

RFP Number: 309

Date: 04/03/2023



REQUEST FOR PROPOSAL (RFP)

FOR

**SELECTION OF PROGRAMME IMPLEMENTING AGENCY (PIA) FOR RUNNING &
MAINTENANCE OF SATELLITE CENTER UNDER THE STATE INSTITUTE FOR
EMPOWERMENT OF PERSONS WITH DISABILITIES (SIEP)
AT JAJPUR DISTRICT, ODISHA**

Issuer:

District Social Security Officer, Jajpur

Government of Odisha

Phone: 0674-222475

Email: jajpurdssso@gmail.com

Address for Communication & Submission of Documents during Tender Period

District Social Security Officer, Jajpur,

Second Floor, Collectorate Building,

Jajpur – 755001

Email: jajpurdssso@gmail.com

Bid Processing Fee (Non-Refundable):

Rs.20,000/- (Rupees twenty thousand only)

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The information contained in this RFP document (the "RFP") or subsequently provided to Bidder(s)/Bidder(s), whether verbally or in documentary or any other form by or on behalf of Client or any of their employees or advisors, is provided to Bidder(s) on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by "CLIENT" to prospective Bidder/s. The purpose of this RFP is to provide interested bidders with information that may be useful to them in preparing their proposal i.e. Eligibility/Technical Proposal, Documents and Financial Proposal (the "Bid") pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by "CLIENT" or their advisors in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. It is intended to be used as a guide only and does not constitute advice, including without limitation, investment or any other type of advice. This RFP may not be appropriate for all persons, and it is not possible for "CLIENT", its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this RFP including annexure/attachments/ amendments and obtain independent advice from appropriate sources. "CLIENT" and its advisors assume that any person who reads or uses this document is capable of evaluating the merits and risks of any investment or other decision with respect to a financial/property transaction, operation, its suitability and its financial, taxation, accounting and legal implications without any reliance on this document.

Information provided in this RFP to the Bidder/s is on a wide range of matters, some of which depend upon interpretation. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law.

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expense arising directly or indirectly from or connected in any way with any use of or reliance on such information.

“**CLIENT**” accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein. “**CLIENT**”, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Bidder or Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way during the Bidding Process.

“**CLIENT**” also accepts no liability of any nature whether resulting from negligence or otherwise, howsoever caused arising from reliance of any Bidder upon the statements contained in this RFP.

“**CLIENT**” may in its absolute discretion at any time, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP. “**CLIENT**” may also withdraw or cancel the RFP at any time without assigning any reasons thereof.

“**CLIENT**” reserves the right, without any obligation or liability, to accept or reject any or all applications, at any stage of the selection process, to cancel or modify the process or any part thereof, or to vary any or all the terms and conditions at any time, without assigning any reason whatsoever.

The issue of this RFP does not imply that “**CLIENT**” is bound to select service provider or to appoint the successful service provider, as the case may be. “**CLIENT**” reserves the right to reject all or any of the Bidder/s or Bids without assigning any reason whatsoever. The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by “**CLIENT**” or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and “**CLIENT**” shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

DATA SHEET

<i>Sl. No.</i>	<i>Particular</i>	<i>Details</i>
1.	Name of the Client	District Social Security Officer, Jajpur District, Odisha
2.	Method of Selection & Proposal Validity	Quality cum Cost-Based Selection (QCBS) (Two Cover System)
3.	Date of Issue of RFP	06-03-2023
4.	Proposal Due Date	28-03-2023 (17.00) Hrs
5.	Date of opening of Technical Proposal	29-03-2023 (11.00 Hrs)
6.	Date of opening of Financial Proposal	29-03-2023 (11.30 Hrs)
7.	Bid Processing Fee (Non-Refundable)	Rs.20,000/- (Rupees Twenty Thousand only) remitted through demand draft drawn in favour of "DSSO Jajpur Composite Rehabilitation Centre" payable at "Jajpur Town"
8.	Earnest Money Deposit (EMD) (Refundable)	5% of the quoted value in shape of TDR/FD/Postal deposit duly pledged in favour of "DSSO Jajpur Composite Rehabilitation Centre" from any nationalized scheduled bank/Post office.
9.	Contact Person	District Social Security Officer, Jajpur Second Floor, Collectorate Building, Jajpur – 755001, Ph- 0674-222475, Email: jajpurdssso@gmail.com
10.	Address for Hard Copy Submission of Technical Proposal	District Social Security Officer, Jajpur Second Floor, Collectorate Building, Jajpur – 755001, 0674-222475 Email: jajpurdssso@gmail.com Mode of Submission: Speed Post / Registered Post (India post) only to the address as specified above during the office hour only and per schedule mentioned above.
11.	Place of Opening of Proposal:	Collector Conference Hall, First Floor, Collectorate Building, Jajpur – 755001 Email: jajpurdssso@gmail.com
12.	RFP can be downloaded from:	https://jajpur.nic.in

SECTION - 1

LETTER OF INVITATION

REQUEST FOR PROPOSAL (RFP)

For

Selection of Programme Implementing Agency (PIA) for running & maintenance of satellite center under the State Institute for Empowerment of Persons with disabilities (SIEP) at Jajpur district, Odisha.

1. Bidders are called upon to submit their RFP proposals (hard copy) in respect of the Project **“Selection of Programme Implementing Agency (PIA) for running & maintenance of satellite center under the State Institute for Empowerment of Persons with disabilities (SIEP) at Jajpur district, Odisha”**, in accordance with the formats, terms and conditions of the RFP and on the basis of national competitive bidding for the work detailed in the table given below. More details on the proposed details are provided at **Section-3: Terms of Reference (ToR)** of this RFP Document. The firm is advised to examine carefully all instructions in the RFP Document.
2. The RFP will be available for download, free of cost, at <https://jajpur.nic.in>. All Bidders must submit a sum of **Rs.5,000/- (Rupees five thousand only)** towards the cost of the RFP Document in the form of Demand Draft only issued by any Nationalized or Scheduled Bank having branch at Jajpur Town duly pledged in favour of **“District Social Security Officer, Jajpur payable at “Jajpur Town”** along with their Proposal as per the conditions outlined in this RFP.

A bidder / vendor will be selected under **Quality cum Cost-Based Selection (QCBS)** procedure as prescribed in the RFP Document

1. The proposal completes in all respect as specified in the RFP Document must be accompanied with the proof of remitting Bid Processing Fees & EMD failing which the bid will be rejected.
2. The complete RFP document can be viewed/downloaded from district portal of Jajpur <https://jajpur.nic.in> from **06.03.2023 (11.00 Hrs. IST) to 28.03.2023 (17.00 Hrs. IST)**.
3. The last date and time for submission of proposal complete in all respects is **28.03.2023 (17.00 Hrs. IST)**, the date of Opening of the Technical Proposal is **Dt. 29.03.2023, 11.00 Hrs.** in the presence of the bidder’s representative at the specified address as mentioned in the Bidder Data Sheet (**Sl. No.15**). Representatives of the bidders may attend the meeting with due authorization letter on behalf of the bidder.

This RFP includes following sections:

- a. Letter of Invitation [**Section –1**]
- b. Information to the Bidder [**Section –2**]
- c. Terms of Reference [**Section –3**]
- d. Technical Proposal Submission Forms [**Section –4**]
- e. Financial Proposal Submission Forms [**Section–5**]
- f. Annexure [**Bid Submission Checklist and any other relevant project related material needs to be provided**]

While all information/data given in the RFP are reasonable within the consideration of scope of the proposed project to the best of the Client's knowledge, the Client holds no responsibility for accuracy of information and it is the responsibility of the bidder / consultant to check the validity of information/data included in this RFP. The Client reserves the right to accept / reject any / all proposals / cancel the entire selection process at any stage without assigning any reason thereof.

Interested bidders may download the Request for Proposal Documents (the "RFP" document) from the above website to see further details for participation in the online bidding.

Name & Address of the Officer Inviting RFP:

District Social Security Officer, Jajpur,

Second Floor, Collectorate Building,

Jajpur – 755001

Email: jajpurdssso@gmail.com

[Handwritten Signature]
04-03-2023

**District Social Security Officer,
Jajpur**

SECTION – 2

INFORMATION TO THE BIDDER

1. Bidding Document

The bidder is expected to examine all the following documents prior to preparation and submission of bid.

The bidder is advised to visit the sites, assess the accessibility, and work involved, climate and other conditions of the area etc. before quoting the rates. No claim shall be entertained later on any such account.

Failure to comply with the requirements of bid submission will be at bidders risk and shall be considered as non-responsive.

Pre-Qualification Criteria

Before opening and evaluation of the financial proposal, each bidder/vendor will be assessed based on the following Prequalification Criteria-Cum-Technical Bid. The bidder/ vendor required to produce the copies of the required supportive documents /information as part of their technical proposal failing which the proposals will be rejected.

Sl. No	Eligibility Criteria	Supportive Documents
1	Bidder/vendor must be a Company as registered under Indian Companies Act, 2013 or a Society registered under The Societies Registration Act, 1860 or a Trust registered under the Indian Trusts Act, 1882 or a Partnership Firm registered under the Indian Partnership Act, 1932 or a Limited Liability Partnership registered under The Limited Liability Partnership Act, 2008 or A sole proprietorship or sole trader registered under GST act 2017.	Certificate of Incorporation/ Partnership deed / Service Tax Registration / GST Registration and
2	Bidder/vendor should have a registered office with legal presence in India and have valid PAN, GST number as applicable	Supporting documents should be attached
3	Bidder/vendor should possess sound knowledge and experience in recent past in running & maintenance of therapeutic center.	Copies of Work Order / Contract Document / Completion Certificate from the previous Clients
4	The Bidder/vendor should have average financial turnover of 5.00 Crore during the previous 3 (Three) Financial Years. The bidder should also have positive net worth during previous 3 Financial Years.	Financial Details of the bidder (TECH - 3) along with copies of the audited balance sheet and Income & Expenditure Statement duly sealed and certified by a CA in practice and the authorized representative of the bidder/vendor
5	Bidder/vendor should have ISO/ISI certification with every Machinery Test Certificate Mandatory as applicable	Supporting documents should be attached
6	Bidder/vendor shall furnish an alternative statement as to the existence of any potential conflict of interest on the part of the bidder due to prior, current, or proposed agreement, engagements or affiliation with	Self- Declaration from of the bidder as per the format (TECH -6)
7	Bidder/vendor should provide all such services as required for running & maintenance of the SIEP satellite center at Jajpur as per SoP laid down vide letter No. 490 /30.12.2021 of the Joint Secretary, SSEPD Deptt. & Secretary, SIEP.	Provide the details as per the format (TECH-7)

Technical Specification Criteria

As given in ANNEXURE-I

2. Documents/Formats needs to be submitted for TECHNICAL PROPOSAL:

The bidder / vendor have to furnish the following documents duly signed in for their Technical Proposal:

- Filled in Bid Submission Check List in Original (**Annexure-I**)
- Covering letter (**TECH- 1**) on bidder's letterhead requesting to participate in the selection process.
- Bid Processing Fee & Earnest Money Deposit (EMD) as applicable
- Copy of Certificate of Incorporation/Registration
- Copy of PAN/TAN.
- Copy of Goods and Services Tax Identification Number (GSTIN)
- Copy of the latest GST clearance certificate.
- Copy of ISO/ISI.
- Copies of IT Return for the last 3 (**Three**) Assessment Years i.e. 2019-20, 2020-21 and 2021-22
- General Details of the Bidder (**TECH – 2**)
- Financial Details of the bidder (**TECH – 3**) along with all the supportive documents as applicable duly signed as per the instruction.
- Power of Attorney (**TECH – 4**) in favor of the person signing the bid on behalf of the bidder.
- List of completed project of similar nature (i.e. Past Experience Details, **TECH – 5**) along with copies of contracts/work orders/completion certificate from previous Clients.
- Undertaking for not having been black-listed by any Central / State Government / Any other autonomous bodies/ International & National Organization in the recent past.
- Self-Declaration regarding Conflict of Interest (**TECH -6**)
- Duly filled in Technical Proposal Form (**TECH -7**).

Bidders should submit the required supporting documents as mentioned above. Bids not conforming to the eligibility criteria and non-submission of required documents as listed above will lead to rejection of the bid. Submission of forged documents will also result in rejection of the bid. Bidders are advised to study all instructions, forms, terms & conditions and other important information as mentioned in the RFP Document. The proposal must be complete in all respect, indexed and hard bound. Each page should be numbered and signed by the authorized representative.

3. Bid Processing Fee:

The bidder must furnish as part of technical proposal, the required bid processing fee amounting to **Rs.20,000/- (Rupees twenty Thousand Only)** Remitting as shown in the Data Sheet.

4. Earnest Money Deposit (EMD):

The bidder must furnish, as part of the technical proposal, an Earnest Money Deposit (EMD) amounting to **5% of the quoted value** Remitting as shown in the **Data Sheet**.

The EMD of unsuccessful bidders shall be refunded after finalization of selection process and award of contract. The EMD of the successful bidder will be released only after successfully completion of 1st year of the project.

The EMD will be forfeited on account of the following reasons:

- Bidder withdraws or modifies (not acceptable to Client) its proposal during the bid validity period as specified in RFP
- Bidder does not respond to requests for clarification of its proposal.
- Bidder fails to provide required information during the evaluation process or is found to be non-responsive or has submitted false information in support of its qualification.
- If the bidder fails to
 - Provide any clarifications to the Client
 - Agrees to the decisions of the contract negotiation meeting
 - Sign the contract within the prescribed time period
 - Any other circumstance which holds the interest of the Client during the overall selection process.

5. Validity of the Proposal:

Proposals shall remain valid for a period of **120 (One Hundred Twenty) Days** from the date of opening of the technical proposal. The Client reserves the rights to reject a proposal valid for a shorter period as non-responsive and will make the best efforts to finalize the selection process and award of the contract within the bid validity period. The bid validity period may be extended on mutual consent.

6. Pre -Proposal Queries / Pre-Proposal Meeting:

Bidders are allowed to submit their queries in respect of the RFP and other details if any, to the **District Social Security Officer, Jajpur, Second Floor, Collectorate Building, Jajpur – 755001, Email: iajpurdsso@gmail.com** till **Dt. 28-03-2023**. Clarifications to the above will be uploaded in the Website/ clarified through email to the respective bidders for the purpose of preparation of the proposal. Request for alternation / change in existing terms and conditions of the RFP will not be considered /entertained.

7. Preparation & Submission of Proposal:

7.1 Preparation of Proposal

You are requested to submit your proposal **through speed post/Registered post (India post) as per the information provided in the datasheet** in Two Parts strictly using the formats enclosed herewith (Refer Section: 2, 3, 4, & 6 for Part-1 and refer Section:5 for Part-2) in 2 separate covers. The two parts shall be:

- A) Part 1: Fee/ Pre-Qualification/ Technical Proposal and**
- B) Part 2: Financial Proposal.**

Bidder must submit **Hard Copy** of the Technical Proposals by **Registered Post / Speed Post** only to the specified address before stipulated date of opening the Technical Bid as mentioned in Bidder Data Sheet. The Client will not be responsible for postal delay / any consequence in receiving of the proposal.

7.2 The procedure for submission of the proposal is described below:

i) Technical Proposal:

The envelope containing Hard Copy of Technical Proposal (Section: 2, 3, 4, & 6) which is uploaded in electronic form in the web portal along with proof of Remittance of Bid Processing Fee and EMD shall be sealed and superscripted as **“Technical Proposal - <Proposed Project Name>”** and to be furnished inside

one envelope. The duly filled-in technical proposal submission forms, along with all the supportive documents and information have to be furnished as part of technical proposal. **The Technical Bid shall not include any financial information related to the Price Bid. Technical Bid containing financial information related to the Price Bid shall be declared non-responsive.**

ii) **Financial Proposal:**

- The Bidder shall quote his rates on prescribed form of the Bill of Quantities (BoQ) already provided in the RFP. Further the bidder shall have to submit the filled in formats attached in **Section 5** in PDF format in second packet of **Cover-2**.
- The rate offered to remain fixed for the whole contract period or for the extended agreed period.
- The financial proposal shall be inclusive all costs, direct or indirect, for successful delivery of the services defined in the ToR but exclusive of GST.
- Bidder shall express the price of their services in the Local currency (Indian Rupees).

- iii) The completed proposal must be submitted on or before the time and date stated in the Data Sheet.

Any deviation from the prescribed procedures / information / formats / conditions shall result in out-right rejection of the proposal. All the pages of the proposal have to be sealed and signed by the authorized representative of the bidder. Bids with any conditional offer shall be out rightly rejected. All pages of the proposal must have to be sealed and signed by the authorized representative of the bidder. Any conditional bids will be rejected.

8. **Opening of the Proposal:**

- (i) Opening of Proposals will be done as per the scheduled date and time.
- (ii) The **TECHNICAL PROPOSAL** received as mentioned in point nos.7.1 (i) on Dt.28-03-2023 at 11.00 Hrs. **Indian Standard Time** will be opened in the initial stage by the Client in presence of the bidder's authorized representatives at the location, date and time specified in the Data Sheet.
- (iii) The Client will constitute a Tender Evaluation Committee (CEC) to evaluate the proposals submitted by bidders. Only one representative with proper authorization letter from the participating bidder will be allowed to witness the bid opening.
- (iv) For participating in the tender, the authorized signatory holding Power of Attorney shall be the Digital Signatory. In case the authorized signatory holding Power of Attorney and Digital Signatory are not the same, the bid shall be considered non- responsive.
- (v) The **FINANCIAL PROPOSAL 7.2. (ii)** Only of the **technically qualified bidders** will be opened on Dt. 29-03-2023 at 11.30hrs after completion of technical evaluation stage.

9. **Evaluation of Proposal:**

A Two stage evaluation process will be conducted as explained below for evaluation of the proposals:

9.1. Technical Evaluation:

Technical proposal will be opened and evaluation of the proposals will be done to determine whether the proposal complies with the prescribed eligibility condition and the requisite documents / information have been properly furnished by the bidder or not. Submission of following documents / information will be verified:

- ✓ Filled in Bid Submission Check List in Original (**Annexure-I**)
- ✓ Covering letter (**TECH – 1**) on bidder's letterhead requesting to participate in the selection process.
- ✓ Receipt of Bid Processing Fee & Earnest Money Deposit (EMD) as applicable.
- ✓ Copy of Certificate of Incorporation/Registration.
- ✓ Copy of PAN.
- ✓ Copy of Goods and Services Tax Identification Number (GSTIN)
- ✓ Copy of the latest GST clearance certificate.
- ✓ Copy of ISO/ISI.
- ✓ Copies of IT Return for the last 3 assessment years
- ✓ General Details of the Bidder (**TECH – 2**).
- ✓ Financial Details of the bidder (**TECH – 3**) along with all the supportive documents as applicable duly signed and certified as per the instruction.
- ✓ Power of Attorney (**TECH – 4**) in favour of the person signing the bid on behalf of the bidder.
- ✓ List of completed project of similar nature (Past Experience Details, **TECH – 5**) along with copies of contracts / work orders / completion certificate from previous Clients.
- ✓ Self-Declaration on Conflict of Interest (**TECH -6**).
- ✓ Undertaking for not having been black-listed by any Central / State Government / Any other Autonomous Bodies/ International & National Organization in the recent past.
- ✓ Duly filled in Technical Proposal Form **TECH –7**.
- ✓ All the pages of the proposal and enclosures/attachments are signed by the authorized representative of the bidder.

** Bids not complying with any of the above requirement will be out rightly rejected at the discretion of the Client's authority.*

All bids will primarily be evaluated on the basis of Prequalification Criteria- Cum-Technical Bid. The Committee will carry out a detailed evaluation of the Proposals. Only those bidders, who qualify all Prequalification & Technical criteria, are eligible for Financial Bid

9.2 Financial Evaluation:

The financial proposals of the bidders qualifying the Technical Evaluation only shall be opened at this stage in the presence of the bidder's representative who wishes to attend the meeting with proper authorization letter. The name of the bidder along with the quoted financial price will be announced during the meeting.

10. Evaluation Process:

Table 1

Sl No.	Evaluation Criteria	Detail Score	Maximum Score
1	Specific Experience of similar works (Running & maintenance of therapeutic center under any project of State/Central Govt.)		20
i	Less than (or equal to) 3 no of Projects	10	
ii	More than 3 & less than (or equal to) 5 nos. of Projects	15	
iii	More than 5 nos. of Projects (2 marks on each additional project)	20	

2	Approach and methodology		25
i	Methodology and Work	15	
ii	Work Plan	10	
3	Average Annual Turnover (during last 3 Financial Years)		15
i	More than Rs. 5.00 Crore & Less than (or equal to) Rs.10.00 Crore	5	
ii	More than Rs. 10.00 Crore & Less than (or equal to) Rs.20.00 Crore	10	
iii	More than 20.00 Crore	15	
4	Age of Business in similar field		15
i	Less than (or equal to) 5 Years	5	
ii	5 Year & less than (or equal to) 10 Years	10	
iii	More than 10 Years	15	
5	Financial Bid		25
Total Score			100

Quality cum Cost-Based Selection (QCBS) method will be followed during the overall selection process. The financial bids of qualified bidders will be opened on the prescribed date in the presence of bidders' representatives. The bidder, according to the evaluation criteria shall be adjudged as the **L1 bidder** and shall be called for further process leading to the award of the contract. Only fixed price financial bids indicating total price for all the deliverables and services specified in this RFP document will be considered. In case of a Tie of the bid price for L1, both the bidders shall be called for further negotiation, then whose ever price becomes L1 will be awarded the contract.

The bid price will include all taxes as applicable and shall be in Indian Rupees. Prices quoted in the bid must be firm and final, and shall not be subject to any modifications on any account whatsoever. The Tender Evaluation Committee will correct any computational errors. When correcting computational errors, in case of discrepancy between partial amount and the total amount, or between word and figures the former will prevail. All required items must be priced accordingly in the financial bid.

For the purpose of evaluation, the total evaluated cost shall be inclusive of all taxes & duties for which the Client will make payment to the vendor including overhead expenses, such as travel, accommodation, logistics, training/ workshop, preparation of reports / formats, printing & other secretarial expenses etc.

A consortium of a technical partner and executing partner is also allowed. In such case marks will be awarded based on experience of technical partner and rates will be quoted by executing partner.

11. Contract Negotiation:

Contract negotiation, if required will be held at a date, time and address as intimated to the selected bidder/s. The bidder will, as a pre-requisite for attendance at the negotiations, confirm availability of all the proposed staff for the project. Representative conducting negotiations on behalf of the bidder must have written authority to negotiate and conclude a contract.

Negotiation will be performed covering technical and financial aspects, if any and availability of proposed professionals etc.

12. Award of Contract:

After completion of the contract negotiation stage, the Client will notify the successful bidder in writing by issuing an offer letter for signing the contract and promptly notifying all other bidders about the result of the selection process. The successful bidders will be asked to sign the contract after fulfilling all formalities within 07 days of issuance of the offer letter. After signing of the contract, no variation or modification of the terms of the contract shall be made except by written amendment signed by both the parties. The contract will be valid for **36 (Thirty-six) Months** from the date of effectiveness of the contract and will be extended on mutual consent.

13. Conflict of Interest:

Conflict of interest exists in the event of:

- (i) Conflicting project, typically monitoring and evaluation/environmental assessment of the same project by the eligible bidder.
- (ii) Consultants, agencies or institutions (individuals or organizations) who have a business or family relation with the Client directly or indirectly; and
- (iii) Practices prohibited under the anti-corruption policy of the Government of India and Government of Odisha. The bidders are to be careful so as not to give rise to a situation where there will be any conflict of interest with the Client as this would amount to their disqualification and breach of contract.

14. Disclosure:

- a. Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the bidder or termination of its contract.
 - 14.2 Bidders must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency or the financial standing of the Bidder, including but not limited to appointment of any officer such as a receiver in relation to the Bidder's personal or business matters or an arrangement with creditors, or of any other similar proceedings.
- b. Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:
 - 14.3 A criminal offence or other serious offence punishable under the law of the land, or where they have been found by any regulator or professional body to have committed professional misconduct.
 - 14.4 corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract;
 - 14.5 Failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

15. Anti-corruption Measure:

- a. Any effort by Bidder(s) to influence the Client in the evaluation and ranking of financial proposals, and recommendation for award of contract, will result in the rejection of the proposal.
- b. A recommendation for award of Contract shall be rejected if it is determined that the recommended bidder has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question. In such cases, the Client shall blacklist the bidder either indefinitely or for a stated period of time, disqualifying it from participating in any related bidding process for the said period.

16. Language of Proposals:

The proposal and all related correspondence exchanged between the bidder and the Client

shall be written in the **English** language. Supporting documents and printed literature that are part of the proposal may be in another language provided they are accompanied by an accurate translation of the relevant passages in English with self-certification for accuracy, in which case, for the purposes of interpretation of the Proposal, the translated version shall govern.

17. Cost of bidding:

The Bidder shall bear all costs associated with the preparation and submission of its proposal. The Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process. Bidder/s is/are not allowed to submit more than one proposal under the selection process. Alternate bids are also not allowed

18. Legal Jurisdiction:

All legal disputes are subject to the jurisdiction of civil court of Jajpur Odisha.

19. Governing Law and Penalty Clause:

The schedule given for delivery is to be strictly adhered to in view of the strict time schedule. Any unjustified and unacceptable delay in delivery shall render the bidder liable for liquidated damages and thereafter the Client holds the option for cancellation of the contract for pending activities and completes the same from any other agency. The Client may deduct such sum from any money from their hands due or become due to bidder. The payment or deduction of such sums shall not relieve the bidder from his obligations and liabilities under the contract. The rights and obligations of the Client and the bidder under this contract will be governed by the prevailing laws of Government of India / Government of Odisha. Failure on bidder's part to furnish the deliverables as per the agreed timeline will enforce a penalty **@ 1% per week subject to maximum of 10% of the total contract value**. The amount will be deducted from the subsequent payment. The decision of the authority placing the contract, whether the delay in development has taken place on account of reasons attributed to the bidder shall be final.

20. Confidentiality:

Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the bidders who submitted the proposals or to other persons not officially concerned with the process, until the publication of the award of contract. The undue use by any Consultant of confidential information related to the process may result in rejection of its proposal and may be subject to the provisions of the Client's antifraud and corruption policy. During the execution of the project except with prior written consent of the Client, the consultant or its personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the contract.

21. Amendment of the RFP Document:

At any time before submission of proposals, the Client may amend the RFP by issuing an addendum through website <https://jajpur.nic.in> Any such addendum will be binding on all the bidders. To give bidders reasonable time in which to take an addendum into account in preparing their proposals, the Client may, at its discretion, extend the deadline for the submission of the proposals.

22. Client's right to accept any proposal, and to reject any or all proposal/s:

The Client reserves the right to accept or reject any proposal, and to annul or amend the bidding / selection / evaluation process and reject all proposals at any time prior to award of contract award, without assigning any reason there of and thereby incurring any liability to the bidders.

23. Copyright, Patents and Other Proprietary Rights:

District Social Security Officer, Jajpur-755001, Odisha shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights and trademarks, with regard to documents and other materials which bear a direct relation to or are prepared or collected in consequence or in the course of the execution of this contract. At the

Client's request, the Consultant shall take all necessary steps to submit them to the Client in compliance with the requirements of the contract.

24. Force Majeure:

For purpose of this clause, "Force Majeure" means an event beyond the control of the agency and not involving the agency's fault or negligence and not foreseeable. Such events may include, but are not restricted, wars or revolutions, fires, floods, riots, civil commotion, earthquake, epidemics or other natural disasters and restriction imposed by the Government or other bodies, which are beyond the control of the agency, which prevents or delays the execution of the order by the agency. If a force Majeure situation arises, the agency shall promptly notify Client in writing of such condition, the cause thereof and the change that is necessitated due to the condition. Until and unless otherwise directed by the Client in writing, the Agency shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The agency shall advise Client in writing, the beginning and the end of the above causes of delay, within seven days of the occurrence and cessation of the Force Majeure condition. In the event of a delay lasting for more than one month, if arising out of causes of Force Majeure, Client reserve the right to cancel the contract without any obligation to compensate the agency in any manner for what so ever reason.

25. Settlement of Dispute:

The Client and the agency shall make every effort to resolve amicably, by direct negotiation, any disagreement or dispute arising between them under or arising from or in connection with the contract. Disputes not so resolved amicably within 30 days of receipt of notice of such a dispute shall be resolved by a sole arbitrator nominated by the **District Social Security Officer, Jajpur-755001, Odisha**. The arbitration proceeding shall be held in Jajpur Town, Odisha.

26. Disqualification of Proposal:

The proposal is liable to be disqualified in the following cases as listed below:

- ✓ Proposal submitted without Bid Processing Fee & EMD as applicable
- ✓ Proposal not submitted in accordance with the procedure and formats as prescribed in RFP
- ✓ During validity of the proposal, or its extended period, if any, the bidder increases his quoted prices
- ✓ Proposal is received in incomplete form
- ✓ Proposal is received after due date and time for submission of bid
- ✓ Proposal is not accompanied by all the requisite documents /information
- ✓ A commercial bid submitted with assumptions or conditions
- ✓ Bids with any conditional technical and financial offer
- ✓ If the bidder provides any assumptions in the financial proposal or qualifies the commercial proposal with its own conditions, such proposals will be rejected even if the commercial value of such proposals is the lowest / best value
- ✓ Proposal is not properly sealed or signed
- ✓ Proposal is not conforming to the requirement of the scope of the work of the project.
- ✓ Bidder tries to influence the proposal evaluation process by unlawful/corrupt/fraudulent means at any point of time during the bid process
- ✓ If, any of the bid documents (including but not limited to the hard and soft/electronic copies of the same, presentations during evaluation, clarifications provided by the bidder), excluding the commercial bid, submitted by the bidder is found to contain any information on price, pricing policy, pricing mechanism or any information indicative of the commercial aspects of the bid;
- ✓ Bidders or any person acting on its behalf indulges in corrupt and fraudulent practices
- ✓ Any other condition / situation which holds the paramount interest of the Client during the overall section process.

SECTION - 3

TERMS OF REFERENCE (ToR)

GENERAL SCOPE OF WORK OF SUCCESSFUL BIDDER

1. Objectives of the Project:

Selection of a suitable Programme Implementing Agency (PIA) to run the SIEP Satellite center at Jajapur in transparent manner as per the SOP and parameters approved by the State Institute for Empowerment of Persons with disabilities (SIEP).

2. Scope of Work:

The satellite center of SIEP should function with similar objectives of SIEP, Bhubaneswar Center. It should provide services and work in accordance with the standard operating procedures (SoPs) and other parameters approved by SIEP Society.

- **Standard Operating Procedures (SOPs) of SIEP:**

The SOP for smooth functioning of the satellite centers of the SIEP has been laid down vide letter no. 490/Dt.30.12.2021 of the Joint Secretary, SSEPD Deptt. & Secretary, SIEP. All the services required for the centers as mentioned in the SOPs (enclosed) should be mandatorily provided by the PIAs while running the centers.

The bidders are therefore, requested to go through the above documents carefully before submission of their bids.

- **Approval & Signing of MoU:**

On selection of PIA, it will be forwarded to the Executive Director, SIEP, Bhubaneswar for approval. Signing of agreements shall be done after due approval from the Executive Director, SIEP, Bhubaneswar.

- **Appointment of Manpower:**

Qualified professionals & other staffs should be engaged by the PIA as per the approved list (enclosed). Biometric attendance should be installed at the center for the staffs and provision of CCTV coverage round the clock need to be done for the safety of the inmates, staffs and outdoor beneficiaries.

- **Accommodation Facility:**

Hostel with 50 bed capacity should function to accommodate CwDs along with their mothers. Beds, mosquito net, blankets, pillows etc. should be provided to inmates. Food should be provided as per menu chart (enclosed). Special attention should be given to cleanliness of hostel, toilets, and maintenance of proper hygiene & sanitation to be provisioned without fail.

- **Maintenance of Documents & Records:**

All the services & required units as mentioned in the SOPs should be started and followed by the PIA. All the required documents, registers and records are to be maintained by the PIA and kept updated at the center for verification of authorities whenever required.

- **Implementation SOPs/Parameters:**

The PIA, selected for running and maintenance of the satellite centers shall operate phase wise in accordance with the circumstances in consultation with the DSSO i.e. the engagement of manpower shall be limited to the services that could be made available in current condition.

3. **Timelines of deliverables:**

Satellite Center should submit Monthly Progress Report in the approved format countersigned by the DSSO, Jajpur by 5th of every month.

4. **Payment Terms:**

The Payment will be made as per the following terms:

- The payment shall be made as per the BOQ at FIN-3 at the rates accepted by District Social Security Officer.
- The payment to PIA should be made on monthly reimbursement basis against submission of original invoices/bills by them along with supported vouchers, proof of payments of staff salaries, EPF/ESI/GST payments etc.
- The cost of the goods or services shall be in accordance of the price schedule approved by the SIEP Society.
- The invoices/bills should be duly verified by the DSSO before making payments.

SECTION - 4

TECHNICAL PROPOSAL SUBMISSION FORMS

TECH -1

**COVERING LETTER
(ON BIDDER'S LETTER HEAD)**

[Location, Date]

To

**District Social Security Officer, Jajpur,
Second Floor, Collectorate Building, Jajpur – 755001**

Subject: Selection of Programme Implementing Agency (PIA) for running & maintenance of satellite center under State Institute for Empowerment of Persons with disabilities (SIEP) at Jajpur district, Odisha.

Dear Sir,

I, the undersigned, offer to provide the services for the proposed project in respect to your Request for Proposal No. _____, Dated. _____. I hereby submit the proposal which includes this technical proposal sealed under a separate envelope. Our proposal will be valid for acceptance up to **120 Days** and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

All the information and statements made in this technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. If negotiations are held during the period of validity of the proposal, I undertake to negotiate on the basis of the proposal submitted by us. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations.

I have examined all the information as provided in your Request for Proposal (RFP) and offer to undertake the service described in accordance with the conditions and requirements of the selection process. I agree to bear all costs incurred by us in connection with the preparation and submission of this proposal and to bear any further pre-contract costs. In case, any provisions of this RFP/ ToR including of our technical & financial proposal is found to be deviated, then your department shall have rights to reject our proposal including forfeiture of the Earnest Money Deposit absolutely. I confirm that, I have the authority to submit the proposal and to clarify any details on its behalf.

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

Yours faithfully,

Authorized Signatory with Date and Seal:

Name and Designation: _____

Address of Bidder: _____

TECH -2

Bidder's Organization (General Details)

Sl. No.	Description	Full Details
1	Name of the Bidder / Vendor	
2	Address for communication: Tel: Fax: Email id :	
3	Name of the authorized person signing & submitting the bid on behalf of the Bidder: Mobile No. : Email id :	
4	Registration / Incorporation Details Registration No: Date & Year. :	
5	Local office in Odisha If Yes, Please furnish contact details	Yes / No
6	Bid Processing Fee Details Amount: DD / No. : Date: Name of the Bank:	
7	EMD Details Amount: TDR/FD/Postal Deposit No. : Date: Name of the Bank:	
8	PAN Number	
9	Goods and Services Tax Identification Number (GSTIN)	
10	ISO/ISI number	
11	Willing to carry out project as per the scope of work of the RFP	YES
12	Willing to accept all the terms and conditions as specified in the RFP	YES

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

TECH - 3

Financial Details of Bidder Organization

Financial Information in INR				
Details	FY _____	FY _____	FY _____	Average
Turnover (in Rs.)				
<p><i>Supporting Documents:</i></p> <p>Audited certified financial statements for the last three FYs (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form)</p> <p><i>Filled in information in this format must have to be jointly certified and sealed by a CA in practice and the authorized representative of the bidder and to be furnished in original along with the technical proposal failing which the proposal will be out rightly rejected. No scanned copy will be entertained.</i></p>				

Signature and Seal of the Company Auditor with Date in original

Authorized Signatory [In full initials with Date and Seal]: _____

Communication Address of the Bidder: _____

[NB: No Scanned Signature will be entertained]

TECH - 4

FORMAT FOR POWER OF ATTORNEY
(On Bidder's Letter Head)

I, _____, the _____ (Designation) of (Name of the Organisation) in witness whereof certify that <Name of person> is authorized to execute the attorney on behalf of <Name of Organisation>, <Designation of the person> of the company acting for and on behalf of the company under the authority conferred by the <Notification/ Authority order no.> <date of reference> has signed this Power of attorney at <place> on this day of <day><month>, <year>.

The signatures of <Name of person> in whose favour authority is being made under the attorney given below are hereby certified.

Name of the Authorized Representative:

(Signature of the Authorized Representative with Date)

CERTIFIED:

Signature, Name & Designation of person executing attorney:

Address of the Bidder:

TECH - 5

(BIDDER'S PAST EXPERIENCE DETAILS)

List of <Nos.> completed project only of similar nature** in any sector during last 5 years

Sl. no.	Period	Name of the project with details thereof	Name of the Client	*Contract Value (inINR) And Duration in Month	Date of Award / Commencement of project	Date of Completion of project	Remarks if any
A	B	C	D	E	F	G	H
1							
2							
3							

****Note:**

Bidders are requested to furnish the list limited to <Nos>project of similar undertaken during the last <Nos> Financial Years (to be decided accordingly) as per the above prescribed format only. Information not conforming to the above format will be treated as non-responsive. Copies of the Work order / Contract Document / Completion Certificate from the previous Clients need to be furnished along with the above information.

Authorized Signatory [*In full and initials*]: _____

Name and Designation with Date and Seal: _____

TECH - 6

**INFORMATION REGARDING ANY CONFLICTING ACTIVITIES AND
DECLARATION THEREOF**

Are there any activities carried out by your agency which are of conflicting nature as mentioned in Section 2: [Information to the Bidder] under Eligibility Criteria: Para (5). If yes, please furnish details of any such activities.

If no, please certify.

IN BIDDER' S LETTER HEAD

I, hereby declare that our firm / company as an Individual is not indulged in any such activities which can be termed as the conflicting activities as mentioned in **Section 2: [Information to the Bidder] under Eligibility Criteria: Para (6).**

I, also acknowledge that in case of misrepresentation of any of the information, our proposal / contract shall be rejected / terminated by the Client which shall be binding on us.

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

Communication Address of the Bidder:

TECH -7

DESCRIPTION OF PLANNING TO UNDERTAKE THE PROJECT

- A. **Field Inspection and Installation of complete set-up of installation of all machinery and equipments:**
The bidder should provide the action plan on the following:
- a. Points suggested during inspection of location,
 - b. Recommended parameters to be covered for installation of complete set-up.
- B. **Technical Knowhow:**
- C. **Warranty:**

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

<<The bidder may be asked to submit the required information within a certain number of pages, with font specified>>

SECTION - 5

FINANCIAL PROPOSAL SUBMISSION FORMS

The bidder shall submit the FIN-1, FIN-2 & FIN-3 in PDF format along with the financial bid

Please note that the technical bid containing financial information shall be treated as Non-Responsive.

FIN - 1
COVERING LETTER
(In Bidder's Letter Head)

[Location, Date]

To

**District Social Security Officer, Jajpur,
Second Floor, Collectorate Building, Jajpur – 755001**

Subject: Financial Quote

Sir

I, the undersigned, offer to provide the complete setup of machines & services for [Insert title of project] in accordance with your Request for Proposal No. _____, Dated: _____ Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures*].

The above quoted 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 RFP 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 <Nos.> days. I have carefully read and understood the terms and conditions of the RFP and do hereby undertake to provide the service accordingly.

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

Yours faithfully,

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

—
**Amount must match with the one indicated in Fin-2.*

FIN - 2

SUMMARY OF FINANCIAL PROPOSAL

As per Annexure-I

- *Bidders shall submit the financial proposal as per the prescribed format given above in both figures and words, and signed by the Bidder's Authorized Representative. In the event of any difference between figures and words, the amount indicated in words shall prevail.*
- *Taxes will be paid by the Client as per the applicable rate under GST Act from time to time. Total fee proposed for the project shall remain fixed till completion of the contract.*

Authorized Signatory [In full and initials]: _____

Name and Designation with Date & Seal: _____

FIN - 3

BOQ FORMAT

Sl. No.	Description	Unit of Measurement	Quantity	Unit Price (in INR)	Total Amount (in INR)
1					
2					
3					
Grand Total in INR					
In Words					

Authorized Signatory [In full and initials]: _____

Name and Designation with Date & Seal: _____

SECTION - 6

BID SUBMISSION CHECK LIST

CHECK LIST

Sl. No.	Description	Submitted (Yes/No)	Page No.
TECHNICAL PROPOSAL (ORIGINAL + 1 COPY)			
1	Filled in Bid Submission Check List (ANNEXURE-I)		
2	Covering Letter (TECH -1)		
3	Bid Processing Fee of Rs. _____/- in form of Demand Draft		
4	EMD of Rs. _____/- in shape of Demand Draft/Pay Order		
5	Copy of Certificate of Incorporation / Registration of the Bidder		
6	Copy of PAN		
7	Copy of Goods and Services Tax Identification Number (GSTIN)		
8	Copies of IT Returns for the last <Nos> AYs (to be decided accordingly)		
9	General Details of the Bidder (TECH - 2)		
10	Financial details of the bidder (TECH - 3) along with all the supportive documents such as copies of Profit – Loss Statement and Balance Sheet for the concerned period		
11	Power of Attorney (TECH - 4) in favour of the person signing the bid on behalf of the bidder.		
12	Past Experience Details (TECH - 5) along with the copies of work orders for the respective project		
	Self-Declaration on Potential Conflict of Interest (TECH- 6)		
13	Description of Planning to undertake the project (TECH - 7)		
FINANCIAL PROPOSAL (ORIGINAL + 1 COPY)			
1	Covering Letter (FIN-1)		
2	Summary of Financial Proposal (FIN-2)		
3	BOQ Format (FIN-3)		

Undertaking:

All the information has been submitted as per the prescribed format and procedure.

Each part has been separately bound with no loose sheets and each page of all the two parts are page numbered along with Index Page.

All pages of the proposal have been sealed and signed by the authorized representative.

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

STATE INSTITUTE FOR EMPOWERMENT OF PERSONS WITH DISABILITIES (SIEP)

(A registered society under SSEPD Department, Government of Odisha)

NCSCDA Campus, Pokhariput, Bhubaneswar, Odisha – 751020

No. 720 /SIEP
SIEP-SAT-0056-2022

Dated 06.08.2022

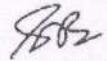
OFFICE ORDER

In pursuance of the concurrence of Finance Department (FD file no. FIN-SOS3-BT-0048-2020) allowing functioning of two numbers of SIEP Satellite Centre of SIEP at Ganjam and Jajpur, following decisions are made for smooth execution of these centres:

1. Satellite Centre of SIEP should function with similar objectives as of SIEP, Bhubaneswar centre. It should provide services and work in accordance with SOPs & other parameters approved by SIEP Society. Qualified manpower as approved by Government should be engaged at Satellite Centre.
2. The District Collector of concerned district is designated as Programme Director under SIEP Society. All administrative & financial powers related to concerned SIEP Satellite Centre is vested with him/her. He/ She is approving authority for all expenditures and programmes of concerned SIEP Satellite Centre.
3. The DSSO of concerned district is designated as Programme Executive of SIEP Satellite Centre under SIEP Society. He/ She will be responsible for smooth execution of programmes and day to day administration, management and functioning. He/ She will incur the expenditure with due approval from Programme Director & Collector of concerned district. He/ She will keep and maintain all records, vouchers, stock etc. relating to concerned SIEP Satellite Centre.
4. A separate bank account should be opened in the name of SIEP Satellite Centre and be operated jointly by Programme Director & Collector and Programme Executive & DSSO.
5. Programme Director & Collector will select Programme Implementing Agency (PIA) to run the centre and sign an agreement with them after due approval from Executive Director, SIEP, Bhubaneswar.

This shall come in to immediate effect.

By orders of Commissioner-cum- Secretary,
SSEPD Deptt. & Chairman, SIEP


Joint Secretary, SSEPD Deptt.
& Secretary, SIEP

Memo No. 721 /SIEP

Dated 06.08.2022

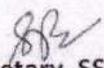
Copy forwarded to Collector, Ganjam/Jajpur for kind information and necessary action.


Joint Secretary, SSEPD Deptt.
& Secretary, SIEP

Memo No. 722 /SIEP

Dated 06.08.2022

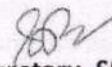
Copy forwarded to DSSO, Ganjam/Jajpur for information and necessary action. They are directed to follow the instructions and act accordingly.


Joint Secretary, SSEPD Deptt.
& Secretary, SIEP

Memo No. 723 /SIEP

Dated 06.08.2022

Copy forwarded to Sr. PS to Commissioner-cum-Secretary, SSEPD Deptt. & Chairman, SIEP/OSD to Director, SSEPD Deptt. & Executive Director, SIEP for kind information of Commissioner-cum-Secretary, SSEPD Deptt. & Chairman, SIEP/ Director, SSEPD Deptt. & Executive Director, SIEP.


Joint Secretary, SSEPD Deptt.
& Secretary, SIEP

STATE INSTITUTE FOR EMPOWERMENT OF PERSONS WITH DISABILITIES (SIEP)

(A registered society under SSEPD Department, Government of Odisha)

NCSCDA Campus, Pokhariput, Bhubaneswar, Odisha – 751020

No. 490 /SIEP Dated 30.12.2021
SIEP-MISC- 0034-2021

From

Smt. Sonia Behera, OAS(S)
Joint Secretary, SSEPD Deptt. &
Secretary, SIEP

To

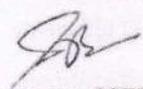
Co-ordinator,
SIEP, Bhubaneswar

Sub: Standard Operating Procedure of SIEP.

Sir,

Please find enclosed Standard Operating Procedure (SOP) of SIEP for its circulation among the staffs and all staff should be directed to follow the same.

Yours faithfully,


Joint Secretary, SSEPD Deptt.
& Secretary, SIEP

Standard Operating Procedure of SIEP

Main Focus of SIEP:

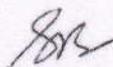
- Assessment of CwDs & recommendation of therapy or reference to medical facilities as per need.
- Reduction of disability through Therapeutic and other treatment & counselling.
- Preparedness for Special education by providing pre-schooling
- Decrease in drop outs rates of CwDs by providing remedial classes, recreational facilities, counselling of parents/guardians.
- Create interest of CwDs in skill development training by providing pre-vocational training

Units of SIEP:

1. Physiotherapy
2. Occupational Therapy
3. Audiology & Speech therapy
4. Psychology
5. Visual
6. Blood Disorder
7. Class for ID children
8. Class for LD children
9. Class for CP children
10. Class for ASD children
11. Class for HI children
12. Class for VI children
13. Class for MD children
14. Art & Craft Class
15. Music Class
16. Sports & recreation

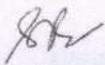
Target Group:

Persons with Disabilities of all categories with special focus on Children with Disabilities up to 16 years of age.



Standard Operating Procedure for beneficiaries of SIEP:

1. Every new beneficiary will register themselves with their accompanying parents/guardians first at the reception counter.
2. At the time of registration Aadhar card or other valid document of identity of beneficiaries in original should be verified and copies kept for record.
3. Identity card will be issued to every registered beneficiary.
4. Once a CwD has registered himself/herself in SIEP, he /she can avail the service any time without further registration.
5. After registration, assessment of disability should be done by the concerned assessment team(s) followed by parental counselling by rehabilitation professionals.
6. Beneficiary will be sent to the concerned units after assessments for therapy.
7. For SIEP professionals;
 - a) Concerned professional(s) should assess the requirement; prepare the therapy plan, Individualised Education Programme (IEP) according to their needs.
 - b) Therapy protocols should be followed by the professionals while dealing with CwDs.
 - c) Time-table should be prepared by Rehabilitation Coordinator and Education Coordinator in consultation with Therapists and Special Educators.
 - d) Every professional should maintain daily case register and keep treatment progress as well as improvement records of each beneficiary.
 - e) Each case should be evaluated fortnightly and their improvements should be recorded and further course of treatment/education plan should be decided according to their needs.
 - f) Parents should not be generally allowed to go with the children to the therapy units and classrooms.
 - g) Sensitization training should be provided to parents on home based therapies & education by concerned professionals.
 - h) Concerned professional(s) should be emphatic and cordial towards the children & the parents/guardians.
 - i) Recreational Activities should be given between therapy and education, for relation of beneficiaries and motivation to complete treatment as per prescription.
 - j) Children between 14 yrs to 16 yrs should be given prevocational guidance and counselling according to their interests.
 - k) The session time will be decided as per need and availability of time & resources. Slots may be allotted on first come first serve basis.



- l) Outreach team will mobilise the beneficiaries, conduct awareness activities and take follow-up action with the parents in regular services. Tour programmes, if needed may be submitted for approval and reports on field visit may be considered in review meeting.
- m) Newsletter, success stories, feedback of parents, monthly/periodical reports etc. should be maintained by the Co-ordinator, SIEP for its periodical review by the Deptt.

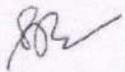
Standard Operating Procedure for Therapy Services

1. After registration of cases, assessment should be done by concerned therapist(s).
2. Therapy plan should be prepared for 15 days at first instance by concerned therapist.
3. Evaluation should be done by concerned therapist after 15 days of therapy. During evaluation improvement made should be recorded.
4. Extension of therapy service may be recommended by concerned therapist in time bound manner.
5. Every such extension should be of 15 days and should be followed by evaluation by the concerned therapist.
6. Therapy protocol should be followed during the therapy service.
7. Home based therapy and management should be demonstrated before parents at the time of discharge.
8. Once therapy services are completed the beneficiary should be discharged with a certificate for future medical reference, if needed.
9. Records and reports should be maintained properly for each cases.
10. Therapy units should be well maintained by the concerned therapists.

Standard Operating Procedure for Staffs of SIEP

1. Office timing for the staffs is 9.30 a.m. to 5.30 p.m. with lunch break from 1.00 p.m. to 2.00 p.m.
2. Attendants / sweepers should take care of the cleanliness of the rooms, toilets and surroundings.
3. Sensitive handling of CwD's is a must for all the staff.
4. Concerned staffs should be empathetic, cordial towards the children & parents/guardians.
5. Timing of the therapy units should be maintained & followed according to the given time table.
6. All staffs should be punctual & sincere in delivering targeted services in time.
7. They should maintain absolute devotion towards their duty at all times.
8. All staffs should maintain hygiene & cleanliness of the institute.
9. Eco-friendly atmosphere should be maintained in the institute.
10. Gifts in kind & cash should not be encouraged from parents/guardians of CwDs.
11. Uses of Mobile phones inside therapy and class rooms are prohibited.
12. Consumption of alcohol, drugs, tobacco, smoking etc. is strictly prohibited inside the campus.

13. Staffs should maintain cordial relationship among themselves for the positive and motivating atmosphere of delivery of welfare services.
14. All should maintain proper hygiene & sanitation and nobody are allowed inside the campus without masks as per existing Covid guidelines of social distance. Every staff must follow Covid protocols and maintain appropriate behaviour.
15. Review meeting must be conducted every Friday of the week by the Co-ordinator after service hours.
16. Each unit head must submit monthly report to the coordinator by 25th of every month.
17. One casual leave per month is allowed to staff. One should take leave with prior intimation and approval of the authority only. Leave without prior intimation & approval should be treated as Unauthorised Absents.
18. SIEP will be closed on Sundays and National Holidays. Other holiday list will be decided at the beginning of each year.



APPROVED MANPOWER LIST OF GANJAM SATELLITE CENTRE					
Administrative Unit					
Sl.	Designation	Ratio	Eligibility	Per person per month	Annual Requirement
1	Centre Coordinator	1: Centre	Post Graduate degree in Physical Medicine & Rehabilitation (PMR) or equivalent	1,00,000	1200000
2	Rehabilitation Coordinator	1: Centre	Candidate must have Master's Degree in Social Work/ Rehabilitation Science, Seven year experience in special education field, Preference will be given to those candidates who have experience to operate rehabilitation projects including CBR	45,000	540000
3	Programme Assistant	1: Unit	Graduation from recognized university from any stream with PGDCA, three years experience in related field	18,000	216000
TOTAL		3			19,56,000
Physio-Occupational Therapy Unit					
Sl.	Designation	Ratio	Eligibility	Per person per month	Annual Requirement
1	Physiotherapist	01:20	Degree in Bachelor in Physiotherapy from recognized university, Registration/ Practice License from appropriate body, Experience of two years in the same field	40000	480000
2	Occupational Therapist	01:20	Degree in Bachelor in Physiotherapy from recognized university, Registration/ Practice License from appropriate body, Experience of two years in the same field	40000	480000
3	PT/OT Assistant	01:20	Diploma/Certificate in Rehab. Therapy, Experience of two years in the same field, RCI registration	25000	300000
TOTAL		3			1260000
Audiology & Speech Therapy Unit					
Sl.	Designation	Ratio	Eligibility	Per person per month	Annual Requirement
1	Audiologist-cum- Speech Therapist	01:20	Degree in Bachelor in Audiology & Speech Language Pathology from recognized university, RCI Registration, Experience of two years in the same field	40000	480000
TOTAL		1			480000

Psychology Unit					
Sl.	Designation	Ratio	Eligibility	Per person per month	Annual Requirement
1	Clinical/ Rehab. Psychologist	01:20	M.Phil/Master degree in Clinical Psychology/ Rehabilitation Psychology from recognized university, RCI Registration , Experience of two years in the same field	40000	480000
TOTAL		1			480000
Soft Skill Unit					
Sl.	Designation	Ratio	Eligibility	Per person per month	Annual Requirement
1	Art Teacher	1: Centre	Graduation with Diploma in art/ drawing/ painting from any Government or recognized institution including SIDAC, Preference will be given to those candidates who have got training in more than one subject in the field, Experience of two years in field.	20000	240000
2	Craft Teacher	1: Centre	Graduation from any stream and a diploma in fashion designing, tailoring, beautician, craft work from any Government or recognized institution including SIDAC, Preferences will be given to those candidates who have more than one of above mentioned qualification , Experience in two years of field	20000	240000
3	Computer Teacher	1: Centre	B.Tech. in CSE/ECE or MCA, Experience in two years of field	25000	300000
4	Music Teacher	1: Centre	B.Music from any recognized university, Experience in two years of field	20000	240000
5	Physical Edn. Teacher	1: Centre	B.P.Ed./D.P.Ed. from any recognized university/institute, Experience in two years of field	20000	240000
6	Yoga Teacher	1: Centre	Degree/Diploma in Yoga from any recognized university/institute, Experience in two years of field	20000	240000
TOTAL		6			1500000
Outreach Unit					
Sl.	Designation	Ratio	Eligibility	Per person per month	Annual Requirement
1	Community Organizer	1: Centre	MSW/BSW, Experience of two years in the same field	25000	300000
TOTAL		1			300000
Children with ID Unit					

Sl.	Designation	Ratio	Eligibility	Per person per month	Annual Requirement
1	Special Educator	01:10	B.Ed./D.Ed. In ID with two years working experience in related field	25000	300000
2	Class Assistant	1: Unit	HSC with with two years working experience in related field	16000	192000
TOTAL		2			492000
Children with ASD Unit					
Sl.	Designation	Ratio	Eligibility	Per person per month	Annual Requirement
1	Special Educator	01:10	B.Ed./D.Ed. In ASD with two years working experience in related field	25000	300000
2	Class Assistant	1: Unit	HSC with with two years working experience in related field	16000	192000
TOTAL		2			492000
Children with CP Unit					
Sl.	Designation	Ratio	Eligibility	Per person per month	Annual Requirement
1	Special Educator	01:10	B.Ed./D.Ed. In CP with two years working experience in related field	25000	300000
2	Class Assistant	1: Unit	HSC with with two years working experience in related field	16000	192000
TOTAL		2			492000
Children with MD Unit					
Sl.	Designation	Ratio	Eligibility	Per person per month	Annual Requirement
1	Special Educator	01:10	B.Ed./D.Ed. In MD with two years working experience in related field	25000	300000
2	Class Assistant	1: Unit	HSC with with two years working experience in related field	16000	192000
TOTAL		2			492000
TOTAL		23			79,44,000

(This BOC template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only. The statutory dues such as EPF, ESI, GST etc. will be as per prevailing rates and these are not required to be quoted. Additional manpower if required than total wages per month may be filled in Col. M of the row 1.05 Bidder should not quote service charges for Catering items at 4.01 to 4.04.

PRICE SCHEDULE

Sl. No.	Item Description	NUMBER #	TEXT #	NUMBER	Estimated Rate per person per Day	NUMBER #	Rate / Wages per Month per Person In Figures To be entered by the Bidder Rs. P	NUMBER	Service Charge for total quantity	NUMBER #	TOTAL AMOUNT Without service charges	NUMBER #	TOTAL AMOUNT With Service Charge	NUMBER #	TOTAL AMOUNT In Words	TEXT #
1	HOUSE KEEPING	4	5	6		13		15		53		54		55		
1.01	Receptionist-cum-caretaker (skilled) (one from 6 AM to 2 PM and one from 2 PM to 10 PM)	2,000 Nos		461.26		11992.760		599.6300		23985.520		24585.150		INR Twenty Four Thousand Five Hundred & Eighty Five and Paise Fifteen Only		
1.02	Sweeper/Labour (Unskilled) (three from 6 AM to 2 PM, three from 2 PM to 10 PM and two from 10 PM to 6 AM)	8,000 Nos		355.73		9248.980		462.4400		73991.840		74454.280		INR Seventy Four Thousand Four Hundred & Fifty Four and Paise Twenty Eight Only		
1.03	Lift operator (skilled) (one from 6 AM to 2 PM and one from 2 PM to 10 PM)	2,000 Nos		461.26		11992.760		599.6300		23985.520		24585.150		INR Twenty Four Thousand Five Hundred & Eighty Five and Paise Fifteen Only		
1.04	Plumber/ Technician (skilled) (on call all round services)	2,000 Nos		461.26		11992.760		599.6300		23985.520		24585.150		INR Twenty Four Thousand Five Hundred & Eighty Five and Paise Fifteen Only		
1.05	Additional Manpower if required (for any miscellaneous works) Skilled Semi-Skilled Unskilled	1,000 Units				10426.000		521.3000		10426.000		10947.300		INR Ten Thousand Nine Hundred & Forty Seven and Paise Thirty Only		
2	Other cost including cost of materials (Laundry of linen, towels, Dry cleaning, Mosquito repellents, liquid and spray, soap/liquid soap & Shampoo in bathrooms/ toilets, liquid disinfectant, floor cleaner and other materials and services as per tender document of approved quality) to meet all requirements as per terms and conditions	1,000 Package				10000.000		500.0000		10000.000		10500.000		INR Ten Thousand Five Hundred Only		
3	SECURITY	12,000 Nos		402.64		10468.640		523.4300		125623.680		126147.110		INR One Lakh Twenty Six Thousand One Hundred & Forty Seven and Paise Eleven Only		
3.01	Security Guards (semi-skilled) (all round the clock) Three shifts- four in each shift	1,000 Nos		15.00		15000		0.7500		15000		15750		INR Fifteen and Paise Seventy Five Only		
4	CATERING	1,000 Nos		25.00		25000		1.2500		25000		26250		INR Twenty Six and Paise Twenty Five Only		
4.01	breakfast	1,000 Nos		25.00		25000		1.2500		25000		26250		INR Twenty Six and Paise Twenty Five Only		
4.02	Lunch (Veg/Non Veg)	1,000 Nos		10.00		10000		0.5000		10000		10500		INR Ten and Paise Fifty Only		
4.03	Dinner (Veg/Non Veg)	1,000 Nos		10.00		10000		0.5000		10000		10500		INR Ten and Paise Fifty Only		
4.04	Evening Tea with snacks	1,000 Nos		10.00		10000		0.5000		10000		10500		INR Ten and Paise Fifty Only		
Total in Figures																
Quoted Rate in Words		INR Two Lakh Ninety Five Thousand Eight Hundred & Eighty Two and Paise Eighty Nine Only														

Menu Chart

SUNDAY

Sl. No.	Session	Items	CWD			Parent		
			Quantity	Calories for	Items	Quantity	Calories	
1	Breakfast	Puri	2no.s (60 g)	200 cal	Puri	4no.s (120 g)	400 cal	
		Aloodum	50 g	100 cal	Aloodum	100 g	200 cal	
		Fruits	1 no.	40 cal	Fruits	1 no.	40 cal	
		Oats/Corn flakes	30 g	100 cal	Tea	1cup	120cal	
		Milk	250 ml	160 cal				
2	Lunch	Rice	50 g	175 cal	Rice	100 g	350cal	
		Dal	30 g	100 cal	Dal	60 g	200 cal	
		Egg Curry	2 no.	245 cal	Egg Curry	2 no.	245 cal	
		Egg Curry	1no.	145 cal	Salad	½ cup	30 cal	
		Salad	1 plate	30 cal				
		Moori nuts		100 cal	Moori nuts		100 cal	
3	Evening Snacks	Boiled Egg	1 no	100 cal	Biscuits	4 pcs	100cal	
		Biscuits	2 pcs	50 cal	Tea	1cup	120cal	
		Rice	50 g	175 cal	Rice	100 g	350cal	
		Roti	50 g	100 cal	Roti	100 g	200 cal	
4	Dinner	Dal	30 g	100 cal	Dal	60 g	200 cal	
		Kabuli Chana Curry	30 g	145 cal	Kabuli Chana Curry	60 g	290cal	

		CWD			Monday			Parent	
Sl. No.	Session	Items	Quantity	Calories for	Items	Quantity	Calories		
1	Breakfast	Oats / Pancake	2 no.	250 cal	Oats Pancake	4 no.	500 cal		
		Aloo Curry	1 cup	100 cal	Aloo Curry	100 g	200 cal		
		Fruits	1 no.	40 cal	Fruits	1 no.	40 cal		
		Oats	30 g	100 cal	Tea	1cup	120cal		
		Corn flakes	25 g	100 cal					
		Milk	250 ml	160 cal					
2	Lunch	Rice	50 g	175 cal	Rice	100 g	350cal		
		Dal	30 g	100 cal	Dal	60 g	200 cal		
		Sabji	30 g	75 cal	Sabji	60 g	150cal		
		Salad	1 plate	30 cal	Salad	½ cup	30 cal		
		Fried Iddli	2 no.	145 cal	Fried Iddli	4 no.	290cal		
		Boiled Egg	1 no	100 cal	Biscuits	4 pcs	100 cal		
3	Evening Snacks	Biscuits	2 pcs	50 cal	Tea	1cup	120cal		
		Khichdi	60 gm	200 cal	Khichdi	120 g	400 cal		
		Mix Veg		75cal	Mix Veg	60g	150cal		
		Roti	30 gm	100 cal	Roti	60 g	200 cal		
4	Dinner	Dal/ Fried Dal	30 gm	100/145 cal	Dal/ Fried Dal	60 g	200/290 cal		

Tuesday

Sl. No.	Session	Items	CWD			Parent		
			Quantity	Calories for	Items	Quantity	Calories	
1	Breakfast	Idli(2no.s)- 30g	2 no.s	100 cal	Idli(2no.s)- 30g	4 no.s	200 cal	
		Matar Curry	30g	145 cal	Matar Curry	60g	290 cal	
		Fruits	1 no.	100 cal	Fruits	1 no.	100 cal	
		Oats	30 g	100 cal	Tea	1cup	120cal	
		Corn flakes	25 g	100 cal				
		Milk	250 ml	160 cal				
2	Lunch	Rice	50 g	175 cal	Rice	100 g	350cal	
		Dal	30 g	100 cal	Dal	60 g	200 cal	
		Veg Curry	30 g	75 cal	Veg Curry	60 g	150cal	
		Salad	30 g	30 cal	Salad	½ cup	30 cal	
3	Evening Snacks	Muri+ Nuts		100 cal	Muri+ Nuts		100 cal	
		Boiled Egg	1 no	100 cal	Biscuits	4 pcs	100 cal	
		Biscuits	2 pcs	50 cal	Tea	1 cup	120 cal	
		Rice	50 g	175 cal	Rice	100 g	350cal	
		Roti	30g	100cal	Roti	60g	200cal	
4	Dinner	Dal	30 g	100 cal	Dal	60 g	200 cal	
		Veg Curry	30g	75cal	Veg Curry	60g	150cal	

		Wednesday			Parent		
Sl. No.	Session	Items	Quantity	Calories for	Items	Quantity	Calories
1	Breakfast	Dosa	2 no.	200 cal	Dosa	2 no.	200 cal
		Sambar	30 g	145 cal	Sambar	60 g	290 cal
		Fruits	1 no.	40 cal	Fruits	1 no.	40 cal
		Oats	30 g	100 cal	Tea	1 cup	120 cal
		Corn flakes	30 gm	100 cal			
		Milk	250 ml	160 cal			
		Rice	50 gm	175 cal	Rice	100 g	350cal
2	Lunch	Dal	30 gm	100 cal	Dal	60 g	200 cal
		Boiled Chicken/ Chicken Curry	100 gm	100/145 cal	Chicken Curry		145 cal
		Veg Curry	30g	75 cal	Veg Curry		75 cal
		Salad	½ cup	30 cal	Salad	½ cup	30 cal
		Corn salad	30 gm	100 cal	Corn salad	60 g	200 cal
		Boiled Egg	1 no	100 cal	Biscuits	4 pcs	100 cal
		Biscuits	2 pcs	50 cal	Tea	1 cup	120 cal
3	Evening Snacks	Rice	50 gm	175 cal	Rice	100 g	350 cal
		Roti	30 gm	100 cal	Roti	60 g	200 cal
		Fried Dal	30 gm	145 cal	Fried Dal	60 g	290 cal
		Veg Curry	30 gm	75cal	Veg Curry	60 g	150cal
4	Dinner						

THURSDAY

		CwD			Parent		
Sl. No.	Session	Items	Quantity	Calories for	Items	Quantity	Calories
1	Breakfast	Poha Peanuts		250 cal	Poha Peanuts		250 cal
		Matar Curry	30 gm	145 cal	Matar Curry	60 g	290 cal
		Fruits	1 no.	40 cal	Fruits	1 no.	40 cal
		Oats	30 gm	100 cal	Tea	1 cup	120 cal
		Corn flakes	30 gm	100 cal			
		Milk	250 ml	160 cal			
2	Lunch	Rice	50 gm	175 cal	Rice	100 g	350 cal
		Dal	30 gm	100 cal	Dal	60 g	200 cal
		Soya Been Curry		75 cal	Soya Been Curry		75 cal
		Salad	½ cup	30 cal	Salad	½ cup	30 cal
3	Evening Snacks	Veg Cutlet	2 no.	150 cal	Veg Cutlet	4 no.	300 cal
		Boiled Egg	1 no	100 cal	Biscuits (Marie)	4 pcs	100 cal
		Biscuits (Marie)	2 pcs	50 cal	Tea	1 cup	120 cal
4	Dinner	Rice	50 gm	175 cal	Rice	100 g	350 cal
		Roti	30 gm	100 cal	Roti	60 g	200 cal
		Dal Fry	30 gm	145 cal	Dal Fry	60 g	290 cal
		Kabuli Chana Curry	30 gm	145cal	Kabuli Chana Curry	60 g	290cal

		FRIDAY					
Sl. No.	Session	Items	CWD		Parent		
			Quantity	Calories for	Items	Quantity	Calories
1	Breakfast	Dosa	2 no.	250 cal	Dosa	2 no.	250 cal
		Sambar	1 bowl	145 cal	Sambar	1 bowl	145 cal
		Fruits	1 no.	40 cal	Fruits	1 no.	40 cal
		Oats / Corn Flakes	30 gm	100 cal	Tea	1 cup	120 cal
		Milk	250 ml	160 cal			
2	Lunch	Rice	50 gm	175 cal	Rice	100 g	350 cal
		Dal	30 gm	100 cal	Dal	60 g	200 cal
		Fish Curry	100 gm	145 cal	Fish Curry	200 g	290 cal
		Veg curry	30g	75 cal	Veg curry	60 g	150 cal
		Salad	½ cup	30 cal	Salad	½ cup	30 cal
3	Evening Snacks	Corn Salad	30 gm	100 cal	Corn Salad	60 gm	200 cal
		Boiled Egg	1 no	100 cal	Biscuits	4 pcs	100 cal
		Biscuits	2 pcs	50 cal	Tea	1 cup	120 cal
		Rice	50 gm	175 cal	Rice	50 gm	175 cal
		Roti	30 gm	100 cal	Roti	30 gm	100 cal
4	Dinner	Dal	30 gm	100cal	Dal	30 gm	100cal
		Veg Curry	30 gm	75 cal	Veg Curry	30 gm	75 cal

SATURDAY

Sl. No.	Session	CWD			Parent		
		Items	Quantity	Calories for	Items	Quantity	Calories
1	Breakfast	Chakuli	2 no.	200 cal	Chakuli	4 no.	400 cal
		Matar Curry	30 gm	145 cal	Matar Curry	60 g	290cal
		Fruits	1 no.	40 cal	Fruits	1 no.	40 cal
		Oats	30 gm	100 cal	Tea	1 cup	120 cal
		Corn Flakes	30 gm	100 cal			
		Milk	250 ml	160 cal			
2	Lunch	Rice	50 gm	175 cal	Rice	100 g	350cal
		Dal	30 gm	100 cal	Dal	60 g	200 cal
		Veg curry	30g	75 cal	Veg curry	60g	150cal
		Salad	30g	30 cal	Salad	½ cup	30 cal
		Oats Pancake	2 no.	250 cal	Oats Pancake	4 no.	500cal
		Buta Chutney		50 cal	Buta Chutney		50 cal
3	Evening Snacks	Boiled Egg	1 no	100 cal	Biscuits	4 pcs	100 cal
		Biscuits	2 pcs	50 cal	Tea	1 cup	120 cal
		Rice	50 gm	175 cal	Rice	100 g	350cal
		Roti	30 gm	100 cal	Roti	60 g	200 cal
		Dal	30 gm	100 cal	Dal	60 g	200 cal
		Veg Curry	30 gm	75 cal	Veg Curry	60 g	150cal
4	Dinner						

General Rules & Regulations for Hostel

- Residents are expected to display acceptable forms of behavior anywhere within the hostel compound and the Institute premises.
- Residents are responsible to maintain cleanliness in their room and bathroom
- Use of electrical appliances like heaters, hotplates, etc, in the hostel rooms is strictly prohibited.
- All AC, fans, light and electrical appliances must be switched off when not in use
- Placing of baggage/bags or unwanted items outside the room or anywhere in hostel except the allotted rooms is not allowed to avoid obstruction to other residents.
- Common Hostel furniture must not be moved from its existing position/place without the consent of the Hostel Authority.
- All the hostel materials issued to the parents of CwDs must be returned to the Hostel care taker before leave their rooms. They shall be responsible for any loss. The loss, if any, shall be made good from the defaulters.
- For drying clothes mothers should use the space along the rear side of building only.

Visitors

- No visitor shall be allowed to go Second floor
- Visitors can meet the Residents in ground floor only near reception counter with in the visiting hour
- Visiting hours for visitor: Monday to Sunday- 9.00 a.m. to 12.00 noon and 5 p.m. to 7 p.m.
- All visitors must register at the Security Counter of entrance and provide all detail for verification as requested by Security Guard.
- Visitors are not allowed to use the hostel facilities.
- Visitors are not permitted to stay overnight in the SIEP campus.

For the safety of all Residents

- Residents must return to the Hostel by 6.00 pm daily for their own safety.
- Visiting hours for Residents: Monday to Sunday- 5 p.m. to 6 p.m.
- Resident who needs to stay out after the stipulated time must take prior permission from the coordinator in with a written application. It is necessary to furnish the details like, their contact numbers, expected return time and their whereabouts during the allowed time.
- Residents are not allowed to go out after 6.00 p.m.
- Resident who wants to go to their home they must give prior written information and while leaving the hostel they must handover all hostel material and almirah keys to care taker.

Security

- Residents are responsible for all their personal belongings and valuable items like cell/mobile phone, laptop, computer, watches and money etc and should ensure that door and windows of their rooms are properly secured at all times. The Institute is not responsible for any loss of personal items.
- Residents are not permitted to change rooms or sleep anywhere other than in their allotted room without the consent of the Hostel Authority

The Institute reserves the Rights to revise the Rules & Regulations, Terms & Conditions from time to time and will keep the residents informed of any changes in the form of notices.

By Order –Coordinator, SIEP

ସାଧାରଣ ନିୟମ ଏବଂ ହଷ୍ଟେଲ ପାଇଁ ନିୟମାବଳୀ

- ହଷ୍ଟେଲ କମ୍ପାଉଣ୍ଡ ଏବଂ ଇନଷ୍ଟିଚ୍ୟୁଟ୍ ପରିସର ମଧ୍ୟରେ ଯେ କୌଣସି ସ୍ଥାନରେ ବାସିନ୍ଦାମାନେ ଉତ୍ତମ ଏବଂ ଗ୍ରହଣୀୟ ଆଚରଣ ପ୍ରଦର୍ଶନ କରିବେ ।
- ବାସିନ୍ଦାମାନେ ନିଜ କୋଠରୀ ଏବଂ ବାଥରୁମରେ ପରିଷ୍କାର ପରିଚ୍ଛନ୍ନତା ରଖିବେ ।
- ହଷ୍ଟେଲ କୋଠରୀରେ heater, induction ଇତ୍ୟାଦି ବିଦ୍ୟୁତ୍ତିକ ଉପକରଣ ବ୍ୟବହାର କରିବା ନିଷେଧ ।
- ବ୍ୟବହାର ନହେବା ସମୟରେ ସମସ୍ତ AC, Fan, Bulb ଇତ୍ୟାଦି ବିଦ୍ୟୁତ୍ତିକ ଉପକରଣଗୁଡ଼ିକ ବନ୍ଦ ହେବା ଜରୁରୀ
- କୋଠରୀ ବାହାରେ କିମ୍ବା ହଷ୍ଟେଲରେ ଯେକୌଣସି ସ୍ଥାନରେ ବ୍ୟାଗେଜ୍ / ବ୍ୟାଗ୍ କିମ୍ବା ଅବାଞ୍ଛିତ ଜିନିଷ ରଖିବା ଅନ୍ୟ ବାସିନ୍ଦାଙ୍କ ଉପରେ ବାଧା ସୃଷ୍ଟି କରିବାକୁ ଅନୁମତି ଦିଆଯିବ ନାହିଁ ।
- ସାଧାରଣ ହଷ୍ଟେଲ ଆସବାବପତ୍ର ଏହାର ସ୍ଥାନରୁ ସ୍ଥାନାନ୍ତରିତ କରିବା ନିଷେଧ ଅଟେ ।
- ପିଲାପିତାମାନଙ୍କୁ ଦିଆଯାଇଥିବା ସମସ୍ତ ହଷ୍ଟେଲ ସାମଗ୍ରୀ ସେମାନଙ୍କ କୋଠରୀ ଛାଡ଼ିବା ପୂର୍ବରୁ ହଷ୍ଟେଲ କେୟାର ଟେକରକୁ ଫେରାଇ ଦିଆଯିବା ଆବଶ୍ୟକ ।
- ପିତାମାତାଙ୍କୁ ଦିଆଯାଇଥିବା ହଷ୍ଟେଲ ସାମଗ୍ରୀର ହଜିବା କିମ୍ବା କୌଣସି କ୍ଷତି ପାଇଁ ସେମାନେ ଦାୟୀ ରହିବେ
- ପୋଷାକ ଶୁଖାଇବା ପାଇଁ ମା ମାନେ କେବଳ ହଷ୍ଟେଲର ପଛ ପାର୍ଶ୍ୱରେ ଥିବା ସ୍ଥାନ ବ୍ୟବହାର କରିବେ ।

ପରିଦର୍ଶକ (Visitors)

- କୌଣସି ପରିଦର୍ଶକଙ୍କୁ ଦ୍ୱିତୀୟ ମହଲାକୁ ଯିବାକୁ ଦିଆଯିବ ନାହିଁ ।
- ପରିଦର୍ଶକମାନେ ଭ୍ରମଣ ଘଣ୍ଟାରେ କେବଳ ରିସେପ୍ସନ୍ କାଉଣ୍ଟର ନିକଟରେ ତଳ ମହଲାରେ ବାସିନ୍ଦାଙ୍କୁ ଭେଟି ପାରିବେ ।
- ପରିଦର୍ଶକଙ୍କ ପାଇଁ ଭ୍ରମଣ ସମୟ:
ସୋମବାର ରୁ ରବିବାର- ଦିନ ୯.୦୦ ରୁ ଦିନ ୧୨.୦୦ ଏବଂ ସନ୍ଧ୍ୟା ୫.୦୦ ରୁ ସନ୍ଧ୍ୟା ୭.୦୦

- ସମସ୍ତ ପରିଦର୍ଶକ ନିଶ୍ଚିତ ଭାବରେ ପ୍ରବେଶ ଦ୍ୱାରର ସୁରକ୍ଷା କାଉଣ୍ଟରରେ ପଞ୍ଜୀକୃତ ହେବା ଉଚିତ ଏବଂ ସୁରକ୍ଷା ଗାର୍ଡଙ୍କ ଅନୁରୋଧ ଅନୁଯାୟୀ ଯାତ୍ରୀ ପାଇଁ ସମସ୍ତ ବିବରଣୀ ପ୍ରଦାନ କରିବା ଆବଶ୍ୟକ ।
- ଭ୍ରମଣକାରୀଙ୍କୁ ହଷ୍ଟେଲ ସୁବିଧା ବ୍ୟବହାର କରିବାକୁ ଅନୁମତି ନାହିଁ ।
- ପରିଦର୍ଶକମାନଙ୍କୁ SIEP କ୍ୟାମ୍ପସରେ ରାତ୍ରିଯାପନ କରିବାକୁ ଅନୁମତି ନାହିଁ ।

ସମସ୍ତ ବାସିନ୍ଦାଙ୍କ ସୁରକ୍ଷା ପାଇଁ ।

- ନିଜ ନିଜ ସୁରକ୍ଷା ପାଇଁ ବାସିନ୍ଦାମାନେ ପ୍ରତିଦିନ ସନ୍ଧ୍ୟା ୭.୦୦ ସୁଦ୍ଧା ହଷ୍ଟେଲକୁ ଫେରିଯିବେ ।
- ହଷ୍ଟେଲ ବାସିନ୍ଦାଙ୍କ ପାଇଁ ଭ୍ରମଣ ସମୟ:
- ସୋମବାର ରୁ ରବିବାର- ସନ୍ଧ୍ୟା ୫.୦୦ ରୁ ସନ୍ଧ୍ୟା ୭.୦୦
- ବାସିନ୍ଦା ଯିଏ ନିର୍ଦ୍ଧାରିତ ସମୟ ପରେ ବାହାରେ ରହିବାକୁ ଆବଶ୍ୟକ କରନ୍ତି, ଏକ ଲିଖିତ ଆବେଦନ ସହିତ ସଂଯୋଜକଙ୍କ (Coordinator) ଠାରୁ ପୂର୍ବ ଅନୁମତି ନେବା ଆବଶ୍ୟକ । ସେମାନଙ୍କର ଯୋଗାଯୋଗ ନମ୍ବର, ଫୋନ୍ ନମ୍ବର ସମୟ ଇତ୍ୟାଦି ସବିଶେଷ ତଥ୍ୟ ପ୍ରଦାନ କରିବା ଆବଶ୍ୟକ ।
- ସନ୍ଧ୍ୟା ୭.୦୦ ପରେ ବାସିନ୍ଦାଙ୍କୁ ବାହାରକୁ ଯିବାକୁ ଅନୁମତି ନାହିଁ ।
- ଯେଉଁ ବାସିନ୍ଦା ସେମାନଙ୍କ ଘରକୁ ଯିବାକୁ ଚାହାଁନ୍ତି ସେମାନେ ନିଶ୍ଚିତ ଭାବରେ ପୂର୍ବ ଲିଖିତ ସୂଚନା ଦେବା ଆବଶ୍ୟକ ଏବଂ ହଷ୍ଟେଲ ଛାଡିବା ସମୟରେ ସେମାନେ ସମସ୍ତ ହଷ୍ଟେଲ ସାମଗ୍ରୀ ଏବଂ ଆଲମିରା ଚାକି ଇତ୍ୟାଦି care taker କୁ ପ୍ରଦାନ କରିବେ ।
- ବାସିନ୍ଦାମାନେ ସେମାନଙ୍କର ସମସ୍ତ ବ୍ୟକ୍ତିଗତ ଜିନିଷ ଏବଂ ସେଲ୍ / ମୋବାଇଲ୍ ଫୋନ୍, ଲାପଟପ୍, କମ୍ପ୍ୟୁଟର, ଘଣ୍ଟା ଏବଂ ଟଙ୍କା ଇତ୍ୟାଦି ପାଇଁ ମୂଲ୍ୟବାନ ଜିନିଷ ପାଇଁ ଦାୟୀ ଅଟନ୍ତି ଏବଂ ବ୍ୟକ୍ତିଗତ ଜିନିଷର ହଜିବା କିମ୍ବା କୌଣସି କ୍ଷତି ପାଇଁ ଅନୁଷ୍ଠାନ ଦାୟୀ ନୁହେଁ ।
- ହଷ୍ଟେଲ କର୍ତ୍ତୃପକ୍ଷଙ୍କ ସହମତି ବିନା ଅଧିବାସୀମାନଙ୍କୁ ସେମାନଙ୍କ ଆବଶ୍ଯିତ କୋଠରୀ ବ୍ୟତୀତ ଅନ୍ୟ କୌଣସି କୋଠରୀ (Room) ବଦଳାଇବାକୁ କିମ୍ବା ଶୋଇବାକୁ ଅନୁମତି ନାହିଁ ।

ନିୟମ ସଂଶୋଧନ ପାଇଁ ଅନୁଷ୍ଠାନ ଅଧିକାର ସଂରକ୍ଷଣ କରେ ।

Coordinator, SIEP