

**Expression of Interest (EoI)**  
**for**  
**Selection of Outsourcing Agency to provide Manpower**  
**for Implementation of the State Sector Scheme titled**  
**“Mo Jungle Jami Yojana” under FRA, 2006**  
**by**  
**ST & SC Development and M&BCW Department, Odisha**

No: 1496 Dated : 07/09/2023

Published by  
**ST & SC Development and M&BCW Section,**  
**Collectorate, Deogarh**



## COLLECTORATE ; DEOGARH.

(ST & SC Development Section)

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No. 1496 /SSD.FRA. Date : 07/09/2023

### EXPRESSION OF INTEREST

Sealed Expression of Interests (EoIs) are invited from eligible/reputed Service Providing Agencies for selection of Outsourcing Agency to provide Manpower i.e. 04(Four) nos. of Cell Coordinator and 04(Four) nos. of MIS Assistant for the Forest Rights Cells under MO JUNGLE JAMI YOJANA for Implementation of Schedule Tribes & Other Traditional Forest Dwellers (Recognition of Forest Rights) Act, 2006 as per the Terms & Conditions provided in the Official Website of Deogarh District [www.deogarh.nic.in](http://www.deogarh.nic.in) up to 05.00 PM of 21.09.2023. The Bids shall be received through Regd. Post/ Speed Post only during office hour.

The interested agencies should clearly mention on the top of envelope as "Expression of Interest (EoI) for Selection of Outsourcing Agency to provide Manpower under Mo Jungle Jami Yojana". The Agencies who have applied are requested to remain present in the venue i.e. at Collectorate, Deogarh for opening of sealed EoIs on the date of opening. The list of EoI documents to be submitted and Terms & Conditions can be obtained during office hours from the Office of **District Welfare Office, Deogarh** or can be downloaded from the Official Website of Deogarh District [www.deogarh.nic.in](http://www.deogarh.nic.in).

For eligibility criteria, scope of work, timelines and other relevant details, please refer the EoI documents provided in the official website of Deogarh District. The Authority reserves the rights for cancellation/ modification of the EoI without assigning any reason thereof.

Collector & District Magistrate,  
Deogarh.

Memo No. 1497 /SSD.FRA, Date : 07/09/2023

Copy to the DIO, NIC, Deogarh for information & necessary action with a request to upload the aforesaid advertisement in the official website of Deogarh District for wide publication.

Copy to ADM, Deogarh/ PD, DRDA, Deogarh/ Sub-Collector, Deogarh/ All BDOs/ All Tahasildars/ All CDPOs/ All District Level Officers of this District for their information and necessary action with a request to display the aforesaid notice in their respective notice board for wide publication.

Collector & District Magistrate,  
Deogarh.

## DISCLAIMER

The information contained in this Expression of Interest (EoI) Document or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of **District Welfare Officer, Deogarh** or any of its employees, is provided to Applicants on the terms and conditions set out in this document and such other terms and conditions subject to which such information is provided.

This EoI document is not an agreement and is neither an offer nor an invitation by **Collector & District Magistrate, Deogarh** to the prospective Applicants or any other person. The purpose of this EoI document is to provide interested parties with information that may be useful to them in the formulation of their Expression of Interest pursuant to this EoI document. This EoI Document includes statements, which reflect various assumptions and assessments arrived at by **District Welfare Officer, Deogarh** in relation to the assignment. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. This EoI document may not be appropriate for all persons, and it is not possible for the Authority, its employees to consider the objectives, technical expertise and particular needs of each party who reads or uses this EoI document. The assumptions, assessments, statements and information contained in this EoI document, may not be completed, accurate, adequate or correct. Each Applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this EoI document and obtain independent advice from appropriate sources.

Information provided in this EoI document to the Applicants is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. **Collector & District Magistrate, Deogarh** accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

**Collector & District Magistrate, Deogarh**, its employees make no representation or warranty and shall have no liability to any person including any Applicant under any law, statute, rules or regulations, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this EoI document or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the EoI document and any assessment, assumption, statement or information contained therein or deemed to form part of this EoI document or arising in any way in this Selection Process.

**Collector & District Magistrate, Deogarh** also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Applicant upon the statements contained in this EoI document. **Collector & District Magistrate, Deogarh** may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this EoI document.

The issue of this EoI document does not imply that **Collector & District Magistrate, Deogarh** is bound to select an Applicant or to appoint the Selected Applicant, as the case may be, for the assignment and **Collector & District Magistrate, Deogarh** reserves the right to reject all or any of the offers without assigning any reasons whatsoever.

The Applicant shall bear all its costs associated with or relating to the preparation and submission of its offer including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by Collector & District Magistrate, Deogarh or any other costs incurred in connection with or relating to its EoI. All such costs and expenses will remain with the Applicant and the Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation for submission of the EoI, regardless of the conduct or outcome of the Selection Process.

## A. BACKGROUND

The Scheduled Tribes and Other Traditional Forest Dwellers (Recognition of Forest Rights Act), 2006, (In short FRA, 2006) aims to address the historical injustice and critical issues pertaining to the forest rights of the forest dwellers.

The Scheduled Tribes and Other Traditional Forest Dwellers (Recognition of Forest Rights) Act, 2006 (FRA, 2006) came into force in Odisha after the notification of its Rules on 01.01.2008. The law vests numbers of rights over forest lands to forest dependent Scheduled Tribes and Other Traditional Forest Dwellers, including individual rights over forest lands, community rights and the rights to protect and manage Community Forest Resources within the traditional or customary boundaries of the village. It provides a legal framework to recognize the rights over common resources, collection of MFPs, conversion of forest/ un-surveyed habitations/ villages into revenue village, recognition of habitat rights for the PVTGs etc. Those provisions have an immense potential to improve forest governance and provide livelihood security by recognizing Community Rights (CR) and Community Forest Resources Rights (CFR) in particular.

Given this potential, Government of Odisha has prioritized the effective implementation of the Forest Rights Act, 2006 in a saturation mode. Inconsistence with the objectives of providing economic sustainability and strengthening the livelihood base of the tribal communities through recognition of rights over their resources, ST & SC Development and M&BCW Department has designed the State Sector Scheme titled "Mo Jungle Jami Yojana" which has been approved by the Government of Odisha.

Forest dependent communities/ families particularly the forest dwelling STs and Other Traditional Forest Dwellers are the key target groups under this scheme. The key stakeholder groups which are going to be benefitted from this scheme are the critically forest dependent communities that includes tribal, PVTG communities, women (specifically single women) etc. Ensuring livelihood and food security of the forest dwelling Scheduled Tribes and Other Traditional Forest Dwellers through recognition of rights of all eligible claimants under Forest Rights Act, 2006.

Saturation of rights in recognition process under FRA,2006, ensuring access and ownership over land & forest resources as per their entitlement. So as to, facilitate convergence with development programmes/ schemes undertaken by the Government.

This requires the saturation of rights recognition process, like Individual Forest Rights (IFR), Community Rights (CR) and Community Forest Resources Rights (CFR) under FRA, 2006. Besides, the post-recognition issues such as providing livelihood support through convergence of the schemes/ programs of the Govt., creation of Records of Rights (RoRs) of the forest land vested with the eligible claimants, conversion of un-surveyed/ forest villages into revenue village etc. requires more systematic interventions.

## B. OBJECTIVES

Government of Odisha has launched a State Sector Scheme titled "Mo Jungle Jami Yojana" under FRA, 2006 to saturate the rights recognition process and speed-up the post-rights recognition activities within a prescribed time frame. Under this Scheme, Forest Rights Cell will be set-up at the Tahasil level (i.e. Deogarh Tahasil, Reamal Tahasil, Barkote Tahasil) and at District level (i.e. O/o District Welfare Officer, Deogarh) with professional human resources to ensure & assist for the effective implementation of the state sector scheme titled "Mo Jungle Jami Yojana" under FRA, 2006 in this district. Proper implementation of the state sector scheme titled "Mo Jungle Jami Yojana" under FRA, 2006, smoothly & effectively, it has been decided to engage an outsourcing agency for supply of man power to this Office (i.e. **District Welfare Office, Deogarh**) for District level Forest Rights Cell & to **Tahasil, Deogarh, Tahasil, Reamal & Tahasil, Barkote** for Tahasil level Forest Rights Cell. Details of manpower requirements are at Section-I. All the hiring will be done through the third party at this level (District level). The selection of candidates should be done through open advertisement and interview process.

## IMPORTANT DATES

Sl.	Particulars	Dates
1.	Issuance of EoI Document (Document can be downloaded from <a href="http://www.deogarh.nic.in">www.deogarh.nic.in</a> )	07.../09.../2023...
2.	Last Date and Time for receipt of Bid	5.00 PM 21.../09.../2023...
3.	Date of Technical Bid Opening	22.../09.../2023...
4.	Date of Financial Bid Opening	22.../09.../2023...

### Note :

1. Collector & District Magistrate, Deogarh reserves the rights to change any schedule.
2. EoI must be received not later than time, date mentioned at above. EoI received after the date line will not be considered.

## Section - I

### SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1. The District Welfare Officer, Deogarh on behalf of Collector & District Magistrate, Deogarh requires the service of reputed, well established, financially sound and registered Manpower Service Provider to provide services of Cell Coordinator and MIS Assistant on contract basis to manage the day to day office works of Forest Rights Cells functioning in District Office & Tahasil Offices of Deogarh District.
2. The contract for providing the aforesaid manpower will be a period of six months only from the date of effectiveness of contract. On satisfactory performance, the selected candidates will have the opportunity to get associated with the scheme for total period of two years. The contract may be terminated owing to deficiency in service or because of change in the Department's requirements. District Welfare Officer, Deogarh, however, reserves rights to terminate this initial contract at any time after giving 15 days' notice to the selected Service Provider.
3. District Welfare Officer, Deogarh has the requirements of the manpower for the Forest Rights Cells located within the Deogarh District as specified hereunder.
  - a. District Level Forest Rights Cell at District Welfare Office, Deogarh
  - b. Tahasil Level Forest Rights Cell at Tahasil Office, Deogarh
  - c. Tahasil Level Forest Rights Cell at Tahasil Office, Reamal
  - d. Tahasil Level Forest Rights Cell at Tahasil Office, Barkote

*i. Cell Coordinator : 04 (Four) nos. (One for each Cell)*

*ii. MIS Assistant : 04 (Four) nos. (One for each Cell)*

The eligible bidders, those have the capability of providing above types of Manpower as per the prescribed technical parameters in the EoI document, are allowed to participate in the selection process. Incomplete or part bids will not be taken into consideration.

#### **The scope of work of Outsourcing Agency is as follows;**

- Payroll Management of deployed Manpower.
- All the statutory compliance like TDS, PF, ESIC, Service Tax etc. shall be done by the successful bidder

The detailed terms of reference for the Human Resource Outsourcing agency can be broadly categorized into following two parts

#### **Human Resources Management**

- Ensure regular payment of monthly remuneration to deployed personnel through NEFT as per the rates mentioned.
- Ensure statutory compliance like EPF, ESI, TDS deduction etc. as required by the prevailing norms.
- Provide replacement of personnel in case of vacancies arising during the course of the agreement, form the waitlisted candidates.

## Other Conditions

- The day to day work of the deployed personnel will be assigned by the designated officer and all the monitoring and reporting aspects of the deployed personnel will be under the control and supervision of the designated officer.
- The District Welfare Officer, Deogarh on behalf of Collector, Deogarh shall have the right to verify the actual payment made and may request the Manpower Service Providing Agency to provide excerpts of the bank statement of the payments made as the proof of payment and if not satisfied shall withhold the payments due to the HR Service Provider in addition to other legal action.
- In case the Chairpersons of the FRA Cells are not satisfied with the performance of the deployed personnel or because of indiscipline and on receipt of such complaint, the Collector, Deogarh may ask the Human Resource Service Provider in writing, providing the reasons thereof, to withdraw the personnel and provide a replacement.

## Section – II

### ELIGIBILITY CRITERIA FOR THE MANPOWER SERVICE PROVIDER AGENCY

Following are the essential qualifying criteria for the Manpower Providing Agency to technically qualify for the assignment;

1. The bidder should be registered as a Human Resource Service provider Firms, Private Limited Company, Public Limited Company, or Society/ Trust since last 5 years. The Incorporation/ Registration certificate should be furnished as documentary proof. The registered office of the manpower service provider must be located within the jurisdiction area in Odisha. Document such as Electricity Bill/ Telephone bill in support of the existence of the office must be submitted.
2. It must have at least five years of past experience (from the last date of submission of EoI) in providing manpower to Central/ State Government Departments.
3. The bidder should have valid registration under Service Tax Rules, Income Tax return should submit for the last 3 years, EPFO, ESI Corporation and under Labour Act. The bidders are required to enclose self-attested photocopies of the following documents duly sealed along with the Technical Bid, failing their bids shall be out rightly rejected and will not be considered.
  - (i) Copy of GST Registration Certificate of the applicant organization along with copy of GST return for the month of June/July, 2023.
  - (ii) Copy of PAN Card.
  - (iii) Copy of EPF Registration Certificate along with extracts of the Bank Account containing transactions during last 3 years as on 31.03.2023.
  - (iv) Copy of ESI Registration Certificates along with extracts of the Bank Account containing transactions during last 3 years as on 31.03.2023 along with copy of ECR/ Challan till 30.06.2023.
  - (v) Audited Financial Statement for the last three financial years (2019-20, 2020-21 & 2021-22).
  - (vi) Copy of Income Tax returns for last three financial years (2019-20, 2020-21 & 2021-22)
  - (vii) Copies of the work orders from at least five different Govt. Departments/ Organizations/ Agencies for providing manpower services during the last five financial years (2018-19, 2019-20, 2020-21, 2021-22 & 2022-23).
  - (viii) Must have annual average financial turnover of Rs.30.00 lakh in last 3 financial years (2019-20, 2020-21 & 2021-22), Copies of Audited Financial Statement for the concerned period must be provided.
4. The bidder should not have been black listed by any State Government/ Central Government. A self-declaration to this effect shall be submitted by the bidder in the prescribe format.

**Section - III**  
**GENERAL TERMS & CONDITIONS**

**1. Cost of EoI Document & Earnest Money Deposit**

- a. **EoI document Cost** - EoI document can be downloaded from the website [www.deogarh.nic.in](http://www.deogarh.nic.in). Bidder must submit along with their Technical Bids, **Cost of EoI Rs.4,000/- (Rupees Four thousand) only (Non-refundable)** in shape of Demand Draft only drawn in favour of "District Welfare Officer, Deogarh" payable at Deogarh, failing which the EoI shall be out rightly rejected.
- b. **Earnest Money Deposit** - Bidders should submit along with their Technical Bids, an **Earnest Money Deposit (EMD) of Rs.19,200/- (Rupees Nineteen thousand & two hundred) only, (refundable without interest)**, should necessarily be accompanied with the technical bids in shape of Demand Draft only drawn in favour of "District Welfare Officer, Deogarh" payable at Deogarh failing which the EoI will be summarily rejected. The tender EMD of all unsuccessful bidders would be refunded within 180 days of the bidder being notified as unsuccessful. The EMD, for the amount mentioned above, of successful bidder would adjust as a part of the Performance Guarantee during the period of the contract.
- (i) The EMD amount is interest free and will be refundable to the unsuccessful bidders without any accrued interest on it.
- (ii) The EoI paper submitted without EMD, mentioned above, will be summarily rejected.
- (iii) The EMD may be forfeited:-
- a. If a bidder withdraws its bid during the period of bid validity.
  - b. In case of a successful bidder, if the bidder fails to sign the contract in accordance with this EoI paper.
  - c. If found to have a record of poor performance such as having abandoned work, having been black-listed, having inordinately delayed completion and having faced Commercial failures etc.

**2. Performance Security Deposit:-**

The successful bidder will have to deposit a Performance Security Deposit of **5% of the Contract value i.e.1,92,000/- (Rupees One lakh & ninety-two thousand) only** in shape of Demand Draft only **in favour of "District Welfare Officer, Deogarh"**. As the contract will initially be executed for six months, the successful bidder will have deposit Performance Security amounting to **Rs.48,000/- (Forty-eight thousand) only in the first installment. The balance security amount of Rs.1,44,000/- (One lakh forty-four thousand) only** is to be deposited, in case the contract gets **extended for a further period of 18 months.**

**Submission of Bids**

The EoI has been invited under two bid system

- i) **Technical Bid**
- ii) **Financial Bid.**

The interested agencies are advised to submit two separate sealed envelopes super scribing "**Technical Bid**" for "Expression of Interest (EoI) for Selection of Outsourcing Agency to provide Manpower Services under Mo Jungle Jami Yojana" to **District Welfare Officer, Deogarh**" and "**Financial Bid**" for "Expression of Interest (EoI) for Selection of Outsourcing Agency to provide Manpower Services under Mo Jungle Jami Yojana" to **District Welfare Officer, Deogarh**". Both sealed envelopes must be kept in a sealed third envelope super scribing "Expression of Interest (EoI) for Selection of Outsourcing Agency to provide Manpower Services under Mo Jungle Jami Yojana to District Welfare Officer, Deogarh."

**3. Completeness of the Bid**

- a) Submission of the proposals/bid shall be deemed to have been done after careful study and examination of the EoI document with full understanding of its implications.
- b) The conditional bids shall not be considered and will be out rightly rejected

**4. Late Bid**

- a. Bids received after the due date and the specified time (including the extended period, if any, for any reason whatsoever, shall be rejected.
- b. The Office of the District Welfare Officer, Deogarh shall not be responsible for any postal delay or non-receipt/ non-delivery of the documents. No further correspondence on the subject will be entertained.
- c. Collector, Deogarh reserves the right to modify and amend any of the stipulated condition/criterion.

**5. Language of the Bid**

The Proposal should be filled by the Bidder in English language only.

**6. Currency of the Proposal/ Bid Document**

The currency(ies) of the Proposal offer and the transaction details provided in the Proposal/ Bid Document should be in Indian Rupees (INR).

**7. Right to terminate the process**

- a. The Collector, Deogarh may terminate this process at any time and without assigning any reason thereof. This Office makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- b. The submission of EoI documents does not constitute an offer by the District Welfare Officer, Deogarh. The bidder's participation in this process may result in selecting the bidder to engage towards execution of the contract.

**Section IV**  
**GUIDELINES FOR SUBMISSION OF PROPOSAL**

**1. Technical Proposal**

Bidders are required to submit the Technical Proposal in the prescribed format only. The technical proposal should accordingly include the following:

1. Bid Cover Letter – Technical Bid [Form-1]
2. Bidders profile [Form-2]
3. Document Checklist [Form-3]
4. Self-declaration of not being ineligible/ blacklisted [Form 4]
5. All Documentary Evidences as required in the EoI document (please refer Document Checklist [Form-3])

**Section-V**

**EVALUATION PROCESS**

- I. In the first stage, the technical proposals will be scrutinized as per the Eligibility criteria and completeness of the documents as prescribed in the EoI document.
- II. The bids qualifying the Eligibility criteria and complete with regard to availability of the documents will be considered for Final Evaluation.
- III. Tender Committee: The Tender Committee constituted by Collector, Deogarh to finalize the EoI.

**Section- VI**

**AWARD OF CONTRACT**

The District Welfare Officer, Deogarh on behalf of Collector, Deogarh will award the Contract to the successful bidder qualifying in the Technical Bid.

**1. Notification of Award**

The District Welfare Officer, Deogarh will notify the successful bidder in writing or by fax or email, that its proposal has been accepted.

**2. Signing of the Contract**

After notification award by the Office of the District Welfare Officer, Deogarh notifies the successful bidder that its proposal has been accepted, the concerned and individual Officer of the Collector, Deogarh shall enter into a separate contract/Agreement with the selected Outsourcing Agency incorporating all clauses.

**3. Failure to Agree with Terms and Conditions of the EoI Paper**

Failure of the successful bidder to agree with the Legal Agreement and Terms & Conditions of the EoI paper shall constitute sufficient grounds for the annulment of the award, in which event the Office of the Collector, Deogarh may award the contract to the next best value bidder or call for new proposals from the interested bidders.

**4. Term of the Award**

The period of contract shall be for a period of six months initially from the date of execution of agreement and on assessment of outcome & satisfactory performance; engagement can be extended for a total period of two years only.

**Section-VII**  
**PAYMENT TERMS & CONDITION**

The Service Provider will claim Service Charge on negotiable basis (having lowest bidder of service charge is being considered) after signing the separate agreement with the Collector, Deogarh from due engagement of Manpower at the respective level.

**ANNEXURE A**

**TECHNICAL REQUIREMENT FOR MANPOWER TO BE DEPLOYED BY THE  
SUCCESSFUL MANPOWER SERVICE PROVIDER IN FOREST RIGHT CELLS  
OF DEOGARH DISTRICT**

**A- Qualification and Experience of personnel to be engaged in the Forest Rights Cells:**

**1. Cell Co-ordinator**

**Education :** Candidate should have completed Graduation. Individuals with Master's degree will be preferred.

**Work Experience**

- Minimum 2-3 years of experience in NGO/social sector projects.
- Candidate from the concerned district should be preferred for all the positions under the scheme.
- Experience of working with Government projects will be an added advantage.
- Fair understanding of Central/ State Government Schemes & community Mobilization skills
- Experience in delivery of training & capacity building programmes/ initiatives.
- Experience of networking with line departments of Government.

**Language and competency;**

- Fluency in oral and written communication in English & Odia.

**Computer Skills;**

- Proficiency in computer skills like the use of MS Office and conversant with internet/emails.

**Remuneration;**

- Consolidated remuneration of Rs.25,000/- (Rupees twenty-five thousand) only per month subject to submission of signed absentee statement and performance report by the concerned Nodal Officer/ Tahasildar by 05<sup>th</sup> of each succeeding month.

## **2. MIS Assistant**

**Education :** Candidate should have completed graduation & PGDCA course. Individuals with Master's degree will be preferred.

### **Work Experience**

- 02 years of experience in data entry and large scale database management in government/ any reputed private agency.
- Proficiency in computer skills like the use of MS Office specially MS Office, MS Excel and conversant with internet/use of online platforms is a mandatory requirement.

### **Language and competency;**

Fluency in oral and written communication in Odia & English is a mandatory requirement.

### **Remuneration;**

- Consolidated remuneration of Rs.15,000/- (Rupees Fifteen thousand) only per month subject to submission of signed absentee statement and performance report by the concerned Nodal Officer/ Tahasildar by 05<sup>th</sup> of each succeeding month.

## **Section-VIII**

### **Nature of Engagement;**

Mode of engagement will be completely contractual and on temporary basis. The contract can be terminated by either of the party with one-month prior notice or remuneration in lieu. Initial agreement will be for 06 months. On satisfactory performance, the selected candidate will have the opportunity to get associated with the scheme for a total period of two years.

### **Selection Procedure;**

All the hiring will be done through the third party at the district level. The selection of candidates should be done through open advertisement and interview process. The interview panel constituted by each district may be consist of following members;

1. Additional District Magistrate, Deogarh
2. District Welfare Officer, Deogarh (Nodal Officer on FRA)
3. Representative of facilitating NGOs for the district

Concerned agency will share the resumes of interested candidates with the selection panel at least 03 days prior to the date of interview and candidates will be selected on the basis of the recommendation of the selection panels. District Nodal Officer will make necessary arrangements for computer (desktop/laptop) for computer skill test, if required for the interview.

**Form - 1**

**TECHNICAL BID  
FOR PROVIDING MANPOWER SERVICES TO FOREST RIGHT CELLS OF  
DEOGARH DISTRICT**

01	Name of the Organization	
02	Legal Status	
03	Name of the Manpower Service Provider	
04	Name of the Proprietor / Director	
05	Full Address of Registered Office with Telephone Number, FAX No & Email Address / Website	
06	Name & Telephone No of the Authorized Person to liaise with authority	
07	Registration No. of Certificate of Incorporation & Date	
08	Bank Name of the Manpower Service Provider	Account No Name of the Account Holder Bank & Branch Name IFS Code
09	PAN (Attach self-attested Copy)	
10	GST Registration No (Attach self-attested copy)	
11	EPF Registration No (Attach self-attested copy)	
12	ESI Registration No (Attach self-attested copy)	
13	No. of years of experience as HR service provider (as on 1st August 2023)	
14	Date of first assignment as HR Service Provider	
15	Date of first assignment as HR Service Provider for Govt. Deptt.	
16	Annual Turn Over	2019-20 2020-21 2021-22
17	Details of EMD	Demand Draft No & Date  Amount
18	Details of Eol Paper Cost	Demand Draft No & Date  Amount

**Form - 2**

Please give details of the major similar contracts handled by the Manpower Service Provider during the last five financial years i.e. 2018-19, 2019-20, 2020-21, 2021-22 & 2022-23 in the following format:

(Please attach separate sheet, if required)

Sl No	Name, address & Telephone Number of the Client	Details of Manpower Service Provided		Amount of Contract (Rs in Lakh)	Duration of Contract	
		Type of Manpower Provided	Number		From	To

**Signature of Authorized Signatory with Seal**

**Full Name:**

**Place:**

**Designation:**

**Date:**

**Address:**

**Phone No (O):**

**Phone No (M):**

## FINANCIAL BID

### FOR PROVIDING MANPOWER SERVICES TO FOREST RIGHT CELLS OF DEOGARH DISTRICT

- A. Name of the Manpower Service Provider  
B. Rate per person per month inclusive of all Statutory Liabilities & Taxes

Sl. No.	Manpower type	Consolidated Remuneration in Rs. per month	Service charge	GST 18%	Total Quoted value
01	Cell Coordinator	25000			
02	MIS Assistant	15000			

#### Notes:

01. The Service Charge quoted should not be less than 3.85% of the remuneration.
02. The total rates quoted by the Agency should be inclusive of all Statutory Liabilities & Taxes in force at the time of submitting the tender & fixed for the period of contract. No alteration shall be allowed under any circumstances unless and until Government notifies the same
03. 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 manpower as per the actual.
04. Bidders have to quote for all the positions under this tender and the bid with lowest evaluated monthly charges for the required manpower (from sl.1 to 2) will be awarded with the contract.
05. The employee's share of contribution towards EPF & ESI shall be deducted by the service provider from the minimum take home remuneration of the person engaged (subject to the willingness of the employee) and deposit the same with appropriate authority. Proof of deposit of the same with the concerned authority must be furnished.
06. In case of non-compliance of any of the above conditions, the Bid will be summarily rejected.

**Signature of Authorized Signatory with Seal**

**Full Name:**

**Designation:**

**Address:**

**Phone No.**

**Place:**

**Date:**

**Form 3: Document Checklist for Technical Bid**

Sl.	Eligibility Compliance Document	Provided (Yes/ No)	Page No in the Technical Bid
1	Copy of Certificate of Incorporation / Registration/ Partnership Deed, MoA/ Bye-laws, etc.		
2	Copy of Service Tax Registration Certificate		
3	Copy of Income Tax PAN		
4	Copy of Labour Registration Certificate		
5	Copy of EPF Registration Certificate		
6	Copy of ESI Registration Certificate		
7	Copy of Audited Balance sheet and Profit & Loss Account as proof of Annual Turnover for the financial years 2019-20, 2020-21 & 2021-22		
8	Copy of Income Tax Return for the financial years 2019-20, 2020-21 & 2021-22		
9	Copy of Service Tax Return for the financial years 2019-20, 2020-21 & 2021-22		
10	Copy of work orders from the client		
11	EoI Paper Cost (DD No.: ....., Date: ....., Bank: ....., Amount: .....)		
12	Earnest Money Deposit (EMD) (DD No.: ....., Date: ....., Bank: ....., Amount: .....)		

Signature of witness  
**Seal**

Date:  
Place:

**Signature of Authorized Signatory with**

Date:  
Place:

## DECLARATION

### On the Letter Head

1. I, Shri/Kumari/Shrimati ..... Son/Daughter/Wife of Shri ..... Proprietor/ Director, am competent to sign this declaration and execute this EoI Document.
2. With reference to the EoI Notice No. ...., dated ....., of Collector, Deogarh, Expression of Interest (EoI) for Selection of Outsourcing Agency to supply of Man Power for implementation of the State Sector Scheme "Mo Jungle Jami Yojana" under FRA, 2006, I/we, having examined the offer Document and understood their contents, hereby submit my/ our offer for the captioned assignment. The Offer is unconditional and unqualified.
3. I have carefully read and understood all the terms and conditions of the EoI and undertake to abide by them.
4. The information/ documents provided in the offer and in the appendices with the EoI 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/our EoI at any stage besides liabilities towards prosecution under appropriate law.
5. This statement is made for the purpose of qualifying as an executor for undertaking the captioned assignment.
6. I/ We shall make available to the Authority any additional information it may find necessary or require to supplement or authenticate the Offer.
7. I/ We acknowledge the right of the Authority to reject our offer without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
8. I/ We have examined and have no reservations to the EoI Document, including any Addendum issued by the Authority.
9. I/ We do not have any conflict of interest in accordance the EoI Document.
10. I/ We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in respect of any assignment issued by or any agreement entered into with the Authority or any other public sector enterprise or any Government, Central or State; and
11. I/ We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
12. I/ We understand that you may cancel the Selection Process at any time and that you are neither bound to accept any offer that you may receive for the captioned assignment, without incurring any liability to the Agency.
13. I/ We have studied the EoI Document carefully and also understood the scope of the assignment. We understand that we shall have no claim, right or title arising out of any documents or information provided to us by the Authority or in respect of any matter arising out of or concerning or relating to the Selection process including the award of assignment.
14. The Fee/ Price has been quoted by me/ us after taking into consideration all the terms and conditions stated in the EoI Document.
15. I/ We agree and undertake to abide by all the terms and conditions of the EoI Document/ Declaration. In witness thereof, I / we submit this Offer under and in accordance with the terms of the EoI Document.

**Signature of Authorized Signatory with Seal**

**Full Name:**

**Place:**

**Designation:**

**Date:**

**Address:**

**Phone No (O):**

**Phone No (M):**

**Form 4:**

**Self-declaration of not being ineligible**

On the Letter Head

I, Sri/Smt. \_\_\_\_\_ aged about \_\_\_\_\_ years  
S/o/D/o/W/o \_\_\_\_\_ Proprietor/Partner/Director of M/s  
\_\_\_\_\_, At- \_\_\_\_\_, Po-  
\_\_\_\_\_, PS \_\_\_\_\_, and District \_\_\_\_\_ do hereby  
solemnly declare as follows:

- 1) That pursuant to the EoI Notice \_\_\_\_\_ dt. \_\_\_\_/\_\_\_\_/\_\_\_\_ of the Office of the Collector, Deogarh at the District level, I/my firm/ company am/is an intended bidder to participate in the said EoI process.
- 2) That as per terms & conditions of the EoI documents, I am to declare that, I/my firm/company have not been blacklisted by any Central/State Government/ Organisation or by any Public Sector undertakings of the State/Central Government.
- 3) I/ We certify that we have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the captioned assignment.
- 4) I/ We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any Agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our Associates.
- 5) I/ We hereby irrevocably waive any right which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority in connection with the selection of the Agency/ Institution, or in connection with the Selection Process itself, in respect of the captioned assignment and the terms and implementation thereof.
- 6) We certify that in the last 03 (three) years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty or a judicial pronouncement or arbitration award, nor been expelled from any project or contract nor have had any contract terminated for breach on our part.
- 7) We certify that we have not been barred by Government of Odisha (GoO), or any other State Government in India (SG) or Government of India (GoI), or any of the Agency(ies) of GoO/ SG/ GoI from participating in their projects.
- 8) That neither any criminal case nor any vigilance case is pending against me/my firm/company before any forum.
- 9) That the facts stated above are true to the best of my knowledge and belief.

**Signature of Authorized Signatory with Seal**

**Full Name:**

**Designation:**

**Address:**

**Phone No (O):**

**Phone No (M):**

**Place:**

**Date:**