



# OFFICE OF THE PRINCIPAL

## Govt. Industrial Training Institute, Kutra

Affiliated to NCVT, New Delhi, DGT-Aff011(51)/17/2022 O/o Dir(TC),  
E-File No-31211 dated 22/07/2022, At-Litibeda Road, P.O/P.S-Kurta, Dist-  
Sundargarh, Pin-770018, Odisha) Email [id-principalitikutra@gmail.com](mailto:id-principalitikutra@gmail.com),  
website- [www.itikutra.org.in](http://www.itikutra.org.in)



### PROCEEDING EOI OF INSTITUTE LEVEL COMMITTEE MEETING FOR "OUTSOURCING OF SERVICES OF LADIES HOSTEL" HELD ON 22/12/2025 IN THE OFFICE CHAMBER OF THE PRINCIPAL GOVT. ITI, KUTRA

A meeting of Institute Level Committee formation for "Outsourcing of Service of Ladies Hostel was held at O/o the Principal on Dt-22/12/2025 at 11.00 AM under the chairmanship of the undersigned. The Principal welcomed the members were attended the meeting and briefed about the objectives of the meeting and following resolutions were passed unanimously.

The main objective of the meeting was to discuss about engagement of 01 (One) number Lady Matron-Cum-Cook and 01 (One) number Lady Sweeper-Cum-Watchman in the ladies hostel of this institution which has been approved by Skill Development & Technical Education Department, Govt. of Odisha vide their office letter No.-SDTE-ITI-0022-2017 2152/STDE dt-21/03/2023 and Memo No.-5702(60) dt-25/04/2023 of Directorate of Technical Education & Training(O), Cuttack.

According to the above mentioned order the Committee unanimously decided to outsource the services of 01 (One) number Lady Matron-Cum-Cook and 01 (One) number Lady Sweeper-Cum-Watchman in the ladies hostel of this institution through Outsourcing of Services. As per instructions received from DTE&T(O), Cuttack, the Committee decided to invite proposals from the impanelled Women Self Help Group (WSHGs) in the block/ district. The WSHGs who are interested to apply in the format captioned "EOI for taking up Outsourcing of service activities of ladies hostel of Govt. ITI, Kutra.

They will have to submit their necessary relevant documents including the form by dated 07/01/2026 at 11.00 AM. The nomination of selection of WSHGs will be based on the following Pre-Qualification for Outsourcing of services at Ladies Hostel of this institution.

- 1) Should be of impeccable past record both in terms of activity and financial management.
- 2) Should have valid SHG Registration Certificate, SHG PAN, GSTIN, active Bank Pass Book, free from any corruption charges, closure distance of the registered office of the Women SHG from ITI.
- 3) The SHGs members preferably should have past experience on outsourcing of manpower for management of Ladies Hostel.
- 4) The SHGs should be willing and capable to take up this activity uninterrupted with own savings/ bank linkage.
- 5) The SHG to have regular and systematic book keeping relating to meeting Register and update pass books.

- 6) If required, the committee may conduct field visit to ascertain the eligibility of SHGs.
- 7) The women SHGs in the approved list of minimum three numbers shall be called on limited tender enquiry format (Rule 13 of FDOM No. 4939/F dated-13/02/2012) by the principal of ITI to quote the rate for complete service charges for management of lady hostels through lady members of selected SHG for following services.
  - a) Cooking of breakfast, lunch and dinner for Girl inmates.
  - b) Maintain hostel accounts including mess due collection form boarders.
  - c) Remain vigil on hostel stock and store properties.
  - d) Maintain in and out time registers for boarders and meeting times.
  - e) Ensure safety and security of the boarders.
  - f) Engage boards in extracurricular activities, yoga and instill discipline.
  - g) Caring for health, hygiene and nutrition habits through service of quality food.
  - h) Prevent entries of unidentified male persons and outsiders into hostel.
  - i) Cleaning of utensils, rooms, premises, toilet, bathrooms, lighting of campus.
- 8) The remuneration shall not exceed as prescribed in FD letter No.-30722/F dated 03/07/2023 i.e. Lady Matron-cum-Cook service @ Rs.10,900/- pm and Sweeper-cum-Watchman service @ RS.10,100/- and as amended by FD from time to time.
- 9) The members of the SHG deployed on outsourcing basis at Women Hostel of ITI shall not allow entry of any of their male spouse inside the hostel.
- 10) The short-listed panel of women SHGs minimum three numbers shall be put up for approval of the competent authority of local district Mission Shakti-DRDA. The approved panel shall remain valid for 02 consecutive years.
- 11) The committee shall evaluate the details proposals of minimum 03 shortlisted SHGs and approve the lowest quoted SHG for placing the assignment orders which will be valid for 10-11 months excluding the months when boarders do not stay.
- 12) Payment shall be released by the Government ITI, Principal to the SHGs only against the claim bills for the month.
- 13) The SHGs shall submit the acknowledgement receipt of payments to the Government ITI, Principal (Receipt and Model Claim bill enclosed as Annexure IV and V respectively)
- 14) Dues of the SHGs shall be settled within 15 days on receipt of claims of the SHGs. Only e-payment to be done into the accounts of SHGs for outsourcing of services. In no case, bills shall be pending beyond one month.

**N. B.:- The EOI for providing women SHGs to Govt. ITI, Kutra will be open on dt- 07/01/2026 at 11.00 AM in ITI Kutra. So all Women SHGs who submitted the EOI FORMAT are requested above date and time with original documents (SHS Registration Certificate, SHG PAN, GSTIN, active Bank Pass Book).**

In the end of meeting ended with the vote of thanks to the Chair.

  
 I/c Principal  
 Industrial Training Institute  
 Kutra

MEMO NO- 910 /Dt 22/12/2025

Copy submitted to the Block Development Officer (BDO) Kutra/Tahasildar, Kutra/ DPM/ OLM, Sundargarh/ District Skill Development-Cum-Employment Office, Sundargarh/ DPC, Mission Shakti, Sundargarh/BPC, Mission Shakti, Kutra for information and they requested to display it at their notice board and also circulate it among the registered Women SHGs of Kutra Block in the district.



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MEMO NO- 901 /Dt 22/12/2025

Copy submitted to the Collector cum district magistrate, Sundargarh information and



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22/12/2025  
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MEMO NO- 902 /Dt 22/12/2025

Copy submitted to The Directorate of Technical Education & Training (O), Cuttack for information



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