

TERMS, CONDITION AND AGREEMENT FOR ENGAGING SERVICE PROVIDER (OUTSOURCING AGENCY)FOR PRVODING SERVICE OF TECHNICAL EXPERT (NRM),PROGRAMME-CUM-DATA MANAGER (PDM) AT DISTRICT LEVEL (PMU) & PROJECT ASSOCIATES (PA), DATA ENTRY OPERATOR (DEO) AT BLOCK LEVEL (PMU) TO THE DEPUTY DIRECTOR, SOIL CONSERVATION-CUM-PROJECT DIRECTOR, WATERSHEDS, KALAHANDI UNDER THE SCHEME MGNREGA

TENDER DOCUMENT

1.0 Purpose of Tender

The Deputy Director, Soil Conservation-Cum-Project Director, Watersheds, Kalahandi is intending to engage the services of personnel through the Service Provider for Technical Expert (NRM), Programme-Cum-Data Manager (PDM) At District Level (PMU) & Project Associates (PA), Data Entry Operator (DEO) at Block level (PMU) under the scheme MGNREGA with reference to the discussion held in the Video Conference on dated 31.05.2021 basing on the kind directives of Directorate letter No. 3744 dated 27.05.2021. The period of engagement of the Service Provider and the services of Personnel will be valid 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 Technical Expert (NRM), Programme-Cum-Data Manager (PDM) At District Level (PMU) & Project Associates (PA), Data Entry Operator (DEO) at Block level (PMU) of trained and experienced personnel in numbers subjected to availability of funds in administrative expenditure under the scheme MGNREGS The details of monthly remuneration along with the deductions for contributions for EPF and ESI are as per the financial rules and procedure.
- 2.2 The personnel will be required to undertake tours for which they may get TA and DA if permissible under the scheme (MGNREGA) as per their entitlements.
- 2.3 The monthly remuneration of the Technical Expert (NRM), Programme-Cum-Data Manager (PDM) At District Level (PMU) & Project Associates (PA), Data Entry Operator (DEO) at Block level (PMU) 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 Deputy Director, Soil Conservation-Cum-Project Director, Watersheds, Kalahandi taking minimum service charge will be preferred.

3.0 Eligibility of Service Provider

- a. The Service Provider must be from individual/Organisations within the jurisdiction of Kalahandi District wherein there infrastructure has been certified or sponsored by their head of office with due authenticity of recorded proof and location specific existence of functioning office during last five years.
- b. Service provider must have to produce the infrastructure location specific record on their office building/rented office building /house rent bills/electricity bills/water tax bills etc. Of proof and evidence of photography or video clips regarding their functioning of office within the jurisdiction of Kalahandi district.
- c. The invitation to participate in the Tender Document is open to Service Providers registered with the Labour Department, Government of Odisha.
- d. The Service Provider must have deployed the services of personnel in Government/ Public Sector Undertakings for last three years preceding the year of bidding.
- e. Copies of supply of technical man power 300 Nos. Or above to the Govt. Or Semi Govt. Office in the district during last 3 years be produced with EPF and ESI electronics challan and payment confirmation sheets.
- f. Copies of valid labour licence of minimum 100 labours capacity be produced.
- g. The Service Provider must not have been banned or black listed by any Government organization.
- h. There must not be any adverse action pending against any personnel whose services is proposed to be deployed.
- i. The annual turnover of the Service Provider must be **Rs. 1.50 Crores** only in each of the preceding three years.
- j. Service tax registration certificate from Central Board of Excise and Custom.

4.0 Terms and Conditions

- a. The Service Provider shall execute an agreement with the Deputy Director, Soil Conservation-Cum-Project Director, Watersheds, Kalahandi in line with the terms and condition laid down in **Annexures-I** in the Tender Document and shall furnish a security deposit of Rs. **1,50,000/-** only drawn on any nationalized Bank at the place of tender in Shape of Bank Draft duly pledged to the Deputy Director, Soil Conservation-Cum-Project Director, Watersheds, Kalahandi for faithful implementation of the provisions of the agreement. This security deposit of the finalised tenderer shall be retained at the office, 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 Technical Expert (NRM), Programme-Cum-Data Manager (PDM) At District Level (PMU) & Project Associates (PA), Data Entry Operator (DEO) at Block level (PMU) 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 Deputy Director, Soil Conservation-Cum-Project Director, Watersheds, Kalahandi in support of proof of payment with a statement by 15th of each succeeding month. Otherwise a penalty of minimum **Rs 25,000/-** 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 suomotto, without consulting the Deputy Director, Soil Conservation-Cum-Project Director, Watersheds, Kalahandi. In case any personnel whose services have been deployed, desires to discontinue work, the service provider will inform the same 1 month 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 Deputy Director, Soil Conservation-Cum-Project Director, Watersheds, Kalahandi 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 this office shall be the responsibility of the Service Provider. The Service Provider will send the CVs/ Bio-Datas 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 office 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 (MGNREGA) as per their entitlements.
- k. The Deputy Director, Soil Conservation-Cum-Project Director, Watersheds, Kalahandi reserve the right to accept or reject any offer without assigning any reason thereof.

1. The Service Provider should maintain & follow up the procedure of sponsoring the eligible trained candidate as per the ORV act.

5.0 Submission of Offer

Offers should be submitted in the prescribed Application Form along with Annexures I & II and Appendices I 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 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 latest GST Registration Certificate.

6.0 Engagement of Manpower.

Requisition for engagement of manpower to utilise their best of services under the scheme MGNREGA and to accelerate the progress of works according to desired earmark target in due scheduled of time within the fixed financial limitation pertaining to availability of our administrative cost depending upon the expenditure made/or anticipating assured expenditure to be made by the field extension officials in charge of their respective blocks will only be recommended in a phased manner following ORV act.

7.0 Mode of Submission

The bidders have to submit all the relevant documents in a booklet form with index and reference of page duly signed by them in each pages be considered by the committee.

Application Form

For Bidding as a Service Provider for Providing the Services of Technical Expert (NRM), Programme-Cum-Data Manager (PDM) At District Level (PMU) & Project Associates (PA), Data Entry Operator (DEO) at Block level (PMU) Personnel to the Deputy Director, Soil Conservation-Cum-Project Director, Watersheds, Kalahandi, under MGNREGA

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
2018-2019	
2019-2020	
2020-2021	

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		
		2018-2019	2019-2020	2020-2021

7. Service Charges payable for Technical Expert (NRM), Programme-Cum-Data Manager (PDM) At District Level (PMU) & Project Associates (PA), Data Entry Operator (DEO) at Block level (PMU) Categories of Personnel:

Sl.No.	Category of Persons	No. of Persons to be engaged	Maximum Service Charges allowed in Rs.	Service Charge quoted by the Service Provider
1.	Technical Expert (NRM) at District Level (PMU)	1	300/-	
2.	Programme-Cum-Data Manager (PDM) at District Level (PMU)	1		

3.	Project Associates (PA), At Block Level (PMU)	26		
4.	Data Entry Operator (DEO) at Block level (PMU)	13		

8. Additional services, facilities and allowances apart from EPF and ESI to the personnel's engaged in the Deputy Director, Soil Conservation-Cum-Project Director, Watersheds, Kalahandi:-

- 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.

10. The **technical Bids T1, T2 & T3** and the **Financial Bid F1** in the prescribed format have been submitted separately in a sealed cover for selection and finalisation.

Date: _____

Place: _____

Name and Signature of Authorized Signatory

SCHEDULE OF CONTRACT

Category of Personnel (i) Technical Expert (NRM), Programme-Cum-Data Manager (PDM) At District Level (PMU) & Project Associates (PA), Data Entry Operator (DEO) at Block level (PMU), MGNREGA 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 Technical Expert (NRM), Programme-Cum-Data Manager (PDM) At District Level (PMU) & Project Associates (PA), Data Entry Operator (DEO) at Block level (PMU) 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 With Statutory Payment of contribution for EPF & ESI including service providing charges with all taxes in Rs.
1	Technical Expert (NRM) at District Level (PMU)	30,000/-
2	Programme-Cum-Data Manager (PDM) at District Level (PMU)	20,000/-
3	Project Associates (PA), At Block Level (PMU)	15,000/-
4	Data Entry Operator (DEO) at Block level (PMU)	15,000/-

TERMS AND CONDITIONS

1. The Service Provider will deploy personnel with desired qualifications/experience as detailed in the Appendices I.
2. The payment in respect of Technical Expert (NRM), Programme-Cum-Data Manager (PDM) At District Level (PMU) & Project Associates (PA), Data Entry Operator (DEO) at Block level (PMU) 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 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.
4. 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 25,000/-** or more will be charged on him.
5. At the end of each month, the Service Provider shall produce the payment bill of the Technical Expert (NRM), Programme-Cum-Data Manager (PDM) At District Level (PMU) & Project Associates (PA), Data Entry Operator (DEO) at Block level (PMU) to "Authority" of every month as a token of voucher to calculate the amount payable to the Service Provider after obtaining the absentee statement from the authority.
6. 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 5th of the succeeding month.
7. 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".

8. The personnel provided by the Service Provider shall be regular and punctual in their work as per working hours fixed by the Authority. They will attend to the office work beyond office hours and even on Sundays and Government Holidays, if required as directed by the Deputy Director, Soil Conservation-Cum-Project Director, Watersheds, Kalahandi or his authorized representative.
9. 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.
10. Selection of person(s) in Technical Expert (NRM), Programme-Cum-Data Manager (PDM) At District Level (PMU) & Project Associates (PA), Data Entry Operator (DEO) at Block level (PMU) 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.
11. 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"
12. 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.
13. Violation of Clause-12 will amount to penalty of 1 month salary of the personnel disengaged in cases of Technical Expert (NRM), Programme-Cum-

Data Manager (PDM) At District Level (PMU) & Project Associates (PA), Data Entry Operator (DEO) at Block level (PMU) which shall be recovered from the Security Deposit of the Service Provider.

14. 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
TECHNICAL EXPERT (NRM AT DISTRICT LEVEL (PMU) THROUGH SERVICE
PROVIDER**

Job Details

Job Name: Technical Expert (NRM)
Job Code : TE (NRM)
Job Location: At respective office of the DDSC-cum-PD, Watersheds or office of the ADSC of the district (as the case may be)
Job Type: Contractual
No. of Positions: 1 (One)
Remuneration: **Rs. 30000 (Thirty Thousand)** per month (inclusive of all Taxes, EPF, ESI, Service Charge etc.)

Job Description:

Responsible to the Deputy Director, Soil Conservation-cum-Project Director, Watersheds, Kalahandi.

The Technical Expert - NRM will:

1. Strictly adhere to 5T (Team work, Time, Technology, Transparency & Transformation) while discharging his/her duties.
2. Be over all responsible for coordination and developing strategies for successful and timely implementation of Natural Resource Management projects under MGNREGS & allied Schemes such as Soil & Water Conservation/ harvesting projects with special emphasis on execution of Farm Pond under 5T initiatives, different type of Plantations and all other works under the Scheme.
3. Work closely with Project Director, Watersheds, Assistant Director, Soil Conservation, Additional Project Director, Watersheds at district level to ensure smooth implementation of NRM initiatives.
4. Prepare and Provide information, presentations, documentation and analysis necessary for management, monitoring, evaluation and decision making as and when necessary.
5. Documentation and communication of better practices, success stories and learning from the programme.
6. Coordinate with various institutes and agencies in replicating the best practices, conceptualizing project strategies and providing technical support in execution at District/ Block level.
7. Identify the capacity building needs on NRM for primary and secondary stakeholders along with project functionaries at district

and block level and to provide support in developing a capacity building plan on NRM for the beneficiaries under the MGNREGS.

8. Support and Coordinate with field level staff in resource mobilization for smooth implementation of the Scheme.
9. Effectively manage district level and block level project implementation team in delivering NRM based outputs.
10. Undertake any other work as would be assigned by the concerned Project Director, Watersheds/Additional Project Director, Watersheds.

Educational Qualification: a) B.Tech (Agriculture/Civil)/B.SC. (Ag.)

b) Retired Soil Conservation personnel not less than Group-B category

Essential Experience:

- At least 2 (Two) years' experience in the managerial capacity in similar jobs. Sound knowledge of Natural Resource Management projects.

Age (As on 1st Jan 2021): a) Between 21 years to 45 Years

b) For retired Soil Conservation personnel maximum age limit is 65 years

Skills & Attributes:

- Integrity
- 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 team
- Experience of working in multi-disciplinary team.
- Excellent presentation skills and drafting ability

**TERMS AND CONDICTIONS FOR ENGAGEMENT OF THE SERVICES OF
PROGRAMME-CUM-DATA MANAGER (PDM) AT DISTRICT LEVEL (PMU) THROUGH
SERVICE PROVIDER**

Job Details

Job Name: Programmer cum Data Manager
Job Code : PDM
Job Location: At respective office of the DDSC-cum-PD, Watersheds or office of the ADSC of the district (as the case may be)
Job Type: Contractual
No. of Positions: 1 (One)
Remuneration: **Rs. 20000 (Twenty Thousand)** per month (inclusive of all Taxes, EPF, ESI, Service Charge etc.)

Job Description:

Responsible to the Deputy Director, Soil Conservation-cum-Project Director, Watersheds, Kalahandi.

The Programmer cum Data Manager will:

1. Strictly adhere to ST (Team work, Time, Technology, Transparency & Transformation) while discharging his/her duties.
2. Be responsible for timely online entry of demand of job-seekers/ timely allocation of job-seekers to a particular work/ timely generation of e-muster rolls/ timely online entry of the attendance of workers/ timely online entry of the measurement of the projects and timely generation of Wage list of the workers and timely payment of wages through FTO.
3. Maintain data bases of all MGNREGS projects in the District Level.
4. Validate, collate and consolidate the data generated/ received from various Organisations/ departments/ institutions at District/ Block level.
5. Providing hand holding support in maintaining data bases.
6. Produce data base reports and outputs as and when required
7. Co-ordinate for the collection of data at regular intervals, collate the data and remove any errors in the data, if any and update them into the database.
8. Assist Technical Expert (NRM)! PD, Watersheds/ APD, Watersheds in preparation of information, presentations, documentation and communication of better practices, success stories and analysis necessary for management, monitoring, evaluation and decision making as and when necessary.
9. Undertake any other work as would be assigned by the concerned Project Director, Watersheds/Assistant Director, Soil Conservation! Additional Project Director, Watersheds.

Essential Qualifications: B.Tech/ MCA or PGDCA

Essential Experience:

- For candidates having PGDCA as qualification, 2 (Two) years' experience on similar field is required.

Age (As on 1st Jan 2021): Between 21 to 45 Years

Skills & Attributes:

- Integrity
- Superior interpersonal skills
- Ability to work in multi task environment
- Sound technical knowledge
- Analytical and methodical approach
- Willing to travel extensively
- Ability to work in a team
- Experience of working in multi-disciplinary team.
- Good working knowledge of MS Office package like MS Word, MS Excel, MS Power Point, MS Access
- Ability to maintain computer systems and work with Internet / LAN
- Minimum typing speed of 40 Words per Minute
- Good Communication Skill.

Administrative

(Applicable for Technical Expert (NRM) & Programmer cum Data Manager at District level PMU)

- You shall be required to report for the work sharp at 10.00 am at respective office of the DDSC-cum-PD, Watersheds, Kalahandi and would leave at 5.00 pm in all working days. In case of exigency of public service, you shall also be required to work beyond office hour for which no extra remuneration would be paid. In case you remain absent on a particular day or come late /leaves early on three occasions, proportionate deduction from the remuneration for one day will be made.
- You have to sign the attendance register on every working day maintained in the office of the DDSC-cum-PD, Watersheds, Kalahandi
- You shall be entitled to maximum of fifteen days of leave for the calendar year during the period of your contract with prior approval of respective DDSC-cum-PD, Watersheds, Kalahandi. You shall be eligible to avail one-day leave for every one month of service rendered by you. Further half a day leave shall be credited to your leave account during completion of every two months' service. Any unauthorized absence shall attract proportionate deduction from the consolidated monthly remuneration.
- That in the event of unauthorized absence beyond a period of fifteen days during the contract period or any other misconduct

and misappropriation of fund shall render you liable for immediate disengagement. The expression misconduct would mean improper or unprofessional behaviour, bad management, misbehaviours etc. Whether an act is misconduct or not would be construed by the respective DDSC-cum-PD, Watersheds, Kalahandi at his discretion.

- Monthly emoluments will be disbursed by your Service Provider after submission of approved timesheet of the preceding month. You should submit the time sheet on the last working day of every month to respective DDSC-cum-PD, Watersheds, Kalahandi for onward transmission to your Service Provider.
- You should be prepared to undertake tour as and when desired by the concerned DDSC-cum-PD, Watersheds, Kalahandi. For each conducted tour you shall submit the 'Back to Office' report (tour report) within 48 hours of reaching headquarters and admissible expenses towards such tour would be reimbursed by the concerned DDSC-cum-PD, Watersheds or ADSC of the district (as admissible to Group-B officers. for TE (NRM) and Group-C officer for Programmer-cum-Data Manager).
- The DDSC-cum-PD, Watersheds Kalahandi shall not be responsible for any financial loss or any injury caused to you while performing duties/tour. Neither the DDSC-cum-PD, Watersheds, Kalahandi nor the Government of Odisha shall be liable for any compensation towards sickness and injury during the period of contract.
- You should be honest, sincere, polite and efficient while handling the assigned work and your action should promote goodwill and enhance the image of Directorate of Soil Conservation & Watershed Development, Odisha.
- You shall use electricity judiciously in the working hours. All the gadgets (Computers, ACs, Fans, Lights etc.) handled by you should be switched off when not in use.
- You shall be cordial and courteous with the officers and staff of office of the DDSC-cum-PD, Watersheds, Kalahandi. You shall also cooperate with the officers and staff of DDSC-cum-PD, Watersheds, Kalahandi in day to day official business.
- You should keep the office ambience neat and clean. Smoking is strictly prohibited and chewing of pan/gutkha is discouraged in the office campus.
- You shall not indulge / associate in any association/ union or any litigation that would hamper the work progress of the organisation.
- You shall abide by the changing rules as given by your Service Provider from time to time
- You shall not take up any assignments with any other agency/ organisation during the period of this contract.
- During the tenure of engagement, you shall abide by the rules and regulations of the Government as applicable.

- This engagement does not confer any right to a regular appointment at any time under the Directorate of Soil Conservation & Watershed Development, Odisha at State/ District/ Block level or any other State Govt. organisations; the engagement is purely temporary in nature and shall not invite any legal recourse now or in the future.
- This contractual engagement can be terminated prematurely without assigning any reason thereof by the concerned DDSC-cum-PD, Watersheds, Kalahandi or by your Service Provider or by you after giving at least thirty days' prior notice or by paying compensation equivalent to the one-month consolidated remuneration by either of the parties.
- Performance assessment will be done quarterly by concerned DDSC-cum-PD, Watersheds, Kalahandi.
- In case of any doubt / dispute in regard to implementation of any of the above clauses, the decision of the concerned DDSC-cum-PD, Watersheds, Kalahandi shall be final & binding.
- All communications pertaining to this contract shall be made to your Service Provider only.

**TERMS AND CONDICTIONS FOR ENGAGEMENT OF THE SERVICES OF PROJECT
ASSOCIATE (PA) AT BLOCK LEVEL (PMU) THROUGH SERVICE PROVIDER**

Job Details

Job Name: Project Associate
Job Code : PA
Job Location: At respective office of the Soil Conservation Personnel in-charge of the concerned Block.
Job Type: Contractual
No. of Positions: 26 (Twenty Six) {2Nos. In ach block}
Remuneration: **Rs. 15000 (Fifteen Thousand)** per month (inclusive of all Taxes, EPF, ESI, Service Charge etc.)

Job Description:

Responsible to the Soil Conservation Personnel in-charge of the concerned Block.

The Project Associate will :

- Strictly adhere to 5T (Team work, Time, Technology, Transparency & Transformation) while discharging his/her duties.
- Work closely with Soil Conservation personnel of the concerned Block to ensure smooth implementation of NRM initiatives under MGNREGS.
- Undertake engineering surveys, prepare engineering drawings and cost estimates for all land based interventions.
- Be over all responsible for coordination and developing strategies for successful and timely implementation of Natural Resource Management projects under MGNREGS & allied Schemes such as Soil & Water Conservation/ water harvesting projects with special emphasis on execution of Farm Pond IJ under 5T initiatives, different type of Plantations and all other works under the Scheme.
- Monitoring, checking, assessing, undertaking physical verification and measurements of the work done.
- Maintaining project records and accounts.
- Arranging physical, financial and social audit of the work undertaken.
- Preparation of monthly/quarterly/annual physical & financial planning & progress reports.
- Documentation and communication of better practices, success stories and learning from the programme.
- Prepare and Provide information, presentations, documentation and analysis necessary for management, monitoring, evaluation and decision making as and when necessary.

- Coordinate with various institutes and agencies in replicating the best practices, conceptualizing project strategies and providing technical support in execution at Block level.
- Support and Coordinate with field level staff in resource mobilization for smooth implementation of the Scheme.
- Effectively manage block level project implementation team in delivering NRM based outputs.
- Undertake any other work as would be assigned by the Soil Conservation personnel working in the concerned Block.

Essential Qualifications:

- a) B.Tech (Agril/ Civil)/ B.Sc.(Ag) or Diploma in Civil Engineering
- b) Retired Soil Conservation Extension Worker/ Soil Conservation Overseer.
- c) Ex-WMT Member/Ex-WDT Members/Ex-LST Members having adequate experience on NRM works may also be considered as per the office Order No. 494 dated 21.01.2021 of the Directorate.

Essential Experience

- For candidates having Diploma in Civil Engineering, 1(One) year experience on monitoring/supervising Natural Resources Management is required.

Age (As on 1st Jan 2021):

- a) Between 21 years to 45 Years
- b) For retired Soil Conservation personnel maximum age limit is 65 years
- c) Ex-WMT Member/Ex-WDT Members/Ex-LST Members age limit is 60 Years.

Skills & Attributes:

- Integrity
- 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 team.
- Experience of working in multi-disciplinary team
- Advice & support field staffs on NRM issues in similar projects.
- Excellent presentation skills and drafting ability.

**TERMS AND CONDICTIONS FOR ENGAGEMENT OF THE SERVICES OF DATA
ENTRY OPERATOR (DEO) AT BLOCK LEVEL (PMU) THROUGH SERVICE
PROVIDER**

Job Details

Job Name: Data Entry Operator
Job Code : DEO
Job Location: At respective office of the Soil Conservation Personnel in-charge of the concerned Block.
Job Type: Contractual
No. of Positions: 13 (Twenty Six) {1Nos. In ach block}
Remuneration: **Rs. 15000 (Fifteen Thousand)** per month (inclusive of all Taxes, EPF, ESI, Service Charge etc.)

Job Description:

Responsible to the Soil Conservation Personnel in-charge of the concerned Block.

The Data Entry Operator will :

- Strictly adhere to 5T (Team work, Time, Technology, Transparency & Transformation) while discharging his/her duties.
- Be responsible for timely online entry of demand of job-seekers/ timely allocation of job-seekers to a particular work/ timely generation of e-muster rolls/ timely online entry of the attendance of workers/timely online entry of the measurement of the projects and timely generation of Wage list of the workers and timely payment of wages through FTO.
- Maintain data bases of all MGREGS projects in the District level.
- Validate, collate and consolidate the data generated/received from various Organisation/departments/institution at District/Block level.
- Providing hand holding support in maintaining data bases.
- Co-ordinate for the collection of data at regular intervals, collate the data and remove any errors in the data, if any and update them into the database.
- Assist Technical Expert (NRM)/PD, Watersheds/APD, Watersheds in preparation of information, presentations, documentation and analysis necessary for management, monitoring, evaluation and decision making as and when necessary.

- Undertake any other work as would be assigned by the Soil Conservation Personnel working in the concerned block.

Essential Qualifications: Post graduate Diploma in Computer Application (PGDCA)

Essential Experience:

- 1 (One) year experience on similar field is required.

Age (As on 1st Jan 2021): Between 21 years to 45 Years

Skills & Attributes;

- Integrity
- Superior interpersonal skills
- Ability to work in multi task environment
- Sound technical knowledge
- Analytical and methodical approach
- Willing to travel extensively
- Ability to work in a team
- Experience of working in multi-disciplinary team.
- Good working knowledge of MS Windows, MS Office package like MS Word, MS Excel, MS Power Point, MS Access
- Ability to maintain computer systems and work with Internet / LAN
- Minimum typing speed of 40 Words per Minute
- Good communication skills.

Administrative

(Applicable for Project Associate & Data Entry Operator at Block level PMU)

- You shall be required to report for the work sharp at 10.00 am at respective office of the Soil Conservation personnel in-charge of the concerned block (APD, Watersheds/ASCO/AESC/SC Overseer/Soil Conservation Extension Worker) and would leave at 5.30 pm in all working days. In case of exigency of public service, you shall also be required to work beyond office hour for which no extra remuneration would be paid. In case you remain absent on a particular day or come late /leaves early on three occasions, proportionate deduction from the remuneration for one day will be made.
- You have to sign the attendance register on every working day maintained in the office of the Soil Conservation personnel in-

charge of the concerned block (APD, Watersheds/ASCO/AESC/SC Overseer.

- You shall be entitled to maximum of fifteen days of leave for the calendar year during the period of your contract with prior approval of respective Soil Conservation personnel in-charge of the concerned block (APD, Watersheds/ASCO/AESC/SC Overseer). You shall be eligible to avail one-day leave for every one month of service rendered by you. Further half a day leave shall be credited to your leave account during completion of every two months' service. Any unauthorized absence shall attract proportionate deduction from the consolidated monthly remuneration.
- That in the event of unauthorized absence beyond a period of fifteen days during the contract period or any other misconduct and misappropriation of fund shall render you liable for immediate disengagement, The expression misconduct would mean improper or unprofessional behaviour, bad management, misbehaviours etc. Whether an act is misconduct or not would be construed by the respective Soil Conservation personnel in-charge of the concerned block (APD, Watersheds/ASCO/AESC/SC Overseer at his discretion.
- Monthly emoluments will be disbursed by your Service Provider after submission of approved timesheet of the preceding month. You should submit the time sheet on the last working day of every month to the concerned block in-charge (Programme Officer) for onward transmission to your Service Provider.
- The Project Associate shall undertake a minimum of 20 days' tour within the block, in a month, as assigned to him/her by the Soil Conservation personnel in-charge of the concerned Block (APD, Watersheds! ASCO/ AESC/ S.C. Overseer/ Soil Conservation Extension Worker. For each tour conducted he/she shall submit a 'Back to Office' report to the Soil Conservation personnel in- charge of the concerned Block (Programme Officer) every fortnightly.
- A fixed amount of Rs. 1,000/- per month will be paid towards meeting the traveling and other subsistence expenses.
- The data Entry Operator shall also be prepared to undertake tour as and when desired by the Soil Conservation personnel in-charge of the concerned Block (APD, Watersheds! ASCO/ AESC/ S.C. Overseer, as the case may be). The Project Associate shall also be prepared to undertake tour outside the concerned Block as and when desired by the Soil Conservation personnel in-charge of the concerned Block (APD, Watersheds/ ASCO/ AESC/ S.C. Overseer/ Soil Conservation Extension Worker). The Soil Conservation personnel in-charge of the concerned Block (Programme Officer) would reimburse the admissible expenses towards such tour as applicable to Group-C officer of the state Govt.

- You shall be held personally responsible for any loss sustained by the project through fraud or negligence on your part and the loss shall be realized from you.
- The Soil Conservation personnel in-charge of the concerned Block (APD, Watersheds/ ASCO/ AESC/ S.C. Overseer, as the case may be) shall not be responsible for any financial loss or any injury caused to you while performing duties/tour. Neither the Soil Conservation personnel in-charge of the concerned Block (APD, Watersheds/ ASCO/ AESC/ S.C. Overseer/ Soil Conservation Extension Worker) nor the Government of Odisha shall be liable for any compensation °towards sickness and injury during the period of contract.
- You should be honest, sincere, polite and efficient while handling the assigned work and your action should promote goodwill and enhance the image of Directorate of Soil Conservation & Watershed Development, Odisha at Block/District/ State level.
- All assets of the Soil Conservation personnel in-charge of the concerned Block (APD, Watersheds/ASCO/ AESC/ S.C. Overseer/ Soil Conservation Extension Worker) should be handled by you with utmost care. in case of damage/ loss, you shall be held responsible to bear the costs of damage / replacement.
- Upon termination of contract, you shall be liable to handover all the assets and records of the Bock in your possession to the Soil Conservation personnel in-charge of the concerned .APD. Watersheds/ ASCO/ AESC/ S.C. Overseer/ Soil Conservation Extension Worker) or to the officer authorised by him.
- You shall use electricity judiciously in the working hours. All the gadgets (Computers, ACs, Fans, Lights etc.) handled by you should be switched off when not in use.
- You shall be cordial and courteous with the officers and staff of office of the Soil Conservation Personnel in-charge of the concerned Block (APD, Watersheds! ASCO/ AESC/ S.C. Overseer/ Soil Conservation Extension Worker). You shall also cooperate with the other officers and staff working in the aforesaid office in day to day official business.
- You should keep the office ambience neat and clean. Smoking is strictly prohibited and chewing of pan/gutkha is discouraged in the office campus.
- You shall not indulge associate in any association/ union or any litigation that would hamper the work progress of the organisation.
- You shall not take up any assignments with any other agency/ organisation during the period of this contract.
- During the tenure of engagement, you shall abide by the rules and regulations of the Government as applicable.
- This engagement does not confer any right to a regular appointment at any time under the Directorate of Soil Conservation & Watershed Development, Odisha at State/

District! Block level or any other State Govt. organisations; the engagement is purely temporary in nature and shall not invite any legal recourse now or in the future.

- This contractual engagement can be terminated prematurely without assigning any reason thereof by the Soil Conservation personnel in-charge of the concerned Block ((Programme Officer) or by your Service Provider or by you after giving at least thirty days' prior notice or by paying compensation equivalent to the one-month consolidated remuneration by either of the parties.
- Performance assessment will be done quarterly by the Soil Conservation personnel in-charge of the concerned Block (Programme Officer).
- In case of any doubt / dispute in regard to implementation of any of the above clauses, the decision of the Soil Conservation personnel in-charge of the concerned Block (Programme Officer) shall be final & binding.
- All communications pertaining to this contract shall be made to your Service Provider only.

(FORM – T1)

1	Name of the Bidder	
2	Details of Bid Processing Fee and Earnest Money Deposit: (Demand Draft Details)	DD No:
		Date:
		Amount (Rs)
		Drawn on Bank:
3	Name of the Director /	
4	Full Address of Registered Office	Postal Address:
		Telephone No:
		FAX No:
		E-Mail Address:
5	Name & telephone number of the authorized person signing the bid	Name and Designation:
		Mobile Number:
6	Bank Name	Account Number:
		Bank and Branch Name:
		IFSC Code
7	PAN No (Attach self attested copy)	
8	GSTIN (Attach self attested copy)	
9	EPF Registration No (Attach self attested copy) Attach attested copy)	
10	ESI Registration No (Attach self attested copy) Attach attested copy)	
11	PSARA Licence No & Valid up to (Applicable In case of Security Services	
12	Location specific functioning of office in Kalahandi district with proof.	
13	Valid labour license of minimum 100 labours capacity.	
14	Service tax registration certificate.	
15	Supply of technical man power 300 Nos. during last 3 years in Kalahandi district.	
16	Acceptance to all the terms & conditions of the tender (Yes/No)	
17	Power of Attorney/ authorization letter for signing the of the bid documents	
18	Please submit an undertaking that no criminal case is pending with the police at the time of submission of bid	

19. Financial Turnover of the bidder for the last 5 financial years(*)

Financial Year *	Turn Over Amount (In INR)	Average Turnover (in INR]
FY1		
FY2		
FY3		

*From the date of issue of tender

16. Details of the similar type service provided by the bidder in last 5years:

Sl No	Period	Name of Authority with Complete Address & Fax no	Type of services provided with details of manpower /machiner y deployed	Contract Amount (in INR)	Duration	
					From	To
1						
2						
3						
4						

17. Declaration

I, Shri Son/Daughter/Wife of Shri

 , Proprietor/ Director/ Authorized signatory of _____

 (Name of the Service Provider), competent to sign this declaration and execute thistender;

I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;

The information and documents furnished along with the tender are true and authentic to the best of my knowledge and belief I am well aware of the fact that, furnishing of any false information / fabricated document would lead to rejection of our tender at any stage besides liabilities towards prosecution under appropriate law

(SignatureofAuthorised Representative withseal)

Place:

Date:

Enclosures:

- Bid Processing Fee in the form of Demand Draft in original
- EMD in the form of Demand Draft in original
- Copy of tender document (each page must be signed and sealed)
- Duly filled Technical Bid and Financial Bid
- List of Documents as applicable

FORM-T2

UNDERTAKING

[On the Stamp Paper of appropriate value in shape of affidavit from the Notary regarding non-blacklisting]

I, hereby undertake that, our organization has not been blacklisted / debarred by any of the Central / State Government Department/ Office or by any Public Sector Undertaking (PSUs) and not blacklisted by any authority during the recent past

Yours sincerely,

Authorized Signature [In full and initials]

Name and Designation of the Signatory :

Name of the Bidder and Address :

FORM-T3

UNDERTAKING

[On the Bidder's Letter Head regarding not have any pending judicial proceedings for any criminal offences]

I, hereby undertake that there is no criminal case pending in any Court of Law against our company or against the Proprietor/Director/Persons to be deployed by our company

I/we further certify that Proprietor/Director/Persons to be deployed by our company of my company have not been convicted of any offence in any Court in India during the recent past I understand that I am fully responsible for the contents of this undertaking and its truthfulness

Yours sincerely,

Authorized Signature [In full and initials]

Name and Designation of the Signatory:

Name of the Bidder and Address:

(FORM -F1)

(Administrative Charge)

Manpower Details:

Sl No	Category	Requirement of Manpower	Cost per Unit in Rs(Inclusive of remuneration and all statutory dues)	GST as (applicable)	Total
1					
2					
3					
4					
A Sub Total (Manpower Cost) in Rs					
B Service Charges @					
C Total Administrative Charges (A+B)					

- Bidder with lowest evaluated competitive administrative charges for the required service will be awarded with contract
- The bids with “Nil” or very abnormally low quoted service charges will be treated as “Nonresponsive” and will be rejected during the financial evaluation stage

Place:

Date:

(Sign and Seal of Authorised Representative)

SECTION – VII

BID SUBMISSION CHECK LIST

SI No	Description	Submitted (Yes/No)	Page No
TECHNICAL BID (ORIGINAL)			
1	Covering Letter in Bidders Letter Head		
2	Bid Processing Fee		
3	EMD		
4	Copy of Incorporation /Registration Certificate of the Bidder		
5	Copy of PAN		
6	Copy of GSTIN		
7	Copies of Income Tax Clearance Certificate for the last three Assessment years and annual turn over certificate		
8	Copy of Valid EPF & ESI Certificate		
9	Copy of valid PSARA Licence (in case of Security Services)/Labour license		
10	Location Specific functioning of office with proof		
11	Valid labour license certificate		
12	Service tax registration certificate		
13	Supply of technical man power 300 Nos during last 3 years		
14	TECHNICAL BID duly filled in (Covering Letter, FORM-T1, T2 and T3)		
15	Financial details of the bidder along with all the supportive documents such as copies of Income / Expenditure Statement and Balance Sheet for the last 5 years		
16	Power of Attorney in favour of the person signing the bid on behalf of the bidder		
17	List of completed / on-going assignments of similar nature (Past Experience Details) along with the copies of work orders for the respective assignments from the authorities		
18	Undertaking for not have been black-listed by any Central /State Govt./any Autonomous bodies during the recent past(FORM-T2)		
19	Undertaking for not having any police case pending against the bidder (FORM T3)		
FINANCIAL BID (ORIGINAL)			
1	Covering Letter in Bidders Letter Head		
2	Duly Filled in Financial Bid (FORM- F1)		

It is to be ensured that:

- All information has been submitted as per the prescribed format only
- Each part has been separately bound with no loose sheets and each page of all the three parts are page numbered along with Index Page
- All pages of the proposal needs to be sealed and signed by the authorized representative

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____