



OFFICE OF THE
DIVISIONAL FOREST OFFICER ANGUL KENDU LEAVES DIVISION, ANGUL
At/Po-Hakimpada, Dist-Angul, Pin-759143, Phone No./ Fax No. 06764-234157,
E-mail- dfoklangl@gmail.com

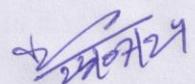
Tender Call Notice

No. 1959 / Date. 23/07/2024

Engagement of Service Provider for Services of Data Entry Operator during 2024 (KL) Crop Year.

Sealed tenders are invited from reputed manpower agencies / Service Providers to provide the services of Data Entry Operator for a period of one year for placement in different field units of Kendu Leaves Range Offices under Angul (KL) Division as per Government of Odisha, Finance Department Guidelines.

The detail information for outsourcing of the services of aforesaid post will be available in website <https://angul.odisha.gov.in> and www.odishaforest.in. The tender offer in sealed cover should be superscribed as "Offer for service of DEO" to be sent either by speed post / Registered Post to the **Divisional Forest Officer, (KL) Angul Division** or can also be dropped in the Tender Box placed in the office of the undersigned. The last date and time for submission of Tender documents is **31.07.2024 by 5.00 PM** during working hours and shall be opened by the Selection Committee in the O/o the Divisional Forest Officer, (KL) Angul Division on **01.08.2024 at 11.00 AM** in presence of service providers or their authorised representative. Offer received beyond the stipulated time/date and without EMD will be entertained.


**Divisional Forest Officer,
Angul (KL) Division**

**Tender Document for Providing Services of
Data Entry Operator in KL Wing**

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Important Dates

For Providing Service of Data Entry Operator in the field units under Divisional Forest Officer, Angul (K.L.) Division by Manpower agencies/service providers.

| | Description | | Dates/Periods |
|-----|---|---|--------------------------|
| (a) | Last Date and time for submission of Tender Document | : | Dt. 31.07.2024, 5:00 PM |
| (b) | Date and time for Opening of | : | Dt. 01.08.2024, 11:00 AM |
| | (i) Technical Bids | : | Dt. 01.08.2024, 11:00 AM |
| | (ii) Financial Bids | : | Dt.01.08.2024, 11:00 AM |
| (c) | Likely date for commencement of deployment of required manpower | : | Dt. 02.08.2024 |

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS.

1. The Divisional Forest Officer, Angul (K.L.) Division requires the service of reputed well established and financial sound manpower Service Providers to provide service of DEO for day to day official work.
2. The place of engagement of Data Entry Operator and the jurisdiction of Divisional Forest Officer, Angul (K.L.) Division is given in Annexure-1.
3. Interested Service Provider has to submit his offer in the prescribed Tender format directly to the Divisional Forest Officer, Angul (K.L.) Division, Angul.
The address to which the tender documents are to be sent is as follows: -
The Divisional Forest Officer, Angul (K.L.) Division, Angul.
Address: At/PO-Hakimpada, PS-Angul, Dist.-Angul, Pin-759143
Tel No.: 06764-234157, E-mail : dfoklangl@gmail.com.
4. The Service Provider may also submit bid to the Divisional Forest Officer, Angul (K.L.) Division, Angul by Speed Post/Registered Post.
5. The contract of providing the aforesaid manpower is likely for 2024 (K.L.) Crop Year. The period of the contract may be further extended beyond agreement period / date provided the requirement of the Department for manpower persist at that time or may be 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 Department, however, reserves right to terminate this initial contract at any time after giving fifteen days' notice to the selected Service Provider.
6. This Department has approximate requirement for 12 nos. DEOs at different K.L. Range Offices of Divisional Forest Officer, Angul (K.L.) Division, Angul and at O/o the CCF, Cuttack KL Circle, Cuttack.
7. The interested Manpower Service Providers may submit the tender document complete in all respect along with Earnest Money Deposit (EMD) of Rs.10,000/- by way of Bank Draft in favour of the Divisional Forest Officer, Angul (K.L.) Division, Angul payable at Angul.
8. The various crucial dates relating to "Tender for Providing Manpower Services to the field units of DFO, Angul (K.L.) Division are cited as under:
Last Date and time for submission of Tender Document:
a) Date and time for opening of: - Dt. 01.08.2024 at 11:00 AM
(i) Technical Bid: Dt. 01.08.2024 at 11:00 AM
(ii) Financial Bids of eligible Tenders and selection
(iii) Likely date for commencement of Deployment of required manpower: Dt. 02.08.2024
9. The tender has been invited under two bid system i.e. Technical Bid and Financial Bid. Interested agencies are advised to submit two separate sealed envelopes superscribed "Technical Bids for providing manpower Service" and "Financial Bid for Providing Manpower Service". Both sealed envelopes should be kept in a third sealed envelope superscribed "Tender for providing manpower Service field units under Divisional Forest Officer, Angul (K.L.) Division, Angul of Forest Department". The bids are to be sent to the Divisional Forest Officer, Angul (K.L.) Division, Angul.

10. The Earnest Money Deposit (EMD) of Rs.10,000/- (Rupees ten thousand) only refundable (without interest), should accompany the Technical Bid of the service provider in the form of Demand Draft payable in favour of Divisional Forest Officer, Angul (K.L.) Division, Angul failing which the tender shall be rejected summarily.
11. The tendering Manpower Service Providers are 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 / out rightly rejected and will not be considered any further.
 - a) Registration certificate of the applicant organisation.
 - b) Copy of the PAN / GIR Card.
 - c) Copy of the IT return filed for the last three financial years.
 - d) Copies of EPF and ESI certificate.
 - e) Copy of the GST registration certificate.
 - f) Certified extracts of the Bank Account containing transactions during last three years.
 - g) Work order / contract regarding number and type of manpower provided by the firm in last 3 years.
12. The conditional bids shall not be considered and will be out-rightly rejected in very first instance.
13. All entries in the tender form should be legible. If the space 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 signed by the person authorized to sign the tender bids.
14. The technical bids shall be opened on the scheduled date and time as given in important dates of Tender on page-2 in the office of the DFO, Angul (K.L.) Division where the Tender Paper is submitted, in the presence of the manpower service providers or his representatives, if any, who wish to be present on the spot at that time.
15. The financial bid of only those tenders will be opened whose Technical Bids are selected. The financial bids shall be opened after selection of technical bid (date) in the office chamber of DFO, Angul (K.L.) Division in presence of the Manpower Service Providers or his authorized representatives, if any, who wish to be present on the spot at that time.
16. The Competent Authority reserves the right to reject / correct bids / tender without assigning any reason.
17. A Selection Committee headed by the Divisional Forest Officer, Angul (K.L.) Division will select 3 best eligible technical offers for further evaluation of financial bids.
18. The Data Entry Operator will be paid a consolidated remuneration and statutory dues as per Government Circulars / as prescribed by the Head of Department KL wing.
19. The financial bid of selected bidders will only be opened and others will be returned as such along with EMD.
20. EMD of all unsuccessful bidders will be refunded.
21. The selection of Manpower Service Provider will be done at Division level.
22. The selected Manpower Service Provider will thereafter execute an agreement with the Divisional Forest Officer, Angul (KL) Division to whom the bills for the services will be charged for payment in respect of Data Entry Operator engaged in different ranges of this Division.

(5)

**TECHNICAL REQUIREMENTS FOR THE TENDERING MANPOWER
SERVICE PROVIDER**

1. The tendering manpower service provider should fulfil the following technical specifications:
 - a) The registered office or one of the branch offices of the manpower service provider should be located within Angul / Odisha.
 - b) They should register with the appropriate registration authority.
 - c) They should have at least three years' experience in providing Data Entry Operator to Government Departments / Public Sector Companies / Bank, etc.
 - d) They should have their own Bank Account.
 - e) They should be registered with appropriate authorities under employees' provident fund and employees State Insurance Act.
 - f) They should have any other regulatory clearance that may be required for providing manpower services.
 - g) Minimum turnover requirement of Five Lakh annually for last 3 years. Higher turnover in term of Manpower supply and client base is an added advantage.

(6)

**TECHNICAL REQUIREMENTS FOR DATA ENTRY OPERATOR TO BE DEPLOYED DURING
2024 (KL) CROP YEAR.**

BY THE SUCCESSFUL MANPOWER SERVICE PROVIDER IN DIFFERENT FIELD UNITS UNDER
THE DIVISIONAL FOREST OFFICER, ANGUL (K.L.) DIVISION , ANGUL.

(A) Data Entry Operator

1. Minimum Educational Qualification Required

The minimum educational qualification for Data Entry Operator is Bachelor Degree and PGDCA with experience in computer.

2. Age Limit

- a) He/she should not be above 32 years.
 - b) In case of persons with experience of minimum five years the age should not exceed 37 years.
 - c) The Manpower deployed will be required to work in Range Headquarter of different KL Range Offices under Angul (K.L.) Division. Detail of field unit of the KL Organization is enclosed in ANNEXURE-1.
3. The Data Entry Operator are required to appear for an interview / skill test before the selection committee of Division Office.
 4. The above engagement will be done only after due satisfaction by the authority.

(7)

APPLICATION – TECHNICAL BID

**For Providing Manpower Services to Field units under
DFO, Angul (K.L.) Division.**

1. Name of Tendering manpower Service Provider: _____
2. Details of Earnest Money Deposit: DD No. _____ Date _____ of Rs. _____
drawn on Bank _____.
3. Name of Proprietor / Partner / Director _____
4. Full Address of Registered Office _____
Telephone No. _____
FAX No. _____
E-mail address _____
5. Full address of Operating Branch office (if any) _____
Telephone No. _____
FAX No. _____
E-mail address _____
6. Name & telephone No. of Authorized office / person to liaison with field Officer (s)

7. Banker of the Manpower Service Provider: (Attach certified copy of statement of Account for the last three years) _____
8. PAN / GIR 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. Financial turnover of the tendering **Manpower Service Provider** for the last 3 financial years:

| Financial Year | Amount (In lakh) | Remarks, if any |
|----------------|------------------|-----------------|
| 2020-21 | | |
| 2021-22 | | |
| 2022-23 | | |

13. Additional information, if any :(Attach separate sheet if space provided is insufficient)

(8)

14. Give details of the major similar contracts by the tendering Manpower Service Provider during the last three years in the following format.

(If the space provided is insufficient, a separate sheet may be attached)

| Sl. No. | Name of client, address, telephone & Fax No. | Manpower Services Provided | | Amount of contract | Duration of contract | |
|---------|--|----------------------------|-----|--------------------|----------------------|----|
| | | Type of manpower provided | No. | | From | To |
| 2020-21 | | | | | | |
| 2021-22 | | | | | | |
| 2022-23 | | | | | | |

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

Date

Signature of authorised person

Name:

Place

Seal:

(9)

APPLICATION FINANCIAL BID

**FOR PROVIDING MANPOWER ASSISTANCE TO DIFFERENT FIELD UNITS UNDER
DIVISIONAL FORET OFFICER, ANGUL (K.L.) DIVISION, ANGUL.**

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

| Sl. No. | Manpower Type | Monthly Rate per person | | | | | | | |
|---------|---------------|-------------------------|-----|-----|------------------------------|------------------------------|-------------|-----|----------------------|
| | | Gross | EPF | ESI | Other statutory dues, if any | Service charge of the Bidder | Service tax | GST | Total cost per month |
| 1 | DEO | | | | | | | | |

Signature of authorised person

Date:
Place:

Full Name
Seal

N.B:

1. The total rates quoted by the tendering agency should be inclusive of all statutory/ taxation liabilities in force at the time of entering into the contract.
2. The payment shall be made on conclusion of the calendar month only on the basis of no. of working days for which duty has been performed by each person.
3. The service provider has to pay the amount to the engaged personnel as given above so his bid would be mainly on the Service Charges.

(10)

DECLARATION

- 1) I, _____ Son/Daughter/Wife of Sri
_____ Proprietor / Director / authorized Declaration and
execute this tender document.
- 2) I have carefully read 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 of
any false information / fabricated document would lead to rejection of my tender at any stage
besides liabilities towards prosecution under appropriate law.

Signature

FIELD UNITS UNDER DFO, ANGUL (K.L.) DIVISION

1. O/o Range Officer , Angul (K.L.) Range. Angul
2. O/o Range Officer , Chhendipada (K.L.) Range. Chhendipada.
3. O/o Range Officer , Bajrakote (K.L.) Range. Bajrakote.
4. O/o Range Officer , Talcher (K.L.) Range , Talcher.
5. O/o Range Officer , Seepur (K.L.) Range. Seepur.
6. O/o Range Officer , Khamar (K.L.) Range, Khamar.
7. O/o Range Officer , Pallahara-East (K.L.) Range. Pallahara-East.
8. O/o Range Officer , Pallahara-West (K.L.) Range, Pallahara-West.
9. O/o Range Officer , Dhenkanal (K.L.) Range, Dhenkanal.
10. O/o Range Officer , Ranjagol (K.L.) Range, Ranjagol.
11. O/o Range Officer , Narsinghpur (K.L.) Range, Narsinghpur.
12. O/o the CCF, Cuttack KL Circle, Cuttack.

TERMS & CONDITIONS OF THE AGREEMENT

1. The Agreement shall commence from ___/___/___ and shall continue till ___/___/___ 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 Agreement shall automatically expire on ___/___/___ (date) unless extended further by the mutual consent of the Manpower Service Provider and the Authority.
3. 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 Manpower Service Providers and the Authority.
4. The Manpower 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.
5. 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 the breach of terms of agreement making it liable for legal action besides termination of the agreement.
6. The Manpower Service Provider should deposit Rs.100000/- (Rupees One Lakh) Only towards security deposit which is refundable at the end of agreement period which is equivalent to one month salary of the engaged DEO's & CP after clearing of all dues.
7. The Authority reserves the right to terminate the Agreement during initial period also after giving 15 days notice to the Manpower Service Provider.
8. The persons deployed shall be required to report for work at 10.00 AM to the unit or such other office as may have been kept in charge of the office Establishment of the office concerned and would leave at 5.30 PM and may also be required to work beyond 5.30 PM for which he would not be paid any extra remuneration. In case, the person deployed remains absent on a particular day or comes late/leaves early on three occasions, proportionate deduction for the remuneration for one day will be made.
9. The workers shall be allowed to avail national holidays as may be decided by the Authority. They can avail a maximum of 10 days Casual Leave in a calendar year with prior consent of the Authority. Beyond the applicable leave days remuneration will be deducted proportionately for the absence of the personnel availing leave without permission of the authority will warrant termination without further reference.
10. The Manpower Service Provider shall nominate a coordinator who shall be responsible for immediate interaction with the Department so that optimal services of the persons deployed could be availed without any disruption.

11. The Manpower Service Provider shall be paid remuneration as prescribed by the Head of Department (KL) wing per month per Data Entry Operator. The employer share (EPF/ESI subscription) and service taxes will be paid as per prevailing rules. The service charges will be agreed upon by the service provider being approved by the PCCF (KL), Odisha, Bhubaneswar. The entire financial liability in respect of manpower service provider deployed in the Department / office concerned shall be that of the Manpower Service Provider will in no way be liable for department / office concerned. It will be the responsibility of the Manpower Service Provider to pay to the person deployed a sum not less than the minimum rate quoted in the financial bid 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 Data Entry Operator / Computer Programmer.
12. For all intents and purposes, the Manpower Service Provider shall be the "Employer" within the meaning of different Rules and Acts in respect of manpower so deployed. The persons deployed by the Manpower Service Provider shall not have any claim whatsoever like employer and employee relationship against the Department or Office concerned.
13. The Manpower Service Provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed. The Department / office shall, in no way, be responsible for settlement of such issue whatsoever.
14. The Department shall not be responsible for any financial loss or any injury to any person deployed by the Manpower Service Provider in the course of their performing the function / duties, or for payment towards any compensation.
15. The persons deployed by the Manpower Service Provider shall not claim nor shall be entitled to pay perks and other facilities admissible to regular / confirmed employees during the currency or after expiry of the Agreement.
16. In case of termination of the Agreement on its expiry or otherwise, the persons deployed by the Manpower Service Provider shall not be entitled to and shall have no claim for any absorption in regular or other capacity.
17. The person deployed shall not claim any benefit or compensation or absorption or regularization of deployment with office under the provision of rules and Acts. Undertaking from the person deployed to this effect shall be required to be submitted by the Manpower Service Provider.
18. 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 Manpower Service Provider shall comply with all the legal requirements for obtaining License under Contract Labour (Regulations and Abolition) Act, 1970 if any, from time to time at his own part and cost, if required under the Act.

19. The Manpower Service Provider shall provide a substitute well 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 responsible for contribution towards Provident Fund and Employees State Insurance, wherever applicable.
20. The Manpower Service Provider shall be responsible for compliance of all statutory provisions relating to minimum wages payable to different types of workers in respect of the person deployed by it in the Department or office concerned. The department or office concerned shall have no liability in this regard.
21. The Manpower 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 respective 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.
22. The Manpower 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.
23. In case, the Manpower Service Provider fails to comply with any liability under appropriate law, and as a result thereof, the department of the office concerned will be entitled to get itself reimbursed out of the outstanding bills or the performance security Deposit of the Manpower Service Provider, to the extent of the loss in monetary terms.
24. 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 person employed by the Manpower Service Provider and the outstanding statutory dues of the service provider to statutory authority. 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.
25. 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 as 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.
26. 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.

27. The amount of penalty calculated @ Rs.100/- per day on account of delay, 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 bill in the succeeding month.
28. The Authority reserves the right to withdraw or relax any of the terms and conditions mentioned above so as to overcome the problem encountered at a later stage.
29. In the event of any dispute arising in respect of the clauses of the agreement, the decision of the Chief Conservator of Forests, Cuttack (K.L.) Circle / Principal Chief Conservator of Forests (K.L.), Odisha, Bhubaneswar decision shall be binding on all parties.
30. All disputes shall be under the jurisdictions of the court at Cuttack & Bhubaneswar.
31. The agreement may be terminated on a written notice of one month from either side.
32. The workers provided by the Service provider shall have to maintain highest standard of ethics & integrity in their work. They will not take any data entered in the computers or document outside under any circumstances or share with anybody except as they may be specifically authorized to carry out their assigned work. 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 action for such lapses as may be deemed appropriate by the Authority.
33. The workers 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 the Govt. holidays if required in exigencies.
34. The "Authority" shall have the right to ask the Service Provider organization to withdraw/ replace any professionals who have been reported by the "Authority" as disobedient or incompetent towards his/her services being rendered. The Service Provider agrees to act promptly on such request by the "Authority".
35. 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 & arrange for suitable replacement of personnel having requisite qualification.

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AGREEMENT

This Agreement is made on between the Chief Conservator of Forests, Cuttack (K.L.) Circle represented here-in-after referred to as the Authority which expression shall, where the context so requires or admits, also include its successors or assignees of the one part :

And

M/S represented by here in after called the “Manpower Service Provider” which expression shall, where the context so requires or admits, also include its successors or assignees of the other part. Whereas, the “Authority” desires that the services of “Data Entry Operator” are required in the field units under Chief Conservator of Forests, Cuttack (K.L.) Circle.

And whereas the “Manpower Service Provider” has offered its willingness to the same in conformity with the provisions of the agreement.

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

Now This Agreement Witness as below:

1. That the terms and conditions shall be deemed to form and to be read and construed as a part of this agreement. That in consideration of the payment to be made by the “Authority” to the “Manpower Service Provider” hereby agrees with the “Authority” to provide personnel to be engaged as Data Entry Operator in the field units under Chief Conservator of Forests, Cuttack (K.L.) Circle in conformity with the provisions of the Terms and Conditions.
2. That the “Authority” hereby further agrees to pay the “Manpower Service Provider” the contract price at the time and in the manner prescribed in the said terms and conditions.
3. That, in the event of any dispute that may arise it shall be settled as per terms and conditions of the contract.
4. That this Agreement is valid up to ___/___/__. The terms and conditions executed with agreement is also valid upto In case of both party agree the contract may extend to next year.

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

Signature of the Officer
Authorised to sign on behalf
of Manpower Service Provider

Signature of the Authority an
officer acting in the premises
for and on behalf of the

In the presence of Witness :-

Witness

1. Name

Address

2. Name

Address

Witness

1. Name

Address

2. Name

Address

Chief Conservator of Forests,
Cuttack (K.L.) Circle.