

## **I. General Instruction for Tenderers**

- i. Office of The Principal Chief Conservator of Forest, (HoFF) Maharashtra State requires the services of a reputed, well established and financially sound Manpower Service Providers registered under appropriate authorities for providing manpower to perform jobs assigned to outsource staff. The Service Provider should provide an undertaking that it shall comply with all relevant statutory norms like minimum wages, employee's provident fund, Employees State Insurance and Service tax etc.
- ii. This office has tentative (initial) requirement of the number of persons, category wise as given below:

| Sr. No. | Category             | Approximate number |
|---------|----------------------|--------------------|
| 1.      | Data Entry Operators | 10-15              |
| 2.      | Desk Assistant       | 10-15              |

However, the number may be increased or decreased at the option of the Authority. The qualification and experience required and job description of the persons to be deployed are given at **Annexure – I**.

- iii. The contract is likely to commence from **01.04.2019** and would continue for a period of one year. The period of the contract may be curtailed / terminated before the contract period owing to deficiency in service or substandard quality of manpower deployed by the selected Service Provider or cessation of the requirement of work or due to any change in government policy/rules. Maharashtra State Forest Development Agency (MSFDA), however, reserves the right to terminate the contract at any time after giving one month notice to the selected Service Provider. The contract may be extended further provided that the requirement of the MSFDA for augmenting its present man power persists at that time.
- iv. The Service Provider should have adequate facilities (infrastructure, qualified and expert manpower) for testing/screening of personnel to ensure that they conform to the given standards of knowledge/skill and experience before deployment. This aspect is also subject to evaluation/verification by MSFDA.
- v. The provision of training facilities/up-gradation of skills of the persons deployed by the Service Provider, if any shall be indicated with documentary proof.
- vi. The Service Provider should have its own Bank Account in Nagpur
- vii. Persons deployed by the service provider shall not be less than 18 years of age.
- viii. The outsourced staff should display I.D. Card issued by the Service Provider.
- ix. The Service Provider/Proprietor/Director(s)/Authorised Persons should not have defaulted in making payment of statutory dues like EPF/ESI/ Service Tax and Income Tax etc. or have been listed defaulter by the competent authority of EPF/ESI/Service Tax/Income Tax or any other law enforcing agency/authority.

- x. **Submission of Bid:** The offers regarding Service charges of the service provider on **percentage basis** should be submitted through E-tender.
  
- xi. The MSFDA has the right to reject any or all bids showing ‘Below than 1%’ service charges or the bids which are not found economically viable.
  
- xii. **Acceptance of Bid:** Bids which are technically qualified will be considered for opening of financial bids. Lowest bid (L 1) will be considered for award of contract. However, In case of Tie, Institute/ firm with higher turn over in last Financial year will be given preference.

*Non-compliance with any of the above conditions by the service provider will amount to non-eligibility for the services for which tender has been floated and its tender will be summarily rejected.*

## **II. ELIGIBILITY CRITERIA.**

- i. The Service Provider shall have past experience and SATISFACTORY performance of any work done for Departments under Government of Maharashtra for at least 4 year in last ten years. (A list of such organizations being served and a certificate of satisfactory performance or work order from the concerned Department of State Government shall be provided). Preference shall be given to those Service Providers who have worked with Forest Department/FDCM for more than three years in the recent past. The reputation/track record of the bidder will also be verified by MSFDA.
- ii. The Service Provider shall submit an affidavit stating that the Service Provider is not/has not been blacklisted by Central Government Departments / State Government / Statutory bodies / Autonomous bodies at any point of time.
- iii. The Service Provider should be registered with appropriate authorities under Income Tax, Service Tax, Employees Provident Fund and Employees State Insurance Act etc.
- iv. The Service Provider should have an office at Nagpur for the last 5 years (Documentary proofs to be submitted).
- v. The Service Provider should be registered as Private Limited Company under Ministry of Corporate Affairs.
- vi. The turnover of the Service Provider during the last financial year should not be less than One Crore and should have earned profit. (Documentary proofs Profit and Loss/ GST returns/Audit report needs to be submitted.)

### **III. TECHNICAL SPECIFICATIONS**

The interested Service Providers may submit the tender document, complete in all respects, along with other requisite documents latest by 28/02/2019

- i. The tendering Service Provider is required to enclose photocopies of the following documents along with the Technical Bid, failing which their bids shall be summarily rejected and will not be considered any further:

| Sr. No. | Items   |
|---------|---|
| 1.      | PAN/GIR No.   |
| 2.      | TAN/GST No.   |
| 3.      | Registration number and Certificate of Incorporation/ CIN No.   |
| 4.      | Service Tax Registration No.  |
| 5.      | E.P.F .Registration No.   |
| 6.      | E.S.I. Registration No.   |
| 7.      | A certificate stating that service provider has not defaulted from the payment of statutory dues like EPF/ESI/Bonus/Service Tax and Income Tax etc.                                       |
| 8.      | Affidavit stating that the Service Provider is/has not been blacklisted by Central Government Departments / State Government / Statutory bodies / Autonomous bodies at any point of time. |
| 9       | Audit Report of the last financial year Clearly indicating the turn over.   |
| 10      | Experience Certificate of Government Department .   |

#### **IV. TERMS AND CONDITIONS**

1. **Payment Terms:** The standard terms of payment are within 7 days from the date of submission of bills in triplicate along with work completion certificate certified by the competent authority in MSFDA. The payment shall be made through RTGS/NEFT. The payment shall be made on conclusion of the calendar month only on the basis of duties performed by each person during the month.
2. **Payment of salary by Service Provider:** The Service Provider shall ensure that the salary to the persons so deployed in MSFDA is made by 7<sup>th</sup> day of the succeeding month positively at the rates approved by Maharashtra State Forest Development Agency in the tender. All type of payments to persons so deployed in Maharashtra State Forest Development Agency shall be made by bank transfer only. **Lesser payment than the rates approved by Maharashtra State Forest Development Agency (MSFDA), to the persons deployed will be considered as violation of Terms and conditions and will result in termination of the contract.**
3. **Income Tax:** The Income Tax/TDS and other statutory deductions, as applicable shall be deducted from the payment. Tax deduction certificate will be issued to the Service Provider by Maharashtra State Forest Development Agency.
4. **Termination of the Contract:** In case of any material violation of any of the terms and conditions by the Service Provider, the MSFDA reserves its right to unilaterally terminate the contract. In case of any dispute, the decision of the Competent Authority at the Maharashtra State Forest Development Agency will be final and binding.
5. **Security Considerations:** The persons deployed by the Agency should not have any Police record/criminal cases against them. The agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending. Any person deployed by the service provider should not indulge in act of misconduct. In case any such incident comes to the knowledge or brought to the knowledge of MSFDA, the Service Provider will withdraw such person immediately and MSFDA will be at liberty to take appropriate action against such person as well as the service provider.
6. **Place of Duty, Working Hours and Punctuality:**
  - a. The Office of MSFDA, is housed at Van Bhavan, Civil Lines, Nagpur-440001. The personnel so deployed shall have to report for duty at the above place.
  - b. The working hours of the personnel deployed by the Service Provider will be as under:-
    - i. From **10.00 a.m. to 6.00 p.m.** (including 30 minutes' lunch time) The

**personnel deployed shall work on all working days.** If need arises, the outsource staff shall have to sit late or come early or attend the Office even on Saturday/Sunday/Gazetted Holidays (as per work requirements).

- ii. The manpower so deployed shall have to adhere to the punctuality strictly. Late arrivals, early departures and short leaves shall not be permitted.
7. The service provider shall deploy the requisite number of persons within stipulated time after requisition from this office. In emergency cases such as, the person deployed falls sick or is not able to attend the office for the reason beyond his control continuously for more than 3 days, the Service Provider shall deploy a suitable substitute on the instructions of this office on the same day or the next day.
8. The Service Provider shall be obliged and solely responsible to comply with all statutory requirements in respect of the manpower engaged by him and the Maharashtra State Forest Development Agency shall not be a party to any dispute arising out of such deployment by the contractor.
9. The statutory/compulsory contributions like EPF/ESIC etc. shall be made by MSFDA and the responsibility of deducting the same from deployed staffs and further depositing in their respective accounts in the same month will be of the Service Provider.
10. The Service Provider before selecting the manpower will satisfy himself about the character and integrity of the persons proposed to be provided to the MSFDA. The Service Provider will also ensure that the personnel deployed are medically fit and also submit medical fitness certificate.
11. The Service Provider:
  - a. Will provide a list of all personnel so deployed with permanent and present address and contact numbers along with their latest photograph and copy of the Aadhar card.
  - b. Will be responsible for all acts of commission and omission on the part of the manpower engaged for the purpose. The Maharashtra State Forest Development Agency shall not be responsible in any manner, whatsoever, in matters of injury/death/health problems, etc. of the Service Provider's employees performing duties under the contract.
  - c. Shall issue the employment card/photo/identity card to the workers as per the prescribed format and maintain the muster roll, the wage register and other registers as provided in the Contract Labour (Regulation & Abolition) Act. Service Provider shall ensure that all its employees invariably carry ID card which should be displayed during office hours.
  - d. Will provide pay slip duly indicating details of pay and all concerned deduction thereon should be given to each employee while disbursement of pay.
  - e. Will be responsible for any damages done to the property of the Office of The Principal Chief Conservator of Forest, (HoFF) Maharashtra State by the personnel so deployed. The MSFDA will be free to recover the loss from the security deposit given by the

Service Provider or from any other dues.

- f. Will ensure proper conduct by its manpower in the office premises, and enforce prohibition of consumption of alcoholic drinks, pan, gutka, smoking, loitering without work etc.
  - g. shall be contactable at all times and message sent by e-mail/Fax/ Special Messenger from the MSFDA to the Service Provider shall be acknowledged immediately on receipt on the same day.
12. In case the manpower provided by the service provider is found incompetent, commits any kind of misconduct, involved or responsible for security breach and confidentiality and found to be a security risk by the MSFDA or any conflict of interest is found and also they remain frequently absent from duty, the agency shall replace the same immediately (within 24 hours) on receipt of information from the MSFDA in this regard.. Notwithstanding above, the MSFDA has the right to ask for change/replacement of the personnel at any point of time without assigning any reason thereto.
  13. Will provide a substitute well in advance if there is any probability of the 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 Service Provider.
  14. The Service Provider's personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative/organizational matters as all are of confidential/secret nature.
  15. The Service Provider's personnel shall not have any right to claim any benefit/compensation/ absorption/regularization of services with the Maharashtra State Forest Development Agency under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970. Undertaking to this effect by the persons deployed, will be required to be submitted by the Service Provider to this office. In Case of any Claims, MSFDA will not have any liability.
  16. Maharashtra State Forest Development Agency reserves right to terminate the contract at any point of time after giving a month notice to the contracting Service Provider. Whereas the Service Provider can terminate the contract after giving three months prior notice and on acceptance of the same by the Competent Authority in MSFDA.
  17. The contracting Service Provider shall ensure that the manpower deployed to this office conforms to the eligibility conditions of age and educational and professional qualification, language skills and experience prescribed etc.
  18. The person deployed by the Service Provider shall not have any claim to Maharashtra State Forest Development Agency (MSFDA) in respect of pay, perks and other facilities etc during the present period or after the expiry of the contract.

**Amount Payable:** - Amount Payable for each category is mentioned below. The payment will be excluding taxation and mandatory contributions like Provident Fund etc.

| <b>Sr. No.</b> | <b>Candidates Category</b> | <b>Payment Per Month</b> |
|----------------|----------------------------|--------------------------|
| 1.             | Data Entry Operators       | Rs.11,000                |
| 2.             | Desk Assistant             | Rs.15,500                |

**Annexure – I**

**The candidate's eligibility is as below:-**

**[1] Data Entry Operators:**

- Candidate should have passed 12<sup>th</sup> standard (HSC) and also having secured more than 70% marks in the MSCIT exam.
- Candidate shall have an experience of 1 years of working with Forest Department of Maharashtra.
- Candidate must have knowledge of basic computer operating systems.
- Candidate should have good command over MS-Office, MS-Word, MS-Excel and Power Point etc.
- Candidate should be able to type on computer in Marathi and English with the minimum average speed.(40 words/ Per minute )
- Candidate should be able to work on Internet and e-mail also.
- Attendance of candidate during office working hours (10 AM to 5.45 PM) will be compulsory. Depending on the exigencies of work, the candidate would be required to work beyond office hours and even on public holidays.

**[2] Desk Assistant:**

- Candidate should be a graduate in any subject and also having secured more than 70% marks in the MSCIT exam.
- Candidate shall have an experience of 2 years of working with Forest Department of Maharashtra.
- Candidate must have knowledge of basic computer operating systems.
- Candidate should have good command over MS-Office, MS-Word, MS-Excel and Power Point etc.
- Candidate should be able to type on computer in Marathi and English with the minimum average speed.(40 words/ Per minute )
- Candidate should be able to work on Internet and e-mail also.
- Attendance of candidate during office working hours (10 AM to 5.45 PM) will be compulsory. Depending on the exigencies of work, the candidate would be required to work beyond office hours and even on public holidays.



**Government of Maharashtra**  
**The Maharashtra State Forest Development Agency (MSFDA)**  
**Requirement of Manpower Service Provider**

E-tenders are being invited for the requirement of Manpower Service Provider for the Maharashtra State Forest Development Agency (MSFDA), Nagpur to provide services of Data Entry Operators, Desk Assistant etc in MSFDA office at Nagpur.

Details regarding Eligibility of Company/Firm, candidates to be provided by the Company/Firm can be obtained from the e-tender portal ([www.mahatenders.gov.in](http://www.mahatenders.gov.in)) of Govt. of Maharashtra and official web site of Maharashtra Forest Department ([www.mahaforest.nic.in](http://www.mahaforest.nic.in)).

Principal Chief Conservator of Forests  
(Budget, Planning & Development )  
Maharashtra State, Nagpur

## **Annexure – I**

### **1. Finance Manager**

#### **A. Essential Qualifications**

- a. Master's in Accounting, Business, Economics, Finance, or a related field.
- b. Diploma/Certificate in Computer Applications

#### **B. Experience**

- a. 2 to 3 years of work experience in a finance management.
- b. Conversant with computer applications/MIS used in accounting.

#### **C. Job Description**

- a. Monitor the day-to-day financial operations of the implementing agencies.
- b. Collecting, interpreting and reviewing financial information
- c. Producing financial reports related to budgets, account payables, account receivables, expenses etc.
- d. Review financial data and prepare monthly and annual reports
- e. Reviewing, monitoring and managing budgets
- f. Stay up to date with technological advances and accounting software to be used for financial purposes

### **2. Office Assistant**

#### **A. Essential Qualifications**

- a. Graduate in any discipline
- b. Diploma/Certificate in Computer Applications
- c. Should have command over M.S. Office, M.S. Word, M.S. Excel, M.S. PowerPoint etc.
- d. Typing speed of 40 w.p.m. in English/Marathi.

#### **B. Experience**

- a. Minimum 3 year's experience of this kind of job.
- b. Must have worked atleast for 2 years with any of the office of Govt. related Organization.

#### **C. Job Description**

- a. Ability to draft letters for all correspondence received.
- b. Should have command over M.S. office, M.S. Word, M.S. Excel, M.S. PowerPoint etc.
- c. Knowledge of the functioning of Maha CAMPA or similarly placed organization.
- d. Provide a variety of secretarial and administrative support.
- e. Ability to work under pressure and maintain a professional demeanor.

### **3. Data Entry Operator**

**A. Essential Qualification**

- a. Graduate in any discipline
- b. Diploma/Certificate in Computer Applications.
- c. Should have command over M.S. Office, M.S. Word, M.S. Excel, M.S. PowerPoint etc.
- d. Typing speed of 40 w.p.m. in English/Marathi.

**B. Experience**

- a. Minimum 3 year's experience of this kind of job.
- b. Must have worked atleast for 2 years with any of the office of Govt. related Organization.

**C. Job Description:**

The Data Entry Operator will be responsible for the following tasks:

- a. Enter data to update records following the promulgated codes and standards.
- b. Receives and respond to record inquiries in compliance with standards.
- c. Access files through knowledge of computer terminal and manual file system.
- d. Ability to manage files / project work / cases.
- e. Ability to work under pressure and maintain a professional demeanor.

**4. Driver**

**A. Essential Qualification**

- a. Candidates shall possess a valid driving licence to drive a light motor vehicle under the Motor Vehicle Act, 1988, issued by the Competent Licensing Authority
- b. Candidate should have passed Secondary Certificate Examination.
- c. Candidates should have a minimum three years experience of driving a light motor vehicle in Government / Semi-Government organization.
- d. Candidates should have basic knowledge of repairing the motor vehicle.

**B. Desirable**

Candidates should have a clean record of driving motor vehicle and possess good health.

Note: "Clean record of driving vehicle" including the following points.

- a. Candidate shall not have been held guilty for the offence of driving under influence of drugs or alcohol or any cognizable offence under the Motor Vehicle Act, 1988.
- b. Candidates shall not have any accident registered against him.
- c. Candidates should have complete knowledge of topography of the concern area.
- d. Candidate should be able to read, write and speak Marathi & Hindi.

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**Government of Maharashtra**  
**The Maharashtra Compensatory Afforestation Fund Management and**  
**Planning Authority (Maha CAMPA)**

**Requirement of Manpower Service Provider**

E-tenders are being invited for the requirement of Manpower Service Provider for the Maharashtra Compensatory Afforestation Fund Management and Planning Authority (Maha CAMPA), Nagpur to provide services of Finance Manager, Office Assistants, Data Entry Operators and Drivers etc.

Details regarding Eligibility of Company/Firm, candidates to be provided by the Company/Firm can be obtained from the e-tender portal ([www.mahatenders.gov.in](http://www.mahatenders.gov.in)) of Govt. of Maharashtra and official web site of Maharashtra Forest Department ([www.mahaforest.nic.in](http://www.mahaforest.nic.in)).

Addl. Principal Chief Conservator of Forests  
& Chief Executive Office (Maha CAMPA)  
Nagpur.