

**OFFICE OF THE CHIEF DISTRICT MEDICAL & PUBLIC HEALTH OFFICER,
KEONJHAR**

Letter No. 8734 / CDM & PHO/2021-22

Date: 26/11/2021

Expression of Interest

Office of the Chief District Medical & Public Health Officer (CDM&PHO), Keonjhar, is looking to engage a Technical Human Resource Provider Agency for deploying experienced manpower on contractual basis for vacancies in the Healthcare facilities across the district. An 'Expression of Interest (EOI)' is being invited from reputed and experienced Agencies/Organizations. The vacancies are generally for positions namely staff nurses, lab technicians, radiographer, microbiologist, other technician, data entry operators, biomedical engineer, fire safety officers, physiotherapists, occupational therapists, assistant hospital managers, quality consultants, junior engineers, etc. The number of positions to be filled will be indicated at the time of floating the RFP and which may increase/decrease as per need. The EOI is not a tender document and this is for assessment of market survey for preparation of RFP. So no selection will be made based on EOI. The details are provided herewith:

1	Scope of Work	:	<ul style="list-style-type: none">• The selected agency shall provide qualified, experienced, and trained personnel.• The personnel shall be on the payroll of the selected agency and the agency shall be responsible for their timely payment.• The selected agency shall be responsible to conduct a thorough Antecedent Verification of the personnel to be deployed and submit an undertaking letter to the client regarding the verification of the same.• The Agency shall take due care to comply with the provisions of the Contract Labour (Regulation & Abolition) Act, 1970 including all other legal obligations, like policy changes proposed by the Government or legal amendments from time to time, during the period of the Contract.
2	Duration of Project	:	Three (3) years which can be extended for 2 more years based on the performance of the Agency and the need of outsourced manpower deployment.
3	Last date for filling up of EOI	:	08.12.2021 by 05.00 pm
4	Address for submission of application:	:	Chief District Medical & Public Health Officer (CDM&PHO), Keonjhar, District Headquarter Hospital, Keonjhar – 758001 Email: nrhmkeonjhar@gmail.com, Copy Email: keonjharcdmo@gmail.com
5	Format for Application	:	Provided in Annexure I–Technical Application (with attached supporting documents)
6	Documents to be attached	:	1. The bidder must be a company registered under the Indian Companies Act, 1956 (Now CA – 2009) or registered as partnership firm under Indian Partnership Act 1932 or under Limited Liability Partnership Act 2008 and be in business for more than 10 years in India

		<p>as on last date of submission of EOI.</p> <ol style="list-style-type: none"> 2. Consortiums not allowed. 3. Registration with Labour Department, ESIC, EPFO etc 4. The bidder must be a CMM/ISO 9001/IEC 20000 certified company. Copy of the CMM/ISO 9001/IEC 20000 certificate/s should be submitted. 5. Copies of Work Orders/ Sanction Orders/ MOUs/ Engagement Letters/ Completion Certificates of equivalent project for provision of at-least 200 manpower in Healthcare organization of the above said categories only
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Sealed applications (on the Letter Head of the Applicant Agency in the format as mentioned in Annexure I) are invited from interested reputed HR Sourcing Agencies.

The detailed terms and conditions along with EOI document can be downloaded from the district website www.kendujhar.nic.in.

The application should reach the office of the undersigned during office hours through **any of the following:**

- Speed post
- Registered post
- Currier service

Before 05.00 P.M. of 08.12.2021 and the same will be opened on 09.12.2021 at 11.30 A.M. No EOI will be entertained after the stipulated date and time fixed.

Handwritten signature and date: 26/11/2021

**Chief District Medical & Public Health Officer,
Keonjhar**

Annexure I: Application for Provision of Qualified and Experienced Manpower on Contractual Basis

To,
**Chief District Medical & Public Health Officer (CDM&PHO),
District Headquarter Hospital, Keonjhar – 758001**

Dear Sir,

I/We, the undersigned, wish to apply for the EOI for providing 'Qualified and Experienced Manpower on Contractual Basis'. Details are as follows:

Sr. No.	Title	Remarks	Appropriate Documents Attached (Yes/No)
1	Name of the Organization: (As mentioned in the Registration Certificate)		<i>Attach the certification copy</i>
2	Ownership Details (Public Entity/Private Corporation/Not for Profit):		
3	Date and Place of Registration/Establishment:		
4	Address of Head Office:		
5	Correspondence Address (if different from above):		
6	Telephone Number and Email id:		
7	Name, contact number and email id of authorized person for this project:		
8	Name, contact number and email id of the Chief Officer/Head of the Organization:		
9	Copy of the audited balance sheet and Profit and loss account showing the relevant trade as proof of Annual Turn-over Statement (for last 3 years)	1. FY 2018-19: Rs...(in crores) 2. FY 2019-20: Rs...(in crores) 3. FY 2020-21: Rs...(in crores)	

10 Work experience in Healthcare projects:						
Sr.No.	Name of the Project	Client Name&address	Abstract of Manpower Provided (Educational qualifications wise)	Project Costs (In crores)	Duration of Project	Work Order Attached (Yes/No) *
10.1						
10.2						
10.3						

**Photo-copies of Work Orders/ Sanction Orders/ MOUs/ Engagement Letters/ Completion Certificates of equivalent projects to be attached. More lines can be added for enumerating experience in Healthcare projects.*

I/We hereby declare that all the information provided is true and accept that any misinterpretation contained in it may lead to our disqualification. Our application is binding upon us and subject to the modifications resulting from negotiations.

I/We understand you are not bound to accept our/any application you receive.

I/We have attached the following documents along with this proposal/application:

1. Copy of Certificate of incorporation
2. Copy of Registration Certificate
3. Copy of GST certificate
4. Registration with Labour Department, ESIC and EPFO etc
5. Copy of the CMM/ISO 9001/IEC 20000 certificate/s
6. Photocopies of Annual Turn-over statements of all 3 years
7. Copies of Work Orders/ Sanction Orders/ MOUs/ Engagement Letters/ Completion Certificates of equivalent projects

We remain,

Yours sincerely,

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

Name and Title of Person/Signatory: _____

Address: _____

Contact Number of Authorized Person: _____

Email Id of Authorized Person: _____

Location: _____ Date: _____