

Tender Document

For contract of Souvenir Shop in the
FRI Main Building



ICFRE-FOREST RESEARCH INSTITUTE,
DEHRADUN-248006.



क्रय अनुभाग
वन अनुसंधान संस्थान
(भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद)
देहरादून उत्तराखण्ड २४८००६-
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



CONTENT OF TENDER PAPER

BID DOCUMENT INCLUDES THE FOLLOWING DOCUMENTS:

1. Tender Notice (Chapter-I)
2. Instructions to Bidders (Chapter-II)
3. Conditions of contract (Chapter-III)
4. Schedule of Price (Chapter-IV)
5. Specification and Allied Details (Chapter-IV B)
6. Tender Acceptance letter (Chapter-V)

CRITICAL DATE SHEET		
Date to Published Tender	12.06.2025 at 3:00 P.M	FRI Website: http://fri.icfre.gov.in/tender/ and GeM-CPP portal: https://eprocure.gov.in/eprocure/app
Bid document download start date	12.06.2025 at 4:00 P.M	FRI Website: http://fri.icfre.gov.in/tender/ and GeM-CPP portal: https://eprocure.gov.in/eprocure/app
Bid submission start date	13.06.2025 at 9.00 A.M.	At Purchase Section, FRI Dehradun
Seek Clarification start date	13.06.2025 at 9.00 A.M.	Through Phone/Personal Visit
Seek Clarification end date	01.07.2025 at 5.00 P.M.	Through Phone/Personal Visit
Bid Submission End date	03.07.2025 at 03.00 P.M.	At Purchase Section, FRI Dehradun
Opening date of qualifying Technical bids	04.07.2025 at 03.00 P.M.	At Purchase Section, FRI Dehradun
Opening date for Financial bids	It will be decided after technical evaluation.	At Purchase Section, FRI Dehradun

Sd/

PURCHASE OFFICER



क्रय अनुभाग
वन अनुसंधान संस्थान
(भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद)
देहरादून उत्तराखण्ड २४८००६-
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



BIDDING DOCUMENT

Chapter-I: Tender Notice

F. No. 3-2/2025-Building/156

Tender ID: 2025_ICFRE_864117_1, dated 11.06.2025

Online Tenders through GeM - CPP Portal are invited from the Govt. / Semi Govt., Cooperative agency for running of Souvenir Shop (measuring area 21.5m² approximately) in the FRI Campus.

Rent for Souvenir Shop	Quantity	Base Rent	Name of Division
FRI Main Building	01	Rs. 35,000 + Taxes applicable	Registrar, Forest Research Institute

Bid/Tender documents can be downloaded from GeM - CPP Portal.

Technical Clarifications	Mrs. Rajni Duggal, Section Officer, Building and Misc. Section, FRI	Ph: 0135-222-4239
--------------------------	---	-------------------

Note: The bidders will have an option of inspecting the Souvenir Shop on 20.06.2025 between 9.30 AM to 12.30 PM.

Sd/

PURCHASE OFFICER



क्रय अनुभाग
वन अनुसंधान संस्थान
(भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद)
देहरादून उत्तराखण्ड २४८००६-
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



F. No. 3-2/2025-Building/156

Tender ID: 2025_ICFRE_864117_1, dated 11.06.2025

Chapter-II: Instructions to Bidder

Not more than one tender shall be submitted by one tender/bidder having business relationship. All Goods and related services to be supplied under the contract shall have their origin in eligible countries. For the purpose of this Clause, origin means the country where the goods have been grown, mined, cultivated, produced, manufactured, or processed; or through manufacture, processing, or assembly, another commercially recognized articles results that differs substantially in its basic characteristics from its components.

Rent shall be quoted as specified in Chapter IV (A, B). The details of the other Terms and Conditions, etc. are available in the Tender Documents. The tender forms and specifications are available in the GeM- CPP Portal.

Bidders are advised to understand the magnitude of the work and visit FRI themselves and see the location and present exit route through Souvenir Shop during office hours on any working day

Director, Forest Research Institute 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.

Omission, neglect or failure on the part of bidder to obtain requisite reliable and full information or any matter affecting his/her Document, shall not relieve the bidder, from any liability in respect of the contract.



क्रय अनुभाग
वन अनुसंधान संस्थान
(भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद)
देहरादून उत्तराखण्ड २४८००६-
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



F. No. 3-2/2025-Building/156

Tender ID: 2025_ICFRE_864117_1, dated 11.06.2025

Annexure-1

Check list of Technical Bid

SN	Documents	Yes/No	Page No.
1.	EMD in shape of FDR/Demand Draft or Exemption certificate		
2.	Signed copy of PAN card		
3.	Signed copy of Tender acceptance letter as per tender document (Chapter-V)		
4.	Proof of being Govt./Semi Govt., Cooperative agency.		
5.	Particulars of Bidder as per Annexure II attached		

Check List of Financial Bid (documents to be uploaded in Financial bid only)

6.	Price Bid as per Chapter IV (A)		
7.	Price Bid undertaking as per Chapter IV (B)		

Note:- Document from S.N. 1 to 5 must be uploaded in technical bid only and documents from 06 to 7 must be uploaded in financial bid only.

In failing of submission of above, bid shall be summarily rejected & no further correspondence in this regard will be entertained.

PARTICULARS
Use Additional Sheet if necessary
(Qualifying documents)

S. No

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

Mobile No.
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 has been never debarred black listed by any Government Department Undertaking or any other Agency?
10. Have your 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. Have 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. Have you registered with the State / Central Labour Authorities? If so, enclose copy of registration
13. Details of bank draft for Rs. enclosed as EMD
14. Details of bank draft for Rs enclosed as Tender Document Fee
15. Any Other Information

(Name & Signature of Agency)
With seal

Date:



क्रय अनुभाग
वन अनुसंधान संस्थान
(भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद)
देहरादून उत्तराखण्ड २४८००६-
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



Chapter-III: Conditions of Contract

SCOPE OF WORK, TERMS & CONDITIONS

Scope of Work

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

Period of Contract

The contract shall be initially for a period of two years from the date of commencement of the contract with 10% increase in rent for the second year.

Extension of Contract Period

If FRI finds the work of contractor satisfactory and Contractor also desires to continue operations of souvenir shop at FRI then Contract can be extended by one year on mutually agreed terms & conditions with further 10% increase in rent.

The Security Deposit will be withheld for the extended period and no interest will be payable.

The Bidders shall deposit EMD of Rs. 5000/- at the time of deposit of tender document.

Successful Bidder will deposit Rs. 25000/- security in the form of Bank Guarantee/FDR issued from any of the Commercial Bank of India drawn in favour of "Director, Forest Research Institute, Dehradun before entering into contract.

No interest will be payable on Security Deposit.

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.

Mode / Schedule of Payments will be as follows:

	Item	Amount	Time for Deposit of Money
A	Base Rent	Rs. 35000/- + GST	Successful Bidder will deposit rent before 10 th day of every month.
B	Tender Fee	Rs. 590/- inclusive GST	Deposited in shape of Demand Draft only, in favour of “Director, Forest Research Institute, Dehradun” at the time of deposit of tender document.
C	EMD	Rs 5000/-	Deposited in shape of FDR / Demand Draft as part of Security Deposit in favour of “Director, Forest Research Institute, Dehradun”.
D	Security Deposit	Rs. 25000/-	Successful Bidder will deposit Security as Bank Guarantee / FDR to FRI or Bank till the tenure of contract on award of contract valid for the period of 26 month in favour of “Director, Forest Research Institute, Dehradun”.
E	Electricity Charges	As per the bill raised.	Shall be paid at the end of each month.

CONTRACTORS RESPONSIBILITIES

Contractor shall follow and comply with Requirements / ACTS / Rules/ Notifications by Government and Guidelines for running of souvenir shop.

Comply with rules and notifications of Ministry of Labour, Government.

Indemnify FRI against any such violation of rules/requirements etc found by authorized Agencies during inspections or otherwise.

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.

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

Terms & Conditions about employees of the contractor

The contractor shall certify that the age of workers deployed is more than 18 years and shall comply with all the statutory requirements.

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.

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.

The contractor shall provide identity cards to all his staff at his own cost.

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.

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),

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.

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.

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.

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.

Contractor and his employees will not be provided residential accommodation in the campus.

Premises

The contractor will not transfer or sublet the contract.

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.

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

The contractor will keep the premises in good, clean and hygienic order and maintain it in its original and aesthetic shape.

The contractor will not use or permit others to use the premises for the publicity purpose in any shape or form.

The contractor will not encroach upon the rights of other contractors, running FRI premises.

Maintenance of the premises will be the responsibility of the Contractor during the Lease period.

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.

Penal Rent

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.

Maintenance

Maintenance of all equipment, electrical, civil, plumbing work etc whether provided by FRI or arranged by the contractor, to be done by the contractor.

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.

Operations:

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.).

Other Important Conditions

Contractor will be responsible for having cordial relations with tour operators / travel agents.

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..

All the statutory requirements regarding payment to the workers shall be exclusive liability of the contractor.

All the Taxes applicable from time to time shall be the responsibility of the contractor.

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. Bidders are advised to visit the site and inspect the facilities available at the FRI.

Termination of Contract

The contract can be terminated by either party after giving 6 months notice.

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

In case of termination of the contract during the contract period, in the violation of clause of the agreement, security Deposit will be forfeited.

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.

Arbitration

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.

The place for arbitration will be Dehradun.

Chapter-IV
(A): Schedule of Price

F. No. 3-2/2025-Building/156

Tender ID: 2025_ICFRE_864117_1, dated 11.06.2025

(To be utilized by the bidders for quoting their prices)

The below mentioned Financial Proposal/Commercial bid format is provided as Financial Schedule in the bid document. Bidders are advised to quote their offer/rates in the Price Bid Schedule. Bidder shall not tamper/modify downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and bidder is liable to be banned from doing business with Forest Research Institute.

To,
The Director
Forest Research Institute
Dehradun

Price Bid Schedule

Contract with detail specifications	Rent (per month)	Taxes, if any	Total Rent in figure and words (Per month)
Forcontract of the Souvenir ShopatMain Building, FRI		As per statutory Liability applicable from time-to-time.	

Validity of Price Bid 60 Days.

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.
3. The quoted rates for rent shall remain firm throughout the tenure of the contract and no revision is permissible for any reason.

Authorized Signatory
(Signature of the Authorized Person)

Chapter-IV
(B): Price Bid Undertaking

From: (Full name and address of the Bidder)

To,
The Director
Forest Research Institute, Dehradun

Dear Sir/Madam,

I am submitting the price Bid for Tender No:- 3-2/2025-Bldg. for contract of the Souvenir Shop in the FRI Main Building as envisaged in the Bid document.

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

I offer to work/ supply the quoted item at the rates as indicated in the price Bid, (Chapter-IV) and Chapter-V inclusive of all applicable taxes.

Yours Faithfully,
Signature of authorized Representative

Chapter-V: TENDER ACCEPTANCE LETTER

(To be given on Company Letter Head)

Date:

To,

Director
Forest Research Institute
Dehradun-248006

Sub: Acceptance of Terms & Conditions of Tender.

Tender ID: 2025_ICFRE_864117_1, dated 11.06.2025

Name of Tender / Work:

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the GeM-CPP Portal as per your advertisement, given in the above mentioned website(s).
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/organization too have also been taken into consideration, while submitting this acceptance letter
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. I / We do hereby declare that our Firm has not been blacklisted/ debarred / banned by any Govt. Department/Public sector undertaking.
6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,
(Signature of the Bidder, with Official Seal)