



# OFFICE OF THE DIVISIONAL FOREST OFFICER, KALAHANDI SOUTH DIVISION

At/Po-Parmanandapur, Bhawanipatna, Ward No.4, Rly. Station Road Dist-Kalahandi, Odisha, Pin code-766002  
Phone & Tele Fax No.-06670-295360 (O) Email ID:-dfo.kalahandisouth@odisha.gov.in& dfoklds6@gmail.com

NOTICE No. 01

Dt. 09.05.2025

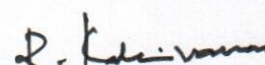
## TENDER CALL NOTICE

Sealed tenders are invited from registered agencies for providing manpower services of various categories of trained/experienced persons to work under Kalahandi South Forest Division, Bhawanipatna for implementation of CAMPA APO 2025-26/AJY/Other schemes on outsourcing basis. The prescribed Tender Schedule can be downloaded from Kalahandi District website [www.kalahandi.odisha.gov.in](http://www.kalahandi.odisha.gov.in) from 13.05.2025 at 05 PM to 29.05.2025 at 01:00 PM.

The tender paper duly filled along with all documents will be received in the Office of Divisional Forest Officer (T), Kalahandi South Forest Division on or before 30.05.2025 at 01:00 PM by hand/speed post/registered post only. The Technical & Financial Bid will be opened on 31.05.2025 at 11 AM in the office of the Divisional Forest Officer, Kalahandi South Forest Division, in the presence of the tenderer or their authorised representative if any. The tender documents must be accompanied with last GST Return Certificate, Pan Card, Registration Certificate, EMD and tender paper cost in shape of Demand Draft of Rs. 10,000/- (Non-refundable) drawn in favor of Divisional Forest Officer, Kalahandi South Forest Division payable at Bhawanipatna. The detail terms and conditions can be seen at Kalahandi District website [www.kalahandi.odisha.gov.in](http://www.kalahandi.odisha.gov.in). The tender document received beyond the schedule date and time will not be considered at all. Details of personnel to be provided to this Division under General, CAMPA, AJY ct and any other schemes are as follows (Manpower for other scheme as and when required).

Sl. No.	Name of the Position	Tentative No. of Personnel
1	Forest Protection Squad, Anti Depredation-cum-Wildlife Protection Squad, Anti Smuggling Squad, Wildlife Protection Squad, IPCEA Squad, AJY Co-ordinator, DEO Accounts (AJY), DEO (AJY), Afforestation Monitor (DEO), Drone Surveyor, Field Assistant	172

The undersigned reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

  
Divisional Forest Officer,  
Kalahandi South Division.





**OFFICE OF THE DIVISIONAL FOREST OFFICER, KALAHANDI SOUTH DIVISION**  
**At/Po-Parmanandapur, Bhawanipatna, Ward No.4, Rly. Station Road Dist-Kalahandi, Odisha, Pin code-766002**  
**Phone & Tele Fax No.-06670-230268 (O) Email ID:-dfo.kalahandisouth@odisha.gov.in**

Letter No: 3125 / 1F- Acct. /2025  
 Dated, Bhawanipatna the 09<sup>th</sup> May-2025

To,

The Deputy Director,  
 Information and Public Relations Department (Adv)  
 & Deputy Secretary to Govt. of Odisha  
 Bhubaneswar, e-mail – ipr.advt@gmail.com

Sub: - Publication of Advertisement for Tender Call Notice for providing manpower services under Kalahandi South Division during 2025-26.

Sir,

Enclosed please find herewith, the copy of the Advertisement for Tender Call Notice for providing manpower services during 2025-26 in respect of Kalahandi South Division through email in short form. I would request you to kindly make necessary arrangements for the publication of the same at least in three leading Odia Daily News Paper as early as possible.

The concerned Advertisement Manager may kindly be instructed to send a complimentary copy of the same newspapers through email id- (dfo.kalahandisouth@odisha.gov.in) containing the Advertisement to the undersigned immediately after its publication for records in this office.

An early action in this regard is requested.

Encl: - As above.

Yours Faithfully,

Divisional Forest Officer,  
 Kalahandi South Division

Memo No. 3126 /Dt. 09.05.2025

Copy along with the copy of Advertisement for Tender Call Notice for providing manpower services under Kalahandi South Division during 2025-26 forwarded to the Chief Conservator of Forests (IT & GIS), O/o- the Principal Chief Conservator of Forests & HoFF, Odisha Bhubaneswar for kind information and necessary action.

Divisional Forest Officer,  
 Kalahandi South Division

Memo No. 3127 /Dt. 09.05.2025

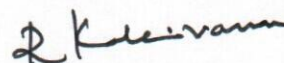
Copy along with the Advertisement for Tender Call Notice for providing manpower services under Kalahandi South Division during 2025-26 forwarded to the Regional Chief Conservator of Forests Bhawanipatna Circle, Bhawanipatna for kind information and necessary action.

Divisional Forest Officer,  
 Kalahandi South Division



Memo No. 3128 /Dt. 09.05.2021

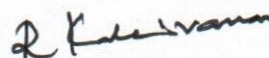
Copy along with the copy of Advertisement for Tender Call Notice for providing manpower services under Kalahandi South Division during 2025-26 forwarded to the District Information Officer, NIC, Kalahandi for information and necessary action. He is requested to hoist the tender call notice in the District Portal for wide publicity.



Divisional Forest Officer,  
Kalahandi South Division

Memo No. 3129 /Dt. 09.05.2021

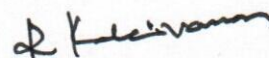
Copy along with the copy of Advertisement for Tender Call Notice for providing manpower services under Kalahandi South Division during 2025-26 forwarded to the P.A. to Collector & District Magistrate, Kalahandi for favour of information of the Collector, Kalahandi. It is requested to display the above said Short Tender in their Office Notice Board.



Divisional Forest Officer,  
Kalahandi South Division

Memo No. 3130 /Dt. 09.05.2021

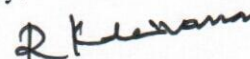
Copy along with the Advertisement for Tender Call Notice for providing manpower services under Kalahandi South Division during 2025-26 forwarded to the all-Divisional Forest Officer (T & NT), Odisha for information and necessary action.



Divisional Forest Officer,  
Kalahandi South Division

Memo No. 3131 /Dt. 09.05.2021

Copy along with the copy of Advertisement for Tender Call Notice for providing manpower services under Kalahandi South Division during 2025-26 forwarded to all Forest Range Officers of Kalahandi South Division for information and necessary action for wide publicity.



Divisional Forest Officer,  
Kalahandi South Division

Copy to Notice Board of Division Office.

**BIDDER'S COVERING LETTER**

To,

**The Divisional Forest Officer,  
Kalahandi South Forest Division  
Bhawanipatna, Dist.-Kalahandi**

Ref: Tender no: \_\_\_\_\_ Dtd. \_\_\_\_\_

Dear Sir,

Having gone through and examined the terms & conditions of bid document, specifications and with full understanding of its implications, the receipt of which is hereby duly acknowledged, we the undersigned offer to execute the work shown in the scope of work and jurisdiction of 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. Along with the bid, I/We have submitted EMD of Rs. \_\_\_\_\_ and Rs. \_\_\_\_\_ towards cost of the tender paper.

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 .....



**LETTER OF AUTHORIZATION FOR ATTENDING BID OPENING**

Tender No: \_\_\_\_\_ Dated: \_\_\_\_\_

Passport Size

Photograph of  
authorized  
representative

To,

The Divisional Forest Officer,  
Kalahandi South Division,  
Bhawanipatna.Subject: **Authorization for attending bid opening on.....(Date).**

Dear Sir,

The Following person is hereby authorized to attend the bid opening for the tender mentioned above on behalf of ..... (Bidder) is given below.

Name Specimen Signature of Officer authorized to sign the bid documents on behalf of the bidder.

(Specimen Signature of the Authorized person)

Name:

The signature of Sri \_\_\_\_\_ is attested.

(Seal &amp; Signature of the bidder)

**Note:.**

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



Appendix - A

**TENDER DOCUMENT FOR MANPOWER SERVICE PROVIDER FOR PROVIDING THE  
SERVICES TO KALAHANDI SOUTH FOREST DIVISION, BHAWANIPATNA,  
DIST - KALAHANDI**

**SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS**

1. State level steering committee of PCCF (General & Wildlife), Odisha have taken decision for engagement of Forest Protection Squad (Para Forest Staff), Wildlife Protection squad, Anti-Depredation squad, DEO, AJY Coordinator, Drone Surveyor, Field Assistant for protection duty and office work in All Forest Division of Odisha for CAMPA-APO- (2025-26).
2. Accordingly, Kalahandi South Forest Division, Bhawanipatna under Forest and Environment Department, Govt. of Odisha requires the services of reputed, well established and financially sound Manpower Service Providers to provide services of Forest Protection Squad (Para Forest Staff, Wildlife Protection squad, Anti-Depredation-cum-Wildlife Protection Squad, Afforestation Monitor (DEO), AJY Coordinator, DEO Accounts (AJY), DEO (AJY), Drone Surveyor, Field Assistant on contract basis for day to day official work of the division/Range and Field work in forest areas of the Division/Range under the General (State Plan), CAMPA, CSS-IDWH, AJY and any other schemes if implemented.
3. The period of engagement of the Service Provider and the services of Personnel will be as per funds provided by State CAMPA, AJY, General, CSS and AJY subject to maximum for one year from the date of the contract or end of CAMPA – APO (2025-26) period whichever is earlier & which may be extendable by mutual consent subject to the satisfactory performance of both the Service Provider as well as the service providing personnel and based on the decision or notification by Govt. of Odisha/relevant circular of PCCF, Odisha, CAMPA (Cell) and AJY etc. as detailed mentioned under Annexure - I.
4. The contract of providing the aforesaid manpower is likely to commence from 1<sup>st</sup> Week of June 2025 and would continue till agreement period i.e. upto 31<sup>st</sup> March, 2026. The period of contract may be further extended beyond agreement period/date provided the requirement of the Department for manpower persists at that time or may curtailed/terminated before due date owing to deficiency in service or substandard quality of manpower deployed by the selected Service Provider or because of change in the Department's requirement. The Divisional Forest Officer, Kalahandi South Forest Division however, reserves right to terminate this initial contract at any time after giving one week's notice to the selected Service Provider. The terms & conditions of Agreement is given Annexure-II & the required agreement under Annexure-III.
5. The AJY Coordinator, Drone Surveyor, Field Assistant, Squad, Afforestation DEO, DEO Accounts can be deployed in any of the 07 Forest Ranges of this division i.e. Biswanathpur Range, Th. Rampur North Range, Th. Rampur South Range, Karlapat Sanctuary Range, Jaipatna Range, Dharmagrh Range, Junagarh Range and Division Office at Bhawanipatna as per the discretion of the Divisional Forest Officer, Kalahandi South Forest Division.



**This Division has tentative requirement of the manpower as given below**

Sl. No.	Name of the Position	Scheme/ Project	Tentative No. of Personnel
1	Coordinator	AJY	01
2	DEO Accounts	AJY	01
3	DEO	AJY	06
4	Afforestation Monitor (DEO)	CAMPA	07
5	Forest Protection Squad (Para Staff)	CAMPA	70
6	Anti-depredation -cum- Wildlife Protection Squad (RWLMP)	CAMPA Wildlife	30
7	Drone Surveyor (SSWLCP)	CAMPA	01
8	Wildlife Protection Squad	General (State Plan)	25
9	Field Assistant	General (State Plan)	01
10	IPCEA Squad	General (State Plan)	10
11	Anti Smuggling Squad	CSS- IDWH	20
TOTAL			172

**6. 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 KALAHANDI SOUTH FOREST DIVISION, BHAWANIPATNA, DIST: - KALAHANDI**” and “**FINANCIAL BID FOR PROVIDING MANPOWER SERVICES TO KALAHANDI SOUTHFOREST DIVISION, BHAWANIPATNA, DIST: - KALAHANDI**”. Both sealed envelopes should be kept in a third sealed envelope super-scribing “**TENDER FOR PROVIDING MANPOWER SERVICES TO KALAHANDI SOUTHFOREST DIVISION, BHAWANIPATNA, DIST: - KALAHANDI**”. The Bids shall remain valid till 90 days from the opening of the Bids.

7. The tendering Manpower Service Providers are required to enclose photocopies of the following documents (duly attested by Gazetted Officers of the State Government, Central Government) along with the Technical Bid, failing which their bids shall be summarily rejected and will not be considered any further:

- Copy of the GSTIN Registration certificate of the Service Provider issued by the competent authority.
- Copy of PAN/GIR card.
- Copy of Registration Certificate of Company/Firm.
- Copy of the IT returns filed and Audit Certificates for the last three consecutive financial years duly certified by the Chartered Accountant.
- Copy of the Balance Sheet and P&L Account for the last three consecutive years certified by the Chartered Accountant.
- Certified extracts of the Bank Account containing transactions during last three years.
- Copies of EPF and ESI certificates.
- Copy of the Labour License/Registration under the Contract Labour(Regulation &Abolition) Act,197.



- i) Copy of Experience certificate or Work order of providing manpower services to any Government Department/Govt. undertaking /PSUs organisation in a single contract with involving of minimum 75 manpower engaged during last three years.
- j) Copy of the Bid document duly signed by the bidder at all pages and sealed by the authorized signatory of the bidder as proof of having read the contents therein and in acceptance thereof.

**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, if awarded**

8. 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 bid 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.
9. The contract for providing the aforesaid manpower is for a period of one year from the date of effectiveness of the contract i.e. the date of deployment of the required manpower or with the date of closer of any scheme, whichever is earlier. The period of the contract may be further extended provided the requirement of the Department for manpower persists at that time or may be curtailed / terminated owing to deficiency in service or substandard quality of manpower deployed by the selected Service Provider or because of change in the Department's requirements. The Department, however, reserves right to terminate this initial contract at any time after giving one month's notice to the selected Service Provider.
10. E-mail / Fax bids will be summarily rejected. Late submission bid shall be out rightly rejected.
11. Any conditional bids shall not be considered and will be out rightly rejected in the very first instance.
12. 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.
13. The Financial Bid of only those tenderers will be opened whose Technical bids are qualified. The Financial bids will also be opened in the presence of the bidder or authorized representatives of the technically qualified Service Providers, if any, who wish to be present on the spot at that time. The lowest bidder (L1) in the financial bid would be considered. In case the lowest bidder (L1) is disqualified after selection for any reason then the second lowest (L2) bidder would be considered by the authority.
14. In case of same rate in respect of Service Charges for individual manpower quoted by more than one Service Provider, then the selection shall be made through public lottery.
15. The competent authority of the Forest Department reserves the right to annul all bids without assigning any reason.



16. A Selection Committee headed by Divisional Forest Officer, Kalahandi South Forest Division comprising of at least 3 members will select eligible technical offers for further evaluation of financial bids.
17. The registered office or one of the branch offices of the Service Provider should be located within the state of Odisha. In case there is no branch office, the successful bidder will have to open branch office within One months of the signing the agreement.
18. The Service Provider will be responsible for any casualty or accident by wildlife, forest fire, any forestry operation in any other manner etc. of his Manpower or Agents and liable to pay due compensation as decided by the competent authority.
19. Any type of accident or snake bite /insect bite /Elephant injury/other wildlife injury/Forest fire to the manpower of service provider shall himself be responsible. Authority does not take any responsibility whatsoever in this matter.
20. Manpower to be engaged should have good moral character and antecedents. As such anybody employed for the job should have a satisfactory PVR. The Service Provider will submit PVR of all his workmen to be engaged in this Division. In case of any kind of wrong doing by his man power, Service Provider will be responsible for the same.
21. **The Service Provider shall provide the services of various squad personnel categories in numbers and at places as narrated in the Schedule of Contract mentioned in the Table –I of Annexure-I.**
22. **The monthly remuneration of personnel shall be paid by the service provider after deducting statutory obligation towards employee's contribution and ESI as applicable to different categories mentioned in the Table –II of Annexure-I.**
23. **The financial Bid of selected bidders will only be opened and of others will be returned as such along with EMD.**
24. **EMD of all unsuccessful bidders will be returned.**
25. **The selected Manpower Service Provider will thereafter execute agreement with the Divisional Forest Officer, Kalahandi South Forest Division to whom the bills for the services will be charged for payment in respect of employees.**



**Appendix-B****TECHNICAL REQUIREMENT FOR THE TENDERING SERVICE PROVIDER**

The tendering Service Provider should fulfil the following technical specifications.

1. The Bidder may be a proprietary firm, partnership firm, limited Company, Corporate Body legally constituted.
2. They should be registered with the appropriate registration authority.
3. The Service Provider should have at least Three (3) years of experience in providing Manpower Services to Government Departments/Govt. undertakings/ Public Sector undertakings/Banks etc. The Service Provider should have executed a minimum of three such Manpower deployed contracts in Odisha during the preceding three years' period.
4. The Service Provider must have a minimum turnover of **Rs.1 Crore per annum** for the last three consecutive years as per the audited statement of accounts.
5. No Bidder is allowed to participate in the Tender Process who has been black listed by any Govt. Organisation / Govt. undertakings / Public Sector undertakings / Banks etc.
6. Any bidder having Civil / Criminal case pending with Public Authority / Police / Court of law are not allowed to participate in the Tender process & every bidders are required to submit an affidavit that there is not Civil / Criminal case is pending against the firm any Court of law & the service provider firm has not been blacklisted by any Govt. organisation / Govt. undertaking / Public sector undertaking / Banks etc. at any point of time.
7. The Service Provider should be duly registered with the appropriate authorities under employee provident fund & Employee State Insurance Acts.
8. The Service Provider should have its own balance account.
9. The registered office or one of the branch offices of the Service Provider should be located within the jurisdiction of the user Department/Office. In case there is no branch office, the successful bidder will have to open branch office within the jurisdiction of the user Department/Office within two months of the signing the agreement. Otherwise then the manpower service provider should provide the name, designation and contact number of the person to liaise with the said Field Office(s).



**TECHNICAL REQUIREMENT FOR MANPOWER TO BE DEPLOYED BY THE  
SUCCESSFUL SERVICE PROVIDER IN  
KALAHANDI SOUTH DIVISION UNDER DIFFERENT SCHEMES**

**A. Forest Protection Squad, Anti Depredation-cum- Wildlife Protection Squad, IPCEA Squad, Anti Smuggling Squad**

1. *Skill & Attributes: Physically, mentally sound and rural/urban unemployed youth person able to carry out arduous physical activities should be selected.*
2. The age should be in between 18 years to 55 years with sound health & standard eye sight.
3. **Job Description**
  - *Patrolling in forest& collection of information on smuggling of forest produce, wild life trophy & movement of offenders/poachers.*
  - *Assisting forest staffs in apprehending smugglers, poachers& in forest protection activity.*
  - *Control of forest fire.*
  - *Any other duty assigned by Authorized Officer / DFO.*

**B. DEO (DATA ENTRY OPERATOR)**

**1. Educational Qualification**

He/ she shall have minimum qualification of +2 or equivalent with Diploma in Computer Application and experience in use of Computers with proficiency in working with MS Office, MS-Excel, MS-word.

**2. Experience**

He/ she shall have minimum experience of one & half years of working with Corporations/Govt. under takings/Public Sector Units/Co-operatives/ Societies/Externally Aided Projects/Government Agency. Past experience working with Government agencies will be given preference.

**3. Job Description**

- The Data Entry Operator will report to the DFO/Range Officer or any other officer authorized by him. He/ she will be responsible for:
- Making entries of vouchers/ updating of cash accounts of the Division / Range office.
- Assisting in Budget, Management of funds, and flow of funds in IOTMS portal.
- Assisting in preparation of financial reports/returns.



- Assisting in Entry of online web portals like E-Green watch, Forest HRMS, CAMPA TRACKER and other correspondences of the Division / Range Office.
- Assisting in implementation of procedures and guidelines on financial management.
- Assisting in other correspondence of the office management.
- Any other work assigned by the Divisional Forest Officer/Range Office relating to activities which needs Computer applications.

### **C. AJY Coordinator**

#### **1. Educational Qualification**

He/ she shall have minimum qualification of B. Com/M.com or equivalent with Diploma in Financial Management and experience in use of Computers with Tally and proficiency in working with MS Office and Internet.

#### **2. Experience**

He/ she shall have minimum experience of 2 years of working with Corporations/ Govt. under takings / Public Sector Units / Co-operatives / Societies / Externally Aided Projects / Government Agency. Past experience working with Government agencies will be given preference.

#### **3. Job Description**

He/She will be responsible for:

- Budget, Management of funds, flow of funds.
- Preparation of monthly/quarterly/annual financial reports/returns & transmit it to RCCF & PMU after approved by the Divisional Forest Officer, Kalahandi South Division.
- Monitor utilization of funds, audits.
- Dealing with Income Tax, Service Tax and related matters.
- Maintain record of assets at DMU level.
- Developing procedures and guidelines on financial management.
- Consolidated Statement of Expenditures (SOE) and developing annual work plans.
- Handling and organizing the work related to the p-NGO Co-ordination cell including filing of information and maintenance of records.
- Coordinate with FMUs for financial progress & compliances.



- Organizing and conducting capacity building trainings for Division and Range offices and for VSS.
- Planning and co-ordinating the implementation of Ama Jangala Yojana in the Division.
- Coordinate and enable convergence with programmes and schemes implemented by departments like Agriculture, Fisheries, Animal Resources Development and other related agencies.
- Coordinate and supervise the work of project functionaries at the Range and VSS levels and ensuring that project resources available under Community/ Tribal Development interventions and capacity building and properly planned, utilized and monitored.
- Assisting in preparation of financial reports/returns.
- Assisting in implementation of procedures and guidelines on financial management.
- Any other project assigned by Project management/Divisional Forest Officer Office relating to activities which need.

#### **D. Drone Surveyor**

##### **1. Educational Qualification**

He/ she shall have minimum qualification of Graduation or equivalent from any recognized university.

##### **2. Experience**

He/ she shall have past experience of working in operation of Thermal Drone, Drone Image processing, Photogrammetry & GIS, Work experience in Forest Dept. such as Plantation Monitoring, Asset mapping. Past experience working with Government agencies will be given preference.

##### **3. Job Description**

- Asset mapping of all plantation sites, infrastructure work etc through Drone Survey.
- Physical Tracking of Elephant movement through Drone.
- Preparation maps based on GIS, Google Earth, toposheet etc.
- Monitoring of Elephant through IWLMS.
- Any other work assigned by the Divisional Forest Officer/Range Office relating to activities which needs Computer applications.



**E. DEO Accounts****1. Educational Qualification**

He/ she shall have minimum qualification of Graduation in commerce from any recognized university.

**2. Experience –**

He/ she shall have minimum experience of one & half years of working with Corporations/Govt. under takings/Public Sector Units/Co-operatives/ Societies/Externally Aided Projects/Government Agency. Past experience working with Government agencies will be given preference.

**3. Job Description**

He/ She will be responsible for:

- Making entries of vouchers/updating of cash accounts of the Division and Range office.
- Assisting in Budget, Management of funds, flow of funds.
- Assisting in preparation of monthly/quarterly/annually financial reports/returns.
- Assisting in monitor utilization of funds, audits.
- Assisting in dealing with Income tax, Service tax and related matters.
- Assisting in maintain record of assets at DMU level.
- Assisting in consolidated Statement of Expenditure (SOE) and developing annual work plans.
- Assist the Accounts Assistant and AJY- Coordinator.
- Assisting in handling and organizing the work related to the P-NGO Coordination cell including filing of information and maintenance of records.
- Assisting in organizing and conducting capacity building training for Division an Range offices for VSS.
- Assisting in coordinating the implementation of Ama Jangala Yojana in the Division.
- Assisting in coordination and supervising the work of project functionaries at the range and VSS levels and ensuring that product resources available under Community/Tribal Development interventions and capacity building are properly planned, utilized and monitored.
- Any other project related work assigned by Divisional Management Unit/Divisional Forest Officer.



**F. Field Assistant**

**1. Educational Qualification**

He/ she shall have minimum qualification of Graduation or equivalent from any recognized university.

**2. Experience**

He/ she shall have minimum experience of one & half years of working with Corporations/Govt. under takings/Public Sector Units/Co-operatives/ Societies/Externally Aided Projects/Government Agency. Past experience working with Government agencies will be given preference.

**3. Job Description**

He/ She will be responsible for:

- Maintain records and registers
- Analyze the information and take orders from the RCCFs about the mobilization etc.
- Oversee the deployment and working of squads in the field.



**Appendix - D****APPLICATION - TECHNICAL BID**

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

1. Name of Tendering Service Provider: \_\_\_\_\_
2. Details of Earnest Money Deposit: TDR No. \_\_\_\_\_  
Date. \_\_\_\_\_ Of Rs. \_\_\_\_\_ drawn on Bank.
3. Status(Proprietorship /Partnership/ Private Limited): \_\_\_\_\_
4. Name of Proprietor / Partner / Director. \_\_\_\_\_
5. Full Address of Registered office: \_\_\_\_\_  
\_\_\_\_\_
- Office Telephone No. \_\_\_\_\_
- FAX No. \_\_\_\_\_
- Email ID: \_\_\_\_\_
6. Full Address of operating / Branch Office: \_\_\_\_\_  
\_\_\_\_\_
- Telephone No.: \_\_\_\_\_
- Fax No.: \_\_\_\_\_
- E-mail address: \_\_\_\_\_
7. Name & Telephone No. of Authorized Officer / person to liaise with field Officer(s)  
\_\_\_\_\_
8. Banker of the Service Provider (Attach Certificate copy of statement of A/c for the last 3 consecutive year) \_\_\_\_\_
9. PAN / GIR No. (Attach attested copy) \_\_\_\_\_
10. GST Registration No.: \_\_\_\_\_ (Attach attested copy)
11. Service Tax Registration No.: \_\_\_\_\_ (Attach attested copy)
12. E.P.F. Registration No. : \_\_\_\_\_ (Attach attested copy)
13. E.S.I. Registration No. : \_\_\_\_\_ (Attach attested copy)
14. Labour License/Registration under The Contract Labour (Regulation & Abolition) Act, 1970 (Attach attested copy)



15. Earnest Money Deposit (EMD) @ 2% of Annual Contract Value (Rs.4,10,00000/- approx.) i.e. Rs. 8,20,000/- (Rupees Eight Lakh Twenty Thousand) in shape of BankTDR or Bank guarantee duly pledged to the Divisional Forest Officer, Kalahandi South Forest Division, Bhawanipatna, Dist.-Kalahandi.
16. 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)
2024-25	
2023-24	
2022-23	

17. Give detail of minimum 3 such major similar contracts by the tendering Manpower Service provider during the last three consecutive years in following format.

Details of organization where personnel have been deployed: (attach separate sheet if space provided is in sufficient)

Sl.No	Name of Client, address, telephone no.	Manpower Service provided		Duration of contract	
		Type of manpower provided	No.	From	To

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

DATE:  
PLACE:

Signature of Authorised Person of Service Provider's  
(With Organisation's Seal)

Name:  
Address:



**Appendix - E****APPLICATION - FINANCIAL BID**

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

1. Name of tendering service provider: \_\_\_\_\_
2. Bidder has to quote uniform rate of Service Charge for all categories of manpower.

Sl No.	Manpower Type	Monthly Rate per person						Total rate per person per month (Rs)
		Basic Remuneration (Rs)	EPF (Rs)	ESI (Rs)	Other statutory dues if any (Rs)	GST (Rs.)	Service charge/Commission of service provider (Rs)	
1	Coordinator	28400						
2	DEO Accounts	18360						
3	DEO	16860						
4	Afforestation Monitor (DEO)	18360						
5	Forest Protection Squad	13860						
6	Anti-depredation -cum- Wildlife Protection Squad (RWLMP)	13860						
7	Drone Surveyor (SSWLCP)	22247						
8	Wildlife Protection Squad	13860						
9	Field Assistant	16860						
10	IPCEA Squad	13860						
11	Anti Smuggling Squad	13860						

Date:

Signature of Authorized Person  
of Service Provider (With Seal)

Place:

Name:

**NOTES:**

- Total rated 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 of other dues.
- 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
- EPF, ESI, GST & Service Charge is to be calculated as per existing Acts, Rules & Circulars.
- Kalahandi South Forest Division will deduct Statutory dues like TDS on GST @ 2% and TDS on IT @ 2% on gross billed amount as per provisions of Income Tax Acts & Rules as amended from time to time.



**Appendix –F****DECLARATION**

1. I, \_\_\_\_\_ Son / Daughter / Wife of Sri \_\_\_\_\_, Proprietor / Director / Authorized signatory of M/s \_\_\_\_\_ the bidder, mentioned above, am 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 Authorised Person of Service Provider's  
(With Organisation's Seal)****Name:****Address:**



Appendix -G**CERTIFICATE OF DECLARATION****REGARDING BLACKLISTING**

I \_\_\_\_\_ Son/ Daughter of \_\_\_\_\_ /  
W/O \_\_\_\_\_ AT / P.O. \_\_\_\_\_ Dist: \_\_\_\_\_  
here by confirm and declare that my/our firm/company M/S \_\_\_\_\_ is  
not Blacklisted/delisted or debarred or on Holiday list with any company of private/ Public Ltd./  
Government Company/ Govt. Dept. from participating in the tender.

In case at any stage, it is found that information given by me is false/ incorrect, Kalahandi South  
Forest Division shall have the absolute right to take any action as deemed fit/without any prior  
intimation to me.

**Date:****(Signature of Tenderer with seal)****Address:****Name:****Phone No (O):****Seal:**



Annexure-ISCHEDULE OF CONTRACT**Table I:** No of personnel and places for engagement under different scheme

Sl. No.	Category	No. of Personnel to be engaged	To be engaged at
1	Coordinator(AJY)	1	Division Level
2	Data Entry Operator Accounts (AJY)	1	Division Level
3	DEO( AJY)	6	Division/ Range Level
4	Afforestation Monitor (DEO)	7	Range Level
5	Forest Protection Squad	70	Range Level
6	Anti-Depredation Squad	30	Range Level
7	Drone Surveyor	1	Division Level
8	Wildlife Protection Squad	25	Division/ Range Level
9	Field Assistant	1	RCCF Level
10	IPCEA Squad	10	Range Level
11	Anti Smuggling Squad	20	Range Level

**Table II** Monthly remuneration excluding Statutory Employer payments to be made by the Authority (in Rupees)

Sl. No.	Name of the Position	Monthly remuneration (Rs) (excluding statutory payment)
1	Coordinator (AJY)	28400
2	Data Entry Operator Accounts (AJY)	18360
3	DEO(AJY)	16860
4	Afforestation Monitor (DEO)	18360
5	Forest Protection Squad	13860
6	Anti-Depredation Squad	13860
7	Drone Surveyor	22247
8	Wildlife Protection Squad	13860
9	Field Assistant	16860
10	IPCEA Squad	13860
11	Anti Smuggling Squad	13860



**Annexure - II****TERMS & CONDITIONS****GENERAL:-**

1. The Agreement shall commence w.e.f the date of effectiveness of the agreement unless it is curtailed or terminated by the authority owing to deficiency of service, sub-standard quality of manpower deployed, breach of contract etc. or change in requirements.
2. The effectiveness of the agreement commences w.e.f. the date when the total manpower required is provided.
3. The Agreement shall be for a period of one year or end of scheme period whichever is earlier w.e.f. the date of its effectiveness unless extended further by the mutual consent of the Service Provider and the Authority.
4. The Agreement may be extended, on the same terms and conditions or with some additions / deletions / modifications, for a further specific period mutually agreed upon by the Service Provider and the Authority.
5. The Service Provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this Agreement to any other agency or organization by whatever name be called without the prior written consent of the Authority.
6. The Manpower Service Provider will be bound by the details furnished by him/her to the Authority while submitting the tender or at subsequent stage. In case, any of such documents furnished by him/her is found to be false at any stage, it would be deemed to be a breach of terms of Agreement making it liable for legal action besides termination of the Agreement.
7. The Authority reserves the right to accept or reject any or all bids without assigning any reasons thereof. The Authority also reserves the right to reject any bid which in his opinion is non-responsive or violating any of the conditions/specifications without any liability to any loss whatsoever it may cause to the bidder in the process.
8. The Service provider shall nominate a coordinator who shall be responsible for immediate interaction with the Division/Range office so that optimal services of the persons deployed could be availed without any disruption. The co-ordinator shall be answerable to the deployed persons.
9. The entire financial liability in respect of manpower services deployed in the Department or Office concerned shall be that of the Service Provider and the Department or Office concerned will in no way be liable. It will be the responsibility of the Service Provider to pay to the person deployed a sum not less than the minimum rate quoted in the financial bid which also should not be less than the minimum wages prescribed under the prevailing act and adduce such evidence as may be required by the Department or Office concerned. The Service Provider will pay the amount directly to the bank account of the employees.



10. For all intents and purposes, the Service Provider shall be the "Employer" within the meaning of different Rules & Acts in respect of manpower so deployed. The persons deployed by the Service Provider shall not have any claim whatsoever like employer and employee relationship against the Department or Office concerned.
11. The Service Provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed. The Department shall, in no way, be responsible for settlement of such issues whatsoever.
12. The Department shall not be responsible for any financial loss or any injury to any person deployed by the Service Provider in the course of their performing the functions/duties, or for payment towards any compensation.
13. The persons deployed by the Service Provider shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular / confirmed employees during the current or after expiry of the Agreement period.
14. In case of termination of this Agreement on its expiry or otherwise, the persons deployed by the Service Provider shall not be entitled to and shall have no claim for any absorption in regular or other capacity.
15. The person deployed shall not claim any benefit or compensation or absorption or regularization of deployment with this office under the provision of rules and Acts. Undertaking from the person deployed to this effect shall be required to be submitted by the Service Provider.
16. The Manpower Service Provider must be registered with the concerned Govt. Authorities, i.e. Labour Commissioner, Provident Fund Authorities, Employees State Insurance Corporation etc., and a copy of the registration should be submitted. The Service Provider shall comply with all the legal requirements for obtaining License under Contract Labour (Regulations and Abolition) Act, 1970 if any, at his own part and cost. If required under the act.
17. The Manpower Service Provider shall provide a substitute will in advance if there occurs any probability of the person leaving the job due to his/her personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility for contribution towards Provident Fund and Employees State Insurance, wherever applicable.
18. The Manpower Service Provider shall be responsible compliance of all statutory provisions relating to minimum wages payable to different types of workers in respect of the persons deployed by it in the Department or office concerned. The Department or office concerned shall have no liability in this regard.
19. In the event of any engaged personnel being on leave/absent, the service provider shall ensure suitable alternative arrangement to make up for such absence. To meet such eventualities, the agency shall make provision for leave reserve and provide the same under intimation to the concerned authority.



20. The Manpower Service Provider shall also be liable for depositing all taxes, Provident Fund and Employees State Insurance, levies, cess etc. on account of service rendered by it to the department or office concerned to the effective tax collection authorities every month as per the Rules and regulations in the matter. Attested Xerox copies of such documents shall be furnished to the department or office concerned.
21. 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 Department or office concerned. The Service Provider shall be responsible for any act of indiscipline on the part of the persons deployed.  
The persons deployed are entitled to special leave of 12 (Twelve) days in a year as per office memorandum no. 30794 dated. 06/11/2021 of Finance Department, Govt of Odisha.
22. The personnel provided by the Service Provider shall have to maintain highest standard of ethics in their work. They should not under any circumstances take any data entered into the Computers or documents outside the office under any circumstances or share with anybody except as they may be specifically authorized to carry out their assigned works. If any person is found to be involved in the activities in violation of this, the Service Provider will be liable for the criminal action as well as other civil actions for such lapses as may be deemed appropriate by the "Authority" (DFO).
23. The personnel provided by the Service Provider shall be regular and punctual in their work as per working hours fixed by the Authority. They will attend to the office work beyond office hours and even on Sundays and Government Holidays, if required as directed by the Divisional Forest Officer/Forest Range Officer or his authorized representative.
24. The "Authority" (DFO), shall have right to ask the Service Provider to withdraw/replace any personnel who has been reported by the "Authority" (DFO) as disobedient or incompetent towards his/her services being rendered. The "Service Provider" has to act promptly on such request by the "Authority" (DFO).
25. The agreement may be terminated on a written notice of one month from either side, and both parties agree not to move Court of Law on such termination.
26. The service of the personnel deployed under the contract shall not be withdrawn sub motto, without consulting the Divisional Forest Officer of the concerned Division. In case any personnel whose services have been deployed, desires to discontinue the work, the service provider will inform the same 15 days in advance and arrange for suitable replacement with persons having similar or better qualification and experience.
27. Violation of Clause-24 will amount to penalty of 15 days salary of the personnel disengaged in cases of Para Forest Staff Protection Squad and Anti depredation Squad which shall be recovered from the Security Deposit of the Service Provider.



**LEGAL:-**

28. The persons deployed shall, during the course of their work be privy to certain qualified documents and information which they are not supposed to divulge to third parties. In view of this, they shall be required to take oath of confidentiality and breach of this condition shall make the Service Provider as well as the person deployed liable for penal action under the applicable laws besides, action for breach of contract.
29. The Service Provider shall be responsible for compliance of all applicable labour laws including Minimum Wages Act, 1948, Contract Labour (Regulation and Abolition) Act, 1970, Employees' Provident Fund (EPF) & Miscellaneous Provisions Act, 1952, Employees' State Insurance (ESI) Act, 1948 for the different type of workers in respect of the persons deployed by it in the Department or office concerned. The Department or office concerned shall have no liability in this regard. The Service provider should produce the evidence in respect of having made payments to the manpower provided as per the provisions in the aforementioned acts as and when called for by the Authority
30. The Service Provider shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to the Department or office concerned to the concerned tax collection authorities, from time to time, as per the rules and regulations in the matter. Attested Xerox copies of such documents shall be furnished to the Authority or office concerned.
31. The Service Provider shall maintain all statutory registers under the Law and shall produce the same, on demand, to the authority of the Department or office concerned or any other authority under Law.
32. The Tax deduction at Source (T.D.S.) shall be done as per the provisions of Income Tax Act/ Rules, as amended, from time to time and a certificate to this effect shall be provided by the Department or office concerned.
33. In case, the Service Provider fails to comply with any liability under appropriate law and as a result thereof, the Department or the office concerned is put to any loss / obligation, monetary or otherwise, the Department/Authority or the office concerned will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the Service Provider, to the extent of the loss or obligation in monetary terms.
34. The Agreement is liable to be terminated because of non-performance, deviation of terms and conditions of contract, non-payment of remuneration of employed persons, non-payment of statutory dues and any fraudulent practices detected. The Department or Office concerned will have no liability towards non-payment of remuneration to the person employed by the Service Provider and the outstanding statutory dues of the service provider to statutory authorities. If any loss or damage is caused to the Department or Office concerned by the persons deployed, the same shall be recovered from the unpaid bills or adjusted from the Performance Security Deposit.



35. The Manpower Service Provider shall raise the bill, in triplicate, along with attendance sheet duly verified by the Department or office concerned in respect of the persons deployed and submits the same to the prescribed authority in the first week of the succeeding month. As far so possible the payment will be released by the second week of the succeeding month, in the saving account of the persons engaged by service provider.
36. The claims in bills regarding Employees State Insurance, Provident fund, and Service Tax etc. should be necessarily accompanied with documentary proof pertaining to the concerned bill of each month. A requisite portion of the bill or whole of the bill amount shall be held up till such proof is furnished, at the discretion of the Department or office concerned.
37. The amount of penalty calculated @ Rs. 100 per day on account of if any in providing a suitable substitute for the period beyond seven working days by the Manpower Service Provider shall be deducted from its monthly bills in the succeeding month.
38. In the event of any dispute arising in respect of the clauses of the agreement, the decision of the Divisional Forest Officer, Kalahandi South Forest Division is final.

#### **FINANCIAL:-**

39. The Service Provider shall execute an agreement with the DFO, Kalahandi South Forest Division, Bhawanipatna in line with the terms and condition laid down in Annexure – II and Appendixes- A, B, C, D, E, F & G in the Tender Document and shall furnish a Performance Security Deposit @ 5% of the Contract value drawn 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 to the Divisional Forest Officer, Kalahandi South Forest Division, Bhawanipatna, Dist.- Kalahandi for faithful implementation of the provisions of the agreement. The Bid Security of the finalized tenderers 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 signing of the tender by the L-1 tenderer.
40. Signing of the Tender Document shall mean that the Parties participating in the tender process agree to the terms and conditions of the Tender Document.
41. In case of breach of any terms and conditions attached to this agreement, the Performance Security Deposit of the Service Provider shall be liable to be forfeited besides annulment of the Agreement.
42. The payment in respect of all categories of personnel towards Monthly Remuneration at the rate given in the Table: II of Annexure-I and Statutory Employer payments shall be made by the Authority in account payee mode.



43. In the event of lack of fund in respect of in particular category of deployed personnel arising due to delay in receipt of fund from the higher quarter, the selected service provider shall be solely responsible for the payment of remuneration of such category of deployed personnel atleast upto three month after deducting all type of statutory dues.
44. The Service Provider will deploy personnel with desired qualifications/experience as detailed in the technical requirement for manpower to be deployed by the successful service provider.
45. The Service Provider shall raise the bill (Tax Invoice), in triplicate, after the receipt of absentee statement sheet submitted from the DFO in first week of the succeeding month.
46. The agency shall be solely responsible for compliance to the provisions of various labour and industrial laws, such as, wages, allowances, compensations, EPF, Bonus, Gratuity, ESI etc. relating to personnel deployed by it or for any accident caused to them and the Authority shall not be liable to bear any expense in this regard. The Agency shall make payment of wages of a month to the personnel engaged by them within a week of the succeeding month after receiving the same from this office through account payee mode.
47. The Service Provider shall deposit the statutory dues like EPF and ESI or Insurance in respect of the service of each employee as per the provisions of the relevant Acts/ Rules and submit the necessary receipt or challan to the concerned Division in support of proof of payment with a statement by 10<sup>th</sup> of each succeeding month.
48. The Authority reserves the right to withdraw or relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage.
49. In the event of any dispute arising in respect of the clauses of the agreement the same shall be resolved through negotiation. Alternatively, the dispute shall be referred to the next higher authority or controlling officer for his decision and the same shall be binding on all parties.
50. The registered office or one of the branch offices of the Service Provider should be located within the jurisdiction of the user Department/office. In case there is no branch office, the successful bidder will have to open branch office within one month of the signing the agreement.
51. All disputes shall be under the jurisdiction of the court at the place where the headquarters of the authority, who has executed the agreement, is located.
52. The successful bidder will enter into an agreement with this Department/office for supply of suitable and qualified manpower as per requirement of this Department/office on 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.

**DOCUMENTS TO BE SUBMITTED BY THE SUCCESSFUL SERVICE PROVIDER BEFORE DEPLOYMENT OF MANPOWER**

1. List of Manpower short listed by agency for deployment containing full details i.e. date of birth, marital status, address, educational qualification and experience etc.
2. Copy of Aadhar Card & other proof of identity like Voter Identity Card/PAN Card/Passport along with Bio-data with two pass port size photographs of personnel to be deployed.
3. Undertaking from the persons to be deployed by the Service Provider indicating that he/she shall not claim any benefit or compensation or absorption or regularization in the office of the Authority (Kalahandi South Forest Division) under the provisions of Acts & Rules before any authority or Court. The persons deployed during the course of their work are privy to certain qualified documents and information which they are not supposed to divulge to third parties.
4. Affidavit to the effect that the person should have good police record and no criminal case is pending against him.
5. Any other document as per the terms & conditions of the agreement.



**Annexure - III****AGREEMENT**

The agreement is made on \_\_\_\_\_ day of \_\_\_\_\_ (month), 2025 between the Divisional Forest Officer, \_\_\_\_\_ Forest Division, (name of Forest Division, and place) represented by the Divisional Forest Officer, herein-after referred to as "Authority" which expression shall, where the context so requires or admits also includes its successors or assignees or authorized officers of the one part;

**And**

M/S \_\_\_\_\_ (name of the Service Provider) represented by \_\_\_\_\_ (name of the proprietor), aged \_\_\_\_\_ years, Proprietor, herein-after called the "Service Provider" which expression shall, where the context so requires or admits, also includes its successors or assignees of the other part.

Whereas, the Authority desires to have the services of various categories of trained / experienced persons to work for the "Divisional Forest Officer, Kalahandi South Forest Division".

And whereas the "Service Provider" has offered its willingness to provide the service of such persons in conformity with the provisions of this agreement.

And whereas the "Authority has finalized the rate as per terms and conditions of the agreement to the "Manpower Service Provider".

**Now this agreement witnesses as below: -**

1. That the Annexure-I – "Schedule of Contract" and Annexure-II – "Terms and Conditions" along with Appendixes A, B, C, D, E, F & G – on "Terms of Reference for the Personnel" shall be part of the Agreement.
2. That, in consideration of the payment to be made by the Authority to the service provider as given in the Annexure Table-II, the Service Provider hereby covenants with the Authority to deploy personnel having requisite qualification and/or experience as per Annexure-C to work under **Kalahandi South Forest Division, Bhawanipatna** (name of the Division and place) on the terms and conditions mentioned in this Agreement.
3. Both the parties agree by mutual consent that any dispute relating to this Agreement is barred from arbitration, all problems shall be mutually settled and the decision of the Authority shall be final and binding on the Service Provider.

The Service Provider will provide a **Performance Security Deposit at the rate of 5%** of the contract value in shape of **Bank TDR or Bank guarantee duly pledged to the Divisional Forest Officer, Kalahandi Forest Division, Bhawanipatna, Dist.- Kalahandi**, (name and place of the Division) which will be forfeited in full or part on failure to implement the provisions of contract for reasons attributable to the Service Provider.



In the event of any dispute that may arise and in case the matter is referred to the Court of Law, the Competent Court to try such disputes at Bhawanipatna shall have the territorial jurisdiction over the same.

IN WITNESS WHERE OF, both the parties have caused their respective common seals and to be here unto affixed or have here unto set their respective hands and seal on the day and year written above.

That, the Agreement is valid for 12 months or end of any scheme whichever is earlier with effect from \_\_\_\_\_ (day and month), 2025 and may be extended further periods of 12 months/more at a time on mutual consent.

**Signature of the Service Provider**

Office Seal

Date:

**Signature of the Authority**

Office Seal

Date:

**In presence of Witness**

Witness No.1

Signature

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Witness No.2

Signature

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Witness No.1

Signature

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Witness No.2

Signature:

Name: \_\_\_\_\_

Address: \_\_\_\_\_