



ODISHA LIVELIHOODS MISSION
DEPARTMENT OF MISSION SHAKTI, GOVERNMENT OF ODISHA
ZILLA PARISHAD, GANJAM, CHATRAPUR

ନିଗମ
ଶକ୍ତି
ଶକ୍ତ ନିଗମ | ବଳେ ଚର୍ଯ୍ୟ

L. No. 2643 XXXXVIII/378/25/OLM

Dated the 17/04/25

EXPRESSION OF INTEREST

Expression of Interest is invited from the reputed Training Institutes / different Organizations to conduct various in-house trainings under OLM to be conducted by DMMU, ZP, Ganjam, Chatrapur. Interested Institutions / Organization may apply the same in the prescribed application format so as to reach the same in the Office of the Undersigned on or before 16.5.25. The application format along with terms and conditions are available in the OLM Cell of ZP, Ganjam and can be collected during Office hour from dt. 28.4.2025 to 16.5.2025 or can be down loaded from the web site ganjam.odisha.gov.in.

~~CDO-cum-EO~~
ZP, GANJAM

Memo No 2644

Dated the 17/04/25

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.odisha.gov.in **Portal on dt. 25.4.2025**.

~~CDO-cum-EO~~
ZP, GANJAM

Memo No 2645

Dated the 17/04/25

Copy forwarded to the DIPRO, Ganjam for information and necessary action. He is requested to forward to the 3 nos Editors of highly circulated the Odia daily newspaper (in Berhampur Edition) to publish the same on their next Print in the middle page of their respective News Papers within the space size of 5 cm X 5 cm and submit the credit bill to the Undersigned for payment.

~~CDO-cum-EO~~
ZP, GANJAM



TERMS AND CONDITIONS

1. The training Institute / organization should be a registered one.
2. The training Institute/organization should preferably be located in Chatrapur/Berhampur/Gopalpur town/Bhanjanagar/Aska/Hinjilicut/Sheragada or its nearby locality.
3. The Training Institute / Organization 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 / Organization.
5. The selected Institute / Organization is required to enter into an agreement to be signed between CDO-cum-EO, ZP, Ganjam as 1st Party and the Proprietor / Head of the Institute / Organization as 2nd 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 up to 3 years taking into consideration the performance of the institute / organization 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 / organization 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 / organization.

9. The Training Institute / Organization 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 / Organization are required to submit the bills along with required documents soon after training is over and the bills will be settled within 15 – 20 days from the date of submission of bills.
11. The Training Institute / Organization 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 / Organization as per the requirement and taking into consideration the suitability of the stakeholders. No Institute / Organization can demand to allot the batches in their favor to conduct training
13. Once schedule of training is allotted, the Institute / Organization cannot deny to conduct the training on the plea that the venue has already been reserved by some other organization.
14. The DMMU reserves the right to include or exclude any terms and conditions in future if it is deemed fit.
15. The DMMU reserves the right to modification the food menu and others as per cost norm of specific training.

~~CDO-cum-EO
ZP, GANJAM~~

**SELECTION OF AGENCIES FOR CONDUCT OF RESIDENTIAL TRAINING UNDER O.L.M
PART-I(REGARDING ORGANIZATION / TRAINING VENUE)**

1	Name of the Organization	
2	Adress.....	
3	Land Mark Adress for training Venue	
4	Name of the contact person.....	
5	Mobile No..... & email ID of the Organization.....	
6	Distance from Berhampur Rly. Station & Bus Stand.	
7	Distance from Chatrapur Rly. Station & Bus Stand.	
8	Distance from Bhanjanagar Bus Stand.	
9	Distance from Aska Bus Stand.	
10	Distance from Hinjilicut Bus Stand.	
11	Distance from Sheragada Bus Stand.	
12	Any other relevant thing regarding Organization.....	
13	Training Venue/Organisation Ambience.....	
14	Training experience i.e. G.O & N.G.O (i.e Number of training already conducted during last three years)	
15	Documents to be submitted.....	
15.i	Registration Certificate	
15.ii	GST Registration	
15.iii	I.T Clearance(FY 24-25)	
15.iv	GST Clearance(FY 24-25)	
15.v	Pan Card	
15.vi	Food License	
15.vii	Photographs of training Institute/ Class Room/Dining Hall/Kitchen/Comp.Lab etc)	

Place:

Date:

Signature of the Applicant

Mob . No.....

e-mail ID.....



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 visit 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.....



