



REQUEST FOR PROPOSAL

EMPANELMENT OF OUTSOURCING AGENCIES TO PROVIDE
CONTRACTUAL MANPOWER TO OCAC

RFP Enq. No. – OCAC-ADMN-33/2006(P-1)-19016



Odisha Computer Application Centre

(Technical Directorate of E&I.T., Department, Government of Odisha)

N-1/7-D, Acharya Vihar, P.O.- RRL, Bhubaneswar - 751013

EPBX: 674-2588280 / 2588064 / 2588295 / 2588283

Website: www.ocac.in

IMPORTANT INFO / KEY EVENTS / ACTIVITIES AND DATES OF THE TENDER

Event	Date & Time Line
Sale of Tender Document (To be down loaded from www.ocac.in)	1.06.2019
Last date of submission of pre-bid queries	10.06.2019 by 5:00 P.M
Pre bid conference	12.06.2019, 11:30 AM
Issue of Corrigendum (If Required)	17/06/2019
Bid closing date and time for submission of Bids by Bidders	27/06/2019 up to 12:30PM
Date and time for opening of Pre-Qualification/ General Bids	27/06/2019 ,4:00 PM
Date and time for opening of Technical Bids	1/07/2019 11.30 AM

NOTE: The dates are subject to change according to the convenience and needs of the Purchaser.

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1. Section-I (Notice for RFP)

1.1 RFP for Empanelment of outsourcing agencies to provide contractual manpower to OCAC

The detailed information of aforesaid work has been given in the RFP document which may be downloaded from OCAC website, <http://www.ocac.in>, after duly filled in, should be submitted at OCAC, along with the prescribed tender document fee of Rs. 500/- in the form of a Bank Draft in favour of “Odisha Computer Application Centre” drawn on any schedule bank and payable at Bhubaneswar, Odisha. In addition to the tender document fee, Earnest Money Deposit (EMD) amounting to Rs. 10,000/- (Rupees Ten Thousand) in the shape of Bank Draft in favour of “Odisha Computer Application Centre” drawn on any schedule bank and payable at Bhubaneswar, Odisha and other documents as indicated later must also be furnished with bid.

Odisha Computer Application Centre (OCAC) reserves the right to accept or reject any or all bids without assigning any reason thereof.

For details on Request for Proposal (RFP)/Tender please log on to <http://www.ocac.in>.

Address for submission of Proposals

The General Manager
Odisha Computer Application Centre (OCAC)
N-1/7-D, Acharya Vihar
P.O.- RRL, Bhubaneswar - 751013
EPBX: 674-2588280 / 2588064 / 2588295 / 2588283
Fax: +91-674-2582842

2. Section-II (Invitation for Bids)

2.1 Introduction

Odisha Computer Application Centre (OCAC), The Technical Directorate of E&IT Department, Govt. of Odisha intends to empanel outsourcing agencies for providing contractual manpower to OCAC. The interested agencies may download the RFP along with term & conditions as well as the application form OCAC website www.ocac.in.

2.2 Amendment of Invitation

In case of any seeming discrepancy between the Press Advertisement, other detailed provisions of the Tender print-document and the updated version on the web (01/06/2019) , the web-version will prevail. At any time prior to the deadline for submission of bids, OCAC reserves the right to add / modify / delete any portion of this document by issuance of an addendum, which would be published on the web site and will also be made available to the all the bidders who have indicated their intention to bid. The addendum shall be binding on all bidders.

2.3 Pre-Bid Meeting & Clarifications

2.3.1 Bidders Queries

- i. OCAC shall hold a pre-bid meeting with the prospective bidders on 12/06/2019 at 11:30 AM at OCAC premises.
- ii. The Bidders will have to ensure that their queries for Pre-Bid meeting should reach in e-mail id - contact@ocac.in/gm_ocac@ocac.in/brahmananda.r@semt.gov.in only on or before 10/06/2019 by 05:00 PM. Queries submitted after the scheduled date and time, shall not be accepted.
- iii. The queries should necessarily be submitted in the following format:

Sl. No.	RFP Document Reference(s) (Section & Page Number(s))	Content of RFP requiring Clarification(s)	Points of Clarification
1.			
2.			

- iv. OCAC shall not be responsible for ensuring that the bidder's queries have been received by them. Any requests for clarifications after the indicated date and time shall not be entertained by OCAC.

2.3.2 Responses to Pre-Bid Queries and Issue of Corrigendum

- i. OCAC will endeavour to provide timely response to all valid queries. However, OCAC makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does OCAC undertake to answer all the queries that have been posed by the bidders.
- ii. At any time prior to the last date for receipt of bids, OCAC may, for any reason, modify the RFP Document by a corrigendum.
- iii. The Corrigendum (if any) & clarifications to the queries from all bidders will be posted on the websites www.ocac.in on 17/06/2019 by 05:00 PM.
- iv. Any such corrigendum shall be deemed to be incorporated into this RFP.
- v. In order to provide prospective Bidders reasonable time for taking the corrigendum into account, OCAC may, at its discretion, extend the last date for the receipt of Proposals.

2.4 Enclosures

- i. Necessary supporting documents (imprinted with official seal on each page) on fulfilment of eligibility criteria and others should be enclosed for consideration along with a signed copy of the Tender document to indicate acceptance of all terms and conditions set forth in the Tender. Organizations failing to provide complete information on any of the requirements are liable to be rejected.
- ii. Tenders documents received without Tender document fee / EMD / inadequate EMD amount shall be summarily rejected.
- iii. Notwithstanding anything else contained to the contrary in this Tender document, OCAC reserves the right to cancel / withdraw / modify fully or partially the "Invitation of Bids" or to reject one or more of the bids without assigning any reason and shall bear no liability whatsoever consequent upon such a decision.

3. Section-III (Eligibility Criteria)

The application to invitation is open to eligible applicants only as per the following prequalification norms.

- i. The bidder should furnish the Tender Paper cost Rs. 500/- (Five Hundred Only) in form of Bank Draft.
- ii. The bidder should have furnished the Earnest Money Deposit (EMD) of Rs. 10,000/- (Rupees Ten Thousand Only)
- iii. The Bidder must be either a firm registered under the Indian Partnership Act or a Company Registered under the Indian Companies Act, 1956/2013 or Sole proprietorship for deployment of manpower services which must have been mentioned in their memorandum copy of such certificate shall be enclosed as a proof.
- iv. The Bidder must have Registered with Valid GST No and having PAN. Copy of such certificate shall be enclosed as a proof. Also they have to submit the Up-to-Date GST & IT Return.
- v. The bidder must have valid ISO 9001 certification. Copy of the certificate must be submitted with the bid document
- vi. The bidder should have been registered under Employees' Provident Fund (EPF) Authority. Copy of such certificate shall be enclosed as a proof.
- vii. The bidder must have at least 300 outsourcing manpower being supplied to various Govt. Dep't /Offices/Corporate/Private Companies during any of the last 3 finance year. Copy of the EPF register with the hr declaration is required to be enclosed.
- viii. The bidder should have experience of minimum 3 (Three) years in providing manpower to Central/State Government and/or PSUs. Copy of work orders showing at least two years' of experience in providing Manpower to any Central Govt/State Govt and PSU as on 31st May 2019 need to be submitted.
- ix. Consortium bidding is not allowed.
- x. The applicant should have an average annual turnover of at least Rs. 75,00,000/- (Rupees Seventy Five lakhs only) in last 3 financial years ending on 31-Mar-2018 and must submit certified copy of the audited Financial Statements (balance sheet and Profit & Loss Account) for the period of 2015-16,16-17,17-18, as a proof of Annual Turnover stated.

- xi. Applicants should not be under declaration of ineligibility for corrupt and fraudulent practices issued by Government of India / State Governments. A self declaration certificate should be enclosed (as per format at Annexure-3).
- xii. The firm or agency should have ESI No. in their name
- xiii. The Firm or agency should have professional tax registration No in their name or the empanelled agency will submit one undertaking to provide within one month of empanelment.
- xiv. The participated firms/agencies must have labour License of the same field.
- xv. The organisation should have a positive net worth.
- xvi. The organisation must have an office in the State or can make an undertaking to setup the office within one month of starting the operation.

Note:

- a. In absence of any one of the above, the offer will be treated as non-responsive and summarily rejected.
- b. Relevant documents in support of the above criteria must be enclosed along with Pre-Qualification Bid documents failing which the bid will liable to be rejected.
- c. Only successful pre-qualifiers' technical bids will be opened.

4. Section-IV: Instruction to Bidders

4.1 Scope of Work

- i. Outsourcing agencies will be empanelled for providing technical and non-technical manpower of different categories on contractual basis to OCAC or to other Govt. Departments/Offices through OCAC as and when required. The service provider will ensure supply of required quality & numbers of manpower and will be responsible for all statutory payment to the manpower including any statutory dues provided to OCAC and also any damage or loss sustained by OCAC on account of the manpower supplied by them.
- ii. The number of outsourcing agencies will be empanelled as per the decision of the OCAC.
- iii. The period of empanelment will be valid for 3 years subject to yearly evaluation of performance. The agencies, whose performance is found unsatisfactory by OCAC at the yearly evaluation, will be removed from empanelled list. The period can be renewed for 2 more years upon satisfactory performances with same terms and conditions.
- iv. The selected agency will be responsible for retention of the deployed resources for a minimum period of 6 months.
- v. The agency will provide the backup resources on termination, absence due to the long term illness and on leaving the position within a time period of 15 days.
- vi. The agency will be responsible in giving appointment letter, settlement on time of leaving the organisation, deposit of the amount deducted within the defined statutory time line.

4.2 Offer Validity Period

- i. The tender offer must be valid for 1 year from the opening of the bid. Any offer falling short of the validity period is liable for rejection.
- ii. In exceptional circumstances, OCAC may ask for extension of the period of validity and such a request shall be binding on the Firms. OCAC's request and the response to such a request by various firms shall be in writing. A firm agreeing to such an extension will not be permitted to increase its rates.

4.3 Earnest Money Deposit (EMD)

- i. EMD of Rs. 10, 000/- (Rupees Ten Thousand Only) to be furnished by the bidder.
- ii. The EMD shall be only in the form of Demand Draft in favor of Odisha Computer Application Centre, payable at Bhubaneswar drawn in any nationalized bank.
- iii. The Bidder should write the organization name at the back side of the DD.
- iv. The demand draft shall be submitted along with the General bid. Bids without EMD shall be rejected.
- v. The EMD should be valid beyond 45 days of the validity of bids.
- vi. No interest shall be paid on EMD.
- vii. The EMD shall be in Indian Rupees Only.
- viii. The EMD of unsuccessful bidders will be returned to them after the finalization of the Tender.
- ix. The EMD of the successful bidder will be retained by OCAC for the empanelment period or will be refunded to them after receiving the Performance Bank Guarantee.
- x. The EMD shall be forfeited if a bidder withdraws its bid during the period of bid validity.
- xi. In case of a successful bidder, the EMD may be forfeited if the bidder fails to accept the LOI/Purchase Order or fails to fulfil the obligation as per agreement.

4.4 Preparation & Submission of Bids

4.4.1 Language of the Bid

The language of the Bid and related documents shall be in English language.

4.4.2 Format and Signing of Bid

- i. The Bidder shall provide all the information sought under this Tender. OCAC will evaluate only those Bids that are received in the required formats and complete in all respects.
- ii. The Bid shall be typed or written in indelible ink and signed by the authorized signatory of the Bidder who shall also initial each page.

4.4.3 Sealing and Marking of the Bid

- i. Bidders shall prepare and submit the one (1) original copy of the Pre-Qualification-cum-General Bid in Envelope-1, duly marking “ORIGINAL”. This envelope shall be sealed, labelled as “**Envelope-1 (Pre-Qualification Bid)**” for Selection of Service Provider to supply manpower to OCAC”. Bidders shall prepare and submit the one (1) original copy of the Technical Bid in Envelope-2, duly marking “ORIGINAL”. This envelope shall be sealed, labelled as “**Envelope-2 (Technical Bid)**” for Selection of Service Provider to supply manpower to OCAC” and placed inside the Outer Envelope. Both documents should be placed inside an Outer Envelope sealed and levelled “Selection of Service Provider to supply manpower to OCAC”. There is no financial bid, as it is an empanelment of technically qualified Agencies.
- ii. The tender documents should be submitted at Orissa Computer Application Centre, N-1/7-D, Nayapalli, Near Planetarium, Acharya Vihar square, Bhubaneswar-751013 on or before **27/06/2019, 12:30 PM**.
- iii. Only bidders who qualify in the Pre-Qualification-cum-General bid will be informed for evaluation of their technical bid within stipulated time and this will be communicated to the firm through phone/mail/OCAC Notice Board. Any clarification/alteration in specification found suitable by the committee will be informed to the successful bidders.

4.4.4 Documents to be submitted with Pre-Qualification-cum-General Bid

- i. Copy of Registration Certificate of the company.
- ii. PAN Card Copy
- iii. GSTN Registration Copy with up to date GST & IT return copy.
- iv. PF Registration Certificate Copy with proof of 100 employees having PF Account.
- v. Balance Sheet and Profit & Loss Account for last three years ending on 31st March 2018.
- vi. Tender Document fee as a non-refundable demand draft of Rs. 500.00 in favour of Odisha Computer Application Centre, Bhubaneswar.
- vii. Prescribed EMD amount as stated in clause 4.3
- viii. Organisation Profile. (Annexure-1)
- ix. Representative Authorisation. (Annexure-2)

- x. Self-Declaration on eligibility against corrupt and fraudulent practices (Annexure-3)
- xi. Acceptance of Terms and Conditions. (Annexure-4)
- xii. Signed bid document
- xiii. ESI registration
- xiv. Professional Tax Registration Number
- xv. Company memorandum defining nature of services
- xvi. Any other document as described in Pre-Qualification criteria
- xvii. Labour certificates for the nature of services

4.5 Technical Bid

The technical bid shall be submitted as per the format placed in Annexure- 5 failing which the bid will liable to be rejected.

4.6 Single Tender

In case only one bid is received and it is found to be eligible on evaluation of prequalification bid, OCAC reserves the right to consider the bid.

4.7 Withdrawal of Bids

Any bidder may withdraw his tender by written request to OCAC at any time prior to the deadline for submission of bids with the consent of OCAC.

4.8 Evaluation process

Evaluation process consists of two stages i.e Pre-qualification bid and Technical bid evaluation. The agency will be empanelled on the basis of technical scoring of the agency qualified in the pre-qualification bid.

4.9 Evaluation of Pre-Qualification Bid

Bid Evaluation Committee will determine whether the Pre-Qualification of Bidder:

- i. Meets/conforms to all terms, conditions and stipulations of the RFP including the Eligibility Criteria, without any material deviation
- ii. Has been properly signed and contains any required written representations or commitments.
- iii. Is accompanied by the required annual reports, documents, audited statements, experience certificates as stipulated in the RFP documents.

If answer to any one of the items specified in pre-qualification bid is ‘No’ the Bid shall be non-qualifying and hence would not be taken up for opening and evaluation of the Technical Bid. If answer to all of the items is ‘Yes’ then the Financial Bid of the Bidder will be opened and evaluated.

4.10 Evaluation of Technical Bid

Only the bid of the bidders qualified in the pre-qualification bid will be opened. The technical evaluation will be done as per the following table.

S.N.	ITEM	Total Marks	Criteria	Marks
1	Financial Capabilities/Resource Strength			20
1.1	Average Annual Turn Over of the Bidder in last 3 F.Y ending 31st March 2018	10	Rs 2 Cr and above Rs 1 Cr to Less than Rs 2 Cr Rs 75 Lakh to less than Rs 1 Cr Less than Rs 75 Lakh	10 7.5 5 0
1.2	Number of State at which the agency operate.	5	Presence in More than 2 State	2.5
	Number of office presence inside Odisha		Presence in more than two locations in Odisha.	2.5
1.3	No of years of experience in providing manpower Central /State Govt./ PSU/ Companies before the date of floating of RFP.	5	6 Years and Above More than 3 years & less than 6 years	5 2.5
2	Past Experience of Bidder			40
2.1	Deployment of manpower to Central/State Govt. / PSU/Reputed Pvt Organisation in India or value of a similar type assignment undertaken in last 3 years ending before the floating date of the RFP.	20	Deployment of More than 500 Resources in last 3 years before the date of floating of RFP to the State Govt/GoI/PSU/Reputed Companies across the country. Deployment of More than 400 Resources in last 3 years	20 15

			before the date of floating of RFP to the State Govt/GoI/PSU/Reputed Companies across the country.	
			Deployment of More than 300 Resources in last 3 years before the date of floating of RFP to the State Govt/GoI/PSU/Reputed Companies across the country.	10
2.2	Deployment of no of manpower to Central /State Govt./ PSU/Reputed Pvt Companies in last 3 years ending before the floating date of the RFP.	20	Providing manpower more than 50 No's to any one(1) organisation or 25 No's and above up to 50 No's to at least three(3) organisation in the last 3 years before the date of floating of RFP.	20
			Providing manpower more than 30 No's to any one(1) organisation or 15 No's and above up to 30 no's to at least three(3) organisation in the last 3 years before the date of floating of RFP.	15
			Providing manpower more than 20 No's to any one(1) organisation or 10 No's and above up to 20 No's to at least three(3) organisation in the last 3 years before the date of floating of RFP.	10
			Otherwise	0
3	Methodology and Expertise to successfully Implement the Scope of Work			40
	<p>Presentation on the following:</p> <ol style="list-style-type: none"> 1. Understanding of the scope of work. 2. Company profile and work completion credentials. 3. Compliance to statutory requirements like EPF, ESI etc. 4. Risk Mitigation and Crisis Management Plan 			40

- i. Bidders securing a minimum of 70% (i.e 70 marks) marks in the technical evaluation will be eligible for empanelment for providing manpower to OCAC.
- ii. Firms securing the qualifying marks will be ranked in descending order of the marks secured by them.
- iii. Top agencies will be empanelled for providing manpower on contractual basis to OCAC .If the mark secured by firms is tied and no clear ranked firms is possible to be selected because of tie, then the selection of the top firms will be done by rechecking the tied firms and selecting the firm who has secured highest marks in the Technical Presentation. The no of firms to be empanelled can be as per the discretion of OCAC.
- iv. The technical bid proposal shall contain the annexure 5 to annexure 9.

4.11 Performance Security

- i. Within 10 days of the receipt of Letter of Intent (LOI)/P.O by the vendor, the selected agency shall furnish a performance security of Rs. 25,000/-.
- ii. The proceeds of the performance security shall be payable to the purchaser as the compensation for any loss resulting from the vendor's failure to complete its obligations under the contract.
- iii. The Performance Bond shall be in the form of Bank Guarantee issued by a Scheduled Bank situated in India.
- iv. The Performance Bond will be discharged by the Purchaser after completion of the vendor obligations including any warranty obligations mentioned in the bid.

4.12 Termination of Contract

OCAC may, terminate this Contract/ empanelment by giving the Selected Agency a 1 (One) month's prior and written notice indicating its intention to terminate the Contract under the following circumstances:

- i. Any misconduct on the part of Selected Agency or its personnel engaged in the project.
- ii. Any breach of confidentiality related to the project.
- iii. If any sort of damage is made by the personnel of the agency engaged in this project and the agency disagrees to make good of the damage.

- iv. If OCAC is of the opinion that there has been such event of default on the part of the Selected Agency which would make it proper and necessary to terminate this Contract and may include failure on the part of the Selected Agency to respect any of its commitments with regard to any part of its obligations under this Contract.
- v. The Selected Agency has failed to commence the provision of Services, or has without any lawful excuse under these conditions suspended the work for 7 (Seven) consecutive days.

4.13 Indemnity

The Selected Agency shall indemnify the Purchaser from and against any costs, loss, damages, expense, claims including those from third parties or liabilities of any kind howsoever suffered, arising or incurred inter alia during and after the Contract period out of:

Any negligence or wrongful act or omission by the Selected Agency or any third party associated with Selected Agency in connection with or incidental to this Contract or;

Any breach of any of the terms of the Tender and this Contract by the Selected Agency, the Selected Agency's Team or any third party

Any infringement of patent, trademark/copyright arising from the use of the supplied goods and related services or any party thereof

The Selected Agency shall also indemnify the Purchaser against any privilege, claim or assertion made by a third party with respect to right or interest in, service provided as mentioned in any Intellectual Property Rights and licenses.

4.14 Tender Prices and Taxes

The Selected Agency will have full and exclusive liability for the payment of all taxes and other statutory payments payable under any or all of the statutes/laws/acts etc. now or hereafter imposed. Payment will be made to the Selected Agency after deduction of any applicable Tax / Taxes at source.

No extra payments will be made for working on extended hours / Holidays to meet the committed/required time schedules.

4.15 Commencement of Work

Within 15 days of intimation by OCAC, the resource detail will be submitted by Selected Agency. OCAC may test/verify the personnel proposed to be

deployed / deployed by the Selected Agency for their suitability for the assignment. If found unsuitable, OCAC will ask for replacement up to its satisfaction. After selection, the resource shall be deployed within 30 days of intimation or reason of delay to be intimated to OCAC.

4.16 Service Levels and Penalties

Selected Agency is expected to meet the following Service Levels in the normal course of carrying out the activities as per the detailed Scope of Work. In case of default on any or all such Service Levels, the Purchaser will reserve the rights to levy Penalties on the Selected Agency.

Sl#	Service	Expected Service Level	Penalty Level in case of default
1.	Deployment of all personnel after signing the Contract with OCAC or any subsequent requirement from OCAC during the Contract Period or intimation by OCAC	15 days	5% of monthly payment for each resource ONLY in the succeeding month.
2.	Replacement of personnel at request of OCAC	Maximum 15 days from date of intimation by OCAC	5% of Monthly Payment Due for each case ONLY in the succeeding month.

4.17 Payment Terms

- i. All the agencies will be asked to provide profile of eligible candidates for the required position as per the requirement of OCAC .The selection of resource will be done by a committee / authorized person on the basis of interview ,their past experience and qualification. The cost of service charge, statutory dues and taxes need to be quoted by the empanelled agencies for each case separately.
- ii. The monthly remuneration for the required contractual position will be as will be fixed by OCAC and will be intimated to the agency at the time of sending the manpower requirement to them.
- iii. Service charge for providing manpower will be 5% of the cost of the resource or Rs 500 /- whichever is higher. The statutory dues and the

taxes will be separate and to be quoted by the agency. All the payments will be made in Indian Rupee.

- iv. The payment will be made on the Time and Material basis and will be as per the Time Sheet format of each Personnel as agreed upon by OCAC.
- v. The selected agency shall submit the invoice for payment on a monthly basis of the attendance of resource, clearly indicating the payment that has been accrued in each month.
- vi. The payment of the selected agency will be made on a monthly basis.

4.18 Resource Assignment

The OCAC will intimate the empanelled agencies to provide the resources as required meeting with the Job Description and Skill set provided. The resources will be selected on the basis of interview conducted by OCAC.

4.19 Dispute Resolution

Any dispute and or difference arising out of or relating to this contract will be resolved through joint discussion of the authorized representatives of the concerned parties. However, if the disputes are not resolved by joint discussions, then the matter shall be referred to the CEO, OCAC or as decided by Chairman, OCAC. If any dispute is not settled amicably, the same shall be referred to the sole arbitrator to be appointed by the Principal Secretary to E&IT Department. The award given by the arbitrator shall be final and binding on both the parties. The venue of arbitrator shall be at High Court, Cuttack.

4.20 Jurisdiction of High Court of Odisha

Suites, if any arising out of the contract shall be filed by either party in a court of Law to which the jurisdiction of the High Court of Odisha extends.

5 Annexure – 1

BRIEF VENDOR PROFILE

S No.	Particulars			
1	Name of the Firm/Company			
2	Year of Establishment			
3	Address of Office			
4	Telephone No.			
5	Fax No.			
6	PAN No.			
7	Service Tax No			
8	EPF No			
9	ESI No			
10	Professional Tax No			
11	Email Address			
12	Website			
13	No. of full time personnel currently under employment (with PF Account)			
14	No. of years of Proven experience of providing similar Services as on the date of floating of RFP			
15	Locate office in Odisha /if not Undertaking			
145	Audited Annual Turnover in last three years	Annual Turnover of the Company		
		FY	Amount (In Rupees)	
			PBT	PAT
		2015-16		
2016-17				
2017-18				

Signature of Witness

Date:

Place:

Signature of the Bidder

Date:

Place:

6. Annexure – 2

REPRESENTATIVE AUTHORIZATION LETTER

Date: _____

Ref: _____

To,

The General Manager,
Odisha Computer Application Centre,
OCAC Building, Plot No. N1/7-D,
RRL Post Office, Bhubaneswar-751 013

Ms./Mr. _____ is hereby authorised to sign relevant documents on behalf of the company in dealing with RFP reference No. _____ OCAC-ADMN-33/2016(P-1)-19016, Dt: _____. S/He is also authorised to attend meetings & submit required information as may be required by you in the course of processing above said application. The other details to be provided:

Designation

Telephone No

Mobile No

Fax No

Email

Thanking you,

Authorised Signatory

Representative Signature

Company Seal

7. Annexure – 3

SELF-DECLARATION

Date: _____

Ref: _____

To,

The General Manager,
Odisha Computer Application Centre
OCAC Building, Plot No. N1/7-D,
RRL Post Office, Bhubaneswar-751 013

In response to the invitation No. OCAC-ADMN-33/2016(P-1)-19016, Dt: _____ of
Ref. Ms./Mr. _____, as a _____, I / We hereby declare that
our company _____ is having unblemished past record and was
not black listed for corrupt & fraudulent practices either indefinitely or for a
particular period of time.

Signature of Witness

Date:

Place:

Signature of the Bidder

Date:

Place:

Company Seal

8. Annexure – 4

ACCEPTANCE OF TERMS & CONDITIONS CONTAINED IN THE TENDER DOCUMENT

To,

The General Manger
Odisha Computer Application Centre

OCAC Building, Plot No. N-1/7-D

Acharya Vihar Square

RRL Post Office

Bhubaneswar – 751 013

Odisha

Sir,

I have carefully gone through the Terms & Conditions contained in the Tender Document [No. OCAC-ADMN-33/2016(P-1)-19016] regarding supply of contractual manpower to OCAC.

I declare that all the provisions of this Tender Document are acceptable to my company. I further certify that I am an authorised signatory of my company and am, therefore, competent to make this declaration.

Signature of Witness

Signature of the Bidder

Date:

Date:

Place:

Place:

Company Seal

9. Annexure – 5

TECHNICAL BID FORMAT

SL. NO.	Particulars	Information	Ref Page																			
1.	Name of the Firm/Company																					
2.	Year of Establishment																					
3.	Address of Office																					
4.	Telephone No																					
5.	Fax No																					
6.	Email Address																					
7.	Website																					
8.	Average Turn Over of the Bidder in last 3 F.Y ending 31st March 2018	Rs. _____ <table border="1"> <thead> <tr> <th rowspan="2">FY</th> <th colspan="3">Amount in Rs.</th> </tr> <tr> <th>Net Worth</th> <th>PAT</th> <th>Turnover</th> </tr> </thead> <tbody> <tr> <td>2015-16</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2016-17</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2017-18</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	FY	Amount in Rs.			Net Worth	PAT	Turnover	2015-16				2016-17				2017-18				
FY	Amount in Rs.																					
	Net Worth	PAT	Turnover																			
2015-16																						
2016-17																						
2017-18																						
9.	Average Net worth of the Bidder in last 3 F.Y ending 31st March 2018	Rs. _____																				
10.	No of years of experience in providing manpower Central /State Govt./ PSU/ Companies	Submit work order in prove of the same																				

10. Annexure -6

Experience of providing contractual manpower to the respective Govt /PSU/Other Reputed Pvt organisation in the last three years before the date of floating of RFP.

Sl No	Name & Address of the organisation with Phone Number	No of personnel Supplied	Period of Contract	Value of Contract	Starting Date

11. Annexure -7

Experience of providing contractual manpower to Govt /PSU/Other Reputed Pvt Organisations **in total** in the last three years before the date of floating of RFP.

Sl No	Total Number of Personnel Supplied for Govt/PSU/Pvt Ltd	Whether Govt/PSU/Pvt	Value of Contract

12. Annexure 8

Self Attested Copies of Challan EPF Contribution for Providing Manpower of Last one year before the date of Floating of RFP.

SL No	Name of the month with year	Challan No	Amount	Remarks

13. Annexure 9

Name and Address of different location in the State and across the country

SL No	Office Location Address	State/Outside State