



Odisha Livelihoods Mission

Department of Mission Shakti, Government of Odisha
SIRD & PR Campus, Unit-VIII, Bhubaneswar-751012, Odisha
Tel: (0674) 2560166/2560126, E-mail: smmu.olm@gmail.com



No.316

Date: 06.03.2026

TENDER CALL NOTICE

Tender for Hiring of Agency For Providing Residential Training Centre For Conducting Capacity Building Training Under OLM.

Odisha Livelihoods Mission, Department of Mission Shakti, Govt. of Odisha invites sealed proposals from eligible bidders to carry out “**Tender for Hiring of Agency For Providing Residential Training Centre For Conducting Capacity Building Training Under OLM.**”. Bidders fulfilling the prescribed eligibility criteria of the tender can access and download the complete tender Document and other details from missionshakti.odisha.gov.in

The tentative key timeline is given below:

Sl. No.	List of Key Events	Critical Dates
1	Date of Issue of RFP	08.03.2026
2	Last Date for Submission of Bid	31.03.2026, 3.30 PM
3	Date of Opening of Technical Bid	31.03.2026, 4.00 PM
4	Date of Opening of Financial Bid	Will informed to the qualified bidders

The proposal complete in all respects must reach the undersigned by **Speed Post/ Registered Post** only latest by **31.03.2026, 3.30 PM** in a sealed envelope clearly mentioning on the top of it “**TENDER FOR- Tender for Hiring of Agency For Providing Residential Training Centre for Conducting Capacity Building Training Under OLM.**”. The bids received beyond the last date and time will be rejected. In case of any Addendum/ Clarification/ Corrigendum/ Extension regarding this tender, the same will be published in the above-mentioned official websites only. The authority reserves the right to reject any/ all proposals without assigning any reason thereof.

Contact Person: Shri Rabi Prasad Mishra, Dy CEO (Admin & Procurement), OLM
Contact No:9937462008

-Sd-

**State Mission Director-cum-CEO
Odisha Livelihoods Mission**

Memo No: 317 Date:06.03.2026

Copy to Additional Secretary, Department of Mission Shakti, for kind information of Commissioner cum Secretary, Department of Mission Shakti. Further, it is requested to publish the advertisement in the website of Department of Mission Shakti for wide publicity.

-Sd-

**State Mission Director-cum-CEO
Odisha Livelihoods Mission**

**Odisha Livelihoods Mission
Government of Odisha
Department of Mission Shakti**

**TENDER FOR
“HIRING OF AGENCY FOR PROVIDING
RESIDENTIAL TRAINING CENTRE FOR
CONDUCTING CAPACITY BUILDING TRAINING
UNDER OLM”**

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Section – I
Bidder’s Data Sheet

Sl. No	Information	Details
1	Tender Issuing Authority	State Mission Director, Odisha Livelihoods Mission, Department of Mission Shakti
2	Purpose of Tender	Tender for Hiring of Agency For Providing Residential Training Centre For Conducting Capacity Building Training Under OLM.
3	Tender Issue Date	08.03.2026
4	Availability of Tender documents	The Tender is available and downloadable on (https://missionshakti.odisha.gov.in/). All Subsequent changes to the Bidding document shall be published on the above-mentioned website.
5	Non-Refundable Tender Cost	Non-refundable Tender Paper Fee: Non-refundable Rs. 1000/- Demand Draft issued by an Indian Nationalized / Scheduled Bank and drawn in favor of Odisha Livelihoods Mission NRLM EFMAS payable at Bhubaneswar valid for 180 days from the date of submission of bid
6	Earnest Money Deposit	E.M.D: Rs. 30,000.00 (Thirty Thousand Only) in form of Demand Draft issued by an Indian Nationalized / Scheduled Bank and drawn in favor of Odisha Livelihoods Mission NRLM EFMAS payable at Bhubaneswar valid for 180 days from the date of submission of bid
7	Last Date of receiving of Pre bid queries	16.03.2026,3.30 PM
8	Reply of pre bid queries	18.03.2026,5.30 PM
9	Last date for receipt of proposals (Through Speed Post /Registered Post / Courier)	till 31.03.2026,03:30 PM
10	Date, time, and venue of opening of Technical Proposals received in response to the Tender notice	31.03.2026, 04:00 PM Conference Hall, Odisha Livelihoods Mission
11	Date, time, and venue of opening of Finance Proposals	Will intimate to the qualified bidders
12	Submission of Bid	State Mission Director, Odisha Livelihoods Mission, SIRD & PR Campus, Unit-VIII, Bhubaneswar-751012
13	Language	Proposals should be submitted in English only.
14	Bid validity	Proposals must remain valid up to 180 days from the last date of submission of the Bid.
15	Contact Person	Shri Rabi Prasad Mishra, Dy CEO (Admin & Procurement), Contract No 993746208, Email Id:procure.olm@gmail.com

-Sd-
State Mission Director, OLM

Section – II

Objective and Scope of Assignment

A. Introduction: -

Odisha Livelihoods Mission (OLM) is a registered society working under the Dept. of Mission Shakti, Govt. of Odisha for enhancing the socio-economic condition of the rural poor through promotion of sustainable livelihoods. The project's aim is to enhance social and economic empowerment of the rural poor of Odisha through development of self-sustained, community managed institutions. This will be achieved by strengthening community-based organizations like SHGs and their federation for promotion of rural livelihoods.

OLM would take multipronged strategies to achieve its objective. There are various components and activities which will contribute accomplishing the targets. Thousands of Community Support Staff (CSS) have been engaged under Gram Panchayat Level Federations to provide necessary handholding and capacity building support to various community level institutions. Success of the project depends primarily on the quality of the institutions it will create and their sustainability in the long run. Hence, it is obvious that for strengthening such institutions, it requires lots of capacity inputs from OLM. It is equally important to enhance the knowledge and skill base of the human resources i.e. both staff as well as the CSS to give a strategic dimension to the programme.

In order to accomplish the vast capacity building requirements of Staff, different CSS and members from Community Institutions, OLM is looking for identifying and hiring agencies to conduct training. The training institute should be situated in Bhubaneswar or periphery of the capital within 20 kilometres from OLM Campus, Bhubaneswar.

B. Objectives:

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 community members under Odisha Livelihoods Mission". In order to fulfill this objective OLM will hire agencies having credibility of conducting trainings in the state of Odisha.

C. Scope of Work: -

- I. Organize and conduct capacity-building programmes strictly as per the training plan, schedule, and calendar provided by OLM.
- II. Coordinate with empaneled resource persons/ to facilitate sessions as per the approved programme schedule.
- III. Provide complete logistical support including participant accommodation, training hall, and required training/learning aids including stationery and training-related materials to participants as per specifications provided by OLM.
- IV. Display OLM-prescribed banners at the entrance of the training premises and inside the training hall. Capture photographs during the programme and ensure distribution of group photographs and certificates/documents to participants at programme completion.

- V. Maintain daily attendance records of participants and submit the same to OLM, duly countersigned by authorized representatives. Submit programme-wise invoices along with required photographs and documents within the stipulated timeline.
- VI. Nominate a senior official of the agency for day-to-day coordination with OLM.

D. Locations: The training institute should be situated in Bhubaneswar or periphery of the capital within 20 kilometres from OLM Campus, Bhubaneswar.

E. Cost Components (Indicative Package):

The package shall include:

1. Pen, pad, and cloth folder
2. Breakfast, lunch, dinner, tea & snacks
3. Lodging
4. Training venue (LCD projector, public address system, computer etc)
5. Contingency (banner, photographs, markers, stationery, etc.)
6. Resource persons' accommodation
7. Training materials

F. Coordination and Review:

- Odisha Livelihoods Mission (OLM) shall provide necessary support to the agency to carry out the assignment. The review of the work will be done by OLM at regular interval. Initially the contract shall be for one year and may be extended on the basis of the performance.
- Odisha Livelihoods Mission (OLM) shall designate one coordinating officer to liaise with and provide necessary support to the agency to carry out the assignment.
- A review committee shall be constituted to review the performance of the agency. This committee shall be responsible for effective guidance and support to the agency. The committee shall review the performance of the agency by referring to the achievement against the training plan, evaluation/ feedback form of participants, training reports, feedback from district where the training venue is located and being physically present during the training programme. The committee will include the following members:
 - Addl. CEO, Programme Support
 - Addl. CEO, Finance
 - Addl. CEO, Operation
 - Dy..CEO- Admn and Procurement
 - Representative from IBCB Cell

Section – III

Bidding terms and Qualification Criteria

A. Terms and Conditions:

- I. The agency shall quote a price per person per day, inclusive of all components, based on 35 participants per day for 100 days only.
- II. OLM shall provide the month-wise training calendar on a quarterly basis. Any changes will be communicated at least 7 days in advance.
- III. All expenditures under various heads shall strictly adhere to the approved cost norms and agreed financial terms.
- IV. Training/resource materials supplied by OLM shall be distributed to participants by the agency without alteration.
- V. Attendance sheets submitted by the agency shall form a mandatory basis for account settlement and reimbursement.
- VI. The agency must submit invoices along with programme photographs (number as specified by OLM) within seven (7) days of programme completion.
- VII. All bills, vouchers, and invoices must be prepared in the name of Odisha Livelihoods Mission.
- VIII. Payments shall be made only after verification of documents and certification by the competent OLM officer. No advance payment shall be made under any circumstances.
- IX. OLM shall nominate an authorized officer to liaise with the agency for smooth coordination and implementation.
- X. Non-compliance with agreed terms, schedules, or documentation requirements may result in withholding or rejection of payments.

B. 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)
 - LED 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/ Dormitory facility for the participants.
- At least two rooms with double occupancy for the Resource Persons
- Toilet with bathroom facilities @ one per 5 participants

- Guestroom facility

c). Kitchen & Food

- Inside the training premises there shall be kitchen and dining hall with a capacity to accommodate 35-40 persons.
- 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

C. Key Eligibility, Evaluation & Selection Criteria:

The eligibility criteria below shall be used both as mandatory qualifying conditions and as marking parameters for technical evaluation. Bidders must meet all minimum eligibility requirements to be considered for scoring.

a) Mandatory Eligibility Criteria:

1. The agency must be registered and operating within the State of Odisha.
2. The training venue must be located within Bhubaneswar or within 20 km radius of OLM Campus.
3. The agency must have at least 5 years of similar experience of conducting programmes for Govt or National/International NGOs as on 31.03.2025.(at least 5 work order to be attached)
4. Average annual turnover Rs. 50 lakh in last 3 years as on 31st March,2025 (Audited statements to be attached as proof copy)
5. Submission of EMD and Bid Processing Fee.
6. Submission of valid Registration Certificate, PAN, GST, and latest GST returns.
7. Submission of declaration of not being blacklisted. (As per Annexure-B)
8. Proper transport connectivity (within 10 km from Bus stand / Railway station).

Only bidders fulfilling the above **criteria** shall be considered for **technical evaluation**.

b) Eligibility Parameters with Marks (Technical Scoring):

Sl. No.	Eligibility Parameter	Minimum Requirement	Scoring Criteria	Max Marks
1	Experience in Similar Assignments	Min. 5 years	>5 to 7 yrs = 10; >7-10 yrs = 15; >10 yrs = 20 Mark	20
2	Number of Similar in Govt Sector Assignments	Min.5 work orders	5 = 10; .>5 to 7 = 15; >7 = 20 Mark	20
3	Financial Capacity (Avg. Annual Turnover – last 3 yrs)	Rs. 50 lakh	50-75 lakh = 10; 75L-1Cr = 15; >1Cr = 20 Mark	20
4	Infrastructure & Training Facilities	As per TOR	Adequacy & compliance-based physical assessment as per the below table	40*

Total				100
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***Infrastructure & Training Facilities – Physical Assessment (40 Marks)**

Sl. No.	Parameter	Assessment Criteria (During Physical Verification)	Marks
1	Dedicated classrooms	As per approved batch size & ToR norms	4
2	Seating capacity & layout	Adequate carpet area & seating per trainee	3
3	Kitchen & dining hall capacity (35–40 persons)	Hygienic kitchen & dining capacity as per batch size	3
4	Guestroom facility	Adequate & habitable accommodation for guests/resource persons	2
5	Lodging facilities for participants (35–40)	Adequate space, beds & sanitation facilities	4
6	Lighting, ventilation & cleanliness	Well-lit, ventilated & hygienically maintained	3
7	Course-specific equipment / machinery	Fully available, functional & as per course requirement	5
8	IT & AV aids	Computer(s), projector/smart TV & internet connectivity	3
9	Power backup & internet	Uninterrupted power backup & stable internet	3
10	Drinking water & toilets	Safe drinking water & separate toilets (male/female)	3
11	Fire safety & first aid	Fire extinguishers & stocked first-aid kit available	3
12	Hospital / medical facility within 5 km	Verified availability within 5 km radius	2
13	Accessibility & signage	Easily accessible location with clear signage	2
14	Display of mandatory information	Course details, safety instructions & notices displayed	2
	Total		40

Minimum qualifying technical score: 70 marks out of 100

c)Evaluation Process:

Stage-I: Technical Evaluation

Only those bidders who meet the eligibility criteria and score the minimum qualifying marks shall be considered for financial evaluation.

Minimum qualifying score: 70 out of 100

Stage-II: Financial Evaluation

- Financial bids of only technically qualified bidders shall be opened.

The bidder quoting the **lowest evaluated cost (L1)** shall be considered for award of contract, subject to compliance with all tender conditions.

D. Award of Contract:

- The successful bidder (L1) shall be issued a Letter of Award (LoA).
- The agency shall sign an agreement with OLM within **15 days** of issue of LoA.
- Failure to sign the agreement may result in forfeiture of EMD.
- In case of tie in L1 price, agency having highest technical score will be awarded the contract.

E. Engagement of Multiple Agencies at L1 Rate:

After discovery of the L1 price through the financial bid process, Odisha Livelihoods Mission (OLM) may select and engage more than one technically qualified agency at the same time for conducting capacity building and training programmes, at the L1 discovered rate, subject to receipt of written consent from such agencies.

OLM may issue work orders simultaneously or on a need basis to one or more technically qualified agencies (L1, L2, L3, etc.) who agree to execute the assignment at the L1 price. The distribution and allocation of work shall be decided solely by OLM based on programme requirements, timelines, performance of agencies, and availability of infrastructure.

Engagement of multiple agencies at the L1 rate shall not entitle any agency to claim exclusivity or minimum guaranteed work. The decision of OLM in this regard shall be final and binding on all empanelled agencies.

F. Earnest Money Deposit (EMD) :-

The bidders must submit the EMD of Rs 30,000/- in shape of Banker's Cheque / Demand Draft in favour of "Odisha Livelihoods Mission NRLM EFMAS" drawn in any scheduled commercial bank payable at Bhubaneswar. Which will be return to unsuccessful bidder immediately after award of the contract. The EMD of successful bidder will be return (without interest) after deposit of performance security.

G. Performance Security: -

Each agency selected/engaged by Odisha Livelihoods Mission (OLM), including agencies engaged under multi-agency arrangement at L1 rate, shall furnish a **Performance Security** for due and faithful performance of the contract.

- Amount of Performance Security: **5% of the total value of the work order issued to the agency** (or such percentage as decided by OLM).
- Form of Performance Security: Bank Guarantee / Demand Draft / Fixed Deposit Receipt from a Nationalized or Scheduled Commercial Bank, in favour of **Odisha Livelihoods Mission**, payable at Bhubaneswar.
- Validity: The Performance Security shall remain valid for the entire contract period, including any extension, plus **60 days beyond completion of the last assigned work order**.

H. Language of the Proposal: -

The proposal and all correspondence and documents shall be written in English.

I. Pre-Bid Clarification Pertaining to This Document: -

An interested Agency, requiring any clarification on the tender Document, shall notify OLM in writing and send it by e-mail (procure.olm@gmail.com) indicated in the document. All the queries will be clarified through email. If Any changes required in Tender Documents shall be uploaded on the website.

Any clarification issued by OLM in response to query raised by interested Agencies shall form an integral part of tender document and it may amount to an amendment of relevant clauses of the tender document.

J. Disqualification: -

OLM may at its sole discretion and at any time during the evaluation of application, disqualify any applicant, if the applicant:

- Submitted the application after the response deadline;
- Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements;

- Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in any project in the preceding three years;
- Submitted an application that is not accompanied by required documentation or is non-responsive;
- Failed to provide clarifications related thereto, when sought;
- Submitted more than one application on its own
- Was declared ineligible/blacklisted by the Government of India/State/UT Government;
- Is in litigation with Government of India/ Govt. of Odisha.

K. Submission of Bid :

Bidder must submit their Bids **Registered Post / Speed Post / Courier** only to the specified address on or before the last date and time for submission of Bids as mentioned in Bidder Data Sheet. The Client will not be responsible for postal delay / any consequence in receiving of the Bid. Any Bid received after the deadline will be out rightly rejected.

The **Technical bid** with eligibility criteria documents, EMD & Bid Processing fee , technical forms, annexures, shall be sealed and furnished in one envelope and the **Financial bid** in **another envelop**.

Both the envelope will be covered by **single envelope** with proper labeling of following information in bold:-

- i) **NAME OF THE ASSIGNMENT:**
- ii) **TENDER NUMBER AND DATE:**
- iii) **DEADLINE FOR SUBMISSION OF BID:**
- iv) **NAME, ADDRESS AND CONTACT NUMBER OF THE BIDDER:**
- v) **CONFIDENTIAL/ OPEN ONLY BEFORE THE COMMITTEE** (Extreme Right Hand Side of the Envelope)

Section – IV

General Terms and Conditions

A. Penalties: -

- I. Delay/absence in Training Delivery**
Delay/absence in commencement or completion shall attract Liquidated Damages @ 0.5% of contract value per week, subject to a maximum of 10%.
- II. Unsatisfactory Quality of Training**
If training quality is found unsatisfactory based on evaluation or feedback, a penalty of up to 5% of contract value may be imposed or retraining ordered.
- III. Breach of Contract / Confidentiality**
Any breach of tender conditions, confidentiality, or code of conduct may result in forfeiture of Performance Security and contract termination.
- IV. Recovery of Penalties**
The Employer may recover penalties or Liquidated Damages from pending bills or Performance Security, without prejudice to other legal remedies.
- V. Repeated Non-Performance**
Imposition of penalties on three or more occasions or repeated defaults shall result in termination of the contract.
- VI. Maximum Penalty Cap**
Total penalties and Liquidated Damages under the contract shall not exceed 10% of the total contract value.
- VII. Final Authority:**
The decision of the Employer regarding performance assessment and penalty imposition shall be final and binding on the Bidder.

B. Payment Schedule: -

For all categories of assignments, no advance payment shall be made. Payments shall be released on a quarterly basis, only after satisfactory completion of training programs, submission of valid invoice, and recommendation/approval of the Client's Competent Committee.

C. Duration of the Contract:

The contract shall be valid for a period of three (3) years from the date of commencement of services. The contract may be renewed yearly at the sole discretion of OLM, based on performance evaluation, quality of services, and other criteria as determined by OLM, on the same terms and conditions or as mutually agreed by both the parties.

D. Validity of the Proposal: -

The period of validity of proposal is 180 days from the last date of submission of application.

E. Confidentiality: -

Confidentiality shall be maintained for the information relating to the examination, clarification and comparison of the proposal. Violation of this clause may result in the rejection of the proposal.

F. Fraud & Corruption: -

OLM requires that Agencies selected for the particular assignment must observe the highest standards of ethics during the performance and execution of such contract. In pursuance of this policy, Government of Odisha:

- a. Defines, for the purposes of this provision, the terms set forth as follows:
- i. "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of OLM or any personnel of Agencies in contract executions.
 - ii. "Fraudulent practice" means a mis-presentation of facts, in order to influence a procurement process or the execution of a contract, to OLM and includes collusive practice among Respondents (prior to or after Proposal submission) designed to establish Proposal prices at artificially high or non-competitive levels and to deprive OLM of the benefits of free and open competition;
 - iii. "Coercive practices" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the execution contract.
 - iv. "Collusive practices" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
 - v. "Undesirable practice" means (i) establishing contact with any person connected with or employed or engaged by the Client with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the selection process; or (ii) having a conflict of interest; and
 - vi. "Restrictive practice" means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the selection process.
- b. Will reject a proposal for award, if it determines that the Agency recommended for conducting training has been determined by OLM to having been engaged in corrupt, fraudulent or unfair trade practices.
- c. Will declare a firm ineligible, either indefinitely or for a stated period of time, for awarding the contract, if it at any time determines that the firm has engaged in corrupt, fraudulent and unfair trade practice in competing for, or in executing, the contract.

G. Change Orders: -

OLM may at any time before completion of work under project awarded to Agency, change the work content by increasing / reducing the quantities of the services. In such a case, the Agency will have to perform the service in the increased/decreased quantity at the same contract rates within the time stipulated for providing services to OLM.

H. Delivery of Documents: -

As per the time schedule agreed between the Parties for training given to the Agency from time to time, the Agency shall submit all the services on due date as per the schedule. The Agency shall not without OLM prior written consent disclose the Contract, Photo, certificate, training materials to any person other than an entity authorized by the OLM for the performance of the Contract. In case of termination of the Contract all the documents used by Agency in the execution of project shall become property of OLM.

I. Copyrights/ Intellectual Property Rights: -

All training materials, content, documents, presentations, manuals, reports, videos, and other intellectual property developed or customized by the Bidder under this contract shall be the exclusive property of OLM. The Bidder shall not use, reproduce, or share the same for any purpose without prior written permission of OLM

J. Applicable Law:-

Applicable Law means the laws and any other instruments having the force of law in India as they may be issued and in force from time to time.

K. Disputes:-

- The Parties agree that the avoidance or early resolution of disputes is crucial for a smooth execution and the success of the assignment. The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation. During pendency of the dispute(s) requiring resolution, the Agency shall not stop the work and should proceed further with the activities as per scope of work except in case where OLM specifically requested the Agency to stop any part of the scope of work.
- In case of disagreement, the same shall be referred to Executive Committee or designated officer of OLM. After referring to Executive Committee or designated officer if the said dispute is not resolved, the same shall be referred to the court subject to Bhubaneswar jurisdiction only.

L. Assignments: -

The Agency shall not assign the project to any other agency, in whole or in part, to perform its obligation under the Contract, without the OLM's authorized representative's prior written consent. **Sub-contracting of the services allotted is not allowed in any manner.**

M. Termination & Withdrawal: -

- a. Without prejudice to any other right or remedy it may have, either party may terminate this Agreement at any time by giving one-month advance notice in writing to the other party.
- b. OLM reserves the right to withdraw/ terminate the contract of the selected agency in any of following circumstances:
 - i. Agency becomes insolvent, bankrupt, resolution is passed for the winding up of the organization
 - ii. Information provided to OLM is found to be incorrect;
 - iii. Tender Terms & conditions are not met within the specified time period;
- c. If the agency does not execute the contract to the satisfaction of the OLM then the OLM may invoke any or all of the following clauses.
 - i. Forfeit the Performance Guarantee Amount
 - ii. Terminate the contract without any liability of OLM towards the agency.

N. Indemnity: -

The agency will indemnify OLM against any misuse of OLM Name and logo. For any misuse of OLM name and logo, the applicant themselves will be held responsible. OLM will take necessary legal and other actions for such cases. OLM will not be responsible for any miscommunication or harm caused to any party because of any misrepresentation of its name and logo by the applicant.

Section - V
TECHNICAL BID SUBMISSION FORMS

TECH -1

COVERING LETTER

(ON BIDDERS LETTER HEAD)

[Location, Date]

To:

**The State Mission Director, OLM,
Department of Mission Shakti,
SIRD & PR Campus, Unit-VIII, Bhubaneswar - 751012**

Sub: Hiring of Agency for Providing Residential Training Centre for Conducting Capacity Building Training Under OLM.

Ref:- Tender No. _____ dated _____, OLM, Bhubaneswar

Dear Madam,

I, the undersigned, offer to participate in the selection process for **"Hiring of Agency For Providing Residential Training Centre for Conducting Capacity Building Training Under OLM."** in accordance with your Tender Notice No.: _____, dated _____.

I attach hereto the response as required by the tender, which constitutes our proposal. The details of the Contact Person on behalf of the bidder are given below:

Name	
Designation	
Address for Communication	
Mobile No.	
E-mail Id	

I confirm that the information contained in this response or any part thereof, including its exhibits, and other documents and instruments delivered or to be delivered to client is true, accurate, verifiable and complete. This response includes all information necessary to ensure that the statements therein do not in whole or in part mislead the department in its empanelment process.

I fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading the short-listing process, we are liable to be dismissed from the selection process or termination of the contract during the project, if selected to do so, for undertaking the assignment. I confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid.

I agree for unconditional acceptance of all the terms and conditions set out in the tender document.

Yours faithfully,

Authorized *Signatory with Date and Seal:*

Name and Designation: _____

Address of the Bidder: _____

TECH -2
Bidder's Organisation (General Details)

Sl No.	Description	Full Details
1	Name of the Bidder	
2	Address for communication: Tel : Fax: Email id :	
3	Name of the authorized person signing & submitting the bid on behalf of the Bidder: Mobile No. : Email id :	
4	Registration / Incorporation Details Registration No: Date & Year. :	
5	Local office in Odisha Please furnish contact details	
6	PAN Number	
7	Goods and Services Tax Identification Number (GSTIN)	
8	Accept all the terms and conditions as specified in the tender	YES

Authorized Signatory [*In full and initials*]: _____

Name and Designation with Date and Seal: _____

TECH -3

Bidder Organisation (Financial Details)

(To be furnished in the letter head of the Auditor/ Chartered Account)

The Annual Turnover for the last three consecutive financial years of M/s. _____ are given below and certified that the statement is true and correct.

Financial Information in INR

Details	FY 2022-23	FY 2023-24	FY 2024 -25
Annual Turnover of Agencies (In Rupees)			
Average Annual Turnover (for the above three years) in Rupees ----- ----->			

Supporting Documents:

Audited certified financial statements for the last three FYs (**2022-23, 2023-24 & 2024-25**) (Submission of copies of Profit/ Loss Account and Balance Sheet for the respective financial years is mandatory along with this form).

Filled in information in this format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished in original along with the tender docs, failing which the Bid will be out rightly rejected. No scanned copy will be entertained.

Signature and Seal of the Chartered Accountant with Date in original (with Membership No. on his seal)

Authorized Signatory [*In full initials with Date and Seal*]: _____

Communication Address of the Bidder: _____

TECH - 4
(BIDDER'S EXPERIENCE DETAILS)
(Previous Assignment Details)

Sl. no.	Name of the assignments	Client Name	Cost of the assignment	Date and year of receiving the Assignment/Work order	Date and year of Assignment completed	Page No in which Supporting documents attached
A	B	C	E	F	G	H
1						
2						
3						
4						
5						
N---						

Note: Bidders are requested to furnish the list of the assignments undertaken as per the above prescribed format only. Information not conforming to the above format will be treated as non-responsive. Copies of the Work order / Contract Document / Completion Certificate from the previous Clients need to be furnished along with the above information.

Authorized Signatory [In full initials with Date and Seal]: _____

Communication Address of the Bidder: _____

FINANCIAL BID

To,
The State Mission Director, OLM
Department of Mission Shakti,
Government of Odisha, Bhubaneswar, 751012

Sub: Hiring of Agency for Providing Residential Training Centre for Conducting Capacity Building Training Under OLM.

Sir,

I, the undersigned, offer to provide the services for [*Insert title of assignment*] in accordance with your Tender No. _____, Dated: _____. Our attached Financial Bid is for the sum of [***Insert amount(s) in words and figures****]. This amount is inclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the tender documents. Items wise rate are given below:

SL. No.	Particulars	Units	Total Cost (Including GST)
1	Pen, Pad & Folder	Per Person/Per Training	
2	Breakfast	Per Person/per day	
	Lunch		
	Dinner		
	Tea & Snacks	Per Person (2 times)/Per Day	
3	Lodging	Per Person per Day	
4	Training Venue including Hiring of LCD projector, public address system, Computer etc	Per Day	
5	Contingency (Banner, Photograph, Marker, Duster, White Board, Paper, Drawing sheets, stationaries etc.)	Per Training (8% of SL no 1 to 4)	
Total			

N.B In addition to the above the training material will be provided by the agency as approved by OLM. The cost for the same will be reimbursed to the agency on production of actual bill.

I have carefully read and understood the terms and conditions of the tender and do hereby undertake to provide the service accordingly. I understand that you are not bound to accept any Bid you receive.

Yours faithfully,

Authorized Signatory [In full and initials]:
Name and Designation of Signatory with Date and Seal:
Address of the Bidder:

SECTION – VII
ANNEXURE-A
BID SUBMISSION CHECK LIST

to be enclosed with technical bid

Slno	Description	Submitted (Yes/No)	Page No.
TECHNICAL BID			
(PART – A)(ORIGINAL)			
1	Filled in Bid Submission Check List (ANNEXURE-A)		
2	Covering Letter (TECH -1)		
3	Copy of Certificate of Incorporation / Registration of the Bidder		
4	Copy of PAN		
5	Copy of Goods and Services Tax Identification Number (GSTIN)		
6	Copy of the latest GST return		
7	General Details of the Bidder (TECH - 2)		
8	Financial details of the bidder (TECH – 3) along with all the supportive documents such as copies of Income-Expenditure Statement and Balance Sheet for the concerned period		
9	List of completed assignments of similar nature (Past Experience Details) (TECH – 4) along with the copies of work orders for the respective assignments/ empanelment letter		
10	Undertaking for not have been black-listed by any Central / State Government/any Autonomous bodies during its business career. Annexure-B		
11	EMD & Bid Processing fee		
FINANCIAL BID (Part-B)			

Undertaking:

- *All the information have been submitted as per the prescribed format and procedure.*
- *Each part has been separately bound with no loose sheets and each page of all the two parts are page numbered along with Index Page.*
- *All pages of the Bid have been sealed and signed by the authorized representative.*

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

Signature : _____

ANNEXURE-B

FORMAT FOR AFFIDAVIT CERTIFYING THAT BIDDER IS NOT BLACKLISTED

Affidavit

I M/s. , (the name of the Bidder and addresses of the registered office) hereby certify and confirm that we or any of our promoter/s/chief executive officer/ directors/managers are not barred or blacklisted by any government or government instrumentality or public sector in India or in any other jurisdiction to which we or our Affiliates belong or in which we or our Affiliates conduct business from participating in any project or being awarded any contract, either individually or as member of a consortium and no such bar or blacklisting subsists as on the Proposal Due Date.

We further confirm that we are aware our interest for selection of agency for For Providing Residential Training Centre For Conducting Capacity Building Training would be liable for rejection in case any material misrepresentation is made or discovered with regard to the requirements of this tender documet at any stage of selection and/or thereafter during the term of the Contract.

Dated thisDay of..... , 2026....

Authorized Signatory [*In full and initials*]: _____

Name and Designation with Date and Seal: _____

Signature: _____