



GANJAM COLLECTORATE, CHATRAPUR.
(ST & SC DEVELOPMENT M & BCW SECTION.):06811-263977
Mail ID: dwoGANJAM@gmail.com

Bid Reference No. 2271 / SSD

Dt:- 11/06/2026

SHORT TENDER NOTICE

Sealed tenders are invited under two bid system from reputed registered Manpower Agencies / Service Providers for engagement of CCAs/LCCAs on an outsourcing basis at various hostels under the ST & SC Development, M & BCW Department, Ganjam District, i.e. (I) 02 nos. of post at 100 seated ST Girls Hostel at Purunapatna ME School, (II) 02 no. of posts at 100 seated ST Girls at UGUP School Banthapalli, (III) 04 no. of posts at 200 seated ST Girls Hostel at Gokarnapur High School 1 & 2, (IV) 02 no. of post at 100 seated SC Girls Hostel at Mukteswar Bidyapitha, Surala, (V) 02 no. of posts at 100 seated ST Girls Hostel at Laxmipur Sevashram School. CCAs/LCCAs may also be engaged at other hostels under the ST & SC Development, M & BCW Department as and when required. The number of CCAs/LCCAs may be increased or decreased as per hostel strength in the ratio of 1:50 boarders.

Tender must be accompanied with non-refundable cost of tender paper (processing fees) of Rs.2000/- and refundable Earnest Money Deposit (EMD) of **Rs.50,000/-** (Rupees Fifty Thousand) only in shape of Demand Draft drawn in favour of the District Welfare Officer, Ganjam in any Nationalized Bank, payable at Ganjam failing which the tender shall be rejected.

The detailed Tender Document and information can be downloaded from the websites (<https://ganjam.odisha.gov.in>).

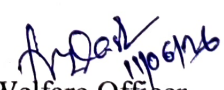
The intending registered Firms/ Outsourcing Agencies may submit Tenders along with other supporting documents to the **District Welfare Officer, Ganjam** latest by **5.00 PM of dated 25.06.2026** through Speed Post/ Registered Post only. Tender documents received beyond the stipulated period shall not be entertained. Technical bid will be opened on dt 30.06.2026 at 11 A.M and financial bid will be opened on dt 30.06.2026 at 11 A.M in the office Chamber of ADM, Ganjam.

The authority reserves the right to cancel all bids without assigning any reason thereof.


Collector & District Magistrate,
Ganjam

Memo No. 2272/SSD Dt. 11.06.2026

1. Copy to Office Notice Board for wide publication.
2. Copy (both in hard & soft) forwarded to the DIPRO, Ganjam, for information and necessary action. It is requested to upload the tender document in the websites (<https://ganjam.odisha.gov.in>)


District Welfare Officer,
Ganjam, Chatrapur



INDEX

Sl. No.	Section	Description
1	Section-I	Instruction to Bidder
2	Section-II	Scope of the work
3	Section-III	Schedule of Requirement
4	Section-IV	General Terms and Conditions
5	Section-V	Technical Bid
6	Section-VI	Financial Bid
7	Section-VII	Bid Submission Checklist
8	Section-VIII	Service Agreement & PBG Format

Section - I

Instruction to Bidders

A. **General Information:**

The office of the DWO, Ganjam requires the service of reputed, well established, financially sound and registered Service Providers for engagement of 12 nos. of CCA & LCCA to be engaged at different Hostels of Ganjam District i.e. (I) 02 nos. of post at 100 seated ST Girls Hostel at Purunapatna ME School, (II) 02 nos. of posts at 100 seated ST Girls at UGUP School Banthapalli, (III) 04 nos. of posts at 200 seated ST Girls Hostel at Gokarnapur High School 1 & 2, (IV) 02 nos. of post at 100 seated SC Girls Hostel at Mukteswar Bidyapitha, Surala, (V) 02 nos. of posts at 100 seated ST Girls Hostel at Laxmipur Sevashram School on outsourcing basis under ST & SC Dev.,M & BCW Department in Ganjam District. The number of CCAs may be increased or decreased according to strength of boarder @1:50.

- Sealed tender is invited under two bid system from reputed Manpower Agencies/Service Providers to provide the services for a period of **Two years** w.e.f. the date of execution of agreement and is likely to be extended on yearly basis subject to satisfactory performance & mutual agreement. The authority reserves the right to terminate the contract at any time after giving 30 days' notice to the service provider.
- Bidders are required to submit the technical & financial bids separately. The bids in Sealed Cover-I containing '**Technical Bid**' and Sealed Cover-II containing '**Financial Bid**' should be placed in a Third Sealed Cover Super-Scribed "**Bid for 12 nos. of CCA/LCCA for 05 nos. of Hostels**' engaged on outsourced basis-under ST & SC Dev., M&BCW Deptt. in Ganjam District" must reach the undersigned **on or before 25/06/2026 by 5.00P.M** by Speed Post/ Regd. Post only.

Eligibility criteria:

Sl. No.	Eligibility Criteria	Supporting documents to be furnished along with the Technical Bid
1	The bidder should be registered under appropriate authority, such as <ul style="list-style-type: none">• Registered under the Companies Act 2013• Registered under the Indian Partnership Act 1932.• Registered under the Limited Liability Partnership Act 2008.• Registered under society act - 1860	Certificate of Incorporation/ Registration Certificate or Commercial Establishment Registration
2	The bidder must be at least 3 years in business (up to the last date of submission of bid) for providing similar type of services to Central/ State Government/ Autonomous Bodies/ Corporate bodies.	Copies of the work order from the previous authorities and agreement copy.
3	The Registered Office or Branch Office of the Service Provider must be located within the jurisdictional area of the district of Ganjam.	Valid address proof of the office (Copy of the Telephone or Electricity Bill or any Govt. order/certificate
4	Must have average annual financial turnover of Rs.2 Crores during the last 3 consecutive financial years.	Copies of audited Income/ Expenditure Statement and Balance Sheet for the periods concerned by a Chartered Accountant.
5	Must have its own bank account in any scheduled bank situated in Odisha.	Supporting documents of transaction for 6 Months
6	The agency should not have been blacklisted by any Central/ State government, or any other public sector undertaking or a corporation as on the date of this RFP.	An affidavit in Rs.10/- non-judicial stamp paper to this effect to be furnished by the bidder as per the prescribed format. [Form - T2]
7	Must not have any criminal offence pending against the Proprietor/ Director/ Persons to be deployed by the Service Provider.	An affidavit in Rs.10/- non-judicial stamp paper to this effect to be furnished by the bidder as per the prescribed format. [Form - T3]

8	Other Statutory Documents:	Copies of: <ul style="list-style-type: none"> • PAN, • GSTIN, • Valid Contract Labour License for the minimum 200 hundred labours in a single order. Valid ISO Certificates i.e. <ul style="list-style-type: none"> • ISO 9001:2015 • ISO 14001:2015 • ISO 45001: 2018/2022 • ISO 27001:2013 • Copies of EPF & ESI Registration Certificate. • Copy of Commercial Establishment Registration Certificate. • IT returns for the last 3 consecutive financial year.
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B. Submission of Bid:-

The proposal complete in all respect as specified above must be accompanied with a Non-refundable amount of Rs.2000/- (Rupees two thousand) only towards Bid Processing Fee and EMD of Rs. **50,000/-** (Rupees Fifty Thousands) only in the form of Demand Draft in favour of **District Welfare Officer, Ganjam** drawn in any scheduled commercial bank and payable at Ganjam failing which the bid will be out rightly rejected. MSME & NSIC certificate are not accepted. The bid should be sent through Speed Post/Registered Post (through Govt. of India, Department of Post) to reach the authority **by Dt. 25/06/2026** by 5.00PM to the office of DWO, Ganjam. The Bids submitted after due date & time will be summarily rejected. EMD of unsuccessful bidders will be returned without interest after the award of Contract.

The selected bidder will have to deposit a Performance Security (**5% of the annual contract value**) in the form of Bank Guarantee/FD/DD from any scheduled Bank situated within Odisha in favour of District Welfare Officer, Ganjam, as per the prescribed format provided in the tender document at Section-IX for a period of three months beyond the contract period. (i.e. Performance Bank Guarantee must be valid from the date of effectiveness of the contract to a period of three months beyond the contract period) as its commitment to perform services under the contract. Failure to comply with the requirements shall constitute sufficient grounds for forfeiture of the Performance Bank Guarantee. The Performance Bank Guarantee shall be released immediately after three months of expiry of the contract provided there is no breach of contract on the part of the qualified bidder. No interest shall be paid on the Performance Bank Guarantee. In case the contract is further extended beyond the initial contract period, the Bank Guarantee will have to be accordingly renewed by the deployed service provider as per the existing terms and conditions of the tender.

C. List of Documents to be submitted

Bidders are required to furnish the following documents along with the Technical Bid:

- a) Demand Draft in support of Bid processing fees Rs.2000/-.
- b) Demand Draft in support of EMD for Rs.50,000/-.
- c) Copy of Certificate of Incorporation for Company, for firm or agency copy of commercial establishment registration certificate.
- d) The firm must have a branch office within the jurisdiction of Ganjam district. (Proof copy to be attached)
- e) Copy of GSTIN, 3B latest.
- f) Copy of PAN Number.
- g) Copies of IT returns for the last three consecutive financial Year i.e 2022-23, 2023-24, 2024-25. (Assessment year 2023-24, 2024-25, 2025-26)
- h) Copies of EPF & ESI Registration Number.
- i) Copy of Bank Account details with (06) Six months transactions amount certified by Manager of the Bank.
- j) Copies of the Income/Expenditure Statements along with Balance Sheet of the last 3 years duly certified by the CA Firm.
- k) Copies of work orders from the previous organizations for providing services during last 3 years.
- l) Affidavit regarding non-blacklisting (On Stamp Paper)
- m) Affidavit regarding non-pending of any judicial proceedings (On bidder's Letter Head)
- n) Valid Contract Labour License for minimum 100 (one hundred) labours in Odisha in a single order.
- o) Valid ISO Certificate i.e. ISO 9001:2015, ISO 14001:2015, ISO 45001:2018/2022,ISO 27001:2013.

Any deviation from the prescribed procedures/ required information/ formats/ conditions shall result in out-right rejection of the bid. Any conditional bid shall be out- rightly rejected.

All entries in the pages of the bid document should be neatly computerized, be legible and be signed by the Bidder. If the space for furnishing information is insufficient, a separate sheet duly signed by the Bidder should be attached.

The technical Bid will be opened **on dt.30/06/2026 , 11.00 AM** in presence of the Bidders or their Authorized Representatives who wish to be present on the spot at that time. Financial bids of the technically qualified bidders shall be opened on **dt. 30/06/2026 at 11 A.M** in presence of the bidders or their Authorized Representatives in the Office Chamber of Addl. District Magistrate, Ganjam.

The EMD shall be forfeited if the successful bidder fails to undertake the work or fails to comply with any of the terms and conditions of the bid.

The bid shall be valid for a period of **90 days** from the date of opening of the bids and no request for any variation in quoted rates and/withdrawal of bids on any ground by the bidder shall be entertained. Validity of the bids can be extended on mutual consent.

The bidder having the lowest evaluated Financial Bid (L-1) would be considered for award of the contract subject to fulfillment of the terms and conditions of the bid documents. In case, the Lowest Bidder (L-1) is disqualified after selection for any reason, then negotiations will be made with the Second Lowest Bidder (L-2) Bidder for award of Contract at (L-1) price. However, the decision of the authority shall be final during the overall selection process. In case **more than one firm quotes the same price** in the Financial Bid, then the L-1 Bidder will be decided as per the highest mark secured by the Bidder in the Technical Bid.

The quoted rates shall not be less than the minimum wages fixed/ notified by the Government of Odisha from time to time and shall include all statutory obligations.

The service provider shall be liable for all kinds of dues payable in respect of manpower deployed/ provided under the contract and the authority shall not be liable for any dues for availing the services of the personnel.

The authority reserves the right to reject any or all bids and terminate the tender process without assigning any reason thereof.

Section -II
SCOPE OF THE WORK

GENERAL INSTRUCTIONS FOR BIDDERS AND SCOPE OF WORK

A. GENERAL INSTRUCTIONS:

1. The manpower by the Service Provider shall be required to report for work as per time fixed by Govt. and may also be required to work before or after working hour for which he/she would not be paid any extra remuneration. In case, the person deployed remains absent on a particular day or comes late / leaves early on three occasions, proportionate deduction from the remuneration for one day will be made.
2. The manpower for the purpose must have good moral character and cordial attitude and should not reveal the official information to outsiders and must maintain official confidentiality.
3. The Service Provider shall nominate a coordinator who shall be responsible for periodic interaction with the Authority so that optimal services of the persons deployed could be availed without any disruption.
4. The attendance rolls for the personnel deployed by the Service Provider at the premises of Authority shall be provided by the Manpower Service Provider and it shall be monitored by the Service Provider on regular basis. These attendance rolls shall be signed by the authorized representative of Manpower Service Provider who shall get it verified from the designated office. The entire financial liability in respect of manpower services absorbed in the Authority's location shall be that of the Manpower Service Provider and the Authority will in no way be liable for the same. It will be the responsibility of the manpower Service Provider to pay to the person engaged a sum not less than the proposed monthly remuneration as mentioned in the financial bid.
5. The Manpower Service Provider shall provide a substitute well in advance if there occurs any probability of CCA/LCCA leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the Manpower Service Provider.
6. The engaged CCA/LCCA shall, while their duty be privacy to certain qualified documents and information which they are not supposed to divulge to third parties. In view of this, they shall be required to take oath of confidentiality and breach of this condition shall make the Manpower Service Provider as well as the person engaged liable for penal action under the applicable laws besides, action for breach of contract.
7. The Manpower Service Provider shall be responsible for compliance of all statutory provisions relating to minimum wages payable to the persons engaged at the Authority's location. The service provider should ensure regular payment of monthly salary to the CCA/LCCA engaged by the service provider by 10th of the succeeding month after deduction of

applicable statutory dues. The Service Provider should credit the monthly remuneration of its employees in the respective Bank Account.

8. The engagement of CCA/LCCA on outsourced people shall be purely on contract basis. The Service Provider shall always make it absolutely clear to the outsourced personnel absorbed by them. Any outsourced personnel absorbed can be removed at any time by giving notice to the Service Provider and the Service Provider will have to provide suitable replacement acceptable to Authority within 3 working days.

The Manpower Service Provider shall provide for 12 nos. of CCA & LCCA to be engaged at different Hostels of Ganjam District i.e. **(I)** 02 nos. of post at 100 seated ST Girls Hostel at Purunapatna ME School, **(II)** 02 nos. of posts at 100 seated ST Girls at UGUP School Banthapalli, **(III)** 04 nos. of posts at 200 seated ST Girls Hostel at Gokarnapur High School 1 & 2, **(IV)** 02 nos. of post at 100 seated SC Girls Hostel at Mukteswar Bidyapitha, Surala, **(V)** 02 nos. of posts at 100 seated ST Girls Hostel at Laxmipur Sevashram School outsourcing basis under ST & SC Dev., M & BCW Department in Ganjam District. The number of CCAs may be increased or decreased according to strength of boarder @1:50. An affidavit must be given to this effect in Rs.100/- non-judicial Stamp Paper.

9. The CCA/LCCA to be engaged in 05 nos. of Hostel, HM-Cum-Hostel Superintendent shall be given assignment as per the requirement of Hostel work

B. SCOPE OF WORKS:

The duties & responsibility of Cook-Cum-Attendants (CCAs) & Lady Cook-Cum-Attendants (LCCAs) are as per Terms of Reference (ToR) issued by Commissioner-Cum-Secretary to Govt, SSD, M & BCW Department vide No-4613/SSD, Bhubaneswar dt.21.02.2026. **(Copy enclosed) at Annexure-I**

Section -III

Schedule of Requirement:

Tentative requirement of Cook-Cum-Attendants (CCAs) & Lady Cook-Cum-Attendants (LCCAs) to be deployed for the proposed services given here as under. The number of CCAs may be increased or decreased according to strength of boarder @1:50.

Sl. No.	Name of Blocks/ULBs	Name of School	Name of Hostel	No of CCAs / LCCAs are to be engaged
1	2	3	4	5
1	Kukudakhandi	Purunapatana ME School	100 seated ST Girls Hostel	02
2	Kukudakhandi	UGUP School, Banthapalli	100 seated ST Girls Hostel	02
3	Digapahandi	Gokarnapur High School 1 & 2	200 seated ST Girls Hostel	04
4	Chikiti	Mukteswara Bidyapitha, Surala	100 seated SC Girls Hostel	02
5	Ganjam	Laxmipur Sevashram School	100 seated ST Girls Hostel	02

Section - IV

GENERAL TERMS AND CONDITIONS

- 1.** For all intents and purposes, the Service Provider shall be the “Employer” within the meaning of different Rules & Acts in respect of persons deployed. The persons absorbed by the service provider shall not have any claim whatsoever, like employer and employee relationship against the Authority under this agreement. The Service Provider shall make them known about their position in writing before deployment under the required service.
- 2.** The Service Provider will be overall responsible for engagement of CCA/LCCA for performing the service. The Authority shall not be responsible for any financial loss or any injury to any person deployed by the Service Provider during their performing the functions/ duties, or for payment towards any compensation.
- 3.** The Service Provider shall exercise adequate supervision to ensure performance of CCA/LCCA engaged in providing the services in accordance with the requirements. The Service Provider shall depute one full-time supervisor in the office concerned of the authority, for overall management of the services to be rendered at the site.
- 4.** The Service provider shall be solely responsible for compliance to the provisions of various Labour and industrial laws, such as, wages, allowances, compensation, EPF & ESI, Bonus and Gratuity etc. relating to manpower to be deployed by it at the Authority’s location.
- 5.** Service Provider shall maintain complete official records of disbursement of wages/ salary showing details of all supporting documents such as ESI, EPF etc. in respect of manpower deployed for the purpose.
- 6.** The Service Provider shall maintain personal file in respect of all CCA/LCCA those who are engaged by it in office of the authority. The personal file shall invariably consist of personal details such as name, address, date of birth, sex, residential address (temporary/permanent), Bank Account, EPF/ESI Details etc.
- 7.** The manpower provided by the Service Provider should not have any adverse Police records/criminal cases against them. The agency should make adequate enquiries about the character and antecedents of the persons whom they are engaging. An undertaking to this respect must be provided by the manpower service provider prior to signing of the agreement.
- 8.** The Service Provider will also ensure that the manpower engaged are medically fit and will keep in record a certificate of their medical fitness. The Service Provider shall withdraw such manpower those are not found suitable by this office for any reasons immediately on receipt of such a request.
- 9.** The Service provider shall ensure that the manpower engaged by it are disciplined and do not participate in any activity detrimental to the interest of the Authority.
- 10.** The Authority shall not be liable for any compensation in case of any

- fatal injury/death caused to any manpower while performing/discharging their duties/ for inspection or otherwise.
11. In case of any theft or pilferages, loss or other offences, the service provider will investigate and submit the report to the Authority and maintain liaison with the police. FIR will be lodged by the Authority, wherever necessary. If need be, joint enquiry comprising of both the parties shall be conducted and responsibility will be fixed.
 12. In case of any loss caused to the Authority due to lapse on the part of the personnel discharging duties, the same shall be done by the Service Provider. Authority shall have the right to deduct appropriate amount from the bill of service provider. In case of frequent lapses on the part of the personnel deployed by the service provider, Authority shall be within its right to terminate the contract or take any other action without assigning any reason whatsoever.
 13. In the event of any personnel being on leave/absent, the service provider shall ensure suitable alternative arrangements to make up for such absence. If a person leaves the job for any reason, the Service provider is liable to provide the suitable replacement within 3 working days.
 14. In case of delay in providing required replacement, the amount of penalty calculated **at the rate of 1%** of the annual contract value per week on account of delay, shall be deducted from the monthly bills in the succeeding month.
 15. There would be no increase in rates payable to the Service Provider during the Contract period. The service provider will be responsible for deposit of EPF, ESI, GST and other statutory dues as applicable from time to time and submit the proof of deposit to authority for records.
 16. The Service Provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this Agreement to any other agency or organization. Sub-contracting is not allowed under this agreement.
 17. The Services Provider shall raise the bill, in triplicate, along with attendance sheet duly verified by the officer concerned in respect of the persons deployed and submit the same to the prescribed authority in the first week of the succeeding month. The payment will be released by the second week of the succeeding month.
 18. The Service Provider will have to deposit the remuneration of the deployed manpower for the concerned billing period in their respective bank account through online transfer and submit the details to the authority for necessary records.
 19. In case of dispute resolution relating to rights/liabilities arising out of the agreement, the same shall be disposed of at the level of Administrative Departments.
 20. In the event of failure of Service Provider to provide Services as per the terms and conditions of the agreement, the Performance Security shall be forfeited. Any violation of instructions/ agreement or suppression of facts will attract termination of contract with 1month prior notice to the Service Provider.

- 21.** The Service provider should ensure that persons to be engaged are not alcoholic, drug addict and not indulge in any activity prejudicial to the interest of the Authority.
- 22.** The Authority reserves the right to withdraw or relax any of the terms and conditions mentioned above to overcome the problem encountered at a later stage.
- 23.** In the event of any dispute arising in respect of the clause of the agreement, the same shall be resolved through negotiation. Alternatively, the dispute shall be referred to the next higher authority or controlling officer for his decision and the same shall be binding on all parties.
- 24.** All disputes shall be under the jurisdiction of the appropriate court.
- 25.** The agreement can be terminated by either party by giving one month's notice in advance. If the agency fails to give one month's notice in writing for termination of the agreement, then one month's wages, etc. and any amount due to the service provider will be recovered by forfeiture of performance security.
- 26.** The contract is liable to be terminated because of non-performance, deviation of any terms and conditions of agreement, non-payment of remuneration of manpower deployed and non-payment of statutory dues. The Authority will have no liability towards non-payment of remuneration to the persons deployed by the Service Provider and the outstanding statutory dues of the service provider to concerned authorities.
- 27.** The Manpower Service Provider will be bound by the details furnished to the authority while submitting the tender or at any subsequent stage. Misrepresentation of documents/ information leads to termination of agreement.
- 28.** The manpower service provider will supply additional manpower as and when required during the validity period of agreement.
- 29.** Technical requirements for Manpower i.e., Cook-Cum-Attendants (CCAs) & Lady Cook-Cum-Attendants (LCCAs) to be so engaged by the successful Manpower Service Provider as per Terms of Reference (ToR) issued by Commissioner-Cum-Secretary to Govt. ,SSD, M & BCW Department vide no-4613/SSD, Bhubaneswar dt.21.02.2026.

Section - V

TECHNICAL BID

(BIDDER LETTER HEAD)

To

[Location, Date]

**The District Welfare Officer,
Chatrapur, Ganjam. Odisha,
PIN-761020.**

Sub: Tender for providing Cook-Cum-Attendants (CCAs) & Lady Cook-Cum-Attendants (LCCAs) engaged on outsourced basis at 05 nos. of Hostel under District Welfare Officer, Ganjam. [Technical Proposal]

Sir

I, the undersigned, offer to participate in the tender process to engage 12 nos. of Cook-Cum-Attendants (CCAs) & Lady Cook-Cum-Attendants (LCCAs) the services engaged on outsourced basis- at 05 nos. of Hostels under District Welfare Officer, Ganjam in accordance with your Tender Notice No. _____ Dated _____. We are hereby submitting our proposal, which includes Technical Proposal and Financial Proposal sealed in separate envelopes.

I hereby declare that all the information and statements provided in the technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. Our proposal will be valid for acceptance up to 90 Days and 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, hereby, unconditionally undertake to accept all the terms and conditions as stipulated in the RFP document. In case any provision of this tender are found violated, then your office shall have the right to reject our proposal including forfeiture of the earnest money deposit absolutely.

Yours faithfully,

Authorized Signatory[In full and initials]

Name and Designation:

Address of the Bidder:

(FORM - T1)

A.

1	Name of the Bidder		Page No.
2	Details of Bid Processing Fee and Earnest Money Deposit: (Demand Draft Details)	DD No of processing fee.:	
		DD No of EMD:-	
		Date:	
		Amount (Rs.):	
		Drawn on Bank:	
3	Name of the Director /MD		
4	Full Address of Registered Office	Postal Address:	
		Telephone No.:	
		FAX No.:	
		E-Mail Address:	
5	Name & telephone number of the authorized person signing the bid	Name and Designation:	
		Mobile Number:	
6	Bank Name	Account Number:	
		Bank and Branch Name:	
		IFSC Code:	
8	PAN No. (Attach self-attested copy)		
9	GSTIN & Clearance certificate Attach self-attested copy)		
10	E.P.F. Registration No. (Attach self-attested copy)		
11	E.S.I. Registration No. (Attach self-attested copy.)		

12	The Branch Office of the Service Provider must be located within the jurisdictional area of Ganjam		
13	Acceptance to all the terms & Conditions of the tender (Yes/No).		
14	Power of Attorney/ authorization letter for signing the of the bid documents		
15	Please submit an undertaking that no criminal case is pending with the police at the time of submission of bid.		
16	Kindly mention the total number of pages in the tender document.		
17	Valid ISO Certificate: -		
18	Balance sheet for the last 3 years as on 31.03.2025		
19	Work orders with experience certificate from the previous organizations for providing services during last 3 years (copy attached)		
20	Commercial Establishment Registration Certificate		

B.

Financial Turnover of the bidder for the last 3 financial years :-

Financial Year	Turn Over Amount (In INR)	Average Turnover (in INR]
FY 2024-25		
FY 2023-24		
FY 2022-23		

C.

Details of the similar type service provided by the bidder in consecutively last 3years:-

Sl. No.	Period	Name of Authority with Complete Address &Fax no.	Type of services provided with details of manpower/ machinery deployed	Contract Amount (in INR)	Duration	
					From	To
1						
2						
3						
4						
5						

Declaration

I, Sri _____ Son/ Daughter/ Wife of
Sri _____ Proprietor/ Director/ Authorized
Signatory of _____
(Name of the Service Provider), competent to sign this declaration and execute
this tender;

I have carefully read and understood all the terms and conditions of the
tender and undertake to abide by them;

The information and documents furnished along with the tender are
true and authentic to the best of my knowledge and belief. I am aware of the
fact that furnishing of any false information/ fabricated document would lead
to rejection of our tender at any stage besides liabilities towards prosecution
under appropriate law.

Authorized Signatory with seal

Place:

Date:

Enclosures:

1. Bid Processing Fee in the form of Demand Draft in Original.
2. EMD in the form of Demand Draft in Original.
3. Copy of tender document (each page must be signed and sealed by the Bidder).
4. Duly filled Technical Bid and Financial Bid.
5. List of Documents as applicable.

FORM-T-2

AFFIDAVIT

**[On Rs.10/- Non-Judicial Stamp Paper in shape of affidavit from the Notary
regarding non-blacklisting]**

I..... hereby undertake that, our organization..... has not been debarred by any of the Central/ State Government Department/ Office or by any Public Sector Undertaking (PSUs) and nor blacklisted by any authority during the recent past.

Yours sincerely,

Authorized Signatory[In full and initials]

Name and Designation of the Signatory:

Name of the Bidder and Address:

FORM-T-3

AFFIDAVIT

[On Rs.10/- Non-Judicial Stamp Paper in shape of affidavit from the Notary regarding not having any pending judicial proceeding for any criminal offences]

I,..... hereby undertake that there is no criminal case pending in any Court of Law against our company or against the Proprietor or Director or Persons to be deployed by our company.

I further certify that Proprietor/Director/Persons to be deployed by our / my company have not been convicted of any offence in any Court in India during the recent past. I understand that I am fully responsible for the contents of this undertaking and its truthfulness.

Yours sincerely,

Authorized Signatory [In full and initials]

Name and Designation of the Signatory

Name of the Bidder and Address:

TECHNICAL BID EVALUATION

Technical evaluation of the bids will be done to determine whether the bids complied to the prescribed eligibility condition and whether the requisite documents / information have been properly furnished by the bidder or not. Bids qualified in the technical evaluation stage will be considered for opening of the financial bids. The financial bids shall be opened in the presence of the tender committee and bidder or his authorized representative who chooses to attend. Least (L₁) Cost Selection Method will be followed during the tender process to determine the selected bidder. The tender inviting authority will award the contract to the bidder whose bid has been determined as the **lowest and competitively evaluated bid price**.

SI. No	Evaluation Parameters	Total Marks	Criteria for award of Mark		
1	Years of Experience in Providing manpower Govt. office (to be determined from the work order / contract copies/Experience Certificate)	20	<ul style="list-style-type: none"> • 1 Years : 10 marks • 2 Years : 15 marks • 3 Years or more : 20 marks 		
2	Service rendered for numbers of work order package or multiple contract packages in any state of India. (to be determined from the work order / contract copies/ Experience Certificate)	20	No. of Work order	No. of Work order	No. of Work Order
			up to 6 nos.	up to 8 nos.	up to 15 nos.
			10 marks	15 marks	20 marks
3	Experience in providing similar nature of work with strength of CCAs & LCCAs in ANWESHA Hostel/Any Hostel run under ST & SC Dev. Dept. in single work order (To be determined from Work order/Agreement Only)	20	<ul style="list-style-type: none"> • 50 <100 : 10 marks • 101- 200 : 05marks • 201 & above :05 marks 		
4	Annual Average Turn Over for Last3 FY (2022-23, 2023-24 & 2024-25)	15	<ul style="list-style-type: none"> • 02 Crore : 05marks • 03 Crore : 10marks • 04 Crore or more : 15 marks 		
5	Valid ISO Certification	4	ISO 9001:2015 :-1 mark ISO 14001:2015 :- 1 mark ISO 45001: 2018/2022:- 1 mark ISO 27001:2013 :- 1 mark		
6	Presentation	16	:16 marks		
7	Valid Contract Labor License 100 nos.	5	: 05 marks		

Section - VI
FINANCIAL BID

(BIDDERLETTERHEAD)

[Location, Date]

To

**The District Welfare Officer,
Chatrapur, Ganjam.**

Sub: Tender for providing Cook-Cum-Attendants (CCAs) & Lady Cook-Cum-Attendants (LCCAs)- engaged on outsourced basis- in 05 nos. of Hostel under District Welfare Officer, Ganjam [Financial Proposal]

Sir,

I,.....the undersigned, offer to provide the services for ***[Insert title of the Service]*** in accordance with your Tender No. _____ Dated _____. Our attached financial price is ***[Insert amount(s) in words and figures]*** for the proposed service. 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 document.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of 90 days. I have carefully read and understood the terms and conditions of the tender to provide the services accordingly.

I understand that you are not bound to accept any proposal you receive.

Yours faithfully,

Authorized Signatory[In full and initials]

**Name and Designation of the Signatory
with Date and Seal:
Address of the Bidder:**

(FORM -F1)
(Administrative Charge)
APPLICATION – FINANCIAL BID

**For Providing CCA/LCCA for Five numbers of Hostels under SSD Department in Ganjam, Chatrapur, Odisha
761020.**

1. Name of tendering Manpower Service Provider:
2. Rate per person per month inclusive of all statutory liabilities, taxes, levies, cess etc:

Sl. No.	Manpower Type	Basic amount	Monthly Rate per person								
			EPF		ESI		Take Home	Total amount remuneration per person per month (4+5+6+7+8)	Minimum Service charge 3.85%	GST @18%	Total amount payable to services provider (9+10+11)
			Employee's Share @ 12%	Employer's Share @ 13%	Employee's Share @ 0.75%	Employer's Share @ 3.25%					
1	2	3	4	5	6	7	8	9	10	11	12
1	Cook-Cum-Attendants (CCAs) & Lady Cook-Cum-Attendants (LCCAs)	Rs.14,500/-	1740/-	1885/-	108.75	471.25	12651/-	16856/-			

- EPF/ESI of employees shall be borne by employees and shall be deducted as applicable.

Date:

Authorized Signatory with seal

Place:

Full Name:

Seal:

Notes:

Note:A) It is clarified by the Finance Department vide office memorandum No.19595/F Dt.11.07.2023 that the minimum service charge shall be 3.85% and not exceed 7% in any case.

B) It is obligatory on the part of outsourcing agency to manage duties of their manpower on off days and to follow all labour laws as applicable to them and that will be verified from time to time by the authority.

C) Outsourced personnel are to be engaged by the service provider and authority/Government will not be liable for giving them contractual/permanent service in future. Such engagement by the service provider is temporary in nature and can be terminated at any time if deemed fit by the authority. False propaganda should not be spread by anybody that after a stipulated time these outsourced personnel will be made contractual, temporary, permanent employee of the DWO, Ganjam.

D) The total rates quoted by the tendering agency should be inclusive of all statutory/taxation liabilities in force at the time of entering into the contract.

E) The payment shall be made on conclusion of the calendar month only based on no. of working days for which duty has been performed by each manpower.

Section – VII

BID SUBMISSION CHECK LIST

Sl. No	Description	Submitted (Yes/No)	Page No.
TECHNICAL BID (ORIGINAL)			
1	Forwarding Letter in Bidders Letter Head		
2	Bid Processing Fee		
3	EMD		
4	Copy of Incorporation or Registration Certificate of the Bidder or Commercial Establishment Registration.		
5	Copy of PAN		
6	Copy of GSTIN & 3b		
7	Copies of Income Tax Clearance Certificate for the last three Assessment years		
8	Copy of Valid EPF & ESI Certificate, ISO Certificates		
9	Copy of valid Labour License		
10	TECHNICAL BID duly filled in (Forwarding Letter, FORM- T1, T2 and T3)		
11	Financial details of the bidder along with all the supportive documents such as copies of Income / Expenditure Statement and Balance Sheet for the last 3 years, and Banker transaction certificate last six month.		
12	Power of Attorney in favor of the person signing the bid on behalf of the bidder in letter pad.		
13	List of completed / on-going assignments of similar nature (Past Experience Details) along with the copies of work orders for the respective assignments from the authorities		
14	Affidavit for not having been black-listed by any Central / State Govt./any Autonomous bodies during the recent past. (FORM- T2)		
15	Affidavit for not having any police case pending against the bidder (FORM- T3)		
FINANCIAL BID (ORIGINAL)			
1	Forwarding Letter in Bidders Letter Head		
2	Duly Filled in Financial Bid (FORM- F1)		

It is to be ensured that:

- All information has been submitted as per the prescribed format only.
- Each part has been separately bound with no loose sheets, and each page of all the three parts are page numbered along with Index Page.
- All pages of the proposal need to be sealed and signed by the authorized representative.

Authorized Signatory

Name and Designation with Date and Seal

Section – VIII

SERVICE AGREEMENT

(To be made on Rs.100.00 Non-Judicial Stamp Paper)

This **SERVICE AGREEMENT** is made on _____
between,

_____(hereinafter called as the **“Authority”**) of
the 1st Part

and _____ its principal place of
business at _____
_____(hereinafter called the **“Service
Provider”**) of the 2nd Part.

WHEREAS

- (a) The **“Service Provider”**, having represented to the **“Authority”** that he is willing to engage Cook-Cum-Attendants(CCA) & Lady Cook-Cum-Attendants (LCCA) on outsourced basis under ST & SC Development, M&BCW Dept. in Ganjam District has offered to provide the service in response to the Tender Notice No: _____ Dated: _____ issued by the Authority;
- (b) The **“Authority”** has accepted the offer of the Service Provider to provide the required services as per the terms and conditions as set forth in this Service Agreement.

NOW, THEREFORE, IT IS HEREBY AGREED between the two parties as follows:

- 1. The following documents attached here to shall be deemed to form an integral part of this Contract:

**Appendix A: General Terms and
Conditions Appendix B: Scope
of Work;**

Appendix C: Contract Price and Payment Term;

2. The mutual rights and obligations of the Authority and the Consultant shall be as set forth in the Contract, in particular:
 - (a) The Service Provider shall carry out the service in accordance with the provisions of the Agreement;
 - (b) The Certificate on the satisfactory performance of services by the Agency shall be issued by an Officer authorized by the Client and in consideration of the Certificate of Satisfactory Performance of Services Provider, the Authority shall make such payments and in such a manner as is provided in the Agreement.

Mode of Payment

The Service Provider will open a specific Bank Account for payment by the Authority in the beneficiary account towards the Service performed by the service provider. The Service Provider will furnish the details of the Bank Account to the Authority within 7days of the signing of the contract.

This Contract constitutes the agreement between two parties in respect to obligations and supersedes all previous communications between the Parties.

3. Now this agreement is witnessed as below:-

- a) That, in consideration of the payment to be made by the “**Authority**” to the “**Service Provider**”, the “**Service Provider**” hereby agrees with the “**Authority**” to provide manpower resources to be engaged in the [*Insert the location*] in conformity with the provisions of the terms and conditions of the contract.
- b) That the “**Authority**” hereby further agrees to pay the “**Service Provider**” the contract price at the time and in the manner prescribed in the said terms and conditions.
- c) Financial limit under this Contract varies with changes in statutory dues and government taxes as applicable from time to time.
- d) That in the event of any dispute that may arise it shall be settled as per the terms and conditions of the contract.
- e) That this agreement is valid up to _____ .

For and on behalf of [**Tender Inviting Authority**]

Witness1:

Witness2:

For and on behalf of **[SERVICE PROVIDER]**

[Name and Designation of the Representative with seal]

Witness1:

Witness2:

GOVERNMENT OF ODISHA
ST & SC DEVELOPMENT, M & BCW DEPARTMENT,
Lok Seva Bhawan, Bhubaneswar
Email: stscdev@gmail.com / Ph: 0674-2536672/2532352

No. 4613 /SSD, Bhubaneswar 21st Feb 2026

STSCD-ESP-MISC-0009-2022

From
B. Parmeswaran, IAS
Commissioner-cum-Secretary to Govt
To
All District Welfare Officers

Sub: Engagement of Cook-cum- Attendants (CCAs) at different hostels of the district by outsourcing the services through service provider.

Ref:- FD OM No.37323 dated 30.11.2018 & Letter No.11835 dated 13.03.2018.
Letter No. 21812 dated 08-09-2025 of this Deptt

Madam/Sir,

In inviting reference to the subject cited above, I am to say that detailed Terms of Reference is necessary for engagement of CCAs on outsourcing basis which is enclosed as Annexure I. Also, several hostels in your district are reported to be non-functional even though the hostels have been completed and handed over. During the Video Conference held on 9th January 2026, it was committed to make them operational but lack of CCAs is an impediment. In this regard, approval is hereby granted for engaging Cook-cum-Attendants in all Hostels under your jurisdiction as enclosed at Annexure-II. The engagement shall be made in accordance with the existing government orders and prescribed norms issued from time to time.


Therefore, it is requested to take expeditious steps for outsourcing the services of Cook-cum-Attendants for smooth functioning of the hostels with the condition that the Cook-cum-Attendants so selected will be engaged in the hostels two days before the boarder students occupy the hostels.

Yours faithfully


21/2/26
Commissioner-cum-Secretary to Govt.

Memo. No. 4614 /SSD Dated 21/02/26

Copy forwarded to concerned Collectors for information.


21/2/2026
Addl. Secretary to Govt

Terms of Reference (ToR) for Engagement of Cook-cum-Attendant in Hostels under the supervision of ST & SC Development Department

The ST & SC Development Department, Government of Odisha, is responsible for the administration and management of hostels catering to ST, SC, and OBC/SEBC students, with the objective of ensuring their uninterrupted access to education within a safe, protected, and enabling residential environment. A **Cook-cum-Attendant** is a *non-teaching staff member* employed in schools whose job combines **cooking/food service duties** with **attendant/helper tasks** around the campus or hostel. This includes duties related to meal preparation, hygiene, and assisting school operations. Such engagement shall be purely on an outsourcing basis and the service conditions shall be governed strictly in accordance with the guidelines, instructions, and orders issued by the Department from time to time. The CCA/LCCA shall function under the direct supervision of the Headmaster/Assistant Superintendent and shall be accountable for the preparation of food and to serve them to the boarders.

A. Duties and Responsibilities of the CCA/LCCA

- CCAs should always maintain a high degree of personal hygiene and cleanliness. They must adhere to basic sanitation practices to ensure safe handling of food and maintain a clean working environment.
- CCAs should always remain clean, wear properly washed and tidy clothes, and keep their fingernails neatly trimmed. They must wash their hands thoroughly with soap/detergent and clean water before beginning any cooking activity, after handling raw materials, after using the washroom, and during the serving of food to prevent contamination.
- Chewing of tobacco or any other substance, smoking, spitting, and nose blowing shall be strictly prohibited in the kitchen, food preparation areas, and dining spaces. Such acts compromise food safety and hygiene and must not be practiced under any circumstances.
- Maintain a CCA Log Book and keep details of ration provided by Mess Management Committee and prepare food accordingly.
- Ensure that no small children/students are near the cooking area to avoid any mishap. By no means children should be engaged in the cooking activities like chopping/ cutting, cleaning etc.,
- No outsiders/suspicious persons shall be allowed inside the kitchen to avoid any intentional sabotage.
- They should ensure that children are washing their hands before and after taking their food.
- Ensure leftover food shall not be kept in kitchen or hostel premises and served to the students again. Food disposal and wastage should be done properly and not to attract rodents/dogs
- Wastes like vegetable peels, rice starch etc. can be used to make bio-fertilizer for kitchen garden.
- Ensure the cooking area and serving area and the utensils used for cooking are properly washed cleaned and kept for next use.
- Utensils of boarders are properly cleaned and stocked.
- They will remain in the hostel with the boarders at night.



- Ensure locking of the hostel gate at night.
- Will ensure boarders wake up in time and prayer classes are conducted.
- Help beginner boarders studying in Sishu Batika, Std I & II in bathing, combing their hair, dressing up.

B. Selection Procedure

- The engagement of existing and future vacancies of CCA/LCCA shall be undertaken exclusively through Outsourcing Agencies duly empanelled by the competent authority.
- The District Authority shall ensure that the selection process is conducted in a transparent, fair, and merit-based manner, strictly conforming to statutory and administrative requirements.
- The candidate to be engaged as CCA/LCCA must be of minimum thirty years and possess a minimum educational qualification of Seventh pass(7th).
- The outsourcing agency shall provide CCA/LCCA **belonging to same ward/hamlet, village, block or district where the hostel is situated** in that order of preference. In case many candidates are available within same location, preference shall be given to **ST, SC, and OBC candidate in that order.**

C. Responsibilities of the Outsourcing Agency

- The Outsourcing Agency shall be legally bound to adhere to the following obligations:
- To provide eligible, competent, and duly verified candidates, fulfilling all prescribed Government norms.
- To ensure prompt replacement of deployed CCA/LCCA in cases of absence, resignation, misconduct, or unsatisfactory performance, without disruption of hostel functioning.
- To ensure timely and lawful payment of wages, including deposition of all statutory dues such as EPF, ESI, and other labour-related compliances, as mandated under prevailing laws.
- To strictly comply with all applicable labour laws, Government directives, contractual terms, and regulatory provisions, failing which penal action may be initiated.
- To maintain accurate service records, deployment details, and all allied documentation for inspection by the competent authority at any time.
- Failure to comply with the above responsibilities shall render the Agency liable for contractual penalties, termination of agreement, or any other action deemed appropriate by the Government.
- The contract with outsourcing agency shall initially be valid for a period of two years, which may be extended for additional two years based on satisfactory performance.
- Any act of negligence, dereliction of duty, misconduct, indiscipline, or adverse behaviour shall be immediately reported to the District Authority and the Agency for withdrawing of her services and replacement on any of the following grounds:
- Misconduct, criminal offence, negligence, harassment, physical/mental abuse, or any behaviour detrimental to the safety, welfare, or dignity of students.

- Violation of Government orders, departmental instructions, hostel rules, or contractual obligations.
- Unauthorized absence, refusal to reside in the hostel premises as required, dereliction of night duties, or abandonment of service.
- Any act deemed incompatible with the responsibilities entrusted, as determined by the competent authority.
- Upon disengagement, no compensation or notice period shall ordinarily be applicable, and the Agency shall immediately deploy a suitable replacement.

D. Code of Conduct for CCA/LCCA

- The CCA/LCCA shall, at all times, maintain dignity, discipline, and exemplary conduct, reflecting the standards expected of personnel entrusted with the care and welfare of students staying in hostels.
- The CCA/LCCA shall not engage in harsh, abusive, discriminatory, intimidating, or degrading treatment towards any student. Any such act shall be treated as gross misconduct.
- The CCA/LCCA shall not practice favouritism, partiality, or extend undue personal influence in any matter concerning students, staff, or hostel administration.
- The CCA/LCCA shall strictly maintain confidentiality and secrecy with respect to all student-related information, issues, grievances, and records, and shall not divulge or misuse such information for personal, political, or any other extraneous purposes.
- The CCA/LCCA shall not engage in any form of political, religious, or personal propaganda within the hostel premises, nor shall she involve students in such activities directly or indirectly.
- Violation of any component of the Code of Conduct shall render the CCA/LCCA liable for disengagement, and other legal consequences as deemed appropriate by the competent authority.

E. Remuneration

- The selected CCA/LCCA shall be entitled to a consolidated take-home remuneration of ₹14,500/- (Rupees Fourteen thousand Five hundred only) per month.
- No additional allowances, benefits, or claims shall be admissible beyond the aforementioned consolidated amount unless specifically approved by the Government.
- The remuneration shall be disbursed by the Outsourcing Agency within the stipulated time frame as per contractual obligations.

F. Termination of Contract

- The Competent Authority reserves the right to terminate the contract of the Outsourcing Agency by serving a 30-day notice, without assigning further justification, where considered expedient in the interest of administration.
- The contract may also be terminated, without prejudice to any other legal or contractual remedies, on any of the following grounds:

- Unsatisfactory performance or failure to meet the prescribed standards of duty, conduct, or service delivery.
- Breach of any terms and conditions stipulated in the agreement or Government instructions.
- Violation of labour laws, statutory requirements, or non-compliance with EPF, ESI, wage payment norms, or any other mandatory regulation.
- Administrative reasons, including restructuring, policy changes, or any decision taken by the Government in the larger public interest.

G. Conclusion

- All authorities involved, including the District Administration, Head of Institution, and the Outsourcing Agency, shall ensure strict compliance with these guidelines to safeguard the welfare, security, and holistic development of hostel-resident students.
- These instructions shall remain in force until modified or superseded by the Government through a subsequent order or notification. Any interpretation or clarification required under these provisions shall rest with the Department, whose decision shall be final and binding.



ANNEXURE-II

Sl No.	District	Block	Name of the project (ST / SC / OBC / Minority)	Sanctioned in the Financial Year	SSD or S&ME Deptt.	Type of Management (Govt/Govt Aided/Private)	Sanctioned CCA/LCCA post
1	Boudh	Harabhanga	Satakhanda TOME 100 Seated Girls	2009-10	S&ME Deptt.	Govt	2
2	Boudh	Harabhanga	Mahalikpada Pry. School 100 Seated Girls	2009-10	S&ME Deptt.	Govt	2
3	Boudh	Harabhanga	R. N. High School 100 Seated Girls	2011-12	S&ME Deptt.	Govt	2
4	Boudh	Harabhanga	Panchayat High School Charichhak-2 100 Seated Girls	2011-12	S&ME Deptt.	Govt Aided	2
5	Boudh	Harabhanga	Harabhanga HS, Harabhanga 100 Seated Girls	2013-14	S&ME Deptt.	Govt Aided	2
6	Boudh	Harabhanga	Purunakatak HS, Purunakatak 100 Seated Boys	2013-14	S&ME Deptt.	Govt	2
7	Boudh	Harabhanga	J.B. High School, Maulsinga 100 Seated Girls	2013-14	S&ME Deptt.	Govt	2
8	Boudh	Harabhanga	Baba Baidyanath High School, Sarsara 100 Seated Boys	2013-14	S&ME Deptt.	Govt	2
9	Boudh	Boudh	Tikarpada UP School 100 Seated Girls	2009-10	S&ME Deptt.	Govt	2
10	Boudh	Boudh	Goudadei High School Nuapali 100 Seated Girls	2011-12	S&ME Deptt.	Govt Aided	2
11	Boudh	Boudh	Govt. Girls High School, Boudh 100 Seated Girls	2011-12	S&ME Deptt.	Govt	2
12	Boudh	Boudh	Purnchandra HS, Budhipadar 100 Seated Girls	2013-14	S&ME Deptt.	Govt Aided	2
13	Boudh	Boudh	Dadhibaman HS Badikata 200 Seated Boys	2013-14	S&ME Deptt.	Govt Aided	4
14	Cuttack	Narasinghpur	ST 100 Seated ST Girls' Hostel, at Lingaraj High School, Kokalaba	2013-14	S&ME Deptt.	Govt	2
15	Ganjam	Kukudakhandi	100 Seated ST Girls hostel at Purunapatana ME School	2011-12	S&ME Deptt.	Govt	2
16	Ganjam	Kukudakhandi	100 Seated ST Girls hostel at UGUP School Banthapalli	2011-12	S&ME Deptt.	Govt	2
17	Ganjam	Digapahandi	200 Seated ST Girls hostel at Gokaranpur High School 1 & 2	2011-12	S&ME Deptt.	Govt	4
18	Ganjam	Chikiti	100 Seated SC Girls hostel at Mukteswar Bidyapitha, Surala	2013-14	S&ME Deptt.	Govt	2
19	Kalahandi	Kesinga	100 seated ST Girls Hostel at Belkhandi H/S	2009-10	S&ME Deptt.	Govt	2
20	Kandhamal	Tumudibandha	100 seated Girls Hostel Building at Bilamal	2010-11	S&ME Deptt.	Govt	2

21	Kandhamal	Phiringia	100 seated ST hostel building at Dimiriguda High School	2009-10	S&ME Deptt.	Govt	2
22	Khordha	Chitika	100 seated SC Boys hostel, Chitika High School, Barakul	2013-14	S&ME Deptt.	Govt	2
23	Khordha	Balianta	100 seated SC Boys hostel, SB High School, Bhingarpur, Balianta	2013-14	S&ME Deptt.	Govt	2
24	Khordha	Balipatana	100 seated SC Girls hostel, Old Govt. High School, Banamalipur, Balipatana.	2013-14	S&ME Deptt.	Govt	2
25	Malkangiri	Chittrakonda	100 Const. of Boys Hostel at Sarkubandha	2020-21	S&ME Deptt.	Govt	2
26	Malkangiri	Chittrakonda	100 Const. of Girls Hostel at Sarkubandha	2020-21	S&ME Deptt.	Govt	2
27	Malkangiri	Chittrakonda	50 seated Boys Hostel at Gajalmamudi	2020-21	S&ME Deptt.	Govt	1
28	Malkangiri	Chittrakonda	50 seated Girls Hostel at Gajalmamudi	2020-21	S&ME Deptt.	Govt	1
29	Malkangiri	Chittrakonda	100 seated Boys Hostel Andrapally	2020-21	S&ME Deptt.	Govt	2
30	Malkangiri	Chittrakonda	100 seated Girls Hostel at Andrapally	2020-21	S&ME Deptt.	Govt	2
31	Malkangiri	Khairput	100 UGHS, Mundiguda	2017-18	S&ME Deptt.	Govt	2
32	Malkangiri	Korukonda	100 Vivekananda VP MV-72	2017-18	S&ME Deptt.	Govt	2
33	Nabarangpur	Nabarangpur	RCD HS 100 seated Boys hostel	2013-14	S&ME Deptt.	Govt	2
34	Nuapada	Komna	Construction of 100 Seated ST Boys Hostel Building at Panchayat High School Kureswar	2009-10	S&ME Deptt.	Govt Aided	2
35	Nuapada	Sinapali	100 seated ST Girls hostel at Gangadhar H/S, Ghuchaguda	2009-10	S&ME Deptt.	Govt Aided	2
36	Nuapada	Sinapali	100 seated ST Girls hostel at Jagannath H/S Kendumunda	2009-10	S&ME Deptt.	Govt Aided	2
37	Nuapada	Sinapali	Construction of 100 seated Boys Hostel Building at Sinapali Nodal H/S Sinapali	2009-10	S&ME Deptt.	Govt	2
38	Nuapada	Boden.	Construction of 100 seated Boys Hostel Building at Govt. UP School, Sirli	2009-10	S&ME Deptt.	Govt	2
39	Nuapada	Boden	Construction of 100 seated Girls Hostel Building at Govt. UP School, Sirli	2009-10	S&ME Deptt.	Govt	2
40	Nuapada	Boden	Construction of 100 seated Girls Hostel Building at Govt. UP School, Kampur	2009-10	S&ME Deptt.	Govt	2
41	Puri	Puri Municipality	SC-100 Seated SC Hostel at Bholanath Vidyapitha, Puri	2013-14	S&ME Deptt.	Govt Aided	2

42	Puri	Kanas	SC-100 Seated SC Hostel at Gopinath H/S, Gadisagoda	2013-14	S&ME Deptt.	Govt	2
43	Puri	Kakatpur	ST-100 Seated ST Girls Hostel at Kakatpur H/S	2013-14	S&ME Deptt.	Govt	2
44	Rayagada	Bissam Cuttack	Const. of 100 seated Girls hostel at Juda High School, Raskola	2013-14	S&ME Deptt.	Govt	2
45	Rayagada	Bissam Cuttack	Const. of 100 seated Girls hostel at Kanabar High School	2013-14	S&ME Deptt.	Govt	2
46	Rayagada	Bissam Cuttack	Const. of 100 seated Boys hostel at B. Kachupai High School	2013-14	S&ME Deptt.	Govt	2
47	Rayagada	Bissam Cuttack	Const. of 100 seated Girls hostel at Parichhaguda High School	2013-14	S&ME Deptt.	Govt	2
48	Rayagada	Muniguda	Const. of 100 seated Girls hostel at Dimiriguda Girls High School	2013-14	S&ME Deptt.	Govt	2
49	Sambalpur	Rengali	Laida Girls High School 100 STGH	2011-12	S&ME Deptt.	Govt	2
50	Cuttack	Banki	100 Seated Girls' Hostel at Pasania Sevashram	2009-10	SSD Deptt	Govt	2
51	Gajapati	R. Udayagiri	+2 HSS Boys ST Hostel, Ramagiri	2015-16	SSD Deptt	Govt	2
52	Ganjam	Ganjam	100 Seated ST Girls hostel at Laxmipur Sevashram School,	2009-10	SSD Deptt	Govt	2
TOTAL No. of CCAs Sanctioned							106

