



District Mineral Foundation
Collectorate premises, Sundargarh-770001
Email ID: dmfsundergarh@gmail.com
Tel No. - 06622-273846

ଜିଲ୍ଲା ଖଣିଜ ପ୍ରତିଷ୍ଠାନ, ସୁନ୍ଦରଗଡ଼
DISTRICT MINERAL FOUNDATION, SUNDARGARH


Letter No. 935 / (DMF)

Dated the 26-04-22

1st CORRIGENDUM

REF: Bid Identification No/ DMF/SNG/02-2022-23


1.	The Collector & Chairperson, District Mineral Foundation (DMF) Sundargarh, Government of Odisha invited RFP for "OPERATION AND MANAGEMENT OF OLD AGE HOME IN SUNDARGARH DISTRICT UNDER DISTRICT MINERAL FOUNDATION, SUNDARGARH", vide Tender Call Notice DMF/SNG/02-2022-23/dt.13.04.2022. But, as per the queries received by all the intending Bidders, the above RFP is amended (marked in Yellow colour). The place, time and other terms and conditions remain unchanged, as follows: (For details visit www.sundergarh.nic.in).	
2.	Availability of bid document in the website	:- From 11.00 A.M. of 13.04.2022 to 09.05.2022 up to 5:00 P.M.
3.	Last date of receipt of Bid	:- 09.05.2022 up to 5:00 P.M.
4.	Mode of Receipt of Bids	:- Through Speed Post/ Registered Post (India Post) and in no other means.
5.	Date of opening of Technical Bid (Including power point Presentation)	:- Date: 11.05.2022 at 10.00 AM. If the office will be closed, due to holiday or for other reason, then the Bid documents will be opened on next working day, for which no intimation is required to be sent to the Bidders.
6.	Date of opening of Commercial Bid	:- Date: 11.05.2022 at 5:00 P.M. If not possible to open the Commercial Bid on the same day, then the next date and time of opening of Commercial Bid will be intimated to the Selected Bidders through E-Mail/ Telephone/Mobile.
7.	Any further addendum /corrigendum / cancellation relating to this Tender Call Notice can be seen from the Sundargarh District Official Website (www.sundergarh.nic.in).	


Collector-cum- Chairperson
DMF, Sundargarh

Memo No. 936 / DMF/

Dated the 26-04-22

Copy to DIO, NIC, Sundargarh with a request to upload this Bid Identification Notice in the Sundargarh District Web-Site www.sundergarh.nic.in by **27-04-2022** for wide publication and information of the intending Bidders.


Collector-cum- Chairperson
DMF, Sundargarh



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ଜିଲ୍ଲା ଖଣିଜ ପ୍ରତିଷ୍ଠାନ, ସୁନ୍ଦରଗଡ଼.
DISTRICT MINERAL FOUNDATION, SUNDARGARH.

RFP NO: -DMF/SNG/02/2022-23.

Date:- 13.04.2022

REQUEST FOR PROPOSAL

FOR

OPERATION AND MANAGEMENT OF OLD AGE HOME IN
SUNDARGARH DISTRICT UNDER DISTRICT MINERAL
FOUNDATION, SUNDARGARH

TENDER SCHEDULE

Availability of Tender documents : 13-04-2022 at 11.00 A.M.
Last date for submission of Sealed Tender : 02-05-2022 up to 5.00 P.M.
Opening of Technical Bid & Financial bid : 05-05-2022 at 10.00 AM

Issued by:
Collector & Chairperson
DMF, Sundargarh.



District Mineral Foundation
Collectorate premises, Sundargarh-770001
Email ID: dmfsundergarh@gmail.com
Tel No. - 06622-273846


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DISTRICT MINERAL FOUNDATION, SUNDARGARH

Letter No. 757 /(DMF)

Dated 11 / 04 / 2022

RFP NO: -DMF/SNG/02/2022-23

1.	The Collector-cum-Chairperson, District Mineral Foundation (DMF) Sundargarh, Government of Odisha invites technical and financial proposals from qualified reputed Suppliers/ Agencies/ Authorised Vendors/ Manufacturers/ Authorised Dealers of National repute for “Operation and Management of Old Age Home in Sundargarh District Under District Mineral Foundation, Sundargarh” as detailed in the Scope of Work in this DTCN. The interested and eligible Firms with valid Registration Certificate as a Company, as detailed in DTCN, may apply for the same in OFF-LINE mode. (For details visit www.sundergarh.nic.in).	
2.	Nature of Works	:- Operation and Management of Old Age Home in Sundargarh District Under District Mineral Foundation, Sundargarh
3.	Selection Method	:- QCBS
4.	Tender (Bid) Cost (Non-Refundable)	:- Rs.10,000/- in the form of demand draft drawn in favour of “Chief Executive Officer, District Mineral Foundation, Sundargarh” drawn in any Nationalized/Scheduled Bank payable at Sundargarh.
5.	EMD	:- Rs.1,00,000/- in the form of demand draft drawn in favour of “Chief Executive Officer, District Mineral Foundation, Sundargarh” drawn in any Nationalized/Scheduled Bank payable at Sundargarh.
6.	Availability of bid document in the website	:- From 11.00 A.M. of 13.04.2022 to 02.05.2022 up to 5:00 P.M. www.sundergarh.nic.in
7.	Pre-Bid Query	:- 21.04.2022 up to 5:00 P.M
8.	Last date of receipt of Bid	:- 02.05.2022 up to 5:00 P.M.
9.	Mode of Receipt of Bids	:- Through Speed Post/ Registered Post (India Post)/ and by no other means.
10.	Date of opening of Technical Bid and Commercial Bid	:- Date: 05.05.2022 at 10:00 A.M.
11.	Address for Business query and correspondence	:- District Mineral Foundation, Collectorate Campus, Near Sub-Collector Office Sundargarh-770001 Tel No. - 06622-273846 Website-www.sundergarh.nic.in E-mail Id- dmfsundergarh@gmail.com
12.	The bidders have to participate in OFF-LINE bidding only. Further details can be seen from the Sundargarh District website (www.sundergarh.nic.in). Any addendum /corrigendum / cancellation of tender can also be seen in the said websites. If any query then contacts E-mail ID - dmfsundergarh@gmail.com .	


Collector-cum- Chairperson
DMF, Sundargarh

Memo No...758..... /DMF

Dt. 11/04/2022

Copy to DIO, NIC, Sundargarh with a request to upload this Bid Identification Notice in the Sundargarh District Web-Site www.sundargarh.nic.in by **13.04.2022** for wide publication and timely response by the intending Contractors.



Collector-cum- Chairperson
DMF, Sundargarh

Memo No...759..... /DMF

Dt. 11/04/2022

Copy to the A.D.M., Sundargarh/ Rourkela/ Sub-Collector, Sadar/Panposh/Bonai/ All Block Development Officers of the District/Executive Engineer, R&B Division, Sundargarh/Rourkela/ SE, RW Division, Sundargarh/Rourkela/ Executive Engineer Minor Irrigation Division, Sundargarh/ Executive Engineer, Irrigation Division, Sundargarh/ Executive Engineer, Rukura Irrigation Division, Panposh/ Executive Engineer, RWSS Division, Sundargarh/Rourkela/ Executive Engineer, OLIC, Sundargarh/ Rourkela/ Executive Engineer, PHED, Rourkela/Executive Officers of Urban Local Bodies of the district/ DI & PRO, Sundargarh/ Rourkela for information and with a request to display this Tender Notice in their respective office Notice Board for wide publication.



Collector-cum- Chairperson
DMF, Sundargarh

DISCLAIMER

- a) The information contained in the Request for Proposal document (“RFP”) is provided to Bidders on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.
- b) The RFP is not an agreement and is neither an offer nor invitation by the Authority to the prospective Bidders or any other person. The purpose of the RFP is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RFP. The RFP includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the Consultancy. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. The RFP may not be appropriate for all persons, and it is not possible for the Authority, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses the RFP. The assumptions, assessments, statements and information contained in the RFP, may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in the RFP and obtain independent advice from appropriate sources.
- c) Information provided in the RFP to the Bidders is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.
- d) The Authority, its employees and advisers make no representation or warranty and shall have no liability to any person including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in the RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of the RFP or arising in any way in this Selection Process. The Authority also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Bidder upon the statements contained in the RFP. The Authority may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in the RFP.
- e) The issue of this RFP does not imply that the Authority is bound to select a Bidder or to appoint the Successful Bidder / Technical Consultant, as the case may be, for the Consultancy and the Authority reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.
- f) The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Authority or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Bidder and the Authority 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 Proposal, regardless of the conduct or outcome of the Selection Process.

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Section 1: Letter of Invitation

CEO, District Mineral Foundation,
Sundargarh

Address:

District Mineral Foundation (DMF),
At- Collectorate, Sundargarh
P.O. Sundargarh District, Pin-758001
Email: dmfsundergarh@gmail.com

**SUBJECT: Operation and Management of Old Age Home in Sundargarh District Under District
 Mineral Foundation, Sundargarh**

The District Mineral Foundation (DMF), Sundargarh invites proposals from reputed agencies for
'**Operation and Management of Old Age Home in Sundargarh** under DMF, Sundargarh.

The Agency will be selected based on Quality Based Selection (QBS) criteria described in this RFP.

The RFP comprises the following sections:

- Section 1 – Letter of Invitation
- Section 2 – Definitions and Acronyms
- Section 3 – Background and the need for an Old Age Home in Sundargarh
- Section 4 – Terms of Reference
- Section 5 – Instructions to applicant Agencies
- Section 6 – Standard Forms
- Section 7 – Technical Proposal Forms
- Section 8 – Financial Form Annexures I
Annexures (II – Draft Performance Guarantee)

Section 2: Definitions and Acronyms

Act	:	Maintenance and Welfare of Parents and Senior Citizens Act, 2007.
Agency	:	Entities or persons that may provide or provides the Services to the Client under the Contract/MoU.
APL	:	Above Poverty Line
Assignment / job	:	The work to be performed by the selected Agency pursuant to the Contract/MoU.
BPL	:	Below Poverty Line
CDM&PHO	:	Chief District Medical & Public Health Officer
CV	:	Curriculum Vitae
Day	:	Calendar day
DD	:	Demand Draft
DMF, Sundargarh	:	District Mineral Foundation, Sundargarh
DPEP	:	Detailed Project Execution Plan - to be submitted by the selected Agency to DMF pursuant to the Contract/MoU.
DRDA	:	District Rural Development Agency
DMF	:	District Mineral Foundation
DSSO	:	District Social Security Officer, Sundargarh, Government of Odisha
ARC	:	Advanced Rehabilitation Centre
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.
Inmate	:	A senior citizen duly admitted to reside in the Old Age Home.
Instructions to Applicants/Agencies	:	The document which provides interested Agencies 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.
OHA	:	Old Age Home, a 200 Seated Old Age Home to be established at Vedavyas where indigent senior citizens aged 60 and above will live and be cared for lifetime or up to the time they desire to stay.
Personnel	:	Professionals and support staff provided by the selected Agency 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 Agency.
- 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 Agency.

- UN : United Nations
- WHO : World Health Organizations

Section 3: Background and the need for an Old Age Home in Sundargarh

Population growth and the exponential increase in the number of elderly people is a global phenomenon resulting from declining fertility rate, increasing life expectancy at birth and at older ages and shifting of the leading causes of death and illness from infectious and parasitic diseases to non-communicable diseases and chronic conditions.

According to an UN report (2015) titled '*World Population Ageing*' the number of people in the world aged 60 years or over is projected to grow by 56 per cent, from 901 million to 1.4 billion, and by 2050, the global population of older persons is projected to more than double its size in 2015, reaching nearly 2.1 billion. According to a WHO study (2011) titled '*Global Health and Ageing*' India's older population – those aged over 65 years – will likely swell to 227 million by 2050 from 60 million today, which is an increase of nearly 280 per cent from what it is today.

It is projected that the geriatric population of India aged sixty and over will rise from 7.5% in 2010 to 11.1 % in 2025. It is expected that, a sizeable section of the people will be at the risk of developing chronic diseases, ill-health and dependence that often accompany old age. With the increasing number of elderly people, the concern for their holistic care is expected from the government and society. In this emerging scenario, the primary task is to address geriatric care considering the demographic transition.

According to the 2011 Census, 9.49 % of Odisha's population consists of the elderly, which is higher than the national average of 8.58 %. Out of the total persons aged 60 years and above, about 32 percent of males and 77 per cent of females in the rural areas of Odisha are fully dependent (economically) on others. The same figure is 33 per cent and 80 per cent in urban areas of Odisha. Out of the total elderly population in Odisha, about 3.3 percent are living alone, while 11.9 per cent are living with their spouses only. About 15.2 per cent of the elderly persons are not living with children, relatives or non-relatives. Hence, they might be in immediate need of geriatric care.

In pursuance of the Maintenance and Welfare of Parents and Senior Citizens Act, 2007, the Government of Odisha have framed the Odisha Maintenance of Parents and Welfare of Senior Citizens Rules, 2009 to provide secured and quality life to the elderly population.

In the context of Sundargarh, given the travails associated with the mining economy, elderly abuse and abandonment has become more pronounced. Therefore, it is imperative that an Old Age Home is established to ensure the wellbeing, respect and dignity of the elderly who are homeless, abandoned, and destitute.

DMF, Sundargarh endeavors to adopt a just, humane, and sensitive approach to ensure that the elderly who are in difficult circumstances can access shelter and other allied services to safeguard their right to life and dignity. The Old age Home thus established shall be funded by District Mineral Foundation, Sundargarh.

Section 4: Terms of Reference

1. Definition

The Old Age Home will be a place where indigent senior citizens of the age of 60 and above live and are cared for lifetime or up to the time they desire to stay. The facility will be open to all indigent senior citizens irrespective of their place of origin. It will be 24 hours, 365 days a year residential housing facility where food, clothing, healthcare, recreation activities and other necessities are provided.

2. Project Introduction

Currently, there is no operational government-run Old Age Home in the district. However, an infrastructure shown below has been created having 200 seated staying capacity at VedaVays , Rourkela where the Old Age Home has established. Provisions for joined stay of indigent married couples, male & female will be made subsequently based on need.

In this regard, a reputed and credible agency is sought to be enlisted to establish and manage the above shown infrastructure for the best interest of indigent senior citizens.

3. Project Objectives

- A. To ensure the wellbeing of the homeless, destitute, and abandoned elderly people.
- B. To provide them adequate and nutritious food and a permanent shelter to live in.
- C. To provide them necessary health care and rehabilitation needs.
- D. To engage them in recreational and other suitable activities.
- E. To ensure their citizenship rights through welfare schemes.
- F. To ensure their identity and dignity in life and death.

4. Project Description

A. Services to be provided at the Old Age Home

- i. 24*7 residential shelter.
- ii. Nutritious and wholesome diet.
- iii. Adequate clothing for the inmates.
- iv. Adequate arrangements for sanitation, hygiene, recreation, and security.
- v. Arrangements for medical care and Physical Rehabilitation.
- vi. Link to all welfare schemes of the governments like pensions and insurance etc.
- vii. Arrangement for physiotherapy treatment for residents of Old Age Home and deprived Old Persons of the locality.

B. Infrastructure to be made available to the Selected Agency

one buildings of about 4400 square meter of floor area have already been constructed, with all modern facilities of drinking water, toilets, kitchen, dining hall, pleasant landscaping etc. in a campus of about 25 acres, which is within the urban areas of Vedavyas .

This infrastructure is proposed to be sufficient for about single room (96 no.) , Twin sharing basis (52 no) . However, based on need the additional infrastructure can be constructed subsequently.

C. Eligibility criteria for admission to the Old Age Home

The indigent senior citizen should be of **Sixty (60) years** of age or above and fulfill any of the criteria mentioned below:

- i. Destitute i.e., those who cannot provide for themselves and have nobody to look after.
- ii. Those who suffer from neglect within the family or have been abandoned by families, and the case is under consideration of the maintenance tribunal mandated under the Odisha Maintenance of Parents and Senior Citizens Rules, 2009.
- iii. Those who are living alone and cannot support themselves.
- iv. Those who are transferred from identical institutions.

D. Process of admission to the Old Age Home (OAH)

- i. An indigent senior citizen fulfilling the eligibility criteria may either self-apply or be referred by any stakeholders.
- ii. The application can be on a plain white paper citing the reason and addressed to the DSSO, Sundargarh.
- iii. In case of referral, a letter signed by the referee shall be attached with the application form citing the reason thereof.
- iv. Upon receipt of any application, DSSO will mandatorily undertake a social enquiry by its Block/ULB level field functionaries and facilitate a medical examination by a government health practitioner for both physical, mental check-up, age proof, hospitalization, etc. as the need may be. Any senior citizens found suffering from contagious diseases and/or fully bedridden and/or of unsound mind, will not be considered fit for admission to the Old Age Home.
- v. In case of violation of the Act, DSSO shall pursue the case according to the Act's provisions.

- vi. Applications received by the DSSO shall also be sent to the jurisdictional Police for background enquiry and possible repatriation.
- vii. Upon the receipt of the Medical Certificate and the Social Enquiry Report, the DSSO will allow the applicant for interim stay in the OAH, for which documentary consent will be taken from the applicant.
- viii. Upon receipt of the Police Report, the Governing Committee will provide a final decision of acceptance / rejection of the application. If the application is rejected, the interim stay order will be cancelled.

E. Other considerations for admissions

- i. The priority in admission will be given to senior citizens from mining affected areas of Sundargarh district. Senior citizens from the rest of the district may be given second priority. Residents of other districts may be allowed to stay temporarily until suitable arrangement for repatriation is made.
- ii. In no case the number of admissions shall exceed the number of beds available. However, no inmate of the OAH will be removed solely to accommodate a fresh inmate.
- iii. Where the number of applications exceeds the number of beds available, priority for admission shall be given based on the socio-economic factors.
- iv. No discrimination shall be made based on religion, place of origin, caste, race, creed, language, etc. among indigent senior citizens seeking admission into the OAH.

5. Documents required for admission

The following documents are required at the time of admission to the OAH. These will be kept in the Inmate Personal File:

- A. If available, any government issued identity proof such as Aadhaar, Electoral Photo Identity Card (EPIC), Ration Card/ BPL/APL card or any other documents issued by the Central/State government. However, providing such a document should not be mandatory.
- B. Application form signed by the inmate citing the reason for taking admission.
- C. Medical Certificate from the jurisdictional Medical Officer. In cases where there is uncertainty regarding the age of the applicant, and no government issued identify proof is available, estimated age by a Registered Government Medical Practitioner should be considered.
- D. Police Verification Report (for background check or in case of missing report filed against the applicant).
- E. In case of referral, letter from the referring entity will also be kept.
- F. Interim/Final Approval from the DSSO/Governing Committee.
- G. Orders from court/statutory bodies, if available.

6. Functioning of the Old Age Home

- A. The Old Age Home shall operate round-the-clock i.e., 24 hours, 365 days a year.
- B. The home shall mandatorily provide separate lodging for male and female inmates unless they are a married couple.
- C. The inmates shall be served with hot cooked meals three times a day (breakfast, lunch, and dinner). Tea and snacks will also be provided every morning and evening.
- D. Emphasis should be given on maintaining proper hygiene, both by the staff and inmates.
- E. The inmates should be encouraged to participate in the day-to-day activities of the OHA which may be organising social events for celebrating various festivals, developing kitchen gardens, etc.
- F. Neither the inmates nor any person shall be permitted entry/exit from the OAH campus without the approval of the Superintendent of the OAH. Biometrics attendance of all the inmates shall be taken daily twice (morning and at night) and systems put in place for computerized reports to be generated.
- G. The inmates may be taken on an excursion once every two months to nearby picnic spots/ temple/ theatre or the alike places.
- H. NGO may be encouraged to interact and help the inmates in their day to day activities as an empathy building exercise. Physical presence of the Superintendent is mandatory during such sessions. However, such activities shall be done in a planned manner with prior written approval of the Executive Committee.
- I. Rescue of destitute aged persons. Self – driven senior citizens also be welcomed in the shelter.
- J. Providing shelter, adequate nourishment, Clothing and medical support.
- K. Regular counselling for good health, hygiene and mental support to the needy inmate.

- L. To undertake various recreational activities including yoga.
- M. Initiatives to locate the whereabouts of their families.
- N. Facilitating for reunion them with their families / relatives.
- O. Regular follow up and support even after reunion.
- P. Initiatives to create awareness among all stake holders for safeguard of social security of the senior citizens.

7. Standards of the Old Age Home

- A. There shall be separate dormitories for male and female inmates.
- B. If possible, separate compartments shall be made available for married couples within the dormitory to ensure privacy.

- C. There should be enough space between beds for free movement of wheelchairs.
- D. Each inmate should be provided with a shelf / secured box for keeping personal belongings.
- E. Each bed shall be provided with a mosquito net. The doors and windows shall also be fixed with mosquito nets.
- F. There should be emergency calling bell/alarm/whistle near the bedside.
- G. Dormitories, compartments, and beds should be properly numbered.
- H. Fire extinguishers shall be provided in every dormitory.
- I. Smoking, consumption and storage of alcohol, tobacco, drugs, or intoxicants are forbidden on the OAH premises.
- J. Inmates should only be allowed access to their respective compartments, dormitories of same gender and common areas of the OAH.
- K. Dressing room for female inmates.
- L. CCTV cameras in the male dormitory area, female dormitory area, office room, 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 Agency/client only.
- M. Under no condition, should the inmates be allowed to use a common area to stay.
- N. There should be separate bathrooms and toilets for male and female inmates.
- O. The clothes of the inmates shall be washed in mechanized laundry using washing machines. Schedule for the laundry shall be drawn up.
- P. Space for the machines and drying clothes should be identified.
- Q. Nutrition – adequate quantity, good quality, variety in food stuff (as per local conditions) containing an average of 1700 calories and 50 grams protein to be provided to the beneficiaries, every day. The food timings and the menu shall be prominently displayed in the dining hall. As per Nutrition expert advice.
- R. Medical facilities/ Medicare- The project should have first aid kit (as advised by doctor), glucometer, BP monitoring machine, weighing machine, oxygen concentrators, massager/pain relieve devices, and medicines etc, as prescribed by a doctor. As far as possible, the residence of the Doctor should be near the OAH. Regular Health Camps to be organized in coordination with the CDM&PHO , Sundargarh. In case of emergency situations, arrangement for prompt referral of inmates to DHH Sundargarh / RGH Rourkela shall be made.
- S. Recreation – Books/Novels, 3-4 Magazines, 2-3 newspapers (in regional/ local language) should be available in the OAH. Excursions / Outings at nearby places (once every two months) to religious / cultural nearby places to be undertaken. Games like caroms, chess, cards etc, to be provided in the OAH.TV with cable connection, and one computer with projector, speakers, internet connection to be allocated for inmates use.

- T. Proper waste disposal using separate dustbins for wet and dry waste should be ensured. The wet waste shall be used to generate compost for the kitchen garden while the dry waste shall be collected by the Municipality.
- U. Every room and common facility should have Dustbin placed in it.
- V. Inmates' belongings shall be catalogued/recorded in the Inmate Personal File, stored safely at the time of admission.
- W. Public phone facility can be made available in the OAH
- X. It is imperative that the elderly inmates are treated with respect, empathy, and affection and in no case shall harsh language or abusive behavior be used. Any violation shall be treated as professional misconduct and invite serious action against the concerned person.

8. Scope of Work

- A. Ensure that all the 'Project Objectives', 'Services to be provided', and 'Functioning of the OAH'
- B. Formulate a Detailed Project Execution Plan (DPEP) for the establishment and operationalization of the OAH. The DPEP should include details regarding:
 - i. Recruitment of OAH staff.
 - ii. Training modules and plan for training the OAH staff.
 - iii. Standard Operating Procedures (SOP) for day-to-day operation to ensure proper functioning of the OAH.
 - iv. SOP for different emergency scenarios.
 - v. Copy of approvals / permissions required under relevant statutes and rules.
 - vi. 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 DSSO.
 - vii. Implementation schedules for placement of personnel, adoption/development of MIS, and other deliverables under this project.
- C. Execute the approved DPEP.
- D. Maintain and enforce a geo-tagged attendance system for all the personnel hired under this project.
- E. Provide regular updates to the Client through the assigned point of contact in the office of the DSSO.
- F. Ensure proper documentation and record keeping of the inmates in the OAH, including the Inmate Personal File.

- G. Undertake annual financial planning of the project, submit necessary bills for release of funds and submit Utilization Certificates for the fund spent.
- H. Submit monthly, quarterly, and annual Progress Reports to the office of the DSSO.
- I. Undertake periodic appraisal of the project execution status and take/suggest corrective steps
- J. Identify critical gaps in existing social security systems and recommend any improvements/additions required to amplify the impact of the project to the client.
- K. Attend all meetings as required by the office of the DSSO related to progress and assessment of the program.
- L. Take feedback from the inmates, act on the complaints/feedback received and take corrective measures.
- M. Nutrition
 - I. The agency shall provide inmates with nutritionally sound meals
 - II. A Nutritionally balanced diet shall be provided to all inmates and adjusted to inmates and adjusted to inmate's age, sex, activity and physical condition.
 - III. Meals, adequate as to quality, shall be served in sufficient numbers.
 - IV. If any inmate is in need of medically prescribed special diets, the agency shall arrange for the same, in consultation with a dietician.
- N. Clothing
 - I. The agency shall procure appropriate sets of attire for each inmate and arrange new attire every few months.
 - II. The agency shall also provide clothes as per the weather conditions.
- O. Medical & Health Facilities
The Agency shall: -
 - I. Provide medical facilities to cater to the needs of the inmates which includes a doctor, dentist and an ambulance on call on 24*7 Basis, basic nursing facilities for those in need of nursing, arrangements for regular immunization, physiotherapy and psychological counselling services. Agency shall identify & select the beneficiaries/ inmates in consultation with DSSO / BSSO for Old Age home .
 - II. Arrange daily visit from doctors for meeting the day-to-day medical requirements of the inmates and as per any urgent requirement of the inmate any point of time
 - III. Make provisions for accommodating one or two patients and an attendant in the form of a sick room which would extend nursing care to inmates who fall sick due to fever or minor ailments. The essential items should be maintained in the sick room.
 - IV. Provide transportation arrangements at the facility to transfer inmates requiring emergency hospitalization.

- V. Take the necessary control measures for controlling the spread of infection from staff to inmates, visitors to inmates and inmates to other inmates. Isolation techniques to be observed according to source of infection and the method of spread.
 - VI. Make provision for proper sterilization of supplies, utensils, instruments and other materials as needed for the inmates.
 - VII. Scheduling of regular health education sessions for inmates and staff as per their needs.
 - VIII. Shall make provision and arrangement for first aid and prompt medical attention incases of accidents and emergencies.
 - IX. Ensure that all required medicines are available and keep a detailed record of the medicines prescribed to the inmates.
 - X. Ensure that all inmates prior to or immediately after admission to the facility undergo a Psychiatric Evaluation and as per case-to-case basis, arrange appointments with the psychiatric.
 - XI. As per requirement, inmates should have accessibility to physiotherapy sessions conducted by certified doctors.
 - XII. Prior to admission to the facility, all inmates should undergo thorough medical evaluation to prevent spread of any contagious diseases.
 - XIII. All inmates shall be vaccinated as per requirement by a certified doctor.
 - XIV. In case of death/ fatality of any inmates the last rites shall also be the responsibility of the agency.
- P. Recreational facilities
- I. The Agency shall provide recreational facilities for maintaining good physical and mental health of the all the inmates. It would include provision of books, television, computers and indoor games like carom, chess, cards etc.
 - II. Sufficient space shall be made available for outdoor sports and games.
 - III. Picnic and outings may include education fair or science fair, museum, planetarium, botanical garden, etc. and shall be conducted every quarter.
 - IV. Cultural event or sports competition shall be held to showcase talent on festivals or on days of national festivals.
 - V. Music, dance and art therapy may be included in the list of recreational activities to enhance the healing process of each inmate.
 - VI. Regularity of the activities shall be maintained with support of institutions and non-governmental organization, if needed.
- Q. Prayer Facilities
- I. The agency shall provide facilities for prayer, yoga and meditation etc.

R. Safety and Security

- I. The Agency shall provide a safe and secure environment for inmates.
- II. The building and equipment shall be maintained in such condition that there are no hazards to the life and safety of the inmates.
- III. Warning signs shall be posted prohibiting smoking or open flames of any kind.
- IV. Care will be taken to ensure that all equipment provided will be safe for use i.e. no sharp edges, non-toxic material etc.
- V. Safety guidelines for storage of hazardous material, electricity, water storage and heating; play material etc, should be available with the agency. The staff should be trained and conversant with them.
- VI. The agency shall not create, permit or allow any offensive odours to occur in or escape from the facility. Agency shall ensure proper storage of its eatable products in such a way that there is no contamination or decay of consumable products or raw materials.
- VII. A procedure for reporting of abuse, maltreatment and neglect should be put in place.
- VIII. There should be a monitoring process for ensuring sustained safety on the premises.
- IX. Provide a security and watch and ward service at the facility to maintain the safety and security of the life and property.
- X. Prevention, with the assistance of the concerned law enforcement agencies, any encroachments on, or unauthorized entry to the facility
- XI. The Agency shall be responsible for maintenance and replacement of CCTV cameras installed by the Authority. In case of theft or loss due to any reason, the agency shall replace the CCTV cameras at his own cost within 48 hours. The Agency should also maintain footage of at least last fifteen days for security purposes and same shall be made available if authorized officials of District Administration.
- XII. Prohibited articles on the facility:
 - a. intoxicants of any description, psychotropic substances, liquor, ganja, bhang, opium, smack etc;
 - b. All explosives, poisonous substances, acid and chemicals, whether fluid or solid of whatever description;
 - c. All arms, ammunition and weapons, knives and cutting implements of every kind and articles which are capable of being used as a weapon of whatever description;
 - d. All obscene matter;

- e. String, rope, chains and all materials which are capable of being converted into string or rope or chains, of whatever description;
- f. tobacco items, pan masala or similar item

S. Environmental Sanitation and Housekeeping

The Agency shall ensure proper sanitation on the premises.

- I. Equipment and supplies for proper sanitation will be maintained on the premises.
- II. Laundry shall be handled, stored and processed so that spread of infection will be minimized.
 - a. A sufficient clean linen supply shall be insured at all times. Soiled linen shall not be permitted to accumulate.
- III. The premises and all areas within the facility shall be kept clean and free from debris.
- IV. The facility shall have an infection control program which provides for policies, procedures and training programs. Great care should be exercised to prevent spread of infection by mites or by infected person to person.
- V. Provision shall be made to maintain clean containers and store garbage in areas that are separate from food handling, food preparation and food storage area.
- VI. The agency will recruit manpower as per state govt. guideline .

T. Operation and Maintenance

- I. The Agency shall, at all times, operate and maintain the Facility in accordance with the provisions of the Agreement, Applicable Laws and Applicable Permits. The Agency shall, at all times during the Contract/MoU Period, conform to the maintenance requirements set forth in this document.
- II. The Agency shall repair or rectify any defect or deficiency set forth and any failure in this behalf shall constitute a breach of the Agreement. Upon occurrence of any breach hereunder, the Authority shall be entitled to recover Damages as per the EOI document, without prejudice to the rights of the Authority under the Agreement, including Termination thereof.
- III. The agency shall be responsible for any theft or damage to any equipment installed by the Authority and shall replace such equipment within adequate time frame.
- IV. The agency shall be allowed to carry out activities to raise funds for the facility.

- V. The agency shall take all statutory permissions/clearances as per the norms and conditions of the concerned statutory Authority.
 - VI. The agency is required to adhere to the provisions of the prevailing Master Plan and the building bye laws.
 - VII. The agency shall submit to Sundargarh and its concerned office, prior to commencement of any work, a detailed plan of all development activities to be undertaken by the agency on the site.
 - VIII. The agency will incur all operational costs pertaining to the operation and management of Old Age Home including electricity charges, water charges, GST and any other /statutory taxes / fees / levies duties, salary and wages etc. as applicable.
 - IX. Fire safety requirements shall be maintained at all times. Fire safety requirements shall be maintained at all times as per the provisions of National Building Code.
 - X. As per the provision of the Juvenile Justice Act or any other Act applicable, the agency shall form a Management Committee to manage the facility and monitor the progress of every inmate.
- U. Upkeep and Maintenance of the Premises
- I. The facility shall be offered on "as is where is basis" as per the following conditions
 - a. A bare structure with floors and ceilings completed and walls. Internal finishes will also be done.
 - b. Electricity connection shall be provided by the District Administration. Monthly bills shall be paid by the Agency.
 - c. Water connection shall also be provided by District Administration. Any water charges shall be paid by the Agency.
 - d. Power back up has been installed by the District Administration, which the Agency shall have to operate and maintain.
 - e. Maintenance cost of the CCTV cameras/lifts and air conditioners to be borne by the Agency.
 - f. Infrastructural facilities such as electricity, water and sewage disposal are subject to availability and technical feasibility. The Agency agrees voluntarily and unequivocally not to seek any claim, damage, compensation or any other consideration, whatsoever on account of non-availability/ provision of these facilities.
 - II. Development of infrastructure related to the facility such as water supply, drainage, pavements, light, waste disposal shall be developed by the Authority as per the actual requirement. However, the agency shall be responsible for operation and maintenance of all these amenities.

- III. They will be allowed to enter into annual Contract/MoU for civil, electrical, housekeeping, horticulture, security purposes etc.
 - IV. They shall be responsible to maintain the cleanliness of the premises. A detailed cleaning schedule should be maintained for each floor and outdoor area of the facility.
 - V. The facility will be a no smoking zone. Smoking and consumption of liquor will be strictly prohibited and enforcement of the same will be the responsibility of the Agency.
- V. Equipment to be provided by the agency
- I. All linens and blankets/ quilts essential to the treatment and comfort of inmates.
 - II. Adequate number of wheel chair, walker, prosthetic devices, hearing aids, braille kits, or any other suitable aids and appliances as required, for the inmates at the facility.
 - III. Each inmate shall be provided adequate supplies and equipment for proper oral hygiene including a toothbrush, toothpaste etc. Bedrails shall be available for use as required by the inmate's condition.
 - IV. Disposable equipment and supplies shall be used only once and disposed of in an approved manner.
 - V. The District Administration shall provide necessary furniture for each inmate which shall include a bedside table, a chair, drawer space for clothes, and enclosed space for hanging clothing, individual towel rack, soap dish, drinking glass, and access to a mirror.
 - VI. The Agency install all necessary fixtures in the facility such as hand rails, medical equipment etc.
 - VII. All equipment, furniture and fixture installed by the agency should strictly comply with the guidelines set by Government of Odisha / India .
- W. Records to be maintained by the agency:
- I. The agency should keep all the records related to donations be it in kind or cash by individuals and organizations.
 - II. The agency shall also keep detailed record of grant in aid, loan or any other financial assistance received from government departments or any other source.
 - III. Any income generated from this project shall not be used or diverted for any purpose other than this project.
 - IV. The agency shall also be responsible for submitting annual audit reports for the Old Age Home to the Authority.

- V. Maintaining comprehensive records of all people admitted, their health records, vaccination records and details of all court cases, if the people are subject of litigation.
- VI. The agency shall keep all the records of the food purchased or donated and its distribution on daily basis.
- VII. Record of all people entering the facility, including inmates and staff, shall be maintained.
- VIII. Strict norms and guidelines to be made by the agency regarding selection of inmates to be shared with the Authority period within 15 days of signing the agreement. The selection of inmates should be such that the needy and genuine can be accommodated
- IX. Copies of income tax returns along with assessment orders of last three years.
- X. Grievance Redressal System
 - I. The agency needs to maintain a complaint register at the facility itself wherein inmates can record complaints.
 - II. There will also be a locked box in the facility, installed by the agency, for those who chose to use it for complaints.
 - III. The Supervisor/Manager will be responsible for ensuring that complaints are redressed within a maximum of 15 days of being recorded. However, for complaints which require immediate redressal, such as clogged toilets, inadequate bedding and no drinking water, these should be addressed within 24 hours.
 - IV. Any complaints regarding abuse or maltreatment shall be addressed within 24 hours. Such complains should be reported to the DSSO, Sundargarh.
- Y. The agency shall within 15 days of signing of agreement, submit an operation plan to be approved by a committee set up by DSSO , Sundargarh.
The plan will contain the following:
 - I. Selection criteria of inmates
 - II. Facilities proposed to be operated
 - III. Healthcare Facilities
 - IV. Protocol for reporting abuse, maltreatment of inmates
 - V. Requirement of human resources
 - VI. Strategy for raising donations
 - VII. Demarcation of space for intimates on the basis of their age and gender
 - VIII. Any other points: Awards and Recognitions, Innovative ideas in managing old age homes/.

Any suggestions of DSSO, Sundargarh shall be incorporated by the agency .

Z. Outcome and Performance Standards

The performance of the facility will be evaluated on the following parameters:

- I. Adequate medical facility has been provided
- II. Occupancy of the facility
- III. Hygiene of the facility
- IV. All legal provisions for housing of inmates, maintenance of case property, sanitation of the site, disposal of waste etc. is complied with strictly.
- V. Complaints filed against the agency or its staff

AA. Project Tenure

Tenure of 3 years, further extendable for a period of 2 years, basis performance evaluation after 3 years. Depending on the evaluation, the Authority shall extend or discontinue the Contract/MoU. The premises shall be handed over for use within 15 days from the date of execution of Contract/MoU Agreement.

BB. Any other relevant work as directed by the Client.

9. Steps in Project Implementation

Sr. No.	Step	Responsibility	Timeline for Completion
1	Approval for project initiation	DSSO	Within 15 working days of finalization of the Agency
2	Preparation of DPEP	Agency	Within 30 working days of receiving Work Order
3	Execution of the project	Agency	Within 45 to 60 working days of receiving Work Order
4	Fund release to the selected Agency on submission of bills <u>submission of bills / Audited UC . Advance Payment and submission of quarterly audited UC may be considered</u>	DSSONOI	Within 15 working days of receiving of bills from the Agency Within 15 working days of receiving of Fund Request along with audited UC of previous quarter from the Agency
5	Supervision, Monitoring and Review of the project (monthly)	DSSO	By 20 th of every month

10. Role and Responsibilities of Stakeholders

A. Responsibility of DSSO:

- i. Sign the MoU with the selected Agency.
- ii. Ensure the availability of OAH building and infrastructure, as per standards.

- iii. Ensure that all procurement is done as per applicable rules and standards.
- iv. Supervise, monitor, and review the functioning of the OAH.
- v. Discuss and prepare SOP for the operations of OAH with the selected Agency.
- vi. Ensure that the inmates are admitted to the OAH after due procedure and approval.
- vii. Responsible for the overall well-being of the inmates of the OAH.
- viii. Ensure the inmates avail the benefits of all government welfare schemes
- ix. Scrutiny and release of funds to the agency as per actual bills / audited UC and stipulated norms.
- x. Approve the estimates/release the bills of repairs, changes in the OAH infrastructure as per requirement, as and when necessary to Administration in a timely manner.
- xi. Conduct review and evaluation of the project (mid-term, end-term, etc.) and suggest course correction.
- xii. Coordinate with DMF and line departments in conjunction with the Superintendent of the OAH.
- xiii. Formulate a policy and supervise its compliance.

B. Responsibility of CDM & PHO

- i. Ensure the Medical Reports of the applicants are prepared and sent to the DSSO.
- ii. Ensure the applicants or inmates are provided with hospitalisation and proper treatment as per geriatric norms of the government.
- iii. Ensure that a weekly check-up of all the inmates is provided through Mobile Health Unit/ Mobile Health Team.
- iv. Ensure that correct and timely referral services are provided to every inmate, in suitable government health facility.

C. Responsibility of ARC In-Charge

- i. Ensure the Rehabilitation services properly reached to OAH beneficiaries.
- ii. Ensure that PTs/OTs do regular assessment to OAH at their location or in ARC give the report to concern authorities if needed.
- iii. Coordinate with Psychologist/Nutritionist for necessary services if required and provided time to time.
- iv. Ensure that rehabilitation talk/seminars will be done at OAH at certain occasion coordinating with Health and various Dept in the administration level.
- v. Discuss with the administration level and provide the necessary AOP implemented smoothly to OAH.

D. Responsibility of Police

- i. Carry out enquiry of the applicants (for background check or in case of missing report filed against them) and their possible repatriation.
- ii. Prepare and send the Police Verification Reports to the DSSO.

E. Responsibility of Inmates /residents

- i. The inmates shall abide by the rules and regulations of the OAH.
- ii. The inmates shall maintain hygiene and keep their beds and immediate surroundings clean.
- iii. With a view of maintaining an active lifestyle, the inmates may wash their plates/cups, dry their clothes, cultivate kitchen gardens, assist in distribution of food and other general activities of the OAH.

11. Monitoring and Evaluation

Review meetings shall be conducted by the office of the DSSO to monitor the implementation of the project. The selected agency should submit the progress report on monthly basis in the desired format as per given schedule to the office of the DSSO.

Quarterly review will be held in the Old Age Home by a team nominated by the Collector-cum-Chairperson and Managing Trustee, DMF to assess the services provided at the OAH, and the compliance of the selected Agency to the Scope of Work.

Yearly Audit will be conducted in order to monitor and evaluate the OAH. The Audit will be carried out after the end of each year (after project initiation). The audit should take feedback from the inmates in the OAH, inspect the OAH for cleanliness and security; check the geo-tagged attendance of the staffs, inspect the video recording of the CCTV cameras, financial audits for reconciliation of funds received/expenditure incurred and other related tasks.

The final evaluation will be carried out at the end of the project (i.e. 3 years) and will consider the following aspects in addition to those addressed in the yearly audit:

- A. The project's achievement with respect to the objectives.
- B. The effectiveness of the OAH for service delivery as envisioned.
- C. Suitability of the Agency, regarding extension of the Contract/MoU.
- D. Lessons learned and recommendations.

The yearly audit and final evaluation will be carried out by a committee constituted for the purpose by the District Collector cum Managing Trustee of DMF Sundargarh.

Note:

All assets, equipment and tools procured under the project will be property of the office of the DSSO, Sundargarh and the Agency will have no right over it.

12. Team Composition

Following is the minimum team deployment for the project:

Sr. No.	Post	Quantity	Shift	Reliver	Total Number of Staff	Remarks
1	Superintendent	1	1	0	1	General shift, available for 24 hours
2	Coordinator	2	2	0	4	General shift, available for 24 hours
3	Counsellor/ Social Worker	2	1	0	2	General shift, available for 24 hours
4	Staff Nurses	5	3	1	16	7 am to 3 pm, 3 pm to 11 pm, 11 pm to 7 am
5	Cook**	4	2	1	9	7 am to 3 pm, 2 pm to 10 pm
6	Sanitary Worker**	8	2	1	17	7 am to 7 pm, 7 pm to 7 am, atleast one male and one female in each shift should be available
7	Multi-purpose Worker	6	3	3	21	7 am to 3 pm, 3 pm to 11 pm, 11 pm to 7 am, at least one male and one female in each shift should be available
8	Security Guards**	3	3	1	10	7 am to 7 pm, 7 pm to 7 am, at least one male and one female in each shift should be available
9	Psychiatrist Doctor (Part time)	1	1	0	1	
10	Medicine and Physician Doctor (Part time)	1	1	0	1	
11	Physiotherapist	1	1	0	1	General shift, regular basis
12	Physiotherapy Equipment List Annexure V					
13	Pharmacist	2	1	0	2	
Total Resources*					85	
*Apart from above full-time personnel, following should be made available on a part time basis as mentioned below:						

- Doctor (MBBS/ BAMS/ BHMS): Doctor shall visit the OAH at least thrice a week for health check-up of all the beneficiaries. The doctor is bound to attend the beneficiaries in emergency. As far as possible Doctor residing near the centre should be engaged.
- Yoga Therapist (Diploma in Yoga from a recognized Institute): Yoga therapist should visit the OAH at least three times in a week for a minimum one hour per day.
- Physiotherapist/Occupational Therapist (B.P.T/B.O.T): Physiotherapist/Occupational Therapist should visit the OAH at least monthly once or OAG people can visit for physical assessment for knowing their stamina as per the requirement of the OAH residents in consultation with the Doctor of OAH and team of Doctors, Specialists, Physiotherapists etc available with ARC Sundargarh in the campus.
- Accountant/Clerk (B.Com with knowledge of computers and Tally): Compilation of accounts, book-keeping, computerizing collected database & information, maintaining records & files, maintaining bills, vouchers etc as per provisions of the project.

** Security services, Food & Beverage/Cooking and Cleaning/Housekeeping services may be outsourced to professional agencies providing these services. Nevertheless, the above number of personnel (minimum) should be deployed for avoiding any hindrances in quality services provisions.

A. Superintendent

Deployment: Full time and Residential

Minimum Qualification: Master's in Public Health/ PGD (Post Graduate Diploma) in Hospital and Health Management/ Diploma in Gerontology with Graduation/ PGD in Geriatric Care/ Certificate Course in Geriatric Care with Graduation/ PGD in Health and Social Gerontology and Post-Graduation in Social Sciences/ Social Work. At least 5 years of work experience in project planning, implementation, and management. Candidates with 2 or more years of experience in running and managing Old Age Homes will be preferred.

Other Requirements:

- i. The candidate should be less than 45 years of age.
- ii. Good knowledge and experience of participatory approaches in government programme implementation.
- iii. Must have good communication skills in Odia i.e., to read, write and speak.
- iv. Knowledge of tribal language(s) will be an advantage.
- v. Excellent interpersonal verbal and written skills including presentation skills.
- vi. Should have proficiency in Microsoft office suits and Internet Browsing.

Key Roles and Responsibilities

- i. Responsible for overall functioning and management of the OAH.
- ii. Ensure that the “Project Objectives”, “Services to be provided in the Old Age Home” and other deliverables under the “Scope of Work” as mentioned in Section 4.
- iii. Ensure the applicants are admitted following due procedure and proper documentation.
- iv. After approval from the DSSO, formally induct the applicant and explain to them their rights, duties, facilities provided and the rules of the OAH.
- v. Actively coordinate between the Client, line departments, OAH staff and Executive Committee, take necessary steps to resolve issues and represent the OAH at meetings.
- vi. Follow instructions on matters relating to the administration, running and management of the OAH given by the Client.
- vii. Supervise the work of other staff and ensure that they are fulfilling their responsibilities.
- viii. Ensure supplies and other logistics as per the procurement rules and standards.
- ix. Ensure that procured items are properly recorded in the Stock Register.
- x. Supervise and ensure that the inmates are provided with all their welfare and government entitlements and it is recorded in the specified register.
- xi. Ensure that the unused and un-repairable items are auctioned and remit their value to DMF as per the rules and norms set by the DSSO.
- xii. Coordinate and arrange health camps for regular checkup of the inmates.
- xiii. Ensure proper in-home treatment and take steps for admission of the patient in the hospital as advised by the OAH doctor.
- xiv. Ensure that the inmates’ belongings are properly recorded, stored in safe custody, and handed over to them with defined procedures as and when required.
- xv. Open bank accounts in the name of the inmates and help them in their pensions deposited/withdrawn.
- xvi. Preparation of Annual Report, progress reports, process documents and other reports in a time bound manner and submit the same to DSSO.
- xvii. Organize monthly and other meetings of the OAH and other related agencies as per schedule and follow recommendations/suggestions/orders as mentioned in the minutes of the Executive Committee meeting.
- xviii. Inform the DSSO in case of personal and professional misconduct of the staff and take necessary and immediate action against them as per written direction.
- xix. Inform the DSSO in case of violation of rules and regulations by the inmates and take necessary and immediate action against them as per written direction.
- xx. Hold responsibility as the Public Relation Officer of the OAH.
- xxi. Day to day correspondence.
- xxii. Proper maintenance of various files related to records of the inmate(s), staff, stock, finance, assets, etc.

- xxiii. Preparation of Annual Budget and everyday financial management of the OAH.
- xxiv. Encourage and conduct training programs and capacity building activities for volunteers / staff / stakeholders as per the instructions of the Executive Committee.
- xxv. Any other relevant work that may be included during the negotiations or as directed by the DSSO.

B. Coordinator

Deployment: Full time and Residential

Minimum Qualification: post-Graduation Degree in Social work/Social Sciences / Certificate Course in Geriatric Care after intermediate. At least 5 years of work experience in project planning, implementation, and management. Candidates with one or more years of experience in running and managing Old Age Homes will be preferred.

Other Requirements

- i. The candidate should be less than 35 years of age.
- ii. Good knowledge and experience of participatory approaches in program implementation.
- iii. Must have good communication skills in Odia i.e. to read, write and speak.
- iv. Knowledge of tribal language(s) will be an advantage.
- v. Excellent interpersonal verbal and written skills.

Key Role and Responsibilities

- i. Identification and rescue of abandoned, homeless and destitute senior citizens and pursue their admission in the OAH with due procedure.
- ii. Ensure the routine activities of the OAH are proceeding as per schedule.
- iii. Coordination with different agencies for procurement of required supplies and other logistics and record the same in the registers.
- iv. Management of kitchen including menu wise food preparation, cleanliness, and service.
- v. Ensure cleanliness of the dormitories/compartments, bathrooms, and toilets.
- vi. Coordination with government hospital for regular health check-up of the inmates.
- vii. Purchase of essential medicines and other medical instruments/materials as per the standards and norms of the procurement policy and enter it in the specified register(s).
- viii. Assist the superintendent in organizing and conducting meetings, training and capacity building programs for the volunteers/staff and stakeholders.
- ix. Take over all the urgent and required works for running the OAH in the absence of the Superintendent.

- x. Assist the Superintendent to make all the necessary entries in the respective files and registers.
- xi. Make available the counseling service to the needy inmates by coordinating with the counselor of the OAH.
- xii. Any other relevant work that may be included during the negotiations or as directed by the Client.

C. Counsellor / Social Worker

Deployment: Full -time and Non-Residential

Minimum Qualification: A Master's Degree in Counseling/Psychology with a Diploma in Counseling from a government approved university with at least three or more years of experience in counseling practice. Counselor with one or more years of counseling experience in Old Age Homes will be preferred.

Other Requirements:

- i. Must have good communication skills in Odia i.e., to read, write and speak.
- ii. Knowledge of tribal language(s) will be an advantage.
- iii. Excellent observation and listening skills; empathy, patience, tolerance, sensitivity, and an appreciation for confidentiality issues.
- iv. Excellent interpersonal skills such as active listening, clarification, reflection, and effective interpretation skill.

Key Role and Responsibilities:

- a. Understand the behavior patterns, attitude, capabilities, and limitations of newly admitted inmates and record them in the Inmate Medical File.
- b. Prepare an effective and practical care plan for the inmate in the light of the information collected through observation, enquiries, and medical report.
- c. Implement the care plan with the aim of helping the inmate adapt to the OAH environment.
- d. Give individual or group counseling to inmates with mental strain and psychological problems.
- e. Attend concerned meetings, training and capacity building activities organized by the OAH.
- f. Any other relevant work that may be included during the negotiations or as directed by the Client.

D. Staff Nurse

Deployment: Full time and non-Residential

Minimum Qualification: Diploma in General Nursing & Midwifery/ BSc. Nursing from a recognized institution approved by the Indian Nursing Council. The candidate must have been registered with the Odisha Nursing Council and have at least 1 year of work experience in hospitals. Candidates work experience in geriatric care or in Old Age Homes will be preferred.

Other Requirements

- i. The candidate must be in the age group of 25-45 years.
- ii. Must have good communication skills in Odia i.e. to read, write and speak.
- iii. Knowledge of tribal language(s) will be an advantage.

Key Roles and Responsibilities

- i. Administer medicines, provide first aid, and perform regular tests of blood pressure level, diabetes, etc. for the inmates as prescribed by the doctor.
- ii. In cases of medical emergency, stabilize the condition of the inmates and assist in admitting them to the hospital.
- iii. Make all the related entries in the medical records of the inmates 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. Assist the doctor while attending to the inmates.
- vi. Ensure personal hygiene is maintained by the inmates.
- vii. Ensure the inmates are provided food as per the diet chart prescribed by the doctor.
- viii. Attend concerned meetings, training and capacity building activities organized by the OAH.
- ix. Ensure that the inmates use clean clothes, bed sheets and pillow cover etc.
- x. Any other relevant work that may be included during the negotiations or as directed by the Client.

E. Cook

Deployment: Full time and residential

Requirements

- i. Primary education.
- ii. Good communication skills in Odia.

Key Role and Responsibilities

- i. Should cook and serve fresh food for approximately 50 inmates thrice per day.
- ii. Should prepare food, tea, and snacks for inmates as per the diet rule prescribed by the doctor.
- iii. Prepare food, tea, snacks, etc. and serve it to the inmates 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.

F. Multi-purpose Worker

Deployment: Full time and residential

Requirements

- i. Primary education.
- ii. Good communication skills in Odia.

Key Role and Responsibilities

- i. Assist the cook in preparing and serving the food.
- ii. Assist the cook in washing the utensils/cutlery.
- iii. Assist the staff in office work of the OAH as and when required.
- iv. Assist in procurement and purchase of the required materials for the OAH.
- v. Assist in the disposal of waste, through composting and other means.
- vi. Any other relevant work that may be included during the negotiations or as directed by the Client.

G. Sanitary Worker

Deployment: Full time and non-residential

Key Role and Responsibilities

- i. Maintaining clean and hygienic environment in the OAH.
- ii. Sweep and mopping the OAH at least twice daily with appropriate disinfectant.
- iii. Clean and disinfect the toilets at least thrice daily with 0.5 % active chlorine solution.
- iv. Take the soiled clothes, used bed sheets and pillow covers from the inmates for washing in the laundry.
- v. After washing, assist the inmates in sun drying the clothes and make sure the inmates get their clothes and bed materials back.
- vi. Any other relevant work that may be included during the negotiations or as directed by the Client.

13. 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 agency will ensure full functioning of the OAH, 365 days a year including government holidays, national/state/local holidays, and religious/cultural holidays.
- ii. The staff may avail of Casual Leave (CL) of up to 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 OAH.
- iii. If the Superintendent is on leave, then the Coordinator/Counsellor should be made the In charge- Superintendent for that period with prior information to the DSSO Sundargarh.

14. Hiring of Outsourcing Agencies

Security services, Food & Beverage/Cooking and Cleaning/Housekeeping services may be outsourced to professional agencies providing these services.

Section 5: Instruction to applicant Agencies

- 1.1** The DMF, Sundargarh will select an Agency, in accordance with the method of selection specified below:

Name of the Client: District Mineral Foundation, Sundargarh

Method of selection: Pre-Qualification of eligible applicant Agencies followed by Quality Based Selection [QBS]

- 1.2 Name of the Project:** Interested applicant Agencies are invited to submit a Proposal, for the assignment Selection of an Agency for Establishment and Management of a 200 Seated Old Age Home at Vedavyas under DMF, Sundargarh.

The detailed scope of the project has been described in the Terms of Reference in Section 4.

- 1.3 The Proposal submission address is:** CEO, District Mineral Foundation, At- Collectorate, Sundargarh, P.O. Sundargarh District, Pin-770001, Email: dmfsundergarh@gmail.com

- 1.4 Last Date for Submission:** The Proposal (comprising of Pre-Qualification documents, Technical Proposal and Financial Proposal) must be submitted by registered/speed post, which should be received by the Client, no later than the 02.05.2022 Time: 05:00 pm

- 1.5** The Proposal, technical presentation, and any clarifications provided by the applicant Agencies along with the Terms of Reference provided in the RFP will be the basis for selection and ultimately for a signed Contract/MoU with the selected Agency.

1.5.1 Collector and Chairperson, DMF Sundargarh will have the right to reduce/ extend the scope of work in the district . Any additional work , the budget shall be approved on the mutual consent of both the parties .

1.6 Applicant Clarifications:

- a) The Client shall invite queries from applicant Agencies as per the details mentioned in the Fact Sheet of this document.
- b) The Applicants must ensure that their queries should reach DMF, Sundargarh, on or before last date mentioned in Fact Sheet of this document only through the e-mail of the Client i.e. dmfsundergarh@gmail.com
- c) The queries should necessarily be submitted in the following format:

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

- d) Client shall not be responsible for ensuring that the Applicant's queries have been received by them.
- e) Any requests for clarifications post the indicated date and time may not be entertained by the Client.
- f) 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.
- g) However, the Client reserves the right to hold or re-schedule the process.

Responses to Queries and Issue of Corrigendum:

- a) The Authorized Representative of the Client will endeavour 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://sundergarh.nic.in>. Any such corrigendum shall be deemed to be incorporated into this RFP.
- d) In order 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.
- e) The Client's representative is: DMF Sundargarh.

1.7 Applicant Agencies shall bear all costs associated with the preparation and submission of their proposals and Contract/MoU negotiation. The Client is not bound to accept any proposal and reserves the right to the selection process at any time prior to Contract/MoU award, without thereby incurring any liability to the applicant Agencies.

- i. Collector and Chairperson, DMF Sundargarh reserves the right to terminate the Contract/MoU or where it deems fit, issue to the defaulting party another notices to take corrective action or proceed to adopt such remedies.
- ii. Collector and Chairperson, DMF Sundargarh reserves the right to cancel the RFP or reject all the bid applications without assigning any reasons at any stage of bidding process.
- iii. Collector and Chairperson, DMF Sundargarh reserves the right to accept or reject any bid, and to annul the bidding process and reject all Bids at any time prior to award of Contract/MoU, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for Collector and Chairperson, DMF Sundargarh action.

1.8 Conflict of Interest/ Conflicting Relationships:

- a) Client requires that the selected Agency shall perform the required services, provide professional, objective, and impartial advice and at all times hold the Client's interest's paramount, strictly avoid conflicts of interest with other assignments or their own interests and act without any consideration for future work. Without limitation on the generality of the foregoing, the agencies, and any of their affiliates, shall be considered to have a conflict of interest and shall not be engaged, under any of the circumstances set forth below:
 - Applicant Agencies (including its Personnel and Sub-Agencies) that has a business or family relationship with a member of the Client's staff who is directly or indirectly involved in any part of (i) the preparation of the Terms of Reference of the Assignment, (ii) the selection process for such Assignment, or (iii) supervision of the Contract/MoU, may not be awarded a Contract/MoU, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Client throughout the selection process and the execution of the Contract/MoU.
- b) Applicant Agencies have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of the Client, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the applicant / selected Agency or the termination of its Contract/MoU.
- c) No Agency or current employees of the Client shall work as Agency under their own ministries, departments or agencies.

1.9 Unfair Advantage

If an applicant Agency could derive a competitive advantage from having provided other services related to the assignment in question, the Client shall make available to all other applicant Agencies together with this RFP all information that would in that respect give such applicant Agency any competitive advantage over competing applicant Agencies.

1.10 Fraud and Corruption

It is required that applicant Agencies participating in the project adhere to the highest ethical standards, both during the selection process and throughout the execution of the Contract/MoU.

The Client:

- a) Defines the terms set forth below as follows:
 - i. "Corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official or members of the Evaluation Committee, in the selection process or in Contract/MoU execution.

- ii. “Fraudulent practice” means a misrepresentation or omission of facts in order to influence a selection process or the execution of a Contract/MoU.
- iii. “Collusive practices” means a scheme or arrangement between two or more applicant Agencies with or without the knowledge of the Client, designed to establish prices at artificial, non-competitive levels.
- iv. “Coercive practices” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process or affect the execution of a Contract/MoU.

- b) Will reject a proposal for award, if it determines that the Agency recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract/MoU in question.

Applicant Agencies should be aware of the provisions on fraud and corruption stated in the specific clauses in the Contract/MoU.

Applicant Agencies shall furnish information on commissions and gratuities, if any, paid or to be paid to agents relating to this proposal and during execution of the assignment if the applicant Agency is awarded the Contract/MoU.

1.11 Only one Proposal

An applicant Agency may only submit one proposal. If an applicant Agency submits or participates in more than one proposal, all such proposals shall be disqualified.

1.12 Proposal Validity

Proposals must remain valid for 120 days after the submission date. During this period, applicant Agencies shall maintain the availability of Professional staff nominated in the Proposal and fully commit to their financial proposal, unchanged. The Client will make its best effort to complete negotiations within this period. Should the need arise; however, the Client may request applicant Agencies to extend the validity period of their proposals. Applicant Agencies who agree to such extension shall confirm that they maintain the availability of the Professional staff nominated in the Proposal, unchanged, or in their confirmation of extension of validity of the Proposal, applicant Agencies could submit new staff in replacement, who would be considered in the final evaluation for Contract/MoU award. Applicant Agencies who do not agree, have the right to refuse to extend the validity of their Proposals, under such circumstances, the Client shall not consider such proposal for further evaluation.

1.13 Preparation of Proposals:

- a) The Proposal as well as all related correspondence exchanged by the applicant Agencies and the Client, shall be written in English.

- b) In preparing their Proposal, applicant Agencies are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal.

The Proposal consists of three parts (i) Pre-Qualification documents (ii) Technical Proposal (iii) Financial Proposal.

1.14 Pre-Qualification Documents

The Technical Proposals of only those applicant Agencies who meet the pre-qualification criteria in the table below will be opened. **Applicant Agencies failing to meet these criteria or not submitting requisite proof for supporting pre-qualification criteria are liable to be rejected summarily.** Applicant Agencies should fill the Pre-Qualification Forms which are included in Section 5 of this RFP. The filled-up Pre-Qualification Form and the supporting documents should be enclosed in a separate envelope marked as 'Pre-Qualification Documents'.

Sl. No.	Basic Requirement	Specific Requirement	Documents Required
1.	Legal Entity	The Agency should be organization registered under <ul style="list-style-type: none"> • Societies' Registration Act 1860 • Indian Trust Act 1882 • Companies Act 1956 	<ul style="list-style-type: none"> • Certificate of incorporation • GST Registration Certificate • PAN No. • Form 12 AA Certificate along with 80G • Registration certificate of NGO Darpan Portal
2.	Operation	The Agency should have been in operation for the past four (4) years as on 31/03/2021 and filed ITRs for the last 3 FYs ie 2018-19 , 2019-20 & 2020-21	Last three FY's Audited Financial Statement duly signed by a Chartered Accountant for 2018-19 , 2019-20 & 2020-21
3.	Financial Capacity	The Agency should have an average annual turnover is not Less than Rupees 1 Crores over the last three FYs 2018-19 , 2019-20 & 2020-21 . This must be the individual Agency's turnover and not that of group companies/organizations.	Average Annual Turnover Statement duly signed by a Chartered
4.	Consortium	No consortium / JVs / associations / sub-Contracting/MoU shall be allowed under this project.	Declaration of submitting as independent Agency from the Authorized Signatory

5.	Blacklist	The Agency should not have been blacklisted by any Central / State Government Ministry in India or Public Sector Undertakings or any Government Agencies.	Undertaking by the Authorized Signatory
6.	Experience	The Agency should have prior experience of Operations and Management of residential set-up for (either of the following): <ul style="list-style-type: none"> • Old Age Home / Elderly Care Homes/ Hospitals with Minimum 50 Bed • Urban Homeless Centres/ Rehabilitation centres /homeless/disabled persons/Beggar home, etc or any other residential setups with minimum 25 inmates or working for vulnerable section of the society. 	Copies of Work Orders/ Sanction Orders/ MOUs/ Engagement Letters/ Completion Certificates or equivalent documentary evidence should be provided as proof. Documents in other languages should be supplemented by an English translated copy.
7.	Authorized Representative	A Power of Attorney/ Board Resolution in the name of the person signing the proposal.	Original Power of Attorney or Board Resolution Copy
8.	Cost of Tender/ Tender Fee	The Agency should furnish a Tender Fee of ₹10,000 (Rupees Ten Thousand Only), in the form of Demand Draft in favour of 'CEO, District Mineral Foundation, Sundargarh), and payable at Sundargarh.	Original Demand Draft
9.	Earned Money Deposit (EMD)	The Agency should furnish an EMD of ₹100,000 (Rupees One Lakh Only), in the form of Demand Draft in favour of CEO, District Mineral Foundation, Sundargarh, and payable at Sundargarh.	Original Demand Draft

NOTE: The copies of documents submitted towards Pre-qualification criteria are to be substantiated through production of originals, when required.

1.15 Technical Proposal Format and Content

Applicant Agencies are required to fill the **Technical Forms**. The filled-up Tech Forms (in Section 5) should be enclosed in a separate envelope along with all necessary/supporting documents to justify the claims. The supporting documents must be produced in original by the applicant Agencies, when demanded by the Client. Submission of the wrong type of Technical Proposal will result in the Proposal being deemed non-responsive.

The formats of the Technical Proposal (in Section 7) to be submitted are:

- a) Technical Form 1: Letter of Proposal Submission
- b) Technical Form 2: Applicant Agency's Organization and Experience
- c) Technical Form 3: Description of Approach, Methodology and Work Plan for Performing the Assignment
- d) Technical Form 4: Undertaking regarding any Conflicting Activities and Declaration thereof

The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information shall be declared nonresponsive.

1.16 Financial Proposals

The Financial Proposal shall be prepared using the attached Financial Form (in Section 8). The financial proposal shall not include any conditions attached to it and any such conditional financial proposal shall be rejected.

1.17 Payment Terms

- I. The total cost of the project is to be finalized on the basis of the amount quoted in the financial bid by the successful bidder and subsequent price negotiation if any, However, the payment schedule shall be finalized at the time of signing Contract/MoU form for the assignment

Note: - This is based on attendance of key experts. For absence of expert for more than 15 day proportionate deduction to be made.

- I. The payment of Fixed cost & Recurring cost will be made on Quarterly **Advance basis against submission of Bank Guarantee of Nationalized Banks with Validity of 38 months . Interest on advance shall be returned to DMF . Separate Account shall be opened for above project.**
- II. The payments will be made upon submission of Advance Fund Request for the first two quarters and subsequently, upon submission of audited Utilisation Certificate of previous quarter for

release of next quarter advance (from 3rd quarter onwards) backed by monthly progress reports outlining the areas covered in RFP. Payment of Recurring Cost would be made within two weeks of submission Fund Request along with audited UC of last quarter- However. The payment schedule shall be finalized at the time of signing Contract/MoU from for the assignment.

1.18 Tender Fee, Earnest Money Deposit (EMD) and Performance Guarantee

Tender Fee

Tender Fee of Rupees Ten Thousand (₹10,000), in the form of Demand Draft (DD) drawn in favour of “CEO, District Mineral Foundation, Sundargarh” and payable at Sundargarh, must be submitted along with the Proposal. Proposals not accompanied by Tender Fee shall be rejected as non-responsive.

Earnest Money Deposit

An Earnest Money Deposit (EMD) of Rupees One Lakh (₹ 1,00,000), in the form of Demand Draft (DD) drawn in favour of “CEO, District Mineral Foundation, Sundargarh” and payable at Sundargarh, 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 successful and unsuccessful bidders would be returned within one month of signing of the Contract/MoU.

The EMD shall be forfeited by the applicant Agencies in the following events:

- a) If Proposal is withdrawn during the validity period or any extension agreed by the applicant Agencies thereof.
- b) If the Proposal is varied or modified in a manner not acceptable to the Client after opening of Proposal during the validity period or any extension thereof.
- c) If the applicant Agencies tries to influence the evaluation process.
- d) If the selected Agency withdraws its proposal during negotiations.

Performance Bank Guarantee

The selected Agency shall be required to furnish a Performance Bank Guarantee of ₹5,00,000 (Rupees Five Lakhs Only) in the form of an unconditional and irrevocable bank guarantee from a Nationalized/Scheduled bank in India in favour of “CEO, District Mineral Foundation, Sundargarh” for the entire period of Contract/MoU with 90 days claim period. The bank guarantee must be submitted after award of Contract/MoU but before signing of Contract/MoU. The successful bidder must renew the bank guarantee on same terms and conditions for the period up to Contract/MoU including extension period, if any.

Performance Bank Guarantee would be returned only after successful completion of tasks assigned to them and only after adjusting/recovering any dues recoverable/payable from/by the selected Agency on any account under the Contract/MoU. On submission of this performance guarantee and after signing of the Contract/MoU, demand draft submitted towards EMD would be returned in original. The format for the Performance Bank Guarantee is provided in Annexure III.

1.19 Submission, Receipt and Opening of Proposals

- a) The Proposals (Pre-Qualification, Technical Proposal and Financial Proposal) shall contain no interlineations or overwriting, except as necessary to correct errors made by the applicant Agencies themselves. The under-signee person for the proposal must provide his initial beside such corrections. Submission letters for the Technical Proposal and Financial Proposals should respectively be in the format specified.
- b) An authorized representative of the applicant Agency shall initial all pages of the original Pre-Qualification, Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney accompanying the Technical and Financial Proposals or in any other form demonstrating that the representative has been duly authorized to sign.
- c) The Pre-Qualification forms and all documents including the Tender Fee, EMD, declaration of submission as independent agency and power of attorney shall be placed in a separate sealed envelope clearly marked "PRE-QUALIFICATION DOCUMENTS". The Technical Proposal including all the Technical Forms and supporting documents shall be placed in a separate sealed envelope clearly marked "TECHNICAL PROPOSAL". Similarly, the Financial Proposal including the Financial Form shall be placed in a separate sealed envelope clearly marked "FINANCIAL PROPOSAL" All the three sealed envelopes shall be placed in an outer envelope and sealed. The Client shall not be responsible for placement, loss, or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may also be deemed as fit case for Proposal rejection. If the Proposal is not submitted in separate sealed envelopes duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.
- d) The Proposals must be sent to the address indicated and received by the Client no later than the time and the date of submission, or any extension to this date in accordance with corrigendum. Any proposal received by the Client after the deadline for submission shall be returned unopened.
- e) From the time the Proposals are opened to the time the Contract/MoU is awarded, the applicant Agencies should not contact the Client on any matter related to its Technical and/or Financial

Proposal. Any effort by applicant Agencies to influence the Client in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract/MoU may result in the rejection of the applicant Agencies' Proposal.

1.20 Evaluation of Technical Proposal

- a) An Evaluation Committee (EC) will be constituted by the Client for the purpose of evaluating the proposals.
- b) In the first stage of evaluation, only responsive proposals which satisfy the Pre-Qualification Criteria shall be further taken up for evaluation. A Proposal shall be rejected if it is found deficient as per the requirements indicated.
- c) The EC shall then evaluate the Technical Proposals based on their responsiveness to the Terms of Reference and by applying the evaluation criteria, sub-criteria specified in the Table below.
- d) The Evaluation Committee while evaluating the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded, and the competent authority accepts the recommendation.
- e) Agencies shall also make a presentation before the Evaluation Committee, which will be evaluated.
- f) Each responsive Proposal will be given a technical score.
- g) A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP and particularly the Terms of Reference or if it fails to achieve the minimum technical score indicated below.

Criteria, sub-criteria, and points system for the Evaluation of Technical Proposals:

Sl.	Evaluation Criteria	Supporting Form	Max. Marks
1.	Turnover	Average Annual	10
1.1	Average annual turnover of the last three financial years, ie 2018-19 , 2019-20 & 2020-21 <u>Scoring criteria</u> (Rs. 1 crore – 1.49 crores = 2 marks; Rs. 1.5 crores – 1.99 crores = 4marks; Rs. 2 crores – 2.49 crores = 6 marks; Rs. 2.5 crores – 2.99 crores = 8 marks and Rs. 3.00 + crores = 10 marks)	Turnover Statement	10
2.	Experience		60
2.1	Number of Old Age Home (with more than 25 inmates)/ Number of Patient Care Services (more than 50 Patients in reputed Hospitals)		30

Sl.	Evaluation Criteria	Supporting Form	Max. Marks
	<p>(Marks awarded will be dependent on the summation of number of such projects, i.e. $P = P_1 + P_2 + P_3 + \dots + P_n$)</p> <p><u>Scoring criteria</u></p> <p>$P < 1$ = 0 marks $1 < P < 3$ = 6 marks $3 < P < 5$ = 18 marks $P > 5 +$ = 30 marks</p>		
2.2	<p>Experience of running Old Age Home (with more than 25 inmates)/ Patient Care Services (more than 50 Patients in reputed Hospitals)</p> <p>(Marks awarded will be dependent on the summation of years of experience in individual projects, i.e., $Y = Y_1 + Y_2 + Y_3 + \dots + Y_n$)</p> <p><u>Scoring criteria</u></p> <p>$Y < 4.99$ = 0 marks $5 < Y < 6.99$ = 5 marks $7 < Y < 9.99$ = 10 marks $Y > 10 +$ = 15 marks</p>	Technical Form 3	15
2.3	Any award, recognition / appreciation for execution of projects of similar nature		5
2.4	<p>Experience of managing residential accommodation facilities for adults, like Urban Homeless Centers / Rehabilitation centers / homeless / disabled persons / Hostels/ Mental Ill Home (minimum 50 inmates) etc or any other residential setups with minimum 50 inmates or working for vulnerable section of the society.</p> <p>(Marks awarded will be dependent on the summation of years of experience in individual projects, i.e., $Y = Y_1 + Y_2 + Y_3 + \dots + Y_n$)</p> <p><u>Scoring criteria</u></p> <p>$Y < 4.99$ = 0 marks $5 < Y < 9.99$ = 2 marks $10 < Y < 14.99$ = 6 marks $Y > 15 +$ = 10 marks</p>		10
3	Presentation of Approach, Methodology and Work Plan for management of Old Age home before the evaluation committee (refer Technical Form 3)		30
Total Marks			100

Note: The minimum qualifying mark is: 60

1.21 Evaluation of Financial Proposal

- a) Financial Proposals of only those applicant Agencies who are technically qualified (i.e. minimum 60 Marks in Technical bid) shall be opened.

1.22 Final Selection of Agency

Collector and Chairperson, DMF Sundargarh will award the Contract/MoU to the Bidder based on Quality Cum Cost Basis (QCBS). All the bids will be scrutinized/evaluated as per the criteria given in the RFP documents and a list of successful bidders will be evaluated on the QCBS pattern of 70:30 (Technical Bid - 70% weightage, Financial Bid - 30% weightage)

Proposals will finally be ranked according to their combined technical (ST) and financial (SF) scores as follows:

$$S = ST \times TW + SF \times FW$$

Where S is the combined score, and T and F are weights assigned to Technical Proposal and Financial Proposal that shall be 0.70 and 0.30 respectively. Agency has been selected on the basis of highest score/rank in QCBS method.

1.23 Expected date and address for Contract/MoU negotiations

Date to be communicated later.

Address:

CEO, District Mineral Foundation,
At- Collectorate, Sundargarh
P.O. Sundargarh District, Pin-770001
Email: dmfsundergarh@gmail.com

1.24 Negotiations

Negotiations will be held at the address indicated above. The invited Agency 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 Agency. Representatives conducting negotiations on behalf of the Agency must have written authority to negotiate and conclude a Contract/MoU.

- a) **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 Agency to improve the Terms of Reference. The Client and the selected Agency 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 Agency.

- b) **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.

- c) **Conclusions of Negotiations:** Negotiations will conclude with a review of the draft Contract/MoU. To complete negotiations the Client and the selected Agency will initial the agreed Contract/MoU. If negotiations fail, the Client will invite the next-ranked Agency to negotiate a Contract/MoU.

1.25 Award of Contract/MoU

- a) After completing negotiations, the Client shall issue a Letter of Intent to the selected Agency, and promptly notify all applicant Agencies who have submitted proposals about the decision taken.

- b) The selected Agency will sign the Contract/MoU after fulfilling all the formalities/pre-conditions including submission of the Performance Bank Guarantee within fifteen (15) working days of issuance of the Letter of Intent.

1.26 Confidentiality

Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the applicant Agencies who submitted the Proposals or to other persons not officially concerned with the process, until the publication of the award of Contract/MoU. The undue use by any Agency of confidential information related to the process may result in the rejection of its Proposal.

Section 6: Standard Forms

Pre-Qualification Form 1

S. No	Basic Requirement	Specific Requirement	Documents Required	Document Submitted (Yes/No)
1.	Legal Entity	The Agency should be registered under <ul style="list-style-type: none"> • Societies' Registration Act 1860 • Indian Trust Act 1882 • Companies Act 1956 	<ul style="list-style-type: none"> • Certificate of incorporation • GST Registration Certificate • PAN No. • GST No. / Form 12 AA Certificate along with 80G • Registration certificate of NGO Darpan Portal 	
2.	Operation	The Agency should have been in operation for the past three years as on 31/03/2021 and filed ITRs for the last 3 FYs.	Last three FY's Audited Financial Statement duly signed by a Chartered Accountant	
3.	Financial Capacity	The Agency should have an average annual turnover of at least Rs. 1.0 Crores over the last three FYs (2018-19,2019-20 and 20220-21). This must be the individual Agency's turnover and not that of group companies/organizations.	Average Annual Turnover Statement (Supporting form 'Pre-Qualification Form 2')	
4.	Consortium	No consortium / JVs / associations / shall be allowed under this project	Declaration of submitting as independent Agency from the Authorized Signatory (Supporting form 'Pre-Qualification Form 3')	
5.	Blacklist	The Agency should not have been blacklisted by any Central / State Government Ministry in India or Public Sector Undertakings or any Government Agencies	Undertaking by the Authorized Signatory(Supporting form 'Pre-Qualification Form 4')	
6.	Experience	The Agency should have prior experience of Operations and Management of residential set-up for (either of the following): <ul style="list-style-type: none"> • Old Age Home / Elderly Care Homes. 	Copies of Work Orders/ Sanction Orders/ MOUs/ Engagement Letters/ Completion Certificates or equivalent documentary evidence should be provided as proof. Documents in other	

		<ul style="list-style-type: none"> Urban Homeless Centres / Rehabilitation centres / homeless / disabled persons / Hospitals with 50 inmates etc or any other residential setups with minimum 25 inmates or working for vulnerable section of the society. 	languages should be supplemented by an English translated copy.	
7.	Authorized Representative	A Power of Attorney/ Board Resolution in the name of the person signing the proposal	Original Power of Attorney or Board Resolution Copy	
8.	Cost of Tender/ Tender Fee	The Agency should furnish a Tender Fee of ₹10,000 (Rupees Ten Thousand Only), in the form of Demand Draft in favour of The CEO, District Mineral Foundation, Sundargarh, and payable at Sundargarh.	Original Demand Draft	
9.	Earnest Money Deposit	The Agency should furnish an EMD of ₹1,00,000 (Rupees One Lakh Only), in the form of Demand Draft in favour of CEO, District Mineral Foundation, Sundargarh, and payable at Sundargarh.	Original Demand Draft	

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

Pre-Qualification Form 2

AVERAGE ANNUAL TURNOVER STATEMENT

The Average Annual Turnover statement of<name of the organisation>, at<address of the organisation>, for the last three financial year are given below and certified that the statement is true and correct.

Sl. No.	Financial Year	Turnover in lakhs (₹)
1	2018-19	
2	2019-20	
3	2020-21	
4	Average annual turnover statement	

Date:

Signature of Chartered Accountants

Place:

Seal:

Membership No:

Note:

1. To be issued in the letter head of the Chartered Accountant
2. The annual average turnover statement will be invalid without the membership number of the Chartered Accountant

Pre-Qualification Form 3

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 “Selection of an Agency for Operation And Management Of Old Age Home” Under District Mineral Foundation (DMF), Sundargarh.

We declare that we are submitting this proposal as an independent agency, 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/MoU 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.

Date:

Authorised Signature

Place:

Name and Title of Signatory

Seal:

Note:

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

Pre-Qualification Form 4

NON-BLACKLIST UNDERTAKING

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 “Selection of an Agency for Operation And Management Of Old Age Home” Under District Mineral Foundation (DMF), Sundargarh.

We declare that we have not been blacklisted by any Ministry / Department / Public Sector Undertaking or any other agency of the Central/State Government.

We declare that there are no proceedings, disputes or enquiries pending against us in connection with cheating, misappropriation of funds or exploitation of beneficiary.

We also acknowledge that in case of misrepresentation of the information, our proposal / Contract/MoU 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.

Date:

Authorised Signature

Place:

Name and Title of Signatory

Seal:

Note:

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

Section 7: Technical Proposal Forms

Technical Form 1: Letter of Proposal Submission

To,
CEO, District Mineral Foundation,
At- Collectorate, Sundargarh
P.O. Sundargarh District, Pin-770001

Dear Sir,

We, the undersigned, offer to execute the assignment - ‘Selection of an Agency for Operation And Management Of Old Age Home’ Under District Mineral Foundation (DMF), Sundargarh in accordance with your Request for Proposal dated _____. We are hereby submitting our Proposal, which includes the Pre-Qualification Documents, Technical Proposal and Financial Proposal, sealed in separate envelopes.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification. Our Proposal is binding upon us and subject to the modifications resulting from Contract/MoU negotiations.

We undertake, if our Proposal is accepted, to initiate the services related to the assignment not later than the date indicated.

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

We remain,

Yours sincerely,

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

Name and Title of Signatory: _____

Name of Agency: _____

Address: _____

Location: _____ Date: _____

Technical Form 2 – Applicant Agency’s Organization and Experience

A – Agency’s Organization

[Provide here a brief description of the Agency’s background including ownership details, date and place of registration, objectives, etc. Provide an outline of experience/assignments of similar nature including name of assignment, duration, Contract/MoU amount, client details, staff involved, tasks carried out, etc. Apart from this, also provide details and supporting information/documents under the Pre-qualification criteria and Evaluation criteria].

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

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

Technical Form 3 – Description of Approach, Methodology and Work Plan for Performing the Assignment

[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal divided into the following three chapters:

a) Technical Approach and Methodology,

b) Work Plan

c) Organization and Staffing]

- a) **Technical Approach and Methodology:** 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.
- b) **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) **Organization and Staffing:** In this chapter, you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed staff.
- d) **Challenges Envisaged:** In this chapter, 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.

Note 1: Information provided in the form should correspond to the Technical Presentation.

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

Technical Form4 – Undertaking Regarding any Conflicting Activities and Declaration Thereof

Are there any activities carried out by your Agency which are of conflicting nature as mentioned in RFP. If yes, please furnish details of any such activities.

If no, please certify,

[We hereby declare that our Agency has not indulged in any such activities which can be termed as the conflicting activities in RFP. We also acknowledge that in case of misrepresentation of the information, our proposals /Contract/MoU shall be rejected / terminated by the Client which shall be binding on us.]

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Agency:

Address:

Section 8: Annexures

Annexures I Financial bid

Name of work: - Operation and Management of Old Age Home in Sundargarh District

To

The Collector & Chairperson - Cum -Managing Trustee,

District Mineral Foundation, Sundargarh

Sir,

We hereby quoted the bid cost for providing services for " Operation and Management of Old Age Home in Sundargarh District as per the terms and reference given in this RFP document within the time specified and in accordance with the specification, modalities and instructions as per T&C. The rate is quoted in prescribed format given below:

Financial Bid for the Operation and Management of Old Age Home in Sundargarh District	
Total Cost	Amount ₹
Total cost for one year with reference to Clauses of RFP Annexure –II	
Total cost Before Tax	
Applicable Taxes (GST)	
Grand Total After Taxes (GST)	

Note: -

- I. All the payment shall be released on actual submission of bills & expenditure must be within the approved budget.
- II. The rate indicated are all – inclusive & are valid for the Contract/MoU period .

Date:

Authorised Signature

Place:

Name and Title of Signatory

Annexure –II

Standard cost Classification & Budget

Sl. No.	Particular	No. of unit	Unit cost / month (₹)	No. of Months	Total cost for 1 year (₹)
(A)	Food:-				
1	Breakfast, Lunch, Dinner & Tea	200		12	
2	Miscellaneous (if Any)				
	Sub Total (A)				
(B)	Healthcare & Clothing				
1	Medicine & Check -up	1		12	
2	Medical Emergency Expenses				
3	Personal hygiene/Toilet kit for individuals (Tooth brush, Tooth Paste, Hair Oil, Comb, Bathing Soap, Washing Soap, Detergent Powder)				
4	Clothing	1		12	
5	Miscellaneous (if Any)				
	Sub Total (B)				
(C)	Human Resources: -				
1	Superintendent	1		12	
2	Coordinator	4		12	
3	Counsellor	2		12	
4	Psychiatrist Doctor (Part time)	1		12	
5	Medicine and Physician Doctor (Part time)	1		12	

6	Physiotherapist	1		12	
7	Pharmacist	2		12	
8	Staff Nurse	16		12	
9	Cook	9		12	
10	Sanitary Worker	17		12	
11	Multi-Purpose Worker	21		12	
12	Security Guards	10		12	
13	Miscellaneous (if Any)			12	
	Sub Total (C)	85			
(D)	One time / Fixed Cost				
1	Cooking and Toilet utensils	LS			
2	Mosquito Net	LS			
3	Physiotherapy Equipment List (Annexure V.)	LS			
4	Wheel Chair, Hearing aids, Braille Kits etc.	LS			
5	Miscellaneous (if Any)				
	Sub Total (D)				
(E)	Administrative Overhead				
1	Transportation	Monthly			
2	Electricity & Telephone, DTH, Water Charges	Monthly			
3	Stationery & Consumables	Monthly			

4	End of life/ death rituals	Per person			
5	Magazines and Newspapers	Monthly			
6	Miscellaneous (if Any)				
	Sub Total (E)				
	Total (A+B+C+D+E)				

Date:

Authorised Signature

Place:

Name and Title of Signatory

Annexure-III: Draft Performance Bank Guarantee

(To be issued by a Bank _____)

This deed of Guarantee executed at _____ by _____ (Name of the Bank) having its Head/Registered Office at _____ (hereinafter referred to as “the Guarantor”) which expression shall unless it be repugnant to the subject or context thereof include its heirs, executors, administrators, successors and assigns.

In favor of CEO, District Mineral Foundation, **Sundargarh** having its office at (Sundargarh) (hereinafter called DMF, Sundargarh, which expression shall unless it be repugnant to the subject or context thereof include its heirs, executors, administrators, successors and assigns);

Whereas _____, an organization registered/formed under _____ (specify the applicable law) and having its registered office at _____ (hereinafter referred to as the Agency) has been, consequent to conduct and completion of a competitive bidding process in accordance with the Request for Proposal (RFP) document No. ___ dated _____ issued by CEO, District Mineral Foundation (**DMF**), **Sundargarh**, selected for the Agreement by Collector & Chairperson cum Managing Trustee, DMF Sundargarh as more specifically defined in the aforementioned Document including statement of work and the Agreement executed between the **DMF, Sundargarh** and Agency .

The Agreement requires the Agency to furnish an unconditional and irrevocable Bank Guarantee for an amount of ₹ _____/- Rupees _____ (only) by way of security for guaranteeing the due and faithful compliance of its obligations under the Agreement.

Whereas, the Agency approached the Guarantor and the Guarantor has agreed to provide a Guarantee being these presents.

Now this Deed witnessed that in consideration of the premises, we, _____ Bank hereby guarantee as follows:

1. The Agency shall implement the project– Selection of an Agency for Operation And Management Of Old Age Home” Under District Mineral Foundation (DMF), Sundargarh in accordance with the term and subject to the conditions of the Agreement and fulfil its obligations there under
2. We, the Guarantor, shall, without demur, pay to **DMF, Sundargarh** an amount not exceeding ₹ _____ (Rupees _____ only) within 7(seven) days of receipt of a written demand from **DMF, Sundargarh** stating that the Agency has failed to fulfil its obligations as stated in Clause 1 above.
3. The above payment shall be made by us without any reference to the Agency or any other person and irrespective of whether the claim of the **DMF, Sundargarh** is disputed by the Agency or not.
4. The Guarantee shall come into effect from _____ (Start Date) and shall continue to be in full force and effect till the earlier of its expiry at 1700 hours Indian Standard Time on _____ (Expiry Date) (both dates inclusive) or till the receipt of a claim, from the **DMF, Sundargarh** under this Guarantee, which is one month after the expiry of performance guarantee, whichever is earlier. Any demand received by the Guarantor from **DMF, Sundargarh** prior to the Expiry Date shall survive the expiry of this Guarantee till such time that all the moneys payable under this Guarantee by the Guarantor to **DMF, Sundargarh**.

5. In order to give effect to this Guarantee, DMF, **Sundargarh** shall be entitled to treat the Guarantor as the principal debtor and the obligations of the Guarantor shall not be affected by any variations in the terms and conditions of the Agreement or other documents by DMF, **Sundargarh** or by the extension of time of performance granted to the Agency or any postponement for any time of the power exercisable by DMF, **Sundargarh** against the Agency or forbear or enforce any of the terms and conditions of the Agreement and we shall not be relieved from our obligations under this Guarantee on account of any such variation extension forbearance or omission on the part of DMF, **Sundargarh** to the Agency to give such matter or thing whatsoever which under the law relating to sureties would but for this provision have effect of so relieving us.
6. The Guarantee shall be irrevocable and shall remain in full force and effect until all our Obligations under this guarantee are duly discharged.
7. The Guarantor has power to issue this guarantee and the undersigned is duly authorized to execute this Guarantee pursuant to the power granted under_____.

In witness, whereof the Guarantor has set its hands hereunto on the day, month and year first here-in-above written.

Signed and Delivered by_____ Bank by the hand of Shri _____its
_____and authorized office.

Annexure-IV

Curriculum Vitae (CV) of Proposed Staff shall be submitted before signing of Agreement

1.	Proposed Position			
2.	Name of Agency			
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 Handle 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>	
	Signature	

Note:

Information provided in the form should correspond to the Key Personnel Criteria of the Technical Qualification form.

1. All the claims should be substantiated through production of supporting documents.
2. Experiences between 1stApril 2011 to 31stMarch 2021 only will be entertained.

Annexure-V

Physiotherapy Equipment List

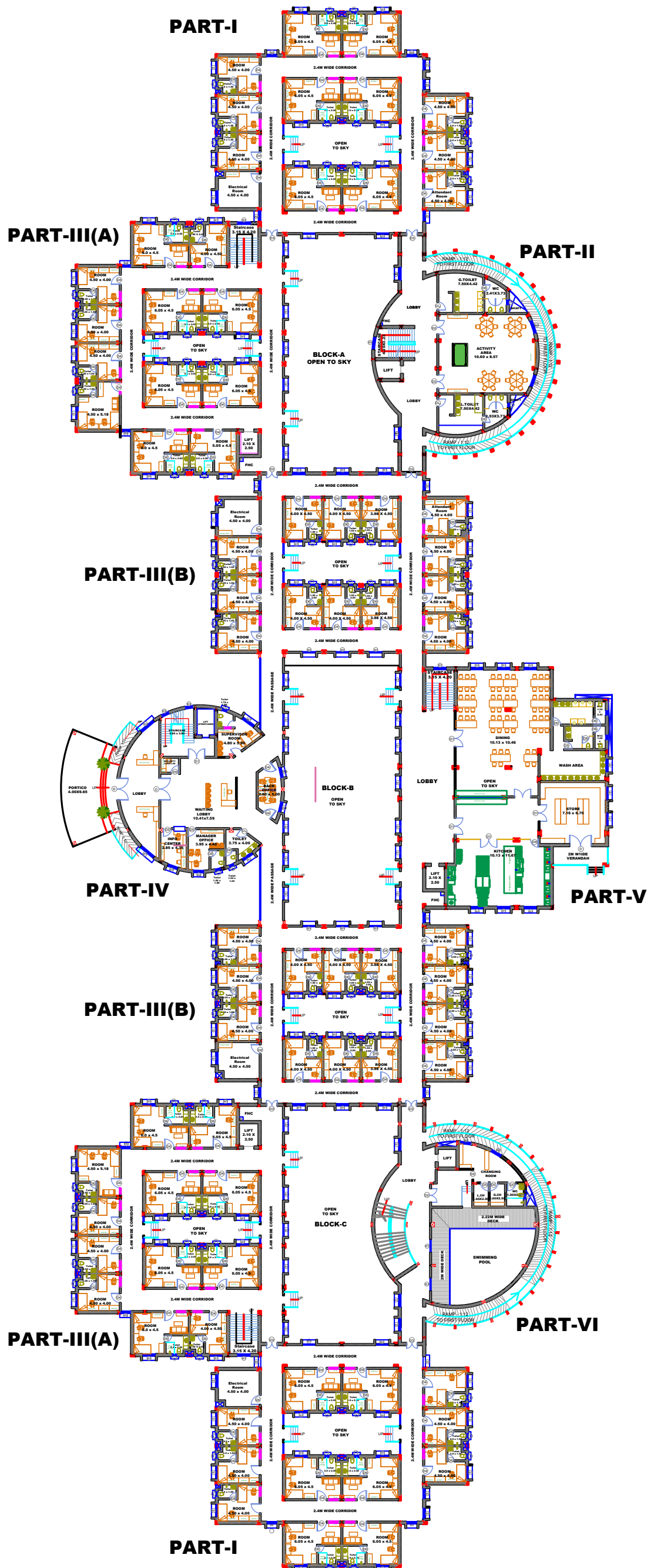
- I) ASSESSMENT TOOL**
 - 1. ROM AND MUSCLE TESTING
 - 2. GONIOMETER SET
 - 3. KNEE HAMMER
 - 4. BODY COMPOSITION TANITA DEVICE
 - 5. BP APPARATUS DIGITAL AND MANUAL
- II) PAIN MANGEMENT**
 - 1. COMBINATION THERAPY DEVICES -1
 - 2. TRACTION UNIT 1
 - 3. MOIST HOT PACK UNIT 1
 - 4. infra red lamp
 - 5. SWD
- III) CARDIO RESPIRATORY TRAINING**
 - 1. TREADMILL 1
 - 2. RECYLCINE BIKE 1
 - 3. STATIC CYCLE
 - 4. SPIROMETER LUNG TRAINER DEVICE
- IV) STRENGTH TRAINING**
 - 1. FREE WEIGHTS (DUMB BELLS, ANKLE CUFFS, RESISTANCE BANDS,LOOPS, TUBE SET)
 - 2. QUADRICEPS TABLE
 - 3. FINGER EXERCISE UNIT
- V) EXERCISE ITEMS**
 - 1. BOSU BALL
 - 2. BALANCE BOARD
 - 3. PARALLEL BAR
 - 4. SWISS BALL DIFFERENT SIZES
 - 5. AEROBIC STEPPER
 - 5. SHOULDER WHEEL AND PULLEY
 - 6. HAND GRIPPER
 - 7. BALANCE PAD
 - 8. LONG FULL MIRROR FOR BIOFEEDBACK TRAINING
- VI) FURNITURE**
 - AS PER NEEDED

BUILDING PLAN

Enclosed 1 Ground Floor

Enclosed 2 First Floor

Enclosed 2 Second Floor

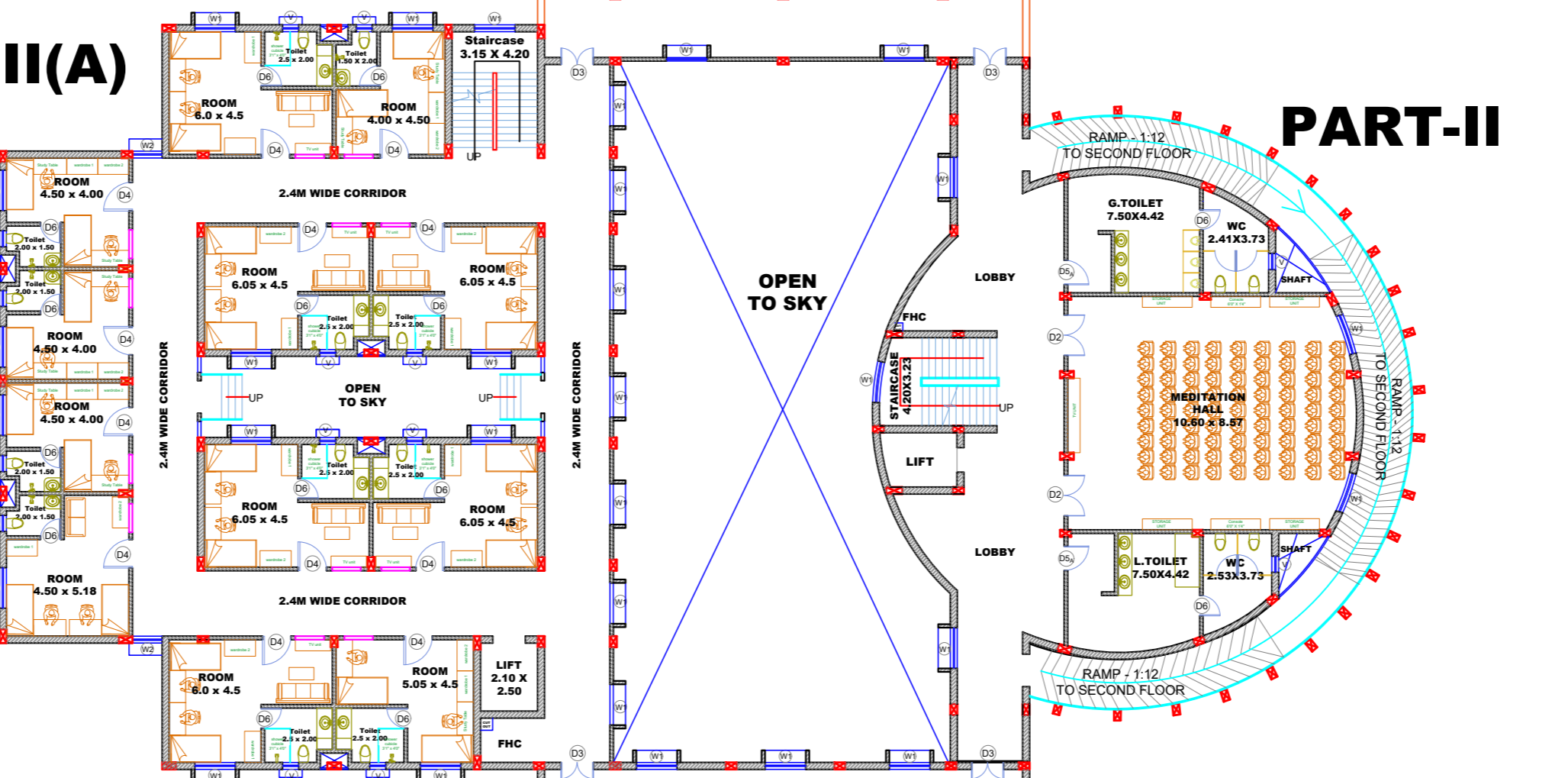


GROUND FLOOR FURNITURE LAYOUT PLAN

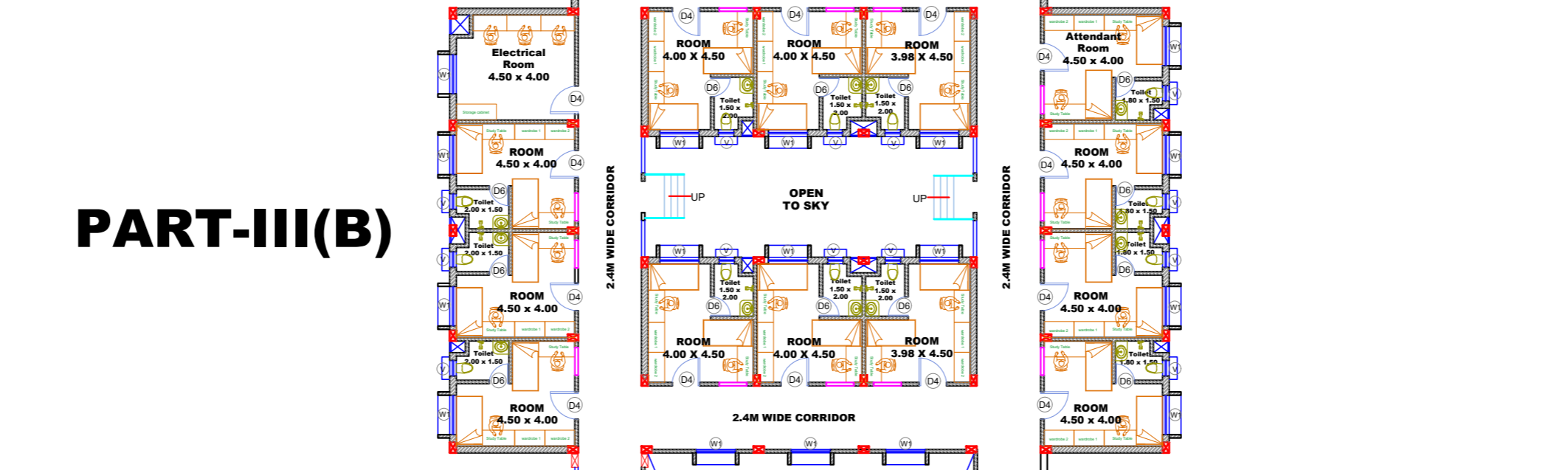
SCHEDULE OF OPENING					
- DOOR -					
SL. NO.	TYPE	SIZE	SILL HT.	LINTEL HT.	DESCRIPTION
1	D	2.40X2.175	-	2.175	ALUMINIUM DOOR
2	D1	1.80X2.175	-	2.175	ALUMINIUM DOOR
3	D2	1.50X2.175	-	2.175	ALUMINIUM DOOR
4	D3	1.20X2.175	-	2.175	ALUMINIUM DOOR
5	D4	1.05X2.175	-	2.175	PANELLED DOOR
6	D5	0.90X2.175	-	2.175	PANELLED DOOR
7	D5a	0.90X2.175	-	2.175	ALUMINIUM DOOR
8	D6	0.75X2.175	-	2.175	FRP DOOR
- WINDOW -					
9	W1	1.50X1.425	0.75	2.175	SLIDING WINDOW
10	W2	1.20X1.425	0.75	2.175	SLIDING WINDOW
11	W3	0.90X1.425	0.75	2.175	SLIDING WINDOW
12	V	0.60X0.60	1.575	2.175	ALUMINIUM VENTILATOR WITH LOUVERS
13	FG	2.40X1.425	0.75	2.175	ALUMINIUM WINDOW WITH FIXED GLASS

PART-III(A)

PART-II

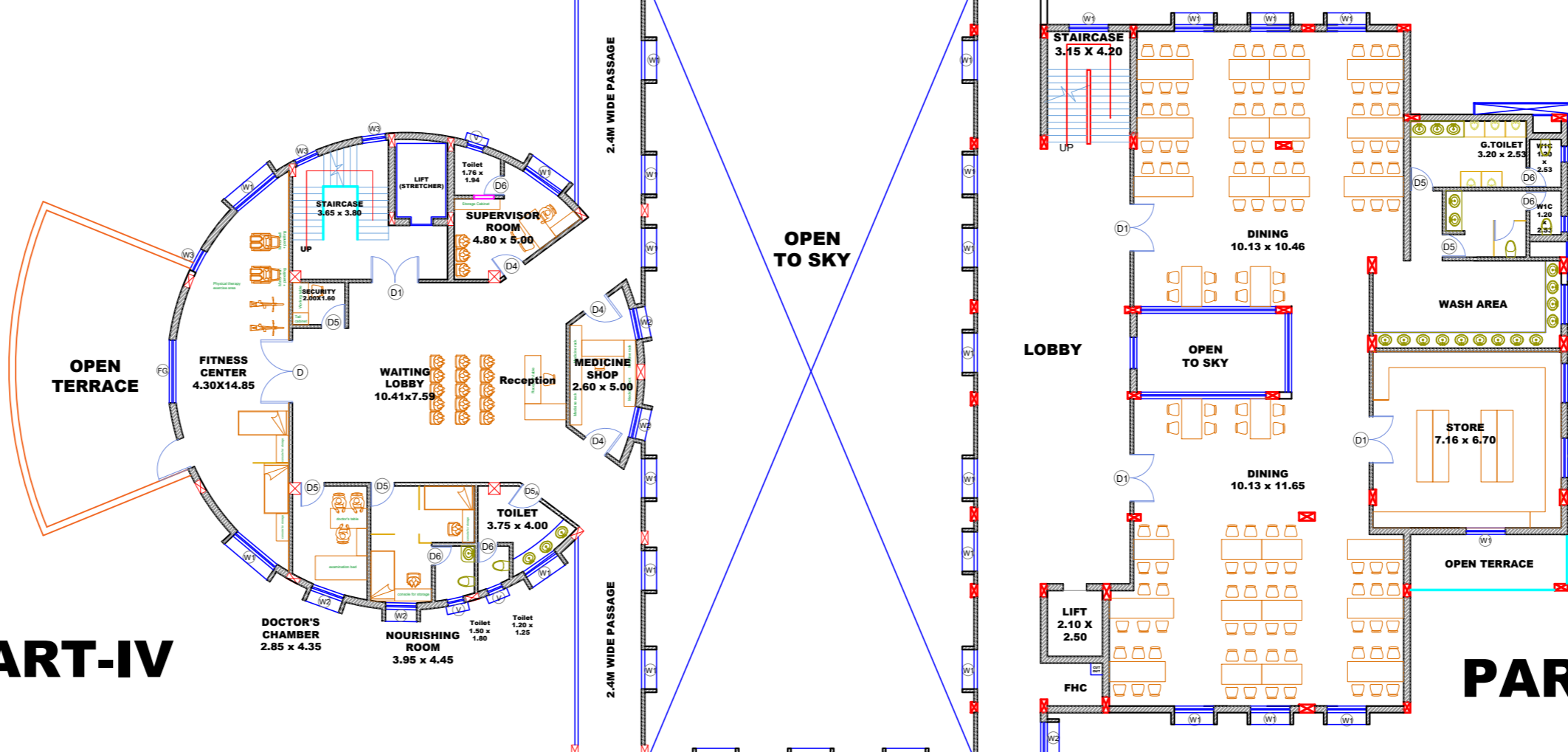


PART-III(B)



PART-IV

PART-V

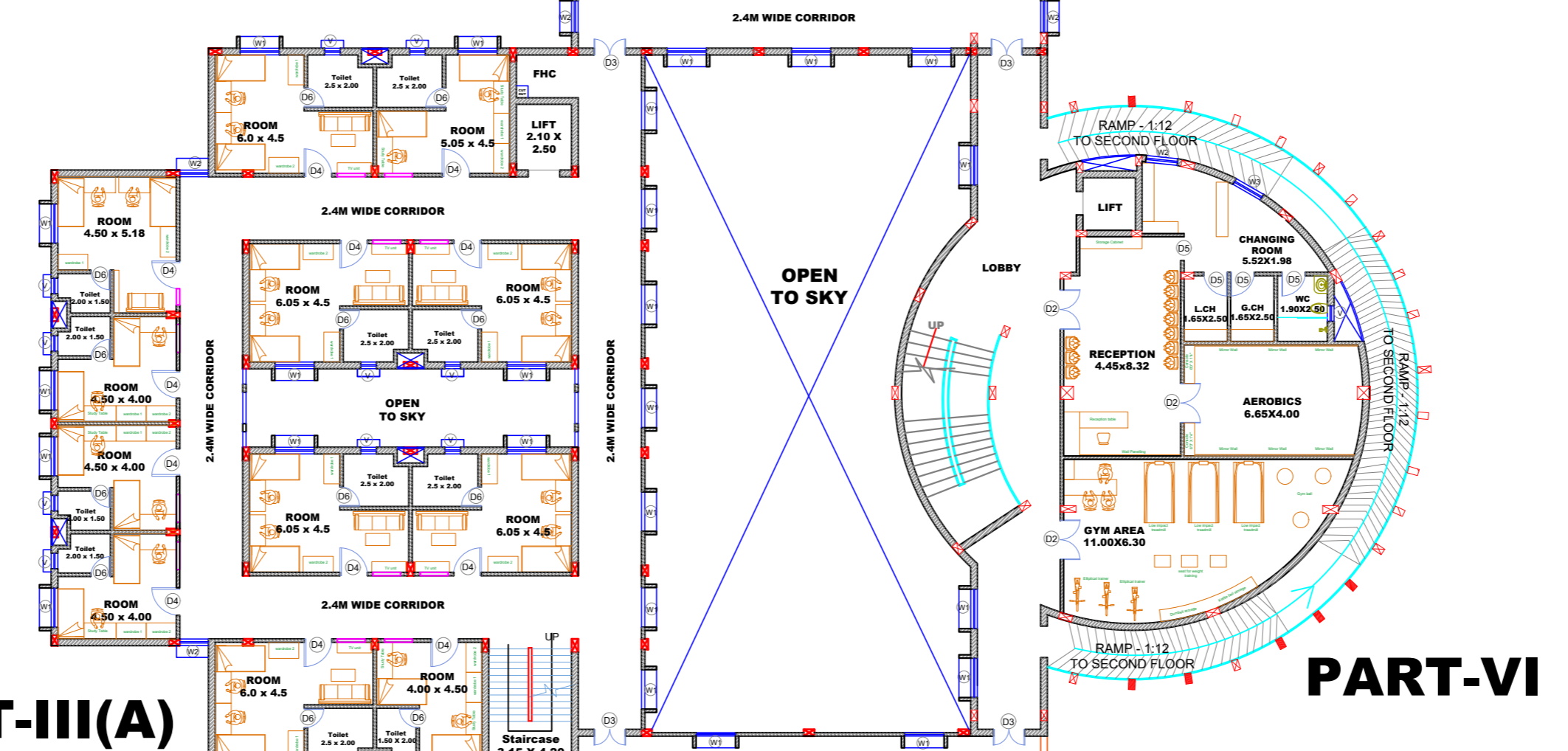


PART-III(B)



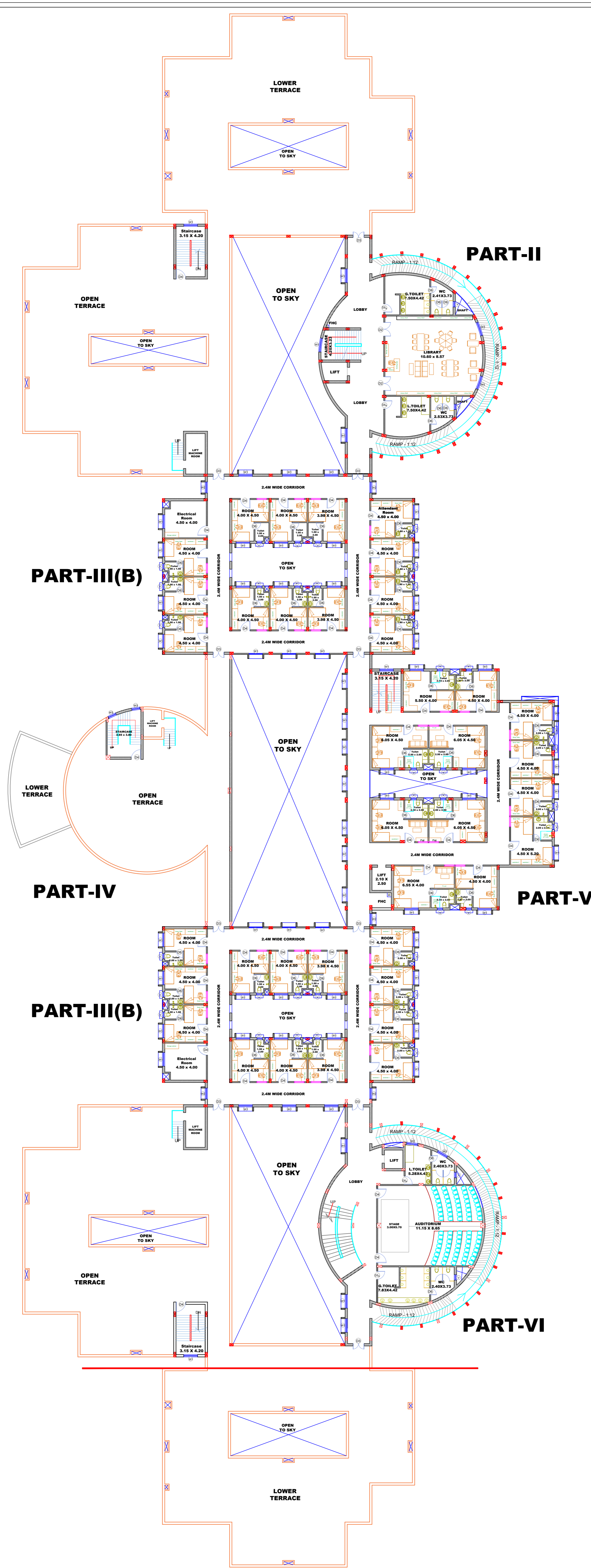
PART-III(A)

PART-VI



FIRST FLOOR FURNITURE LAYOUT PLAN

SCHEDULE OF OPENING					
- DOOR -					
SL. NO.	TYPE	SIZE	SILL HT.	LINTEL HT.	DESCRIPTION
1	D	2.40X2.175	-	2.175	ALUMINIUM DOOR
2	D1	1.80X2.175	-	2.175	ALUMINIUM DOOR
3	D2	1.50X2.175	-	2.175	ALUMINIUM DOOR
4	D3	1.20X2.175	-	2.175	ALUMINIUM DOOR
5	D4	1.05X2.175	-	2.175	PANELLED DOOR
6	D5	0.90X2.175	-	2.175	PANELLED DOOR
7	D6	0.90X2.175	-	2.175	ALUMINIUM DOOR
8	D6	0.75X2.175	-	2.175	FRP DOOR
- WINDOW -					
9	W1	1.50X1.425	0.75	2.175	SLIDING WINDOW
10	W2	1.20X1.425	0.75	2.175	SLIDING WINDOW
11	W3	0.90X1.425	0.75	2.175	SLIDING WINDOW
12	V	0.60X0.60	1.575	2.175	ALUMINIUM VENTILATOR WITH LOUVERS
13	FG	2.40X1.425	0.75	2.175	ALUMINIUM WINDOW WITH FIXED GLASS



SECOND FLOOR FURNITURE LAYOUT PLAN

SCHEDULE OF OPENING					
- DOOR -					
SL. NO.	TYPE	SIZE	SILL HT.	LINTEL HT.	DESCRIPTION
1	D	2.40X2.175	-	2.175	ALUMINIUM DOOR
2	D1	1.80X2.175	-	2.175	ALUMINIUM DOOR
3	D2	1.50X2.175	-	2.175	ALUMINIUM DOOR
4	D3	1.20X2.175	-	2.175	ALUMINIUM DOOR
5	D4	1.05X2.175	-	2.175	PANELLED DOOR
6	D5	0.90X2.175	-	2.175	PANELLED DOOR
7	D5x	0.90X2.175	-	2.175	ALUMINIUM DOOR
8	D6	0.75X2.175	-	2.175	FRP DOOR
- WINDOW -					
9	W1	1.50X1.425	0.75	2.175	SLIDING WINDOW
10	W2	1.20X1.425	0.75	2.175	SLIDING WINDOW
11	W3	0.90X1.425	0.75	2.175	SLIDING WINDOW
12	V	0.60X0.60	1.575	2.175	ALUMINIUM VENTILATOR WITH LOUVERS
13	FG	2.40X1.425	0.75	2.175	ALUMINIUM WINDOW WITH FIXED GLASS