

**OFFICE OF THE PRINCIPAL:****GOVT. INDUSTRIAL TRAINING INSTITUTE, BIRMAHARAJPUR**Website- govtitibmpur.org , E-mail- principalitibmpur@gmail.com

Tender No: 33

Dated: 16 / 01 / 2026

TENDER FOR PROVIDING MANPOWER FOR DIFFERENT SERVICES FOR OUTSOURCING SERVICES THROUGH SHELF HELP GROUP

The expression of interest is invited from the interested woman SHGs/SHG Federation of Block-Birmaharajpur /Dist-Subarnapur having willingness and attitude for the activity titled outsourcing of services of Lady Hostel of Govt ITI Birmaharajpur is invited to submit their proposal before the undersigned in the mentioned below format within 15 days of the notice.

The details of the bidding process are as follows:

Sl. No.	Bidding Schedule	Deadline
1.	Date of Issue of Tender	16/ 01 /2026
2.	Tender Due Date and Time	31/ 01 /2026 (up to 5:00 PM)
3.	Opening of Technical Bid	02 /02 /2026 (11.00 AM)

Bidders are required to submit the technical. The bids in sealed Cover-I containing "Technical Bid" should be placed in a third sealed cover super-scribed "**TENDER FOR PROVIDING MANPOWER FOR OUTSOURCING SERVICE THROUGH SHGs TO GOVT. ITI. BIRMAHARAJPUR**" must reach the undersigned on or before 31/ 01 /2026 up to 5:00 PM through **Speed Post / Registered Post**. The office shall not be held responsible for any postal/courier delay.

The bid document containing eligibility criteria, scope of the work and other terms and conditions of the tender can be downloaded from govtitibmpur.org. The authority reserves the right to reject any/all proposals and cancel tender process without assigning any reason thereof.

Complete Address for Submission of Bid:

The Principal,
Govt. ITI, Birmaharajpur,
At: - Bagbar
Po: - Birmaharajpur
Dist: - Subarnapur
Pin: - 767018


Principal
Govt ITI Birmaharajpur
16-1-26



TENDER DOCUMENT

**TENDER FOR PROVIDING MANPOWER FOR DIFFERENT SERVICES FOR OUTSOURCING SERVICES
THROUGH SHELF HELP GROUP**

JANUARY, 2026

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: _____

Recommendation of Block Level Selection Committee on SHGs for outsourcing of services of Lady Hostels of Government ITI.....

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Name of the SHG	Name of Block	Name of GP	Name of Village	Date of formation	Bank Name	Branch Name	Bank Account Number	Amount of savings in Rs.	Weather Loan taken (Yes/No)	Mode of loan repayment (Regular/irregular)	Maintaining meeting Register (Yes/No)	Cash Book maintained (Yes/No)	Number of personnel to be deployed on outsourcing	Distance of SHG Office from ITI	Year of Experience in service providing activities (Yes / No)

Annexure-III

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 _____

SECTION – I

INSTRUCTIONS TO THE BIDDER

A. General Information

1. Govt ITI Birmaharajpur Odisha requires the service of reputed, well established, financially sound and registered SHGs to provide the services of manpower for different services at Govt. ITI Birmaharajpur, subarnapur, Odisha.
2. The period of contract for providing the services will be for one year from the date of effectiveness of contract. The period of the contract may be further extended provided the requirement for the services persists at that time or may be terminated owing to deficiency in service or because of change in the department's requirements. The Authority, however, reserves right to terminate this contract at any time after giving 30 days' notice to the service provider.
3. Govt ITI Birmaharajpur has the tentative requirements of the resources for providing services as specified below :

Sl. No.	Purpose of work	Category of service	No. of Manpower required
1	Lady Matron- cum Cook	Group-D	01
2	Lady- Sweeper-cum-Watchman	Group-D	01
	Total		02

The requirements may increase/decrease in any/ all the categories. The eligible bidders, those have the capability of providing all types of services as per the prescribed technical parameters in the tender document, are allowed to participate in the selection process. Part bid will not be taken into consideration.

The interested bidders may visit the location on any working day between the office hours to have a thorough knowledge of the services to be performed before preparation and submission of their bid.

4. The various critical dates relating to the above tender process are as under:

Sl. No.	Bidding Schedule	Deadline
1.	Date of Issue of Tender	16/ 01 /2026
2.	Tender Due Date and Time	31/ 01 /2026 (up to 5:00 PM)
3.	Opening of Technical Bid	2 /02 /2026 (11.00 AM)

5. The technical bids will be opened 02 /02 /2026 (11.00 AM) at the Chamber, of the Principal, Govt. ITI, Birmaharajpur, in the presence of the authorized representative of the participated bidders (limited to one only) , if any, who wish to present at the meeting.
6. Any form of consortium and joint venture is not allowed under this tender.
7. The competent authority reserves the rights to reject any / all bids and cancel the tender process without assigning any reasons thereof.

Complete Address for submission of bid:

The Principal,
Govt. ITI, Birmaharajpur
At:- Bagbar
Po:- Birmaharajpur
Dist:- Subarnapur
Pin- 767018

B.

Eligibility criteria

Sl. No.	Eligibility Criteria
1	SHG should be of impeccable past record both in terms of activity and financial management.
2	Should have valid SHG Registration Certificate ,SHG PAN,GSTIN,active bank passbook,free from any corruption charges, closure distance of the registered office of the women SHG from ITI.
3	The SHGs members preferably should have past experience on outsourcing of manpower for engagement of Ladies Hostel.
4	The SHGs should be willing and capable to take up this activity uninterrupted with own saving/bank linkage
5	The SHG to have regular and systematic book keeping relating to meeting Register And Update Pass Books
6	If required, the committee may conduct fiels visit to ascertain the eligibility of SHGs.

Section - II

SCOPE OF THE WORK

The lady members of selected SHG for following services are.

1. Cooking of breakfast, lunch and dinner for Girls inmates
2. Maintaining hostel accounts including mess due collection from boarding.
3. Remaining vigil on hostel stock and store properties.
4. Maintaining in & out time registers for boarding and meeting time.
5. Ensure safety and security of the boarders
6. Caring for health, hygiene & nutrition habits through service of quality food
7. Prevent entries of unidentified male persons & outsiders into hostel.
8. Cleaning of utensils,rooms,toilet,bathrooms,lighting of campus

SECTION – III

SCHEDULE OF REQUIREMENT



1. The women SHG shall undertake the services for management of lady hostels on the principal of maximum two lady members of SHG for the it is having one lady hostel and shall not be engage any extra members & claim extra.
2. The Remuneration shall not exceed as prescribed in FD letter No 30722/F dated 6.11.2021 i.e Lady Matron-cum-Cook services @Rs. 10900 per/month and Sweeper- cum Watch man services @Rs.10100/ as amended by FD from time to time.
3. The members of the SHG deployed on outsourcing basis at women Hostels of ITI Shall Not Allow Entry of Any of Their Male Spouse inside the Hostel.
4. Payment shall be release by the Government ITI, Principal to the SHGs only against the claim bills for the monthly.
5. The SHGs shall submit the acknowledgement receipt of payments to the Government ITI, Principal (Receipt and Model Claim bill enclosed as Annexure IV & V