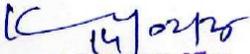




Request For Proposal (RFP)
for
Operation and Management of 'Maa Gruha/Maternity Waiting Home in
Keonjhar District under DMF, Keonjhar


Chief District Medical & Public Health Officer
Keonjhar

DISCLAIMER

The information contained in this Request for Proposal (RFP) document or subsequently provided to Bidder/Agency(s), whether verbally or in documentary form by or on behalf of the District Authority under Department of Health & Family Welfare, Govt, of Odisha, or any of their employees or advisors, is provided to Bidder/Agency(s) on the terms and conditions set out in this RFP document. This RFP document is not an agreement and is not an offer or invitation by the District Authority or its representatives to any other party. The purpose of this RFP document is to provide interested parties with information to assist the formulation of their proposal and detailed Proposal. This RFP document does not purport to contain all the information each Bidder/Agency may require. This RFP document may not be appropriate for all persons, and it is not possible for the Department, their employees or advisors to consider the investment objectives, financial situation and particular needs of each party⁷ who reads or uses this RFP document.

Some Bidder/Agencies may have a better knowledge of the proposed Project than others. Each Bidder/Agency should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP document and obtain independent advice from appropriate sources. District Authority' / Department, its employees and advisors make no representation or warranty' and shall incur no liability' under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the RFP document. The District Authority/Department reserves the right to modify, amend, or supplement this RFP document, provided such changes align with Odisha General Financial Rules (OGFR) and statutory norms. Any modifications shall be notified through an official corrigendum on the designated website.

TABLE CONTENTS

Sl. No.	Description	Page No.
1	Section 1: Notice inviting proposal.	4
2	Section 2: Schedule of proposal submission.	5
3	Section 3: Instruction to Bidder/Agency.	6-11
4	Section 4: Terms of Reference for Operation and Management of Maa Gruha.	12-21
8	Section 5: Evaluation of proposals.	22-23
9	Section 6: RFP formats for submission of proposal.	24-36

SECTION -1: NOTICE INVITING PROPOSAL

The Governor of Odisha represented through “Chief District Medical and Public Health Officer, Keonjhar” Government of Odisha (“The Client”) invites sealed proposal from eligible bidder under the process for “**Operation and Management of Maa Gruhas in Keonjhar District, under DMF Keonjhar**”

Important timelines:

Sl. No.	Activity	Timeline
1	Date of issue of RFP	14.02.2025 (The detailed RFP document downloadable from Website: https://kendujhar.odisha.gov.in)
2	Deadline for submission of Pre-proposal Query	18.02.2025 on dpmu.nhmkeonjhar@gmail.com
3	Issue of pre-proposal clarifications	21.02.2025 via online mode on https://kendujhar.odisha.gov.in
4	Last date for submission of the Proposal	17.03.2025 up to 5 PM Details of the Name and address for submitting the proposal are mentioned at Section 2: Schedule of Submission. NB: Proposals should be submitted through Speed post/ Registered post/Courier only. No other form of submission will be accepted. Proposal (s) submitted after the due date & time will not be accepted.
5	Opening of the proposal at the district level (Technical Proposal Evaluation Stage-1)	Date 18.03.2025 Time: 11 A.M. NHM Conference Hall, District Headquarter Hospital, Keonjhar -758001 (In case it is a holiday, the date of opening of the proposal will be the next working day)
6	Date of Technical Presentation (Technical Proposal Evaluation Stage- 2)	Will be intimated to those Bidders/Agencies who qualify in Technical Proposal Evaluation (Stage 1)

SECTION - 2: SCHEDULE OF PROPOSAL SUBMISSION

The following are the list of Maa Gruha projects in Keonjhar for which proposals are invited. The Bidders/Agencies are requested to submit their application as per the details below:

SI No	Name of the Location & block where Maa Gruha would be established	GP/Municipality	Address for submission of Proposal
1	Barbil, Joda	Barbil	Office of the CDM&PHO, Keonjhar, 758001
2	Kalimati, Joda	Kalimati	
3	Kanjipani, Banspal	Kanjipani	
4	Kalanda, Banspal	Kalanda	
5	Panasadiha, Anandapur	Panasadiha	
6	Malda, Jhumpura	Malda	
7	Kaliahota, Telkoi	Kaliahota	
8	Joda, Joda	Joda	
9	Rebanapalaspal, Harichandanpur	Rebanapalaspal	
10	Brahmanipal, Harichandanpur	Brahmanipal	

SECTION - 3: INSTRUCTION TO THE BIDDER/AGENCY

3.1 Scope of Proposal

Interested Bidders/agencies fulfilling the eligibility criteria may submit their single proposal for maximum of two Maa Gruhas from amongst the Maa Gruha listed in Section 2: schedule of proposal submission. However, the Tender Committee at its discretion will decide on the number of Maa Gruhas to be allotted to each selected agency. The following points are to be ensured while applying for the project

- 3.1.1 Detailed description of the objectives, scope of services, deliverables and other requirements relating to "Operation and Management of Maa Gruha" are specified in this RFP. The manner in which the Proposal is required to be submitted, accepted and evaluated is also explained in this RFP.
- 3.1.2 Proposals must be submitted through Speed post/Registered post/Courier only within the due date and time mentioned in this RFP. Application submitted in any other form and received after the due date and time will not be accepted.
- 3.1.3 The selection of the Agency shall be on the basis of an evaluation by the Tender Committee, Keonjhar through the Selection Process specified in this RFP. Bidder/Agency shall be deemed to have understood and agreed that no explanation or justification for any aspect of the Selection Process will be given and that the CDM&PHO's decision is without any right of appeal whatsoever.
- 3.1.4 The Bidder/Agency shall submit its Proposal in the form and manner as specified in this RFP. There shall not be any Financial Proposal to be submitted in the tender, as this is a fixed cost-based project. The cost of each 6 bedded Maa Gruha is Rs.16,64,559/- per annum (fixed cost).
- 3.1.5 Upon selection, the agency shall be required to enter into an Agreement with the CDM&PHO, Keonjhar for implementation of the project. The implementation of the "Operation and Management of Maa Gruha" will be guided by the terms and conditions of the agreement.

3.2 Eligibility Criteria for the Agency

The entities fulfilling the following criteria are eligible to apply:

- 3.2.1 It must be registered under Society Registration Act/Indian Trust Act.
 - a) If registered under Society Registration Act, it must have the provision of health services, health care, primary healthcare, and any other health related services in its memorandum of association.
 - b) If it is a Trust, it must have been formed to provide health services, health care, primary health care or any other health related services.
- 3.2.2 To be eligible to apply, the entity must be in existence for the last Five Years as on the date of publication of RFP.
- 3.2.3 The entities must have minimum 5 years of proven field level experience in Health & Family Welfare Programmes or any Social Development Sectors as on the date of publication of RFP.
- 3.2.4 The entity if registered in Society Registration Act, must have an Unique ID no. through the portal NGO-DARPAN of NITI Aayog.
- 3.2.5 The entities should have an annual turnover of at least Rs 20 lakhs per each year in the last three financial year i.e.2021-22, 2022-23 & 2023-24
- 3.2.6 The entity must enclose documents of having minimum of Rs. 8 lakhs as fixed assets in the name of the entity in terms of Land, building and other fixed assets as per audit report of last FY 2023-24
- 3.2.7 Entity should have been registered under 12-A of Income Tax exemption.
- 3.2.8 The entity must not have been "blacklisted"/ "debarred" from participating in any tendering process by any State/Central Govt institutions. An affidavit to this effect is to be submitted.
- 3.2.9 The entity or any of its office bearers must not have been convicted/case pending against

them by any court of law in India or abroad for any civil/criminal offences. An affidavit to this effect is to be submitted.

- 3.2.10** If based on any adverse report against the organization from the District/ NHM/any Govt. Departments, or due to poor performance in implementation of any PPP projects under District/ NHM/any Govt. Departments as identified by any external evaluating agency, the partnership of the organization has been discontinued then the organization shall not be eligible to apply. In case the services of the organization have been discontinued on the basis of the conduct of any financial irregularities, it will not be allowed to apply.
- 3.2.11** The entities must submit an undertaking for the willingness to sign the service level agreement towards the implementation of the project.
- 3.2.12** Any false statement or misrepresentation made by the bidder in the proposal may lead to immediate rejection, termination of the contract, and legal action. The bidder shall disclose any past or pending legal proceedings that may impact their eligibility.

3.3 Submission and Signing of Proposal

The proposal shall be submitted in the following ways:

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

3.4 Packing, Sealing and Marking of Proposal

- 3.4.1** The proposal and attached documents must be inserted in a single envelope, along with applicant's name and address in the left-hand corner of the envelope and super scribed as Proposal for "Operation and Management of Maa Gruha, in Keonjhar District under DMF, Keonjhar.
- 3.4.2** The application envelopes shall be addressed to the CDM & PHO, Keonjhar as per the detailed address mentioned at the Section -2: Schedule of Proposal Submission. If the outer envelope is not sealed and marked as mentioned above, then the O/o the CDM & PHO, Keonjhar will assume no responsibility for the proposal's misplacement or premature opening. Telex, cable or facsimile proposals will be rejected.

3.5 Content of the Proposal

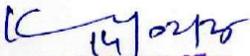
The entity' fulfilling the eligibility' criteria may submit the information/documents as mentioned in the RFP along with a covering letter on its letter head indicating their interest to apply for the project.

3.6 Earnest Money Deposit (EMD)

- 3.6.1** EMD of Rs.40,000/-per each project applied for in the shape of a Demand Draft in favor of "CDMO, Keonjhar, DMF" drawn in any Nationalized/Scheduled Bank payable at Keonjhar is to be submitted along with the bid.
- 3.6.2** The EMD will be refunded after selection of the successful Bidder/Agency. No interest will be paid on the EMD. Bid proposals not accompanied by EMD will not be considered. EMD will be forfeited, and the proposal/s of the Bidder/Agency will be rejected, if it is discovered that the Bidder/Agency has submitted false or forged or incorrect or misleading documents or information in any manner.

3.7 Sequence of Proposal submission:

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


Chief District Medical & Public Health Officer
Keonjhar

S. No	Sequence of the Document to be submitted
1	EMD of Rs. 40,000/- in the mode of DD for each Maa Gruha Applied. (Separate DDs for separate Maa Gruhas)
2	Covering letter for the project by the Entity in its letter head (Document. 1) - To be submitted in Form – T1 .
3	Profile of the Agency (Name, Address, Registration etc.) - (Document. 2) - To be submitted as per Form T2 .
4	Copy of the Registration Certificate or equivalent certificate (Document. 3)
5	Copy of the Memorandum of Association/ By Law (Document. 4)
6	Copy of Unique ID No. through the portal NGO-DARPAN of NITI Aayog (Document. 5) .
7	Copy of the 12A Certificate (Document-6)
8	Copy of the 80G (Document-7)
9	Annual Financial Statements with audit report attached for the last 3 years 2021-22, 2022-23, 2023-24 duly audited by a qualified CA (Document. 8) . To be submitted in Form-T3
10	Annual Reports of the entity for the last three years i.e. 2021-22, 2022-23, 2023-24.
11	Fixed Asset Statement of the Financial Year 2023-24 duly audited by a qualified CA. (Document. 9) . To be submitted in Form-T4
12	Work experience of the Agency (Document. 10) . To be submitted in Form-T5
13	MoU/Agreement documents pertaining to work experience in implementing projects in any Social Sector out of any Govt. Funding (Document. 11)
14	MoU/Agreement documents pertaining to work experience in implementing projects in any Social Sector out of any Private Funding (Document. 12)
15	MoU/Agreement documents pertaining to work experience in implementing projects in any Social Sector in the applied district (Document. 13) .
16	MoU/Agreement documents pertaining to multi-state work experience in MCH programme out of any Funding support (Document. 14) .
17	Names of the Office Bearers along with their addresses (in case of Trusts and Registered Societies) (Document- 15)
18	Name of the Staff & qualification in the payroll, other than Funding Project Staff (ANM and other Managerial and Accounts Staff). (Document-17)
19	An undertaking that the Office Bearer of the Agency has not been convicted/case pending by any court of law in India or abroad for any criminal offence. (Document-18) . To be submitted Form - T6.
20	A certificate that the Bidder/Agency has never been "blacklisted"/ debarred from participating in any tendering process by any State Government/Central Government institutions. (Document-19) To be submitted in Form - T7.
21	An undertaking that the Agency is willing to sign the service level agreement/MoU. (Document 20) . To be submitted in Form - T8.
22	Copy of PAN card of the Agency (Document: 21)
23	Copy of Bank Passbook of the Agency (Document: 22)
24	Copy of the document relating to the presence of Agency in the State of Odisha either land & building record issued in the name of Agency/lease agreement in affidavit mode (Document: 23)
25	Copy of the award certificate (National/State/Dist level) received from any Govt./Govt. Institutions only (Document: 24)
26	Copy of the resolution of the competent authority in the Organization authorizing the signatory to respond to this invitation (Document 25) .
27	An undertaking in regard to the "Number of years of work at Keonjhar in

	partnership with different Public and Private Organization in chronological sequence- with Photocopies of Agreement/MOUs with the Partner Agencies. (Document- 26).
28	Undertaking of Assignment (Form T 9)

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

3.8 Financial Bid:

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

3.9 Number of Proposals & EMD

Interested Bidder/Agency fulfilling the eligibility criteria may submit single proposal for any one or maximum for two Maa Gruhas. But they must attach a Cover Letter to CDM & PHO, Keonjhar regarding the number and names of the Maa Gruhas, GP and Block of Maa Gruhas, they are interested to manage in order of preference in a tabular form as per **form T9**. However, EMD of Rs.40,000/-per each project applied for in the shape of a Demand Draft in favor of "CDMO, Keonjhar, DMF," is to be submitted along with the bid.

3.10 Cost of Proposal

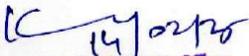
The Bidder/Agency shall be responsible for all the cost associated with the preparation of their proposals and their participation in the selection process. The concerned district authority will neither be responsible nor in any way be liable for such costs, regardless of the conduct or outcome of the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

3.11 Acknowledgement by the Bidder/Agency

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

3.12 Language

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


 Chief District Medical & Public Health Officer
 Keonjhar

3.13 Proposal Due Date

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

3.14 RFP Opening

- 3.14.1 The Tender Committee of Keonjhar will open all Proposals, in the presence of Bidder/Agency or their authorized representatives who choose to attend, at the location, date and time mentioned in the Section 1: Notice inviting proposal.
- 3.14.2 The Bidder/Agency/their authorized representatives who will be present shall sign an attendance sheet recording their presence.
- 3.14.3 In the event of the specified RFP opening date being declared a holiday, the RFPs shall be opened at the appointed time and location on the next working day.
- 3.14.4 The Tender Committee constituted for conducting the selection process of Maa Gruha project will conduct the Desk Appraisal.
- 3.14.5 The Tender Committee at the District level will conduct the screening process of the valid proposals received within the due date and having EMD attached. The Tender Committee will verify whether all the required documents as per the advertisement have been submitted along with each proposal. If at all, any deficiency in document submission is found out in any of the proposal, the proposal will be rejected.

3.15 Proposal Evaluation and Agency Selection

A Two stage evaluation process will be conducted for evaluation of the proposals. All the proposals fulfilling the eligibility criteria as mentioned at **3.2 Eligibility Criteria** for the Agency will be evaluated as per the process explained below:

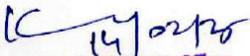
3.15.1 Technical Evaluation (Stage 1)

- a) After verification of the documents, the Tender Committee will award score in the prescribed score sheet. No field appraisal process will be conducted for selection.
- b) The merit list of the Agencies will be prepared of those who have secured minimum 50% score in the score sheet in order to be eligible for merit.
- c) Total marks allotted for stage 1 evaluation is 60 marks. One agency shall have to score at least 30 marks in order to remain in the merit list for Stage 2 Evaluation.

3.15.2 Technical Evaluation (Stage 2)

- a) Technical Evaluation (Stage 2) comprises of Technical Presentation by the agencies who have secured minimum 50% score in the score sheet of Stage 1 Evaluation.
- b) There will be 40 marks in the Stage 2 Technical Presentation stage. The details of the Technical Presentation and the marks are mentioned below:

Presentation Components	Marks
Understanding of the Need / Demand of the Project / Assignment	10 marks
Approach, Methodology, Work Plan, Unique Selling Proposition / Additional Software / Features, Additional Services related to the assignment	15 marks
Challenges and Risk Mitigation Strategies	10 Marks
Similar case studies	5 marks


Chief District Medical & Public Health Officer
Keonjhar

- c) All applicant Agencies who have qualified for Technical Evaluation Stage 1 and Stage 2 shall be ranked based on marks obtained in the Technical Evaluation (combined scores in Stage 1 and Stage 2 evaluation) and the agencies scoring highest to lowest shall be ranked.
- d) Maa Gruhas shall be allocated to Bidder/Agencies based on the ranking of marks scored and preference submitted.

3.16 Conditions of Selection:

In this district maximum up to any 10 partnership projects (including existing and new) under ZSS, Keonjhar can be sanctioned to a particular Agency. In case credible NGOs/Agencies are not available, the case will be decided by the Tender Committee whose decision is final in the matter.

3.17 Post Selection Procedure:

- a) The selected agency will be informed in writing of their selection. This will be the letter of intent which shall be issued by the CDM&PHO, Keonjhar to the selected agency.
- b) Within 7 days of the issue of the letter of intent, the selected agency will be required to inform the CDM & PHO, Keonjhar in writing of its acceptance of the award, failing which, the award will be offered to the 2nd rank Bidder/Agency in the merit for the project.
- c) On completion of these formalities, the CDM&PHO, Keonjhar will inform the selected agency regarding date of signing of the agreement/MoU.

SECTION 4: TERMS OF REFERENCE FOR OPERATION & MANAGEMENT OF MAA GRUHA

4.1 Background

Health care service delivery in remote & inaccessible area remains a challenge due to shortage of health service providers and inadequate health infrastructure. With the aim of promoting institutional births and reducing the high maternal and child mortality rates in the inaccessible zones of rural areas, the Government through National Health Mission is supporting for creation of MAA GRUHA (Maternity Waiting Homes) as an innovative intervention. It is a temporary home for expectant mothers where they can await their delivery and be transferred to a nearby public health facility shortly before delivery, or earlier should complications arise. On onset of labor, they are to be shifted to nearby public health facility having BeMOC facilities for delivery. NHM has taken intensive efforts to manage MAA GRUHA in the identified blocks in partnership with NGOs/ Trusts.

4.2 Scope of work for MAA GRUHA operation

- a) Accommodation facilities for expectant mothers & her attendants/dependents.
- b) Provision of free food (Breakfast, Lunch, evening snacks and dinner) for expectant mothers and dependents/ attendants.
- c) The Maa Gruha will be managed by one ANM, three Lady Health Assistants and one Cook cum Attendant under the project.
- d) Regular health check-up and counselling to the expectant mothers.
- e) Coordination with nearest health facility/CHC and necessarily follow up etc.
- f) Diagnostics such as Hemoglobin, HIV, Malaria, Blood Sugar, Blood Pressure, Urine check, etc to be done on priority within 24 hours of admission at Maa Gruha in coordination with the nearby Health facility.
- g) Provision of all required micronutrients such as Iron, Folic Acid, Calcium, etc and other essential medicines at Maa Gruha in coordination with local Health Facility
- h) Timely shifting of expecting mothers to the nearest Delivery Point during the hour of labor pain.
- i) Recreational facility /Health education sessions through IPC & Audiovisual aids at the Maa Gruha.
- j) Client friendly environment & support at the Maa Gruha.
- k) Regular coordination and follow up with the ANMs and ASHA workers of the tagging villages/ GPs for mobilization of cases prioritizing clinically high-risk pregnancies.
- l) Dashboard data management and regular analysis

4.3 Key deliverables under the project:

- a) There should not be continuous vacancy of any staff for a period of maximum 45 days in the Maa Gruha.
- b) Minimum 20 Pregnant Women must be admitted on an average in a month.
- c) 100% of the admitted cases should have been institutional delivery
- d) Minimum 90% admitted pregnant women should be from the tagged GPs/Villages.
- e) Minimum 90% sector meetings (under tagged villages) should be attended by the NGO.
- f) Clinically vulnerable expecting mothers from the tagged villages are prioritized and shifted into Maa Gruha

4.4 Manpower provision for the Maa Gruha Project:

S.No.	Category of Staff	No of post.	Eligibility Qualification
1	ANM	1	<ul style="list-style-type: none"> • Age- She must have attained the age of 21 years and should not be above 50 years of age as on the date of Advt. • Minimum Qualification-The candidates must have passed the HSC examination & shall have completed ANM course from institution recognized by Government and approved by Indian Nursing Council (INC) and must have registered in the Odisha Nursing Council. • He / She should have passed Odia language in M.E standard.
2	Lady Health Assistant	3	<ul style="list-style-type: none"> • Age- She must have attained the age of 21 years and should not be above 50 years of age as on the date of Advt. • Minimum Qualification- Minimum +2 pass from any stream. • He / She should have passed Odia language in M.E standard.
3	Cook -cum- Attendant	1	<ul style="list-style-type: none"> • Age- She must have attained the age 21 years and should not be above 50 years of age as on the date of Advt. • Minimum Qualification- Minimum 7th Standard.

The Staff so engaged / recruited/ appointed by the Agency shall be exclusively on the pay roll of the Agency and shall under no circumstances this staff will ever have any claim, whatsoever for appointment with the Government. The Agency shall be solely responsible for the performance and conduct of the staff notwithstanding the source of hiring such staff. The Agency shall be fully responsible for adhering to provisions of various laws applicable on them including labor laws. In case the Agency fails to comply with the provisions of applicable laws and thereby any financial or other liability arises on the Government by Court orders or otherwise, the Agency shall be fully responsible to compensate/ indemnify to the Government for such liabilities. For realization of such damages, Government may even resort to the provisions of any Act, which is in force or other laws as applicable on the occurrence of such situations.

The selected agency must complete the above recruitment process within 20 days after execution of the contract. However, in case of Maa Gruhas continuing from past, preference might be given by the selected Agencies to retain the existing staff. Following terms and conditions must be followed during the recruitment process by the agency:

- Recruitment must be done through an open and competitive process, with proper documentation of selection criteria. Agencies shall maintain records of background verification and appointment letters for compliance audits.
- For recruitment of ANMs, preference to be given to the candidate having work experience of various health-based project including COVID in the district.
- The list of the selected manpower must be submitted to the CDM&PHO, Keonjhar.
- In case of any change of the staff made by the agency (with valid justification) one month notice will be serving to the particular staff. However, in case of resignation made by the staff she must intimate to the agency one month before the date of the disengagement. During the in-terming period fresh staff will be depute by the agency. The entire process must

be communicated to the CDM&PHO, Keonjhar

- e) If anybody wants to resign immediately, the agency has to replace with another staff fulfilling eligibility criteria immediately without hampering the service.

4.5 Infrastructure Specification for Maa Gruha:

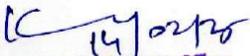
- f) In case non-available of space within the proposed village / GP (Govt, building), the partner Agency has to take private house on rent basis with minimum size of 800 Sq. ft for operation of Maa Gruha. The agency must ensure the premises comply with building safety norms, fire safety regulations, and accessibility standards.
- g) It should have provision of six beds for accommodating the expecting mothers. However, two/three extra beds should be made available in each Maa Gruha to accommodate attendants/ occasional extra patient loads.
- h) It should have separate provision of kitchen & office room with electricity connection with power backup mechanism (Inverter / Generator). Each Maa Gruha should have an aqua guard installed to ensure availability of safe drinking water round the clock.
- i) The house should have the provision of proper toilet & running water facility.
- j) Adequate privacy and safety of the admitted cases must be ensured while selection of venue for the Maa Gruha. If any infrastructure is developed for Maa Gruha under ZSS / DMF, the house rent, or other allowances related to rent/agreement etc will not be provided.

4.6 Period of Partnership:

The duration of the project will be initially for two years. However, the project may be extended for another period of one year subject to satisfactory performance as determined by the Client and as mutually agreed by both the parties.

4.7 Other terms and condition:

- a) The Selected Agency will have to open a separate saving bank account for this grant- in-aid in any Nationalized Bank. The account will be opened in the name of the project, which shall be operated jointly by at least two office bearers authorized for the purpose by the management committee of the Agency.
- b) The Agency shall agree that no money would be collected from the admitted cases in the Maa Gruha towards, food, accommodation facility, any clinical consultation, diagnostic services, and transportation to the Delivery Point or any other service.
- c) The agency will agree that the concession granted will not be treated as a business venture and will not be used to make profits.
- d) The selected Agency has to submit the monthly progress report on the functioning of Maa Gruha in a standardized format to the Block Public Health Officer, CDM&PHO, NHM, Keonjhar.
- e) The amount of grant should be utilized only for the purpose for which it is sanctioned, and the unspent balance of the grants shall be refunded after the close of the financial year.
- f) The Agency will submit quarterly statement of expenditure and progress report to the District Programme Management Unit (DPMU), Office of the CDM & PHO, Keonjhar. At the end of the project year, the Agency shall furnish annual report of the project along with the audited reports.
- g) The agency agrees that by signing the Agreement, no right on the property and assets of the facilities will be transferred to them now or at any future point. The agency will not claim any proprietary rights on land, buildings or any moveable or immoveable assets situated on the land pertaining to the facilities or in use in the facilities.
- h) The partner agency would furnish a certificate of up-to date payment along with copies of scroll to the O/o CDM & PHO, Keonjhar every month.


Chief District Medical & Public Health Officer
Keonjhar

4.8 Signing of Agreement:

The selected agency shall have to execute an agreement with the CDM& PHO, Keonjhar within 7 days from the date of acceptance of award of contract. Before execution of the agreement, the Bidder/Agency shall have to deposit performance security deposit as per norm.

4.9 Commencement of operation of Maa Gruha:

The selected agency shall commence the service within 7 days from the date of signing of the Agreement. If the agency fails to commence the service as specified herein, the district authority may, unless it consents to the extension of time thereof may cancel the agreement and forfeit the Performance Security.

4.10 Performance Security:

The selected agency on acceptance must provide the District Authority a Bank Guarantee for Rs.100,000/- (Rupees One lakh only) per project in the name of "CDMO, Keonjhar, DMF" from a Nationalized Bank valid for a period of 60 days beyond the contract period. The performance security deposit shall be forfeited in case of contract termination due to non-performance, non-compliance with contract terms, or withdrawal by the bidder post-award. The refund of security deposit shall be processed within 60 days after successful contract completion and verification of deliverables.

4.11 Payment modalities:

- a) Grant-in-Aid for the project shall be released to the Agency on the basis of budget provision made in the DMF budget.
- b) The disbursement/release of funds by the CDM&PHO, Keonjhar to the Agency would be in three installments i.e. 30%, 40% and 30% in advance of total project cost.
- c) The 1st installment i.e. 30% will be released after signing of the MoU and submission of the performance security. The 2nd installment, i.e. 40 % will be released after receipt of the utilization certificate for 75% of 1st installment. The 3rd installment i.e 30% will be released after receipt of the utilization certificate for 75% of 2nd installment of annual project period.
- d) The DPMU, NHM, Keonjhar will make assessment of the project in every six months of operation and annual assessment of the project using the standardized checklist. Further, evaluation of the project will be conducted by an Independent External Agencies after three years of completion of project period.

4.12 Performance Monitoring and Standard of Services

- a) The performance of the Agency will be monitored largely on the basis of output-based indicators specified in the key **deliverables at 4.3**. These indicators and performance standards can be suitably expanded and/ or modified in the interest of better service delivery.
- b) The service deliverables expected from the Agency are of the minimum standard. The Agency would be encouraged to serve as a role model and to provide services at a much higher standard.
- c) Concurrent monitoring shall be conducted by DPMU, NHM on regular basis and as and when directed by the District Mission Director, NHM.
- d) Fixed day review meeting of all PPP projects in every month/bi-monthly at District level. Periodical review of the programme shall be done at the State level.
- e) Third party evaluation of the project shall be conducted by an external agency in every three years.

4.13 Arbitration:

- a) Any dispute, difference, or controversy arising out of or in connection with this Agreement, including its interpretation, performance, termination, or validity (the "Dispute"), shall first be attempted to be resolved amicably through mutual discussions between the Parties within a period of 30 (Thirty) days from the date of written notification of such Dispute by one Party to the other.
- b) The Parties shall act in good faith and use their best efforts to resolve all Disputes equitably and promptly. Both Parties shall provide reasonable access during normal business hours to all non-privileged records, information, and data relevant to the Dispute.
- c) If the Dispute is not resolved amicably within the stipulated period, either Party may submit the Dispute for resolution through arbitration in accordance with The Arbitration and Conciliation Act, 1996 (as amended from time to time). The arbitration proceedings shall be conducted in Keonjhar, Odisha, and the language of arbitration and all related documents shall be English. The arbitration shall be conducted by a sole arbitrator appointed by the District Magistrate and Collector, Keonjhar, Government of Odisha. The decision of the arbitrator shall be final and binding on both Parties.
- d) Notwithstanding the foregoing, the Authority reserves the right to seek injunctive relief, interim measures, or any other appropriate relief from the competent courts of Keonjhar, Odisha, in the event of a breach of confidentiality, intellectual property rights, or other obligations that may cause irreparable harm.
- e) The Agreement and all disputes arising from it shall be governed by and construed in accordance with the laws of India, and the courts of Keonjhar, Odisha, shall have exclusive jurisdiction over all matters not resolved through arbitration.

4.14 Breach:

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

4.15 Penalty:

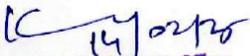
Government shall be entitled to fix penalty which would be deducted from the dues

payable to the agency, if following gaps identified:

- a) If the agency fails to provide services as stipulated in the Service Description at Section-4.2.
- b) In case of less than 60% of beneficiaries (expecting mothers) in a month registered from the tagged area.
- c) In case of a single false entry of beneficiary is found in the Maa Gruha register.

4.16 Force Majeure:

For the purpose of this clause, "Force Majeure" shall mean any event or circumstance beyond the reasonable control of the Second Party/Agency, which is not due to its fault or negligence and could not have been prevented, avoided, or mitigated through the exercise of reasonable foresight or diligence. Such events shall include, but not be limited to, acts of war, invasions, revolutions, riots, civil commotion, insurrection, fires, floods, earthquakes, epidemics, pandemics, or other natural disasters, government-imposed restrictions, lockdowns, embargoes, legal prohibitions, or any other event of a similar nature that renders the performance of obligations


Chief District Medical & Public Health Officer
Keonjhar

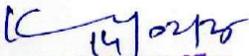
under this Agreement impossible or impracticable. In the event of a Force Majeure occurrence, the Second Party/Agency shall promptly notify the Authority in writing within seven days of its occurrence, providing full details of the event, its impact on the execution of the Agreement, and the measures being undertaken to mitigate its effects. The Second Party/Agency shall continue to perform its obligations under the Agreement to the extent feasible and shall explore all reasonable alternative means to meet its commitments. If the Force Majeure condition persists beyond a continuous period of thirty days, the Authority reserves the right to terminate the Agreement without any obligation to compensate the Second Party/Agency for any loss or damages incurred due to such termination, except for payments due for services already rendered and accepted by the Authority. Upon cessation of the Force Majeure event, the Second Party/Agency shall immediately notify the Authority in writing and resume performance of its obligations as soon as reasonably possible. However, financial distress, internal labor strikes, market fluctuations, supply chain disruptions, or any other event arising from the Agency's internal operations shall not be considered Force Majeure under this Agreement.

4.17 Termination:

- a) Either party may terminate this agreement by giving not less than one months' notice in writing to the other. This notice shall include reasons as to why the agreement is proposed to be terminated.
- b) The CDM&PHO, Keonjhar / Government may terminate the agreement, or terminate the provision of any part of the Services, by written notice to the Agency with immediate effect if the Agency is in default of any obligation under the agreement, where the default is capable of remedy but the Agency has not remedied the default to the satisfaction of the Government within 30 days of at least two written advice after serving of written notice specifying the default requiring it to be remedied; or
 - the default is not capable of remedy; or
 - the default is a fundamental breach of the agreement
- c) If the CDM&PHO, Keonjhar / Government terminates the agreement and then makes other arrangements for the provision of the Services, it shall be entitled to recover from the Agency any loss that had to be incurred due to such sudden termination of agreement.
- d) Both the parties agree that no further payment would be made to the Agency, even if due till settlement of anticipated loss as a result of premature termination of the agreement.
- e) The CDM&PHO, Keonjhar / Government reserves the right to terminate the agreement without assigning any reason if services of the Agency create serious adverse publicity in media and prima facie evidence emerges showing negligence of the Agency.
- f) At the time of termination, the Agency must agree to hand over all moveable and immoveable assets to the authorized representative of the State Government on a mutually agreed date on "as is where is" basis failing which legal action as per law will be initiated against the erring agency.
- g) The Agency agrees that no asset will be moved out of the premises or destroyed other than consumables used during the normal course of operation of the facilities, at any time during the period from the effective date to the date of termination without the prior written approval of the CDM &PHO, Keonjhar / District Administration.
- h) The concessionaire agrees that the date of handing over in terms of clause above will not be more than 15 calendar days from the date of termination.

4.17.1 Termination by Either Party

Either Party may terminate this Agreement by providing not less than one (1) month's prior written notice to the other Party. The notice shall include a detailed explanation of the reasons for termination to ensure transparency and facilitate a smooth transition


Chief District Medical & Public Health Officer
Keonjhar

4.17.2 Termination by the CDM&PHO, Keonjhar / Government

The CDM&PHO, Keonjhar / Government reserves the right to terminate this Agreement, in whole or in part, with immediate effect through a written notice to the Agency in the following circumstances:

- a. The Agency fails to fulfill its obligations under this Agreement, and:
 - 1) The default is capable of being remedied, but the Agency fails to remedy it to the satisfaction of the Government within 30 days from the date of receiving at least two (2) written notices specifying the default and requiring corrective action.
 - 2) The default is not capable of being remedied.
 - 3) The default constitutes a fundamental breach of this Agreement, rendering the continuation of the contract impracticable.
- b. The Agency is found to be engaged in fraudulent, corrupt, or unethical practices in the execution of its obligations.
- c. The Agency becomes insolvent or bankrupt, files for liquidation, or undergoes dissolution, affecting its ability to perform services under this Agreement.
- d. The Agency fails to commence services within 30 days from the date of execution of this Agreement without obtaining prior written approval for any delay.
- e. The Agency is found to have employed unqualified personnel who are not authorized or competent to perform the services outlined in the Agreement.
- f. The Agency fails to comply with statutory and regulatory requirements, including but not limited to applicable laws, rules, and government directives.
- g. The promoters, directors, key personnel, or functionaries of the Agency face criminal charges or formal accusations affecting their ability to carry out the responsibilities under this Agreement.
- h. The Agency's performance is certified as unsatisfactory by the Authority based on verifiable evidence and evaluation criteria.
- i. The Agency's services create serious adverse publicity in the media, and there is prima facie evidence of negligence, mismanagement, or misconduct.

4.17.3 Financial and Legal Consequences of Termination

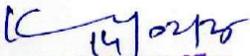
- a. If the CDM&PHO, Keonjhar / Government terminates the Agreement and makes alternative arrangements for the provision of services, it shall be entitled to recover from the Agency any financial losses incurred due to such sudden termination.
- b. The Agency shall not be entitled to any further payments, including any pending dues, until the anticipated financial losses due to premature termination have been fully assessed and settled.

4.17.4 Handover of Assets and Responsibilities Upon Termination

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

4.17.5 Survival of Obligations Post-Termination

- a. The termination of this Agreement shall not affect any rights and obligations of the Parties that have accrued before the date of termination.


Chief District Medical & Public Health Officer
Keonjhar

- b. Both Parties shall continue to honour commitments made prior to the termination notice, ensuring that any ongoing work or services are concluded in a manner that prevents significant disruption.
- c. Both Parties shall maintain confidentiality of proprietary information, sensitive data, and intellectual property acquired during the Agreement, even after its termination.

4.17.6 Termination by the Agency

- a. The Agency shall have the right to terminate this Agreement if the CDM&PHO, Keonjhar / Government fails to pay the agreed service fee, subject to the following conditions:
 - i. The Agency shall provide written notice specifying the non-payment issue, allowing the Government a 30-day period to rectify the default.
 - ii. If the Government fails to make the payment within the stipulated period, the Agency may terminate the Agreement, provided it ensures an orderly handover of responsibilities.

4.18 Redressal of grievances:

The grievance related to the "Operation and management of Maa Gruha" is to be redressed at the level of CDM&PHO, Keonjhar.

4.19 Jurisdiction of Court:

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

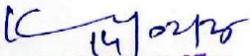
4.20 Compliance with existing laws:

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

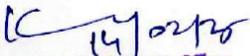
4.21 Right to Accept and Reject any Proposal:

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

4.22 Annual Budget for one Maa Gruha


Chief District Medical & Public Health Officer
Keonjhar

ANNUAL BUDGET OF MAA GRUHA PROJECT FOR THE FINANCIAL YEAR 2024-25					
Sl No	Component	Unit	Unit cost (Maximum in Rs.)	Annual Cost Estimation (Rs)	Remarks
A	Recurring Cost				
1	Personnel cost				
II	ANM	1	16,657	1,99,884	
III	Lady Health Assistant:	3	12,188	4,38,768	
IV	Cook-cum-Attendant:	1	12,188	1,46,256	
Sub Total Cost				7,84,908	
2	Establishment Cost:				
I	Accommodation facilities for minimum six pregnant mothers with adequate space, two toilets & bathrooms, round the clock running water & storage facility, provision of electricity, kitchen room, one office room, separate waiting hall for attendants and good ambiance.	1	8,000	96,000	
II	Housekeeping: Regular Cleanliness of Maa Gruha including toilet and laundry service for Pregnant Woman.		2,000	24,000	
Sub Total Cost				1,20,000	
3	Food Cost Rs120 *2 persons (Pregnant woman + 1 Attendant) *6 beds * 365 days = Rs.5,25,600/- Breakfast, lunch, dinner, Tiffin, and two times tea. 200 ml milk (only for expectant mother), per day (as per diet chart)		120	5,25,600	
4	Programme Cost: -Awareness creation in the tagged areas to avail the services of Maa Gruha. -Follow up with cases. -Staff mobility expenses during field visit. -Any innovating activities taken up by the NGO relating to the Programme. -Meeting the transportation cost		5,000	60,000	Detail execution plan must be prepared and available with the NGO.
5	Institutional overhead cost (10% of HR, Establishment, Food and Programme Cost: The cost includes office stationery, contingency, internal meeting, audit, documentation, mobile allowances to staff (Rs.250/- per month will be given to the ANM and three LHA as mobile allowance) / telephone expenses, provision of Apron for ANM and LHAs @ Rs 500*2 pairs per annum for above staff (Rs 4000/ per project per annum) any other miscellaneous expenses.			1,49,051	
6	Maintenance Cost: Maintenance of existing equipment, instrument & furniture / fixtures cost. (Only those projects have completed more than one year of operation)			25,000	
TOTAL PROJECT COST (ANNUAL) FOR ONE LOCATION				16,64,559	


 Chief District Medical & Public Health Officer
 Keonjhar

4.23 Pre-Proposal Queries

- i. Bidder/Agency can submit their queries in respect of the RFP and other details if any, to the client i.e., CDM&PHO Keonjhar through e-mail at **'dpmu.nhmkeonjhar@gmail.com'** till the date mentioned in Section 1.
- ii. Clarifications to the above will be uploaded in **<https://kendujhar.odisha.gov.in>** for the purpose of preparation of the proposal.
- iii. Request for alternation / change in existing terms and conditions of the RFP shall not be considered / entertained.
- iv. The queries shall necessarily be submitted in the following format:

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

SECTION 5 - EVALUATION OF THE PROPOSALS

5.1 Evaluation of Technical Proposals

In the first stage, the proposal will be scrutinized on the basis of agency's fulfillment of eligibility criteria in the prescribed checklist at ANNEXURE-B. Only those Agencies who qualify as per the eligibility criteria, their proposal will be considered for the next stage of evaluation and Award of Marks in the checklist given below. The Agencies have to score at least 50 or above out of total 100 marks in order to be considered for the preparation of merit list for Maa Gruha Project.

Scoring sheet for the assessment of the Agency

Name of the agency

Name of the Block applied for

Name of the District applied for

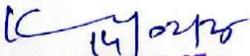
Sl. No.	Areas of assessment	Maximum marks	Marks obtained	Means of Verification
1	Registration & Establishment: (12 marks)			
	a) Years of existence of entities registered in Society Registration Act/Indian Trust Act. (5—10 yrs = 2 marks; >10 yrs =3 marks)	3		Registration certificate
	b) Registered under 80G (if yes=1 mark; if No=0 mark)	1		80G Regd. Certificate
	c) Working experience on social sector in the applied district. (on completion of 1 yr of exp=2 marks, on completion of 2 yrs of exp=4 marks, on completion of 3 yrs of exp=6 marks)	6		MoU / Agreement
	d) Governance System (Meeting & minutes of the Executive Committee/ Governing body meeting based on Bye law & Memorandum of the society in the last financial year): (Less than 50% meeting=0.5 mark; 50%-75% meeting =1 mark; >75% meeting- 2 marks)	2		Proceeding/ Meeting register of GB &EB
2	Field Level Experience: (24 marks)			
	a) Years of experience in implementing projects in any social development sector out of any Government Funding support. (1-3 years= 3 marks; >3 to 5 years =5 marks; > 5 years to 10 years=7 marks; >10 years= 9 marks)	9		MoU / Agreement
	b) Years of experience in implementing projects in any social development sector out of any Private Agency Funding support. (1-3 years = 3 marks; > 3 to 5 years=5 marks ;> 5 years to 10 years=7 marks; >10 years = 9 marks)	9		MoU / Agreement

	c) Agency having year of experience in implementing projects in any social development sector in Keonjhar District (1 mark for 1 year to a maximum of 6 marks)	6		MoU/Agreement
	Financial strength: (18 marks)			
3	a. Financial turn over (minimum 20 lakhs per each year in the last three FY i.e.2021-22, 2022-23 & 2023-24 as per audit report) (>20-30 lakhs =3 marks; > 30-40 lakhs=6 marks; >40-50 lakhs=9 marks; >50 lakhs=12 marks)	12		Annual Financial Statements of last 3 FY audited by a qualified CA/Audit report of last 3 FY.
	b. Fixed assets in the name of the Agency (minimum 8 lakhs assets) as per 2023-24 audit report. (>8-20 lakhs = 2 marks; > 20-30 lakhs=3.5 marks; >30-40 lakhs= 4.5 marks; >40 lakhs=6 marks)	6		Fixed Asset Statement of last FY duly audited by a qualified CA/Audit report of last FY
4	Manpower strength: (03 marks)			
	Agency having staff in the payroll other than Funding Project Staff. - Minimum 1 ANM=1 marks - Minimum 1 Managerial Staff (Postgraduate) =1 marks - Minimum 1 Accounts Staff = 1 mark	03		Acquaintance& HR documents.
5	Other Strength (Reward & Recognition): (03 marks)			
	Agency received any National/State/District Level award by any Government / Government Institutions for significant contribution in social development Sector. (District Level=1 marks; State Level=2 marks; National level=3 marks.	03		Certificate received from any Govt./ Govt. Inst.
Total Marks		60		

NB: Only the Agencies securing at least 30 marks or more, out of 60 marks in the Technical Evaluation (Stage 1) shall be shortlisted for the Technical Evaluation (Stage 2). The detailed process for Technical Evaluation and Agency Selection is mentioned in 3.15 above.

Signature of the Committee members

Name	Designation	Signature

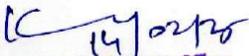

 Chief District Medical & Public Health Officer
 Keonjhar

SECTION 6: RFP FORMATS AND SUBMISSION OF PROPOSALS

ANNEXURE-A

Check List for Proposal Submission
(Attach the checklist along with the Proposal)

S. No	Sequence of the Document to be submitted	Whether submitted (Y/N)	Page No.
1	EMD of Rs. 40,000/- in the mode of DD.		
2	Covering letter for the project by the Entity in its letter head (Document. 1)- To be submitted in Form - T1.		
3	Profile of the Agency (Name, Address, Registration etc.) - (Document. 2)- To be submitted as per Form T2.		
4	Copy of the Registration Certificate or equivalent certificate (Document. 3)		
5	Copy of the Memorandum of Association or Bye law document (Document. 4)		
6	Copy of Unique ID No. through the portal NGO-DARPAN of NITI Aayog (Document. 5).		
7	Copy of the 12A Certificate (Document-6)		
8	Copy of the 80G (Document-7)		
9	Annual Financial Statements with audit report attached for the last 3 years 2021-22, 2022-23, 2023-24 duly audited by a qualified CA (Document. 8). To be submitted in Form-T3		
10	Annual Reports of the entity for the last three years i.e. 2021-22, 2022-23, 2023-24. Organizations not preparing annual reports should provide legitimate reasons for not preparing the same.		
11	Fixed Asset Statement of last Financial Year duly audited by a qualified CA. (Document.9). To be submitted in Form-T4		
12	Work experience of the Agency (Document. 10). To be submitted in Form-T5		
13	MoU/ Agreement documents pertaining to work experience in implementing projects in any Social Sector out of any Govt. Funding (Document. 11)		
14	MoU /Agreement documents pertaining to work experience in implementing projects in any Social Sector out of any Private Funding (Document. 12)		
15	MoU/Agreement documents pertaining to work experience in implementing projects in any Social Sector in the applied district (Document. 13).		
16	MoU/Agreement documents pertaining to multi-state work experience in implementing MCH projects out of any Funding support (Document. 14).		
17	Names of the Office Bearers along with their addresses of Trusts and Registered Societies. (Document- 15)		
18	Name of the Staff & qualification in the payroll, other than Funding Project Staff (ANM, other Managerial and Accounts Staff). (Document- 16)		


 Chief District Medical & Public Health Officer
 Keonjhar

19	An undertaking that the Office Bearer of the Agency has not been convicted/case pending by any court of law in India or abroad for any criminal offence. (Document- 17) . To be submitted Form - T6 .		
20	A certificate that the Bidder/Agency has never been "blacklisted"/debarred from participating in any tendering process by any State Government/Central Government institutions. (Document- 18) To be submitted in Form - T7 .		
21	An undertaking that the Agency is willing to sign the service level agreement/MoU. (Document 19) . To be submitted in Form - T8 .		
22	Copy of PAN card of the Agency (Document: 20)		
23	Copy of Bank Passbook of the Agency (Document: 21)		
24	Copy of the document relating to the presence of Agency in the State of Odisha either land & building record issued in the name of Agency/lease agreement in affidavit mode (Document: 22)		
25	Copy of the award certificate (National/State/Dist level) received from any Govt./Govt. Institutions only (Document: 23)		
26	Copy of the resolution of the competent authority in the Organization authorizing the signatory' to respond to this invitation (Document 24) .		
27	An undertaking in regard to the "Number of years of work at Keonjhar in partnership with different Public and Private Organization in chronological sequence- with Photocopies of MOU with the Partner Agencies. (Document-25) .		

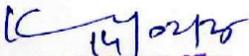
APPLICATION SCRUTINY FORMAT

NAME OF THE AGENCY :

Name of the Block applied for :

Name of the District applied for :

Sl. No	Details of the submissions of key documents	Whether submitted (Yes/No)	Detail Remarks
Compulsory Documents			
1	Whether application is received on/by due date and by registered post/speed post/courier services?		
2	Whether all pages of proposal & documents are signed by Chief Functionary of the Agency?		
3	Whether the Agency has submitted EMD in the mode of valid Demand Draft with required amount?		
4	Whether copy of the Registration Certificate of the Agency (under Society/Trust) submitted?		
5	Whether the organization completed 5 years of registration by date of publication of RFP?		
6	Whether copy of the Unique ID under NITI Ayog NGO Darpan submitted?		
7	Whether copy of the Memorandum of Association / By-Law of the Agency submitted?		
8	Whether copy of the Contract/MoU documents pertaining to the Agency work experience to meet the eligibility criteria submitted?		
9	Whether Annual Financial Statements of the last 3 years duly audited by a qualified CA (As per Form-T3) submitted?		
10	Whether the agency is having an annual turnover per each year in the last three financial year as per eligibility criteria?		
11	Whether Fixed Asset Statement of last Financial Year duly audited by a qualified CA (As per Form-T4) submitted?		
12	Whether the Agency is having the fixed assets in the form of infrastructure/land/building/asset as per eligibility criteria?		
13	Whether copy of the 12A Registration certificate submitted?		
14	Whether copy of PAN Card submitted?		
15	Whether copy of Bank Passbook submitted?		
16	Whether an undertaking in the form of Affidavit that the office bearer of the Agency has not been convicted by any court of law for any criminal offence (As per Form-T6) submitted?		
17	Whether Affidavit certifying that Entities are not blacklisted (As per Form-T7) submitted by the Agency?		
18	Whether an undertaking that the Agency is willing to sign the service level agreement (As per Form-T8) submitted?		
Optional Documents			
19	Whether copy of the 80G Registration certificate submitted?		
20	Whether names of the Office Bearers along with their addresses statement submitted?		
21	Whether copy of the meeting minutes of the Executive Committee/ Governing body/ any other body meeting based on by-law/ Memorandum of the Society/ registration document of last three financial years till date submitted?		


 Chief District Medical & Public Health Officer
 Keonjhar

22	Whether details statement of the manpower engaged by the Agency other than Funding Project Staff (Name, Designation, Qualification, years of experience etc) submitted?		
23	Whether copy of the document relating to the presence of Agency in the State of Odisha either land & building record issued in the name of Agency/lease agreement in affidavit mode submitted?		
24	Whether copy of the award certificate (National/State/Dist) received from any Govt./Govt. Institutions only submitted?		

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

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

Name & Signature of Committee members:

Name of the committee member	Designation	Full Signature


 Chief District Medical & Public Health Officer
 Keonjhar

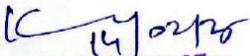
FORM - T2
(To be furnished in the proposal)
PROFILE OF THE AGENCY

1	Name of the Agency.	
2	Name of the Chief Executive of the Agency	
3	a. Head Office address of the Agency	
	b. Telephone / Mobile Number	
	c. Email ID	
4	a. Act under which the Agency Registered	
	b. Agency Regd. No with year of Regd. (under Society Act/Trust Act)	
5	Agency Unique ID Regd. No. under NGO-DARPAN Portal of NITI Aayog.	
6	Year of 12 A registration	Yes / No
7	Whether registered under 80 G	Yes / No
8.	Agency PAN Number	
9.	Bank details (Name of the Bank, Account number, IFSC Code and address of the bank)	
10	Local Office address of the Agency	
11	Any National/State/District level award received by the Agency for outstanding contribution in social development sector from any Govt./Govt. Institutions only.	

Authorized Signatory/Signature [In full and initials]'.

Name and Title of Signatory:

(Seal of the entity)


 Chief District Medical & Public Health Officer
 Keonjhar

FORM -T3
ANNUAL TURN OVER STATEMENT
(To be furnished in the letter head of the Chartered Accountant)

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

Sl.	Financial Year	Turnover in Lakhs (Rs.)
1	2021-22	
2	2022-23	
3	2023-24	
Average Annual Turnover of last three years (Rs. In lakhs)		

Date:

Signature of Chartered Accountant

Place:

(Name in Capital)

Seal

Membership No

Note:

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

FORM -T4
FIXED ASSETS STATEMENT
(To be furnished in the letter head of the Chartered Accountant)

The Fixed Asset Statement of M/s
for the last financial year statement is given below and certified that the statement is
true and correct.

Sl.	Financial Year (last FY 2023-24)	Fixed Assets value in Lakhs (Rs.)

Date:

Signature of Chartered Accountant

Place:

(Name in Capital)

Seal

Membership No

Note:

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

FORM -T5
(To be furnished in the proposal)
Details of the experience

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

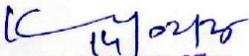
Name of the assignment	Name/address of the Organization with whom the contract signed	Date of commencement of Contract	Date of completion of Contract	Duration of the Contract	Value of the Assignment (in Rs.)	key assignments accomplished as per the contract
A. Experience in implementing projects in any Social Sector out of any Govt. Funding:						
B. Experience in implementing projects in any Social Sector out of any Private Funding:						
C. Experience in implementing projects in any Social Sector in the Keonjhar district:						
D. Experience pertaining to multi-state work experience in implementing MCH projects out of any Funding support:						

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

Authorized Signatory/Signature [In full and initials]-.

Name and Title of Signatory:

(Seal of the entity)


 Chief District Medical & Public Health Officer
 Keonjhar

FORM -T6
(To be furnished in the proposal)
Format for Affidavit certifying that Office Bearers of the Entity are not blacklisted
(On INR 100 Non-Judicial Stamp Paper)

Affidavit

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

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

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

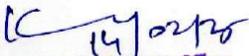
Dated this Day of 2025

Name of the Applicant

Signature of the Authorized Person

Name of the Authorized Person

(Seal of the entity)


Chief District Medical & Public Health Officer
Keonjhar

FORM -T7
(To be furnished in the proposal)
Format for Affidavit certifying that Entities is not blacklisted
(On INR 100 Non-Judicial Stamp Paper)

Affidavit

This is to certify and confirm that _____ (The name of the agency with address of the registered office) our organization / we or any of our promoter(s) / director(s) are not barred by Department of Health & FW, Govt, of Odisha / or any other entity of Govt, of Odisha or blacklisted by any State Government or Central Government/ Department / Organization in India from participating in the Project/s, either individually or as member of a Consortium as on the _____ (Date of Signing of proposal).

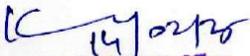
We further confirm that we are aware that, our proposal for the captioned Project would be liable for rejection in case any material misrepresentation is made or discovered at any stage of the Bidding Process or thereafter during the agreement period.

Dated this _____ Day of _____, 2025

Authorized Signatory/Signature [*In full and initials*]'.

Name and Title of Signatory:

(Seal of the entity)


Chief District Medical & Public Health Officer
Keonjhar

FORM T8

(To be furnished in the proposal)

Format for WILLINGNESS/CONSENT LETTER.

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

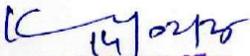
This is for favor of your information and necessary action.

Dated this _____ Day of _____, 2025.

Authorized Signatory/Signature [*Infill and initial.*]

Name and Title of Signatory:

(Seal of the entity)


Chief District Medical & Public Health Officer
Keonjhar

Form T9
Undertaking for Assignment

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

Subject: Operation and Management of Maa Gruha (Maternity Waiting Home) in Keonjhar District, under DMF Keonjhar

Dear Sir,

With reference to your RFP document dated **/**/2025, We, having examined the Application Documents and understood their contents, hereby submit our Application for the Project. The Application is unconditional and unqualified.

Agencies are required to submit their preference (for all 10 Maa Gruhas) as per the following table:

Sl. No	Maa Gruha Name	Location & address
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Note:

- The Authority reserves the Right to accept or reject any or all Applications, at any time prior to the award of the contract. Decision of Authority shall be final and binding for allocation of Maa Gruhas.
- The Bidder/Agency can submit its application for one or two Maa Gruhas. The Applicant must clearly mention below under which Maa Gruha/s it intends to apply for.

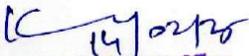
Signature of Authorized Signatory of Applicant

Seal Name:

Designation:

Place:

Date:


Chief District Medical & Public Health Officer
Keonjhar