

**TENDER DOCUMENT FOR PROVIDING SERVICES
OF 02 (TWO) NOS. OF HUMAN RESOURCE
PERSONNEL ON OUTSOURCING BASIS THROUGH
SERVICE PROVIDER AGENCY IN SDLC OFFICE OF
THE SUB-COLLECTOR, NABARANGPUR**

**PROJECT ADMINISTRATOR,
ITDA, NABARANGPUR**

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INTEGRATED TRIBAL DEVELOPMENT AGENCY, NABARANGPUR

TENDER CALL NOTICE

No. 1978 /2025

Dt. 13/06/2025

Project Administrator and Nodal Officer FRA , Nabarangpur, hereby invites Sealed Tenders in the prescribed format from reputed & Registered Outsourcing Service Provider Agencies having registered office located within State of Odisha and possessing valid license, statutory clearance. Service Tax Registration, EPF Registration, ESI Registration and PAN No. for providing services of 02 (Two) Human Resource Personnel (01 FR Coordinator & 01 MIS Assistant) in the FR Cell, Office of Sub-Collector, Nabarangpur for a period of one year from the date of commencement of the contract as would be indicated therein. The contract for supply of services of 02 No of Human Resource personnel (on outsourcing basis) and the mode manner and nature of duties shall be as per the details provided in the Tender Document. The estimated cost of the tender is Rs 7, 20,000.00 (Rupees Seven Lakh Twenty Thousand) only per annum including applicable taxes, statutory dues and negotiated service charges.

The Tender Document may be downloaded from the District Website i.e. <http://nabarangpur.odisha.gov.in> (up to 24.06.2025) and any further addendum/corrigendum shall be communicated through the tender section on the same website.

The tender documents should be submitted through speed post/registered post /by hand in the Office hour to the undersigned along with a non-refundable payment of Rs.4, 000/- (Four Thousand) only as the cost of Tender paper in shape of Demand Draft of any Nationalized Bank drawn in favour of Project Administrator, ITDA payable at Nabarangpur along with Bid security of Rs.36, 000/- (Rupees Thirty Six Thousand) only in the form of Bank Guarantee / Term Deposit Receipt (TDR) from any Nationalized Bank Drawn in favour of Collector, Nabarangpur covering the period of contract along with the Technical Bid by 05.30 PM on 24.06.2025 The Bid Security Deposit will be returned to the unsuccessful bidders after selection of the successful bidder.

Last date and time of submission of Tender 24.06.2025 (up to 5.30 PM)

Opening of the Tender: The Technical and Financial Bid will be opened in the Conference Hall of ITDA, Nabarangpur in presence of the selection

committee and the representatives of the Outsourcing Service Providers, if any, who wish to be present on the spot at the time of opening of the Bids, as per the following time table

Technical Bid- 25.06.25 at 10.00 AM.

Financial Bid- 25.06:25 at 3.00 PM after scrutiny of Technical Bids. Incomplete and Conditional Tender shall be summarily rejected. Project Administrator, ITDA, Nabarangpur reserves the right to reject any or all the Tenders, without assigning any reason thereof. The bidders should have at least three years experience in providing services of Human resource Personnel to Government Department, Public Sector companies / Banks etc. The authority reserves the right to relax any of the provisions of the Tender Document in case of exigency.

The Tender Documents of the bidders having criminal antecedents / previous unsatisfactory service reports / previously black listed, shall be summarily rejected.

phz
13/06/25
Project Administrator,
ITDA, Nabarangpur

Memo No. 1979/2025

Dt. 13.06.2025

Copy along with tender document forwarded to the District Informatics Officer, NIC, Collectorate, Nabarangpur with a request to hoist it in the website of Nabarangpur District from 14.06.2025 up to 24.06.2025, for information of the general public.

phz
13/06/25
Project Administrator,
ITDA, Nabarangpur

Memo No. 1980/2025

Dt. 13/06/2025

Copy along with tender document forwarded to CDO-cum-EO, Zilla Parishad, Nabarangpur / Sub-Collector, Nabarangpur /Tahasildars/BDOs/CDPOs of Nabarangpur District for information with a request to publish this Notice in their Office Notice Board.

Copy to Office Notice Board of ITDA, Nabarangpur for general information.

phz
13/06/25
Project Administrator,
ITDA, Nabarangpur



INTEGRATED TRIBAL DEVELOPMENT AGENCY, NABARANGPUR

TENDER DOCUMENT

Different important dates of the Tender for providing Services of Human resources personnel by Service Provider

(a)	Period of advertisement of Tender Document in the website	Upto 24.06.2025 5.30PM from 14.06.2025
(b)	Last date and time for Submission of Tender Document	24.06.2025 (5.30 P.M.)
(c)	Date and time for opening of (i) Technical Bids (ii) Financial Bidders Bids of eligible	25.06.2025 at 10.00AM 25.06.2025 at 03.00 PM, After scrutiny of technical bids
(d)	Likely date for commencement of providing service.	Within two Weeks after Agreement with the service Provider

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1. Project Administrator, ITDA, Nabarangpur requires the services of reputed, well established and financially sound Service Providers to provide services of Human resource personnel on outsourcing basis for FRA work under DA-JGUA scheme in the office of the Sub-Collector, Nabarangpur. The selected service Provider shall publish an advertisement as per the guideline provided in **Annexure -VI** and submit the resumes of interest candidates for scrutiny by the scrutiny team. The Human resources for the one post of FR Coordinator and One Post of MIS Assistant shall be selected by the selection committee through Interview in accordance with the guideline provided in **Annexure –VI**.
2. The contract for providing the aforesaid services shall continue for a period of one year from the date of commencement of service. The period of contract may be curtailed/terminated before completion of one year owing to deficiency in service or substandard quality of services of the personnel provided by the selected Service Provider or because of change in the office requirements. The Collector & District Magistrate, Nabarangpur, however, reserves the right to terminate the initial contract at any time after giving 15 days notice to the selected Service Provider. Under no circumstances the personnel shall be allowed to continue for more than one year, so as to avoid future litigation relating to regularization.
3. The contract of service provider shall be terminated if the selected bidder fails to provide the human resource personnel having expertise in doing the assigned works in the office and carrying files, daks, official papers and books etc. as & when required.
4. Project Administrator, ITDA, Nabarangpur presently has a tentative requirement of total 02 (Two) Nos. of Human resource personnel.
5. The estimated cost of the contract is Rs. 7, 20,000.00 (Rupees Seven Lakhs Twenty Thousand) only per annum including applicable taxes. Statutory dues and negotiated service charges.
6. The interested Service Providers shall submit the tender document complete in all respect along with other requisite documents by 24.06.2025 up to 05.30 P.M. to the Office of the Project Administrator, ITDA, Nabarangpur by Speed Post/Registered Post / By hand in the Office Hours .

7. The various crucial dates relating to "Tender for Providing Services of Human resources personnel to the Office of the Sub-Collector, Nabarangpur" are cited as above.
8. The tender has been invited under two bid system Le. Technical Bid annexed at Annexure-I and Financial Bid annexed at Annexure III. The interested bidders are required to submit the bids in two separate sealed envelopes super scribing "Technical Bid for Providing Services of Human resource personnel to the Office of the Sub-Collector, Nabarangpur" and "Financial Bid for Providing Services of personnel to the Office of the Sub-Collector, Nabarangpur". Both sealed envelopes should be kept in a third sealed envelope super scribing "Tender for Providing Services of personnel to the Office of the Sub-Collector, Nabarangpur".
9. All bidders will have to deposit a Non-refundable payment of Rs.4000/- (Rupees Four thousand) only as the cost of Tender Paper in shape of Demand Draft of any Nationalized Bank drawn in favour of Project Administrator, ITDA, Nabarangpur payable at Nabarangpur along with the Technical Bid.
10. All bidders will have to deposit a Bid Security of Rs.36,000/- (Rupees Thirty six Thousand) only in the form of Bank Guarantee/Term Deposit Receipt (TDR) from any Nationalized Bank drawn/ pledged in favour of Project Administrator, ITDA, Nabarangpur covering the period of contract along with the Technical Bid. The Bid Security Deposit will be returned to the unsuccessful bidders after selection of the successful bidder.
11. The interested Service Providers are required to enclose the Self attested documents as mentioned in Annexure-V along with the Technical Bid, falling which their bids shall be summarily/out rightly rejected and will not be considered.
12. The conditional bids shall not be considered and will be out rightly rejected.
13. All entries in the tender 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 Financial Bid Form. In such cases, the tender shall be summarily rejected. However, the cutting, if any, in the Technical Bid Application must be initialized by the person authorized to sign the tender bids.

14. The Technical Bids shall be opened on the scheduled date and time i.e. at 10.30AM on 25.05.2025, in the Conference Hall of ITDA, Nabarangpur in presence of the Selection Committee and the representatives of the Service Providers, if any, who wish to be present on the spot at the time of opening of the Bids.

15. The Financial Bid of only those bidders will be opened who would be found successful in the Technical Bid. The Financial bids shall be opened after opening & scrutiny of Technical Bids on the same day in presence of the Selection Committee and the representatives of the Service Providers, if any, who wish to be present on the spot at the time of opening of the Bids.

16. The Selection Committee can use its own discretion for selection of the service provider; the decision taken by the Committee shall be final.

17. The Project Administrator, ITDA, Nabarangpur reserves the right to reject any or all bids without assigning any reason.

**TECHNICAL REQUIREMENTS FOR THE TENDERING SERVICE
PROVIDER**

1. The tendering service provider agencies should fulfill the following technical specifications:
- (a) The registered office of the Service Provider agency should be located within the State of Odisha.
 - (b) The agency should have been registered with the appropriate registering authority.
 - (c) The agency should have at least three years experience in providing services of Human Resources personnel.
 - (d) The agency should have own Bank Account.
 - (e) The agency should be registered with Income Tax and Service Tax (GST) department.
 - (1) The agency should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts.
 - (g) The agency should have any other regulatory clearance (to be specified by the user Department) that may be required for providing services of Human Resources personnel.
 - (h) The agency should have minimum average annual turn-over of Rs. 50 Lakh during the financial year 2021-22, 2022-23 & 2023-24 in providing services.
 - (i) The agency should have executed contracts of similar type during preceding 3 (three) years i.e. for the financial year 2021-22, 2022-23 & 2023-24.
 - (j) The agency should not have any criminal antecedent/previous unsatisfactory service report/ previously black listed by any organization

**TECHNICAL REQUIREMENTS FOR PERSONNEL TO BE DEPLOYED BY
THE SUCCESSFUL SERVICE PROVIDER IN FOREST RIGHT CELL IN
THE OFFICE OF THE SUB-COLLECTOR, NABARANGPUR**

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1. The Human Resource personnel should be provided as per the guideline enclosed in **Annexure-VI** One MIS Assistant and One FR Coordinator.
2. The minimum educational qualification and other criteria for the personnel should be as per the guidelines enclosed in **Annexure-VI** .
3. They must not have any criminal antecedent. Each Human Resource personnel, at the time of his engagement, shall furnish a self declaration of not having any criminal antecedent duly verified and certified by the Agency to the Authority.

TECHNICAL BID

**APPLICATION FOR PROVIDING SERVICES OF HUMAN RESOURCES
PERSONNEL IN THE OFFICE OF THE SUB-COLLECTOR,
NABARANGPUR**

1. Name of the Service Provider
2. Details of Bid Security
(Bank Guarantee/ Term deposit
Receipt (TDR) number, Date and
amount & details of Bank)
3. Name of Proprietor/ Owner/ Director
(Name of all Directors/Partners)
4. Full Address of Registered Office
(with PIN Code)
Telephone No

Mobile No

FAX No

E-mail ID
5. Full Address of Branch Office (if
any)
6. Name. Telephone No/Mobile No/ E-
mail ID of Authorized Officer/Person
to Coordinate with the Office of the
Project Administrator ,ITDA,
Nabarangpur
7. Banker of the Service Provider.
(Attach copy of statement of A/c for
the last six months).
8. PAN No: (Attach copy of the PANJ
9. Statutory Registration No:
(under License & Contract Labour
Act. 1970 obtained from Labour
Department, Government of Odisha)
10. GST Registration No
(Enclose copy of the certificate)

Date
seal

Signature of authorized person with

DECLARATION

I, _____
son/daughter/wife Proprietor/Partner/Director/authorized signatory of the service provider, mentioned above and competent to sign this declaration and execute this tender document.

I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.

The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/ we am/are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Date

Signature of authorized person with seal

Place

Full Name

Telephone No/Mobile No.

e-mail ID

FINANCIAL BID

APPLICATION FOR PROVIDING SERVICES OF 02 NOs. OF HUMAN RESOURCES PERSONNEL IN FOREST RIGHT CELL IN THE OFFICE OF THE SUB-COLLECTOR, NABARANGPUR

1. Name of the Service Provider Agency
 2. Rate per person per month inclusive of all statutory abilities; taxes etc. The holders shall take into account the expenses to be incurred and statutory dues such as Income tax, TDS and GST applicable from gross bill etc.) while quoting the service charge as per the guideline enclosed in Annexure -VI
-

Date

Signature of authorized person with seal

Place

Full Name

Telephone No/Mobile No.

e-mail ID

Notes:

1. The total rates quoted by the Service Provider should be inclusive of all statutory/tax liabilities in force at the time of entering into contract.
2. The payment shall be made on conclusion of the calendar month only on the basis of number of working days for which duty has been performed by each Personnel.
3. The bids with NIL, or very low service charge shall be treated as "Non responsive Bid"

GENERAL TERMS AND CONDITIONS

1. The Agreement shall be valid for one year unless it is curtailed or terminated by the authority owing to deficiency of service, sub standard quality of personnel deployed, breach of contract etc. or change in requirements.
2. The Agreement shall automatically expire after completion of one year unless extended further by mutual consent of the Service Provider and the Authority.
3. The Agreement may be extended, on the same terms and conditions or with some additions/ deletions/ modifications, for a further specific period mutually agreed upon by the Service Provider and Authority. However, under no circumstances the personnel engaged shall be allowed to continue for more than two years, so as to avoid future litigation relating to regularization.
4. The Service Provider shall not be allowed to transfer, assign, pledge or sub contract its rights and liabilities under this agreement to any other agency or organizations by whatever name be called without the prior written consent of the Authority.
5. The Project Administrator, ITDA, Nabarangpur at present, has tentative requirement of 02 (Two) Nos. of Human Resources personnel on urgent basis for the Forest Rights Cell at the Office of the Sub-Collector, Nabarangpur.
6. The Service Provider will be bound by the details furnished to the Authority while submitting the tender or at subsequent stage. In case, any of such documents furnished is found to be false at any stage, it would be deemed to be a breach of terms of Agreement making it liable for legal action besides termination of the agreement and forfeiture of performance Security (Bid security). Action as deemed proper shall be initiated against the Service Provider Agency.
7. The Authority reserves the right to terminate the agreement at any time during the period of contract after giving 15 days notice to the Service Provider. The persons deployed in the office will be called on holidays to attend duty if required in case of urgency. They are entitled for special leave as per FDOM No. 30794 dated 06.11.2021.
8. The Service Provider shall nominate a coordinator who shall be responsible for immediate interaction with the office of the Project Administrator, ITDA, Nabarangpur so that optimal services of the personnel deployed could be availed without any disruption.
9. The entire financial liability in respect of the services of the personnel deployed in the Office of the Sub-Collector, Nabarangpur shall be that of the Service Provider and Office of Project Administrator, ITDA, Nabarangpur will in no way be liable. It will be the responsibility of the Service Provider to pay to the personnel deployed a sum

- not less than the minimum rate quoted in the financial bid and produce such evidence as may be required by the Project Administrator, ITDA, Nabarangpur.
10. For all intents and purposes, the Service Provider shall be the "Employer" within the meaning of different Rules & Acts in respect of personnel so deployed. The persons deployed by the Service Provider shall not have any claim whatsoever like employer and employee relationship with the Project Administrator, ITDA, Nabarangpur.
 11. The Service Provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed. Project Administrator, ITDA, Nabarangpur shall, in no way, be responsible for settlement of such issues whatsoever.
 12. The Project Administrator, ITDA, Nabarangpur 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, or for payment towards any compensation.
 13. The personnel deployed by the Service Provider shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular/confirmed employees during or after expiry of the Agreement.
 14. In case of termination of this agreement on its expiry or otherwise, the persons deployed by the Service Provider shall not be entitled to and shall have no claim for any absorption in regular or other capacity.
 15. The personnel deployed shall not claim any benefit or compensation or absorption or regularization of deployment with office. Undertaking from the personnel deployed to this effect shall be required to be submitted by the Service Provider at the time of commencement of such deployment.
 16. The Service Provider must be registered with the concerned Govt. Authorities i.e. Labour Commissioner, Provident Fund Authorities, Employees State Insurance Corporation etc. and a copy of the registration should be submitted. The Service Provider shall comply with all the legal requirements for obtaining License under Contract Labour (Regulations and Abolition) Act, 1970 if any, at his own part and cost.
 17. The Service Provider shall provide a substitute well in advance if there occurs any probability of the person leaving the job due to his own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the Service Provider. The Service Provider shall be responsible for contributions towards Provident Fund and Employees State Insurance, wherever applicable.
 18. The personnel deployed by the Service Provider should have good police records and no criminal case should be pending against them. Police verification of the antecedents of the deployed personnel can be made at the discretion of the Project Administrator, ITDA, Nabarangpur.

19. The personnel 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 office.

LEGAL

1. The personnel deployed shall not commit any mischief in any form with the case records, documents, registers and files. In view of this, they shall be required to maintain confidentiality and breach of this condition shall make the Service Provider as well as the personnel deployed liable for penal action under the applicable laws besides, action for breach of contract.
2. The Service Provider shall be responsible for compliance of all statutory provisions to minimum wages payable to different types of worker in respect of the personnel deployed by it in the Office of Sub-Collector, Nabarangpur. The Project Administrator, ITDA, Nabarangpur shall have no liability in this regard.
3. The Service Provider shall also be liable for depositing all taxes, levies, cess etc., on account of service rendered by it to the concerned tax collection authorities, from time to time, as per the Rules and Regulations in the matter. Attested Xerox copies of such documents shall be furnished to the Office of Project Administrator, ITDA, Nabarangpur as and when required.
4. The Service Provider shall maintain all statutory registers under the law and shall produce the same, on demand, to the Project Administrator, ITDA, Nabarangpur or any other authority under law.
5. The Tax Deduction at Source (TDS) shall be done as per the provisions of Income Tax Act/ Rules, GST Act/ Rules, as amended, from time to time and a certificate to this effect shall be provided to the Office of Project Administrator, ITDA, Nabarangpur.
6. In case the Service Provider fails to comply with any liability under appropriate law and as a result thereof, the Project Administrator, ITDA, Nabarangpur is put to any loss/obligation, monetary or otherwise, the Project Administrator, ITDA, Nabarangpur will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security (Bid Security) Deposit of the Service Provider, to the extent of the loss or obligation in monetary terms.
7. The Agreement is liable to be terminated because of non performance, deviation of terms and conditions of contract, nonpayment of remunerations of employed persons and non-payment of statutory dues. The Project Administrator, ITDA, Nabarangpur will have no liability 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 Office of Sub-Collector, Nabarangpur by the personnel deployed, the same shall be recovered from the unpaid bills or adjusted from the Performance Security Deposit (Bid Security).

FINANCIAL DOCUMENT

1. The Technical Bid should be accompanied with Bid Security in shape of Bank Guarantee/ Term Deposit Receipt (TDR)) (Rs. 36000/-), Non- refundable Tender Paper Cost in shape of Bank Draft (Rs.4, 000/-) as per Tender Call Notice, failing which the tender shall be rejected out-rightly.
2. In case, the contract is further extended beyond the initial period, the performance security (Bid Security) will have to be accordingly renewed by the successful bidder.
3. In case of breach of any terms and conditions attached to the agreement, the performance security (Bid Security) deposit of the Service Provider shall be liable to be forfeited besides annulment of the agreement.
4. The Service Provider shall raise the bill, in triplicate, along with attendance sheet duly verified by the authorized Officer of Project Administrator, ITDA; Nabarangpur in respect of the personnel deployed and submit the same to the prescribed authority within the 3" day of the succeeding month. As far as possible the payment will be released within the 1st week of succeeding month, subject to availability of funds.
5. The claims in bills regarding Employees State Insurance, Provident Fund and Service Tax etc., should be necessarily accompanied with documentary proof pertaining to the concerned monthly bill. A requisite portion of the bill or whole of the bill amount shall be held up till such proof is furnished, at the discretion of the Project Administrator, ITDA, Nabarangpur.
6. The Authority reserves the right to withdraw or relax any of the terms and conditions mentioned above so as to overcome the problem encountered at a later stage.
7. The successful bidder will enter into an agreement with the Project Administrator, ITDA, Nabarangpur for supply of suitable and qualified personnel as per requirement of the Office of Project Administrator, ITDA, Nabarangpur on the above terms and conditions before providing services.

DOCUMENTS TO BE PROVIDED WITH THE TECHNICAL BID

1. Bidder's Covering Letter.
2. Application-Technical Bid.
3. Self attested Copy of Registration of Agency.
4. Self attested copy of the statement of Bank Account of the Agency for the last 6 (Six) months.
5. Self attested copy of Aadhar/ PAN/GIR Card.
6. Self attested copy of the latest IT return filed by agency for last 3(three) years.
7. Self attested copy of Service Tax registration certificate
8. Self attested copy of the E.P.F. registration letter/certificate
9. Self attested copy of the E.S.I registration letter/certificate
10. Self attested copy of documents in support of the financial turnover of the agency
11. Self attested copy of documents in support of entries in column 10-13 of Technical Bid application
12. Self attested copy of the terms and conditions at pages in Tender Document with each page duly signed and sealed by the authorized signatory of the agency in token of their acceptance.
13. Authorization Certificate of Agency
14. Copy of the document showing at least three years' experience in providing services particularly Human resource personnel.
15. Self declaration that the agency is having no criminal antecedent/ no previous unsatisfactory service report/previously not black listed by any organization.
16. Letter of Authorization for attending Bid Opening.
17. Cost of Tender Paper non-refundable in shape of Bank Draft of Rs.4,000/ (Rupees Four Thousand) only and Bid Security in shape of Bank Guarantee/Term Deposit Receipt (TDR) of Rs. 36000/- (Rupees Thirty Six Thousand) only as per Tender Call Notice.

GUIDE LINES PROVIDED BY GOVT. IN ST AND SC DEVELOPMENT,
M&BCW DEPARTMENT, ODISHA, BHUBANESWAR

GUIDELINES FOR

SETTING UP OF FOREST RIGHTS CELL (DHARTI AABA UNITS) AT SUB DIVISIONAL LEVEL UNDER DHARTI AABA JANJATIYA GRAM UTKARSH ABHIYAN (DA-JGUA)

Background

The Scheduled Tribes and Other Traditional Forest Dwellers (Recognition of Forest Rights) Act, 2006 recognizes and vests rights of the forest dwelling communities for use, protect, conserve and manage the forests within their customary boundary.

The law has special significance for Odisha where as much as 39.31% of land area is classified as legally recorded forests. The state is home to as many as 64 Scheduled Tribes who constitute over 22.8% of its population. Both Scheduled Tribes (STs) and other traditional forest dwellers (OTFDs) in Odisha are critically dependent on forest lands for their livelihoods and survival.

As per the FRA Atlas of Odisha, it is estimated that there are around 32,562 potential FRA villages wherein Forest Rights (IFR, CR and CFR) can be recognized under Forest Rights Act (FRA). The estimated potential forest area over which forest rights can be recognized in Odisha is approx. 35,739 Sq Kms of which CFR rights can be recognized in 27,8183 Sq km and Individual Forest Rights in 79214 Sq Kms approximately.

Setting Up of FRA Cells (Dharti Aaba Units)

In Odisha, FRA Cells have been constituted at District and Tehsil level (30 District-level and 217 Tehsil-level Forest Right Cells constituted) and are operational. The cells are constituted on basis of the FRA potentiality at district and block/tehsil level as mapped in the FRA Atlas developed by SCSTRTI, ST & SC Development Department, Govt. of Odisha.

The cells are actively engaged in claim filling, facilitating joint verification, conducting SDLC / DLC meetings., title preparation etc.. It has been witnessed that post constitution of FRA cells, the rights recognition process has been expedited and streamlined.

But it is observed that there are a number of claims pending at SDLC level which needs to be addressed properly for early disposal. It is realized that since the FRA Cells in Odisha have no human resource deployed at SDLC level which is leading to delay in addressal of pending claims at SDLC level. Further, SDLC also needs to take pro-active steps for ensuring coverage of title holders under different schemes of government.

In order to address the issues of pending claims, ensure completion of digitization of FRA case records in a time bound manner, convergence of FRA title holders with different govt. programmes/schemes and to undertake comprehensive implementation of the FRA, **58 numbers of new FR Cells will be set be at Sub Division Level (@1 at each Sub Division across the State) under Dharti Aaba Janjatiya Gram Utkarsh Abhiyan (DA-JGUA), newly approved scheme of Ministry of Tribal Affairs, Govt. of India.**

The FRA cells at Sub Division level will have a dedicated team and will work in close coordination with the FRA cell personnel already existing at district and tehsil level The FRA Cell or Dharti Aaba Units will be responsible for undertaking several activities proposed under DA-JGUA scheme and will also play a crucial role in coordinating convergence process and constitution of CFRMC and development of CFR Management Plans.

Functions of FRA Cells (Dharti Aaba Units)

I. Completing Process of recognition of rights

- Facilitating the process of claim generation (all IFR, CR & CFRR) at Gram Sabha level by assisting claimants and Gram Sabhas in obtaining necessary documents and evidence, including Gram Sabha resolutions, verification notices, and certificates.
- Facilitate in applying for community forest rights (CFRs) through the Forest Rights Committee.
- Establish coordination between Government Departments and Civil Societies for proper facilitation of the Forest Rights Act & Rules so that all the eligible STs & OTFDs can file their claims in proper Forms and those are placed before the Gram Sabha/FRCs for appropriate decision.
- Ensure availability of all case records (including rejected claims) with desired

documents at appropriate level.

- Help in Quick disposal of the pending claims under FRA with particular emphasis on the claims approved by the DLCs.
- Ensure that the reason of rejection of the claims made at the Gram Sabha and SDLC levels are communicated to the claimant, to enable the claimants to prefer petitions to the SDLC/DLC within the timeline stipulated in the rules.
- Distribution of FRA titles to the rightful claimants & ensure RoR corrections & its incorporation in the relevant Govt. records
- Promote public awareness regarding the implementation of the Forest Rights Act and its associated rules.
- Undertake and facilitate special capacity-building programs for the FRA and

provide a detailed report on these initiatives.

II. Digitization of Records

- Facilitate the process of completion of demarcation of the forest land vested with the claimants.
- Facilitate digitization of records of lands already vested
- Uploading of details of all the claimants in the dedicated portal

III. Preparation of plans for IFR and CFR beneficiaries

- Ensure that all the FRA title holders are covered under Govt. schemes all relevant schemes for individual benefits, such as those from the PM Kisan Scheme and DAJGUA including those related to land improvement, land productivity, basic amenities & other livelihood measures.
- Ensure that the claims for Community Rights (CR), Community Forest Resources Rights (CFR) are filed in the prescribed formats by the Gramsabha concerned as per its potential.
- Facilitate Constitution of the CFR Management Committee in accordance with the guidelines set by the Ministry of Tribal Affairs (MoTA).
- Coordinate with the Gram Sabha, CFR Management Committee, and technical

agencies for the preparation and execution of the CFR management plan.

IV. Conversion of Forest villages to revenue villages

- Ensure that the process of conversion of the forest, un-surveyed villages, habitation etc. into revenue villages is initiated & completed smoothly in a time bound manner by the Gram sabha concerned.

V. Convergence

- Collaborate with district administrations and the District Level Convergence Committee to facilitate access to benefits and enhance convergence.
- Address all matters related to the implementation of the FRA as directed by the State Tribal Welfare Department and the District Administration.

Location of the FR Cell:

The FR Cells or Dharti Aaba Units will be constituted at Sub Division level. The Cell will be constituted in each Sub Division Office and will be headed by the Sub Collector.

Composition of FRA Cells

Each FR Cell will be supported with 2 numbers of human resources as mentioned below:

- Coordinator – 1 No.
- MIS Assistant – 1 No.

Qualifications and Experience of personnel to be engaged in the FR Cell

Co-ordinator.

Education:

- Candidate should have completed graduation. Individuals with Master's degree will be preferred.

Work Experience:

- Minimum 2-3 years of experience in NGO / Social Sector projects.
- Candidates from the concerned district should be preferred for all the positions under the scheme.
- Experience of working with government projects will be an added advantage.
- Fair understanding of Central / State Govt Schemes & community mobilization skills
- Experience in delivery of training & capacity building programmes / initiatives.
- Experience of networking with Line Departments of Government.

Language and competency:

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

Computer Skills:

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

Remuneration:

- Consolidated remuneration of Rs. 35,000 /- per month (inclusive of all taxes) subject to submission of signed absentee statement and performance report by the concerned Sub Collector/Nodal Officer by 5th of each succeeding month.

MIS Assistant**Education:**

- Candidate should have completed graduation and PGDCA course. Individuals with Master's degree will be preferred.

Work Experience:

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

Language and competency:

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

Remuneration:

- Consolidated remuneration of Rs.25,000 /- per month (inclusive of all taxes) subject to submission of signed absentee statement and performance report by the concerned Sub Collector/Nodal Officer by 5th of each succeeding month.

Nature of Engagement:

Mode of engagement will be completely contractual and on temporary basis. The contract agreement will be for a period of 1 year. The contract can be terminated by either of the party with one-month prior notice or remuneration in lieu.

The engagement of manpower through third party/service provider should strictly be done following the guidelines of Finance Department & GA & PG Department issued in this concern.

Selection Procedure:

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

1. ADM (Revenue)
2. Sub Collector
3. PA, ITDA / DWO (Nodal Officer on FRA)

4. Representative of facilitating NGOs for the district/ Representative from State

District level Nodal Officer on FRA would process the file and obtain approval of the Collector in this regard. Concerned agency will share the resumes of interested candidates prior to the date of the interview which needs to be scrutinised by the scrutiny team. Preliminary scrutiny of documents for proof of age, requisite qualifications and work experience should be done by scrutiny team for accessing the eligibility criteria of the candidates for attending the walk-in interview.

The interview panel members will interview the candidates based on the subject matter knowledge, field experiences and any other relevant questionnaires. Proportionate division of marking should be given by each of the panel members for each of the candidate, which would be totaled as the marks obtained by that specific candidate. The final compiled tabulation sheet of all the candidates should be prepared and kept along with the documentation (Biodata, photocopies of the requisite documents) of all the candidates for future reference and approvals, along with signatures of all the panel members.

The list of selected candidates along with the Minutes of meeting should be communicated to the ST & SC Dev. Dept. for necessary information and a copy marked to the Service Provider / facilitating NGOs for the district for necessary action.

Infrastructure:

The FR cell shall be well equipped with a Desktop, Printer, internet facilities with sitting arrangement for the personnel engaged and Almirah for keeping village-wise records. For the newly constituted FR Cells at Sub Division level, fund for the above-mentioned purpose has been placed with the district level Nodal Officer on FRA.

Facilities / documents to be made available at the FR Cell level:

- Claim Forms
- Process Facilitation Notes
- Posters and Leaflets
- Digital copies of RoRs
- List & details of Government Programs and Schemes
- Templates of various Resolutions to be adopted by the Gram Sabha
- Copy of Act and Rules (English/ Odia version)
- Government Circulars and Orders
- Village wise case Records
- Resolution copies of Gram-sabhas, SDLC and DLC meeting
- Village wise list of FRC members and CFRMC members
- Voter lists of all the villages located within the Tahasil.
- Block level Potential Maps with list of Potential Villages
- Cadastral Maps of all potential villages with Khatiyans
- Forest Maps of RFs, PRFs etc along with Forest Block

Financial support for operationalization of FR Cells

Fund Allocation has been done to the Districts FRA Nodal Officers for the following human resources as mentioned in the table below. Support for procurement of equipment as mentioned in the table below has been provided to the districts for the FR Cells (Dharti Aaba Units) to be newly constituted at Sub Division Level.

Sl.	Manpower / equipment etc	Unit Cost	Month / Unit	Total (in Rs.)
1	Co-ordinator (FRA)	35000	12	420000
2	MIS Assistant / Assistant FRA	25000	12	300000
3	Desktop, Printer, Scanner & its peripherals Equipment	75000	1	75000
4	Furniture including almirah, Table and chairs	32000	1	32000
5	Travel Exp. For the Coordinator	2500	12	30000
6	Contingency	10000	Lumpsum	10000
	Total			8,67,000