

TENDER DOCUMENT

Annual Contract for Campus Manning/Security Services, Outdoor House Keeping, Upkeeping & other services at the Forest Research Institute, ICFRE (HQ), P.O. New Forest, Dehradun

ISSUED TO :-

ON :-

AT :-



FOREST RESEARCH INSTITUTE

P.O. New Forest, Dehradun – 248 006

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FOREST RESEARCH INSTITUTE
(Indian Council of Forestry Research & Education)
P.O. New Forest, Dehradun – 248 006
Fax No.-0135-2756865 URL: <http://fri.icfre.gov.in>
Tel.No.0135-2752678

Tender Notice No. 3/94/2009-Ests.III

Dated 31st July, 2012.

TENDER NOTICE

Sealed tenders are invited by the Director, Forest Research Institute, P.O. New Forest, Dehradun from reputed Private Limited Service Providers/Agencies/Firms having experience in providing security and other services to Government and Non-Government organizations, Public Sector and Private Sector Undertakings on contract basis.

Scope of work; Campus Manning/Security Services, Outdoor House Keeping, Upkeeping & other services at FRI & ICFRE (HQ), New Forest, Dehradun

EMD: Rs.5,00,000/= (Rupees Five lakhs only)

The prescribed non-transferable/non-refundable tender forms for the above with detailed terms and conditions can be obtained from the office of **Purchase Officer, FRI, P.O. New Forest, Dehradun-248006** against a payment of Rs.500/= (including Taxes) each by Banker's Cheque/Demand Draft in favour of **Accounts Officer, F.R.I.** on all working days from **06/08 2012 to 30/08/2012 (9.00 AM to 1.00 PM)** on all working days.

Last date of submission of Tender Document: Up to 30/08/2012 (1.00 PM)

Opening of bid: 30/08/2012 at 3 PM

Venue: Board Room, Forest Research Institute, Dehradun

The tender document is also available on websites <http://fri.icfre.gov.in> and <http://www.icfre.org> and tender document, if downloaded, must be accompanied with a Banker's Cheque/Demand Draft of Rs.500/=. The detailed terms and conditions are mentioned in the tender document.

Registrar,
Forest Research Institute.

To,

The Director,
Forest Research Institute,
P.O. – New Forest, Dehradun – 248 006, Uttarakhand.

Sub: Submission of Tender Document for Annual Contract for Campus Manning/Security Services, Outdoor House Keeping, Upkeeping & other services at FRI & ICFRE (HQ), Dehradun.

Ref: Your Advt. No. _____, Dated _____.

Dear Sir,

We are submitting the tender document duly filled in along with the relevant documents as per details given below: -

S.No.	Particulars	Mark (√)	Page No.
A.	Qualifying Bid		
1.	E.M.D. of Rs. Five lakhs (in the form of FDR/DD/Banker's Cheque/Bank Guarantee from Nationalized bank)		
2.	Company's Registration Certificate		
3.	EPF and ESI Registration Certificate		
4.	PAN		
5.	Company's balance sheet of last three financial years duly audited (Year 2009-10, 2010-11 & 2011-12 (Provisional))		
6.	EPF and ESI Chalan Certificate for the years 2009-10, 2010-11 & 2011-12		
7.	Company brochure showing the profile and the experience in security and housekeeping services		
8.	Present clientele list along with strength of workers deployed		
9.	Company having its Head/Branch Office in Uttarakhand preferably in Dehradun or willing to open a branch office should only apply (Address Proof for the office to be submitted or an undertaking for the willingness to open the office on signing of the contract) [Pl. Refer to T&C No.2]		
10.	Undertaking of Annual financial turn over which should not be less than Rs 6 crores during the last three years (Challan of Service Tax paid by the company during the Financial Year 2009-10, 2010-11 and 2011-12 should be enclosed as a proof, which may be verified as per satisfaction of the committee).		
11.	Company's performance is required at National level. Documentary evidence /Performance Certificate should be enclosed for the last five financial years (2008-2012)		
B.	Financial Bid		
1.	Details of Expenditure		
2.	Break-up and justification of Service/Administrative charge		

We agree with the terms and conditions of the tender.

Yours Sincerely,
(Name & Signature of Bidder)

1. Tender Schedule: -

Schedule for invitation to tender:

- a. **Name of the client:** Forest Research Institute, Dehradun
- b. **Address at which bids are to be submitted:**
Purchase Officer,
Forest Research Institute,
P.O. – New Forest, Dehradun – 248 006 (Uttarakhand)
- c. **Sale of Tender Document:** 06/08/2012 to 30/08/2012 (1.00 PM)
- d. **Last Date for receipt of bids:** 30/08/2012 till 2.30 PM
Venue: Purchase Section/ FRI
- e. **Opening of tenders:** 30/08/2012 at 3.00 PM
*[Opening of Qualifying Bid will be followed by
Financial Bid]*
Venue: Board Room, Forest Research Institute, Dehradun

2. Instructions for Bidders: -

- (a) The rates quoted in the attached Annexure V (page No. 27 to 28) only will be considered and in no case any other rates shall be entertained. Rates with respect to the minimum wages payable to the different categories, as notified by Govt. of India, Ministry of labour, New Delhi for the Uttarakhand State will be applicable.
- (b) While quoting the Administrative Charges in the financial bid, full justification with detailed break-up must be given. Tenders without proper breakup & justification of Administrative charges will liable to be rejected. Expenditure on account of tax liabilities, issuance of license, expenditure on account of uniform, torch, umbrella & other misc. items to be issued to the security staff, office expenditure, supervision charges, etc. should be incorporated in the calculation (break-up) of administrative charges.
- (c) The bidders may inspect the site location of FRI campus during 10.00 AM to 4.00 PM on all working days till the day before the last date of sale of tender as given in the tender schedule. The FRI shall not be liable for any cost incurred on inspection of site location visit done by the bidders. For inspection, Security Officer, F.R.I. may be contacted.
- (d) In case the tender documents have been downloaded from the <http://fri.icfre.gov.in> or <http://www.icfre.org> website, Demand Draft / Bankers Cheque of Rs.500/= (including taxes) in favour of Account Officer, FRI, Dehradun, must be attached on account of fee for obtaining the tender document. This shall be non-transferable/non-refundable.
- (e) Bidders are advised to study the tender document carefully. Submission of bids shall be deemed to have been done after careful study and examination of the tender document with full understanding of its implications.
- (f) Any clarifications from FRI or any changes in requirements will be posted on FRI website. Hence before submitting the bids, bidders must ensure that such clarifications/changes have been considered by them. FRI will not have any responsibility in case of some omission by any bidder.
- (g) A bidder blacklisted by ICFRE or its Institutes or against whom penal action had been taken up for failure on the part of the service provider in providing satisfactory services shall not be allowed to participate in the bid.
- (h) The duly filled in tender document is to be submitted on or before the last date and time of submission under sealed cover to:
**Purchase Officer,
Forest Research Institute,
P.O. – New Forest, Dehradun – 248 006, Uttarakhand.**

Note: FRI shall not be responsible for non-receipt/non-delivery/late delivery of the bid documents due to any reason whatsoever.

1. Checklist for the bidders: -

(Documents to be supplied in the order, in which these are mentioned below.)

- a) The **first envelop** must enclose following documents and must be marked in bold letter as “**QUALIFYING BID**”. Following documents should be enclosed alongwith Qualifying Bid: -
- i. E.M.D. of Rs. Five lakhs (in the form of FDR/DD/Banker’s cheque/Bank Guarantee) from any nationalized bank.
 - ii. Company’s Registration Certificate.
 - iii. EPF and ESI Registration Certificate.
 - iv. PAN.
 - v. Company’s balance sheet of last three financial years duly audited 2009-10, 2010-11 & 2011-12 (Provisional)
 - vi. EPF and ESI Chalan Certificates for the years 2009-10, 2010-11, 2011-12
 - vii. Company brochure showing the company profile and the experience in security and house keeping services.
 - viii. Present clientele list alongwith strength of workers deployed.
 - ix. Company having its Head/Branch Office in Uttarakhand preferably in Dehradun or willing to open the office after signing of the contract should only apply (Proof to be submitted like recent Telephone/Mobile Bill, Electricity Bill, Agreement with land lord etc.in case of companies already having office at Dehradun or an undertaking regarding willingness to open the office within one month of signing of the contract) [Pl. Refer to T&C No.2].
 - x. Undertaking of Annual financial turn over which should not be less than 6 crores during last 03 years. (Challan of Service Tax paid by the company during the Financial Year 2009-10, 2010-11 & 2011-12 should be enclosed as a proof, which may be verified as per satisfaction of the committee).
 - xi. Company’s performance is required at National level at least for five years. Documentary evidences /Performance Certificates regarding having provided the services of similar nature satisfactorily should be enclosed for the last five years.
 - xii. An undertaking must be given by the tendering firms to the effect that they have not been black listed by any of their clients on account of their being in the service sector during last minimum five years.
- b) The **second envelop** must enclose the financial proposal and breakup & justification for administrative/service charge and envelop must be marked in bold letters as “**FINANCIAL BID**”. Rates must be quoted in the **Annexure V** (Page No.27-28) as applicable.

Note: Please note that absence of any qualifying document as mentioned at Sl. No. (i) to (Xii) will be considered as disqualification for opening of financial bids. Only those bids with all desired documents attached to the satisfaction of the committee will be opened for financial bids.

2. Terms and conditions of the contract for Campus Manning/Security Services, Outdoor House Keeping, Upkeeping & other services at FRI & ICFRE (HQ), Dehradun.

1. The successful bidder hereinafter called as the contractor shall execute/perform the works contracted by him hereunder, to the satisfaction of the FRI & ICFRE (HQ).
2. The Contractor shall seek instructions from the Registrar, Forest Research Institute (FRI), Dehradun or any other officer, authorized by the Director, Forest Research Institute for the purpose, hereinafter referred to as the FRI authority. Company should have its Head/Branch Office in Uttarakhand and preferably at Dehradun. However, in case company doesn't have an office at Dehradun, it will be mandatory to open an office at Dehradun within one month's time from signing of the contract. An under taking to the effect is to be given with the bid.
3. The contractor shall be fully responsible for the security of the New Forest campus of the Forest Research Institute, Dehra Dun (hereinafter called FRI campus), VVK City Campus and Kanwali Garden Campus, structures, installations, fittings, equipment, vehicles, office and house hold appliances and materials, buildings, materials and any other property owned by the FRI or inmates residing or working in or visiting the FRI campus.
4. Besides the normal campus manning/security functions, the other functions required to be performed for the safety of FRI campus includes the following:-
 - (i) To man security check post located at the main gates of the FRI campus and at any other points specified by the FRI authority.
 - (ii) Security personnel deployed by the Contractor shall check the material/property going out of the building/campus through the procedure of gate pass as laid down by the FRI authority.
 - (iii) To perform watch and ward functions including night patrolling/day patrolling during holidays, Saturday and Sundays.
5. The Contractor shall compensate in full the loss sustained by the FRI/ICFRE (HQ) or its campus inmates on account of any theft, burglary and any other kind of intrusion in the campus entrusted to him for security. The amount of loss to be compensated by the Contractor shall be determined by the **Director, FRI** and the same shall be binding on the Contractor.
6. The Contractor shall also be fully responsible for any loss or damage of material, vehicle and any other property of the FRI/ICFRE (HQ), or its campus inmates attributable to the negligence or failure of the security personnel and other categories of personnel in complying with the prescribed procedure. The Contractor shall

compensate all losses suffered by the FRI/ICFRE (HQ) on this account in full. The decision of the Director, FRI in this regard shall be binding on the Contractor.

7. The Contractor shall deploy physically fit ex-serviceman or Para-military personnel such as BSF, CRPF or PAC, etc. as Gatemen under semi-skilled category only for the purpose of this contract in the FRI/ICFRE (HQ). Before the gatemen personnel report for duty or in due course, necessary documents to prove that the personnel belong to ex-servicemen category shall be produced by the Contractor before the Registrar, Forest Research Institute, Dehra Dun. The FRI authority shall verify the facts and only those personnel shall be deployed by the Contractor on duty in whose case documentary proof has been rendered to the satisfaction of the FRI authority. In additions to this, if any of the security personnel deployed is found to be not suitable even though he is an ex-serviceman, he shall have to be withdrawn by the Contractor within 24 hours. No wages shall be payable by FRI/ICFRE (HQ) in respect of such security staff in whose case documentary evidence in support of their being ex-servicemen is not rendered in time by the Contractor. A Complete list of the security personnel engaged by the Contractor for deployment in FRI/ICFRE (HQ) shall be furnished by the Contractor along with complete address and other antecedents. Contractor will also ensure that guards engaged under unskilled category, who are from civilian background, should be given proper training.

The Contractor shall deploy only those gatemen & guards, whose antecedents have been verified by the police authorities. All the gatemen & guards deployed should be below the age of 50 yrs. The security supervisors deployed by the contractor, who will be from ex-serviceman background, shall be below the age of 55 years. Certificate of Date of birth of these are to be submitted to FRI/ICFRE (HQ) authority.

8. The rates payable to the Contractor as agreed for personnel to be deployed viz., Security Supervisor, Gatemen/Guards and other staff will be as per classification of workers in Annexure-I and will be based on the current rates under the Minimum Wages Act, 1948. Rates with respect to the minimum wages payable to the different categories, as notified by Govt. of India, Ministry of labour New Delhi for the Uttarakhand State will be applicable. In case of revision of minimum wages by the competent authority, as also of the employer's contributions towards EPF and ESI, the pro-rata increase in the rates will be acceptable to the FRI authority. It shall be the responsibility of the Contractor to ensure that the security personnel or other categories of personnel, deployed by him, at no point of time will be paid less than the minimum rates of wages as prescribed and revised from time to time for the respective categories. Bill shall be raised by the Contractor in accordance with the rates quoted on every last day of the month and submitted for payment to FRI authority. The number of security personnel and other categories of personnel required can vary subject to the requirements.

The Contractor will also ensure that the personnel deployed by him are paid the wages/salaries for the previous month on or before the 7th day of the subsequent month, through Union Bank of India, Branch located at F.R.I. Campus. The

contractor must have sufficient liquidity to ensure above without waiting for payment from ICFRE/ FRI for two months. If the contractor fails to pay the wages timely a fine of Rs 50/- per day per person will be realized from the contractor.

9. The FRI authority shall fix timings of the various duty shifts. A single duty shift will have a normal duration of 8 (eight) hours without rest intervals. The deployment of gatemen & guards personnel shall be as per details given in Annexure-III hereto.
10. The Contractor shall submit weekly duty chart of the security personnel to the FRI authority prior to commencement of the week. He shall also submit the daily attendance sheet of the security personnel for the previous working day. The principle of “No Work – No Pay” shall be followed while making payment of wages/salaries to the personnel deployed by him.
11. The Contractor shall not replace the security and other personnel at random. This shall be done with the prior knowledge of the FRI authority and full particulars of the security and other personnel so deployed shall be given to the FRI authority. In case any of the security and other staff is found to be posted without the previous knowledge of the FRI authority, the FRI/ICFRE (HQ) shall not be liable to pay for such security and other personnel.
12. No leave of any kind to the security and other personnel shall be sanctioned by the FRI authority. The Contractor shall be liable to make substitute arrangements in case of the absence of the security personnel and other personnel. The Contractor’s personnel shall man all the security check posts and other locations as specified by the FRI authority on all the weekdays. No short leave or meal relief shall be permitted to the security personnel unless the Contractor provides suitable substitute without any extra payment. The contractor shall provide sufficient number of leave reserves, also.

The contractor shall ensure that at no time any security point is unmanned. The Contractor shall maintain a register, for the purpose of taking/handing over the duty at the main gate, where security personnel perform duty round the clock. Performance of duty in two shifts by the same guard on a day shall not be permitted. However, in an emergent case exception can be made with the prior approval of the FRI authority to the extent of one person in any one of the shifts but the payment to such a person for the extra shift shall be at the rates applicable for normal shift.

13. The Contractor shall arrange to provide smart and neat uniforms to all the security personnel, on the pattern of the uniformed services (Annexure I) and ensure their good behavior with the FRI/ICFRE (HQ) establishment and visitors. They shall abstain from taking part in any staff union and association activities. The Contractor shall provide as a part of uniform, appropriate woolen garments to the security personnel as well as to the other categories of personnel which require uniform in winter season. The security personnel and other categories of personnel shall not be permitted to wear any odd wrappings. The dress shall be of uniform colour and

design. The Contractor shall ensure that during rainy season raincoat is given to the Security personnel along with umbrellas.

If at any point of time, any staff deployed by the Contractor is found lacking in his duty, a sum of Rs.200 (Two hundred only) shall be levied as fine to the contractor for each such complaint after approval by FRI authority. During checking of duty by the FRI authorities, if security staff is found absent or is found lacking in the duty hours or any serious dereliction of duty is observed, a fine extending up to maximum Rs.2000/= (Rs. Two thousand only) may be imposed on the contractor by the Director, FRI.

14. The FRI/ICFRE (HQ) shall not be liable to provide any residential accommodation to the security personnel or the other categories of personnel. No cooking or lodging shall be allowed to the Contractor's personnel at any place inside the campus.
15. The Contractor shall ensure that the gunmen, if deployed by him hold valid license for the use of firearms. The legal implications and obligations for carrying these arms and those arising from their use whether for Institute's security or otherwise, shall entirely be the responsibility of the Contractor.
16. The Contractor as envisaged in Annexure-I hereto shall bear expenses incurred on the following :
 - i) Providing torches and cells to the Gatemen/Guards/gunmen on night patrol. Cells will be replaced regularly as and when required.
 - ii) Providing lathi/ballam/umbrella and other implements to the security personnel.
 - iii) Stationary for writing duty charts and registers at the security checkpoints for making entries of the visitors, vehicles, etc. The register used and those in use will be property of the FRI.
 - iv) Provision of arms and ammunition to the Gunmen.
 - v) Barriers and Security bars provided at the security checkpoints after taking approval from the Registrar, Forest Research Institute.
 - vi) All Security Supervisors and Gatemen/Guards shall be provided with nameplates, which shall be displayed at their chest.
17. The FRI authority reserves the right to change the deployment of security personnel. The FRI authority also reserves the right to ask for replacement of particular security personnel or other categories of personnel deployed by the Contractor.
18. The security personnel and other categories of personnel deployed by the Contractor shall be bound to observe all instructions issued by FRI authority concerning general discipline and behavior.

19. The FRI authority has the right to check the various implements/torches etc. The Contractor shall maintain these items to the satisfaction of the FRI authority.
20. For all intents and purposes, the Contractor will be “Employer” within the meaning of all labour legislations as amended from time to time in respect of all categories of personnel deployed by him.
21. The Contractor shall be responsible for recruitment of the personnel for the purpose of this contract, and the security personnel and other categories of personnel so recruited and deployed by him shall be under his direct control/supervision.
22. In case the security personnel and other categories of personnel deployed by the Contractor commit/commits any act of omission or commission constituting misconduct or indiscipline, the Contractor will take appropriate action against the personnel.
23. The Contractor will be responsible and liable for the implementation of all the statutory provisions as regards security and other personnel to be deployed by him in respect of minimum wages, Employees’ Provident Funds, and Employees’ State Insurance, etc. as and when they become applicable under the Law. The Contractor shall maintain all the statutory registers under the law. The Contractor shall produce the same on demand to the FRI authority or any other authority under law. The Contractor will obtain a license under the Contract Labour (R&A) Act, 1970 and produce a copy of the same to FRI authority. In case, the previous month’s ESI and EPF challans do not accompany the bill as a documentary proof, a requisite portion of amount shall be held up till such proof is produced.

The Contractor will ensure that he is covered under the Employees Provident Fund Act, Miscellaneous Provisions Act and Employees State Insurance Act having its independent code number. Thus, he will ensure that all eligible employees are covered under these Acts.

In case the Contractor fails to comply with statutory obligations under any Labour Laws, and the FRI/ICFRE (HQ) is put to any obligation, monetary or otherwise, the FRI/ICFRE (HQ) will be entitled to get itself re-imbursed out of the bill or the security deposit of the Contractor or otherwise, to the extent of the obligation in monetary terms.

24. The FRI/ICFRE (HQ) shall not be responsible financially or otherwise for any injury or death to the security personnel or other categories of personnel in the course of their performing the security or other duties. In case, compensation is awarded by a Court of Law, payment of the same shall be the sole responsibility of the Contractor.
25. The Contractor will give an affidavit and/or undertaking or both in favour of the principal employer every following month to the effect that he has paid wages to his

- workers and also complied with the provisions of the Employees Provident Fund and Miscellaneous Provisions Act and Employees State Insurance Act.
26. The Contractor shall not be permitted to transfer, sublet or assign his rights and obligations in part or full under this contract to any other person or organization.
 27. Time shall be the essence of the contract and the duration of this contract shall be for a period of twelve months from 01st October 2012, except in the event of earlier termination under these terms. The contract shall automatically expire on 31st September, 2013 unless extended further by mutual consent of the parties, subject to a maximum of further two years.
 28. Director, FRI has the absolute right to terminate the contract at any time before the due date of expiry specified in clause 27 hereinabove, without assigning any reason, by giving one month's notice in advance to the contractor in writing. The Director, FRI shall also have the right to extend the contract in writing on the same terms and conditions with some addition/deletion for a further period of one year or for a shorter period until such time as a new security agency takes over in the event of FRI resorting to the process of appointing a fresh contractor, subject to the maximum of three years in total.
 29. In the event of the Contractor desiring an earlier termination of the contract, he shall have to give three months advance notice to the Director, FRI.
 30. The Contractor is bound by the details and documents as furnished by him to the FRI while submitting the tender or at any other time. In case any of the details of such documents furnished by him, is found to be false at any stage this would be deemed to be a breach of the terms of contract making him liable for action under clause 31 hereof.
 31. In case of breach of any of the terms of agreement, the security deposit of the Contractor is liable to be forfeited by the Director, FRI. The Director, FRI against any amount, which the Contractor may owe to the FRI/ICFRE (HQ), can appropriate any sum of money due or payable to the Contractor including the security deposit refundable to him under the contract.
 32. The Contractor shall be liable to be fined to the extent of Rs.25,000/= in each case for any theft in the premises, which are not covered in clauses 5 and 6 of the terms and conditions.
 33. The Contractor will ensure that no unauthorized entry is permitted and the guards at the entry points should be able to categorize the legitimate residents and visitors without causing any embarrassment or discourtesy. The Security personnel in event of not being able to categorize the legitimate residents shall contact the host/guest in the estate of Forest Research Institute through telephone provided at points mentioned in Annexure-III. If any outsider is found imparting Vehicle Driving Training inside the

- campus of Forest Research Institute or if outsiders are found playing inside the Lawns of Forest Research Institute a fine of Rs.1000/= (Rupees One thousand only) shall be levied to the Contractor.
34. Entry of stray dogs and stray cattle into the campus is to be prevented by the contractor.
 35. It should be ensured that trees, flowers, plants and grassy lawns are not damaged either by the campus inmates or by outsiders.
 36. All personnel employed by the Contractor shall be bound to provide full help in extinguishing any fire that breaks out anywhere in the FRI campus.
 37. In the event of any malpractice on the part of the Contractor or his employees, vis-à-vis any FRI/ICFRE (HQ) staff or otherwise, the contract shall be liable to be terminated.
 38. The performance of security function and other services under the contract will be reviewed by the Registrar, or the FRI authority at 3.00 p.m. on the second day of every month and the Contractor will remain present personally or through an authorized representative. In the event of the second day of the month being a holiday, the meeting shall take place on the next working day.
 39. Income Tax will be deducted at source as per Income Tax Law and the TDS certificate to this effect shall be issued to the Contractor by the FRI/ICFRE (HQ). The responsibility of paying the Service Tax at the prevailing rate (Govt. levy) will be on the contractor. The contractor will produce the proof of payment of the Service Tax (Govt. levy) of previous month to FRI along with the bill for that month.
 40. The Contractor will have to deposit security money of Rs.20.0 lakhs (Rupees Twenty Lakhs only) in the form of bank guarantee or FDR for the entire contract period in favour of the Accounts Officer, F.R.I., within 15 days of the award of contract. The Security Deposit shall be released in full only when complete handing over of security charge is made to the FRI/ICFRE(HQ) in the event of completion of the contract or otherwise, if no dues are recoverable from the Contractor and only when the Contractor will satisfy the authorities that EPF and ESI dues of all the workers engaged on contract have been settled.
 41. The contractor, if in any manner defaults in the performance or in making good any losses, damages or expenses or any part thereof, then it shall be lawful for the FRI/ICFRE (HQ) to forfeit or dispose off said security deposit in and towards the liquidation of liability of the contractor in respect of such default. Further in case FRI/ICFRE (HQ) is put to any monetary loss or liability as a result of any act of omission or commission of the contractor or personnel deployed by him, the FRI/ICFRE (HQ) shall have the right to get itself reimbursed to the extent of the liability or loss out of the bills and/or the security deposit.

42. Any oversight or clerical mistake crept in inadvertently in the tender/contract document should be subject to correction and adjustment at a later date and the firm shall not draw any undue advantage whatsoever out of any such mistake.
Any dispute, differences or questions which may arise between the Contractor and Institute will be referred to the arbitrator. Arbitrator will be appointed by the Director General, ICFRE.
- 43 Any dispute arising out of this agreement will be settled under the jurisdiction of Dehradun Court (under High Court of Uttarakhand, Nainital).

Deepak Mishra
Registrar,
Forest Research Institute,
P.O. New Forest, Dehradun - 248 006

Annexure-I

1. The Contractor will pay the minimum wages as applicable within the meaning of Minimum Wages Act, 1948 for the following who will be treated at par with skilled/semi-skilled/unskilled as the case may be:

1. Security Supervisor : Semi-skilled
2. Gateman (Ex-serviceman) : Un-skilled
3. Guard (Non-Ex-serviceman) : Unskilled
4. Staff for outdoor house-keeping & upkeeping : Highly-skilled, Skilled/Clerical, Semi-Skilled, Un-skilled as specified by FRI authorities.

Minimum Wages Act, 1948 shall be applicable to all categories of contractual workers deployed at the Institute. The Contractor will ensure that he pays minimum wages applicable to all his employees at all times along with statutory obligations like EPF, ESI and provide uniforms and other day to day requirement like torches, cells, sticks etc. to the Gatemen/Guards.

2. Uniform: The Contractor will bear full responsibility of providing a smart uniform to the gateman and guards for outdoor housekeeping and upkeeping services, which require uniform during the duty hours.

The details of uniform to be provided per annum per personnel depending on the requirement of personnel are as follows:

- (a) One shirt and trouser
- (b) One pair of shoes
- (c) One jersey pullover
- (d) One jacket
- (e) Cap and Belt
- (f) Scarf, torch, cells, lathi, ballam, whistle and stationery etc.
- (g) Any extra warm clothing required in case of extreme cold of uniform pattern.
- (h) Rain coat

3. Monthly billing will be on 26 days basis except for the month of February in which it will be on 24/25 days basis as per the quotation.

ESTIMATED REQUIREMENT OF SECURITY PERSONNEL AND OTHER STAFF

The deployment of security personnel and other personnel by the contractor will be as furnished below:-

A. CAMPUS MANNING:

1.	Security Supervisor (Semi-skilled)	(03)	One each in the three shifts viz. 0600 hrs.- 1400 hrs. and 1400 hrs. to 2200 hrs. – For effective supervision of security functions
2.	Gateman: Ex-serviceman (Un-skilled)	(60)	Duty points for effective security coverage of different segments in the campus including necessary patrolling as given in Annexure-III
3.	Guard: (Un-skilled)	(116)	Duty points for effective campus manning of different segments in the campus including necessary patrolling as given in Annexure-III

B. OTHER STAFF:

1.	Highly Skilled	(10)	For eight-hours for six days in week. The time and number will vary according to need.
2.	Skilled/Clerical	(110)	
3.	Semi-skilled	(10)	
4.	Un-skilled	(180)	

Note: a) Timings & shifts will be in accordance with labour laws prevailing.
b) Estimated manpower requirement may be changed by authority FRI
& ICFRE (H.Q.), if needed.

Distribution of Security Posts*

(1)	Trevor Gate	-	Round the clock
(2)	Kanwali Garden Gate	-	Round the clock
(3)	ICFRE Headquarter/NFLIC	-	Round the clock
(4)	Kaulagarh Gate	-	6 AM to 10 PM
(5)	Babu Gate	-	6 AM to 10 PM
(6)	Hari Singh Gate	-	6 AM to 10 PM
(7)	Charkhi Gate	-	6 AM to 10 PM
(8)	Gate No.9	-	6 AM to 10 PM
(9)	Experimental Area	-	6 AM to 10 PM
(10)	FRI Deemed University	-	6 AM to 10 PM
(11)	Scientist Hostel	-	6 AM to 10 PM
(12i)	Visiting Scientist Hostel	-	6 AM to 10 PM
(13)	20 Trainees' Hostel	-	6 AM to 10 PM
(14)	100 Students Hostel	-	6 AM to 10 PM
(15)	Visiting Scientist (Teak Hostel)	-	Round the clock
(16)	Main Building Front	-	5.30 AM. -9.30 P.M.
(17)	Brandis Chowk	-	5.30 A.M. - 9.30 P.M.
(18)	Central Nursery	-	5.30 A.M. - 9.30 P.M.
(19)	New Forest Hospital	-	5.00 PM. - 9.A.m.
(20)	Hill Road	-	One Guard in 3 Shift

(21) NFLIC Chowk	-	5.30 AM. - 9.30 P.M.
(22) ICFRE(Parking)	-	9 A.M. - 5 p.m.
(23) New Girls Hostel	-	Round the clock
(23) New Rose Hostel	-	Round the Clock
(24) New Rest House	-	3 P.M. – 11 P.M.
(25) City Section	-	Round the Clock
(26) Observatory	-	2 P.M. - 10 P.M.
(27) Director Office	-	9 A.M. – 5 P.M.
(28) C & P.	-	5 PM.-1A.M. & 1 A.M. – 9 A.M.
(29) Saw Mill/Service Branch	-	5 PM.-1A.M. & 1 A.M. – 9 A.M.
(30) Motor Garage	-	5 PM.-1A.M. & 1 A.M. – 9 A.M.
(31) NWFP/Botany	-	5 PM.-1A.M. & 1 A.M. – 9 A.M.
(32) Main Building (East)	-	5 PM.-1A.M. & 1 A.M. – 9 A.M.
(33) O.R.H.	-	5 PM.-1A.M. & 1 A.M. – 9 A.M.
(34) patrolling	-	5 PM.-1A.M, 1 A.M. – 9 A.M- 5 P.M.

* May be changed as per requirement.

Agencies/Private Limited Security Companies/firms are required to furnish following information along with the completed tender.

1. Name of the Tenderer :

2. a. Postal Address:

b. Name of the Contact Person(s) with address:

c. Name, Designation and address of the person(s) authorized to sign on behalf of and responsible to the bidding Tenderer (herein after referred as bidder)

3. Other information:
 - a. Telephone/Cell phone No. registered in the name of the Tenderer (Kindly enclose copy of the latest paid bill)

 - b. Fax No. of the Tenderer :

 - c. E-Mail address of the Tenderer :

 - d. Website address, if any:

4. Sample Signatures of the Bidder

1 - _____ 2 - _____ 3 - _____

5. a. Place of Headquarters of the Tenderer :

b. Local Dehradun Branch Office Address:

c. Date of Establishment:

6. Date of registration of the Tenderer with Government and Registration No. if any
(Kindly attach a certificate copy with the tender document)

7. Profile and detailed Set-up of the Tenderer : (Attach also the brochure, booklet, etc. of the Company, if available).

8. List of equipment available with the Tenderer to undertake the security job:

9. Total No. of regular staff employed by the Tenderer :

Regular Employees	No. of Officers		Non Officers	
	Ex-Serviceman	Civilians	Ex-Serviceman	Civilians
Tenderer Office				
Field Staff				

10. Total No. of regular staff employed by the Tenderer at the Dehradun Branch Office, if any:

Regular Employees	No. of Officers		Non Officers	
	Ex-Serviceman	Civilians	Ex-Serviceman	Civilians
Tenderer Office				
Field Staff				

11. Name and qualifications (including professional qualifications) and experience of senior Executives, Advisors and Consultants of the Tenderer .

12. Financial Turnover of the Tenderer for the past three Years:

Year	Amount (in lakhs)
2011-2012	
2010-2011	
2009-2010	

13. Addresses with Telephone/Mobile Numbers of the Regional Offices of the Tenderer in India.

14. Give the details of major Contracts (involving engagement of more than 100 staff in each case) handled by the Tenderer in the past five years in the following format; (documentary evidence to be enclosed)

Sr. No.	Customer details with address, telephone No., Fax, E-mail etc.	Amount of Contract	Duration of Contract

15. Any other information of the present or past in support of professional capability supported with documentary evidence.

SIGNATURE OF THE BIDDER _____

NAME OF BIDDER _____

DESIGNATION OF BIDDER _____

ADDRESS _____

FINANCIAL BID**1. Details of Expenditure:**

Sr. No	Particulars of Manpower	Requirement of manpower	Rate per person per month*				Total Yearly Amt. (Rs)
			Wages	EPF	ESI	Total	
	1	2	3	4	5	6	7
1.	Security Supervisor (Semi-skilled)	03					
2.	Gateman-Ex-service man (Un-skilled)	60					
3.	Guard- (Un-skilled)	116					
4.	Highly-skilled	10					
5.	Skilled/Clerical	110					
6.	Semi-skilled	10					
7.	Un-skilled	180					
8.	Total						
9.	Service/Administration Charges (% age), (over Total of Column 7)						
10.	Service Tax (% age)						
11.	Grand Total						

TOTAL ANNUAL CONTRACTUAL AMOUNT

Rs. _____ (in figures)

Rupees _____ only (in words)

(Signature of the Bidder)***Note:**

1. The wage rates may change in future as per Government Order since Minimum wages are subjected to increase.
2. Rate quoted per person per month should be inclusive of all statutory requirement as per the Minimum Wages Act of 1948 and in accordance with statutory provisions and requirements laid down by all Labour Acts applicable or any other statutory requirement in force at the applicable time for 24/25 days.
3. The staff requirement shown in the table above is an approximation and is liable to change from time to time. The total contractual amount, too, may therefore vary accordingly.

2. Break-up and Justification of Service/Administrative charge

(While quoting the Administrative Charge in the financial bid, full justification with detailed break-up must be given. Tenders without proper breakup & justification of Administrative charge will liable to be rejected. Expenditure on account of tax liabilities, issuance of license, expenditure on account of uniform, torch, umbrella & other misc. items to be issued to the security staff, office expenditure, supervision charges etc. should be incorporated in the calculation of administrative charge.)

(Signature of the Bidder)

Annexure-VI (A)

UNDERTAKING OF ANNUAL FINANCIAL TURNOVER

To,

**The Director,
Forest Research Institute,
P.O. New Forest,
Dehradun – 248 006.**

1. This is to certify that the annual turnover of our Company/agency named as _____ is

Rs. _____

2. Challan of Service Tax paid by the company during the Financial Year 2010-11 is attached. Month-wise details is as under: -

Sl.No.	Month	S.Tax Paid (Amt. in Rs.)
1.	April, 2010	
2.	May, 2010	
3.	June, 2010	
4.	July, 2010	
5.	August, 2010	
6.	September, 2010	
7.	October, 2010	
8.	November, 2010	
9.	December, 2010	
10.	January, 2011	
11.	February, 2011	
12	March, 2011	
Total		

**Managing Director/Head of the
Company/Authorised Representative.**

Annexure-VI (B)

UNDERTAKING OF ANNUAL FINANCIAL TURNOVER

To,

**The Director,
Forest Research Institute,
P.O. New Forest,
Dehradun – 248 006.**

1. This is to certify that the annual turnover of our Company/agency named as _____ is

Rs. _____

2. Challan of Service Tax paid by the company during the Financial Year 2011-12 is attached. Month-wise details is as under: -

Sl.No.	Month	S.Tax Paid (Amt. in Rs.)
1.	April, 2011	
2.	May, 2011	
3.	June, 2011	
4.	July, 2011	
5.	August, 2011	
6.	September, 2011	
7.	October, 2011	
8.	November, 2011	
9.	December, 2011	
10.	January, 2012	
11.	February, 2012	
12.	March, 2012	
Total		

**Managing Director/Head of the
Company/Authorised Representative.**

Qualification Criteria for the Bidders

- i. E.M.D. of Rs. Five lakhs (in the form of FDR/DD/Banker's cheque/Bank Guarantee) from any nationalized bank.
- ii. Company's Registration Certificate.
- iii. EPF and ESI Registration Certificate.
- iv. PAN.
- v. Company's balance sheet of last three financial years duly audited 2009-10, 2010-11, 2011-12 (provisional) The financial turnover of the company should not be less than 6 crores during last 03 years.
- vi. EPF and ESI Chalan Certificates for the years 2009-10, 2010-11, 2011-12
- vii. Company brochure showing the company profile and the experience in security and house keeping services.
- viii. Present clientele list alongwith strength of workers deployed.
- ix. Company having its Head/Branch Office in Uttarakhand preferably in Dehradun or willing to open the office after signing of the contract should only apply (Proof to be submitted like recent Telephone/Mobile Bill, Electricity Bill, Agreement with land lord etc.in case of companies already having office at Dehradun or an undertaking regarding willingness to open the office within one month of signing of the contract) [Pl. Refer to T&C No.2].
- x. Undertaking of Annual financial turn over which should not be less than 6 crores during last 03 years. (Challan of Service Tax paid by the company during the Financial Year 2009-10, 2010-11 & 2011-12 should be enclosed as a proof, which may be verified as per satisfaction of the committee).
- xi. Company's performance is required at National level at least for five years. Documentary evidences /Performance Certificates regarding having provided the services of similar nature satisfactorily should be enclosed for the last five years.
- xii. An undertaking must be given by the tendering firms to the effect that they have not been black listed by any of their clients on account of their being in the service sector during last minimum five years.