



**OFFICE OF THE DIVISIONAL FOREST OFFICER,  
SAMBALPUR (KENDU LEAVES) DIVISION.**

Motijharan, Sambalpur- 768001  
Ph/Fax- 0663-2950239, E-mail:- [dfoklsbp@gmail.com](mailto:dfoklsbp@gmail.com)

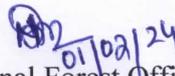
**Tender Call Notice**

No. 205 /Date. 01/02/2024

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

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

The detail information for outsourcing of the services of aforesaid post will be available in website [www.sambalpur.nic.in](http://www.sambalpur.nic.in) and [www.odishaforest.in](http://www.odishaforest.in) . The tender offer in sealed cover should be superscribed as "Offer for service of DEO " to be sent either by speed post / Registered Post to the DIVISIONAL FOREST OFFICER, KENDU LEAVES DIVISION ,SAMBALPUR or can also be dropped in the Tender Box placed in the office of the undersigned. The last date and time for submission of Tender documents is **15.02.2024** by 5.00 P.M during working hours and shall be opened by the Selection Committee in the O/O the Divisional Forest Officer, Kendu Leaves Division, Sambalpur on 16.02.2024 at 11 AM in presence of service providers or their authorised representative. Offer received beyond the stipulated time / date and without EMD will not be entertained.

  
01/02/24  
Divisional Forest Officer,  
Sambalpur (KL) Division.

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

**CONTENTS OF TENDER DOCUMENT**

<b>Sl.No.</b>	<b>Description of contents</b>	<b>Page Number</b>
1.	Important Dates	2
2.	Scope of work and general instruction for service bidders.	3-4
3.	Technical specification for the service provider and the manpower to be deployed in the Department by the Service Provider	5-6
4.	Tender Application – Technical Bid	7-8
5.	Tender Application – Financial Bid	9-11

**Important Dates**

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

	<b>Description</b>		<b>Dates/Periods</b>
(a)	Last Date and time for submission of Tender Document	:	15.02.2024 by 5.00 P.M.
(b)	Date and time for Opening of	:	
	(i) Technical Bids	:	16.02.2024 at 11.00 A.M.
	(ii) Financial Bids	:	16.02.2024 at 11.00 A.M.
(c)	Likely date for commencement of deployment of required manpower	:	01.04.2024

**SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS.**

1. The Divisional Forest Officer, Sambalpur (K.L.) Division requires the service of reputed well established and financial sound manpower Service Providers to provide service of DEO for day to day official work.
2. The place of engagement of Data Entry Operator and the jurisdiction of Divisional Forest Officer, Sambalpur (K.L.) Division is given in Annexure-1.
3. Interested Service Provider has to submit his offer in the prescribed Tender format directly to the Divisional Forest Officer, Sambalpur (K.L.) Division, Sambalpur.  
The address to which the tender documents are to be sent is as follows:-  
The Divisional Forest Officer, Sambalpur (K.L.) Division, Sambalpur.  
Address : Motijharan, Sambalpur – 768001.  
Tel No. : 0663-2950239  
E-mail : dfoklsbp@gmail.com.
4. The Service Provider may also submit bid to the Divisional Forest Officer, Sambalpur (K.L.) Division, Sambalpur by Speed Post/Registered Post .
5. The contract of providing the aforesaid manpower is likely for 2024 (K.L.) Crop Year. The period of the contract may be further extended beyond agreement period / date provided the requirement of the Department for manpower persist at that time or may be curtailed / terminated before due date owing to deficiency in service or substandard quality of manpower deployed by the selected Service Provider or because of change in the Department's requirement. The Department, however, reserves right to terminate this initial contract at any time after giving fifteen days' notice to the selected Service Provider.
6. This Department has approximate requirement for 8 nos. DEOs at different K.L. Range Offices of Divisional Forest Officer, Sambalpur (K.L.) Division, Sambalpur.
7. The interested Manpower Service Providers may submit the tender document complete in all respect alongwith Earnest Money Deposit (EMD) of Rs.10,000/- by way of Bank Draft in favour of the Divisional Forest Officer, Sambalpur (K.L.) Division, Sambalpur payable at Sambalpur.
8. The various crucial dates relating to "Tender for Providing Manpower Services to the field units of DFO, Sambalpur (K.L.) Division are cited as under:  
Last Date and time for submission of Tender Document: 15.02.2024 by 5.00 P.M.  
a) Date and time for opening of :-  
(i) Technical Bid : 16.02.2024 by 11.00 A.M.  
(ii) Financial Bids of eligible Tenders and selection: 16.02.2024 by 11.00 A.M.  
(iii) Likely date for commencement of Deployment of required manpower: 01.04.2024
9. The tender has been invited under two bid system i.e. Technical Bid and Financial Bid. Interested agencies are advised to submit two separate sealed envelopes superscribed "Technical Bids for providing manpower Service" and "Financial Bid for Providing Manpower Service". Both sealed envelopes should be kept in a third sealed envelope superscribed "Tender for providing manpower Service field units under Divisional Forest Officer, Sambalpur (K.L.) Division, Sambalpur of Forest Department". The bids are to be sent to the Divisional Forest Officer, Sambalpur (K.L.) Division, Sambalpur.

10. The Earnest Money Deposit (EMD) of Rs.10,000/- (Rupees ten thousand) only refundable (without interest), should accompany the Technical Bid of the service provider in the form of Demand Draft payable in favour of Divisional Forest Officer, Sambalpur (K.L.) Division, Sambalpur failing which the tender shall be rejected summarily.
11. The tendering Manpower Service Providers are to enclose photocopies of the following documents (duly attested by Gazetted Officers of the State Government / Central Government) alongwith the Technical Bid, failing which their bids shall be summarily / out rightly rejected and will not be considered any further.
  - a) Registration certificate of the applicant organisation.
  - b) Copy of the PAN / GIR Card.
  - c) Copy of the IT return filed for the last three financial years.
  - d) Copies of EPF and ESI certificate.
  - e) Copy of the GST registration certificate.
  - f) Certified extracts of the Bank Account containing transactions during last three years.
  - g) Work order / contract regarding number and type of manpower provided by the firm in last 3 years.
12. The conditional bids shall not be considered and will be out-rightly rejected in very first instance.
13. All entries in the tender form should be legible. If the space furnishing information is insufficient a separate sheet duly signed by the authorised signatory may be attached. No overwriting or cutting is permitted in the Financial Bid Form. In such cases the tender shall be summarily rejected. However, the cutting, if any, in the Technical Bid Application must be signed by the person authorised to sign the tender bids.
14. The technical bids shall be opened on the scheduled date and time as given in important dates of Tender on page-2 in the office of the DFO, Sambalpur (K.L.) Division where the Tender Paper is submitted, in the presence of the manpower service providers or his representatives, if any, who wish to be present on the spot at that time.
15. The financial bid of only those tenders will be opened whose Technical Bids are selected. The financial bids shall be opened after selection of technical bid (date) in the office chamber of DFO, Sambalpur (K.L.) Division in presence of the Manpower Service Providers or his authorised representatives, if any, who wish to be present on the spot at that time.
16. The Competent Authority reserves the right to reject / correct bids / tender without assigning any reason.
17. A Selection Committee headed by the Divisional Forest Officer, Sambalpur (K.L.) Division will select 3 best eligible technical offers for further evaluation of financial bids.
18. The Data Entry Operator will be paid a consolidated remuneration and statutory dues as per Government Circulars / as prescribed by the Head of Department KL wing.
19. The financial bid of selected bidders will only be opened and others will be returned as such alongwith EMD.
20. EMD of all unsuccessful bidders will be refunded.
21. The selection of Manpower Service Provider will be done at Division level.
22. The selected Manpower Service Provider will thereafter execute an agreement with the Divisional Forest Officer, Sambalpur (KL) Division to whom the bills for the services will be charged for payment in respect of Data Entry Operator engaged in different ranges of this Division.

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

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

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

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

**(A) Data Entry Operator**

**1. Minimum Educational Qualification Required**

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

**2. Age Limit**

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

**APPLICATION – TECHNICAL BID**

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

1. Name of Tendering manpower Service Provider : \_\_\_\_\_
2. Details of Earnest Money Deposit: DD No. \_\_\_\_\_ Date \_\_\_\_\_ of Rs.  
\_\_\_\_\_ drawn on Bank \_\_\_\_\_.
3. Name of Proprietor / Partner / Director \_\_\_\_\_
4. Full Address of Registered Office \_\_\_\_\_  
Telephone No. \_\_\_\_\_  
FAX No. \_\_\_\_\_  
E-mail address \_\_\_\_\_
5. Full address of Operating Branch office (if any) \_\_\_\_\_  
Telephone No. \_\_\_\_\_  
FAX No. \_\_\_\_\_  
E-mail address \_\_\_\_\_
6. Name & telephone No. of Authorised office / person to liaison with field Officer (s)  
\_\_\_\_\_
7. Banker of the Manpower Service Provider : (Attach certified copy of statement of Account  
for the last three years) \_\_\_\_\_
8. PAN / GIR No. \_\_\_\_\_ ( Attach attested copy)
9. Service Tax Registration No. \_\_\_\_\_ (Attach attested copy)
10. E.P.F. Registration No. \_\_\_\_\_ (Attach attested copy)
11. E.S.I. Registration No. \_\_\_\_\_ (Attach attested copy)

12. Financial turnover of the tendering **Manpower Service Provider** for the last 3 financial years:

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

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

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

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

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

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

Date

Signature of authorised person

Name :

Place

Seal :

**APPLICATION FINANCIAL BID**

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

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

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

Signature of authorised person

Date :  
Place:

Full Name  
Seal

N.B:

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

~ 10 ~

**DECLARATION**

- 1) I, \_\_\_\_\_ Son/Daughter/Wife of Sri  
\_\_\_\_\_ Proprietor / Director / authorised  
Declaration and execute this tender document.
- 2) I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
- 3) The information/documents furnished alongwith the above application are true and authentic to the best of my knowledge and belief. I/We am/are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

**Signature**

**FIELD UNITS UNDER DFO, SAMBALPUR (K.L.) DIVISION**

1. O/o Range Officer , Sambalpur (K.L.) Range. Sambalpur
2. O/o Range Officer , Jujumura (K.L.) Range. Jujumura.
3. O/o Range Officer , Dhama (K.L.) Range. Dhama.
4. O/o Range Officer , Sindhol (K.L.) Range. Sindhol.
5. O/o Range Officer , Ullunda (K.L.) Range. Ullunda
6. O/o Range Officer , Jaloi (K.L.) Range. Bidurpali.
7. O/o Range Officer , Bargarh (K.L.) Range. Kamgaon.
8. O/o Range Officer , Bhatli (K.L.) Range. Bhatli.

**\*\*\*\*\***