

**Society for promotion of Information Technology and e- Governance  
(SITEG)  
IT Bhawan, Mehli , Shimla-171013**

**QUOTATIONS ARE INVITED FOR HIRING CONSULTANT (FOREST)**

The State IT Department proposes to setup a unit of Software Technology Parks of India (STPI) in Kangra district for which a piece of land near Gaggal Airport has been identified. The STPI would setup incubation facilities on the proposed land to help small start-up IT companies to setup their businesses with minimal capital expenditure. However, a part of land is under Forest and hence FCA clearance is required to be obtained before proceeding further in the matter. The details of land identified for setting up of STPI Unit in Kangra is given below for reference:

S. No.	Tehsil	Mohal (Village)	Khata No.	Owner Name	Kabja	Khasra No.	Area in Hac.	Type of Land
1.	Kangra	Gaggal Khas	583 Min	Panchayat	Forest Deptt. and Bartan daran	33	03-82-95	Reserved Forest
2.		Gaggal Khas	583 Min	Panchayat	Forest Deptt. and Bartan daran	1514/236	02-35-23	Reserved Forest
3.	Dharamshala	Chetru	115 Min	State Govt.	IT Deptt.	656	00-04-28	Bagicha Kuhli Phaldar
4.		Chetru	115 Min	State Govt.	IT Deptt.	654	01-97-99	Bagicha Kuhli Phaldar

Thus, the land falling in Kangra Tehsil is a forest land and hence matter is to be processed for taking FCA approval.

Applications, as per the details given below, are invited for engaging Consultant for processing FCA case for above mentioned forest land in Kangra district and getting FCA clearance for the same. The interested candidates, who are fulfilling the essential qualification, are requested to submit their CV along with quote in a sealed envelope as per format given below:

Name	Essential qualification	Total Emoluments (in INR)
Consultant (Forest) – for seeking	Retired from Forest Department not below the rank of DFO and having the working experience in the field of FCA (preparing the complete case of FCA, submission	

FCA clearance	online and processing etc.) and processed at least 2 FCA cases for any government organisation	
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- All the interested candidates having the requisite essential qualification and experience may submit sealed quote for the above mentioned work and attend the walk in interview on 09-02-2018 at 1 PM in the o/o Department of Information Technology, Government of Himachal Pradesh, IT Bhawan, Mehli, Shimla-13.
- The engagement of Consultant will be for seeking FCA clearance for setting up of STPI Unit in Kangra and may be extended to other Project of similar nature subject to the performance of the Consultant and the need.
- The Consultant would be responsible for preparing the FCA case, submitting it online and liaison with various agencies of State Government as well as Government of India, addressing the queries of various approving agencies, attending the meetings as and when required and finally got the FCA clearance done from approving agency.
- Interested Candidates are required to deposit their C.V. ( giving full details of Name, Date of Birth, Father's name, Permanent address & Address for correspondence, Working Experience in dealing the FCA cases etc.
- Preference would be given to Bonafide Himachali candidates.
- There is no age bar but the candidates should be physically fit to undertake the field work.
- In case the performance of the Consultant is found un-satisfactory, his/her services can be terminated at any time without giving any prior notice.
- Selected candidates would have to sign an agreement with Society for promotion of IT and e-Governance (SITEG), on a Memorandum of Understanding (MOU) with duties and responsibilities.
- The selected candidate concerned may leave the contract by giving one month notice or depositing one month emoluments.
- Unauthorized absence from the duty without the approval of the controlling officer shall automatically lead to the termination of the Contract.
- All Tour & Travel expenses, board & lodging expenses, for inter-State or intra-State journeys performed by the candidate with regards to FCA case of STPI Kangra, are included in the Total Emoluments quoted by the candidate. No TA/ DA will be paid in addition to the Total Emoluments quoted by the candidate.
- Payment terms: The shortlisted Consultant would be paid as per details given below:
  - 50% Advance, after signing MoU, for preparation of FCA case and collection of necessary documents from various Government Departments/ Agencies
  - 25% on successful submission of FCA matter online to the approving authority
  - 25% on getting FCA clearance from the approving authority
- Taxes would be paid as per actuals.
- No TA/DA will be paid to candidates for attending the interview.

### **FORMAT FOR APPLICATIONS**

#### **APPLICATION FOR HIRING CONSULTANTS PURELY ON TEMPORARY BASIS IN SOCIETY FOR PROMOTION OF IT & E-GOVERNANCE (SITEG)**

1.	Name of the Candidate		<b>PASTE PASSPORT SIZE PHOTOGRAPH</b>
2.	Father's Name		
3.	Date of Birth		
4.	Age as on		
5.	Sex		
6.	Category		
7.	Status of Bonafide		
8.	Correspondence Address		
9.	Permanent Address		
10.	Telephone/ Mobile No.		
<b>WORKING EXPERIENCE IN DEALING THE FCA CASES</b>			
11.			

I, the above named applicant, do hereby certify that the above information is true to the best of my knowledge and no part of it is false and nothing has been concealed there from. It is, further, declared that for any kind of wrong information, my candidature will be liable to be rejected straightway.

**Date:**

**Signature of Applicant**