



**OFFICE OF THE DIVISIONAL FOREST OFFICER: REDHAKHOL DIVISION**  
**Mobile No:- 9437054951, Email ID:- [dfo.redhakhhol@odisha.gov.in](mailto:dfo.redhakhhol@odisha.gov.in)**

Letter No. **2018** Date. **23.05.2025**

To

The Deputy Director,  
Information and Public Relation Department (Adv.)  
& Deputy Secretary to Govt. of Odisha.  
Bhubaneswar, e-mail. [ipr.advt@gmail.com](mailto:ipr.advt@gmail.com)

Sub:- Publication of Advertisement for Tender Call Notice for Providing Non-Consultancy Service for Providing Human Resource of personnel through service provider.

Sir,

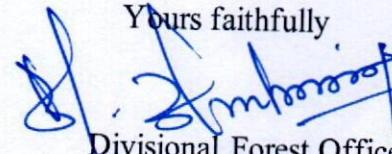
In enclosing herewith, the copy of advertisement for Tender Call Notice for Providing Non-Consultancy Service for Providing Human Resource of personnel through service provider under Redhakhhol Forest Division, Redhakhhol. I would request you to kindly make necessary arrangement for publication of the same at least in two leading Odia Daily News Paper and one English Newspaper of National Presence as detailed in the Tender Documents fixed to dated **23.05.2025. At. 01.00PM.**

The concerned Advertisement Manager may kindly be requested to send complimentary copy of the newspapers containing the Advertisement to the undersigned immediately after its publication.

An early action in this regard is requested.

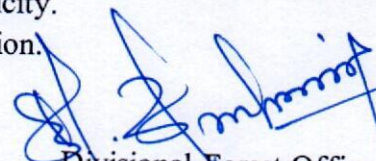
Encl:- As above

Yours faithfully

  
Divisional Forest Officer  
Redhakhhol Forest Division

Memo No. **2019** Date. **23.05.2025**

1. Copy along with enclosure forwarded to the Principal Chief Conservator of Forests & HoFF., Odisha, Bhubaneswar for information & necessary action.
2. Copy along with the copy of the abridged tender notice forwarded to the Chief Conservator of Forests (IT & GIS) O/o the Principal Chief Conservator of Forests Odisha, Bhubaneswar for information for favour of kind information and necessary action. He is requested to upload the above Tender on the website of PCCF Odisha as early as possible.
3. Copy along with enclosure forwarded to the Regional Chief Conservator of Forests, Sambalpur Circle, Sambalpur for information & necessary action.
4. Copy along with the copy of the abridged notice forwarded to the Officer – in Charge, DeGM, Sambalpur /Sambalpur with a request to host the abridged notice on district NIC Portal. He is requested to hosting the tender call notice in the District Portal for wide publicity.
5. Copy along with enclosure forwarded to the All-Divisional Forest Officer (T& NT), Odisha for information & necessary action.
6. Copy along with enclosure forwarded to the All-Forest Range Officer, Redhakhhol Forest Division for information & necessary action for wide publicity.
7. Copy to Notice Board of Division Office for wide circulation.

  
Divisional Forest Officer  
Redhakhhol Forest Division



**OFFICE OF THE DIVISIONAL FOREST OFFICER: REDHAKHOL FOREST DIVISION**

**Email ID:-** [dfo.redhakhhol@odisha.gov.in](mailto:dfo.redhakhhol@odisha.gov.in)

Tender Call Notice No. **02**

Dated. **23.05.2025**

**TENDER CALL NOTICE**

Sealed tenders are invited from registered agencies for Providing Non-consultancy Service for Providing Human Resource Under CAMPA, State Plan, AJY & Other Schemes of the Redhakhhol Forest Division on outsourcing basis.

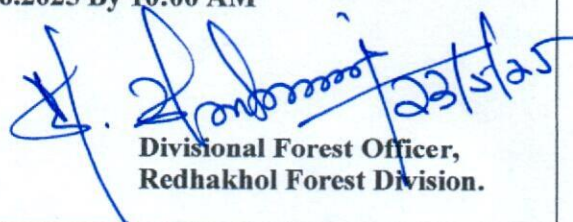
The tender documents (Application form with term & conditions) can be obtained or downloaded from <https://sambalpur.odisha.gov.in> / <https://odishaforest.in> on payment of **Rs. 10,000/- (Rupees Ten thousand)** only non-refundable Demand Draft drawn in favour of the **Divisional Forest Officer, Redhakhhol Forest Division, Redhakhhol**. The application should be reach in the O/o the Divisional Forest Officer, Redhakhhol Forest Division, Redhakhhol on or before **10.06.2025 up to 01.00 PM** through Registered Post/Speed Post/Courier Service/ by Person in the office of the Divisional Forest Officer, Redhakhhol Forest Division, Redhakhhol. The tender will be opened on **11.06.2025 at 10.00 AM** in the Office of the Divisional Forest Officer (T), Redhakhhol 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.

Date of Sale of Tender Paper/ Document : **24.05.2025 BY 12:30 PM**

Last Date for Submission of Sealed Tender Paper/ Document : **10.06.2025 By 01:00 P.M**

Opening Of Sealed Tender Paper/ Document In Presence of Service Provider : **11.06.2025 By 10:00 AM**

  
**Divisional Forest Officer,  
Redhakhhol Forest Division.**



**TENDERS FOR PROVIDING NON-CONSULTANCY SERVICE FOR  
PROVIDING HUMAN RESOURCE UNDER CAMPA, STATE PLAN,  
AJY & OTHER SCHEMES OF THE DIVISIONAL FOREST OFFICE,  
REDHAKHOL FOREST DIVISION, REDHAKHOL.**

Tender Call Notice No. 02

Dated. 23.05.2025

Last date of filing the tender: 01.00 PM of 10.06.2025

Date of opening of tender: 10.00 AM of 11.06.2025

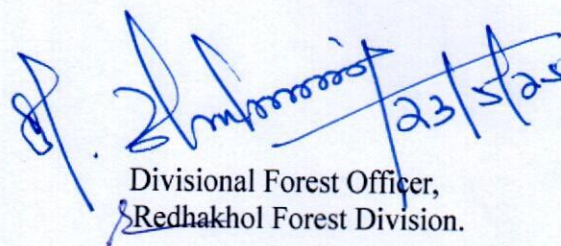
**TENDER FOR SELECTION OF A SERVICE PROVIDER  
FIRM FOR ENGAGEMENT OF MANPOWER IN  
REDHAKHOL FOREST DIVISION**

DATE OF SALE OF TENDER PAPER/ DOCUMENT :24.05.2025 BY 12:30 PM

LAST DATE FOR SUBMISSION OF SEALED  
TENDER PAPER/ DOCUMENT :10.06.2025 BY 01:00 P.M

OPENING OF SEALED TENDER PAPER/  
DOCUMENT IN PRESENCE OF SERVICE  
PROVIDER :11.06.2025 BY 10:00 AM

The sealed tender Paper should reach in the O/o the DFO, Redhakhol Forest Division, Redhakhol At-Near Block Office, Po/Ps- Redhakhol, Sambalpur District on or before dated-10.06.2025, by 01:00 P.M through Registered/ Speed post/ Courier service and can also be dropped in the Tender Box placed in the O/o the DFO, Redhakhol.

  
Divisional Forest Officer,  
Redhakhol Forest Division.



**BIDDER'S COVERING LETTER**

To,

The Divisional Forest Officer,  
Redhakhol Forest Division,  
Redhakhol,  
Sambalpur,  
768106.

Dear Sir,

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

Having examined the conditions of contract and specifications, the receipt of which is hereby duly acknowledged, I/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.

I/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 my/our bid is accepted, I/we shall submit the performance security deposit as per the conditions mentioned in the contract.

I/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 me/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.....



**LETTER OF AUTHORIZATION FOR ATTENDING BID OPENING**

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

To,  
The Divisional Forest Officer,  
Redhakhol Forest Division  
Redhakhol.

Dear Sir,

Subject: (Authorization for attending bid opening on .....  
(Date) in the Tender for Engaging Service Provider for providing  
Personnel to the Redhakhol Forest Division, Redhakhol (Tender No:  
\_\_\_\_\_ Dtd. \_\_\_\_\_)

The 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

Specimen Signature  
Name of Authorized

Person

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.



**TENDERS FOR PROVIDING NON-CONSULTANCY SERVICE FOR  
PROVIDING HUMAN RESOURCE UNDER CAMPA, STATE PLAN,  
AJY & OTHER SCHEMES OF THE DIVISIONAL FORSET OFFICE,  
REDHAKHOL FOREST DIVISION, REDHAKHOL.**

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**Last date of filing the tender: 01.00 PM of 10.06.2025**

**Date of opening of tender: 10.00 AM of 11.06.2025**

Tender should be addressed to the Divisional Forest Officer, Redhakhhol Forest Division, Redhakhhol, Near Block Office, Po/Ps-Redhakhhol Sambalpur District 768106 clearly super scribing on the top of the sealed envelope **"TENDERS FOR PROVIDING NON-CONSULTANCY SERVICE FOR PROVIDING HUMAN RESOURCE UNDER CAMPA, STATE PLAN, AJY & OTHER SCHEMES OF THE DIVISIONAL FORSET OFFICE, REDHAKHOL FOREST DIVISION, REDHAKHOL"**.

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

- The tendering service providers are required to enclose photocopies of the following documents (duly self-attested) along with Technical Bid, Financial Bid etc. as required, 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 component authority along with return filing copy of last six months.
- Copy of PAN Card
- Copy of the registration certificate of Company/Firm.
- Copy of EPF and ESI certificates along with returns for the year 2024-25, 2023-24 & 2022-23.
- Copy of the IT returns filled and Audit certificates for the last three consecutive years certified by the Chartered Accountant.
- Copy of the Balance Sheet & Profit & Loss Account of the last three consecutive years certified by the Chartered Accountant.
- Copy of the Bank Account of the Company/Firm.
- Copy of the Labour License/Registration under the Contract Labour (Regulation & Control) Act, 1970 and limited liability partnership Act 2008 or, Indian Companies Act 2015/1956.
- Annual turnover during the preceding 3 (three) years i.e. 2022-23, 2023-24, 2024-25 should be at least **Rs. 10,00,00,000/- (Rupees ten Crores) only**.
- Copy of experience certificate or work order of providing manpower services to any Govt. Department/Govt. undertaking/PSU organization in a single contract with involving of minimum 75 manpower engaged during last three years.
- EPF and ESI registration certificate.
- Copy of Identity Proof of the Managing Director.
- Earnest Money Deposit (EMD) for **Rs. 25000/- (Rupees Twenty-Five Thousand)** only in shape of Bank TDR or Bank Guarantee duly pledged to the **Divisional Forest Officer, Redhakhhol Forest Division, Redhakhhol**.

**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 opening of his tender paper.



- ii) In case the successful tenderer does not come forward to sign the agreement when intimated by the Divisional Forest Officer, Redhakhol Forest Division, Redhakhol.

**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:

S. No.	Name of the Position CAMPA, State Plan, AJY & Other Schemes of this Division	Tentative no. of Personnel	Service Charges per person, per month
1	<b>CAMPA</b>		
	Forest Protection Squad/ Wildlife Protection-Cum-Anti-Depredation Squad/IPCEA Squad/ Data Entry Operator (DEO)/ Driver/ Para Forest Staffs, PFMS Elephant Squad, State Plan Elephant Squad & etc.	192	
2	<b>AJY</b>		
	Project Coordinator / Data Entry Operator (Accounts) / Data Entry Operator	8	

- c. The rate shall be quoted both in figures & words.
- d. Tenders without being sealed & those received beyond the scheduled date & time shall not be accepted.
- e. Tender papers without signature of the tenderer shall be rejected.
- f. Tender papers without the desired 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 NON-CONSULTANCY SERVICE FOR PROVIDING HUMAN RESOURCE TO DIVISIONAL FOREST OFFICER, REDHAKHOL FOREST DIVISION, REDHAKHOL" and "FINANCIAL BID FOR PROVIDING NON-CONSULTANCY SERVICE FOR PROVIDING HUMAN RESOURCE TO DIVISIONAL FOREST OFFICER, REDHAKHOL FOREST DIVISION, REDHAKHOL". Both sealed envelopes should be kept in a third sealed envelope super-scribing "TENDERS FOR PROVIDING NON-CONSULTANCY SERVICE FOR PROVIDING HUMAN RESOURCE UNDER CAMPA, STATE PLAN, AJY & OTHER SCHEMES OF THE DIVISIONAL FOREST OFFICE, REDHAKHOL FOREST DIVISION, REDHAKHOL". The Bids should remain valid till 90 days from the opening of the Bids.

**5. Tender forms** can be obtained from the Divisional Forest Officer, Redhakhol Forest Division, Redhakhol on payment of Rs.10,000/- (Rupees Ten thousand) only. The cost of the tender paper must be accompanied by a Demand Draft of Rs.10,000/- in favor of the Divisional Forest Officer, Redhakhol Forest Division, Redhakhol payable at Redhakhol. The cost of the tender paper is non-refundable under any circumstances.



6. 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

7. E-mail / Fax bids will be summarily rejected. A late submission bid shall be rightly rejected.

8. Any conditional bids shall not be considered and will be rightly rejected in the very first instance.

9. 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.

10. The Financial Bid of only those tenderers will be opened whose Technical bids are found to be in order. 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.

11. 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 for such tenderers who will qualify in the Technical bid as evaluated by the Tender committee duly constituted by the Authority for the purpose.
- The Committee constituted as above will take a decision to accept the tender or otherwise.

12. The Financial Bids will be opened only for technically qualified bidders. To be eligible to open the Financial Bid, bidders must acquire 60% or more in the Technical Score (TS). The Financial Bid shall be opened at this stage in the presence of the bidder's representative who wishes to attend the meeting with a proper authorization letter. The name of the bidder along with the quoted financial price will be announced during the meeting.

**Combined Quality and Cost Based Selection (CQCBS) method** will be followed during the overall selection process. Based on the evaluation of technical proposal, the technically qualified bidders shall be ranked highest to lowest Technical Score (TS) in accordance to the marks obtained during the technical evaluation stage. There shall be 60% weight-age to technical score and 40% weight age to financial score.

The individual bidder's Financial Score (FS) will be evaluated as per the formula given

$$FS = [F - \text{Min} / FB] * 100 \text{ (rounded off to 2 decimal places)}$$

Where: FS = Normalized financial score of the bidder under consideration



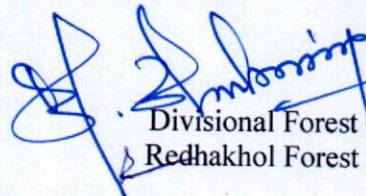
**F-Min**= Lowest Financial quote among the Technically qualified bidders  
**FB**= Financial quote of the bidder under consideration

**Combined Score (S) = TS\* 0.6 + FS \* 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.

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

 23/5/25  
Divisional Forest Officer,  
Redhakhol Forest Division.



## TERMS & CONDITIONS

### GENERAL

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

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. In the beginning, the contract would be for three months only and after that it will be renewed for a period of one year during which the service charges quoted by the agency shall remain valid. No increase in charges during the period shall be admissible.
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 Service Provider will be bound by the details furnished by it to the Authority when submitting the tender or at a subsequent stage. In case, any of such documents furnished by it 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 violates any of the conditions/specifications without any liability for any loss whatsoever it may cause to the bidder in the process.
8. The Service provider shall nominate a '**Co-Ordinator/Nodal Staff for Redhakhol Forest Division**' 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 coordinator 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.
  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 Authority 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 they 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 Service Provider must be registered with the Government Authorities concerned, (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 a License under Contract Labour (Regulations and Abolition) Act, 1970, if any, at his own part and



cost. Also, all the social benefits i.e. Health Insurance and other schemes must be extended to the manpower for their benefits.

17. 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.
18. The people deployed should be polite, cordial and efficient while handling the assigned work and their actions should promote goodwill 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.
19. The personnel provided by the Service Provider shall have to maintain the highest standard of ethics in their work. They should not under any circumstances take any data entered 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 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).
20. The personnel provided by the Service Provider shall be regular and punctual in their work as per the working hours set by the Authority. They will attend to office work beyond office hours and even on Sundays and Government Holidays, if required as directed by the Divisional Forest Officer/Range Officer or his authorized representative.
21. The "Authority"(DFO) shall have the 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 at any point of time. The "Service Provider" agrees to act promptly on such a request by the "Authority" (DFO).
22. Selection of person(s) in various categories requisitioned by the Authority will be the responsibility of the Service Provider at their own cost. The Service Provider will send CVs/ Biodata of a panel of suitable persons having requisite qualification/ experience to the Authority for selection and acceptance.
23. 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.
24. The service of the personnel deployed under the contract shall not be withdrawn suo 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 them **30 days** in advance and arrange for suitable replacement with persons having similar or better qualification and experience.

25. Violation of Clause-24 will amount to a penalty of 30days' salary of the personnel disengaged which shall be recovered from the Security Deposit of the Service Provider.
26. The selection of the services of personnel as requisitioned by the Division shall be the responsibility of the Service Provider. The Service Provider will send the CVs/ Biodata of a panel of suitable persons having requisite qualifications and experience, not less than two times the number of personnel requisitioned for each position to the concerned Division for selection and acceptance.
27. All documents required to be enclosed shall be self-attested.

#### **LEGAL**

28. There should be no civil/criminal case pending with the authority/ Police against the Proprietor / Firm / Partner or the Company (Service Provider) and the Service Provider shall not have been blacklisted otherwise to be evidenced by **attachment as on Affidavit in this regard.**
29. The people 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 an 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.
30. The Service Provider shall be responsible for compliance with 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. The Bidder should produce the evidence in respect of having made payments to the manpower provided as and when called for by the Authority
31. 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 Photocopies of such documents shall be furnished to the Authority or office concerned.



32. 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 the Law.
33. The Tax deduction at Source (T.D.S.) shall be done as per the provisions of the 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.
34. 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.
35. 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 and non-payment of statutory dues. The Department or Office concerned will have no liability towards non-payment of remuneration to the persons 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.
36. The decision of the Authority regarding interpretation of the Terms & Conditions and the Agreement shall be final and binding on the Service Provider.

#### **FINANCIAL**

**The Service Provider shall execute an agreement with the DFO, Redhakhol Forest Division, Redhakhol in line with the terms and conditions laid down. Tender Document and shall furnish a Performance Security Deposit not less than @4% of the monthly wages/remuneration of the personnel bills 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, Redhakhol Forest Division for faithful implementation of the provisions of the agreement. The Bid Security of the finalized 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 signing of the tender by the L-1 tenderer.**



37. 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.
38. 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.
39. The payment in respect of all categories of personnel towards Monthly Remuneration and Statutory Employer payments to be made by the Authority as per the provisions of the department in account payee mode.
40. 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.
41. The agency has to pay the wages/remunerations in advance and raise the bill against such payments. The wages/remunerations to be paid after receiving absentee statement from the Division office/Range office.
42. The Service Provider shall raise the bill (Tax Invoice), in triplicate, after the receipt of absentee statement sheet submitted from the DFO/Range Officer in first week of the succeeding month.
43. The agency shall be solely responsible for compliance to the provisions of various labor 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/remuneration of a month to the personnel engaged by them within a week of the succeeding month before receiving the same from this office through account payee mode.
44. 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 5<sup>th</sup> of each succeeding month.
45. The Authority reserves the right to withdraw or relax any of the terms and conditions mentioned above to overcome the problem encountered at a later stage.



46. In the event of any dispute arising in respect of the clauses of the agreement the same shall be resolved through negotiation/Arbitration. 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. Further, in case of dissatisfaction over the final decision, the same may be appealed before the civil court having jurisdiction at Redhakhol.
47. The Personnel deployed by the Service Provider in the Control Room Attendant shall work under the direct supervision and control of the Divisional Forest Officer and those deployed at the check gate shall work under the direct supervision and control of the concerned Range officer. Besides, the Service Provider shall neither deploy nor withdraw any personnel at any time without the approval of the Authority.
48. 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 a BranchOffice within two months of the signing of the agreement.
49. 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.
50. The successful bidder will enter into an agreement with this Department/Office for supply of suitable and qualified human resources as per the 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.

**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

**Phone No (O):**  
**Seal:**  
**Date:**

**(Signature of Tenderer with seal)**  
**Address: Name:**



**APPLICATION - TECHNICAL BID**

**(For Bidding as a Service Provider for Providing Non-consultancy Service for Providing Human Resource to Redhakhol Forest Division, Redhakhol)**

1. Name of Tendering Service Provider:  
\_\_\_\_\_
2. Status (Proprietorship /Partnership/ Private Limited):  
\_\_\_\_\_
3. Full Address of Registered office: \_\_\_\_\_  
Office Telephone No. \_\_\_\_\_  
FAX No. \_\_\_\_\_  
Email ID: \_\_\_\_\_
4. Full Address of operating / Branch Office :  
\_\_\_\_\_  
Telephone No. \_\_\_\_\_ :  
\_\_\_\_\_  
Fax 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, Redhakhol Forest Division, Redhakhol.**
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)
2022-23	
2023-24	
2024-25	

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		
		2022-23	2023-24	2024-25

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



**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 Non-consultancy Service for Providing Human Resource to Redhakhol Forest Division, Redhakhol)**

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, AJY & Other Schemes of this Division	Tentative no. of Personnel	Service charges per person, per month
1	<b>CAMPA &amp; State Plan</b>		
	Forest Protection Squad/ Wildlife Protection-Cum-Anti-Depredation Squad/IPCEA Squad/ Data Entry Operator (DEO)/ Driver/ Para Forest Staffs, PFMS Elephant Squad, State Plan Elephant Squad & etc.	192	
2	<b>AJY</b>		
	Project Coordinator / Data Entry Operator (Accounts) / Data Entry Operator	8	

**NOTES:**

1. GST shall be paid extra 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 another Scheme and AJY 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:**

**Signature of Authorized Person of Service Provider  
(With Seal)**

**Place:****Name:**



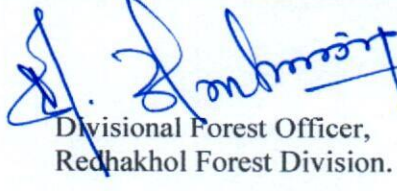
## CRITERIA FOR EVALUATION

### Evaluation of Parameters

An evaluation of proposals shall be made by the authority concerned. 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 Financial Bid. The technical evaluation will be 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	<ul style="list-style-type: none"><li>• &gt; 3 years &lt; 5 years : 5 marks</li><li>• &gt; 5 years &lt; 7 years : 7 marks</li><li>• &gt; 7 years : 10 marks</li></ul>	10
2	Experience in handling in Odisha Forest Departments with strength of manpower in single work order.	<ul style="list-style-type: none"><li>• &gt; 50 &lt; 100 : 5 marks</li><li>• &gt; 100 &lt; 180 : 7 marks</li><li>• &gt; 180 : 10 marks</li></ul>	10
3	Minimum 5 nos. of worker order in Odisha Forest Department in similar	<ul style="list-style-type: none"><li>• Submitted documentary proof 10 marks. Each work order 2 marks (last 2 years)</li></ul>	10
4	Performance certificates of previous assignments in Odisha Forest Department	<ul style="list-style-type: none"><li>• &gt; 0 year &lt; 2 years: 5 marks</li><li>• &gt; 2 year &lt; 4 years : 7 marks</li><li>• &gt; 4 year :10 marks</li></ul>	10
5	Total average annual turnover (in last 3 Financial Year 2022-23, 2023-24 & 2024-25 )	<ul style="list-style-type: none"><li>• &gt; 10-20 crores : 5 marks</li><li>• &gt;20-40 crores : 7 marks</li><li>• &gt; 40 crores : 10 marks</li></ul>	10
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).	<ul style="list-style-type: none"><li>• 1000 – 2999 persons : 2marks</li><li>• 3000 – 3999persons : 3 marks</li><li>• &gt;4000 persons : 5 marks</li></ul>	5
7	Technical presentation for good activities	A Power Point Presentation explaining the work of the Company in general and work with the Odisha Forest Department in particular.	5

**End of tender Document at this 19<sup>th</sup> page**

  
Divisional Forest Officer,  
Redhakhol Forest Division.