

## TENDER CALL NOTICE

(Tender Call Notice for Providing Service of Personnel through Service Provider.)

Sealed Tender are invited from Individuals/ Organizations for providing services of various categories of trained/ experienced persons to work in Kalahandi North Forest Division for implementation of Ama Jangala Yojana under Odisha Forestry Sector Development Society, Bhubaneswar and under the scheme CAMPA.

The Tender document with application form can be obtained in person from the Division office on any working day between 10:00 am to 5:00 pm. This can also be downloaded from the District Web site [www.kalahandi.nic.in](http://www.kalahandi.nic.in). Filled up applications along with a non-refundable Bank Draft for Rs.500/- drawn in favour of Divisional Forest Officer, Kalahandi North Division, payable at Bhawanipatna should reach the office of the Divisional Forest Officer, Kalahandi North Division latest by 5:00 PM on or before 21/07/2018 which will be opened on 23/07/2018 at 11 A.M in presence of the tenderer or his authorize representative. Further information can be obtained from the Office of the Divisional Forest Officer-Cum- DMU Chief (AJY) Kalahandi North Forest Division during office hours.

  
DFO-Cum-DMU Chief, AJY  
Kalahandi North Division

OFFICE OF THE DIVISIONAL FOREST OFFICER- CUM-DMU CHIEF, (AJY)  
KALAHANDI NORTH FOREST DIVISION

(INFRONT OF THE OFFICE OF DISTRICT JUDGE, KALAHANDI, OLD GOVT. BUS STAND, BHAWANIPATNA, KALAHANDI, ODISHA, PIN 766001)

E-mail ID: [ajykalahandinorth@gmail.com](mailto:ajykalahandinorth@gmail.com), [north\\_kalahandi@yahoo.co.in](mailto:north_kalahandi@yahoo.co.in) Phone No. 06670-230526

No. 3326 /Date. 13/07/2018 /

Copy forwarded to all District Level Officers, Bhawanipatna for information and necessary action.

Copy forwarded to all Range Officers, Kalahandi North Division for information and necessary action.

Copy alongwith copy of the tender call notice with tender document forwarded to the National informatics Center, Kalahandi Bhawanipatna along with Soft / Hard copy for information with a request for wide publication through web site.

Copy to Notice Board.

  
DFO-Cum-DMU Chief, AJY  
Kalahandi North Division

TENDER DOCUMENT

**FOR ENGAGING SERVICE PROVIDER**

FOR PROVIDING SERVICE OF PERSONNEL TO THE

(DFO-CUM-DMU Chief, Kalahandi North Division)

(Bhawanipatna)

LAST DATE FOR SALE OF TENDER DOCUMENT:

BY 17:00 HOURS ON **20.07.2018**

LAST DATE FOR SUBMISSION OF SEALED TENDER QUOTATION:

BY 17:00 HOURS ON **21.07.2018**

OPENING OF SEALED TENDER:

ON **23.07.2018 at 11 A.M**

# **Tender Document**

## **For Engaging Service Provider for Providing the Services of Personnel to the DFO-Cum-DMU Chief, Kalahandi North Division.**

### **1.0 Purpose of Tender**

The DFO-Cum-DMU Chief, Kalahandi North Division is intending to engage the services of personnel through the Service Provider for various Personnel as enlisted in Annexure I. The period of engagement of the Service Provider and the services of Personnel will be for one year from the date of the contract which is extendable by mutual consent subject to the satisfactory performance of both the service Provider as well as the service providing personnel.

### **2.0 Scope of Work**

- 2.1 The Service Provider shall provide the services of various categories of trained and experienced personnel in numbers and at places as narrated in the Schedule of Contract in Annexure I and Appendices I, II and III, to work in the places as mentioned against each. The details of monthly remuneration along with the deductions for contributions for EPF and ESI are also mentioned therein.
- 2.2 The personnel will be required to undertake tours for which they may get TA and DA if permissible under the scheme (CAMPA, AJY CAMPA....etc) as per their entitlements.
- 2.3 The monthly remuneration of the different categories of personnel shall be paid by the service provider after deducting service charges due to it and statutory dues payable by the principal employer and employees on account of EPF and ESI.
- 2.4 Service Provider who is going to provide BETTER SERVICES, FACILITIES AND ALLOWANCES apart from EPF and ESI to the personnel's engaged by him in the Kalahandi North Division taking minimum service charge will be preferred.**

### **3.0 Eligibility of Service Provider**

- a. The invitation to participate in the Tender Document is open to Service Providers registered with the Labour Department, Government of Odisha.
- b. The Service Provider must have deployed the services of personnel in Government/ Public Sector Undertakings for last three years preceding the year of bidding.
- c. The Service Provider must not have been banned or black listed by any Government organization.
- d. There must not be any adverse action pending against any personnel whose services is proposed to be deployed.

- e. The annual turnover of the Service Provider must be Rs. 5,00,000/- (Rs. Five Lakhs) only in each of the preceding three years.

#### **4.0 Terms and Conditions**

- a. The Service Provider shall execute an agreement with the DFO-Cum-DMU Chief, Kalahandi North Forest Division in line with the terms and condition laid out in Annexures I and II and Appendices I, II and III in the Tender Document and shall furnish a security deposit of Rs. 15,000/- only drawn on any nationalized Bank at the place of tender in Shape of Bank Draft duly pledged to the Divisional Forest Officer, Kalahandi North Forest Division, Bhawanipatna for faithful implementation of the provisions of the agreement. This security deposit of the finalised tenderer shall be retained at the Division, whereas the Security Deposit of the remaining tenderers shall be returned to the respective tenderer after the completion of signing of the tender by the final tenderer.
- b. 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.
- c. The monthly remuneration of the different categories of personnel shall be paid by the service provider after deducting service charges due to it and statutory dues payable by the principal employer and employees on account of EPF and ESI.
- d. The Service Provider shall deposit the statutory dues like EPF and ESI 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 Kalahandi North Division in support of proof of payment with a statement by 15<sup>th</sup> of each succeeding month. **Otherwise a penalty of minimum Rs 20,000/- will be charged on him.**
- e. Payments to the Service Provider will be made after deducting Income Tax as per rules from the monthly bills.
- f. The service of the personnel deployed under the contract shall not be withdrawn suo motto, without consulting the Division Forest Officer of the concerned Division. In case any personnel whose services have been deployed, desires to discontinue work, the service provider will inform the same 15 days in advance and arrange for suitable replacement with persons having similar or better qualification and experience.
- g. The personnel provided by the Service Provider shall be regular and punctual in their work as per the working hours of the office in which deployed. They will be required to attend office work beyond office hours and even on holidays, if required without any extra remuneration.
- h. The personnel whose services have been provided by the Service Provider shall be allowed to avail Government Holidays as may be decided by the concerned Division Forest Officer or authorised officer, if required. They may avail a

maximum of 10 Casual Leave in a Calendar year with prior consent of the concerned authority.

- i. The selection of the services of personnel as requisitioned by the Division shall be the responsibility of the Service Provider. The Service Provider will send the CVs/ Biodatas of a panel of suitable persons having requisite qualifications and experience, not less than three times the number of personnel requisitioned for each position to the concerned Division for selection and acceptance.
- j. The personnel will be required to undertake tours for which they may get TA and DA if permissible under the scheme (CAMPA, AJY CAMPA....etc.) as per their entitlements.
- k. Division Forest Officer-Cum-DMU Chief, Kalahandi North Forest Division reserve the right to accept or reject any offer without assigning any reason thereof.

## **5.0 Submission of Offer**

Offers should be submitted in the prescribed Application Form along with Annexures I & II and Appendices I, II and III enclosing the security deposit in shape of a Bank Draft in original as mentioned in condition 4a above on or before the last date and time for submission of the Tender Document mentioned on the cover page. Each Page of the Tender Document along with Annexures I and II and Appendices I, II and III must be signed by the Service Provider.

The Proposal must contain the following copies of documents:

1. Self- attested Copy of Registration Certificate with the department of Labour, Government of Odisha.
2. Self- attested Copy of the Income Tax Returns of the last three Financial years preceding the year of contract.
3. Self- attested Copy showing deployment of personnel in Government or PSUs during last three years preceding the year of contract.
4. Self- attested copies as proof of deposit of EPF and ESI of Personnel deployed in other organizations over last one year preceding the year of contract.
5. Self-attested copy of GST Registration Certificate.

**Application Form**

**for**

**Bidding as a Service Provider for Providing the Services of Personnel to the DFO-  
Cum-DMU Chief, Kalahandi North Forest Division, Bhawanipatna, under  
Ama Jangala Yojana (AJY CAMPA) and CAMPA**

1. Name of the Service Provider: \_\_\_\_\_
2. Address of the Service Provider: \_\_\_\_\_
3. Phone No./ Mobile No.: \_\_\_\_\_
4. Name and Designation of \_\_\_\_\_  
Contact Person : \_\_\_\_\_
5. Details of Financial Turnover :

Financial Year	Total Annual Turnover
2015-2016	
2016- 2017	
2017- 2018	

6. Details of organizations where personnel have been deployed: (attach a separate sheet)

Name of Organization	Category of personnel	Year wise number of persons deployed		
		2015-16	2016-17	2016-17

7. Service Charges payable for different Categories of Personnel:

S.No.	Category of Persons	No. of Persons to be engaged	Maximum Service Charges allowed	<b>Service Charge quoted by the Service Provider</b>
1.	Accounts Assistant and AJY Co-ordinator	1	200	
2.	DEO Accounts, AJY	1	200	
3.	Data Entry Operator under AJY	5	200	
4.	Data Entry Operator under CAMPA	7	100	
5.	Drivers under CAMPA	1	100	
6.	Watchers, Squad members, Attendant.....etc under CAMPA	93	100	

**8. Additional services, facilities and allowances apart from EPF and ESI to the personnel's engaged in the Kalahandi North Division:-**

- a. \_\_\_\_\_  
\_\_\_\_\_
- b. \_\_\_\_\_  
\_\_\_\_\_
- c. \_\_\_\_\_  
\_\_\_\_\_

9. Certified that the information provided above is true and the organization has never been debarred or black listed by any other Government organization.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Name and Signature of Authorized Signatory

**SCHEDULE OF CONTRACT**

Category of Personnel (i) Accounts Assistant and AJY -Co-coordinator (ii) Data Entry Operator (Accounts), AJY (iii) Data Entry Operator, AJY, (iv) Data Entry Operator, CAMPA, (v) Driver, (vi) Para Forest Staff, (vii) Control Room Attendant, (viii) Check Gate Attendant (ix) Wild Life Protection Squad, (x) Anti Depredation Squad, (xi) Elephant Tracker herein after called Worker shall be deployed with effect from the date as may be intimated by the Authority.

The monthly remuneration (Consolidated) and Statutory Payments (EPF and ESI) for different categories of workers that will be paid by the Authority to the Service Provider will be as follows.

**Table I: Monthly remuneration and Statutory Employer payments to be made by the Authority (in Rupees)**

S. No.	Name of the Position	Monthly remuneration (without statutory payment )	Statutory payment to be made to the service provider in addition to the monthly remuneration	
			Employer contribution for EPF	Employer contribution for ESI
1	Accounts Assistant and AJY -Co-coordinator	20,000	@13.15 % of the monthly remuneration up to limitation of Rs. 15000/- per month)	NIL
2	DEO Accounts, AJY	10,000	@13.15 % of the monthly remuneration during the month	@4.75 % of the monthly remuneration during the month
3	Data Entry Operator, AJY	8000	@13.15 % of the monthly remuneration during the month	@4.75 % of the monthly remuneration during the month
4.	Data Entry Operator under CAMPA	8000	@13.15 % of the monthly remuneration during the month	@4.75 % of the monthly remuneration during the month
5.	Drivers under CAMPA	8000	@13.15 % of the monthly remuneration during the month	@4.75 % of the monthly remuneration during the month
6.	Para Forest Staff, Control Room Attendant, Check Gate Attendant under CAMPA	6000	@13.15 % of the monthly remuneration during the month	@4.75 % of the monthly remuneration during the month
7.	Wild Life Protection Squad, Anti Depredation Squad, Tracker under CAMPA	6,729	@13.15 % of the monthly remuneration during the month	@4.75 % of the monthly remuneration during the month

The above monthly remuneration of staff is subject to revision of wages from time to time.

Besides above, the Authority shall pay service charges per person per month to the Service Provider.

The details of Statutory Monthly Employee contribution to be deducted and deposited by the Service Provider are given in Table II.

**Table: II Monthly Statutory Employee contribution (in Rupees)**

S. No.	Category	Employee contribution for EPF	Employee contribution for ESI
1	Accounts Assistant and AJY – Co-coordinator	@12 % of the monthly remuneration per month over Maximum of Rs. 15000/-	NIL
2	DEO Accounts, AJY	@12 % of the monthly remuneration during the month	@ 1.75 % of the monthly remuneration during the month
3	Data Entry Operator, AJY	@12 % of the monthly remuneration during the month	@ 1.75 % of the monthly remuneration during the month
4.	Data Entry Operator under CAMPA	@12 % of the monthly remuneration during the month	@ 1.75 % of the monthly remuneration during the month
5.	Drivers under CAMPA	@12 % of the monthly remuneration during the month	@ 1.75 % of the monthly remuneration during the month
6.	Para Forest Staff, Control Room Attendant, Check Gate Attendant under CAMPA	@12 % of the monthly remuneration during the month	@ 1.75 % of the monthly remuneration during the month
7.	Wild Life Protection Squad, Anti Depredation Squad, Tracker under CAMPA	@12 % of the monthly remuneration during the month	@ 1.75 % of the monthly remuneration during the month

The number of personnel to be engaged at different levels is given in Table III.

**Table III No. of Personnel to be engaged under AJY& CAMPA**

S. NO	Category	To be engaged at	Number
1	Accounts Assistant and AJY -Co-coordinator	Division Level	1
2	DEO Accounts, AJY	Division Level	1
3	Data Entry Operator, AJY	Range Level	One for each Range in which AJY work is in Progress
4	Data Entry Operator under CAMPA	Division Level, Circle Level, Range Level	Division - 1, Circle- 1, Range Office - 5
5	Driver under CAMPA	Range Level	Kegaon - 1
6	Para Forest Staff, Control Room Attendant, Check Gate Attendant under CAMPA	Division Level, Circle Level, Range Level	Control Room Attendant - 6, Para Forest Staff - 60, Check Gate Attendant – 3
7	Wild Life Protection Squad, Anti Depredation Squad, Tracker under CAMPA	Range Level	Wild Life Protection Squad - 10, Anti Depredation Squad - 10, Elephant Tracker –4

TERMS AND CONDITIONS

1. The Service Provider will deploy personnel with desired qualifications/experience as detailed in the Appendices I, II and III.
2. 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: I of Annexure-I.
3. The Statutory monthly employee contributions to EPF and ESI shall be at the rate given in the Table: II of Annexure-I.
4. The total amount of statutory contributions at the calculated rate would be released by the Authority to the Service Provider and not in the name of the personnel, after deducting the Income Tax.
5. It would be the sole responsibility of the service provider to deposit the monthly Statutory payments (both employer and employee contributions) towards EPF and ESI with the Employees Provident Fund organization/Employees State Insurance Corporation on a monthly basis and submit necessary Challans in support of payment with a statement showing name and his/her account number of EPF and ESI by the end of succeeding month. Non-submission of the same, every month would result in withholding of employers contribution at Service Provider's risk. **And a penalty of Rs 20,000/- or more will be charged on him.**
6. No employer's contribution to the EPF will be paid by the Authority for those personnel, who had an earlier account with EPF and had already withdrawn the full amount of accumulation in the Provident Fund on retirement from service.
7. Retired personnel will be engaged directly on contract basis and will not be engaged through the service provider.
8. At the end of each month, the Service Provider shall produce absentee statement of the persons to "Authority" by the 5<sup>th</sup> day of the succeeding *month* as *a token of* voucher to calculate the amount payable to the Service Provider.
9. The "Service Provider" will maintain an Attendance Register of the persons at his/her level and will present it to the "Authority" for checking and verification with respect to the Attendance Register maintained by the Authority, as and when required. A statement of payment details with respect to the personnel, made by the Service Provider will be furnished to the "Authority" for information by 10<sup>th</sup> of the succeeding month.
10. 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".

11. The personnel provided by the Service Provider shall be regular and punctual in their work as per working hours fixed by the Authority (10.00A.M. to 5.00 PM). 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.
12. The workers shall be allowed to avail national holidays and festival 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 of leave without permission of the Authority will warrant termination of the personnel without further reference.
13. Selection of person(s) in various categories requisitioned by the Authority will be the responsibility of the Service Provider at their own cost. The Service Provider will send CVs/ bio-data of a panel of suitable persons having requisite qualification/ experience to the Authority for selection and acceptance.
14. The "Authority" shall have right to ask the Service Provider to withdraw/replace any personnel who has 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"
15. The Service Provider shall not disengage the services of any personnel provided to the Authority, *suomotu*, without consulting the "Authority". In case any person wishes to discontinue work, the Service Provider shall be required to inform the Authority 15 days in advance and arrange for suitable replacement of the personnel having similar or higher qualifications.
16. Violation of Clause-13 will amount to penalty of 15 days salary of the personnel disengaged in cases of Office Manager and Data Entry Operator (Accounts) which shall be recovered from the Security Deposit of the Service Provider.
17. 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.

**TERMS AND CONDICTIONS FOR ENGAGEMENT OF THE SERVICES OF**  
**ACCOUNTS ASSISTANT AND AJY –CO-ORDINATAOR, AJY**  
**THROUGH SERVICE PROVIDER**

**Educational Qualification**

1. He/ she shall have completed Graduation and Post- Graduation in Commerce with PGDCA in Finance/ ICWA- Inter with a minimum of 3 years of experience of working in with Corporations/ Co-operatives/ Societies/Externally Aided Projects. Past experience of working with Government agencies will be given preference.

**OR**

2. Retired OFS (Finance) officer with experience as Treasury officer/ Accounts Officer. Past experience of working with Projects of Government agencies will be given preference

**OR**

3. Retired Forest Officers not below the Rank of Range Officers, who have worked in a Range for a period of 2 years. Past experience of working with externally aided projects will be given preference.

**Skill & Attributes:**

- Integrity – Beyond Doubt
- Superior interpersonal skills
- Ability to work in multi- task environment
- Sound technical knowledge
- Analytical and methodical approach
- Willing to travel extensively
- Knowledge of computer applications
- Ability to work in a multi-disciplinary team
- Excellent presentation skills and drafting ability.

**Job Description**

The Accounts Assistant and AJY - Co-ordinator will report to the Division Forest Officer or any other officer authorised by him.

He/ she will be responsible for:

- Budget, Management of funds, flow of funds
- Preparation of monthly / quarterly / annual financial reports / returns & transmit it to RCCF & PMU after approved by the DFO.
- Monitor utilization of funds, audits.
- Dealing with Income tax, Service tax and related matters.
- Maintain record of assets at DMU level

- Developing procedures and guidelines on financial management
- Consolidated Statement of Expenditures (SOE) and developing annual work plans.
- Handling and organising the work related to the p- NGO Co-ordination Cell including filing of information and maintenance of records.
- Organizing and conducting capacity building trainings for Division and Range offices and for VSS
- Planning and co-ordinating the implementation of Ama Jangala Yojana in the respective Divisions
- Coordinate and enable convergence with programs and schemes implemented by departments like Agriculture, Fisheries, Animal Resources Development and other related agencies.
- Coordinate and supervise the work of project functionaries at the Range and VSS levels and ensuring that project resources available under Community/ Tribal Development interventions and Capacity building are properly planed, utilized and monitored.
- Any other project related work assigned by Project Management Unit/ Division Forest Officer.

**TERMS AND CONDICTIONS FOR ENGAGEMENT OF THE SERVICES OF DATA ENTRY OPERATOR (ACCOUNTS), AJY THROUGH SERVICE PROVIDER**

**Educational Qualification**

He/ she shall have minimum qualification of Graduation in Commerce with accounting knowledge of MS Office and Tally.

**Experience**

He/ she shall have minimum experience of 3 years of working with Corporations/ Co-operatives/ Societies/Externally Aided Projects/ Government Agency. Past experience of working with Government agencies will be given preference.

**Job Description**

The Data Entry Operator (Accounts), AJY will report to the Division Forest Officer or any other officer authorised by him.

He/ she will be responsible for:

- Making entries of vouchers/ updating of cash accounts of the Division and Range office.
- Assisting in Budget, Management of funds, flow of funds
- Assisting in preparation of monthly/quarterly/annual financial reports/returns
- Assisting in monitor utilization of funds, audits.
- Assisting in dealing with Income tax, Service tax and related matters.
- Assisting in maintain record of assets at DMU level
- Assisting in developing procedures and guidelines on financial management
- Assisting in consolidated Statement of Expenditures (SOE) and developing annual work plans.
- Assist the Accounts Assistant and AJY -Co-coordinator.
- Assisting in handling and organising the work related to the p- NGO Co-ordination Cell including filing of information and maintenance of records.
- Assisting in organizing and conducting capacity building trainings for Division and Range offices and for VSS
- Assisting in co-ordinating the implementation of Ama Jangala Yojana in the respective Divisions
- Assisting in coordination and supervising the work of project functionaries at the Range and VSS levels and ensuring that project resources available under Community/ Tribal Development interventions and Capacity building are properly planed, utilized and monitored.
- Any other project related work assigned by Project Management Unit/ Division Forest Officer.

**TERMS AND CONDITIONS FOR ENGAGEMENT OF THE SERVICES OF**  
**DATA ENTRY OPERATOR, AJY AND CAMPA**  
**THROUGH SERVICE PROVIDER**

**Educational Qualification**

He/ she shall have minimum qualification of Graduation with Diploma in Computer Application and experience in use of Computers with proficiency in working with MS Office.

**Experience**

He/ she shall have minimum experience of 3 years of working with Corporations/ Co-operatives/ Societies/Externally Aided Projects/ Government Agency. Past experience of working with Government agencies will be given preference.

**Job Description**

The Data Entry Operator, AJY& CAMPA will report to the Range Officer or any other officer authorised by him.

He/ she will be responsible for:

- Making entries of vouchers/ updating of cash accounts of the Range office.
- Assisting in Budget, Management of funds, flow of funds
- Assisting in preparation of monthly/quarterly/annual financial reports/returns
- Assisting in monitor utilization of funds, audits.
- Assisting in dealing with Income tax, Service tax and related matters.
- Assisting in maintain record of assets at Division level.
- Assisting in implementation of procedures and guidelines on financial management
- Assisting in consolidated Statement of Expenditures (SOE) and developing annual work plans.
- Assisting in handling and organising the work related to the monitoring of p- NGO teams including filing of information and maintenance of records.
- Assisting in organizing and conducting capacity building trainings for Range offices and for VSS
- Assisting in co-ordinating the implementation of Ama Jangala Yojana in the respective Range
- Assisting in coordination and enabling of convergence with programs and schemes implemented by departments like Agriculture, Fisheries, Animal Resources Development and other related agencies.
- Assisting in coordination and supervising the work of project functionaries at the Range and VSS levels and ensuring that project resources available under Community/ Tribal Development interventions and Capacity building are properly planed, utilized and monitored.
- Any other project related work assigned by Project Management Unit / Head Office Bhubaneswar / Division Forest Officer/ Range Officer.