



RFP No: 858



Date: 26.02.2026

REQUEST FOR PROPOSAL (RFP)

FOR

**SELECTION OF AGENCY TO SUPPLY DIET FOR ATTENDANTS OF IN-PATIENT AT
DIFFERENT HEALTHCARE FACILITIES OF KEONJHAR DISTRICT UNDER DMF**

Issuer:

Chief District Medical & Public Health Officer

District Headquarter Hospital, Keonjhar,

Odisha – 758001Keonjhar,

Email: dmfkeonjharhealth@gmail.com

Address for Communication & Submission of Documents

Chief District Medical & Public Health Officer

District Headquarter Hospital, Keonjhar,

Odisha – 758001Keonjhar,

Email: dmfkenonjharhealth@gmail.com

Psmm
Chief District Medical & Public Health Officer
Keonjhar

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DISCLAIMER

The information contained in this Request for Proposal (hereinafter referred to either as 'tender') document provided to the Bidders, by the Chief District Medical & Public Health Officer, Keonjhar, hereinafter referred to as CDM&PHO or any of their employees or advisors, is provided to the Bidder(s) on the terms and conditions set out in this tender document and all other terms and conditions subject to which such information is provided.

The purpose of this tender document is to provide the Bidder(s) with information to implement the following assignment: “selection of agency to supply diet for attendants of in-patient at district headquarter hospital (DHH) and other peripheral healthcare institutions of Keonjhar district, under CDM&PHO”. This tender document does not purport to contain all the information each Bidder may require. This tender document may not be appropriate for all people, and it is not possible for CDM&PHO, their employees, or advisors to consider the business/investment objectives, financial situation, and particular needs of each Bidder who reads or uses this tender document.

Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability, and completeness of the information in this tender document and wherever necessary obtain independent advice from appropriate sources. CDM&PHO, Keonjhar their 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 tender document.

CDM&PHO, Keonjhar may, in its absolute discretion, but without being under any obligation to do so, update, amend, or supplement the information in this tender document.

SECTION- 1 SCHEDULE OF PROPOSAL SUBMISSION

Sl. No.	Particulars	Details
1	Name of the Client	Chief District Medical & Public Health Officer, Keonjhar
2	Method of Selection	Fixed Cost Based (Only Technical Proposal will be Evaluated, No requirement of Financial Proposal.
3	Date of Issue of Request for Proposal (RFP)	26-02-2026
4	Proposal Due Date	20-03-2026 2026 (by 05.00 PM)
5	Deadline for Submission of Pre-Proposal Query by e-mail @ dmfkeonjharhealth@gmail.com	05-03-2026 (by 05.00 PM)
6	Issue of Pre-proposal Clarifications at district NIC portal	10-03-2026
7	Date of opening of Technical Proposal	23-03- 2026 (at 12.30 PM)
8	Technical Presentation	To be intimated to the selected agency.
9	Letter of Award	To be intimated to the selected agency
10	Bid Processing Fee (Non-Refundable)	Rs.10,000/- (Rupees Ten Thousand only) remitted through demand draft drawn in favour of “CDMO Keonjhar DMF” payable at “Keonjhar”
11	Earnest Money Deposit (EMD) (Refundable)	Rs.5,00,000/- (Rupees Five Lakh only) in shape of DD/Banker Cheque in favour of “CDMO Keonjhar DMF” from any nationalized scheduled bank
12	Contact Details	Chief District Medical & Public Health Officer District Headquarter Hospital, Keonjhar, Odisha – 758001Keonjhar, Email: dmfkeonjharhealth@gmail.com
13	Exemption to MSME	Subject to submission of registered certification and declaration.
14	Mode of Submission	Speed Post / Registered Post (India post) only

Note:

The Client reserves the right to change any schedule. Please visit the website www.Keonjhar.odisha.gov.in regularly for the same.

Proposals must be submitted before the date, time, and venue mentioned in the Fact Sheet through Speed/Registered Post. Proposals that are received after the deadline will not be considered.


 Chief District Medical & Public Health Officer
 Keonjhar

Letter of Invitation

Chief District Medical & Public Health Officer

District Headquarter Hospital, Keonjhar,

Odisha – 758001Keonjhar,

Email: dmfkeonjharhealth@gmail.com

Address:

Chief District Medical & Public Health Officer

District Headquarter Hospital, Keonjhar,

Odisha – 758001Keonjhar,

Email: dmfkeonjharhealth@gmail.com

Subject: Selection of agency to supply diet for attendants of in-patient at district headquarter hospital (DHH) and other peripheral healthcare institutions of Keonjhar district, under CDM&PHO

Chief District Medical & Public Health Officer, Keonjhar, Govt. of Odisha (The Client) invites sealed proposal from eligible bidders under the process for “Selection of agency to supply diet for attendants of in-patient at district headquarter hospital (DHH)and other peripheral healthcare institutions of Keonjhar district, under CDM&PHO”. More details on the proposed study are provided at Terms of Reference (ToR) of this RFP Document.

The proposal completed in all respects as specified in the RFP Document must be accompanied by a non-refundable Bid Processing Fee of Rs. 10,000/- (Rupees Ten Thousand only) drawn in favour of “CDMO Keonjhar DMF”, from any nationalized/scheduled commercial bank and payable at Keonjhar, Odisha.

The proposal must be delivered at the specified address as per the Data Sheet by Speed post/ Registered Post only. The Client shall not be responsible for postal delay or any consequences. Submission of the proposal through any other mode will be rejected.

The last date and time for submission of the proposal complete in all respects is **20-03-2026** till 5.00 PM and the date of opening of the technical proposal is **23-03-2026 at 12.30 PM** in the presence of the bidder/bidder’s representative at the specified address as mentioned in the Bidder Data Sheet. Representatives of the bidders may attend the meeting with due authorization letter on behalf of the bidder.

This RFP includes the following sections:

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While all information/data given in the RFP is accurate within the consideration of the scope of the proposed assignment to the best of the Client's knowledge, the Client holds no responsibility for the accuracy of information, and it is the responsibility of the bidder to check the validity of information/data included in this RFP. The Client reserves the right to accept / reject any/ all proposals / cancel the entire selection process at any stage without assigning any reason thereof.

Pos Mishra
28.02.2024
Chief District Medical & Public Health Officer,
Keonjhar

SECTION- 2 Terms & Conditions and Instruction to Bidders

2.1 Scope of Proposal

(a) Interested bidders fulfilling the eligibility criteria may submit their bid to O/o CDM & PHO Keonjhar (Section – 1 point no. 12). Detailed description of the objectives, scope of services, deliverables and other requirements relating to "Provisioning of Diet Services at Govt. Health Institutions" are specified in this RFP. The manner in which the Proposal is required to be submitted, evaluated and accepted is explained in this RFP;

(b) The selection of the Agency shall be on the basis of an evaluation by the tender committee of the concerned Institution, through the Selection Process specified in this RFP. Bidders shall be deemed to have understood and agreed that no explanation or justification for any aspect of the Selection Process will be given and that the decision of the tender committee is final without any right of appeal whatsoever;

(c) The bidder shall submit its Proposal in the form and manner specified in this RFP. Upon selection, the agency shall be required to enter into an Agreement with the CDM & PHO of the concerned health institution.

2.2 Eligibility Criteria The bidder should fulfil the following Eligibility Criteria:

Before opening and evaluation of the technical proposals, each bidder will be assessed based on the following pre-qualification criteria. The bidder is required to produce copies of the required supportive documents/information as part of their technical proposal, failing which the proposals will be rejected.

- I. Must be registered in India as a Company (Companies Act 2013) / Partnership Firm (Indian Partnership Act 1932 / Limited Liability Partnership Act 2008), Society (Societies Registration Act 1860) or a Trust (Indian Trust Act 1882) and its amendment thereof.
- II. Consortium is not allowed
- III. Must have a registered/operating in Odisha.
- IV. Must have an average Annual Turnover of **Rs. 30 Lakhs or more** during the last three financial years (2022-23, 2023-24 & 2024-25). The bidder has to furnish the details of their annual turnover certified by a chartered accountant in the required format (Tech – 3) with supported by audited Profit / Loss Statement.
- V. Must have minimum 1 years of working/supply experience in government or private health institutions/PSU/similar but not limited to Health sector and the details of work order, agreement copy and completion certificate must be submitted as per Format T5.
- VI. Must have deposited EPF & ESI against all staff under its payroll regularly on monthly basis. The documents pertaining to ECR of EPF and Challans of ESI for the **last 3 months** prior to month of publication of tender must be furnished in the technical bid.
- VII. The Bidder must not have been blacklisted either by the tender inviting authority or by any State Govt. or Govt. of India organization. The agency shall submit undertaking regarding the same on Non-Judicial Stamp paper of Rs. 100/- as per Format T6
- VIII. Must have labour registration certificate
- IX. Must have valid ISO 9001: 2015 certification
- X. Must be registered under EPF
- XI. Must be registered under ESI
- XII. Must have a PAN

XIII.	Must have GST registration number and submit up-to date GSTR – 3 B for last three month till December 2025.
XIV.	Tender Paper Cost – Rs. 10,000/-
XV.	EMD Rs – 5,00,000/-
XVI.	FSSAI licence.
XVII.	Power of Attorney as per Tech - 4

2.3 Proposal Submission

Interested bidders fulfilling the eligibility criteria may submit their bid in two parts

The proposal shall be submitted in two parts:

(1) Part A — Tender Document Cost, EMD as per format set out in RFP.

(2) Part B - Technical Proposal as per the format set out in RFP.

(i) The Proposal shall be typed or written legibly in indelible ink and shall be signed the authorized representative of the bidder.

ii) Any interlineations, erasures or overwriting shall be valid only if the person or persons signing the Proposal have put his/their initial prior to submission of the same.

Note: There is no Financial Proposal to be submitted in the bid, as this is a **fixed cost-based** tender. Details of the fixed cost (Diet Rate) to be paid per patient attendant / day for general diet with menu is mentioned at **Section 3**, Term of Reference

2.4 Bid Document Cost

The bidder must furnish as part of technical proposal, the required bid processing fee amounting to **Rs.10,000/- (Rupees Ten Thousand Only)** in the shape of Banker's cheques/ Demand Draft from any Nationalized / Schedule Bank in favour of the CDMO Keonjhar DMF payable at Keonjhar

2.5 Earnest Money Deposit (EMD)

The bidder along with the technical proposal shall have to furnish Earnest Money Deposit (EMD) amounting to **Rs. 5,00,000/- (refundable)** in the shape of Banker's cheques/ Demand Draft from any Nationalized / Schedule Bank in favour of the CDMO Keonjhar DMF payable at Keonjhar

In the absence of the EMD, technical proposal of the bidder shall be rejected. However, as per the Finance Department, Govt. of Odisha office memorandum no. 21926 dated 12.8.2015, the local MSEs (Micro & Small entrepreneurs) registered with. respective DICs, Khadi, Village, Cottage & Handicraft Industries, OSIC and NSIC are exempted from submission of EMD while participating in tenders of Govt. Departments and Agencies under its control. It is further clarified that the above exemption is applicable to **local MSEs registered in Odisha** only. This exemption to the local MSEs shall be applicable if the kind of service as required under this tender enquiry is clearly specified against the details of the service to be provided in their DIC I NSIC registration certificate (to be furnished in the technical bid).

The EMD shall be returned to unsuccessful bidders within a period of 4 weeks from the date of announcement of the successful bidder.

The EMD shall be forfeited if the bidder withdraws its proposal during the interval between the proposal due date and expiration of the proposal validity period or on in case of successful bidder, if does not execute the agreement.

2.6 Packing, Sealing and Marking of Proposal

(a) The Tender document cost & EMD (Cover A) and Technical Proposal (Cover B) must be inserted in separate sealed envelopes, along with applicant's name and address in the left-hand corner of the envelope and super scribed in the following manner.

> Cover-A — Tender Document Cost & EMD for "Supply Diet for Attendants of In-patient at different Health care facilities of, Keonjhar district under DMF".

➤ Cover-B - Technical Proposal for "Supply Diet for Attendants of In-patient at different Health care facilities of, Keonjhar district under DMF".

(b) The two envelopes, i.e. envelope for Part-A, Part-B must be packed in a separate sealed outer cover and clearly superscribed with the following:

➤ **SUPPLY DIET FOR ATTENDANTS OF IN-PATIENT AT DIFFERENT HEALTH CARE FACILITIES OF KEONJHAR DISTRICT UNDER DMF**

➤ The bidder's Name & address shall be mentioned in the left-hand corner of the outer envelope.

(c) The inner and outer envelopes shall be addressed to the CDM & PHO at the detail address mentioned at the **Section 1** point no. 12.

If the outer envelope is not sealed and marked as mentioned above, then the O/o the CDM & PHO will assume no responsibility for the tender's misplacement or premature opening. Telex, cable or facsimile tenders will be rejected.

(d) Content of the Proposal

I. Cover A (Tender Document Cost & EMD)

i) The bidder must furnish as part of technical proposal, the required bid processing fee amounting to **Rs.10,000/- (Rupees Ten Thousand Only)** in the shape of Banker's cheques/ Demand Draft from any Nationalized / Schedule Bank in favour of the CDMO Keonjhar DMF payable at Keonjhar

ii) Earnest Money Deposit (EMD)

The bidder along with the technical proposal shall have to furnish Earnest Money Deposit (EMD) amounting to **Rs. 5,00,000/- (refundable)** in the shape of Banker's cheques/ Demand Draft from any Nationalized / Schedule Bank in favour of the CDMO Keonjhar DMF payable at Keonjhar

II. Cover B (Technical Proposal)

The bidders are requested to submit a detailed technical proposal with respect to outsourcing of Diet Services at health institutions during the proposed contract period in conformity with the Terms of Reference forming part of this RFP.

Filled in Bid Submission Check List in Original (Annexure-I)

- i) Covering letter (TECH - 1) on bidder's letterhead requesting to participate in the selection process.
 - ii) Copy of Certificate of Incorporation/ Registration
 - iii) Copy of PAN
 - iv) Copy of Goods and Services Tax Identification Number (GSTIN) and UpToDate GSTR 3-B for last three month till December 2025.
 - v) Average Annual Turnover certificate duly certified by a Chartered accountant in the required format (Tech – 3) with supported by audited profit/loss statement.
 - vi) General Details of the Bidder (TECH – 2)
 - vii) Power of Attorney (TECH – 4) in favor of the person signing the bid on behalf of the bidder.
 - viii) List of completed assignments of similar nature (Past Experience Details, TECH – 5) along with copies of contracts/work orders/completion certificate from previous Clients.
 - ix) Non-blacklisting certificate (TECH - 6)
 - x) Duly filled in Technical Proposal Forms
 - xi) Declaration of submitting as independent agency (No Consortium/ JVs/ associations/ sub-contracting) *Self undertaking is to be submitted by the bidder*
- * Bids not complying to any of the above requirements will be outrightly rejected at the discretion of the Client's authority.**

2.7 Validity of Proposals

The Proposal shall remain valid for 90 days after the date of bid opening. Any Proposal, which is valid for a shorter period, shall be rejected as non-responsive.

2.8 Cost of Proposal

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

2.9 Acknowledgement by the bidder

- (a) It shall be deemed that by submitting the Proposal, the bidder has: -
- i) made a complete and careful examination of the RFP;
 - ii) received all relevant information requested from the concerned District authority / Institution;
 - 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 / institution 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 an informed Proposal and performance of all of its obligations there under;
- v) acknowledged that it does not have a Conflict of Interest; and
- vi) Agreed to be bound by the undertaking provided by it under and in terms hereof.
- vii)(b) The concerned district authority / institution shall not be liable for any omission, mistake or error on the part of the bidder in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to RFP or the Selection Process, including any error or mistake therein or in any information or data given by the concerned district authority.

2.10 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 and in case any of these Documents is in another language, it must be accompanied by an accurate translation of the relevant passages in English, in which case, for all purposes of interpretation of the Proposal, the translation in English shall prevail.

2.11 Proposal Submission Due Date

RFP filled in all respect must reach to O/o the CDM & PHO Keonjhar of the concerned at the address, time and date specified in the Schedule of Proposal Submission, through Speed Post/ Regd. Post. If the specified date for the submission of RFPs is declared as a holiday, the RFPs will be received up to the stipulated time on the next working day.

2.12 RFP Opening

- (a) The concerned authority of the district will open all Proposals, in the presence of bidders or their authorized representatives who choose to attend, at the location, date and time mentioned in the Schedule of Proposal Submission
- (b) The bidder/their authorized representatives who will be present shall sign a register evidencing their attendance.
- (c) In the event of the specified RFP opening date being declared a holiday, the RFPs shall be opened at the stipulated time and location on the next working day.

2.13 Pre -Proposal Queries:

Bidders are allowed to submit their queries in respect of the RFP and other details if any, to, Chief District Medical & Public Health Officer, District Headquarter Hospital, Keonjhar **758001 Email: dmfkeonjharhealth@gmail.com** as per the time limit prescribed. Clarifications to the above will be uploaded on the website for the respective bidders for the purpose of preparation of the proposal withing 7 working days. Request for alternation / change in existing terms and conditions of the RFP will not be considered / entertained.

2.14 Evaluation of Proposal:

A **Two-stage** evaluation process will be conducted as explained below for evaluation of the proposals:

a) Preliminary Evaluation (1st Stage):

Preliminary evaluation of the proposals will be done to determine whether the proposal complies with the prescribed eligibility condition and whether the requisite documents / information have been properly furnished by the bidder or not.

b) Technical Evaluation (2nd Stage):

Technical proposals will be opened and evaluated for those bidders who qualify for the preliminary evaluation stage. Detailed evaluation process as per the following parameters will be adopted for proposal evaluation:

Item No.	Marking Criteria	Maximum Marks		
1	Turn Over	10		
1.1	Average annual turnover during the last three financial years (FY 2022–23, FY 2023–24, and FY 2024–25): <table border="1" style="width: 100%; margin-top: 5px;"> <tr> <td style="width: 60%;">₹ 30 Lakhs and above</td> <td style="width: 40%;">5 Marks</td> </tr> </table>	₹ 30 Lakhs and above	5 Marks	
₹ 30 Lakhs and above	5 Marks			
1.2	Having positive net worth during the last three financial years (FY 2022–23, FY 2023–24, and FY 2024–25) <table border="1" style="width: 100%; margin-top: 5px;"> <tr> <td style="width: 60%;"></td> <td style="width: 40%;">5 Marks</td> </tr> </table>		5 Marks	
	5 Marks			
2	Experience	50		
2.1	Experience in food/catering or similar service contracts for Government Hospital/PSU/Private Hospital but not limited to health sector. 1 year to 3 year = 15 mark, More than 3 year = 20 Mark	20		
2.2	Successful completion of at least 02 similar assignments without major penalties or termination related to unhygienic serving practices. = 10 Marks For each additional project 2 marks will be given, Maximum up to 10 Marks.	20		
2.3	Availability of adequate manpower, equipment and systems for regular supply, cleaning, and hygienic disposal of plates/consumables	10		
3	Technical Presentation	40		
3.1	Understanding of Scope, Objectives and Completeness of response: (10 Marks), Description of Approach: (10 Marks)	40		

	Methodology to be adopted (10 Marks) & Staffing and Management Plan (10 Marks)		
	Total =	100	
	The minimum qualifying mark is: 70		

c) Selection of Bidder

All responsive Bids will be considered for further processing as below:

Technical Evaluation Committee will prepare a list of responsive Bidders, who comply with all the Terms and Conditions of the Tender. All eligible bids will be considered for further evaluation by the Committee according to the evaluation process defined in this RFP document. The decision of the committee will be final and binding on all bidders and cannot be questioned at any stage of evaluation.

CDM&PHO reserves the right to ask for a technical elaboration/clarification in the form of a technical presentation from the Bidder on the already submitted Technical Proposal at any point in time

CDM&PHO, also reserves the right to seek confirmation/clarification from the issuing agency for the supporting documents submitted by the bidder. To assist in the examination, evaluation and comparison of the bids, and qualification of bidders, the committee may, at its discretion, ask any bidder for a clarification of its bid. The committee’s request for clarification and the response shall be in writing through approved mode only and no other mode shall be entertained. Any clarification submitted by a bidder that is not in response to a request shall not be considered.

If any bidder fails to provide the requested presentation/clarification/information within the stipulated date and time given by the CDM&PHO, the bid shall be technically disqualified. The request for clarification and the response shall be in writing, without any alterations regarding the price or substance of the bid submitted.

Further the scope of evaluation committee also covers taking any decision regarding the Tender document, execution/ implementation of the project including management period.

A detailed evaluation of the bids shall be carried out by the Technical Evaluation Committee to determine whether the Bidders are competent enough and whether the technical aspects are substantially responsive to the requirements set forth in the RFP document.

2.15 Period of Engagement

- a) The engagement shall be for a period of Three (03) years from the signing of contract.
- b) The contract shall be signed initially for a period of one year which may be extended further if performance of the agency is found satisfactory as per due assessment and approval from DMF Keonjhar.

2.16 Award of Contract

After completion of the contract negotiation stage, the Client will notify the successful bidder in writing by issuing an offer letter for signing the contract and promptly notifying all other bidders about the result of the selection process. The successful bidders will be asked to sign the contract after fulfilling all formalities within 15 days of the offer letter. After signing the contract, no variation or modification of the terms of the contract shall be made except by written amendment signed by both the parties. The contract will be valid for 01 (one) years from the date of effectiveness of the contract. Sub-contracting / outsourcing of any form shall not be allowed for any activities under this RFP.

2.17 Performance Security

Within 10 days of notifying the acceptance of a proposal for award of contract, the qualified bidder shall have to furnish Security deposit in the form of a Performance Bank Guarantee amounting to **3% of Total Contract value** from a nationalized/scheduled commercial bank in favor of “**CDMO Keonjhar DMF**”, as per the format at Annexure- II, for a period of three months beyond the entire contract period (i.e. PBG must be valid from the date of effectiveness of the contract to a period of 3 months beyond the contract period) as its commitment to perform services under the contract. Failure to comply with the requirements shall constitute sufficient grounds for the forfeiture of the PBG. The PBG shall be released immediately after three months of expiry of contract provided there is no breach of contract on the part of the qualified bidder. No interest shall be paid on the PBG.

2.18 Contract Negotiation:

Contract negotiation, if required will be held at a date, time and address as intimated to the selected bidder/s. The bidder will, as a pre-requisite for attendance at the negotiations, confirm availability of all the proposed staff for the assignment. Representatives conducting negotiations on behalf of the bidder must have written authority to negotiate and conclude a contract. Negotiation will be carried out, if any and availability of proposed professionals etc.

2.19 Disclosure:

Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the bidder or termination of its contract. Bidders must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency or the financial standing of the Bidder, including but not limited to appointment of any officer such as a receiver in relation to the Bidder's personal or business matters or an arrangement with creditors, or of any other similar proceedings. Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to: A criminal offence or other serious offence punishable under the law of the land, or where they have been found by any regulator or professional body to have committed professional misconduct. Corruption includes the offer or receipt of an inducement of any kind in relation to obtaining any contract. Failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

2.20 Anti-corruption Measure:

Any effort by Bidder(s) to influence the Client in the evaluation and ranking of proposals, and recommendation for award of contract, will result in the rejection of the proposal. A recommendation for award of Contract shall be rejected if it is determined that the recommended bidder has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question. In such cases, the Client shall blacklist the bidder either indefinitely or for a stated period, disqualifying it from participating in any related bidding process for the said period.

2.21 Amendment of the RFP Document:

At any time before submission of proposals, the Client may amend the RFP by issuing an addendum through website www.Keonjhar.odisha.gov.in. Any such addendum will be binding on all the bidders. To give bidders reasonable time in which to take an addendum into account in preparing their proposals, the Client may, at its discretion, extend the deadline for the submission of the proposals.

2.22 Client's right to accept any proposal, and to reject any or all proposal/s

The Client reserves the right to accept or reject any proposal, and to annul or amend the bidding/selection/evaluation process and reject all proposals at any time prior to award of contract award, without assigning any reason there of and thereby incurring any liability to the bidders.

2.23 Force Majeure:

For purpose of this clause, "Force Majeure" means an event beyond the control of the agency and not involving the agency's fault or negligence and not foreseeable. Such events may include, but are not restricted, wars or revolutions, fires, floods, riots, civil commotion, earthquake, epidemics or other natural disasters and restriction imposed by the Government or other bodies, which are beyond the control of the agency, which prevents or delays the execution of the order by the agency. If a force Majeure situation arises, the agency shall promptly notify Client in writing of such condition, the cause thereof and the change that is necessitated due to the condition. Until and unless otherwise directed by the Client in writing, the Agency shall continue to fulfil its obligations under the contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The agency shall advise Client in writing, the beginning and the end of the above causes of delay, within seven days of the occurrence and cessation of the Force Majeure condition. In the event of a delay lasting for more than one month, if arising out of causes of Force Majeure, Client reserves the right to cancel the contract without any obligation to compensate the agency in any manner for whatsoever reason.

2.24 Settlement of Disputes:

The Client and the Consultant shall make every effort to resolve amicably, by direct informal negotiation, any disagreement or dispute arising between them under or arising from or in connection with the Contract within thirty (30) days from the commencement of such informal negotiation. All dispute resolution proceedings shall be held at Keonjhar, Odisha, and the language of such proceedings and that of all documents and communications between the parties shall be in English. District Collector cum Chairperson and Managing Trustee, District Mineral Foundation, Keonjhar Government of Odisha will be the final authority to resolve the dispute arising between and the Client and the Consultant.

SECTION- 3 TERMS OF REFERENCE

3.1 Modalities of Diet Service

- i) The successful bidder [also referred here as the agency or outsourced agency] would establish its kitchen setup with all required infrastructure & kitchen equipment and operate the service. The authority will not responsible to allot kitchen or space for kitchen at the hospital or any of its premises.
- ii) The agency would be abided by the cost and quality norms/standards as mentioned in the bid, diet guidelines and communicated to them from time to time by the concerned health institution.
- iii) The agency would recruit required number of staffs for cooking and serving so that diet can be supplied to the in-door patients in time.
- iv) The agency would take up free health check-up of the cooking and serving staff on quarterly basis and the report need to be submit to the concern DMO (MS)/Superintendent of the HCF.
- v) The agency would prepare and supply diet adhering to the quality norms specified in the RFP.
- vi) The agency would be responsible for procurement of different items required for serving the food at the hospital. The health institution would not be responsible for any loss of procured items. The agency should be supply/served the cooked food in the covered trolley at the hospital.
- vii) The Health Institution would have the right to monitor the quality of items purchased and used in the diet preparation process.
- viii) The agency would manage kitchen waste in a manner by following the general waste management protocol.
- ix) At any point of time i.e. during procurement of raw materials, processing, preparation of diet, serving the diet to the patients and cleaning the utensils / instruments, the dietician and/or any person from the health institution can visit and interact with concerned agency. The agency should not have any restriction to this rather the agency would facilitate such process to improve the service quality.
- x) The agency would prepare and update the accounts details and maintain other related documents that are required for reimbursement of the expenses on monthly basis. In case of incomplete documents, the Hospital Administration would not reimburse the incurred cost. The documents to be prepared should be supplied by the health institution beforehand and maintained by the agency on daily basis. The financial and non-financial documents would be subject to audit.
- xi) The behavior of the staff of the agency towards the patients/attendants should be conducive and disciplinary action would be taken by the Hospital Administration against the staffs of the said agency violating the behavioral norm, in consultation with the concerned agency.
- xii) The agency would be responsible to make alternative arrangements in cases of situations such as staff strike, local strike [Bandh/Hartal] etc. ensuring that the attendant get diet in the appropriate time.
- xiii) The agency would be abided by different Government notification, circulars, written instructions etc. published from time to time with regard to the subject. In case of requirement, the hospital administration would provide required clarity to the agency on the related notification, circular etc.

- xiv) For any grievance, the agency would approach to the DMO (MS)/Superintendent of the concerned health institution in person and appraise them in written about the problem. It is the responsibility of the health institution to comply with the grievance and solve it within a maximum of one-month time and decision should be communicated to the agency in the written form.
- xv) Any dispute arising in the process of managing the diet preparation and supply, both the party i.e. the outsourced agency and the hospital administration should discuss and take appropriate decision that is mutually agreeable.
- xvi) The outsourced agency would provide uniform embedded with its agency logo along with ID Card to all the staff recruited by the agency. The agency would ensure that the recruited staff attend their duty with clean uniform with ID card and keeping themselves neat and clean while on duty.

3.2 Category of Diet & it's Price

As per Government Resolution No. [No.29712—HFW-SCH-NRHM-0015/2018/H dtd. 10.10.2025, the following category of Diet shall be provided to the indoor patients of all Government Health Institutions:

Sl	Category of Diet	Proposed diet Rate per attendant (Breakfast, Lunch & Dinner) per day (In Rs.)
1	General Diet	127

Note: *

The Diet Rate per **attendant** per day (Breakfast, Lunch & Dinner) to be paid to the outsourcing agency shall include all costs relating to food stuffs, raw vegetable, Spices, Edible Oils for cooking, fuel (LPG), Stove burners, cooking, distribution & cleaning, kitchen equipment, utensils, disposable plates for patients, food trolleys, manpower cost for cooking / distribution/ cleaning, transportation and service charges.

Based on this the eligible vendor needs to supply the in-patient attendant diet as per the approved cost of General diet (Rs. 127/-) and as per the menu attached below:

General Diet

Food Stuff	Vegetarian	Calorie	Protein	Non-Vegetarian
Cereals	375gm	1294	26.25	375 gm
Pulses	75 gm	259	16.5	75 gm
Green Leafy Vegetables	100 gm	45	4	100 gm
Other Vegetables	200 gm	64	3.8	200 gm
Roots and Tubers	200 gm	146	2.6	200 gm
Fruits	100 gm	60	0.8	100 gm
Milk and milk products	500 ml	325	16	500 ml
Curd	100gm	65	3.2	
Egg	100 gm	173	13.3	Egg (2 no)
Sugar	20 gm	80		20 gm
Oil	25 ml	225		25 ml

Condiment & Spices			
Calories		2563	2671
Proteins		73.15	83.25
Total Cost	Rs. 127/- per patient attendant/day		

3.3 Diet Menu

A.1 Daily Menu for General Diet of a Patient attendant (Ref: No. HFW-SCH-NRHM-0015-2018 5056/H dated 22.02.2021)

Day	Breakfast	Lunch	Dinner
Sunday	Idli -4pc, Samba r- Y2 Bowl, 1 medium size Fruit, Milk-1glass(250m1), Idli Mix-100gms, Refined oil5gm, Fruit-100gms	Rice 1 1/2Bowl, dal -L Bowl, egg curry/ chole paneer curry -'/ bowl & Mix veg curry - 1/2bowl, Curd - 100gm, Rice175gms, Dal (Moong /Aharhar) -25gms, egg- I / paneer-20, chole-30grns, & Vegetables-50gms, potato-50gms, vegetable/cabbage-50gms, Mustard oil10gms	Rice 1 1/2Bowl, Roti-4nos Dalma - '1/2 bowl, chole Soyabean curry-'h bowl, Milk1glass (250m1), Rice/atta125 gms, dal-25gms, Vegetable-50gms, potato50gms, chole-25gms, Soyabean-25gm, Refined oil10gms
Monday & Thursday	Uppama- 1 Bowl, Alumatar - Yi Bowl, 1 medium size Fruit, Milk- 1 glass 250m1, Suji-100gms, Alo-20gm, matar-20gms, oil-5gms Fruit-100gms	Rice 1 1/2Bowl, Dahlia - 1 Bowl, leaf veg/cabbage fry - 1/2bowl. , Curd -100gm, Rice-175gms, dal-25 gms, veg-50 gms, potato-50gms, leafy veg/cabbagefry50gm, Refined oil-10gms	Rice 1 1/2Bowl, Roti-4nos dalma- 1/2 bowl, Alu Soyabean cony- 1/2 bowl, Milk-250m1, Rice/atta125 gms, dal-25gms, Vegetable-50gms, potato50gms, Soyabean-25gm, Refined oil- 10 gms
Wednesday	Simei Upma-1 Bowl, Sambar- '1/ Bowl, 1 medium size Fruit, Milk1glass(250m1), Simei - 100gm5, Potato-20gm, matar-20gms,oil-5gms Fruit-100gms	Rice I 1/2 Bowl, dal - Bowl, egg curry/ chole paneer curry 1/2bowl& Mix veg curry - 1/2bowl, Curd - 100gm, Rice175gms, dal (Moong/Aharhar)-25gms, egg-1/ paneer-20 gms, chole-30grns & Vegetables-50gms, potato-50gms, vegetable/cabbage-50gms, Mustard oil10gms	Rice 1 1/2Bowl, Roti-4nos dal - 1/2bowl, Mix veg curryVz bowl, Milk-1glass(250m1), R icc-125gms/atta-1 25gms,dal25 gms, Vegetables -50 gms, potato-50gms, soyabean25gms, mustard oil-10 gms
Tuesday & Saturday	Chuda Santula - I Bowl, Matar curry - '1/2 Bowl, Fruit, Milk 250m1, Chuda100gm5, matar-20gms,oil5gms Fruit-I 00gms	Rice- 1 Bowl dal - 1/2 Bowl, Veg chole curry - % Bowl, Leafy veg fry - Bowl , Curd -100gm, Rice - 150gms,dal25gms, Vegetable-50gms,potato-50gms, Green leafy veg/ Cabbage-50gms, chole25gms, mustard oil-10gms	Rice 1 1/2Bowl, Roti-4nos dal - 1/2bowl Mix veg curry-'h bowl, egg/paneer curry Milk1glass(250m1), Rice-125 gms, dal-25gms,vegetable-50gms, potato-50gms, Egg-1/paneer30gm, Milk-

			250ml, Mustard oil- 10gms
Friday	Idli - 4pc, Sambar- 1/2 Bowl, 1 medium size Fruit, Milk- 1glass(250ml), Idli Mix- 100gms, Refined oil5gm, milk-/50ml & Fruit 100gms	Rice - 1 1/2Bowl, Dalma - 1 Bowl, egg / paneer curry, leaf veg/cabbage fry - 1/2 bowl. , Curd -100gm, Rice150gms, dal25gms, Vegetable-50gms, potato50gms,egg- 1 /paneer- 30gms, leaf vegetable/cabbage-50gms & mustard oil10gm	Rice 1 Y2 Bowl, Roti- 4nos, dal - ✓ bowl Mix veg curry-1/2 bowl, Milk- 1glass (250ml), Rice- 1 25gms/atta-125gms, Dal- 25 gms, Vegetables50gms, potato-50gms, Chole25 • ms, mustard oil-10 ms

1 — Bow - volume 250ml water, Roti: 01 no, medium size = 30gm atta (raw unit), Rice: 01 bowl = 300gm cooked weight (100gm raw unit), Dal/ Pulses/ legumes: 01 bowl = 125 gm cooked weight (25 gm raw unit), Mixed vegetable: 01 bowl = 200gm cooked weight, Seasonal fruit: 01 no = 100gm, Upma and Poha: 01 bowl = 300gm,

Note: The diet menu is suggestive and may change as per the availability of the proposed items. The concerned dietician / medical officer would be the final authority to take appropriate decision on the menu without compromising the quality.

3.4 Timing of Diet Supply

The timing of diet supply to the in-patient's attendant is mentioned below for adherence. In no case, there should be deviation in time, not exceeding 20 minutes for diet timing. The diet preparing and distributing contractor would be advised accordingly

Breakfast: Between 7.30 am to 8.00 am

Lunch: Between 1.00 pm to 2.00 pm

Dinner: Between 8.00 pm to 9.00 pm

Note: The hospital manager / person designated for the management of dietary services would adhere to the timing as prescribed in the RFP or suggested by the Hospital Authority.

3.5 Cleanliness

a) Kitchen Staff: The kitchen staff should wear clean uniform with ID card while on duty and keeping themselves clean i.e. keeping hands cleaned properly including finger nails before cooking, limited conversation among them while cooking and serving, keeping utensils clean and maintaining kitchen cleanliness.

b) Dishes/Utensils: Cleaning of the dishes properly, before and after the use, would be the responsibility of the outsourced agency. However, it would be monitored by the Hospital Sanitation Committee from time to time. The dishes are to be cleaned and sterilized before and after use so that possible contamination can be avoided. Before service, it should be ensured that the dishes are properly cleaned, sterilized and dried. After the use, all the soiled dishes will be collected and placed in one place for washing. The soiled dishes should be cleaned with hot and soapy water. After wash, the dishes should be cleaned to leave no water stain on the dishes. For serving to in-patient's attendant disposal plates need to be supplied by the agency and accordingly

disposal of the disposal plates will be responsibility of the agency and the disposal should be followed by general waste management procedure.

3.6 Food Handling

The persons of the outsourced agency, who are handling food, should follow the followings:

- a) Keeping their hands clean and use glove for serving. They should not touch food in bare hand.
- b) They should wash their hands properly after visiting the toilet and before handling food.
- c) Cover cuts, burns and other raw surfaces with water-proof dressings while handling food.
- d) Ensure that food is supplied as per the consumption specification of foods [hot/warm/cold] and as per the direction of the dietician.
- e) Cover the main food container and protect from flies and other pests before and after serving.
- f) Person/s suffering from a discharging wound, sores on hands or arms, discharging nose or who is suffering from attacks of diarrhea or vomiting should not handle food items, either during preparation or serving. Persons with such problems should be brought in to the notice of the catering manager for taking remedial measures.
- g) However, all the persons associated in diet preparation and its distribution should undergo regular free health check up in the concerned medical health institution periodically, at least once in every month and more particularly during sickness.
- h) The person associated in the diet preparation should be taken yearly dosage of TT, 3 dosages of Hep – B Vaccine and the agency need to submit the immunization card to the concern Superintendent.

3.18 Modalities of Diet Service

(For Supply of Food to In-Patient's Attendants Only)

Scope of Service

The successful bidder (hereinafter referred to as the “Agency” or “Outsourced Agency”) shall provide diet/meal services exclusively for in-patient attendants and not for admitted in-patient. The scope includes preparation, packaging, transportation (where applicable), and timely supply of meals as per the requirements of the concerned Health Institution.

3.19 Mode of Operation – On-Site Kitchen / Cloud Kitchen / Outsourced Supply

The Agency may operate through:

- (a) A centralized/cloud kitchen facility; or
- (b) Any other approved outsourced food production facility.

In case of a cloud kitchen or centralized facility, the Agency shall ensure that the production unit is legally registered, compliant with applicable food safety regulations, and equipped with adequate infrastructure.

The Agency shall ensure safe transportation, temperature control, hygienic packaging, and timely delivery of food to the Health Institution without deterioration in quality.

3.20 Documentation and Reimbursement

The Agency shall maintain complete financial and operational records, including daily supply registers, attendance records of staff, bills, and supporting documents required for monthly payment processing. Incomplete documentation shall render the claim liable for non-reimbursement. All records shall be subject to audit.

3.21 Dispute Resolution

Any dispute arising out of the execution of the diet supply service shall be resolved amicably through mutual consultation between the Agency and the Hospital Administration.

3.22 Deliverables

Sl. No.	Deliverable	Description / Performance Requirement	Frequency / Timeline
1	Daily Meal Supply	Supply of freshly cooked, hygienic meals (breakfast/lunch/dinner as applicable) to attendants of admitted attendant of in-patient as per approved menu and quantity	Daily, as per scheduled meal timings
2	Menu Compliance	Adherence to approved menu, portion size, and nutritional standards; display of daily menu at distribution point	Daily
3	Timely Distribution	Distribution of meals within the prescribed time window without delay or disruption to hospital operations	Daily
4	Food Quality & Taste	Meals to be palatable, wholesome, free from contamination, and fit for consumption	Continuous
5	Hygiene & Sanitation	Maintenance of cleanliness at cooking, storage, and distribution areas; use of clean utensils and potable water	Continuous
6	Manpower Deployment	Deployment of adequately trained staff with proper uniform, gloves, caps, masks, and ID cards	Continuous
7	Statutory Compliance	Maintenance of valid FSSAI license, health certificates of staff, and compliance with food safety norms	At commencement and throughout contract period
8	Daily Attendance & Meal Log	Maintenance of daily records indicating number of meals supplied, date, time, and meal category	Daily
9	Complaint Redressal	Immediate response to complaints related to food quality, quantity, or hygiene and timely corrective action	As and when required

10	Replacement / Compensation	Replacement of food or corrective action in case of justified quality complaints or non-supply	As required
11	Monthly Performance Report	Submission of monthly report including meals served, complaints received, and actions taken	Monthly
12	Monthly Bill Submission	Submission of monthly bills supported by certified meal supply records	Monthly
13	Support during Emergencies	Provision of additional meals during emergencies, outbreaks, or patient surge as directed	As and when required
14	Contract Closure Deliverables	Submission of final compliance statement and settlement of dues at end of contract period	At contract completion

3.23. Payment Terms

- i) Payment shall be made on a **monthly basis** against certified bills.
- ii) Rates shall be as approved in the Agreement.
- iii) Statutory deductions and taxes shall apply as per prevailing laws.
- iv) In case of delayed or unsatisfactory performance, payments may be withheld or adjusted proportionately.

3.24 Penalty & Termination

The schedule given for delivery is to be strictly adhered to in view of the strict time schedule. Any unjustified and unacceptable delay in delivery shall render the bidder liable for liquidated damages and thereafter the Client holds the option for cancellation of the contract for pending activities and complete the same from any other agency.

The Client may deduct such sum from any money from their hands due or become due to bidder. The payment or deduction of such sums shall not relieve the bidder from his obligations and liabilities under the contract. The rights and obligations of the Client and the bidder under this contract will be governed by the prevailing laws of Government of India / Government of Odisha. Failure on bidder's part to furnish the deliverables as per the agreed timeline will enforce a penalty @ 1% per week subject to maximum of 10% of the total contract value. The amount will be deducted from the subsequent payment. In addition, the PBG amount shall also be forfeited. The decision of the authority placing the contract, whether the delay in development has taken place on account of reasons attributed to the bidder shall be final.

3.25 Confidentiality & Code of Conduct

The agency and its staff shall maintain decorum within hospital premises. No exploitation or overcharging of attendants shall be allowed.

SECTION - 4 Technical Proposal Submission Forms

TECH -1

COVERING LETTER

(ON BIDDER'S LETTER HEAD)

[Location, Date]

To

Chief District Medical & Public Health Officer

District Headquarter Hospital, Keonjhar,

Odisha – 758001Keonjhar,

Email: keonjharcdmo@gmail.com

Subject: selection of agency to supply diet for attendants of in-patient at district headquarter hospital (DHH)and other peripheral healthcare institutions of Keonjhar district, under CDM&PHO

Dear Madam/Sir,

I, the undersigned, offer to provide the services for the proposed project in respect to your Request for Proposal No. _____, Dated: _____. I hereby submit the proposal which includes this technical proposal sealed under a separate envelope. I confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

All the information and statements made in this technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. If negotiations are held during the period of validity of the proposal, I undertake to negotiate based on the proposal submitted by us. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations.

I have examined all the information as provided in your Request for Proposal (RFP) and offer to undertake the service described in accordance with the conditions and requirements of the selection process. I agree to bear all costs incurred by us in connection with the preparation and submission of this proposal and to bear any further pre-contract costs. In case any provisions of this RFP/ ToR including of our technical proposal is found to be deviated, then your department shall have rights to reject our proposal including forfeiture of the Earnest Money Deposit absolutely. I confirm that I have the authority to submit the proposal and to clarify any details on its behalf.

I understand you are not bound to accept any proposal you receive.

Yours faithfully,

Authorized Signatory with Date and Seal:

Name and Designation: _____

Address of Bidder: _

TECH -2

Bidder's Organization (General Details)

Sl. No.	Description	Full Details
1	Name of the Bidder / Vendor	
2	Address for communication: Tel: Fax: Email Id:	
3	Name of the authorized person signing & submitting the bid on behalf of the Bidder: Mobile No.: Email id:	
4	Registration / Incorporation Details Registration No: Date & Year. :	
5	Local office in Odisha If yes, please furnish contact details	Yes / No
6	Bid Processing Fee Details Amount: DD / No.: Date: Name of the Bank:	
7	EMD Details Amount: TDR/FD/Postal Deposit No.: Date: Name of the Bank:	
8	PAN Number	

9	Goods and Services Tax Identification Number (GSTIN)	
10	ISO/ISI number	
11	Willing to carry out projects as per the scope of work of the RFP	YES
12	Willing to accept all the terms and conditions as specified in the RFP	YES

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

Name and Designation with Date and Seal: _____

TECH - 3

(to be furnished in the technical proposal)

AVERAGE ANNUAL TURN OVER STATEMENT

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

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 Rs.
1	2022-23	
2	2023-24	
3	2024-25	
Average Annual Turnover in Rs.		

*Provisional audited statement shall not be considered.

Date:

Signature of Chartered Accountant

Place:

(Name in Capital)

Seal

Membership No.:

UDIN:

Note:

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

[NB: No Scanned Signature will be entertained]

TECH - 4

FORMAT FOR POWER OF ATTORNEY

(Notarized copy on Rs. 100 Non-Judicial Stamp Paper)

I, _____, the____(Designation) of (Name of the Organization) in witness whereof certify that **<Name of person>**is authorized to execute the attorney on behalf of **<Name of Organization>**, **<Designation of the person>**of the company acting for and on behalf of the company under the authority conferred by the **<Notification/ Authority order no.>**Dated **<date of reference>**has signed this Power of attorney at **<place>** on this day of

<day><month>, <year>.

The signatures of **<Name of person>**in whose favour authority is being made under the attorney given below are hereby certified.

Name of the Authorized Representative:

(Signature of the Authorized Representative with Date)

CERTIFIED:

Signature, Name & Designation of person executing attorney: _____

Address of the Bidder: _____

TECH - 5

(BIDDER'S PAST EXPERIENCE DETAILS)

Table - (List of <Nos> completed/ongoing project only of similar nature during last 5 years)

(to be furnished in the technical proposal)

**PAST EXPERIENCE IN Management of COMPUTERIZED REGISTRATION
COUNTER SERVICES AT GOVERNMENT HEALTH FACILITIES**

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

Sl .	Name /of the contractin g authority for which diet services is provided	Date of award of Assignme nt	Date of completio n of assignme nt	Value of the Assignme nt	Category of diet (Patient/Offic e/ or any other	Agreemen t Copy/ work order & Completio n certificate enclosed (Yes / No)	Page no (s) in your bid where the copies of the relevan t work order / contrac t is (are) placed
1							
2							
3							
4							
5							
6							

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

Name and Title of Signatory: _____

(Organization Seal)

TECH - 6

Format for Affidavit certifying that Entity / Promoter(s) /Director(s)/Partners of Entity are not blacklisted

(On a Rs. 100/- Stamp Paper of relevant value)

Affidavit

I, representing M/s. (the name of the agency with address of the registered office) hereby certifies and confirm that 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 GoO or blacklisted by any State Government or Central Government / Department / Organization in India from participating in Tenders as on the _____ (Date of Signing of this proposal). I certify that our organization have not committed any offence under the Prevention of Corruption Act, 1988 or the Indian Penal Code or any other law for time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of public procurement contract.

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

Dated thisDay of, 2026

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

Name and Title of Signatory: _____

TECH -7

DESCRIPTION OF APPROACH, METHODOLOGY AND WORKPLAN TO UNDERTAKE THE ASSIGNMENT

[Technical approach, methodology and work plan are key components of the Technical Proposal. In this Section, bidder should explain his understanding of the scope and objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. Further, he should highlight the problems being addressed and their importance and explain the technical approach to be adopted to address them. It is suggested to present the required information divided into following four sections]

Understanding of Scope, Objectives and Completeness of response

Please explain your understanding of the scope and objectives of the assignment based on the scope of work, the technical approach, and the proposed methodology adopted for implementation of the tasks and activities to deliver the expected output(s), and the degree of detail of such output. ***Please do not repeat/copy the ToR here.***

Description of Approach and Methodology:

Review existing and proposed framework information matrix

Highlight any challenges anticipated in delivering the expected outputs

Approaches to overcome the challenges and meet the requirements of the assignment.

Review Stakeholders Engagement/involvement

Establishing system for Implementation Effectiveness

Monitoring & Evaluation mechanism of programs and interventions for better outcomes

Check Validity and Reliability of results/outcome

Dissemination of results to Policy Makers and other audiences Any other issues mentioned in the ToR

Methodology to be adopted:

Explaining of the proposed methodologies to be adopted highlighting of the compatibility of the same with the proposed approach.

Staffing and Management Plan:

The bidder should propose and justify the structure and composition of the team and should enlist the main activities under the assignment in respect of the Key Professionals responsible for it. Further, it is necessary to enlist the activities under the proposed assignment with sub- activities.

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

Name and Designation with Date and Seal: _____


Chief District Medical & Public Health Officer
Keonjhar

SECTION- 5 BID SUBMISSION CHECKLIST

ANNEXURE-I

Sl. No	Description	Submitted (Yes/No)	Page No.
TECHNICAL PROPOSAL (ORIGINAL + 1 COPY)			
1	Filled in Bid Submission Check List in Original (Annexure-I)		
2	Covering letter (TECH - 1) on bidder's letterhead requesting to participate in the selection process.		
3	Bid Processing Fee as applicable		
4	Copy of Certificate of Incorporation/ Registration		
5	Copy of PAN		
6	Copy of Goods and Services Tax Identification Number (GSTIN) (If applicable)		
7	Copies of Financial Statements for the last three financial years FY (i.e., 2022-23, 2023-24 & 2024-25)		
8	General Details of the Bidder (TECH – 2)		
9	Financial Details of the bidder (TECH – 3) along with all the supportive documents as applicable duly signed and certified as per the instruction.		
10	Power of Attorney (TECH – 4) in favor of the person signing the bid on behalf of the bidder.		
11	List of completed assignments of similar nature (Past Experience Details, TECH – 5) along with copies of contracts/work orders/completion certificate from previous Clients.		
12	Self-Declaration on Conflict of Interest		
13	Description of approach, methodology and workplan to undertake the assignment (Tech – 7)		

14	Declaration of submitting as independent agency (No Consortium/ JVs/ associations/ sub-contracting)		
15	Declaration for not having been blacklisted by any Central / State Government / Any other autonomous bodies/ International & National Organization in the recent past on the Letterhead of the agency. (Tech – 6)		
16	All the pages of the proposal and enclosures/attachments are signed by the authorized representative of		

Undertaking:

All the information has been submitted as per the prescribed format and procedure.

Each part has been separately bound with no loose sheets and each page of all the two parts are page numbered along with Index Page.

All pages of the proposal have been sealed and signed by the authorized representative.

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____


 Chief District Medical & Public Health Officer
 Keonjhar

ANNEXURE-II

PERFORMANCE BANK GUARANTEE FORMAT

To,

The Chief District Medical & Public Health Officer

District Headquarter Hospital, Keonjhar,

Odisha – 758001Keonjhar,

Email: keonjharcdmo@gmail.com

WHEREAS (Name and address of the

Consultant) (hereinafter called “the Consultant”) has undertaken, in pursuance of RFP no..... dated to undertake the service (description of services) (herein after called “the contract”). AND WHEREAS it has been stipulated by (Name of the Client) in the said contract that the Consultant shall furnish you with a bank guarantee by a nationalized/scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the Consultant, up to a total of

(amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the consultant to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the consultant before presenting us with the demand. We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which

may be made between you and the consultant shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This performance bank guarantee shall be valid until the day of, Our branch at (Name & Address of the Bank) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our branch a written claim or demand and received by us at our branch on or before Dt otherwise, bank shall be discharged of all liabilities under this guarantee thereafter.

(Signature of the authorized officer of the Bank)

Name and designation of the officer

Seal, name & address of the Bank & Branch


Chief District Medical & Public Health Officer
Keonjhar