



OFFICE OF THE DIVISIONAL FOREST OFFICER: RAYAGADA DIVISION

ଓଡ଼ିଶା ବନାଧିକାରୀଙ୍କ କାର୍ଯ୍ୟାଳୟ: ରାୟଗଡ଼ା ବନଖଣ୍ଡ, ରାୟଗଡ଼ା

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Office Order No. 151 / IF (Accts) 313/2025.

Dated, Rayagada the 23rd May'2025

**TENDER CALL NOTICE NO. 02/2025-26 FOR ENGAGEMENT OF
MANPOWERS THROUGH SERVICE PROVIDER**

Tender Call Notice

Sealed tenders are invited from interested Service Provider/Agency for Engagement of Manpower through Service Provider for Deployment of Support Staff in Rayagada Forest Division (Details of the outsourcing staffs to be engaged is in - Annexure-III) in the District of Rayagada **on or before 02.06.2025 up to 05.00 PM** through Registered Post/ Speed Post or by Courier service and can also be dropped in the Tender Box placed in the office of the Divisional Forest Officer, Rayagada Forest Division. The tenders will be opened in the same office on 03.06.2025 at 10.30 A.M. The Standard Bidding Document and Terms and Conditions detailed mentioned in DTCN can be downloaded from <https://rayagada.odisha.gov.in/tender> and also can be obtained from the Office of the Divisional Forest Officer, Rayagada Forest Division, Rayagada after paying Demand Draft (DD) for Rs. 10,000/- (Rupees Ten Thousand) only towards Paper Cost from 23.05.2025 to 02.06.2025 (up to 1 PM) during office hours.


23.5.25
Divisional Forest Officer,
Rayagada Division.

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1 TENDER SUMMARY

Tender for Engagement of Manpower Service Provider for Deployment of Support Staff in Rayagada Forest Division

Name of the Tendering Authority	Divisional Forest Officer, Rayagada Division, Rayagada, Odisha, 765001
Tender Notice Number & Date	Tender No 2/2025-26, 23.05.2025
Name of the Work	Engagement of Service provider for Manpower Services in Rayagada Forest Division
EMD (Earnest Money Deposit) / Bid Security	₹2,00,000 /-
Tender Paper Cost	₹10,000 /-
Type of Bid	Two-Bid System
Mode of Submission	Offline

Important Dates:

Date For Sale of Tender Paper/ Document	23.05.2025 From 10:00 AM
Last Date for Submission of Sealed Tender Paper/ Documents	02.06.2025 Till 5:00 PM
Date & Time of Opening of Technical Bids	03.06.2025 At 10:00 AM
Date of Opening Financial Bids	Will Be Intimated to Technically Qualified Bidders Separately

The sealed tender paper should reach in the O/o the Divisional Forest Officer, Rayagada Forest Division, Rayagada, At: Raniguda Farm, PO/Dist: Rayagada, Odisha-765001 on or before 02.06.2025 by 5:00 PM through registered/ Speed Post/ Courier Service/ Dropped in the Tender Drop Box kept at the office of the undersigned during office hours (10:00 AM to 5:00 PM) on working days only.


**DIVISIONAL FOREST OFFICER
RAYAGADA FOREST DIVISION
RAYAGADA**

2 SCOPE OF WORK

Background

The State Level Steering Committee of State CAMPA has resolved to engage support manpower such as Para Forest Staff, Protection Squads, Anti-Depredation Squads, Elephant Trackers, Attendants, Drivers, and Data Entry Operators (DEOs) to strengthen protection and facilitate field-level operations across all Forest Divisions of Odisha under CAMPA Annual Plan of Operations (APO) 2020-21 and subsequent schemes.

Objective

The Rayagada Forest Division under the Forest & Environment Department, Government of Odisha, seeks to engage a reputed and financially sound **Manpower Service Provider** to supply trained personnel on an outsourcing basis for the following functions:

- Forest and wildlife protection and patrolling
 - Monitoring elephant movement and mitigation of human-wildlife conflict
 - Support in prevention and control of forest fires
 - Office data entry, financial reporting, and scheme-related online portal management
 - Driving and vehicle maintenance duties
- The manpower will support activities under schemes like CAMPA, AJY, GIM, NAP, MGNREGS, and other Government initiatives as applicable.

Engagement Period

The initial contract period will be from **5th June 2025 to 31st March 2026**, extendable based on availability of funds, administrative approval, and satisfactory performance of the service provider and deployed personnel. The final extension shall be at the discretion of the competent authority.

Deployment Locations

The personnel will be deployed across the 7 Ranges and the Division Office of Rayagada Forest Division as per the operational requirement and discretion of the Divisional Forest Officer, Rayagada. The deployment will be dynamic, and personnel may be shifted based on emergent field priorities.

Tentative Requirement: The tentative manpower requirement is as follows:

Sl. No.	Name of the Post	Number of Personnel	Station/Location
1	AJY Co-ordinator	01	Division Office
2	AJY DEO (Accounts)	01	Division Office
3	DEO (AJY - Range level)	07	All 07 Ranges
4	Data Manager (CAMPA - Range)	07	All 07 Ranges
5	Data Manager (CAMPA - Division)	02	Division Office
6	Driver	01	Division Office
7	Para Forest Staff	60	All 07 Ranges
8	Elephant Tracker	10	All 07 Ranges
9	Wildlife Protection Squad	30	All 07 Ranges
10	IPCEA (Community Engagement)	10	All 07 Ranges

Table: Tentative Requirement of Manpower

Roles and Responsibilities

The detailed roles, qualification, experience, and job descriptions for each category of manpower shall be as specified in the **Annexure-IV to this DTCN**, and the Service Provider must ensure compliance with the same at the time of deployment.

Flexibility Clause

The number of personnel and deployment locations may be modified based on evolving field conditions, administrative orders, or additional schemes sanctioned during the period of contract.

3 ELIGIBILITY CRITERIA

The tendering Service Provider should fulfil the following minimum eligibility conditions to be considered for technical evaluation:

1. **Legal Status of the Bidder:** The Bidder may be a Proprietorship Firm, Partnership Firm, Limited Liability Partnership, Private Limited Company, or any other legally constituted body authorized to provide manpower services in India.
2. **Experience in Providing Manpower Services:** The Service Provider must have at least 1 year of continuous experience in providing manpower services to Forest Department, Odisha. Additionally, the Service Provider must have deployed a minimum of 50 personnel per year.
(Note: Experience will also be considered for scoring under technical evaluation criteria.)
3. **Financial Turnover:** The Service Provider must have a minimum average annual turnover of ₹50 lakhs during the last three financial years (FY 2021–22, 2022–23, and 2023–24), as evidenced by audited financial statements.
(Note: Turnover will also be considered for scoring under technical evaluation criteria.)
4. **Affidavit Regarding Clean Legal Record:** There should be no civil or criminal case pending against the Bidder (Proprietor/Firm/Company/Partners) in any court of law or with any authority. The bidder should not have been blacklisted by any Government or Public Sector Organization. An affidavit to this effect must be submitted in the prescribed format.
5. **Statutory Registrations and Licenses:** The Service Provider must have valid and current:
 - a. GST Registration Certificate
 - b. Registration under Contract Labour (Regulation and Abolition) Act, 1970
 - c. EPF Registration Certificate
 - d. ESI Registration Certificate
6. **Bank Account:** The Service Provider must operate a current account in the name of the firm/organization in a scheduled commercial bank.
7. **Local Presence:** The registered office or a functional branch office of the Service Provider should be located within the jurisdiction of the Rayagada Forest Division. If not already present, the selected bidder shall establish a local office within one month of signing the contract.

4 BID SUBMISSION INSTRUCTIONS

1. **Mode of Submission:** Bids shall be submitted offline in sealed envelopes either through Registered Post/ Speed Post/ Courier Service/ Dropped in the Tender Drop Box kept at the office of the undersigned during office hours (10:00 AM to 5:00 PM) on working days only. No bid shall be accepted by hand delivery. The office will not be responsible for any postal delays or loss in transit.
2. **Bid Submission Format:** The bid must be submitted in two separate sealed envelopes, placed together inside one larger sealed envelope. Each envelope must be clearly superscribed as follows:
 - a. Envelope A – Technical Bid - "Technical Bid for Selection of Service Provider for Provision of Manpower in Rayagada Forest Division"
 - b. Envelope B – Financial Bid - "Financial Bid for Selection of Service Provider for Provision of Manpower in Rayagada Forest Division"
 - c. Outer Envelope - "Tender for Selection of Service Provider for Provision of Manpower in Rayagada Forest Division – Not to be Opened Before 3.06.2025, 10:00 AM"
3. **Address for Submission:** The bids shall be addressed to ‘Divisional Forest Officer, Rayagada Forest Division, Raniguda Farm, Rayagada, Odisha, 765001’
4. **Deadline for Submission:** The last date and time for submission of bids shall be as mentioned in the Tender Schedule. Bids received after the deadline shall be summarily rejected.
5. **Opening of Technical Bids:** The Technical Bids shall be opened first, on the date and time mentioned in the Tender Schedule in the presence of the bidders or their authorized representatives who may choose to attend. Only those bidders whose Technical Bids are found responsive and meet the eligibility criteria shall be shortlisted for Financial Bid opening.
6. **Opening of Financial Bids:** The date and time of opening of the Financial Bids of the technically qualified bidders shall be communicated separately. Financial Bids of bidders who fail to qualify in the Technical Evaluation shall be returned unopened.
7. **Documents to be Submitted:** The Technical Bid must include all the documents as per the checklist as provided in the DTCN.

5 BID OPENING & EVALUATION

5.1 Opening of Bids

The tender will follow a **Two-Bid System**, namely:

- **Technical Bid**
- **Financial Bid**

Technical Bid Opening:

- The Technical Bids will be opened on the scheduled date and time mentioned in the Tender Call Notice.
- The opening shall take place in the presence of the Tender Committee and authorized representatives of the bidders who may wish to be present.
- The envelopes containing "Technical Bids" will be opened first.
- The bids will be verified for completeness and compliance with the required documents as per the Technical Bid Checklist.

Financial Bid Opening:

- Financial Bids of only those bidders who qualify in the Technical Evaluation will be opened.
- The date and time for opening of Financial Bids shall be communicated separately to the technically qualified bidders.
- The Financial Bids will be evaluated in presence of the Tender Committee and authorized representatives (if present).

5.2 Evaluation of Technical Bid

The Technical Bid should contain the following information/documents:

1. Name of Tendering Service Provider
2. Status (Proprietorship / Partnership / Private Ltd)
3. Full Address of Registered Office
4. Name and Mobile No. of Authorized Officer/ Person to liaise with field officer(s)
5. Banker of the Service Provider with Bank Statement for last 3 years (Certified copy)
6. PAN No. (Self-attested copy)
7. GST Registration No. (Self-attested copy)
8. Service Tax Registration No. (Self-attested copy, if registered before July 2017)

9. EPF Registration No. (Self-attested copy)
10. ESI Registration No. (Self-attested copy)
11. Labour Registration No. (Self-attested copy)
12. Current Year Labour License No. (Self-attested copy)
13. Financial Turnover Certificate (last 4 FYs)

Technical Evaluation Matrix:

Only those bidders who secure **minimum 60 marks** out of 100 in the technical evaluation will be considered qualified for opening of Financial Bids.

Sl. No	Evaluation Parameter	Supporting Documents	Criteria for Award of Marks	Max Marks
1	Experience of Providing Services to Forest Department, Odisha (as on 31.03.2025)	Experience Certificates from the concerned employers mentioning Number of Persons engaged & period of engagement	1 Client = 4 marks 2 Clients = 8 marks 3 Clients = 12 marks 4 Clients = 16 marks 5 or More = 20 marks	20
2	Number of Personnel Currently Deployed with Forest Dept., Odisha (as on 31.03.2025)	Agreements with the concerned employers mentioning number of persons engaged as on 31.3.25	<50 = 0 marks 50-100 = 4 marks 101-150 = 8 marks 151-200 = 12 marks 201-250 = 16 marks >250 = 20 marks	20
3	Years of Continuous Experience with Forest Department (as on 31.03.2025)	Experience Certificate from the concerned employers mentioning Number of Persons engaged & period of engagement	<1 yr = 0 marks 1- less than 3 yr = 5 marks 3- less than 6 yr = 10 marks	20

			6- less than 10 yr = 15 marks 10 yr & above = 20 marks	
4	Average Annual Turnover (FY 2021-22 to 2023-24)	Income Tax Returns & Audit Certificates from CA for the 2021-22, 2022-23, 2023-24	Less than 50 Lakhs = 0 50 lakhs – less than 1.5 Cr = 5 1.5 Cr – less than 3 Cr = 10 3 Cr – less than 4.5 Cr = 15 4.5 Cr 7 above = 20	20
5	EPF & ESI Compliance over 2022-23 to 2024-25	EPF Electronic Challan Reports & ESI Electronic Challan Reports for 2022-23, 2023-24, 2024-25 along with EPF & ESI payment confirmation receipt for 2024-25	Any default in last 3 years = 0 marks Fully compliant = 20	20

The Technical Bid should be filled in as per the format provided in **Annexure VII**.

5.3 Evaluation of Financial Bid

- The Financial Bid shall be submitted in the prescribed format.
- The bidder quoting the **lowest financial bid (F1)** will be awarded **100 financial marks**.
- Other bidders will be awarded marks inversely proportional to their quote compared to F1, using the formula: **Financial Score = (F1 / Fn) x 100** where:
 - F1 = Lowest quoted price
 - Fn = Price quoted by the bidder being evaluated

The Technical Bid should be filled in as per the format provided in **Annexure VI**.

5.4 Final Evaluation (QCBS Method)

QCBS (Quality and Cost Based Selection) is adopted:

- **Weightage of Technical Score = 70%**
- **Weightage of Financial Score = 30%**

Final Score = (Technical Score x 0.7) + (Financial Score x 0.3)

The bidder with the highest final score will be declared the successful bidder.

5.5 Right to Accept or Reject

The authority reserves the right to accept or reject any or all bids without assigning any reason thereof.

6 BID SUBMISSION FEES & DEPOSITS

6.1 Tender Paper Cost

Tender Document Cost (Non-Refundable):

- All bidders are required to submit a non-refundable Tender Paper Cost along with the bid.
- Amount: ₹10,000/- (Rupees Ten Thousand only)
- Mode of Payment: To be submitted through Demand Draft (DD) in favour of Divisional Forest Officer, Rayagada Division, payable at Rayagada.
- Bids without valid tender paper cost will be summarily rejected

6.2 EMD/ Bid Security Details

- **Amount of EMD/Bid Security:**
₹2,00,000 (Rupees Two Lakhs only)
- **Mode of Payment:** The EMD shall be submitted in the form of a Demand Draft / Banker's Cheque / Fixed Deposit Receipt / Bank Guarantee drawn in favour of Divisional Forest Officer, Rayagada Forest Division, payable at Rayagada.
- **Validity:** The Bid Security must remain valid for a period of **45 (forty-five) days** beyond the final bid validity period (i.e., total **135 days** from the date of opening of technical bid).
- **Exemption:** Bidders claiming exemption under any government order (e.g., MSME/NSIC registered entities) must submit a **valid exemption certificate** along with the technical bid. In the absence of such certificate, the bid shall be rejected for non-submission of EMD.
- **Forfeiture of EMD:** The EMD shall be liable for forfeiture in the following cases:
 - If the bidder withdraws or modifies the bid during the validity period.
 - If the successful bidder fails to execute the agreement or furnish the required performance security within the specified time.
- **Refund of EMD:**
 - Unsuccessful bidders: Within **30 days** after finalization of the tender process.
 - Successful bidder: Upon submission of **Performance Security** and execution of **Agreement**.

6.3 Performance Security

- **Requirement:** The successful bidder shall be required to deposit an amount of ₹7,00,000 (Rupees Seven Lakh Only) of the total annual contract value as **Performance Security** within **15 (fifteen) days** from the date of issue of the Work Order.

- **Form of Security:** The Performance Security shall be submitted in the form of:
 - Bank Guarantee (in prescribed format), or
 - Fixed Deposit Receipt (FDR), or
 - Demand Draft / Banker's Cheque
in favour of **Divisional Forest Officer, Rayagada Forest Division**, payable at **Rayagada**.
- **Validity of Security:** The Performance Security shall remain valid for a period of **60 days beyond the date of completion of all contractual obligations** including extension(s), if any.
- **Forfeiture Conditions:** The Performance Security shall be forfeited in full or in part under the following circumstances:
 - In case of any breach of contract or unsatisfactory performance.
 - In case the agency fails to fulfill contractual obligations or to provide the required manpower as per the agreed terms.
 - In case of termination of contract due to default of the service provider.
- **Refund of Performance Security:** The Performance Security shall be refunded to the contractor without any interest within **60 days** of successful completion of the contract and fulfilment of all contractual obligations.
- **Non-submission Consequence:** Failure to submit the Performance Security within the stipulated period shall result in cancellation of the Work Order and forfeiture of the EMD.

7 GENERAL TERMS & CONDITIONS

1. Submission & Format of Bid:

- 1.1. All entries in the Tender Form must be legible and clearly filled in.
- 1.2. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached.
- 1.3. **Overwriting or cutting in the Financial Bid shall lead to outright rejection.** However, overwriting/cutting in the Technical Bid may be accepted only if duly initialled by the authorized signatory.
- 1.4. Bids received via e-mail, fax, or after the deadline shall be summarily rejected.
- 1.5. Conditional bids will be rejected outright.

2. Validity and Period of Contract:

- 2.1. The contract shall be valid for a period of **one year** from the date of effectiveness (i.e., actual deployment of personnel or as per scheme closure, whichever is earlier).
- 2.2. The contract may be extended further depending upon the Department's requirement and satisfactory performance of the service provider.
- 2.3. The Department reserves the right to **curtail or terminate the contract at any time** without assigning any reason, after serving a notice period of **one month**.

3. Scope of Work:

- 3.1. The Service Provider shall deploy the categories of personnel mentioned in **Annexure-III** at the designated locations and in the specified numbers.
- 3.2. The monthly remuneration payable to each category shall be as per **Annexure-V** and is subject to statutory deductions.

4. Manpower Engagement & Conduct:

- 4.1. Personnel provided must be of good moral character and must not have any criminal record.
- 4.2. The Service Provider shall furnish **Police Verification Reports (PVR)** and **bio-data** of each individual to be deployed.
- 4.3. In case of any wrongdoing or indiscipline, the Service Provider shall be held accountable.

5. Payment of Remuneration:

- 5.1. The Service Provider shall ensure payment of monthly remuneration to the engaged personnel **by the 1st of each month** after deducting applicable statutory obligations and service charges.
- 5.2. Payment shall be made through **bank transfer** to the personnel and a copy of the payment proof shall accompany the monthly bill.

- 5.3. The bills must be submitted to the **Divisional Forest Officer, Rayagada Forest Division** by the **5th of every month**, and only then will reimbursement be considered.
- 5.4. **No advance payments** will be made under any circumstance.
6. **Statutory Compliance:**
- 6.1. The Service Provider shall comply with all applicable statutory obligations under Labour Laws, EPF, ESI, Income Tax, Minimum Wages Act, and any other relevant legislation.
- 6.2. The employer's contribution towards **EPF/ESI** shall be reimbursed by the Department at prevailing rates, subject to submission of valid proof of deposit.
- 6.3. **Non-compliance in statutory payments shall result in penalties, deduction of bills, or termination of the contract.**
7. **Tender Evaluation:**
- 7.1. Only those bidders who fulfil the basic eligibility conditions will be evaluated technically.
- 7.2. Technical Bids will be opened first by a designated committee on the notified date in the presence of the bidders or their authorized representatives.
- 7.3. Only one representative per bidder shall be allowed.
- 7.4. Financial Bids of only those bidders who qualify technically shall be opened.
8. **Selection Criteria:**
- 8.1. The **Quality and Cost Based Selection (QCBS)** method will be followed for evaluation and final selection of the Service Provider.
- 8.2. The evaluation will consist of two stages:
- 8.2.1. **Stage 1: Technical Evaluation** - Technical bids shall be evaluated based on the criteria and scoring matrix provided in the Tender Document. Only those bidders who obtain **at least 60 out of 100 marks** in the technical evaluation shall qualify for the next stage.
- 8.2.2. **Stage 2: Financial Evaluation** - Financial bids of only technically qualified bidders will be opened and evaluated. The bidder quoting the **lowest Service Charges** shall be given the highest financial score ($F_1 = 100$). Other bidders shall be awarded financial scores based on the following formula:
- 8.2.3. Financial Score = $(F_1/F_n) \times 100$ where: F_1 is the financial bid of the lowest bidder & F_n is the financial bid of the nth bidder.
- 8.2.4. The **Final Score** of each technically qualified bidder will be calculated as: Final Score = (Technical Score \times 0.7) + (Financial Score \times 0.3)
- 8.2.5. The bidder securing the **highest Final Score** shall be declared as the **Selected Service Provider** for the contract.

- 8.3. All technically qualified bidders will be ranked in order of their Final Scores (L₁, L₂, L₃, etc.). The bidder with the highest Final Score (L₁) will be offered the contract.
- 8.4. In the event L₁ declines the offer or is unable to execute the contract, the contract may be offered to the next highest-ranked bidder (L₂), and so on, without re-tendering, subject to the condition that the subsequent bidder agrees to match the service charges quoted by L₁.
- 8.5. This process may continue until a suitable bidder from the ranked list accepts the contract and executes the agreement, or until the competent authority decides otherwise.
- 9. Office Location:**
- 9.1. The Service Provider must have a registered office located within the State of Odisha.
- 9.2. The Service Provider must also have a branch office in Rayagada District. In case the bidder does not currently have a branch office in Rayagada, the selected bidder shall mandatorily establish a fully functional branch office in Rayagada within one month of signing the agreement.
- 9.3. Failure to comply with the above requirement within the stipulated time may lead to termination of the contract and forfeiture of performance security.
- 10. Termination Clause:**
- 10.1. The Department may terminate the contract at any time by serving **one month's notice**, with or without assigning any reason.
- 10.2. In case of breach of contract or unsatisfactory performance, the Department may terminate the contract **without notice** and forfeit any security deposits.
- 11. Right to Accept or Reject:** The Divisional Forest Officer, Rayagada Division reserves the absolute right to:
- 11.1. Reject any or all bids without assigning reasons,
- 11.2. Modify tender conditions before award,
- 11.3. Accept a bid in part or in full.
- 12. Document Attestation:**
- 12.1. All copies of documents submitted shall be **self-attested** by the authorized signatory.
- 12.2. Failure to submit self-attested documents may lead to rejection of the bid.

8 SPECIAL CONDITIONS

1. Interpretation of Tender Document: Bidders are advised to read all sections of the tender document carefully. In case of any ambiguity or discrepancy, the interpretation of the Tender Inviting Authority shall be final and binding.
2. Clarification and Pre-Bid Queries: Any clarification regarding the tender shall be submitted in writing to the Tender Inviting Authority within the time specified. No clarifications will be entertained after the stipulated period.
3. No Subletting or Franchise: The Service Provider shall not assign, transfer, or sublet the contract or any part thereof. Any such act will lead to immediate termination of the contract and forfeiture of Performance Security.
4. Responsibility for Manpower: The Service Provider shall be solely responsible for the behavior, conduct, and integrity of the personnel deployed. The Department reserves the right to seek immediate removal of any personnel found to be unsuitable or indulging in misconduct.
5. Non-solicitation Clause: The personnel deployed by the Service Provider shall not be treated as employees of the Forest Department. The Department shall not be under any obligation to offer permanent employment to any of the personnel.
6. Manpower Strength Variation: The manpower strength indicated is tentative and may vary according to actual requirement. Payment will be made on the basis of actual deployment and verified attendance.
7. Compliance with Minimum Wages Act: The Service Provider shall strictly comply with the provisions of the Minimum Wages Act and all other applicable labour laws.
8. Submission of Reports: The Service Provider shall submit monthly deployment and payment details, EPF/ESI compliance records, and attendance reports in the format prescribed by the Department.
9. Right to Inspect: The Department reserves the right to inspect the records, premises, and conduct of the Service Provider at any time without prior notice.
10. Jurisdiction for Legal Disputes: All disputes arising out of this tender shall be subject to the jurisdiction of the Courts situated at Rayagada, Odisha, 765001.

9 ANNEXURES & FORMATS

9.1 Annexure I

BIDDER'S CONVERING LETTER

To,

**The Divisional Forest Officer,
Rayagada Forest Division
Rayagada, Dist. – Rayagada**

Dear Sir,

Ref: Tender No.: _____, Dtd. _____

Having examined the conditions of contract and specifications, the receipt of which is hereby duly acknowledged, we the undersigned offer to execute the work shown in the scope of work and jurisdiction of contract as well as schedule of prices attached herewith and made part of this.

We undertake that, if our bid is accepted, we shall execute the work in accordance with specifications, time limits and terms & conditions stipulated in the tender documents. If our bid is accepted, we shall submit the performance security deposit as per the conditions mentioned in the contract.

We agree to abide by this bid for a period of 90 days from the date of bid opening and it shall remain biding upon us and may be accepted at any time before the expiry of that period.

Until a formal agreement is prepared and executed, this bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.

Bid submitted by us is properly prepared and sealed so as to prevent any subsequent alteration or replacement.

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 -----

Rayagada Forest Division

9.2 Annexure II

LETTER OF AUTHORIZATION FOR ATTENDING BID OPENING

Tender No.: _____

To,

**The Divisional Forest Officer,
Rayagada Forest Division
Rayagada, Dist. – Rayagada**

Dear Sir,

Subject : (Authorization for attending bid opening on
..... (Date) in the Tender for Engagement of
Manpower Service Provider for Deployment of Support Staff in Rayagada Forest
Division, Dist: Rayagada (Tender No. _____ Dtd.
_____)

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

1.

2.

Specimen Signature
Name of Authorized Person

**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

9.3 Annexure III

Categories of Persons to be deployed in Rayagada Forest Division

Sl. No.	Name of the Post	Number of Personnel	Station/Location
1	AJY Co-ordinator	01	Division Office
2	AJY DEO (Accounts)	01	Division Office
3	DEO (AJY - Range level)	07	All 07 Ranges
4	Data Manager (CAMPA - Range)	07	All 07 Ranges
5	Data Manager (CAMPA - Division)	02	Division Office
6	Driver	01	Division Office
7	Para Forest Staff	60	All 07 Ranges
8	Elephant Tracker	10	All 07 Ranges
9	Wildlife Protection Squad	30	All 07 Ranges
10	IPCEA (Community Engagement)	10	All 07 Ranges

9.4 Annexure IV

Roles & Responsibilities of Engaged Manpower

A. PARA FOREST STAFF, WILDLIFE PROTECTION SQUAD, ANTI DEPREDATION SQUAD, TRACKER, ATTENDANT

a. Eligibility Criteria:

- i. Age Limit: The personnel should be between 21 to 50 years of age, in sound physical and mental health, and possess standard visual acuity.
- ii. Preferred Background: Rural or urban unemployed youth with demonstrated physical endurance and willingness to perform demanding outdoor tasks in forested or remote areas.
- iii. Physical Fitness: Candidates must be physically and mentally fit to undertake strenuous field duties, including patrolling and fire control operations.

b. Key Skills & Attributes:

- i. Ability to perform arduous physical activities under challenging terrain and climatic conditions.
- ii. Alertness, discipline, and willingness to work odd hours, including nights and holidays, as required.
- iii. Basic understanding of forest and wildlife-related issues (prior experience in similar roles will be an advantage but not mandatory).

c. Indicative Job Description:

- i. Conduct regular foot patrolling in forest areas and report any suspicious activity related to illegal logging, wildlife poaching, or encroachment.
- ii. Collect field intelligence regarding the movement of offenders, poachers, and smugglers of forest produce or wildlife trophies.
- iii. Support Forest Department staff in protection operations, including apprehending offenders and seizing illicit material.
- iv. Assist in forest fire prevention and control measures.
- v. Engage in activities related to wildlife conflict mitigation and anti-depredation tasks as per instructions.
- vi. Perform any other duties assigned by the Divisional Forest Officer (DFO) or any Authorized Officer.

B. DRIVER

- a. Educational Qualification, Age, and Health Requirements: The candidate must have passed at least 10th Standard (or equivalent) and possess a valid Light Motor

Vehicle (LMV) Driving License. The age of the candidate should be between 21 and 50 years. He must be in good physical and mental health, with sound physique and standard eyesight suitable for driving duties.

- b. Experience: The candidate should have a minimum of 2 years' experience in driving, either in the Government or Private sector. Preference will be given to candidates with prior experience in handling official vehicles for Government departments or agencies.
- c. Job Description:
 - i. The selected driver will report to the Divisional Forest Officer (DFO), Range Officer, or any officer authorized by them. His duties shall include:
 - ii. Operation and maintenance of Government or Division-hired vehicles in compliance with the Motor Vehicle Rules of the Government of Odisha.
 - iii. Ensuring the proper upkeep, cleanliness, and routine servicing of the assigned vehicle.
 - iv. Accurate and up-to-date maintenance of the vehicle logbook and fuel records.
 - v. Carrying out any other transport-related duties assigned by the competent authority in connection with official work.

C. DEO (DATA ENTRY OPERATOR) / COMPUTER OPERATOR

- a. Educational Qualification: The candidate must have passed +2 (Intermediate) or equivalent and hold a Diploma in Computer Application from a recognized institution. Proficiency in computer operations with hands-on experience in MS Office (Word, Excel, PowerPoint) is essential.
- b. Experience: The candidate should have a minimum of 1 years' experience working with Corporations, Government Undertakings, Public Sector Units, Co-operative Societies, Externally Aided Projects, or Government Agencies. Preference will be given to candidates with prior experience in Government-related assignments.
- c. Job Description: The selected DEO/Computer Operator shall report to the Divisional Forest Officer (DFO), Range Officer, or any officer authorized by them. The scope of responsibilities includes:
 - i. Entry and updating of vouchers, cash accounts, and other financial data at the Division/Range level.
 - ii. Assisting in budget preparation, fund management, and real-time entries in IOTMS portal.
 - iii. Supporting the preparation of financial reports and statutory returns.

- iv. Performing online data entry and report generation in web portals such as e-Green Watch, Forest HRMS, CAMPA Tracker, and other related platforms.
- v. Assisting in the implementation of financial management procedures and compliance protocols.
- vi. Supporting office correspondence, record-keeping, and file management through digital platforms.
- vii. Undertaking any other duties involving the use of computer applications as assigned by the DFO or Range Officer.

D. AJY CO-ORDINATOR

- a. A Graduate and Postgraduate degree in Commerce, with additional qualifications such as PGDCA, MBA (Finance), or ICWA (Inter).
- b. A minimum of 3 years' experience in financial management roles within Corporations, Co-operatives, Societies, or Externally Aided Projects.
- c. Preference will be given to candidates with prior experience in working with Government agencies, particularly in externally aided or donor-funded projects.

Alternatively, retired Forest Officers not below the rank of Range Officer, who have served in a Range for at least 2 years, may also be considered.

9.5 Annexure V

Indicative Project Cost

To assist the Service Provider in understanding the volume of the engagement, the following indicative monthly wage and compliance cost is provided:

Category	Basic Wage per Month	EPF (13%)	ESI (3.25%)	No of Persons	Gross Cost (Excl. Service Charge & GST) (10 Months)
AJY Co-ordinator	27400	3562.00	Nil	01	3,09,620.00
AJY DEO (Accounts)	18360	2386.80	596.70	01	2,13,435.00
DEO (AJY - Range level)	16860	2191.80	547.95	07	13,71,982.50
DEO (CAMPA - Range & Division)	18360	2386.80	596.70	09	19,20,915.00
Driver	18360	2386.80	596.70	01	2,13,435.00
Squad Personnel (Para, wildlife, elephant, IPCEA)	13860	1801.80	450.45	110	1,77,23,475.00
Total				129	2,17,52,862.50

Note: This amount is only indicative and subject to changes in wages/statutory dues. Financial evaluation will be based **only on the quoted Service Charge (%)**.

9.6 Annexure VI

Financial Bid Submission Format

(To be submitted in a separate sealed envelope titled "FINANCIAL BID")

Name of the Tendering Service Provider: _____

Address: _____

Description	Quoted Rate (in figures)	Quoted Rate (in words)
Service Charge (%)	_____ %	_____

Note:

1. Service Charge should be quoted **up to a maximum of two decimal places only** (e.g., 3.85%, 4.25%). Any quote beyond two decimals will be **rounded off to two decimal places** for evaluation. If multiple agencies quote the same rounded-off percentage, selection will be made based on **technical score** or **draw of lots**, as decided by the authority.
2. **Service Charge shall be exclusive of EPF, ESI, and GST**, which will be reimbursed by the Forest Department as per actuals, subject to proper deposition and documentation.
3. The agency shall be responsible for payment of all statutory dues and compliances.
4. Service Charges shall include all overheads, profit margins, administrative costs, etc.
5. Bids quoting **'zero percent'** or **'notional amounts'** shall be treated as **non-responsive** and will be **rejected**.

Declaration by the Bidder

I/we agree to the terms and conditions laid out in the tender document. I/we understand that quoting Service Charges beyond two decimal places will lead to rounding off. I/we also confirm that all statutory dues including EPF, ESI, and GST will be complied with.

Signature of the Authorized Signatory

Name:

Designation:

Seal of the Agency:

Date:

Place:

9.7 Annexure VII

Technical Bid Submission Format

(To be submitted in a separate sealed envelope titled “TECHNICAL BID”)

General Information

Sl. No.	Particulars	To be Filled by the Bidder
1.	Name of Tendering Service Provider	
2.	Legal Status (Proprietorship/Partnership/Private Ltd)	
3.	Full Address of Registered Office	
4.	Name & Mobile Number of Authorized Contact Person	
5.	Name of Banker with address and account number	

Statutory and Financial Details (attach self-attested documents)

Sl. No.	Particulars	Document Attached (Yes/No)
6.	Certified Bank Statement for last 3 years	
7.	PAN Number	
8.	GST Registration No.	
9.	Service Tax Registration No. (if applicable)	
10.	EPF Registration No.	
11.	ESI Registration No.	
12.	Labour Registration No.	
13.	Current Year Labour License No.	
14.	Financial Turnover Certificates (FY 2020–21 to 2023–24)	

Technical Evaluation Criteria (Attach Supporting Documents)

Sl. No.	Parameter	Marks Claimed	Documents Attached (Yes/No)
1.	Experience with Forest Department (up to 31.03.2025) Clients served: ____	(Max: 20)	
	<i>(Attach experience certificates from employers with number of persons & duration)</i>		
2.	Personnel Currently Deployed with Forest Dept. (as on 31.03.2025) Number: ____	(Max: 20)	
	<i>(Attach work orders/agreements stating number of deployed personnel)</i>		
3.	Years of Continuous Experience with Forest Dept. Years: ____	(Max: 20)	
	<i>(Attach employer certificates showing duration of service)</i>		
4.	Average Annual Turnover (FY 2021–22 to 2023–24) ₹ ____ Cr	(Max: 20)	
	<i>(Attach audited CA certificates & ITRs)</i>		
5.	EPF & ESI Compliance (2022–23 to 2024–25)	(Max: 20)	
	<i>(Attach EPF & ESI electronic challan reports for all 3 years along with EPF & ESI payment confirmation receipt for 2024-25)</i>		

Declaration

I/we certify that all information furnished in this technical bid is true and complete to the best of my/our knowledge. I/we understand that any wilful misstatement may lead to disqualification of our bid or termination of the contract.

Signature of the Authorized Signatory

Name:

Designation:

Seal of the Agency:

Date:

Place:

9.8 Annexure VIII

DECLARATION

1. I,

_____ Son/Daughter/
Wife of Sri _____ Age _____

Partner/ 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

Place :

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

Date :

Name and Address of Authorized Person

9.9 Annexure IX

No Subletting or Franchise

I, _____, S/o/D/o/W/o Sri
_____, aged _____ years, residing at
_____, the
Proprietor/Partner/Director/Authorized Signatory of M/s
_____, do hereby solemnly affirm and
declare as under:

1. That I am the authorized signatory of the firm and competent to make this affidavit.
2. That our agency shall not assign, transfer, or sublet the contract or any part thereof to any other party or entity under any circumstances.
3. That I understand and agree that any such attempt to sublet or assign will result in immediate termination of the contract and forfeiture of the Performance Security without any claim or compensation.
4. That this undertaking is made in compliance with Clause 3 of the tender terms.

Deponent

(Signature with seal)

Name:

Designation:

Place:

Date:

9.10 Annexure X

Responsibility for Manpower

I, _____, S/o/D/o/W/o Sri
_____, aged _____ years, residing at
_____, the
Proprietor/Partner/Director/Authorized Signatory of M/s
_____, do hereby solemnly affirm and
declare as under:

1. That I am fully responsible for the behavior, conduct, and integrity of all personnel deployed by my agency under the contract.
2. That I undertake to ensure discipline, good conduct, and accountability of the manpower provided.
3. That I agree the Department has the full authority to seek immediate removal of any personnel found unsuitable or involved in misconduct, and we shall comply without objection.
4. That this affidavit is given in compliance with Clause 4 of the tender terms.

Deponent

(Signature with seal)

Name:

Designation:

Place:

Date:

9.11 Annexure XI

Compliance with Minimum Wages Act

I, _____, S/o/D/o/W/o Sri
_____, aged _____ years, residing at
_____, the
Proprietor/Partner/Director/Authorized Signatory of M/s
_____, do hereby solemnly affirm and
declare as under:

1. That my agency shall strictly comply with the provisions of the **Minimum Wages Act, 1948**, and all other applicable labour laws in relation to manpower employed under this contract.
2. That all statutory dues like EPF, ESI, bonus, leave salary, etc., shall be paid in accordance with prevailing laws.
3. That I understand any non-compliance may lead to legal and contractual consequences including termination of contract and forfeiture of security deposit.
4. This affidavit is made in compliance with Clause 7 of the tender document.

Deponent

(Signature with seal)

Name:

Designation:

Place:

Date:

9.12 Annexure XII

Submission of Reports

I, _____, S/o/D/o/W/o Sri
_____, aged _____ years, residing at
_____, the
Proprietor/Partner/Director/Authorized Signatory of M/s
_____, do hereby solemnly affirm and
declare as under:

1. That I hereby undertake to submit monthly reports to the Divisional Forest Officer, Rayagada, as prescribed under the contract.
2. That these reports shall include deployment details, monthly wage payments, EPF and ESI remittance records, and attendance statements in the formats specified by the Department.
3. That failure to comply will constitute a breach of contract liable for suitable action.
4. This affidavit is made in compliance with Clause 8 of the tender document.

Deponent

(Signature with seal)

Name:

Designation:

Place:

Date:

9.13 Annexure XIII

Office locations in Odisha and Rayagada

I, _____, S/o/D/o/W/o Sri
_____, aged _____ years, residing at
_____, the
Proprietor/Partner/Director/Authorized Signatory of M/s
_____, do hereby solemnly affirm and
declare as under:

1. That I am the authorized signatory of the said firm and competent to make this declaration on its behalf.
2. That our agency has a **registered office located within the State of Odisha**, as required under Clause 9.1 (Ch. 7) of the DTCN.

Address of the registered office in Odisha:

(Supporting documents/proof enclosed)

3. That with reference to Clause 9.2 (Ch. 7) of the DTCN, I declare:

Our agency **currently has a functional branch office in Rayagada District**, located at:

(Supporting address proof enclosed)

OR

Our agency **does not currently have a branch office in Rayagada**, but if selected, we undertake to establish a **fully functional branch office in Rayagada District within one month** of signing the agreement.

4. That I understand non-compliance with the above will result in appropriate legal and contractual action as per the provisions of the tender.

This affidavit is made in accordance with Clauses 9.1 and 9.2 of the tender conditions.

Deponent

(Signature with seal)

Name:

Designation:

Place:

Date:

9.14 Annexure XIV

NO BLACKLISTING

I, _____, S/o/D/o/W/o Sri
_____, aged _____ years, residing at
_____,
Proprietor/Partner/Director/Authorized Signatory of M/s
_____, do hereby solemnly affirm and
declare as under:

1. That I am the authorized signatory of the said firm/agency and competent to make this declaration on its behalf.
2. That my firm/agency, M/s _____, **has not been blacklisted or debarred** by any Central Government Department, State Government Department, Public Sector Undertaking, Autonomous Body, or any other Government institution in India, at any point of time.
3. That if at any stage the above declaration is found to be false or misleading, I understand that the tender/application submitted by my agency is liable to be rejected, and if already awarded, the contract is liable to be terminated, apart from legal action as deemed appropriate by the competent authority.

This affidavit is submitted in compliance with the terms and conditions of the DTCN issued by the Divisional Forest Officer, Rayagada Forest Division.

Deponent

(Signature with seal)

Name:

Designation:

Place:

Date:

10 CHECKLIST

Sl. No	Document/Requirement	Format/Annexure Reference	Submitted (✓/✗)	Page No. in Bid	Remark
1	Covering Letter addressed to DFO, Rayagada	As per Annexure I			
2	Letter of authorization for attending Bid Opening	As per Annexure II			
3	Copy of Registration Certificate of the Firm/Agency (under Shops & Establishment/Company/Partnership Act etc.)	Self-attested copy			
4	Affidavit Regarding Clean Legal Record	Self-attested copy			
5	Affidavit regarding local presence through Branch Office	Self-attested copy			
6	Bank Passbook	Self-attested copy			
7	GST Registration Certificate	Self-attested copy			
8	PAN Card	Self-attested copy			
9	Service Tax Registration Certificate	Self-attested copy			
10	Registration under Contract Labour (Regulation and Abolition) Act, 1970	Self-attested copy			
11	EPF Registration Certificate	Self-attested copy			
12	ESI Registration Certificate	Self-attested copy			
13	Financial Turnover Certificates	Audited CA Certificates & ITRs			
14	Experience Certificates	As given by the concerned employers			
15	Certificates for Number of Personnel Engaged	Agreement copies with concerned employers			
16	EPF & ESI Compliance	Electronic Challan Reports & EPF & ESI payment confirmation receipt			
17	Tender Paper Cost	Original DD			
18	EMD	Original DD/BG			
19	Financial Bid	As per Annexure VI			
20	Technical Bid	As per Annexure VII			
21	Declaration	As per Annexure			

		VIII			
22	Affidavit for No subletting	As per Annexure IX			
23	Affidavit for taking responsibility of manpower	As per Annexure X			
24	Affidavit for compliance with Minimum Wages Act	As per Annexure XI			
25	Affidavit for Submission of Reports	As per Annexure XII			
26	Affidavit for Offices in Odisha & Rayagada	As per Annexure XIII			
27	Affidavit for non-blacklisted	As per Annexure XIV			