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Inviting Expression of Interest(EOI) for Out sourcing of Services of


Ladies Hostel of GOVT.ITI, LAXMIPUR

No. 444

Date:- 31/07/2023

Expression of interest from the interested SHGs of Block-Laxmipur, Dist-Koraput having willingness and aptitude for the activity titled "Out sourcing services of 01 no of Lady Matron Cum Cook and 01 no of Lady Watchmen cum Sweeper " for Ladies Hostel of Government ITI, Laxmipur, Dist-Koraput is invited to submit their proposal before the undersigned in the mentioned below format with in 15(Fifteen) days of this notice i.e by 14.08/2023. The members of the SHGs to be deployed for rendering services should be from the same block where they propose to take up the activity.

ENCL:- SHG selection criteria & brief activity guidelines

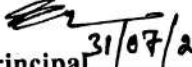

Signature of the Principal
Date:-

For details Visit:- www.itilaxmipur.co.in or contact Office of the Principal, Government ITI, Laxmipur ,At/Po- Kanimusa/Laxmipur, Dist-Koraput ,Pin-765013

NB:- The applicant SHG can get the detailed information on the activity and student strength from the Office of the Principal, Government ITI, Laxmipur.

Memo No. 445(5) /Dt. 31/07/2023

Copy Submitted to CDO cum EO, Dist-Koraput / DPC, Mission Shakti, Dist-Koraput, / District Informatics Officer, NIC, Koraput / Block Development officer, Laxmipur / BPC, Mission Shakti, Laxmipur Block for information with a request to display the expression of interest in notice board / District web portal for wide publicity.


Principal 31/07/2023
Govt.ITI, Laxmipur



Check List for Technical Evaluation

SI No.	Description	Submitted (Yes/No)	Page No.
1.	Complete filled format of EOI for taking up the activity		
2.	Covering Letter in Bidders Letter Head and General Details of the SHG		
3.	Copy of Formation / Registration Certificate of the SHG		
4.	Copy of the SHG PAN		
5.	Copy of the SHG GSTIN		
6.	Copy of the Address proof of the registered office of the SHG		
7.	List of completed / on-going services of similar nature along with copies of work order if any with self declaration of SHG		
8.	Undertaking for not having any corruption charges against the SHG.		
9.	Copy of Bank Statement of last 6 months indicating branch name & IFSC (From 01/01/2023 to till the date of submission.)		
10.	Resolution of the SHG for taking up the activity		

Principal 31/07/2023
Govt. ITI, Laxmipur

GOVERNMENT OF ODISHA

SKILL DEVELOPMENT AND TECHNICAL EDUCATION DEPARTMENT

No. SDTE-ITI-SCH-0022-2017 2152 /SDTE., Bhubaneswar, dated 21/03/23

From Smt Bandana Mishra, OSS
Under Secretary to Government

To The Director,
Technical Education & Training, Odisha, Cuttack

Sub:- Outsourcing of services of 60 lady Matron-cum-Cook & 71 lady Sweeper-cum-Watchman from WSHGs in the Hostels of Government ITIs.

Sir,

In inviting a reference to the proposal vide your endorsed file DTET-CTII-SCH-0029-2021 on the subject cited above, I am directed to say that Finance Department has concurred on the proposal for the outsourcing of services of 60 lady Matron-cum-Cook & 71 lady Sweeper-cum-Watchman from WSHGs in the Hostels of Government ITIs.

You are, therefore, requested to take necessary steps for the engagement of 60 lady Matron-cum-Cook & 71 lady Sweeper-cum-Watchman from WSHGs in the Hostels of Government ITIs.

Yours faithfully,

Under Secretary to Government

10CT-II-01/2023

DIRECTORATE OF TECHNICAL EDUCATION AND TRAINING, ODISHA, CUTTACK

Memo No 5702 (60) Dated 25-4-2023

Copy of the SD&TE Department letter No 2152/SDTE dated 21.03.2023 approving the scheme for outsourcing of services of 60 lady Matron-cum-Cook and 71 lady Sweeper-cum-Watchman from WSHGs in the lady hostels of 60 Government ITIs along with guidelines/ToRs forwarded to the Principals of all Government ITIs /Deputy Director (Administration) / Accounts Officer for information and necessary follow-up action.

DTE&T, Odisha, Cuttack




Guidelines / ToRs for outsourcing of services in Girl's Hostels of Government ITIs.

- 1) There shall be a Committee under the Chairmanship of the Principal of ITI with District Employment Officer, 04 Instructional / Office staff as members with adequate representation of women employees and one girl (hosteller) trainee as members.
- 2) The above Committee shall decide requirement of outsourcing services for hostels strictly not exceeding the approved principles i.e "maximum two lady members of SHG for the ITIs are having one lady hostel (one Matron-cum-Cook & one Sweeper-cum-Watchman) and addition of one more member (one Sweeper-cum-Watchman) for each additional lady hostels'.
- 3) The Principal shall invite proposals from the empanelled Women Self Help Group (SHG) and priority shall be given to empanelled Women Self Help Group (SHG) of the same block where the institute is located in consultation with the Mission Shakti - DRDA for outsourcing of services in Girl's Hostels of Government ITIs. The format for submission of proposals of SHGs is enclosed herewith as **Annexure I**.
- 4) The pre-qualifications for Women SHGs nominated for outsourcing of services at ITI Hostels:
 - a) Should be of impeccable past record both in terms of activity and financial management.
 - b) Should have valid SHG Registration Certificate, SHG PAN, GSTIN, active Bank Pass Book, free from any corruption charges, closure distance of the registered office of the Women SHG from ITI.
 - c) The SHGs members preferably should have past experience on outsourcing of manpower for management of lady hostels.
 - d) The SHGs should be willing and capable to take up this activity uninterrupted with own savings / bank linkage.
 - e) The SHG to have regular and systematic book keeping relating to Meeting Register and updated Pass Books.
 - f) If required, the Committee may conduct field visit to ascertain the eligibility of SHGs.
- 5) The Committee shall record details from the proposals of the SHGs in the format at **Annexure-II** for short listing purpose.
- 6) The short-listed panel of Women SHGs minimum three numbers shall be put up for approval of the competent authority of local district Mission Shakti-DRDA. The approved panel shall remain valid for 02 consecutive years.
- 7) The women SHGs in the approved list of minimum three shall be called on limited tender enquiry format (Rule 13 of FDOM No 4939/F dated 13.02.2012) by the Principal of ITI to quote the rate for complete service charges for management of lady hostel(s) through lady members of selected SHG for following services:



- a) cooking of breakfast, lunch & dinner for girl inmates;
 - b) maintain hostel accounts including mess due collection from boarders;
 - c) remain vigil on hostel stock and store properties;
 - d) maintain in & out time registers for boarders and meeting times
 - e) ensure safety and security of the boarders;
 - f) Engage boarders in extracurricular activities, yoga and instill discipline
 - g) Caring for health , hygiene & nutrition habits through service of quality food;
 - h) prevent entries of unidentified male persons & outsiders into hostel;
 - i) Cleaning of utensils, rooms, premises, toilet, bathrooms, lighting of campus.
- 8) The Committee shall evaluate the detail proposals of minimum 03 shortlisted SHGs and approve the lowest quoted SHG for placing the assignment orders which will be valid for 10-11 months excluding the month(s) when boarders do not stay.
- 9) The women SHG shall undertake the services for management of lady hostels on the principle of "maximum two lady members of SHG for the ITIs having one lady hostel and addition of one more member for each additional hostels' and shall not engage any extra members & claim extra.
- 10) The remuneration shall not exceed as prescribed in FD letter No 30722/F dated 06.11.2021 i.e Lady Matron-cum-Cook service @Rs10,900/- pm and Sweeper-cum-Watchman service @Rs10,100/- and as amended by FD from time to time.
- 11) The members of the SHG deployed on outsourcing basis at Women Hostels of ITIs shall not allow entry of any of their male spouse inside the hostel.
- 12) Payment shall be released by the Government ITI, Principal to the SHGs only against the claim bills for the month(s).
- 13) The SHGs shall submit the acknowledgment receipt of payments to the Government ITI, Principal (Receipt and Model Claim bill enclosed as **Annexure IV & V** respectively).
- 14) Dues of the SHGs shall be settled within 15 days on receipt of claims of the SHGs. Only e-payments to be done into the accounts of SHGs for outsourcing of services. In no case, bills shall be pending beyond one month.


Director
of Technical Education &
Training, Odisha, Cuttack

Office of the Principal, Government ITI.....

Inviting Expression of Interest for outsourcing of services of Lady Hostels of Government ITI.....

No: _____

Date: _____

Expression of Interest from the interested SHGs / SHG Federations of block -----/ District-----having willingness and aptitude for the activity titled outsourcing of services of Lady Hostels of Government ITI..... is invited to submit their proposal before the undersigned in the mentioned below format within 15 (fifteen) days of this notice i.e. by _____ towards outsourcing of services of Lady Hostels of Government ITI..... . The members of the SHGs to be deployed for rendering services should be from the same Block where they propose to take up the activity.

Signature of the Principal

Date:

Enclosure: SHG Selection Criteria & Brief activity guidelines

NB: The applicant SHG can get the detailed information on the activity and student strength from the concerned Government ITI, Principal of the concerned block.

Format

EoI for taking up the activity :
Outsourcing of service activities of lady hostels of Government ITI _____

1. Name of the SHG: _____
2. SHG Address: Village _____ Post Office _____
GP _____ Block _____,
District _____ PIN _____
3. Year of Formation: _____
4. Name of Government ITI where the activity will be taken up: _____
5. Whether the SHG is involved in outsourcing activity (Yes/ No)-
(Self-Declaration of the SHG shall be attached)
6. Bank and Branch Name with IFSC code: _____
7. PAN Number _____
8. GSTIN Number _____
9. Funds available in the Savings Bank Account: (Rs) _____
 - (a) Whether Loan taken (Yes/No), if yes, mention the number of times loan availed
 - (b) Mode of loan repayment (Regular/irregular):
 - (c) Meeting Register maintained (Yes/No):
 - (d) Cash Book maintained (Yes/No):
10. Contact Mobile Phone No: _____
11. Number of Lady members to be deployed on outsourcing basis in Lady Hostel:
 - (a) Lady Matron-cum-Cook: _____
 - (b) Lady Sweeper-cum-Watchman: _____
12. Distance of SHG registered Office from ITI _____ (Km)
13. Resolution of the SHG to take up the activity is enclosed (Yes / No):

Name & Signature of the Authorized Person of the SHG
Date: _____

Acknowledgement

Received the Expression of Interest from _____ SHG, Village _____, on date
_____ for the service providing activities at Government ITI, on
dated.....

Authorized Signatory

Date: _____

Annexure II													
Recommendation of Block Level Selection Committee on SHGs for outsourcing of services of Lady Hostels of Government ITI.....													
Name of the SHG	Name of Block	Name of GP	Name of Village	Date of formation	Bank Name	Branch Name	Bank Account Number	Amount of savings in Rs.	Weather Loan taken (Yes/No)	Mode of loan repayment (Regular/irregular)	Maintaining meeting Register (Yes/No)	Cash Book maintained (Yes/No)	Number of personnel to be deployed on outsourcing
1	2	3	4	5	6	7	8	9	10	11	12	13	14
													15
													16

Model Financial proposal of the SHG

No. _____

Date: _____

In continuation of our Expression of Interest submitted vide letter No _____ / dated and detail proposal submitted vide letter No _____ dated _____, we are submitting herewith the financial proposal for consideration

Sl No	Deliverables	Nos	Rate/PM	Amount/PM
1	Lady Matron-cum-Cook			
2	Lady Sweeper-cum-Watchman			
3	Service Charges			
4	Any other Charges			
	Total			

Authorized SHG Signatory

Date _____

Annexure-V

Bill on Outsourcing of Services

PAN & GSTIN Numbers

No. _____

Date. _____

- 1) Name of the SHG:
- 2) Address along with contact number:
- 3) Order No: Date:
- 4) Statement of services provided

Sl No	Deliverables	Month	Nos	Rate/PM	Amount/PM
1	Lady Matron-cum-Cook				
2	Lady Sweeper-cum-Watchman				
3	Service Charges				
4	Any other Charges				
	Total				

5) SHG Bank details:

- i. Saving Bank Account Number:
- ii. Bank Name:
- iii. Branch Name:
- iv. IFS Code:

Signature of SHG

Name:

Date:

Note: Original copy along with delivery receipts to be submitted at the office of the Principal on proper receipt and duplicate copy along with delivery receipts to be retained for future reference.

Acknowledgement

Received the Bill bearing no _____ dated. _____, amounting to Rs _____ on outsourcing of services at Lady Hostel of ITI, _____ for the month of _____ from _____ SHG on dated _____.

Name of the Principal, Government ITI...

Sl. No.	Districts	Name of the Institute	Total Trainee's strength	30% of trainee's strength proposed to be girls	Girl Trainees on roll	Number of Girl's Hostels available	Available Bed Capacity of Girls' Hostel	Occupancy status	Posts available and requirement of outsourcing services of Lady Matron-cum-Cook & Sweeper-cum-Watchman with financial requirement per year as per FD Ir No 30722/F dated 06.11.2021			
									Posts available for outsourcing	Lady Matron-cum-Cook (Nos to be outsourced @Rs10,900 /- PM)	Lady Sweeper-cum-Watchman (Nos to be outsourced @Rs10,100 /- PM)	Financial requirement (TRs / PM)
1	Angul	ITI, Talcher	1044	313	123	1	100	28	0	1	1	21000
2	Balasore	ITI, Balasore	1276	383	193	2	32 + 120	80	0	1	2	31100
3	Bargarh	ITI, Bargarh	432	130	120	1	30	40	0	1	1	21000
4	Bargarh	ITI, Bheden	160	48	52	1	100	15	0	1	1	21000
5	Bhadrak	ITI Bhandaripokhari	112	34	29	0			0	1	1	21000
6	Bolangir	GITI, Bolangir	300	90	60	1	60	80	0	1	1	21000
7	Bolangir	ITI Kantabanji	112	34	37	0			0	1	1	21000
8	Bolangir	ITI, Bolangir	700	210	109	1	120	30	0	1	1	21000
9	Boudh	ITI, Boudh	428	128	153	1	30	67(GP)	0	1	1	21000
10	Cuttack	ITI, Cuttack	2308	692	211	1	40	70	0	1	1	21000
11	Cuttack	MITI, Cuttack	608	182	132	1	50	28	0	1	1	21000
12	Deogarh	ITI, Barkote,	228	68	39	1	120	15	0	1	1	21000
13	Dhenkanal	ITI Parjang	152	46	45	0			0	1	1	21000
14	Dhenkanal	ITI, Dhenkanal	588	176	123	1	30	25	0	1	1	21000
15	Gajapati	ITI, Mohana,	208	62	38	1	100	17	0	1	1	21000
16	Gajapati	ITI, Gumma	168	50	52	1	100	12	0	1	1	21000
17	Gajapati	ITI, Rayagada,	100	30	13	1	100	0	0	1	1	21000
18	Ganjam	ITI, Berhampur	3028	908	754	3	170+120	210	0	1	3	41200
19	Ganjam	ITI, Chhatrapur	784	235	55	1	120	10	0	1	1	21000
20	Ganjam	ITI, Hinjilicut	1240	372	149	1	30	40	0	1	1	21000
21	Ganjam	ITI, Purushottampur	936	281	122	1	120	37	0	1	1	21000
22	Ganjam	ITI, Seragarh	200	60	28	1	120	12	0	1	1	21000
23	Jagatsinghpur	ITI Paradeep	104	31	20	0			0	1	1	21000
24	Jajpur	ITI, Jajpur	248	74	44	1	100	18	0	1	1	21000
25	Jharsuguda	ITI, Jharsuguda	288	86	73	0	0	0	0	1	1	21000
26	Kalahandi	ITI, Bhawanipatna	760	228	155	1	60	53	0	1	1	21000

27	Kandhamal	ITI Daringibadi	112	34	56	0			0	1	1	21000
28	Kandhamal	ITI Kotagarh	120	36	63	0			0	1	1	21000
29	Kandhamal	ITI, Phulbani	680	204	127	1	200	40	0	1	1	21000
30	Kendrapara	SIPT, Pattamundai	520	156	105	0	0	0	0	1	1	21000
31	Keonjhar	ITI, Anandpur	488	146	85	1	30	40	0	1	1	21000
32	Keonjhar	ITI, Barbil	1072	322	257	2	30 + 100	52	0	1	2	31100
33	Khordha	ITI, Bhubaneswar	996	299	283	2	30 + 120	50	0	1	2	31100
34	Khordha	Spl ITI, Jatni	376	113	44	1	100	23	0	1	1	21000
35	Koraput	GITI, Ambaguda	1132	340	279	1	120	42	0	1	1	21000
36	Koraput	ITI Nandapur	128	38	39	0			0	1	1	21000
37	Koraput	ITI, Kotapad	200	60	68	1	100)	0	0	1	1	21000
38	Koraput	ITI, Laxmipur	288	86	66	1	100	0	0	1	1	21000
39	Koraput	ITI, Potangi	208	62	46	1	100	0	0	1	1	21000
40	Malkangiri	ITI, Malkangiri	412	124	50	3	30 + 120 + 1	45	0	1	3	41200
41	Malkangiri	ITI, Mathili,	148	44	33	1	30	0	0	1	1	21000
42	Mayurbhanj	PCITI, Baripada	468	140	148	2	30 + 120	55	0	1	2	31100
43	Mayurbhanj	ITI, Takatpur	1152	346	163	1	50	55	0	1	1	21000
44	Nawarangpu	ITI, Chandahandi	248	74	79	1	100	27	0	1	1	21000
45	Nawarangpu	ITI, Raigarh	248	74	68	1	100	23	0	1	1	21000
46	Nawarangpu	ITI, Umakote	352	106	56	1	60	21	0	1	1	21000
47	Nayagarh	ITI, Nayagarh	292	88	79	1	100	15	0	1	1	21000
48	Nuapada	ITI, Khariar Rd	460	138	65	1	60	60	0	1	1	21000
49	Nuapada	ITI, Khariar,	168	50	35	1	100	5	0	1	1	21000
50	Puri	BP ITI Krushnaprasad	104	31	51	1	100		0	1	1	21000
51	Puri	ITI, Puri	604	181	100	0	0	0	0	1	1	21000
52	Rayagada	ITI, Gajabahal,	228	68	23	1	120	12	0	1	1	21000
53	Rayagada	ITI, Rayagada,	464	139	69	1	100	26	0	1	1	21000
54	Sambalpur	ITI, Hirakud	1560	468	236	2	60 + 120	75	0	1	2	31100
55	Sambalpur	ITI, Rasanpur,	228	68	41	1	120	0	0	1	1	21000
56	Sonepur	ITI Biramaharajpur	120	36	63	0			0	1	1	21000
57	Sonepur	ITI, Sonepur	760	228	201	1	60	60	0	1	1	21000
58	Sundargarh	ITI Koira	240	72	64	0			0	1	1	21000
59	Sundargarh	ITI Kutra	104	31	43	1	100		0	1	1	21000
60	Sundargarh	ITI, Rourkela	1996	599	385	3	80 + 120	80	0	1	3	41200
	Total	60 Govt. ITIs	33,616	10085	6499	59	5,002	1,693	0	60	71	13,71,100 / PM Or Say Rs 1,64,53,200 / Year