

OFFICE OF THE PRINCIPAL, GOVERNMENT ITI, MALKANGIRI, ODISHA

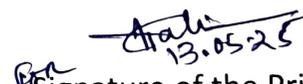
Inviting expression of interest for outsourcing of services of lady hostel of
Govt. ITI Malkangiri

NO. 683

Date 13.05.25

Expression of interest from the interested SHGs/SHG federations of Block Malkangiri, District-Malkangiri having willing ness and aptitude for the activity titled outsourcing services of lady hostels of Government ITI Malkangiri is invited to submit their proposal before the undersigned in the mentioned below format within 15 (Fifteen) Days of this notice i.e. by 23.05.2025 .The members of the SHGs to be deployed for rendering service should be from the same block where they propose to take up the activity.

Enclose:-SHG selection criteria and brief activity guidelines

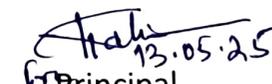

Signature of the Principal
Date:- 13/05/25

For details visit:-www.govtitimalkangiri.org or contact office of the principal Government ITI ,Malkangiri,At-Pradhaniguda,post-malkangiri,PIN-764045

N.B:-The application SHG can get the detailed information on the activity and students strength from the office of the principal ,Government ITI ,Malkangiri.

Memo No. 684 Date 13.05.25

Copy submitted to DeGM Malkangiri for information and necessary action with a request to upload the notification along with the tender document in pdf file in your official website of Malkangiri District www.malkangiri.odisha.gov.in for wide publication.


Principal
ITI Malkangiri

Guidelines / ToRs for outsourcing of services in Girl's Hostels of Government ITIs.

- 1) There shall be a Committee under the Chairmanship of the Principal of ITI with District Employment Officer, 04 Instructional / Office staff as members with adequate representation of women employees and one girl (hosteller) trainee as members.
- 2) The above Committee shall decide requirement of outsourcing services for hostels strictly not exceeding the approved principles i.e "maximum two lady members of SHG for the ITIs are having one lady hostel (one Matron-cum-Cook & one Sweeper-cum-Watchman) and addition of one more member (one Sweeper-cum-Watchman) for each additional lady hostels'.
- 3) The Principal shall invite proposals from the empanelled Women Self Help Group (SHG) and priority shall be given to empanelled Women Self Help Group (SHG) of the same block where the institute is located in consultation with the Mission Shakti - DRDA for outsourcing of services in Girl's Hostels of Government ITIs. The format for submission of proposals of SHGs is enclosed herewith as **Annexure I**.
- 4) The pre-qualifications for Women SHGs nominated for outsourcing of services at ITI Hostels:
 - a) Should be of impeccable past record both in terms of activity and financial management.
 - b) Should have valid SHG Registration Certificate, SHG PAN, GSTIN, active Bank Pass Book, free from any corruption charges, closure distance of the registered office of the Women SHG from ITI.
 - c) The SHGs members preferably should have past experience on outsourcing of manpower for management of lady hostels.
 - d) The SHGs should be willing and capable to take up this activity uninterrupted with own savings / bank linkage.
 - e) The SHG to have regular and systematic book keeping relating to Meeting Register and updated Pass Books.
 - f) If required, the Committee may conduct field visit to ascertain the eligibility of SHGs.
- 5) The Committee shall record details from the proposals of the SHGs in the format at **Annexure-II** for short listing purpose.
- 6) The short-listed panel of Women SHGs minimum three numbers shall be put up for approval of the competent authority of local district Mission Shakti-DRDA. The approved panel shall remain valid for 02 consecutive years.
- 7) The women SHGs in the approved list of minimum three shall be called on limited tender enquiry format (Rule 13 of FDOM No 4939/F dated 13.02.2012) by the Principal of ITI to quote the rate for complete service charges for management of lady hostel(s) through lady members of selected SHG for following services:

- a) cooking of breakfast, lunch & dinner for girl inmates;
 - b) maintain hostel accounts including mess dues collection from boarders;
 - c) remain vigil on hostel stock and store properties;
 - d) maintain in & out time registers for boarders and meeting times
 - e) ensure safety and security of the boarders;
 - f) Engage boarders in extracurricular activities, yoga and instill discipline
 - g) Caring for health, hygiene & nutrition habits through service of quality food;
 - h) prevent entries of unidentified male persons & outsiders into hostel;
 - i) Cleaning of utensils, rooms, premises, toilet, bathrooms, lighting of campus.
- 8) The Committee shall evaluate the detail proposals of minimum 03 shortlisted SHGs and approve the lowest quoted SHG for placing the assignment orders which will be valid for 10-11 months excluding the month(s) when boarders do not stay.
- 9) The women SHG shall undertake the services for management of lady hostels on the principle of "maximum two lady members of SHG for the ITIs having one lady hostel and addition of one more member for each additional hostels' and shall not engage any extra members & claim extra.
- 10) The remuneration shall not exceed as prescribed in FD letter No 30722/F dated 06.11.2021 i.e Lady Matron-cum-Cook service @Rs10,900/- pm and Sweeper-cum-Watchman service @Rs10,100/- and as amended by FD from time to time.
- 11) The members of the SHG deployed on outsourcing basis at Women Hostels of ITIs shall not allow entry of any of their male spouse inside the hostel.
- 12) Payment shall be released by the Government ITI, Principal to the SHGs only against the claim bills for the month(s).
- 13) The SHGs shall submit the acknowledgment receipt of payments to the Government ITI, Principal (Receipt and Model Claim bill enclosed as Annexure IV & V respectively).
- 14) Dues of the SHGs shall be settled within 15 days on receipt of claims of the SHGs. Only e-payments to be done into the accounts of SHGs for outsourcing of services. In no case, bills shall be pending beyond one month.

a



Format

EoI for taking up the activity :
Outsourcing of service activities of lady hostels of Government ITI _____

1. Name of the SHG: _____
2. SHG Address: Village _____ Post Office _____
GP _____ Block _____
District _____ PIN _____
3. Year of Formation: _____
4. Name of Government ITI where the activity will be taken up: _____
5. Whether the SHG is involved in outsourcing activity (Yes/ No)-
(Self-Declaration of the SHG shall be attached)
6. Bank and Branch Name with IFSC code: _____
7. PAN Number _____
8. GSTIN Number _____
9. Funds available in the Savings Bank Account: (Rs) _____
(a) Whether Loan taken (Yes/No), if yes, mention the number of times loan availed
(b) Mode of loan repayment (Regular/irregular):
(c) Meeting Register maintained (Yes/No):
(d) Cash Book maintained (Yes/No):
10. Contact Mobile Phone No: _____
11. Number of Lady members to be deployed on outsourcing basis in Lady Hostel:
(a) Lady Matron-cum-Cook: _____
(b) Lady Sweeper-cum-Watchman: _____
12. Distance of SHG registered Office from ITI _____ (Km)
13. Resolution of the SHG to take up the activity is enclosed (Yes / No):

Name & Signature of the Authorized Person of the SHG
Date: _____

Acknowledgement

Received the Expression of Interest from _____ SHG, Village _____, on date _____ for the service providing activities at Government ITI, _____ on dated.....

Authorized Signatory

Date: _____

Annexure-V

Bill on Outsourcing of Services

PAN & GSTIN Numbers

No. _____

Date. _____

- 1) Name of the SHG:
- 2) Address along with contact number:
- 3) Order No: Date:
- 4) Statement of services provided

Sl No	Deliverables	Month	Nos	Rate/PM	Amount/PM
1	Lady Matron-cum-Cook				
2	Lady Sweeper-cum-Watchman				
3	Service Charges				
4	Any other Charges				
	Total				

5) SHG Bank details:

- i. Saving Bank Account Number:
- ii. Bank Name:
- iii. Branch Name:
- iv. IFS Code:

Signature of SHG

Name:

Date:

Note: Original copy along with delivery receipts to be submitted at the office of the Principal on proper receipt and duplicate copy along with delivery receipts to be retained for future reference.

Acknowledgement

Received the Bill bearing no _____ dated. _____, amounting to Rs _____ on outsourcing of services at Lady Hostel of ITI, _____ for the month of _____ from _____ SHG on dated _____.

Name of the Principal, Government ITI...

Model Financial proposal of the SHG

No. _____

Date: _____

In continuation of our Expression of Interest submitted vide letter No. _____ / dated and detail proposal submitted vide letter No. _____ dated _____ we are submitting herewith the financial proposal for consideration

Sl No	Deliverables	Nos	Rate/PM	Amount/PM
1	Lady Matron-cum-Cook			
2	Lady Sweeper-cum-Watchman			
3	Service Charges			
4	Any other Charges			
	Total			

Authorized SHG Signatory

Date _____