

I. General Instruction for Tenderers

- i. Maharashtra Bamboo Development Board (MBDB) Nagpur, (hereinafter called MBDB) 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 submit 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.	Place of work	Nature of works	Type of manpower	No.of manpower
1	Bamboo Workshop, Bamboo Shop Seminary Hills Nagpur	Bamboo Construction/ Structure / Machine Operator /Supervision on bamboo works	Skilled Workers (Senior)	3
			Bamboo Artisans (Senior)	4
			Unskilled Labours	3
			Laser Machine operator	1
			Labour	2
			Storekeeper	1
			Data Entry Operator	1
			Total	15
3	Bamboo Nursery, SFD Nagpur	Maintenance of bamboo plants	Labour	3
			Total	3
4	Common Facility Center, Chandrapur	Artisans & Maintenance of CFC Center	Skill Worker (Junior)	1
			Total	1
5	Oxygen Park (Mrig Vihar) Bamboo Plantation, Seminary Hills, Nagpur	Maintenance of bamboo Demonstration plots	Labour	2
			Total	2
6	Central Nursery, Gadchiroli	Maintenance of bamboo nursery	Labour	1
			Total	1
7	CFC Adyali	Maintenance of CFC Center	Labour	2
			Total	2
8	Bamboo Workshop, MBDB Office Premises, New Katol Naka Chowk, Nagpur	Bamboo Handicraft/ Construction/ Structure	Structure Development	1
			Bamboo Artisans (Senior)	6
			Bamboo Artisans (Junior)	1
			Unskilled Labour	5
			Labour	2
			Total	15
9	MBDB & Bamboo Shop Office, New Katol Naka Chowk, Nagpur	Official correspondence and related works	Account Assistant (Senior)	2
			Office Assistant	1
			Office Attendant	1
			Data Entry	1

			Operator	
			Driver	3
			Office Helper	1
			Sweeper	1
		Retired Forest Employees for field works and other works	Foresters	2
			Forest Guard	1
			Driver/Operator	1
		Making of Tissue culture bamboo plant & maintenance	Project Supervisor	1
			Lab Assistant (Tissue Culture)	1
		Maintain & correspondent of SFURTI Scheme	SFURTI-Coordinator	1
			Total	17
10	MBDB Office, New Katol Naka Chowk, Nagpur	Security works (Guard)	Security Guards 3 shifts, 1 in each shift	4
12	Bamboo workshop and bamboo shop, S. H. Nagpur	Security works (Guard)	Security Guards 3 shifts, 1 in each shift	3
			Total	7
13	MBDB Office & Bamboo Shop	Bamboo Plantation & scheme works	Circle coordinator	1
		CFC Adyali	CFC Coordinator	1
		Handicraft / Furniture Expert	Handicraft / Furniture expert	1
		Bamboo Designer	Bamboo Designer works	2
		Marketing of Bamboo Product on social media	Social Media Marketing	1
		Product Development	Product Development	1
			Total	7
14	Bamboo Vikri Kendra, OSOP	Bamboo Product selling	Salesman	5
			Total	5
15	WCL Umrer, Plantation Work	Maintenance of bamboo plantation	Retired Forester	1
		Total		76

However, **the number may be increased or decreased as per the requirement of the Board.** 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 **01.11.2024** and would continue for a period of two 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. MBDB, however, reserves the right to terminate the contract at any time after giving one month notice to the selected Service Provider.
- iv. **The contract may be extended for one year** (extension may be up to maximum three years) provided that, the requirement of the MBDB for augmenting its present manpower persists at that time. **The service charges shall remain the same in case of extension.**
- v. 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 MBDB.

- vi. 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.
- vii. The Service Provider should have its own Bank Account in Nagpur
- viii. Persons deployed by the service provider shall not be less than 18 years of age.
- ix. The outsourced staff should display I.D. Card issued by the Service Provider in working hours.
- x. The Service Provider/Proprietor/Director(s)/Authorized 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. After submitting the proof of statutory payment like EPF/ESI/Service tax etc. for preview one month the bills for current month will be cleared.
- xi. The Managing Director, Maharashtra Bamboo Development Board, has the right to reject any or all bids showing service charges less than or equal to 1% or the bids which are not found economically viable.

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 similar work done for the Departments under Government of Maharashtra for last five years. (A list of such organizations being served and a certificate of satisfactory performance 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/Biodiversity Board for more than five years in the recent past. The reputation/track record of the bidder will also be verified by MBDB.
- ii. The Service Provider shall submit an affidavit stating that the Service Provider is not/has not been black listed 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, Labour regulation 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 under Labour Regulation Act, 1970.
- 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 tender fee will be Rs.3000/- (Three Thousand Only) and Earnest Money Deposit (EMD) will be Rs.50000/- (Fifty Thousand Only). The exemption for EMD will be applicable as per rules.

- 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. – TAN of Income Tax
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 Providers/has not been black listed by Central Government Departments / State Government / Statutory bodies / Autonomous bodies at any point of time.
9.	Income Tax Return of last three years
10.	Statement showing turnover of the Company
11.	Affidavit (in Original) on Rs.200/- stamp paper stating that all the documents provided in this tender are true to his knowledge and any violation will attract

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 MBDB. 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 MBDB is made by 7th day of the succeeding month positively at the rates approved by MBDB in the tender or time to time revised by Managing Director, Maharashtra Bamboo Development Board. **All type of payments to persons so deployed in MBDB shall be made by bank transfer only. Lesser payment than the rates approved by MBDB, to the persons deployed will be considered as violation of Terms and conditions and will result in termination of the contract.**
3. Income Tax/TDS: 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 MBDB.
4. Termination of the Contract: In case of any material violation of any of the terms and conditions by the Service Provider, the MBDB reserves its right to unilaterally terminate the contract. In case of any dispute, the decision of the Competent Authority at the MBDB 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 MBDB, the Service Provider will withdraw such person immediately and MBDB 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 MBDB is housed at New Katol Naka Chowk, Gorewada Road, Nagpur-440013. The personnel so deployed shall have to report for duty at the places notified by MBDB.
 - b. The working hours of the personnel deployed by the Service Provider will be as under: -
 - i. **For Office staff: From 9.45 a.m. to 6.15 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. Three late comings will be considered as one day absent of the duty.
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 MBDB 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 MBDB 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 MBDB. 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 MBDB 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.1970. 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 MBDB by the personnel so deployed. The MBDB 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 MBDB 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 MBDB or any conflict of interest is found and also they remain frequently absent from duty, the agency shall replace the same immediately (within 24hours) on receipt of information from the MBDB in this regard.. Notwithstanding above, the MBDB 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 MBDB 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.
16. MBDB 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 MBDB.
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 MBDB 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. This amount is liable to change.

Sr.No.	Category	Payment per month (Rs.) (Existing)
1	Bamboo Specialist (Furniture & Handicraft)	50000/-
2	Bamboo Social Media Marketing	50000/-
3	CFC Coordinator	50000/-
4	Bamboo Designer	50000/-
5	Circle Coordinator (Field)	40000/-
6	Project Supervisor (Tissue Culture Lab)	35000/-
7	Retired Forester (Senior)	35000/-
8	Retired Forester (Junior)	33000/-
9	Account Assistant (MBDB Senior)	33000/-
10	Store Keeper / Store Manager	35000/-
11	Retired Forester for plantation work umred	25000/-
12	Retired Forest Guard	25000/-
13	SFRUTI Coordinator	27000/-
14	Retired Forest Driver	25000/-
15	Product Development & Bamboo Trainers	25000/-
16	Structure Developer	20000/-
17	Office Assistant (MBDB Junior)	20000/-
18	Office Attendant	18000/-
19	Data Entry Operator	15000/-
20	Bamboo Handicraft Artist	15000/-
21	Laser Machine Operator	19000/-
22	Project Assistant (Tissue Culture Lab)	20000/-
23	Bamboo Skilled Artist	19000/-
24	Office Helper	15000/-
25	Salesman (Railway Station Shop)	10000/-
26	Turner (Bamboo)	22000/-
27	Fitter (Bamboo)	22000/-

28	Welder (Bamboo)	22000/-
29	Driver (Senior)	20000/-
30	Driver (Junior)	17000/-
31	Bamboo Product Seller	13500/-
32	Cleaner (Officer + Tissue Culture Lab)	14000/-
33	Unskilled Labour	As per the Contract Labour (Regulation and Abolition Act, 1970)
34	Security Guard	As per the Contract Labour (Regulation and Abolition Act, 1970)

Annexure –I

The Required Eligibility of Candidates: -

1) Bamboo Specialist (Furniture & Handicrafts) :

A) Experience:

- 1) Must have experience in Furniture / Handicraft at least for 5 years with any Organization/Private. Experience in Bamboo field preferred.
- 2) Candidates who are skilled and experienced in this field must also submit their experience certificate along with work details.

B) Job Description:

- 1) Monitor and co-ordinate implementation of the Govt. of Maharashtra's scheme in bamboo sector. Lead the team of Project Associates to ensure smooth implementation of the scheme.
- 2) Liaising with relevant Govt. agencies and NGOs to ensure a co-ordination of effort and convergence of MBDB activities with existing Govt./Non-Govt. schemes and interventions in the district/state.
- 3) Co-ordinate with local livelihood experts, to identify and implement local sustainable livelihood activities, collect detailed data/information for planning and implementation of livelihood activities, and carry out regular site/filed visits, to monitor, evaluate and report (weekly and monthly) on the progress of works.
- 4) Prepare detailed village level bamboo improvement plans and carry out value chain analysis in participation with the local community and experts. Develop standards and systems for implementing MBDB programmes working with rural communities.
- 5) Monitor projects outsourced by MBDB to various scientific institutes/development agencies and NGOs and ensure regular reporting. Examine deliverables and reports submitted to MBDB. Co-ordinate with project implementing agencies and related stakeholders for successful implementation of project activities.
- 6) Provide continuous and detailed feedback to Managing Director, Maharashtra Bamboo Development Board on the status of implementation (vis-a-vis physical and financial targets) of different projects and report on the changes/corrective measures, if any.
- 7) Assist in implementing communication and outreach activities and organization of events to meet bamboo sector development objectives. Assist in preparing technical reports, periodicals, articles, event reports, etc. to record and disseminate information about livelihood development projects by MBDB.
- 8) Provide support to other project consultants in conducting different project activities (arrangement of meetings, trainings, workshops, etc)

- 9) Support officers of the Board in preparations of budget and administrative functions related to bamboo sector development objectives.
- 10) Any other duties as decided and approved by the Managing Director of Maharashtra Bamboo Development Board.
- 11) The Bamboo Specialist for Furniture / Handicraft shall work under the overall guidance and supervision of Managing Director of Maharashtra Bamboo Development Board.

2) Bamboo Social Media Marketing :

A. Essential Qualifications :

1. MBA or Post Graduation Diploma in Forestry Management.
2. Should have command over Tableau, Canva , M.S. Office, M.S. Word, M.S. Excel, M.S. PowerPoint

B. Experience :

- a. Must have 2 years' experience in Project Management.

C. Job Description :

MBDB is looking for Consultant (Bamboo Charcoal Products)

1. Overseeing the development and implementation of sustainable production processes.
2. Ensuring the integration of eco-friendly practices.
3. Guiding market research and strategy to successfully launch the product.
4. Collaborating with stakeholders to optimize resource use and achieve project milestones.

3) CFC Coordinator :

A. Essential Qualifications :

1. MBA or Post Graduation Diploma in Forestry Management.

B. Experience :

Must have 2 years' experience in Forest Department

C. Job Description :

1. Managing and popularizing the use of Common facility Centre.
2. Develop linkage between the artisans and markets.
3. Develop carbon sink related proposals for the bamboo plantation promoted by MBDB.
4. Prepare CSR based projects.
5. Develop database in various bamboo sector.
6. Knowledge of use of computers in bamboo related activities.

4) Bamboo Designer :

A. Essential Qualifications :

1. Bachelors in Architecture.
2. Masters in Industrial Designing
3. Software: AutoCAD, Sketchup, Lumion, Rhino, Photoshop, MS Office

B. Experience :

Must have 2 years' experience in basic knowledge of bamboo and min 1 year of working experience in Bamboo designing.

C. Job Description :

1. Design Products and Structures in Software's
2. R & D of Bamboo Products
3. Designing Brochure, Catalogue.
4. Photography of Products
5. Editing Photos and Videos
6. Designing Workshop for Students

5. Circle Coordinator (Field) :**A) Experience:**

- 1) Must have experience in Bamboo work at least for 5 years with any Organization/Private.
- 2) Candidates who are skilled and experienced in this field must also submit their experience certificate along with work details.
- 3) Should have experience in forest management.
- 4) Should have a degree in Forestry.

B) Job Description:

- 1) The Circle Coordinator shall be focused on designing, planning, implementing and co-coordinating bamboo sector development activities in Maharashtra State.
- 2) Monitor and co-ordinate implementation of the Govt. of Maharashtra's scheme in bamboo sector. Lead the team of Project Associates to ensure smooth implementation of the scheme .
- 3) Liaising with relevant Govt. agencies and NGOs to ensure a co-ordination of effort and convergence of MBDB activities with existing Govt./Non-Govt. schemes and interventions in the district/state.
- 4) Co-ordinate with local livelihood experts, to identify and implement local sustainable livelihood activities, collect detailed data/information for planning and implementation of livelihood activities, and carry out regular site/filed visits, to monitor, evaluate and report (weekly and monthly) on the progress of works.
- 5) Prepare detailed village level bamboo improvement plans and carry out value chain analysis in participation with the local community and experts. Develop standards and systems for implementing MBDB programmes working with rural communities.
- 6) Monitor projects outsourced by MBDB to various scientific institutes/development agencies and NGOs and ensure regular reporting. Examine deliverables and reports submitted to MBDB. Co-ordinate with project implementing agencies and related stakeholders for successful implementation of project activities.
- 7) Provide continuous and detailed feedback to Managing Director, Maharashtra Bamboo Development Board on the status of implementation (vis-a-vis physical and financial targets) of different projects and report on the changes/corrective measures, if any.
- 8) Assist in implementing communication and outreach activities and organization of events to meet bamboo sector development objectives. Assist in preparing technical reports, periodicals, articles, event reports, etc. to record and disseminate information about livelihood development projects by MBDB.
- 9) Provide support to other project consultants in conducting different project activities (arrangement of meetings, trainings, workshops, etc)

- 10) Support officers of the Board in preparations of budget and administrative functions related to bamboo sector development objectives.
- 11) Any other duties as decided and approved by the Managing Director of Maharashtra Bamboo Development Board.
- 12) The Circle Co-ordinator shall work under the overall guidance and supervision of Managing Director of Maharashtra Bamboo Development Board.

6. Project Supervisor (Tissue Culture Lab) :

A) Essential Qualifications:

B. Sc in Agriculture

B) Experience :

1. Must have worked at least minimum 5 years' experience in tissue culture.
2. Experience in tissue culture technique and tissue culture lab work, Knowledge of application computer skill will be preferred.

C) Job Description :

1. Demonstration of tissue culture raised plants.
2. Collection and maintenance of elite germplasm of various bamboo species.
3. Development of tissue culture seedling.
4. Other duties assigned by the officer in-charge

7. Retired Forest Employee:

Experience:

- a. 3 to 5 year experience in field work.
- b. Experience in Bamboo Sector/ Nursery/Plantation. The experience in MBDB will be preferred.

8. Accounts Assistant :

A. Essential Qualifications :

- a. Graduation in any discipline.
- b. Diploma/Certificate in Computer Applications
- c. Certificate in Typing English 40 WPM & Marathi 30 WPM.

B. Experience :

- a. 3 to 5 years of work experience in Forest department/MBDB. The experience in MBDB will be preferred.
- b. Conversant with computer applications/MIS, general account keeping, cashbook management, scrutiny of proposal under different schemes, etc.

D. Job Description

- a. Scrutiny of the Bamboo proposals as per the guidelines.
- b. Preparation of budgets as per the sanctioned Bamboo proposal for the particular financial year.
- c. Account relating works.

- d. Scrutiny of the proposed activities in concurrence with the sanctioned Bamboo proposal, examining the technical sanctions and administrative approvals.
- e. Ability to draft letters for all correspondence received.
- f. Book keeping with regards to monthly expenditure of the MBDB.
- g. Other duties assigned by the officer in-charge
- h. Tenders proceeding.

9. Store Keeper / Store Manager :

A) Essential Qualifications:

- 1) Graduate in any discipline
- 2) Diploma/Certificate in Computer Applications

B) Experience:

Must have worked in store keeping at least for 2 years with any of the office of Govt. related Organization/Private Company.

C) Job Description:

- 1) Maintain to Machinery and other materials at Bamboo Shop workshop and Katol Naka Workshop, Nagpur
- 2) Maintain to desk stock register.
- 3) Maintain receipts, records and withdrawals of the stockroom.
- 4) Perform other stock-related duties.
- 5) Inspect deliveries for damage or discrepancies, report those to accounting for reimbursements and record keeping.
- 6) Ensure adequate record keeping and manage all documentation to confirm proper stock levels and maintain inventory control.
- 7) Coordinate the handling of freight, the movement of equipment, and necessary minor repairs.
- 8) Knowledge of proper book keeping and inventory management.
- 9) Maintain in a Stockroom or warehouse environment.
- 10) Competencies in data entry, analysis, and management.
- 11) Keen attention to detail and ability to effectively manage time.
- 12) Maintain and check cleaning of bamboo shop, workshop and other area.
- 13) Other duties assigned by the officer in-charge
- 14) Experience in bamboo products will be preferred.

10. Retired Forester for plantation work Umrer :

Experience:

- a. Retired from Forest Department / Social Forestry/ FDCM as a Forester/ Forest Guard.
- b. 5 to 6 year experience in field work.
- c. Experience in Bamboo Sector / Nursery/ Plantation will be preferred.

11. SFURTI Coordinator :

A) Essential Qualifications:

- 1) MBA or Graduate in any discipline

- 2) Diploma/Certificate in Computer Applications
- 3) Certificate in Tally software

B) Experience:

Must have worked in Central Government Scheme at least for 3 years with any of the office of Govt. related Organization.

C) Job Description:

- 1) Making SFURTI cluster under Central Government Schemes.
- 2) Accountings manage in tally.
- 3) Daily coordinate with Central Government.
- 4) Provide required data time to time to Ministry of SFURTI clusters.
- 5) Attend the meeting & preparing minutes of meeting.

12. Products Development & Bamboo Trainers :

A) Essential Qualifications:

- 1) BE / MBA or Graduate in any discipline
- 2) Software- Revit and AutoCAD

B) Experience:

Must have worked at least minimum 1 years' experience in relevant post.

C) Job Description:

- 1) Designing innovative and sustainable bamboo products.
- 2) Collaborating with the production team to ensure designs can be effectively manufactured.
- 3) Researching and staying updated with the latest trends and technologies in the bamboo product design.
- 4) Developing and conducting bamboo handicraft training programs.
- 5) Ensuring the quality and sustainability of all bamboo products and training initiatives.

13. Structure Developer :

A) Essential Qualifications:

- 1) Graduate in any discipline

B) Experience :

Must have worked at least minimum 3 years' experience in Bamboo relating supervision works.

C) Job Description :

1. Supervision on Bamboo structural works and Labour
2. Other duties assigned by the officer in-charge
3. Complete task/target for bamboo related works given him

14. 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 and 30 w.p.m. in Marathi.

B. Experience

- a. Minimum 3 years' experience of this kind of job.
- b. Must have worked at least 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. Knowledge of the functioning of Bamboo Board or similarly placed organization.
- c. Provide a variety of secretarial and administrative support.
- d. Assisting and following the instructions given by senior accounts assistant.
- e. Other duties assigned by the officer in-charge

15. Office Attendant :

A) Experience :

Minimum 5 years' experience of this kind of job with any of the office of Govt. related Organization.

B) Job Description :

- a. Inward / outward of letters and filing.
- b. Stationery manages at MBDB office.
- c. Xerox & Other duties assigned by the officer in-charge.

16. Date Entry Operator :

A. Essential Qualifications

- a. Graduation in any discipline.
- b. Diploma/Certificate in Computer Applications

B. Experience

- a. 2 to 3 years of work experience in Scheme Data Feeding in any Government departments or Company Firms.
- b. Conversant with computer applications/MIS, etc.

C. Job Description

- a. Scrutiny and feeding information in Software.
- b. Other duties assigned by the officer in-charge.
- c. Official correspondence

17. Bamboo Handicraft Artist :

A) Essential Qualifications:

- 1) Minimum S.S.C. pass.

B) Experience

Minimum 2 years' experience in bamboo art works.

C) Job Description

1. Work as a Assist to bamboo handicraft expert.
2. Other duties assigned by the officer in-charge

18. Laser Machine Operator :

A) Essential Qualifications:

- 1) Minimum S.S.C. pass.

B) Experience

Minimum 2 years' experience in relevant post.

C) Job Description

1. Operating the Laser Engraving Machine & giving finishing on bamboo products.
2. Other duties assigned by the officer in-charge

19. Project Assistant (tissue culture lab) :

A) Essential Qualifications:

- 1) Degree in Agriculture or Science

B) Experience

1. Must have worked at least minimum experience in Tissue culture lab. Suitable candidate will be preferred.

C) Job Description

1. Work as a Assist to Project Assistant works.
2. Other duties assigned by the officer in-charge

20. Bamboo Skilled Artist :

A) Essential Qualifications:

Must have worked as a Carpenter, Bamboo Skilled Worker

B) Experience :

Must have worked at least above 3 years in private or Govt. Sector.

C) Job Description

1. To make component of bamboo and assembled product.
2. Handling Bamboo Working Machines.
3. Other duties assigned by the officer in-charge

21. Office Helper :

Job Description

Work in Office as Class IV works.

22. Bamboo Product Seller / Salesman :

A. Essential Qualifications

- a. HSC (10+2).
- b. Certificate in MS-CIT

B. Experience

- a. 1 years selling experience in Bamboo related Articles.
- b. Conversant with computer applications etc.

C. Job Description

- a. Sale and Demand of Bamboo articles.
- b. Records maintenance of Bamboo material Stocks.
- c. Other duties assigned by the officer in-charge.

23. Fitter (Bamboo):

A. Essential Qualifications

ITI in concerned job. OR 2 year experience in concern job.

B. Job Description

Bamboo work in concerned machinery.

24. Turner (Bamboo) :

A. Essential Qualifications

ITI in concerned job. OR 2 year experience in concern job.

B. Job Description

Bamboo work in concerned machinery.

25. Welder (Bamboo):

A. Essential Qualifications

ITI in concerned job. OR 2 year experience in concern job.

B. Job Description

Bamboo work in concerned machinery.

26. Driver (Senior) :

A. Essential Qualifications

H.S.C.
Driving License in LMV

B. Experience

Minimum 3 year experience with any Government Departments.

C. Job Description

- a. Driving
- b. Other duties assigned by the officer in-charge.

27. Driver (Junior) :

A. Essential Qualifications

H.S.C.
Driving License in LMV

B. Experience

Minimum 1 year experience with any Government Departments / Private Company.

C. Job Description

- a. Driving
- b. Other duties assigned by the officer in-charge.

28. Cleaner:

A) Essential Qualifications/Experience:

Must have worked as a labour and helper.

B) Job Description

1. Office Cleaning and other labour work.
2. Other duties assigned by the officer in-charge

29. Unskilled Labour :

A) Essential Qualifications:

Shall be able to carry out physical works as assigned by office in-charge

B) Job Description:

1. Assistance to artisans
2. Other laborer /physical works
3. Cleaning
4. Maintenance of bamboo plantation
5. Other duties assigned by the officer in-charge

30. Security Guard :

A. Essential Qualifications

Must have worked as a security guard

B. Experience

Minimum 2-year experience in private / Govt. offices.

C. Job Description

- a. Watching the office premises.
- b. guest Entry in office enquiry register.
- b. Other duties assigned by the officer in-charge.

Important date & details

Tender are being invited for the requirement of Manpower Service Provider for the Maharashtra Bamboo Development Board, Nagpur to provide services of Bamboo Designer, Accounts Assisatant, Office Assistant, Security guards etc.

Details regarding eligibility of Company/Firm, candidates to be provided by the Company/Firm can be obtained from the official web site fo Maharashtra Forest Department (www.mahaforest.gov.in)

Important date to be remembered

Start date of tender :- **23/09/2024 onwards**

Submission/Closing of tender forms :- **04/10/2024 up to 5.00pm**

Opening of technical bid :- **07/10/2024**

Opening of financial bid :- **08/10/2024**

Sd-

Managing Director,
Maharashtra Bamboo Development Board,
Nagpur
