

**OFFICE OF THE
DIVISIONAL FOREST OFFICER, MANGROVE FOREST DIVISION (WILDLIFE) RJNAGAR**

AT/PO-Rajnagar, Dist : Kendrapara-754225, Phone-06729-242460
Control Room-06729-242463. E-mail ID-dfo.rajnagarwl@odisha.gov.in

Memo No. 4184 /01F(Accts)70/2023
Dated, Rajnagar the 14th July,2023

To

The Deputy Director,
Information and Public Relation Deptt.
(Adv.) & Deputy Secretary to Govt. of Odisha
Bhubaneswar. Email- ipr.advt@gmail.com

Sub

**Publication of Advertisement for Tender Call Notice for Manpower Service
in respect of Mangrove Forest Division (Wildlife) Rajnagar**

Sir,

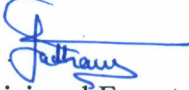
Enclosed, Please find herewith copy of Advertisement for Tender Call Notice for Manpower Service during the F.Y 2023-24 in respect of Mangrove Forest Division(Wildlife) Rajnagar both in hard and soft copy through e-mail. I would request your to kindly make necessary arrangement for publication of the same at least in three leading Odia Daily Newspaper as early as possible.

The concerned Advertisement Manager may kindly be instructed to send complimentary copies of the same newspaper containing the Advertisement to the undersigned immediately after its publication for record in this office.

An early action in this matter is requested.

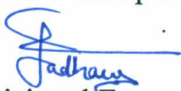
Encl: As above

Yours faithfully


Divisional Forest Officer,
Mangrove Forest Division (Wildlife)
Rajnagar

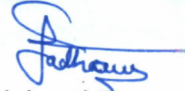
Memo No. 4185 /Dtd.14.07.2023

Copy along with its enclosure forwarded to the District Information Officer, NIC, Kendrapara for favour of kind information and necessary action. He is requested to upload the Tender Notice in District NIC Portal at the earliest for wide publicity.


Divisional Forest Officer,
Mangrove Forest Division (Wildlife)
Rajnagar

Memo No. 4186 /Dtd.14.07.2023

Copy along with its enclosure submitted to the Addl. Principal Chief Conservator of Forests (IT & GIS) O/o the PCCF, Odisha, Bhubaneswar for favour of information and necessary action. He is requested to upload the above Short Tender Notice in the website of PCCF, Odisha at an early date.



Divisional Forest Officer,
Mangrove Forest Division (Wildlife)
Rajnagar

Memo No. 4187 /Dtd.14.07.2023

Copy along with its enclosure submitted to All RCCFs / All DFOs (T & NT), Odisha for information and necessary action. They are requested to display the Tender Notice in their office Notice Boards for wide publicity.



Divisional Forest Officer,
Mangrove Forest Division (Wildlife)
Rajnagar

Memo No. 4188 (5) /Dtd.14.07.2023

Copy along with its enclosure forwarded to the All Range Officers of Mangrove Forest Division (Wildlife) Rajnagar for information and necessary action. They are instructed to display the above said Tender Notice in their Office Notice Board.

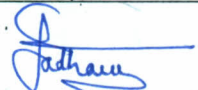


Divisional Forest Officer,
Mangrove Forest Division (Wildlife)
Rajnagar

**QUOTATION FOR DEVELOPMENT OF SERVICE PROVIDER MANPOWER
IN MANGROVE FOREST DIVISION (WILDLIFE) RAJNAGAR DURING
2023-24**

Sealed Tenders in the prescribed form are invited from interested reputed Man Power Service Providers to quote the Service Charges per month to provide following category of man powers in different stations of Mangrove Forest Division(Wildlife)Rajnagar w.e.f dt.01.08.2023 to till completion of one year/ completion of the project whichever is earlier. The Service Provider should have valid license of District Labour Officer of any district of Odisha and the copy of Service Tax License Number, GST Number, TIN etc. The said firm should have filled Income Tax returns and service Tax returns for the last three years and have experience in providing service to Government sector and various organizations for at least three years (documents to be attached). The last date of receipt of quotations is on or before 31.07.2023 in the office of the undersigned through person or Regd. Post and tender papers will be opened at 01.08.2023 in presence of the members of Tender Committee. The selected Service Provider shall have to sign an agreement with the undersigned regarding deployment of Man Power and payment thereof in stamp papers. The terms and conditions along with prescribed form is available in the office of the undersigned. Any legal dispute in future is subject to jurisdiction of Mangrove Division(Wildlife) Rajnagar only. The Service Provider should submit E.M.D of Rs. 2.00 Lakhs in shape of Bank Draft made in favour of Divisional Forest Officer, Mangrove Forest Division(Wildlife) Rajnagar on any Nationalised Bank along with the quotation. The authority reserves the right to accept or reject any or all quotations without assigning any reason thereof

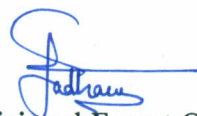
Sl No.	Type of Man Power	Number	Consolidation Remuneration per month including EPF, ESI, GST, Service Charge	Places/ Ranges of Deployment	Remarks
1	DEO/Afforestation Manager	07	20,372/-	Division/ all 5 Ranges	
2	Vehicle Driver	05	20,372/-	Division/Range	
	Boat Driver	05	20,372/-	Ranges	
3	Squad Personnel	152	14,198/-	All 5 Ranges	


Divisional Forest Officer,
Mangrove Forest Division (Wildlife)
Rajnagar

TERMS AND CONDITION

THE SERVICE PROVIDER WILL DEPLOY PERSONNEL WITH QUALIFICATION/ EXPERIENCE AS DETAILED BELOW

1. The Data Entry Operator shall have qualification and experience in use of computers with proficiency in working with MS word and Excel and Power Point Presentation etc.
2. The Driver shall have the minimum qualification of 7th Pass. He shall have valid license from the Transport Authority for driving four wheelers and experience of minimum 5 years in any Govt. /Private Agencies.
3. The payment in respect of all categories of persons shall be consolidated at the rate fixed by the PCCF (O) & PCCF (WL) under different schemes.
4. The payment will be made to the Service Provider on monthly basis but not in the name of professions and after deduction Income Tax
5. The engagement of all categories of persons shall be on fully temporary and contractual basis with a consolidated payment.
6. The authority will maintain an attendance Register of the workers at the working place and it will be transferred on receipt bills.
7. The worker provided by the Service Provider shall have to maintain highest standard of ethics and integrity in their work. They will not take any data entered in to the computers or document outside 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 activities in violation of this the Service Provider will be liable for criminal action as well as other civil action for such lapses as may be deemed appropriate by the authority.
8. The worker shall be regular and punctual in their work as per working hours fixed by the authority as per prevailing rules. They will attend to the office work beyond office hour and even on Sunday and Government holiday if required.
9. The workers shall be allowed national holiday and festival holidays as may be decided by the authority. They can avail a maximum of 10 days leave in a year with prior consent of the authority. Beyond the applicable leave days, wages will be deducted proportionately for the absence of the worker. Availing of leave without permission of the authority will warrant termination of the personnel without further reference.
10. The Authority shall have right to ask the Service Provider organization to withdraw/ replace any professionals who have been reported by the Authority as disobedient of incompetent towards his/ her services being rendered. The service provider agrees to act promptly on such request by the Authority.
11. The Service Provider shall not disengage the services of any person provided by him / her suo moto without consulting the Authority in case any person wishes to discontinue work the service provider shall be required to inform the Authority 15 days in advance and arrange for suitable replacement personnel having requisite qualification.
12. Utmost care should be taken by the Service Provider on the EPF & ESI amount of the man power



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