



# ଓଡିଶା ବନ ଉନ୍ନୟନ ନିଗମ ଲିଡ

(Formerly Orissa Forest Development Corporation Limited)

(Formerly Orissa Forest Development Corporation Limited)

(A Government of Odisha Undertaking) CIN-U02005OR1962SGC000446 Regd. Off: Plot

No. A/84 Kharavel Nagar, Unit-III, Bhubaneswar, Odisha, PIN-751001 Telephone:-0674-2534086, 2534269

Fax: 0674-2535934 [website: [www.odishafdc.com](http://www.odishafdc.com) E-mail ID: [general@odishafdc.com](mailto:general@odishafdc.com)]

**Office Order No. 5218/Estt(M)55/2025/Bhubaneswar, the 13th Mar., 2026**

## **Corrigendum to the EOI No. 4206/Estt(Misc.)55/2025 dated 27<sup>th</sup> February 2026**

In pursuance to the pre bid queries received from intending bidders on the Terms and conditions of the EOI No. 4206/Estt(Misc.)55/2025 dated 27<sup>th</sup> February 2026 in the pre-bid meeting held on 12.03.2026, following clarifications are hereby issued which are part of the original EOI.

<b>EOI Clause No.</b>	<b>As per EOI No. 4206/Estt(Misc.)55/2025 dated 27<sup>th</sup> February 2026</b>	<b>Clarification/ Modification. Amendment made in the said clauses.</b>
EOI Document- Page No-2 & Clause-5 (c),(d), Page No.4	(c) Last date and time for submission of E.O.I. Document:16.03.2026 up to 3.30 pm (d) Date and time for opening (i) Technical Bids :18.03.2026 at 4.30pm (ii) Financial Bids of eligible Bidders :23.03.2026 at 4.30pm	(c) Last date and time for submission of E.O.I. Document :20.03.2026 up to 3.30 pm (d) Date and time for opening (i) Technical Bids :20.03.2026 at 4.30pm (ii) Financial Bids of eligible Bidders :25.03.2026 at 3.30pm  Accordingly, the last date and time for submission of EOI document, Opening of technical bid and financial bid wherever appears in the tender document is modified as above.
Clause -7 Page No.-5	The interested Manpower Service Provider may submit the tender document complete in all respects along with Earnest Money Deposit (EMD) of Rs.1,00,000/- (Rupees One Lakh) only in the form of Demand draft/Pay order drawn in favour of Odisha Forest Development Corporation Ltd, Bhubaneswar along with other requisite documents by 16.03.2026 up to 3.30 p.m. at Odisha Forest Development Corporation Ltd, A/84 Kharavela nagar Bhubaneswar -751001 failing which the tender shall be rejected summarily.	The interested Manpower Service Provider may submit the tender document complete in all respects along with Earnest Money Deposit (EMD) of Rs.1,00,000/- (Rupees One Lakh) only in the form of Demand draft/Pay order drawn in favour of Odisha Forest Development Corporation Ltd, Bhubaneswar along with other requisite documents through registered post or drop in the Tender Box by 20.03.2026 up to 3.30 p.m. at Corporate office, Odisha Forest Development Corporation Ltd, A/84 Kharavela Nagar Bhubaneswar - 751001 failing which the tender shall be rejected summarily.
Clause-12	The successful tenderer/bidder shall have	The successful tenderer/bidder shall have

Page-5	to deposit a Performance Security Deposit of Rs.45,00,000/- (Rupees Forty Five lakhs only) in shape of A/c payee Demand Draft/ Pay order/Bank Guarantee drawn from any of the scheduled commercial Bank in favour of O.F.D.C. Ltd. payable at Bhubaneswar, covering the period of contract within SEVEN Days from the date of signing of the Agreement. Performance Bank Guarantee should be valid for the period of contract with a claim period of 90 (Ninty) days from the date of expiry of the validity period of the Bank Guarantee (BG). In case, the contract is further extended beyond the initial period, the Bank Guarantee will have to be accordingly renewed by the successful tenderer. No interest will be paid on the amount deposited towards performance security deposit. After receipt of above security deposited amount, necessary order will be placed for deployment of manpower. The EMD of successful bidder will be adjusted towards performance security.	to deposit a Performance Security Deposit to the extent of 10% of the Annual Contract Value in shape of A/c payee Demand Draft/ Pay order/Bank Guarantee drawn from any of the scheduled commercial Bank in favour of O.F.D.C. Ltd. payable at Bhubaneswar, covering the period of contract within SEVEN Days from the date of signing of the Agreement. Performance Bank Guarantee should be valid for the period of contract with a claim period of 90 (Ninty) days from the date of expiry of the validity period of the Bank Guarantee (BG). In case, the contract is further extended beyond the initial period, the Bank Guarantee will have to be accordingly renewed by the successful tenderer. No interest will be paid on the amount deposited towards performance security deposit. After receipt of above security deposited amount, necessary order will be placed for deployment of manpower. The EMD of successful bidder will be adjusted towards performance security.
Clause No.16(f) Page No.6	Photo copy of GST(R) 3(B) for the month of December-2025	Photo copy of GSTR-1 & GSTR- 3B for the month of December-2025
Clause No.16(i)Page No.6& Clause No-7, Annexure-I, Application-Technical Bid, Page-10	Photo copy of the Bank Account statement containing transactions during the current financial year.	Photo copy of the Primary Bank Account statement containing transactions during the last two financial and current financial year FY 2025-26.
Clause-24 Page No.8	Sl. No.2, column no.3 of the Table “For Rs. 8 Crore annual turnover carries 20 marks and additional 02 (Two) Crore each carries 4 marks”	Sl. No.2, column no.3 of the Table “For Rs. 8 Crore average annual turnover carries 20 marks and additional 02 (Two) Crore each carries 4 marks”  Following addition is made after last paragraph “ OFDC reserve its right to select more

		than one agency and in that case the selection will be in order of overall ranking of agency after evaluation.
Annexure-II- Financial Bid Page No.13	Note:The service charges quoted should be less than 3.85% and not more than 7% on the monthly gross remuneration bill of the outsourced employees	Note: The service charges quoted should not be less than 3.85% and not more than 7% on the monthly gross remuneration bill of the outsourced employees.
Documents to be provided with technical bid Page No.20	7. Attested coy of the latest IT return, GST Return (GST(R) 3(B) filed by agency;	7. Attested coy of the latest IT return, GST Return (GSTR-1 & GSTR-3B for the month of December 2025) filed by agency;
Bid Declaration		To add Annexure-IV after Annexure-III. “Annexure-IV  <b><u>Bid Security Declaration</u></b>  (to be submitted under the letter head of the Agency with the seal & signature and to be dated)  I/ we hereby accept that if I/ we withdraw or modify my/ our Bids during the period of validity or if I/we have been awarded the contract and /we fail to sign the contract or to deploy any manpower as per requirement of OFDC Ltd within the specified submit or to submit a Performance Security Deposit before the deadline defined in the EOI/ contract document / we are liable to be suspended for the period of six months from being eligible to submit Bids to OFDC Ltd”.

-sd-

**Managing Director**



**THE ODISHA FOREST DEVELOPMENT CORPORATION LIMITED  
(A Government of Odisha Undertaking)  
A/84, KHARVEL NAGAR, UNIT-III, BHUBANESWAR-751001**

Notice NO.4206/ Estt(Misc.)55/2025

Dated Bhubaneswar the 27<sup>th</sup> Feb' 2026

**EXPRESSION OF INTEREST**

Expression of Interest in sealed cover is invited from reputed registered manpower service providing agency registered with EPF and ESI authorities and having valid GSTIN to provide the services of G.S.S. (Date Entry/ Corporate Accounting and Tally), Electrician, Driver, Gardener, Watcher, Support Staff (Class- IV), computer operator and any other category of personnel as required by the Corporation in its working for a period of one-year w.e.f. 02.04.2026 to 31.03.2027. The Tender document shall be available in the Corporate Office, OFDC Ltd, at A/84 Kharavel nagar, Unit-III, Bhubaneswar, Odisha, PIN-751001 on payment of **Rs.11,800/-**(Rupees Eleven Thousand Eight Hundred) only inclusive of GST (Non-refundable) per set, payable through Cash / D.D. drawn in favour of O.F.D.C. Ltd. payable at Bhubaneswar. The same can also be downloaded from our website [www.odishafdc.com](http://www.odishafdc.com) from 05.03.2026 to 20.03.2026. The last date and time for submission of E.O.I. document is **20.03.2026 up to 3:30 P.M.**

OFDC Ltd reserves the right to accept / reject any offers or to annul all bids without assigning any reason thereof.

-sd-

**MANAGING DIRECTOR**

**THE ODISHA FOREST DEVELOPMENT CORPORATION LIMITED**

**(A Government of Odisha Undertaking)**

**A/84, KHARVEL NAGAR, UNIT-III, BHUBANESWAR-751001**

**E.O.I Document**

**For providing manpower services of G.S.S. (Date Entry, Corporate Accounting and Tally), Electrician, Driver, Gardener, Watcher and Support Staff (Class- IV) and other category of personnas required by the Corporation in its working for a period of one year.**

- (a) Period of issue of E.O.I. Document :05.03.2026 to 16.03.2026
- (b) Pre-Bid meeting :12.03.2026 at 3.30 pm
- (c) Last date and time for submission of E.O.I. Document : 20.03.2026 up to 3.30 pm
- (d) Date and time for opening
- (i) Technical Bids : 20.03.2026 at 4.30pm
- (ii) Financial Bids of eligible Bidders : 25.03.2026 at 3.30pm
- (e) Likely date for commencement of Deployment of required manpower :02.04.2026

## CONTENTS OF E.O.I. DOCUMENT

<b>Sl. No.</b>	<b>Description of contents</b>	<b>Page</b>
1.	Scope of work and General Instruction for service bidders	5pages (4-8)
2.	Technical requirement for the service provider	1 pages (9)
3.	E.O.I.Application - Technical Bid& Declaration	3 pages (10-12)
4.	E.O.I. Application - Financial Bid	1pages (13)
5.	Terms and Conditions, Documents to be provided	8 pages (14-21)
6.	Agreement	1pages (22)

## SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1. The Odisha Forest Development Corporation Ltd., Bhubaneswar requires the services of registered reputed, well established and financially sound Service Providers to provide services of G.S.S. (Date Entry/ Corporate Accounting and Tally), Electrician, Driver, Gardener, Watcher and Support Staff (Class-IV) along with qualified persons with Accounts and Audit background or any other technically qualified personal through outsourced basis for day-to-day working at its Corporate office as well as in its other Unit Offices if required.
2. The contract for providing the aforesaid manpower is likely to commence from **02.04.2026** and would continue till **31.03.2027**. The period of contract may be extended for a further period considering the requirement of the OFDC Ltd for such period not exceeding one year at a time for manpower persists at that time or may be curtailed/terminated before completion of agreement period owing to deficiency in service or substandard quality of manpower deployed by the selected Service Provider or because of change in the Corporation's requirements. The Corporation however, reserves right to terminate this initial contract at any time after giving one month's notice to the selected Service Provider.
3. The tentative requirements of G.S.S. (Date Entry/ Corporate Accounting and Tally), Electrician, Driver, Gardener, Watcher and Support Staff (Class-IV) computer operator and any other staffs as required by the Corporation will be intimated to the successful manpower service provider along with formal letter of intimation by the Corporation for their placement within 15 days of intimation.
4. The interested Manpower Service Providers shall submit the E.O.I. document complete in all respects with requisite enclosures by 16.03.2026 upto 3:30 P.M. and submit the same to OFDC Ltd., at A/84, KHARVEL NAGAR, UNIT-III, BHUBANESWAR-751001.
5. The important time line relating to "E.O.I. for Providing Manpower Services to the Odisha Forest Development Corporation Ltd." are cited as under:
  - (a) Period of issue of E.O.I. Document : 05.03.2026 to 16.03.2026
  - (b) Pre-Bid meeting : 12.03.2026 at 3.30 pm
  - (c) Last date and time for submission of E.O.I. Document. : 20.03.2026 up to 3.30 pm
  - (d) Date and time for opening of
    - (i) Technical Bid : 20.03.2026 at 4.30 pm
    - (ii) Date and time for opening of Financial Bids of eligible Tenders : 25.03.2026 at 3.30 pm
  - (e) Likely date for commencement of deployment of required manpower : 02.04.2026

6. The estimated cost of the contract is Rs.75.00 lakhs per month.
7. The interested Manpower Service Provider may submit the tender document complete in all respects along with Earnest Money Deposit (EMD) of Rs.1,00,000/- (Rupees One Lakh) only in the form of Demand draft/Pay order drawn in favour of Odisha Forest Development Corporation Ltd, Bhubaneswar along with other requisite documents through registered post or drop in the Tender Box by 20.03.2026 up to 3.30 p.m. at Corporate office, Odisha Forest Development Corporation Ltd, A/84 Kharavela Nagar Bhubaneswar -751001 failing which the tender shall be rejected summarily.
8. The tender document invited is under two bid system i.e., Technical Bid and Financial Bid. The interested agencies are advised to submit two separate sealed envelopes super scribing:“**Technical Bid for Providing Manpower Services to O.F.D.C. Ltd.**” and “**Financial Bid for Providing Manpower Services to O.F.D.C. Ltd.**”. Both sealed envelopes should be kept in a third sealed envelope super scribing “**E.O.I. for Providing Manpower Services to O.F.D.C. Ltd.**”
9. The Technical bids shall be opened on the scheduled date and time on **18.03.2026** at 04.30 P.M. at Head Office of OFDC located at A/84, Kharavel Nagar, Unit-III, Bhubaneswar-751001, in the presence of the representatives of the Service Provider, if any, who wish to be present on the spot at that time.
10. The Financial Bid of only those tenderers will be opened whose technical bids are found to be in order. The Financial bids shall be opened at Head Office, O.F.D.C. Ltd., on **23.3.2626** at **4:30 P.M.** in the presence of the representatives of the Service Providers, if any, who wish to be present on the spot at that time.
11. The interested bidder should furnish a Bid security declaration accepting that if the bidder agency withdraws or modifies their bids during the period of validity etc. the firm shall be debarred/black listed for participating such bids for a period of three years.
12. The successful tenderer/bidder shall have to deposit a Performance Security Deposit to the extent of 10% of the Annual Contract Value in shape of A/c payee Demand Draft/Pay order/Bank Guarantee drawn from any of the scheduled commercial Bank in favour of O.F.D.C. Ltd. payable at Bhubaneswar, covering the period of contract within SEVEN Days from the date of signing of the Agreement. Performance Bank Guarantee should be valid for the period of contract with a claim period of **90 (Ninty)** days from the date of expiry of the validity period of the Bank Guarantee (BG).In case, the contract is further extended beyond the initial period, the Bank Guarantee will have to be accordingly renewed by the successful tenderer. No interest will be paid on the amount deposited towards performance security deposit. After receipt of above security deposited amount, necessary order will be placed for

- deployment of manpower. The EMD of successful bidder will be adjusted towards performance security.
13. The successful tenderer shall have to raise monthly invoice for the total monthly wages paid for total number of personnel deployed by it in OFDC Ltd.
  14. The successful tenderer shall have to pay the monthly salary and deposit all the statutory dues in respect of personnel deployed by it in the OFDC Ltd for a month in the first instance within 07 days from the end of a service month and subsequently submit monthly invoice enclosing details of proof of payment of salary and deposit of statutory dues for consideration by OFDC for release. The Successful tenderer should be financially sound to pay salary of the personnel engaged in OFDC for a continuous period of Three months and one declaration to this aspect should be submitted along with the Technical Bid.
  15. The tendering Manpower Service providers are required to enclose self-attested (with proper seal of authorized signatory of the organization/firm) photocopies of the documents as mentioned below being duly self-attested, along with the Technical Bid, failing which such bids shall be summarily rejected and will not be considered.
  16. Further, the service provider has to submit the copy of the documents as mentioned below being self-attested.
    - (a) Photo copy of registration certificate of the applicant organization/Firm;
    - (b) Copy of registration certificate under Shops and Commercial Establishment Act.
    - (c) Copy of registration under Contract Labour (Abolition & Regulation Act' 1970)
    - (d) Photo copy of PAN/TAN registration certificate.
    - (e) Photo copy of the IT return filed for the last three financial years (duly certified).
    - (f) Photo copy of GSTR-1 & GSTR- 3B for the month of December-2025.
    - (g) Photo copies of EPF and ESI certificates with up-to-date deposit with the concerned Authorities.
    - (h) Photo copy of the GST registration certificate.
    - (i) Photo copy of the Primary Bank Account statement containing transactions during the last two financial and current financial year FY 2025-26.
    - (j) Photo copy of the income/Expenditure statements along with Balance Sheet for the last 3 financial years.
    - (k) Under taking regarding non-blacklisted of their service providing agency. (The same is to be filed in the form of an Affidavit).
    - (l) Original money receipt in proof of payment of tender document cost.
    - (m) EMD amount of Rs. 1.00 lakhs.

Any deviation from the prescribed procedures / required information / formats / conditions shall result in out-right rejection of the bid. Any conditional bid shall not be entertained and will be rejected outrightly.

17. The manpower service provider shall conduct a thorough antecedent verification of the manpower to be deployed and submit an undertaking in writing, regarding the verification done. No person with criminal antecedent or any criminal case pending against him shall be deployed.
18. The person to be deployed by the successful service provider should be not less than 21 years of age on the date of deployment in OFDC Ltd.
19. The monthly remuneration payable to an outsourced employee will be decided by the Corporation as per payable existing rate or any other rate to be decided by the Corporation. The successful bidder has to pay monthly remuneration/ daily wages as communicated to him for each manpower/ each category of manpower by the OFDC Ltd in writing which shall not be less than the minimum wages for each category of person deployed by it. Whenever there is any revision of minimum wage rate notified by the Government, the service provider has to intimate OFDC the same and OFDC will revise the monthly remuneration/wages, as applicable & communicate the same to the service provider for disbursement of salary/wages of persons deployed in OFDC Ltd at such revised rate and from such date as communicated.
20. The successful service provider should deploy the person having such educational qualifications, experience etc as per requirement of the OFDC Ltd as intimated in writing and such person shall have to work during the working days and working hours of OFDC Ltd. No extra payments will be made for working on extended Hours/Holidays to meet the committed /required time schedules.
21. All entries in E.O.I. 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 Bid Forms.
22. The conditional bids shall not be considered and will be outrightly rejected in very first instance.
23. The Managing Director of O.F.D.C. Ltd. reserves the right to accept / reject any or all bids without assigning any reason thereof.

24. **Selection Criteria:**

The technical bid shall be evaluated as per parameters / basis as follows:

<b>Sl. No.</b>	<b>Criteria</b>	<b>Basis of Marking</b>	<b>Maximum marks</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
1.	Experience of the service Provider.	For minimum 3 years' experience, 15 marks and for additional year of experience carries 2 marksfor each year.	40 Marks
2.	Financial turnover of the service Provider.	For Rs.8 Crore average annual turnover carries 20 marks and additional 02 (Two) Crore each carries 4 marks	40 Marks
3.	Number of central/ state Govt. offices / Depts. / PSUs / Autonomous Bodies as supplied manpower by the service provider for last consecutive 3 years	For covering minimum 3 organization carries 10 marks and each additional organization carries 2 marks	20 Marks
<b>Total</b>			<b>100 Marks</b>

The bidder/tenderer scoring minimum **75%** marks in technical Bid shall be qualified for opening of his financial Bid. The bidder should quote their rates on service charges only which would be taken to consideration for evaluation. **The service charges quoted should be from 3.85% and not more than 7% on the monthly gross remuneration bill of the outsourced employees to execute the contract prudently and transparently as per Finance Department Office Memorandum No. 19595 dt. 11.07.2023. The said service charges should be quoted with proper justification. The 3.85% service charge shall carry 3% profit plus 0.85% as transaction charges.**

In the event of equal or tie in the financial bid/ offer, the service provider scoring higher marks in technical bid shall be considered for selection. If at all in the said stage, there appears / arises equal or tie in total evaluation, the firm / bidder which has more years of experience shall be considered for selection. Further, in the event of tie/equal in technical bid, financial bid and year of experience in that case the decision of the Managing Director, OFDC Ltd. shall be final and binding on all participating tenderers.

OFDC reserve its right to select more than one agency and in that case the selection will be in order of overall ranking of agency after evaluation.

\*\*\*\*\*

## TECHNICAL REQUIREMENTS FOR THE TENDERING SERVICE PROVIDER

1. The service provider should fulfill the following technical requirement:
  - (a) The registered office or one of the branch offices of the service provider should be located within the territorial jurisdiction of Bhubaneswar. Besides, if the O.F.D.C. Ltd. intimate to engage manpower for deployment in their Field Office(s), then the service provider should provide the name, designation and contact number of the person with whom such Field Office(s) can contact.
  - (b) The Service Provider should be registered with the appropriate registration authority.
  - (c) The Service Provider should have at least three (03) years of experience in providing manpower to minimum three (03) nos. Government Departments/ Public Sector Undertakings and other Govt. agencies (the copy of documents in support of proof for providing manpower should be enclosed in Technical Bid).
  - (d) The Service Provider should have their own Bank Account.
  - (e) The Service Provider should be registered its agency with Income Tax and GST Departments.
  - (f) The Service Providing agency should have registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts.
  - (g) The Service Provider agency should be registered itself with the appropriate Authority of Government of Odisha for providing manpower services.
  - (h) The minimum turnover of service providing agency shall be Rs.8.00 Crores or above per Annum.
  - (i) The service providing agency should not have black listed or debarred by any Government Department / PSUs / Government Agencies to provide required manpower.
  - (j) The service provider must not have defaulted in depositing statutory dues like EPF, ESI, GST also TDS on IT during previous years.

**APPLICATION – TECHNICAL BID**

**For Providing Manpower Services to Odisha Forest Development Corporation Ltd.**

1. Name of the Manpower Service Provider: -----

2. Details of Earnest Money Deposit of  
Rs. -----drawn on Bank :DD No. ----- Date -----

3. Name of Proprietor/ Partner/  
Director: -----  
\_\_\_\_\_

4. Full Address of Registered Office:  
-----  
-----  
-----

Telephone No.: \_\_\_\_\_  
Fax No.: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_  
5. Full address of Branch Office & Telephone Number:

\_\_\_\_\_  
-----  
-----

Fax No. \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

6. Name & telephone no. of  
Authorized officer/ person to  
Be contacted by Field Office(s) : \_\_\_\_\_

7. Bank details of the Service Provider: \_\_\_\_\_  
(Attach self-certified copy of statement of  
Account for last two financial and  
current financial year FY 2025-26) \_\_\_\_\_

Telephone Number: \_\_\_\_\_  
of Banker

8. PAN/GIR No.: -----  
(Attach attested Copy)

9. GST Registration No.: -----  
(Attach attested Copy)

10. E.P.F. Registration No.: -----  
(Attach attested Copy)

11. E.S.I. Registration No: -----  
(Attach attested Copy)

12. Financial turnover of the tendering Service Provider for the last three financial years.(Copy of supporting papers are to be furnished).

Financial Year	Amount (Rs. Lakh)	Remarks, if any
2022-23		
2023-24		
2024-25		

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

14. Give details of the major/ similar contracts handled by the concerned Service Provider during the last three years in the following format. (If the space provided is not sufficient, separate sheets can be used). The copy of document in support of providing manpower to Government / PSU etc. should be enclosed.

Sl. No.	Name of existing client, address, telephone & Fax No.	Manpower services provided		Amount of contract (Rs. In Lacks)	Duration of contract	
		Type of manpower provided	No.		From	to

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

Date:  
Place:

Signature of the authorized person  
Name:  
Seal:

**ANNEXURE - II**

**DECLARATION-cum-UNDERTAKING**

1. I \_\_\_\_\_ Son/Daughter/wife of \_\_\_\_\_ /  
Shri \_\_\_\_\_ Proprietor / Director / Authorized signatory of  
the \_\_\_\_\_ Service Provider and also competent to sign this declaration and  
execute this E.O.I. document;
2. I am financially sound and capable to pay remuneration to the persons  
engaged by our firm from our own sources their monthly salary on completion  
of each month on or before 07<sup>th</sup> of next calendar month for a period of three  
consecutive months without waiting for receipt of payment from the  
corporation.
3. The information / documents furnished along with the above application are  
true 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 E.O.I. at any stage besides liabilities towards prosecution  
against me/us under appropriate law.
4. I have carefully read and understood all the terms and conditions of the E.O.I.  
and undertake to abide to them.

Date:  
Place:

Signature of authorized person of  
Service providing agency  
Full Name:  
Seal:

## FINANCIAL BID

(To be submitted under the Letter Head of the Agency)

To

The Managing Director

Odisha Forest Development Corporation Ltd.

Sir,

I/we M/s.....quote following rate on the monthly gross remuneration bill of the total number of the manpower to be deployed in OFDC Ltd.

Description of Service	Rate quoted in % of monthly gross remuneration of total number of manpower deployed	
	In Figure	In words
Supply of Manpower t		

Note: The service charges quoted should not be less than 3.85% and not more than 7% on the monthly gross remuneration bill of the outsourced employees

Date:  
Place:

Signature of authorized person of  
Service providing agency  
Full Name:  
Seal:

**BID SECURITY DECLARATION**

(to be submitted under the letter head of the Agency with the seal & signature and to be dated)

I/ we hereby accept that if I/ we withdraw or modify my/ our Bids during the period of validity or if I/we have been awarded the contract and /we fail to sign the contract or to deploy any manpower as per requirement of OFDC Ltd within the specified submit or to submit a Performance Security Deposit before the deadline defined in the EOI/ contract document / we are liable to be suspended for the period of six months from being eligible to submit Bids to OFDC Ltd”.

Date:  
Place:

Signature of authorized person of  
Service providing agency  
Full Name:  
Seal:

## **TERMS & CONDITIONS**

### **GENERAL**

1. The Agreement shall be valid from the date of its execution.
2. The contract shall be valid for an initial period of one (01) year of from the date of execution of the Agreement, and can be extended for a further period considering the requirement of the OFDC Ltd for such period not exceeding one year at a time for manpower persists at that time or may be curtailed/terminated before completion of agreement period owing to deficiency in service or substandard quality of manpower deployed by the selected Service Provider or because of change in the Corporation's requirements.
3. The Manpower Service Provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this Agreement to any 3<sup>rd</sup> party agency or organization.
4. The requirement of Corporation shall be indicated while issuing the intimation letter to the successful service provider. The requirement of the Corporation may increase further or decrease during the period of contract. In such case the service provider should provide additional manpower services, if required on the same terms and conditions.
5. The Service Provider may arrange the deployment of manpower at Head Office or at any other unit Offices of the Corporation. In case there arises any shifting of the deployed person in the exigencies of Corporation work, the Manpower Service Provider shall carryout the same on receipt of written instruction from the concerned authority.
6. The Service Provider shall maintain complete official records of disbursement of wages/salary showing details of all supporting documents about deposit ESI, EPF etc. in respect of manpower deployed to the corporation.
7. The Service provider shall maintain personal file in respect of all the persons who are deployed in the Corporation. The personal file of each deployed persons shall invariably consist of personal details such as name, address, date of birth, sex, residential address (temporary / permanent), Bank Account, EPF/ ESIC details etc.
8. The persons to be deployed by the Service Provider should not have any adverse record/Police record and no criminal case is pending against them. The service provider should make adequate enquiries about the character and antecedents of the persons to whom they are deploying. An undertaking regarding no criminal record of the deployed person/s must be provided by the manpower service provider prior to signing of the agreement.

9. The Service Provider also ensure that the manpower deployed by him are medically fit. The Service Provider will withdraw such manpower who are not found suitable by the Corporation for any reason, immediately on receipt of such a request.
10. The Service Provider shall ensure that the manpower deployed by him are disciplined and will not participate in any activity detrimental to the interest of the Corporation.
11. In case of any theft or pilferages, loss or other offences noticed in the name of deployed person, in that case the service provider shall investigate and submit the report to the Authority and also maintain liaison with the police. In such occasion FIR will be lodged by the Corporation against the erring deployed person if necessary. If required joint enquiry comprising of both the parties shall be conducted and responsibility will be fixed basing of the joint enquiry report.
12. The Manpower Service Provider will be bound with the details furnished by him to the Corporation while submitting the tender and also follow the same at subsequent stage. In case, any of the documents furnished by the service provider is found to be false, it would be deemed to be a breach of terms of contract and making him liable for legal action besides termination of the contract.
13. For all intents and purposes, the persons deployed by the Manpower Service Provider to perform work under the Corporation, shall be the sole employee of the service provider. Further, the Service Provider also be treated as the "Employer" of such deployed persons within the meaning of different Rules & Acts. There shall be no employer-employee relationship of such persons deployed to the Corporation nor they shall raise any claim whatsoever in that regard against the Corporation as the persons so deployed shall have no relation of employee & employer with the corporation.
14. The persons deployed shall be required to report for work at 10.00 AM at their place of posting and would leave the working place at 5.30 P.M. If required and view of urgency are required to complete the assigned work even beyond office hour and for which he/she would not be entitled for any extra remuneration. In case, the person deployed remains absent on a particular day or comes late/ leave office early without permission, for such three occasions in a month one day remuneration will be deducted from his monthly remuneration.
15. The manpower deployed by the service provider will be allowed to avail 12 (Twelve) days of leave annually in a calendar year.
16. The persons deployed by the Manpower Service Provider shall not claim nor shall be entitled to pay, perks and other facilities admissible to a regular employee of the Corporation during his/her deployed period.
17. The persons deployed through service provider shall not claim any benefit or compensation or claim for absorption or regularization of their service under

- the Corporation. Undertaking from the persons deployed to this effect shall be required to be submitted by the Service Provider.
18. The Service Provider shall nominate a coordinator who shall be responsible for immediate interaction with the Corporation so that optimal services of the persons deployed can be availed without any disruption.
  19. The entire financial liability in respect of manpower services deployed in the Corporation or in unit offices shall be that of the Manpower Service Provider and the Corporation or concerned unit offices shall not be liable for the same. It will be the responsibility of the Service Provider to pay to the person deployed a sum not less than the rate specified in the financial bid and produce such evidence as may be required by the Corporation.
  20. The Service Provider shall be liable for payment of wages and all other statutory dues to the deployed persons within the stipulated time. The Service Provider shall liable to follow the various laws/ resolutions and other statutory provisions as issued in favour of out sourced agencies by different statutory authorities. Corporation shall not be a part of any such liability. O.F.D.C. 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 under the Corporation.
  21. The Manpower Service Provider shall be solely responsible for redressal of grievances or resolution of disputes relating to the persons deployed. The Corporation shall, in no way, be responsible to settle of such issues whatsoever. In case the grievances of the deployed person are not attended to by the Service Provider, the deployed person can place their genuine grievances before a Joint Committee consisting of representative of the Corporation and by the Authorized representative of the Manpower Service provider for redressal of grievance.
  22. The Corporation shall not be responsible for any financial loss or any injury caused to person deployed by the Service Provider in the course of their performing the functions/duties or not liable for payment towards any compensation.
  23. The Service Provider must register him with the concerned Government Authorities, i.e. Labour Commissioner, Provident Fund Authorities, Employees State Insurance Corporation etc. and a copy of the registration certificate should be submitted. The Service Provider shall comply all the legal requirements for obtaining License under Contract Labour (Regulation and Abolition) Act, 1970 if any, at his own cost.
  24. The Service Provider shall provide a substitute well in advance if there occurs any probability of the deployed person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the Manpower Service Provider. The Service Provider shall be responsible for contributions towards Provident Fund and Employees State Insurance dues, wherever applicable.
  25. 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 Corporation. The Manpower Service provider shall be responsible for any act of Theft / Misappropriation / Misconduct / indiscipline / any other immoral activities on the part of the persons deployed.
26. The service provider shall abide by the details furnished to the authority while submitting the tender or at any subsequent stage. Submission of false documents / information, leads to termination of contract.
  27. The Corporation has a right refuse to accept a deployed person and in such case the service provider will not raise any question to such rejection.
  28. The persons deployed by the service provider may be engaged for work in Bhubaneswar of any other place as deemed suitable for the interest of the Corporation.
  29. The monthly remuneration payable to an outsourced employee will be decided by the Corporation as per payable existing rate or any other rate to be decided by the Corporation. The successful bidder has to pay monthly remuneration/ daily wages as communicated to him for each manpower/ each category of manpower by the OFDC Ltd in writing which shall not be less than the minimum wages for each category of person deployed by it. Whenever there is any revision of minimum wage rate notified by the Government, the service provider has to intimate OFDC the same and OFDC will revise the monthly remuneration/wages, as applicable & communicate the same to the service provider for disbursement of salary/wages of persons deployed in OFDC Ltd at such revised rate and from such date as communicated.
  30. Monthly EPF and ESI of individual outsourced employees will be reimbursed to outsourced agency as per rules.
  31. After deposit of above statutory dues in each month with the concerned authorities the service provider will submit proof of such deposit of statutory dues. On receipt of such deposit challan in each month the said amount will be reimbursed in favour of the Service Provider with in four days of receipt of such proof of deposit.
  32. Qualified persons like accountants/Auditors or any other technically qualified persons will be hired from the service provider as and when required.
  33. The selected service provider has agreed to allow for continuance of the existing manpower deployed by the previous service provider and register their names in his agency with their existing terms and conditions, who are at present continuing in the corporation through outsourced basis.
  34. If required the deployment of manpower may increase up to three hundred persons considering the required situation of the Corporation.

## **LEGAL**

35. The Manpower Service Provider shall be responsible for compliance of all statutory provisions relating to minimum remuneration payable to different types of workers in respect of the persons deployed by him in the Corporation or its unit offices. The Corporation shall have no liability in this regard.
36. The Manpower Service Provider shall also be liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to the Corporation to the concerned tax collecting authorities, from time to time, by complying the same as per rules. The service provider shall submit the documents like deposit Challans & Returns etc. to the Corporation at proper time.
37. The Manpower Service Provider shall maintain all statutory registers as per rules and shall produce the same, on demand, to the authority of the Corporation or before the officer concerned authorized for the purpose or before any other authority authorized under Law.
38. The Tax deducted at Source (T.D.S.) shall be done as per the provisions of Income Tax Act/ GST Act & Rules and as amended from time to time. A certificate to this effect shall be provided to the Corporation by the service provider.
39. In case, the Service Provider fails to comply his liability under appropriate law, and in that eventuality the Corporation is put to any loss/ obligation, monetarily or otherwise, the Corporation is entitled to get it reimbursed of the same from the outstanding bills or the Performance Security Deposit of the Manpower Service Provider, to the extent of the loss or obligation in monetary terms.
40. The Agreement is liable to be terminated at any point of time for non-performance, deviation of terms and conditions of contract, nonpayment of remuneration to the employed persons and non-payment of statutory dues in time. The Corporation will not be held responsible 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 Corporation by the persons deployed, the same shall be recovered from the unpaid bills or recovered from the Performance Security Deposit / bank guarantee of the service provider furnished in favour of the Corporation.
41. The Corporation has right to ask the successful bidder for withdrawal of the staff provided through outsourcing for his/her poor performance, incompetence or inefficiencies or causing financial loss and involved in misappropriation and corrupt practices while deployment.

## **FINANCIAL**

42. The Technical Bid should be accompanied with a earnest money deposit(EMD) amounting to Rs. 1.00 lakh (Rupees one lakh only) in the form of A/c payee Demand draft from any scheduled commercial Bank. The interested bidder should furnish a Bid security declaration accepting that of the bidder agency withdraw or modify their bids during the period of validity etc. the firm shall be debarred to participate for next three years.
43. The successful bidder will have to deposit a performance security amount i.e.Rs.45 Lakhs (Rupees Fourty Five lakhs) only towards due performance of the Contract covering the period of contract. No interest will be paid on the performance security deposit amount.
44. In case of breach of any terms and conditions attached to the agreement, the Performance Security Deposit of the Service Provider shall be liable to be forfeited besides cancellation of the Agreement.
45. The Manpower Service Provider shall raise the tax through e-Invoice in triplicate, along with documents in proof of deposit EPF, ESI and GST of month in respect of the persons deployed and submit the same to the Corporation within Seven days of the succeeding month. Payment will be released within 30 days from the date of submission of invoice along with submission of proof of payment of salary/wages and deposit of statutory dues and GST.
46. The claims in bills regarding ESI, Provident Fund and G.S.T. etc. should be necessarily accompanied with documentary proof. A requisite portion of the bill or whole of the bill amount shall be held up till such proof are not furnished to the Corporation.
47. The amount of penalty towards service charge @ Rs.500/- per day will be charged if the service provider fails to replace a suitable substitute for the period beyond three working days.
48. The Authority reserves the right to withdraw or relax any of the terms and condition mentioned above so as to overcome the problem if come to notice at a later stage.
49. In the event of any dispute arising in respect of the clauses of the agreement the same shall be resolved through mutual concern or the matter will be referred to next higher authority whose decision shall be final and binding on both the parties.
50. All legal disputes shall be under the jurisdiction of the court at Bhubaneswar only.
51. The successful bidder will enter into an agreement with this Corporation for supply of suitable and qualified manpower as per requirement of the Corporation on the above terms and conditions.

## **DOCUMENTS TO BE PROVIDED WITH THE TECHNICAL BID**

1. Application – Technical Bid;
2. Attested copy of registration of agency;
3. Copy of registration certificate under Shops and Commercial Establishment Act.
4. Copy of registration under Contract Labour (Abolition & Regulation Act' 970)
5. Certified copy of the statement of bank account of agency for the last three years;
6. Attested coy of PAN/TAN Card;
7. Attested coy of the latest IT return, GST Return (GSTR-1 & GSTR-3B for the month of December 2025) filed by agency;
8. Attested coy of GST registration certificate / GSTIN No.;
9. Attested coy of the P.F. registration letter/ certificate;
10. Attested coy of the E.S.I. registration letter/ certificate;
11. Certificate documents in support of the financial turnover of the agency;
12. Certificate documents in support of entries in column 13 of Technical Bid application;
13. Copy of the terms and conditions as mentioned in E.O.I. document is to be signed in each page and sealed by the authorized signatory of the agency in token of their acceptance.
14. Copies of documents in support of providing manpower to Government /PSU / Bank etc. in support of experience of Agency.
15. Declaration on Bid Security / EMD.

**DOCUMENTS TO BE SUBMITTED BY THE SUCCESSFUL SERVICE PROVIDER  
BEFORE DEPLOYMENT OF MANPOWER**

1. List of Manpower short listed by agency for deployment in O.F.D.C. Ltd., containing full details i.e. date of birth, marital status, address, educational qualification etc.
2. Bio-data of each deployed person.
3. Any other document considered relevant.

**FORMAT OF AGREEMENT**

This Agreement is made on this \_\_\_\_\_ day of \_\_\_\_\_ between the O.F.D.C. Ltd. represented by \_\_\_\_\_, here-in-after referred to as the "Corporation" which expression shall, where the context so requires or admits, also include its successors or assignees in office of the one part;

**And**

M/s \_\_\_\_\_ represented by Sri \_\_\_\_\_, hereinafter called the "Manpower Service Provider" which expression shall, where the context so requires or admits, also include its successors or assignees of the other part.

Whereas, the \_\_\_\_\_ Division of the Corporation desires that the services of \_\_\_\_\_ number of persons of different field are required to be deployed in Odisha Forest Development Corporation Ltd., at \_\_\_\_\_ as per detail enclosed.

And whereas the "Manpower Service Provider" has offered its willingness to deploy the man power to the Corporation in conformity with the Provisions of the present agreement.

And whereas the "Corporation" has finalized the monthly rate of remuneration as per the terms and conditions of the agreement with the "Service Provider".

**Now this agreement witnesses as below: -**

1. That the Annexure containing the Terms and Conditions shall be deemed to form and to be read and construed to be a part of this agreement.
2. That in consideration of the payment to be made by the "Corporation" to the "Manpower Service Provider", he has agreed to provide the required personnel to be engaged as out sourced basis in the corporate office and its Field Offices if required in conformity with the provisions of the Terms and Conditions.
3. That the "Corporation" further agreed to pay the "Manpower Service Provider" the contract price at the time and in the manner prescribed in the said Terms and Conditions.
4. That in the event of any dispute that may arise between both the parties, it shall be settled as per the Terms and Conditions of the contract.
5. That this agreement is valid for a period of (01) one year from the date of execution of this Agreement.

**IN WITNESS WHEREOF** the parties to this contract have signed this agreement by affixing their common seal in presence of witnesses on the day and year first mentioned above.

**Signature of the Proprietor  
or Authorized Person to of OFDC Ltd.  
sign on behalf of Service  
Provider.**

**Signature of the Authorized Officer**

***In the presence of witness: -***

**Witness**

1. Name \_\_\_\_\_  
Address \_\_\_\_\_
2. Name \_\_\_\_\_  
Address \_\_\_\_\_

**Witness**

1. Name \_\_\_\_\_  
Address \_\_\_\_\_
2. Name \_\_\_\_\_  
Address \_\_\_\_\_