

RFP Reference No: 703/OSDMA

Date: 13/02/2024

**REQUEST FOR PROPOSAL  
FOR SELECTION OF SERVICE PROVIDER FOR  
OUTSOURCING OF OFFICE MANAGEMENT AND  
TECHNICAL SUPPORT**



**Issued by:**

**ODISHA STATE DISASTER MANAGEMENT AUTHORITY**

**(A GOVT. OF ODISHA AGENCY)**

9<sup>th</sup> Floor, Rajiv Bhawan, Unit-5, Bhubaneswar – 751001, Odisha

Ph. No. - (0674) 2395398, 2395531 Website: [revenue.odisha.gov.in](http://revenue.odisha.gov.in)

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## DISCLAIMER

1. Though adequate care has been taken in the preparation of this document, henceforth referred to as the Request for Proposal Document or the RFP Document, the Applicants should satisfy themselves that the document is complete in all respects. All correspondences are to be made to the address as mentioned below:

**ODISHA STATE DISASTER MANAGEMENT AUTHORITY (OSDMA)**

9<sup>th</sup> Floor, Rajiv Bhawan, Unit-5, Bhubaneswar – 751001, Odisha

Ph. No. - (0674) 2395398, 2395531 Website: [revenue.odisha.gov.in](http://revenue.odisha.gov.in)

E-mail: [osdma@osdma.org](mailto:osdma@osdma.org)

2. All information contained in this RFP Document provided/clarified are in the good interest and faith. This is not an agreement, and this is not an offer or invitation to enter into an agreement of any kind with any party.
3. Neither Odisha State Disaster Management Authority (OSDMA) nor their employees make any representation or warranty as to the accuracy, reliability, or completeness of the information in this RFP document. Each prospective Applicant should conduct their own investigations and analysis and check the accuracy, reliability, and completeness of the information in this RFP document and obtain independent advice from appropriate source(s) before submission of their proposals.
4. Neither Odisha State Disaster Management Authority (OSDMA) nor their employees will have any liability to any prospective Applicant or any other person under any law for any loss, expense or damage which may arise from or be incurred or suffered in connection with anything contained in this RFP document.
5. Odisha State Disaster Management Authority (OSDMA) reserves the right, without any obligation or liability, to accept or reject any or all of the RFPs, and/or to cancel or modify this process, or any part thereof, or to vary any of the terms and conditions, or to cancel this process and to initiate a new process without assigning any reason whatsoever.
6. Neither Odisha State Disaster Management Authority (OSDMA) nor their employees will have any liability in case of non-receipt of any correspondence from them to the applicants due to the postal delays.
7. Information provided in this RFP to the Applicants is on a wide range of matters, some of which depend upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.
8. The applicants are expected to know the relevant rules and regulations of the respective authorities concerning to this project.

**ODISHA STATE DISASTER MANAGEMENT AUTHORITY (OSDMA)**

**REQUEST OF PROPOSAL FOR SELECTION OF SERVICE PROVIDER FOR OUTSOURCING OF  
OFFICE MANAGEMENT AND TECHNICAL SUPPORT**

**NOTICE INVITING PROPOSAL**

**RFP No: 703/OSDMA**

**dated: 13/02/2024**

1. Proposals are invited from reputed eligible vendors/ bidders (Registered Firms/ Agencies) interested in bidding for “**Outsourcing of Office Management and Technical Support**” to Odisha State Disaster Management Authority (OSDMA), Bhubaneswar and for execution of ongoing projects undertaken by OSDMA on outsourcing basis as per a service contract with specific terms and conditions.
2. **The contract shall be for a period of one year.** However, OSDMA reserves the right to extend the period of contract by three months at a stretch but maximum upto a period of one year on such terms and conditions mutually agreed upon by both the parties and subject to satisfactory performance of the Agency reviewed periodically.

**Interested Bidders can download the RFP document containing detailed terms and conditions, scope of work and eligibility criteria from the Website of Revenue and Disaster Management Department: [revenue.odisha.gov.in](http://revenue.odisha.gov.in)**

3. The proposal must be submitted as mentioned in the RFP or else the bid shall be rejected.
4. The Proposals shall consist of 2 parts: (i) Technical Proposal and (ii) Financial Proposal. The Technical Proposals shall be evaluated as per the criteria mentioned in the RFP prior to the opening of the Financial Proposal.
5. A bidder will be selected under Quality and Cost Based Selection (QCBS) procedure as described in Clause No. 3.7 of this RFP.
6. The Technical Proposal and Financial Proposal must be submitted with all pages numbered serially, duly signed by the authorised person along with an index of submission. Submission in any other form shall not be acceptable. In the event that any of the instructions mentioned herein are not adhered to, the Authority may reject the Proposal.
7. The proposal, complete in all respect as specified in the RFP Document, must be accompanied with the tender processing fee of **Rs. 12,000/- (Rupees twelve thousand only)** which is **non-refundable**. The tender processing fee shall be submitted along with the technical proposal in the form of Demand Draft in favour of “Odisha State Disaster Management Authority”, payable at Bhubaneswar from any Nationalized/ Scheduled Bank. **Proposals submitted without the tender processing fee as prescribed in the RFP shall be rejected.**
8. The proposals (both technical and financial) in the prescribed formats and manner must

reach the Office of the OSDMA within due date and time (i.e. by 29/02/2024 till 5.30 P.M). Proposals received after due date and time shall be rejected. **The proposals should be submitted only through registered post/ speed post through Postal Department or, through courier services.** It may be noted that there is no system of receipt of proposal through drop box or by hand.

9. While all information/data given in the RFP is accurate within the consideration of scope of the proposed assignment to the best of the Authority's knowledge, the Authority holds no responsibility for accuracy of information, and it is the responsibility of the Bidder to check the validity of information/data included in this RFP. The Authority reserves the right to accept / reject any / all Proposals / cancel the entire selection process at any stage without assigning any reason thereof.

  
**General Manager (P&A)**  
Odisha State Disaster Management Authority  
Bhubaneswar


### INFORMATION SHEET FOR BIDDER

This fact sheet comprises related key information on the RFP for quick reference of the bidder (agency) relating to outsourcing of office management and technical support at Odisha State Disaster Management Authority (OSDMA), Bhubaneswar on outsource basis under different schemes and projects.

Sl. No.	Particulars	Information
1.	Start Date for sale or availability of RFP document in the official website	12.00 A.M onwards on 14/02/2024
2.	Closing Date for sale or availability of RFP document in the official website	till 4.00 P.M. of date 29/02/2024
3.	Tender Processing Fee including GST drawn in shape of Demand Draft in favour of "Odisha State Disaster Management Authority", payable at Bhubaneswar from any Nationalized/ Scheduled Bank. <b>(Non-Refundable) *</b>	Rs. 12,000/- (Rupees Twelve thousand only)
4.	Last date and time for receipt of RFP	29/02/2024 (till 5.30 P.M)
5.	Date and time for opening of Technical Proposal	01/03/2024 at 3.00 P.M.
6.	Date and time of Technical Presentation.	04/03/2024 at 11.00 A.M
7.	Date of Opening of Financial Proposal	Will be intimated to the technically qualified bidders.
8.	Date of Commencement of Assignment.	Will be intimated to the selected bidder
9.	EMD to be submitted along with the Technical Proposal <b>(Refundable)*</b>	EMD/Bid Security of Rs. 5,64,612/- (Rupees five lakhs sixty-four thousand six hundred twelve only) in shape of Demand Draft drawn in favor of "Odisha State Disaster Management Authority"
10.	Performance Security for the selected vendor	<b>10 % of Annual Contract Value</b> in the form of Bank Guarantee or, as per F.D. Guideline changed from <b>time to time</b>
11.	Address for submission of RFP	Odisha State Disaster Management Authority, 9th Floor, Rajiv Bhawan, Unit-5, Bhubaneswar - 751001, Odisha
12.	Place of opening of Technical Proposal & Technical Presentation, Financial Proposal	Odisha State Disaster Management Authority, 9th Floor, Rajiv Bhawan, Unit-5, Bhubaneswar - 751001, Odisha

**Note:**

- The RFP will be available in the website of Revenue and Disaster Management Department: [revenue.odisha.gov.in](http://revenue.odisha.gov.in)
- In case the closing date for sale of RFP document or/ and last date for receipt of RFP happens to be a holiday for OSDMA, the activity will be held on the immediate next working day at the same time & place.

  
**General Manager (P&A)**  
Odisha State Disaster Management Authority  
Bhubaneswar

## 1. INTRODUCTION

Odisha State Disaster Management Authority (OSDMA) intends for proposals from eligible bidders (registered firms/agencies) for outsourcing of office management and technical support for its projects/ schemes/ plans as detailed out in the relevant sections as per a service contract with specific terms and conditions. **The contract shall be for a period of one year.** However, OSDMA reserves the right to extend the period of contract by three months at a stretch but maximum upto a period of one year on such terms and conditions mutually agreed upon by both the parties and subject to satisfactory performance of the Agency reviewed periodically.

## 2. TERMS OF REFERENCE

### 2.1. Eligibility Criteria:

The interested Bidders shall have to comply with the following criteria to participate in the tendering process.

- a) The Applicant should be a single business entity (the "Single Business Entity"). A Single Business Entity shall mean a company incorporated under the Companies Act, 1956 and/ or the Companies Act, 2013 or partnership firm registered under the Indian Partnership Act, 1932 or a Limited Liability Partnership Firm registered under Limited Liability Partnership Act, 2008 or a sole proprietorship or entities registered under Co-operative Societies Act or entities registered under Society Registration Act,1860.
- b) The registered office or one of the branch offices of the office management and technical support service provider should be located within the jurisdiction of the Bhubaneswar Municipality Corporation, Bhubaneswar (Self- attested copy of documentary evidence like Certificate of Incorporation, GST Registration Certificate, etc. to be furnished along with the technical proposal).
- c) Must have minimum **5 (five) full years of experience** (as on 31<sup>st</sup> January 2024) in providing Office Management and Technical Support / Assistance on outsourcing basis either to a single organization or multiple organizations. **(Self-attested copies of the Service Contracts/ Agreements/ Work Orders/ Completion Certificates/ Performance Certificates from the Employers are to be furnished along with the technical proposal.)**
- d) Must have provided similar Office Management and Technical Support Services to at least 2 (two) Government/ Semi-Government /Public Sector undertaking clients successfully for a period of minimum 24 months during the last 3 financial years i.e., 2020-

21, 2021-22 & 2022-23. **(Self-attested copies of the Service Contracts/Agreements/Work Orders/Completion Certificates/ Performance Certificates from the Employers to be furnished along with the technical proposal.)**

- e) Must have executed similar Office Management and Technical Support Service and would have provided such work for at least Rs. 5 (Five) Crores during each of the last 3 financial years i.e., 2020-21, 2021-22 & 2022-23. **(Self-attested copies of the Service Contracts /Agreements/Work Orders / Completion Certificates / Performance Certificates from the Employers to be furnished along with the technical proposal.)**
- f) Must have valid registration under Shops & Establishment Act or other relevant Act/ Rules, Labour Law, Income Tax, ESI, EPF, GST, etc. **(Self- attested copies of such Registration Certificates to be furnished along with the technical proposal)**
- g) Must have employed not less than 100 (one hundred) Office Management and Technical Support to render similar services at clients' locations in Odisha (either single location or multiple locations). (Self-attested copies of EPF and ESI returns for any one of the three months preceding the month of submission of this proposal to be furnished along with the technical proposal). **Annexure to be given at the end.**
- h) Must have a minimum Annual Turnover of Rs.10 (Ten) Crores and above during each of the last three Financial Years i.e., 2020-21, 2021-22 & 2022-23 generated out of overall activities of the firm. (Self-attested copies of Audited Profit & Loss Accounts and Balance Sheets to be furnished along with the technical proposal. Provisional Profit & Loss Accounts and Balance Sheets shall not be considered.)
- i) Undertaking for deposit of EPF and ESI with respect of all the manpower engaged by them in different Govt. offices in last 24 months.
- j) Must have ISO 9001 certification. (Self-attested copy of ISO 9001 Certificate to be furnished along with the technical proposal)
- k) The applicant(s) should not have been blacklisted by any Central/State Government or any other public sector undertaking(s) or a corporation as on the date of this RFP. **An undertaking to this effect should be submitted.**
- l) Applicant(s) should not be involved in any litigation that may have an impact of affecting or compromising the delivery of services as required under RFP document and in execution of agreement.
- m) Consortium is not permitted to participate in the bid process. Only Single Applicant is permitted to submit application. The Application / Eligibility and Qualification Submission of the Applicant submitting as Consortium shall be termed as Non-Responsive and rejected.



## **2.2. Scope of Services:**

The brief scope of services shall be as follows:

### **2.2.1 Deployment of Technical Professionals/Non-technical Supports in OSDMA**

- i. The selected agency shall be responsible for supply of professionals and non-technical supports as per the requirements of OSDMA such as Disaster Management and Technical Professionals such as – Disaster Risk Reduction Consultants, Project Officers, GIS Professionals, IT Programmers and Database Analyst, Technical Assistants etc., and non-technical supports like Accountants, Multi-Tasking Assistants, Drivers, Attendants etc. as per requirements.
- ii. The selected agency shall be responsible for compliance related to all applicable statutory Act, Rules, and Regulations.
- iii. Office management and technical support provided by the selected agency shall be stationed in the designated offices / workplace of OSDMA.
- iv. Working hours would be normally as per office timing i.e., from 10.00 A.M to 5.30 P.M during working days. However, during emergency it may be extended. The deployed support may have to attend office on Public Holidays also during disaster situation, whenever the office remains opened. **No additional cost will be paid by OSDMA for performing duty during this period.**

### **2.2.2 Replacement of Office management and technical support in OSDMA**

- i. Generally, timelines would be fixed for different assignment and non-completion within the time limit will be considered as poor performance. In case of poor performance, OSDMA shall ask the selected Agency to withdraw the office management and technical support through a letter and a replacement will be provided by the agency to the satisfaction of OSDMA within 1 (one) month from the issuance of the letter.
- ii. The Agency will give a list of shortlisted candidates, which is at least 3 (three) times of the required positions. This list shall be accompanied with updated resume/CVs of the candidates. This should be done within 15 days from the issuance of the letter of request/work order.
- iii. The agency will be responsible to conduct a thorough Antecedent Verification of the professionals to be deployed and submit an undertaking letter regarding the verification of the same.

### **2.2.3 Supervision and monitoring of the deployed office management and technical support in OSDMA**

- i. The agency shall supervise and monitor the office management and technical support engaged in OSDMA on a regular basis. The Agency shall at all times indemnify and agree

and undertake to defend and hold OSDMA, harmless against all liabilities, damages, losses, expenses, claims, suits, proceedings, judgments, settlements, actions, costs of any nature whatsoever, whether directly or indirectly arising out of the agreement executed between OSDMA and the Agency.

**2.2.4 General conditions:**

- i. Supply of the office management and technical support to OSDMA and such support, their service condition(s), compliance of statutory requirement(s) concerning the support including provision of termination of service etc. shall be the exclusive responsibility of the Agency and they shall be the principal employer of such support engaged in OSDMA by and on their behalf for all purposes including compliance of EPF, ESI, Minimum Wages, Industrial Dispute, Workman Compensation Act, Gratuity, Bonus and other Central / State statute(s). In no circumstances / contingencies, OSDMA will be treated as "principal employer" for that support supplied by the Agency and in case any such claim if any raised by the Agency and/ or employed / support deployed, shall be invalid and inoperative for all purposes including judicial, quasi-judicial and Administrative Forum(s) in view of this express provision agreed upon between the parties.
- ii. In-case any such claim as aforesaid is raised by any office management and technical support engaged by the agency and/or agency claiming any interest against OSDMA shall be indemnified by the agency including the liability incurred towards litigation expenses, compensation, damage, loss etc.
- iii. The office management and technical support engaged shall not claim any engagement/ regularization / service benefit from OSDMA and in case of such, shall be invalid as they are being not the employee of OSDMA; but if the Agency which engaged them and all and/or any claim, if any, of such employee / support shall be invalid, inoperative, and void for all purposes.
- iv. The Agency shall comply all statutory requirements and shall ensure the statutory deposit(s) timely with intimation to OSDMA and any lapses concerning non-compliance of statutory norms shall liable to terminate the agreement / contract on this ground alone.
- v. The professionals to work as Consultants would be required for various profiles. It may be noted that OSDMA will fix a consolidated remuneration (all inclusive) for each of the professional required after due verification about their qualification and work experience. The selected candidate shall be on the payroll of the selected Agency. The Agency shall be responsible for payment of this fixed emolument to the personnel every month on time.

- vi. The Agency shall ensure proper conduct of the deployed Support Staff in office premises and enforce prohibition of consumption of alcoholic drinks, betel, smoking, loitering without work, etc.
- vii. 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. In such case, the Agency has to provide a substitute.
- viii. The personnel deployed should have attitude of professionalism, politeness, cordiality, and efficiency while on duty and his/ her actions should promote goodwill and uphold the image of OSDMA. The Agency shall be responsible for any act of indiscipline, misconduct, etc. on the part of the persons deployed.

**2.3. Number and category of office management and technical support required:**

Sl.No	Scheme	Category of Manpower	Nos. of manpower support required	Total
1.	<b>OSDMA Office</b>	A. GIS Developer B. GIS Analyst C. GIS Professional D. GIS Operator E. IT Expert F. Shelter Associate G. Accountant H. Junior Accountant I. IT Assistant J. Multi-Tasking Assistant K. Graphics Designer L. Driver M. Attendant N. IT Programmer O. Multilingual Translator P. Junior Consultant Q. Procurement Specialist R. Meteorologist S. Hydrologist T. Geologist U. Urban Disaster Management Specialist V. Public Health Specialist W. Documentation Specialist X. Structural Mitigation Specialist Y. DRR Expert & Shelter Management Expert	01 01 01 01 01 01 02 03 04 07 01 04 06 02 01 08 01 01 01 01 01 01 01 01	<b>53</b>
2.	<b>Strengthening of State Disaster Management Authority (SDMA) &amp; District</b>	A. State Project Officer B. District Project Officer	05 30	<b>35</b>

	<b>Disaster Management Authority (DDMAs)</b>			
3.	<b>State Drought Monitoring Cell (SDMC)</b>	A. Database Analyst	01	<b>01</b>
4.	<b>Implementation of Sendai Framework for Disaster Risk Reduction under NDMA scheme</b>	A. Senior DRR Consultant at State Level B. IT Assistant under NDMA Project	01 01	<b>01</b> <b>01</b>
5.	<b>Strengthening of DDMAs under NDMA scheme</b>	C. DRR Consultant at District Level	08	<b>08</b>
6.	<b>Comprehensive Fire Safety Framework and Plans</b>	A. City Project Coordinator	05	<b>05</b>
	<b>Total</b>			<b>104</b>

**Note: OSDMA reserves the right not to accept any category of person provided by the successful bidder and it may resort to testing of skills of the persons and accept the qualified persons as per its own requirement.**

**2.4. Eligibility Criteria and job description:**

1. Requirement in OSDMA Office

**A. GIS Developer:**

The following personnel shall be provided by the Agency:

Sl.No	Category	No.	Qualification & Experience
1	GIS Developer	01	<p><b>Age Limit:</b> Minimum 25 years &amp; Maximum 40 years as on 31.01.2024</p> <p><b>Educational Qualification:</b> M.Tech/M.Sc. (Remote Sensing &amp; GIS). Ph.D (Remote Sensing &amp; GIS) will be preferred. OR MCA or M.Sc. in Computer Science /IT or equivalent subjects from a recognized University/Institute with PG Diploma in RS and GIS. working experience in GIS database design, implementation, maintenance and analysis, proficiency in various programming language for web GIS development, knowledge on:</p> <p><b>Front end:</b></p> <ul style="list-style-type: none"> <li>• Languages: HTML, CSS, Javascript, Python</li> <li>• Frontend Framework: React js/ Angular/Vue/Svelte</li> </ul>

			<ul style="list-style-type: none"> <li>• Mapping Libraries: Open Layers/ Leaflet</li> </ul> <p><b>Backend:</b></p> <ul style="list-style-type: none"> <li>• Frameworks: Node js, Django (Geodjango library)</li> <li>• Server knowledge: Geo server.</li> <li>• Geospatial Database server: PostgreSQL with Post GIS/ MongoDB.</li> </ul> <p>Experience in using ArcGIS Pro/Arc GIS Enterprise/QGIS.</p> <p><b>Experience:</b> Must have 3-5 years of working experience in GIS database design, implementation, maintenance and analysis.</p>
<p><b>Job Responsibilities:</b></p> <ol style="list-style-type: none"> <li>a. Development of Web-portal/Mobile application and various digital work in geo-spatial domain.</li> <li>b. Set up and configure server like Geo-server, QGIS Server, Arc GIS server, IGS Geo-media etc in Linux and Windows environment.</li> <li>c. Designing statistical and graphical representation of Geo-spatial data and map composition in web-GIS platform</li> <li>d. Development of web mapping applications and geo-processing tools to support GIS.</li> <li>e. Web-GIS and IT enabled services with Visualization.</li> <li>f. Development and management of Geo-spatial data base in Web-enabled platform.</li> <li>g. Training of field staff in IT based use of geo-spatial technology.</li> <li>h. Any other work assigned as and when by the competent authority.</li> </ol>			

**B. GIS Analyst:**

The following personnel shall be provided by the Agency:

Sl. No	Category	No.	Qualification & Experience
1	GIS Analyst	01	<p><b>Age Limit:</b> Minimum 25 years &amp; Maximum 40 years as on 31.01.2024</p> <p><b>Educational Qualification:</b> M. Tech/M.Sc. in GIS/ Remote Sensing /Geo-Informatics/Geospatial Technology/ Surveying/Photogrammetry/Oceanography/ Marine Science/ Environmental science or equivalent subjects OR, BE/B. Tech with PG Diploma in Geographic Information Science/Remote Sensing from recognized University/Institute.</p> <p><b>Experience:</b> Relevant Post Qualification Work Experience of at least 3 years in GIS-based pro-</p>

			jects in reputed government funded organizations etc. or similar reputed organizations working on GIS based projects, GIS layer analysis, proficiency in HR Satellite imagery extraction and analysis, feature extraction using satellite data, handling / analysis using geospatial data base, Expertise in Google earth Engine (GEE), Arc GIS Pro / Arc-enterprise, image processing software like-ERDAS Imagine, ENVIS etc.
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**Job Responsibilities:**

- a. Support in GIS based work. Facilitate in collection of data/information.
- b. Sound knowledge on Data structure, management and modelling of geospatial dataset.
- c. Any other work assigned as and when by the competent authority.

**C. GIS Professional:**

The following personnel shall be provided by the Agency:

Sl. No	Category	No.	Qualification & Experience
1	GIS Professional	01	<p><b>Age Limit:</b> Minimum 25 years &amp; Maximum 40 years as on 31.01.2024</p> <p><b>Educational Qualification:</b> M. Tech/M.Sc. in GIS/ Remote Sensing/ Geo- Informatics/Geospatial Technology/ Surveying/ Photogrammetry/ Oceanography/ Marine Science/ Environmental science or equivalent subjects OR, BE/B. Tech with PG Diploma in Geographic Information Science/Remote Sensing from recognized University/Institute</p> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Relevant Post Qualification &amp; Work Experience of at least 10 years in Remote Sensing &amp; GIS- based works in reputed Central/state government organizations.</li> <li>• Proficient in HR Satellite Imagery analysis, image processing and geo-spatial data modeling.</li> <li>• Knowledge on data processing/ analyzing/management and development of geospatial datasets.</li> <li>• Should have proven knowledge in the development of scientific report and proposals.</li> </ul>

			<ul style="list-style-type: none"> <li>• Should have excellent working experience on software like Arc GIS, Q-GIS, ER-DAS Imagine, Arc GIS online, ENVIS and other image processing software's etc.</li> <li>• Sound knowledge on programming language like JavaScript, .NET, Python, PostgreSQL etc.</li> <li>• Knowledge of GPS in collection and management of Post field data processing and outputs.</li> <li>• Should have knowledge on Disaster management using geo-spatial technologies.</li> </ul>
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**Job Responsibilities:**

- Management of geo-spatial team in research and analysis.
- Preparation of GIS and Remote sensing based Daily weather watch out maps and other scientific analysis.
- Responsible for GIS Analysis, GIS Modeling, Data Integration & Conversion.
- Coordinate with other of state and National Department
- R & D works on Disaster management using GIS technology.
- Provides technical assistance and support for GIS users.
- Verify, process and store all the RS and GIS related data generated and collated with data collected from field by field staff and preparation of guidelines and facilitation of
- ground truthing.
- Training of field staff in data acquisition, ground truthing and
- analysis.
- Any other work assigned as and when by the competent authority.

**D. GIS Operator:**

The following personnel shall be provided by the Agency:

Sl. No	Category	No.	Qualification & Experience
1	GIS Operator	01	<p><b>Age Limit:</b> Minimum 21 years &amp; Maximum 40 years as on 31.01.2024</p> <p><b>Educational Qualification:</b></p> <ol style="list-style-type: none"> <li>Minimum Graduation in Geography, Geology, Earth Sciences, or related discipline having GIS/ Remote Sensing/ Cartography as one of the major subjects.</li> <li>Additional qualification in GIS and remote sensing will be preferred</li> </ol> <p><b>Experience:</b> Minimum 3 years in similar work.</p>
<b>Job Responsibilities:</b>			

- a. Updating and maintaining the GIS layers (vector & raster) including spatial and non-spatial information for the entire state.
- b. Assist for Preparation of Development of GIS database and preparation maps.
- c. Maintaining database for different disasters in the state
- d. Maintaining daily rainfall data, temperature, and humidity data for in GIS platform
- e. Updating district and block level maps for State Disaster Management Plan and District Disaster Management Plans
- f. Continuous monitoring the lightning forecast.
- g. GIS based analysis of state specific disasters.
- h. Development and updation of shelter database in GIS format
- i. GIS Database development of EWDS sites

**E. IT Expert:**

The following personnel shall be provided by the Agency:

Sl. No	Category	No.	Qualification & Experience
1	IT Expert	01	<p><b>Age Limit:</b> Maximum 50 years as on 31.01.2024</p> <p><b>Educational Qualification:</b> B.E/B.Tech (Computer Science/Information Technology) or M.Tech(Computer Science/Information Technology) MCA or equivalent degree in computer Sc. from recognized/reputed university.</p> <p><b>Experience:</b> Candidates should have minimum experience of 10 years in similar position preferably in Government Sector.</p>
<p><b>Job Responsibilities:</b></p> <ol style="list-style-type: none"> <li>a. Install, configure, and optimize software and utilities;</li> <li>b. Install, test, and document license of difference utilities;</li> <li>c. Develop, test, document, implement and enhance backup and recovery procedures in all systems/servers;</li> <li>d. Develop, document, implement and enhance applications change-management procedures and activities;</li> <li>e. Manage and administer all system users.</li> <li>f. Monitor all software and hardware products and ensure compliance to Data Center standards and systems;</li> <li>g. Installation and maintenance of all networking hardware and software;</li> <li>h. Arranging for repair of hardware during hardware failures;</li> <li>i. Administration and maintenance of all servers;</li> <li>j. Management and maintenance of IT infrastructure of the organization.</li> <li>k. Management and maintenance of websites</li> <li>l. Support in Social Media Management</li> </ol>			



- m. Must have been involved in e-Governance project of India, preferably of Odisha.
- n. Well conversant with e-procurement procedures and GeM portal.
- o. Assist in designing different IEC materials.
- p. Developing dynamic reporting formats to capture live data for accurate reporting and strive to improve the IT systems of OSDMA& proactively recommend ways to make it more user-friendly and efficient.
- q. Encourage use of IT to produce training materials and manuals; increasingly impart an understanding and use of e-learning among professionals.
- r. All matters related to Emergency Communication System, EWDS etc.
- s. Any other as assigned as per the requirements of the organization.

**F. Shelter Associate:**

The following personnel shall be provided by the Agency:

Sl.No	Category	No.	Qualification & Experience
1	Shelter Associate	01	<p><b>Age Limit:</b> Maximum 50 years as on 31.01.2024</p> <p><b>Educational Qualification:</b></p> <ul style="list-style-type: none"> <li>a. The candidate must be a Graduate in any discipline, preferably in Sociology/ Rural Development/ Disaster Management/ Social Works or related discipline.</li> <li>b. All the qualifications must be from recognized University / Institution. Qualifications in disaster management or related discipline would be an advantage.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>a. The candidate must have at least 3 years of post-qualification experience in social and development Programmes /projects.</li> <li>b. Experience of working with Central and/or State Governments/ Govt. projects in similar assignments will be preferred.</li> </ul>
			<p><b>Job Responsibilities:</b></p> <ul style="list-style-type: none"> <li>a. To ensure proper management of Multipurpose Cyclone and Flood Shelter in Odisha.</li> <li>b. will assist in organizing training and capacity building of community members, CSMMC / FSMMC, Task Forces, village youth volunteers, women SHG members on community-based risk management, shelter management, relief coordination, early warning and shelter level record keeping.</li> </ul>

- c. Coordinating with District and local level Government functionaries with respect to community-based disaster preparedness, response and related activities.
- d. Coordinate with NGOs / INGOs relating to projects / activities involving community resilience in Disaster Management.
- e. Prepare project reports / Implement projects / Take up activities involving community and community-based organizations in Disaster Management.
- f. Coordinate with PRIs for community resilience development and other related activities.
- g. Any other activities relating to building community resilience in Disaster Management which is not specifically mentioned.

**G. Accountant:**

The following personnel shall be provided by the Agency:

Sl.No	Category	No.	Qualification & Experience
1	Accountant	02	<p><b>Age Limit:</b> Maximum 45 years as on 31.01.2024</p> <p><b>Educational Qualification:</b></p> <ul style="list-style-type: none"> <li>a. The candidate for the post of Accountant should be M. Com/B. Com</li> <li>b. He/ She should have adequate working knowledge of Tally-9.00 ERP software system,</li> <li>c. Thorough knowledge of double entry and book-keeping,</li> <li>d. Knowledge of maintenance of stock, store and assets,</li> <li>e. Knowledge of cash/ bank transactions.</li> <li>f. Knowledge of E. banking system.</li> </ul> <p><b>Experience:</b> Minimum 5 years of experience in Government/ PSUs or in a reputed firm</p>
<p><b>Job Responsibilities:</b></p> <ul style="list-style-type: none"> <li>a. Day to day entry in Tally.</li> <li>b. Preparation of Vouchers on daily basis.</li> <li>c. Preparation of summary sheet of payments.</li> <li>d. Preparation of Monthly Bank Reconciliation Statements.</li> <li>e. Maintenance of File Movement Register</li> <li>f. Maintenance of Fixed Assets Register.</li> <li>g. Checking of bills and process for payments of different suppliers, contractors, consultants etc.</li> <li>h. Maintenance of Cheque Issue Register.</li> <li>i. Maintenance of Fixed Deposit Register.</li> </ul>			

- j. Maintenance of Advance Control Register.
- k. Maintenance of Bill Register.
- l. Maintenance of Grant in Aid Register.
- m. Preparation of MPR / IUFR.

#### H. Junior Accountant:

The following personnel shall be provided by the Agency:

Sl. No	Category	No.	Qualification & Experience
1	Junior Accountant	01	<p><b>Age Limit:</b> Maximum 45 years as on 31.01.2024</p> <p><b>Educational Qualification:</b></p> <ul style="list-style-type: none"> <li>a. The candidate for the post of Accountant should be M. Com/B. Com</li> <li>b. He/ She should have adequate working knowledge of Tally-9.00 ERP software system,</li> <li>c. Thorough knowledge of double entry and book-keeping,</li> <li>d. Knowledge of maintenance of stock, store and assets,</li> <li>e. Knowledge of cash/ bank transactions.</li> <li>f. Knowledge of E. banking system.</li> </ul> <p><b>Experience:</b> Minimum 3 years of experience in Government/ PSUs or in a reputed firm</p>
<p><b>Job Responsibilities:</b></p> <ul style="list-style-type: none"> <li>a. Day to day entry in Tally.</li> <li>b. Preparation of Vouchers on daily basis.</li> <li>c. Preparation of summary sheet of payments.</li> <li>d. Preparation of Monthly Bank Reconciliation Statements.</li> <li>e. Maintenance of File Movement Register</li> <li>f. Maintenance of Fixed Assets Register.</li> <li>g. Checking of bills and process for payments of different suppliers, contractors, consultants etc.</li> <li>h. Maintenance of Cheque Issue Register.</li> <li>i. Maintenance of Fixed Deposit Register.</li> <li>j. Maintenance of Advance Control Register.</li> <li>k. Maintenance of Bill Register.</li> <li>l. Maintenance of Grant in Aid Register.</li> <li>m. Preparation of MPR / IUFR.</li> </ul>			

#### I. IT Assistant

The following personnel shall be provided by the Agency:

Sl.No	Category	No.	Qualification & Experience
1	IT Assistant	04	<b>Age Limit:</b> Minimum 25 years & Maximum

			50 years as on 31.01.2024 <b>Educational Qualification:</b> Minimum Graduation in any discipline with PGDCA or equivalent degree from a recognized University/Institute. <b>Experience:</b> Minimum 3 years in similar work. Typing speed of 40wpm (English)
<b>Job Responsibilities:</b>			
<ol style="list-style-type: none"> <li>a. Typing official letters and other documents.</li> <li>b. Movement and maintenance of file</li> <li>c. To take back up of Data at regular intervals and storage of Data</li> <li>d. Operations of various office equipment like photocopier, fax, telephone, printer, EPABX, etc.</li> <li>e. Front office management.</li> <li>f. He will make power point presentation and do all computers related (MS office, MS Office, Excel) and arrange meetings and prepare all the data and agenda before</li> <li>g. As required by officer from time to time.</li> <li>h. To perform special assignments as instructed from time to time.</li> </ol>			

#### J. Multi-Tasking Assistant

The following personnel shall be provided by the Agency:

Sl.No	Category	No.	Qualification & Experience
1	Multi-Tasking Assistant	05	<b>Age Limit:</b> Minimum 25 years & Maximum 50 years as on 31.01.2024 <b>Educational Qualification:</b> Minimum Graduation in any discipline. <b>Experience:</b> Minimum 3 years in similar work.
<b>Job Responsibilities:</b>			
<ul style="list-style-type: none"> <li>• Handling and maintenance of Office files</li> <li>• Arranging various meetings at different locations.</li> <li>• Operating various equipments like- Photocopier, Scanner, EPABX, etc.</li> <li>• Distribution of office dak &amp; files of general nature among the Officers.</li> <li>• Shifting of office equipments, as and when required.</li> <li>• Performing other related tasks as and when required.</li> </ul>			

#### K. Graphics Designer

The following personnel shall be provided by the Agency:

Sl.No	Category	No.	Qualification & Experience
1	Graphics Designer	01	Age Limit: Minimum 25 years & Maximum 40 years as on 31.01.2024

			<p>Educational Qualification:</p> <ol style="list-style-type: none"> <li>1. Graduate or Post Graduate Diploma in Graphic Design /Multimedia Arts and other relevant subjects.</li> <li>2. Should have a speed of 40wpm per minute in English and 30 words per minute in Odia typing.</li> <li>3. Well conversant with computers, internet &amp; LAN Function and essentially well trained in MS Office, CorelDraw, Photoshop, Page-maker, Auto CAD/Auto-desk.</li> </ol> <p><b>Experience:</b> Minimum 3 years in similar work.</p>
<p><b>Job Responsibilities:</b></p> <ol style="list-style-type: none"> <li>a. Prepares work to be accomplished by gathering information and materials.</li> <li>b. Plans concept by studying information and materials.</li> <li>c. Illustrates concept by designing rough layout of art and copy regarding arrangement, size, type size and style, and related aesthetic concepts.</li> <li>d. Prepares final layout by pointing and pasting up finished copy and art.</li> <li>e. Completes projects by coordinating with outside agencies, art services, printers, etc.</li> <li>f. Typing documents in Odia and English as per the requirement of office.</li> <li>g. To design Booklet, Book, Leaflet, Poster, Paper Advertisement, Newsletter etc. as per requirement of office.</li> </ol>			

#### L. Driver

The following personnel shall be provided by the Agency:

Sl.No	Category	No.	Qualification & Experience
1	Driver	05	<p><b>Age Limit:</b> Minimum 21 years &amp; Maximum 60 years as on 31.01.2024</p> <p><b>Educational Qualification:</b></p> <ol style="list-style-type: none"> <li>a. Minimum 9<sup>th</sup> Pass.</li> <li>b. He must have valid LMV Transport/ Non-transport license</li> </ol> <p><b>Experience:</b> Minimum 3 years in similar work.</p>
<p><b>Job Responsibilities:</b></p> <ol style="list-style-type: none"> <li>a. Drive office vehicle as per the instruction issued by the officer in-charge of the vehicle.</li> <li>b. Regular maintenance of Logbook of the vehicle.</li> <li>c. Ensure in time deposit of Road Tax &amp; Insurance of the vehicle.</li> <li>d. Ensure keeping the vehicle in good &amp; running condition.</li> <li>e. Any issue with regard to the condition of the vehicle should be brought to the notice of officer in charge of the vehicle immediately.</li> </ol>			

- f. To ensure regular check-up and servicing of vehicle.
- g. Ensuring vehicle pass for the vehicle from Secretariat or any such other higher offices.

**M. Attendant**

The following personnel shall be provided by the Agency:

Sl.No	Category	No.	Qualification & Experience
1	Attendant	06	Age Limit: Minimum 25 years & Maximum 60 years as on 31.01.2024 <b>Educational Qualification:</b> Minimum 7 <sup>th</sup> Standard (Pass) <b>Experience:</b> Minimum 3 years in similar work.
<p><b>Job Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Opening and closing of Office Rooms</li> <li>• Maintenance of Stationery</li> <li>• Arranging refreshment / water, etc.</li> <li>• Preparing tea/coffee and cleaning of cups, plates, glasses, etc.</li> <li>• Delivery of local letters as and when required.</li> <li>• Distribution of office dak &amp; files of general nature among the Officers.</li> <li>• Shifting of office equipment, as and when required.</li> <li>• Performing other related tasks as and when required.</li> </ul>			

**N. IT Programmer**

The following personnel shall be provided by the Agency:

Sl.No	Category	No.	Qualification & Experience
1	IT Programmer	02	<b>Age Limit:</b> Minimum 25 years & Maximum 50 years as on 31.01.2024 <b>Educational Qualification:</b> Full time MCA or Bachelor's or Master's degree in Computer Science and Engineering or IT, full time MCA from a recognized university/ Institution. <b>Experience:</b> 5 years in any reputed firm/Govt./PSUs. <b>Technical Skills:</b> <ul style="list-style-type: none"> <li>i. Advanced knowledge of operating systems.</li> <li>ii. Analytical and problem-solving skills.</li> <li>iii. Java, C++, SQL, C#, and HTML experience.</li> <li>iv. Working Knowledge on the platforms like Microsoft Visual Studio, VB.NET or C#.NET, MVC 4.5 or Above, Web Service, AJAX, Bootstrap, Node.js, Angular.JS, Microsoft SQL Server 2012 or Higher.</li> </ul>

**Job Responsibilities:**

- a. Development of Web App & Mobile Apps on Android, Implementation of ERP modules.
- b. Data Modeling and Database Design for Computer Application Systems.
- c. Tune up design of web applications for maintainability, scalability and efficiency.
- d. Complete Information Systems Documentation and User Documentation.
- e. Interact with clients to determine their requirements and needs.
- f. Resolve and troubleshoot problems and complex issues.
- g. Perform Security Audit, unit tests and fix bugs.
- h. Highly analytical with excellent written and verbal communication skills.
- i. Any other work that may be assigned by the management.

**O. Multi-Lingual Translator**

The following personnel shall be provided by the Agency:

Sl.No	Category	No.	Qualification & Experience
1	Multi-Lingual Translator	01	<p><b>Age Limit:</b> Minimum 25 years &amp; Maximum 50 years as on 31.01.2024</p> <p><b>Educational Qualification:</b></p> <ol style="list-style-type: none"> <li>a. Minimum Graduation in any discipline.</li> <li>b. He/ She should have a stenographic speed of 80 words per minute in English.</li> <li>c. English typing speed 40 words per minute</li> <li>d. Odia typing speed of 30 words per minute.</li> <li>e. He/ She should be well conversant with Computers and essentially well trained in MS Office and Internet.</li> </ol> <p><b>Experience:</b> Minimum 5 years in similar work</p>

**Job Responsibilities:**

- a. Typing official letters and other documents (both in Odia/English)
- b. Movement and maintenance of file
- c. To take back up of Data at regular intervals and storage of Data
- d. Operations of various office equipment like photocopier, fax, telephone, printer, EPABX, etc.
- e. He will make power point presentation and do all computers related (MS office, MS Office, Excel) and prepare data both in English and Odia
- f. As required by officer from time to time.
- g. To perform special assignments as instructed from time to time.

**P. Junior Consultant**

The following personnel shall be provided by the Agency:

Sl.No	Category	No.	Qualification & Experience
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1	Junior Consultant	08	<p><b>Age Limit:</b> Minimum 21 years &amp; Maximum 40 years as on 31.01.2024</p> <p><b>Educational Qualification:</b> Minimum Post Graduation in Science/Social Science/Disaster Management, M.Tech/B.Tech from reputed/recognized University or related field.</p> <p><b>Experience:</b> Minimum 3 years in similar work.</p>
<p><b>Job Responsibilities:</b></p> <p>a. Contributing to the development and implementation of structured cooperation frameworks with various Govt. Departments, agencies partners, including working arrangements, cooperation plans and related follow-up;</p> <p>b. Organizing various conferences, high level meetings, seminars and other cooperation events; support the representation of OSDMA's work in workshops and other events;</p> <p>c. Drafting policy briefs, non-papers, briefing notes on various aspects of international cooperation in disaster risk management;</p> <p>d. Prepare concept note, administrative note, agenda, etc., related to conferences, meetings, seminars, workshops, etc.;</p> <p>e. Performing other related tasks as and when required.</p>			

**Q. Procurement Specialist:**

The following personnel shall be provided by the Agency:

Sl. No	Category	No.	Qualification & Experience
1	Procurement Specialist	01	<p><b>Age Limit:</b> 45 years (Maximum) as on 31.01.2024. For Retired Government employee the maximum age is 65 years as on 31.01.2024.</p> <p><b>Educational Qualification:</b> Master's Degree in Procurement, Business Administration, Economics, Commerce, Accountancy, Engineering (M.Tech/B.Tech), Project Planning and Management or other related courses with extensive and demonstrated experience in procurement in all aspects of procurement of goods, non-consulting services, Works and consulting services.</p> <p><b>Experience:</b> At least 7 years' of work experience in procurement services with 5 years in public sector and at least 3 years working under the World Bank financed projects or any other Externally Aided Project with a demonstrated strong track record with sound knowledge of International Procurement Standards, Procurement rules, regulations,</p>



			policies, processes etc. Work Experience in processing high value contracts subject to international competition, and in working with multi-sectoral teams. Good oral and written communication skills in English, interpersonal and strong negotiation skills. Demonstrates strong IT skills e.g. particularly with Microsoft Office products.
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**Job Responsibilities:**

- a. prepare the procurement plan, bid documents for various projects/activities and coordinate with related organisation/departments/wings in finalising the plan.
- b. Monitor / update the same regularly. While preparing the plan, inputs shall be obtained from various members of the organisation/Department on prioritising the urgent procurement and packaging so as to ensure optimum competition, economy and efficiency.
- c. Coordinate for publication of the procurement plan.
- d. Maintain systematically the procurement related records and documentations for audit/ review.
- e. Provide procurement related reports/updates as and when required.
- f. Handle the procurement related complaints, if any, received by the Cell as per the agreed procedure for the project.
- g. Coordinate with the procurement agents, Suppliers, Contractors engaged under various projects.

**R. Meteorologist:**

The following personnel shall be provided by the Agency:

Sl. No	Category	No.	Qualification & Experience
1	Meteorologist	01	<p><b>Age Limit:</b> 45 years (Maximum) as on 31.01.2024. For Retired Government employee the maximum age is 65 years as on 31.01.2024.</p> <p><b>Educational Qualification:</b> Master's Degree in Meteorology/ Oceanography/ Atmospheric Sciences/ Physics/ Geophysics (Meteorology) from a recognized University or equivalent. Basic knowledge of Atmospheric, Oceanic and Coupled General Circulation Models. Sound knowledge on Weather forecasting, Numerical Weather prediction (NWP) and Severe weather warning, Disaster management <b>etc.</b></p> <p><b>Experience:</b></p>

**Job Responsibilities:**

- a. Weather forecasting, formulation of advisories, interpretation of weather data,

- NWP data interpretation by various organization like-IMD, ECMWF etc.
- b. Monitoring of the data received from various sources, their analysis and interpretation.
  - c. Development of R&D for improving weather forecasting based on impending disasters like cyclones, floods, heavy rainfall, drought, heat wave and cold wave etc.
  - d. Coordinate with various agencies regarding the weather and other related data.
  - e. Any other related works as assigned by the organization.

**S. Hydrologist:**

The following personnel shall be provided by the Agency:

Sl. No	Category	No.	Qualification & Experience
1	Hydrologist	01	<p><b>Age Limit:</b> 45 years (Maximum) as on 31.01.2024. For Retired Government employee the maximum age is 65 years as on 31.01.2024.</p> <p><b>Educational Qualification:</b> Master's degree in Water Resources Management, Hydrology, Flood Risk Management relevant work experience in applied hydrology and hydro-dynamic modelling. Experience in Decision Support Systems in Flood Forecasting including input of meteorological forecasts into hydrological models using software like- HEC-RAS/HEC-HMS/MIKE Suite etc. Knowledge of GIS and remote sensing would be an asset.</p> <p><b>Experience:</b> Experience in the water sector, hydrology, civil engineering or any other industry with substantial use of flood risk management will be given more weightage in the selection process.</p>
<p><b>Job Responsibilities:</b></p> <ol style="list-style-type: none"> <li>a. Flood forecasting based on interpretation of the weather data, formulation of advisories, interpretation of water discharge data and flood modellings etc.</li> <li>b. Monitoring of the data received from various sources, their analysis and interpretation.</li> <li>c. Development of R&amp;D for improving flood forecasting based on cyclones, floods, heavy rainfall etc.</li> <li>d. Coordinate with various agencies regarding the weather and other related data.</li> <li>e. Any other related works as assigned by the organization.</li> </ol>			

**T. Geologist:**

The following personnel shall be provided by the Agency:

Sl. No	Category	No.	Qualification & Experience
1	Geologist	01	<p><b>Age Limit:</b> 45 years (Maximum) as on 31.01.2024. For Retired Government employee the maximum age is 65 years as on 31.01.2024.</p> <p><b>Educational Qualification:</b> Master's in technology/Engineering in Structural/Earthquake Engineering. Persons with Post Graduate qualification in Civil Engineering, Seismology, Urban Planning, Architecture, Geography and Geology will also be considered if accompanied by proven expertise and experience in the Earthquake and Tsunami Risk Reduction.</p> <p><b>Experience:</b> Relevant Post Qualification &amp; Work Experience of at least 3-7 years in related field in reputed Central/state government organizations.</p>

**Job Responsibilities:**

- a. Technical Assistance in preparation of HRVA of State for earthquake, landslides etc.
- b. Enhancing disaster preparedness for effective response and to "Build Back Better" in recovery, rehabilitation and reconstruction.
- c. Identify grey areas, conduct gap analysis of existing services, preparation of action plan and Standard Operating Procedures and ensure their implementation.
- d. Responsible for organizing training and capacity building at various levels relating to public health and disaster management.
- e. Collection of reports about lessons learnt, best practices from various urban areas and facilitate exchange and sharing of ideas for better disaster management.
- f. Any other related works as assigned by the organization.

**U. Urban Disaster Management Specialist:**

The following personnel shall be provided by the Agency:

Sl. No	Category	No.	Qualification & Experience
1	Urban Disaster Management Specialist	01	<p><b>Age Limit:</b> 45 years (Maximum) as on 31.01.2024. For Retired Government employee the maximum age is 65 years as on 31.01.2024.</p> <p><b>Educational Qualification:</b> Master's degree in Disaster Management or any other disciplines related to disaster management, geography, environment, civil/geo-technical engineering, climate change studies) or Master's</p>

			<p>degree in Architecture/Planning or equivalent subject.</p> <p>Qualifications in Geographic Information Systems (GIS) and remote sensing with sound knowledge in IT would be an asset;</p> <p>Demonstrated experience in conducting risk, hazard and vulnerability analysis for natural and anthropogenic hazards in urban areas, urban planning or related subject, Knowledge and experience with risk assessment tools and methodologies including modeling, handling projects relating to sustainable use of disaster risk reduction and mitigation in urban areas.</p> <p>Demonstrated experience leading and coordinating multi stakeholder consultative processes.</p> <p>Experience: Relevant Post Qualification &amp; Work Experience of at least 3-7 years in related field in reputed Central/state government organizations.</p>
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**Job Responsibilities:**

- a. Technical Assistance in preparation of HRVA of urban areas.
- b. Alignment of State Plans with the Urban Disaster Management Plans and as per the SFDRR.
- c. Facilitating various Urban bodies and institutions for preparation of city disaster management plans.
- d. Coordinating mock drills, compiling reports, compiling data during disasters, organization of joint workshops in various Urban areas and at State level.
- e. Enhancing disaster preparedness for effective response and to "Build Back Better" in recovery, rehabilitation and reconstruction.
- f. Collection of reports about lessons learnt, best practices from various urban areas and facilitate exchange and sharing of ideas for better disaster management.
- g. Any other related works as assigned by the organization.

**V. Public Health Specialist:**

The following personnel shall be provided by the Agency:

Sl. No	Category	No.	Qualification & Experience
1	Public Health Specialist	01	<p><b>Age Limit:</b> 45 years (Maximum) as on 31.01.2024. For Retired Government employee the maximum age is 65 years as on 31.01.2024.</p> <p><b>Educational Qualification:</b> May be a medical or non-medical professional trained in Public Health. He/she may possess graduate degree</p>

			<p>in Dental/Ayush/Nursing//Life Sciences/Social Science with Master's Degree in Public Health/Community Health/Preventive and Social Medicine</p> <p><b>Experience:</b> Must have an experience of 3-7 years in health programme management which could be in disease surveillance/ community mobilization/inter-sectoral collaboration/IEC/BCC activities/Quality Control/Monitoring &amp; Evaluation.</p> <p>Knowledge of basic concepts of epidemiology, biostatistics, and understanding of health information system.</p>
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**Job Responsibilities:**

- a. Planning, budgeting, coordinating with various stakeholders and ensure optimal functionality of the facilities available.
- b. Responsible for organizing training and capacity building at various levels relating to public health and disaster management.
- c. Identify grey areas, conduct gap analysis of existing services, preparation of action plan and Standard Operating Procedures and ensure their implementation.
- d. Any other related works as assigned by the organization.

**W. Documentation Specialist:**

The following personnel shall be provided by the Agency:

Sl. No	Category	No.	Qualification & Experience
1	Documentation Specialist	01	<p><b>Age Limit:</b> 45 years (Maximum) as on 31.01.2024</p> <p><b>Educational Qualification:</b> Post-Graduate in Journalism/Mass-Communication/Social Sciences.</p> <p><b>Experience:</b> Minimum 3 years of relevant post qualification experience.</p> <p>Minimum 3 years post-qualification experience.</p> <p>The Candidate should have excellent communication skills and multitask player. As well as computer skills in MS Office and relevant applications.</p> <p>Experience of developing IEC campaigns and exposure to Media engagements like Mass &amp; media campaigns.</p> <p>Experience of working and executing Digital campaigns on social subjects or government schemes. Experience of working as Team Leader on Social Media campaigns would be and added advantage.</p>

			Sound knowledge of speaking, reading and writing in Oriya, Hindi and English.
<b>Job Responsibilities:</b>			
<ul style="list-style-type: none"> <li>a. Develop content for materials – annual reports, organization brochures, presentations, display, websites, etc. as per the requirement of the organization.</li> <li>b. Organize, coordinate, and communicate learning through various means like webinars, meetings, steering groups, social media, campaigns, media/radio broadcasts, conferences, progress reports etc.</li> <li>c. Prepare and implement a knowledge management plan in alignment with the knowledge management strategy for relevant data/documentation information, knowledge including the capture of learning.</li> <li>d. Document best practices and case studies in lines with the State and National guidelines.</li> <li>e. Responsible for planning and designing the IEC strategy w.r.t State and National guidelines.</li> <li>f. Conceptualizing IEC campaigns at various levels on various aspects of disaster management and ensuring the implementation of the same with clear mandate and timelines.</li> <li>g. Any other assignment excluding the core field as mentioned above as per the requirements of the organization.</li> </ul>			

**X. Structural Mitigation Specialist:**

The following personnel shall be provided by the Agency:

Sl. No	Category	No.	Qualification & Experience
1	Structural Mitigation Specialist	01	<p><b>Age Limit:</b> 45 years (Maximum) as on 31.01.2024. For Retired Government employee the maximum age is 65 years as on 31.01.2024.</p> <p><b>Educational Qualification:</b> Master's degree in Civil Engineering/ Architecture/ Urban Planning/ Environmental Science/ Disaster Management or related discipline. Experience in disaster risk management, implementing recovery and reconstruction projects or mitigation projects.</p> <p><b>Experience:</b> Experience of at least 5 years in disaster management, development sector or similar areas, field experience in hydro-meteorological disaster, community-based approaches for disaster risk reduction, project planning and implementation for disaster risk reduction and mitigation.</p>
<b>Job Responsibilities:</b>			

- a. Planning, budgeting, coordinating with various stakeholders for mitigation projects for disaster reduction.
- b. Responsible for organizing training and capacity building at various levels relating to disaster management. Community based disaster risk reduction, mitigation activities etc.
- c. Identify grey areas, conduct gap analysis of existing services, preparation of action plan and Standard Operating Procedures and ensure their implementation.
- d. Any other related works as assigned by the organization.

**Y. Stenographer (in equivalent with Multi-Tasking Assistant)**

The following personnel shall be provided by the Agency:

Sl.No	Category	No.	Qualification & Experience
1	Stenographer	02	<p><b>Age Limit:</b> Minimum 25 years &amp; Maximum 50 years as on 31.01.2024</p> <p><b>Educational Qualification:</b></p> <ul style="list-style-type: none"> <li>a. Minimum Graduation in any discipline.</li> <li>b. He/ She should have a stenographic speed of 80 words per minute in English.</li> <li>c. English typing speed 40 words per minute</li> <li>d. Odia typing speed of 30 words per minute.</li> <li>e. He/ She should be well conversant with Computers and essentially well trained in MS Office and Internet.</li> </ul> <p><b>Experience:</b> Minimum 5 years in similar work</p>
<p><b>Job Responsibilities:</b></p> <ul style="list-style-type: none"> <li>a. To take dictations in shorthand.</li> <li>b. Typing confidential/ DO/ other official letters and other documents.</li> <li>c. Handling inward and outward dispatch of mails and courier.</li> <li>d. Handling the fax, Internet, and e-mail messages.</li> <li>e. Making Travel arrangements, Ticket booking, Hotel Reservations. Attending phone calls, fixing appointments &amp; meetings as required by office.</li> <li>f. To attend office telephone of MD and other senior officers like ED.</li> <li>g. Movement and maintenance of files.</li> </ul>			

**Z. DRR & Shelter Management Expert**

The following personnel shall be provided by the Agency:

Sl.No	Category	No.	Qualification & Experience
1	DRR & Shelter	05	<p><b>Age Limit:</b> Maximum 50 years as on 31.01.2024</p>

	Management Expert	<p><b>Educational Qualification:</b></p> <ul style="list-style-type: none"> <li>c. The candidate must have Postgraduate/ Master's degree in any discipline, preferably in Sociology/ Rural Development/ Disaster Management/ Social Works or related discipline.</li> <li>d. All the qualifications must be from recognized University / Institution. Qualifications in disaster management or related discipline would be an advantage.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>c. The candidate must have at least 7 years of post-qualification experience in social and development Programmes /projects.</li> <li>d. Experience of working with Central and/or State Governments/ Govt. projects in similar assignments will be preferred.</li> </ul> <p><b>Skill:</b></p> <ul style="list-style-type: none"> <li>a. The candidate should have good working knowledge in English and Odia in writing and speaking.</li> <li>b. The candidate must have Outstanding communication, documentation, presentation, and organizational and management skills.</li> <li>c. The candidate should possess knowledge in the use of computers and office software packages, (MS Word, Excel, and Power Point, etc.).</li> <li>d. Ability to prepare comprehensive reports and other communication material for providing progress updates.</li> <li>e. Good interpersonal skills and ability to establish and maintain effective partnerships and working relations with people in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.</li> <li>f. He should be fluent in speech in both Odia and English language. Demonstrate openness in sharing information and keeping people informed.</li> <li>g. Should be physically and mentally fit to work in disaster situations. He/ she will be liable to serve anywhere in the state for project implementation.</li> </ul>
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**Job Responsibilities:**

- a. Overall coordination of project activities; ensuring timely collection, coordination, and dissemination of all information / instructions from and to district level.
- b. Assist in implementation of the provisions of the DM Act with regard to functioning of SDMA.
- c. provide technical support for managing Multipurpose Cyclone / Flood Shelters with active participation of community.
- d. provide technical support to OSDMA for training and capacity building of community members, CSMMC / FSMMC, Task Forces, village youth volunteers, women SHG members on community-based risk management, shelter management, relief coordination, early warning and shelter level record keeping.
- e. Coordinating with District and local level Government functionaries with respect to community-based disaster preparedness, response and related activities.
- f. Coordinate with NGOs / INGOs relating to projects / activities involving community resilience in Disaster Management.
- g. Prepare project reports / Implement projects / Take up activities involving community and community-based organizations in Disaster Management.
- h. Coordinate with various organizations for conducting mock drills at different levels.
- i. Assist OSDMA in different disaster management activities and programme for disaster risk reduction.
- j. Coordination of physical activities and financial management; support facilitation for execution of all paper works relating to the project and furnish progress reports.
- k. Ensure effective utilization of grants received under the project.
- l. Facilitate and participate in the periodic review meetings of District Project Officers and discussions related to project implementation, monitoring and follow-up.
- m. Undertake review meetings and field visits to track progress in implementation of the project and take corrective action as required.
- n. Identify capacity development needs for the disaster management, prepare resource papers and arrange for necessary capacity building programmes.
- o. Preparation of agenda and proceedings of all meetings and its communication to all quarters.
- p. Any other work assigned by OSDMA from time to time.

**2. Requirement under Strengthening of State Disaster Management Authority (SDMA) & District Disaster Management Authority.****i. State Project Officer:**

The following personnel shall be provided by the Agency:

Sl.No	Category	No.	Qualification & Experience
1	State Project Officer	05	<p><b>Age Limit:</b> Maximum 50 years as on 31.01.2024</p> <p><b>Educational Qualification:</b></p> <p>e. The candidate must have Postgraduate/ Master's degree in any discipline, preferably in Sociology/ Rural Development/ Disaster Management/ Social Works or related discipline.</p> <p>f. All the qualifications must be from recognized University / Institution. Qualifications in disaster management or related discipline would be an advantage.</p> <p><b>Experience:</b></p> <p>e. The candidate must have at least 7 years of post-qualification experience in social and development Programmes /projects.</p> <p>f. Experience of working with Central and/or State Governments/ Govt. projects in similar assignments will be preferred.</p> <p><b>Skill:</b></p> <p>h. The candidate should have good working knowledge in English and Odia in writing and speaking.</p> <p>i. The candidate must have Outstanding communication, documentation, presentation, and organizational and management skills.</p> <p>j. The candidate should possess knowledge in the use of computers and office software packages, (MS Word, Excel, and Power Point, etc.).</p> <p>k. Ability to prepare comprehensive reports and other communication material for providing progress updates.</p> <p>l. Good interpersonal skills and ability to establish and maintain effective partnerships and working relations with people in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.</p> <p>m. He should be fluent in speech in both Odia and English language. Demonstrate openness in sharing information and keeping</p>

			<p>people informed.</p> <p>n. Should be physically and mentally fit to work in disaster situations. He/ she will be liable to serve anywhere in the state for project implementation.</p>
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**Job Responsibilities:**

The State Project Officer (SPO) shall work in Odisha State Disaster Management Authority (OSDMA) under supervision of Project Nodal Officer/ Managing Director for Strengthening of State Disaster Management Authority (SDMA) and Capacity Building on Disaster Management.

The State Project Officer (SPO) shall be responsible for the following tasks:

- a. Overall coordination of project activities; ensuring timely collection, coordination, and dissemination of all information / instructions from and to district level.
- b. Assist in implementation of the provisions of the DM Act with regard to functioning of SDMA.
- c. Assist OSDMA for preparation, updation & review of State Disaster Management Plan (SDMP) in state as per NDMA guidelines; Coordinate with different departments of the state government to obtain necessary input for preparation of SDMP and provide support to the departments, if required.
- d. Coordinate implementation of the SDMP and mainstreaming of disaster management in the Development Plans of the Departments.
- e. Assist OSDMA for Hazard Risk and Vulnerability Assessment study of the state.
- f. Assist the departments for preparation of their disaster management plan as per the Disaster Management Act and NDMA/ SDMA guidelines.
- g. Assist in reviewing and modifying the District Disaster Management Plans and such plans at different levels.
- h. Coordinate with various organizations for conducting mock drills at different levels.
- i. Assist OSDMA in different disaster management activities and programme for disaster risk reduction.
- j. Coordination of physical activities and financial management; support facilitation for execution of all paper works relating to the project and furnish progress reports.
- k. Ensure effective utilization of grants received under the project.
- l. Facilitate and participate in the periodic review meetings of District Project Officers and discussions related to project implementation, monitoring and follow-up.
- m. Undertake review meetings and field visits to track progress in implementation of the project and take corrective action as required.
- n. Provide guidelines and formats for different activities to be undertaken by the district project officers and other stakeholders.
- o. Identify capacity development needs for the disaster management, prepare resource papers and arrange for necessary capacity building programmes.
- p. Lead the team of District Project Officers and guide them in implementing

- project activities to achieve the overall objective of the project.
- q. Preparation of agenda and proceedings of all meetings and its communication to all quarters.
  - r. Any other work assigned by OSDMA from time to time.

**ii. District Project Officer:**

The following personnel shall be provided by the Agency:

Sl.No	Category	No.	Qualification & Experience
1	District Project Officer	30	<p><b>Age Limit:</b> Maximum 50 years as on 31.01.2024</p> <p><b>Place of Working:</b> One or more districts of Odisha.</p> <p><b>Educational Qualification:</b></p> <ul style="list-style-type: none"> <li>a. The candidate must have Postgraduate/ Master's degree in any discipline, preferably in Sociology/ Rural Development/ Disaster Management/ Social Works or related discipline.</li> <li>b. All the qualifications must be from any recognized University / Institution. Qualifications in disaster management or related discipline would be an advantage</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>1. The candidate must have at least 3-5 years of post-qualification experience in social and development Programmes /projects.</li> <li>2. Experience of working with Central and/or State Governments/ Govt. projects in similar assignments will be preferred.</li> </ul> <p><b>Skill:</b></p> <ul style="list-style-type: none"> <li>1. The candidate should have good working knowledge in English and Odia in writing and speaking.</li> <li>2. The candidate must have Outstanding communication, documentation, presentation, and organizational and management skills.</li> <li>3. The candidate should possess knowledge in the use of computers and office software packages, (MS Word, Excel, and Power Point, etc.).</li> </ul>

			<ol style="list-style-type: none"> <li>4. Ability to prepare comprehensive reports and other communication material for providing progress updates.</li> <li>5. Good interpersonal skills and ability to establish and maintain effective partnerships and working relations with people in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.</li> <li>6. Speak and write clearly and effectively; correctly interpret messages from others and respond appropriately, demonstrate openness in sharing information and keeping people informed.</li> <li>7. Should be physically and mentally fit to work in disaster situations. He/ she will be liable to serve anywhere in the state for project implementation.</li> </ol>
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**Job Responsibilities:**

The District Project Officer (DPO) shall work at the district level under the supervision of the Collector/ Additional District Magistrate/ Any other officer designated by the Collector for Strengthening of District Disaster Management Authority (DDMA), Capacity Building on Disaster Management and overall Disaster Management Activities in the District.

The District Project Officer (DPO) shall be responsible for the following tasks-

- a. Assist the District Disaster Management Authority (DDMA) for preparation, updating & review of District Disaster Management Plan (DDMP) for the district as per guidelines issued by NDMA/ SDMA; Coordination with different government departments at the district level to obtain necessary input for preparation of DDMP and provide them support, if required.
- b. Facilitate the selection process of NGOs, organize training programmes and monitor and supervise the preparation of Village Disaster Management Plans (VDMPs).
- c. Assist the District Disaster Management Authority (DDMA) in preparation of other disaster management plans at different levels.
- d. Facilitate the matters related to the GO-NGO coordination for effective disaster management in the district.
- e. Assist DDMA for Hazard, Risk and Vulnerability Assessment study of the district.
- f. Organize capacity building programmes for Community, Officials, PRI members, Engineers, Women, PWDs, School Teachers, etc. at district and sub-district level.
- g. Facilitate training programmes for Community Volunteers in disaster response.
- h. Assist DDMA in different disaster management activities and programmes

for disaster risk reduction.

- i. Coordination with various organizations for conducting Mock Exercises for different disasters.
- j. Coordinate the Familiarization Exercise (FAMEX)/Community Awareness Programme (CAP) of ODRAF, Odisha Fire Service and NDRF teams in the district.
- k. Assist the DDMA in organizing meetings of DDMA, DLCNC and other statutory committees formed for disaster management and ensure follow up action.
- l. Coordination with various district level line departments and various organizations for updating the inventory of resources in the India Disaster Resource Network (IDRN) portal of the district.
- m. Assist the District Administration in responding to disasters like flood, cyclone etc., assessment and compilation of information on damage and loss and monitor and supervise the rehabilitation and recovery processes.
- n. Assisting the District Administration in conducting Awareness Programmes at school, college, and community level.
- o. Any other work assigned by OSDMA/ Office of Special Relief Commissioner and District Administration as and when required.

### 3. Requirement under State Drought Monitoring Cell (SDMC)

#### A. Database Analyst:

The following personnel shall be provided by the Agency:

Sl.No	Category	No.	Qualification & Experience
1	Database Analyst	01	<p><b>Age Limit:</b> Maximum 45 years as on 31.01.2024</p> <p><b>Place of Working:</b> At OSDMA Office.</p> <p><b>Educational Qualification:</b> BE/ B Tech. in Computer Science/ MCA or equivalent qualification.</p> <p><b>Experience:</b> Minimum 3 years of experience in database management.</p>

#### Job Responsibilities:

- a. Coordinate various Department / other related agency for collection of different parameters for monitoring the drought in the state.
- b. Manage the database on different parameters for drought assessment as per the Drought Management Manual 2016 of Government of India.
- c. Maintain and integrate all the information/ data required for drought monitoring
- d. Explore information from various sources from internet/literatures/ documents etc. and inform to the other experts of SDMC.
- e. Interact to the subject experts and different stake holders in order to understand problems and needs for making analytical decisions.
- f. Coordinating with District Drought Monitoring Cells (DDMC) at all district levels for drought monitoring at field level.

g. Prepare Reports and documents for SDMC, as and when required.

**4. Requirement under Implementation of Sendai Framework for Disaster Risk Reduction**

**B. Senior Disaster Risk Reduction Consultant:**

The following personnel shall be provided by the Agency:

Sl.No	Category	No.	Qualification & Experience
1	Senior Disaster Risk Reduction Consultant	01	<p><b>Age Limit:</b> The maximum age limit will be 65 years.</p> <p><b>Educational Qualification:</b> Master's Degree in any discipline (preferably in Disaster Management, Social Work, Sociology, Geography, Agriculture, Architecture, Engineering, Urban Planning.)</p> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>a. Candidates should have minimum experience of 10 years in the fields related to Disaster Management – Post Qualification.</li> <li>b. Candidates having M. Phil Degree in the relevant field are required to have minimum experience of 8 years.</li> <li>c. Candidates having Ph. D. Degree in the relevant field are required to have minimum experience of 5 years.</li> <li>d. Candidates must also have reasonable experience in the field of preparation of Disaster Management Plans and Guidelines or working in the area related to Disaster Management.</li> </ul>

**Job Responsibilities:**

- a. Technical Assistance in preparation of the Hazard Risk Vulnerability Atlas for the State.
- b. Alignment of State Plans and District Plans in accordance with the Sendai Framework.
- c. Facilitating State / UT Govt. Departments in preparation of their Departmental Disaster Management Plan.
- d. Coordinating Mock Drills, compiling reports, compiling data during disasters, help in organization of joint workshops with States.
- e. Compiling and timely furnishing of data and information to NDMA on disaster aspects implementation of NDMA Schemes and Sendai Framework Monitoring indicators.
- f. Enhancing disaster preparedness for effective response and to "Build Back Better" in recovery, rehabilitation, and reconstruction.

- g. Help in setting up of the Disaster Data Base at the State and District level.
- h. Collection of reports about the lessons learnt and best practices from the State and exchange / sharing of these among the States and NDMA.
- i. Assist the SDMA in identifying opportunities for mainstreaming Disaster Risk Reduction (DRR) in development programmes.
- j. Any other task assigned by SDMA / DDMA.

**C. IT Assistant under NDMA Project:**

The following personnel shall be provided by the Agency:

Sl.No	Category	No.	Qualification & Experience
1	IT Assistant under NDMA Project	01	<p><b>Age Limit:</b> The maximum age limit will be 35 years.</p> <p><b>Educational Qualification:</b> Graduation in any discipline <b>with</b> typing speed of 40wpm both in English (Odia). Diploma / Certificate Course (1 year) in Computers. Knowledge of MS Office Suite (Word, Excel, Power Point etc.), Adobe Reader, Internet, E-Mail, etc.</p> <p><b>Experience:</b></p> <p><b>e.</b> Candidates should have minimum experience of 3 years in similar position.</p>
<p><b>Job Responsibilities:</b></p> <ul style="list-style-type: none"> <li>a. Data entry work using computer and appropriate software; entering, updating, verifying and / or retrieving data into / from various sources; and ensuring the accuracy and confidentiality of information recorded.</li> <li>b. To keep record of incoming / outgoing dak, files / registers etc., to keep filing up-to-date, collect information desired by the Sr. Consultant / NDMA, to deal in a tactful manner with visitors and to attend telephone calls with courtesy.</li> <li>c. To perform such other duties as may be assigned to him by Sr. Consultant / NDMA from time to time in relation to the implementation of the Scheme.</li> <li>d. Support in Social Media Management</li> <li>e. Collect data from different line departments and update in NDMIS Portal.</li> <li>f. Support Sr. DRR Consultants in collecting reports from DRR Consultants of aspirational districts and compilation of the reports.</li> <li>g. Collection of training related data from districts and updation the data in the web portal of OSDMA.</li> <li>h. Coordinate with Office of SRC for collection of Damage and loss data and update in NDMIS portal</li> <li>i. Assist in designing different IEC materials. Any other task assigned by SDMA / DDMA.</li> </ul>			



**5. Requirement under Strengthening of District Disaster Management Authorities**

**D. Disaster Risk Reduction Consultant:**

The following personnel shall be provided by the Agency:

Sl.No	Category	No.	Qualification & Experience
1	Disaster Risk Reduction Consultant	08	<p><b>Age Limit:</b> The maximum age limit will be 65 years.</p> <p><b>Educational Qualification:</b> Master's Degree in any discipline (preferably in Disaster Management, Social Work, Sociology, Geography, Agriculture, Architecture, Engineering, Urban Planning.)</p> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>a. Candidates should have minimum post qualification experience of 5 years in the fields related to Disaster Management.</li> <li>b. Candidates having Ph.D. Degree in the relevant field are required to have minimum post qualification experience of 3 years.</li> <li>c. Candidates must also have reasonable experience in the field of preparation of Disaster Management Plans and Guidelines or working in the area related to disaster management.</li> </ul>
<p><b>Job Responsibilities:</b></p> <ul style="list-style-type: none"> <li>a. Alignment of District Plans in accordance with the provisions of the Disaster Management Act, Sendai Framework and State Plan.</li> <li>b. Coordination of Mock Exercises at various locations in these districts.</li> <li>c. Training of officials for capacity building for better preparedness and effective response measures.</li> <li>d. Creation of awareness about Disaster Risk Management.</li> <li>e. Compiling and timely furnishing of data and information to SDMA on disaster aspects and Sendai Framework Monitoring indicators.</li> <li>f. Improved coordination of the District Administration with Taluka and Panchayat level for effective preparedness, response, and mitigation measures.</li> <li>g. Help in setting up of the Disaster Data Base at the District level.</li> <li>h. Assist the DDMA in identifying opportunities for mainstreaming Disaster Risk Reduction (DRR) in development programmes.</li> <li>i. Any other task assigned by SDMA / DDMA.</li> </ul>			

**6. Requirement under preparation of comprehensive fire safety framework and Plan**

**E. City Project Coordinator:**

The following personnel shall be provided by the Agency:

Sl.No	Category	No.	Qualification & Experience
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1	City Project Co-ordinator	05	<p><b>Age Limit:</b> Maximum 50 years as on 31.01.2024</p> <p><b>Place of Working:</b> One or more Municipal Corporations of Odisha.</p> <p><b>Educational Qualification:</b></p> <ol style="list-style-type: none"> <li>The candidate must have Postgraduate/ Master's degree in any discipline, preferably in Sociology/ Rural Development/ Disaster Management/ Social Works or related discipline.</li> <li>All the qualifications must be from any recognized University / Institution. Qualifications in disaster management or related discipline would be an advantage</li> </ol> <p><b>Experience:</b></p> <ol style="list-style-type: none"> <li>Minimum 5 years of relevant work experience in the arena of Disaster Management/ Disaster Risk Reduction.</li> <li>Basic knowledge of the Disaster Management Functioning Framework at the State Level as well as sound knowledge of the functioning of the State Government is essential.</li> <li>High-level of IT/computing skills (minimum: Microsoft Outlook, Word, Excel, PowerPoint)</li> <li>Previous experience with a government, multilateral or international organization in the area of urban disaster risk management is desirable.</li> </ol>
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**Job Responsibilities:**

The City Project Coordinator shall be responsible for the followings: -

1. Assist City Municipal Commissioner for preparation, updation & review of City Disaster Management Plan (CDMP) for the City as per the guidelines issued by NDMA/ SDMA; Coordinate with different government departments to obtain necessary input for the preparation of CDMP and provide them support if required.
2. Assist city administration with Hazard Risk and Vulnerability Assessment study of the city.
3. Liaison with the State/district/city authority for smooth implementation of the project.
4. Coordinate with various organizations for conducting mock drills at different levels.
5. Organize capacity building programme for the community, officials, PRI/ULB members, Engineers, Women, Differentially abled persons, school teachers, etc. at different level;

6. Assist DDMA in different disaster management activities and programme for disaster risk reduction.
7. Coordination of physical activities and financial management; support facilitation for the execution of all papers works relating to the Project and furnish progress reports.
8. Associate with and assist the fire consultant to:
  - a. ensure fire emergency planning by drafting and compiling the emergency procedures for different scenarios
  - b. draft and maintain the safety policy, including staff safety rules and regulations.
  - c. planning and delivering education, training, and awareness generation (IEC) by conducting safety and healthy working environment issues; review of fire, emergency, and medical response plans.
  - d. Establish Preparedness plans and devise Standard Operating Procedures/ provisions to ensure the continuation of business.
  - e. Plan, organize, and conduct large scale evacuation exercises in accordance with specific rules and regulations.
9. Ensure effective utilization of funds received for the project.
10. Coordinate with and support OSDMA for periodic review related to project implementation, monitoring, and follow-up.
11. Preparation of agenda and proceedings of all meetings and its communication to all quarters.
12. Work for overall coordination and implementation of the project.
13. Any other work assigned by OSDMA/Municipal Commissioner from time to time.

**2.5. Remuneration and allowance details: (Please see Annexure-2)**

**2.6. Responsibilities of OSDMA**

- i. The number of personnel under all categories are approximate in nature, which may vary at the time of issue of work order and as per the requirement of OSDMA from time to time.**
- ii. In case of requirement for any new category of office management and technical support/position (as approved from time to time by the Competent Authority) other than the above-mentioned number and category of support, the Agency shall provide support to OSDMA.**
- iii. The Agency shall provide office management and technical support to OSDMA as per the eligibility criteria (as approved from time to time by the Competent Authority).**
- iv. The Agency will be paid for the extra personnel deployed as required and requested by OSDMA at the rates mentioned against the categories of personnel in the Financial

Proposal at **Annexure 2.**

- v. If any professional is engaged by the out-sourcing agency to perform the outsourced work, the engagement may be for a minimum period of 4 months. OSDMA would give a prior notice period of 15 days for discontinuance of such out-sourcing work.
- vi. The remuneration mentioned against each personnel in RFP is subject to change as per the decision taken at different point of time by the Competent Authority of OSDMA and as per the requirement of the organisation.
- vii. The services of the office management and technical support may be renewed after every six months subject to their satisfactory performance as reviewed from time to time.

### **3. INSTRUCTION TO BIDDER:**

#### **3.1. General Considerations:**

- i. The Agency shall bear all costs associated with the preparation and submission of its Bid, and OSDMA shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. OSDMA is not bound to accept any Bid and reserves the right to annul the selection process at any time prior to award of Contract, without thereby incurring any liability to the Agency.
- ii. The Bid, as well as all correspondence and documents relating to the Bid exchanged between the Agency and OSDMA shall be written in the English language.
- iii. The Agency shall submit only one Bid. If the Agency submits or participates in more than one Bid, all such Bids shall be disqualified and rejected.
- iv. The Agency shall not be entitled to subcontract the Services to any other agency/individual.
- v. The Agency is responsible for meeting all tax liabilities arising out of the contract.

#### **3.2. Tender processing Fee**

The bidders shall submit along with the Technical Proposals, the non-refundable tender processing fee **₹. 12,000/- (Rupees Twelve thousand only)** in the form of Demand Draft in favour of "Odisha State Disaster Management Authority", payable at Bhubaneswar from any Nationalized/ Scheduled Bank. Proposals received without or with inadequate fees shall be rejected.

#### **3.3. Deposit of Earnest Money Deposit (EMD):**

RFP must be mandatorily accompanied with EMD/Bid Security of **Rs. 5,64,612/- (Rupees five lakhs sixty-four thousand six hundred twelve only)** in shape of Demand

Draft drawn in favor of "Odisha State Disaster Management Authority"

**3.4. Performance Security:**

The successful Agency will have to submit a **Performance Security of 10% of the Contract value** (i.e. the annual employee cost including statutory dues) within 10 days of acceptance of contract/ issue of letter of Award / Intimation. The amount of Performance Security will be intimated to the Agency after award of the contract. The performance Security shall be with Odisha State Disaster Management Authority (OSDMA), Bhubaneswar for a period of 2 years subject to settlement of claims from both the parties. Performance Security may be furnished in the form of Bank Guarantee from a scheduled Commercial/ Nationalised bank in favour of "Odisha State Disaster Management Authority (OSDMA)" covering the period of contract and shall be valid until three months beyond expiry of contract period.

**3.5. Submission of Proposal:**

- i. The Proposal shall be in two parts i.e., Part-1 and Part-2. "Part-1" shall contain the "Technical Bid" and "Part-2" shall contain the "Financial Bid."
- ii. The Technical Bid in first envelope (Part-1) shall include RFP Document, Technical Proposal in addition to proof of eligibility, EMD, Tender Processing Fee and all the information, documents and clarifications as required under Annexure 1 and Terms of Reference.
- iii. All the pages of Technical Bid being submitted must be signed sequentially numbered, properly indexed by the Bidder and flag marked irrespective of the nature of content of documents. The checklist is to be attached with the Technical Bid along with the forwarding letter.
- iv. The Financial Bid in second envelope (Part-2 shall be submitted in the format given in **Annexure 2**.
- v. **The service charges of the service provider shall be as per the "Rate of Service Charge in Outsourcing of Services" issued vide Office Memorandum No. 19595/F dated 11.07.2023 of Finance Department, Government of Odisha (Copy enclosed)**
- vi. The proposal shall be submitted in a sealed envelope with clear inscription as "**PROPOSAL FOR OUTSOURCING OF OFFICE MANAGEMENT AND TECHNICAL SUPPORT, RFP REFERENCE NO. 703 dated 13.02.2024**" on top of it before due date and time.
- vii. Technical Bid and Financial Bid shall be submitted separately in sealed covers with clear inscription as "**TECHNICAL/ FINANCIAL PROPOSAL; RFP REFERENCE**"

**NO.703 dated 13.02.2024"** on top of respective covers and both the sealed envelopes shall be sealed in a third envelop with required inscription on it as mentioned in Clause (v) above.

- viii. The agency shall mention his/her complete postal address and telephone number, fax number, e-mail address etc. on the bottom left-hand side of the envelope.
- ix. All the pages of bid document being submitted must be signed and sequentially numbered by the Bidder irrespective of the nature of content of documents. Any deficiency in the documentation may result in the rejection of the bid.
- x. The RFP document shall contain no interlineations or overwriting, except as necessary to correct errors made by the bidder. Any such correction(s) must be signed by the person who signs the RFP document.
- xi. All the pages of the RFP document shall be signed and stamped with seal of the Agency.
- xii. The RFP document containing terms and conditions along with other related information for "**OUTSOURCING OF OFFICE MANAGEMENT AND TECHNICAL SUPPORT**" will be available on the website of Revenue and Disaster Management Department ([revenue.odisha.gov.in](http://revenue.odisha.gov.in)) **from time 12.00 A.M on date 14/02/2024 till 4.00 P.M. of date 29/02/2024**. The same can be downloaded and used as RFP Document for submitting the offer.
- xiii. Both the bids (Technical & Financial) completed in all aspects and in sealed cover should reach the undersigned on either by **registered post or speed post or courier only** latest by **29/02/2024 till 5.30 P.M.**
- xiv. RFP received after the due date and time shall not be entertained.
- xv. The Proposal shall remain valid for a period not less than **120 days** after the last date of submission of RFP.

### **3.6. Opening of Proposal:**

- i. The process of opening of Technical Bid and Financial Bid will be made through physical mode.
- ii. The Bidders are requested to mention their registered email id, contact details on the bottom left-hand side of the envelope.
- iii. The intended bidders or authorized representative of the intended bidders shall submit a copy of their Aadhaar Card along with the tender document for arranging gate pass at Rajiv Bhawan Entry Gate.
- iv. **The scheduled date and time of opening of the technical bid shall be at 3.00 P.M on 01/03/2024. A technical presentation shall be at 11.00 A.M on 04/03/2024 in the office of Odisha State Disaster Management Authority, 9<sup>th</sup>**

**Floor, Rajiv Bhawan, Bhubaneswar-751001.**

- v. Due to unforeseen circumstances, if there occurs any change in the scheduled date and time of opening of the bids, the same shall be opened on the next working day at the same time.
- vi. The date of opening of the Financial Bids shall be intimated to those Agencies who shall qualify the Technical Bid.

### **3.7. RFP Evaluation and selection:**

- i. The proposals shall be evaluated in two stages i.e. (i) **Technical Evaluation** comprising evaluation of technical proposals/ documents submitted and a technical presentation and (ii) **Financial Evaluation**.
- ii. The Financial Proposals shall be opened of those bidders who will qualify in the technical evaluation
- iii. Proposals for this contract shall be assessed in accordance with Quality-and Cost-Based Selection (QCBS) Method.
- iv. All bids will primarily be evaluated on the basis of eligibility criteria as mentioned at Clause No.2.1 in this RFP document.
- v. The RFP Committee will carry out a detailed evaluation of the Technical Proposals by taking into account the following factors:
  - Overall completeness and compliance with the requirements;
  - Proposed work-plan which will demonstrate whether the bidder can achieve the performance standards within the time frame described in documents or not.
  - Any other relevant factors, if any, listed in the document, or OSDMA deems necessary or prudent to take into consideration.
- vi. In order to facilitate the technical proposal evaluation, the technical criteria laid down have been presented in subsequent sections. Bidders qualifying in the technical evaluation will only be considered for further financial bid evaluation. Bids of RFPs which don't possess the documents specified will be considered technically non-responsive and hence debarred from being considered for further evaluation.

#### **3.7.1 Technical Evaluation**

Bidders need to score minimum 70 points out of 100 points for qualifying to next stage i.e. Financial Evaluation. Details of the technical evaluation will be done on following criteria:

Name & Address of the Bidder:				
(For office use only)				
Sl. No.	Criteria	Maximum Points	Points Obtained	Repoints
1.	<b>Constitution of the Firm:</b> a) Registered Company: <b>10 Points</b> b) Society/ Partnership Firm/ Others: <b>5 Points</b>	<b>10</b>		
2.	<b>Years of Business Experience:</b> a) Between 5 to 7 years: <b>7 points</b> b) Above 7 years: <b>10 points</b> <b>(To be calculated from the date of incorporation/ registration)</b>	<b>10</b>		
3.	<b>Clientele Presence:</b> <b>(Last three years i.e., 2020-21,2021-22,2022-23)</b> a. Government: Central Govt ( <b>2.5 points</b> )/ State Govt. ( <b>2.5 points</b> ), Both Central & State Govt ( <b>6 points</b> ) b. Semi-Govt./PSU ( <b>2 points</b> ) c. Society/NGO, Private ( <b>1 point each</b> )	<b>10</b>		
4.	<b>Category of employees as per the requirement of OSDMA have earlier being provided to other Govt. / Semi-Govt. / Public Sector offices.</b> a. 5 to 10 Nos Category: <b>5 points</b> b. 11 to 20 Nos Category: <b>7 points</b> c. ≥ 21 Nos Category: <b>10 points</b>	<b>10</b>		
5.	<b>Nos. of support provided to in all categories to different Offices:</b> a. Between 100 to 200: <b>5 points</b> b. Between 201 to 300: <b>7 points</b> c. Above 300 : <b>10 points</b>	<b>10</b>		
6.	<b>Nos. of personnel having Rs. 15000/- to Rs. 25000/- gross remuneration whose service have been provided to various Offices/ Organizations:</b> a. Less than 30 no: <b>5 points</b> b. Between 30 to 60: <b>7 points</b> c. Above 60: <b>10 points</b>	<b>10</b>		
7.	<b>Nos. of personnel having more than Rs. 25,000/- to Rs. 50,000/- gross remuneration whose service have been provided to various Offices/ Organizations:</b> a. Less than 20 no : <b>5 points</b> b. Between 20 to 40 : <b>7 points</b> c. above 40: <b>10 points</b>	<b>10</b>		
8.	<b>Nos. of personnel having more than Rs. 50000/- gross remuneration whose service have been provided to various Offices/ Organizations:</b> a. Less than 5 no : <b>5 points</b> b. Between 5 to 10 : <b>7 points</b> c. Above 10: <b>10 points</b>	<b>10</b>		
9.	<b>Average Annual Turnover:</b> <b>(Last three years i.e. 2020-21,2021-22,2022-23):</b> a. Rs. 5 Crore to Rs.10 Crore: <b>5 points</b> b. Rs. 10 Crore to Rs. 15 Crores: <b>7 points</b> c. Above Rs. 15 Crores: <b>10 points</b>	<b>10</b>		
10.	<b>Technical Presentation on overall understanding of scope of work, approach and methodology in providing the office management and technical services.</b>	<b>10</b>		
<b>Total</b>		<b>100</b>		



### **3.7.2 Financial Evaluation**

**30 points relative weightage** will be there for financial bid. Then the financial weightage is to be added to technical weightage and total weightage would be calculated for all the eligible firms. The financial scoring will be made on the basis of Grand Total value (which includes the permissible amount of remuneration + Conveyance + service charges) at 100%. The higher Grand Total value would be proportionately reduced in scoring.

### **3.7.3 Total Scoring:**

The Financial Score would be added to the Total Technical score. The bidder having highest weightage would be selected. In cases of tie up in the total weightage, average annual turnover for last three years would be considered. The firm having highest average annual turnover thus calculated would be selected. In case of further tie up, there would be comparison of average annual volume of financial transaction towards engagement of manpower during last three years, which would be based on Chartered accountant report.

## **4. PAYMENT AND PRICE VALIDITY**

- i. The Agency shall be paid on monthly basis as per the contracted rate including GST, EPF and ESI.
- ii. While the bill for 1<sup>st</sup> month shall be paid after submission of bill for the month, payment from the 2<sup>nd</sup> month onwards shall be made subject to production of documentary evidence of having made all statutory payments such as EPF, ESI, etc. for the previous month.

## **5. AWARD OF CONTRACT**

- i. Contract shall be awarded to the bidder whose bid will be determined to be substantially responsive and who has secured the highest combined technical and financial score as per Clause No. 3.7.3 above.
- ii. In case two bidders secure the same highest combined score, the bidder with the highest average annual turnover during the last 3 financial years i.e. 2020-21, 2021-22 and 2022-23 shall be awarded the contract.
- iii. The successful bidder has to submit the CV of each personnel proposed along with the following documents with the contract -
- iv. Educational Certificates
- v. Training Certificate, if any
- vi. Previous work experience

- vii. Any effort by a bidder to influence OSDMA in its decision on bid evaluation or placement of Work Order may result in rejection of the bidder's offer.
- viii. Any legal dispute arising out of this is subject to Bhubaneswar jurisdiction only.

**6. PERIOD OF ENGAGEMENT:**

- i. The engagement shall be for a period of one year from the date of actual operation (beginning of service).
- ii. OSDMA reserves the right to extend the period of contract by three months at a stretch but maximum up to a period of one year on such terms and conditions mutually agreed upon by both the parties and subject to satisfactory performance of the Agency reviewed periodically.
- iii. The agency shall sign a contract with OSDMA and start providing services (actual engagement of personnel) within 10 days of issue of Letter of Award / Intimation.

**7. TERMINATION/ SUSPENSION OF AGREEMENT:**

- i. The contract can be terminated at any point of time prior to its completion, by either Parties, **subject to prior notice of 30 days if initiated from OSDMA and 60 days prior notice, if initiated from the vendor side.**
- ii. The OSDMA may, by a notice in writing suspend the agreement if the service provider fails to perform any of its obligations including carrying out the services, provided that such notice of suspension:
  - a) Shall specify the nature of failure, and
  - b) Shall request remedy of such failure within a period not exceeding 15 days after the receipt of such notice.
- iii. OSDMA after giving 30 days clear notice in writing expressing the intention of termination by stating the ground / grounds on the happening of any of the events, may terminate the agreement after giving the service provider reasonable opportunity of being heard.
- iv. If the service provider does not remedy a failure in the performance of its obligations within 15 days of receipt of notice or within such further period as the Management (OSDMA) have subsequently approved in writing.
- v. If the service provider becomes insolvent or bankrupt against a seven days' notice period or
- vi. If, in the judgment of the Management of OSDMA, the service provider is engaged in corrupt or fraudulent practices in competing for or in implementation of the project, subject to a seven days' notice period.

vii. If the service provider fails to provide the required manpower to the OSDMA office within the stipulated time as per the agreed terms and conditions.

viii. Unsatisfactory performance of the service provider in the periodic review.

**8. SPECIAL CONDITIONS OF CONTRACT:**

- i. The deployed personnel must be skilled, physically fit and mentally sound.
- ii. The deployed personnel should carry out the works assigned to them with due sincerity, diligence, efficiency & punctuality.
- iii. The personnel deployed by the Agency should not have any criminal antecedent against them.
- iv. OSDMA may advise the Agency to disengage any of its personnel from service, within 24 hours of prior intimation, in case the management of OSDMA found any negligence on the part of that particular personnel.
- v. The Agency shall be totally responsible for the conduct of the personnel engaged for the service and the management shall not be responsible for their conduct at any point of time.
- vi. In case of any damage/ pilferage caused to the property of OSDMA due to mishandling, carelessness of the Agency or its personnel then the same shall be recovered from the Agency adjusting the amount against their monthly bill.
- vii. The persons deployed, during the course of their work, may have access to classified documents, which they are not supposed to divulge to third parties. Any breach of this condition shall make the Agency as well as the person deployed to be liable for penal action under the applicable laws along with the action for breach of contract.
- viii. The Agency shall maintain all statutory registers under the law and shall produce the same, on demand, to OSDMA or any other statutory authority.
- ix. The Agency shall also be liable for depositing all taxes, levies, cess, etc. on account of service rendered to OSDMA with the concerned tax collection authorities, from time to time, as per the applicable rules and regulations. The Agency shall have the responsibility to furnish documentary evidence in support of the statutory compliance to OSDMA, as and when sought for.
- x. The Tax Deducted at Source (TDS) shall be done as per the provisions under Income Tax Act & GST Act.
- xi. The Agency shall be solely responsible for compliance of all statutory provisions like deposit of ESI, Insurance, EPF, Professional Tax etc. including any other tax as levied by the Government from time to time in favour of the personnel deployed. OSDMA shall have no liability in this regard.

- xii. OSDMA shall not be held responsible for any statutory non-compliance on the part of the Agency with respect to the Labour Laws including EPF, ESI, Workman Compensation, Minimum Wages Act, Labour Safety, etc. or otherwise. And in no circumstances, OSDMA shall be made a party to it in case of any dispute arising out of such non-compliance.
- xiii. In case of non-performance/ part performance /non-adherence of the statutory obligations due to negligence on part of the Agency, penalty would be imposed by OSDMA proportionate to the extent of default/ non-compliance.
- xiv. OSDMA shall not be responsible for any financial loss or any injury to any person deployed by the Agency in the course of their performing the functions / duties, or for payment towards any compensation.
- xv. The persons deployed by the Agency shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular / confirmed employees of OSDMA during the current and even after expiry of the Contract.
- xvi. In case of termination of this Contract on its expiry or otherwise, the persons deployed by the Agency shall not be entitled to and will have no claim for any absorption in the regular/ otherwise capacity in OSDMA.
- xvii. The persons deployed by the Agency shall not claim any benefit/ compensation/ absorption/ regularization of services with Office under the provision of Industrial Disputes Act, 1947 Or Contract Labour (Regulation & Abolition) Act, 1970 or any other Act/ Rules.
- xviii. The Agency shall provide a suitable substitute well in advance having the similar skill, if there is 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 Agency.
- xix. The Agency will be bound by the details furnished by it to the Authority while submitting the tender or at subsequent stage. In case, any of such documents furnished by it is found to be false at any stage, it would be deemed to be a breach of terms of Agreement making it liable for legal action besides termination of the Agreement.
- xx. The outsourced office management and technical support can avail the Government declared holidays during normal time (other than disaster time) in a calendar year. But during disaster time the outsourced personnel may be required to render service without any extra payment any time on any day before, during or after occurrence of any disaster since the persons deployed are going to work in OSDMA which comes under R & DM, (DM) Department.

- xxi. The Agency shall nominate a coordinator who shall be responsible for immediate interaction with the Authority so that optimal services of the persons deployed could be availed without any disruption.
- xxii. The entire financial liability in respect of personnel to be deployed in OSDMA shall be the responsibility of the Manpower Service Provider and OSDMA 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 rate quoted in the financial bid and adduce such evidence as may be required by the Office.
- xxiii. For all intents and purposes, the Agency shall be the "Employer" within the meaning of different Rules & Acts respect of office management and technical support so deployed. The personnel deployed by the Agency shall not have any claim whatsoever like employer and employee relationship against OSDMA.
- xxiv. The Agency shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed. The Authority shall, in no way, be responsible for settlement of such issues whatsoever. In case the grievances of the deployed person are not attended to by the Agency, the deployed person can place their grievance before a Joint Committee consisting of a representative of OSDMA and an Authorized representative of the Office Management and Technical Support Service Provider Agency.
- xxv. The Agency must be registered with the concerned Government Authorities, i.e. Labour Commissioner, Provident Fund Authorities, Employees State Insurance Corporation etc., and a copy of the registration should be submitted. The Agency shall comply with all the legal requirements for obtaining License under Contract Labour (Regulations and Abolition) Act, 1970 if any, at its own part and cost.
- xxvi. 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 Authority. The Office Management and Technical Support Service Provider Agency shall be responsible for any act of indiscipline on the part of the persons deployed.
- xxvii. The provision of TDS pertaining to the services of the personnel deployed to OSDMA under both Income Tax Act as well as GST Act (whenever applicable) will be made available and certificate in this regard may be obtained from the respective portal / website of the department, and the same should be made available to the personnel.
- xxviii. In case, the Agency fails to comply with any liability under appropriate law, and as a result thereof, the office concerned is put to any loss/obligation, monetary or otherwise, the Authority will be entitled to get itself reimbursed out of the outstanding

bills or the Performance Security Deposit of the Service Provider Agency, to the extent of the loss or obligation in monetary terms.

xxix. The Agreement is liable to be terminated because of non-performance, deviation of terms and conditions of contract, non-payment of remuneration of deployed persons and non-payment of statutory dues. The Office concerned will have no liability towards non-payment of remuneration to the persons deployed by the Office Management and Technical Support Service Provider Agency and the outstanding statutory dues of the service provider to statutory authorities. If any loss or damage is caused to OSDMA by the persons deployed, the same shall be recovered from the unpaid bills or adjusted from the Performance Security Deposit. The Office Management and Technical Support Service Provider Agency should ensure payment of remuneration and other statutory dues in respect of the personnel deployed by this office be done on time.

xxx. In case of breach of any terms and conditions attached to this agreement, the Performance Security Deposit of the Service Provider Agency shall be liable to be forfeited besides annulment of the Agreement.

xxxi. The Authority reserves the right to withdraw or relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage.

xxxii. The remuneration of the deployed personnel to be engaged on outsourced basis in OSDMA through service provider may be revised from time to time as per the decision of the Authority/Government and accordingly amendment to the agreement to be made in appropriate columns. The Service Provider Agency will have to pay the remuneration to the personnel in the revised rate as and when communicated by this office.

xxxiii. Any changes in the agreement has to be followed by an amendment to the agreement.

## **9. PENALTY CLAUSES**

In case the Service Provider/Agency/Vendor fails to commence/ execute the work as stipulated in the agreement or there is a breach of any terms and conditions of the contract, OSDMA reserves the right to impose the penalty as detailed below:

- i. The penalty would be calculated on the following formula on weekly basis considering the monetary value of non-performance/ under performance of services:
  - a. For 1<sup>st</sup> week or part thereof, the monetary value would be agreed value per month divided by number of weeks. Penalty would be deduction of such amount and 2% of the weekly monetary value.
  - b. Default for another one day beyond one week would attract penalty of monetary value per day (monthly monetary value divided by number of days) + 10% of such value.

- c. Total penalty would be deduction of penalty for one week+ penalty for number of days thus calculated, from the bill of same month.
- ii. In case, the penal monetary value in a month exceeds 10% of contract value for that month (excluding GST, EPF, ESI), there would be one-month termination notice to the Service Provider so as to explain by the Service Provider/Agency, why the contract would not be terminated.
- iii. In case of timely non-deduction of penalty or detection of non-performance of service later on, the penalty amount would be deducted from the subsequent payable value or from the Performance Security deposit.
- iv. For any other breach of contract, such as timely non-submission of statutory dues/ statutory documents before OSDMA and/or before any other Authority, there shall be penalty of Rs. 5,000/-; Rs. 10,000/- and Rs. 20,000/- for 1<sup>st</sup> month, 2<sup>nd</sup> month and 3<sup>rd</sup> month of such default. There would be withholding of statutory dues as well as imposition of penalty on monthly basis. After three consecutive months of such penalty 30 days' notice would be issued for termination.
- v. The instances in which penalty would be imposed as enumerated above, are not exhaustive, and penalty may be imposed on any violation/ breach or contravention of any of the terms and conditions as well as assigned duties and responsibilities -
  - a. If the personnel working is found indulging in smoking/ drinking during duty hours.
  - b. If the behavior of the deployed personnel (s) are found to be discourteous to any official of OSDMA/ guests coming to OSDMA.
  - c. If any person is found performing duty by submitting a fake name and address.
  - d. If any person is found on duty other than that mentioned in the approved list provided by the Agency to OSDMA.
- vi. In case of any loss/ theft of OSDMA's property, the committee will consider the circumstances and if the responsibility is fixed on the Agency, OSDMA will make good the losses by deducting the cost of loss from the Performance Security Deposit of the Agency or next month's bill of the Agency in one or more installments.
- vii. If required number of manpower is not deployed by the Agency, then 10% of the bill amount will be deducted after giving due opportunity to the Agency to be heard.
- viii. Failure in payment of penalty will tantamount to deduction of the same from the Performance security deposit made by the service provider.

**10. SUB-LETTING OF WORK IN WHOLE OR PART**

The firm/organization/agency shall not assign the job or any part thereof, any share of interest therein, or money due there under, or sub-let the work/job or a portion thereof, in any manner whatsoever. The contract is liable to be rejected at the option of Managing Director, Odisha State Disaster Management Authority in such case.

**11. FORCE MAJEURE**

“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. Indemnity and liability provisions pertaining to force majeure circumstances will be mutually agreed by the parties before the release of the work order. This shall be final and binding upon the parties. In any case the aggrieved party has the right to approach the court for claiming damages in case of breach of contract. For purpose of this clause, it is applicable to both of the parties.

**12. DISQUALIFICATION OF PROPOSAL**

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

- i) Proposal submitted without Tender Processing Fee & Bid Security as annexed.
- ii) Proposal not submitted in accordance with the procedure and formats as prescribed in the RFP.
- iii) During validity of the proposal, or its extended period, if any, the bidder increases his quoted prices.
- iv) Proposal is received in incomplete form.
- v) Proposal is received after due date and time for submission of bid.
- vi) Proposal is not accompanied by all the requisite documents /information.
- vii) A commercial bid submitted with assumptions or conditions.
- viii) Bids with any conditional technical and financial offer.
- ix) If the bidder provides any assumptions in the financial proposal or qualifies the proposal with its own conditions, such proposals would be rejected even if the financial value of such proposals is the lowest / best value.
- x) Proposal is not properly sealed or signed by the proprietor or any authorized person of the Agency.
- xi) Any deviation in the technical and financial proposal
- xii) Proposal is not conforming to the requirement of the scope of the work.
- xiii) Bidder tries to influence the proposal evaluation process by unlawful/corrupt/fraudulent means at any point of time during the bid process.
- xiv) 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;
- xv) Bidders or any person acting on its behalf indulges in corrupt and fraudulent practices.
- xvi) Failure to agree with terms and conditions of the RFP.
- xvii) The quoted professional fee not within the prescribed limit of the RFP.
- xviii) *Any other condition/ situation which holds the paramount interest of the client during the overall selection process.*



**ANNEXURE 1: Profile of the Bidder**  
**(To be furnished along with the Technical Proposal: Cover "A")**

Sl.No.	Particulars	Details
1	Name and Address of the Bidder	
2	Constitution and Date of Incorporation/Registration. (Self-attested copy of Certificate of Incorporation/Registration to be furnished)	(NGO/ Partnership Firm/ Company/ Others) Date of Incorporation/ Registration .....
3	Name, designation, contact no. and address of the contact person/ local representative.	
4	Registration/ empanelment details with different authorities. (Self-attested copies of such Registration Certificates to be furnished)	i. Authority (s): ii. Date of Registration
5	ISO 9001 Certification (Self-attested copy of ISO 9001 Certificate to be furnished)	i. Date of Certification ..... ii. Valid up to .....
6	Years of experience in similar line of activity along with the list of clients to whom similar service has been provided in last three years i.e., <b>2020-21,2021-22,2022-23</b> (Self-attested copies of the Service Contracts/ Agreements/ Work Orders/ Completion Certificates/ Performance Certificates from the Employers to be furnished)  <b>*Separate list for Govt. / Public sector and private sector clients to be furnished. Private sector clients of more than Rs.30 Lakh of annual contract value to be included.)</b>	i. Name of Client ii. Date of Contract iii. Duration of Engagement iv. Contract Value v. Contact Status (Completed/ Ongoing)
7	Number of manpower engaged at the client locations to render manpower support service (Refer Eligibility Criteria Clause 2.1 g)	Self-attested copies of EPF and ESI returns for any one of the three months preceding the month of submission of this proposal to be furnished.
8	Financial position and operational results for last three financial years <b>2020-21,2021-22,2022-23</b>	Self-Attested copies of Audited Profit & Loss Accounts and Balance Sheets to be furnished. Provisional Profit & Loss Accounts and Balance Sheets shall not be considered.
9	Any other details the applicant would like to furnish (Example: Awards & Accreditations)	

**Note:**

- (i) Information to be furnished in separate sheet wherever necessary.  
(ii) In case of documents, they shall be self-attested photocopies.

Date:

Place:

**Authorized Signatory with Seal**

**ANNEXURE: 2 FINANCIAL PROPOSAL  
For Providing Manpower Support /  
Assistance to Odisha State Disaster Management Authority**

1. Name and Address of the Bidder:
2. Rate per person per month (8 hours per day) inclusive of all statutory liabilities, taxes, levies, cess, etc.:

**TABLE-A**

Sl.No	Category of Office Management and Technical Support	Basic Remuneration	Conveyance Allowance	Total Remuneration (1+2)	EPF (Employer Share @13% on Rs. 15,000 maximum)	ESIC (Employer Share @ 3.25% upto 21,000)	Service Charges @ .....% on 1	Net Taxable Amount (3+6)	GST @ 18% on 7	Total Amount Payable to Service Provider (CTC) i.e. 4+5 +7+8	No. of persons	Total monthly charges for the persons rendering services including other statutory dues (3+4+5) x 10	Total annual charges for each person rendering services including other statutory dues (11 x 12 months)	Total Expenditure payable to the Service Provider per annum (Rs.) 13 x 12 months	Total Expenditure payable to the Service Provider per month (Rs.) 9 x 10
A	B	1	2	3	4	5	6	7	8	9	10	11	12	13	14
1	IT Assistant under NDMA Project	₹ 17,128	₹ 0	₹ 17,128	₹ 1,950	₹ 557					1				
2	Database Analyst	₹ 27,600	₹ 450	₹ 28,050	₹ 1,950	₹ 0					1				
3	State Project Officer (SPO)	₹ 70,000	₹ 0	₹ 70,000	₹ 0	₹ 0					5				
4	District Project Officer (DPO)	₹ 50,000	₹ 0	₹ 50,000	₹ 0	₹ 0					30				
5	Junior Accountant	₹ 18,983	₹ 450	₹ 19,433	₹ 1,950	₹ 617					3				
6	Shelter Associate	₹ 14,384	₹ 450	₹ 14,834	₹ 1,870	₹ 467					1				
7	GIS Operator	₹ 15,530	₹ 450	₹ 15,980	₹ 1,950	₹ 505					1				
8	Stenographer (Eqv. to MT Assistant)	₹ 14,384	₹ 450	₹ 14,834	₹ 1,870	₹ 467					2				
9	IT Assistant OSDMA	₹ 13,238	₹ 450	₹ 13,688	₹ 1,721	₹ 430					3				
10	IT Assistant-cum-Designer	₹ 13,238	₹ 450	₹ 13,688	₹ 1,721	₹ 430					1				
11	Driver	₹ 13,238	₹ 450	₹ 13,688	₹ 1,721	₹ 430					4				
12	Attendant	₹ 12,435	₹ 150	₹ 12,585	₹ 1,617	₹ 404					6				
13	DRR Consultant at District Level	₹ 70,000	₹ 0	₹ 70,000	₹ 0	₹ 0					8				
14	City Project Coordinator	₹ 50,000	₹ 0	₹ 50,000	₹ 0	₹ 0					5				
15	Senior DRR Consultant at State Level	₹ 1,00,000	₹ 0	₹ 1,00,000	₹ 0	₹ 0					1				

16	IT Expert	₹ 70,000	₹ 0	₹ 70,000	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	1		
17	Graphics Designer	₹ 21,965	₹ 0	₹ 21,965	₹ 1,950	₹ 714	₹ 0	₹ 0	₹ 0	1		
18	GIS Developer	₹ 50,000	₹ 0	₹ 50,000	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	1		
19	GIS Analyst	₹ 40,000	₹ 0	₹ 40,000	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	1		
20	GIS Professional	₹ 36,800	₹ 0	₹ 36,800	₹ 1,950	₹ 0	₹ 0	₹ 0	₹ 0	1		
21	MT Assistant	₹ 14,384	₹ 450	₹ 14,834	₹ 1,870	₹ 467	₹ 0	₹ 0	₹ 0	5		
22	IT Programmer	₹ 40,000	₹ 0	₹ 40,000	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	2		
23	Junior Consultant	₹ 50,000	₹ 0	₹ 50,000	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	8		
24	Procurement Specialist	₹ 70,000	₹ 0	₹ 70,000	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	1		
25	Meteorologist	₹ 70,000	₹ 0	₹ 70,000	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	1		
26	Hydrologist	₹ 80,000	₹ 0	₹ 80,000	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	1		
27	Geologist	₹ 80,000	₹ 0	₹ 80,000	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	1		
28	Urban Disaster Management Specialist	₹ 80,000	₹ 0	₹ 80,000	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	1		
29	Public Health Specialist	₹ 80,000	₹ 0	₹ 80,000	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	1		
30	Documentation Specialist	₹ 70,000	₹ 0	₹ 70,000	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	1		
31	Structural Mitigation Specialist	₹ 70,000	₹ 0	₹ 70,000	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	1		
32	Multi Lingual Translator	₹ 21,965	₹ 0	₹ 21,965	₹ 1,950	₹ 714	₹ 0	₹ 0	₹ 0	1		
33	Accountant	₹ 27,800	₹ 0	₹ 27,800	₹ 1,950	₹ 904	₹ 0	₹ 0	₹ 0	2		
34	DRR & Shelter Management Expert	₹ 70,000	₹ 0	₹ 70,000	₹ 0	₹ 0	₹ 0	₹ 0	₹ 0	1		
	<b>Total</b>									<b>104</b>		

\* The above remuneration as indicated are tentative but not exhaustive.

\* The remuneration column is subject to revision from time to time as per the decision of Authority.

Date:

Place:

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.

Signature of authorized person

Name:

Seal:

**ANNEXURE-3**  
**FORMAT FOR EVALUATION OF TECHNICAL PROPOSAL**

Name & Address of the Bidder:				
(For office use only)				
Sl. No.	Criteria	Maximum Points	Points Obtained	Repoints
1.	<b>Constitution of the Firm:</b> c) Registered Company: <b>10 Points</b> d) Society/ Partnership Firm/ Others: <b>5 Points</b>	10		
2.	<b>Years of Business Experience:</b> c) Between 5 to 7 years: <b>7 points</b> d) Above 7 years: <b>10 points</b> (To be calculated from the date of incorporation/ registration)	10		
3.	<b>Clientele Presence:</b> (Last three years i.e., 2020-21,2021-22,2022-23) d. Government: Central Govt (2.5 points)/ State Govt. (2.5 points), Both Central & State Govt (6 points) e. Semi-Govt./PSU (2 points) f. Society/NGO, Private (1 point each)	10		
4.	<b>Category of employees as per the requirement of OSDMA have earlier being provided to other Govt. / Semi-Govt. / Public Sector offices.</b> d. 5 to 10 Nos Category: <b>5 points</b> e. 11 to 20 Nos Category: <b>7 points</b> f. ≥ 21 Nos Category: <b>10 points</b>	10		
5.	<b>Nos. of support provided to in all categories to different Offices:</b> d. Between 100 to 200: <b>5 points</b> e. Between 201 to 300: <b>7 points</b> f. Above 300 : <b>10 points</b>	10		
6.	<b>Nos. of personnel having Rs. 15000/- to Rs. 25000/- gross remuneration whose service have been provided to various Offices/ Organizations:</b> d. Less than 30 no: <b>5 points</b> e. Between 30 to 60: <b>7 points</b> f. Above 60: <b>10 points</b>	10		
7.	<b>Nos. of personnel having more than Rs. 25,000/- to Rs. 50,000/- gross remuneration whose service have been provided to various Offices/ Organizations:</b> d. Less than 20 no : <b>5 points</b> e. Between 20 to 40 : <b>7 points</b> f. above 40: <b>10 points</b>	10		
8.	<b>Nos. of personnel having more than Rs. 50000/- gross remuneration whose service have been provided to various Offices/ Organizations:</b> d. Less than 5 no : <b>5 points</b> e. Between 5 to 10 : <b>7 points</b> f. Above 10: <b>10 points</b>	10		
9.	<b>Average Annual Turnover:</b> (Last three years i.e. 2020-21,2021-22,2022-23): d. Rs. 5 Crore to Rs.10 Crore: 5 points e. Rs. 10 Crore to Rs. 15 Crores: 7 points f. Above Rs. 15 Crores: 10 points	10		
10.	<b>Technical Presentation on overall understanding of scope of work, approach and methodology in providing the office management and technical services.</b>	10		
<b>Total</b>		100		

**ANNEXURE-4  
DECLARATION**

**(To be given by the bidder)**

- a) I, ..... Son/ Daughter of..... Proprietor/Partner/Director/ Authorized Signatory of ..... is/ am competent to sign this declaration and execute this tender document.
- b) I have carefully read and understood the all the terms and conditions of the tender and hereby convey my acceptance of the same.
- c) Certified that, the above-mentioned information/particulars/documents furnished along with the above application are authentic and true to the best of my / our knowledge and belief. In case any statement made above is found not correct, my / our quotation may be rejected by the Managing Director, Odisha State Disaster Management Authority at any stage and would lead towards prosecution under appropriate law.
- d) My/Our price is based on the basis of our full understanding about the job.
- e) It is to confirm that our offers shall be valid for 120 days from the date of opening of the qualifying bid.
- f) I/We also authorize the Managing Director, Odisha State Disaster Management Authority to forfeit my earnest money in case I/We fail to execute the job for whatever reason, if my/our quotation is accepted.
- g) Certified that I have not been blacklisted/disqualified/debarred from any Central Govt/ State Govt/ Public Sector Undertakings/ Reputed Private Organizations.
- h) I/We also undertake that no employee of Odisha State Disaster Management Authority is in any way connected with or directly involved in the management or activities of our agency/firm.

SIGNATURE OF THE  
QUOTATIONER WITH SEAL

**N.B.: The above declaration, duly signed and sealed by the authorised signatory of the agency/ registered outsourcing firm, should be enclosed with Technical Bid.**

**ANNEXURE-5**

**EARNEST MONEY DEPOSIT(EMD)**

To  
**MANAGING DIRECTOR**  
**OSDMA, 9<sup>th</sup> Floor, Rajiv Bhawan**  
**Bhubaneswar.**

**Dear Madam/Sir,**

Sub: Your Tender Ref. No. \_\_\_\_\_ Dated \_\_\_\_\_

I/We. The undersigned furnish here with details towards EMD:

Amount of Earnest Money Deposit (Rs..... /-)	
Earnest Money Deposit submitted (Yes/No)	
If submitted, E-Bank Guarantee details	
Name of the issuing Bank	
Date of issue of E-Bank Guarantee	
If not submitted, please specify the reason	

Date: \_\_/\_\_/2024

Authorised Signatory:

Name:

Designation:

Place:

Phone:

Email:

SIGNATURE OF THE  
QUOTATIONER WITH SEAL

**N.B.: The above declaration, duly signed and sealed by the authorised signatory of the agency/  
registered outsourcing firm, should be enclosed with Technical Bid.**

## ANNEXURE-6

### CHECKLIST OF THE DOCUMENTS TO BE SUBMITTED

- i. Tender Processing Fee of Rs. 12,000/- (Non-Refundable) in shape of Demand Draft from any Nationalized Scheduled Commercial Bank alongwith the technical bid.
- ii. Bid Security Declaration Form by Bidders in Lieu of EMD must be submitted as per the proforma specified in the Bidders letter head.
- iii. Documents relating to registration under the Companies Act, 1956 and/ or the Companies Act, 2013 or partnership firm registered under the Indian Partnership Act, 1932 or a Limited Liability Partnership Firm registered under Limited Liability Partnership Act, 2008 or a sole proprietorship or entities registered under Co-operative Societies Act or entities registered under Society Registration Act ,1860.
- iv. Self- attested copy of documentary evidence like Certificate of Incorporation, GST Registration Certificate, etc. to be furnished along with the technical proposal.
- v. Self-attested copies of the Service Contracts/ Agreements/ Work Orders/ Completion Certificates/ Performance Certificates from the Employers to be furnished along with the technical proposal in support of minimum **5 (Five) years of experience** (as on 31<sup>st</sup> January 2024) in providing Office Management and Technical Support / Assistance on outsourcing basis either to a single organization or multiple organizations.
- vi. Self-attested copies of the Service Contracts/ Agreements/ Work Orders/ Completion Certificates/ Performance Certificates from the Employers to be furnished along with the technical proposal in support of minimum at least 2 (two) Government/ Semi-Government /Public Sector undertaking clients successfully (uninterrupted/ continuous) for a period of minimum 2 years during the last 3 financial years i.e., 2020-21, 2021-22 and 2022-23.
- vii. Self-attested copies of the Service Contracts /Agreements/Work Orders / Completion Certificates / Performance Certificates from the Employers to be furnished along with the technical proposal in support of similar Office Management and Technical Support Service and would have provided work for at least Rs. 5 Crores during each of the last 3 financial years i.e., 2020-21, 2021-22 and 2022-23.
- viii. Valid registration under Shops & Establishment Act or other relevant Act/ Rules, Labour Law, Income Tax, ESI, EPF, GST, etc.
- ix. Self-attested copies of EPF and ESI returns for any one of the three months preceding the month of submission of this proposal to be furnished along with the technical proposal and required documents in support of engagement not less than 100 (one hundred) Office Management and Technical Support to render similar services at clients' locations in Odisha

(either single location or multiple locations).

- x. Annual Turnover as mentioned in Clause 2.1 (Eligibility Criteria) including the self-attested copies of Audited Profit & Loss Accounts and Balance Sheets to be furnished along with the technical proposal. Provisional Profit & Loss Accounts and Balance Sheets shall not be considered.
- xi. Undertaking for deposit of EPF and ESI with respect of all the manpower engaged by them in different Govt. offices in last 2 years.
- xii. Self-attested copy of ISO 9001 Certificate to be furnished along with the technical proposal.

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AFA/50-10  
11/07/23

GOVERNMENT OF ODISHA  
FINANCE DEPARTMENT

17 JUL 2023

No. 19595

\*\*\*  
/F., Date 11-07-2023

FIN-GOD-RULE-0001-2018

FA - Gen. Adm. Secy

OFFICE MEMORANDUM

**Sub.: Rate of Service Charge in Outsourcing of Services.....reg.**

As no minimum rate of service charge has been prescribed, bidders are quoting zero or negligible service charge in respect of outsourcing of services. Hence, many a time, references are being received from various quarters for clarification in this matter.

2. In the meantime, Department of Expenditure, Ministry of Finance, Government of India has fixed the minimum rate of services charge vide OM No F.6/1/2023-PPD dated 06.01.2023.

3. Now, the State Government has been pleased to fix the following rate of service charge in outsourcing of services:

- a. The minimum service charge shall be 3.85% (3% profit plus transaction charge);
- b. The procuring entity can also fix the service charge above 3.85% with proper justification, whenever required. However, such charge should not exceed 7% in any case.



4. These instructions shall be deemed to be part of Odisha General Financial Rules.

This shall be effective from the date of issue.

By orders of the Governor,

15/11/23

Principal Secretary to Government  
11/07/23