

STATE INSTITUTE FOR EMPOWERMENT OF PERSONS WITH DISABILITIES (SIEP)

(A registered society under SSEPD Department, Government of Odisha)

NCSCDA Campus, Pokhariput, Bhubaneswar, Odisha -751020

No. 469 /SIEP
SIEP-MISC-0045-2021

Dated: 17-12-2021

**Expression of Interest
for providing/managing services for PwDs/CwDs at Bhawani Mall, Bhubaneswar**

The EOI aims to select successful agency to act as Programme Implementing Agency (PIA) that will be responsible to provide/manage services as outlined at scope of work. The details of scope of work, eligibility criteria and submission of details can be downloaded from website <http://www.ssepd.gov.in> Last date and time for submission of the EOI documents by speed post/Registered post / courier/ hand in all working days up to **4:00 PM of 11.01.2022.**

This Eoi does not entail any commitment on the part of SIEP or SSEPD Deptt, Govt. of Odisha either financial or otherwise. SIEP reserves the right to accept or reject any or all without incurring any obligation to inform the affected applicant/s of the grounds. The EOI will be evaluated based on the information provided.


Yours faithfully,


Director, SSEPD Deptt. &
Executive Director, SIEP

Memo No. 470 /SIEP

Dated 17-12-2021


Copy along with soft copy forwarded to the Manager (Advertisement), I & PR Deptt., Odisha, Bhubaneswar for information and necessary action with a request to get published in 1 (one) largest circulated National English dailies and 2 (two) largest circulated local Odia dailies on the inner side with minimum space at an early date for wide circulation of Eoi notice. A complimentary copy of the New Papers containing the Eoi notice may be sent to this office for reference and records.


Joint Secretary, SSEPD Deptt.
& Secretary, SIEP

Memo No. 471 /SIEP

Dated 17-12-2021


Copy submitted to Sr. PS to Commissioner-cum-Secretary, SSEPD Deptt. & Chairman, SIEP for kind information of Commissioner-cum-Secretary, SSEPD Deptt. & Chairman, SIEP.


Joint Secretary, SSEPD Deptt.
& Secretary, SIEP

Memo No. 472 /SIEP

Dated 17-12-2021

Copy to MIS/IT cell (SSEPD Deptt.) for information & necessary arrangements for uploading of Eoi notice & document in SSEPD Deptt. website.


Joint Secretary, SSEPD Deptt.
& Secretary, SIEP

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**(A registered Society under SSEPD Deptt., Govt. of Odisha)
NCSCDA Campus, Pokhariput, Bhubaneswar, Odisha-751020**

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Sd/-
Executive Director, SIEP



EOI DOCUMENT FOR

providing/managing services for PwDs/CwDs at Bhawani Mall, Bhubaneswar

IMPORTANT INFORMATION TO THE BIDDER

Sl. No.	Item	Description
1	Availability of EOI document	SSEPD web site www.ssepd.gov.in
2	Date and time for submission of the EOI documents by speed post / Registered post / courier/ hand	In all working days up to 4:00 PM of 11.01.2022
3	Indenting Authority	Executive Director, SIEP
4	Expected date of starting of outsourcing of all intended services	Within 30 days from the date of agreement.

**EOI FOR SELECTION OF PIA TO PROVIDE/MANAGE SERVICES FOR PwDs & SENIOR CITIZEN AT BMC
BHAWANI MALL, BHUBANESWAR**

State Institute for Empowerment of PwDs (SIEP) a registered society of Social Security & Empowerment of PwDs Department (SSEPD), Government of Odisha invites Expression of Interest (EOI) from the registered and experienced agencies to provide/manage services for Persons with Disabilities (PwDs) & senior citizen at BMC Bhawani Mall, Bhubaneswar. The EOI aims to select successful agency to act as Programme Implementing Agency (PIA) that will be responsible to provide/manage services as outlined at scope of work.

1. SCOPE OF WORK AND GENERAL INSTRUCTION FOR BIDDERS

a) Scope of Work: Social Security and Empowerment of Persons with Disabilities (SSEPD) Department, Government of Odisha proposes to start following services at BMC Bhawani Mall for Persons with Disabilities (PwDs) & senior citizens:

- i. Identification & early intervention of CwDs
- ii. Geriatric care & therapeutic services to senior citizens
- iii. Hearing support with speech language therapy

SSEPD Deptt. envisages the responsibilities of implementation of above proposed programmes to SIEP, Bhubaneswar. Now SIEP aims to select a Programme Implementing Agency (PIA) to run and manage the above mentioned programmes at BMC Bhawani Mall, Bhubaneswar.

b) Programme Component:

i. Identification & early intervention of CwDs- The programme includes:

- Mobilization of Children for assessment at the centre.
- Assessment and investigation of children by medical specialists Pediatrics, PMR, ENT, Psychiatry etc. at the centre on daily or weekly basis.
- Assessment of children by rehabilitation professionals on daily basis.
- Identification of CwDs & their early intervention plan.
- Services on early interventions like Physiotherapy, Occupational Therapy, Audiology, Speech Therapy, Psychotherapy & counseling, special educations etc.
- Periodical assessment on the impact of interventions and improvements.
- Record maintenance & reporting thereof.

ii. Geriatric care & therapeutic services to senior citizens- The programme includes:

- Mobilization of senior citizens for assessment at the centre.
- Assessment of disability in senior citizens by PMR, ENT specialists on daily or weekly basis.
- Assessment by rehabilitation professionals on daily basis.
- Services like Physiotherapy, Occupational Therapy, Audiology, Speech Therapy etc. at the centre.
- Periodical assessment on the impact of interventions and improvements.
- Record maintenance & reporting thereof.

- iii. **Hearing support with speech language therapy-** The programme includes:
- Mobilization of cases of hearing & speech disability for assessment at the centre.
 - Assessment of disability by ENT specialists on daily or weekly basis.
 - Assessment by rehabilitation professionals on daily basis.
 - Services like Audiology, Speech Therapy etc. at the centre.
 - Periodical assessment on the impact of interventions and improvements.
 - Record maintenance & reporting thereof.

c) Responsibilities of PIA:

- PIA should sign MOU with Executive Director, SIEP. The MOU should be valid for one year and may be extended for another year.
- PIA should submit SOP before executing MOU.
- PIA should be responsible for mobilization of beneficiaries to the centre.
- PIA should engage medical specialists in the field of Pediatrics, PMR, ENT, Psychiatry etc., adequate rehabilitation professionals such as Physiotherapists, Occupational Therapists, Audiologists, Speech Therapists, Clinical Psychologists along with care givers, special educators and other support staffs & attendants.
- PIA should be responsible for housekeeping, upkeeping, security etc. of the premises.
- PIA should be responsible for proper & effective use and maintenance of equipment.
- PIA may charge user fees up to Rs. 500/- per month from a beneficiary. This may be reexamined by Govt. in future.
- PIA should be responsible for reception, counseling to parents, effective service delivery, satisfaction of parents & beneficiaries, discipline & cleanliness etc.
- PIA should submit monthly reports and other reports as asked by SIEP/SSEPD Deptt. or any competent authority.
- PIA should deliver the services as per SOP. Any deviation in the service must be reported to SIEP.

d) Responsibility of SIEP:

- SIEP should provide the premises i.e. BMC Bhawani Mall ready to use. All infrastructures, electrical appliances, ACs, water & sanitations fitting etc. at the premises should be provided by SIEP.
- SIEP should procure and install equipments required for therapy, assessment, testing, care-giving etc. to run the centre and implement the programmes.
- SIEP should provide required furniture, modifications if any required for running the centre and implementing the programmes.
- SIEP should provide agreed price per month to the selected PIA to run the centre and implement the programmes. PIA should submit the bills at the end of every month to Executive Director, SIEP for its scrutiny and payments.
- Any alteration, modifications etc. in the SOP and service delivery systems will be done mutually between SIEP and PIA subject to the approval of Govt.
- If service is found unsatisfactory, SIEP may cancel the MOU and debar the PIA to run the centre.

2. Eligibility Criteria:

- a) The agency should be registered Society/ Trust/ Company and must have registered with appropriate registration authority.
- b) Must have a PAN and 12AA registration under Income Tax Act and or GST and should furnish the copy of returns filed before competent authorities.
- c) Must have adequate numbers of medical specialists, rehabilitation professionals and other support staffs (refer 1(b) (iv)) in its pay roll.
- d) Must have adequate numbers of personnel to manage housekeeping, upkeeping, security etc. in its pay roll.
- e) The agency should be working in similar and allied fields with proficiency and understanding of different programmes. The agency should also have expertise and manpower in providing services.
- f) The bidder is required to furnish the audited balance sheet, Income & Expenditure Account statement of the last three financial years duly signed by a Chartered accountant.
- g) Should not have any track record of contract termination of the previous assignments or any adverse report of performance or blacklisted by any state Govt. / Central Govt. Organization.

3. Application Procedure:

- a) The interested Bidders may submit the EOI document complete in all respects and other requisite documents on or before 11.01.2022 up to 4.00 PM addressed to Chairman, SIEP, NCSCDA Campus, Pokhariput, Bhubaneswar- 751020 by registered Post/ Speed Post/ Courier/ hand. SIEP shall not held responsible for any postal delay.
- b) The Authority may, at its discretion extend the dateline for submission of EOI by amending the EOI documents in which case all rights and obligation rest on the authority.
- c) Late Bidders: Any bid received by the authority after the prescribed time and dateline for submission of bids will not be opened and considered. Thus the same is deemed to be rejected.

4. Evaluation of BID & award of Contract.

- a) The Evaluation Committee of SIEP will evaluate the Bid and documents submitted by the agencies. Firstly, the document/papers asked in bid will be evaluated. There after the qualified bidders will be short listed and called for presentation before the committee.
- b) Presentation by shortlisted agencies: The shortlisted agencies are required to present their case before Evaluation Committee. Basing on presentations by agencies, the Evaluation Committee will select the agency/agencies.

5. Signing of MOU:

- a) Executive Director, SIEP will sign and execute the MOU. The successful bidder/s whose bid has been accepted will sign an MOU with the concerned within 15 (fifteen) days of issue of the order and commence programmes and services within 30 (thirty) days from signing of MOU.

- b) Failure by the bidder to comply with the requirement of above mentioned clause, the offer shall be rejected and the bidder shall have no claim further.
- c) The awardee shall have to fulfill the terms & conditions as laid down in EOI.

6. Acceptance or Rejection of the Bids:

- a) Authority reserves the right to accept or reject any bid and to reject all bids at any time without assigning any reason thereof.
- b) Any bid with incomplete information is liable for rejection.

7. Bid validity period: The bid validity period is 90 days from the date of opening of the bid. Accordingly the bidder shall submit the Bid.

8. The Authority reserves the right to modify any term in the bid document at the time of execution of contract, if felt necessary.

9. Corrigendum/Addendum, if any, will be uploaded in the website of SSEPD Deptt. www.ssepd.gov.in

10. No advance payment will be made to the successful bidder.

11. SIEP/SSEPD Deptt. will regularly monitor & supervise the services provided by the selected bidder.

12. This is not a bid for any appointment or recruitment to any post.

13. All disputes relating to the contract is subject to the jurisdiction of the Court at Bhubaneswar.

14. Documents to be submitted with bid :

- i. Registration certificate under Societies Registration Act 1860/India Trust Act, 1882/Indian Companies Act/Any other appropriate Act.
- ii. PAN Card and 12A(A) registration under Income Tax Act 1961 and or GST.
- iii. Income Tax/GST return of last year.
- iv. EPF Challan/Document in proof of adequate numbers of medical specialists, rehabilitation professionals and other support staffs (refer 1(b) (iv)) in its pay roll.
- v. EPF Challan/Document in proof of adequate numbers of personnel to manage housekeeping, upkeeping, security etc. in its pay roll.
- vi. Audited Statement of accounts duly certified by CA (Balance Sheet, Income Expenditure A/c) for the last three financial years.
- vii. Annual Reports for the last three years.
- viii. Filled up Format-A along with documents duly signed and sealed by the authorized person of the bidder in and each page as a token of acceptance of all terms and conditions of the Bid.
- ix. Declaration as per format B.
- x. Detailed Work Plan & methodology along with estimated budget requirement. (please enclose Programme component wise separately)
- xi. Order/agreement/document in support of previous contract/project from Govt. Department /PSU/ Autonomous body etc. if any.
- xii. Power of attorney in case of authorized signatory.

**APPLICATION FORM
FOR PROVIDING/MANAGING SERVICES FOR PwDs & SENIOR CITIZEN AT BMC BHAWANI MALL,
BHUBANESWAR**

1. Name of Bidder Agency: _____

2. Name of Secretary/ Chairman / Director: _____

3. Full Address of Registered Office: _____

Telephone/Mobile No. : _____ Fax No.: _____ E-Mail Address : _____

4. Name & Mobile No. of Authorized Person: _____

Document Check List

Sl. No	Name of the document /papers	Status (Submitted/ not submitted)	Page no (if submitted)
1	Registration certificate under Societies Registration Act 1860/India Trust Act, 1882/Indian Companies Act/Any other appropriate Act		
2	PAN Card and 12A(A) registration under Income Tax Act 1961 and or GST		
3	Income Tax /GST return of last year		
4	EPF Challan/Document in proof of adequate numbers of medical specialists, rehabilitation professionals and other support staffs (refer 1(b) (iv)) in its pay roll		
5	EPF Challan/Document in proof of adequate numbers of personnel to manage housekeeping, upkeeping, security etc. in its pay roll		
6	Audited Statement of accounts duly certified by CA (Balance Sheet, Income Expenditure A/c) for the last three Financial year		
7	Annual Reports for the last three years		
8	Document duly signed and sealed by the authorized person of the bidder in each page as a token of acceptance of all terms and conditions of the Bid		
9	Declaration as per format B		
10	Detailed Work Plan, methodology & estimated budget		
11	Order/agreement/document in support of previous contract/project from Govt. Department /PSU/ Autonomous body etc. if any		
12	Power of attorney in case of authorized signatory		

Declaration: - We,.....(the name of agency), are agreed to work as per the terms & conditions of SIEP, Bhubaneswar.

Place:

Date:

**BIDDER'S OFFICIAL SIGNATORY
Name & Designation with Rubber Stamp/
Official Seal of the Firm**

Declaration

I, _____, Secretary/Proprietor / Director/ Authorized Signatory of the bidder, am competent to sign this declaration and execute this EOI document;

2. I have carefully read and understood all the terms and conditions of the EOI and undertake to abide by them,

3. The information / documents/papers furnished along with the above application are true and authentic to the best of my knowledge and belief. I /We, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my bid at any stage besides liabilities towards prosecution under appropriate law.

4. I also certify that our firm has not been black listed by Central / State Government / PSUs / Boards / Corporations / autonomous body under administrative control of Central or State Govt. etc.

8. This is also certified that neither myself nor my organization will be indulged in any corrupt practices so far as this bidding is concerned.

Place:

BIDDER'S OFFICIAL SIGNATORY

Date:

**Name & Designation with Rubber Stamp/
Official Seal of the agency**