

7-1/2002/ROHQ
Ministry of Environment & Forests
Forest Conservation Division

ADVERTISEMENT

New Delhi
5th March 2007

The Ministry of Environment & Forests intends to outsource the following services:-

1. Service

Updating of data relating to various details of the projects considered and approved under the Forest (Conservation) Act; updating of progress in implementation of the stipulated conditions imposed at the time of sanction of projects under the Forest (Conservation) Act; updating of current status of various details relating to approval of Working Plans of various State Environment Departments and maintenance of data base relating to Parliament Questions, Special Mentions, VIP References and other miscellaneous issues.

2. Nature of job (Service)

Day-to-day entry of details of various projects into the existing programme; weekly/monthly entries of monitoring reports; time to time entries of Parliament Questions/VIP References and generation of periodical reports. In addition, work may also include typing work in connection with FC matters/VIP references/Parliament questions etc.

3. Extent of work

There are about 20,000 projects which have so far been approved under the Forest (Conservation) Act in respect of which time to time updating of information is required to be done. In addition, on an average about 2000-2500 fresh proposals are received every year which are also to be entered into the data base. The other works include VIP references – over 200 per year; Parliament Assurances – over 20 per year; PMO references – about 25 per year, Parliamentary questions – 100 per year; and RTI and miscellaneous matters – 20 per year. Miscellaneous typing works and report generation.

4. Proposed manpower structure

The service may require one Supervisor, at least two Data Entry Operators, and at least one messenger. (The agency tendering proposal may indicate manpower on assessment of the nature and extent of the work as detailed above)

5. Required qualifications for the manpower

- (i) Supervisor: The person should be a Graduate and should have a fair knowledge of computer software and should have capability to collate and interpret data. It would be desirable if the person has experience of working in the government sector and has dealt with matters under the Forest (Conservation) Act.
- (ii) Data Entry Operators: Graduate with good knowledge of computer applications with good typing speed (40 w.p.m.).
- (iii) Messenger: Matriculate.

6. Terms and conditions

- (iv) The manpower provided shall be available for works on all office days from 9.00 AM to 5.30 PM.
- (v) Depending upon the urgency of works the manpower may be required to work late (beyond office hours) or on holidays, for which no additional remuneration shall be paid.
- (vi) In addition to the works quoted in this advertisement the manpower may be assigned any office work depending upon the urgency of work requirement of the office, without any additional remuneration.
- (vii) If the Ministry does not find the quality of work/output to be satisfactory, the service provider shall have to change the particular/all manpower within a period of two days.
- (viii) The Ministry depending upon the workload may at any point in time, curtail/extend tenure of contract or make changes in the requirement of manpower.
- (ix) The manpower deployed by the service provider shall have no claims whatsoever for employment in the Ministry on the basis of the assignment.
- (x) The Ministry shall not be responsible to make any additional payments to the manpower, other than as agreed in the contract.
- (xi) The manpower shall not be entitled to any paid leave. The leave on medical grounds not exceeding two weeks in a year shall be considered.

7. Period of service- outsource contract

Initially for a period of three years subject to overall period of five years.

Bids are invited for the above services on the terms and conditions as detailed above from the eligible service providers.

Essential Conditions: The service provider must be a registered organization with at least five years experience of providing manpower resources to government, semi-government, public, and private sector organisations.

Last date: The last date for receipt of the bid is **26th March 2007**

Documents to be attached: The bids may be submitted with following documents:-

- (i) Bid in the format given hereunder.
- (ii) Details of the service agency (registration details, necessary clearances from police/other organisations which are mandatory, permanent address and contact details etc.)
- (iii) The work experience and documents in support of the same.

The bids complete in respects may be sent in a sealed envelope (subscribed "Bids for out-source Service- FC-MoEF") to the:

**The Director (Forest Conservation)
Ministry of Environment & Forests
Room No. 519
Paryavaran Bhawan
CGO Complex
Lodi Road
New Delhi, 110003**

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Format for the Bid

Reference Ministry of Environment & Forests advertisement No. 7-1/2002/ROHQ dated 5th March 2007

Subject: Service Outsourcing.

Sl. No.	Manpower proposed for providing the service	Number
1.	Supervisor	
2.	Data Entry Operator	
3.	Messenger	

Total Monthly changes for providing the above manpower:

Rupees (in words)

Rupees (in number)

Note: The amount quoted above shall be inclusive of all charges of service and taxes and no additional demand shall be entertained by the Ministry than the amount quoted.

Signature of the authorized person of the Service Agency.

Date:

Place: