Rs.10,000/-** per each project applied for in the shape of a Demand Draft or Banker's Cheque in favour of ZSS, NRHM Additionalities, Sundargarh is to be submitted along with the bid. Details of the Demand Draft or Banker's Cheque (DD/BC No., date, name of the Bank) should be mentioned in the bid.

The EMD will be refunded after selection of the successful bidder. No interest will be paid on the EMD. **Bid proposals not accompanied by EMD will not be considered.** EMD of the bidder will be forfeited if it is discovered that the bidder has submitted false or forged or incorrect or misleading documents or information.

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2.7. Sequence of Proposal submission:

The following sequence must be followed while submitting the documents in the proposal/bid. The declaration in the same format required to be submitted in the **Annexure-A** along with the bid.

Sl. No	Sequence of the Document to be submitted
1	EMD of Rs. 10,000/- in the mode of DD/BC.
2	Covering letter for the project by the Entity in its letter head (Document- 1)- To be submitted in Form - T1 .
3	Profile of the Agency (Name, Address, Registration etc.) – (Document- 2)- To be submitted as per Form T2 .
4	Copy of the Registration Certificate or equivalent certificate (Document- 3)
5	Copy of the Memorandum of Association or equivalent document (Document- 4)
6	Copy of Unique ID No. through the portal NGO-DARPAN of NITI Aayog (Document- 5).
7	Copy of the 12A Certificate (Document-6)
9	Annual Financial Statements with audit report attached for the last 3 years 2016-17, 2017-18, 2018-19 duly audited by a qualified CA (Document- 7). To be submitted in Form-T3
10	Annual reports of the entity for the last three years i.e. 2016-17, 2017-18, 2018-19. In case run by the PSUs, annual reports of the PSUs. (Document- 8). Organizations not preparing annual reports should provide legitimate reasons for not preparing the same.
11	Fixed Asset Statement of last Financial Year duly audited by a qualified CA. (Document- 9). To be submitted in Form-T4
12	Work experience of the Agency (Document- 10). To be submitted in Form-T5
13	MoU/Agreement documents pertaining to work experience in implementing projects in any Social Sector out of any Govt. Funding (Document- 11)
14	MoU/Agreement documents pertaining to work experience in implementing projects in any Social Sector out of any Private Funding (Document- 12)
15	MoU/Agreement documents pertaining to work experience in implementing projects

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Sl. No	Sequence of the Document to be submitted
	in any Social Sector in the applied district (Document- 13) .
16	Names of the Office Bearers along with their addresses (in case of Trusts and Registered Societies) / Names of the key personnel along with their addresses for Other Organizations (Document- 14)
17	Name of the Staffs & qualification in the payroll. Managerial and Accounts Staff). (Document-15)
18	An undertaking that the Office Bearer of the Agency has not been convicted/case pending by any court of law in India or abroad for any criminal offence. (Document-16). To be submitted Form – T6 .
19	A certificate that the bidder has never been "blacklisted"/ debarred from participating in any tendering process by any State Government/Central Government institutions. (Document- 17) To be submitted in Form – T7 .
20	An undertaking that the Agency is willing to sign the service level agreement/MoU. (Document 18). To be submitted in Form – T8 .
21	Copy of PAN card of the Agency (Document: 19)
22	Copy of Bank Pass Book of the Agency (Document-20)
23	Copy of the document relating to the presence of Agency in the State of Odisha either land & building record issued in the name of Agency/lease agreement in affidavit mode (Document: 21)
24	Copy of the resolution of the competent authority in the Organization authorizing the signatory to respond to this invitation (Document- 22).

All the information, documents, filled in forms must be submitted with clear indication of the Page Number as per above. In case the document contains more than one page, it should be properly bound and identified with clear heading on the first page. All pages of above supporting documents and proposal must be signed by the Authorized signatory of the entity along with seal, failing which the application shall be rejected out rightly.

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2.8. Financial Bid:

No financial bid is required to be submitted as this is a fixed cost based project.

2.9. Number of Proposals

Interested bidders fulfilling the eligibility criteria may submit their proposal **separately** for each training venue. They have to submit their proposal(s) to the District in which the DTS is located.

2.10. Cost of Proposal

The bidder shall be responsible for all the cost associated with the preparation of their proposals and their participation in the selection Process. The concerned district authority will neither be responsible nor in any way be liable for such costs, regardless of the conduct or outcome of the selection Process.

2.11. Acknowledgement by the bidder

- (a) It shall be deemed that by submitting the Proposal, the bidder has: -
- Made a complete and careful examination of the RFP;
 - Received all relevant information requested from the concerned District authority.
 - Acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in the RFP or furnished by or on behalf of the concerned district authority relating to any of the matters stated in the RFP Document;
 - Satisfied itself about all matters, things and information, necessary and required for submitting the Proposal and performance of all of its obligations there-under;
 - Agreed to be bound by the undertaking provided by it under and in terms hereof.
- (b) The concerned district authority shall not be liable for any omission, mistake or error on the part of the bidder in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to RFP or the Selection Process, including any error or mistake in any information or data given by the concerned district authority.

2.12. Language

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

2.13. Proposal Due Date

RFP filled in all respect must reach O/o the CDM & PHO, Sundargarh at the address, time and date specified in the Section 1: Notice inviting proposal, through Speed Post/ Regd. Post / Courier only. If the last date for the submission of RFPs is declared as a holiday, the RFPs will be received up to the appointed time on the next working day.

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2.14. RFP Opening and Process of Selection

- (a) The district authority of Sundargarh will open all Proposals, in the presence of bidders or their authorized representatives who choose to attend, at the location, date and time mentioned in the Section Notice inviting proposal.
- (b) The bidder/their authorized representatives who will be present shall sign a register recording their attendance.
- (c) In the event of the specified RFP opening date being declared a holiday, the RFPs shall be opened at the appointed time and location on the next working day.
- (d) The Desk Appraisal Committee constituted for conducting the selection process of DTS vide **letter no. OSH&FWS/10632, Dt. 06.09.2019 with inclusion of Dy. Manager-RCH** will conduct the Desk Appraisal.
- (e) The Desk Appraisal Committee at the District level will conduct the screening process of the valid proposals received within the due date and having EMD attached. The Committee will verify whether all the required documents as per the advertisement have been submitted along with each proposal. If at all, any deficiency in document submission is found out in any of the proposal, the same will be informed to the Agencies through inviting objection.
- (f) After conducting further process, the qualifying checklist of the desk appraisal process along with the reasons of rejection, if any, will be hosted in the District Website inviting objection by giving 7 days notice.
- (g) After 7 days of objection invitation, the Desk Appraisal Committee will finally call the eligible Agencies to the office of CDM&PHO, Sundargarh for necessary verification of their original documents vis-à-vis documents submitted with their application/bid.
- (h) After verification of the original documents, the Desk Appraisal Committee will award score in the prescribed score sheet, then Field appraisal process of NGO will be conducted for final selection of DTS.
- (i) The merit list of the Agencies will be prepared those have secured minimum illegibility criteria of District Training Sites in the score sheet in order to be eligible for merit.
- (j) The process will be approved in the District NGO Committee meeting Chaired by the Collector & DM, Sundargarh and the Agency in the top of the merit list shall be awarded to manage the **DTS** with intimation to CDM & PHO, Sundargarh.
- (k) The final selection result will be hosted in the District Website.

2.15. Conditions of Selection:

In a district maximum up to any **02** DTS/partnership projects (including existing and new) under ZSS, Sundargarh can be sanctioned to a particular Agency. In case credible NGOs/Agencies are not available, the case will be decided by the District NGO Committee-whose decision is final. In that scenario maximum number of DTS may go up to 02.

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2.16. Post Selection Procedure:

- i. After approval at the level of **ZSS**, Sundargarh the selected agency will be informed in writing of their selection for the project. This will be the letter of award which shall be issued by the CDM & PHO, Sundargarh to the selected agency.
- ii. Further, the district will host in the district website the name of Agencies finally selected/approved for operation & management of **District Training Sites** in the district.
- iii. Within 15 days of the issue of the letter of award, the selected agency will be required to inform the Chief District Medical & Public Health Officer-cum-District Mission Director, Sundargarh in writing of its acceptance of the award, failing which, the award will be offered to the 2nd rank bidder in the merit for the project.
- iv. On completion of these formalities, the District authority will inform the selected agency regarding date of signing of the agreement/MoU.

SECTION-03: TERMS AND REFERENCE FOR MANAGEMENT OF DTS

3. Period of Partnership:

The duration of the project will be initially for one year. However, the project may be extended subject to the fund provision approved for ASHA Training in PIP and satisfactory performance of the Agency in operation and management of District Training Sites.

3.1 Other terms and condition:

- The Selected Agency will have to open a separate saving bank account for this grant-in-aid in any Nationalized bank. The account will be opened in the name of the project, which shall be operated jointly by at least two office bearers authorized for the purpose by the management committee of the Agency.
- The selected Agency has to submit the weekly DTS training completion report each batch in a standardized format to the CDM & PHO and DPMU, NHM, Sundargarh
- The amount of grant should be utilized only for the purpose for which it is sanctioned and the unspent balance of the grants shall be refunded after the close of the financial year.
- The Agency will submit monthly statement of expenditure and progress report to the district with a copy to DPMU, NHM

3.2 Signing of Agreement:

The selected agency shall have to execute an agreement with the ZSS, Sundargarh within 15 days from the date of acceptance of award of contract. Before execution of the agreement, the bidder shall have to deposit performance security deposit as per norm.

3.3 Commencement of operation of DTS:

The selected agency shall commence the service within **15 days** from the date of signing of the Agreement. If the agency fails to commence the service as specified herein, the district authority may, unless it consents to the extension of time thereof may cancel the agreement and forfeit the Performance Security.

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3.4 Performance Security:

The selected agency on acceptance must provide the District Authority a **Bank Guarantee for Rs.200,00/- (Rupees Twenty thousand only) per project** in the name of concern Zilla Swasthya Samiti, Sundargarh, from a Nationalized Bank valid for a period of minimum one year as performance security of the project which will have to be extended for a further period based on the period of extension.

3.5 Payment modalities:

- Grant-in-Aid for the project shall be released to the Agency on the basis of budget provision made in the batch wise training unit cost.
- The disbursement/release of funds by ZSS to the Agency would be in two instalments i.e. 1st instalment, 75% in advance of total project cost (except DA of participants) and the 2nd instalments, 25% after completion of training and submission of SOE/UC & required reports and documents.
- The DPMU/BPMU, NHM, Sundargarh will make assessment of the project in every batches of the training using the standardized checklist

3.6 Breach:

If either Party breaches the Conditions Contract or these Terms and Conditions and fails to remedy such breach within 30 days of written notice from any other Party calling for the breach to be remedied, then the non-breaching Party shall be entitled, without prejudice to any other rights that it may have in law, whether under the Contract or otherwise, to cancel the Contract without notice or to claim immediate specific performance of all the defaulting parties.

3.7 Penalty:

Government shall be entitled to fix penalty which would be deducted from the dues payable to the agency, if following gaps identified:

- If the agency fails to provide services as stipulated in the Service Description at Section-4.2.

3.8 Force Majeure:

No penalty or damages shall be claimed in respect of any failure to provide service, which the agency can prove to be directly due to a war, sanctions, strikes fire, flood or tempest or Force Majeure, which could not be foreseen or overcome by the agency or to any act or omission on the part of persons acting in any capacity on behalf of agency provided that the agency shall at the earliest bring the same to the notice of the State Government.

3.9 Termination:

- Either party may terminate this agreement by giving not less than one months' notice in writing to the other.
- This notice shall include reasons as to why the agreement is proposed to be terminated.
- The CDM&PHO / Government may terminate the agreement, or terminate the provision of any part of the Services, by written notice to the Agency with immediate effect if the

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Agency is in default of any obligation under the agreement, where the default is capable of remedy but the Agency has not remedied the default to the satisfaction of the Government within 30 days of at least two written advice after service of written notice specifying the default requiring it to be remedied; or the default is not capable of remedy; or the default is a fundamental breach of the agreement.

- If the CDM & PHO / Government terminates the agreement and then makes other arrangements for the provision of the Services, it shall be entitled to recover from the Agency any loss that had to be incurred due to such sudden termination of agreement.
- Both the parties agree that no further payment would be made to the Agency, even if due till settlement of anticipated loss as a result of premature termination of the agreement.
- The CDM & PHO / Government reserves the right to terminate the agreement without assigning any reason if services of the Agency create serious adverse publicity in media and prima facie evidence emerges showing negligence of the Agency.
- At the time of termination, the Agency must agree to hand over all moveable and immovable assets to the authorized representative of the State Government on a mutually agreed date on "as is where is" basis failing which legal action as per law will be initiated against the erring agency.
- The Agency agrees that no asset will be moved out of the premises or destroyed other than consumables used during the normal course of operation of the facilities, at any time during the period from the effective date to the date of termination without the prior written approval of the State Government.
- The concessionaire agrees that the date of handing over in terms of clause 6.6 above will not be more than 15 calendar days from the date of termination.

3.10 Re-dressal of grievances:

The grievance related to the "Operation and management of DTS" is to be redressed at the level of CDM & PHO or District NGO Committee of the District.

3.11 Jurisdiction of Court:

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

3.12 Compliance with existing laws:

The Agency agrees to abide by all laws of the land as will be applicable for operation and maintenance of the DTS.

3.13 Right to Accept and Reject any Proposal:

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

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SECTION-04: EVALUATION OF THE PROPOSALS

4.1 Evaluation of Technical Proposals

In the first stage, the proposal will be scrutinised on the basis of agency fulfilment of eligibility criteria in the prescribed checklist at annexure-B. Only those Agencies who qualify as per the eligibility criteria, their proposals will be considered for the next stage of evaluation and Award of marks in the checklist given below. The Agency has to score at least 50 or above out of total 50 marks in order to consider for the preparation of merit list for District Training Sites (DTS).

SCORING SHEET FOR THE ASSESSMENT OF THE AGENCY

NAME OF THE AGENCY :

Name of the Block applied for :

Name of the District applied for:

Sl No	Areas of assessment	Maximum marks	Marks obtained	Means of verification
Establishment and registration:20				
	a. Office establishment of the organisation(as per documentary evidence)(If ownbuilding-10 marks,if rented-building-5	05		
	b. Years of existence of the organisation based on Society Registration certificate(For 3-5 years-3 marks, more than 5 years-5marks	05		
	b. Whether organisation having 12-A-(If yes-1 marks, If no-0)	2		
	c. District Presence: Whether the organisation is having own office in the district and experience in undertaking social development and Health & FW prog activities in the concerned district for a minimum of two years(as per documentary evidence) If the presence is for 2-3 years-1 marks, more than 3 years-2 marks	05		
	d. Governance system (Meeting	03		

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& minutes of the Executive Committee/Governing Body meeting based on Bye-Law & Memorandum of the society in last financial year):			
Sub Total: A	20		
2. a. Years of experience in implementing projects in Social development sector and H & FW prog Govt funding	05		
b. Years of experience in implementing projects in Social development sector and H & FW prog private funding	05		
c. Experience in organising ASHA, GKS/UKS, Mass or other community traing	10		
Sub Total: B	20		
FINANCIAL STRENGTH:			
Financial Turn over in 2016-17, 2017-18 & 2018-19 (minimum 5 lakhs)	05		
Fixed assets in the name of agency (5 lakhs)	2		
Maintenance of books and accounts like cash book, ledger, vouchers stock, inventory etc (If yes-3 marks, partial-2 marks)	03		
Sub Total: C	10		
MAN POWER STRENGTH:			
Agency having staff in the pay roll other than funding project to manage DTS (If more than 3-5 Nos-5 marks, 2-3 nos-3 marks)	05		
PROPOSED DISTRICT TRAINING SITES CHECKLIST			
PROPOSED DISTRICT TRAINING SITES	25		
Training hall and logistic			
a. Room size and lay out of the	05		

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	training hall (30ft x 20ft) as per criteria-5 marks			
	b. Whether the training hall is having equipment like 1.projector, 02- LCD/TV,3- White Board, 4-Sound System (For all equipments-02 marks@0.5 marks	03		
	c. Whether Toilet & water provision is available near the training hall (If yes-5 marks, No-0)	5		
	d. Whether training hall is having adequate visibility & lighting inside the training hall (If yes-1, No-0)	02		
	e. Whether dinning space is available for providing working lunch to the participants adjacent to traing hall (If yes-01, No-0)	5		
	Sub Total:	20		
	ACCOMODATION	20		
	Suitable accommodation for 30 participants(If beds available-5 marks, only space available for 30 beds-4 marks)	5		
	Distance of the training hall from the space of accommodation (If adjacent within 500 metres-2 marks,within 5001-1000 metres-01 mark, more than 1 k.m. Not allowed)	5		
	Bathroom & toilet facility for 30 participants and trainers (If more than 5 birth rooms-3 marks, 3-5 Birthrooms-2 marks)	5		
	Suitable accommodation for two	2		

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OFFICE OF THE CHIEF DISTRICT MEDICAL & PUBLIC HEALTH OFFICER, SUNDARGARH
(District Programme Management Unit, NHM)

E-mail: dpmsundargarh@gmail.com / www.zsssundargarh.gov.in



	trainers separately for male & female (two rooms with toilet facility,(2 marks)			
	Dining hall for breakfast & dinner with water supply provision	2		
	Security provision at the accommodation Sites (boundary wall-0.5 marks, Night watch man-0.5 marks)	1		
	Sub Total: 20			
	Grand Total:	40		

N.B. Only Agency securing at least 50 marks or more, out of 5 marks in the technical evaluation shall be shortlisted for the merit list:

Sl No	Name	Designation	Signature

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SECTION-05: APPLICATION FORM FOR NGO/AGENCY

(For conducting Training of ASHAs on Refresher training of ASHAs /others training as District Training Site)

➤ District:

➤ ORGANISATION PROFILE:

1	Name of the NGO	
2	Registered office address with phone/fax, email	
3	Contact person with telephone number	
4	District office address with phone	
5	Whether district office located in own or rented building?	
6	Year of operation of the activities in the district	
7	a. Date of society registration (Attach copy)	
	b. Act under which registered	
8	Year of 12 A Registration (Attach copy)	
10	Bank details(account number and address)	
11	Pan number of the organization (Attach photocopy)	

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12. Financial turnover

Year	Income (Rs.)	Expenditure (Rs.)	Fixed asset as per the balance sheet (Rs.)
2016-17			
2017-18			
2018-19			

(Copy of audit report attached for three years)

13. Experience in Health and Social & Health & Family Welfare Program (With Support Govt. support)

Name of the program	Supported by	Programme duration (from-to)	Operational area	Project cost	Remark

14. Experience in Health and Social & Health & Family Welfare Program (with support from Private Agencies during 2016-17, 2017-18 and 2018-19)

Name of the program	Supported by	Programme duration (from-to)	Operational area	Project cost	Remark

15. Experience in other Social development & Health program (in the applied district during 2016-17, 2017-18 and 2018-19)

Name of the program	Supported by	Programme duration (from-to)	Operational area	Project cost	Remark

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16. Experience in ASHA Induction/Module-1, 2, 3, 4 & 5 ASHA 6 & 7 Module/NCD/Disease control Programme GKS Capacity Building Training programme If any:

Name of the program	Date of Commencement of programme	Date of completion of programme	Name of district	Remark

17. Whether NGO/Agency is having training centre in own building:

18. If yes specify details of Training Centre (Infrastructure, Accommodation, Training Hall, Training Equipment etc. details)

19. Whether NGO/Agency is having training centre in rented building:

20. If yes specify details of Training Centre (Infrastructure, Accommodation, Training Hall, Training equipment etc. details in Format Annexure-3)

21. List of Managing Committee/Executive Committee of Agency-

22. Staff position as on 31/03/2019.

Staff categories	Full time (Number)	Part time (Number)
Trainers		
Office staff		
Field staff		
Others		

23. Any other relevant information

Details of Office infrastructure available

No. of Rooms	
Office Meeting Hall	
No. of Computers (desktop/laptop)	
Own office vehicle	

I hereby declare that all the information furnished above is true to the best of my knowledge and belief.

Signature of chief functionary (with seal)

Signature

Signature

Signature



➤ SECTION-06

DETAILS OF INFORMATION REGARDING PROPOSED DISTRICT TRAINING SITE (DTS) AS PER TOR

Name & Place of the District Training Site:

Name of the NGO/Agency:

Contact Person:

Position:

Address:

Phone (Off):

Mob:

Email:

FACILITY CHECKLIST

Basic Facilities:		
Training Hall	Availability of existing training infrastructure including training Hall/accommodation facility	
Accessibility	Distance of the training site from the district headquarters (in Kms.)	
Public Transportation	Is the training site easily accessible to public transportation? If yes, mode of transportation(Bus/Train/Others) If no what is the alternative arrangement? Is there any own vehicle of the training site to be spared for the training.	
Food	Availability of space (dining hall) for breakfast, working lunch and dinner etc. If yes, for how many persons at a time	
Additional space	Is extra space available for Sub-group activities?	
	Is there any additional space available for using audio visual & role play of the entire training module?	
	Availability of toilet & water facility at the venue? (essentially Drinking Water)	
Closing & Opening	Who is responsible for opening and closing the training hall?	
<u>Training Hall Check list</u> Room size and layout	Size of the Training Hall (Mention in ft.) (Length----- X breadth-----) No. of participants to be accommodated as per following sitting arrangement) U shape--- 40	

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	Circle of chairs--- 45 Classroom type---- 55	
	Is there proper facility for setting audio visual equipment? Who is responsible for room setup (facility staff or Trainer)?	
Equipment & Furniture	Projector	
	TV/LCD (what size)	
	Flip chart stand/Clip/Pin etc.	
	White board/ black board	
	Microphone and sound system	
	Is someone responsible for equipment management?	
Registration area	Is there an area outside the Training Hall that can be used for registration and other management purposes?	
Toilet	No. of toilets available near the training hall?	
Noise	Is there any activity nearby that is noisy and distracting the training session (e.g. other meeting hall attached to the training hall on next door)	
interruptions	Is there any possibility of interruptions? (e.g. facility staff goes in and out of training room to obtain supplies, etc.)	
Visibility	Facility for hanging the training materials on the wall Are there any room features that may obstruct participant visibility?	
Lighting	Is the training hall is having good lighting facility?	
Telephone	Is there access to a telephone with internet facility in case of an emergency?	
Water	Availability of drinking water at the training venue	
Cleaning of rooms	Are staffs available at the training site for daily cleaning of the rooms and toilets?	

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**ACOMODATION CHECKLIST**

Accommodation	No, of participants to be accommodated?	
	Single/Twin sharing basis (mention no. of rooms in each category)	
	Accommodation for SMTs/RPs & Officials of Mission Directorate, NRHM, Odisha (No of rooms available)	
Toilet	Availability of Toilet & Bathrooms (mention no. of toilets and bathrooms) (there must be minimum 5 toilets and bathrooms)	
Food	Availability of space for Breakfast and Dinner.	
Cleaning of the room	Are staffs available at the accommodation site for daily cleaning of the rooms & toilets?	
Water	Availability of drinking water at accommodation site	
Stay arrangement	Availability of facility staffs for stay arrangement and management?	
Security	Is the accommodation site is safe for staying or women participants? (availability of security staffs)	
Distance	Distance of the training hall from the place of accommodation (Both training hall & accommodation must be within the same campus)	
Any other additional information regarding the District Draining Site		

Signature of the chief of the NGO/Agency

Signature

Signature

Signature



SCORING SHEET FOR THE ASSESSMENT OF THE AGENCY

NAME OF THE AGENCY :

Name of the Block applied for :

Name of the District applied for :

Sl. No.	Areas of assessment	Maximum marks	Marks obtained	Means of Verification
1	Registration & Establishment: (20 marks)			
	a) Years of existence of entities registered in Society Registration Act/Indian Trust Act. (5--10 yrs=3 marks; >10 yrs =5 marks)	5		Registration certificate
	b) Registered under 12A (if yes=2 mark; if No=0 mark)	5		12A Regd. Certificate
	a) Working experience on social sector/Govt in the applied district. (on completion of 1 yr of exp=5 marks, on completion of 2 yrs of exp=7.5 marks, on completion of 3 yrs of exp=10 marks)	10		MoU/Agreement
	b) Governance System (Meeting & minutes of the Executive Committee/ Governing body meeting based on bye-law & Memorandum of the society in the last financial year): (Less than 50% meeting=0 mark; 50%-75% meeting =1 mark; >75% meeting= 3 marks)	10		Proceeding/ Meeting register of GB & EB
2	Field Level Experience: (40 marks)			
	a. Years of experience in implementing projects in any social development sector out of any Government Funding support. (1-3 years= 5 marks; >3 to 5 years=7 marks; > 5 years to 10 years=10 marks; > 10 years= 15 marks)	10		MoU/Agreement
	b. Years of experience in implementing projects in any social development sector out of any Private Agency Funding support. (1-3 years= 5 marks; > 3 to 5 years=7 marks ;> 5 years to 10 years=10 marks; > 10 years= 15 marks)	10		MoU/Agreement
	c. Years of experience in implementing training programme in any social development & Govt sector Funding support. d. (1-3 years= 5 marks; > 3 to 5 years=7 marks ;> 5 years to 10 years=10 marks; > 10 years= 15 marks)	10		

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Sl. No.	Areas of assessment	Maximum marks	Marks obtained	Means of Verification
Financial strength: (30 marks)				
3	a. Financial turn over (minimum 05 lakhs per each year in the last three FY i.e 2016-17, 2017-18 & 2018-19 as per audit report) (>05-10 lakhs =5 marks; > 10-20 lakhs=10 marks; >20-30 lakhs=15 marks; >30 lakhs=20 marks)	20		Annual Financial Statements of last 3 FY audited by a qualified CA /Audit report of last 3 FY.
	b. Fixed assets in the name of the Agency (minimum 05 lakhs assets) as per 2018-19 audit report. (>5-10 lakhs =4 marks; > 10-20 lakhs=6 marks; >20-30 lakhs=8 marks; >30 lakhs=10 marks)	10		Fixed Asset Statement of last FY duly audited by a qualified CA/ Audit report of last FY
Manpower strength: (05 marks)				
4	Agency having staff in the payroll other than Funding Project Staff. - Minimum 1 Managerial Staff (Post Graduate)=2 marks - 01 Training Cordinator(Graduate) - Minimum 1 Accounts Staff = 1 mark	10		Acquaintance & HR documents.
Total Marks		100		

NB: Only the Agencies securing at least 50 marks or more, out of 100 marks in the technical evaluation shall be shortlisted for the merit list.

Signature of the Committee members

Name	Designation	Signature

Signature

Signature

Signature

SECTION 7: RFP FORMATS AND SUBMISSION OF PROPOSALS.

ANNEXURE-A

Check List for Proposal Submission

(Attach the checklist along with the Proposal)

Sl. No	Sequence of the Document to be submitted	Whether submitted (Y/N)	Page No.
1	EMD of Rs. 10,000/- in the mode of DD/BC.		
2	Covering letter for the project by the Entity in its letter head (Document. 1)- To be submitted in Form - T1.		
3	Profile of the Agency (Name, Address, Registration etc.) – (Document. 2)- To be submitted as per Form T2.		
4	Copy of the Registration Certificate or equivalent certificate (Document. 3)		
5	Copy of the Memorandum of Association or equivalent document (Document. 4)		
6	Copy of Unique ID No. through the portal NGO-DARPAN of NITI Aayog (Document. 5).		
7	Copy of the 12A Certificate (Document-6)		
9	Annual Financial Statements with audit report attached for the last 3 years 2016-17, 2017-18, 2018-19 duly audited by a qualified CA (Document. 8). To be submitted in Form-T3		
10	Annual Reports of the entity for the last three years i.e. 2016-17, 2017-18, 2018-19. In case run by the PSUs, annual reports of the PSUs. (Document. 9). Organizations not preparing annual reports should provide legitimate reasons for not preparing the same.		
11	Fixed Asset Statement of last Financial Year duly audited by a qualified CA. (Document. 10). To be submitted in Form-T4		

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Sl. No	Sequence of the Document to be submitted	Whether submitted (Y/N)	Page No.
12	Work experience of the Agency (Document. 11). To be submitted in Form-T5		
13	MoU/Agreement documents pertaining to work experience in implementing projects in any Social Sector out of any Govt. Funding (Document. 12)		
14	MoU/Agreement documents pertaining to work experience in implementing projects in any Social Sector out of any Private Funding (Document. 13)		
15	MoU/Agreement documents pertaining to work experience in implementing projects in any Social Sector/Govt in the applied district (Document. 14).		
17	Names of the Office Bearers along with their addresses (in case of Trusts and Registered Societies) / Names of the key personnel along with their addresses for Other Organizations (Document-15)		
18	Name of the Staffs & qualification in the payroll, other than Funding Project Staff (ANM, other Managerial and Accounts Staff). (Document-16)		
19	An undertaking that the Office Bearer of the Agency has not been convicted/case pending by any court of law in India or abroad for any criminal offence. (Document- 17). To be submitted Form – T6 .		
20	A certificate that the bidder has never been "blacklisted"/debarred from participating in any tendering process by any State Government/Central Government institutions. (Document- 18) To be submitted in Form – T7 .		
21	An undertaking that the Agency is willing to sign the service level agreement/MoU. (Document 19). To be submitted in Form –		

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OFFICE OF THE CHIEF DISTRICT MEDICAL & PUBLIC HEALTH OFFICER, SUNDARGARH
 (District Programme Management Unit, NHM)
 E-mail: dpmsundargarh@gmail.com / www.zsssundargarh.gov.in



Sl. No.	Sequence of the Document to be submitted	Whether submitted (Y/N)	Page No.
	T8.		
22	Copy of PAN card of the Agency (Document: 20)		
23	Copy of Bank Pass Book of the Agency (Document: 21)		
24	Copy of the document relating to the presence of Agency in the State of Odisha either land & building record issued in the name of Agency/lease agreement in affidavit mode (Document: 22)		
26	Copy of the resolution of the competent authority in the Organization authorizing the signatory to respond to this invitation (Document 23).		

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ANNEXURE-B

1. APPLICATION SCRUTINY FORMAT

NAME OF THE AGENCY :

Name of the Block applied for :

Name of the District applied for :

Sl. No	Details of the submissions of key documents	Whether submitted (Yes/No)	Detail Remarks
Compulsory Documents			
1	Whether application is received on/by due date and by registered post/speed post/courier services?		
2	Whether all pages of proposal & documents are signed by Chief Functionary of the Agency?		
3	Whether the Agency has submitted EMD in the mode of valid Demand Draft /Banker Cheque with required amount?		
4	Whether copy of the Registration Certificate of the Agency (under Society/Trust) submitted?		
5	Whether the organization completed 3 years of registration by 30.09.2019?		
6	Whether copy of the Unique ID under NITI Ayog NGO Darpan submitted?		
7	Whether copy of the Memorandum of Association / By-Law of the Agency submitted?		
8	Whether copy of the Contract/MoU documents pertaining to the Agency work experience to meet the eligibility criteria submitted?.		
9	Whether Annual Financial Statements of the last 3 years duly audited by a qualified CA (As per Form-T3) submitted?		

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Sl. No	Details of the submissions of key documents	Whether submitted (Yes/No)	Detail Remarks
10	Whether the agency is having an annual turnover per each year in the last three financial years as per eligibility criteria?		
11	Whether Fixed Asset Statement of last Financial Year duly audited by a qualified CA (As per Form-T4) submitted?		
12	Whether the Agency is having the fixed assets in the form of infrastructure/land/building/asset as per eligibility criteria?		
13	Whether copy of the 12A Registration certificate submitted?		
14	Whether copy of PAN Card submitted?		
15	Whether copy of Bank Pass Book submitted?		
16	Whether an undertaking in the form of Affidavit that the office bearer of the Agency has not been convicted by any court of law for any criminal offence (As per Form-T6) submitted?		
17	Whether Affidavit certifying that Entities are not blacklisted (As per Form-T7) submitted by the Agency?		
18	Whether an undertaking that the Agency is willing to sign the service level agreement (As per Form-T8) submitted?		
Optional Documents			
19	Whether names of the Office Bearers along with their addresses statement submitted?		
20	Whether copy of the meeting minutes of the Executive Committee/ Governing body/ any other body meeting based on by-law/ Memorandum of the Society/ registration document of last three financial years till date submitted?		
21	Whether details statement of the manpower engaged by the Agency other than Funding Project Staff (Name, Designation,		

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E-mail: dpmsundargarh@gmail.com / www.zsssundargarh.gov.in



Sl. No	Details of the submissions of key documents	Whether submitted (Yes/No)	Detail Remarks
	Qualification, years of experience etc) submitted?		
22	Whether copy of the document relating to the presence of Agency in the State of Odisha either land & building record issued in the name of Agency/lease agreement in affidavit mode submitted?		

N.B: The supporting documents/requirements from the Sl. No. 1 to 18 are compulsory, failing which the application of the Agency shall be rejected.

Findings of the Scrutiny: Whether Accepted or Rejected?, If Rejected, reasons to be specified at below:

Name & Signature of Committee members:

Name of the committee member	Designation	Full Signature

Najari

[Signature]

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FORM - T1

(Covering Letter)

(To be furnished in the proposal)

PROPOSAL SUBMISSION FORM

(On the letterhead of the agency)

To

The Chief District Medical & Public Health Officer,

_____ *(Mention the District name)*

Re.: RFP Reference no. _____ dated _____

Sub: Submission of the proposal for "Operation and Management of DTS",
(Name of the Block applied for).....District.

Dear Sir,

We, the undersigned, offer to provide the services for the "Operation and Management of DTS"
.....(Name of Block).....(District). We are hereby submitting
our Proposal in a sealed envelope. We hereby declare our Confirmation of acceptance of the
Conditions of Contract mentioned in the RFP document under reference cited above. We hereby
declare that all the information and statements made in this Proposal are true and accept that any of
our misrepresentations contained in it may lead to our disqualification. We understand that you are
not bound to accept any proposal you receive.

Yours sincerely,

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

Name and Title of Signatory: _____

Name _____ of _____ Agency:

Address: _____

(Seal of the entity)

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[Signature]

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OFFICE OF THE CHIEF DISTRICT MEDICAL & PUBLIC HEALTH OFFICER, SUNDARGARH
(District Programme Management Unit, NHM)

E-mail: dpmsundargarh@gmail.com / www.zsssundargarh.gov.in



FORM - T2

(To be furnished in the proposal)

PROFILE OF THE AGENCY

1	Name of the Agency.	
2	Name of the Chief Executive of the Agency	
3	a. Head Office address of the Agency	
	b. Telephone / Mobile Number	
	c. Email ID	
4	a. Act under which the Agency Registered	
	b. Agency Regd. No with year of Regd. (under Society Act/Trust Act)	
6	Year of 12 A registration	Yes / No
8.	Agency PAN Number	
9.	Bank details (Name of the Bank, Account number, IFSC Code and address of the bank)	
10	Local Office address of the Agency	

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

Name and Title of Signatory: _____

(Seal of the entity)

Signature

Signature

Signature



OFFICE OF THE CHIEF DISTRICT MEDICAL & PUBLIC HEALTH OFFICER, SUNDARGARH

(District Programme Management Unit, NHM)

E-mail: dpmsundargarh@gmail.com / www.zsssundargarh.gov.in**ORM - T3****ANNUAL AVERAGE TURN OVER STATEMENT**(To be furnished in the **letter head** of the Chartered Accountant)

The Annual Turnover of M/s _____

For the last 3 financial years are given below and certified that the statement is true and correct.

Sl.	Financial Year	Turnover in Lakhs (Rs.)
1	2016-17	
2	2017-18	
3	2018-19	
Average Annual Turnover of last three years (Rs. In lakhs)		

Date:

Signature of Chartered Accountant

(Name in Capital)

Place:

Seal

Membership No

Note:

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



FORM -T4

FIXED ASSETS STATEMENT

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

The Annual Turnover of M/s _____

For the last financial year statement is given below and certified that the statement is true and correct.

Sl.	Financial Year (last FY)	Fixed Assets value in Lakhs (Rs.)

Date:

Signature of Chartered Accountant

(Name in Capital)

Place:

Seal

Membership No

Note:

1) To be issued in the **letter head** of the Chartered Accountant with membership No.

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FORM -T5

(To be furnished in the proposal)

Details of the experience

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

Name of the assignment	Name/address of the Organization with whom the contract signed	Date of commencement of Contract	Date of completion of Contract	Duration of the Contract	Value of the Assignment (in Rs.)	Key assignments accomplished as per the contract
A. Experience in implementing projects in any Social Sector & Health(Govt. Funding):						
B. Experience in implementing projects in any Social Sector & Health (Private) Funding:						
C. Experience in implementing projects in any Social Sector & Health in the applied district:						

Note: Please furnish the relevant MoU /Agreement /Contract documents of the works executed in support of the information mentioned above.

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

Name and Title of Signatory: _____

(Seal of the entity)

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FORM -T6

(To be furnished in the proposal)

Format for Undertaking of the Agency

(On Non Judicial Stamp Paper)

Affidavit

I,..... (Sole Chief Functionary of the Agency), (the names and addresses of the registered Agency) do hereby solemnly affirm and sincerely state that;

- a) I or any other office bearer on behalf of the Agency has not been convicted by any court of law in India or abroad for any criminal offence.
- b) The Agency has not been blacklisted by any Government (State or Central) Department or Agency in India, which is in force during the currency of the contract.

I further affirm that, in case of any such evidence in contradiction to above declaration come to the notice of the contracting authority any time during the currency of the contract then our partnership with Zilla Swasthya Samiti / NHM, H&FW Department, Govt. of Odisha under such contract shall be liable for termination in addition to other legal recourse available under the law of the land.

Dated thisDay of, 2019

Name of the Applicant:

.....

Signature of the Authorized Person

.....

Name of the Authorized Person:

(Seal of the entity)

Handwritten signatures:
 1. *Neeraj*
 2. *[Signature]*
 3. *[Signature]*



FORM -T7

(To be furnished in the proposal)

Format for Affidavit certifying that Entities are not blacklisted

(On a Stamp Paper of relevant value)

Affidavit

This is to certify and confirm that
(The name of the agency with address of the registered office) our organization / 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 Govt. of Odisha or blacklisted by any State Government or Central Government/ Department / Organization in India from participating in the Project/s, either individually or as member of a Consortium as on the _____ (Date of Signing of proposal).

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

Dated thisDay of, 2019

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

Name and Title of Signatory: _____

(Seal of the entity)

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FORM T8

(To be furnished in the proposal)

Format for WILLINGNESS/CONSENT LETTER.

I, Mr/Ms. (The name of the agency with address of the registered office) herewith giving my consent to sign the agreement abiding by all norms.

This is for favour of your information and necessary action.

Dated this, Day of, 2019.

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

Name and Title of Signatory:

(Seal of the entity)

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