

AMA GAURAV AMA COLLEGE PARICHALANA SANGATHAN (AGACPS), A1 Block, 5th Floor, Toshali Bhawan, Satya Nagar, Bhubaneswar– 751007 Email: agacps.hed@gmail.com | Phone: 0674 – 2917610

REQUEST FOR PROPOSAL (RFP)

Invitation for Bids

Quotation is hereby invited from registered firms/outsourcing Service Providing Agencies (SPA) for the deployment of outsourcing employees at Ama Gaurav Ama College Parichalana Sangathan (AGACPS) for a period of one year.

Interested agencies must submit their proposals, along with supporting documents to the AGACPS office by **dtd. 13-07-2026** (5:00 PM) via registered post/speed post/courier.

The prescribed RFP document is available on the Higher Education Department website: **www.dhe.odisha.gov.in** (link: <https://dhe.odisha.gov.in>).

Sd/- CEO, AGACPS

RFP Schedule

Sl. No	Particulars	Details
1	Name of the RFP Inviting Authority	CEO, Ama Gaurav Ama College Parichalana Sangathan (AGACPS)
2	Method of Selection	Least Cost Selection Method
3	Date of Advertisement	23-06-2026
4	Last Date for Submission of Proposal	13-07-2026
5	Date of Opening of Technical Proposal	14-07-2026
6	Date of Opening of Financial Proposal	25-07-2026
7	RFP Processing Fee (Non-Refundable)	Rs. 5, 000
8	Earnest Money Deposit (EMD) (Refundable)	Rs.2,25,000
9	Contact Numbers	0674 – 2917610
10	Address for Submission & Opening of Proposals	A1 Block, 5th Floor, Toshali Bhawan, Satya Nagar, Bhubaneswar - 751007
11	Duration of Service	One year from the issuance of the Work Order, extendable based on performance

In case of any schedule change of date due to any unforeseen event the date shall be shifted to the next working day and the same will be communicated only on the website of the Higher Education Department, Government of Odisha.

Scope of Work & Required Manpower

AGACPS seeks to engage Service Providing Agency for the deployment of personnels in various roles. The manpower requirements are as follows:

Sl. No	Category	No. of Positions	Monthly Remuneration
1	Office Manager	1	Rs.45,000/-
2	Office Assistant	5	Rs.30,000/-
3	Project Coordinator & MIS Documenter	3	Rs.30,000/-
4	Social Media & IEC Coordinator	1	Rs.24,000/-
5	Content Writer (Odia & English)	2	Rs.23,000/-
6	Designer	1	Rs.20,000/-

Eligibility Criteria

To qualify, bidders must meet the following criteria:

1. **Legal Registration:** The bidder must be a registered entity under relevant Indian laws (Companies Act 2013, Partnership Act 1932, Trusts Act 1882, Societies Registration Act 1860, Limited Liability Partnership Act 2008, etc.).
 2. **Experience:** Minimum of 5 years of experience in providing outsourcing services to Central/State Government/PSUs w.e.f dt. 01-04-2020 to dt. 31-12-2025.
 - The bidder must have at least three years of business (w.e.f dt. 01-01-2022 to dt. 28-02-2026) in providing similar type of services to at least 03 State Government organizations/Offices.
 3. **Financial Stability:** The bidder should have a bank account in a scheduled bank (Government Empaneled) in Odisha.
 4. **Compliance:** Must be registered with Income Tax, GST, Labour Laws, EPFO, and ESI.
 5. **Clean Record:** The bidder should not have been blacklisted or involved in any judicial proceeding.
 6. **Tender Fees & EMD:** Submission of required fees and EMD is mandatory.
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Submission of Bids

- Bids must be submitted in two separate sealed envelopes:
1. **Technical Bid (Part-I):** Includes eligibility documents, bid security declaration, Annexure – I, II, III and required certifications.
 2. **Financial Bid (Part-II):** Includes the financial proposal as per the specified format (Annexure - IV).

Both envelopes should be placed in a larger sealed envelope marked "**Proposal for Manpower Deployment at AGACPS**" with complete contact details of the bidder.

- All the pages of Bid submitted must be signed and sequentially numbered by the Bidder irrespective of the nature of content of documents.
- Individual signing the bids or other documents connected with the tender must specify whether he signs as a sole proprietor of the concern or constituted attorney of the sole proprietor of the firms/outsourcing agency duly authorized (proof to be attached).
- No request for withdrawal or modification will be entertained.

Late Bids: Bids received after the specified date and time of received shall not be considered.

Evaluation Criteria

Bids will be evaluated in two stages:

1. **Technical Evaluation:** Compliance with eligibility criteria and document verification.
2. **Financial Evaluation:** Evaluation based on the **Least Cost Selection Method** (L1 bidder will be selected).

If two or more bidders quote the same price, selection will be done through a **lottery system**.

Performance Security & EMD

- The technical bid must be accompanied with an EMD of Rs.2,25,000/- (Rupees Two Lakh Twenty- Five Thousand) only as per RFP Schedule in the shape of Bank Draft drawn in favour of the CEO, “AGACPS” payable at Bhubaneswar. No interest will accrue on the Earnest money.
 - Quotation without prescribed earnest money will be rejected.
 - The earnest money deposit of the unsuccessful agencies will be refunded within one month without interest after the execution of the contract agreement with the selected agency.
 - The earnest money deposit of successful agency (awarded with contract), will be kept with the CEO, “AGACPS” till the term of the agreement and will be refunded within 30 days from the termination of the contract.
 - The successful bidder to whom contract is awarded will have to submit the performance security of Rs. 2,25,000 (i.e. 5% of the contract value i.e Rs. 45,00,000) in the form of Insurance Surety Bond, Account Payee Demand Draft, Fixed Deposit Receipt, Bank Guarantee including e-Bank Guarantee from any of the scheduled commercial banks. The performance security will be submitted within 15 days of the signed of the contract.
 - Micro & Small Enterprises / Start-ups are allowed **25% of normal performance security**.
 - EMD will be forfeited if the L1 bidder refuses to take up the work or provides incorrect information.
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Terms & Conditions

- For all intents and purposes, the Service Provider shall be the “Employer” within the meaning of different Rules & Act in respect of persons deployed. The persons deployed by the service provider shall not claim whatsoever like employer and employee relationship against the Authority under this agreement. The Service Provider shall make them known about their position in writing before deployment under the required service.
- The outsourcing employees deployed by the Service Provider should not have any adverse Police records/ criminal cases against them.
- No personnel deployed by the Agency shall be paid less remuneration than the prescribed rate of remuneration as in the RFP.
- Statutory dues at the appropriate rate as per rules etc. shall be given to each personnel by the Agency.
- The Ama Gaurav Ama College Parichalana Sangathan will make monthly payments to the Agency for the services rendered.
- The agency will submit the copy of the last challan in support of the deposit of ESI and EPF in favour of deployed personnel positively along with the monthly bill submitted for payment.
- The monthly remuneration should be paid to the personnel deployed by the agency on the 30th/31st day of the month, after receipt of the absent/ present statement without awaiting the payment from the Office of the Ama Gaurav Ama College Parichalana Sangathan, Bhubaneswar.
- Performance of the deployed personnel shall be reviewed monthly Also the performance of the agency/service provider shall be reviewed in every 6 months. On the basis of performance review, the authority shall request the service-providing agency for alternative outsourcing employees for deployment, if required.
- The Service Provider shall withdraw such outsourcing employees that are not found suitable

by this office for any reasons immediately on receipt of such request.

It shall also be obligatory on the part of the agency to deploy qualified personnel for the job (Deployment of outsourcing employees with similar type of work is preferable).

- AGACPS reserves the right to increase/decrease manpower as per operational needs.
- The authority reserves the right to withdraw or relax any of the terms and conditions mentioned in this tender notice so as to overcome any problem that may be encountered a later stage.
- The contract is non-transferable, and subcontracting is strictly prohibited.

Grounds for Rejection

Proposals may be rejected due to the following:

- Non-payment of tender processing fees or EMD.
- Submission of incomplete/inaccurate documents.
- Conditional or ambiguous financial proposals.
- Received after due date and time.
- Non-compliance with eligibility criteria.
- Any attempt to influence the evaluation process through unethical means.

The CEO, "AGACPS" reserves the right to reject any or all the quotation received without assigning any reason thereof and the agency shall not be entitled to any costs, charges, or expenses incidental to or connected with the preparation and submission of his quotation documents.

Agreement & Legal Jurisdiction

- The selected agency must sign an agreement with AGACPS within **7 days** of receiving the Letter of Intent.
- Any legal disputes shall fall under the jurisdiction of the **Civil Court of Bhubaneswar**.

Notice & Communication

All notices shall be communicated via the contact details provided in the bidder's application. Bidders must ensure accurate and up-to-date contact information.

For further details, visit **www.dheodisha.gov.in** or contact the undersigned.

Sd/- CEO, AGACPS

ANNEXURE - I

AMA GAURAV AMA COLLEGE PARICHALANA SANGATHAN, A1 BLOCK 5TH FLOOR
TOSHALI BHAWAN, BHUBANESWAR

PART - I

TECHNICAL BID

1. Name of the Outsourcing Agency/ Firm
2. Detail Address of the
Registered Office &
Branch Office
Phone No. E-mail id:
i. Registered Office
ii. Branch Office
3. Details of Service provided to 03 different State Government Organizations (at least 03 years w.e.f dt. 01-01-2021 to dt. 28-02-2025)
Sl. No. / Name of the Organization / Value of Contract Period / Period of Contract
i.
ii.
iii.
4. Previous Experience (At least 5 Years w.e.f . 01-04-2020 to dt. 31-12-2025) – Details to be submitted.
5. Tender Fee.
6. EMD.
7. Copies of income tax return of last three years (FY 2022 - 23, FY 2023 - 24 & FY 2024 - 25) and attested photocopy of EPF code issued by the RPFC, Govt. of India should be attached.
8. GST registration Certificate, PAN, Registration Certificate, Labour License issued by the Competent Authority. (Photocopies of the Certificate have to be enclosed)
9. ESI Registration certificate.
(Enclose challan copies of the latest deposits)
10. Undertaking to the effect that the Agency shall deploy the required outsourcing employees in the office of Ama Gaurav Ama College Parichalana Sangathan, Bhubaneswar within 7 days of issue of LOI.
11. Duly filled Bid Security Declaration Form Attached (Yes/No)
12. Any other documents submitted.

CERTIFICATE TO BE GIVEN BY THE QUOTATIONER:

Certified that the above-mentioned particulars are correct and true to the best of my / our knowledge. In case any statement made above is found not incorrect, my / our quotation may be rejected by competent authority Ama Gaurav Ama College Parichalana Sangathan.

My/Our price is based on the basis of our full understanding about the job. It is to confirm that our offers shall be valid for the entire period of the contract from the date of opening of the qualifying bid.

I/We also authorize the CEO, Ama Gaurav Ama College Parichalana Sangathan (AGACPS) to forfeit my earnest money in case I/We fail to execute the job for whatever reason if my/our quotation is accepted.

SIGNATURE OF THE
QUOTATIONER WITH SEAL

FORMAT FOR BID DECLARATION

(On Bidder's Letter head)

To

The CEO, Ama Gaurav Ama College Parichalana Sangathan, A1

Block 5th Floor, Toshali Bhawan, Bhubaneswar

Dear Sir,

Sub: Your Tender Ref. No.

Dated

I/We. The undersigned declare that:

We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/ We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am / We are in a breach of any obligation under the bid conditions because I/We

a) Have withdrawn/modified/amended, impairs, or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or

b) Having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Date: / /2025

Authorized Signatory:

Name:

Designation:

Place:

Phone:

Email:

Signature of the Quotationer
with seal

DECLARATION

(To be given by the Quotationer)

- a) I, _____, Son/Daughter of _____
Proprietor / Partner / Director / Authorized Signatory of is/ am competent to sign this declaration and execute this tender document.
- b) I have carefully read and understood the all the terms and conditions of the tender and hereby convey my acceptance of the same.
- c) Certified that, the above-mentioned information/particulars/documents furnished along with the above application are authentic and true to the best of my/our knowledge and belief. In case any statement made above is found incorrect, my / our quotation may be rejected by the Ama Gaurav Ama College Parichalana Sangathan Authority at any stage and would lead towards prosecution under appropriate law.
- d) My/Our price is based on the basis of our full understanding about the job.
- e) It is to confirm that our offers shall be valid for 90 days from the date of opening of the qualifying bid.
- f) I/We also authorize the Ama Gaurav Ama College Parichalana Sangathan Authority to forfeit my earnest money in case I/We fail to execute the job for whatever reason, if my/our quotation is accepted.
- g) Certified that I have not been blacklisted/disqualified/debarred from any Central Govt./ State Govt./Public Sector Undertakings/ Reputed Private Organizations.
- h) I/We also undertake that no employee of Ama Gaurav Ama College Parichalana Sangathan Authority is in any way connected with or directly involved in the management or activities of our agency/firm.

SIGNATURE OF THE

QUOTATIONER WITH SEAL

N.B.: The above declaration, duly signed and sealed by the authorised signatory of the agency/ registered outsourcing firm, should be enclosed with Technical Bid.

ANNEXURE - IV

AMA GAURAV AMA COLLEGE PARICALANA SANGATHAN, A1 BLOCK 5TH FLOOR, TOSHALI
BHAWAN, BHUBANESWAR

PART- II**FINANCIAL BID**

1. Name of the Agency/ Firm/Organization:
2. PAN No.:
3. GST Registration No.:
4. Wages payable to the Service Provider for outsourcing employees per month with the following break up:

Description	Office Manager	Office Assistant and Project Coordinator & MIS Documenter	Social Media & IEC Coordinator	Content Writer (English & Odia)	Designer
Basic wages					
EPF					
ESI					
Service Charge					
Total					
GST (as applicable)					
Grand Total					

The minimum rate of service charge shall be 3.85 % (3 % profit plus transaction charge). The bidder may quote the service charge above 3.85 % with proper justification. However, the service charge should not exceed 7 % in any case.

Place:

Date:

Signature of the Quotationer
with seal