



ବାଲେଶ୍ୱର ବନ୍ୟଜୀବବନଜୀବ, ବାଲେଶ୍ୱର  
OFFICE OF THE DIVISIONAL FOREST OFFICER  
BALASORE WILDLIFE DIVISION



At/PO : KURUDA, Dist : BALASORE, PIN – 756056, ODISHA  
Control Room : +91 – 9437691870 e-mail : [dfowl\\_bls@yahoo.co.in](mailto:dfowl_bls@yahoo.co.in) / [dfo.balasorewl@odisha.gov.in](mailto:dfo.balasorewl@odisha.gov.in)

NOTICE No. 03.....

Dt. 03-10-25

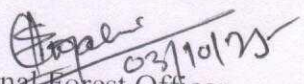
**RE TENDER CALL NOTICE**

Sealed tenders are re-invited from DGR registered manpower Service Providers for providing manpower services of unarmed ex-serviceman for Wildlife Protection and Anti Depredation squad to work in Balasore Wildlife Division, Balasore under of 3128-WL Protection & Conservation Measure scheme and other schemes on outsourcing basis.

The tender documents (Application form with terms & conditions) can be obtained in person from the Head Clerk of this Division on working hours from 03.10.25 to 17.10.25 or can be downloaded from [www.balasore.nic.in](http://www.balasore.nic.in) on payment of Rs. 2000/- (Rupees two thousand) only non-refundable Demand Draft drawn in favour of the Divisional Forest Officer, Balasore Wildlife Division, Balasore. The application should reach the O/o the Divisional Forest Officer, Balasore Wildlife Division, Balasore on or before 17.10.25 up to 5.00 PM through Registered Post/Speed Post/Courier Service/ in Person and can also be dropped in the "Tender Box" placed in the office of the Divisional Forest Officer, Balasore Wildlife Division, Balasore. The tender will be opened on 18.10.25 at 11.30 AM in the office of the Balasore Wildlife Division in the presence of the tenderer or their authorized representative if any. The tender document received beyond the scheduled date and time will not be considered at all. Details of personnel to be provided to this Division under 3128-WL Protection & Conservation Measure scheme & other schemes of this Division.

Sl. No.	Name of the Position	Tentative No. of Personnel
1.	Unarmed Guard (Ex-serviceman) for Wildlife protection squad/ Anti Depredation Squad	10

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

  
Divisional Forest Officer  
Balasore Wildlife Division, Balasore

## SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS SERVICE PROVIDER

1. State level steering committee of State CAMPA have taken decision for engagement of Unarmed Guard (Ex-serviceman) of DGR for Anti depredation squad, Tracker for Forest Divisions of Odisha for CAMPA-APO-(2021-22).
2. Accordingly, Balasore Wildlife Division, Balasore under Forest, Environment and Climate Change Department, Govt. of Odisha requires the services of DGR Security Agencies to provide services of Unarmed Guard for Wildlife protection squad, Anti Depredation squad, at Division/Range and Field work in forest areas of the Division/Range under the scheme -3128-WL Protection & Conservation Measure.
3. The period of engagement of the Service Provider and the services of personnel will be as per funds provided by 3128-WL Protection & Conservation Measure subject to maximum for 05 months from the date of the contract & which will be extendable by mutual consent for a period of One Year 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, CEO, CAMPA, PCCF(WL) & CWLW, Odisha etc.
4. The contract for providing the aforesaid manpower is likely to commence from 01<sup>st</sup> of October, 2025 and would continue till 31<sup>st</sup> March, 2026 which would extend for a period of One year by order of the competent authority.
5. The Camp of Unarmed Guard (Ex-serviceman), will be in Kuldiha WL Range. If necessary, their Service will be rendered in other Ranges also as decided by the Authority.
6. The DGR security Agencies are advised to submit their price bid as per DGR latest wage notification (i.e. April 2025 wage list) for providing 10 DGR security unarmed guards required mainly for the purposes of Patrolling by jungle trek, in mountainous terrain by foot / Vehicle, Laying Ambushes, collect intelligence & information and to assist the forest staffs to apprehend Poachers. The bids would remain valid till 90 days from opening of the bids.

7. The tendering Service Providers are required to enclose photocopies of the following documents (duly self-attested) along with the bid, failing which their bids shall be summarily rejected and will not be considered any further:
- a. Copy of the GSTIN Registration certificate of the Service Provider issued by the competent authority.
  - b. Copy of PAN
  - c. Copies of EPF and ESI certificates.
  - d. Retired defence Officers Identity Cards
  - e. PSARA Licence
  - f. GST Registration
  - g. Shop & Establishment documents
  - h. Proof Bank document where name of agency must have been mentioned

**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. E-mail / Fax bids will be summarily rejected. Bids received after last date of submission will not be entertained.
2. The Financial bids will be opened in the presence of the bidder or authorized representatives of the 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.
3. The competent authority of the Forest Department reserves the right to reject all bids without assigning any reason.
4. The registered office should be located inside the state of Odisha. 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 / her Manpower or Agents and liable to pay due compensation as decided by the competent authority. However suitable arrangement will be done by the employer to evacuate the casualties to nearest ESI hospital.
5. 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. However suitable arrangements will be done to the casualties to evacuate to the nearest ESI hospital for treatment
6. Statutory charges like ESI will be reimbursed to the contractor at the prevailing rate on producing proof of payment of the same.
7. The monthly remuneration of DGR Security Guard (Unarmed) shall be paid by the service provider by way of e-Transfer/NEFT/RTGS to individual bank account & copy of the same to be provided at the time of submissions of monthly bill.
8. Payment of remuneration through cheque or cash is strictly prohibited.
9. Release of funds to the Agency shall be subject to Agency submitting proof of electronic transfer of remuneration to the staff.
10. The service provider will be responsible for any Labour or judicial case filed by his/her man power. Authority does not take responsibility what so ever in this matter.

**TECHNICAL REQUIREMENT FOR THE TENDERING OF SERVICE PROVIDER**

1. The security agency initially must have registered in past with DGR must have valid PSARA Licence for the state of Odisha
2. The agency must have PAN Card as per DGR rules
3. Must have at least 03 years of experience in providing more than 70 DGR Security Guards Government Department/Semi Government / Public Sector.
4. Must have their own Bank account.
5. Must be registered under GST.
6. Must have registration under EPF & ESIC.
7. The agency must not be blacklisted by any State Government/ Government of India / Union Territory/Government Undertaking and Public Sector.
8. There should be no civil / criminal / case pending with the authority / police proprietor agent the /Firm / partner or the company (Service Provider) Provider and the service shall not have been blacklisted.

**TECHNICAL REQUIREMENT OF MANPOWER TO BE DEPLOYED BY THE  
SUCCESSFUL SERVICE PROVIDER IN BALASORE WILDLIFE DIVISION, BALASORE**

**A. UNARMED GUARD (EX-SERVICEMAN) FOR WILDLIFE PROTECTION AND ANTI  
DEPREDATION SQUAD.**

**Skill & Attributes:**

- \* All Ex-Service personnel should be physically & mentally sound
- \* The age security guards should be as per PSARA Act of Govt of Odisha.

**Job Description:**

- Patrolling in forest & wildlife areas, collection of information on smuggling of forest and wildlife articles, trophy & movement of offenders/poachers.
- Assisting forest staffs in apprehending smugglers, poacher & in forest protection activities.
- Control of Forest fire
- DGR Security Guards always operate at any location & their strength should be minimum two along with forest officials.
- As per DGR rule all security guards will work with three shifts in a day Security Guards as far as possible will be issued with protective safety gears
- Any other duty assigned by Authorized officer Range Officer/ACFs/ Divisional Forest Officer.

**APPLICATION-TECHNICAL BID**

**(For Bidding as a Service Provider for Providing the Services of personnel to  
Balasore Wildlife Division, Balasore under various schemes)**

1. Name of Tendering Service provider: \_\_\_\_\_
2. Status(Proprietorship /partnership in private Limited) \_\_\_\_\_
3. Full Address of Registered office: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Mobile:- \_\_\_\_\_ .Email id- \_\_\_\_\_
4. Name & Telephone No. of Authorized officer/ person to liaise with field officer(s): \_\_\_\_\_  
 \_\_\_\_\_, Mobile No- \_\_\_\_\_
5. Banker of the Service Provider (Attach certificate copy of statement of A/c of last  
3 Consecutive years): \_\_\_\_\_
6. PAN. (Attach attested copy): \_\_\_\_\_
7. GST Registration No (Attach attested copy): \_\_\_\_\_
8. Service Tax Registration No: (Attach attested copy): \_\_\_\_\_
9. E. P. F. Registration No: (Attach attested copy): \_\_\_\_\_
10. E.S.I. Registration No: (Attach attested copy): \_\_\_\_\_
11. Shop & Establishment registration No \_\_\_\_\_
12. PSARA License No:- \_\_\_\_\_

### DECLARATION

1. I \_\_\_\_\_ Son of \_\_\_\_\_  
Age \_\_\_\_\_ Proprietor 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 I 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  
documents would lead to rejection of my tender at any stage besides liabilities  
towards prosecution under appropriate law.

**Signature of Authorized Person of  
Service Provider's**

Date:

With Organization's Seal

Place:

Name:

Address:

## TERMS &amp; 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 & considering location the security agency must make up the strength from time to time not beyond 15 Days from the date of deployment.
3. The Agreement shall be for a period of 150 days & to be extended further for a period of One year 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 Service Provider will be bound by the details furnished by it to the Authority while submitting the tender or at 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 violating any of the conditions/specifications without any liability to any loss whatsoever it may cause to the bidder in the process.
8. 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 as per DGR wage notification & amended from time to time.
9. 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 should not have any claim whatsoever like employer and employee relationship against the Department or Office concerned.
10. The service Provider shall be solely responsible for the redressed of grievances or resolution of disputes relating to persons deployed. The Department shall, in no way, be responsible for settlement of such issues whatsoever.

11. 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.
12. 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.
13. 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.
14. 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.
15. The 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.
16. 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.
17. The guards will always be deployed in Buddy Pairs that is minimum two guards at any camp /post or for any type of operations. The guards deployed will work in shifts that is A shift, B shift and C shift. Each shift will be of 8 hours each
18. 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.
19. 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 involve 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" (Divisional Forest Officer).
20. 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 /Range Officer or his authorized representative.
21. The "Authority"(D.F.O.) shall have right to ask the Service Provider to withdraw /replace any personnel who has been reported by the "Authority"(D.F.O.) as disobedient or incompetent towards his/her services being rendered. The "Service Provider" agrees to act promptly on such request by the "Authority" (D.F.O.).
22. Selection of security person(s) will be the responsibility of the Service Provider at their own cost. The Service Provider will submit record of service of security personnel to this office before deployment.

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, Balasore WL Division. In case any personnel whose services have been deployed, desires to discontinue then reliever to be provided w.e.f.
25. Any Violation will amount to penalty of 15 days salary of the personnel disengaged in cases of Protection Squad and Anti depredation Squad.
26. The selection of the Ex-Servicemen is responsibility of service provider.

### LEGAL

27. 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.
28. The Service Provider shall be responsible for compliance of all statutory provisions relating payable to DGR guards before 07 of each month. The Proprietor of DGR security agency (Service Provider) would produce the evidence in respect of having made payments to the manpower provided as and when called for by the Authority.
29. 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. However GST shall be paid directly by the Employer.
- 30.. 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.
31. 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.
32. 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 Security Deposit of the Service Provider, to the extent of the loss or obligation in monetary terms.
33. 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 Division 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 Division Office concerned by the persons deployed, the same shall be recovered from the unpaid bills.

34. The decision of Authority in regard to interpretation of the Terms & Conditions and the Agreement shall be final and binding on the Service Provider.

**Financial**

35. The selected Service Provider shall execute an agreement with the Divisional Forest Officer, Balasore Wildlife Division, Balasore in line with the terms and condition laid down in the Tender Document and shall furnish a Security Deposit as per DGR rules/-on any nationalized Bank in Shape of Bank TDR or Bank guarantee duly pledged to the Divisional Forest Officer, Balasore Wildlife Division, Balasore for faithful implementation of the provisions of the agreement. This security deposit of the finalized tenderer shall be retained at the Division Office.
36. 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.
37. In case of breach of any terms and conditions attached to this agreement, the Security Deposit of the Service Provider shall be liable to be forfeited besides annulment of the Agreement.
38. The payment in respect of all categories of personnel towards Monthly Remuneration and Statutory Employer payments to be made by the Authority shall be at the rate given in-the Table-II of Annexure-I in account payee mode.
39. In the event of any delay in receipt of funds from Government end the service provider will deposit all dues in respect of BSIC & GST etc. in time from their own source so as to avoid irregularities and to avert penal damages. Payment in this event will be made to the service provider immediately after receipt of funds from govt. end.
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 Service Provider shall raise the bill, in triplicate, after the receipt of absentee statement sheet submitted from the Division Office in first week of the succeeding month.
42. The agency shall be solely responsible for compliance to the provisions of various labour and industrial laws, such as, wages, allowances, compensations, 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 only.
43. The Service Provider shall deposit the statutory dues like 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 10th of each succeeding month.
44. 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.
45. In the event of any dispute arising in respect of the clauses of the agreement the same shall be restored 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.
46. The Personnel deployed by the Service Provider shall work under the direct supervision and control of the Divisional Forest Officer, Balasore WL Division, Balasore. Besides, the Service Provider shall neither deploy nor withdraw any personnel at any time without the approval of the Authority.
47. The registered office should be based in the state of Odisha.

48. 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.
49. The successful bidder will enter into an agreement with this Department/office for supply defence personnel from Army, BSF, CRPF, ITBP etc
50. In the event of any delay in receipt of funds from Govt. the service provider will deposit the ESI and EPF amount of deployed personnel in time from their own source so as to avoid irregularities and to avert penal damages. Payment in this event will be made to the service provider immediately after receipt of funds from Govt.

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

**Declaration by the Tenderer:**

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

Signature of Authorized Person of Service Provider's

With Organization's Seal

Date:

Place:

Name:

Address:

Contact details: