

## **TENDER DOCUMENT**

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



**FOREST RESEARCH INSTITUTE**  
**P.O. New Forest, Dehradun – 248006**

**Notice Inviting Tenders**  
(National Competitive Bidding)  
**Forest Research Institute**  
**(Indian Council of Forestry Research & Education)**  
Post- New Forest, Dehra Dun – 248006, Uttarakhand, India

Phone: -0135-2224205;  
Website: <https://fri.icfre.gov.in>

Fax: 0135-2756865  
Email: [po\\_fri@icfre.org](mailto:po_fri@icfre.org)

**TENDER NO: 03/94/2021-Ests-III**

**TENDER ID: 2021\_ICFRE\_611625\_1**

1. Online bids are invited on single stage two bid systems for Services. The manual bids shall not be accepted.
2. Tender documents may be downloaded from FRI web site <https://fri.icfre.gov.in> (for reference only) and CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in tender critical date sheet as under :-

Technical Clarifications:	Neelima Shah, IFS	Registrar, Forest Research Institute, Dehradun	Ph: 0135-222-4249 Mobile No. 91 9760058194 E-mail: <a href="mailto:registrar_fri@icfre.org">registrar_fri@icfre.org</a>
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Critical Date Sheet				
S. No.	Particulars	Date	Time	Location
1.	Date of Publication	25.01.2021	05:00 PM	FRI website and CPP portal: <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a>
2.	Bid document download/Sale start date	25.01.2021	06:00 PM	At CPP Portal as above
3.	Bid submission start date	25.01.2021	06:00 PM	Online at CPP portal
4.	Seek Clarifications Start Date	25.01.2021	06:00 PM	Through Phone
5.	Pre-bid Conference	29.01.2021	11:00 AM	At Registrar Office, FRI, Dehradun
6.	Seek Clarification End Date	29.01.2021	10:00 AM	Through Phone
7.	Bid submission end date	16.02.2021	15:00 PM	Online at CPP portal
8.	Bid Opening Date	17.02.2021	15:00 PM	Online at CPP portal
9.	Opening date for financial bids	19.02.2021	10:00 AM	Online at CPP portal

Purchase Officer

## **Chapter-2: Terms and Condition**

**Bids shall be submitted online only at CPPP website:** <https://eprocure.gov.in/eprocure/app> , Tenderer/Bidder are advised to follow the instructions provided in the “Instructions to the Tenderer/Bidder for the e-submission of the bids online through the Central Public procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure/app>

Not more than one tender shall be submitted by one tenderer/bidder having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.

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

Intending tenderers/bidders are advised to visit again FRI website <https://fri.icfre.gov.in> and CPPP website <https://eprocure.gov.in/eprocure/app> at least 3 days prior to closing date of submission of tender for any corrigendum / addendum / amendment.

Bids will be opened as per date/time as mentioned in the **Tender Critical Date Sheet.**

### **Submission of Tender**

Online bids are to be submitted under two bid system i.e Cover 1 and Cover 2. All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

**The offers submitted by Fax/email/offline shall not be considered. No correspondence will be entertained in this matter.**

### **Cover 1:- Qualifying Bid**

**Qualifying documents should be uploaded in CPP Website** <https://eprocure.gov.in/eprocure/app> The following documents are to be furnished by the Tenderer/Bidder as Qualifying bid , as signed and scanned copy in pdf format upload in CPP Portal.

- i) The Earnest Money Deposit RS. 05 Lakh (EMD) should be submitted as **crossed Demand Draft (DD)** in favors of Director, Forest Research Institute, Dehradun by post to Purchase officer, Forest Research Institute, Dehradun-248006, and the scanned copy of the same should be uploaded in the Portal. The hardcopy of EMD should be sent to Purchase Officer, FRI Dehradun-248006 and must be received on or before the last date/time of qualifying bid submission.
- ii) Signed and scanned copy of the original document, Company’s Registration Certificate.
- iii) Signed and scanned copy of the original document of EPF & ESI Registration Certificate.
- iv) Signed and scanned copy of the original document of PAN and TIN.
- v) Signed and scanned copy of the original document of company’s balance sheet of last three Financial years duly audited (2017-2018, 2018-2019 & 2019-2020).
- vi) Signed and scanned copy of the original document of EPF & ESI Challan Certificate for the year 2017-2018, 2018-2019 & 2019-2020.
- vii) Signed and scanned copy of the original document of Company brochure showing the profile.
- viii) Signed and scanned copy of the present clientele list along with strength of workers deployed.

- ix) Signed and scanned copy of original document of company having its Head/Branch Office in Uttarakhand preferably in Dehradun should only apply.
- x) Signed and scanned copy of the original document of Undertaking of Annual financial turn over which should not be less than 9 crores. (Challan of GST paid by the company during the Financial Year 2017-2018, 2018-2019, 2019-2020 & GST should be enclosed as a proof, which may be verified as per satisfaction of the committee).
- xi) Signed and scanned copy of original document of Company's performance at National level is required. Documentary evidence/Performance Certificate should be enclosed for the last financial year 2019-2020 should be uploaded.
- xii) Signed and scanned copy of affidavit in non-judicial stamp paper of Rs.10/- by the firm that it has never been black-listed/debarred/banned by any Govt. Department/Public sector must be attached along with Bid, failing which the Bid shall be rejected.
- xiii) Signed and scanned copy of Tender Acceptance Letter as per tender document (Annexure-VI).
- xiv) Signed and scanned copy of the original document, PASARA certificate, Uttarakhand.
- xv) **Tender fee:-** The tender form downloaded from above web sites must include Rs.1180/- (including 18.00% GST) by crossed Demand Draft in favour of Director, Forest Research Institute, Dehradun payable at Dehradun as tender fee along with the tenders submitted and the scanned copy of the same should be uploaded in the CPP portal. It is non-refundable; The hard copy of the same must be received on or before last date/time of opening of qualifying bid.  
***In absence of scanned and signed copy of required qualifying documents the tender would be considered as invalid.***

**Pre-bid Conference:-** A pre-bid conference will be arranged by the Registrar, Forest Research Institute for clarification/finalization of Terms & Conditions etc of the contract. Bidders are requested to take part in the Pre-Bid conference at scheduled date and time and shall submit the model & technical specification of the machines to be deployed. The suggestions given by the bidders in form of e-mail, fax etc will not be entertained. The bidder must be present in Pre-Bid Conference, if bidder requires any change/modification in Bid document. The change/modification will be incorporated in the Bid document suggested by the bidder after the open discussion with user, other interested bidders for the contract and the committee. The modifications, if any after Pre-bid conference will be available at the website. After pre-bid conference no suggestion will be accepted. If no party attends the Pre-bid conference then listed specification will be considered as final.

### **Cover 2:-Price Bid**

- (a) The financial proposal must be uploaded online in the Schedule of price bid in the form of BoQ-1.xls sheet. Full details of business terms and conditions, e.g. Service/ Administrative Charges, if any, the validity period of quotation, or any other information relevant to the services may please be indicated clearly.
- (b) The basic price in BoQ must be quoted as per the minimum wages decided by the Chief Labour Commissioner (Central) Uttarakhand. The higher and lower rates than this minimum wages will not be acceptable.
- (c) Administrative charges must be include all sort of expenditure on account of tax liabilities, issuance of license, expenditure on account of uniform, torch, umbrella and other miscellaneous items required by the security & sanitation staff, office expenditure supervision charges, etc.
- (d) GST is not to be mentioned in the online financial proposal. It will be paid as per govt. norms.
- (e) Price bid undertaking is to be submitted.

## EVALUATION CRITERIA for Bidders.

Only Firms Registered Under Company Act 1956 Can Participate

Service Charges to be levied by the Firm should be in accordance with GFR 2017. In case of Multiple Firms quoting same service charges then preference will be given to the firm having maximum turn over for the last three years.

### TENDER ID: 2021\_ICFRE\_611625\_1

S. No	EVALUATION CRITERIA	DOCUMENTS REQUIRED
1	<b>Previous work done-</b> the bidder shall submit documents related to completed/on-going similar service contracts during the last three financial years (2017-18, 2018-19, 2019-20) along with the details of payments received and percentage penalties imposed therein.	Certificate from the client authorizing payment made along with percentage penalties imposed, if any - Contract-wise for completed/on-going similar service contracts along with Certificate of satisfactory performance.
2	<b>Average Turnover (In last Three Financial year 2017-18, 2018-19, 2019-20).</b>	As per audited balance sheet certified by CA.
3	<b>Number of years in operations:</b> (Firms having less than 3 years of experience are not eligible)	Company establishment certificate and company's work order copy/agreement copy/ completion certificate etc. as proof of operation. Years shall be counted from the date of signing of agreement document.
4	<b>Presence of Bidder in Dehradun</b>	The firm should have Office Establishment in Dehradun city is compulsory.
5	<b>Labour License</b>	Active labour License issued by Uttarakhand.
6	<b>Certificate and License</b>	Valid Certificate pertaining to PASARA License of Uttarakhand is mandatory for Bidders.

**Price Bid Undertaking (Signed & scanned copy to be submitted online)**

From: (Full name and address of the Bidder)

To,

The Director,  
Forest Research Institute, Dehradun

Dear Sir/Madam,

I submit the price Bid for ----- and related activities as envisaged in the Bid document.

I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.

I offer the services quoted at the rates as indicated in the price bid.

Yours Faithfully,

**Signature of Authorized Representative**

**Schedule of price bid in the form of BoQ.xls**

The below mentioned Financial Proposal/Commercial bid format is provided as BoQ.xls along with this tender document at. <https://eprocurement.gov.in/epublish/app>, Bidders are advised to download at this BoQ.xls as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid. **Bidder shall not tamper/modify downloaded price bid template in any manner.** In case if the same is found to be tempered/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 Forest Research Institute.

1. The rates will be inclusive of all taxes (except GST), fees, levies, etc. and any revision in the statutory taxes, fees, etc will be the responsibility of the Bidder.
2. In case of any discrepancy/difference in the amounts indicated in figures and words the amount in words will prevail and will be considered.
3. The quoted rates shall remain firm throughout the tenure of the contract and no revision is permissible for any reason.

**Authorized Signatory  
(Signature of the Authorized Person)**

## **Financial Proposal**

The financial proposal must be submitted in the format BoQ.xls along with this tender document at [https://eprocurement .gov.in/epublish/app](https://eprocurement.gov.in/epublish/app), separate for each item. Full details of business terms and conditions, e.g. Administrative/ Services Charges, if any, the validity period of quotation, or any other information relevant to the services may please be indicated clearly. Prices must be quoted F.O.R. Dehradun.

### **Note:-**

1. The wages rates may change in future as per Government Order since Minimum wages are subject to increase.
2. Rates quoted per person per month should be inclusive of all statutory requirements as per the Minimum Wages Act of 1948 and in accordance with statutory provisions and requirement 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 Annexure-II is an approximation and is liable to change from time to time. The total contractual amount, too, may therefore vary accordingly.

## **Proposal Evaluation**

A two-stage procedure will be adopted in evaluating the proposals.

- (i) Checking of qualifying proposal. First of all, the qualifying documents will be checked. If absence of any of qualifying documents, the bid will be rejected.
- (ii) A financial evaluation. Firms will be ranked using financial score.

**(Name & Signature of bidder)**

### **Instructions for Bidders: -**

- (a) The rates quoted in the attached Annexure V (page No. 24) 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) The bidders may inspect the site location of FRI campus during 10.00 AM to 4.00 PM on all working days till 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.
- (c) In case the tender documents have been downloaded from the tender other website, Demand Draft/Bankers Cheque of Rs.1180/- (included GST) in favour of Director, FRI, Dehradun, be attached on account of fee for obtaining the tender document. This shall be non-transferable/non-refundable.
- (d) 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.

- (e) Any clarifications from FRI or any changes in requirement will be posted on CPP portal & 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 some omission is done by any bidders.
- (f) **A bidder blacklisted by Central Government/State Government/PSUs/ICFRE Institutes or any other Organization 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.**
- (g) **Pasara Licence of Uttarakhand is mandatory for bidding process.**
- (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 Registrar Officer, FRI.**

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

The details of the above items and other Terms and Conditions, etc. are available in the Tender Documents. The tender forms and specifications are available at web site.



**Terms and conditions of the Campus Manning/Security Services, Outdoor Mechanized Cleaning & House Keeping, Up-keeping & other services at FRI & ICFRE (HQ), Dehradun.**

1. The successful tenderer 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 one office preferably at Dehradun. However, in case company doesn't have any office at Dehradun, it will be mandatory to open an office at Dehradun within one month's time from signing of tender.
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. Mechanized Cleaning & housekeeping works with suitable, uniformed and trained personnel with the use of Floor Scrubber Dryer, High Pressure Jet Cleaning Machine, Vacuum Cleaner etc, is to be done. The Contractor will bear full responsibility of providing **floor cleaning machines to FRI, ICFRE, New Forest Hospital & Scientist Hostel.**
5. 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.
6. 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 end the same shall be binding on the Contractor.
7. 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.

8. 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 fact 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 Semi-Skilled 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 to be submitted to authority.
9. 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 them are paid the wages/salaries for the previous month on or before the 7th day of the subsequent month, through. **The contractor must keep sufficient liquidity to ensure above without writing for payment from Institute for two months.**
10. The 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.
11. The Contractor shall submit weekly duty chart of the security personnel to the 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.

12. The Contractor shall not replace the security and other personnel at random. This shall be done with the prior knowledge of the authority and full particulars of the security and other personnel so deployed shall be given to the authority. In case any of the security and other staff are found to be posted without the previous knowledge of the authority, the FRI/ICFRE (HQ) shall not be liable to pay for such security and other personnel.
13. No leave of any kind to the security and other personnel shall be sanctioned by the authority. The Contractor shall be liable to make substitute arrangements in case of the absence of the security personnel and other personnel. The Contractor shall man all the security check posts and other locations as specified by the 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, at the main gate where round the clock, security personnel perform duty, for the purpose of taking/handing over the duty shall maintain a register. 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 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.

14. The Contractor shall arrange to dress all the security personnel & sanitation staff, which require uniforms on duty smartly and neatly on the pattern of the uniformed services (Annexure I) and ensure their good behavior with the establishment and visitors. They shall abstain from taking part in any staff union and association activities. The Contractor shall provide as a part of dress, 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 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.5000/= (Rs. five thousand only) may be imposed by the Director, FRI.

15. The FRI/ICFRE 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.
16. 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.

17. 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, FRI.
  - vi) All Security Supervisors and Gatemen/Guards shall be provided with nameplates, which shall be displayed at their chest.
18. 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.
19. 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.
20. 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.
21. That 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.
22. 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.
23. In case the security personnel and other categories of personnel deployed by the Contractor commit/commits any act of omission or commission constituting their/his/her misconduct or indiscipline, the Contractor will take appropriate action against the personnel.
24. 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 them 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 challan pertains to ESI and EPF 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.

25. 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 the Court of Law, payment of the same shall be the sole responsibility of the Contractor.
26. 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 their workers and also complied with the provisions of the Employees Provident Fund and Miscellaneous Provisions Act and Employees State Insurance Act.
27. The Contractor shall not be permitted to transfer, sublet or assign their rights and obligations in part or full under this contract to any other person or organization.
28. Time shall be the essence of the contract and the duration of this contract shall be for a period of twelve months from 01<sup>st</sup> March 2021, except in the event of earlier termination under these terms. The contract shall automatically expire on 28<sup>th</sup> February, 2022 unless extended further by mutual consent of the parties, subject to a maximum of further **two years**.
29. Director, FRI, has the absolute right to terminate the contract at any time before the due date of expiry specified in clause 28 herein above, 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.
30. 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.
31. 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 32 hereof.
32. In case of breach of any of the terms of agreement, the security deposit of the Contractor is liable to be forfeited by the 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 them under the contract.
33. 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.
34. The Contractor will ensure that no unauthorized entry is permitted and the guards at the entry points should 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 through telephone provided at points mentioned in Annexure-III. Each complaint of outsider found imparting Vehicle Driving Training inside the campus of or outsiders found playing inside the Lawns of Forest Research Institute shall fetch a fine of Rs.1000/= (Rupees One thousand only) to the<sup>13</sup>

Contractor.

35. Entry of stray dogs and stray cattle into the campus is to be prevented by the service provider.
36. It should be ensured that trees, flowers, plants and grassy lawns are not damaged either by the campus inmates or by outsiders.
37. All personnel employed by the Contractor shall be bound to provide full help in extinguishing any fire that breaks out anywhere in the campus.
38. 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.
39. 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.
40. 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 GST 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 along with the bill for that month.
41. The Contractor will have to deposit security money of Rs. 50.0 lakhs (Rupees Fifty Lakhs only) in the form of bank guarantee or FDR for the entire contract period in favour of the Accounts Officer, FRI, within 15 days of the award of contract to mitigate any immediate liability during the currency of the work, arising out of any untoward situation under the provisions of the Workmen's Compensation (Amendment) Act or any other liabilities to be settled by the successful tenderer. 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 and if no dues are recoverable from the Contractor.
42. 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 of 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.
43. In no case, the successful tenderer shall subject the awarded contract work to any other person (s) or agency.
44. Any liabilities arising out of Workmen Compensation Act or any other act as and when decided by any court of law shall be made good by the service provider.
45. 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.
46. 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, FRI.
47. Any dispute arising out of this agreement will be settled under the jurisdiction of Dehradun Court (under High Court of Uttarakhand, Nainital).
48. The payment of next month's will be released by Principal employer only on production of documentary proof of previous month of the deposit of EPF/ESI for the maximum time of one month will be provided to the service provider.
49. Any loss of life of the personnel during the discharge of work or any time, due to accident, or natural, shall be the sole responsibility of the contractor, FRI in no case will be responsible for any compensatory payments to the family of<sup>14</sup>

deceased and will also not bound to provide any compensatory appointment to the family of the deceased.

50. **The contractual workers are entitled to a paid rest day in every period of seven days (Refer Section 13(b) of the Minimum Wages Act 1948 and Rule 23 of the Wages (Central) Rules 1950). When contractual workers are requisitioned by the Principal Employer to work for more than 48 hours in a week, he is entitled to wages on overtime rates for the additional period at double the ordinary rates.**

IN WITNESS WHEREOF the Contractor and Registrar, Forest Research Institute, Dehradun acting in the premises as aforesaid have set their respective hands and seals the day, month and year first above written in the presence of:-

**WITNESS:**

1. Signature:  
Name (full):  
Permanent Address:

(Neelima Shah) Registrar,  
Forest Research Institute  
P.O-New Forest  
Dehradun-248006

2. Signature:  
Name (full):  
Permanent Address:

## 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 : Skilled
2. Gateman (Ex-serviceman) : Semi-skilled
3. Guard (Non-Ex-serviceman) : Semi-skilled
4. Staff for Outdoor Mechanized Cleaning & Housekeeping and Up-Keeping services : Highly-skilled, Skilled, 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 they pay minimum wages applicable to all their 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 Mechanized Cleaning & Housekeeping and Up-Keeping 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**
- (i) **Two apron per sanitation worker**

3. **Monthly billing will be on 26 days basis (maximum) except for the month of February in which it will be on 24/25 days basis.**



**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.	<b>Security Supervisor (Skilled)</b>	(04)	One each in the three shifts viz. 0600 hrs.- 1400 hrs. and 1400 hrs. to 2200 hrs. – For effective supervision of security functions
2.	<b>Gateman: Ex-serviceman (Semi-skilled)</b>	(60)	Duty points for effective security coverage of different segments in the campus including necessary patrolling as given in Annexure-III
3.	<b>Guard: (Semi -skilled)</b>	(51)	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	<b>(10)</b>	For eight-hours for six days in week. The time and number will vary according to need.
2.	Skilled/Clerical	<b>(110)</b>	
3.	Semi-skilled	<b>(10)</b>	
4.	Un-skilled	<b>(180)</b>	

**Note:** a) Timings & shifts will be in accordance with labour laws prevailing.

b) Estimated manpower requirement may be changed by FRI authority, 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                      | - 05:30 AM to 09:30 PM                      |
| (5)  | Babu Gate                           | - 05:30 AM to 09:30 PM                      |
| (6)  | Hari Singh Gate                     | - Round the clock                           |
| (7)  | Charkhi Gate                        | - 05:30 AM to 09:30 PM                      |
| (8)  | Gate No.9                           | - 05:30 AM to 09:30 PM                      |
| (9)  | FRI Deemed University               | - Round the clock                           |
| (10) | Scientist Hostel                    | - 05:00 PM to 09:00 AM                      |
| (11) | 20 Trainees' Hostel(Sandalwood)     | - Round the clock                           |
| (12) | 100 Students Hostel                 | - Round the clock                           |
| (13) | Visiting Scientist<br>(Teak Hostel) | - Round the clock                           |
| (14) | Main Building Front                 | - 5.30 AM. -9.30 P.M.                       |
| (15) | Brandis Chowk                       | - 5.30 A.M. - 9.30 P.M.                     |
| (16) | New Forest Hospital                 | - 5.00 PM. - 9.00 A.M.                      |
| (17) | New Girls Hostel                    | - Round the clock                           |
| (18) | New Rose Hostel                     | - Round the Clock                           |
| (19) | Range Office                        | - 9:00 PM- 05:00 AM                         |
| (20) | City Section                        | - Round the Clock                           |
| (21) | Observatory                         | - 2:00 P.M. - 06:00 A.M.                    |
| (22) | Director Office                     | - 9:00 A.M. - 5:00 P.M.                     |
| (23) | C & P.                              | - 5:00 PM.-1:00A.M. & 1:00 A.M. - 9:00 A.M. |

(24)	Saw Mill/Service Branch	-	5:00 PM.-1:00A.M. & 1:00 A.M. – 9:00 A.M.
(25)	Motor Garage	-	5:00 PM.-1:00A.M. & 1:00 A.M. – 9:00 A.M.
(26)	NWFP/Botany	-	5:00 PM.-1:00A.M. & 1:00 A.M. – 9:00 A.M.
(27)	Main Building (East)	-	Round the clock
(28)	O.R.H.	-	5:00 PM.-1:00A.M. & 1:00 A.M. – 9:00 A.M.
(29)	Patrolling	-	Day & Night Round the clock
(30)	Main Building (West)	-	Round the clock
(31)	Control Room	-	Round the clock
(32)	Bungalow No.09	-	Round the clock
(33)	Bungalow No.10	-	Round the clock

\* 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 :**

<b>Regular Employees</b>	<b>No. of Officers</b>		<b>Non Officers</b>	
	<b>Ex-Serviceman</b>	<b>Civilians</b>	<b>Ex-Serviceman</b>	<b>Civilians</b>
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)**

2017-2018

2018-2019

2019- 2020

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 three years in the following format; (documentary evidence to be enclosed)

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

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****TENDER ID: 2021\_ICFRE\_611625\_1****1. Details of Expenditure:**

Sr. No	Particulars of Manpower	Requirement of manpower (C2)	Rate per person per month*				Total Yearly Amt. (Rs) (C2XC6X12)
			Wages	EPF	ESI	Total (C6)	
	1	2	3	4	5	6	7
1.	Security Supervisor (Skilled)	04					
2.	Gateman-Ex-service man (Semi-skilled)	60					
3.	Guard- (Semi-skilled)	51					
4.	Highly-skilled	10					
5.	Skilled/Clerical	110					
6.	Semi-skilled	10					
7.	Un-skilled	180					
8.	<b>Total</b>						
9.	Service/Administration Charges (@ ...%), (over Total of Column 7)						
10.	<b>Total of S. No. 8 and 9</b>						
11.	<b>GST Tax on S. No. 10 (@18%)</b>						
12.	<b>Grand Total</b>						

**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 requirements 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.



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

To,

The Director,  
Forest Research Institute,  
Dehardun-248006

Sub:- Acceptance of Terms & Conditions of Tender.

Tender Reference No:

Name of Tender/Work:

Dear Sir/Madam

1. I/We have downloaded/obtained the tender document(s) for the above mentioned 'Tender Work' from the web site(s) name.....as per your advertisement, given in the above mentioned website(s).
2. 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.
3. The corrigendum(s) issued from time to time by your department/organization too have also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/Corrigendum(s) in its totality/entirely.
5. I/We do hereby declare that our firm has not been blacklisted/debarred/banned by any Govt.Department/Public Sector undertaking.
6. 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 for feature of the full said earnest money deposit absolutely.

Yours Faithfully  
(Signature of the Bidder, with official seal)