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Odisha Forest Development Corporation Ltd
(A Government of Odisha Undertaking)
CIN-U02005OR1962SGC000446

OFFICE OF THE DIVISIONAL MANAGER, BRAHMAPUR (C) DIVISION
Mandiapalli Junction, PO:- Narendrapur, Ganjam, Odisha, PIN-760007
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NOTICE No.3795 / Dated,08.10.2026

Tender Notice for providing services of DEO/ Jr.Accountant/ Security Personnel/Expert Support Staff/Field Level Expert/ Watcher/ through service provider.

Sealed proposal is invited from reputed registered manpower service providing agency, registered with EPF and ESI authorities and having valid GSTIN to provide the services of DEO/Jr.Accountant/Security Personnel/Expert Support Staff/Field Level Expert/Watcher and any other category of personnel as required by the Corporation for a period of one-year w.e.f.01.11.2026 to 31.10.2027. The Tender document shall be available in the Office of the Divisional Manager,Brahmapur(C) Division, Mandiapalli Junction, Po:Narendrapur, Ganjam, Pin-760007on payment of Rs.590/-(Rupees Five Hundred Ninety) only inclusive of GST (Nonrefundable) per set, payable through Cash / D.D. drawn in favour of O.F.D.C. Ltd. payable at Brahmapur. The same can also be downloaded from our website www.odishafdc.com from 09.10.2026 to 23.10.2026. The last date and time for submission of Bid Proposals is 23.10.2026 up to12:30 P.M. The tender will be opened on dtd.23.10.2026 at 3.30P.M.

The undersigned reserves the right to **accept or reject any or all Bid proposals** without assigning any reason thereof.

For Odisha Forest Development Corporation Ltd.,

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Divisional Manager
Brahmapur(C) Division.

Terms & Conditions.

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 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 or may be curtailed/terminated before completion of agreement period owing to deficiency in service of substandard quality of manpower deployed by the selected Service Provider or because of change in the Corporation's requirements.
3. The Man Power Service Provider shall not be allowed to transfer, assign, pledge or subcontract its rights & liabilities under this agreement to any 3rd 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 service, if required on the same terms & conditions.
5. The Service provider may arrange the deployment of manpower at Division Office or at any other unit Offices of this Division. In case there arises any shifting of the deployed person in the exigencies of Corporation work, the Manpower Service Provider shall carry out 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 persons 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 and shall not be less than 21 yrs of age as on the date of deployment. 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 to the interest of 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 Man Power 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. But The service of the security personnel will be utilized 24X7 hours on shift wise basis/manner. If required and view of urgency 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 office 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 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 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 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.
23. 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.
24. 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.
25. 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.
26. The Corporation has a right to refuse to accept a deployed person and in such case the service provider will not raise any question to such rejection.
27. The persons deployed by the service provider may be engaged for work in Brahmapur or any other place as deemed suitable for the interest of the Corporation.
28. 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.
29. Monthly EPF and ESI of individual outsourced employees will be reimbursed to outsourced agency as per rules.
30. 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.
31. The selected service provider shall agree to retain and continue 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.

32. 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 last updated GST(R) 3(B).
 - (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 Bank Account statement containing transactions during the current financial year.
 - (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.

LEGAL

33. 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 this office or its unit offices. The Corporation shall have no liability in this regard.
34. 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.
35. 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.
36. 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.
37. 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.
38. 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.

39. The Corporation has the 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

40. The Technical Bid should be accompanied with a earnest money deposit (EMD) amounting to Rs.25,000/- (Rupees twenty five thousand 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.
41. The successful bidder will have to deposit a performance security amount i.e.Rs.1,00,000/- (Rupees One lakh) only towards due performance of the Contract covering the period of contract. No interest will be paid on the performance security deposit amount.
42. 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.
43. 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.
44. 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.
45. 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.
46. 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.
47. 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.
48. All legal disputes shall be under the jurisdiction of the court at Brahmapur only.

49. 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.
50. The agency shall provide the required number of DEO/Jr. Accountant, Watchers and Security Personnel(at R.N.Pur depot & sawmill) /Expert Support Staff/Field Level Experts communicated by this office from time to time and their wages etc. will be paid as follows:
- 1.Night Watchers Rs. 18,000/- per month (consolidated remuneration)**
- **Watchers (Category-i) - Wages shall be paid as per the prevailing Govt. notified minimum wage rates applicable from time-to-time statutory dues like EPF, ESI and GST and deductions will be made as per prevailing rules.**
 - **Watchers (Category-ii) - Rs. 14,000/- per month (consolidated remuneration).**
- 2.DEO/Jr. Accountant- Rs. 17500/- per month (statutory dues like EPF, ESI and GST and deductions will be made as per prevailing rules).**
- 3.Security Personnel- Wages shall be paid as per the prevailing Govt. notified minimum wage rates applicable from time to time and statutory dues like EPF, ESI and GST and deductions will be made as per prevailing rules.**
- 4.Expert Support Staff – Rs.30,000/- per month (consolidated remuneration).**
- 5.Field Level Expert – Rs.24,000/- per month (consolidated remuneration).**
51. Expert Support Staffs /Field Level Experts are to guide & monitor the functioning of the regular employees & to make them acquainted with rules, regulations, business activities & procedures of working etc. The outsourced employees will not keep any stock/stores/files/registers etc. in their custody.

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Divisional Manager,
Brahmapur (C) Division.