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## DISTRICT RURAL DEVELOPMENT AGENCY: JAJPUR

At-Jajpur, P.O.-Jajpur, Dist.-Jajpur, Odisha. Pin-755 001.

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Notice No: 5000 Date: 21.08.19

**REQUEST FOR PROPOSAL FOR SELECTION FOR HUMAN RESOURCE SERVICE PROVIDER  
AGENCY FOR ENGAGING FACULTY AND SUPPORT STAFFS AT DISTRICT PANCHAYAT  
RESOURCE CENTRE, UNDER RGSA FOR JAJPUR DISTRICT.**

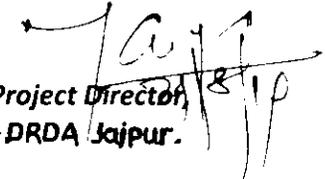
DRDA Jajpur on behalf of Panchayati Raj & Drinking Water Department, Government of Odisha invites proposals with certain terms and conditions from reputed & registered manpower service providing agencies/companies/firms for hiring of one faculty, one support staff & one assistant at District Panchayat Resource Centre, under RGSA for Jajpur District.

The Selection of service provider agency will be two bid systems i.e. Technical Bid & Financial Bid. The agency who qualifies the Technical Bid will be allowed to participate in Financial Bid. RFP along with all documents can be submitted by the interested agencies in **Speed Post/ Registered Post** only to "Project Director, District Rural Development Agency, Jajpur- 755001, Odisha". The agency should submit their **Technical & Financial Bid** in two separate envelopes & both the envelopes are to be packed inside one sealed envelope indicating "Technical Proposal" & "Financial Proposal" on top of the respective envelopes. The outer envelope is to be superscripted with **SELECTION FOR HUMAN RESOURCE SERVICE PROVIDER AGENCY FOR ENGAGING FACULTY AND SUPPORT STAFFS AT DISTRICT PANCHAYAT RESOURCE CENTRE, UNDER RGSA FOR JAJPUR DISTRICT.**

The bids can be submitted only through speed/registered post from 30.08.2019 to 13.09.2019.

The details of Request for Proposal can be viewed in the district website i.e. [www.jajpur.nic.in](http://www.jajpur.nic.in). Further the bid documents can be downloaded from the same website from 30.08.2019 to 13.09.2019.

1. Pre-bid meeting of intending bidders: - 31.08.2019 at 3.00 PM in the DRDA, Jajpur Conference hall.
2. Last date for submission of RFP Documents: 13.09.2019 up to 5 P.M.
3. Opening of RFP documents: 17.09.2019 at 3 P.M.(Technical Bid).
4. Opening of RFP documents: 19.09.2019 at 3 P.M.(Financial Bid).
5. Cost of EMD: Rs. 50,000/- (Rupees Fifty Thousand only) in shape of **Demand Draft** made in favor of "Project Director, DRDA, Jajpur" drawn in Jajpur from any nationalized /scheduled bank is required to be submitted in Technical bid envelop of the Bid.
6. RFP can be downloaded from the district administration website mentioned above. The bidders are required to submit the bid document cost worth Rs 5,900/- (Rupees Five Thousand nine hundred) only (including GST) in shape of Account Payee Demand Draft in favour of the "Project Director, DRDA, Jajpur" payable at Jajpur from any of the nationalized/ scheduled commercial bank along with the Proposal in Technical bid. In absence of such document (Cost of EMD & Tender fee) the RFP will be rejected.

  
Project Director  
DRDA Jajpur.