



Odisha Rural Development & Marketing Society
Panchayati Raj & Drinking water Deptt., Government of Odisha

SIRD campus, Unit: VIII,
Bhubaneswar-751 012, Odisha,
India.
Tel: 0674-2565870/71
Fax: 0674-2565872
e-mail: ormashq@gmail.com
URL: www.ormas.org

Letter No.: 1432

Date: 12.10.2017

Notice

Applications are from reputed training institutes/training organisations/Institutions/Colleges for providing training facilities like training venue, boarding, lodging, documentation, training materials (printing and Xerox) etc. under capacity building programme of DDU-GKY scheme of ORMAS, Deptt. of Panchayati Raj and Drinking Water. ORMAS would require following facilities for conducting the Capacity Building and ToT programme:

1. Training venue: Require LCD projector with sound system, Public Address System, U-shaped classroom with air conditioner.
2. Conference hall: Require conference hall having capacity of 150-175 candidates. The conference hall is required occasionally for some mega event.
3. Fooding facility for Trainers: Breakfast, Lunch, in-between Tea and snacks and Dinner are required during the training programme. Breakfast, 2-times Tea and Snacks will be served at the training venue and Dinner will be served at the hostel accommodation.
4. Accommodation for Trainers: All the ToT programmes are running in the residential mode. The Trainers would require AC accommodation facilities on twin sharing basis with attached toilet and bathroom.
5. Accommodation for Guest: Accommodation facilities are required for the guests, consultants, senior officials regularly coming for the project review and monitoring. The Guest would require AC accommodation facilities on single occupancy basis with attached toilet and bathroom.
6. Fooding Facilities for Guest: Breakfast, Lunch, in-between Tea and snacks and Dinner are required for the Guests.
7. Documentation: Photographs, Banners, printing and Xerox and other contingencies are required for the ToT programme.

The total bill amount will include GST and other applicable charges as per the government norms. The quotation and format for submitting above details with cost is enclosed at **Annexure 1**. The last date for submitting the quotation in the desired format is 16th October, 2017 (Monday). The notice details can be downloaded from websites 'www.ormas.org' or can be obtained from the office of the undersigned at "ORMAS", SIRD Campus, Unit – 8, Bhubaneswar, PIN – 751012.


Executive Director

Copy to: 1. ORMAS Notice Board
2. ORMAS Website, www.ormas.org



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Annexure - 1

The format for submitting cost details are as under:

Training and Workshop Cost Norms

Sl.No.	Cost Head	Guest/Senior Officials (Rs.)	Trainers/Senior Trainers (Rs.)
1.	Pen, Pad & Folder with other stationary		
2.	Fooding		
	a) Breakfast		
	b) Lunch		
	c) Tea & Snacks		
	d) Dinner		
3.	a) Lodging(Trainers Twin Sharing Per Day) (for one trainer stay Rs. 450 charges)		
	b) Lodging(Guest Single Occupancy Per Day)		
4.	Training Venue/ Conference Hall		
5.	Contingencies for banner, Photographs etc.		
6.	Training materials (Printing and Xerox)		