

**Tender No.9-6/2010 (Admn.)
Forest Survey of India
Kaulagarh Road, PO – IPE
Dehradun**

**Tender document for the deployment of
manpower in different categories & security personnel**

at

**Forest Survey of India (FSI)
Kaulagarh Road, PO – IPE
Dehradun**

Last Date of selling the Tender Document:	29 th September, 2017 up to 14:00 hrs
Last Date & Time of Submission of Tender Document (Technical/Financial)	29 th September, 2017 up to 17:00 hrs
Date & Time of Opening of the Technical bid Tender Document:	03 rd October, 2017 at 11:00 AM
Opened Financial bid (Same Day):	03 rd October, 2017 at 3:00 PM

Government of India
Forest Survey of India
PO-IPE, Kaulagarh Road,
DEHRADUN- 248195
FAX: 0135-2759104

C O N T E N T

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To,

The Director General,
Forest Survey of India,
Kaulagarh Road, PO - IPE
Dehradun – 248 195

Sub: Submission of Tender Document for the deployment of manpower in different categories & security personnel at FSI Dehradun.

Ref: Your Advt. No. _____, Dated _____.

Sir,

We are submitting the tender document duly filled in along with the relevant documents as per details given below:

S. No.	Particulars	Mark	Page No.
A.	Qualifying/Technical Bid		
1.	Earnest Money Deposit (EMD) of 2,00,000/- (Rupees two lacs only in the form of FDR/DD/Banker's Cheque/Bank Guarantee from a nationalized bank)		
2.	Company's Registration Certificate		
3.	EPF and ESI Registration Certificate with Dehradun region code/sub code		
4.	Permanent Account Number (PAN)		
5.	Company's balance sheet of last three financial years duly audited (Year 2013-14,2014-15 & 2015-16)		
6.	EPF and ESI Challan Certificate for the year 2016-17 deposited in Dehradun region code/sub code		
7.	Company brochure showing the profile and the experience in security and housekeeping services		
8.	Present clientele list along with strength of workers deployed		
9.	Company having its Head/Branch Office in Dehradun (Address Proof of the office to be submitted)		
10.	Undertaking of annual financial turn over which should not be less than 10 (Ten)crores during the last three years		
11.	Challan of Services Tax paid by the company during the Financial Year 2013-14-2014-15 & 2015-16 should be enclosed as a proof, which will be checked as a proof of annual turnover.		
12.	List of two Central Government offices where the firm is providing service currently satisfactory performance reports from these organizations may be enclosed.		
B.	Financial Bid		
1.	Service charges of the firm for providing deployment of manpower in different categories & security personnel at FSI Dehradun and any other details.		

We agree with the terms and conditions of the tender.

Yours Sincerely,
(Name & Signature of Bidder)

Tender notice for the deployment of manpower in different categories & security personnel at FSI Dehradun

Sealed tenders in **two bid system** i.e. (i) Technical bid and (ii) Financial bids are invited from reputed, registered & licensed agencies who fulfil the eligibility criteria for providing campus security, housekeeping services and other technical/non technical services at Forest Survey of India, Kaulagarh Road, Dehradun for a period of one year which is extendable on the basis of performance & mutual agreement for a further period of two years.

The cost of the Tender Document is Rs.500/- (Non-Refundable). Tender Document comprising Eligibility Criteria and other terms and conditions may be obtained from the Assistant Director (Store) of the FSI on a payment of Rs. 500.00 in cash or in shape of demand draft in favour of Assistant Director (Accounts), Forest Survey of India, Dehradun, Uttarakhand, payable at Dehradun.

Tender document can also be downloaded from the FSI's website www.fsi.nic.in. In case the tender documents have been downloaded from our website www.fsi.nic.in, Demand Draft / Bankers Cheque of 500/- (including taxes) in favour of Assistant Director (Accounts), Forest Survey of India, Dehradun, must be attached on account of fee for obtaining the tender document. This shall be non-transferable/non-refundable.

Last date for selling the tender documents is 29th September, 2017 up to 14:00hrs. The tender documents completed in all respects along with Earnest Money Deposit must be submitted by 29th September, 2017 up to 16:00hrs. The Technical Bids will be opened on the same day **i.e.** 03th October, 2017 at 3:00PM in the presence of bidders or their authorized representatives, who may like to be present. Financial bids of successful Technical bidders will be opened on the same day.

Interested bidders are requested to submit the sealed tender addressed to The Estate Officer, Forest Survey of India, Kaulagarh Road, Dehradun, Uttarakhand on or before the last date of submission of tender document.

Any suppression of material facts or discrepancy in this respect will lead to disqualification of the tender. The FSI reserves the right to accept or reject any application for issue of tender document without assigning any reasons.

**SUSHANT SHARMA IFS
JOINT DIRECTOR (P&A)
FOREST SURVEY OF INDIA
DEHRADUN.**

General Terms and Conditions:

1. The firm submitting the tender should be duly licensed and registered with the appropriate Government Authorities.
2. The tenderer shall seek instructions from Estate officer, Forest Survey of India, Dehradun or any other officers of the organisation authorized for the purpose. The Tenderer will be required to sign in on a written Agreement before the initiation of the contract on a Non Judicial stamp paper of Rs.100/-.
3. Joint tender shall not be considered.
4. The tenderer shall be fully responsible for the security of entire campus of Forest Survey of India office residential complex Kaulagarh Road premises including the Officers Colony at 11-Convent Road and Staff Colony at 25-Subhash Road. The Tenderer may visit the office campus and other locations on any working day before filling the tender document.
5. Besides the normal security services, as and when assigned the other functions required to be performed for the safety of FSI campus include the following:
 - (i) To man the security check post located at the main gate of the office and at any other points specified by the FSI.
 - (ii) Security personnel deployed by the Agency shall check the material/property (Government and Non-Government), going out of the Building/Campus through the procedure of gate pass as laid down by FSI.
 - (iii) To perform watch and ward functions including night patrol of FSI campus and residential locations.
 - (iv) Provide services for housekeeping as and when assigned. It will be ensured by the tenderers that the campus, buildings, toilets, bathrooms etc. are kept clean and up to date.
1. The tenderer shall compensate in full the loss sustained by the organisation or its campus inmates on account of any theft, burglary and any other kind of intrusion in the campus entrusted to him for security. The amount of loss to be compensated by the tenderer shall be determined by the Director General of the FSI arrived at on the basis of or otherwise, on findings of a Joint Committee Enquiry including Representatives of both the office and the tenderer, and the same shall be binding on the tenderer. In case of any theft or burglary it will be the duty of the Security agency/Tenderer or its representative to lodge an F.I.R. at the concerned Police Station under due intimation to the office. The matter may be referred to the Law Enforcement Authority if it doesn't get settled for recoveries. If the FSI does not have enough dues of the Company/Agency with it to recover such amount, legal remedies will be resorted to as per the prevailing Law of the Land.

2. The tenderer shall also be fully responsible for any loss, of material and property of office attributable to the negligence or failure of the Security personnel in complying with the prescribed procedure. All losses suffered by FSI on this account shall be compensated in full by the tenderer. The decision of Director General of the FSI in this regard shall be final and binding on the tenderer.

3. (i) The tenderer shall deploy, as far as possible only pension drawing Ex-Serviceman or para military personal such as BSF,CRPF, or PAC etc, as Security Guards preferably below the age of 50 only for the purpose of this contract. Before the security personnel report for duty or in due course, necessary documents to prove that the personnel belong to Ex-servicemen category shall be produced by the Tenderer before the representative of the office. The fact shall be verified by FSI and only those personnel shall be deployed by tenderer on duty in whose case documentary proof has been rendered to the office's satisfaction.

(ii) In addition to this, if any of the security personnel deployed is found to be unsatisfactory, even though he is an Ex-serviceman, he shall have to be withdrawn by the Tenderer within 24 hours from the campus. No wages shall be payable in respect of such security staff in whose case documentary evidence in support of their being Ex-serviceman is not rendered in time by the Tenderer. A complete list of the security personnel & staff for outdoor housekeeping & up keeping activities engaged by the Tenderer for deployment in FSI shall be furnished by the Tenderer along with complete addresses and other antecedents. The Tenderer shall deploy only those, whose antecedents have been verified by the police authorities.

4. The profile and detail of tendering company is to be furnished in Technical Bid as per **Annexure-I** of the tender. The copies of the documents mentioned in the Annexure are required to be also enclosed with the Technical Bid.

5. (i) The rates payable to the Tenderer for personnel to be deployed viz. Security Guard, Housekeeping services and technical and non technical personnel are required to be quoted separately in Financial Bid only (**Annexure II**); failing which their offer shall be rejected. The contractor shall not quote wages less than the prevailing Minimum Rates of Wages for the concerned categories (unskilled/semi-skilled/skilled/highly skilled as application in case of Dehradun, Uttarakhand) specified in the Notification issued by the Central Government of India for Dehradun, Uttarakhand Region under the provision of Minimum Wages Act vide Ministry of Labour & Employment, Office of Regional Labour Commissioner (Central), Dehradun Notification **No.S.O.1285(E) dated 20/05/2009 read with CLC's order No-1/2(3)/2013-LS-II dated 18/03/2013 effective from 01/04/2013**. The personnel to be deployed for Housekeeping, Maintenance of lawns, gardens and Campus upkeep should be having experience in the relevant job. For categories of manpower, which are not covered under Minimum Wages Act, independent rates is to be quoted for each category. EPF and ESI as applicable in all such cases will be paid and deposited by the tenderer and subsequently would be reimbursed by the FSI on production of EPF and ESI Challans. The minimum wages rates as notified by the Central Government under Minimum Wages Act would be applicable. With regard to increase in emoluments for other categories not covered under Minimum Wages Act, increase in wages would be allowed proportionately.

The tenderers are required to quote Government taxes separately at the rates applicable in the Uttarakhand State.

(ii) The Financial Bid (**Annexure-II**) should be submitted in a separate sealed cover super scribing '**Tender document for the deployment of manpower in different categories & security personnel at FSI Dehradun**'

The financial offer of only those agencies shall be opened whose Technical Bids have been short listed by the FSI.

6. The Tenderer will follow the entire statutory requirement as per labour laws and other relevant rules prevailing during the contract period and will be wholly responsible for compliance of any such law. The Tenderer will be paid on monthly basis. Bill shall be raised by the Tenderer in accordance with these rates on every 1st day of the succeeding month and bills will be submitted for payment along with the EPF and ESI deposition and details of service tax paid to the FSI.

7. TDS will be deducted as per prevailing Income Tax Laws and certificate to this effect shall be provided to the Tenderer by FSI. The responsibility of paying the Service Tax as per prevailing rates and as claimed in the bill amount, will be of the Tenderer. The Tenderer will be required to furnish proof of such deposit to the FSI every month.

8. Security Deposit: The successful Tenderer has to deposit a sum of **Rs.2,00,000/- (Rupees two lakhs only)** as a Security Deposit in the form of Account payee Demand Draft, Fixed deposit receipt from a Scheduled Commercial bank, Bank Guarantee in an acceptable form payable in favor of Assistant Director(Accounts) Forest Survey of India, Dehradun. The Security Deposit shall be released in full only when complete handing over of security charge is made to the FSI in the event of completion of the contract or otherwise if no dues are recoverable from the Tenderer.

9. The Tenderer will be responsible and liable for the implementation of all the statutory provisions as regards security and other personnel to be deployed by him in respect of Minimum Wages, Provident Fund, and ESI etc. as and when they become applicable under the Labour Laws. The Tenderer shall maintain all the statutory registers under the law. The Tenderer shall produce the same on demand to FSI authority or any other authority under law. In case, the previous month's challan pertaining to ESI and PF having been deposited do not accompany the bill as a documentary proof, a requisite portion/or whole of bill amount shall be held up till such proof is produced and furnished, at the discretion of the FSI. The Tenderer will ensure payment of wages to his personnel within the period prescribed under Labour Laws for the purpose. In case the Tenderer fails to comply with any statutory obligation under any Labour Laws, and as a result thereof the FSI is put to any loss or obligation, monetary or otherwise, the FSI will be entitled to get itself reimbursed out of the bills or the security deposit of the Tenderer, to the extent of the loss or obligation in monetary terms.

10. The number of security personnel and other services required can vary subject to the requirements. However, rotation of the personnel so deployed/deputed by the Tenderer will be at his discretion only.

11. (i) The Tenderer will only fix timings of the various duty shifts. However, the same may, in exceptional circumstances be subjected to change at the discretion of the FSI. A single duty shift will have a normal duration of 8 (eight) hours excluding rest intervals.

(ii) The deployment of security personnel shall be as per details given in **Annexure-III** hereto and will be done by the Tenderer, and can be subjected to change at the discretion of the FSI. The telephone system at the main gate shall be operated by engaging a Security Guard only having knowledge of handling of telephone operations.

12. The Tenderer will have to submit weekly duty chart of the man power deployed to FSI's authority prior to commencement of the week. Tenderer will also submit the list of personnel deployed by him.

13. The Tenderer may have to replace/transfer the security and other personnel at random. This shall be done with the prior knowledge of the FSI's authority and full particulars of the security and other personnel so deployed shall be given to FSI's Authority. In case any of the security and other staff is found to be posted without the previous knowledge of the FSI's Authority, FSI's Authority shall not be liable to pay for such security and other personnel.

14. (i) The Tenderer shall be liable to make substitute arrangements in case of the absence of the Staff for housekeeping & other services. The Tenderer shall man all the security check posts and other locations as specified by FSI's authority on all the week days. No short leave or meal relief shall be permitted to the security and other personnel unless the Tenderer provides suitable substitute without any extra payment. The Tenderer will have to provide sufficient number of leave reserves.

(ii) The Tenderer shall ensure that at no time any security point is unmanned. A register shall be maintained at main gate where round the clock duty is performed, for the purpose of taking/handing over of the duty by the security personnel and staff for outdoor housekeeping & maintenance services.

(iii) A register will be maintained by the Tenderer at the Main gate to enter incoming and outgoing vehicles. Apart from this the Tenderer may have to maintain any such register as required from time to time. The Tenderer will have to abide to, with any other regulatory system as will be found necessary by the FSI. Performance of duty in two shifts by the same guard on a day shall not be permitted.

15. The Tenderer will have to arrange uniform for all the security personnel and staff for housekeeping services on duty smartly and neatly on the pattern of Uniformed Services and ensure their good behaviour with the FSI establishment and visitors. They shall abstain from taking part in any staff union and association activities. The Tenderer will have to provide as a part of dress, appropriate woollens to the security personnel as well as to the staff for outdoor housekeeping & upkeeping services in winter season and raincoats/umbrella for the rainy season. The security personnel and staff for outdoor housekeeping services shall not be permitted to wear any odd wrappers. The dress shall be of uniform colour and design.

- 16.** The FSI will not be liable to provide any residential accommodation to the security personnel or staff for housekeeping services. No cooking or lodging shall be allowed to the Tenderer's personnel at any place inside the campus.
- 17.** The Tenderer as envisaged in **Annexure-III** hereto will have to bear expenses incurred on all the items such as uniform to the security personnel and the staff for housekeeping, electrical/plumbing etc. and other items as mentioned therein. There will not be any burden on this account on part of personnel and other staff to be employed by the Tenderer. The agency may mention the charges of uniform and other items for each category of staff separately in the financial bid.
- 18.** FSI's authority reserves the right to change the deployment of security personnel. FSI also reserves the right to ask for replacement of a particular security person or staff for outdoor housekeeping & upkeeping services employed by the Tenderer if the services of the individual are found unsatisfactory. But in case such a request for replacement is made, the Tenderer will ensure the compliance of the required legal formality.
- 19.** The security personnel and staff for housekeeping services deployed by the Tenderer will be bound to observe all instructions issued by FSI's authority concerning general discipline and behaviour.
- 20.** The FSI's Authority shall have the right to check the various implements/torches etc. The Tenderer will have to maintain these items to the satisfaction of the FSI's authority.
- 21.** That for all intents and purposes the Tenderer will be the "Employer" within the meaning of different labour legislations in respect of the security personnel and staff for outdoor housekeeping & maintenance services so employed and deployed by him.
- 22.** The Tenderer shall be responsible for recruitment and deployment of security personnel and staff for housekeeping & other services. The Tenderer shall exercise total superintendence, control and supervision over the security personnel and staff for outdoor housekeeping & up keeping so deployed including over their working.
- 23.** In case the security personnel and staff for outdoor housekeeping up keeping & other services deployed by the Tenderer commit any act of omission or commission constituting mis-conduct or indiscipline, the Tenderer will be liable and responsible to take disciplinary action against the personnel/staff , including suspension, dismissal from service etc. or removal from FSI premises /campus.
- 24.** FSI shall not be responsible financially or otherwise for any injury to the security personnel or staff for outdoor housekeeping & maintenance services caused in the course of their performing the duty as per payment of any compensation. The FSI will have a right to recover any sum indicated/claimed by Labour commissioner/Courts from the Contractor.
- 25.** The Tenderer shall not be permitted to transfer or assign his rights and obligations under the contract to any other organisation or otherwise.

26. Time shall be the essence of the Tenderer and the duration of this contract shall be or a period of twelve months which is extendable for a further period of two years at the discretion of the FSI, except in the event of earlier termination under the terms and conditions. The contract shall automatically expire after completion of twelve months, unless extended further by mutual consent of the parties in writing.

27. Director General/Head of Office has the absolute right to terminate the contract at any time before the due date of expiry without assigning any reason by giving one month's notice in advance to the Tenderer in writing or by making equivalent payment thereof. The Director General/Head of Office shall also have the right to extend the contract in writing on the same terms and conditions or with some addition/deletion/modification for a further period of two years or for a shorter period until such time as a new security agency takes over in the event of FSI resorting to the process of appointing a fresh contractor/Agency.

28. In the event of the Tenderer desiring an earlier termination of the contract, he shall have to give three months advance notice to the FSI.

29. The Tenderer will be bound by the details and documents as furnished by him to the FSI while submitting the tender or at any other time. In case any of the details of such documents furnished by him, are found to be false at any stage, this would be deemed to be a breach of the terms of Contract making him liable for action.

30. In case of breach of any of the terms of Agreement, the security deposit of the Tenderer will be liable to be forfeited by the FSI. In addition, the Contract/Agreement will also be liable to be terminated. Any sum of money due or payable to the FSI including the security deposit refundable to him under the contract can be appropriated by the FSI against any amount which the Tenderer may owe to the Forest Survey of India, Dehradun.

31. The Tenderer will ensure that no unauthorized entry is permitted and the guards at the entry points are able to categorise the legitimate residents and visitors without causing any embarrassment or discourtesy.

32. Entry of any stray dogs and cattle into the campus is to be prevented.

33. It should be ensured that trees, flowers, plants, and grassy lawns are not damaged either by the campus inmates or by outsiders.

34. All personnel employed by the Tenderer shall be bound to provide full help in extinguishing any fire, that breaks out anywhere in the campus. In the event of any mal practice on the part of the Tenderer or his employees vis-a vis any staff of the FSI or otherwise, the right to terminate the Contract will vest with the FSI.

35. The performance of security function under the contract will be reviewed by the Head of Office/ Estate Officer of the FSI at 3.00 p.m. on the second day of every month and the Tenderer will remain present personally or through an authorized representative. In the event of the second day of the month being a holiday, the meeting shall take place on the next working day.

36. In case of the termination of this contract/agreement on its expiry or otherwise, the staff, or personnel engaged and deployed/deputed by the Tenderer, will not be entitled to and will not claim any absorption in the Regular or otherwise services of the FSI. The personnel of the Tenderer will not claim and will not be entitled to pay, perks or otherwise any facilities as admissible to the regular/ confirmed employees of the FSI during the subsistence of the contract/agreement and even after the expiry of the Contract/Agreement.

37. In case of any difference of opinion or dispute arising between the Parties, regarding interpretation or implementation of any of the terms and conditions of the Contract which cannot be resolved through mutual negotiation shall be referred to an Arbitrator appointed in accordance with the provision of relevant Indian Law. The venue of the proceeding & arbitration shall be Dehradun, Uttarakhand India.

38. The obligation & abilities assign out of this contract shall be construed in accordance with law of Union of India. The Court in Dehradun, Uttarakhand India shall have the exclusive jurisdiction.

39. Conditional tenders shall not be accepted. This tender document is non-transferable. Bid once submitted shall not be allowed for withdrawal; failing which the Earnest Money Deposited shall be forfeited.

40. Number of corrections and or alterations in the quotation must be specifically mentioned. All the corrections and alterations made in the quotations must be duly countersigned by the authorized signatory, without which tender will not be considered.

41. The FSI's determination of an offer's responsiveness is to be based on the contents of the tender offer itself without recourse to extrinsic evidence. The FSI will scrutinize the offers to determine whether they are complete, whether required technical documentations have been furnished, whether the documents have been properly signed, and whether the offers are in order. Price bids of the technically disqualified firms shall not be opened & shall be returned to respective firms.

42. Short-listing of Tenderers: The FSI will short-list technically qualified Tenderers in accordance with the technical parameters given at **(A) 1 to 8 above**. The Financial Bids of the technically qualified tenderers only will be opened.

43. Technical Evaluation: The Committee constituted by the FSI, will do the Technical Evaluation of the tenders submitted by the bidding agencies.

44. Evaluation of Financial Bids: The Financial bids of only the technically successful tenderers who qualify technically as per parameters given in Eligibility Criteria for Technical Evaluations of Bidders vide para (A) 1 to 8 above will be opened and ranking of the tenderers will be done according to the price quoted. The tenderers are required to quote separately for each category item as per details given in **Annexure – II** only. The rates so quoted by the tenderers for various items shall be clubbed together for evaluation/arriving at the lowest bidder.

45. No commitment to accept lowest or any tender: FSI shall be under no obligation to accept the lowest or any other tender received in response to this tender enquiry and

shall be entitled to reject any or all offers including those received late or incomplete offers without assigning any reason whatsoever.

46. FSI's right to accept any offer and to reject any or all offers: The FSI reserves the right to accept or reject any tender or reject all tenders at any time prior to award of contract, without thereby incurring any liability towards the affected Tenderer(s) or any obligation to inform the affected Tenderer(s) of the grounds for the FSI's action.

47. The tenderer should quote the rates of the each item in figures as well as in words. In case of the any disputes/ambiguity in the rates quoted in words/figures, the higher value quoted either of the two shall be considered for evaluation of the bid.

48. Tenders received after the specified time and date of opening will be treated as "Late" while tenders received after the last date specified for receipt of tender but before the date of opening of the tender are treated as "Delayed". Such tender shall not be opened at all and be returned to the bidders in their original envelope without opening.

49. Opening of Tenders: Technical bids will be opened in the presence of representatives of the firm (if they wish to be present), on the scheduled date and time of opening of technical bid i.e. on **03th September, 2017 at 11:00AM**. The person attending the technical bid meeting will be required to produce an authorization letter from the agency. All tenders received without EMD and also if the same will not comply to our tendered specifications shall be summarily rejected. The Financial Bids of the technically qualified/ successful bidders i.e. who will technically qualify the tendered specifications will be considered for opening of their financial bids at a later date, which will be communicated to concerned tenderers before opening of their Financial Bids. Unopened Price bids of the technically disqualified bidders shall be returned to them.

50. Resolution of Disputes: All disagreements, disputes, difference that may arise between the FSI and the agency which cannot be resolved through mutual negotiations shall be referred to an Arbitrator appointed in accordance with the provisions of relevant Indian Law. The venue of the proceedings and arbitration shall be Dehradun, Uttarakhand, India.

51. Jurisdiction: The obligations and liabilities arising out of this contract shall be construed in accordance with the laws of Union of India. The Court in Dehradun, Uttarakhand, India shall have the exclusive jurisdiction to try all or any of the disputes.

52. Each tenderer should clearly specify that the tenderer agrees to abide by the conditions of this tender document on their printed letter head with telephone/fax numbers and e-mail, etc.

53. Bidders are advised to study the tender document carefully. Submission of bids shall be deemed to have been done after careful study and examination of the tender document with full understanding of its implications

54. The Performa for Annual turnover is given at **Annexure –IV**.

55. Instructions for filling the Tender Document are given in **Annexure-V**.

Profile and details of Tendering Company

The Companies are required to furnish the following information along with the tender.

1. Name of the Tendering Agency:
2. a. Postal Address:

b. Name of the Contact Person(s) with address:

c. Name, Designation and address of the person(s) authorised to sign on behalf of and responsible to the bidding Tendering Agency (herein after referred as bidder)
3. Other information:
 - a. Telegraphic address of the Tendering Agency:
 - b. Telephone no. registered in the name of the Tendering Agency
(Kindly enclose copy of the latest paid bill)
 - c. Fax No. of the Tendering Agency:
 - d. Email Address of the Tendering Agency:
 - e. Website address, if any:
4. Sample Signatures of the Bidder

5. a. Place of Headquarters of the Tendering Agency:

b. Local Dehradun Branch Office Address:

c. Date of Establishment:

6. Date of registration of the Tendering Agency with Government and Registration No. if any (Kindly attach a certified copy with the tender document)

7. Profile and detailed Set-up of the Tendering Agency: Attach also the brochure, booklet etc. of the Company, if available)

8. List of equipment available with the Tendering Agency to undertake the security job:

9. Total No. of regular staff employed by the Tendering Agency:

Regular Employees	No. of Officers		Non Officers	
	Ex Servicemen	Civilians	Ex-Servicemen	Civilians
Tendering Agency Office				
Field Staff				

10. Total No. of regular staff employed by the Tendering Agency at the Dehradun branch office if any:

Regular Employees	No. of Officers		Non Officers	
	Ex Servicemen	Civilians	Ex-Servicemen	Civilians
Tendering Agency Office				
Field Staff				

11. Names and qualifications (including professional qualifications) and experience of Senior Executives, Advisers and Consultants of the Tendering Agency.

12. Financial Turnover of the Tendering Agency for the Past Five Years:

Year Amount (in lakhs)

2016-2017

2015-2016

2014-2015

2013-2014

2012-2013

(Please attach the attested copies of proof of annual turnover for the financial year)

13. Addresses with Telephone Numbers of the Regional Offices of the Tendering Agency in India.

14. Give the details of major Contracts handled by the Tendering Agency in the past five years in the following format:

Sl. No.	Customer Details with address, telephone no., fax Email etc.	Amount of Contract	Duration of Contract

15. Exhaustive List of Present and Past Clients:
(May attach a separate list if space is insufficient)

i. Present clients:

ii. Past clients:

16. Any other information of the present or past in support of your professional capability supported with documentary evidence.

SIGNATURE OF THE BIDDER _____

NAME OF BIDDER _____

DESIGNATION OF BIDDER _____

ADDRESS _____

FINANCIAL BID

(Should be given in a separate sealed envelope)

Sl. No.	Category	No. of Persons	Rate per person per month	Total Amount (per month) (In Rupees)	Total Amount (per year) (In Rupees)
1.	Security Guard	14	RS. _____ per person per month Break-up: a) Salary: (as per MWA) _____ b) EPF-13.61% of(a)above: _____ c) ESI-4.72% of (a) above: _____ d) Uniform & other charges: _____ e) Contractor's Admin./Service charges in (%) of (a) above : _____ f) Total: _____		
2.	Computer Operator (Highly Skilled)	7	RS. _____ per person per month Break-up: a) Salary: (as per MWA) _____ b) EPF-13.61% of(a)above: _____ c) ESI-4.72% of (a) above: _____ d) Contractor's Admin./Service charges in (%) of (a) above : _____ e) Total: _____		
3.	Driver/Clerical (Skilled)	7	RS. _____ per person per month Break-up: a) Salary: (as per MWA) _____ b) EPF-13.61% of(a)above: _____ c) ESI-4.72% of (a) above: _____ d) Contractor's Admin./Service charges in (%) of (a) above : _____ e) Total: _____		

4.	CDL/Sweeper/ Mali (Un Skilled)	35	RS. _____ per person per month Break-up: a) Salary: (as per MWA) _____ b) EPF-13.61% of(a)above: _____ c) ESI-4.72% of (a) above: _____ d) Contractor's Admin./Service charges in (%) of (a) above : _____ e) Total: _____		
Total					

Note:

(1) The contractor shall not quote wages less than the prevailing Minimum Rates of Wages for the concerned categories (unskilled/semi-skilled/skilled/highly skilled as applicable in case of Dehradun, Uttarakhand) as specified in the Notification issued by the Central Government of India for Dehradun, Uttarakhand Region under the provision of Minimum Wages Act vide Ministry of Labour & Employment, Office of Regional Labour Commissioner (Central), Dehradun Notification **No. S.O.1285(E) dated 20/05/2009 read with CLC's order No-1/2(3)/2013-LS-II dated 18/03/2013 effective from 01/04/2013.**

(2) Rate quoted per person per month should be inclusive of all statutory requirements as per the Minimum Wages Act of 1948 and in accordance with statutory provisions and requirements laid down by all Labour Acts applicable or any other statutory requirement in force at the applicable time.

(3) Agency will pay the monthly charges to the staff employed by them not less than the Minimum Wages as prescribed by the Government and as mentioned in the financial offer. The Estate Officer of the Institute will verify the monthly disbursement of payment to the staff engaged by them. If at any point of time, it is noticed that the payment is made less than the prescribed rates, it will lead to termination of the contract and necessary action as deem fit shall be taken as per rules in force.

Agency has to sign all the pages of this tender document agreeing to all the terms and conditions given in the tender.

**(Signature of the Tenderer
Representative of the Tenderer)**

Payment and Uniform

1. Payment: The contractor shall not quote wages less than the prevailing Minimum Rates of Wages for the concerned categories (unskilled/semi-skilled/skilled/highly skilled as application in case of Dehradun, Uttarakhand) as specified in the Notification issued by the Central Government of India for Dehradun, Uttarakhand Region under the provision of Minimum Wages Act vide Ministry of Labour & Employment, Office of Regional Labour Commissioner (Central), Dehradun Notification **No. S.O.1285(E) dated 20/05/2009 read with CLC's order No-1/2(3)/2013-LS-II dated 18/03/2013 effective from 01/04/2013**. The Tenderer will ensure that he pays minimum wages applicable to all his employees at all times along with statutory obligations like EPF, ESI and provide uniforms and other day to day requirement of the security guards like torch, cells, sticks etc. as has been elaborated under **Clause 2 Uniform below**.

2. Uniform & other items: The Tenderer will bear full responsibility of providing a smart uniform to the security personnel. There will not be any burden on this account on part of personnel and other staff to be employed by the Tenderer. The agency may mention the charges of uniform and other items for each category of staff separately in the financial bid.

(i) The details of uniform & other items to be provided per annum per security personnel are as follows:-

- (a) Two shirts and two trousers
- (b) Two pairs of shoes and socks
- (c) Two jersey pullover
- (d) One jacket
- (e) Cap and Belt
- (f) Scarf, torch, cell, lathi, bullam, whistle and stationary etc.
- (g) Ceremonial uniform for special occasions as and when required and permanently for the security guard at the gate and the office complex in working hours of the FSI.
- (h) Any extra warm clothing required in case of extreme cold will be of uniform pattern
- (i) One Rain coat
- (j) One pair of Gum boot
- (k) One umbrella

UNDERTAKING OF ANNUAL FINANCIAL TURNOVER

To,

**Director General
Forest Survey of India,
Kaulagarh Road, Dehradun.**

1. This is to certify that the annual turnover of our company/ agency named as _____
is Rs _____.

2. Certified/ Attested copies of documents in support of the same by Income Tax Officer/ Govt. Approved Auditors/ or any other such Officer is attached.

**Managing Director/
Head of the Company/
Authorized Representative**

Note: Most recent documents will be preferred.

INSRUCTIONS FOR FILLING THE TENDER DOCUMENTS

1. If space for information is found insufficient a separate sheet may be attached (neatly typed and filled up).
2. Tendering Agencies are required to attach certified/attested copies (Attested by a Gazetted Officer) of the following certificates/documents along with the technical bid. In case of any doubt arising original copy may be asked for clarification of doubt:
 - I. The Earnest Money Deposit (EMD) of Rs.2,00,000/- (Rupees two lakh only) (Refundable) in shape of Demand Draft, Fixed Deposit Receipt, Bank cheque or Bank Guarantee from any of the commercial Bank in an acceptable form payable to Assistant Director (Accounts), Forest Survey of India, Dehradun should be attached with the Technical Bid.
 - II. Company's valid Registration Certificate under Contract Labour (Regulation & Abolition) Act, 1970 should be attached with the technical bid.
 - III. A copy of Registration Certificate of EPF, ESI and Service Tax Registration should be attached with Technical bid.
 - IV. The agency must have experience of satisfactory completion of job contract of providing security and housekeeping services in at least two Government Department in the last five years. A list of clients and proof of satisfactory services issued by the clients must be attached with the technical bid.
 - V. The annual turnover should be at least 10 Crore in the last financial year i.e. 2016-17.
 - VI. Attested copies of Company's balance sheet for the last financial year should be attached with the Technical Bid.
 - VII. Attested copies of EPF, ESI and Service Tax Challan Certificates for the last one year should be attached with the Technical Bid.
3. Financial Bid: The rates in words and figures should be quoted for each items only in the prescribed proforma (Financial Bid: Annexure-II) given with the Tender Document. The Financial Bid should be kept in a sealed separate envelope superscribing "Tender document for the deployment of technical/non-technical personnel, Security guards, Housekeeping Services".
4. The bidders may inspect the premises of Forest Survey of India, Kaulagarh Road, Dehradun for assessing the area for which security and other services are to be provided.
5. Submission of Tender (Technical and Financial): The Technical and Financial Bids are required to be submitted in a separate sealed envelopes superscribing "Tender document for the deployment of technical/non-technical personnel, Security guards, Housekeeping Services". Both the separate sealed envelopes should be kept in a third sealed envelopes "Superscribing **"tender document for the deployment of manpower in different categories & security personnel at FSI Dehradun"**". The sealed tender addressed to Assistant Director (Store), Forest Survey of India, Kaulagarh

Road, Dehradun should be deposited in the Tender Box kept in the Store Section of FSI, Dehradun or may be sent by Speed Post/ Registered Post/Courier or through by hand so as to reach the **FSI latest by 29th September, 2017 upto 14:00 hrs**. Any postal delay will not be considered by the FSI. The technical bids will be opened on 03th September, 2017 upto 11:00AM. in the presence of bidders or their authorized representatives, who may like to be present.

6. All the pages and appendices attached should be numbered and signed by the Tenderer.
7. All entries in this form should be clearly filled. No overwriting is permitted. All cuttings must be initialled by the Tenderer.