

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



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Issued by:

ODISHA STATE DISASTER MANAGEMENT AUTHORITY

(A GOVT. OF ODISHA AGENCY)

9th Floor, Rajiv Bhawan, Unit-5, Bhubaneswar – 751001, Odisha

Ph. No. - (0674) 2395398, 2395531 Website: www.osdma.org

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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)

9th Floor, Rajiv Bhawan, Unit-5, Bhubaneswar – 751001, Odisha

Ph. No. - (0674) 2395398, 2395531 Website: www.osdma.org

E-mail: osdma@osdma.org

2. All information contained in this RFP Document provided/clarified is 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 RFP.

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: 1256/OSDMA

dated: 07/05/2025

1. Proposals are invited from eligible bidders interested in bidding for “**Outsourcing of Office Management and Technical Support**” to Odisha State Disaster Management Authority (OSDMA), Bhubaneswar 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 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.
3. **Interested Bidders can download the RFP document containing detailed terms and conditions, scope of work and eligibility criteria from the Website of Odisha State Disaster Management Authority: www.osdma.org**
4. The proposal must be submitted as mentioned in the RFP or else the bid shall be rejected.
5. 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.
6. A bidder will be selected under **Quality and Cost Based Selection (QCBS)** procedure as described in Clause No. 3.8.3 of this RFP.
7. The Technical Proposal and Financial Proposal must be submitted with all pages numbered serially, flagged and duly signed by the authorised person along with an index of submission. Submission in any other form other than as prescribed in this RFP shall not be acceptable. In the event that any of the instructions mentioned herein are not adhered to, the Authority may reject the Proposal.
8. 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.
9. 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 23/05/2025 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 or, through courier services. It may be noted that there is no system of receipt of proposal through drop box or by hand. The authority shall not be held responsible for any postal delay.

10. All future addendum/corrigendum relating to this RFP, if any, shall be hosted on the above-mentioned website only. The Authority reserves the right to accept / reject any / all Proposals / cancel the RFP at any stage without assigning any reason thereof.
11. Bid completed in all respect shall be sent to the address as mentioned below:

Complete Address for Submission of Bid:

Odisha State Disaster Management Authority

9th Floor Rajiv Bhawan, Unit-5

Bhubaneswar-751001

Email: osdma@osdma.org

Ph. No. 0674-2395398/2395531


General Manager (P&A)

Odisha State Disaster Management Authority
Bhubaneswar

BIDDER DATA SHEET

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 and time for availability of RFP document in the official website	08/05/2025 from 00.00 hrs onwards
2.	Closing Date and time for availability of RFP document in the official website	till 4.00 P.M. of date 23/05/2025
3.	Tender Processing Fee drawn in shape of Demand Draft in favour of "Odisha State Disaster Management Authority", payable at Bhubaneswar from any Nationalized/ Scheduled Bank. (Non-Refundable) *	Rs. 12,000/- (Rupees Twelve thousand only)
4.	Last date and time for receipt of RFP	23/05/2025 (till 5.30 P.M)
5.	Date and time for opening of Technical Proposal	28/05/2025 at 3.00 P.M.
6.	Date and time of Technical Presentation.	30/05/2025 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 (Refundable)*	EMD/Bid Security of Rs. 10, 27,000/- (Rupees Ten Lakhs Twenty Seven Thousand only) in shape of Demand Draft drawn in favor of "Odisha State Disaster Management Authority."
10.	Performance Security for the selected vendor	10 % of Annual Contract Value in the form of Performance Bank Guarantee.
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 on the website of Odisha State Disaster Management Authority: www.osdma.org
- In case the bid closing/opening day happens to be a Government holiday, it 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 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.

2. TERMS OF REFERENCE

2.1. Eligibility Criteria:

Bidders must conform to the eligibility criteria as mentioned below and to this effect must produce the required supportive documents/information as indicated against each as part of their technical proposal failing which the proposals will be rejected.

Sl.No.	Eligibility Criteria	Supportive Documents
1.	Bidder must be single business entity legally registered Company as registered under the Companies Act, 1932/Indian Companies Act,2013 or a Partnership Firm registered under the Indian Partnership Act,1932 or a Limited Liability Partnership registered under the Limited Liability Partnership Act,2008 or a sole proprietorship or entities registered under Society Registration Act 1860. No consortium/joint venture is allowed.	Certificate of Incorporation/Registration or any other valid legal document in support of the bidder.
2.	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.	Valid address proof of the office/ lease agreement of the office premises/related supporting documents to be furnished.
3.	The bidder must have been in the business of manpower providing services and have provided office management and technical support across the state of Odisha either to a single/multiple organization i.e. Central/State Government/Autonomous bodies for at least 5 (Five) full consecutive years from FY 2019-20 to 2023-24 by the date of opening of the bid.	Self-attested copies of the Service Contracts, Agreements, Work Orders and Completion Certificates/Performance Certificates from the previous Employers are to be furnished.
4.	Must have employed not less than 100 (one hundred) Office management and Technical Support to render similar services at clients' location in Odisha (either single location or multiple locations) during the last 3 (Three) years (FY 2021-22 to 2023-24).	Self-attested copies of the Service Contracts, Agreements, Work Orders and Completion Certificates/Performance Certificates from the previous Employers are to be furnished.
5.	Must have a minimum Annual financial turno-	Financial details of the bidder along

	ver of Rs. 12 (Twelve) Crore from the overall activities of the firm during each of the last 3 financial years (FY 2021-22 to 2023-24).	with the copies of the audited balance sheet for the concerned period and Income & Expenditure Statement duly sealed and certified by the CA and the authorized representative of the bidder.
6.	The bidder must have successfully provided Office management and technical support services with a total contract value of minimum Rs. 5 Crore each year for at least two years during the last 3 financial years (FY 2021-22 to 2023-24).	Self-attested copies of the Service Contracts, Agreements, Work Orders and Completion Certificates/Performance Certificates from the previous Employers are to be furnished. The definition of similar work should be clearly defined with references to domain, sector or industry and functional area of scope of work
7.	The bidders must have deposited EPF and ESI with respect of all the manpower engaged by them in different Govt. offices in last 24 months.	Electronic challans, Certificate/documents of such deposits to be furnished with the technical proposal
8.	Must not have been blacklisted by any Central/State Government or any other Public Sector Undertaking or any authority during the recent past.	An undertaking to this effect should be furnished by the bidder as per the prescribed format (Annexure-4)
9.	Must not have any pending judicial proceedings for any criminal offence against the proprietor/Director/Persons to be deployed by the Service Provider.	An undertaking to this effect should be furnished by the bidder as per the prescribed format (Annexure-4)
10.	Must have ISO 9001:2015 Certification	Certificate/ valid document in support of the bidder to be furnished.
11.	Other statutory documents to be furnished as a part of the technical bid.	Copies of: - Valid Registration Certificate under Odisha Shops & Commercial Establishment Act, 1956 - Labour License under Contract Labour (R&A) Act, 1970 from competent authority in Odisha. **(To be submitted within one month of issue of work order) - PAN - Goods and Services Tax Identification Number (GSTIN) with updated GST Clearance Certificate. - GST Returns for the last three financial years (2021-22, 2022-23 and 2023-24) - Copy of EPF and ESI certificate with last month deposit challan copy. - Copies of Income Tax Return for the last 3 Financial Years (FY 2021-

		22 to 2023-24).
12.	Further the bidders must furnish the following documents duly signed in along with their technical proposal:	• Filled in Bid Submission Check List in original (Annexure-6) • Covering letter on bidder's letter head requesting to participate in the bidding process. • Bid Processing Fee and Earnest Money Deposit (EMD) as applicable (Annexure-5) • General Details /Profile of the Bidder (Annexure-1) • Power of Attorney in favour of the person signing the bid on behalf of the bidder. In case of a partnership firm, the resolution of the partners regarding nomination of authorized representative for submission of bid shall be attached. • List of completed assignments of similar nature (Past Experience Details along with copies of work orders, contracts, and completion certificates from previous organizations. • Undertaking as specified at Annexure-4

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

- 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 i.e. – Disaster Risk related thematic experts, Project Officers, Junior Consultants, 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.
- The selected agency shall be responsible for compliance related to all applicable statutory Act, Rules, and Regulations.
- Office management and technical support provided by the selected agency shall be stationed in the designated offices / workplace of OSDMA.
- 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 emergencies it may be extended. The deployed support may have to attend the office on Public Holidays also during disaster situation, whenever the office

remains open. **No additional cost will be paid by OSDMA for performing duty during this period.**

- v. The scope may include all the activities or a combination of activities along with indicative deliverables. However, actual deliverables will depend upon project specific requirements and will be finalized by the organization. The activities and development model shall be defined in the specific TOR to be executed in the Project.

2.2.2 Replacement of Office management and technical support in OSDMA

- i. Generally, timelines would be fixed for different assignments and non-completion within the time limit will be considered 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 the required positions. This list shall be accompanied by updated resume/CVs of the candidates. This should be done within 15 days of 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 be placed at the position/office as per the requirement of the organization, 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 with 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 be liable to termination of 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 professionals required after due verification about their post-based requisite 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 a case, the Agency must provide a substitute.
- viii. The personnel deployed should have an 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.	OSDMA Office	A. GIS Developer B. GIS Analyst C. GIS Professional	01 01 01	54

		D. GIS Operator	01	
		E. Shelter Associate	01	
		F. Accountant	02	
		G. Junior Accountant	03	
		H. IT Assistant	04	
		I. Multi-Tasking Assistant	07	
		J. Graphics Designer	01	
		K. Driver	07	
		L. Attendant	06	
		M. IT Programmer	02	
		N. Multilingual Translator	01	
		O. Junior Consultant	08	
		P. Procurement Specialist	01	
		Q. Meteorologist	01	
		R. Hydrologist	01	
		S. Geologist	01	
		T. Urban Disaster Management Specialist	01	
		U. Documentation Specialist	01	
		V. Structural Mitigation Specialist	01	
		W. DRR Expert & Shelter Management Expert	01	
2.	Strengthening of State Disaster Management Authority (SDMA) & District Disaster Management Authority (DDMAs)	A. State Project Officer B. District Project Officer	05 30	35
3.	State Drought Monitoring Cell (SDMC)	A. Database Analyst	01	01
4.	Implementation of Sendai Framework for Disaster Risk Reduction under NDMA scheme	A. Senior DRR Consultant at State Level	01	01
5.	Comprehensive Fire Safety Framework and Plans	A. City Project Coordinator	05	05
	Total			96

Note: OSDMA reserves the right not to accept any category of person provided by the successful bidder and it may resort to testing the 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	Remuneration (per month): Rs. 40,000-50,000 (<5 years of experience) Rs. 50,000-70,000 (>5 years of experience) Age Limit: Minimum 25 years & Maximum 40 years as on 31.01.2025 Educational Qualification: M.Tech/M.Sc. (Remote Sensing & GIS). Ph.D (Remote Sensing & 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: Front end: • Languages: HTML, CSS, Javascript, Python • Frontend Framework: React js/ Angular/Vue/Svelte • Mapping Libraries: Open Layers/ Leaflet Backend: • Frameworks: Node js, Django (Geodjango library) • Server knowledge: Geo server. • Geospatial Database server: Postgres SQL with Post GIS/ MongoDB. Experience in using Arc GIS Pro/Arc GIS Enterprise/QGIS. Experience: Must have at least 3-5 years of working experience in GIS database design, implementation, maintenance and analysis. <i>Candidates having more experience of working in the Government Sector for more than 15 years shall be given relaxation on maximum age limit.</i>
Job Responsibilities: a. Development of Web-portal/Mobile application and various digital work in geo-spatial domain. b. Set up and configure servers like Geo-server, QGIS Server, Arc GIS server, IGS Geo-media etc in Linux and Windows environment. c. Designing statistical and graphical representation of Geo-spatial data			

- and map composition in web-GIS platform
- d. Development of web mapping applications and geo-processing tools to support GIS.
- e. Web-GIS and IT enabled services with Visualization.
- f. Development and management of Geo-spatial database in Web-enabled platform.
- g. Training of field staff in IT based use of geo-spatial technology.
- h. Any other work assigned as and when by the competent authority.

B. GIS Analyst:

The following personnel shall be provided by the Agency:

Sl.No	Category	No.	Qualification & Experience
1	GIS Analyst	01	Remuneration (per month): Rs. 35,000-45,000 Age Limit: Minimum 25 years & Maximum 40 years as on 31.01.2025 Educational Qualification: M. Tech/M.Sc. in GIS/ Remote Sensing /Geo-Informatics/Geo-spatial 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. Experience: Relevant Post Qualification Work Experience of at least 3 years in GIS-based projects 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. <i>Candidates having more experience of working in the Government Sector for more than 15 years shall be given relaxation on maximum age limit.</i>
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 datasets.			

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	Remuneration (per month): Rs. 35,000 Age Limit: Minimum 25 years & Maximum 40 years as on 31.01.2025 Educational Qualification: M.Tech/M.Sc. in GIS/ Remote Sensing/ Geo- Informatics/Geo- spatial 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 Experience: • Relevant Post Qualification & Work Experience of at least 3 years in Remote Sensing & GIS-based works in reputed Central/state government organizations. • Proficient in HR Satellite Imagery analysis, image processing and geo-spatial data modeling. • Knowledge on data processing/ analyzing/management and development of geospatial datasets. • Should have proven knowledge in the development of scientific reports and proposals. • Should have excellent working experience on software like Arc GIS, Q-GIS, ERDAS Imagine, Arc GIS online, ENVIS and other image processing software's etc. • Sound knowledge on programming language like JavaScript, .NET, Python, Postgre SQL etc. • Knowledge of GPS in collection and management of Post field data processing and outputs. • Should have knowledge on Disaster management using geo-spatial technologies. <i>Candidates having more experience of working in the Government Sector for more than 15 years shall be given relaxation on maximum age limit.</i>
Job Responsibilities: a. Management of geo-spatial team in research and analysis.			

- b. Preparation of GIS and Remote sensing based Daily weather watch out maps and other scientific analysis.
- c. Responsible for GIS Analysis, GIS Modeling, Data Integration & Conversion.
- d. Coordinate with other State and National Department relating to GIS.
- e. R & D works on Disaster management using GIS technology.
- f. Provides technical assistance and support for GIS users.
- g. Verify, process and store all the RS and GIS related data generated and correlated with data collected from field-by-field staff and preparation of guide-lines and facilitation of
- h. Ground truthing.
- i. Training of field staff in data acquisition, ground truthing and analysis.
- j. 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	Remuneration (per month): Rs. 15,600 Age Limit: Minimum 21 years & Maximum 50 years as on 31.01.2025 Educational Qualification: a. Minimum Graduation in Geography, Geology, Earth Sciences, or related discipline having GIS/ Remote Sensing/ Cartography as one of the major subjects. b. Additional qualification in GIS and remote sensing will be preferred Experience: Minimum 3 years in similar work. <i>Candidates having work experience in the Government Sector for more than 15 years shall be given relaxation on maximum age limit.</i>
Job Responsibilities: 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. Shelter Associate:

The following personnel shall be provided by the Agency:

Sl.No	Category	No.	Qualification & Experience
1	Shelter Associate	01	Remuneration (per month): Rs. 14,900 Age Limit: Maximum 40 years as on 31.01.2025 Educational Qualification: a. The candidate must be a Graduate in any discipline, preferably in Sociology/ Rural Development/ Disaster Management/ Social Works or related discipline. b. All the qualifications must be from recognized University / Institution. Qualifications in disaster management or related discipline would be an advantage. Experience: a. The candidate must have at least 3 years of post-qualification experience in social and development Programmes /projects. b. Experience of working with Central and/or State Governments/ Govt. projects in similar assignments will be preferred. <i>Candidates having work experience of 10 years or more in similar position in Government Sector shall be given preference.</i> Job Responsibilities: a. To ensure proper management of Multipurpose Cyclone and Flood Shelter in Odisha. 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. 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.

F. Accountant:

The following personnel shall be provided by the Agency:

Sl.No	Category	No.	Qualification & Experience
1	Accountant	02	Remuneration (per month): Rs. 26,400 Age Limit: Minimum 21 years & Maximum 45 years as on 31.01.2025 Educational Qualification: a. The candidate for the post of Accountant should be M. Com/B. Com b. He/ She should have adequate working knowledge of Tally-9.00 ERP software system, c. Thorough knowledge of double entry and book-keeping, d. Knowledge of maintenance of stock, store and assets, e. Knowledge of cash/ bank transactions. f. Knowledge of the e-banking system. Experience: Minimum 5 years of experience in Government/ PSUs or in a reputed firm. Candidates having more than 5 years of work experience in similar position in Government Sector shall be given preference.
Job Responsibilities: a. Day to day entry in Tally. b. Preparation of Vouchers on daily basis. c. Preparation of summary sheet of payments. d. Preparation of Monthly Bank Reconciliation Statements. e. Maintenance of File Movement Register f. Maintenance of Fixed Assets Register. g. Checking bills and processing payments of different suppliers, contractors, consultants etc. h. Maintenance of Cheque Issue Register. i. Maintenance of Fixed Deposit Register. j. Maintenance of Advance Control Register. k. Maintenance of Bill Register. l. Maintenance of Grant in Aid Register.			

G. Junior Accountant:

The following personnel shall be provided by the Agency:

Sl. No	Category	No.	Qualification & Experience
1	Junior Accountant	01	Remuneration (per month): Rs. 19,000-25,000 Age Limit: Minimum 21 years & Maximum 45 years as on 31.01.2025 Educational Qualification: - The candidate for the post of Accountant should be M. Com/B. Com - He/ She should have adequate working knowledge of Tally-9.00 ERP software system, - Thorough knowledge of double entry and book-keeping, - Knowledge of maintenance of stock, store and assets, - Knowledge of cash/ bank transactions. - Knowledge of the E. banking system. Experience: Minimum 3 years of experience in Government/ PSUs or in a reputed firm. <i>Candidates having more than 3 years of work experience in similar position in Government Sector shall be given preference.</i>
Job Responsibilities: - Day to day entry in Tally. - Preparation of Vouchers on daily basis. - Preparation of summary sheet of payments. - Preparation of Monthly Bank Reconciliation Statements. - Maintenance of File Movement Register - Maintenance of Fixed Assets Register. - Checking bills and processing payments of different suppliers, contractors, consultants etc. - Maintenance of Cheque Issue Register.			

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

H. IT Assistant

The following personnel shall be provided by the Agency:

Sl. No	Category	No.	Qualification & Experience
1	IT Assistant	04	Remuneration (per month): Rs. 13,900 Age Limit: Minimum 25 years & Maximum 40 years as on 31.01.2025 Educational Qualification: Minimum Graduation in any discipline with PGDCA or equivalent degree from a recognized University/Institute. Typing speed of 40wpm (English) Typing speed of 30wpm (Odia) Experience: Minimum 3 years in similar work. <i>Candidates having more than 15 years of work experience in similar position in Government Sector shall be given preference.</i>
Job Responsibilities: a. Typing official letters and other documents. 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. Front office management. 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 g. As required by officer from time to time. h. To perform special assignments as instructed from time to time.			

I. Multi-Tasking Assistant

The following personnel shall be provided by the Agency:

Sl. No	Category	No.	Qualification & Experience
1	Multi-Tasking Assistant	07	Remuneration (per month): Rs. 14,900

			Age Limit: Minimum 25 years & Maximum 40 years as on 31.01.2025 Educational Qualification: - Minimum Graduation in any discipline. - He/ She should have a stenographic speed of 80 words per minute in English. - English typing speed 40 words per minute - Odia typing speed of 30 words per minute. - He/ She should be well conversant with Computers and essentially well trained in MS Office and Internet. Experience: Minimum 5 years in similar work. <i>Candidates having more than 5 years of work experience in similar position in Government Sector shall be given preference.</i>
Job Responsibilities: - To take dictations in shorthand. - Typing confidential/ DO/ other official letters and other documents. - Handling inward and outward dispatch of mails and courier. - Handling the fax, Internet, and e-mail messages. - Making Travel arrangements, Ticket booking, Hotel Reservations. Attending phone calls, fixing appointments & meetings as required by the office. - To attend the office telephone of Managing Director and other senior officers like Executive Director. - Movement and maintenance of files.			

J. Graphics Designer

The following personnel shall be provided by the Agency:

Sl. No	Category	No.	Qualification & Experience
1	Graphics Designer	01	Remuneration (per month): Rs. 18,000-23,000 Age Limit: Minimum 25 years & Maximum 40 years as on 31.01.2025 Educational Qualification: - Graduate or Post Graduate Diploma in Graphic Design /Multimedia Arts and other relevant subjects. - Should have a speed of 40wpm per minute in English and 30 words per minute in Odia typing. - Well conversant with computers, internet & LAN Function and essentially well trained in MS Office, CorelDraw, Photo-shop, Page-maker, Auto CAD/Autodesk.

			Experience: Minimum 3 years in similar work. <i>Candidates having more than 3 years of work experience in similar position preferably in Government Sector shall be given preference.</i>
Job Responsibilities: - Prepares work to be accomplished by gathering information and materials. - Plans concept by studying information and materials. - Illustrates concept by designing rough layout of art and copy regarding arrangement, size, type size and style, and related aesthetic concepts. - Prepares final layout by pointing and pasting up finished copy and art. - Completes projects by coordinating with outside agencies, art services, printers, etc. - Typing documents in Odia and English as per the requirement of office. - To design Booklet, Book, Leaflet, Poster, Paper Advertisement, Newsletter etc. as per requirement of office.			

K. Driver

The following personnel shall be provided by the Agency:

Sl. No	Category	No.	Qualification & Experience
1	Driver	04	Remuneration (per month): Rs. 13,900 Age Limit: Minimum 25 years & Maximum 40 years as on 31.01.2025 Educational Qualification: - Minimum 10th Pass. - He must have valid LMV Transport/ Non-transport license Experience: Minimum 3 years in similar work. <i>Candidates having more than 15 years of work experience in similar positions, preferably in Government Sector, shall be given preference.</i>
Job Responsibilities: - Drive office vehicle as per the instruction issued by the officer in-charge of the vehicle. - Regular maintenance of Logbook of the vehicle. - Ensure in time deposit of Road Tax & Insurance of the vehicle. - Ensure to keep the vehicle in good & running condition. - Any issue regarding the condition of the vehicle should be brought to the notice of officer in charge of the vehicle immediately.			

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

L. Attendant

The following personnel shall be provided by the Agency:

Sl. No	Category	No.	Qualification & Experience
1	Attendant	06	Remuneration (per month): Rs. 12,600 Age Limit: Minimum 25 years & Maximum 40 years as on 31.01.2025 Educational Qualification: Minimum 7 th Standard (Pass) Experience: Minimum 3 years in similar work.
Job Responsibilities: • Opening and closing of Office Rooms • Maintenance of Stationery • Arranging refreshments / water, etc. • Preparing tea/coffee and cleaning of cups, plates, glasses, etc. • Delivery of local letters as and when required. • Distribution of office dak & files of general nature among the Officers. • Shifting of office equipment, as and when required. • Performing other related tasks as and when required.			

M. IT Programmer

The following personnel shall be provided by the Agency:

Sl. No	Category	No.	Qualification & Experience
1	IT Programmer	02	Remuneration (per month): Rs. 40,000-50,000 (<5 years of experience) Rs. 50,000-70,000 (>5 years of experience) Age Limit: Minimum 25 years & Maximum 40 years as on 31.01.2025 Educational Qualification: 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. Experience: 5 years in any reputed firm/Govt./PSUs. Technical Skills: i. Advanced knowledge of operating systems. ii. Analytical and problem-solving skills.

			iii. Java, C++, SQL, C#, and HTML experience. iv. Working Knowledge on platforms like Microsoft Visual Studio, VB.NET or C#.NET, MVC 4.5 or Above, Web Service, AJAX, Bootstrap, Node.js, AngularJS, Microsoft SQL Server 2012 or Higher.
Job Responsibilities: - Development of Web App & Mobile Apps on Android, Implementation of ERP modules. - Data Modeling and Database Design for Computer Application Systems. - Tune up design of web applications for maintainability, scalability and efficiency. - Complete Information Systems Documentation and User Documentation. - Interact with clients to determine their requirements and needs. - Resolve and troubleshoot problems and complex issues. - Perform Security Audit, unit tests and fix bugs. - Highly analytical with excellent written and verbal communication skills. - Any other work that may be assigned by the management.			

N. Multi-Lingual Translator

The following personnel shall be provided by the Agency:

Sl. No	Category	No.	Qualification & Experience
1	Multi-Lingual Translator	01	Remuneration (per month): Rs.18,000- Rs.23,000 Age Limit: Minimum 25 years & Maximum 40 years as on 31.01.2025 Educational Qualification: - Minimum Graduation in any discipline. - He/ She should have a stenographic speed of 80 words per minute in English. - English typing speed 40 words per minute - Odia typing speed of 30 words per minute. - He/ She should be well conversant with Computers and essentially well trained in MS Office and Internet. Experience: Minimum 5 years in similar work. <i>Candidates having more than 5 years of work experience in similar positions, preferably in Government Sector shall be given preference.</i>

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.

O. Junior Consultant

The following personnel shall be provided by the Agency:

Sl. No	Category	No.	Qualification & Experience
1	Junior Consultant	08	Remuneration (per month): Rs. 30,000-50,000 (<5 years of experience) Rs. 50,000-70,000 (>5 years of experience) Age Limit: Minimum 21 years & Maximum 40 years as on 31.01.2025 Educational Qualification: Minimum Graduation in Science/Humanities/Social Science/Disaster Management, M.Tech/B.Tech from reputed/recognized University or related field. Experience: Minimum 3 years in similar work. Candidates having more than 15 years of work experience preferably in Government Sector or reputed PSUs shall be given preference along with age relaxation.
Job Responsibilities: 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. b. Organizing various conferences, high level meetings, seminars and other cooperation events; support the representation of OSDMA's work in workshops and other events. c. Drafting policy briefs, non-papers, briefing notes on various aspects of international cooperation in disaster risk management. d. Prepare concept notes, administrative note, agenda, etc., related to conferences, meetings, seminars, workshops, etc. e. Performing other related tasks as and when required.			

P. Procurement Specialist:

The following personnel shall be provided by the Agency:

Sl. No	Category	No.	Qualification & Experience
1	Procurement Specialist	01	Remuneration (per month): Rs. 40,000-50,000 (<5 years of experience) Rs. 50,000-70,000 (>5 years of experience) Age Limit: Minimum 25 years & Maximum 60 years as on 31.01.2025 Educational Qualification: 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. Experience: At least 7 years of work experience in procurement of works/goods/services through e-procurement/GeM with 5 years in Govt./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, 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. <i>Candidates having more than 15 years of work experience, preferably in Government Sector or reputed PSUs, shall be given preference along with age relaxation.</i>
Job Responsibilities: - Prepare the procurement plan, bid documents for various projects/activities and coordinate with related organization/departments/wings in finalizing the plan. - Monitor / update the same regularly. While preparing the plan, input shall be obtained from various members of the organization/Department on prioritizing 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.

Q. Meteorologist:

The following personnel shall be provided by the Agency:

Sl. No	Category	No.	Qualification & Experience
1	Meteorologist	01	Remuneration (per month): Rs. 40,000-50,000 (<5 years of experience) Rs. 50,000-70,000 (>5 years of experience) Age Limit: Minimum 25 years & Maximum 60 years as on 31.01.2025 Educational Qualification: 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 etc. Experience: At least 5 years of work experience in similar field in Government sector or reputed organizations. <i>Candidates having more than 15 years of work experience in Government Sector or reputed PSUs shall be given preference along with age relaxation.</i>
Job Responsibilities: a. Weather forecasting, formulation of advisories, interpretation of weather data, NWP data interpretation by various organizations 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.			

R. Hydrologist:

The following personnel shall be provided by the Agency:

Sl. No	Category	No.	Qualification & Experience
1	Hydrologist	01	Remuneration (per month): Rs. 40,000-50,000 (<5 years of experience) Rs. 60,000-80,000 (>5 years of experience) Age Limit: Minimum 25 years & Maximum 60 years as on 31.01.2025 Educational Qualification: Master's degree in Water Resources Management, Hydrology, Flood Risk Management relevant work experience in applied hydrology and hydrodynamic 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. Experience: At least 5 years of work experience in similar field in Government sector or reputed organizations. 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. <i>Candidates having more than 15 years of work experience in the Government Sector or reputed PSUs, shall be given preference along with age relaxation.</i>
Job Responsibilities: - Flood forecasting based on interpretation of the weather data, formulation of advisories, interpretation of water discharge data and flood modellings etc. - Monitoring of the data received from various sources, their analysis and interpretation. - Development of R&D for improving flood forecasting based on cyclones, floods, heavy rainfall etc. - Coordinate with various agencies regarding the weather and other related data. - Any other related works as assigned by the organization.			

S. Geologist:

The following personnel shall be provided by the Agency:

Sl. No	Category	No.	Qualification & Experience
1	Geologist	01	Remuneration (per month): Rs. 40,000-50,000 (<5 years of experience) Rs. 60,000-80,000 (>5 years of experience) Age Limit: Minimum 25 years & Maximum 60 years as on 31.01.2025 Educational Qualification: Post Graduate qualification in Structural/Earthquake Engineering, Civil Engineering, Seismology, Urban Planning, Architecture, Geography and Geology, Applied Geology will be considered if accompanied by proven expertise and experience in the Earthquake and Tsunami Risk Reduction. Experience: Relevant Post Qualification & Work Experience of at least 3-7 years in related field in reputed Central/state government organizations. <i>Candidates having more than 15 years of work experience in the Government Sector or reputed PSUs, shall be given preference along with age relaxation.</i>
Job Responsibilities: - Technical Assistance in preparation of HRVA of State for earthquake, landslides etc. - Enhancing disaster preparedness for effective response and to "Build Back Better" in recovery, rehabilitation and reconstruction. - Identify grey areas, conduct gap analysis of existing services, preparation of action plan and Standard Operating Procedures and ensure their implementation. - Responsible for organizing training and capacity building at various levels relating to public health and disaster management. - Collection of reports about lessons learnt, best practices from various urban areas and facilitate exchange and sharing of ideas for better disaster management. - Any other related works as assigned by the organization.			

T. 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	Remuneration (per month): Rs. 40,000-50,000 (<5 years of experience) Rs. 60,000-80,000 (>5 years of experience) Age Limit: Minimum 25 years & Maximum 60

			years as on 31.01.2025 Educational Qualification: 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 degree in Architecture/Planning or equivalent subject. Qualifications in Geographic Information Systems (GIS) and remote sensing with sound knowledge in IT would be an asset; 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. Demonstrated experience leading and coordinating multi stakeholder consultative processes. Experience: Relevant Post Qualification & Work Experience of at least 3-7 years in related field in reputed Central/state government organizations. <i>Candidates having more than 15 years of work experience in the Government Sector or reputed PSUs, shall be given preference along with age relaxation.</i>
Job Responsibilities: - Technical Assistance in preparation of HRVA of urban areas. - Alignment of State Plans with the Urban Disaster Management Plans and as per the SFDRR. - Facilitating various Urban bodies and institutions for preparation of city disaster management plans. - Coordinating mock drills, compiling reports, compiling data during disasters, organization of joint workshops in various Urban areas and at State level. - Enhancing disaster preparedness for effective response and to "Build Back Better" in recovery, rehabilitation and reconstruction. - Collection of reports about lessons learnt, best practices from various urban areas and facilitate exchange and sharing of ideas for better disaster management. - Any other related works as assigned by the organization.			

U. Documentation Specialist:

The following personnel shall be provided by the Agency:

Sl. No	Category	No.	Qualification & Experience
1	Documentation Specialist	01	Remuneration (per month): Rs. 40,000-50,000 (<5 years of experience) Rs. 50,000-70,000 (>5 years of experience) Age Limit: Minimum 25 years & Maximum 45 years as on 31.01.2025 Educational Qualification: Post-Graduate in Journalism/Mass-Communication/Social Sciences. Experience: Minimum 3 years of relevant post qualification experience. The Candidate should have excellent communication skills and multi-task player. As well as computer skills in MS Office and relevant applications. Experience of developing IEC campaigns and exposure to Media engagements like Mass & media campaigns. 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. Sound knowledge of speaking, reading and writing in Oriya, Hindi and English. <i>Candidates having more than 15 years of work experience in the Government Sector or reputed PSUs, shall be given preference along with age relaxation.</i>
Job Responsibilities: - Develop content for materials – annual reports, organization brochures, presentations, display, websites, etc. as per the requirement of the organization. - Organize, coordinate, and communicate learning through various means like webinars, meetings, steering groups, social media, campaigns, media/radio broadcasts, conferences, progress reports etc. - 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. - Document best practices and case studies in lines with the State and National guidelines. - Responsible for planning and designing the IEC strategy w.r.t State and National guidelines. - Conceptualizing IEC campaigns at various levels on various aspects of disaster management and ensuring the implementation of the same with clear			

- mandate and timelines.
- g. Any other assignment excluding the core field as mentioned above as per the requirements of the organization.

V. Structural Mitigation Specialist:

The following personnel shall be provided by the Agency:

Sl. No	Category	No.	Qualification & Experience
1	Structural Mitigation Specialist	01	Remuneration (per month): Rs. 40,000-50,000 (<5 years of experience) Rs. 50,000-70,000 (>5 years of experience) Age Limit: Minimum 25 years & Maximum 45 years as on 31.01.2025 Educational Qualification: Master's degree in Civil Engineering/ Architecture/Structural Engineering/ Urban Planning/ Environmental Science/ Disaster Management or related discipline. Experience in disaster risk management, implementing recovery and reconstruction projects or mitigation projects. Experience: 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. <i>Candidates having more than 15 years of work experience, preferably in the Government Sector or reputed PSUs, shall be given preference along with age relaxation.</i>
Job Responsibilities: - Planning, budgeting, and coordinating with various stakeholders for mitigation projects for disaster reduction. - Responsible for organizing training and capacity building at various levels relating to disaster management. Community based disaster risk reduction, mitigation activities etc. - Identify grey areas, conduct gap analysis of existing services, preparation of action plan and Standard Operating Procedures and ensure their implementation. - Any other related works as assigned by the organization.			

W. DRR & Shelter Management Expert

The following personnel shall be provided by the Agency:

Sl. No	Category	No.	Qualification & Experience
1	DRR & Shelter Management Expert	01	Remuneration (per month): Rs. 40,000-50,000 (<5 years of experience) Rs. 50,000-70,000 (>5 years of experience) Age Limit: Minimum 25 years & Maximum 45 years as on 31.01.2025 Educational Qualification: - The candidate must have Postgraduate/ Master's degree in any discipline, preferably in Sociology/ Rural Development/ Disaster Management/ Social Works or related discipline. - All the qualifications must be from recognized University / Institution. Qualifications in disaster management or related discipline would be an advantage. Experience: - The candidate must have at least 7 years of post-qualification experience in social and development Programmes /projects. - Experience of working with Central and/or State Governments/ Govt. projects in similar assignments will be preferred. Skill: - The candidate should have good working knowledge in English and Odia in writing and speaking. - The candidate must have Outstanding communication, documentation, presentation, and organizational and management skills. - The candidate should possess knowledge in the use of computers and office software packages, (MS Word, Excel, and Power Point, etc.). - Ability to prepare comprehensive reports and other communication material for providing progress updates. - 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. - He should be fluent in speech in both Odia and English language. Demonstrate openness in sharing information and keeping

			people informed. 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.
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 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	Remuneration (per month): Rs.70,000 Age Limit: Minimum 25 years & Maximum 50 years as on 31.01.2025 Educational Qualification: c. The candidate must have a Postgraduate/ Master's degree in any discipline, preferably in Sociology/ Rural Development/ Disaster Management/ Social Works/MBA (Rural/Disaster Management) or related discipline. d. All the qualifications must be from recognized University / Institution. Qualifications in disaster management or related discipline would be an advantage. Experience: e. The candidate must have at least 7 years of post-qualification experience in social and development Programmes /projects. f. Experience of working with Central and/or State Governments/ Govt. projects in similar assignments will be preferred. Skill: h. The candidate should have good working knowledge in English and Odia in writing and speaking. i. The candidate must have Outstanding communication, documentation, presentation, and organizational and management skills. j. The candidate should possess knowledge in the use of computers and office software packages, (MS Word, Excel, and Power Point, etc.). k. Ability to prepare comprehensive reports and other communication material for providing progress updates. 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. m. He should be fluent in speech in both Odia and English language. Demonstrate openness in sharing information and keeping people informed. 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. <i>Candidates having more experience of working in the Government Sector in similar position shall be given 5 years age relaxation on maximum age limit.</i>
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: - Overall coordination of project activities; ensuring timely collection, coordination, and dissemination of all information / instructions from and to district level. - Assist in implementation of the provisions of the DM Act with regard to functioning of SDMA. - 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. - Coordinate implementation of the SDMP and mainstreaming of disaster management in the Development Plans of the Departments. - Assist OSDMA for Hazard Risk and Vulnerability Assessment study of the state. - Assist the departments for preparation of their disaster management plan as per the Disaster Management Act and NDMA/ SDMA guidelines. - Assist in reviewing and modifying the District Disaster Management Plans and such plans at different levels. - Coordinate with various organizations for conducting mock drills at different levels. - Assist OSDMA in different disaster management activities and programme for disaster risk reduction. - Coordination of physical activities and financial management; support facilitation for execution of all paper works relating to the project and furnish progress reports. - Ensure effective utilization of grants received under the project. - 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 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	Remuneration (per month): Rs.50,000 Age Limit: Minimum 25 years & Maximum 50 years as on 31.01.2025 Place of Working: One or more districts of Odisha. Educational Qualification: a. The candidate must have Postgraduate/ Master's degree in any discipline, preferably in Sociology/ Rural Development/ Disaster Management/ Social Works or related discipline. b. All the qualifications must be from any recognized University / Institution. Qualifications in disaster management or related discipline would be an advantage Experience: 1. The candidate must have at least 3-5 years of post-qualification experience in social and development Programmes /projects. 2. Experience of working with Central and/or State Governments/ Govt. projects in similar assignments will be preferred. Skill:

			1. The candidate should have good working knowledge in English and Odia in writing and speaking. 2. The candidate must have Outstanding communication, documentation, presentation, and organizational and management skills. 3. The candidate should possess knowledge in the use of computers and office software packages (MS Word, Excel, and Power Point, etc.). 4. Ability to prepare comprehensive reports and other communication material for providing progress updates. 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. 6. Speak and write clearly and effectively; correctly interpret messages from others and respond appropriately, demonstrate openness in sharing information and keeping people informed. 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. <i>Candidates having more experience of working in the Government Sector in similar position shall be given 5 years age relaxation on maximum age limit.</i>
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	Remuneration (per month): Rs.30,000 Age Limit: Minimum 25 years & Maximum 40 years as on 31.01.2025 Place of Working: At OSDMA Office. Educational Qualification: BE/ B Tech. in Computer Science/ MCA or equivalent qualification.

			Experience: Minimum 3 years of experience in database management.
Job Responsibilities: - Coordinate various Department/ other related agency for collection of different parameters for monitoring the drought in the state. - Manage the database on different parameters for drought assessment as per the Drought Management Manual 2016 of Government of India. - Maintain and integrate all the information/ data required for drought monitoring - Explore information from various sources from the internet/literature/ documents etc. and inform the other experts of SDMC. - Interact with the subject experts and different stake holders in order to understand problems and needs for making analytical decisions. - Coordinating with District Drought Monitoring Cells (DDMC) at all district levels for drought monitoring at field level. - Prepare Reports and documents for SDMC, as and when required.			

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

A. 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	Age Limit: The maximum age limit will be 65 years. Educational Qualification: Master's Degree in any discipline (preferably in Disaster Management, Social Work, Sociology, Geography, Agriculture, Architecture, Engineering, Urban Planning.) Experience: - Candidates should have minimum experience of 10 years in the fields related to Disaster Management – Post Qualification. - Candidates who have an M. Phil Degree in the relevant field are required to have a minimum of experience of 8 years. - Candidates having a Ph. D. Degree in the relevant field are required to have a minimum experience of 5 years. - 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.
Job Responsibilities: - Technical Assistance in preparation for the Hazard Risk Vulnerability Atlas for the State. - Alignment of State Plans and District Plans in accordance with the Sendai Framework. - Facilitating State / UT Govt. Departments in preparation of their Departmental Disaster Management Plan. - Coordinating Mock Drills, compiling reports, compiling data during disasters, helping in organization of joint workshops with States. - Compiling and timely furnishing of data and information to NDMA on disaster aspects implementation of NDMA Schemes and Sendai Framework Monitoring indicators. - Enhancing disaster preparedness for effective response and to "Build Back Better" in recovery, rehabilitation, and reconstruction. - Help in setting up the Disaster Data Base at the State and District level. - Collection of reports about the lessons learnt and best practices from the State and exchange / sharing of these among the States and NDMA. - Assist the SDMA in identifying opportunities for mainstreaming Disaster Risk Reduction (DRR) in development programmes. - Any other task assigned by SDMA / DDMA.			

5. Requirement under preparation of comprehensive fire safety framework and Plan

A. City Project Coordinator:

The following personnel shall be provided by the Agency:

Sl.No	Category	No.	Qualification & Experience
1	City Project Coordinator	05	Remuneration (per month): Rs.50,000 Age Limit: Minimum 25 years & Maximum 50 years as on 31.01.2025 Place of Working: One or more Municipal Corporations of Odisha. Educational Qualification: - The candidate must have Postgraduate/ Master's degree in any discipline, preferably in Sociology/ Rural Development/ Disaster Management/ Social Works or related discipline. - All the qualifications must be from any recognized University / Institution. Qualifications in disaster management or related discipline would be an advantage Experience: - Minimum 5 years of relevant work experience in the arena of Disaster Management/ Disaster Risk Reduction.

			b. 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. c. High-level of IT/computing skills (minimum: Microsoft Outlook, Word, Excel, PowerPoint) d. Previous experience with a government, multilateral or international organization in the area of urban disaster risk management is desirable.
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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 other 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) as communicated to the Agency.*
- 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 in **Annexure 2**.
- v. 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.

3. INSTRUCTION TO BIDDER:

3.1. General Considerations:

- i. The bidder 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 bidder shall not be entitled to subcontract the Services to any other agency/individual.
- iv. The bidder is responsible for meeting all tax liabilities arising out of the contract.

3.2. Tender processing Fee

The bidder shall submit along with the Technical Proposal, the non-refundable tender processing fee of **₹. 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 out rightly rejected.

3.3. Earnest Money Deposit (EMD):

The bidder must furnish, as part of the technical proposal, an Earnest Money Deposit (EMD) amounting to Rs. 10,27,000/- (Rupees Ten lakhs twenty seven thousand only) in shape of Demand Draft from any Nationalized/Scheduled Commercial Bank in favour of "Odisha State Disaster Management Authority" payable at Bhubaneswar.

The EMD of the unsuccessful bidders shall be refunded after finalization of selection process and award of contract. The EMD of the successful bidder will be released only after furnishing the required Performance Bank Guarantee (PBG) and signing of the Contract.

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

- (i) Bidder withdraws its proposal during the bid validity period as specified in the RFP.
- (ii) Bidder does not respond to requests for clarification of its proposal.
- (iii) Bidder fails to provide required information during the evaluation process or is found to be non-responsive or has submitted false information in support of its qualification.
- (iv) If the bidder fails to
 - (a) Agree to decisions of the contract negotiation meeting.
 - (b) Sign the contract within the prescribed time period,
 - (c) Furnish required Performance Bank Guarantee in time.
- (v) Any other circumstance which holds the interest of OSDMA during the overall selection process.

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 "Od-

isha State Disaster Management Authority (OSDMA)" covering the period of contract and shall be valid till one year beyond expiry of contract period.

3.5. Validity of the Proposal

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

3.6. Submission of Proposal:

- 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 correspondences 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 liable for rejection leading to elimination from the bidding process.
- 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.
- vi. Bids without Bid Processing Fee and Bid Security / EMD as applicable shall be out rightly rejected. Bids submitted after the due date and time will not be taken into consideration. EMD of unsuccessful bidders will be returned without interest after the award of Contract.
- vii. 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.
- viii. **The proposals should be submitted only through registered post/ speed post or, through courier services.** OSDMA will not consider any proposal that arrives after the deadline as prescribed in the Bidder Data Sheet. **Any Proposal received after the deadline will be out rightly rejected. The authority will not be responsible for any postal delay or courier delay.**
- ix. Each part should be separately bound with no loose sheets. Each page of the two parts should be signed by the bidder/authorized representative of the bidder, page numbered and in conformation to the eligibility qualifications and clearly indicated using an index

page.

- x. The procedure for submission of the proposal is described as below:
- (a) **Technical Bid (PART-A):** The Technical Bid in first envelope (Part-A) shall include RFP Document, Technical Proposal in addition to proof of eligibility, EMD, Bid Processing Fee and all the information, documents and clarifications as required under Annexure 1 and eligibility criteria (as mentioned at 2.1). 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. The envelope containing the Technical Proposal shall be **sealed and super scribed as "Technical Proposal - RFP No. 1256/OSDMA dated 07/05/2025, Selection of Service Providing Agency for Outsourcing of Office Management and Technical Support to OSDMA"**
- (b) **Financial Bid (PART-B):** The Financial Proposal in the second envelope (Part-B) shall be submitted as per the format given at **Annexure-2**. The duly filled-in financial proposal submission forms should contain the detailed price offer for the proposed assignment and must be furnished as per the prescribed format only. The envelope containing the Financial Proposal shall be **sealed and super scribed as "Financial Proposal - RFP No.1256/OSDMA dated 07/05/2025, Selection of Service Providing Agency for Outsourcing of Office Management and Technical Support to OSDMA"**.
- (c) 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).
- (d) The "Technical Proposal" and "Financial Proposal" must have to be submitted in two separate sealed envelopes (with respective marking in bold letters) along with the prescribed formats / information mentioned in the RFP Document.
- (e) **Both the above envelopes must be sealed and placed inside a third main envelope with proper labelling of following information in bold:**

NAME OF THE ASSIGNMENT:	RFP No. 1256/OSDMA dated 07/05/2025, Selection of Service Providing Agency for Outsourcing of Office Management and Technical Support to OSDMA
NAME OF THE BIDDER	
DEADLINE FOR SUBMISSION OF BID:	
NAME AND ADDRESS OF THE BIDDER:	

- (f) The agency shall mention the complete postal address and telephone number, e-mail address etc. on the bottom left-hand side of the envelope.
- (g) 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.
- (h) 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 Odisha State Disaster Management Authority (www.osdma.org) **from time 12.00 A.M on date 08/05/2025 till 4.00 P.M. of date 23/05/2025.** The same can be downloaded and used as RFP Document for submitting the offer.
- (i) 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 **23/05/2025 till 5.30 P.M.**
- (j) RFP received after the due date and time shall not be entertained.

3.7. Opening of Proposal:

- i. The process of opening of Technical Bid and Financial Bid will be made through **physical mode.**
- ii. The FIRST ENVELOPE containing TECHNICAL PROPOSAL will be opened in the initial stage by OSDMA in the presence of the bidders participating/authorized representatives of the bidders at the location, date and time specified in the Bidder Data Sheet. Only one representative with a proper authorization letter from the participating bidder will be allowed to attend the bid opening meeting. The SECOND ENVELOPE containing FINANCIAL PROPOSAL of the technically qualified bidders will be opened after completion of technical evaluation stage. The date and time for opening of the financial proposal will be intimated accordingly to the technically qualified bidders well in advance.
- iii. The Bidders are requested to mention their registered email id, contact details on the bottom left-hand side of the envelope.
- iv. The intended bidders or authorized representatives 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.
- v. **The scheduled date and time of opening of the technical bid shall be at 3.00 P.M on 28/05/2025. A technical presentation shall be at 11.00 A.M on 30/05/2025 in the office of Odisha State Disaster Management Authority, 9th Floor, Rajiv Bhawan, Bhubaneswar-751001.**
- vi. Due to unforeseen circumstances, if there occur 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, with intimation by OSDMA.

- vii. ***The date of opening of the Financial Bids shall be intimated to those Agencies who shall qualify in the Technical Bid.***

3.8. Evaluation of Proposal:

3.8.1.A **three-stage process** will be adopted as explained below for evaluation of the proposals by a committee constituted by the Authority.

3.8.2. **Preliminary Evaluation (1st Stage):** Preliminary evaluation of the proposals will be done to determine whether the proposals are in order & complete, and whether the requisite documents have been properly furnished by the bidder or not. All bids will primarily be evaluated based on eligibility criteria as per Clause No.2.1 in this RFP document. Submission of documents /information will be verified as per the checklist as per Annexure-6.

Any deviation from the prescribed procedures/formats/conditions/requirements shall result in outright rejection of the proposal. Bids with conditional offer shall be outright rejected. All the pages of the proposal must have to signed with seal by the authorized representative of the bidder.

Bids which don't possess the documents specified will be considered technically non-responsive and hence debarred from being considered for further evaluation.

3.8.3. Technical Evaluation (2nd Stage)

Proposals for this contract shall be assessed in accordance with **the Quality and Cost Based Selection (QCBS) Method**. 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. Bidders will make a technical presentation before OSDMA during the technical evaluation stage. The objective of the presentation is to enable OSDMA to evaluate the bidders about their understanding and preparedness for the proposed assignment. Clarifications, if any, as required by OSDMA will be also discussed during the meeting. The date, time and venue of the presentation are mentioned in the bidder's data sheet. Hence, the bidders should make themselves available for the same.

The bidder who secures a score of minimum qualifying mark of 70 in the technical evaluation stage will be technically qualified for opening of the financial proposal.

Name & Address of the Bidder:				
(For office use only)				
Sl. No.	Criteria	Maximum Points	Points Obtained	Repoints
1.	Constitution of the Firm:			
	a) Registered Company: 10Points b) Society/ Partnership Firm/ Others: 5Points	10		

2.	Years of Business Experience: a) Between 5 to 7 years: 7 points b) Above 7 years: 10 points (To be calculated from the date of incorporation/ registration)	10		
3.	Clientele Presence: (Last five years i.e., 2019-20,2020-21, 2021-22,2022-23,2023-24) a. Government: Central Govt(2.5 points)/ State Govt. (2.5 points), Both Central & State Govt(6 points) b. Semi-Govt./PSU (2 points) c. Society, Private (1 point each)	10		
4.	Category of employees as per the requirement of OSDMA have earlier being provided to other Govt. / Semi-Govt. / Public Sector offices. a. 5 to 10 Nos Category: 5 points b. 11 to 20 Nos Category: 7 points c. ≥ 21 Nos Category: 10 points	10		
5.	Nos. of support provided to in all categories to different Offices: a. Between 100 to 200: 5 points b. Between 201 to 300: 7 points c. Above 300 : 10 points	10		
6.	Nos. of personnel having Rs. 15000/- to Rs. 25000/- gross remuneration whose service have been provided to various Offices/ Organizations: a. Less than 30 no: 2 points b. Between 30 to 60: 4 points c. Above 60: 7 points	7		
7.	Nos. of personnel having more than Rs. 25,000/- to Rs. 50,000/- gross remuneration whose service have been provided to various Offices/ Organizations: a. Less than 20 no : 3 points b. Between 20 to 40 : 5 points c. above 40: 8 points	8		
8.	Nos. of personnel having more than Rs. 50000/- gross remuneration whose service have been provided to various Offices/ Organizations: a. Less than 5 no : 5 points b. Between 5 to 15 : 7 points c. Above 15: 15 points	15		
9.	Average Annual Turnover: (Last three years i.e. 2021-22,2022-23,2023-24): a. Rs. 5 Crore to Rs.10 Crore: 5 points b. Rs. 10 Crore to Rs. 15 Crores: 7 points c. Above Rs. 15 Crores: 10 points	10		
10.	Technical Presentation on overall understanding of scope of work, approach and methodology in providing the office management and technical services.	10		
Total		100		
Bidders need to score minimum 70 points out of 100 points in Technical Evaluation Stage for qualifying to next stage i.e. Financial Evaluation.				

3.8.4. Financial Evaluation

The financial proposals of the technically qualified bidders only shall be opened at this stage in the presence of the bidder/authorised representative who wishes to attend the meeting with proper authorization letter. The name of the bidder along with the quoted financial price will be announced during the meeting.

30 points weightages 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 amount of remuneration + service charges)** at 100%. The higher Grand Total value would be proportionately reduced in scoring.

3.8.5.Total Scoring:

The Financial Score would be added to the Total Technical score. The bidder having the highest score would be selected. In the event of tie up in the total scoring, average annual turnover for last three financial years would be considered. The firm having highest average annual turnover thus calculated would be selected.

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 1st month shall be paid after submission of bill for the month, payment from the 2nd 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. The 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. 3.8.5 above.
- ii. The successful bidder has to submit the CV of each personnel proposed along with the following documents with the contract-
 - a) Certificates pertaining to educational qualifications
 - b) Training Certificate, if any
 - c) Previous work experience
 - d) Identity Proof
 - e) PAN Card
 - f) Police Verification regarding character antecedent.
- iii. 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.
- iv. 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 becomes insolvent or bankrupt against a seven days' notice period or
- v. 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.
- vi. 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.
- vii. 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 those 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, careless-

ness 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 persons deployed during the course of various works assigned, may have developed various data, database or documents which shall be the property of OSDMA. Odisha State Disaster Management Authority shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights and trademarks, with regard to documents and other materials which bear a direct relation to or are prepared or collected in consequence or in the course of the execution of this contract. At OSDMA's request, the agency or its deployed office management and technical support shall take all necessary steps to submit them to the OSDMA in compliance with the requirements of the contract.
- ix. The Agency shall maintain all statutory registers under the law and shall produce the same, on demand, to OSDMA or any other statutory authority.
- x. The Agency shall also be liable for depositing all taxes, 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.
- xi. The Tax Deducted at Source (TDS) shall be done as per the provisions under Income Tax Act & GST Act.
- xii. 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.
- xiii. 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.
- xiv. 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.
- xv. 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.

- xvi. 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.
- xvii. In case of termination of the 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/ other-wise capacity in OSDMA.
- xviii. 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 as applicable.
- xix. The Agency shall provide a suitable substitute having a similar skill with immediate effect, if there is any probability of the person leaving the job due to his/ her own personal reasons.
- xx. 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 as deemed fit besides termination of the Agreement.
- xxi. 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.
- xxii. 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.
- xxiii. 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 approved rate as intimated to the Service Provider from time to time and adduce such evidence as and when required by OSDMA.
- xxiv. 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.
- xxv. 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. The grievance redressal shall abide by the resolution/guideline of GA & PG Department, Odisha as issued from time to time.

- xxvi. The Agency must be registered with the concerned Government Authorities, i.e. the 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 a License under Contract Labour (Regulations and Abolition) Act, 1970 if any, at its own part and cost within one month of award of work.
- xxvii. 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 take appropriate action for any act of indiscipline on the part of the persons deployed or make necessary substitution if so desired by OSDMA.
- xxviii. The provision of TDS pertaining to the services of the personnel deployed to OSDMA under Income Tax Act or any statutory deductions 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.
- xxix. 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.
- xxx. 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.
- xxxi. In case of breach of any terms and conditions attached to the agreement, the Performance Security Deposit of the Service Provider Agency shall be liable to be forfeited besides annulment of the Agreement.

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. The agreement shall be made as per the Resolution No. 7982/GAD dated 07.03.2024 of General Administration and Public Grievance Department, Government of Odisha or any such resolution of the Government/Organisation that comes into force from time to time.

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 1st 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 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 1st month, 2nd month and 3rd 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 a penalty, 30 days' notice would be issued for termination of the contract.
- 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 condi-

tions 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 go.
- vii. 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 (TO BE INCLUDED IN BID EVALUATION)

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/EMD.
- 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 the 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) The 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 their behalf indulges in corrupt and fraudulent practices.
- xvi) Failure to agree with terms and conditions of the RFP.
- xvii) *Any other condition/ situation which holds the paramount interest of OSDMA 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 Registered Officer of the Bidder:	
2	Constitution and Date of Incorporation/Registration. (Self-attested copy of Certificate of Incorporation/Registration to be furnished)	(/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	Registration certificate of the bidder's organization under OS&CE Act, 1956 from Labour Department, Government of Odisha. (Labour license to be produced within one month of award of work, if selected)	i. Authority(s): ii. Date of Registration
7	Name, designation and contact details of the authorized person signing the bid.	
8	PAN Card (No.) (Attach self-attested copy)	
9	GSTIN No. (Attach self-attested copy)	
10	EPF Registration No. (Attach self-attested copy)	
11	ESI Registration No. (Attach self-attested copy)	
12	Years of experience in similar line of activity along with the list of clients to whom similar service has been provided in last five years i.e., 2019-20, 2020-21, 2021-22, 2022-23 and 2023-24. (Self-attested copies of the Service Contracts/ Agreements/ Work Orders/ Completion Certificates/ Performance Certificates from the Employers to be furnished) *Separate list for Govt. / Public sector and pri-	i. Name of Client ii. Date of Contract iii. Duration of Engagement iv. Contract Value v. Contract Status (Completed/Ongoing)

	vate sector clients to be furnished. Private sector clients of more than Rs.30 Lakh of annual contract value to be included.)	
13	Number of manpower engaged at the client locations to render manpower support service (Refer Eligibility Criteria Clause 2.1(4))	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.
14	Financial position and operational results for last three financial years 2021-22,2022-23 and 2023-24	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.
15	Bid Processing Fee Details	i. DD No. ii. Date of Issue: iii. Amount in INR: iv. Name of the Issuing Bank and branch:
16	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 Office Management and Technical Support /
Assistance to Odisha State Disaster Management Authority

1. Name and Address of the Bidder:
2. Rate per person per month inclusive of all statutory liabilities, taxes, cess, etc.:

TABLE-A

Sl.No	Category of Office Management and Technical Support Required	Requirement of personnel	Monthly Remuneration (Rs.)	EPF (Employer Share @13% on Rs. 15,000 maximum)	ESI (Employer Share @ 3.25%) upto Rs.21,000 remuneration i.e. on C	Service Charges @% on C	GST @ 18% on (C+F)	Total Monthly Deployment Amount (C+D+E+F+G) per person	Total Monthly Deployment Amount (H x B)	Total Annual Deployment Amount (I x 12 months)
	A	B	C	D	E	F	G	H	I	I
1	Database Analyst	1	₹ 30,000	₹ 1,950						
2	State Project Officer (SPO)	5	₹ 70,000							
3	District Project Officer (DPO)	30	₹ 50,000							
4	Junior Accountant	3	₹ 25,000	₹ 1,950						
5	Shelter Associate	1	₹ 14,900	₹ 1,937	₹ 484.25					
6	GIS Operator	1	₹ 15,600	₹ 1,950	₹ 507.00					
7	Multi Tasking Assistant	7	₹ 14,900	₹ 1,937	₹ 484.25					
8	IT Assistant	4	₹ 13,900	₹ 1,807	₹ 451.75					
9	Driver	7	₹ 13,900	₹ 1,807	₹ 451.75					
10	Attendant	6	₹ 12,600	₹ 1,638	₹ 409.25					
11	City Project Coordinator	5	₹ 50,000							
12	Senior DRR Consultant at State Level	1	₹ 1,00,000							
13	Graphics Designer	1	₹ 23,000	₹ 1,950						
14	GIS Developer	1	₹ 70,000							
15	GIS Analyst	1	₹ 45,000							
16	GIS Professional	1	₹ 36,800	₹ 1,950						
17	IT Programmer	2	₹ 70,000							
18	Junior Consultant	8	₹ 70,000							
19	Procurement Specialist	1	₹ 70,000							
20	Meteorologist	1	₹ 70,000							
21	Hydrologist	1	₹ 80,000							

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.	Constitution of the Firm: c) Registered Company: 10Points d) Society/ Partnership Firm/ Others: 5Points	10		
2.	Years of Business Experience: c) Between 5 to 7 years: 7 points d) Above 7 years: 10points (To be calculated from the date of incorporation/ registration)	10		
3.	Clientele Presence: (Last five years i.e., 2019-20,2020-21, 2021-22,2022-23,2023-24) 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, Private (1 point each)	10		
4.	Category of employees as per the requirement of OSDMA have earlier being provided to other Govt. / Semi-Govt. / Public Sector offices. d. 5 to 10Nos Category: 5 points e. 11 to 20 Nos Category: 7 points f. ≥ 21 Nos Category: 10 points	10		
5.	Nos. of support provided to in all categories to different Offices: d. Between 100 to 200: 5points e. Between 201 to 300: 7 points f. Above 300 : 10points	10		
6.	Nos. of personnel having Rs. 15000/- to Rs. 25000/- gross remuneration whose service have been provided to various Offices/ Organizations: d. Less than 30 no: 2 points e. Between 30 to 60: 4 points f. Above 60: 7 points	7		
7.	Nos. of personnel having more than Rs. 25,000/- to Rs. 50,000/- gross remuneration whose service have been provided to various Offices/ Organizations: d. Less than 20 no : 3 points e. Between 20 to 40 : 5 points f. above 40: 8 points	8		
8.	Nos. of personnel having more than Rs. 50000/- gross remuneration whose service have been provided to various Offices/ Organizations: d. Less than 5 no : 5 points e. Between 5 to 15 :7points f. Above 15: 15 points	15		
9.	Average Annual Turnover: (Last three years i.e. 2021-22,2022-23,2023-24): d. Rs. 5 Crore to Rs.10 Crore: 5points e. Rs. 10 Crore to Rs. 15 Crores: 7points f. Above Rs. 15 Crores: 10 points	10		
10.	Technical Presentation on overall understanding of scope of work, approach and methodology in providing the office management and technical services.	10		
Total		100		

Bidders need to score minimum 70 points out of 100 points in Technical Evaluation Stage for qualifying to next stage i.e. Financial Evaluation.

**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 Government/ State Government/ Public Sector Undertakings/ Reputed Private Organizations.
- h) Certified that I/We have no any pending judicial proceedings for any criminal offence against the proprietor/Director/Persons to be deployed by our Agency.
- i) 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 authorized signatory of the agency/ registered outsourcing firm, should be enclosed with Technical Bid.

ANNEXURE-5

EARNEST MONEY DEPOSIT (EMD)

To
MANAGING DIRECTOR
OSDMA, 9th 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, Bank Guarantee details (Yes/No)	
Demand Draft (Yes/No)	
Name of the issuing Bank	
Date of issue of Bank Guarantee or Demand Draft	
If not submitted, please specify the reason	

Date: __/__/2025

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

Sl.No.	Eligibility Criteria	Supportive Documents	Whether submitter (Y/N)
1	Tender Processing Fee of Rs. 12,000/- (Non-Refundable)	In shape of Demand Draft from any Nationalized Scheduled Commercial Bank along with the technical bid	
2	Bid Security/EMD must be submitted as per the proforma specified in the Bidders letter-head.	In shape of Demand Draft from any Nationalized Scheduled Commercial Bank along with the technical bid	
3	Bidder must be single business entity legally registered Company as registered under the Companies Act, 1932/Indian Companies Act,2013 or a Partnership Firm registered under the Indian Partnership Act,1932 or a Limited Liability Partnership registered under the Limited Liability Partnership Act,2008 or a sole proprietorship or entities registered under Society Registration Act 1860. No consortium/joint venture is allowed.	Certificate of Incorporation/Registration or any other valid legal document in support of the bidder.	
4	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.	Valid address proof of the office/ lease agreement of the office premises/related supporting documents to be furnished.	
5	The bidder must have been in the business of manpower providing services and have provided office management and technical support across the state of Odisha either to a single/multiple organization i.e. Central/State Government/Autonomous bodies for at least 5 (Five) full consecutive years from FY 2019-20 to 2023-24 by the date of opening of the bid.	Self-attested copies of the Service Contracts, Agreements, Work Orders and Completion Certificates/Performance Certificates from the previous Employers are to be furnished.	
6	Must have employed not less than 100 (one hundred) Office management and Technical Support to render similar services at clients' location in Odisha (either single location or multiple locations) during the last 3 (Three) years (FY 2021-22 to 2023-24).	Self-attested copies of the Service Contracts, Agreements, Work Orders and Completion Certificates/Performance Certificates from the previous Employers are to be furnished.	
7	Must have a minimum Annual financial turnover of Rs. 12 (Twelve) Crore from the overall activities of the firm during each of the last 3 financial years (FY 2021-22 to 2023-24).	Financial details of the bidder along with the copies of the audited balance sheet for the concerned period and Income & Expenditure Statement duly sealed and certified by the CA and the authorized representative of the bidder.	
8	The bidder must have successfully provided Office management and technical support ser-	Self-attested copies of the Service Contracts, Agreements, Work Orders	

	vices with a total contract value of minimum Rs. 5 Crore each year for at least two years during the last 3 financial years (FY 2021-22 to 2023-24).	and Completion Certificates/Performance Certificates from the previous Employers are to be furnished. The definition of similar work should be clearly defined with references to domain, sector or industry and functional area of scope of work	
9	The bidders must have deposited EPF and ESI with respect of all the manpower engaged by them in different Govt. offices in last 24 months.	Electronic challans, Certificate/documents of such deposits to be furnished with the technical proposal	
10	Must not have been blacklisted by any Central/State Government or any other Public Sector Undertaking or any authority during the recent past.	An undertaking to this effect should be furnished by the bidder as per the prescribed format (Annexure-4)	
11	Must not have any pending judicial proceedings for any criminal offence against the proprietor/Director/Persons to be deployed by the Service Provider.	An undertaking to this effect should be furnished by the bidder as per the prescribed format (Annexure-4)	
12	Must have ISO 9001:2015 Certification	Certificate/ valid document in support of the bidder to be furnished.	
13	Other statutory documents to be furnished as a part of the technical bid.	Copies of: - Valid Registration Certificate under Odisha Shops & Commercial Establishment Act 1956. - Labour License under Contract Labour (R&A) Act, 1970 from competent authority in Odisha. **(To be submitted within one month of issue of work order) - PAN - Goods and Services Tax Identification Number (GSTIN) with updated GST Clearance Certificate. - GST Returns for the last three financial years (2021-22, 2022-23 and 2023-24) - Copy of EPF and ESI certificate with last month deposit challan copy. - Copies of Income Tax Return for the last 3 Financial Years (FY 2021-22 to 2023-24).	
14	Further the bidders must furnish the following documents duly signed in along with their technical proposal:	- Filled in Bid Submission Check List in original (Annexure-6) - Covering letter on bidder's letter head requesting to participate in the bidding process.	

		• Bid Processing Fee and Earnest Money Deposit (EMD) as applicable(Annexure-5) • General Details/Profile of the Bidder (Annexure-1) • Power of Attorney in favour of the person signing the bid on behalf of the bidder. In case of a partnership firm, the resolution of the partners regarding nomination of authorized representative for submission of bid shall be attached. • List of completed assignments of similar nature (Past Experience Details along with copies of work orders, contracts, completion certificates from previous organizations. • Undertaking as specified at Annexure-4	
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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.