

Tender Document

Security & Surveillance Services
for Group 'C' recruitment including
Computer Based Test (CBT)



**OFFICE OF PURCHASE OFFICER
FOREST RESEARCH INSTITUTE**

(Indian Council of Forestry Research & Education)

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Cost of Tender Form: 590 (Item No. 1) and Rs 1180/- (Item no. 2)

EMD- Rs. 15,000 (Item No. 1) and Rs. 2,00,000/- (Item no. 2)

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NOTICE INVITING TENDER

FILE NO. I/9/2021-DPC

Physical bids are invited on single stage two bid systems from a reputed and experienced agency for providing below mentioned services in Group 'C' recruitment examination conducted by Forest Research Institute (FRI), Dehradun.

- A. CCTV Surveillance service during examinations
- B. Impersonation control through **Aadhar based biometric** authentication
- C. Frisking of candidates through HHMD
- D. Entry / Crowd management during examination

Tender documents may be downloaded from FRI website <https://fri.icfre.gov.in/tender/> (for reference only) and CPPP site <https://eprocure.gov.in/epublish/app>

Bids shall be submitted physically only at Purchase Section, FRI, Dehradun on or before closing date/time.

Tenderer/bidder who has downloaded the tender from the FRI website <https://fri.icfre.gov.in/tender/> and Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/epublish/app>, <https://eprocure.gov.in/epublish/app> shall not tamper/modify the tender form including downloaded price bid template in any manner. In case, the same is found to be tampered/ modified in any manner, tender will be completely rejected and EMD would be forfeited, and tenderer is liable to be banned from doing business with FRI.

1. Disclaimer

This Tender is not an offer by the **Forest Research Institute (FRI)**, but an invitation to receive offers from vendors. No contractual obligation whatsoever shall arise from the tender process until and unless a formal contract is signed and executed by a duly authorized officer of the Forest Research Institute.

2. Introduction

Forest Research Institute (FRI), Dehradun was established in 1906 to organize and lead forestry research in the country. In 1988, FRI and its research centres were brought under the administrative umbrella of Indian Council of Forestry Research & Education (ICFRE) under the Ministry of Environment, Forest and Climate Change, Government of India. FRI is conducting Computer Based Test (CBT) for the recruitment of various posts as given below and manage the recruitment process:

Item No. 01

Day-01	MTS re-examination of 3209 candidates only (in single shift)
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Note: Services required during CBT and during Descriptive test.

Item No. 02

Day	Morning shift Exam	Evening shift Exam
Day-01	<ul style="list-style-type: none">• MTS	<ul style="list-style-type: none">• LDC
Day-02	<ul style="list-style-type: none">• TA (Paramedical)• Forest Guard• Steno Grade II• Technician (Maintenance)	<ul style="list-style-type: none">• Technician (Field /Lab Research)• Store keeper• Driver Ordinary Grade

Note: Services required during CBT and during Descriptive test.

Note: The bidder can submit the bids for Item No.1 OR Item No.2 OR for both.

3. Aims & Objectives of the tender

Ancillary security services are to be provided for examination centers preferably in Dehradun (Uttarakhand), Roorkee (Uttarakhand) and Delhi-NCR as per the requirement (Number of examination city may vary). The main aim for having the service in each of the exam rooms of these examination centers is to curb malpractices, unfair means in the examinations so as to ensure smooth conduct of examinations.

FRI reserves the right to award the contract to one or all the agency(ies) for the job.

Note:

- (a) The bids has been invited from Companies / Agencies (“Bidders”) for selection of “Service Provider”
- (b) Bids must be submitted not later than the time, date at the venue mentioned under Important Events and Dates. Bids received after the deadline will not be considered.
- (c) Bidders are advised to study the bid document carefully. Submission of bid shall be deemed to have been done after careful study and examination of the bid document with full understanding of its implications.

4. Important Events and Dates

S. No.	Particulars	Details
1.	Mode of Test	1. Online Mode (Computer Based test) 2. Descriptive test (only at FRI, Dehradun)
2.	Services required at Exam Centres	1. CCTV Surveillance service during examination 2. Impersonation control through Aadhar based Biometric authentication 3. Frisking of candidates through HHMD 4. Entry/Crowd management during examination
3.	Tender Form/Bid issued by	Forest Research Institute, Dehradun
4.	Authorized Officer for Clarifications	Purchase Officer, FRI, Dehradun
5.	Availability of Tender Form/Bid	Tender documents may be downloaded from FRI website https://fri.icfre.gov.in/tender/ (for reference only) and CPPP site https://eprocure.gov.in/epublish/app
6.	Tender Form/Bid ID	TENDER ID: 2022_ICFRE_685318_1
7.	Tender FEE	Item No.1- Rs. 500 + 18% GST, in shape of Demand Draft
		Item No.2- Rs. 1000+ 18% GST, in shape of Demand Draft
8.	EMD (Earnest Money Deposit)	Item No.1- ₹ 15,000/- (Rupees Fifteen thousand Only)**
		Item No.2- ₹ 2,00,000/- (Rupees Two Lakhs Only)** IN SHAPE OF FDR
9.	Publication Date	10.11.2022 at 01:00 PM FRI Website: http://fri.icfre.gov.in/tender/ and CPP portal: https://www.eprocure.gov.in/epublish/app
10	Tender form Download start date/ time	10.11.2022 at 3:00 PM FRI Website: http://fri.icfre.gov.in/tender/ and CPP portal: https://www.eprocure.gov.in/epublish/app
11	Pre Bid Date/Time (Offline)	16.11.2022 at 11:00 AM (Purchase Section, FRI Dehradun)
12	Bid Submission start Date/Time	18.11.2022 at 5:00 PM
13	Last date for seeking clarification (if any and if required)	30.11.2022 at 5:00 PM
14	(a) Last date for submission of Bid	01.12.2022 at 03:00 PM At Purchase Section, FRI Main Building
	(b) Opening of Technical bid	02.12.2022 at 11:00 AM At Purchase Section, Main Building, FRI
15	Opening of Financial bid of technically qualified bidders only	To be notified later

*The prospective bidders desirous of attending the pre-bid meeting or sending queries may submit their request through email to po_fri@icfre.org .

** EMD exemption applicable as per rule.

5. Scope of Work (SOW)

5(A) SOW – CCTV SURVEILLANCE SERVICE

FRI Dehradun is keen to implement CCTV surveillance system to monitor various activities of the candidates and other persons deployed to conduct examinations at various centres. Examination date and list of examination centres will be provided to the successful Bidder by the FRI Dehradun at least 2 weeks before the date of commencement of examination.

- i. Bidder has to provide services of live CCTV surveillance on turnkey basis (For remote live viewing through internet) in examination conducted by FRI as per FRI requirement for various examinations during the contract as per specifications and conditions specified in the Tender.
- ii. **The tentative list of examination cities are Dehradun, Roorkee and Delhi-NCR.**
- iii. The successful bidder shall carry out the work strictly before due date indicated by FRI for each exam as per specifications mentioned in the tender document.
- iv. Workmanship and material used should be of the best quality.
- v. The successful bidder shall have to make arrangement for remote live viewing, and recording CCTVs Systems of all examination rooms/halls through respective control room at each and every examination centre and a central control room situated in the FRI, Dehradun Campus.
- vi. The date sheet of examination and list of examination centres will be provided to the successful bidder. The examination centres may be changed in any examination at any time.
- vii. The contract may be awarded separately for Item No.1 and Item No.2 as the case may be.
- viii. Quality of video shall not be compromised under any circumstances.
- ix. Sub-standard/poor quality of work in terms of infrastructure/technical manpower shall not be acceptable.
- x. The bidder will have to provide the internet connectivity & uplinking facility without interruption for live viewing of conduct of examination centres. Bidder has to ensure all live camera footage would be made available at control room at all times during the entire duration of examination.
- xi. The successful bidder will have to submit the CCTV Exam recording to FRI after the examination with cataloging of centre & room wise in permanent storage media preferably in SSD and retain a copy of the same for **a period of 6 months from the date of exam.**
- xii. The installation of CCTV should be made at least two days in advance from the scheduled date of examination and/or in such a way that the CCTV are functional at least one day before the scheduled time of commencement of the examination and ½ hour after the completion of the examination.
- xiii. During the period of examination, CCTV facility shall not be interrupted due to any technical fault, etc., and the service provider shall take due care of functioning of CCTV with adequate backup of CCTV during the conduct of examination and as per the time period mentioned in the Work Order of respective assignments.
- xiv. Bidder has to arrange power backup at each exam centre for their CCTV infrastructure for uninterrupted surveillance.
- xv. The hardware required for the job shall be provided and maintained by the service provider/agency and Training/ sensitization of staff deployed at the examination Centres shall be imparted by the service provider.
- xvi. The liability of FRI will only be limited up to payment of the hiring charges as per the contract of the connected cameras & hardware provided and required for the delivery of the live CCTV service.
- xvii. Integrated Command control centre has to be setup by Bidder at FRI Campus for live monitoring of all the examination centres.
- xviii. Computer/ Laptop and manpower will be provided by the service provider in Control Room, FRI Dehradun.
- xix. **Internet, Power backup of sufficient duration and other arrangements at each examination center would be in the scope of bidder.**

The above scope of work also includes the following in addition to above:

- xx. The bidder will have to ensure that the CCTV Cameras provided work properly, during the entire

- duration of the examination in the Centres or as ordered.
- xxi. The bidder will have to install approximately 2 cameras per room/4 camera per hall of higher resolution IP based CCTV camera in the Centre. Beyond this the agency will also install the additional CCTV cameras as per the requirement at examination centre and as per the direction of FRI.
 - xxii. CCTV footage data should travel through secured VPN Tunnel and one copy should be maintained at Cloud based storage.
 - xxiii. Bidder has to provide a solution which should stream all CCTV footage videos through media streaming servers so that multiple viewers could view it at single instance.
 - xxiv. To organize and provide required manpower to install the CCTV Color Cameras at the Examination Centers. Live streaming / Recording must be with centre code, name, Room No. date & time.
 - xxv. During the period of examination streaming facility shall not be interrupted due to any technical fault, etc., and the Service Provider shall take due care of functioning of CCTV Color Cameras with adequate backup during the conduct of examination in the time period mentioned in the Work Order.
 - xxvi. One Computer screen with one manpower at every Examination Center should be provided for Center Incharge and sufficient Computer Screens / manpower at Control Room, FRI. No extra payment will be made for this.
 - xxvii. The bidder will have to ensure that the CCTV Cameras installed at the Centers are working properly during the entire duration of the examination.
 - xxviii. The bidder will have to ensure clarity and good condition CCTV Cameras at the Centres.
 - xxix. Bidder will give Live demo one day before examination at the selected centers.
 - xxx. Service provider will also install one CCTV Camera at each centre incharge room of concerned examination centres.
 - xxxi. CCTV Cameras installed at centre incharge room will work fulltime upto the completion of all work.
 - xxxii. The examination in Single Shift shall be of 2 hours duration. There can be two shifts in a day.
 - xxxiii. Installation report regarding installs of CCTV Cameras to be given by Center Incharge on the same day of installation.

5(B) SOW – IMPERSONATION CONTROL THROUGH AADHAR BASED BIOMETRIC AUTHENTICATION AND ATTENDANCE MARKING SERVICE

FRI is keen to implement Aadhar based Biometric authentication system to make the examination process robust by implementing one of the mechanism from below such as:

- Touchless IRIS capturing and Facial recognition of candidate by verifying Candidate's identity on real-time basis **OR**,
- Digital Finger-print capturing and Facial recognition of candidate by verifying Candidate's identity on real-time basis

Examination date and list of examination centres will be provided to the successful Bidder by the FRI Dehradun **at least 2 weeks before** the date of commencement of examination.

- i. **FRI will provide centre-wise data (Roll numbers, Photos, Name, Exam date/shift etc.) of all registered candidates to the Bidder. Bidder will then use this data for Face recognition device & IRIS/ Finger-print capturing, and shall enable respective mechanism and candidate verification during the subsequent stages of the process.**
- ii. Bidder will have to install QR code scanner integrated hand-held device of Touch less IRIS / Fingerprint scanner & Face recognition, along with manpower at each & every Examination centre at the time of examination.
- iii. Solution should have provision of real-time attendance monitoring system through secured web server.
- iv. QR code / Bar code containing roll number on the Admit card of the candidate should be scanned/read to auto-fetch the candidate details from Application Database (provided by FRI) and in case, QR/Bar code is missing on admit card, then manual entry of roll number with candidate information has to be made. Thereafter, Fingerprint/IRIS capturing of candidate's and Face

- recognition by the Hand-held device shall be done at the Security gate before the beginning of examination. All activities should be completed before conclusion of examination.
- v. Bidder should deploy de-duplication algorithm across the database to avoid the duplicity of enrollment records.
 - vi. The facial recognition should be performed in a completely stateless transaction of two images (one image provided during the online registration and the other capture on the day of the exam).
 - vii. The Bidder has to perform physical verification of Candidate photo with application database (provided by FRI) at the time of security gate entry.
 - viii. Biometric activity shall not be stopped on any ground and data capturing / identification work must be completed during the stipulated time period of the examination.
 - ix. After the completion of activity as per scope, the Bidder will hand-over the entire captured data in SSD drive in a sealed manner with super scribing Exam Name along with report and forwarding letter duly signed by the Bidder to the FRI, on the day of examination.
 - x. The Bidder shall not be allowed to take away any data either in hard copy or soft copy.
 - xi. The Bidder must verify identity of the candidates from the captured data taken during the examination at the time of verification process as scheduled by FRI.
 - xii. The Bidder will depute atleast One Hand-held Fingerprint scanner / touchless IRIS / Face recognition device per manpower on every 100 candidates during different Examination stages as and when scheduled by FRI. Additional Hand-held devices should be made available as per normal practice in case of emergency.
 - xiii. The Bidder will have to ensure that the all the devices must be functional and has captured Fingerprint/IRIS & Photographs of each and every candidate who have appeared in the examination at each centre.
 - xiv. If the examination is conducted in two or more shifts in a day at a centre, the activity should be performed separately in all the shifts during the duration of examination.
 - xv. After completion of work, the Bidder has to submit self-attested centre-wise work completion certificate to the FRI.
 - xvi. Biometric authentication Solution should not be Laptop/PC based. It should be Hand-held device integrated with STQC approved Handheld touchless scanner only.
 - xvii. Image requirements for facial recognition
 - a. GIF, PNG, JPEG, TIFF RGB24 bpp
 - b. Face size: at least 60 pixels between eyes and a sharp image.

5(C) SOW – FRISKING OF CANDIDATES THROUGH HHMD

- i. To Frisk the Candidates/ staff at the entry point of the examination center by employing trained manpower for male and female candidate along with HHMD by having separate enclosure for women candidates from the start of entry of staff to end of examination.
- ii. No person to be allowed entry without identifications including candidates, staff or flying Squad' inspection.
- iii. The Bidder should have adequate infrastructure for providing services for metal detector and manpower to make available at all the Examination venues.
- iv. The Bidder shall be responsible to take all clearances, certificates, licenses and should comply with all statutory obligations required for undertaking/providing services.
- v. Bidder shall maintain strict secrecy and confidentiality and will not divulge any information relating to assignment or examination to any third party, person, individual or boy corporate.
- vi. The Bidder shall be informed atleast 2 weeks in advance about exam centre venues by the concerned authorities of FRI.
- vii. The Bidder is advised to visit all the centers well in advance of the examination date to get acquainted with the available facilities at the center.
- viii. The Bidder will check all admit cards and then only allow entry to candidates.
- ix. Frisking staff has to manage the Crowd entry to Examination centre premise according to social distancing norms and instructions.

- x. Separate frisking for female candidates. Only female staff will frisk the female candidates in enclosures.
- xi. The Metal Detector provided for Frisking should be able to detect any prohibited metallic ornaments/electronic devices at examination centers on the day of examination except (pen & admit card).
- xii. At every center, minimum, one frisking enclosure, 1 female & 1 male staff with metal detector has to be deployed.

Male Frisking Personnel	One per 100 Male Candidates (Minimum 1 per Centre)
Female Frisking Personnel	One per 100 Female Candidates (Minimum 1 per Centre)

- xiii. Installation of HHMD, Frisking Enclosure at each & every Examination center at the time of examination conducted by FRI
- xiv. Plank size should be made available at the frisking gate by Bidder so that a candidate could stand on the same for frisking checking.
- xv. Banner size of 4x3 feet should be placed at the Entry gate with details on 'Things not to carry in Exam'. Mobile and other electronic gadgets are strictly prohibited in the Exam centre premise.
- xvi. The Bidder has to submit work completion certificate along with the center details to FRI.

5(D) SOW – ENTRY / CROWD MANAGEMENT DURING EXAMINATION

- i. The Bidder has to appoint suitable support staff at every Exam centre in a ratio 1 staff : 250 candidates.
- ii. Support staff has to manage the Crowd entry to Examination centre premise according to social distancing norms and instructions.
- iii. Stickers should be pasted on ground with at least 2 meter distance where candidates can stand while waiting for opening/ frisking/screening/checking at the Exam centre gate.
- iv. Separate rope barricading arrangement for male/female candidates should be put in place 10-20 feet from the Entry gate.
- v. Guardians and parents shouldn't be allowed to enter the Exam centre premise.

6. Qualification / Eligibility Criteria

Following will be the minimum qualification/eligibility criteria. Each eligible bidder should possess all the following qualification criteria. All the documents submitted with Technical bid should contain the name & designation of authorized signatory with company seal. Responses not meeting the minimum qualification criteria will be rejected and will not be evaluated.

S. No.	Pre-qualification Criteria	Supporting Compliance document	Page No. of supported document
1.	The bidder shall be a firm/ Pvt. Ltd./ Ltd. company proprietorship firm registered under the Indian Companies Act 1956 or any other statutory Act of GOI and should be into existence in India for last 5 years as on day of bidding. Partnership firms are not allowed.	Copy of relevant Certificates along with <ul style="list-style-type: none"> • GST Registration certificate • PAN card • Incorporation certificate 	
2.	The Bidder has to be profitable with average annual turnover of INR 1 Crore during the any 3 financial years during the last 5 financial years.	Audited balance sheets and Profit and loss statements certified by Chartered Accountant (CA) of the bidder's organization	
3.	Bidder should have valid ESI and EPF Number valid.	ESI and EPF registration certificate along with last 3 month(s) Challan slip	
4.	Bidder must have a valid certification of ISO 9001:2015 and ISO 27001:2013.	Copy of valid certificates must be enclosed	

5.	Bidder should have working experience of 2 different states in India for the provision of Live CCTV Surveillance of candidates in Examination based projects, for any Government department directly, during the last 5 years as on day of bidding and one Govt. work experience of Ten Lakh business value in single Examination assignment of similar nature.	Copies of Work Order and satisfactory work performance certificate need to be enclosed for the provision of Live CCTV Surveillance of candidates in Examination based projects.	
6.	Bidder should have executed at least 1 work order of any Government department of at least 50000 candidates in single shift for the provision of Aadhar based authentication/Face recognition/IRIS service in Examination projects during last 5 years as on day of bidding.	Copies of Work Order and satisfactory work performance certificate need to be enclosed for the provision of Aadhar based authentication/Face recognition/IRIS service in Examination projects.	
7.	Bidder should have working experience of 2 different states in India for the provision of Impersonation control and candidate authentication into Examination based projects for any Government department directly during last 5 years as on day of bidding and one work experience of atleast 5000 candidates or more in single Examination assignment of similar nature.	Copies of Work Order and satisfactory work performance certificate need to be enclosed for the provision of Impersonation control / similar work and candidate authentication into Examination based projects.	
8.	Bidder should have working experience of minimum 02 different states in India for the provision of Frisking of candidates through HHMD devices into Examination based projects for Government department directly during last 5 years as on day of bidding and one work experience of atleast 5,000 candidates or more in single shift in single Examination assignment of similar nature.	Copies of Work Order and satisfactory work performance certificate need to be enclosed for the provision of Frisking of candidates through HHMD devices into Examination based projects.	
9.	The bidder should not have been debarred / blacklisted by any Organization / Board / Council / University / Commission and any other Government / PSU / Government undertaking organization in the last five years.	Undertaking to be submitted on Notary affidavit on INR 100	
10.	To make the examination process transparent, the bidder would not be allowed to engage themselves for Exam conduction activities with FRI Dehradun through their own-self or any of their consortium partner during the validity of this contract. Any agency/firm/Bidder should not be enrolled with FRI for exam conduction activities currently. This would be limited to exam conduction (both Offline/Online) only, except services as part of SOW asked in this tender.	Undertaking to be submitted on Notary affidavit on INR 100.	
11.	Bidder has to bid for all the required services as part of Scope of work of this tender.	Undertaking on Bidder's Letter head	

7. Evaluation of Bids

- **Technical Evaluation:** The technical bid will be evaluated for submission of EMD & Tender cost (subject to exemptions), submission of Annexures in compliance of the terms and conditions of the tender, compliance of pre-qualification/eligibility criteria and technical bid form. The bid of any bidder not fulfilling the above will be rejected and will not proceed towards opening of their financial bid. The decision of Bid Evaluation Committee and the competent authority will be final. The bids fulfilling the technical evaluation process will be declared substantially technically responsive (technically suitable).
- **Financial Bids (Annexure X)** of all substantially technically responsive (technically suitable) bids will thereafter be opened as per due process.

The **lowest** financially suitable bidder will be considered for awarding the contract.

8. Other Terms & conditions of the Tender

1. TENDERERS MUST QUOTE RATES ONLY IN THE ENCLOSED FINANCIAL BID PROFORMA.

2. CONSORTIUM / JOINT VENTURE BIDS WOULD NOT BE ALLOWED.

3. The Tender document is not transferable, and its cost is not refundable under any circumstances.
4. The bids shall be valid for 120 days from the date of opening of technical bids.
5. The firm so selected would be required to carry out FRI work as per job description. No TA/DA/conveyance/transportation/postage charges, etc. will be admissible for execution of the work.
6. The payment will be made on submission of bill in duplicate, complete in all respects with copy(ies) of challan bearing details of work executed.
7. Counter conditions in matters concerning payment of bills shall not be acceptable.
8. Time schedule for various activities should be strictly adhered to by the firm/agency.
9. Penalty Terms:
 - (i) In case of CCTV Camera(s) not being deployed by bidder at required examination centres, Bidder would be penalized by FRI authorities as per below:
 - Candidates admitted for that specific Exam centre would not be paid.
 - 100% amount would be penalized as of Candidates admitted for that specific Exam centre (number of candidates * per candidate rate)
 - (ii) In case of any candidate being leftover, due to some technical reason, during Live CCTV Surveillance stage at the time of examination, Bidder would be penalized by FRI as per below.
 - Amount of leftover candidates would not be paid
 - 100% amount would be penalized as of leftover (number of candidates * per candidate rate)
 - (iii) In case of any candidate being leftover, due to some technical reason, during Impersonation control through Biometric authentication (Aadhar based) stage at the time of Examination, Bidder would be penalized by FRI as per below.
 - Amount of leftover candidates would not be paid
 - 100% amount would be penalized as of leftover (number of candidates * per candidate rate)
 - (iv) In case of any candidate being leftover, due to some technical reason, during Frisking stage at the time of Examination, Bidder would be penalized by FRI as per below.
 - Amount of leftover candidates would not be paid
 - 100% amount would be penalized as of leftover (number of candidates * per candidate rate)
 - (v) In case the successful bidder fails to complete the job, the remaining portion of the job will be got done from the market at the risk & cost of the contractor in addition to the penalty as mentioned above and the security deposit money will also be forfeited.
10. The Bidder will have to bear the cost of damage to the CCTV Cameras and Accessories that may occur due to storm, fire, rain, natural calamities, and any other unforeseen circumstances and under no circumstances any claim for compensation will be entertained by FRI.
11. The Bidder will depute his representatives, who will remain present to ensure proper working of the system, till the completion of examination and Bidder has to provide two operators in control room situated at the office of FRI, Dehradun.
12. Any dispute arising out in relation between the parties, will be subject to the jurisdiction of the competent court in the state of Uttarakhand only.
13. A Committee duly constituted and authorized by FRI may inspect the site of the agency/firm to assess and verify the manpower, infrastructure available with them.
14. FRI reserves the right to accept or reject any or all tenders without assigning any reason whatsoever.

15. PRICE SCHEDULE (TO BE UTILIZED BY THE TENDERERS FOR QUOTING THEIR LOWEST RATES): The tenderer must quote their lowest rates in the financial bid form appended at Annexure- X.
16. FRI reserves the right to restrict and deny the entry of any staff member of the bidder, if so, deemed appropriate by it, in examination centre.
17. The bidder will ensure that the staff engaged are disciplined and maintain full decorum of the office.
18. Continuance of the contract and payment of the work done shall be subject to satisfactory performance and fulfilling of all the terms and conditions of the contract duly certified by concerned officer/ in-charge. The contract may be cancelled at any time without assigning any reason for the same. The decision of the Director FRI in this regard shall be final and binding.
19. Time is the essence of the contract, and the bidder shall adhere to the time schedule as prescribed by the FRI for execution of the work.
20. If it is found at any time that the CCTV is not functioning in accordance with the agreed terms and conditions, the FRI shall be entitled to withhold all payment of the bidder and forfeit the Security Deposit.
21. The bidder will ensure that the space provided at the centre by FRI is not misused in any manner.
22. An appropriate agreement will be executed by the successful bidder with the FRI, on the agreed terms and conditions. The FRI will deal with the successful bidder directly and no sub-contract/agent/consultant etc. is not allowed.
23. The FRI, in its discretion, reserves the right to reject or accept any bid without assigning any reason thereof.
24. If work gets stopped due to fault of the bidder, then penalty shall be levied for such stoppage at such rate as given in penalty clause above.
25. The service provider is advised to visit all the Centers well in advance of the examination date to get acquainted with the available facilities at the center.
26. In all exam centers Mobile Jammers will be arranged by FRI. Bidders must ensure smooth execution of ancillary services.
27. Service provider will also ensure confidentiality of the Examination. If any person deployed by the service provider in connection with the work is found guilty and misbehaves with person deployed at examination centers or found indulging in activities harmful to smooth conduct of the examination, the service provider will also be held responsible for his act in addition to the individual. No payment shall be made by the FRI for such a Centre. And a penalty of 100% will be imposed.
28. Service provider will be responsible for any kind of accident/ loss caused during the entire duration of work.

9. Important Instructions

1. The successful bidder shall obtain declaration from their personnel (employed by them for the work in the concerned examination) that none of them have any near relations (such as children, brother, sister, nephew and nieces of self and spouse) as well as anyone on whom they may have any special interest, is appearing in the concerned examination.
2. At any time before the submission of bids, FRI may amend the tender by issuing an addendum in writing or by standard electronic means by publishing on the website <https://fri.icfre.gov.in/tender/> & <https://eprocure.gov.in/epublish/app>. The bidders are advised to check the website for corrigendum. The addendum may be sent to all bidders and will be binding on them.
3. If the amendment is substantial, successful Bidder(s) shall be given reasonable time to make amendment or to submit revised bid and the deadline for submission of bids may be extended by FRI at their discretion.
4. The terms and conditions of the tender are subject to change after a decision post pre-bid meeting, if and as and when necessitated.

10. General Information

1. The tender is a "Two Bid" document. The **technical bid** should contain all the relevant information and desired enclosures in the prescribed format **along with EMD and Cost of Tender Form**. The Tender fee can be in the form of DD or can be remitted in favour of the Director FRI payable at Dehradun.
 2. Bidder has to **submit Tender Fee in form of Demand Draft and EMD in form of FDR in favour of Director FRI payable at Dehradun along with the submission bid in Hard copy, on or before the closing last date/time of Bid Submission in Purchase Section, FRI, Main Building, Dehradun . If not complied, bid will not be considered for opening and rejected out rightly**.
 3. **The financial bid** only should contain price bid. **In case, any bidder encloses the financial bid within the technical bid, their bid shall be rejected summarily.**
 4. All information called for in the enclosed forms should be furnished against the respective columns in the forms. If information is furnished in a separate document, reference to the same should be given against respective columns in such cases. If any particular query is not applicable, it should be stated as "Not Applicable". However, the bidders are cautioned that not giving complete information called for in the tender forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information may result in the bidder being summarily disqualified. Tenders made by fax and those received late will not be entertained.
 5. The Responses should be typewritten or (legible) handwritten but there should not be any overwriting or cutting. Correction, if any, shall be made by neatly crossing out, initialing, dating and rewriting. The name and signature of bidder's authorized person should appear on each page of the application. All pages of the tender document shall be numbered and submitted as a package along with forwarding letter on bidder's letter head.
 6. The **successful bidder** shall be required to deposit performance security (PBG) in form of bank guarantee valid for a year, equal to ten percent (10%) of total contract value (inclusive of taxes) of each item within 15 days from the date of the award of the work.
 7. Reference, information and certificates from the respective clients certifying technical, delivery and execution capability of the bidder should be signed and the contact numbers of all such clients should be mentioned. FRI may also independently seek information regarding the performance from the clients.
 8. The Bidder is advised to attach any additional information, which they think is necessary in regard to their capabilities to establish that the bidder is capable in all respects to successfully complete the envisaged work. They are however, advised not to attach superfluous information. No further information will be entertained after tender document is submitted, unless FRI calls it for.
 9. Even though bidder may satisfy the qualifying criteria, they are liable for disqualification if they have a record of poor performance or not able to understand the scope of work etc.
 10. Prospective bidders may seek clarification regarding the project and/ or the requirements for prequalification, in writing through mail within a reasonable time.
 11. The bidder should enclose bid security (EMD) of INR 15,000 (Fifteen thousand only) only for Item No.1 and INR 2,00,000/- (Two Lakhs) only for item No.2 in form of FDR only drawn in favor of the Director, Forest Research Institute, Dehradun. The tenders without EMD shall be summarily rejected. No exemption for EMD will be entertained except as per rule. The successful bidder shall be required to deposit performance security (PBG) in form of bank guarantee valid for a year, equal to ten percent (10%) of total estimated contract value within 15 days from the date of the award of the contract. The EMD of the unsuccessful bidders shall be returned without interest after award of work to the successful bidder. The EMD of the successful bidder shall be returned only after the signing of the contract along with performance security deposit. The EMD stands forfeited in case the bidder withdraws or amends his bid after submission of tender document and tender closing date/time. (CPPP permits bid modification before bid closing date/time).
- In continuation of para 5 above as per Rule 170 of GFR--- "Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME)" are exempt from submission of EMD (Bid security). Bidders claiming exemption of EMD under this rule (170 of GFR) are however required to submit a signed Bid securing declaration (**as per Annexure XI**) accepting that if they withdraw or modify their Bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, they will be suspended for the period of three years from being eligible to

submit Bids for tenders with National Testing Agency.

12. Reference, information and certificates from the respective clients certifying technical, delivery and execution capability of the bidder should be signed and the contact numbers of all such clients should be mentioned. FRI may also independently seek information regarding the performance from the clients. The Bidder is advised to attach any additional information, which they think is necessary in regard to their capabilities to establish that the bidder is capable in all respects to successfully complete the envisaged work. They are however, advised not to attach superfluous information. No further information will be entertained after tender document is submitted, unless FRI calls it for.
 13. Even though bidder may satisfy the qualifying criteria, they are liable for disqualification if they have a record of poor performance or not able to understand the scope of work etc.
 14. Prospective bidders may seek clarification regarding the project and/ or the requirements for prequalification, in writing through mail within a reasonable time.
 15. The tender document can be downloaded from FRI's web site: <https://fri.icfre.gov.in/tender> or CPP Portal and submitted along with a fee of (item no. 1) INR 590/- (Rupees Five hundred ninety) and item no. 2 INR 1,180, (Rupees One thousand one hundred eighty) only in the form of demand draft in favour of Director, FRI Dehradun. There is no exemption from payment of tender document fees and tenders without requisite fees shall not be accepted subject to exemptions in para 15.1. Late tenders shall not be accepted under any circumstances. The technical bid shall be opened as per schedule at Purchase Section, FRI Dehradun, in the presence of bidders who may like to be present. No online bid submission is required.
- In continuation of para 9 above -- As per MSME policy circular dt 23rd March 2012, MSEs registered under UAM scheme will be provided tender cost free of cost. Bidders are required to submit valid UAM certificate and their claim for free tender cost will be considered for the service/category for which they are registered as per UAM certificate. Decision of Bid Evaluation Committee will be final in the matter.
- FDR for EMD/Tender Cost (if applicable) may be submitted at the Purchase Section along with covering letter addressed to "The Director, FRI" at FRI Dehradun before the due date/time**
16. The tender document can be viewed at FRI's web site: [https://fri.icfre.gov.in/tender and cpp portal](https://fri.icfre.gov.in/tender_and_cpp_portal) <https://eprocure.gov.in/epublish/app>. However, the bids are to be submitted physical in hardcopy at Purchase Section, FRI, Dehradun only. Late/delayed tenders shall not be accepted, under any circumstances. The technical bid shall be opened at designated day/time at Purchase Section, FRI, Dehradun in the presence of bidders who may like to be present.
 17. All disputes arising with respect to the bid document shall be subject to the jurisdiction of appropriate court of Uttarakhand, India alone and shall be governed by the law of India. FRI reserves right to award the work/cancel the award without assigning any reason. In case of differences with regard to the bid document, if any, the decision of FRI shall be final.
 18. The successful bidder has to sign an agreement on non-judicial stamp paper which shall contain clauses related to liquidated damages on account of delays, errors, cost and time over runs etc. In case the bidder fails to execute the contract, FRI shall have liberty to get it done through any other agency at the risk and cost of the bidder in addition to damages and penalty.
 19. **Bidders are neither allowed to join hands to participate in the tender nor allowed to submit multiple bids. Any such act will make the bid liable for rejection.**
 20. **Even though bidders may satisfy the above requirements, they may be disqualified for the following reasons:**
 - If misleading or false representation of facts are made or deliberately suppressed in the information provided in the forms, statements and enclosures of this document.
 - If they have a record of poor performance such as abandoning work, not properly completing the contract or financial failures/weaknesses.
 - If confidential inquiry reveals facts contrary to the information provided by the bidder.
 - If confidential inquiry reveals unsatisfactory performance in any of the eligibility criteria.
 - If bidder is engaged in any activity which can influence the conduct of exam such as conducting of coaching classes etc.

In such cases, FRI has the right to cancel or modify the tender.

Submission of Tender

The tender shall be submitted offline i.e. physically in Two part, viz., Technical bid and Price bid.

The offers submitted by other mode shall not be considered. No correspondence will be entertained in this matter.

The technical bid shall consist of –

- Technical information as desired in prescribed format
- Tender
- Fee and Earnest Money Deposit
- **Basic detail of the bidder as per Annexure-A**
- The financial information as per **Annexure –I**
- The details of similar works as per **Annexure – II**
- The details of work under executed or awarded as per **Annexure – III.**
- The Performance Report of works referred in Annexure II & III as per **Annexure – IV**
- Organizational Structure and information as per **Annexure V**
- The details of technical manpower to be employed for this work as per **Annexure VI.**
- **Annexure – VII** (For information of the Bidders)
- Duly filled in **Annexure – VIII** for assessment of Technical Bid
- Stamp Signed and scanned copy of Tender Acceptance Letter as per **Annexure-IX**
- The financial bid shall consist of **Annexure –X** only.

Demonstration and Presentation:

The bidder may be required to give a demonstration/presentation of their capabilities for delivering required services as per Scope of work and the conditions specified in this document. The demonstration/presentation is to be given as advised by FRI, if necessary. The venue for demonstration and presentation will be informed later on.

11. Appointment of Successful Bidder

Award Criteria

FRI will award the Contract to the successful bidder whose proposal has been determined to be substantially responsive and has been determined as the most responsive bid as per the process outlined above.

Right to Accept Any Proposal and To Reject Any or All Proposal(s)

FRI reserves the right to accept or reject any proposal, and to annul the tendering process / Public procurement process and reject all proposals at any time prior to award of contract without incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for FRI action.

Notification of Award

Prior to the expiration of the validity period, FRI will notify the successful bidder in writing or by fax or email, that its proposal has been accepted. In case the tendering process / public procurement process has not been completed within the stipulated period, FRI may request the bidders to extend the validity period of the bid.

The notification of award will constitute the formation of the contract and shall be binding on both the parties. Upon the selected successful bidder's furnishing of Performance Bank Guarantee, FRI will notify each unsuccessful bidder and return their EMD. The EMD of successful bidder shall be returned only after furnishing of Performance Bank Guarantee and signing of Contract.

In case the performance is not found to be satisfactory or not in conformity with the terms and conditions of the Tender document, the contract shall be terminated even before the scheduled time as per due process. The decision of the Director, FRI will be final and binding.

In the event of premature closure of contract for reasons mentioned herein above, the Performance Security Deposit shall be forfeited along with penalty as decided by the Director, FRI.

Performance Guarantee

FRI will require the successful bidder to provide an irrevocable, unconditional one-time Performance Bank Guarantee within 15 days from signing of the agreement post Notification of award, for a value equal to ten percent (10%) of total contract value (inclusive of taxes) of each item within 15 days from the date of the award of the work. The Performance Guarantee should be valid for a period of 06 months OR shall be kept valid till completion of the project. The successful bidder shall be responsible for extending the validity date of the Performance Guarantee as and when it is due on account of non-completion of the project. In case the successful bidder fails to submit performance guarantee within the time stipulated, FRI at its discretion may cancel the order placed on the successful bidder without giving any notice. FRI shall invoke the performance guarantee in case the successful Vendor fails to discharge their contractual obligations during the period or FRI incurs any loss due to Vendor's negligence in carrying out the project implementation as per the agreed terms & conditions.

Signing of Contract

After FRI notifies the successful bidder that its proposal has been accepted, FRI shall enter into a contract, incorporating all clauses, pre-bid clarifications and the proposal of the successful bidder between FRI and the successful bidder with mutually agreed terms and conditions.

Payment Terms

1. No advance payment shall be made under any circumstances to the successful bidder.
2. Rate quote by the bidder shall be inclusive of all incidental cost of service provider including transportation, handling, and installation.
3. The payment shall be in Indian Rupees and shall be paid only as per term & condition of payment.
4. The payment will be made after receipt of satisfactory completion certificate of Centre In-charge of each exam centre.
5. 100% payment will be made within 30 days of receipt of work completion certificate of each item separately, along with Invoice complete in all respects.
6. Performance bank guarantee needs to be submitted by successful bidder before signing of agreement between FRI and successful bidder.
7. All Payment shall be subject to deduction of applicable TDS.
8. No interest will be paid to the successful bidder on the security deposit.

Time Frame

The selected bidder should be ready to provide their services within 15 days of signing of the contract to FRI and on receipt of work order for a specific exam.

Information security and data privacy

The selected bidder will be responsible for providing secure systems. The selected bidder is expected to adhere to Information Security Management procedures as per acceptable standards with best practices. The selected bidder shall be responsible for guarding the Systems against virus, malware, spyware and spam infections using the latest Antivirus corporate/Enterprise edition suites which include anti-malware, anti-spyware and anti-spam solution for the entire system. The vendor shall have to maintain strict privacy and confidentiality of all the data it gets access to.

Processing Norms

FRI and selected bidder acknowledge and agree that the provision of Services under this tender may require the selected bidder to interact with the customers and suppliers of FRI relating to the Services as special agent for and on behalf of FRI and/or to process transactions, in accordance with the general or special guidelines, norms and instructions ("Processing Norms") provided by FRI and agreed by the Parties. The selected bidder shall be entitled to rely on and act in accordance with any such Processing Norms agreed by the parties and the selected bidder shall incur no liability for claims, loss or damages arising as a result of selected bidder's compliance with the Processing Norms. FRI agrees to indemnify, defend and hold Bidder and its affiliates, their officers and employees involved in the Services, harmless from any and all claims, actions, damages, liabilities, costs and expenses, including but not limited to reasonable attorney's fees and expenses, arising out of or resulting from the selected bidder's compliance with Processing Norms. Further, FRI shall be responsible for all activity occurring under its control and shall abide by all applicable local, state, national and foreign laws, treaties and regulations in connection with their use of the Service, including those related to data privacy, international communications and the transmission of

technical or personal data.

Fraudulent and Corrupt Practices

The Bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this RFP, FRI shall reject a Proposal without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the "Prohibited Practices") in the Selection Process. In such an event, FRI shall, without prejudice to its any other rights or remedies, forfeit and appropriate the Bid Security or Performance Security, as the case may be, as mutually agreed genuine pre-estimated compensation and damages payable to the Authority for, inter alia, time, cost and effort of the Authority, in regard to the RFP, including consideration and evaluation of such Bidder's Proposal.

For the purposes of this Section, the following terms shall have the meaning hereinafter respectively assigned to them:

- "corrupt practice" means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of FRI who is or has been associated in any manner, directly or indirectly with the Selection Process or the LOI or has dealt with matters concerning the Agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of FRI, shall be deemed to constitute influencing the actions of a person connected with the Selection Process); or (ii) save as provided herein, engaging in any manner whatsoever, whether during the Selection Process or after the issue of the LOA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the LOA or the Agreement, who at any time has been or is a legal, financial or technical consultant/ adviser of FRI in relation to any matter concerning the Project;
- "fraudulent practice" means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process;
- "coercive practice" means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person's participation or action in the Selection Process;
- "undesirable practice" means (i) establishing contact with any person connected with or employed or engaged by FRI with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest; and
- "restrictive practice" means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the Selection Process.

Force Majeure

Force Majeure is herein defined as any cause, which is beyond the control of the selected bidder or FRI as the case may be which they could not foresee or with a reasonable amount of diligence could not have

foreseen and which substantially affect the performance of the contract, such as:

- Natural phenomenon, including but not limited to floods, droughts, earthquakes and epidemics.
- Acts of any government, including but not limited to war, declared or undeclared priorities, quarantines and embargos
- Terrorist attack, public unrest in work area provided either party shall within 10 days from occurrence of such a cause, notifies the other in writing of such causes.

The selected bidder or FRI shall not be liable for delay in performing his/her obligations resulting from any force majeure cause as referred to and/or defined above. Any delay beyond 30 days shall lead to termination of contract by parties and all obligations expressed quantitatively shall be calculated as on date of termination. Notwithstanding this, provisions relating to indemnity, confidentiality survive termination of the contract. However, FRI shall make payment for all the

services rendered by the selected bidder till such date of termination of contract.

Proprietary Rights

All rights, title and interests in and to the Services Environment and any other material used by the selected bidder in the provision of the Services shall exclusively belong to the selected bidder or its licensors ("Bidder Proprietary Material"). Any and all Intellectual Property Rights with respect to the Services and the selected bidder Proprietary Material and all modifications, improvements, enhancements, or derivative works made thereto, shall always belong to the selected bidder or its licensors and FRI shall not be entitled to claim any rights therein. All rights, title and interests in FRI Data shall always remain with FRI. FRI agrees that the selected bidder shall have the right to list FRI name in its marketing material and use FRI logo with respect to such listing and for reference purposes. FRI acknowledges that the provision of the Services hereunder by the selected bidder shall be on a non-exclusive basis and the selected bidder shall be free at all times to provide the services or perform obligations same or similar to the Services and obligations envisaged hereunder to any of its other clients, either existing or future, and nothing herein shall preclude Bidder from providing such services or performing such obligations to its other clients, except that there shall be no arrangements with the coaching classes directly/in-directly during the currency of this tender and two years thereafter.

Limitation of Liability

Neither party shall be liable to the other party for any special, indirect, incidental, exemplary, punitive or consequential losses or damages or loss of profit, loss of goodwill, loss of revenue or operational losses whether in contract, tort or other theories of law, even if such party has been advised of the possibility of such damages. The total aggregate liability of either party under this Agreement shall not exceed the exam value paid to bidder by FRI for the Service that gives rise to such liability. The limitation on any Party's liability herein shall not apply to (i) liability for damages, resulting from the willful misconduct and (ii) breach of the use terms in respect of bidder's application system. The bidder shall not be held liable for any delay or failure in its obligations, if and to the extent such delay or failure has resulted from a delay or failure by or on behalf of FRI to perform any of FRI's obligations. In such event, Bidder shall be (a) allowed additional time as may be required to perform its obligations, and (b) entitled to charge FRI for additional costs incurred, if any, as may be mutually agreed upon between the Parties.

Dispute Resolution

All disputes pertaining to the tender shall fall within the jurisdiction of Uttarakhand only. The Director of the FRI shall be the official by whose designation the FRI may sue or be sued. In the event of any dispute arising between the parties, the same shall be referred to the Director General, FRI, Dehradun, whose decision shall be final and binding on the parties.

Integrity Pact

The vendors/ bidders are required to enter into "Integrity Pact" as notified by the CVC vide Circular No.02/01/2017 (file No.015/VGL/091 dated 13.1.2017) and amended from time to time. Only those bidders/vendors who commit themselves to such a pact with FRI would be considered competent to participate in the bidding process. The Integrity Pact is to be submitted on a 'Non-Judicial Stamp paper of Rs.100/-.

Arbitration Clause

- (a) In case of any dispute arising between the Parties, both the parties will try to resolve the issue mutually within 20 days of dispute raised. In any case, the either party will give notice in writing to other party indicating concern, proposed remedy to settle the issue. If the issue does not settle by negotiation, in the manner as prescribed, the same may be resolved exclusively by arbitration. In such case, the matter will be referred to the sole arbitrator appointed by Director, Forest Research Institute, for adjudication. Arbitration shall be held in Uttarakhand and conducted in accordance with the provisions of Arbitration and Conciliation Act, 1996.
- (b) The arbitrator may from time to time with the consent of both the parties enlarge the time frame for making and publishing the award. Subject to the aforesaid, Arbitration and Conciliation Act, 1996 and the rules made there under, any modification thereof for the time being in force shall be deemed to apply to the arbitration proceeding under this clause.
- (c) The venue of the arbitration proceeding shall be the office of FRI, Dehradun or such other

places as the arbitrator may decide.

- (d) The contract shall be interpreted in accordance with the laws of the Union of India & will be under the jurisdiction of court in Uttarakhand.

BASIC DETAILS OF THE BIDDER

S. No.	Bidder Details	To be filled by the Bidder or Firm	For use of Technical Evaluation Committee
i.	Name and Address of the Bidder		
ii.	Cost of Tender Form Details		
iii.	EMD Details		
1.	Registered Firm/ Company		
1a.	Date of Registration		
2.	Average Annual Turnover in India during last three financial years		
2a.	2019-20		
2b.	2020-21		
2c.	2021-22		
3.	Permanent Account Number		
	Quality Certification No.		
	GST Number		
4.	Number of Projects executed as on day of bidding		
5.	Contact Person Name Phone No. Mobile No. Email Id.		

The information given above is correct. In case, at any stage, any information is found to be false, my bid/ offer stands rejected.

Signature of the Bidder with Seal

Name of the Authorized Signatory
Designation
Phone Number
Email ID

FINANCIAL INFORMATION

- I. Financial Analysis: Details to be furnished duly supported by figures in Balance Sheet/ Profit & Loss Account for the last three years i.e. 2019-20, 2020-21 & 2021-22 and certified by the Chartered Accountant, as submitted by the Bidder to the Income-Tax Department (copies to be attached).

Table-1: Total Turnover

S. No.	Details	(1) 2019-20	(2) 2020-21	(3) 2021-22
i)	Gross annual turnover			
ii)	Profit/Loss			
iii)	Net Worth			

- II. Please attach - Up to date Income Tax Clearance Certificate
- Audited Balance Sheet.
- Profit / Loss statement
- III. Note: Attach additional sheets, if necessary.

(Signature of Chartered Accountant)

Name:

Membership No.:

Date of sign:

Stamp:

DETAILS OF SIMILAR WORK EXECUTED

S No.	Name of work/ Project & Location	Owner/ Sponsoring organization	Total No. of Candidates Handled	Total No. of Shifts taken for completion	Date of commencement as per contract	Actual Date of completion	Litigation/ Arbitration pending in progress with details	Remarks
1	2	3	4	5	6	7	8	9

(Signature with date and Seal of Bidder)

ANNEXURE-III

DETAILS OF WORK UNDER EXECUTION OR AWARDED

S No	Name of work/Project & Location	Owner/ Sponsoring organization	Total No. of Candidates to be handled	Date of commencement as per contract	Stipulated date of completion	Upto date percentage progress of work	Slow progress if any, and reasons thereof	Remarks
1	2	3	4	5	6	7	8	9

(Signature with date and Seal of Bidder)

Performance Report of Works referred in ANNEXURE II & III

(Furnish this information for each individual work done by the bidder for whom the work was executed)

1. Name of Work/Project & Location : _____

2. Owner or Sponsoring Organisation : _____
Address : _____

3. Agreement No. : _____
4. Estimated Cost : _____
5. Tendered Cost : _____
6. (A) Date of Start : _____
(b) Stipulated date of completion : _____
(c) Actual date of completion : _____
7. Performance reports/assessment
 - a. Quality of work - Excellent/ Very Good/ Good/ Fair: _____
 - b. Resourcefulness - Excellent/ Very Good/ Good/ Fair: _____

(Signature with date and Seal of Bidder)

STRUCTURE OF THE ORGANIZATION

1. Name and address of bidder: _____

2. (a) Telephone No. : _____
(b) Fax No. : _____
(c) Email address : _____
3. Legal Status (Attach copies of original document defining the legal status).
(a) An Individual : _____
(b) A Proprietary/ agency : _____
(c) A Pvt Ltd or Limited company : _____
4. Particulars of Registration with various Government bodies & Statutory Tax Authorities:
(Attach attested photocopy)
(a) Registration Number : _____
(b) Organization/Place of registration: _____
(c) Date of validity : _____
5. Names and titles of Directors & Officers with Designation to be concerned with this work with Designation of individuals authorized to act for the organization:

6. Were you or your company ever required to suspend the work for a period of more than six months continuously after you commenced the works? If so, give the name of the project and reason for not completing the work.

7. Have you or your constituent partner(s) ever left the work awarded to you incomplete? If so, give name of the project and reason for not completing the work.

8. Have you or your constituent partner(s) been **debarred/black listed** for tendering in any organization at any time? If so, give details.

9. Area of specialization and Interest : _____

10. Any other information considered necessary but not included above.

(Signature with date and Seal of Bidder)

DETAILS OF TECHNICAL & ADMINISTRATIVE PERSONNEL TO BE EMPLOYED FOR THIS WORK

TABLE-1:

Category	Total Number of regular employee	Number available for this work	Minimum Qualification	Remarks
Technical				
Administrative				

TABLE-2:

S No	Designation	Total number of employees in the category	Number available for this work	Minimum Qualification	Professional experience and details of work carried out	In what capacity these would be involved in this work	Remarks
1	2	3	4	5	6	7	8

(Signature with date and Seal of Bidder)

ANNEXURE-VII
(For information only)

Table-1: State wise list (tentative) of Cities in India where FRI shall conduct the Test

Sr.No	COUNTRY	STATE/ U.T	CITY_2021
1	INDIA	DELHI (NCR)	DELHI (NCR)
2		UTTARAKHAND	DEHRADUN
3			ROORKEE

Note: Actual number of cities may increase/decrease based on the number of applicants.

**TECHNICAL BID FORM
(for technical evaluation)**

Experienced Agencies/Firms to provide Ancillary security services on turnkey basis during Online (Computer Based) examination being conducted by Forest Research Institute in various Centres.

The cost of the tender document is being remitted through Demand Draft No. _____ dated _____ for Rs. _____/- in favour of the Director, Forest Research Institute, Dehradun.

Sl. No.	Particulars	Information to be furnished by the firm/agency along with documentary proof
1	Name of the firm/Agency with Complete Address, Phone nos., Mobile nos. & email IDs.	
2	Year of incorporation of the Firm (Copy be enclosed)	
3	GST Registration No./PAN No. (Copy be enclosed)	
4	Total Experience (Copies to be enclosed)	
5	Annual Turnover (Financial year) duly certified by a Chartered Accountants firm 2019-20 2020-21 2021-22	
6	Details of cost of Tender document	
7	Details of EMD	

(Signature with date and Seal of Bidder)

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date:

To,

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: -

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

as per your advertisement, given in the above-mentioned website(s).

1. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

2. The corrigendum(s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter.

3. I / We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totality / entirety.

4. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

5. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

FINANCIAL BID FORM

Date: _____

To
The Director
Forest Research Institute
P.O. New Forest, Dehradun – 248006
Tender No.: _____

Bidding Company Name: _____

After having gone through the terms and conditions as enlisted in the tender document for **Experienced agencies/firms to provide Ancillary security services on turnkey basis during Computer- based examination being conducted by Forest Research Institute in various centres.** I/We accept all the terms and conditions of the tender document and quote our lowest rates.

Our lowest offered rates for the required job are as under:

Description of the activities	Total cost per Candidate per shift		
	Basic Charge	GST	Total Including GST
1. Providing Security & Surveillance Services for Group 'C' Recruitment for Item No.1 (MTS) of FRI, Dehradun including CBT- Total 3209 candidates: (Single Shift) a) CCTV Surveillance service during examinations b) Impersonation control through Aadhar based biometric authentication c) Frisking of candidates through HHMD d) Entry / Crowd management during examination As per the Scope of Work			
2. Providing Security & Surveillance Services for Group 'C' Recruitment of FRI, Dehradun including CBT.(Tentative schedule – 2 days (2 shift per day) a) CCTV Surveillance service during examinations b) Impersonation control through Aadhar based biometric authentication c) Frisking of candidates through HHMD d) Entry / Crowd management during examination As per the Scope of Work			

Signature of owner/authorized Officer of the firm/agency
Complete Name and Address with seal of the Firm

Place: _____