



**ODISHA LIVELIHOOD MISSION  
DISTRICT RURAL DEVELOPMENT AGENCY,  
GANJAM, CHATRAPUR**

L. No. 5527 / OLM

Dated the 18/06/19 /

**EXPRESSION OF INTEREST**

Expression of Interest is invited from the reputed Training Institutes / different Organisations to conduct various in house trainings under OLM to be conducted by DMMU, Ganjam, Chatrapur. Interested Institutions / Organisation may apply the same in the prescribed application format so as to reach the same in the Office of the Undersigned on or before 27/6/2019. The application format along with terms and conditions are available in the OLM Cell of DRDA, Ganjam and can be collected during Office Hour from 19/6/2019 to 26/6/2019 or can be down loaded from the web site Ganjam.nic.in

*SL*

**Project Director  
DRDA, Ganjam**

Memo No 5528

Dated the 18/06/19

Copy along with copy of format and terms and conditions forwarded to D.I.O., NIC, for information and necessary action. He is requested to webhost the same in ganjam.nic.in portal on 19/6/2019

*SL*

**Project Director  
DRDA, Ganjam**

Dated the 5529

28-18/06/19

Copy forwarded to the Editors, "The Samaj" / The "Prameya" and the "Dharitri" for information and necessary action. They are requested to publish the same on their next Print in the middle page of their respective News Papers (in Berhampur Edition) within the space size of 5 cm X 5 cm and submit the credit bill to the Undersigned for payment.

*SL*

**Project Director  
DRDA, Ganjam**

**SELECTION OF AGENCIES FOR CONDUCT OF RESIDENTIAL TRAINING  
UNDER O.L.M.**

**PART - I (REGARDING ORGANISATION / TRAINING VENUE)**

1	Name Of The Organisation .....	
2	Address .....	
3	Land Mark Address for Training Venue.....	
4	Name of the Contact person.....	
5	Mobile No. & email ID of the organisation.....	
6	Distance from Berhampur Rly.Station & Bus-Stand.....	
7	Distance from Chatrapur Rly.Station & Bus-Stand	
8	Any Other relevent thing regarding organisation .....	
9	Training Venue / Organisation Ambience.....	
9.i	Training Experience i.e. G.O & N.G.O.n (i.e. Number of trainings already conducted during last three years	
10	Documents to be submitted .....	
10.i	Registration Certificate	
10.ii	GST Registration	
10.iii	I.T. Clearance	
10.iv	GST Clearance	
10.v	Pan Card	
10.vi	Food License	
10.vii	Photographs of Training Institute/Class Room /Dining Hall/Kitchen/Comp.Lab etc)	

Place :  
DATE :

**SIGNATURE OF THE APPLICANT**  
MOB. NO..... Email ID.....

*Subul*

## PART -II (TRAINING INFRASTRUCTURE)

1	Number of Training Hall Available	
2	Seating Capacity of Training Hall	
3	Seating Arrangement of Training Hall	
4	Number of Teaching Aid Available (i.e. No. of LCD Projector/White Board/Public Address System etc)	
5	Number of Toilets (Both for Male & Female)	
6	Back up facility for electricity	
7	Drinking Water ( Availability of R.O./Water purifier/filter etc)	
8	Number of Computer Lab	
9	Number computers available	
10	No. of Resource Persons for computer training	
11	Availability of Bus /Canter/Mini Bus for transportation /exposure visist of stake holders	
12	No. of fire extinguisher kept reserve for training hall and hostel	

Place :

DATE :

SIGNATURE OF THE APPLICANT

MOB. NO..... Email ID.....



**PART -III (AVAILABILITY OF ACCOMMODATION FACILITY)**

1	Whether Accommodation facility for stake holders are available or not	
2	Whether separate accommodation facilities for Gents & Ladies are available or not	
3	If yes how far it is from the training venue	
4	How many rooms for accommodation are available	
5	Capacity of accommodation / No. of beds in a room	
6	Whether there is attached toilets or common toilets	
7	How many AC rooms are available with number of accommodation	
8	Availability of Dining Hall are there or not	
9	Availability of Back up facility for electricity failure	
10	Is there separate campus for Gents & Ladies	
11	Whether any Security Guard is deployed for Ladies Hostel or not	

Place :

DATE :

SIGNATURE OF THE APPLICANT

MOB. NO..... Email ID.....

*Subul*

## **TERMS AND CONDITIONS**

1. The training institute / organisation should be a registered one.
2. The training institute / organisation should preferably be located in Chatrapur / Berhampur /Gopalpur town or its nearby locality.
3. The Training Institute / Organisation will be visited by the Selection Committee (constituted for the above purpose) and will be selected on the basis of recommendation / observation made by the Selection Committee to the Collector, Ganjam.
4. The decision of Collector, Ganjam is final and binding in selection / rejection of any Training Institute / Organisation.
5. The selected Institute / Organisation is required to enter into an agreement to be signed between P.D. DRDA as 1<sup>st</sup> Party and the Proprietor / Head of the Institute / Organisation as 2<sup>nd</sup> Party mentioning there in all the terms and conditions laid down in the advertisement.
6. Initially the period of agreement will stand valid for the period of one year from the date of agreement. However, the same can be renewed for subsequent years upto 3 years taking into consideration the performance of the institute / organisation is found satisfactory by the Selection Committee.
7. The Undersigned reserves the right to cancel the order of Selection if subsequently it is noticed that the Training Institute / organisation does not fulfil or fails to fulfil the terms and conditions and other criteria laid down in the application form.
8. The Training Institute's ambience, accommodation facility, availability of various infrastructures (such as kitchen, dining hall, toilets, class room, seating arrangement, accommodation facility, back up for electricity failure, maintaining cleanliness, ) availability logistics etc., and over and above commutation facility will be taken into consideration while selecting or rejecting the training institute / organisation.
9. The Training Institute / Organisation should agree to conduct various trainings as per Cost Norm prescribed by SMMU, OLM.



10. No advance will be paid during conduct of any Training. The Training Institutions / Organisation are required to submit the bills along with required documents soon after training is over and the bills will be settled within 15 days from the date of submission of bills.
11. The Training Institute / Organisation is duty bound to maintain the quality of food, to keep cleanliness, to provide logistics etc as per cost norm prescribed by SMMU.
12. DMMU, Ganjam reserves the right to allot the trainings to any selected Institute / Organisation as per the requirement and taking into consideration the suitability of the stakeholders. No Institute / Organisation can demand to allot the batches in their favour to conduct training
13. Once schedule of training is allotted, the Institute / Organisation cannot deny to conduct the training on the plea that the venue has already been reserved by some other organisation.
14. The DMMU reserves the right to include or exclude any terms and conditions in future if it is deemed fit

  
**Project Director**  
**DRDA, Ganjam**