RFP No: 2527 Date: 01-07-2026

REQUEST FOR PROPOSAL (RFP)

FOR

Selection of Agency/SHG Federation for Supply, Packaging, Transportation and Distribution of Nutritional Support Kits to Tuberculosis (TB) Patients under Ni-Kshay Mitra Programme in Keonjhar District

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

Table of Contents

Contents

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/SHG Federation for Supply, Packaging, Transportation and Distribution of Nutritional Support Kits to Tuberculosis (TB) Patients under Ni-Kshay Mitra Programme in Keonjhar District". 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 obtained dependent 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)	**01.07.2026**
4	Proposal Due Date	**07.07.2026**
5	Deadline for Submission of Pre-Proposal Query by e-mail @ dmfkeonjharhealth@gmail.com	**09.07.2026**
6	Issue of Pre-proposal Clarifications at district NIC portal	**11.07.2026**
7	Date of opening of Technical Proposal	**23.07.2026**
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.

RFP No: 2527 **Date:** 01.07.2026

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/SHG Federation for Supply, Packaging, Transportation and Distribution of Nutritional Support Kits to Tuberculosis (TB) Patients under Ni-Kshay Mitra Programme in Keonjhar District

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/SHG Federation for Supply, Packaging, Transportation and Distribution of Nutritional Support Kits to Tuberculosis (TB) Patients under Ni-Kshay Mitra Programme in Keonjhar District"***. 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 22.07.2026 till 5.00 PM and the date of opening of the technical proposal is 23.07.2026 **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.

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.

01.7.26

Chief District Medical & Public Health Officer,
Keonjhar

SECTION - 2 Terms & Conditions and Instruction to Bidders

2.1Scope 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.

2.2Eligibility 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.

Sl. No	Basic Requirement	Specific Requirement	Documents Required
1	Legal Entity	Bidder/vendor should be an organization registered under any of the following: a. Companies Act 2013, b. Societies' Registration Act 1860, c. Indian Trust Act 1882, d. Indian Partnership Act 1932, e. Limited Liability Partnership Act 2008, f. A sole proprietorship or sole trader registered under GST act 2017. g. SHG/Federation Certificate	Copy of Certificate of incorporation/ Registration Certificate/ Partnership Deed/ Certificate of registration u/s 12A along with PAN Card, Acknowledgement for PAN Card along with declaration will also be considered.
2	Operation	The Agency should have been in operation for the past Three (03) years as on31.01.2026 and filed ITRs for the last three FYs (i.e., 2022-23, 2023-24 & 2024-25)	Last three financial years Audited Financial Statements duly sealed & signed by a Chartered Accountant in practice along with ITR for the said periods

3	Financial Capacity	The Agency should have an average annual turnover should be of Rs. 50.00 (Rupees Fifty Lakh) in the FY (i.e., 2022-23, 2023-24 & 2024-25)	Financial Details of the bidder (TECH- 3) along with copies of last three FY's Audited Financial Statement duly signed by a Chartered Accountant in practice **Exemption may be given as per Odisha state norms:** No. MSME-IPE-MISC-0060-2019 / 566 /MSME, Bhubaneswar, dated 24.01.2024
4	Consortium	No Consortium/JVs/associations/ sub-contracting shall be allowed under this project	Declaration of submitting as independent agency from the Authorized Signatory on the Letterhead of the agency
5	Blacklisting	TheAgencyshouldnothavebeenblacklistedbyanyCentral/StateGovernment Ministry in India or Public Sector Under takings or any Government agencies	Undertaking by the Authorized Signatory on the Letterhead of the agency
6	Experience	The Bidder should have experience in supply of Nutritional Food, Diet/Cooked Meal / Dry ration / Food Basket or Similar Food Items under Govt. department.	Copies of Work Orders/Sanction Orders/ MOUs/ Engagement Letters/ Completion Certificates or equivalent documentary evidence should be provided as proof of exposure
7	Authorized Representative	A Power of Attorney in the name of the person signing the proposal.	Original Notarized Copy of the Power of Attorney onRs.100Non-Judicial Stamp Paper. In the case of a Proprietorship Firm where the Proprietor himself/herself is signing the proposal and related documents, submission of a Power of Attorney shall not be mandatory. Instead, the Proprietor shall submit a self-declaration on the firm's letterhead confirming that he/she is the sole proprietor of the firm and is duly authorized to sign and bind the firm in all matters relating to the bid.
8	Cost of Tender Paper	The Agency should furnish a bid processing fee of **Rs.10,000/- (Rupees Ten Thousand Only)**,in the form of Demand Draft in favour of "**Executive Officer, Municipality Kendujhar,** payable at "Keonjhar"	Original Instrument "To avail this exemption, the bidder must submit a valid Udyam Registration Certificate (or valid NSIC certificate) along with the technical bid. The certificate must be valid on the closing date of the tender."
9	Earnest Money Deposit (EMD)	The agency should furnish EMD of **Rs.5,00,000/- (Rupees Five Lakh Only)** in the shape of DD/ FD/Postal deposit duly pledged in favour of "Executive Officer, Municipality	Exemption may be provided to MSME or Startups subject to furnishing the relevant documents. "To avail this exemption, the bidder must

		Kendujhar", from any nationalized scheduled bank/Post office.	submit a valid Udyam Registration Certificate (or valid NSIC certificate) along with the technical bid. The certificate must be valid on the closing date of the tender."
10	FSSAI license.	FSSAI License/Registration: The bidder shall possess a valid FSSAI License/Registration. Submit a copy thereof along with the technical proposal. The license/registration shall remain valid throughout the contract period and be renewed, if required, at the bidder's own cost.	Submit a copy thereof along with the technical proposal. The license/registration shall remain valid throughout the contract period and be renewed, if required, at the bidder's own cost.

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 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, Packaging, Transportation and Distribution of Nutritional Support Kits to Tuberculosis (TB) Patients under Ni-Kshay Mitra Programme in Keonjhar District".

➢ Cover-B - Technical Proposal for "Supply, Packaging, Transportation and Distribution of Nutritional Support Kits to Tuberculosis (TB) Patients under Ni-Kshay Mitra Programme in Keonjhar District

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

➢**Supply, Packaging, Transportation and Distribution of Nutritional Support Kits to Tuberculosis (TB) Patients under Ni-Kshay Mitra Programme in Keonjhar District**

➢ 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 0/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 letter head requesting to participate in the selection process.
ii) Copy of Certificate of Incorporation/Registration
iii) Copy of PAN(Acknowledgement along with under taking in case of Non availability)
iv) Average Annual Turnover certificate duly certified by a Chartered accountant in the required format (Tech – 3) with supported by audited profit/loss statement.
v) General Details of the Bidder(TECH–2)
vi) Power of Attorney (TECH–4) in favor of the person signing the bid on behalf of the bidder.
vii) List of completed assignments of similar nature (PastExperienceDetails,TECH–5)along with copies of contracts/work orders/completion certificate from previous Clients.
viii) Non-blacklisting certificate(TECH- 6)
ix) Duly filled in Technical Proposal Forms
x) FSSAI License/Registration
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 with any of the above requirements will be out rightly 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.

2.13Pre -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.comas 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 **within 7 working days**. Request for alternation / change in existing terms and conditions of the RFP will not be considered / entertained.

2.14Evaluation 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:

Sl. No.	Criteria for Selection of GPLF	Marks Allocation
1	**CIF Fund Transaction and Repayment**	**10 Marks**
	(a) PAR (30–60 days)	5 Marks
	(b) PAR below 30 days	10 Marks
2	**GPLF/Subhadra Shakti/Mission Shakti having own building**	**20 Marks**
	(a) Single building	10 Marks
	(b) More than two buildings	20 Marks
3	**Work experience/involvement in supplying and management of cooked/dry food during last one year**	**10 Marks**
	(a) Cooked food	5 Marks
	(b) Cooked and dry food	10 Marks
4	**Involvement in different projects by GPLF**	**10 Marks**
	(a) 0–2 projects	5 Marks
	(b) More than 2 projects	10 Marks
5	**Total number of SHG and bank linkage**	**10 Marks**
	(a) 70%	3 Marks
	(b) 80%	5 Marks
	(c) 90%	10 Marks
6	**Convergence with line departments**	**10 Marks**
	(a) One department	5 Marks
	(b) More than one department	10 Marks
7	**Awards received by GPLF**	**10 Marks**
	(a) One award	5 Marks
	(b) Two awards and more	10 Marks

8	**Financial Turnover (Audit Report/Internal/Statutory) of last financial year**	**10 Marks**
	(a) Internal Audit	5 Marks
	(b) Statutory Audit	10 Marks
9	**GPLF Documentation**	**10 Marks**
	(a) AAP Preparation	2 Marks
	(b) GPL Minutes	2 Marks
	(c) Cash Book	2 Marks
	(d) Loan Register	2 Marks
	(e) DCB Register	2 Marks
	Total	**100 Marks**

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

Within10days of notifying the acceptance of a proposal forward 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 Yearly** 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 or 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 avail ability of proposed professionals etc.

2.19 Disclosure:

Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do some 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 there commended 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 black list 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 thereof 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 fulfill 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.

1. Background

Tuberculosis (TB) remains one of the major public health challenges in India. Under the National TB Elimination Programme (NTEP), nutritional support to TB patients is considered essential for improving immunity, treatment adherence and recovery outcomes.

Keonjhar district has a significant number of TB patients undergoing treatment across various blocks and urban areas. To strengthen nutritional support under the Ni-Kshay Mitra initiative, the District Mineral Foundation (DMF), Keonjhar intends to provide monthly nutritional food baskets to consented TB patients through a structured distribution mechanism involving Self Help Group (SHG) Federations under Mission Shakti.

The intervention aims to reduce nutritional deficiency among TB patients, improve treatment completion rates and support faster recovery.

2. Objective of the Assignment

The primary objectives of the assignment are:

- To provide monthly nutritional food baskets to TB patients undergoing treatment in Keonjhar district.
- To ensure timely procurement, packaging, branding, transportation and distribution of nutritional support kits.
- To establish a transparent and accountable distribution mechanism up to Sub-Centre level.
- To support the District Health Authority in implementation of Ni-Kshay Mitra activities.
- To improve nutritional intake and treatment adherence among TB patients.

3. Scope of Work

The selected agency/SHG Federation shall undertake the following activities:

3.1 Procurement of Food Items

The agency shall procure quality food items of standard brands or equivalent quality from authorized vendors/suppliers.

The nutritional basket shall include the following items:

Sl. No.	Food Group	Minimum Specification
1	Cereals & Millets	Good quality rice/wheat/millet products fit for human consumption
2	Pulses	Unadulterated pulses of standard food grade quality
3	Vegetable Cooking Oil	Refined edible oil in sealed packaging
4	Milk Powder / Milk / Groundnut	Nutritious food supplement of reputed brand or equivalent
5	Eggs	Fresh table eggs fit for consumption

3.2 Monthly Nutritional Basket Requirement

- **Adult TB Patient**

Sl. No.	Item	Monthly Quantity
1	Cereals & Millets	3 Kg
2	Pulses	1.5 Kg
3	Vegetable Cooking Oil	250 ml
4	Milk Powder/Milk/Groundnut	1 Kg / Equivalent
5	Eggs	30 Nos

- **Child TB Patient**

Sl. No.	Item	Monthly Quantity
1	Cereals & Millets	2 Kg
2	Pulses	1 Kg
3	Vegetable Cooking Oil	150 ml
4	Milk Powder/Milk/Groundnut	750 gm / Equivalent
5	Eggs	30 Nos

4. Detailed Responsibilities of the Agency

The selected agency shall:

- Conduct market survey and procurement planning.
- Procure food materials from approved vendors.
- Ensure food quality, hygiene and shelf-life standards.
- Pack all food items into individual monthly food baskets/bags patient-wise.
- Provide durable carry bags/cartons with DMF branding.
- Label each packet with patient identification details wherever required.
- Maintain adequate storage arrangements before dispatch.
- Transport food baskets to designated Block Level Federation (BLF)/Sub-Centre locations.
- Coordinate with CDM & PHO office, Block authorities, CHOs, ASHAs and STS personnel.
- Distribute food baskets at designated Sub-Centres preferably on 7th and 21st of every month.
- Maintain beneficiary acknowledgement records and distribution registers.
- Prevent pilferage, duplication and malpractice during distribution.
- Submit monthly bills, delivery challans and progress reports.
- Ensure uninterrupted monthly supply during the contract period.

5. Packaging and Branding Requirements

The agency shall ensure:

- Food items are packed in clean, sealed and hygienic condition.
- Each packet/bag contains all prescribed nutritional items.
- Bags shall carry DMF Keonjhar branding/logo.
- Packaging shall be moisture resistant and suitable for transportation.
- Eggs shall be packed safely to avoid damage during transit.
- Expiry date and batch details shall be clearly visible wherever applicable.

6. Distribution Mechanism

The distribution process shall be as follows:

1. CDM & PHO shall provide the approved beneficiary list.
2. Agency shall prepare food baskets patient-wise.
3. Food baskets shall be transported to Block level/Sub-Centre locations.
4. Distribution shall be conducted in presence of:
    - Community Health Officer (CHO)
    - ASHA
    - Senior Treatment Supervisor (STS)
    - Block officials wherever required
5. Beneficiary acknowledgement shall be collected after distribution.
6. Separate distribution records shall be maintained for audit and verification.

7. Deliverables

Sl. No.	Deliverable	Timeline
1	Procurement of approved food items	Monthly
2	Packaging and branding of food baskets	Monthly
3	Transportation to designated locations	Monthly
4	Distribution to TB patients	Monthly
5	Submission of delivery challans and distribution records	Within 3 days of distribution
6	Submission of bills and monthly progress reports	Within 10 working days every month
7	Rectification of deficiencies pointed out by authority	Within 3 days

8. Estimated Coverage

The project is expected to cover approximately 2,000 TB patients annually across Keonjhar district. However, the actual number may vary depending on the active patient database provided by the Health Department.

Payment shall be made based on actual distribution.

- **Estimated Budget for Nutritional Support to TB Patients under Ni-Kshay Mitra Programme, Keonjhar**

A. Tentative Estimated Cost of Monthly Nutritional Basket per TB Patient

Sl. No.	Item	Qty for Adult	Qty for Child
1	Cereals & Millets	3 Kg	2 Kg
2	Pulses	1.5 Kg	1 Kg
3	Vegetable Cooking Oil	250 ml	150 ml
4	Milk Powder/Milk/Groundnut	1 Kg / Equivalent	750 gm / Equivalent
5	Eggs	30 Nos	30 Nos
	Total Estimated Cost		

Average Tentative Estimated Cost per Patient per Month: Rs. 794/-

Note: Rates of consumable ration items shall be considered as per the prevailing market rates published/monitored by the Department of Consumer Affairs and Food Supplies & Consumer Welfare Department, Government of Odisha.

B. Estimated Logistics, Packaging and Distribution Cost per Month

Sl. No.	Particulars	Rate
1	Packaging Bags	Rs. 10 per bag
2	Branding and Printing	Rs. 5 per bag
3	Transportation Charges	Lump Sum
4	Packing, Storage and Distribution up to Block Level	Rs. 20 per patient
5	Service Charges at District Level	Rs. 12 per patient
6	Distribution Cost from Block to Sub-Centre	Rs. 9 per patient
7	Block Level Service Charges	Rs. 5 per patient
	Total Monthly Logistics & Distribution Cost	

9. Contract Period

The engagement shall be for a period of Three (03) years from the signing of contract.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.

10. Payment Terms

- Payment shall be released on monthly basis against actual quantity distributed.
- Bills must be supported with:
  - Delivery challans
  - Distribution records

- Beneficiary acknowledgement
- Certification from concerned health officials

- No advance payment shall be made.
- Statutory deductions as applicable shall be deducted from bills.

11. Performance Standards

The agency shall ensure:

- Timely monthly distribution without interruption.
- Maintenance of food quality and nutritional standards.
- No expired or damaged food items are supplied.
- Proper hygiene during handling and packaging.
- Accurate beneficiary tracking and reporting.
- Zero tolerance towards malpractice or diversion of supplies.

12. Monitoring and Supervision

A District Monitoring Committee headed by CDM & PHO, Keonjhar shall monitor the implementation of the project.

The committee may inspect:

- Food quality
- Packaging standards
- Distribution process
- Transportation arrangements
- Beneficiary records
- Storage facilities

The agency shall fully cooperate during inspections and audits.

13. Penalty Clause

Penalty may be imposed for:

- Delay in supply/distribution
- Poor quality food items
- Incomplete nutritional baskets
- Fake or manipulated records
- Non-compliance with instructions
- Short supply or damaged materials

Repeated violations may lead to termination of contract and blacklisting.

14. Confidentiality and Compliance

The selected agency shall maintain confidentiality of patient information and comply with all instructions issued by DMF Keonjhar and Health Department authorities from time to time.

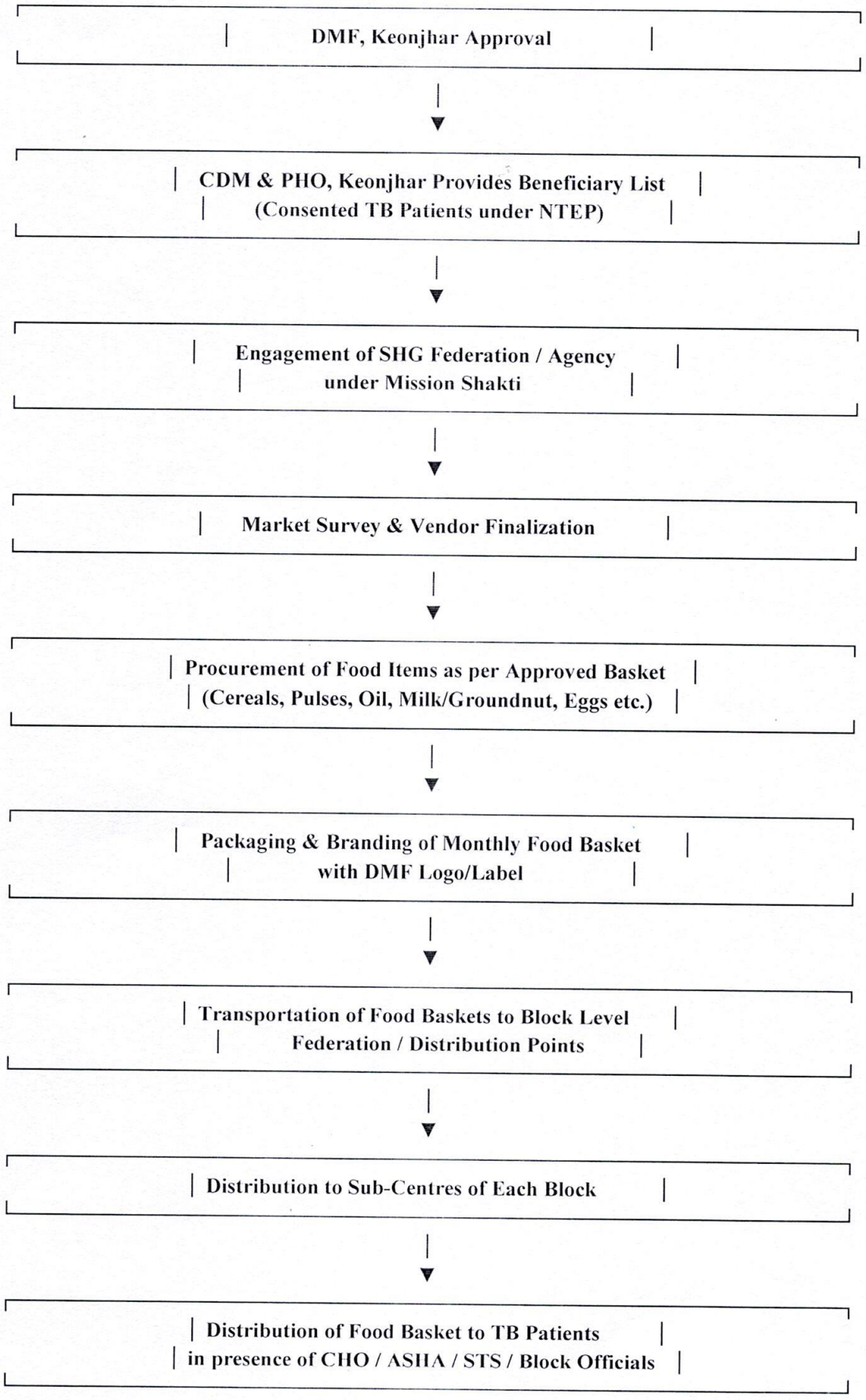
15. Termination Clause

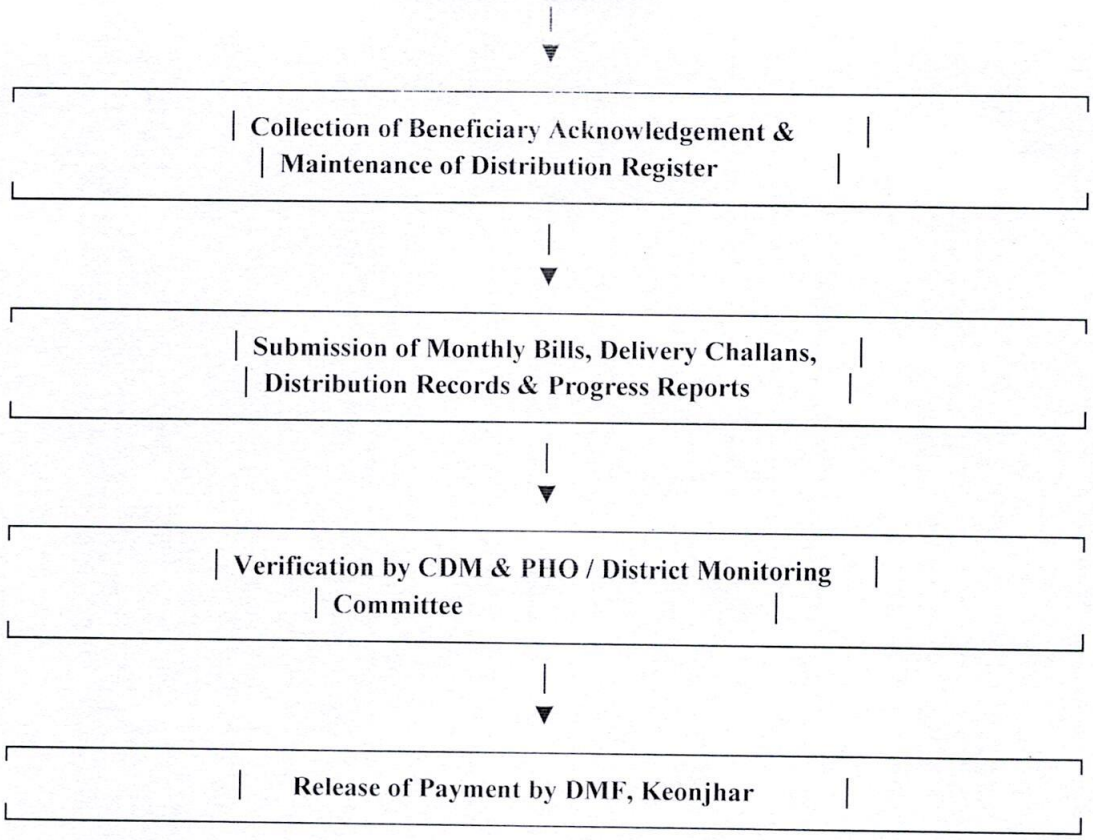
The contract may be terminated by the authority in case of:

- Unsatisfactory performance
- Breach of terms and conditions
- Misappropriation or malpractice
- Repeated delays
- Submission of false information

IMPLEMENTATION FLOW CHART

Nutritional Support to TB Patients under Ni-Kshay Mitra




Collection of Beneficiary Acknowledgement & Maintenance of Distribution Register
Submission of Monthly Bills, Delivery Challans, Distribution Records & Progress Reports
Verification by CDM & PHO / District Monitoring Committee
Release of Payment by DMF, Keonjhar

SECTION - 4Technical 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/SHG Federation for Supply, Packaging, Transportation and Distribution of Nutritional Support Kits to Tuberculosis (TB) Patients under Ni-Kshay Mitra Programme in Keonjhar District

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 high lighting** 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: _____

(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 contracting authority for which diet services is provided	**Date of award of** Assignment	Date of completion of assignment	Value of the Assignment	Category of diet (Patient/Office/ or any other	Agreement Copy / work order /Govt. order / Proceeding copy / Circular	**Page no (s) in your bid where the copies of the relevant work order / contract is (are) placed**
1							
2							
3							
4							
5							
6							

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

Name and Title of Signatory: _____

(Organization Seal)

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 this .....Day of ....., 2026

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

Name and Title of Signatory: _____

TECH -7

DESCRIPTIONOFAPPROACH,METHODOLOGYANDWORKPLANTOUNDERTAKE THEASSIGNMENT

[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 frame work 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&Evaluationmechanismofprogramsandinterventionsforbetteroutcomes

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:_____

SECTION -5 BID SUBMISSION CHECKLIST

ANNEXURE-I

Sl. No	Description	Submitted (Yes/No)	Page No.
TECHNICALPROPOSAL(ORIGINAL+1 COPY)			
1	Filled in Bid Submission Check List in Original(Annexure-I)		
2	Covering letter (TECH - 1)on bidder's letter head 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	Copies of Financial Statements for the last three financial years FY(i.e.,2022-23, 2023-24 & 2024-25)		
7	General Details of the Bidder(TECH–2)		
8	Financial Details of the bidder (TECH – 3) along with all the supportive documents as applicable duly signed and certified as per the instruction.		
9	Power of Attorney (TECH–4) in favor of the person signing the bid on behalf of the bidder.		
10	List of completed assignment of similar nature (Past Experience Details, TECH–5) along with copies of contracts / work orders/completion certificate from previous Clients.		
11	Self-Declaration on Conflict of Interest		
12	Description of approach, methodology and work plan to undertake the assignment (Tech – 7)		
13	Declaration of submitting as independent agency (No Consortium/ JVs/ associations/ sub-contracting)		
14	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)		
15	Allthepagesoftheproposalandenclosures/attachmentsaresignedbytheauthorizedrepresentativeof		

	Organization in the recent past on the Letterhead of the agency. (Tech – 6)		
16	Allthepagesoftheproposalandenclosures/attachmentsaresignedbytheauthorizedrepresentativeof		

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: _____

ANNEXURE-II

PERFORMANCEBANKGUARANTEEFORMAT

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