



**OFFICE OF THE DIVISIONAL FOREST OFFICER,
RAIRAKHOL (K.L.) DIVISION, RAIRAKHOL, SAMBALPUR,
Phone/Fax No: 06644253030 E-mail: dfokirairakhol@yahoo.in**

Tender Call Notice

No. / Dated, 06.02.2024

**Engagement of Service Provider for services of Data Entry Operator during 2024 (KL) Crop
Year**

Sealed tenders are invited from reputed Manpower Agencies/ Service Providers to provide the services of Data Entry Operator for a period of One Year for placement in different field units of Kendu Leaves Range Offices under Rairakhol K.L. Division as per Government of Odisha, Finance Department Guideline.

The detail information for outsourcing of the service of aforesaid post will be available in website www.rairakhol.nic.in and www.odishaforest.in The Tender offer in sealed cover should be superscribed as "Offer for service of DEO" to be sent either by Speed Post/ Registered Post to the **DIVISIONAL FOREST OFFICER, KENDU LEAVES DIVISION, RAIRAKHOL** 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 document is **20.02.2024 by 03.00 P.M.** during working hours and shall be opened by the Selection Committee in the O/o the Divisional Forest Officer, Kendu Leaves Division, Rairakhol on **20.02.2024 at 04.00 P.M.** in presence of service providers or their authorized representative. Offer received beyond the stipulated time/ date and without EMD will not be entertained.

Bh
6/2/24
Divisional Forest Officer,
Rairakhol (KL) Division.

Important Dates

For Providing Service of Data Entry Operator in different KL Ranges
under Divisional Forest Officer, Rairakhol (KL) Division by Manpower Service Provider.

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| (a) Tender Documents can be downloaded: | 06.02.2024 to 20.02.2024 up to 03.00 P.M |
| (b) Date and time for submission of Tender Documents. | 06.02.2024 to 20.02.2024 up to 03.00 P.M |
| (c) Date and time for opening of | 20.02.2024 at 04.00 P.M |
| (i) Technical Bids | 20.02.2024 at 04.00 P.M |
| ii) Financial Bids of eligible Bidders. | 20.02.2024 at 04.00 P.M |
| (d) Likely date for commencement of deployment
of required manpower: | 1st April' 2024 |

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS.

1. The Divisional Forest Officer, Rairakhol (KL) Division requires the services from intending Manpower Suppliers/ Service Provider to provide services of 09 (Nine) of Data Entry Operators for day-to-day official work.
2. The place of engagement of Data Entry Operator is as under:
 - (i) Rairakhol K.L. Range Office, Rairakhol
 - (ii) Rampur K.L. Range Office, Rampur
 - (iii) Similipal K.L. Range Office, Similipal
 - (iv) Naktideul K.L. Range Office, Naktideul
 - (v) Kisinda K.L. Range Office, Kisinda
 - (vi) Charmal K.L. Range Office, Charmal
 - (vii) Mochibahal K.L. Range Office, Mochibahal
 - (viii) Bahalpadar K.L. Range Office, Bahalpadar
 - (ix) Badkirasira K.L. Range Office, Badkirasira
3. Interested Service Provider has to submit his offer in the prescribed Tender format directly to the office of the Divisional Forest Officer, Rairakhol (KL) Division
Ph No: 06644253030 E-mail: dfoklrairakhol@yahoo.in
4. The contract of providing the aforesaid manpower is likely to commence from 1st April, 2024 and would continue till expiry of agreement period i. e. up to 31st March, 2025. The period of the contract may be further extended beyond agreement period/ date provided the requirement of the Department for manpower persists 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 decision. The Divisional Forest Officer, Rairakhol (KL) Division, however, reserves right to terminate this initial contract at any time after giving one week's notice to the selected Service Provider.
5. The interested Manpower Service Providers may submit the tender document complete in all respects along with Deposit (EMD) of Rs. 10,000/- by way of Bank Draft in favour of the Divisional Forest Officer, Rairakhol (KL) Division.
6. The tender has been invited under two bid system i. e. Technical Bid and Financial Bid. Interested agencies are advised to submit Bids for two separate sealed envelopes subscribed "**Technical Bid for providing Manpower Service**" and "**Financial Bid for providing Manpower Service**". Both sealed envelopes should be kept in a third sealed envelope subscribed "Tender for providing Manpower Service" in different KL Ranges under Divisional Forest Officer, Rairakhol (KL) Division. The bids are to be sent to **Divisional Forest Officer, Rairakhol (KL) Division At/- L.I.C. Colony, P.O:-Rairakhol, Dist. Sambalpour, Odisha, PIN-768110.**

7. The Earnest Money Deposit (EMD) of Rs. 10,000/- (Rupees Ten Thousand) only refundable (without interest), should the Technical Bid of the accompany service provider in the form of Demand draft Payable in favour of Divisional Forest Officer, Rairakhol (KL) Division failing which the tender shall be rejected summarily.
8. The tendering Manpower Service Providers are to enclose photocopies of the following documents (duly attested by Gazetted Officers of the State Government, Central Government) along with the Technical Bid, failing which their bids shall be summarily / out rightly rejected and will not be considered further.
 - (a) Registration certificate of the applicant's organization.
 - (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 man power provided by the firm in last 3 years.
9. The conditional Bids shall not be considered and will be out rightly rejected in very first instance.
10. All entries in the tender form should be legible. If the space furnishing information is insufficient a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Financial Bid Form. In such cases the tender shall be summarily rejected. However, the cutting, if any in the Technical Bid, the application must be signed by the person authorized to sign the tender Bids.
11. The Technical Bids shall be opened on the scheduled date and time as given in Important Dates of Tender Notice in the office of the Divisional Forest Officer, Rairakhol (KL) Division in the presence of the Man power Service providers or their representatives, if any, who wish to be present on the spot at that time.
12. 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 in the office chamber of Divisional Forest Officer, Rairakhol (KL) Division in the presence of the Manpower Service Providers or their authorized representatives, if any, who wish to be present on the spot at that time.

13. The Divisional Forest Officer, Rairakhol (KL) Division reserves the right to reject/ correct Bids Tender without assigning any reason thereof.
14. A Selection Committee headed by Divisional Forest Officer, Rairakhol (KL) Division comprising of at least 3 members will select eligible technical offers for further evaluation of financial bids.
15. The Data Entry Operator will be paid remuneration as prescribed by the Head of Department (K.L) Wing per month per Data Entry Operator along with other statutory dues in respect of Employer share.
16. The Financial Bid of selected bidders will only be opened and others will be returned as such along with EMD.
17. The EMD of all unsuccessful bidders will be refunded.
18. The selection of Manpower Service Provider will be done at Divisional Forest Officer, Rairakhol (KL) Division. 1st preference should be given to the eligible local service providers.
19. After selection of Manpower Service Provider necessary approval will be obtained from CCF (KL) Sambalpur/PCCF (KL)Odisha and then communicate to selected Manpower Service Provider.
20. The selected Manpower Service Provider will thereafter execute agreement with the Divisional Forest Officer, Rairakhol (KL) Division to whom the bills for the services will be charged for payment in respect of Data Entry Operator.

TECHNICAL REQUIREMENTS FOR TENDERING MANPOWER SERVICE PROVIDER

1. Tendering Manpower Service should fulfill the following technical specifications:
 - (a) The Registered office or one of the Branch officers of the Manpower Service Providers should be located within jurisdiction of Divisional Forest Officer, Rairakhol (KL) Division.
 - (b) They should be registered with the appropriate registration authority.
 - (c) They should have at last three years' experience in providing Data Entry Operator/ Computer Programmer 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 employee's 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 Rupees Five Lakh annually for last 3 years. Higher turnover in term of Manpower supply and client base is an added advantage.

TECHNICAL REQUIREMENTS FOR DEPLOYMENT OF DATA ENTRY OPERATORS

1. Minimum Educational Qualification Required Data Entry Operators

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 below 18 years and above 35 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 Head quarter.

3. The Data Entry Operator are required to appear for an interview/ skill test before the selection committee of Divisional Forest Officer, Rairakhol (KL) Division.

4. The above engagement will be done only after due satisfaction by the Divisional Forest Officer, Rairakhol (KL) Division.

APPLICATION-TECHNICAL BID

For Providing Manpower Services to Field Units under Rairakhol (KL) 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 Officer _____

Telephone No. _____

FAX No. _____

E-Mail Address _____
5. Full address of Branch Office (if any) _____

Telephone No. _____

FAX No. _____

E-Mail Address _____
6. Name & Telephone no. of Authorized Officer/
Person to liaison with field officer(s) _____
7. Banker of the Manpower Service
Provider: (Attach certified copy of
statement of A/c for the last 3 years) _____
8. PAN / GIR No.
(Attach attested copy) _____
9. Service Tax Registration No.
(Attach attested copy) _____
10. E.P.F. Registration No. _____
11. E.S.I. Registration No. _____

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.

(Attach separate sheet if space provided is insufficient)

Sl No.	Name of client, address, telephone no.	Manpower service 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 authorized person

Place

Name:

Seal:

APPLICATION - FINANCIAL BID

FOR PROVIDING MANPOWER ASSISTANCE TO DIFFERENT RANGES UNDER
DIVISIONAL FOREST OFFICER, RAIRAKHOL (KL) DIVISION.

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 authorized person

Full Name

Seal

Date:

Place:

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 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.

DECLARATION

- 1) I, _____ Son/ Daughter/ Wife of Sri _____
Proprietor/ Director/ authorized declaration and execute this tender document.
- 2) I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
- 3) The information / documents furnished along with the above with the 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 beside liabilities towards prosecution under appropriate law.

Signature