



उष्णकटिबंधीय वन अनुसंधान संस्थान



TROPICAL FOREST RESEARCH INSTITUTE

भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद्
Indian Council of Forestry Research & Education

(पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय, भारत सरकार की एक स्वायत्त परिषद्)
(An autonomous Council under the Ministry of Environment, Forests & Climate Change, Govt. of India)

डाकघर : आर.एफ.आर.सी., मण्डला रोड, जबलपुर – 482 021

P.O. – R.F.R.C., Mandla Road, Jabalpur – 482 021.

Phone no. 0761 2840483, Fax. - 0761 - 2840484

आनलाईन निविदा सूचना / E-TENDER NOTICE No. 2/2019

निम्नलिखित कार्य निष्पादन हेतु अनुभव प्राप्त ठेकेदारों से दिनांक 05-02-2019 अपराह्न 03:30 बजे तक आनलाईन निविदायें आमंत्रित की जाती हैं ।

OUTDOOR HOUSE KEEPING AND UPKEEPING ACTIVITIES/SERVICES के लिए आउटसोर्सिंग के आधार पर ठेके का अनुबंध कार्य

इच्छुक व्यक्ति/संस्था website <http://tfri.icfre.org> से विनिर्देशों सहित टेंडर फार्म डाउनलोड कर ई.एम.डी. के साथ आनलाईन आवेदन कर सकते हैं ।

INVITATION TO TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS GOVERNING THE CONTRACT FOR PROVIDING OUTDOOR HOUSE KEEPING AND UP KEEPING ACTIVITIES/SERVICES AT TFRI – TROPICAL FOREST RESEARCH INSTITUTE, JABALPUR – 482021 (MADHYA PRADESH)

S.No.	Activity	Date	Time
1.	Date of Publishing	10/01/2019	15:30 hrs
2.	Date of Pre bid meeting	21/01/2019	15:30 hrs
3.	Last date for receipt of bids	05/02/2019	15:30 hrs
4.	Date of opening of Technical bids at TFRI, Jabalpur	06/02/2019	15:30 hrs
5.	Date of opening of Financial bids at TFRI, Jabalpur	11/02/2019	15:30 hrs

Bids shall be submitted **online only** at CPPP website <http://eprocure.gov.in/eprocure/app>. Manual bids shall not be accepted. Tenderer are advised to follow the instructions provided in the "instructions to the Tenderer for the e-submission of the bids online through the Central Public Procurement Portal for e-Procurement at <http://eprocure.gov.in/eprocure/app>.

Intending tenderers are advised to visit again at CPPP web site <http://eprocure.gov.in/eprocure/app> frequently prior to closing date of submission of tender for any corrigendum/addendum/amendment.

Bids will be opened as per date/time as mentioned in the tender critical date sheet. After on line opening of Technical bid the results their qualification as well as price bid opening will be intimated on line only.

NOTE:

1. The TFRI – TROPICAL FOREST RESEARCH INSTITUTE, JABALPUR – 482021 (MADHYA PRADESH) India may at discretion, extend closing date and such extension shall be binding on Tenderers.
2. If the closing date for E-tender is declared to be a holiday the tender shall be deemed to remain open for acceptance till the next working day.
3. Tender Documents can be downloaded from the website of TFRI, <http://tfri.icfre.org>
4. Bids received on e-tendering portal only will be considered. **Bids in any other form sent through sealed cover/email/post/fax etc. will be rejected.**
5. TFRI, reserves the right to accept/reject any/all tenders in part /full without assigning any reason thereof.
6. TFRI will not be responsible for any delay in enrollment/registration as bidder or submitting/uploading the offer on e-tender portal. In case any holiday is declared by the Govt. on the day of opening the tenders will be opened on the next working day at the same time.
7. Any changes/corrigendum/ extension of opening date if any, in respect of this tender shall be issued through websites only and no press notification will be issued in this regard. Bidders are therefore requested to regularly visit our website for updates. Tender fees – Nil, The Tender document is also available at our web-site <http://tfri.icfre.org>

Under Secretary

TERMS AND CONDITIONS

Terms and conditions of the contract for outdoor housekeeping and upkeeping activities/ services for Tropical Forest Research Institute, Jabalpur.

1. E-tenders (in 2 bid system) are hereby invited on behalf of the Director, TFRI- Tropical Forest Research Institute, Jabalpur for “Contract for outdoor house keeping and upkeeping activities/services” at TFRI- Tropical Forest Research Institute, Jabalpur. The terms and conditions of the contract which will govern any contract made are those contained in the General conditions of contract applicable to the contracts and the special terms and conditions are detailed in the tender forms and its schedules. Please submit your rates in the tender form if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached schedules.
2. **EMD: An earnest money of Rs. 90,000/- (Rupees ninety thousand only)** must be deposited in the form of demand draft in favour of “Director TFRI” payable at Jabalpur. The particulars of the earnest money deposited be super scribed on the top of the envelope by indicating the draft and date, failing which the tenders will not be opened. This EMD amount should reach this institute before last date of the tender. The tenders will not be considered if earnest money is not deposited with the tender. Relaxation for EMD will be considered for Firms/agency/societies exempted from EMD as per Govt. norms subject to the valid registration certificate.

Performance Security Deposit: An amount of Rs. **2,25,000/- (Rupees two lakh twenty five thousand only)** as a performance security deposit for the contract is to be deposited by the selected agency/successful bidder only after receiving a communication from the Institute. In the event of non-deposition of the same, the earnest money will be forfeited and the award will be cancelled.

3. The agreement that will be met with shall be deemed to be an Agreement between the Director, Tropical Forest Research Institute, Jabalpur hereinafter known as first party and successful tenderer the Contractor/ Service provider hereinafter known as second party.
4. That the second party shall execute/perform the works contracted by him hereunder, to the satisfaction of the Institute.
5. The second party shall seek instructions from the In-charge Estate Section or any other officer authorized by the Director, Tropical Forest Research Institute for the purpose, herein after referred to as the TFRI authority.
6. The second party shall also be fully responsible for any loss or damage of material, and any other property of the TFRI, attributable to the negligence or failure of the categories of personnel deployed by him in complying with the prescribed procedure. The second party shall compensate all losses suffered by the TFRI on this account in full. The decision of the Director in this regard shall be binding on the second party.
7. The rates payable to the second party as agreed for personnel to be deployed viz., Staff for outdoor housekeeping and up keeping will be treated as unskilled, semiskilled or skilled as per the nature of works viz. Chowkidar, LMV driver, plumber, carpenter, mason and cook, etc. within the meaning of Minimum Wages Act, 1948. It shall be the responsibility of the second party to ensure that the categories of personnel as the case may be deployed by him, at no point of time, will be paid less than the minimum rates of wages as prescribed by the **Ministry of Labour & Employment, Govt. of India, office of the Deputy Chief Labour Commissioner (Central), Jabalpur** and revised from time to time for the respective categories. Bill shall be raised by the second party in accordance with the rates quoted on every last day of the month and submitted for payment to the TFRI authority. **The number of categories of personnel required can vary subject to the requirements.**
8. The TFRI authority shall fix timings of the various duty shifts. A single duty shift will have a normal duration of 8 (eight) hours without rest intervals.
9. The second party shall submit monthly duty chart of the categories of personnel to the TFRI authority prior to commencement of the month. He shall also submit the daily attendance sheet of the personnel for the previous working day. The principle of “No Work- No Pay” shall be followed while making payment of wages to the personnel deployed by him.

10. The second party shall not replace the personnel at random. This shall be done with the prior knowledge of the TFRI authority and full particulars of all the personnel deployed shall be given to the TFRI authority along with their police verification certificate. In case any of staff found to be posted without the previous knowledge of the TFRI authority, the TFRI shall not be liable to pay for such personnel.
11. No leave of any kind to the personnel shall be sanctioned by the TFRI authority. The second party shall be liable to make substitute arrangements in case of the absence of the personnel. Performance of duty in two shifts by the same personnel in a day shall not be permitted. However, in an emergent case exception can be made with the prior approval of the TFRI authority to the extent of one person in any one of the shifts but the payment to such a person for the extra shift shall be at the rates applicable for normal shifts.
12. The second party shall arrange dress for all categories of personnel which require uniforms on duty and ensure their good behaviour with TFRI establishment and visitors. They shall abstain from taking part in any staff union and association activities. In case if any of the personnel provided by the second party is member of any union, he shall resign from the membership and submit certificate to this effect to TFRI authority. The second party shall provide as a part of dress, appropriate woolen garments to the categories of personnel which require uniform in the winter season. The second party shall ensure that during rainy season raincoat is given to the personnel along with umbrellas. If at any point or in case of missing of small equipments provided to them, any personnel is found indifferent in his duty or not in proper uniform, a sum of **Rs. 1000/- (One thousand only)** shall be fined to the contractor for each complaint.
13. The TFRI shall not provide any residential accommodation to the categories of personnel deployed by him. No cooking or lodging shall be allowed to the second party's personnel at any place inside campus.
14. The TFRI authority reserves the right to change the place of duty of personnel. The TFRI authority also reserves the right to ask for replacement of particular personnel deployed by the second party.
15. The personnel deployed by the second party shall be bound to observe all instructions issued by TFRI authority concerning general discipline and behaviour.
16. The TFRI authority has the right to check the various implements provided to the personnel. The second party shall maintain these items to the satisfaction of the TFRI authority.
17. That for all intents and purposes the second party will be "Employer" within the meaning of all labour legislations in respect of the categories of personnel so deployed by him.
18. The second party shall be responsible for recruitment of the personnel for the purpose of this contract, and categories of personnel so recruited and deployed by him shall be under his direct control/supervision.
19. In case the categories of personnel deployed by the second party commit/commits any act of omission or commission constituting their /his misconduct or indiscipline or negligence of duty, the second party will be liable and responsible to take disciplinary action against the personnel, including suspension, dismissal from service. etc.
20. The second party will be responsible and liable for the implementation of all the statutory provisions as regards to personnel to be deployed by him in respect of minimum wages under Minimum wages Act 1948, Employees Provident Funds, and Employees' State Insurance, under EPF and ESI Act, Income tax Act, Service Act etc as and when they become applicable under law. The second party shall maintain all statutory registers under the law. The second party shall produce the same on demand to the TFRI authority or any other authority under law. The second party shall produce the proof of deductions as well as remittances of EPF, ESI, contributions or any other deposits of the employees to the TFRI authority. The second party should have a license under the Contract Labour (R&A) Act 1970 and shall produce a copy of the same to TFRI authority along with the tender. In case the second party fails to comply with statutory obligations under any labour Laws and the TFRI is put to any obligation, monetary or otherwise, the TFRI will be entitled to get itself reimbursed out of the bill or the security deposit of the second party or otherwise to the extent of obligation in monetary terms.
21. The TFRI shall not be responsible financially or otherwise for any injury or death to the categories of personnel in the course of their performing the duties. In case, compensation is awarded by the Court of Law it shall be the responsibility of the second party.
22. The second party shall not be permitted to transfer or assign his rights and obligations under this contract to any other person or organization.
23. Time shall be the essence of the contract and the duration of this contract shall be for a period of one year from the date of agreement. The term may be extendable for further period after judging the performance of

- the contractor, as per terms and conditions. The contract shall automatically expire on completion of one year unless extended further by mutual consent of the parties.
24. Director has absolute right to terminate the contract at any time before the due date of expiry specified in clause 23 herein above, without assigning any reason by giving one month's notice in advance to the contractor in writing or by making equivalent payment thereof.
 25. The second party is bound by the details and documents as furnished by him to the TFRI while submitting the tender or at any other time. In case any details of such documents furnished by him is found to be false at any stage this would be deemed to be a breach of the terms of contract making him liable for action under clause 24 hereof.
 26. In case of breach of any of the terms of agreement, the security deposit of the second party is liable to be forfeited by the first party. The first party against any amount, which the second party may owe to the TFRI, can appropriate any sum of money due or payable to the second party including the security deposit refundable to him under the contract.
 27. All personnel employed by the second party shall be bound to provide full help in extinguishing any fire that breaks out anywhere in the TFRI campus.
 28. In the event of any malpractice on the part of the second party or his employees, vis-a-vis any TFRI staff or otherwise, the contract shall be liable to be terminated.
 29. The performance of services under the contract will be reviewed by the **Head (Facilities & Services) / In-charge Estate Section**, TFRI every month and the second party will remain present personally or through an authorized representative. Date and time will be decided by the first party.
 30. Income tax will be deducted at source as per income tax law and TDS certificate to this effect shall be issued to the second party by the TFRI. The responsibility of paying the GST at the prevailing rate (Govt levy) will be of the second party.
 31. The second party will execute an agreement with the first party on non-judicial stamp paper worth **Rs.1,000/- or as per Govt. rule** to be provided by the contractor.
 32. The second party, if any manner defaults in the performance or in making good any losses, damages or expenses or any part thereof, then it shall be lawful for the Institute to forfeit or dispose of said security deposit in and towards the liquidation of liability of the second party in respect of such default. Further in case the Institute is put to any monetary loss or liability as result of any act of omission or commission of the contractor or personnel employed by him, the Institute shall have the right to get it reimbursed to the extent of the liability or loss out of the bills and /or the security deposit.
 33. The Tenderer should have **at least 5 years of experience** in providing such services /work in state/ Central Govt. establishment/PSUs and should be registered with the Govt.
 34. The categories of personnel deployed by the first party in the skilled category should be well trained and have previous work experience/necessary certificate in their respective field.
 35. Govt. Of India norms circulated time to time will be followed for evaluation of tenders submitted by the bidder.
 36. Any dispute arising out of this agreement will be settled under the jurisdiction of Jabalpur Court (under High Court of Jabalpur).
 37. The first party reserves the right to reject any or all tenders without assigning any reasons thereof.
 38. The tenderer is being permitted to give tenders in consideration of the stipulations on his part that after submitting his tender, he will not resile from his offer or modify the terms and conditions thereof. If the tenderer fail to observe and comply with the foregoing stipulation the aforesaid amount of EMD will be forfeited by the Institute. In the event of the offer made by the tenderer not being accepted, the amount of earnest money deposited by the tenderer will be refunded to him after he has applied for the same, in the manner prescribed by the Institute.
 39. The tenders are liable to be ignored if complete information as required is not given therein or if the particular asked for in the schedules to the tenders is not fully filled in. Individual signing the tenders or other documents connected with the contract may specify whether he signs it in the capacity of
 - I. A sole proprietor of the firm or constituted attorney of such sole propriety or
 - II. A partner of the firm if it be partnership in which case he must have authority to refer to arbitration dispute concerning the business of the partnership whether by virtue of the partnership agreement or power of attorney or
 - III. Constituted attorney of the firm if it is a company.

40. If tenderer does not accept the offer, after issue of letter of award by Institute within 15 days/ time prescribed by the institute as the case may be the offer made shall be deemed to be withdrawn/stands cancelled without any notice & Earnest Money Deposit (EMD) will be forfeited.
41. In case of partnership firms, where no authority has been given to any partner to execute the contract/agreement concerning the business of the partnership, the tenders and all other related documents must be signed by every partner of the firm. A person signing the tender form or any other documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to bind such other and if, on enquiry it appears that the persons so signing had no authority to do so, the Institute shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages.
42. E-tender should be submitted **not later than 05.02.2019**
43. First, Technical bids will be opened and after evaluation of Technical bids in accordance with the qualifying criteria points as indicated in check list, a list of firms qualified in Technical bids will be prepared and will be displayed on portal.
44. The financial bid should be submitted in the prescribed BOQ format available on portal. It should be noted that technical and financial documents should be uploaded simultaneously.
45. Financial bids for qualified technical bidders will be opened on the stipulated date and time.
46. No interest on security deposit and earnest money deposit shall be paid by the TFRI to the tenderer. The security deposit will be refunded on expiry of the contract. The dues if any not settled by the agency will be recovered from the security deposit.
47. Service Tax or any other tax applicable or made applicable after awarding the contract in Respect of this contract shall be payable by contractor and TFRI will not entertain any claim what so ever in this respect. However, the Income tax or any other tax which is as per the rules of the Government shall be deducted at source from monthly bills of the successful tenderer, as per the rules/instructions made applicable from time to time by Government.
48. Decision of the DIRECTOR, TFRI shall be final for any aspect of the contract and binding to all parties. Disputes arising, if any, on the contract will be settled at his/her level by mutual consultation and in case failure of the settlement, dispute shall be referred to the sole arbitrator to be appointed by the Director, TFRI. The decision of the sole arbitrator so appointed shall be final and binding on the parties. The arbitration proceedings shall be governed by the Arbitration & Constitution Act, 1996.
49. On selection of tender, the qualified firm will be communicated automatically through portal. However, letter of award will be sent to the successful tenderer through registered post.
50. Qualification criteria:- The firm should have undertaken the contract for “outdoor housekeeping and upkeeping activities/ services”, for a minimum of one work of Rs.45.00 lakhs per Annum or more during one financial year in the last Five years in Central Govt./ State Govt./PSU. Preference will be given to the tenderer quoting for all the schedules of work; subject to fulfillment of terms and conditions and other statutory Govt. levies.
51. The defaulting contractors/agencies whose services were terminated/discontinued either by themselves/ this Institute or any other institute of government agency/ institutions on account of various lapses, need not to apply please and those who have been black listed by any Govt. department also need not to apply.
52. The rates quoted by the tenderers will be admissible as per Govt. of India norms and revised with time.
53. The following documents/vouchers are to be enclosed and uploaded after duly signed and **scanned as single pdf documents**
 - a) Certificate of Registration of the firm & the license for operating Labour Services in Madhya Pradesh as per applicable Rules/Act.

- b) Driver (License)
- c) Minimum annual turnover of the firm shall not be less than **Rs.45.00 lakhs (Rupees forty five lakhs)** during the last financial year.
- d) E.M.D. of Rs.90,000/- (in the form of FDR/DD/Bank Guarantee from Nationalized bank).Relaxation for EMD will be considered for Firms/agency/societies exempted from EMD as per Govt. norms subject to the valid registration certificate.
- e) Firm's / Society's Registration Certificate
- f) EPF Registration Certificate
- g) ESI Registration Certificate
- h) GST Registration Certificate
- i) PAN Card of the bidder
- j) Income Tax (IT) Return for the Assessment Year 2018-19
- k) EPF Chalan Certificates of the last and current financial year
- l) License certificate issued by Labour commissioner (Central Govt./ State Govt.)
- m) Certificate of completion of work as experience of work of at least 5 years in State / Central Govt. establishments/PSUs
- n) The contractor/agency must have a registration with the Contract Labour (Regulation and Abolition) Act, 1970.
- o) List of labours registered under ESI & EPF should be enclosed separately. A Minimum of 35 labours of all categories of the Agency should be registered under ESI & EPF. A documentary proof of latest vouchers/challans is required to be attached.
- p) Whether the firm has any legal suit/criminal case pending against it for violation of EPF/ESI, Minimum Wages Act or other law (give details). The firm/agency must enclose a certificate indicating that there is no criminal/legal suit pending or contemplated against it & affidavit of non-blacklisting on non- judicial stamp paper of Rs.100/- or more.

Note :The successful Tenderer will have to enter into a detailed contract agreement with TFRI on non-judicial stamp paper of 1,000/-(Rupees One thousand only) purchased by the successful bidder.

Yours faithfully,
Sd/-

Under Secretary
For and on behalf of the Director
Tropical Forest Research Institute,
P.O. – RFRC, Mandla
Road,Jabalpur (M.P.) - 482021

Annexure – I

DEPLOYMENT OF PERSONNEL FOR OUTDOOR HOUSEKEEPING & UPKEEPING SERVICES AND THEIR ESTIMATED REQUIREMENT.

The tentative deployment of personnel by the second party will be as furnished below:-

1.	<p>Staff for outdoor housekeeping & up keeping services. S.O.186 (E) , dt. 19-1-2017 and Chief Labour Commissioner, New Delhi order no. 1/38(1)/2018, LS-II, dt. 28-9-2018</p> <p>1- Mazdoor (कृषि). –Unskilled</p> <p>2-(i) Dispensary Assistant (Clerical)</p> <p style="padding-left: 40px;">(ii) Computer/Data Entry Operator (Clerical)</p> <p style="padding-left: 40px;">(iii) Office Assistant (Clerical)</p> <p style="padding-left: 40px;">(iv) Laboratory Assistant (Clerical)</p>	<p>09 nos.</p> <p>01 no.</p> <p>01 no.</p> <p>01 no.</p> <p>01 no.</p>	Individuals for eight- hours six days in a week. The time and number will vary according to need.
2.	<p>S.O.188 (E) , dt. 19-1-2017 and Chief Labour Commissioner, New Delhi order no. 1/38(3)/2018, LS-II, dt. 28-9-2018 Chowkidar (Unskilled)</p>	10 nos.	Individual for eight- hours for six days in a week. The time and number will vary according to need.
3.	<p>S.O.188 (E) , dt. 19-1-2017 and Chief Labour Commissioner, New Delhi order no. 1/38(3)/2018, LS-II, dt. 28-9-2018 Carpenter (Skilled) (मागों के निर्माण तथा अनुरक्षण या भवन निर्माण कार्य एवं भूमिगत केबल कार्य में नियोजन).</p>	01 no.	Individual for eight- hours for six days in a week. The time and number will vary according to need.
4.	<p>S.O.188 (E) , dt. 19-1-2017 and Chief Labour Commissioner, New Delhi order no. 1/38(3)/2018, LS-II, dt. 28-9-2018 Plumber (Skilled) (मागों के निर्माण तथा अनुरक्षण या भवन निर्माण कार्य एवं भूमिगत केबल कार्य में नियोजन).</p>	01 no.	Individual for eight- hours for six days in a week. The time and number will vary according to need.
5.	<p>S.O.188 (E) , dt. 19-1-2017 and Chief Labour Commissioner, New Delhi order no. 1/38(3)/2018, LS-II, dt. 28-9-2018 Mason (Skilled) (मागों के निर्माण तथा अनुरक्षण या भवन निर्माण कार्य एवं भूमिगत केबल कार्य में नियोजन).</p>	01 no.	Individual for eight- hours for six days in a week. The time and number will vary according to need.

6.	S.O.188 (E) , dt. 19-1-2017 and Chief Labour Commissioner, New Delhi order no. 1/38(3)/2018, LS-II, dt. 28-9-2018 Helper to Carpenter, Plumber & Mason (Semi-skilled) (मागों के निर्माण तथा अनुरक्षण या भवन निर्माण कार्य एवं भूमिगत केबल कार्य में नियोजन).	03 nos.	Individual for eight- hours for six days in a week. The time and number will vary according to need
7.	S.O.188 (E) , dt. 19-1-2017 and Chief Labour Commissioner, New Delhi order no. 1/38(3)/2018, LS-II, dt. 28-9-2018 Driver (LMV) (Skilled) (मागों के निर्माण तथा अनुरक्षण या भवन निर्माण कार्य एवं भूमिगत केबल कार्य में नियोजन).	02 nos.	Likely to be changed depending on requirement.
8.	S.O.188 (E) , dt. 19-1-2017 and Chief Labour Commissioner, New Delhi order no. 1/38(3)/2018, LS-II, dt. 28-9-2018 Cook (Head) (Skilled) (मागों के निर्माण तथा अनुरक्षण या भवन निर्माण कार्य एवं भूमिगत केबल कार्य में नियोजन).	01 no.	Likely to be changed depending on requirement
9.	S.O.190 (E) , dt. 19-1-2017 and Chief Labour Commissioner, New Delhi order no. 1/38(5)/2018, LS-II, dt. 28-9-2018 Sweepers Unskilled (बुहारन एवं सफाई नियोजन).	06 nos.	Individual for eight- hours for six days in a week. The time and number will vary according to need.

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

b) Estimated manpower requirement may be changed from time to time as per need.

c) न्यूनतम मजदूरी , उप मुख्य श्रमायुक्त (केन्द्रीय), जबलपुर, भारत सरकार/श्रम एवं रोजगार मंत्रालय, कार्यालय उप मुख्य श्रमायुक्त (केन्द्रीय) ब्लाक नं. 10, सिविक सेन्टर, मढाताल, जबलपुर द्वारा निर्धारित दरों से कम नहीं होनी चाहिये। अन्यथा निविदा अमान्य होगी।

TENDER FOR ANNUAL RATE/ WORK CONTRACT FOR PROVIDING OUTDOOR HOUSE KEEPING AND UP KEEPING ACTIVITIES/SERVICES AT TROPICAL FOREST RESEARCH INSTITUTE, POST OFFICE - RFRC, MANDLA ROAD, JABALPUR (M.P.) – 482 021

Full Name of the tenderer	
Address:-	
Telephone No.	
Email:	

To
The Director
Tropical Forest Research Institute
P.O. - RFRC, Mandla Road,
Jabalpur (MP) - Pin- 482 021

Sir,

I/we have read all the particulars regarding the general information and other terms and conditions for **Annual Rate/ Work Contract FOR PROVIDING OUTDOOR HOUSE KEEPING AND UP KEEPING ACTIVITIES/SERVICES at TROPICAL FOREST RESEARCH INSTITUTE, JABALPUR,** and agree to provide the services as detailed in schedule herein or to such portion thereof as you may specify in the acceptance of the tender at the rates given in schedule attached "I" and "II" to this tender and I/we agree to hold this offer open till 90 days. The rates quoted will be valid for a period of one year in the event of award of the Contract. I/ we shall be bound by a communication acceptance dispatched within the prescribed time.

2. I/we have understood the terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.

3. The following pages have been added to and form a part of this Tender _____ . The **schedules I and II** to accompany this tender are at page Nos. _____.

4. Every page so attached with this tender bears my signature and the official seal.

5. Pay Order/Demand Draft No. _____ of Rs. _____ drawn in favour of Director, TFRI payable at -----, Jabalpur is enclosed as earnest money as required.

Signature & Seal of Tenderer with date _____

Address _____

Name & Signature of witness _____

Address _____

SCHEDULE TO TENDER**PART-I**

1	Name of the Firm/Agency/Society	
2	Full address with Post Box No. and Telephone No. if any	
3	Constitution of the Firm/Agency/Society	
	a) Indian Companies Act 1956	
	b) Indian Partnership Act,1932 (please give names of partners)	
	c) Any other Act, if not, the owner	
4 (i)	For partnership firms whether registered under „The Indian Partnership Act,1932, please state further whether by the partnership agreement, authority to refer disputes concerning the business of the partnership to arbitration has been conferred on the partner who has signed the tender.	
(ii)	If answer to the above is in negative whether there is any general power of attorney executed by all the partners of the firms authorizing the partner who has signed the tender to refer dispute condemning business of the partnership to arbitration.	
(iii)	If answer to (i)or(ii) above is in the affirmative please furnish a copy of either the partnership agreement or the general power of attorney as the case may be.	
5	Name and Full Address of tenderer’s Bankers	
6	Permanent Income Tax No. / Circle / Ward	
7	Any other relevant information	

All the above information of Part I of schedule I must be accompanied with the certified copies of the documents, failing which the quotation will be liable to be rejected.

Part-II

1	Earnest Money Deposited ?	Yes/No
	Demand Draft number with date and Name of Bank drawn on.	

Part-III

1	Name and address of the firm's representatives and whether the firm would be represented at the time of opening of the tenders.	
2	Name of the permanent representative regarding the contract	
Dated:- _____ Place:- _____		
		Authorized Signatory

Please add supplementary pages to be numbered wherever needed.

SCHEDULE-II**GENERAL INFORMATION & OTHER TERMS & CONDITIONS OF PROVIDING CHOWKIDAR FOR A PERIOD OF ONE YEAR, AT TROPICAL FOREST RESEARCH INSTITUTE, POST OFFICE - RFRIC, MANDLA ROAD, JABALPUR (M.P.) - 482 021****SCOPE OF WORK:**

The approximate area of TFRI, Jabalpur is about 109 hectares. Requirement of Chowkidars may vary in different months depending upon the duty places and will be decided by the Estate section of TFRI, Jabalpur

Sl. No.	Service	Unit
1	<p>S.O.188 (E) , dt. 19-1-2017 and Chief Labour Commissioner, New Delhi order no. 1/38(3)/2018, LS-II, dt. 28-9-2018</p> <p>PROVIDING Chowkidar in accordance with the highest standards of services and as per the terms and conditions specified in the Tender including all Chowkidars, material, transportation, specially covered all acts & taxes etc. as applicable from time to time.</p> <p>"A" shift - 08.00 A.M to 04.00 PM. "B" shift - 04.00 PM to 12.00 PM "C" shift - 12.00 PM to 08.00 AM (Next day) "D" shift - 10.00 PM to 06.00 AM (Extra)</p>	About 10 chowkidars will be engaged per month, who will be distributed in various shifts as per the requirement.

AREAS FOR WHICH CHOWKIDAR IS TO BE PROVIDED.

Sl.No	Details of Service required	Number of check points	Frequency
1.	Nursery/Filter of TFRI Jabalpur	1	Round the clock
2.	Office premises/campus	1	Round the clock
3.	Residential premises/campus	1	Round the clock

Details of the Minimum 3 (Three) years experience/ work done

Sl. No.	Name of the Deptt. / Organization & Name of contact Person with Phone No.	Period		No. Of staff deployed	Remarks
		From	To		

(Authorized Signatory)