

**ORMAS**

**Odisha Rural Development & Marketing Society**

Panchayati Raj & Drinking water Department, Govt. of Odisha

SIRD campus, Unit: VIII,  
Bhubaneswar-751 012, Odisha, Ind  
Tel: 0674-2565870/71  
Fax: 0674-2565872  
e-mail: ormashq@gmail.com  
URL: www.ormas.org

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**QUOTATION CALL NOTICE**

Sealed Quotations are invited from the reputed Agencies /Institutions to empanel them for conducting capacity building programs of ORMAS Staff / Partners in Bhubaneswar. The quotationer should quote their lowest possible price including GST. The quotation should be submitted at this office at SIRD Campus, Unit-8, Bhubaneswar - 751012 within 7 days from the date of issue of this notice during office hours. The details Terms of Reference is herewith placed at Annexure-1.

The quoted price should be valid for a period of 12 (twelve) months from the date of issue of the order. The authority reserves the right to accept or reject any or all offers without assigning any reason thereof.

  
30/06/18  
Executive Director

## Annexure -1

### TERMS OF REFERENCE

#### Hiring of Agencies / institutions for Conducting Capacity Building Programmes in Bhubaneswar , Odisha

##### **1. Background**

ORMAS is an autonomous professional body under the aegis of Panchayati Raj Department, Government of Odisha. ORMAS was constituted under the Societies Registration, Act of 1860, in the year 1991, engaged in Livelihood promotion, Marketing of Rural Products, Skill Development & Placement and MahilaKishanSashaktikaranPariyojana (MKSP) and operating in 30 districts of Odisha. Ever since inception, ORMAS (Odisha Rural Development and Marketing Society) is the first and only organization of its type, under the Panchayati Raj Department, Government of Odisha, facilitating sustainable livelihoods for rural producers, under different poverty alleviation programs. In the process, providing training, capacity building, value addition, adopting key activity approach and adopting clusters, thus bringing economic hope and promise to rural Odisha and India.

In order to accomplish the vast capacity building requirements of different cadres, training will continue at multiple locations. Hence, ORMAS is looking for identifying and empanelling agencies to conduct training at different venues in Bhubaneswar . The training institute should be situated in Bhubaneswar or periphery of the capital within 20 kilometers from ORMAS , Bhubaneswar

##### **Objective:**

Objective of the assignment is "to organize different capacity building programmes like in-house training, orientation, field immersions, workshops, conference, seminar etc. for the staff as well as PIA members". In order to fulfil this objective ORMAS will hire agencies having credibility of conducting trainings in Bhubaneswar, Odisha.

##### **2. Scope of Work**

- To organize different capacity building activities as per the plan and training calendar provided by ORMAS.
- 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 ORMAS) to all the participants in time.
- To capture photographs during the program.
- 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 program as per the plan and schedule provided by ORMAS.
- ii. ORMAS shall provide the month wise training calendar on quarterly basis. If any change is made, it will be informed to the concerned at least 15 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 ORMAS) in the entrance of the training premises and inside the training hall
- v. The agency shall distribute resource material among the participants, provided by ORMAS.
- vi. The agency shall provide stationeries including pen, pad, folder pencil, sharpener, drawing sheet, flip book etc. to the participants (ORMAS will provide the specification).
- vii. The agency shall take attendance of participants everyday and produce to ORMAS for record and also for settlement of accounts. The attendance sheet shall be countersigned by the representative of the agency as well as ORMAS.
- 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 ORMAS..
- xi. ORMAS on verification of relevant documents and on certification of the concerned officer of ORMAS, shall reimburse the amount to the agency. No payment shall be made in advance.
- xii. For day to day coordination with ORMAS, the agency shall nominate one of its senior members.
- xiii. Similarly, ORMAS shall assign one of its officers to liaise with the agency for all related affairs.

### 4. Details of Basic Infrastructure Requirements

#### A. Training Hall

- The training hall should be equipped with the following:
  - sitting arrangement of 35 to 40 persons
  - 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/ lounge/garden)
- Provision of sufficient training materials like drawing sheet, marker (white board + permanent), sketch pen, scissor etc.
- Provision of safe drinking water facility

#### **B. Accommodation**

- Lodging facilities for the participants (35-40 no.)
- There should be Single Room / Double Room.
- Toilet with bathroom facilities @ one per 10 participants
- Guestroom facility

#### **C. Kitchen & Food**

- Kitchen inside the training premises and dining hall with a capacity to accommodate 35-40 persons.
- ORMAS 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

#### **5.0 Key Eligibility**

- The venue must be situated in Bhubaneswar or in the proximity of 20 km from ORMAS.
- Must have proper communication facilities from Bus stand or Railway station to training venue. (within 20 kilometers from Bus stand/Railway station to training venue)
- The firm must submit the Registration Certificate.
- The agency must submit GST Registration certificate.
- 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 assignment will be taken into consideration.

#### **6. Payment Procedure.**

ORMAS shall reimburse the expenditure program wise on submission of bills by the agency. On receipt of amount the agency shall submit a Money Receipt to ORMAS. The original bills and vouchers of the programs are subject to scrutiny by ORMAS.

## 7. Bidding Procedure:

- The agency shall quote the price per person/ per day including all packages anticipating 30 persons per day .

The package includes the following:

Sl. No.	Particulars
1	Pen, pad & cloth folder
2	Breakfast
	Lunch
	Dinner
	Tea & snacks
3	Lodging
4	Training venue
5	Contingency(Banner, Photographs etc)
6	Accommodations
7	Hiring of LCD
8	Hiring of Public Address System
9	Training materials
10	Transportation for local field visit

## 8. Food Menu:

Residential Programme:

- Morning Tea (Room)
- Break fast
- Morning Tea (Training)
- Lunch
- Evening Tea & Snacks
- Dinner

Menu Chart: Lunch

- Rice
- Dal
- Curry
- Khata
- Chips
- Paneer/Mushroom for veg
- Chicken/Fish for non veg
- Sweet/Ice cream

Menu chart : Dinner

- Rice
- Roti
- Dal
- Curry
- Mix bhajji
- Chips
- Egg curry