



INVITATION FOR EXPRESSION OF INTEREST (EOI)

By

FOREST RESEARCH INSTITUTE,
DEHRADUN-248006.

For

INTERESTED SEMI-GOVERNMENT, COOPERATIVE
AGENCIES
FOR RUNNING OF SOUVENIR SHOP

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क्रय अनुभाग
वन अनुसंधान संस्थान
भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद
देहरादून-२४८००६, उत्तराखण्ड
GSTIN 05AAAAI1708G2Z6
PAN NO. AAAAI1708G

Purchase Section
Forest Research Institute,
(Indian Council of Forestry Research and Education)
Dehradun-248006, UTTARAKHAND
Phone: 0135-2224205
<http://fri.icfre.gov.in/tender/>
Email: po_fri@icfre.org



Notice Inviting Tender (E-Publishing mode)

निविदा दस्तावेज /Tender Document

F. No. 3-2/2023-Building/1494

Tender ID: 2023_ICFRE_707048_1, dated 11.04.2023

EXPRESSION OF INTEREST FOR RUNNING OF SOUVENIR SHOP

Physical Bids (Offline mode) under two bid systems (Technical/Financial) Forest Research Institute, hereby invites sealed Expression of Interest from eligible Semi Govt. & Cooperative agency for running of Souvenir Shop (measuring area 21.5 m² approximately) in the FRI Campus

1. A complete Expression of interest document may be downloaded from our website, <http://fri.icfre.gov.in/tender/> and CPP portal: <https://www.eprocure.gov.in/epublish/app>

2. Other detailed terms and conditions and bidding documents are available on our website www.fri.icfre.gov.in

3. To solicit prospective Bidders feedbacks on Specifications/Terms, a Pre-EoI Meeting is scheduled on 17.04.2023 at 11:00 AM in the Chamber of Registrar, FRI

Clarifications	1.	Mrs. Rajni Duggal, Section Officer, Building and Misc. Section, FRI	Ph: 0135-222-4238
	2.	Purchase Section, Forest Research Institute, Dehradun	Ph: 0135-222-4205, Email: po_fri@icfre.org

CRITICAL DATE SHEET

Publish Date	11.04.2023 at 3:00 P.M	FRI Website: http://fri.icfre.gov.in/tender/ and CPP portal: https://www.eprocure.gov.in/epublish/app
Date of Start of downloading from FRI website of Eol Documents	11.04.2023 at 4:00 P.M	FRI Website: http://fri.icfre.gov.in/tender/ and CPP portal: https://www.eprocure.gov.in/epublish/app
Pre-bid Meeting of Eol	17.04.2023 at 11:00 A.M	In the Chamber of Registrar, FRI Dehradun
Bid Submission Start date of Sealed Eol document	19.04.2023 at 05.00 P.M.	At Purchase Section, FRI Dehradun
Bid Submission End date of Sealed Eol document	01.05.2023 at 03.00 P.M.	At Purchase Section, FRI Dehradun
Opening date of Technical bid Eol document	01.05.2023 at 03.30 P.M.	At Purchase Section, FRI Dehradun
Opening of Financial bid Eol	It will be decided after technical evaluation.	At Purchase Section, FRI Dehradun

Purchase Officer,
FRI-ICFRE,

COVERING LETTER

From,

(Full name and address of the Bidder)

M/S...

To,

The Director,
Forest Research Institute Dehradun.

Subject: Expression for Running of Souvenir Shop at Forest Research Institute, Dehradun.

Sir,

We hereby submit our offer in full compliance with terms & conditions of the attached EOI. The EOI is submitted in three separate and sealed envelopes marked:

- Part-I (EMD & Tender Fee/ Exemption Certificate)
- Part-II (Technical Bid)
- Part-III (Financial Bid)

Dated:

(Signature of Bidder)
With seal

Brief about FRI

The Forest Research Institute is an institute of the Indian Council of Forestry Research and Education and is a premier institution in the field of forestry research in India. It is located at Dehradun in Uttarakhand and is one of the oldest institutions of its kind. In 1991, it was declared a deemed university by the University Grants Commission. Established as Imperial Forest Research Institute in 1906, Forest Research Institute (FRI) Dehradun is a premier institution under the Indian Council of Forestry Research and Education (ICFRE).

Organisation

Established as Imperial Forest Research Institute in 1906, Forest Research Institute (FRI) Dehradun, is a premier institution under the Indian Council of Forest Research and Education (ICFRE). Styled in Greco Roman Architecture by C.G. Bloomfield, the main building is a National Heritage which was inaugurated in 1929. The Institute's history is virtually synonymous with the evolution and development of scientific forestry, not only in India, but over the entire Indian sub-continent. Set in a lush green estate spread over 450 hectares, with the outer Himalaya forming its back drop, the Institute's main building is an impressive edifice, marrying Greco-Roman and Colonial styles of architecture, with a plinth area of 2.5 equipped laboratories, library, herbarium, arboreta, printing press and experimental field areas for conducting forestry research, quite in keeping with the best of its kind anywhere in the world. Its museums, in addition to being a valuable source of scientific information, are a major attraction for tourists.

Scope of Work:-**1. For running of Souvenir Shop (measuring area 21.5 m² approximately: -**

- Forest Research Institute invites EOI from reputed Semi Government and
- Cooperative Agencies for Running of Souvenir Shop at the FRI Campus.
- A spacious souvenir shop has been provided in the Main Building of Forest
- Research Institute for retail selling of science related books, souvenirs, kits etc...
- More than 1.2 Lacs visitors visit the Forest Research Institute annually. Visitors generally spend 6 to 7 hours in the Forest Research Institute campus.
- The duration of the contract in the beginning shall be for one year from the date of entering into agreement. Based on the performance of the Second Party the duration of the contract shall be extended for further 1 year with 10% extra rent. Further extension shall be of the sole discretion of Director FRI.

For the execution of each and every aforelisted activity, the selected bidder shall constitute the Second Party, while the FRI, Dehradun shall constitute the First Party. The selected semi- government, cooperative agency shall have to abide by the provisions of the Indian Council of Forestry Research & Education, the General Financial Rules (GFR), 2017, the relevant Labour laws and other applicable Rules and Regulations in vogue.

INSTRUCTIONS TO SEMI-GOVERNMENT, COOPERATIVE AGENCIES

Contract for Running of Souvenir Shop

1. PRE-BID MEETING

A pre-bid conference will be arranged with the prospective bidders for finalization/clarification of technical specifications/terms and conditions.. Bidders are requested to take part in the Pre-Bid Conference at scheduled date and time. Please note that the request/suggestions for modifications of specification and terms and conditions given by the bidders in the form of phone, email, FAX, etc. will not be entertained. if bidder requires any change/modification in specifications, The bidders/representatives of bidders must be present in Pre-Bid Conference. The change/modification (if any) may be incorporated in the Bid Document suggested by the bidders after the open discussion among the end user, other interested bidders. Bidders shall also have to provide the hard copy of their representation on the date of pre-bid. The modified specifications, if any, after Pre-bid conference will be available at the CPP Portal and FRI Website. After Pre-bid conference no request for change in the specifications/Terms and conditions will be accepted. If no party attends the Pre-bid conference then listed specifications/terms and conditions will be considered as final.

2. The offer should be submitted in three separate envelopes.

Part I (Envelope 1): containing EMD of Rs. 5000/- and Tender Fee of Rs. 590/- in the form of demand draft in favour of Director, FRI or Exemption Certificate

Part II (Envelope II): containing Technical Bid

Part III (Envelope-III): containing Financial Bid

3. The procedure for submitting the EOI shall be as under: -

ENVELOPE I: super scribed "EARNEST MONEY DEPOSIT and Tender FEE" should contain

- Earnest Money Deposit in the form of Demand Draft for Rs. 5000/- . DD may be drawn on a scheduled commercial Bank in India, in favour of "Director, FRI" or exemption Certificate
- Tender fee of Rs. 590/-, Demand Draft may be drawn on a scheduled commercial Bank in India, in favour of "Director, FRI" or exemption certificate
- The earnest money deposited to FRI will be refunded to the unsuccessful bidder after award of work to successful bidder.
- In case of successful Bidder, the Earnest Money will be refunded after submission of security deposit.
- In case of successful Bidder fail to sign the Agreement/contract within 05 days of the issue of the work order, the earnest money shall be forfeited by the FRI.
- No interest will be payable on the EMD

ENVELOPE - II: super scribed "TECHNICAL BID" should contain

1. Semi Govt., Cooperative agency Profile
2. Particulars of Bidder as per Annexure: I attached
3. Details of Experience of similar work (along with proof, if possible)
4. Documentary evidence for PAN, GST etc.
5. Two References with Name and Contact information, where the bidder is already running of Souvenir Shop during last 3 years. (If any)
6. Self Attested copy of last 2 years Income Tax Assessment (order/return) (if any)
7. Any other details Bidder wants to submit in support of his/her suitability.
8. Other documents as required in the tender.

ENVELOPE III: super scribed "FINANCIAL BID" should contain only the price bid.

All the envelopes mentioned above should be submitted in a larger envelope double-sealed cover, super-scribing "EOI for Souvenir Shop at Forest Research Institute, Dehradun." within due date.

4. PROCEDURE

The procedure of opening the tender shall be as follows:

Envelope I shall be opened in the first instance. Bids without proper Earnest Money and Tender fee shall be out rightly rejected and Envelope II and III shall not be opened.

Envelope - II shall only be opened after Envelope-1.

- The Technical Bid will be evaluated by Technical Evaluation Committee.

Envelope III of only those bidder(s) shall be opened who have been qualified by the Technical Evaluation Committee.

Note:- Conditional bids will be out rightly rejected.

5. SELECTION CRITERIA

The Financial Bids of only those bidders will be opened who will be recommended by the Technical Evaluation Committee. Highest total rent paying Bidder will be awarded the contract.

6. Other Instructions

- a) Bidders are advised to understand the magnitude of the work and visit FRI and themselves see the location and present exit route through Souvenir Shop during office hours on any working day
- b) Director FRI reserves the right to reject / cancel any or all or part of the tender of the bidder without assigning any reasons and shall also not be bound to accept highest bidder. The decision of the Director FRI shall be final and binding.

INSTRUCTIONS TO GOVERNMENT, SEMI-GOVERNMENT, COOPERATIVE AGENCIES

Part-II: DATA SHEET

Clause No. of Data Sheet		Particulars
1.	Name of the Employer:	Director, Forest Research Institute, Dehradun - 248006
2.	Name of the Assignment/job is	For running of Souvenir Shop (measuring area 21.5 m ² approximately)
3.	A pre-Eol meeting will be held	At 11:00 AM on 17.04.2023 in the Chamber of Registrar, FRI.
4.	Date & time and address for submission of Expression of Interest (Eol):	
	a. After Pre-bid Bid Submission Start date of Sealed Eol document 19.04.2023 at 05.00 P.M.	
	b. Bid Submission End date of Sealed Eol document 01.05.2023 at 03.00 P.M.	
	c. Address Tender box kept at Purchase Section, FRI	
5.	The Employer's representative	Dr. Amit Pandey, Purchase Officer, FRI
	Address	Purchase Office, Main Building, Forest Research Institute, P.O. New Forest, Dehradun 248006
	Telephone	0135-222 4205
	E-mail:	po_fri@icfre.org
6.	Validity-period of the Expression of Interest (Eol) to be submitted by the prospective Company:	The Expression of Interest (Eol) to be submitted by the prospective Government, Semi-Government, Cooperative Agencies must remain valid for minimum 90 days after end date of bid submission
7.	The address for requesting clarifications is:	Mrs. Rajni Duggal, Section Officer, Building & Misc. Section, FRI, Dehradun
8.	The formats of the Expression of Interest (Eol) to be submitted are: Form Eol-1: Covering Letter of submission of Expression of Interest (Eol) Form Eol-2 Semi-Government, Cooperative Agencies organization & experience. Form Eol-3: Information regarding any conflicting activities and declaration thereof. Form Eol-4: Questionnaires (Part A & Part-B). Form Eol- 5 Financial Involvements.	
9.	The Semi-Government, Cooperative Agencies must submit the original copy of the Expression of Interest (Eol).	

PARTICULARS
Use Additional Sheet if necessary
(Qualifying documents)

S. No

1. Name of Agency
2. Postal Address
 - E-mail address
 - Telephone No.
3. Name and designation of the representative of the Agency to whom all references shall be made

Mobile No. and email address
4. Status: of Organization (Whether Semi Government/Public Sector Undertaking / Sole Proprietor Partnership/Cooperative Society etc.)
5. GST No.:

PAN No.:
Self Attested copy of last 2 years Income Tax Assessment orders.
6. FINANCIAL STATUS Turnover for the last 3years: (Documentary Evidence)
7. BANK DETAILS
Name of the Bank:

Address of the Bank:

Type of Account:

Bank Account Number:
8. Has the bidder executed similar nature of work? (Attach copies of work orders & references)
References (from two firms) or own work then details of it.

9. Affidavit in the stamp paper of 10/- to be provided that contractor/firm/Agency has been never debarred or black listed by any Government Department Undertaking or any other Agency ?
10. Are you registered under Employees Provident Fund and Miscellaneous Provision Act? If so, enclose copy of Registration. Enclose copy of latest remittance made by your agency towards EPF.
11. Are you registered under Section 69 of the Indian Finance Act 1994 and Service Tax Rules, 1994? If so, enclose copy of Registration Enclose copy of latest remittance made by your Agency under service tax rules.
12. Are you registered with the State / Central Labour Authorities? If so, enclose copy of registration
13. Details of bank draft for Rs. 5000/- enclosed as EMD or Exemption Certificate
14. Details of bank draft for Rs 590/- enclosed as Tender Document Fee or Exemption Certificate
15. Any Other Information

(Name & Signature of Agency)
With seal

Date:

SCOPE OF WORK, TERMS & CONDITIONS

1. Scope of Work

Retail selling of science related books, souvenirs, scientific kits, toys, etc at Souvenir Shop at the Forest Research Institute.

2. Period of Contract

- 2.1 The contract shall be for a period of one year from the date of start of contract. The duration of the contract in the beginning shall be for one year from the date of entering into agreement. Based on the performance of the Second Party the duration of the contract shall be extended for further 1 year with 10% extra rent. Further extension shall be of the sole discretion of Director FRI.

3. Extension of Contract Period

- 3.1. Based on the performance of the Second Party the duration of the contract shall be extended for further 1 year with 10% extra rent. Further extension shall be of the sole discretion of Director FRI.
- 3.2 The Security Deposit will have to be renewed by the contractor/Agency for extended period and no interest will be payable.

4. Security and Payments

- (i) The Bidders shall deposit EMD of Rs. 5000/- at the time of deposit of EOI. EMD of the successful bidder will be kept as Security Amount for the duration of the lease period. It will be returned only after the completion of the lease period.
- (ii) Successful Bidder will deposit Rs. 25000/- Bank Guarantee in the form of FDR as a part of Security Deposit at the time of award of contract.
- (iii) No interest will be payable on Security Deposit.
- (iv) The Security deposit is liable to be forfeited wholly or partially if:
- The standard of souvenir shop deteriorates during the tenure of contract.
 - Persistent misbehavior of contractor or his employees.
 - Any damage is caused to the building, equipment and any other things belonging to FRI
 - The Lessee declines to render services at the rates agreed upon, due to any reason.
 - Lessee fails to fulfill any terms & Conditions of the agreement as per the termination clause.

4.1. Mode / Schedule of Payments will be as follows:

	Item	Amount	Time for Deposit of Money
A	Base Rent	Rs. 15000/- + GST as applicable	Successful Bidder will deposit rent before 10 th day of every month.
B	EMD	Rs 5000/-	Deposited along with EOI Document will be retained as part of Security Deposit in case of successful bidder.
C	Security Deposit	Rs. 25000/-	Successful Bidder will deposit Security as FDR to FRI (having validity till the tenure of contract) on award of contract.
D	Electricity and water Charges	As per the HLF	Shall be paid at the end of each month.

5. CONTRACTORS RESPONSIBILITIES

- 5.1. Contractor shall follow and comply with Requirements / ACTS / Rules/ Notifications by Government and Guidelines for running of souvenir shop.
- 5.2. Comply with rules and notifications of Ministry of Labour, GOI.
- 5.3. Indemnify FRI against any such violation of rules/requirements etc found by authorized Agencies during inspections or otherwise.
- 5.4. The Contractor shall be provided with the souvenir shop building with normal electrical fittings. He/she will get the counters made, display racks, provide ACs, special lights, Computers and printers (for billing purpose) and other related items for running Souvenir Shop at his own expenses.
- 5.5. The Following types of articles relating to FRI, or based upon the principles of science, or providing knowledge of science may be sold by the contractor in the souvenir shop
 - Scientific articles.
 - Key rings
 - Toys Books
 - Puzzles
 - Kits
 - Science related CDS Educational Films
 - Posters & Paintings
 - Badges
 - Souvenirs based on various exhibits / models of FRI

- T Shirts, jackets, caps with FRI logo and name
- Any other item with the permission of Director, FRI

5.6. The list of articles to be sold at souvenir shop shall be got approved from the Director, Forest Research Institute. Rates for each item will be labeled on each item.

5.7. The contractor will arrange and provide all other auxiliary and support infrastructure or equipment for operations and maintenance of the facility.

5.8 Terms & Conditions about employees of the contractor

- (i) The contractor shall certify that the age of workers deployed is more than 18 years and shall comply with all the statutory requirements.
- (ii) The contractor shall pay the minimum wages as prescribed by the Ministry of Labour, to the persons engaged by him/ her and abide by other Labour Laws like ID Act, Shops & Establishments, Employees Insurance, Factory Act etc.
- (iii) The Contractor will furnish a list of his employees with their names, father's name, correspondence address as well as permanent address, date of birth and photographs to the FRI for record.
- (iv) The contractor shall provide identity cards and uniforms to all his staff at his own cost.
- (v) The contractor will be responsible for observing all the legal requirement / obligations / statutory compliance regarding working conditions of his employees under various labour, service, ESI, PF and other laws which may be in force.
- (vi) Neither contractor nor any of his employees will perform the duty in drunken condition and if the contractor or any of his employees is found in such state, it may result in a fine of Rs. 2000/- for the first time and Rs. 5000/- for each subsequent offence(s),
- (vii) In case any legal action is brought about by any of the employees of the contractor for any grievance with regard to his service conditions, benefits or any other loss or injury suffered during performance of his duties etc. the entire responsibility shall be of the contractor, who shall indemnify FRI against any such claim.
- (viii) The behavior of the contractor and his employees with the visitors and the staff of FRI shall be polite and courteous. The employee of the contractor, who will be dealing with the public shall be at least matriculate, smart, well mannered and of co-operative attitude. No person other than those mentioned in the list shall be placed on duty. Any employee of the contractor shall be liable to pay an amount of Rs 5000/- as penalty to the FRI in case of default of above. If such violation continues 3 times, the contractor would be required to terminate that employee. Further if any dispute occurs with any visitor, the matter shall be immediately referred to Director FRI, whose decision in the matter shall be final and binding. In case the contractor or his employees are found guilty of moral turpitude or any anti-social activity, the agreement may be cancelled by the FRI. Besides, FRI will be at liberty to take criminal/ civil action as per provision of law against such person.
- (ix) FRI will not be responsible for payment of any type, on account of any loss occurring due to employees of the contractor for which the contractor shall be exclusively liable.
- (x) In case of any mishap or any accident in the contract space or due to the movement of wildlife the contractor shall be solely responsible for civil damages and criminal action and the contractor shall indemnify FRI. Also it will be the responsibility of the contractor to shift the person / persons on this account to a suitable medical facility at his cost and meeting his/her medical expenses, if so required.
- (xi) Contractor and his employees will not be provided residential accommodation in the campus.

5.9 Premises

- (i) The contractor will not transfer or sublet the contract.

- (ii) The contractor will not make any kind of excavation or construction including alteration or modification in the premises without the permission of FRI in writing and further, he shall have no right to use FRI property for his/her employee's personal purpose. The contractor shall not claim any such alteration/ modification to be removed which may damage the premises as originally existing at the expiry of contract or extended period thereof.
- (iii) The contractor will not alter or damage FRI property including electrical appliances, sanitary fittings and other fitting/ equipments as well the plantation work provided in the premises. In fact he shall be responsible for its care and safety, failing which he will be liable to pay its cost as decided by the FRI. FRI has the authority to inspect the leased space any time without giving any notice to the contractor
- (iv) The contractor will keep the premises in good, clean and hygienic order and maintain it in its original and aesthetic shape.
- (v) The contractor will not use or permit others to use the premises for the publicity purpose in any shape or form.
- (vi) The contractor will not encroach upon the rights of other contractors, running FRI premises.
- (vii) Maintenance of the premises will be the responsibility of the Contractor during the Lease period.
- (viii) On termination of contract, the contractor will hand over the site(s) to FRI in the condition / manner it was received, else FRI will have the right to deduct cleaning /repair /except as provided elsewhere herein/ white washing cost from the Security (EMD) or other dues payable or charge the contractor for the same.

5.10. Penal Rent

- 5.10.1. If the contractor fails to vacate the premises after the expiry of the contract period owing to any reason, whatsoever, the contractor shall pay the penal rent of Rs.1000/- per day for such period the premises remains in his possession after expiry of Contract or the extended period, as the case may be.

5.11 Maintenance

- 5.11.1 Maintenance of all equipment, electrical, civil, plumbing work etc whether provided by FRI or arranged by the contractor, to be done by the contractor.
- 5.11.2 In the event of theft, pilferage or damage to the FRI property, and if proved that the contractor or his staff are responsible; the agency should make good all the losses and remove the concerned person identified as responsible from the services.

5.12 Operations:

- 5.12.1 Presently FRI is open 365 days (on all Saturdays, Sundays and Holidays) from 9:00 AM to 5.30 PM (Subject to modifications by Competent Authority of FRI due to unavoidable circumstances/natural pandemic etc.).

5.13. Other Important Conditions

- (i) Contractor will be responsible for having cordial relations with tour operators / travel agents.
- (ii) The Contractor will arrange to collect payment from visitors or employees of FRI on his/her own. Any credit facility extended by contractor will be at his / her cost and risk. The FRI will not take any responsibility on this account...
- (iii) All the statutory requirements regarding payment to the workers shall be exclusive liability of the contractor.
- (iv) All the Taxes applicable from time to time shall be the responsibility of the contractor.

- (v) The contractor will be himself/herself responsible for Insurance of his / her goods and will indemnify FRI from any losses due to operations, fire, theft, force majeure etc.
- (vi) Bidders are advised to visit the site and inspect the facilities available at the FRI.

6. Termination of Contract

- 6.1 The contract can be terminated by either party after giving 1 month notice.
- 6.2 Without prejudice to other provisions herein, the contract can be terminated by FRI by giving a prior notice of one month on violation of conditions of contract or on the grounds of default of proper services or deposit of payments by contractor
- 6.3 In case of termination of the contract during the contract period, in the violation of the agreement, security Deposit will be forfeited.
- 6.4 In case of termination of the contract by the contractor, during the contract period, Contractor shall not remove his / her any equipment from the FRI without the permission of the Director FRI, before full and final adjustment of accounts.

7. Arbitration

- 7.1 All disputes between FRI and the contractor arising out of this agreement entered into or in relation thereto or regarding the interpretation of any clause, terms and conditions thereof shall be referred to the Director FRI acting as such at the time of reference or any other person as may be nominated by the Director who will be the sole arbitrator and his decision will be final and binding.
- 7.2 The place for arbitration will be Dehradun.

The **minimum eligibility requirements** for Semi-Government, Cooperative Agencies:

Mandatory Documents

1. Semi Govt., Cooperative agency Profile
2. Particulars of Bidder as per Annexure: I attached
3. Details of Experience of similar work (along with proof, if possible)
4. Documentary evidence for PAN, GST etc.
5. Two References with Name and Contact information, where the bidder is already running of Souvenir Shop during last 3 years. (If any)
6. Self Attested copy of last 2 years Income Tax Assessment (order/return) (if any)
7. Any other details Bidder wants to submit in support of his/her suitability.
8. Other documents as required in the tender.
9. Tender fee of Rs. 590 (500+ 18% GST) Demand draft or exemption certificate
10. EMD of Rs. 5000/- in the form of Demand draft or exemption certificate

Note:-

1. Exemption on submission of Tender Fee/EMD will be given against valid MSME/NSIC/KVIC certificate under valid category and within the validating period of the certificate.
2. Bidders claiming exemption of EMD as above are however cautioned that if they withdraw or modify their Bids during the period of validity, or if after the award of the contract if they fail to execute the contract, or to submit a performance security before the deadline given, they will be suspended for the period of 24 months from being eligible to submit bids for tenders with FRI/ICFRE.

Procedure of allotment orders and Execution of Lease

Estate officer dealing with the work relating to allotment of Institute shops/houses etc. shall after the approval of competent authority issue orders regarding lease.

FOREST RESEARCH INSTITUTEDEHRAUN

Expression of Interest (EOI) Form

Bid Submission End date of Sealed Eol document 01.05.2023 at 3:00PM

CHECK-LIST

Please note: To help you prepare the best application possible, all items below need to be considered and ticked off. This will also assist us with assessment of your application.

Have you:

Read the EOI Guidelines? ☐

Contacted the relevant Officer(s) to discuss your Eol Document? ☐

Read and addressed the FRI- Eol document? ☐

Checked that your Semi-Government, Cooperative Agencies is aware and agrees to the final EOI submitted? ☐

Signed the EOI (or typewritten if emailed) and checked that you are authorized to sign/submit the form? ☐

Checked if you are proposing to employ staff, are you aware of your obligations as an employer to provide adequate insurance, Service facilities, ESI, EPF, etc., for each of those staff, plus employment conditions as recommended in principle under the guidelines of **Government of India, Ministry of Labour, etc.**, where appropriate?

Yes:
No:
NA:

LETTER OF PROPOSAL SUBMISSION

To,

Director,
Forest Research Institute,
Dehradun- 248006.

Dear Sirs,

I/We, the undersigned, offer to express the necessary interest for being short-listed for the Bidding process for Lease of Shop (measuring area 21.5 m² approximately under FRI, Dehradun, in accordance with your "Invitation for Expression of Interest" dated 2023. We are hereby submitting our Expression of Interest (Eol), EMD and requisite Eol Document fees.

I/We are submitting our Expression of Interest (Eol).

I/We hereby declare that all the information and statements made in this Expression of Interest (Eol) are true and accept that any misinterpretation contained in it may lead to our disqualification. All the documents are subject to verification by local administration or as deemed fit by the Authority.

Our Expression of Interest (Eol) is binding upon us and if awarded the contract, we shall abide by all the terms and conditions of this tender document.

We understand that you are not bound to accept any Expression of Interest (Eol) you receive.

Date

Yours sincerely
Authorized Signature [In full and initials]
Name and Title of Signatory
Name of Organization
Address

ORGANIZATION AND EXPERIENCE**A-Organization**

[Provide here a brief description of the background and organization of your organization/entity and each associate for this Assignment job. The brief description should include ownership details, date and place of incorporation of the organization/ cooperative, objectives of the organization cooperative etc. Also if the organization/ cooperative has formed a consortium. Details of each of the member of the consortium, name of lead members etc shall be provided]

B- Experience [Using the format below, provide information on each similar assignment job for which your organization, and each partner in the case of consortium or joint venture, was legally contracted either individually as a corporate entity or as one of the major partners within an association, for carrying out such work. In case of consortium, association of Company, the Company must furnish the following information for each of the consortium member separately]

1. Firm's name:

1	Assignment/job name:	
1.1	Description of work	
1.2	Place of Work	
1.3	Name and Address of Employer:	
1.4	Name of associated Consultants, if any:	

INFORMATION REGARDING ANY CONFLICTING ACTIVITIES AND DECLARATION THEREOF

We hereby declare that our Government. Semi-Government, Cooperative Agencies, are not indulged in any such activity which can be termed as the conflicting activities. We also acknowledge that in case of misrepresentation of the information, our proposals/ contract shall be rejected/terminated by the Employer which shall be binding on us.

Authorized Signature [In full and initials)
 Name and of Signatory
 Name of organization:
 Address

QUESTIONNAIRE (Part-A)

SL No	Details of relevant Information sought	:	Information to be provided by
1.	Name of Semi-Government, Cooperative Agency or any other agency	:	
2	Date of Establishment of Organization	:	
3.	Legal Status of Organization [Whether Cooperative/ Society (under Societies Registration Act) Central PSU /State PSU/ Government/ Semi government or so?]	:	
4	Registration. No. & Date (if any)	:	
5.	Copy of Registration Certificate (To be enclosed)	:	
6.	Nos. of such contracts received each year during last 5 years (alongwith copies of Award of contracts(s))	:	
7	Name of authorized Signatory, alongwith Address, Tel.: No., Fax No. & email address	:	
8.	Details of Blacklisting from any Govt. Deptt/Organizations if any. (If so, the firm must also provide the detailed reasons for its blacklisting, for consideration of its Bid on overall Merits, if any)	:	

Signature of Authorized Signatory of prospective organization:.....
(enclose the Letter of Authority Signatory)

Signatory's Name:

Address:.....

QUESTIONNAIRE (Part-B)

The prospective, Semi-Government, Cooperative Agencies should furnish specific answers to all the questions/issues mentioned below. In case a question/issue does not apply to a prospective Firm, the same should be answered with the remark "not applicable".

Wherever necessary and applicable, the prospective Government, Semi-Government, Cooperative Agencies shall enclose certified copy as documentary proof/ evidence to substantiate the corresponding statement.

In case a prospective organization furnishes a wrong or evasive answer against any of the under- mentioned question/issues, its Bid will be liable to be cancelled.

Sl No	Query related to information sought No. from prospective Government, Semi-Government, Cooperative Agencies or any other agency		Information to be provided by the prospective Government, Semi-Government, Cooperative Agencies or any other agency	Guiding Remarks /Note (for prospective Government, Semi-Government, Cooperative Agencies)
1	Expression of interest (Eol) is valid for acceptance upto	:		Eol is required to be valid at least upto2023
2	Your permanent income Tax A/C No	:		
3	Attach certified copy of your latest current Income Tax clearance certificate	:		
4	Status:			
5	Are you currently registered under the Indian Companies Act, 1956 or Societies Registration Act, 1860, or any other Act?	:	Yes/No, If Yes, then Regn. No	
6	Please indicate name & full address of your Banker(s)	:		The Banking details are required to ensure Financial Transparency, &, to facilitate timely payment through E-Payment/ECS/ RTGS/LC, etc.
	Please provide your Principal organization's Bank A/c No., Bank Code, IBAN Code, SWIFTBIC Code	:	Bank A/c No Bank Code IBAN Code SWIFT/BIC Code	
8	Please state whether any work dealings with you currently stand suspended / banned by any Ministry/Department of Government of India or by any State Govt.	:	Yes/No	

(Signature with date)

(Full name, designation & address of the person duly authorized to sign on behalf of the prospective Organization)

For and on behalf of (Name, address and stamp of the prospective Organization)

Financial bid

Sl No	Details of relevant Information sought		Information to be provided by the bidder
1.	Monthly Rent of Shop to be paid to the Employer (in Rs.) Base Rent- Rs. 15000/- + GST as applicable	:	Basic Rent-.....
			Taxes-
			Total Monthly rent-
2.	Electricity and Water charges	:	To be paid separately by firm
3.	Deployment of Security Staff (if any)	:	information to be provided by the prospective leasee
4.	Space Required (In Sq. Meter)	:	21.5 m ² approximately
5.	Annual Increment % over base value of monthly rent mentioned at S.l. No.1	:	10 % per yr

1. The total rent quoted above will be inclusive of all taxes, 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.

(Signature with date)

(Full name, designation & address of the person duly authorized to sign on behalf of the prospective Organization)

For and on behalf of (Name, address and stamp of the prospective Organization)