



Government of Odisha
Department of Mission Shakti.
District Rural Development Agency,
Cuttack

Letter No...3.68/21

Date...8/12/2021

TENDER CALL NOTICE

Sealed tenders are invited from reputed Firms/Agencies/Organizations etc for conducting different Residential Capacity Building Training Programs under DMMU, OLM of DRDA-Cuttack for the Financial Year 2021-22. The Technically qualified Firms/Agencies/Organizations etc can only participate in the Financial Bid.

For details please visit our website in www.cuttack.nic.in

01. Last date of receipt of Sealed Bid is on 21/12/21 up to 5 P.M. in the Tender Box at OLM Office, DRDA Building, Cuttack
02. Opening of Bid is on dt. 22/12/21 At 3.00 PM.

Project Director-cum-DMC

OLM, DRDA, Cuttack



Tender Notice No-

Date-

Annexure -1

TERMS OF REFERENCE

Registered Agencies/Firms/Organisation etc. working in Cuttack District to empanel them for conducting different Residential Capacity Building Training Programs (Basically for the Women Participants) under DMMU, OLM of DRDA-Cuttack for the Financial Year 2021-22.

1. Background:

In the year 2006, Government of Odisha formed a society named 'Orissa Poverty Reduction Mission (OPRM)' to implement various poverty reduction programmes in the state, which was reconstituted and renamed as 'Odisha Livelihoods Mission (OLM)' an autonomous society under the aegis of Department of Panchayati Raj, Government of Odisha, presently implementing both National Rural Livelihoods Mission and National Rural Livelihoods Project. Odisha was the first state in the country to launch National Rural Livelihoods Mission (NRLM) in its bid to bring down rural poverty by promoting diversified and gainful self-employment to the rural poor. Poverty eradication program runs on a mission mode having focus to create sustainable livelihood opportunities for the rural poor households and nurture till they are come out of poverty and lead a quality life. This is a centrally sponsored scheme with a proportionate ratio of 60:40 between Centre & State. OLM has put in place a dedicated and sensitive support structure, to take the rural poor households out of poverty line through capacity building, financial assistance and self-reliant institutions. Odisha Livelihoods Mission commenced its functioning in year 2012. Subsequently World Bank aided TRIPTI project has been merged into OLM since the mandate of TRIPTI was very much similar. OLM has reached out to 30 districts in Odisha through both intensive approach. While in Cuttack districts all 14 blocks have been covered under Intensive implementation approach. A total 27055 SHGs are NRLM compliant across the district by October 2021.

Odisha Livelihoods Mission aims at:

- Mobilizing all the poor households into functionally effective SHGs and their federations;
 - Enhancing their access to bank credit and other financial, technical and marketing services;
 - Building their capacities and skills for gainful and sustainable livelihoods development;
- and Converging various schemes for efficient delivery of social and economic support services to poor with optimal results.

Objective:

Objective of the assignment is "to organize different capacity building residential training programmes like in-house training, orientation, workshops, Field immersions etc for the staffs as well as Community Cadres". In order to fulfil this objective, DMMU, OLM will hire the agency having credibility of conducting different residential Govt. training programmes in Cuttack district..

2.Scope of Work:

- To organize different capacity building training programmes of staffs and community cadres as per the plan and training calendar provided by DMMU, OLM.
- To coordinate with the empanelled resource persons to facilitate different sessions as per the program schedule.
- To ensure distribution of different resource materials (as provided by DMMU,OLM) to all the participants in time.
- To capture photographs during the program.
- To ensure 100 % registration of the participants
- To ensure distribution of group photograph and certificate to all participants at the end of the program

3. Terms and Conditions

- i. The agency shall conduct different capacity building residential training program as per the plan and schedule provided by DMMU,OLM.
- ii. DMMU,OLM shall provide the month wise training calendar. If any change is made, it will be informed to the concerned at least 7 days before the training program.
- iii. The agency shall provide all logistic support including accommodation for participants, training hall facility with required training and learning aids.
- iv. The agency shall display banner on training program (as prescribed by DMMU,OLM) in the entrance of the training premises and inside the training hall
- v. The agency shall distribute resource material among the participants, provided by DMMU,OLM.
- vi. The agency shall provide stationeries including pen, pad, folder pencil, sharpener, drawing sheet, flip book etc. to the participants (DMMU,OLM will provide the specification).

vii. The agency shall take attendance of participants every day and produce to DMMU, OLM for record and also for settlement of bills. The attendance sheet shall be countersigned by the representative of the agency as well as DMMU,OLM.

Viii Expenditure towards different heads shall be made as per the agreed cost norms and other financial terms and conditions.

ix. The agency shall raise bills and submit along with photographs of all the programs within seven days of completion of each program.

x . All bills and vouchers shall be prepared in the name of PD-DRDA ,OLM,DRDA,Cuttack.

xi. DMMU, OLM on verification of relevant documents and on certification of the concerned officer of DMMU, shall reimburse the amount to the agency in PFMS. No payment shall be made in advance.

xii. For day-to-day coordination with DMMU, the agency shall nominate one of its senior members. Similarly, DMMU shall assign one of its officers to liaise with the agency for all related affair.

xiii. The agency have a good rapport in the field of organisation of different similar training programmes (Govt.). (Copies should be attached)

xiv. The Agency should have a Permanent Account Number (PAN)(Copy should be attached)

xv. The Agency must have valid registration certificate including GSTIN to levies tax. (Copy should be attached with the Quotation)

4.Details of Basic Infrastructure Requirements:

A. Training Hall

- The training hall should be equipped with the following:
- sitting arrangement of 30 to 40 persons per hall. (Maximum 2-3 halls)
- Fan, light, Air Conditioner.
- LCD projector, computer and sound system.
- Display board and pin board
- White board
- Flower arrangement (If required).
- Lid Lamp.
- The training hall must be adequately aired and lighted.
- The training hall must have separate toilets for ladies and gents.
- The surrounding of the training venue should be free from noise and disturbance.
- Facility of organizing small groups discussion (separate rooms).
- Provision of sufficient training materials like drawing sheet, marker (white board + permanent), sketch pen, scissor etc.
- Provision of safe drinking water facility.
- Hand wash and hand sanitizer facility.
- The Training Centre should have a good campus and safety boundary wall.
- (Photos should be submitted in respect to all of the above criteria)

B. Accommodation

- Lodging facilities for the participants (Minimum 30-40 nos.)
- There should be Single Room / Double Room or Dormitory type.
- Toilet with bathroom facilities @ one per 10 participants.
- Guestroom facility.
- Photographs should be submitted relating to basic infrastructure of the venue of the organisation.
- (Photos should be submitted in respect to all of the above criteria's)

C. Kitchen & Food

- Kitchen inside the training premises and dining hall with a capacity to accommodate 50 persons.
- DMMU,OLM shall approve the food menu in consultation with the expert.
- Proper facilities for washing and drying of cloths and disposal of sanitary wastes.
- Provision for cleaning of rooms and toilets on everyday basis.

D. Health Hygiene & Environment

- Waste water drainage system
- First-aid facility.
- Medical Facility should be within 5 Km
- Provision of hygienically prepared food, clean and safe drinking water, etc.
- Fire protection
- The venue must be situated in Cuttack or in the proximity of 10-15 km from DMMU,OLM,DRDA,Cuttack.
- Must have proper communication facilities from Bus stand to training venue. (Within 5 kilometres from Bus stand to the training venue)
- The agency must not be blacklisted by any organization. If found later on, the agency will be terminated.
- In case of Tie up found more than one firm, then firm having higher nos. of completed similar assignments (Govt.) will be taken into consideration.
- The final selection of the Training Venue will be based on the report after physical verification of the venue by the Evaluation Committee members formed under the chairmanship of the Project Director-cum-DMC.

5. Payment Procedure:

DMMU,OLM shall reimburse the expenditure programme wise on submission of bills along with registration sheet, photographs,Money Receipt etc by the agency. On receipt of amount the agency shall submit a confirmation to DMMU, OLM. The original bills and vouchers of the programs are subject to scrutiny by DMMU, OLM and the payment will be made in P-FMS.the Agency should submit a photocopy of bank details of its.



6. Bidding Procedure:

The agency shall quote the price per person/ per day including all packages and taxes anticipating per person per day.

The package includes the following:

Sl No	Particulars	Quoted Price (Rs.) per person/per day
1	Pen, Pad & Folder(1 pen-Montex, 1 Pad 50 pages-Classmate , 1 Folder (O-CLARO)	
2	Breakfast	
3	Lunch	
4	Tea & Snacks.	
5	Dinner	
6	Lodging of Participants	
7	Traning Venue/Conference Hall	
8	Hiring of LCD Projector	
9	Hiring of Public Address System	
10	Desktop hiring charges	

N.B – If the quoted price of any organisation exceeds than the standard approved budget norm of OLM, the organisation will give consent to conduct the training programme in the negotiable price as per the OLM standard budget norm.



7- Food Menu:

Breakfast-

- 1-Morning Tea
- 2-Idle/Puri/Veg-Upma
- 3-Ghuguni/Dalma
- 4-Sweets/Gulab Jamun

Lunch-

Veg-

Rice,Dal/Dalma,Mushroom/Panner Masala,
Chips,Bhaja,Salad,Pampad & Sweets.

Non-Veg-

Rice,Dal,Chicken curry/Fish Curry,Ghanta,Bhaja
Salad,Pampad,Sweet/Ice Cream.

Tea & Snacks-

- 1-Tea(2 times)/Coffee(1 time)
- 2-Pakudi/Bara/Aluchap
- 3-Sonpampdi/makka,Mixture/Ganthia

Dinner-

Rice/Roti,Dal fry/Dalma,Mix veg/Non-veg mix,
Chips,Pampad

Any Clarification Contact

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