



ଶବ୍ଦୀୟ ବନାୟକାରୀଙ୍କ କାର୍ଯ୍ୟାଳୟ, ସୁବର୍ଣ୍ଣପୁର ବନଖଣ୍ଡ, ସୁବର୍ଣ୍ଣପୁର

OFFICE OF THE DIVISIONAL FOREST OFFICER: SUBARNAPUR FOREST DIVISION

Near Collector Office, Pin Code-767017, Dist:-Subarnapur, Odisha

Phone/Fax: 06654-295076, E-mail : dfo.subarnapur@odisha.gov.in

Bid Identification No. DFO, SNP 04 / 2025-26

Dated. 26.06.2025

Letter No 2374 /1F, Dated 26/06/2025

TENDER CALL NOTICE

Sealed tenders are invited from registered agencies for providing manpower service of various categories of trained/experienced persons to work under Subarnapur Forest Division for implementation of **CAMPA, Programme Expenditure-SSS & OFSDP Schemes** on outsourcing basis.

The tender document (Application form with terms & conditions) can be obtained or downloaded from <https://subarnapur.odisha.gov.in/> <https://odishaforest.in/>. A non-refundable fee of ₹5,000/- (Rupees Five Thousand only) towards the cost of the tender paper must be submitted by the tenderer. This amount should be paid through a Demand Draft drawn in favour of the **Divisional Forest Officer, Subarnapur Forest Division**, and enclosed with the tender paper. The bid should reach in the O/o the Divisional Forest Officer, Subarnapur Forest Division on or Before **14.07.2025 up to 05.00 PM** through Register Post/Speed Post/ Courier Service/by Person in the Office of the Divisional Forest Officer, Subarnapur Forest Division. The tender will be opened on **15.07.2025 at 11.00 AM** in the Office of the Divisional Forest Officer, Subarnapur Forest Division, in the presence of the tenderer or their authorised representative if any.

The undersigned reserves the right to accept or reject any or all the tenders without assigning any reason thereof. The number of personnel may vary as per requirement.


Divisional Forest Officer,
Subarnapur Forest Division

BIDDER'S COVERING LETTER

To,

**The Divisional Forest Officer,
Subarnapur Forest Division
Subarnapur,**

Ref: Bid Identification No: _____ Dtd. _____

Dear Sir,

Having examined the conditions of contract and specifications, the receipt of which is hereby duly acknowledged, we the undersigned offer to execute the work as detailed in the scope of work, jurisdiction of the contract as well as schedule of prices attached herewith and made part of this.

We undertake that, if our bid is accepted, we shall execute the work in accordance with specifications, time limits and terms & conditions stipulated in the tender documents. If our bid is accepted, we shall submit the performance security deposit as per the conditions mentioned in the contract.

We agree to abide by this bid for a period of 90 days from the date of bid opening and it shall remain binding upon us and may be accepted at any time before the expiry of that period.

Until a formal agreement is prepared and executed, this bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.

Bid submitted by us is properly prepared and sealed so as to prevent any subsequent alteration or replacement.

Dated this Day of (The month and year)

Signature of Authorized Signatory.....

In capacity of Duly authorized
to sign the bid for and on behalf of.....

NB : The bid document should be accompanied with the cost of bid document: Rs.5000/-

LETTER OF AUTHORIZATION FOR ATTENDING BID OPENING

Bid Identification No: _____ Dtd. _____

To,

**The Divisional Forest Officer,
Subarnapur Forest Division
Subarnapur**

**Subject: (Authorization for attending tender opening on
..... (Date) for Engaging Service Provider for
providing of Personnel to the Subarnapur Forest Division,
Subarnapur.**

Dear Sir,

Following persons are hereby authorized to attend the bid
opening for the tender mentioned above on behalf of
..... (Bidder) in order of preference given below.

Order of Preference with Name & Specimen Signature

Sl No.	Name in order of preference	Signature
1		
2		

**Signature of Bidder
or
His authorized Representative**

Note:

1. Only one representative shall be allowed.
2. Permission for entry to the hall, where bids will be opened, will be refused in case authorization as prescribed above is not produced.

UNDERTAKING

***[On the Stamp Paper of appropriate value of affidavit from the Notary
regarding non-blacklisting]***

I, hereby undertake that, our organization has not been blacklisted/ debarred by any of the Central/ State Government Department/ Office or by any Public Sector Undertaking (PSUs) and not blacklisted by any authority during the recent past.

Yours sincerely,

Authorised Signature
[In full and initials]

Name and Designation of the Signatory :

Name of the Bidder and Address :

**TENDERS FOR PROVIDING MANPOWERS UNDER PROGRAMME
EXPENDITURE-SSS, CAMPA & OFSDP SCHEMES OF THE DIVISIONAL
FORSET OFFICER, SUBARNAPUR FOREST DIVISION, SUBARNAPUR.**

Last date of filing the tender: 05.00 PM of 14.07.2025

Date of opening of tender: 11.00 AM of 15.07.2025

Tender should be addressed to the Divisional Forest Officer, Subarnapur Forest Division, Subarnapur, Near Collectorate, Patabhadi, Po/Ps- Sonapur, Dist.-Subarnapur-767017 clearly super scribing on the top of the sealed envelope **"Tender for providing Manpower Services under Programme Expenditure-SSS, CAMPA & OFSDP Schemes of this Division"**.

1. The following documents are to be enclosed with the tender paper:

The tendering service providers are required to enclose self-attested photocopies of the following documents along with the Technical Bid, Financial Bid, and other relevant documents. Failure to submit any of these documents will result in the bid being summarily rejected and not considered further:

- Copy of the GSTIN registration certificate issued by the competent authority, along with return filing copies for the last six months.
- Copy of PAN Card.
- Copy of the Company/Firm registration certificate.
- Copies of EPF and ESI certificates along with returns for the years 2024-25 (up to March 2025), 2023-24, and 2022-23.
- Copies of IT returns filed and audit certificates for the last three consecutive years, certified by a Chartered Accountant.
- Copies of the Balance Sheet and Profit & Loss Account for the last three consecutive years, certified by a Chartered Accountant.
- Copy of the Company/Firm's bank account details.
- Copy of the Labour License/Registration under the Contract Labour (Regulation & Abolition) Act, 1970, and the Limited Liability Partnership Act, 2008 or the Indian Companies Act, 2013/1956.
- Proof of annual turnover of at least **Rs. 10,00,00,000/- (Rupees Ten Crores)** during the preceding three financial years, i.e., 2021-22, 2022-23, and 2023-24.
- Copy of experience certificate or work order for providing manpower services to any Government Department/Government Undertaking/PSU, in a single contract involving a minimum of 75 personnel engaged during the last three years.
- EPF and ESI registration certificates.
- Copy of Identity Proof of the Managing Director.
- Earnest Money Deposit (EMD) of **Rs. 25,000/- (Rupees Twenty-Five Thousand only)** in the form of Bank TDR or Bank Guarantee, duly pledged in favour of the Divisional Forest Officer, Subarnapur Forest Division, Subarnapur.

Note: Submission of any forged document will attract legal action including the rejection of Tender or cancellation of contract at the risk and the cost of the agency.

2. The EMD shall be subject to forfeiture in the following cases :

- I. In case the successful tenderer withdraws from the tender after the opening of their tender papers.
- II. In case the successful tenderer fails to appear for signing the agreement upon intimation by the Divisional Forest Officer, Subarnapur Forest Division, Subarnapur.

3. IMPORTANT MATTER TO BE NOTED BY THE TENDERER:

- a. The service charge rate to be quoted by the tenderer shall be per person per month inclusive of EPF, ESI service charges and any other charges.
- b. The rate to be quoted shall be for the following category of persons:

Sl. No.	Name of the Position CAMPA, State Plan, OFSDP & Other Schemes of this Division	Tentative no. of Personnel	Service charges per person, per month
1	CAMPA		
	Forest Protection Squad/ Wildlife Protection-Cum-Anti-Depredation Squad/ Elephant Squad/ Tracker/ IPCEA Squad/Data Manager (DEO)	123	
2	OFSDP-II		
	Project Accountant/Stenographer/Computer Operator/Driver/Peon	11	

- c. Rates must be quoted in both figures and words.
- d. Unsealed tenders or those received after the deadline will not be accepted.
- e. Unsigned tender papers shall be rejected.
- f. Tender papers lacking the required documents shall be rejected.

- 4. Two-Bid system:** The tender has been invited under two bid system i.e. Technical Bid and Financial Bid. The interested agencies are advised to submit two separate sealed envelopes super scribing "TECHNICAL BID FOR PROVIDING MANPOWER SERVICES TO **DIVISIONAL FOREST OFFICER, SUBARNAPUR FOREST DIVISION, SUBARNAPUR**" and "FINANCIAL BID FOR PROVIDING MANPOWER SERVICES TO **DIVISIONAL FOREST OFFICER, SUBARNAPUR FOREST DIVISION, SUBARNAPUR**". Both sealed envelopes should be kept in a third sealed envelope super-scribing "TENDER FOR PROVIDING MANPOWER SERVICES TO **DIVISIONAL FOREST OFFICER, SUBARNAPUR FOREST DIVISION, SUBARNAPUR**".

- 5.** All entries in tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily

rejected. However, the cutting, if any, in the Technical Bid Application must be initialed by the person authorized to sign the tender bids

6. E-mail / Fax bids will be summarily rejected. Late submission bid shall be out rightly rejected.
7. Any conditional bids shall not be considered and will be out rightly rejected in the very first instance.
8. The Technical bids would first be taken into consideration by a Committee. The Technical bids shall be opened on the scheduled date and time in the presence of the bidder or his authorized representatives, if any, who wish to be present on the spot at that time. Only one person for each bidder shall be allowed to be present at the time of opening the tender.
9. The Tender shall be finalized by the tender committee/purchase committee in the following procedure:
 - Technical bid will be opened first and evaluated by tender committee as per the Tender conditions & specifications mentioned.
 - The Financial Bid will be opened of such tenderers who qualify in the Technical bid by Tender committee duly constituted by the Government for the purpose.
 - The committee constituted as above will take a decision to accept the tender or otherwise.
10. The financial proposals of the technically qualified bidders (Technical Score (TS) must be equal to or greater than 60%) only shall be opened at this stage in presence of the bidder's representative who wishes to attend the meeting with proper authorization letter. The name of the bidder along with the quoted financial price will be announced during the meeting.

The overall selection process will be conducted using the **Combined Quality and Cost Based Selection (CQCBS)** method, which ensures a balanced evaluation of both the technical and financial aspects of the bids. During the first stage, the technical proposals submitted by the bidders will be thoroughly evaluated based on predefined criteria. Each technically qualified bidder will then be assigned a Technical Score (TS) reflecting the quality, relevance, and comprehensiveness of their proposal.

Once the technical evaluation is completed, the bidders will be ranked in descending order of their Technical Scores. Only those bidders who meet or exceed the minimum technical threshold will proceed to the financial evaluation stage.

In the final evaluation, both the Technical Score (TS) and the Financial Score (SF) will be considered to determine the overall ranking of the bidders. A weightage of 60% will be assigned to the Technical Score, while the Financial Score will carry a weightage of 40%, ensuring cost-effectiveness is also taken into account. The bidder with the highest combined weighted score will be selected for award of the tender.

The financial score (FS) of an individual bidder will be evaluated as per the given formula.

$$\text{FS} = [\text{Fmin} / \text{Fb}] * 100 \text{ (rounded off to 2 decimal places)}$$

Where: **FS**= Normalized financial score of the bidder under consideration
Fmin= Lowest financial quote among the technically qualified bidders
Fb= Financial quote of the bidder under consideration

$$\text{Combined Score (S)} = \text{TS} * 0.6 + \text{SF} * 0.4$$

Where: **TS**- Technical score secured by the bidder
FS- Financial Score secured by the bidder

The bidder securing the **highest evaluated Combined Score (S)** will be awarded the contract observing due procedure.

The competent authority of the Forest Department reserves the right to cancel all bids without assigning any reason.

TERMS & CONDITIONS

GENERAL

1. The Agreement shall commence from the effective date unless terminated earlier by the Authority due to service deficiencies, deployment of substandard manpower, breach of contract, or change in requirements.
2. The Agreement becomes effective upon deployment of the full required manpower.
3. The Agreement shall remain valid for one year or until the end of the scheme period, whichever is earlier, from the date of effectiveness. Initially, the contract will be for three months and may be extended for one year, during which the quoted service charges shall remain fixed. No escalation in charges shall be allowed during this period.
4. The Agreement may be extended for a further specified period on the same terms and conditions, or with mutually agreed modifications, by both the Service Provider and the Authority.
5. The Service Provider shall not transfer, assign, pledge, or subcontract any part of its rights or obligations under this Agreement without prior written consent from the Authority.
6. The Service Provider shall be bound by the information provided in its tender and subsequent communications. If any information is found to be false at any stage, it will constitute a breach of contract and may lead to legal action and termination of the Agreement.
7. The Authority reserves the right to accept or reject any or all bids without assigning reasons. The Authority may also reject non-responsive or non-compliant bids without liability for any loss incurred by the bidder.
8. The Service Provider shall appoint a coordinator responsible for timely liaison with the Division/Range office to ensure uninterrupted services. The coordinator shall also be accountable to the deployed personnel.
9. The Service Provider shall bear full financial responsibility for the manpower deployed. The Department/Office shall have no liability in this regard. The Service Provider must ensure payment to the deployed personnel at a rate not less than the amount quoted in the financial bid and not below the prevailing minimum wages, and must provide supporting evidence as required by the Department/Office

10. For all legal and statutory purposes, the Service Provider shall be deemed the "Employer" of the deployed personnel. No employer-employee relationship shall exist between the deployed individuals and the Department or Office.
11. The Service Provider shall be solely responsible for addressing grievances or resolving disputes related to the deployed personnel. The Department shall have no role in such matters.
12. The Authority shall not be liable for any financial loss, injury, or compensation claims arising from duties performed by personnel deployed by the Service Provider.
13. Deployed personnel shall not be entitled to any pay, benefits, or facilities applicable to regular employees of the Department, either during or after the expiry of the Agreement period
14. Upon expiry or termination of the Agreement, the deployed personnel shall have no claim for absorption or regular employment in the Department or Office.
15. The deployed personnel shall not claim any benefit, compensation, or regularization under any rules or Acts. The Service Provider must obtain and submit an undertaking to this effect from each deployed person.
16. The Service Provider must be registered with relevant government authorities (e.g., Labour Commissioner, PF, ESI) and submit copies of such registrations. It must also comply with all legal requirements under the Contract Labour (Regulation and Abolition) Act, 1970, at its own cost. Additionally, health insurance and other applicable social benefits must be extended to the deployed manpower.
17. In case of absence or leave of any deployed personnel, the Service Provider shall ensure timely substitution. A "leave reserve" should be maintained, and deployment must be reported to the concerned authority.
18. Deployed personnel must be polite, courteous, and efficient, promoting goodwill and maintaining the reputation of the Department. The Service Provider shall be held responsible for any act of indiscipline.
19. Personnel must maintain the highest ethical standards. Unauthorized access, removal, or sharing of data or documents is strictly prohibited. Any violation will attract criminal and civil action, for which the Service Provider will be held liable.
20. Personnel must be regular and punctual and may be required to work beyond normal hours, including Sundays and holidays, as directed by the Divisional Forest Officer or authorized officer.

21. The Authority (DFO) reserves the right to request the withdrawal or replacement of any personnel deemed disobedient or incompetent. The Service Provider must comply promptly.
22. The selection of personnel in required categories is the responsibility of the Service Provider. It must submit CVs/biodata of a panel of qualified candidates for approval by the Authority.
23. The Agreement may be terminated by either party with one month's written notice. Both parties agree not to initiate legal proceedings over such termination.
24. Deployed personnel shall not be withdrawn unilaterally by the Service Provider without prior consultation with the Divisional Forest Officer. In case any personnel intends to discontinue, 15 days' advance notice and replacement with equally qualified personnel must be ensured.
25. Violation of Clause 24 shall result in a penalty equivalent to 15 days' salary of the disengaged personnel, to be recovered from the Service Provider's Security Deposit.
26. The Service Provider must propose at least twice the number of candidates required for each position, with suitable qualifications and experience, for selection by the Division.
27. Legal & Statutory Compliance
28. Deployed personnel, while performing their duties, may have access to confidential documents. They must sign a confidentiality oath. Any breach will result in penal and contractual action against both the individual and the Service Provider.
29. The Service Provider shall ensure compliance with all statutory provisions regarding minimum wages for the deployed personnel. The Department/Office bears no liability in this regard. The Service Provider must provide proof of payment when requested.
30. The Service Provider is responsible for depositing applicable taxes, levies, and cess related to services rendered, as per prevailing laws. Attested copies of tax payments must be submitted to the Authority.
31. The Service Provider shall maintain all statutory registers and produce them on demand to the concerned Department, Office, or competent authority.
32. TDS shall be deducted as per applicable Income Tax provisions. A certificate to this effect shall be issued by the Department/Office.

33. If the Service Provider fails to meet statutory obligations, causing financial or legal liability to the Department, recovery shall be made from its outstanding bills or Security Deposit.
34. The Agreement is liable for termination due to non-performance, breach of contract terms, failure to pay remuneration or statutory dues. The Department shall not be responsible for any such non-payment. Any loss caused by deployed personnel shall be recovered from the Service Provider's dues or Security Deposit.
35. The Authority's interpretation of the Agreement's terms and conditions shall be final and binding on the Service Provider.

FINANCIAL

The Service Provider shall execute an agreement with the DFO, Subarnapur Forest Division, Subarnapur in accordance with the terms and conditions laid down in the tender documents. A Performance Security Deposit of not less than @25% of the monthly wages/remuneration of the personnel bills shall be furnished by the selected Service Provider at the time of Contract Agreement on any nationalized Bank at the place of tender in Shape of Bank TDR or Bank guarantee duly pledged in favour of the Divisional Forest Officer, Subarnapur Forest Division for faithful implementation of the provisions of the agreement. The Bid Security of the selected tenderer shall be retained at the Division, whereas the Bid Security of the remaining tenderers shall be returned to the respective tenderer after the completion of the process of signing of the agreement by the L1 tenderer.

36. Signing of the Tender Document signifies acceptance of all terms and conditions by the participating parties.
37. In case of breach of any terms and conditions of the Agreement, the Performance Security Deposit of the Service Provider shall be forfeited, and the Agreement may be annulled.
38. Monthly payments for personnel remuneration and statutory employer contributions shall be made by the Authority through account payee mode, as per departmental provisions.
39. The Service Provider shall deploy personnel possessing the qualifications and experience specified in the technical requirements.
40. The Service Provider shall pay wages/remuneration in advance and subsequently raise bills against those payments. Payments shall be based on absentee statements received from the Division/Range Office.

absentee statements received from the Division/Range Office.

41. The Service Provider shall raise tax invoices in triplicate after receiving absentee statements from the DFO/Range Officer, preferably in the first week of the succeeding month.
42. The Service Provider shall be solely responsible for compliance with all applicable labour and industrial laws (e.g., wages, allowances, EPF, bonus, gratuity, ESI, compensation, etc.) concerning the deployed personnel. The Authority shall bear no liability for related expenses. Wages must be paid within the first week of the succeeding month via account payee mode, even before reimbursement is received from the Department.
43. The Service Provider shall deposit statutory dues such as EPF and ESI for each deployed personnel as per applicable laws and submit receipts or challans, along with a statement, to the Division by the 10th of each succeeding month.
44. The Authority reserves the right to withdraw or modify any of the above terms and conditions to address unforeseen issues or operational requirements.
45. Any dispute arising from the Agreement shall first be resolved through negotiation or arbitration. If unresolved, it shall be referred to the next higher authority, whose decision shall be binding. In case of dissatisfaction, the matter may be taken to the civil court with jurisdiction at Subarnapur.
46. Personnel deployed as Control Room Attendants shall work under the direct supervision of the Divisional Forest Officer, and those at check gates under the concerned Range Officer. The Service Provider shall not deploy or withdraw personnel without prior approval from the Authority.
47. The registered office or a branch office of the Service Provider must be located within the jurisdiction of the user Department. If not already present, a branch office must be established within two months of signing the Agreement.
48. All legal disputes shall fall under the jurisdiction of the court where the Authority's headquarters is located.
49. The successful bidder shall enter into an Agreement with the Department/Office to supply suitable and qualified manpower in accordance with the above terms and conditions.

Note: These terms and conditions are part of the Contract / Agreement as indicated in the Agreement between State Government and the Service Provider and any non-compliance shall be deemed as breach of the Contract/Agreement.

Declaration by the Tenderer:

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

(Signature of Tenderer with seal)

Seal:

Date:

Name:

Address:

Contact No (O):

APPLICATION - TECHNICAL BID

(For Bidding as a Service Provider for Providing the Services of Personnel to Subarnapur Forest Division, Subarnapur)

1. Name of Tendering Service Provider: _____
2. Status (Proprietorship / Partnership / Private Limited): _____
3. Full Address of Registered office: _____
Office Contact No. _____ Email ID: _____
4. Full Address of operating / Branch Office : _____
Contact No. : _____
E-mail address : _____
5. Name & Telephone No. of Authorized Officer / person to liaise with field Officer(s)

6. Banker of the Service Provider (Attach Certificate copy of statement of A/c for the last 3 consecutive year) _____
7. PAN / GIR No. (Attach attested copy) _____
8. GST Registration No.: _____ (Attach attested copy)
9. Service Tax Registration No.: _____ (Attach attested copy)
10. E.P.F. Registration No.: _____ (Attach attested copy)
11. E.S.I. Registration No.: _____ (Attach attested copy)
12. Labour License/Registration under The Contract Labour (Regulation & Control) Act, 1970 (Attach attested copy)
13. Earnest Money Deposit of **Rs. 25000/-** in shape of **Bank TDR or Bank guarantee duly pledged to the Divisional Forest Officer, Subarnapur Forest Division, Subarnapur.**
14. Financial turnover of the tendering service provider for the last 3 consecutive financial year.

Details of Financial Turnover:

Financial Year	Total Annual Turnover (in Lakh)
2020-21	
2021-22	
2022-23	

15. Give detail of minimum 3 such contracts handed by the tendering service provider during the last three consecutive years in following format.

Details of organization where personnel have been deployed: (attach a separate sheet)

Name of Organization	Category of personnel	Year wise number of persons deployed		
		2021-22	2022-23	2023-24

16. Additional information, if any (Attach separate sheet, if required)

DATE:
PLACE:

Signature of Authorized Person of Service Provider's
(With Organization's Seal)

Name:

Address:

DECLARATION

1. I, _____ Son / Daughter / Wife of Sri
_____, Age - _____
Proprietor / Director / Authorized signatory of the Service Provider, mentioned above,
a competent to sign this declaration and execute this tender document.
2. I have carefully gone through and understood all the terms and conditions of the
tender and undertake to abide by them.
3. The information / documents furnished along with the above application are true
and authentic to the best of my knowledge and belief.

I/We, am/are well aware of the fact that furnishing if any false information /
fabricated document would lead to rejection of my tender at any stage besides
liabilities towards prosecution under appropriate law.

DATE:
PLACE:

Signature of Authorized Person of Service Provider's
(With Organization's Seal)

Name:

Address:

APPLICATION - FINANCIAL BID

**(For Bidding as a Service Provider for Providing the Services of Personnel to
Subarnapur Forest Division, Subarnapur)**

1. Name of tendering Service Provider: _____
2. Rate per person per month inclusive of all statutory liabilities, taxes, levies, cess etc...

Sl. No.	Name of the Position CAMPA, State Plan, OFSDP & Other Schemes of this Division	Tentative no. of Personnel	Service charges per person, per month
1	CAMPA		
	Forest Protection Squad/ Wildlife Protection-Cum-Anti-Depredation Squad/ Elephant Squad/ Tracker/ IPCEA Squad/Data Manager (DEO)	123	
2	OFSDP-II		
	Project Accountant/Stenographer/Computer Operator/Driver/Peon	11	

NOTES:

1. GST shall be extra paid as applicable.
2. The minimum remuneration for above said different manpower shall not be less than the minimum wage fixed / notified by the Forest Department, under other Scheme and OFSDP-II Project, Govt. of Odisha.
3. Total rates quoted by the tendering service provider should be inclusive of all entering into the contract. The authority will have no liability in force to any statutory or other dues.
4. The payment shall be made on conclusive of the calendar month only on the basis of no. of working days for which duty has been performed by each manpower as certified by the Authority.
5. Bid with "Nil" or very low Service charges can be treated as non-responsive bids, which are liable to be rejected. The minimum amount of valid Service Charges will be decided by the selection committee at the time of selection of Firm in Financial Bid.

DATE:**PLACE:**

**Signature of Authorized Person of Service Provider's
(With Organization's Seal)**

Name:**Address:**

CRITERIA FOR EVALUATION

Evaluation of Parameters

Evaluation of proposals shall be made by the concerned authority. In the first stage, the technical proposal will be evaluated on the basis of bidder's fulfillment of eligibility criteria. Only those bidders whose Technical Proposals becomes responsive based on the eligibility criteria, shall qualify for future detail technical evaluation of marks based on the following criteria.

Sl.No	Evaluation of Parameters	Criteria for award of mark	Maximum Mark
1	Experience of managing manpower services in State Govt./Govt. of India Institution / Govt. undertaking. To be determined from the date of incorporation	> 3 years < 5 years : 3 marks > 5 years < 7 years : 5 marks > 7 years : 10 marks	10
2	Experience in handling in forest departments with strength of manpower in single work order.	> 10 < 50 : 3 marks > 50 < 100 : 5 marks > 100 < 150 : 10 marks > 150 : 15 marks	15
3	Minimum 5 nos. of worker order in forest department in similar	Submitted documentary proof 10 marks. Each work order 2 marks (last 2 years)	10
4	Performance certificates of previous assignments in forest department	> 0 year < 2 years: 3 marks > 2 year < 4 years : 5 marks > 4 year :10 marks	10
5	Total average annual turnover (in last 3 financial year 2019-20, 2020-21 & 2021-22	> 10-20 crores : 5 marks > 20-40 crores : 10 marks > 40-80 crores : 15 marks > 80 crores : 25 marks	25
6	Current strength of the organization (to be determined from the submitted ECR and/or remittance slip of the last 6 months and Deposit bank confirmation slip.	1000 – 2999 persons : 5 marks 3000 – 3999 persons : 10 marks 4000 – 4999 persons : 15 marks > 5000 persons : 20 marks	20
7	Technical presentation for good activities		10

Financial Evaluation

The financial proposals of the technically qualified bidders (Technical Score (TS) must be equal to or greater than 60%) only shall be opened at this stage in presence of the bidder's representative who wishes to attend the meeting with proper authorization letter. The name of the bidder along with the quoted financial price will be announced during the meeting.

The overall selection process will be conducted using the **Combined Quality and Cost Based Selection (CQCBS)** method, which ensures a balanced evaluation of both the technical and financial aspects of the bids. During the first stage, the technical proposals submitted by the bidders will be thoroughly evaluated based on predefined criteria. Each technically qualified bidder will then be assigned a Technical Score (TS) reflecting the quality, relevance, and comprehensiveness of their proposal.

Once the technical evaluation is completed, the bidders will be ranked in descending order of their Technical Scores. Only those bidders who meet or exceed the minimum technical threshold will proceed to the financial evaluation stage.

In the final evaluation, both the Technical Score (TS) and the Financial Score (SF) will be considered to determine the overall ranking of the bidders. A weightage of 60% will be assigned to the Technical Score, while the Financial Score will carry a weightage of 40%, ensuring cost-effectiveness is also taken into account. The bidder with the highest combined weighted score will be selected for award of the tender.

The financial score (FS) of an individual bidder will be evaluated as per the given formula.

$$\text{FS} = [\text{Fmin} / \text{Fb}] * 100 \text{ (rounded off to 2 decimal places)}$$

Where: **FS**= Normalized financial score of the bidder under consideration
Fmin= Lowest financial quote among the technically qualified bidders
Fb= Financial quote of the bidder under consideration

$$\text{Combined Score (S)} = \text{TS} * 0.6 + \text{SF} * 0.4$$

Where: **TS**- Technical score secured by the bidder
FS- Financial Score secured by the bidder

The bidder securing the **highest evaluated Combined Score (S)** will be awarded the contract observing due procedure.

The competent authority of the Forest Department reserves the right to cancel all bids without assigning any reason.


Divisional Forest Officer
Subarnapur Forest Division

Memo No. 2375 **Dt.** 26/06/2025

Copy submitted to Deputy Director (Adv) & Deputy Secretary to Govt. I & P.R Deptt, Bhubaneswar with a request to publish the tender Call Notice in two nos. of leading Oriya Daily and in one English daily at an early date for wide circulation of the tender call notice. Since, the date of receipt of bids starts from dtd. **30.06.2025**, it is requested that the "Invitation for Bids" may be published on or before dtd. **30.06.2025**. The soft copy containing the above tender call notices (TCN) is enclosed herewith for the purpose. The Complimentary copy of the News Papers containing the tender call notice may be sent to this office for reference and record.

[Signature] 26/6/25
Divisional Forest Officer
Subarnapur Forest Division

Memo No. 2376 **Dt.** 26/06/2025

Copy forwarded to the Regional Chief Conservator of Forests, Bhawanipatna Circle, Bhawanipatna for favour of kind information.

[Signature] 26/6/25
Divisional Forest Officer
Subarnapur Forest Division

Memo No. 2377 **Dt.** 26/06/2025

Copy forwarded to the Chief Conservator of Forests (IT & GIS), O/o the Principal Chief Conservator of Forests, Odisha, Bhubaneswar for favour of kind information and necessary action. He is requested to upload the above Tender Notice in the website of Pr.C.C.F, Odisha as early as possible.

[Signature] 26/6/25
Divisional Forest Officer
Subarnapur Forest Division

Memo No. 2378 **Dt.** 26/06/2025

Copy submitted to the Principal Chief Conservator of Forests & HoFF, Odisha / Principal Chief Conservator of Forests (Wildlife) & Chief Wildlife Warden, Odisha Bhubaneswar for favour of kind information.

[Signature] 26/6/25
Divisional Forest Officer
Subarnapur Forest Division

Memo No. 2379 **Dt.** 26/06/2025

Copy submitted to the Collector, Subarnapur / CDO-cum-EO, ZP, Subarnapur/ Superintendent of Police, Subarnapur for favour of kind information and necessary action.

[Signature] 26/6/25
Divisional Forest Officer
Subarnapur Forest Division

Memo No. 2380 **Dt.** 26/06/2025

Copy forwarded to all Divisional Forest Officers (T&NT) for information and necessary action. They are requested to ensure regarding exhibition of the tender notice in the notice board for wide circulation.

[Signature] 26/6/25
Divisional Forest Officer
Subarnapur Forest Division

Memo No. 2381 , **Dt.** 26/06/2025

Copy forwarded to the ACF I/c Birmaharajpur Range/ Forest Range Officer, Binka/ Sonepur/ Ullunda for information and necessary action. They are requested to ensure regarding exhibition of the tender notice in the notice board of their respective Range Office for wide circulation.


✓ **Divisional Forest Officer**
Subarnapur Forest Division

Memo No. 2382 , **Dt.** 26/06/2025

Copy forwarded to the Officer-in-Charge, NIC, Collectorate, Subarnapur for information and necessary action. He is requested to upload the details Detail Tender Call Notice (DTCN) in the District NIC Portal for wide circulation amongst the bidders.


✓ **Divisional Forest Officer**
Subarnapur Forest Division