



अभियांत्रिकी प्रकोष्ठ
वन अनुसंधान संस्थान
देहरादून, २४८००६-उत्तराखण्ड
GSTIN 05AAAAI1708G2Z6
PAN NO. AAAAI1708G

Engineering Cell
Forest Research Institute
Dehradun-248006, UTTARAKHAND
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E-Notice Inviting Tender (E-Procurement mode)

निविदा दस्तावेज /Tender Document

Ref. No 12-30/2022-23/Engg.Cell/Civil

Date: 30/08/2022

Online bids are invited on single stage two bid systems for Annual contract for Supply of Man Power for Civil & Electrical Services at the Forest Research Institute P.O. New Forest Dehradun. The manual bid shall not be accepted.

S. No.	Name of item	Estimate (Rs.)	EMD (Rs.)	Tender Fee (Rs.)
1.	Annual contract for Supply of Man Power for Civil & Electrical Services at the Forest Research Institute P.O. New Forest Dehradun (2022-23)	One Crore	1,00,000/- (Refundable)	1180/- (including 18% GST)
Critical Date Sheet				
S. No.	Particulars	Date	Time	Location
1.	Date of Publication	30/08/2022	06:00 PM	FRI website and CPP portal: https://eprocure.gov.in/eprocure/app
2.	Bid document download/Sale start date	30/08/2022	06:30 PM	At CPP Portal as above
3.	Bid submission start date	30/08/2022	06:45 PM	Online at CPP portal
4.	Bid submission end date	13/09/2022	03:00 PM	Online at CPP portal
5.	Bid Opening Date	14/09/2022	03:00 PM	Online at CPP portal

IMPORTANT NOTES:

- (i) Tender Documents can be downloaded from FRI website www.fri.icfre.gov.in or from Central Public Procurement Portal www.eprocure.gov.in. Bidders should enroll/register in the e- procurement module of Central Public Procurement (CPP) Portal through the website: www.eprocure.gov.in. Bidders should also possess a valid DSC for online submission of bids.
- (ii) Bids received on e-tendering portal only will be considered. Though the physical bids (2 envelopes: Technical & Financial in 1 big envelop) along with EMD & Tender Fee must also reach to Engineering Cell office of FRI, Dehradun on or before tender submission date/time.**
- (iii) FRI reserves the right to accept / reject any /all tenders in part /full without assigning any reason thereof.
- (iv) FRI will not be responsible for any delay in enrollment / registration as bidder or submitting / uploading the offer on e-tender portal. Hence, bidders are advised to register in e-tendering website www.eprocure.gov.in and enroll their Digital Signature Certificate and upload their quotation well in advance.
- (v) For eligibility criteria and other details, please visit on the website <https://eprocure.gov.in/eprocure/app> and <https://fri.icfre.gov.in/tender>.
- (vi) Any changes/corrigendum/ extension of opening date Corrigendum, if any, to this NIT will be hosted on the above mentioned two websites only and no press notification will be issued in this regard. Bidders are therefore requested to regularly visit our website for updates.

[HEAD, ENGINEERING CELL]

Instruction to Bidders

Tender Document for “Supply of Manpower for Operation & Maintenance of Various Civil and Electrical Services”

1.	Work	Supply of Manpower for Operation & Maintenance of Various Civil and Electrical Services.
2.	Tender Enquiry No	12-30/2022-23/Engg. Cell/Civil dated 30/08/2022
3.	Eligibility Criteria	<p>(A) Valid Labour Registration of the firm issued by Uttarakhand State.</p> <p>(B) CPWD Civil & Electrical Contractor Class III.</p> <p style="text-align: center;">OR</p> <p>Valid license authorized for work up to LV/MV/HV/EHV issued by electrical inspector of Central /State Government.</p> <p style="text-align: center;">OR</p> <p>Undertaking from approved electrical government contractor, doing electrical work duly signed in 10 Rs. E-stamp paper attached with copy of electrical license/ Registration Certificate.</p> <p>(C) The contractor should have the experience for similar nature of AMC works* during last five years not less than Rs. 80 lakhs (One Contract) or not less than Rs. 50 lakhs (Two Contract).</p> <p>Note- * Similar Works Means: Experience in erection & commissioning, operation, manning and maintenance of Civil & Electrical Services in a campus of similar kind.)</p>
(ii)	Tender Fee and EMD	The tenderer shall deposit Tender Fee of Rs.1,180/- and an Earnest Money Deposit of Rs. 1,00,000/- by way of Demand Draft / Bank Guarantee. The DD/pay order may be drawn in favour of “The Director, FRI” (on any Nationalized Banks payable at Dehradun), which will be refunded in respect of unsuccessful tenderer. THE EMD SHOULD BE PLACED IN THE TECHNICAL BID COVER ONLY. (MSME firms are exempted for Tender Fee/EMD. Signed and scanned copy of proof for the same to be uploaded).
(iii)	Submission of offer	Two bid system will be followed in this tender. Under this system, the bidder must submit Technical bid and commercial bid in two separate sealed envelopes and upload the same on CPP portal. Format of Technical bid and Commercial bid are provided at Annexure II and III respectively. Envelopes containing Technical Bid and Commercial Bid should be securely sealed and stamped separately and clearly marked as “Envelope No:1 - Technical Bid” and Envelope No:2 –Commercial Bid respectively. EMD should be placed in the Technical Bid. These two separate sealed envelopes should be placed in single envelope superscripting the tender Number and description of them item.
(iv)	Last Date for submission/upload of Bids	Date: 13/09/2022 at Time: 15.00 Hrs
(v)	Opening of Technical Bid	Date: 14/09/2022 at Time: 15:00 Hrs
(vi)	Selection Process	The entire technical bid will be scrutinized and evaluated by the evaluation committee constituted by the Director FRI. The firm/agencies’ all relevant documents & eligibility will be considered for further process.
(vii)	Opening of Commercial Bid	The shortlisted firms / agencies on the basis of the technical bid only will be invited to attend the opening of commercial bid.
(viii)	Commencement of operation	The selected agency should commence the Operation & Maintenance of various Civil & Electrical Services from 15 days after the award of work. Manpower to be deployed at least 72 hours (03 days) before commencement of Contract period.
(ix)	Security Deposit	5% of contract value (after adjusting the EMD) as Security Deposit in the form of Bank Guarantee from any of the Nationalized bank payable at Dehradun.

II. TERMS AND CONDITIONS OF CONTRACT

1. (a) Providing of manpower for operation & maintenance of civil & electrical services providers are advised to inspect and examine the site and satisfy themselves before submitting their tenders. The tenderer shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender. A tenderer shall be deemed to have full knowledge of the site whether he/she inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. Submission of tender by a tenderer implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and local conditions and other factors having a bearing on the execution of the work.
2. **Contract Period:** The contract is initially for a period of **ONE YEAR**, based on the performance reviews which may be renewed for **TWO YEARS** on yearly basis with the same terms and conditions at the discretion of Institution.
3. The rates quoted shall be valid for **3 years from the date of Work Order followed by joint agreement.**
4. **Bidder belonging to nearby country if any, participates in the tender process, have to register as per Rule 144 (xi) in the GFRs 2017.** The Competent Authority for the purpose of registration shall be the Registration Committee constituted by the Department for Promotion of Industry and Internal Trade (DPIIT).
5. **A certificate should be uploaded by the bidders regarding their compliance of the order.** If such certificate given by a bidder, whose bid is accepted, is found to be false at any stage, this would be a ground for immediate termination of bid and further legal action in accordance with law.
6. **Preparation and submission of tender document:**
 - (a) The tenderer has to submit the tender document duly signed by an authorized person and his / her full name and status be indicated below the signature along with official stamp of the firm.
 - (b) **A copy of each of the following shall be enclosed along with the Technical Bid as at Annexure II. Any tender documents without these shall be invalid and rejected.**
 1. Signed and scanned copy of the **Valid Labour Registration of the firm issued by Uttarakhand state Government.**
 2. Signed and scanned copy of the **CPWD Civil & Electrical Contractor Class III.** **OR**
Valid electrical license authorized for work up to LV/MV/HV/EHV issued by electrical inspector of Central /State Govt.). **OR**
Undertaking from approved electrical government contractor, doing electrical work duly signed in 10 Rs. E-stamp paper attached with copy of electrical license/ Registration Certificate.
 3. Signed and scanned copy of the **experience for similar nature of AMC works*** obtained during last five years not less than **Rs. 80 lakhs (One Contract)** or not less than **Rs. 50 lakhs (Two Contract).**
Note- * Similar Works Means: Experience in erection & commissioning, operation, manning and maintenance of Civil & Electrical Services in a campus of similar kind.)
 4. The Tender Fee of **Rs. 1,180/-** should be submitted as crossed Demand Draft (DD) & FDR in favors of Director, Forest Research Institute, Dehradun by post to Head, Engineering Cell Forest Research Institute, Dehradun-248006. The hardcopy of Tender Fee should be sent to Head, Engineering Cell, and FRI and must be received on or before the last date/time of qualifying bid submission.
(MSME firms are exempted from Tender Fee. Signed and Scanned copy of Proof for the same to be uploaded).
 5. An Earnest Money Deposit **Rs. 01 Lakh (EMD)** should be submitted as crossed Demand Draft (DD) & FDR in favors of Director, Forest Research Institute, Dehradun by post to Head, Engineering Cell Forest Research Institute, Dehradun-248006. The hardcopy of EMD should be sent to Head, Engineering Cell, and FRI and must be received on or before the last date/time of qualifying bid submission.**(MSME firms are exempted for EMD. Signed and Scanned copy of Proof for the same to be uploaded).**
 6. Signed and scanned copy of the **original document of EPF & ESI registration Certificate.**
 7. Signed and scanned copy of the **GST Number**
 8. Signed and scanned copy of the **PAN NUMBER.**
 9. Signed and scanned copies of **EPF & ESI Challan Certificate for the year 2018-19, 2019-20 and 2020-21.**
 10. Signed and scanned copy of the **Latest Solvency certificate issued by the bank.**
 11. Signed and scanned copy of the **income Tax return filled for the year 2018-19, 2019-20 and 2020-21.**
 12. Signed and scanned copy of the **original document of company having its Head/Branch Office in Uttarakhand preferably in Dehradun should only apply. 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 for signing of tender. Signed and scanned copy of the undertaking to be uploaded**
 13. Signed and scanned copy of the **original document of Annual financial turn over which should be not less than 1 Crore (Challan of GST paid by the company during the financial year 2018-19, 2019-20 and 2020-21.should be uploaded as a proof.**
 14. Signed and scanned copy of the **acceptance of all terms and conditions, tender document and all Annexure duly signed on all pages including declaration.**
 - (c) If any relative of the tenderer is an employee of the FRI Dehradun, the name, designation and relationship of such employee shall be intimated to the Registrar, FRI Dehradun in writing while submitting the tender.
 - (d) The tender submitted by the firm / agency shall remain valid for 90 days from the date of opening for the purpose of acceptance and award of work. Validity beyond 90 days from the date of opening shall be by mutual consent.

- (e). No tenderer will be allowed to withdraw after submission of tenders within the bid validity period otherwise the EMD submitted by the tenderer would stand forfeited.
- (f) EMD will be liable to be forfeited if the tenderer selected for the work fails to accept and sign the formal agreement or to start the work on the date stipulated in the work order.

7. Selection Criteria:

- a. Total number of Bids received will be announced to bidders during Bid opening time.
- b. Technical and financial Bid will be opened by Designated Evaluation Committee in presence of bidders.
- c. Technical Bid will be opened first. Only Bidders who qualify Technical Bid will be considered for Financial Bid and only their financial bid will be opened. Financial Bid of the unqualified bidders in Technical Bid will not be opened.
- d. Price quoted in financial bid will be announced to bidders.
- e. Evaluation committee will evaluate the Technical and Financial Bid and submit their reports to the competent authority.
- f. On the approval of Competent Authority, Lowest One (L-1) bidder name will be declared.
- g. In case 2 firms quote the same rate, the firm which has got more experience in the relevant field shall be awarded the contract. The decision of the Tender Committee in this regard shall be final in this regard.

8. Execution of Contract and Security Deposit:

A formal contract given at **Annexure IV** shall be entered into with successful tenderer on a non- judicial stamp paper of **Rs.100/-**. The tenderer shall also deposit 10% of contract value (after adjusting the EMD) as Security Deposit in the form of Bank Guarantee from any of the Nationalized/Scheduled Banks payable at Dehradun, which would be released on expiry/termination of the contract after adjustment of dues, if any. The SD should be valid for two months beyond the duration of the contract.

9. Schedule of Labour Rates: Labour rates are fixed at the minimum wages declared of the appropriate group by Central Labour Commissioner for the region.

10. Manpower deployment:

- a. The tenderer shall ensure that the persons deployed are punctual, disciplined and vigilant in performance of their duty. The tenderer shall engage medically and physically fit persons and they shall be duty bound to display the same at the time of providing the service. The tenderer must employ adult labour only. Employment of child labour will lead to termination of contract.
- b. **All the employees shall wear uniform, safety helmet, Safety shoe, safety hand Glove and other safety Personnel Protective Equipments (PPEs) with identification badge/ID card issued by the Contractor. The contractor has to provide the following mandatory enlisted items (Uniform and PPE kit) of ISI standards to each deployed staff at no extra cost for workplace safety.**

S No.	Item Description	Quantity
1	Uniform	2 Sets per year
2	Electrical Safety Shoes	1 Pair Per Year
3	Transparent Safety Goggles	1 Pair Per Year
4	5kV Grade L. T Gloves	1 Pair Per Year
5	Mechanical hand gloves	1 pair once in 6 Months
6	Inhalation Mask	1 per Month
7	Hand Nerve Safety Cover	1 Pair Per Year
8	Reflective Jacket	1 in 6 Months
9	PVC ID Card(Computer printed)	1 per Year

- c. Police Verification of the antecedents of the persons to be engaged at FRI Dehradun shall be obtained by the tenderer in advance and made available to FRI Dehradun within 3 months from the award of contract.
- d. The Registrar of the Institute or any person authorized by the Registrar shall be at liberty to carry out surprise check on the persons deployed by the tenderer in order to ensure that required numbers of persons are deployed and that they are providing the service properly.
- e. The persons deployed by the tenderer for the work shall be the employees of the tenderer for all intents and purposes and in no case, shall a relationship of employer and employee between the said persons and the FRI Dehradun accrue implicitly or explicitly.
- f. The persons so deployed shall remain under the control and supervision of the tenderer and he shall be liable for payment for their wages etc and all other dues which the tenderer is liable to pay under various labour regulations and other statutory provisions.
- g. The Tenderer shall ensure that all the employees get minimum wages [Zone A] as per the Central Minimum Wages Act, 1948 read with Minimum Wages (UTTARAKHAND) Rules, 1953 and such other benefits as are admissible under various labour laws. He shall provide full information in respect of wages etc., paid to his employees so deployed in conformity with the provisions of contract Labour (Regulation and Abolition) Act, 1970.
- h. The Tenderer shall deploy his persons in such a way that the persons get weekly rest, the working hours/leave for which the work is taken from them, under relevant provisions of Minimum Wages Act, and such other Acts as applicable. As amended from time to time or furnishing any information, or submitting or fulfilling any settlement under the provision of the said regulations and rules which is materially incorrect, they shall without prejudice to any other liability pay to the Registrar of the Institute a sum as may be claimed by the Institute.
- i. The Contractor shall take at his own cost, necessary insurance cover in respect of staff and other personnel to be employed or engaged by him in connection with the afore mentioned services personnel by services to be rendered.
- j. All the relevant documents pertaining to staff deployed, like copies of job appointment order with the contractor, address proof, photocopy of ID card etc., and other details as sought shall be provided to FRI Dehradun, by the contractor under his responsibility for the correctness.
- k. Wages of the staff deployed should not be less than that mentioned in Minimum Wage Act applicable to the respective category/experience, as on date. The ESI, PF, ELI, bonus etc., labour law, other rules and norms as found required for contracts of this nature should be met. The same details shall be submitted along with technical bids.
- l. In no case, the contractor or his/her employees shall claim job / employment with FRI Dehradun. No transport facility shall be provided for the contractor or his employees.
- m. **Employment and Termination of workers:** The contractors will be solely responsible for engagement / employment and Termination of their workers. The institute will not be responsible in this case. The Institute will only look after the payment of wages, EPF & ESI as per the circular issued time to time by the Labour Commissioner, Govt. of India. However, in case of necessity to terminate any worker due to his lack of performance, the contractor will issue three periodical NOTICE each after one month to the said worker, warning him to improve performance / behavior with a copy to the concerned controlling engineer. After such notices, if the worker not improves his performance / behavior, the contractor may terminate the worker under his jurisdiction.
- n. It is purely contractor's responsibility to get his staff acquainted/trained with the site conditions, operation and maintenance procedure, equipment detail, safety devices, scope of work etc.,

11. Payment Terms:

- (a) FRI Dehradun shall pay the agreed amount on production of monthly bill (in duplicate) for the amount due towards services rendered during the preceding one month. The monthly bill shall include supporting documents towards receipt of payment by the persons employed. No other charges of any kind shall be payable. No advance payment shall be made to the agency. There would be no increase in
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rates payable to the agency during the contract period except in case of enhancement of Minimum wages by the central Govt. The income tax as applicable shall be deducted from the bill unless exempted by the Income Tax Department.

- (b) The tenderer shall also submit the proof of having deposited the amount on account of salary, ESI and EPF towards the persons deployed in their respective names before submitting the bill to the institute. In case, the tenderer fails to do so, the Institute shall recover the same from the dues of the contractor and remit the contribution directly to the concerned authorities in the codes of the contractor. Further necessary action as deemed fit will be taken against the contractor. The tenderer shall obtain ESI card to the employer and shall furnish the same to Institute on demand.
- (c) The Institute will reimburse the ESI only based on previous month remittance proof.
- (d) **The provident fund will be claimed by the contractor directly as per The Pradhan Mantri Rojgar Protsahan Yojana(PMRPY) plan scheme.**

12. Compliance:

- (a) The tenderer shall provide the services continuously as per the award of contract period. In case of discontinuation of services by the contractor in the middle of the period or non-satisfactory services, breach of any terms and conditions of the contract, non-compliance of the orders of competent authority, etc. the contractor shall be liable for necessary legal action and the contracting agency/firm/company shall also forfeit their performance security deposit.
 - (b) The tenderer shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without prior written consent of FRI Dehradun.
 - (c) Any damages to the infrastructure facilities or the property of the Institute by the personnel of the tenderer, they shall bear the responsibility of losses and shall replace the same on its own expenses/reimburse the full cost of the same.
 - (d) In case, the workers employed by the tenderer commits any act of omission/commission that amounts to misconduct/ indiscipline/ incompetence, the tenderer shall be liable to take appropriate disciplinary action against such workers, including their removal from site of work, if required by FRI Dehradun.
 - (e) The successful tenderer shall replace immediately any of its workers who are found unacceptable to the FRI Dehradun because of security risks, incompetence, conflict of interest, improper conduct etc, upon receiving necessary orders from the competent officer of FRI Dehradun.
 - (f) The successful tenderer shall be solely responsible for the redressal of grievances / resolution of disputes relating to workers engaged by them. FRI Dehradun shall, in no way, be responsible for settlement of such issues whatsoever.
 - (g) For all intents and purposes, the successful tenderer shall be the "Employer" within the meaning of different Labour Legislations in respect of workers so employed and engaged at FRI Dehradun under this contract. The workers deployed by the agency at FRI Dehradun shall not have claims of any Master and Servant relationship nor have any principal and agent relationship with or against FRI Dehradun.
 - (h) FRI Dehradun shall not be responsible for any damages, losses, theft, claims, financial or other injury to any workers deployed by the tenderer in the course of their performing the functions/ duties, or for payment towards any compensation.
 - (i) The workers deployed by the tenderer shall not claim nor shall be entitled for pay, perks and other facilities from FRI Dehradun admissible to casual, adhoc, regular/ confirmed employees during or after expiry of the contract period.
 - (j) In case of termination of this contract on its expiry or otherwise, the workers engaged by the tenderer shall not be entitled to and shall have no claim for any absorption nor for any relaxation for absorption in the regular / otherwise capacity in FRI Dehradun.
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13. Compliance of Statutory Provisions

- (a) The tenderer shall maintain all statutory registers under the applicable Law. The tenderer shall also produce the same, on demand, to the concerned authority of FRI Dehradun or any other authority under Law.
- (b) In case, the tenderer fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof FRI Dehradun is put to any loss / obligation, monetary or otherwise, FRI Dehradun shall be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the agency, to the extent of the loss or obligation in monetary terms.

14. Right of FRI Dehradun

- (a) The Registrar, FRI Dehradun reserves right to withdraw / relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.
- (b) The Registrar, FRI Dehradun reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever and his decision shall be final and binding on the Tenderer.
- (c) The Registrar, FRI Dehradun reserves the right to terminate the contact at any time without assigning any reasons by giving a one month notice to the contracting agency/firm/company.
- (d) FRI Dehradun reserves the right to suitably increase or reduce the manpower and the scope of work put to this tender. The payment will be made correspondingly as per the actual number of persons engaged in the work.

15. Force Majeure

Neither party shall be in breach of any obligation under this contract if it is unable to perform that obligation in whole or part by reason of Force Majeure. If either party seeks to rely on this clause, it shall immediately give notice to the other with full particulars of the matter claimed as a Force Majeure event. The parties so affected shall take all reasonable steps to remedy the failure to perform and to keep the other party informed of the steps being taken to mitigate the effects of Force Majeure. In the event of Force Majeure lasting for more than three months, either party may, following consultation with the other give a notice of termination.

16. Breach of Terms and Conditions:

- (a) Quality of Manpower for Operation & Maintenance of various Civil & Electrical services is the essence of the contract for the manpower should possess requisite license/certificate which will be verified before commencement of work. If the quality of service remains poor for a period of 15 days in spite of communication from FRI Dehradun, the contract may be terminated at the discretion of Competent Authority.
- (b) In case of breach of any terms and conditions as mentioned above, the Competent Authority shall have the right to cancel the work order / job without assigning any reason thereof and nothing shall be payable by FRI Dehradun in that event the security deposit shall also stands forfeited.

17. Dispute Settlement:

- (a) It is mutually agreed that all differences and disputes arising out of or in connection with this agreements shall be settled by mutual discussions and negotiations if such disputes and differences cannot be settled and resolved by discussions and negotiations then the same shall be referred to the sole Arbitrator appointed by the Registrar, FRI Dehradun whose decision shall be final and binding on both the parties.
 - (b) It is also agreed that in case of any disagreements / disputes in connection with the contract, the same shall be settled under the Court of Law within its jurisdiction in the District of Dehradun. The resultant contract will be interpreted under Indian Laws.
 - (c) In case of any ambiguity in the interpretation of any of the clauses in Tender document or the contract document, interpretation of the clauses by the FRI Dehradun shall be final and bindings on all parties.
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18. Applicable Law and Statutory Obligation regarding the workforce employed.

- (a) The Contract labour employed by the Service Provider to perform the contract, shall be the workers of the Service Provider and the Service Provider alone shall be liable to pay the wages/salaries and all other payments as may be due to the workers and Institute shall in no way be liable for the same. The Service Provider shall also comply with all the provisions under the laws of the land pertaining to its workers and their employment for the purpose of performing the contract and the Service Provider shall also indemnify the Institute for any claims whatsoever made by such workers against the Institute in that behalf.
- (b) The institute shall not be responsible for death, disablement, injury, or accident to the Service Provider's Contract labour, which may arise out of and in the course of their duties with the Service Provider. The institute shall not be liable to pay any damages or compensation to the Service Provider's Contract Labour. The same are to be paid by the Service Provider as per the provision of law.
- (c) The Service Provider shall comply with all the Central, State and Municipal Laws & Rules and shall be solely responsible for the implementation of the provisions of the various labour laws and Rules there under and other statutory regulations, rules that are in force.

Sd/-

Head, Engg. & Services Division

III. SCOPE OF WORK

The present scope of work under this contract shall include **“Supply of manpower for operation and maintenance of civil and electrical services at FRI Dehradun campus”** as per requirement of the Institute. The quantities indicated are approximate and may vary at the time of execution. The Institute will exercise absolute discretion for operating all or some items of the schedule.

Areas falling under this contract shall be as follows: The area under this scope of work shall be the FRI Dehradun main campus, P.O. New forest and Kanwali Garden Campus (near Ballupur chowk) where the following major buildings are located:

Residential Houses:	Type I- 119 Nos, Type II- 315 Nos, Type III 156 Nos. Type IV-47 Nos, Type V-62 Nos, Type VI- 14 Nos, Type VII- 4 Nos and Type VIII-1 No.
Office Buildings:	60 Nos. including FRI main building
Guest Houses:	02 Nos.
Hostels:	04 Nos.
Campus lightings:	1100 Nos. electric poles including distribution panels

Beside the above, the contractor shall have to take the other similar maintenance works in the same location as directed by the Engineer-in charge. It is therefore, mandatory for the bidders to visit the sector area in any working days to ascertain the type of structures exists in the particular sector. The day to day operation and maintenance (ie: periodical, preventive, break down maintenance) of various building internal/external civil & electrical installation, services & building to be carried out regularly as directed by the Engineer-in-charge.

THE CONTRACTOR HAS TO PROVIDE MANPOWER ONLY. THE SCOPE OF OPERATION TO BE CARRIED OUT BY THE PERSONNEL WILL BE AS FOLLOWS:

1. (A) CIVIL WORKS

1. The Successful Tenderer has to deploy their technicians for entire Institute civil maintenance works.
2. Entire institute plumbing works should be carried out by the plumber; accordingly carpenter and sewer man has to take care of concerned work of the entire campus.
3. All the manpower will work under supervision of Engineering Cell of the Institute.

(B) ELECTRICAL WORKS:

List of electrical equipment & scope of work:

- I. Substation 1 - 11 kV/415 Volt, 2 x 630 kVA, outdoor, oil cooled Transformers & equipments
- II. Substation 2 - 11kV/415 Volt, 1 x 250 kVA, Indoor, cast resin Transformers & equipments.
- III. Substation 3 - 11 kV/415 Volt, 1 x 250 kVA outdoor, oil cooled Transformers & equipments (Kanwali Garden campus).
- IV. Individual building electrical installations (Main Building, Divisions, NFLIC, ICFRE, FRI-Deemd University, Admin building, Academic building, Laboratory buildings, Workshops, KVFR, 100 hostels, Visiting hostel, Scientist Hostel, Girls Hostels, Canteens, Officers and staff quarters, etc.,)
- V. Diesel Generator Sets – 6 nos. (625kVA-01No, 380-kVA-2Nos. and 62.5kVA- 03 Nos) accessories & its associated panels.
- VI. Entire campus water pumping systems and Pumps sets (Qty- 06 Nos).

2. Operation, Maintenance and Repair of Civil & Internal Electrical Installations of entire campus i.e: Building inside/outside, including outdoor focus lights, street lights and solar lights etc.

- (a) Individual building's LT & HT panels, control panels, bus bars, Distribution boards (LDB, PDB,UPS DB), switch gears,

controllers, timers, sensors, relays , Internal electrical installations (IEI) switch/sockets and etc.,

- (b) Numerous Auxiliary HT & LT panels installed at various places (indoor/outdoor) inside the Building & in and around Campus.
- (c) Operation, maintenance and replacement of defective three phase MCCB's/MCB's/RCCB/SFU's, Single phase MCB's, isolators, bulbs, Tube lights, street lights, solar street lights, internal & external LED/CFLs lights, AC Boxes, switches, sockets, fan regulators, ceiling fans, exhaust fans and all other electrical equipments, gadgets, installations, cables/components etc. inside and outside of entire campus buildings including substation are vendor scope **material will be supplied by FRI** or the with the pre-approval from FRI Engineer-in-charge / authorities the tenderer can purchase the said materials.
- (d) Record keeping the operation, maintenance & repair and replacement for the entire civil & electrical installation/equipment & this include water pumping. Taking and submitting the readings of electric energy/water meter readings installed in building in 1st week of every month.
- (e) **The contractor shall maintain a equipment register.** The details of all electrical & civil instruments/equipment (as mentioned in list) installed in the Building & Campus shall be entered in the same.
- (f) **The contractor shall maintain a complaint Register. As & when a complaint arises in respect of any civil / electrical problem, the contractor's supervisor shall enter the complaint in register & ensure remedial action proactively & instantly. The same shall be verified by the building in charge, Engineer-in charge/authorities of FRI. No Laxity in attending of the complaints shall be tolerated. Appropriate financial penalty will be imposed if any inordinate delay is observed.**
- (g) The contractor shall keep the record of FRIs all buildings power & water consumption and submit the same to engineer in charge.
- (h) Maintenance of safety & Hygiene in electrical substation, and electrical rooms, electrical shafts shall be the sole responsibility of the contractor.
- (i) The contractor shall maintain a record of all existing earthing detailing numbers of existing earthing at different locations in the Building & Campus.
- (j) Filling up of water in all the earthing pits once in a fortnight in summers & once in two months in winter. Replacing the defective material if required immediately under notice to FRI.

3. Establishment, Operation & Maintenance of complaint cell

- (a) **FRI/Agency shall maintain & run 24X7 the campus which is professionally managed with computers etc., and maintain log book of complaints received and attended and submit weekly/ monthly service report to FRI Engineering in charge for verification.**
- (b) All the materials/consumables will be supplied by FRI.
- (c) All major faults and problems shall be reported to FRI within half a day of occurrence through a memo. Procedures for rectification, duly approved by FRI, shall be obtained by the agency.
- (d) Performance of the agency will be evaluated based the reduced number of complaints received, the number of repeated complaints on the same problem/issue, and the time taken to rectify the complaints/repairs, reduced overflow of water, reduced power consumption, reduced monthly electricity and water bills, etc.,
- (e) Agency should use their own tools & tackles and measuring equipments required for the normal O&M works and repairs. However the cost towards hiring of heavy machinery like Crane/jetting machine will be reimbursed by the Institute after verification of work done and bills by Engineering in charge.

4. In addition to above, the contractor shall also be responsible for the following in the entire Building & including external lighting in and around the campus.

- (a) FRI is a residential campus, round the clock smooth operation of all the Lighting Fixtures, fans, power points & other electrical fittings & accessories installed inside & outside of the Building peripheral roads,etc.
 - (b) Regular checking for overheating/abnormalities of various connection, cables, terminals, circuit breakers, Relays, timers, Starters, Panels, starters & regulators used in lightings/Motors/fan etc.
-

- (c) Cleaning & upkeep of lights in Building & Campus such as cleaning of tube light fittings, fans, switches, Electrical cable racks/ducts/shafts, DB's etc as directed by the Engineer in charge.
- (d) Tightening neutral, earthing & phase connection in the AC metal clad boxes installed in the Building & Campus.
- (e) Switching ON/OFF all the external lightings like (Pathway, boundary, Ground, institutes road) and internal lightings in all the common areas of all the Building wherever required.
- (f) A register/ log book for day to day Maintenance, Operation, Duty roster, Break down & rectification register, attendance register to this effect shall be maintained by the contractor which will be submitted and checked by Building & Campus engineer in charge on daily/weekly basis. All registers/log books & note book will be supplied by FRI.
- (g) The tenderer has to do the all concerned civil & electrical works directed by the engineer in charge/institute authorities, also any new project works (ie: New electrical wiring/extension of electrical wiring/operation & maintaining the new/other civil & electrical equipments) .

5. Any damage, repair or loss due to failure to carry out prescheduled maintenance work shall be to the risk and cost of the agency. The contractor on expiry of contract shall handover and returns all equipments and other items made available by FRI in same operational condition after the contractual period.

6. Time Schedule:

A time line shall be developed for attending any type of complaints/works etc depending on the nature of works involved. The contractor shall scrupulously adhere to these schedules by deploying adequate personnel and tools and tackles and equipment. In case any other equipment(s) is/are found to be essential in case of some works it shall be responsibility of the contractor to arrange such equipment(s) at no additional cost to the Institute. In all matters concerning the extent of target set out in the weekly and monthly program and the degree of achievement, the decision of the Engineer-in-Charge will be final and binding.

7. Quality assurance & quality control:

The tenderer is required to carry out various tests of his own for quality assurance as desired by the Institute during the performance of the work as per IS codes. Such test reports should be immediately available to the controlling engineer before further proceeding to the work.

8. Test and inspection of work

All tools, tackles and equipments for the tests and inspection of works shall be provided by the contractor. If any test(s) is required to be done through other agencies the test(s) shall be done at the cost of the contractor.

9. Penalty Clause:

- (a) **Absenteeism:** In case of absence of any staff, penalty will be imposed at double the rate of wages or salary for the day he remains absent.
- (b) **Non- Compliance of work:** In the event of failure of compliance of awarded work in stipulated time penalty will be imposed as per double of actual expenditure incurred in attending to the same by another Agency.

Any accident due to negligence in following safety procedures is purely the responsibility of the Contractor. Department is not responsible for any accidents/damages/deaths. Safety of all the staff of the Contractor is the sole responsibility of the Contractor.

Contractor shall submit a staff pattern & general scheme to carry out the above work along with the bid.

Accidents: Any accident due to negligence on the part of the contractor in following of safety procedures is purely at the responsibility of Contractor. IITG is not responsible for any such accidents/damages/death. Safety of all the staff of the Contractor is the sole responsibility of the Contractor. Contractor shall submit staff pattern & general scheme to carry out the above work along with the bid

10. Additional Conditions

- (a) All tools and accessories used for operation, maintenance, replacement, repairs, testing/measuring etc., are contractor's scope those tools & tackles should be submitted and approved by Engineering in charge.
-

- (b) Work without proper tools and tackles will not be permitted. Before starting the contract the tenderer has to get the approval for tools for maintenance.
- (c) Minimum tools requirements are :
- | | | | |
|-------|-----------------------------------------------------------|---|---------|
| i. | Cutting pliers | - | 4 Nos. |
| ii. | Screw driver set | - | 4 set |
| iii. | Ring spanner full set | - | 2 Set |
| iv. | Double handed spanner full set | - | 2 Set |
| v. | Wrench spanner | - | 2 Nos. |
| vi. | Hammer | - | 4 Nos. |
| vii. | Box spanner | - | 1 Set |
| viii. | Digital Insulation tester/Megger/Earth resistance tester- | | 1 No. |
| ix. | Clamp meter & multimeter | - | 1 No |
| x. | HT Gloves(11kV and above) | - | 4 set |
| xi. | Allen key spanner set | - | 1 set |
| xii. | Drilling Machine (Power) | - | 1 No |
| xiii. | Hex saw, Poker | - | 1 Set |
| xiv. | Cable crimping tool | - | 02 No |
| xv. | Mini welding/cutting machine | - | 01 No. |
| xvi. | Plumbing and carpentry tools as required | - | 01 Set. |

And other related to the operation and maintenance work related tools and tackles.

- (d) In the event of contractor showing lack of attendance to the work, negligence or unfair performance in the opinion of FRI, then the contract may be terminated at any stage without prejudice to the right by action under any other relevant clause of the contract.
- (e) The contractor shall follow all safety norms & security rules framed by Govt. norms & FRI from time to time regarding removal of materials from site, issue of identity cards, control of entry of persons and other similar matters.
- (f) The contractors' personnel shall not disclose any information or drawings furnished to him by FRI. Any drawings, records and other information prepared by the contractor or by FRI or jointly by both for the execution of the work shall not be disclosed without the prior approval of the FRI. No photograph of the institute or in and around places within the premises of FRI shall be taken.
- (g) The contractor shall keep his work spot and surroundings neat, clean and tidy. It should be free from dust, rubbish, scrap, surplus materials and unwanted tools and equipments. The Engineer in charge or his authorized representative has the right to stop the work, if the contractor fails to improve upon the house keeping after having been notified.
- (h) Engineering in charge will have the right to withdraw the work permit for any of the workmen for reasons of misconduct, incompetence in work, violation of safety and fire rules, negligence on duty etc.
- (i) Cost of damages caused due to bad workmanship shall be recovered from the contractor.
- (j) Any other work covered under respective terms and conditions, if required or insisted by any regulatory body including tests and calibrations, etc., shall be undertaken by the agency.
- (k) The knowledge/Information of availability of manpower on daily basis shall be the responsibility of contractor himself and not by FRI. Contractor should ensure availability of his representative throughout the contract period who shall be responsible for manpower availability and their record keeping.
- (l) The contractor shall depute staff round-the clock to ensure maintenance services on all days in a Month as per requirement.**
-

11. The contractor shall note that they shall have to carry out their work in close & smooth co- ordination with other contractors/agencies working in the same premises.
12. **Required Man power:** Supply of manpower for operation & maintenance of various civil and electrical services at FRI Dehradun. Total Nos. of workers: **34 Nos. (Skilled – 24 Nos., Semi-skilled- 5 Nos. and Un-skilled 05 Nos.)**. The bidder must quote for the minimum number of labourers (for the three shifts & General) as specified below. Tender, which quote for manpower, below the minimum number is liable to be rejected?

A) ELECTRICAL

Description	Manpower	Duty	Qualification / Experience
Pump Operator (skilled)	12	24x7 (3 shift)	ITI or certificate course of electrician with 2 to 3 Year Minimum experience.
D. G. Operator (skilled)	02	08 Hours(2 shifts)	ITI or certificate course of electrician with 2 to 3 Year Minimum experience.
Wireman (Skilled)	05	08 Hours (3 shifts)	ITI or certificate course of electrician with 2 to 3 Year Minimum experience.
A. C. Mechanic/Operator (Skilled)	01	08 Hours (G.D.)*	ITI with Min 2 years' experience or 2 to 3 Year Minimum experience.
A. C. Mechanic/Operator (semi-Skilled)	01	08 Hours(G.D.)*	2 to 3 year of practical experience.
Helper Electrical (Unskilled)	03	08 Hours(G.D.)*	2 to 3 Year Minimum experience.

B) CIVIL

Description	Manpower	Duty	Qualification / Experience
Mason (skilled)	01	08 Hours(G.D.)*	2 to 3 year of practical experience.
Carpenter (skilled)	01	08 Hours(G.D.)*	ITI or certificate course of carpentry with 2 to 3 Year Minimum experience.
Sewer man (semiskilled)	04	08 Hours(G.D.)*	2 to 3 year of practical experience.
Plumber (skilled)	02	08 Hours(G.D.)*	2 to 3 year of practical experience.
Helper Civil (Unskilled)	02	08 Hours(G.D.)*	2 to 3 year of practical experience.

*Note: - 03 Nos. Pump operators (Skilled) engaged with FRI (Deemed) University.

*G.D. = General Duty (9.00 A.M. to 5.30 P.M.)

TECHNICAL BID

Sl. No	Particulars	Details
1.	Name and address of the registered office of the agency/firm	
2.	Name of Owner/partner	
	Phone no.	
	Email id:	
3.	Registration Details (attach Photocopy of documents)	
	a. Registration Number	
	b. Electrical License Number	
	c. PAN Number	
	d. GST Registration No.	
	e. ESI Number	
	f. PF Number	
4.	List of Institutes/Offices where the firm is providing/provided Electrical services as per eligible Criteria (attach copy of orders)	
5.	Copy of Income tax Return (for the last 3 years)	
6.	Copy of GST Return for the last one year (2021-22)	
7.	Financial turnover of the tendering Company/Firm/Agency for the last 3 financial years. (Attach copies of documents in support of the same by Income Tax Officer/ Govt. Approved Auditors/ or any other such Officer is attached). Attach separate sheet if space provided is insufficient)	
	Financial Year	Amount in Rs. (Lakhs)
	2018-19	
	2019-20	
	2020-21	
		Remarks if any

8.	Give details of the major similar contracts handled by the tendering Company/Firm/Agency during the last three years in the following format:				
	Details of client along with address, telephone nos.	Type of manpower supplied	Amount of Contract (in Lakhs)	Duration of Contract	
				From	To

9. Additional Information, if any (Attach separate sheet, if required):

Certified that the information furnished above is true and correct and have enclosed all the documents for support of the same. We further understand that non-furnishing of documents and/or submission of false information/documents will make us liable for rejection.

Place :

Signature of the Tenderer

Date:

Name of address of the tenderer with Office stamp

DECLARATION

1. I _____ Son/Daughter/Wife of Shri-----signatory of the agency/firm mentioned above is competent to sign this declaration and execute this tender document:

2. I have carefully read and understood all the terms and conditions of the tender including Contract Agreement (Annexure IV) and undertake to abide by them:

3. The information/documents furnished along with the above application are true authentic to the best of my knowledge and belief. I/We am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Date
Place:

Signature of authorized
person:
Full Name:
Seal:

ANNEXURE-III

<u>Item Rate BoQ</u>				
Tender Inviting Authority: Director, Forest Research Institute, Dehradun				
Name of Work: SUPPLY OF MANPOWER (Skilled, Semi-skilled and unskilled)				
Contract No: 12-30/2022-23/Engg.Cell/Civil				
Name of the Bidder/ Bidding Firm/Company: _____				
<u>PRICE SCHEDULE</u>				
(This BoQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)				
Financial Bid				
<ol style="list-style-type: none"> For Providing Skilled, Semi-skilled and Unskilled manpower to the Office of the Director, Forest Research Institute, Dehradun. All the Skilled/ Semi-skilled/ Unskilled manpower deployed in this Department shall be paid their wages on monthly basis (by ECS in time) by the Company/Firm/Agency. Monthly wages to be paid to deployed manpower will be as per following break up: [Rate of monthly wages should not be less than rates of minimum wages for scheduled employments in the Central Sphere under category Construction as applicable on April 2022] 				
NUMBER #	TEXT #	NUMBER #	NUMBER	NUMBER
Sl. No.	Manpower Description	Amount (Rs.) for Skilled Employee in Rs. P	Amount (Rs.) for Semi Skilled Employee in Rs. P	Amount (Rs.) for unskilled Employee in Rs. P
1	2	3	4	5
1	Manpower Financial BOQ Rate	24	5	5
1.01	Daily Minimum Wage Rate (as per Central Minimum Wages Act)	0.00	0.00	0.00
1.02	Employees Provident Fund @13.00%	0.00	0.00	0.00
1.03	Employees State Insurance @3.25%	0.00	0.00	0.00
2	Total (Col 1.01 to 1.03)	0.00	0.00	0.00
2.01	Contractors Service Charge%	0.00	0.00	0.00
2.02	GST @ 18% (COL2+COL2.01+COL2.03)*18	0.00	0.00	0.00
2.03	Total Column 2 to 2.02	0.00	0.00	0.00
Total in Figures				0.00
Quoted Rate in Words		INR Zero Only		
Date/Place:		Signature:		
Notes:				
1. The rates quoted by the tendering agency shall be inclusive of all statutory/taxation liabilities at the time of entering into the contract.				
2. The payment shall be made on conclusion of the calendar month only on the basis of number of working days for which duty has been performed by each manpower.				

CONTRACT AGREEMENT

(Agreement to be executed on Rs.100/- Non-judicial Court Stamp)

CONTRACT AGREEMENT NO. _____

This Agreement made on between Forest Research Institute through its authorized signatory The Registrar (which expression shall include its administrators, successors, executors) on the one part and M/s..... (Herein after referred to as contractor) which expression shall include its administrators, successors, executors and permitted assigns on the other part.

Whereas, FRI is desirous of getting the work of providing manpower for operations and maintenance of various electrical services at its campus located in P.O. New Forest Dehradun and Kanwali Garde, Near Ballupur Chauk as mentioned in detailed document and has invited tenders for this work as per tender document issued for this purpose. And whereas M/s had participated in the above referred bidding vide their proposal dated and FRI accepted their aforesaid proposal and awarded the work to M/s..... vide its award letter No.....datedand the documents referred to therein which have been accepted by M/s, resulting into a contract.

NOW THEREFORE THIS DEED WITNESSED AS UNDER

FRI Dehradun has awarded contract to M/s herein after on the Terms and Conditions contained in acceptance letter dated.....and the documents to therein. The award has been taken with effect as per the aforesaid award letter w.e.f. The terms and expressions used in this agreement shall have the meanings as are assigned to them in the Contract Documents. Name of Documents...

1. Award letter dated _____
2. Set of tender documents and quotations submitted by the contractor.

The above contract documents are serially numbered from 1 to and are initialed by both the parties through their representatives. All the aforesaid contract documents shall form an integral part of this agreement. The contract shall be performed by the contractor strictly and faithfully in accordance with the terms of the agreement. Any modification of the agreement shall be effected only by a written instrument signed by the authorized representatives of both the parties.

It is specifically agreed by and between the parties that all the differences or disputes arising out of the agreement or touching the subject matter of the agreement shall be decided by process of settlement & arbitration as per provision of the Indian Arbitration Act and Dehradun shall have exclusive jurisdiction over the same.

Notice of default given by either party to the other party under the agreement shall be in writing and shall be deemed to have been duly and properly served upon the party hereto if delivered against acknowledgement duly addressed to the signatories at the addresses mentioned herein above. This is a maintenance & operation contract, which includes supply of skilled and unskilled manpower as per the conditions of the contract.

IN WITNESS HEREOF the Parties through their authorized representatives have executed these present (execution whereof has been approved by the component authorities of both the parties) on day, month and year first mentioned in Dehradun.

For and on behalf of	For and on behalf of
M/s _____	Forest Research Institute, P.O. New Forest, Dehradun-248006
Witness 1	Witness 1
Witness 2	Witness 2

CHECKLIST

I	Pre-Qualification checklist – Contractor/vendor to qualify in all the pre-requisites with sufficient proof.		
1.	Signed and scanned copy of the Valid Labour Registration of the firm issued by Uttarakhand state Government.	Y/N	
2.	Signed and scanned copy of the CPWD Civil & Electrical Contractor Class III. OR Valid electrical license authorized for work up to LV/MV/HV/EHV issued by electrical inspector of Central /State Government. OR Undertaking from approved electrical government contractor, doing electrical work duly signed in 10 Rs. E-stamp paper attached with copy of electrical license/ Registration Certificate.	Y/N	
3.	Signed and scanned copy of the experience for similar nature of AMC works* obtained during last five years, not less than Rs. 80 lakhs (One Contract) or not less than Rs. 50 lakhs (Two Contract). Note- * Similar Works Means: Experience in erection & commissioning, operation, manning and maintenance of Civil & Electrical Services in a campus of similar kind.)	Y/N	
4.	The Tender Fee of Rs. 1,180/- should be submitted as crossed Demand Draft (DD) & FDR in favors of Director, Forest Research Institute, Dehradun by post to Head, Engineering Cell Forest Research Institute, Dehradun-248006. The hardcopy of Tender Fee should be sent to Head, Engineering Cell, and FRI and must be received on or before the last date/time of qualifying bid submission. (MSME firms are exempted for Tender Fee. Signed and Scanned copy of proof for the same to be uploaded).	Y/N	
5.	An Earnest Money Deposit Rs. 01 Lakh (EMD) should be submitted as crossed Demand Draft (DD) & FDR in favors of Director, Forest Research Institute, Dehradun by post to Head, Engineering Cell Forest Research Institute, Dehradun-248006. The hardcopy of EMD should be sent to Head, Engineering Cell, and FRI and must be received on or before the last date/time of qualifying bid submission. (MSME firms are exempted for EMD. Signed and Scanned copy of proof for the same to be uploaded).	Y/N	
6.	Signed and scanned copy of the original document of EPF & ESI registration Certificate.	Y/N	
7.	Signed and scanned copy of the GST Number	Y/N	
8.	Signed and scanned copy of the PAN NUMBER.	Y/N	
9.	Signed and scanned copies of EPF & ESI Challan Certificate for the year 2018-19, 2019-20 and 2020-2021.	Y/N	
10.	Signed and scanned copy of the Latest Solvency certificate issued by the bank.	Y/N	
11.	Signed and scanned copy of the income Tax return filled for the year 2018-19, 2019-20 and 2020-2021.	Y/N	
12.	Signed and scanned copy of the original document of company having its Head/Branch Office in Uttarakhand preferably in Dehradun should only apply. 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 for signing of tender. Signed and scanned copy of the undertaking to be uploaded.	Y/N	
13.	Signed and scanned copy of the original document of Annual financial turn over which should be not less than 1 Crore (Challan of GST paid by the company during the financial year 2018-19, 2019-20 and 2020-2021 should be uploaded as a proof.	Y/N	
14.	Signed and scanned copy of the acceptance of all terms and conditions, tender document and all Annexure duly signed on all pages including declaration.	Y/N	

Note: - The relevant documents in support of above sequence 1 - 14 should be uploaded.