



OFFICE OF THE DIVISIONAL FOREST OFFICER, SUNABEDA WILDLIFE DIVISION,  
NUAPADA

At/Po-Nuapada, Dist-Nuapada, Odisha, 766105, Tel-06678-295372,

Email ID:- dfo.sunabedawl@odisha.gov.in

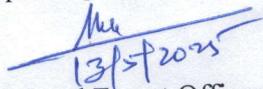
Tender call Notice No. **46** Dated. **13.05.2025**

**TENDER CALL NOTICE**

Sealed tenders are invited from registered agencies for providing manpower service of various categories of trained/experienced persons to work under Sunabeda Wildlife Division, Nuapada for implementation of Programme Expenditure-SSS, CSS-IDWH & CAMPA Scheme on outsourcing basis.

The tender document (Application form with term & condition) can be obtained or downloaded from <https://nuapada.odisha.gov.in/> <https://odishaforest.in/> on payment of Rs.5000/- (Rupees five thousand) only non refundable Demand Draft drawn in favour of the Divisional Forest Officer, Sunabeda Wildlife Division, Nuapada. The application should be reach in the O/o the Divisional Forest Officer, Sunabeda Wildlife Division, Nuapada on or Before 21.05.2025 up to 01.00PM through Register Post/Speed Post/ Courier Service/by Person in the Office of the Divisional Forest Officer, Sunabeda Wildlife Division, Nuapada. The tender will be opened on 22.05.2025 at 10.00AM in the Office of the Divisional Forest Officer, Sunabeda Wildlife Division, Nuapada, in the presence of the tenderer or their authorised representative if any.

The undersigned reserves the right to accept or reject any or all the tenders without assigning any reason thereof. The number of personnel may vary as per requirement.

  
13/5/2025  
Divisional Forest Officer,  
Sunabeda Wildlife Division,  
Nuapada

**TENDERS FOR PROVIDING MANPOWERS UNDER PROGRAMME  
EXPENDITURE-SSS, CSS-IDWH & CAMPA SCHEMES OF THE DIVISIONAL  
FOREST OFFICER, SUNABEDA WILDLIFE DIVISION, NUAPADA.**

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**Last date of filling the tender:01.00PM of 21.05.2025**  
**Date of Opening of tender:10.00AM of 22.05.2025.**

Tender should be addressed to the Divisional Forest Officer, Sunabeda Wildlife Division, Nuapada At/Po-Nuapada, Dist- Nuapada, Odisha, Pin-766105 clearly super scribing on the top of the sealed envelope “Tender for providing Manpower Services under Programme Expenditure-SSS, CSS-IDWH & CAMPA Scheme of this Division”.

1. The following documents are to be enclosed with the tender paper:
  - The tendering service providers are required to enclosed photocopies of the following documents (duly self-attested) along with Technical Bid, Financial Bid etc.as required, failing which their bids shall be summarily rejected and will not be considered any further:
  - Copy of the GSTIN registration certificate of the service provider issued by the component authority along with return filing copy of last six months.
  - Copy of PAN Card.
  - Copy of the registration certificate of Company/Firm.
  - Copy of EPF and ESI certificates along with returns for the year 2024-25,2023-24 & 2022-23.
  - Copy of the IT returns filled and Audit certificates for the last three consecutive years certified by the Chartered Accountant. (2021-22,2022-23 & 2023-24)
  - Copy of the Balance Sheet & Profit & Loss Account of the last three consecutive years certified by the Chartered Accountant. (2021-22,2022-23 & 2023-24)
  - Copy of the Bank Account of the Company/Firm.
  - Copy of the Labour Licence/Registration under the Contract Labour (Regulation & Control) Act,1970 and limited liability partnership Act 2008 or, Indian Companies Act 2015/1956.
  - Annual turnover during the preceding 3(three) years i.e.2021-22,2022-23 & 2023-24 should be at least **Rs.10,00,00,000/-(Rupees ten Crores) only.**
  - Copy of experience certificate or work order of providing manpower services to any Govt. Department/Govt. undertaking/PSU organization in a single contract with involving of minimum 75 manpower engaged during last three years.
  - EPF and ESI registration certificate.
  - Copy of Identity Proof of the Managing Director.
  - Earnest Money Deposit (EMD) for Rs.25000/-(Rupees Twenty-five Thousand) only in shape of Bank TDR or Bank Guarantee duly pledged to the Divisional Forest Officer, Sunabeda Wildlife Division, Nuapada.

**Note: Submission of any forged document will attract legal action including the rejection of Tender or cancellation of contract at the risk and the cost of the agency.**

2. The EMD shall be subject to forfeiture in the following cases:

- i) In case the successful tenderer withdraws from the tender after opening of his tender paper.
- ii) In case the successful tenderer does not come forward to sign the agreement when intimated by the Divisional Forest Officer, Sunabeda Wildlife Division, Nuapada.

3. IMPORTANT MATTER TO BE NOTED BY THE TENDERER:

- a. The service charge rate to be quoted by the tenderer shall be per person per month inclusive of EPF,ESI service charges and any other charges.
- b. The rate to be quoted shall be for the following category of persons.

| Sl. No.      | Name of the Position Programmer Expenditure-SSS, CSS-IDWH & CAMPA Scheme of this Division | Tentative no. of Personnel | Service charges per person, per month |
|--------------|---|----------------------------|---------------------------------------|
| 1            | DEO   | 4                          |                                       |
| 2            | Wildlife Protection Squad/Anti-poaching Squad/Attended                                    | 108                        |                                       |
| <b>Total</b> |   | <b>112</b>                 |                                       |

- c. The rate shall be quoted both in figures & words.
- d. Tenders without being sealed & those received beyond the scheduled date & time shall not be accepted.
- e. Tender papers without signature of the tenderer shall be rejected.
- f. Tender papers without the desired document shall be rejected.

4. **Tow-Bid system**: The tender has been invited under two bid system i.e Technical Bid and Financial Bid. The interested agencies are advised to submit two separate envelopes super scribing "TECHICAL BID FOR PROVIDING MANPOWER SERVICE TO DIVISIONAL FOREST OFFICER, SUNABEDA WILDLIFE DIVISION, NUAPADA". Both sealed envelopes should be kept in a third sealed envelope super scribing "TENDER FOR PROVIDING MANPOWER SERVICE TO DIVISIONAL FOREST OFFICER, SUNABEDA WILDLIFE DIVISION, NUAPADA". The Bids should remain valid till 90days from the opening of the Bids.

5. Tender from can be obtained from to the Divisional Forest Officer, Sunabeda Wildlife Division, Nuapada on payment of Rs.5000/-(Rupees five thousand) only. The cost of tender paper must be accompanied with Demand Draft of Rs.5000/-in favour of the

Divisional Forest Officer, Sunabeda Wildlife Division, Nuapada payable at Nuapada. The cost of tender paper is non-refundable under any circumstances.

6. All entries in tender form should be legible and filled clearly. If the space for 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 Application must be initialed by the person authorized to sign the tender bids.
7. E-mail/Fax bids will be summarily rejected. Late submission bid shall be outrightly rejected.
8. Any conditional bids shall not be considered and will be outrightly rejected in the very first instance.
9. The Technical bids would first be taken into consideration by a Committee. The Technical bids shall be opened on the scheduled date and time in the presence of the bidder or his authorized representatives, if any, who wish to be present on the spot at that time. Only one person for each bidder shall be allowed to be present at the time of Opening the tender.
10. The tender shall be finalized by the tender committee/purchase committee in the following procedure:
  - Technical bid will be opened first and evaluated by tender committee as per the Tender conditions & specifications mentioned.
  - The Financial Bid will be opened of such tenderers who qualify in the Technical bid by Tender committee duly constituted by the Government for the purpose.
  - The committee constituted as above will take a decision to accept the tender or otherwise.
11. The financial proposals of the technically qualified bidders (Technical Score (TS) must be equal to or greater than 60%) only shall be opened at this stage in presence of the bidder's representative who wishes to attend the meeting with proper authorization letter. The name of the bidder along with the quoted financial price will be announced during the meeting.

**Combined Quality and Cost Based Selection (CQCBS) method** will be followed during the overall selection process. Based on the evaluation of technical proposal, the technically qualified bidders shall be ranked highest to lowest Technical Score (ST) in accordance to the marks obtained during the technical evaluation stage. There shall be 60% weight-age to technical score and 40% weight age to financial score.

The individual bidder's financial score (SF) will be evaluated as per the formula given

$$SF = [F_{min}/F_b] * 100 \quad (\text{rounded off to 2 decimal places})$$

Where: **SF**=Normalized financial score of the bidder under consideration  
**Fmin**=Lowest financial quote among the technically qualified bidders  
**Fb**=Financial quote of the bidder under consideration.

$$\text{Combine Score(S)} = \text{ST} * 0.6 + \text{SF} * 0.4$$

Where **ST**-Technical Score secured by the bidder  
**SF**-Financial Score secured by the bidder

The bidder securing the **highest evaluated Combined Score(S)** will be awarded the contract observing due procedure.

12. The competent authority of the Forest Department reserves the right to annul all bids without assigning any reason.

  
Divisional Forest Officer,  
Sunabeda Wildlife Division,  
Nuapada

## TERMS & CONDITIONS

### GENERAL

1. The Agreement shall commence w.e.f. the date of effectiveness of the agreement unless it is curtailed or terminated by the authority owing to deficiency of service, sub-standard quality of manpower deployed, breach of contract etc. or change in requirement.
2. The effectiveness of the agreement commences w.e.f. the date when the total manpower required is provided.
3. The Agreement shall be for a period of one year or end of scheme period whichever is earlier w.e.f. the date of its effectiveness unless extended further by the mutual consent of the Service Provider and the Authority. In the beginning, the contract would be for three months only and after that it will be renewed for a period of one year during which the service charges quoted by the agency shall remain valid. No increased in charges during the period shall be admissible.
4. The Service Provider will deploy the following personnel with qualification /experience as detailed below.
  - (I) The Data Entry Operator must have Diploma or Degree certificate on computer studies from a registered institute. He/ She shall have gathered experience in use of computers with proficiency in working with MS word and excel at least three years in any Govt./Private/Agencies.
  - (II) Regarding Protection Squad, the personnel shall have gathered experience for the work in forest area for protection to Forest at least three years in forest department/Private.
5. The Agreement may be extended, on the same terms and conditions or with some additions/deletions/modifications, for a further specific period mutually agreed upon by the Service Provider and the Authority.
6. The Service Provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this Agreement to any other agency or organization by whatever name be called without the prior written consent of the Authority.
7. The Service Provider will be bound by the details furnished by it to the Authority while submitting the tender or at subsequent stage. In case, any of such documents furnished by it is found to be false at any stage, it would be deemed to be a breach of terms of Agreement making it liable for legal action besides termination of the Agreement.
8. The Authority reserves the right to accept or reject any or all bids without assigning any reasons thereof. The Authority also reserves the right to reject any bid which in his opinion is non-responsive or violating any of the conditions/specifications without any liability to any loss whatsoever it may cause to the bidder in the process.
9. The Service Provider shall nominate a coordinator who shall be responsible for immediate interaction with the Division/Range Office so that optimal services of the persons deployed could be availed without any disruption. The coordinator shall be answerable to the deployed persons.

10. The entire financial liability in respect of manpower service deployed in the Department or Office concerned shall be that of the Service Provider and the Department or Office concerned will in no way be liable. It will be the responsibility of the Service Provider to pay to the person deployed a sum not less than the minimum rate quoted in the financial bid which also should not be less than the minimum wages prescribed under the prevailing act and adduce such evidence as may be required by the Department or Office concerned.
11. For all intents and purposes, the Service Provider shall be the "Employer" within the meaning of different Rules & Acts in respect of manpower so deployed. The persons deployed by the Service Provider shall not have any claim whatsoever like employer and employee relationship against the Department or Office Concerned.
12. The Service Provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed. The Department shall, in no way, be responsible for settlement of such issue whatsoever.
13. The Authority shall not be responsible for any financial loss or any injury to any person deployed by the Service Provider in the course of their performing the functions/duties, or for payment towards any compensation.
14. The persons deployed by the Service Provider shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular/confirmed employees during the current or after expiry of the Agreement period.
15. In case of termination of this Agreement on its expiry or otherwise, the persons deployed by the Service Provider shall not be entitled to and shall have no claim for any absorption in regular or other capacity.
16. The person deployed shall not claim any benefit or compensation or absorption or regularization of deployment with this office under the provision of rules and Acts. Undertaking from the person deployed to this effect shall be required to be submitted by the Service Provider.
17. The Service Provider must be registered with the concerned Govt. Authorities, i.e. Labour Commissioner, Provident Fund Authorities, Employees State Insurance Corporation etc., and a copy of the registration should be submitted. The Service Provider shall comply with all the legal requirements for obtaining license under Contract Labour (Regulations and Abolition) Act, 1970 if any, at his own part and cost. Also, all the social benefits i.e. Health Insurance and any other schemes must be extended to the man-power for their benefit.
18. In the event of any engaged personnel being on leave/absent, the service provider shall ensure suitable alternative arrangement to make up for such absence. To meet such eventualities, the agency shall make provision for "leave reserve" and provide the same under intimated to the concerned authority.
19. The persons deployed should be polite, cordial and efficient while handling the assigned work and their actions should promote good will and enhance the image of the Department or office concerned. The Service Provider shall be responsible for any act of indiscipline on the part of the persons deployed.

20. 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"(DFO).
21. 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 Divisional Forest Officer/Range Officer or his authorized representative.
22. The "Authority"(DFO) shall have right to ask the Service Provider to withdraw/replace any personnel who has been reported by the "Authority" (DFO).as disobedient or incompetent towards his/her services being rendered at any point of time. The "Service Provider" agrees to act promptly on such request by the "Authority"(DFO).
23. 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.
24. 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.
25. The service of the personnel deployed under the contract shall not be withdraw suo motto, without consulting the Divisional Forest Officer of the concerned Division. In case any personnel whose services have been deployed, desired to discontinues the work, the service provider will inform the same 15days in advance and arrange for suitable replacement with persons having similar or better qualification and experience.
26. Violation of Clause-24 will amount to penalty of 15days salary of the personnel disengaged which shall be recovered from the Security Deposit of the Service Provider.
27. 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/Bio-data of a panel of suitable persons having requisite qualifications and experience, not less than two times the number of personnel requisitioned for each position to the concerned Division for selection and acceptance.

## LEGAL

28. The persons deployed shall, during the course of their work be privy to certain qualified documents and information which they are not supposed to divulge to third parties. In view of this, they shall be required to take oath of confidentiality and breach of this condition shall make the Service Provider as well as the person deployed liable for penal action under the applicable laws besides, action for breach of contract.
29. The Service Provider shall be responsible for compliance of all statutory provisions relating to minimum wages payable to different types of worker in respect of the persons deployed by it in the Department or Office concerned. The Department or Office concerned shall have no liability in this regard. The Bidder should produce the evidence in respect of having made payments to the manpower provided as and when called for by the Authority.
30. The Service Provider shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to the Department or office concerned to the concerned tax collection authorities, from time to time, as per the rules and regulations in the matter. Attested Xerox copies of such documents shall be furnished to the Authority or Office Concerned.
31. The Service Provider shall maintain all statutory registers under the Law and shall produce the same, on demand, to the authority of the Department or office concerned or any other authority under Law.
32. The Tax deduction at Source(T.D.S) shall be done as per the provisions of Income Tax Act/Rules, as amended, from time to time and a certificate to this effect shall be provided by the Department of Office Concerned.
33. In case, the Service Provider fails to comply with any liability under appropriate law and as a result there of, the Department or the office concerned is put to any loss/obligation, monetary or otherwise, the Department/Authority or the Office concerned will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the Service Provider, to the extent of the loss or obligation in monetary terms.
34. The Agreement is liable to be terminated because of non-performance, deviation of terms and conditions of contract, non-payment of remuneration of employed persons and non-payment of statutory dues. The Department or Office concerned will have no liability towards non-payment of remuneration to the persons employed by the service Provider and the outstanding statutory dues of the service provider to statutory authorities. If any loss or damage is caused to the Department or Office concerned by the persons deployed, the same shall be recovered from the unpaid bills or adjusted from the Performance Security Deposit.
35. The decision of Authority in regard to interpretation of the Terms & Conditions and the Agreement shall be final and binding on the Service Provider.

## FINANCIAL

**The Service Provider shall execute an agreement with the DFO, Sunabeda Wildlife Division, Nuapada in line with the terms and condition laid down-Tender Document and shall furnish a Performance Security Deposit not less than @50% of the monthly wages/remuneration of the personnel bills at the time of Contract Agreement on any nationalized Bank at the place of tender in Shape of Bank TDR or Bank guarantee duly pledged to the Divisional Forest Officer, Sunabeda Wildlife Division, Nuapada for faithful implementation of the provisions of the agreement. The Bid Security of the finalized tenderer shall be retained at the Division, whereas the bid security of the remaining tenderers shall be returned to the respective tenderer after the completion of signing of the tender by the L-1 tenderer.**

36. 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.
37. In case of breach of any terms and conditions attached to this agreement, the Performance Security Deposit of the Service Provider shall be liable to be forfeited besides annulment of the Agreement.
38. The payment in respect of all categories of personnel towards Monthly Remuneration and Statutory Employer payments to be made by the Authority as per the provisions of the department in account payee mode.
39. The Service Provider will deploy personnel with desired qualifications/experience as detailed in the technical requirement for manpower to be deployed by the successful service provider.
40. The agency to be pay the wages/remunerations as the case may be in advance and raise the bill against such payments. The wages/remunerations to be paid after receiving absentee statement from the Division Office/Range Office.
41. The Service Provider shall raise the bill (Tax Invoice),in triplicate, after the receipt of absentee statement sheet submitted from the DFO/Range Officer in first week of the succeeding month.
42. The agency shall be solely responsible for compliance to the provisions of various labour and industrial laws, such as, wages, allowances, compensations, EPF, Bonus, Gratuity, ESI etc, relating to personnel deployed by it or for any accident caused to them and the Authority shall not be liable to bear any expense in this regard. The Agency shall make payment of wages/remuneration of a month to the personnel engaged by them within a week of the succeeding month before receiving the same from this office through account payee mode.
43. The Service Provider shall deposit the statutory dues like EPF and ESI or Insurance 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 concerned Division in support of proof of payment with a statement by 10<sup>th</sup> of each succeeding month.
44. The Authority reserves the right to withdraw or relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage.
45. In the event of any dispute arising in respect of the clauses of the agreement the same shall be resolved through negotiation/Arbitration. Alternatively, the dispute shall be referred to the next higher authority or controlling officer for his decision and the same

- shall be binding on all parties. Further, in case of dissatisfaction over the final decision, the same may be appealed before the civil court having jurisdiction at Nuapada.
46. The Personnel deployed by the Service Provider in the Control Room Attendant shall work under the direct supervision and control of the Divisional Forest Officer and those deployed at the check gate shall work under the direct supervision and control of the concerned Range Officer, Besides, the Service Provider shall neither deploy nor withdraw any personnel at any time without the approval of the Authority.
  47. The registered office or one of the branch office of the Service Provider should be located within the jurisdiction of the user Department/Office. In case there is no branch office, the successful bidder will have to open branch office within two months of the signing the agreement.
  48. All disputes shall be under the jurisdiction of the court at the place where the headquarters of the authority, who has executed the agreement is located.
  49. The successful bidder will enter into an agreement with this Department/Office for supply of suitable and qualified manpower as per requirement of this Department/Office on the above terms and conditions.
  50. The agreement may be terminated on a written notice of one month from either side and both parties' agreement.

**Note:** There terms and conditions are part of the Contract/Agreement as indicated in the Agreement between State Government and the Service Provider and any non-compliance shall be deemed as breach of the Contract/Agreement.

#### **Declaration by the Tenderer:**

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself /ourselves to abide by them.

**(Signature of Tenderer with seal)**

**Address: Name:**

**Phone No(O)**

**Seal:**

**Date:**

APPLICATION-TECHNICAL BID

(for Bidding as a Service Provider for Providing the Services of Personnel to Sunabeda Wildlife Division, Nuapada)

1. Name of the Tendering Service Provider:  
-----
2. Status (Proprietorship/Partnership/Private Limited):  
-----
3. Full Address of Registered Office:  
-----  
Office Telephone No. -----  
FAX No. -----  
Email ID:-----
4. Full Address of operating/Branch Office:  
-----  
Telephone No. :  
-----  
Fax No. :  
-----  
E-mail address :  
-----
5. Name & Telephone No. of Authorized Office /Person to liaise wit field Officer(s)  
-----
6. Banker of the Service Provider (Attach Certificate copy of statement of A/c for the last 3 Consecutive year)-----
7. PAN/GIR No. (Attach attested copy)  
-----
8. GST Registration 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. Labour License/Registration under the Contract Labour(Regulation & Control)Act, 1970(Attach attested copy)
13. Earnest Money Deposit of **Rs.25000/-** in shape of **Bank TDR or Bank guarantee duly pledged to the Divisional Forest Officer, Sunabeda Wildlife Division, Nuapada.**
14. Financial turnover of the tendering service provider for the last 3 consecutive financial year.

**Details of Financial Turnover:**

| Financial Year | Total Annual Turnover (in lakh) |
|----------------|---------------------------------|
| 2021-22        |                                 |
| 2022-23        |                                 |
| 2023-24        |                                 |

15. Give detail of minimum 3 such contracts handed by the tendering service provider during the last three consecutive years in following format

| Name of the Organization | Category of Personnel | Year wise number of persons deployed |         |         |
|--------------------------|-----------------------|--------------------------------------|---------|---------|
|                          |                       | 2021-22                              | 2022-23 | 2023-24 |
|                          |                       |                                      |         |         |
|                          |                       |                                      |         |         |
|                          |                       |                                      |         |         |

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

**DECLARATION**

1. I,-----Son/Daughter/Wife of Sri -----  
-----Age-----  
Proprietor /Director/Authorized signatory of the Service Provider, Mentioned above, a competent to sign this declaration and execute this tender document.
2. I have carefully gone through and understood all the terms and conditions of the tender and undertake to abide by them.
3. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief.

I/We, am/are well aware of the fact that furnishing if any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

**Date:** \_\_\_\_\_ **Signature of Authorized Person of Service Provider's**  
**Place:** \_\_\_\_\_ **(With Organization's Seal)**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Date:** \_\_\_\_\_  
**Place:** \_\_\_\_\_

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

**APPLICATION -FINANCIAL BID**

**(For Bidding as a Service Provider for providing the Services of Personnel to Sunabeda Wildlife Division, Nuapada)**

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

| SI No        | Name of the position Programme Expenditure-SSS, CSS-IDWH & CAMPA Schemes of this Division | Tentative No. of Personnel | Service charges per person, per month |
|--------------|---|----------------------------|---------------------------------------|
| 1            | DEO   | 4                          |                                       |
| 2            | Wildlife Protection Squad/Anti-poaching Squad/Attended                                    | 108                        |                                       |
| <b>Total</b> |   | <b>112</b>                 |                                       |

**NOTES:**

1. GST shall be extra paid as applicable.
2. The minimum remuneration for the above said different manpower shall not be less than the minimum wage fixed/notified by the Forest Department Schemes of Govt. of Odisha.
3. Total rates quoted by the tendering service provider should be inclusive of all entering into the contract. The authority will have no liability in force to any statutory or other dues.
4. The payment shall be made on conclusive of the calendar month only on the basis of no. of working days for which duty has been performed by each manpower as certified by the Authority.
5. Bid with "Nil" or very low service charges can be treated as non-responsive bids, which are liable to be rejected. The minimum amount of valid Service Charges will be decided by the selection committee at the time of selection of firm in Financial Bid.

**Date:**  
**Place:**

**Signature of Authorized Person of service Provider  
(With Seal)**

**Name:**

## CRITERIA FOR EVALUATION

### Evaluation of Parameters

Evaluation of proposals shall be made by the concerned authority. In the first stage, the technical proposal will be evaluated on the basis of bidder's fulfillment of eligibility criteria. Only those bidders whose Technical Proposals becomes responsible based on the eligibility criteria, shall qualify for future details technical evaluation of marks based on the following criteria.

| SI No. | Evaluations of Parameters  | Criteria for award of mark  | Total Mark |
|--------|--|---|------------|
| 1      | Experience of managing manpower services in State Govt./Govt, of India Institution/Govt. undertaking, to be determined from the date of incorporation          | <ul style="list-style-type: none"> <li>• &gt; 3 years &lt;5 years: 3 marks</li> <li>• &gt;5 years &lt;7 years: 3 marks</li> <li>• &gt; 7 years: 10 marks</li> </ul>                                 | 10         |
| 2      | Experience in handling in forest departments with strength of manpower in single work order.   | <ul style="list-style-type: none"> <li>• &gt;10&lt;50: 3 marks</li> <li>• &gt;50&lt;100: 5 marks</li> <li>• &gt;100&lt;150: 10 marks</li> <li>• &gt;150: 15 marks</li> </ul>                        | 15         |
| 3      | Minimum 5 nos. of worker order in forest department in similar   | <ul style="list-style-type: none"> <li>• Submitted documentary proof of 10 marks. Each work order 2 marks (last 2 years)</li> </ul>   | 10         |
| 4      | Performance Certificate of previous assignments in forest department   | <ul style="list-style-type: none"> <li>• &gt;0 year &lt; 2 years: 3 marks</li> <li>• &gt; 2 years &lt; 4 years "5 marks</li> <li>• &gt; 4 years: 10 marks</li> </ul>                                | 10         |
| 5      | Total average annual turnover (in last 3 financial year 2021-22, 2022-23, 2023-24 & 2024-25)   | <ul style="list-style-type: none"> <li>• &gt;10-20 crores: 5 marks</li> <li>• &gt; 20-40 crores :10 marks</li> <li>• &gt; 40-80 crores: 15 marks</li> <li>• &gt; 80 crores: 25 marks</li> </ul>     | 25         |
| 6      | Current strength of the organization (to be determined from the submitted ECR and/or remittance slip of the last 6 months and deposits bank confirmation slip. | <ul style="list-style-type: none"> <li>• 1000-2999 persons: 5 marks</li> <li>• 3000-3999 persons: 10 marks</li> <li>• 4000-4999 persons: 15 marks</li> <li>• &gt; 5000 persons: 20 marks</li> </ul> | 20         |
| 7      | Technical presentation for good activities   |   | 10         |

## Financial Evaluation

The financial proposals of the technically qualified bidders (Technical Score (TS) must be equal to or greater than 60%) only shall be opened at this stage in presence of the bidder's representative who wishes to attend the meeting with proper authorization letter. The name of the bidder along with the quoted financial price will be announced during the meeting.

**Combined Quality and Cost Based Selection (CQCBS)** method will be followed during the overall selection process. Based on the evaluation of technical proposal, the technically qualified bidders shall be ranked highest to lowest Technical Score (ST) in accordance to the marks obtained during the technical evaluation stage. There shall be 60% weightage to technical score and 40% weightage to financial score.

The individual bidder's Financial Score (SF) will be evaluated as per the formula given  
**SF = [Fmin/Fb] \* 100 (rounded off to 2 decimal places)**

Where SF = Normalized financial score of the bidder under consideration  
**Fmin** = Lowest financial quote among the technically qualified bidders  
**Fb** = Financial quote of the bidder under consideration

**Combined Score (S) = ST\*0.6 + SF \* 0.4**

Where **ST** = Technical score secured by the bidder  
**SF** = Financial Score secured by the bidder

The bidder securing the **highest evaluated Combined Score (S)** will be awarded by the contract observing due procedure.

BIDDER'S COVERING LETTER

To,  
The Divisional Forest Officer,  
Sunabeda Wildlife Division,  
Nuapada.

Ref: Tender No. Dated

Dear Sir,

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

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

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

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

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_ (the month and year)

Signature of Authorized Signatory \_\_\_\_\_

In capacity of \_\_\_\_\_

Duly authorized to sign the bid for and on behalf of \_\_\_\_\_

ANNEXURE-II

LETTER OF AUTHORIZATION FOR ATTENDING BID OPENING

Tender No \_\_\_\_\_

To,

**The Divisional Forest Officer,  
Sunabeda Wildlife Division,  
Nuapada.**

Subject: **Authorization for attending bid opening on \_\_\_\_\_ (Date) in the  
Tender for Engaging Service Provider for providing of Personnel to the  
Sunabeda Wildlife Division, Nuapada (Tender No. \_\_\_\_\_ Dated.  
\_\_\_\_\_)**

Dear Sir,

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of \_\_\_\_\_ (Bidder) in order of preference given below.

Order of Preference

- 1.
- 2.

Specimen Signature  
Name of Authorized Person

Signature of Bidder  
Or  
His authorized Representative

Note:

1. Only one representative shall be allowed.
2. Permission for entry to the hall, where bids will be opened, will be refused in case authorization as prescribed above is not produced.



**OFFICE OF THE**  
**DIVISIONAL FOREST OFFICER, SUNABEDA WILDLIFE DIVISION, NUAPADA**  
At/PO-Nuapada, Dist-Nuapada, Odisha, 766105, Tel/Fax – 06678 295372,  
Email ID: - [dfo.sunabedawl@odisha.gov.in](mailto:dfo.sunabedawl@odisha.gov.in)

Letter No. 1478 /1WL/Dated. 13.05.2025

To

The Deputy Secretary,  
Information & Public Relation Department,  
Advertisement, Odisha, Bhubaneswar.

Sub: - Publication of Advertisement for Tender Call Notice for providing Manpower Service under different scheme during the financial year 2025-26.

Sir,

In enclosing herewith the copy of Advertisement for Tender Call Notice for providing Manpower Service under different scheme during the financial year 2025-26 both in hard & soft copy (through email) in respect of Sunabeda Wildlife Division, Nuapada.

In this context, It is therefore requested to kindly make necessary arrangement for publication of the same at least in three leading Odia Daily News Paper as early as possible.

The concerned Advertisement Manager may kindly be requested to send complimentary copy of the newspaper containing the Advertisement to the undersigned after its publication.

An early action in this regard is requested.

Yours faithfully,

[Signature]  
13/5/2025  
Divisional Forest Officer,  
Sunabeda Wildlife Division,  
Nuapada

Memo No. 1474 /Date. 13.05.2025

Copy along with the copy of Advertisement for Tender Call Notice for providing Manpower Service forwarded to the Chief Conservator of Forests(IT & GIS) O/o of the Principal Chief Conservator of Forests, Odisha, Bhubaneswar for favour of your kind information and necessary action. He is requested to upload the above Tender Call Notice in the website of Pr.C.C.F., Odisha as early as possible.

[Signature]  
13/5/2025  
Divisional Forest Officer,  
Sunabeda Wildlife Division, Nuapada

Memo No. 1475 /Date. 13.05.2025

Copy along with the copy of Advertisement for Tender Call Notice for providing Manpower Service forwarded to the Principal Chief Conservator of Forests(WL) &CWLW, Odisha, Bhubaneswar for favour of your kind information and necessary action.

*Mu*  
13/5/2025  
Divisional Forest Officer,  
Sunabeda Wildlife Division,  
Nuapada

Memo No. 1476 /Date. 13.05.2025

Copy along with the copy of Advertisement for Tender Call Notice for providing Manpower Service forwarded to the Regional Chief Conservator of Forests, Bhawanipatna Circle, Bhawanipatna for favour of information and necessary action.

*Mu*  
13/5/2025  
Divisional Forest Officer,  
Sunabeda Wildlife Division,  
Nuapada

Memo No. 1477 /Date. 13.05.2025

Copy along with the copy of Advertisement for Tender Call Notice for providing Manpower Service forwarded to the DeGM, Collectorate, Nuapada for information and necessary action. He is requested to display the tender call notice in the District Website.

*Mu*  
13/5/2025  
Divisional Forest Officer,  
Sunabeda Wildlife Division,  
Nuapada

Memo No. 1478 /Date. 13.05.2025

Copy along with the copy of Advertisement for Tender Call Notice for providing Manpower Service forwarded to All Divisional Forest Officers (T & NT) Division, Odisha for information and necessary action.

*Mu*  
13/5/2025  
Divisional Forest Officer,  
Sunabeda Wildlife Division,  
Nuapada

Memo No. 1479 /Date. 13.05.2025

Copy along with the copy of Advertisement for Tender Call Notice for providing Manpower Service forwarded to all Range Officers, Sunabeda Wildlife Division, Nuapada for information and necessary action.

*Mu*  
13/5/2025  
Divisional Forest Officer,  
Sunabeda Wildlife Division,  
Nuapada