



Government of Odisha
Department of Social Security & Empowerment of Persons with Disabilities

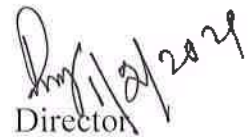
No. 843 /SSEPD, Dated 01.02.2021 .
PT2-SSEPD-IT-ADM-0001/2018

Quotation Tender Call Notice for Outsourcing Man Power Service

E-Tender are invited from the Outsourcing Agencies for Selection of Outsourcing Man Power Service Provider Agency for engagement of Consultants for undertaking various Technical and Administrative Assignments as per the following schedule. The detailed scope of work is annexed at Exhibit-A

Sl.	Items	Date & Time
(a)	Last date for receiving pre bid queries through email	12.02.2021
(b)	Pre Bid meeting / conference	17.02.2021
(c)	Bid Submission Start Date	19.02.2021
(d)	Last date of receipt of Bids	15.03.2021 upto 5.00 PM (Through e-procurement portal: https://tenderorissa.gov.in)
(e)	Opening of Technical Bid	16.03.2021 at 11.00 AM
(f)	Technical Presentation	Will be communicated through Email/Website notice
(g)	Opening of Financial Bid	Will be communicated through Email/Website notice

The interested vendor can participate in the project as per the scope of work mentioned in the tender. The bidder has to give the earnest money deposit of Rs. 50,000/- (online) as per the instruction available in the e-procurement portal (www.tendersodisha.gov.in) at the time of bidding. The registered MSME bidder are exempted from EMD as per FDOM No.21926, dt.12.08.2015.


Director

Memo No. 844 /SSEPD dt. 01.02.2021 .

Copy alongwith soft copy forwarded to Manager (Advertisement), I & PR Department, Bhubaneswar for information and necessary action. He is requested to get published in 2 (two) largest circulated Odia Daily Newspaper and 1 (one) English Newspaper largest circulated for consecutive two days on the inner side with minimum space at early date for wide publication of tender call notice. A complimentary copy of the Newspaper containing the tender call notice may be sent to this Department for reference and records.


Joint Secretary to Government

Memo No. 845 /SSEPD dt. 01-02-2021.

Copy forwarded to the Notice Board Social Security & Empowerment of Persons with Disabilities Department /All other Department of Govt. with a request to display the Notice in their Notice Board for wide Publicity/ Five copies for Guard File.

Memo No. 846 /SSEPD dt. 01-02-2021 Joint Secretary to Government

Copy forwarded to the Head State Portal Group, IT. Centre, Lokseva Bhawan, Bhubaneswar with a request to upload the Notice in Govt. of Odisha Website for wide publicity.

Memo No. 847 /SSEPD dt. 01-02-2021 Joint Secretary to Government

Copy forwarded to Binit Bikash Mohapatra, System Analyst, SSEPD Department for information and necessary action. He is requested to upload the bid document in the Department website.

Joint Secretary to Government

RFP for Selection of Outsourcing Man Power Service Provider Agency for engagement of Consultants for undertaking various Technical and Administrative Assignments

Department of Social Security & Empowerment of Persons with Disability (SSEPD) Lokseva Bhaban, Bhubaneswar

1. Tender Notice

No.: 843 /SSEPD Dated: 01.02.2021

e-Tender are invited from the Outsourcing agencies for Selection of Outsourcing Man Power Service Provider Agency for engagement of Consultants for undertaking various Technical and Administrative Assignments as per the following schedule. The detailed scope of work is annexed at Exhibit-A.

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(f)	Technical Presentation	Will be communicated through Email /Website Notice
(g)	Opening of Commercial Bid	Will be communicated through Email /Website Notice

The interested vendor can participate in the project as per the scope of work mentioned in the tender. The bidder has to give the earnest money deposit of Rs. 50,000/- in favour of Department of Social Security & Empowerment of Persons with Disability (SSEPD) in shape of Bank Draft only.

2. Introduction

The Department of Social Security & Empowerment of Persons with Disabilities, (SSEPD) requires the service of reputed, well established and financially sound Manpower Service Providers to provide services of 17 **personnel** on outsourcing basis for official work under Department of SSEPD as per scope of work. The contract of providing the aforesaid manpower is to commence from **award of contract** and would continue for three years. The period of the contract may be further extended beyond this period provided the requirement of the SSEPD Department for manpower persists at that time or may be curtailed/ terminated at any point of time owing to deficiency in service or substandard quality of manpower deployed by the selected Service Provider or because of change in the SSEPD Department's requirements. The SSEPD Department however, reserves the right to terminate this initial contract at any time after giving one week's notice to the selected Service Provider.

3. **Invitation to Proposal**

1. **Due Diligence**

The Bidder is expected to and shall be deemed to have examined all instructions, forms, terms and specifications and other information in this Tender Document. The bid should be precise, complete and in the prescribed format as per the requirement of the Tender Document. Failure to furnish all information required by the Tender Document or submission of a bid not responsive to the Tender Document in every respect will be at the Bidder's risk and may result in rejection of the bid. The Authority shall at its sole discretion be entitled to determine the adequacy / sufficiency of the information provided by the Bidder.

2. **Cost of Bidding**

The Bidder will bear all costs associated with the preparation and submission of its bid and the Authority will in no event or circumstance be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

3. **Amendment of Tender Document**

At any time before the deadline for submission of bids, the Authority may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Tender Document by amending, modifying and/or supplementing the same.

Any amendments/modifications in the tender document would be communicated via e-mail to the vendor and all such amendments shall be binding on the bidders without any further act or deed on the Authority part. In the event of any amendment, the Authority reserves the right to extend the deadline for the submission of the bids, in order to allow prospective Bidders reasonable time in which to take the amendment in to account while preparing their bids.

4. **Site Visit(s)**

The bidder may wish to visit and examine the site (s) of the project and obtain for itself, at its own responsibility and risk, all information that may be necessary for preparing the

bid and entering into the contract. The cost of visiting the site(s) shall be borne by the bidder. Tendering authority will not responsible to schedule / coordinate with the client for the Bidder's site visit and detail assessment of the requirement.

4. **Instructions to Bidders**

1. **Introduction**

The section aims to provide guidelines/Instructions for Bidders, to be used while submitting the Proposals. These are generic in nature, but bidders are required to abide by them during the currency of the Project.

2. **Pre-Bid Meeting & Clarifications**

- a. The authority will hold a pre-bid meeting with the prospective bidders as per the schedule given in tender notice.
- b. The Bidders will have to ensure that their queries for Pre-Bid meeting should reach via email mentioned under contact details as per the schedule given in tender notice.
- c. The queries should necessarily be submitted in the following format:

Tender Document Reference(s) (Section & Page Number(s))	Content of Tender requiring Clarification(s)	Points of clarification

- d. The authority shall not be responsible for ensuring that the bidders' queries have been received by them. Any requests for clarifications post the indicated date and time may not be entertained by the authority.

3. **Scope of Proposal**

Detailed description of the objectives, scope of services and other requirements relating to the job/assignment are as specified in the Project Proposal enclosed at **Exhibit-A**. The proposal is required to be submitted in the form and manner as specified in this document.

4. **Format & Signing**

The tender shall be submitted in two parts:

Part A – Technical Bid

Part B – Commercial Bid

The tender shall be typed or written in indelible ink and shall be signed by the applicant or a person or persons duly authorized. Any interlineations, erasures or overwriting shall be valid only if the person or persons signing the tender prior to opening of the same initial them.

5. **Submission of Tender**

The bidder shall prepare one original of each part of the tender i.e. Technical Bid (Part-A) & Commercial Bid (Part-B). The Technical Bid & Commercial Bid shall be separately clearly marking "Technical Bid" & "Commercial Bid" and apply through online portal <https://tenderorissa.gov.in>. The Technical Bid & Commercial Bid of the tender must be in separate, along with bidder name and address and the purpose of the tender along with tender number, date of opening.

6. **Language of Bid**

All Proposals and various documents related to these Proposals should be in English Language. All correspondence between the Authority and the Bidders would also be in English Language.

7. **Conflict of Interest**

The Authority requires that bidder must provide professional, objective and impartial advice and at all times hold the Authority interests paramount, strictly avoid conflicts with other assignments/jobs or their own corporate interests and act without any consideration for future work.

8. **Validity of Proposals**

- a. For the purpose of placing the order, the Bids shall remain valid for at least 90 days after the date of bid opening.
- b. A bid valid for a shorter period shall be rejected by the Authority as being non-responsive.
- c. During the period of validity of Bids, the rates quoted shall not change.
- d. In exceptional circumstances, the Authority may ask for extension of the period of validity.
- e. The Authority request and the response to such a request by various bidders shall be in writing.
- f. A bidder agreeing to such an extension will not be permitted to vary/alter its rates.

9. **Right to accept Proposal**

The Authority reserves the right to accept or reject any Proposal, and to annul the Proposal process and reject all Proposals at any time prior to award of contract, without there by incurring any liability to the affected bidder or any obligation to inform the affected bidder of the grounds for such decision.

10. **Proposal Due Date**

Tender filled in all respect must be uploaded in online portal <https://tenderorissa.gov.in> with in time and date specified in the e-tender notice.

11. **Late Submission**

Tender submitted after the deadline for submission prescribed by the Authority will not be considered.

12. **Modifications /Withdrawal**

No modifications/withdrawal to the Proposals shall be allowed; once it is received by the tendering authority.

13. **Bid Opening**

The Authority will open all Proposals, in the presence of bidders or their authorized representatives who choose to attend, at the date and time mentioned in the tender through online mode. In the event of the specified date being declared a holiday, the tender shall be opened at the appointed time and location on the next working day.

14. **Fraud & Corruption**

The Authority requires that bidder is bidding for this tender must observe the highest standards of ethics during the performance and execution of such contract. In pursuit

(pursuance) of this policy,

- a. "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of the Authority official by any personnel of bidder in procurement process or in contract execution.
- b. "Fraudulent practice" means a misrepresentation of facts, in order to influence a procurement process or the execution of a contract, to the detriment of the Authority, and includes collusive practices among the bidders (prior to or after Proposal submission) designed to establish bids at artificially high or non-competitive levels and to deprive the Authority of the benefits of free and open competition;
- c. "Unfair trade practices" means supply of services different from what is ordered on, or change in the Scope of Work which was given by the Authority.
- d. "Coercive practices" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the execution of contract.
- e. The Authority will reject a proposal for award, if it determines that the bidder recommended for award has engaged in corrupt, fraudulent, unfair trade practices or coercive practices.
- f. The Authority 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, unfair trade and coercive practices in competing for, or in executing, the contract.

15. **Amendments**

At any time prior to deadline for submission of proposal, The Authority may for any reason, modify the tender. The prospective bidders having received the tender shall be notified the amendments through email, such amendments shall be binding on them.

16. **Clarifications**

During evaluation of the Proposals, The Authority may, at its discretion, ask the bidder for clarifications on their proposal. The clarification shall be given in writing.

17. **Rejection of Bid**

The Authority reserves the right to reject any and all proposals, in whole or in part, to waive any and all informalities, and to disregard all non-confirming, non-responsive or conditional proposals.

18. **Authentication of Bid**

The original and all copies of the bid document shall be type written in indelible ink and shall be signed by a person or persons duly authorized to bind the bidder to the contract. A duly stamped Power-of-Attorney accompanying the bid document shall support the letter of authorization. The person or persons signing the bid document shall initial all pages of the Bid document, including pages where entries or amendments have been made. All the pages of the proposal should be serially numbered. All parts of the bid shall be properly spiral bind together. There shall be no loose sheets. Documents submitted in clip file shall be rejected.

19. **Contact Details**

Designation	Director, SSEPD
Contact Details	0674 – 2391976, ssepdsec.od@nic.in

20. Acknowledgement by the Bidder

It shall be deemed that by submitting the Proposal, the bidder has:

- a. Made a complete and careful examination of the tender
- b. Received all relevant information requested from the Authority
- c. Acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in the tender or furnished by or on behalf of the Authority or relating to any of the matters Stated in the Tender Document
- d. Acknowledged that it does not have a conflict of interest; and
- e. Agreed to be bound by the undertaking provided by it under and in terms hereof.

The Authority shall not be liable for any omission, mistake or error on the part of the Applicant in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to tender or the Selection Process, including any error or mistake therein or in any information or data given by the Authority.

21. Earnest Money Deposit (EMD)

The EMD is required to protect The Authority against the risk of Bidder's conduct, which would warrant the security's forfeiture.

Unsuccessful Bidder's EMD will be discharged / returned as promptly as possible as but not later than 30 days after the expiration of the period of bid validity.

The successful Bidder's EMD will be returned after furnishing the performance guarantee or adjusted against the performance guarantee upon the bidder signing the contract.

22. Forfeiture of EMD

EMD submitted by the vendor may be forfeited under the following conditions. If the bid or its submission is not in conformity with the instruction mentioned herein;

- a. If the vendor withdraws from the tender before the expiry of the validity period including the extended validity period
- b. In the case of a successful vendor fails to (i) accept award of work, (ii) sign the contract agreement with the Authority, after acceptance of communication on placement of award, (iii) furnish performance security, or the vendor violates any of conditions of this tender document or indulges in any such activities as would jeopardize the interest of the Authority in timely finalization of this tender

The decision of the Authority regarding for feature of bid security shall be final and shall not be called upon question under any circumstances. A default in such a case may involve black-listing of the vendor by the Authority.

23. Extension of Period of Validity

In exceptional circumstances, the Authority may solicit the bidder's consent to an extension of the period of validity. The request and the response thereto shall be made in writing. Extension of validity period by the Bidder shall be unconditional. The EMD provided shall also be suitably extended. A Bidder may refuse the request without forfeiting the EMD. A Bidder granting the request will not be permitted to modify its bid.

24. Validation of Interlineations in Bid

Any interlineations, erasures, alterations, additions or over writing shall be valid only if the person or persons signing the bid have authenticated the same with signature, date

and time. No such interlineations, erasures, alterations, additions or overwriting shall be permitted after submission of the bid.

25. Announcement of Bids

The name of Bidder, bid prices, total amount of each Bid, EMD, discount, etc. shall be announced at the Commercial Bid opening.

26. Clarification of Bids

To assist in the evaluation, comparison and an examination of bids, the Authority may, at its sole discretion, ask the Bidder for a clarification of its bid including breakdown of unit rates. The request for clarification and the response shall be in writing. If the response to the clarification is not received before the expiry of deadline prescribed in the request, the Authority reserves the right to make its own reasonable assumptions at the total risk and cost of the Bidder

27. Completeness of Bids

The Authority will examine the bids to determine whether they are complete, whether they meet all the conditions of the Tender Document and Technical Specifications, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the Bid Documents are substantially responsive to the requirements of the tender.

28. Rectification of Errors

Arithmetical errors will be rectified on the following basis: -

- a. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected.
- b. If there is a discrepancy between the rates in words and figures, the rate in words will govern.
- c. If the bidder does not accept the correction of errors, his bid will be rejected.

29. Notification to Bidder

The Bidder whose Bid has been accepted shall be notified of the award prior to the expiry of the period of validity of the proposal, by registered letter or by Email. This letter (here in after the "Letter of Acceptance") shall state the sum that the Authority shall pay the Bidder in consideration of the execution, completion and maintenance of the work as prescribed by the Contract (hereinafter the "Contract Cost") in accordance with Payment Terms. The Bidder shall acknowledge in writing, the receipt of the Letter of Acceptance and shall send his acceptance to enter into the Contract within five (5) days from the receipt of the Letter of Acceptance.

30. Expenses for the Contract

All incidental expenses of the execution of the Contract shall be borne solely by the successful Bidder and such amount shall not be refunded to the successful Bidder by the Authority.

31. Failure to abide by the Contract

The conditions stipulated in the Contract shall be strictly adhered to and violation of any of these conditions shall entail immediate termination of the Contract without prejudice to the rights of the Authority with such penalties as specified in the Bid Document and the Contract.

32. **Annulment of Award**

Failure of the successful Bidder to comply with pre-qualification criteria, evaluation criteria and other terms and conditions set out in the Tender Document shall constitute sufficient ground for the annulment of the award of Contract and forfeiture of the EMD.

33. **Disqualifications**

The Authority may at its sole discretion and at any time during the evaluation of Proposal, disqualify any bidder, if the bidder has:

- a. Submitted the Proposal documents after the response deadline
- b. Made SSEPD Department evading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements
- c. Submitted a proposal that is not accompanied by required documentation or is non-responsive
- d. Failed to provide clarifications related thereto, when sought
- e. Submitted more than one Proposal (comprising of same Prime Applicant individually or in case of a consortium Prime Applicant and Implementation Partner)
- f. Declared ineligible by any Government Authority for corrupt and fraudulent practices or blacklisted
- g. Submitted a proposal with price adjustment/variation provision
- h. Submitted the Proposal documents without EMD

5. **General Terms & Conditions**

1. **Relationship between the Parties**

Nothing mentioned herein shall be constructed as relationship of master and servant or of principal and agent as between the 'The Authority' and 'the Bidder'. The bidder subject to this contract has complete charge of personnel, performing the services under this project from time to time. The bidder shall be fully (jointly and severally) responsible for the services performed by them or on their behalf here under.

2. **Standards of Performance**

The bidder shall perform the services and carry out their obligations under the contract with due diligence, efficiency and economy in accordance with generally accepted professional standards and practices. The bidder shall always act in respect of any matter relating to this contract as faithful advisor to the Authority.

The bidder shall always support and safeguard the legitimate interests of the Authority, in any dealings with the third party. The bidder shall abide by all the provisions / acts / rules etc. of Information Technology prevalent in the country. The bidder shall conform to the standards laid down in tender in totality.

3. **Delivery and Documents**

The bidder shall submit all the deliverables on due date as per the delivery schedule. The bidder shall not without the Authority's prior written consent disclose the contract, drawings, specifications, plan, pattern, samples to any person for "project management unit set up" other than an entity employed by the Authority for the performance of the contract. In case of termination of the contract, the entire document used by bidder in the execution of project shall become property of the Authority.

4. **Intellectual Property Rights**

No services covered under the contract shall be sold or disposed by the bidder in violation of any right whatsoever of third party, and in particular, but without prejudice to the generality of the foregoing, of any patent right, trade mark or similar right, or any charge mortgage or lien. The bidder shall indemnify the Authority from all actions, costs, claims, demands, expenses and liabilities, whatsoever, resulting from any actual or alleged infringement as aforesaid and at the expenses of the bidder, the Authority shall be defended in the defense of any proceedings which may be brought in that connection.

5. Assignment

The bidder shall not assign the project to any other agency, in whole or in part, to perform its obligation under the Contract, without the Authority prior written consent.

6. Period for Furnishing Performance Guarantee

Within five (5) working days of the receipt of the acknowledgment of the Letter of Acceptance from the Authority, the successful Bidder shall furnish a Performance Guarantee for an amount equivalent to 10% of the Contract Cost in accordance with the conditions of the Contract, in the form of a Bank Guarantee / Bank Draft / Pay Order from a scheduled bank (except cooperative bank) drawn in favour of **SSEPD Department** payable at **Bhubaneswar**. If such Performance Guarantee is in the form of a Bank Guarantee, then such Bank Guarantee shall be in a form acceptable to the Authority. The EMD submitted earlier by the successful Bidder shall be adjusted against the Performance Guarantee and such Performance Guarantee shall be valid till the end of the Term as defined in the Contract i.e project contract period and warranty period.

SSEPD Department shall invoke the performance Bank guarantee in case the selected Vendor fails to discharge their contractual obligations during the period and the Department incurs any loss due to Vendor's negligence in carrying out the project implementation as per the agreed terms & conditions.

The performance Bank guarantee shall be refunded after successful completion of the contract period i.e expiry of "Warranty, Support Service & AMC etc." of individual package.

No interest will be paid by SSEPD Department on the amount of performance Bank Guarantee.

7. Penalties

If there is delay in execution of the work beyond the allowed timeline and such delay due to the fault of the vendor penalty will be charged to the vendor @0.50% cost of the project cost per week of delay subject to maximum of 5% of the project cost.

8. Statutory Provisions of ESI & EPF for resource

Vendor must abide by all rules, laws & regulations that may be in force from time to time and shall be responsible for conduct of resource persons as an immediate Employer. Further, the vendor to ensure compliance of all permissions under Act & Regulations of ESI & EPF Scheme. Vendor should submit the relevant records & registers towards contribution made for ESI & EPF in respect of the resource persons engaged as & when required by the concerned Statutory Authorities. If the vendor defaults in any manner to comply with the provisions of ESI & EPF Act & Scheme made there under, the vendor shall be solely responsible for the same and shall be liable to pay any fine/penalty/damage/interest imposed by the authorities and/or by the management SSEPD Department on that scope. In case of default by the vendor the notional amount

towards fine/penalty/damage/interest likely to be imposed by the concerned Statutory Authorities shall be deducted from the running Bill/Security Deposit/Performance B.G and kept separately till finalization of the matter. No interest shall be paid on such amount.

Besides the above, the vendor requires to comply with any other Act/Provisions such as payment of Bonus etc, if applicable for the resource persons engaged.

9. **Payment Schedule**

The Payments/Project Directions would be made to the bidder and bidder would be the single point of contact for the Authority. The payment schedule will be made on the back to back basis and only after receipt from the client on successful completion of the assignment in all respect for which the bidder is to obtain certificate of completion from the customer.

10. **Suspension**

The Authority may, by written notice to bidder, suspend all payments to the bidder hereunder if the bidder fails to perform any of its obligations under this contract including the carrying out of the services, provided that such notice of suspension

- a. Shall specify the nature of failure.
- b. Shall request the bidder to remedy such failure within a period not exceeding thirty (30) days after receipt by the bidder of such notice of failure.

11. **Termination**

Under this contract, the Authority may, by written notice terminate the contract in the following ways

- a. Termination for default for failing to perform obligations under the contract or if the quality is not up to the specification or in the event of non adherence to time schedule or for any other valid reason.
- b. In case the contract is terminated for the default or failure on the part of the bidder, then the Authority shall have the right to get the work done at the risk & cost of the bidder. Any additional expense in this regard shall be borne by the bidder.

12. **Bankrupt**

If the bidder subsequently becomes bankrupt or otherwise insolvent, the contract shall stand terminated.

13. **Taxes and Duties**

The commercial proposal shall be inclusive of all taxes, duties and operational expenditures. Any changes in the Tax rate, then the tax portion estimate will be changed, accordingly payment will be made to the vendor.

14. **Governing laws, Arbitration and Jurisdiction**

a. Management of Dispute

In the event of any dispute between SSEPD Department and the parties arising in connection with the Agreement or any associated agreement entered into pursuant to the Agreement, they shall use all reasonable endeavors to resolve the matter on an amicable basis. If one party serves formal written notice on the other that a material dispute of such a description has arisen and the parties are unable to

resolve the dispute within a period of thirty (30) days from the service of such notice, then the dispute shall be referred to the Arbitration.

b. Governing Laws and Arbitration

The Agreement shall be governed by the laws of India and the Rules framed there under. In the event of any dispute or difference arising under/out of this Agreement or anything contained therein or connected therewith, the same shall be referred to a single arbitrator in case parties agree upon one, otherwise three arbitrators be appointed by both parties in accordance with and subject to the provisions of Arbitration and Conciliation Act 1996. The arbitration shall take place at Bhubaneswar and all legal proceedings in any manner arising there under can only be initiated in the court of law at Bhubaneswar only within the jurisdiction of High Court of Orissa and none of the parties shall have the liberty of initiating any legal proceedings anywhere except in court at Bhubaneswar within jurisdiction of High Court of Orissa.

15. Notice

Any notice, request or consent required or permitted to be given or made pursuant to this contract shall be in writing. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the party to whom the communication is addressed, or when sent to such party by Email or Post at the address mentioned in the Contract Agreement.

16. Progress of the Assignments

The bidder would be required to intimate the progress of the assignments and submitted required documents to the Authority in a frequency and manner prescribed by the Authority in consultation with the bidder after the award of contract.

17. Miscellaneous

- a. The end product of the work assignment carried out by the bidder, in any form, will be the sole property of the Authority.
- b. In the event the bidder's company or the concerned Division of the company is taken over / bought over by another company, all the obligations under the agreement with the Authority, should be passed on the compliance by the new company new division in the negotiation for their transfer.

6. Bid Format & Evaluation Process

Overall evaluation of the bids will be done in two stages namely Technical and Commercial Evaluation. At the end of every stage shortlisted bidders may be informed of the result to have a fair and healthy competition. The final awarding of the contract will be done based on the procedure mentioned below.

All evaluation will be carried out by SSEPD Department through its evaluation committee. Evaluation conducted by the committee shall be final and binding on all the bidders.

The evaluation committee may choose to conduct technical negotiations or discussions with any or all the bidders. The decision of the evaluation committee in the evaluation of the Technical & Commercial bids shall be final and binding on all the parties. No correspondence will be entertained outside the process of negotiation / discussion with the evaluation committee.

1. Preliminary Scrutiny

SSEPD Department will prepare a list of firms based on the compliance to all the terms and conditions of the tender. The tenders who do not conform to the tender conditions shall be straight away rejected. All eligible tenders will be considered for further evaluation. The decision of SSEPD Department will be final in this regard.

2. Technical Bid

The following documents shall be submitted in original.

- a. Technical bid letter in the company letter head as per **Annexure-T1**
- b. Check list must be filled as per **Annexure-T2** along with valid documents supporting to the bidder's claim.

TECHNICAL REQUIREMENTS FOR THE MANPOWER SERVICE PROVIDER EXPRESSING INTEREST

1. The tendering manpower service provider should fulfill the following technical specification.
 - a. The registered office or one of the branch offices of the manpower service providers should be located within the jurisdiction of the user i.e. Department of SSEPD/ Office. Besides, if the Department of SSEPD/ Head of Department of SSEPD/ Controlling Officer are procuring manpower for deployment in their Field Office(s), the manpower service provider should provide the name, designation and contract number of the person to liaise with the said Field Office(s).
 - b. They should be registered with the appropriate registration authority.
 - c. They should have at least five years of experience in providing manpower to Government Departments/ Public Sector Companies/ Banks, etc.
 - d. They should have their own Bank Account;
 - e. They should be registered with Income Tax and Service Tax Department.
 - f. They should be registered with appropriate authorities under Employees' Provident Fund and Employees' State Insurance etc.
 - g. They should have any other regulatory clearance (to be specified by the user Department of SSEPD that may be required for providing manpower services.
 - h. The Minimum annual turn-over of the company of last 3 years shall at least be 5 times of the present contract value.
 - i. The Agency must have executed contracts of similar type during preceding 3 years of value equal or more than 60% of the estimated cost of the present contract.

TECHNICAL REQUIREMENTS FOR MANPOWER TO BE DEPLOYED BY THE SUCCESSFUL MANPOWER SERVICE PROVIDER IN THE DEPARTMENT OF SOCIAL SECURITY & EMPOWERMENT OF PERSONS WITH DISABILITIES (SSEPD)

1. She/ He should be above 18 years of age. The upper age limit in respect of Senior IT Consultant is 40 years.
2. The detailed eligibility criteria of consultants are mentioned in this notice separately against each category in **Exhibit - I**.
3. The Candidate shall have working knowledge of English and Odia.

3. Technical Bid Letter [Annexure-T1]

APPLICATION- TECHNICAL BID

For Providing Manpower Services to Department of Social security & empowerment of Persons with Disabilities (SSEPD)

1. Name of Manpower Service Provider: _____

2. Details of Earnest Money Deposit: DD No. _____ date _____

of _____ drawn on Bank _____.

3. Name of Proprietor/ Partner/
Director: _____

4. Full Address of Registered Office:

Telephone No.:

Fax No. : _____

E-Mail Address: _____

5. Full Address of Operating / Branch Office:

Telephone No.:

Fax No.: _____

E-Mail Address: _____

6. Name & Telephone No. of Authorized Officer/ Person to liaise with Field Office
(s):

7. Bank of Manpower Service Provider (Attach certified copy of statement of
A/c for the last Three years):

8. PAN/ GIR No.: _____

9. Service Tax Registration No.: _____

10. E.P.F. Registration No.: _____

11. E.S.I. Registration No.: _____

12. Financial Turnover of the Manpower Service Provider for the last three Financial Years:

Financial Year	Amount (in lakhs)	Remarks, if any
2017-18		
2018-19		
2019-20		

13. Additional information, if any (Attach Separate Sheet if space provided is insufficient):

14. Give details of the major similar contracts handled by the Manpower Service Provider during the last three years in the following format:

(if the space provided is insufficient, a Separate Sheet may be attached)

Sl. No.	Name of Client address, Telephone & Fax No.	Manpower Service Provided		Amount of contract (₹ in lakhs)	Duration of Contract	
		Type of manpower provided	No.		From	To

15. Additional information, if any (Attach Separate Sheet, if required):

Signature of Authorized Person

Date:

Name:

Place:

Seal:

Declaration

1. I, _____ Son/ Daughter/
Wife _____ of _____ Shri

/ Director/ Authorized Signatory of the Service Provider, mentioned above, am competent to sign this declaration and execute this tender document;

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

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

Signature of Authorized Person

Date:

Name:

4. **Technical Scoring Pattern (Total Marks -100)**

#	Items	Criteria	Points
(a)	Average Annual Turn Over in last three Years ending on 31-Mar-2018, 31-Mar-2019& 31-Mar-2020 <i>Must submit Certificate from Chartered Accountant as a proof of annual turnover stated above</i>	≥ 5Crore	20
		≥ 3 Crore	15
		≥ 2 Crore	10
(b)	Resource Strength - IT professionals with the company <i>Copy of the up-to-date EPF deposit challan must be enclosed as a proof</i>	≥20	20
		≥15	15
		≥10	10
(c)	Bidder should have successfully implemented / continuing with the projects similar to the scope of work mentioned in the document in time-bound manner for any Government Department / PSU in Odisha/India. <i>(Project completion / continuing certificate stating the above criteria must be submitted for consideration)</i>	≥ 03Nos.	20
		≥ 02Nos.	15
		≥ 01Nos.	10
(d)	Technical Presentation (15 Minutes)		40

Minimum qualifying mark for opening of commercial bid is 70% (70 out of 100). Commercial bid of those bidders will be opened only which are technically qualified in the technical evaluation. All other commercial bids will be ignored. Final selection will be based upon Quality cum Cost Based Selection (QCBS) method.

5. **Technical Check List [Annexure-T2]**

1. Application - Technical Bid;
2. Self-attested copy of registration of agency;
3. Certified copy of the statement of bank account of agency for the last three years;
4. Self-attested copy of PAN/GIR Card;
5. Self-attested copy of the latest IT Return filed by agency;
6. Self-attested copy of the Service Tax registration certificate;
7. Self-attested copy of the P.F. registration letter/ certificate;
8. Self-attested copy of the E.S.I. registration letter/ certificate;
9. Certified document in support of the Financial turnover of the agency;
10. Certified documents in support of entries in column 14 of Technical Bid application;
11. Copy of the terms and conditions in tender Document with each page duly signed and sealed by the authorized signatory of the agency in token of their

acceptance.

(a)	Annual Turn Over in last three Years ending on 31-Mar-2017, 31-Mar-2018 & 31-Mar-2019 from Software Development & Consultancy only.	FY	Turn Over in crore	
		2017-18		
		2018-19		
		2019-20		
(Please submit the photo copies of the audited Balance Sheet)				
(b)	Resource Strength - IT professionals with the company	No. of Computer/IT Professional		
		No. of non-Computer/IT Professional		
		(Please submit the photo copy of the EPF Challan in support of resource strength or certificate from HR)		
(c)	Bidder should have successfully implemented / continuing with the projects similar to the scope of work mentioned in the document in time-bound manner for any Government Department / PSU in Odisha/India	Details of the similar orders implemented		
		Sl#	Name of the Project	Cost of the Project
		1		

(Authorized signatory) Date:

Name:

Designation:

6. Commercial Bid

- The Financial Bids of the technically qualified bidders will be opened on the prescribed date in the presence of bidder representatives.
- The financial bid will be evaluated following the Quality Cost Based Selection (QCBS) method. Calculation method is given below under combined evaluation of technical & financial bid.
- Only fixed price financial bids indicating total price for all the deliverables and services specified in this bid document will be considered.
- The bid price will include all taxes and levies and shall be in Indian Rupees. Type & rate of taxes shall be mentioned separately.
- Any conditional financial bid would be summarily rejected.
- Bids with abnormally low management cost/ service charges will be summarily rejected.

7. Score Normalization

- The technical and financial scores secured by each bidder will be added using weightage of 70% and 30% respectively to compute a composite bid score using the following formula.

Mark Secured by the Bidder X 70

Normalized Technical Score(STech)

Highest Scored obtained by any Bidder

Normalized Commercial Score(SCom)

Price quoted by the Bidder

- b. Final Score (SFinal) = SFinal = STech +SCom
- c. The bidder securing the highest Composite Bid Score will be adjudicated as the Best Value Bidder for award of the Project.
- d. In the event the bid composite bid scores are "tied", the bidder securing the highest technical score will be adjudicated as the Best Value Bidder for award of the Project.

8. Price Bid Letter [Annexure-C1]

APPLICATION – FINANCIAL BID

For Providing Manpower Services to Department of Social Security & Empowerment of Persons with Disabilities (SSEPD)

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

Sl. No.	Manpower Type	Monthly Rate per Person (₹)						
		Take home remuneration	EPF	ESI	Other Statutory dues, if any	Service Charge	Service Tax	Rate per Person
1	Senior IT Consultant	65,000/-	As per Rules				As per Rules	
2	System Analyst	45,000/-						
3	Senior Programmer	37,000/-						
4	Assistant Programmer	32,000/-						
5	Programme Manager	20,000/-						
6	Programme Coordinator	20,000/-						
7	Document Manager	15,000/-						
Total								

Signature of Authorized Person

Date:

Name:

Place:

Seal:

Notes:

1. 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.
2. The payment shall be made on conclusion of the calendar month only on the basis of no. of working days for which duty has been performed by each manpower.

We undertake in competing for and, if the award is made to us, in executing the above services, we will strongly observe the laws against fraud and corruption to force in India namely Prevention of Corruption Act 1988. We understand that you are not bound to accept any proposal you receive.

Yours faithfully,
(Authorized
signatory) Date:

Name:
Designatio
n:

Exhibit-A

Terms of Reference

TERMS & CONDITIONS

1. The Agreement shall commence from [award of contract and shall continue] for three years unless it is curtailed or deployed, breach of contract etc. or change in requirements.
2. The Agreement shall automatically expire after three years from award of contract unless extended further by the mutual consent of the manpower service provider and the authority.
3. The Agreement may be extended, on the same terms and condition or with some additions/ deletions/ modification, for a further specific period mutually agreed upon by the manpower service provider and the authority.
4. The manpower 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 by whatever name be called without the prior written consent of the authority.
5. The Department of SSEPD, at present has tentative requirement of 17 (Seventeen) Consultants on urgent basis. The requirement of the Department of SSEPD may further increase or decrease marginally, during the period of initial contract also and the firm would have to provide additional manpower service, if required on the same terms and conditions.

6. The manpower service provider will be bound by the details furnished by it to the Authority while submitting the tender or at subsequent quotation. In case any of such documents furnished by it is found to be false at any stage, it would be deemed to be breach of terms of Agreement making it liable for legal action besides termination of the agreement.
7. The authority reserves the right to terminate the agreement at any time after giving 7 days' notice to the manpower service provider.
8. The person deployed shall be required to report for work at 10:00 AM to the Director, Department of SSEPD or such other Officer as may have been kept in charge of the office establishment of the Office concerned and would leave at 5:30 PM and may also require to work beyond 5:30 PM for which She/ he 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.
9. The manpower service provider shall nominate a coordinator who shall be responsible for immediate interaction with the Department of SSEPD so that optimal services of the persons deployed could be availed without any disruption.
10. The entire financial liability in respect of manpower service deployed in the Department of SSEPD or office concerned shall be that of the manpower service provider and the Department of SSEPD or office concerned will in no way be liable. It will be the responsibility of the manpower service provider to pay to the person deployed a sum not less than the minimum rate quoted in the financial bid and adduce such evidences as may be required by the Department of SSEPD or office concerned. If at any point of time it is found that the agency is paying to the candidate less remuneration, the agreement shall be terminated and the EMD & security deposits shall be forfeited.
11. The payment of remuneration to the manpower has to be through bank account only. No payment in cash can be made to them.
12. For all intents and purposes, the manpower service provider shall be "employer" within the meaning of different rules and acts in respects of manpower so deployed. The person deployed by the manpower service shall not have any claim whatsoever like employer-employee relationship against the Department of SSEPD or office concerned.
13. The manpower service provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to person deployed. The Department of SSEPD shall, in no way be responsible for settlement of such issues, whatsoever. In case the Grievance of the deployed person are not attended to by the manpower service provider, the deployed person can place their grievance before a joint committee consisting of a representative of the Department of SSEPD and authorized representative of the manpower service provider.
14. The Department of SSEPD shall be not be responsible for any financial loss or any injury to any person deployed by the manpower service provider in the course of their performing the functions/ duties, or for payment towards any compensation.

15. The persons deployed by the manpower service provider shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular/confirmed employees during the currency or after expiry of the Agreement.
16. In case of termination of this agreement in its expiry or otherwise, the persons deployed by the manpower service provider shall not be entitled to and shall have no claim for any absorption in regular or in any other capacity.
17. The person deployed shall not claim any benefit or compensation or regularization of deployment with office under the provision of rules and acts. Undertaking from the person deployed to this effect shall be required to be submitted by the manpower service provider.
18. The manpower service provider must be registered with the concerned Govt. Authorities i.e. Labour commission, Provident fund authorities, Employees State Insurance Corporation etc. and a copy of the registry documents should be submitted. The manpower service provider shall comply with all the legal requirements for obtaining license under contract labour (regulations and abolition) act, 1970 if any at his own part of cost.
19. The manpower service provider shall provide a substitute well in advance if there occurs any probability of the person 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. The manpower service provider shall be responsible for contributions towards provident fund and employees state insurance, whatever applicable.
20. The persons deployed by the manpower service provider should have good police records and no criminal case should be pending against them.
21. The persons deployed should be polite, cordial and efficient while handling the assigned work and their actions should promote good will and enhance the image of the Department of SSEPD and office concerned. The manpower service provider shall be responsible for any act of indiscipline on the part of the persons deployed.

LEGAL

22. The persons deployed shall during the course of their work be privy 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 deployed liable for penal action under the application laws besides, action for breach of contract.
23. The manpower service provider shall be responsible for compliance of all statutory provisions relating to minimum wages payable to different types of worker in respect of the persons deployed by it in the Department of SSEPD or office concerned shall have no liabilities in this regard.
24. The manpower service provider shall also be liable for depositing all taxes levies, cess, etc. on account of services rendered by it to the Department of SSEPD or office concerned to the concerned tax collection authorities from time to time, as per the rules and regulations in the matter. Self-attested photo copies of such documents shall be furnished to the Department of SSEPD or office concerned.

25. The manpower service provider shall maintain all statutory registers under the law and shall produce the same on demand, to the authority of the Department of SSEPD office concerned or any other authority under law.
26. The Tax Deduction at Source (TDS) shall be done as per the provision in Income Tax Act/ Rule, as amended from the time to time and certificate to this effect shall be provided by the Department of SSEPD or office concerned.
27. In case the manpower service provider fails to comply with any liability under appropriate law and as result thereof, the Department of SSEPD or the office concerned is put to any loss/ obligation, monetary or otherwise, the Department of SSEPD or the office concerned will be entailed to get itself reimbursed out of the outstanding bills or the performance security deposit of the manpower service provider to the extent to the loss or obligation in monetary terms.
28. Agreement is liable to terminated because of non-performance deviation of terms and condition of contract, non-payment of remuneration of employed person and non-payment of statutory dues. The Department of SSEPD will have no liability towards non-payment of remuneration to the person employed by the manpower service provider and the outstanding statutory dues of the service provider to statutory authorities. If any loss or damage is caused to the Department of SSEPD or office concerned by the person deployed, the same will be recovered from the unpaid bills or adjusted from the security deposit.

FINANCIAL

29. The successful bidder will have to deposit a security amount of **₹8,00,000/- (Rupees Eight lakh only)** in the form of fixed deposit receipt (FDR) made in the name of the Department but hypothecated to the Director, Department of SSEPD, covering the period of contract. In case the contract is further extended beyond initial period the FDR will have to be accordingly renewed by the successful bidder.
30. In case of breach of any terms and conditions attached to the agreement, the performance security deposit of the manpower service provider shall be liable to be forfeited besides annulment of the agreement.
31. The manpower service provider shall raise the bill in triplicate along with attendance sheet duly verified by the Department of SSEPD or Office concerned in respect of the persons deployed and submit the same to the prescribed authority in the first week of the succeeding month. As far as possible the payment will be released by the second week of the succeeding month.
32. The claim in bills regarding employees' state insurance, provident fund, service tax, etc. should necessarily be accompanied with documentary proof pertaining to the concerned bill month. A requisite portion of the bill or whole of the bill amount shall be held up till such proof is furnished at the discretion of the Department of SSEPD or office concerned.
33. The authority reserves the right to withdraw or relax any of the terms and conditions mentioned above so as to overcome the problem encountered at a later stage.
34. In the event of any dispute arising in respect of the clauses 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.

35. All disputes shall be under the jurisdiction of the court at the place where the headquarters of the authority, who has executed the agreement, is located.
36. The successful bidder will enter into an agreement with this Department of SSEPD for supply of suitable and qualified manpower as per requirement of this Department of SSEPD on the above terms and conditions.

LIST OF DOCUMENTS TO BE SUBMITTED WITH THE TECHNICAL BID

1. Application - Technical Bid;
2. Self-attested copy of registration of agency;
3. Certified copy of the statement of bank account of agency for the last three years;
4. Self-attested copy of PAN/GIR Card;
5. Self-attested copy of the latest IT Return filed by agency;
6. Self-attested copy of the Service Tax registration certificate;
7. Self-attested copy of the P.F. registration letter/ certificate;
8. Self-attested copy of the E.S.I. registration letter/ certificate;
9. Certified document in support of the Financial turnover of the agency;
10. Certified documents in support of entries in column 13 of Technical Bid application;
11. Copy of the terms and conditions in tender Document with each page duly signed and sealed by the authorized signatory of the agency in token of their acceptance.

DOCUMENTS TO BE SUBMITTED BY THE SUCCESSFUL AGENCY BEFORE DEPLOYMENT OF MANPOWER.

1. List of Manpower shortlisted by agency for deployment in **Department of SSEPD** containing full details i.e. date of birth, marital status, address, educational qualifications etc.
2. Bio-data of all persons
3. Any other document considered relevant.

LIST OF MANPOWER TO BE DEPLOYED

Sl. No.	Designation & Number of Positions	Qualification & Experience	A
			Deliverable/Activities
1	Senior IT Consultant (1)	<ul style="list-style-type: none"> • M. Tech/ B. Tech or B. E in Computer Science/ B. E or B.Tech in Information Technology. • 6 years plus experience in developing Spring 	<ul style="list-style-type: none"> • Management & Maintenance of Website & Single Window Portal of SSEPD Department, Government of Odisha.

based Java Web Applications.

Experience with Spring Security, Spring Data JPA and OWASP Top 20 security implementations for Java Web Applications

Experience with JSP, JQuery, JavaScript. Familiarity with Bootstrap CMS framework. Knowledge of JSON and XML standards.

4 years plus experience in developing PHP based web applications, preferably using OpenCart Framework

Experience of MySQL database in creating tables, stored procedures, views. DDL & DML. Experience generating ad-hoc MIS reports from MySQL as per Departmental needs.

Experience in transforming and importing unstructured or semi-structured field data from Word/Excel into MySQL Tables.

Creation of User Manuals Word/PPT from Software. Experience in defect resolution of JAVA and PHP software

Familiarity with Mobile Development using Java on Android OS is a plus.

Support Experience

Familiarity with CentOS7.

Familiarity with Apache2 Web Server and Tomcat 8 Application Server.

Experience in generating new WAR file for Spring

	<p>application and deployment to Tomcat Server Experience in updating PHP based website.</p> <p>Experience in generating MySQL database upgradation scripts and applying changes to MySQL instance Experience in backup and recovery process.</p> <p>Project Management Experience</p> <p>Knowledge of Change Control process.</p> <p>Ability to Track Change Requests and Software Versions Prioritization of User Reported Issues and Planning for Release.</p>	
<p>2</p> <p>System Analyst (1)</p>	<p>B.E / B. Tech (IT/CSE/Electronics)/ MCA/M. Tech (IT/CSE/Electronics)</p> <ul style="list-style-type: none"> • Minimum 3 years of Experience in Software Development for any reputed project/Company. • Preference will be given for proficiency in developing application in open source environment, Java, PHP etc. • Development of software for any Government project will be an added advantage. 	<ul style="list-style-type: none"> • Collection of Information related to various projects of the Department in consultation with the Field Offices, Line Departments, NGOs, Government of India, Corporate and Media. • Analysis and design of computerized system for various activities of the Department. • Guide the Sr. Programmer/ Asst. Programmer in development of software and Mobile applications. • Guide the concerned officer in proper digital documentation process. • Monitor the day to day activities happening in Department's social media interface like facebook, twitter, helpline etc. • Ensure the web portal of the Department is updated timely. • Coordinate with different stake holders for proper maintenance of hardware & software. • Ensure security policy implemented in the Department.

			<ul style="list-style-type: none"> • Supervise the IT team of the Department. • Advise Department regarding ICT tools, equipment to be used by Department. • Testing of software & user acceptance. • Ensure the Department's network up and running. • To perform any other activity as may be assigned from time to time.
3	<p align="center">Senior Programmer (2)</p>	<p>B.E / B. Tech (IT/CSE/Electronics)/ MCA</p> <ul style="list-style-type: none"> • Minimum 3 years of experience in software development in any reputed organization. • Preferably should have proficiency in developing application in open source environment, Java, PHP etc. 	<ul style="list-style-type: none"> • Assist the System Analyst in gathering information and data for development of computerized system. • Finalize the development platform in consultation with System Analyst. • Develop the application system & mobile App. • Manage & update the Department's website, facebook, twitter, and other social media interfaces. • Upgradation of Department's website with the change in technology. • Security audit of applications developed through certified auditors. • Coordinate with stake holders. • Participate in user acceptance test of software. • Testing of software. • To perform any other activity as may be assigned from time to time.
4	<p align="center">Assistant Programmer (2)</p>	<p>B.E/ B. Tech (IT/CSE/Electronics)/ MCA</p> <ul style="list-style-type: none"> • Minimum 2 years of experience in software development for any reputed organization. • Preferably should have proficiency in developing application in open source environment like Java, PHP etc. 	<ul style="list-style-type: none"> • Develop software modules as and when assigned. • Develop mobile App. • Update the Department's website, facebook, twitter, and other social media interfaces. • Bug fixing as per security audit report. • MIS report generation. • Participate in user acceptance test of software. • Ensure the antivirus and other end point security system is in place and updated.

			<ul style="list-style-type: none"> To perform any other activity as may be assigned time from to time.
5	Programme Manager (3)	<p>Any Graduate with PGDCA/ equivalent.</p> <ul style="list-style-type: none"> The candidate should have minimum knowledge in managing programmes, workshops, meetings, seminars, conferences and preparation of their proceedings/minutes. 	<ul style="list-style-type: none"> Coordination with the Field Offices, Line Departments, NGOs, Government of India, Corporate and Media. Planning of priorities and key result areas of the Department. Assist System Analyst in analyzing the automated system. Monitoring of progress of different programmes and schemes. Collection and compilation of information regarding all schemes of the Department. Organization of workshops, meetings, seminars, conferences and preparation of their proceeds/minutes. Advocacy of the Programmes Coordination of Survey, R & D and IEC Activities Assist in functional testing. To perform any other activity as may be assigned from time to time
6	Programme Coordinator (4)	<p>Retired Government officer of Odisha Secretariat Service cadre not below the rank of Desk Officer</p> <p>or</p> <p>qualified software professional with experience in management/ personal/ administration in any reputed organization/</p>	<ul style="list-style-type: none"> Coordination with the field offices, line Departments, NGOs, Government of India, corporate and media. Planning of priorities and key result areas of the Department. Monitoring of progress of different programmes and schemes. Collection and compilation of information regarding all schemes of the Department. Organization of Workshops, meetings, Seminars, Conferences and preparation of their proceedings/minutes. Advocacy of the Programmes Coordination of Survey, R & D and IEC Activities Preparation of Documents like Annual Report, proceedings of meetings etc. To perform any other activity as may be assigned time to time

7	<p align="center">Document Manager (4)</p>	<p>Any Graduate with PGDCA/ DCA</p> <ul style="list-style-type: none"> • Should have strong typing skill. • Proficiency in MS-Office tools 	<ul style="list-style-type: none"> • Preparation of Electronic Documents, Storage and retrieval • Website updating as and when required • Data Backup management. • Report compilation. • Presentation preparation • Coordination with the Field Offices, Line Departments, NGOs, Government Offices, Corporate and Media • To perform any other activity as may be assigned from time to time
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Sd/-

|Director

SSEPD Deptt.

