



सामाजिक वानिकी एवं पारि-पुर्नस्थापन केन्द्र  
CENTRE FOR SOCIAL FORESTRY AND ECO-REHABILITATION

3/1, लाजपत राय रोड, नया कटरा  
3/1 LAJPAT RAI ROAD, NEW KATRA  
इलाहाबाद – 211002

ALLAHABAD-211002

Phone : 0532-2440795 EPBAX : 2440796 Fax: 0532-2440795

E Mail: dir\_csfer@icfre.org



विज्ञापन नं.;

दिनांक 24/10/2016

निविदा सूचना

निम्नलिखित कार्यों हेतु उर्पयुक्त श्रेणी के पंजीकृत कम्पनियों/समितियों/ठेकेदारों जो ई0पी0एफ0 एवं ई0एस0आई0 जमा करते हैं से दिनांक 09/11/2016 को दोपहर 03:00 बजे तक भावपत्र कार्यालय में आमन्त्रित किये जाते हैं।

क्रमांक	कार्य विवरण	अनुमानित मात्रा	प्रतिभूति राशि	निविदा प्रपत्र का मूल्य
1	सामाजिक वानिकी एवं पारि-पुर्नस्थापन केन्द्र (सी.एस.एफ.ई.आर.), इलाहाबाद के परिसर की सुरक्षा कार्य एवं ड्राईवर, कम्प्यूटर आपरेटर, सहायक, एवं सफाई परिचारक इत्यादि। (through security agencies)	प्राकलन अनुसार	रु. 10,000/-	रु. 1000/-

निविदा फार्म दिनांक 26.10.2016 से 08.11.2016 तक प्रातः 10:00 बजे से सायं 05:00 बजे तक किसी भी कार्यालयीन दिवस में केन्द्र के प्रशासनिक भवन के कार्यालय में स्थित अनुभाग अधिकारी के कक्ष में रु. 1000/- जमा कर प्राप्त किये जा सकते हैं। निविदाएं दिनांक 09.11.2016 को दोपहर 03:00 बजे तक जमा की जा सकेंगी तथा उसी दिन 09.11.2016 को दोपहर 03:30 बजे खोली जावेंगी। उपरोक्त संबंध में अधिक जानकारी अनुभाग अधिकारी से दूरभाष क्रमांक 0532-2440796 पर प्राप्त की जा सकती है। निविदा संबंधी निविदा प्रपत्र एवं संपूर्ण जानकारी संस्थान के वेब साईट <http://fri.icfre.gov.in> से डाउनलोड भी की जा सकती है। डाउनलोड किये गये निविदा प्रपत्र के साथ रु. 1000/- का बैंक ड्राफ्ट **Director, C.S.F.E.R.** के नाम जो **Allahabad** में देय होगा संलग्न करना अनिवार्य होगा अन्यथा उक्त निविदा प्रपत्र अमान्य होगा।

निदेशक  
सा0वा0पा0पु0के0  
इलाहाबाद



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## **TENDER DOCUMENT**

Annual Contract for Campus Manning/Security Activities, outdoor House Keeping and up keeping activities/services at the Centre for Social Forestry and Eco-Rehabilitation, Allahabad.

Issued To :-

ON :-

At :-



सामाजिक वानिकी एवं पारि-पुर्नस्थापन केन्द्र  
CENTRE FOR SOCIAL FORESTRY AND ECO-REHABILITATION

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फ़ोन नं. 0532-2440795

Phone & Fax: 0532-2440795

E Mail: [head\\_csfer@icfre.org](mailto:head_csfer@icfre.org)



Date:

To,

The Director,  
Centre for Social Forestry and Eco-Rehabilitation  
3/1 Lajpat Rai Road,  
New Katra, Allahabad

**Sub:** Submission of Tender Document for Annual Contract for Campus Manning /Security Activities and Outdoor House Keeping and up keeping activities /services at CSFER, Allahabad.

**Ref:** Your Advt. No. 9/4/2016-CSFER/ dated

Sir,

We are submitting the tendered document dully filled in along with the relevant documents as per details given below:-

S. No.	Particulars	Mark (J)	Page Number
A	<b>Qualifying Bid</b>		
1	E.M.D. of Rs10,000/- (In the form of FDR/DD/Banker'S Cheque/Bank Guarantee from Nationalized bank)		
2	Company's / Society's Registration Certificate		
3	Copy of EPF Registration Certificate (if applicable)		
4	Copy of ESI Registration Certificate (if applicable)		
5	Copy of Permanent Account Number (PAN) of Income Tax		
6	Copy of Registration under PSA (Regulation) act 2005		
7	Copy of the Acknowledgment of Income Tax Return Filed		

<b>8</b>	Audited balance sheet of last two financial years i.e. 2014-15 and 2015-16.		
<b>9</b>	Copy of deposited Challan for the Financial Year 2016-17 & up to October , 2016 of EPF and ESI (if applicable)		
<b>10</b>	Company Brochure showing the profile		
<b>11</b>	Present clientele list along with strength of workers deployed		
<b>12</b>	Proof of Company having its Head/Branch office in Uttar Pradesh preferably in Allahabad (which may be verified as per satisfaction of the committee)		
<b>13</b>	Undertaking of Annual financial turn over. Challan of /Service Tax Paid by the Company during the financial year 2016-17 and up to October, 2016 should be enclosed as a proof (which may be verified as per satisfaction of the committee)		
<b>14</b>	Company's performance is required at National level Documentary evidence/Performance Certificate should be enclosed for the last financial year i.e. 2015-16 and up to October 2016.		
<b>B</b>	<b>Financial Bid</b>		
<b>1</b>	Details of Expenditure		
<b>2</b>	Break-up and justification of Service/Administrative charge		

We agree with the terms and conditions of the tender.

**Yours faithfully,**

**(Name & Signature of Bidder with seal)**



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## 1. Tender Schedule

### Schedule for invitation to Tender:

a) Name of the client: Centre for Social Forestry and Eco-Rehabilitation, Allahabad

b) Address at which bids are to be submitted: **Director,  
Centre for Social Forestry and Eco Rehabilitation  
3/1 Lajpat Rai Road, New Katra,  
Allahabad-211002**

c) Sale of tender Documents : from 26-10-2016 to 08-11-2016 (10:00 am to 05:00 pm) on all working days

d) Last date for receipt of bids : 09-11-2016 up to 03:00 PM

e) Opening of Tenders : 09-11-2016 at 03.30 PM

**Venue: Library Hall.**

**2. Instructions for Bidders:-**

- a. The Rates quoted in the attached Annexure V (page No ... to ...) only will be considered and in no case any other rates shall be entertained. **Rates with respect to the minimum wages payable to the different categories as notified by the Govt of India Ministry of Labour, Central, Kanpur, Uttar Pradesh state will be applicable.**
- b. Only that Company/Society having its Head/Branch office in Uttar Pradesh preferably in Allahabad and payment of EPF & ESI is mandatory are entitled for participation of this tender.
- c. While quoting the administrative charges in the financial bid, full justification with detailed break-up must be given. Tenders without proper breakup & justification of Administrative charges will liable to be rejected. Expenditure on account of tax liabilities, issuance of license. Expenditure on account of uniform, torch, umbrella and other misc. Items to be issued to the security staff, office expenditure supervision charges, etc should be incorporated the calculation (break-up) of administrative charges.
- d. The bidders may inspect the site location of CSFER campus during 10.00 AM to 4.00 PM on all working days till last date of sale of tender as given in the tender schedule. The CSFER shall not be liable for any cost incurred on inspection of site location visit done by the bidders. For inspection, Security officer, CSFER, may be contracted.
- e. 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.
- f. Any clarifications form CSFER or nay charges in requirement, will be posted on CSFER website. Hence before submitting the bids, bidders must ensure that such clarifications/ Changes have been considered by them. CSFER will not have any Responsibilities in case some omission is done by any bidders.
- g. The Tenderers should have at least 5 years of experience in security work in State/Central Govt. establishment. They should also submit the copies of the work order/agreement and completion certificates of their experience along with the tender.
- h. Duly filled in tender document is to be submitted on or before the last date and time to submission under sealed cover to:-

**The Director,  
Centre for Social Forestry & Eco-Rehabilitation  
3/1 Lajpat Rai Road, New Katra, Allahabad - 211002**

**Note:** - CSFER, Shall not be responsible for non-receipt /non-deliver /late delivery of the bid documents due to any reason whatsoever

### Check list for the bidders:

- a) The first envelop must enclosed following documents and must be marked in bold letter as **“Qualified Bid”** :
- i. E.M.D. of Rs 10000/-(in form of FDR /DD /Bankers Cheque/ Bank guarantee) from any Nationalized bank.
  - ii. Company’s Registration Certificate
  - iii. EPF and ESI Registration certificate
  - iv. PAN
  - v. Company’s audited balance sheet of last two financial year (2014-15 and 2015-2016) EPF and ESI Challan Certificate for the year 2015-16 and up to October, 2016
  - vi. Company brochure showing the profile.
  - vii. Copy of Service Tax Registration Certificate.
  - viii. Copy of Registration under PSA (Regulation) act 2005
  - ix. Copies of Experience of at least 3 years in State/Central Govt. establishment (Completion certificate/work order).
  - x. Present clientele list along with strength of workers deployed.
  - xi. Proof of Head/Branch office in the Allahabad district of Uttar Pradesh (Proof to submitted like recent Telephone /Mob bill , Electricity Bill , Agreement with land lord etc)
  - xii. Undertaking or Annual Financial turnover (Challan of Service Tax paid by the company during the Financial year 2015-16 & up to October, 2016 should be enclosed as a proof, which may be verified as per satisfaction of the committee).
  - xiii. Company’s performance is required at National level. Documentary evidences/performance certificates should be enclosed for the last financial year.
- b) The **Second envelop** must enclosed the financial proposal and breakup & justification for Administrative/services charge and envelop must be marked in bold letters as **“Financial Bid”**. Rates must be quoted in the **Annexure- V** (Page No. - ) As applicable.

**Note:** Please note that absence of any qualifying document as mentioned at Sl. (1) Will be considered as disqualification for opening of financial bids. Only those bids with all desired documents attached to the satisfaction of the committee will be opened for financial bids.

**3. Terms and conditions of the contract for campus manning/security activities and outdoor housekeeping and up keeping activities for Center for Social Forestry & Eco-rehabilitation, Allahabad.**

The contract will be met to be an Agreement between the Director, Center for Social Forestry and Eco-Rehabilitation, Allahabad – 211002 and the Contractor as per the following terms and contract:-

1. The successful tenderers hereinafter called as the contractor shall execute/perform the works contacted by him hereunder, to the satisfaction of the CSFER.
2. The Contractor shall seek instructions from the Director, Centre for Social Forestry & Eco - Rehabilitation for the purpose, hereinafter referred to as the CSFER, authority.
3. The contractor shall be fully responsible for the security of the campus of the CSFER, Allahabad (hereinafter called CSFER, campus), Garden Campus, structures, installations, fittings, equipment, vehicles, office and house hold appliances and materials, buildings, materials and any other property owned by the CSFER, Allahabad or inmates residing or working in or visiting the CSFER, Allahabad campus.
4. Besides the normal campus manning security functions, the other functions required to be performed for the safety of CSFER, Allahabad campus includes the following:-
  - (i) To man security check post located at the main gates of the CSFER, Allahabad campus and at any other points specified by the CSFER authority.
  - (ii) Security personnel deployed by the Contractor shall check the material/property going out of the building/campus through the procedure of gate pass as laid down by the CSFER authority.
  - (iii) To perform watch and ward functions including night patrolling/day patrolling during holidays, Saturday and Sundays.
5. The Contractor shall compensate in full the loss sustained by the CSFER 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 Contractor shall be determined by the **Director, CSFER, Allahabad** and the same shall be binding on the Contractor.
6. The Contractor shall also be fully responsible for any loss or damage of material, vehicle and any other property of the FRI, of its campus inmates attributable to the negligence of failure of the negligence of failure of the security personnel and other categories of personnel in complying with the prescribed procedure. The Contractor shall compensate all losses suffered by the CSFER on this account in full. The decision of the Director, FRI in this regard shall be binding on the Contractor.
7. The Contractor shall deploy physically fit personnel such under semi- skilled/skilled/ unskilled category, only for the purpose of this contract in the CSFER. Before the personnel report for duty or in due course, necessary documents to prove the personnel shall be produced by the Contractor before the Director, CSFER, Allahabad. The CSFER, Allahabad authority shall verify

the fact and only those personnel shall be deployed by the Contractor on duty in whose case documentary proof has been rendered to the satisfaction of the CSFER, Allahabad authority. In addition to this, if any of the personnel deployed is found to be ineligible, he shall have to be withdrawn by the Contractor within 24 hours. No wages shall be payable by CSFER in respect of such personal. A Complete list of the all personnel engaged by the Contractor for deployment in CSFER Allahabad shall be furnished by the Contractor along with complete address and other antecedents. Contractor will also ensure that guards engaged under unskilled category, who are from civilian background, should be given proper training.

The Contractor shall deploy only those personal, whose antecedents have been verified by the police authorities. All the personal deployed should be below the age of 50 yrs.

8. The rates payable to the Contractor as agreed for personnel to be deployed viz..., Security Guards and other staff will be as per classification of workers in Annexure-I and will be based on the current rates under the Minimum Wages Act, 1948. Rates with respect to the minimum wages payable to the different categories, as notified by **Govt. of India, Ministry of labour Kanpur for the Uttar Pradesh** will be applicable. In case of revision of minimum wages by the competent authority, as also of the employer's contributions towards EPF and ESI, the pro-rata increase in the rates will be acceptable to the CSFER, authority. It shall be the responsibility of the Contractor to ensure that the security personnel or other categories of personnel, deployed by him, at no point of time will be paid less than the minimum rates of wages as prescribed and revised from time to time for the respective categories. Bill shall be raised by the Contractor in accordance with the rates quoted on every last day of the month and submitted for payment to CSFER, Allahabad authority. The number of security personnel and other categories of personnel required can vary subject to the requirements. The Contractor will also ensure that the personnel deployed by him are paid the wages/salaries for the previous month on or before the 7<sup>th</sup> day of the subsequent month, through Union Bank of India, Mumfordganj Branch, Allahabad.
9. The CSFER 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. The deployment of personnel shall be as per details given in Annexure-III hereto.
10. The Contractor shall submit weekly duty chart of the security personnel to the CSFER, Allahabad authority prior to commencement of the week. He shall also submit the daily attendance sheet of the security personnel for the previous working day. The principle of "No Work – No Pay" shall be followed while making payment of wages/salaries to the personnel deployed by him.
11. The Contractor shall not replace the security and other personnel at random. This shall be done with the prior knowledge of the CSFER, authority and full particulars of the security and other personnel so deployed shall be given to the CSFER, authority along with their police verification certificate. In case any of the security and other personnel is found to be posted without the previous knowledge of the CSFER authority, the CSFER shall not be liable to pay for such security personnel.
12. No leave of any kind to the security and other personnel shall be sanctioned by the CSFER, authority. The Contractor shall be liable to make substitute arrangements in case of the absence of the security personnel and other personnel. The Contractor shall man all the security check

posts and locations as specified by the CSFER, authority on all the weekdays. No short leave or meal relief shall be permitted to the security personnel unless the Contractor provides suitable substitute without any extra payment. The contractor shall provide sufficient number of leave reserves, also. The contractor shall ensure that at no time any security point is unmanned. The Contractor, at the main gate where round the clock, security personnel perform duty, for the purpose of taking/handing over the duty shall maintain a register. Performance of duty in two shifts by the same guard on a day shall not be permitted. However, in an emergent case exception can be made with the prior approval of the CSFERI authority to the extent of one person in any one of the shifts bur the payment to such a person for the extra shift shall be at the rates applicable for normal shift.

- 13.** The Contractor shall arrange to dress all the personnel, which require uniforms on duty smartly and neatly on the pattern of the uniformed services (**Annexure-I**) and ensure their good behavior with the CSFER, establishment and visitors. They shall abstain from taking part in any staff union and association activities. The Contractor shall provide as a part of dress, appropriate of personnel which require uniform in winter season. The security personnel and other categories of personnel shall not be permitted to wear any odd wrappings. The dress shall be of uniform colour and design. The Contractor shall ensure that during rainy season raincoat is given to the personnel along with umbrellas. If at any point of time, any staff deployed by the Contractor is found lacking in his duty, a sum of Rs. 500 (Five Hundred only) shall be fined to the contractor for each such complaint after approval by CSFER authority. During checking of duty by the CSFER authorities, if security staff is found absent or staff is found sleeping during the duty hours on any serious dereliction of duty is observed, a fine extending up to maximum Rs.2000/- may be imposed by the Director, CSFER.
- 14.** The CSFER shall not be liable to provide any residential accommodation to the security personnel or the other categories of personnel. No cooking or lodging shall be allowed to the Contractor's personnel at any place inside the campus.
- 15.** The Contractor shall ensure that the Driver deployed by him hold valid Driving license for the use of Vehicles. The legal implications and obligations for driving the vehicles and those arising from their use whether for CSFER or otherwise, shall entirely be the responsibility of the Contractor.
- 16.** The Contractor as envisaged in **Annexure-I** hereto shall bear expenses incurred on the following:

  - i) Providing torches and cells to the Gatemen/Guards/gunmen on night patrol.
  - ii) Providing Lathi/Ballam/Umbrella and other implements to the security personnel.
  - iii) Stationary for writing duty charts and registers at the security checkpoints for making entries of the visitors, vehicles, etc. The register used and those in use will be property of the FRI.
  - iv) Barriers and Security bars provided at the security check points after taking approval from the Director, CSFER.
  - v) All Security Guards, Drivers & other personals shall be provided with nameplates, which shall be displayed at their chest.

17. The CSFER authority reserves the right to change the deployment of security personnel & other personals. The CSFER also reserves the right to ask for replacement of particular security personnel or other categories of personnel deployed by the Contractor.
18. The security personnel and other categories of personnel deployed by the Contractor shall be bound to observe all instructions issued by CSFER authority concerning general discipline and behavior.
19. The CSFER authority has the right to check the various implements/torches etc. The Contractor shall maintain these items to the satisfaction of the CSFER authority.
20. That for all intents and purposes the Contractor will be "Employer" within the meaning of all labour legislations in respect of all labour legislations in respect of all categories of personnel so deployed by him.
21. The Contractor shall be responsible for recruitment of the personnel for the purpose of this contract, and the security personnel accordance to the PSA (Regulation) act 2005 and other categories of personnel, so recruited and deployed by him shall be under his direct control/supervision.
22. In case the security personnel and other categories of personnel deployed by the Contractor commit/commits any act of omission or commission constituting their/his misconduct or indiscipline the Contractor will take disciplinary action against the personnel, including suspension, dismissal from service, etc. The Contractor will ensure that the security personnel deployed are in the best of their health, sound in character and should not be more than 50 years of age.
23. The Contractor 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 under minimum wages Act, 1948, Employees' Provident Funds, and Employees' State Insurance if applicable, etc. as and when they become applicable under the Law. The Contractor shall produce the same to the CSFER authority or any other authority under law. The Contractor shall produce the proof of deductions as well as the remittances of EPF, ESI (if applicable) contributions or any other deposits of the employees to the CSFER authority. The Contractor should be registered with the below mentioned govt. Departments and should submit the license for providing security services from Ministry of Home (Central/State Govt.) under PSA (Regulation) Act, 2005; DGR, Ministry of Defence, Govt. of India (in case of security agencies owned by ex-servicemen), Labour Commissioner office (Central/State Govt.) under the Contract Labour (R&A) Act 1970, and produce a copy of the same along with the tender. The Contractor will obtain a license under the Contract Labour (R & A) Act, 1970 and produce a copy of the same to CSFER authority. In case, the previous month's challan pertains to ESI and EPF do not accompany the bill as a documentary proof, a requisite portion of amount shall be held up till such proof is produced. The Contractor will ensure that he is covered under the Employees Provident Fund Act, Miscellaneous Provisions Act and Employees State Insurance Act having its independent code number. Thus, he will ensure that all eligible employees are covered under these Acts. In case the Contractor fails to comply with statutory obligations under any Labour Laws, and the FRI is put to any obligation, monetary or otherwise, the FRI will be entitled to get itself reimbursed out of the bill or the security deposit of the Contractor or otherwise, to the extent of the obligation in monetary terms.
24. The CSFER shall not be responsible financially or otherwise for any injury or death to the security personnel or other categories of personnel in the course of their performing the security or other duties. In case, compensation is awarded by the Court of Law, it shall be the sole responsibility of the Contractor.
25. The Contractor will give an affidavit and/or undertaking or both in favour of the principal employer every following month to the effect that he has paid wages to his workers and also

complied with the provisions of the Employees Provident Fund and Miscellaneous Provisions Act and Employees State Insurance Act.

- 26.** The Contractor shall not be permitted to transfer, sublet or assign his rights and obligations in part or full under this contract to any other person or organization.
- 27.** Time shall be the essence of the contract and the duration of this contract shall be for a period of twelve months from the date of agreement except in the event of earlier termination under these terms. The term shall be extendable for further period of one year after judging the performance of the contractor, as per terms and conditions specified. The Contract shall automatically expire on completion of one year unless extended further by mutual consent of the parties.
- 28.** Director, CSFER has the absolute right to terminate the contract at any time before the due date of expiry specified in clause 27 hereinabove, without assigning any reason by giving one month's notice in advance to the contractor in writing. The Director, CSFER, Allahabad shall also have the right to extend the contract in writing on the same terms and conditions with some addition/deletion for a further period of one year or for a shorter period until such time as a new security agency takes over in the event of CSFER, Allahabad resorting to the process of appointing a fresh contractor.
- 29.** In the event of the Contractor desiring an earlier termination of the contract, he shall have to give three months advance notice to the Director, CSFER.
- 30.** The Contractor is bound by the details and documents as furnished by him to the FRI while submitting the tender or at any other time. In case any of the 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 32 hereof.
- 31.** In case of breach of any of the terms of agreement, the security deposit of the Contractor is liable to be forfeited by the Director, CSFER. The Director, CSFER against any amount, which the Contractor may owe to the CSFER, Allahabad, can appropriate any sum of money due or payable to the Contractor including the security deposit refundable to him under the contract.
- 32.** The Contractor shall be liable to be fined to the extent of Rs. 10,000/- in each case for any theft in the premises, which are not covered in clauses 5 and 6 of the conditions.
- 33.** All personnel employed by the Contractor shall be bound to provide full help in extinguishing any fire that breaks out anywhere in the CSFER, campus.
- 34.** In the event of any malpractice on the part of the Contractor or his employees, vis-à-vis any CSFER staff of otherwise, the contract shall be liable to be terminated.
- 35.** The performance of security function and other services under the contract will be reviewed by the Director CSFER at 03.00 p.m. on the second day of every month and the Contractor 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.** Income Tax will be deducted at source as per Income Tax Law and the TDS certificate to this effect shall be issued to Contractor by the CSFER. The responsibility of paying the Service Tax at the prevailing rate (Govt. levy) will be on the contractor. The contractor will produce the proof of the Service Tax (Govt. levy) of previous month to FRI along with the bill for that month.

37. The Contractor shall submit an EMD of **Rs.10,000/- (Ten thousand only)** in the form of DD / Bankers cheque from any nationalized bank in the favour of Director, CSFER along with the tender. Tenders without EMD will be liable to be rejected.
38. The successful Contractor will have to deposit security money of Rs 50,000/- (Rupees Fifty thousand only) in the form of bank guarantee or FDR for the entire contract period in favour of Director, CSFER, Allahabad within 15 days of the award of contract. The Security Deposit shall be released in full only when complete handing over of security charge is made to the CSFER in the event of completion of the contract of otherwise and if no dues are recoverable from the Contractor.
39. The contractor, if in 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 FRI to forfeit or dispose of said security deposit in and towards the liquidation of liability of the contractor in respect of such default. Further in case the Institute is put to any monetary loss or liability as a result of any act of omission or commission of the contractor or personnel deployed by him, the FRI shall have the right to get it reimbursed to the extent of the liability or loss out of the bills and/or security deposit.
40. The Contractor will execute an agreement with the Director, CSFER on non-judicial stamp paper worth Rs.100/- (Rupees one hundred only) to be provided by the Contractor.
41. Any dispute, differences or questions which may arise between the Contractor and Institute will be referred to the arbitrator. Arbitrator will be appointed by the Director, FRI.
42. Any dispute arising out of this agreement will be settled under the jurisdiction of Allahabad (under High Court of Uttar Pradesh).

**Director  
CSFER, Allahabad**

## Annexure-I

1. The Contractor will pay the minimum wages as applicable within the meaning of Minimum wages Act, 1948 for the following who will be treated at par with skilled/semi-skilled/unskilled as the case may be:

1. Computer operator - Skilled
2. Driver - Skilled
3. Guard (Non-Ex-serviceman) - Unskilled
4. Staff for outdoor housekeeping & up keeping - Unskilled/Semi-Skilled/ Skilled as specified by CSFER, Allahabad authorities.

Minimum Wages Act 1948 shall be applicable to all categories of contractual workers deployed at the Institute. The Contractor 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 like torches, cells, sticks etc. to the Gatemen/Guards.

2. Uniform: The Contractor will bear full responsibility of providing a smart uniform to the gateman and guards for outdoor housekeeping and up keeping activities/ services, which require uniform during the duty hours.

The details of uniform to be provided per annum per personnel depending on the requirement of personnel are as follows:

- (a) One shirt and trouser
- (b) One pair of shoes
- (c) One jersey pullover
- (d) One jacket
- (e) Cap and Belt
- (f) Scarf, torch, cell, Lathi, Ballam, whistle and stationery etc.
- (g) Any extra warm clothing required in case of extreme cold of uniform pattern.
- (h) Rain coat

3. Billing will be on 26 days basis except for the month of February in which it will be on 24/25 days basis as per the quotation.

**Annexure-II**

**ESTIMATED REQUIREMENT OF SECURITY PERSONNEL AND OTHER STAFF**

The deployment of security personnel and other personnel by the contractor will be as furnished below:-

**A. CAMPUS MANNING:**

1.	Guard: (Un-Skilled)	:	(03)	One each in the three shifts viz. 0600 hrs.-1400 hrs. , 1400 hrs. to 2200 hrs. and 22:00 hrs to 06:00 hrs- Duty for effective campus security/manning of different segments in the campus including necessary patrolling as given in Annexure-III
2.	Safaiwala (Un-skilled)	:	(01)	For eight-hour duty, six days in week. The time and number will vary according to need.

**B. OTHER STAFF:**

1.	Computer operator (Skilled)	:	(02)	For eight-hour duty, six days in week. The time and number will vary according to need.
2.	Driver( skilled)	:	(03)	
4.	Assistant (Un-skilled)	:	(02)	

- Note: a) Timings & shifts will be in accordance with labour laws prevailing.**
- b) Estimated manpower requirement may be changed, if needed.**

**Annexure-IV**

**Agencies/Private Limited Security Companies are required to furnish following information along with the completed tender.**

1. Name of the Tenderer :
  
2.
  - a. Postal Address:
  
  - b. Name of the Contact Person (s) with address:
  
  - c. Name, Designation and address of the person(s) authorized to sign on behalf of and responsible to the bidding Tenderers (herein after referred as bidder)
  
3. Other information:
  - a. Telephone/Mobile No. registered in the name of the Tenderer (enclose copy of the latest paid bill) :-
  
  - b. Fax No. of the Tenderer :-
  
  - c. E-Mail address of the Tenderer :-
  
  - d. Website address, if any :-
  
4. Sample Signatures of the Bidder  
  
1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_
  
5.
  - a. Place of Headquarters of the Tenderer:
  
  - b. Local Allahabad Branch Office Address:
  
  - c. Date of Establishment:
  
6. Date of registration of the Tenderer with Government and Registration No. if any (Attach a certificate copy with the tender document):-
  
7. Profile and detailed Set-up of the Tenderer (Attach also the brochure, booklet etc. of the Company, if available) :-

8. List of equipment available with the Tenderer to undertake the security job:-

9. Total No. of regular staff employed by the Tenderer :

<b>Regular Employees</b>	<b>No. of Officers</b>		<b>Non Officers</b>	
	<b>Ex-Serviceman</b>	<b>Civilians</b>	<b>Ex-Serviceman</b>	<b>Civilians</b>
Tenderer Office				
Field Staff				

10. Total No. of regular staff employed by the Tenderer at the Allahabad Branch Office, if any:-

<b>Regular Employees</b>	<b>No. of Officers</b>		<b>Non Officers</b>	
	<b>Ex-Serviceman</b>	<b>Civilians</b>	<b>Ex-Serviceman</b>	<b>Civilians</b>
Tenderer Office				
Field Staff				

11. Name and qualifications (including professional qualifications) and experience of senior Executives, Advisors and Consultants of the Tenderer :-

12. Financial Turnover of the Tenderer for the past three years:-

<b>Financial Year</b>	<b>Amount (in lakhs)</b>
<b>2013-14</b>	
<b>2014-15</b>	
<b>2015-16</b>	

13. Addresses with Telephone/Mobile Numbers of the Regional Offices of the Tenderer in India:-

14. Give the details of major Contracts (involving engagement of more than 100 staff in each case) handled by the Tenderer in the past three years in the following format; (documentary evidence to be enclosed):-

Sr. No.	Customer details with address, telephone No., Fax, E-mail etc.	Amount of Contract	Duration of Contract

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

**SIGNATURE OF THE BIDDER** \_\_\_\_\_

**NAME OF BIDDER** \_\_\_\_\_

**DESIGNATION OF BIDDER** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

\_\_\_\_\_

**FINANCIAL BID**

**1. Details of Expenditure:**

Sr. No.	Particular of Post	No.	Rate per person per month* (in Rs.)				Total Yearly Amt. (in Rs.)
			Wages	EPF	ESI	Total	
1	2	3	4	5	6	7	8
01.	Computer operator (Skilled)	02					
02.	Driver (Skilled)	03					
03.	Security Guard (Un-skilled)	03					
04.	Assistant (Un-skilled)	05					
05.	Safaiwala (Un-skilled)	01					
06.	Total in Rs.						
07.	Service/Administration Charges (% age), (over Total of Column 8)						
08.	Service Tax (% age)						
09.	Grand Total in Rs.						

**TOTAL ANNUAL CONTRACTUAL AMOUNT**

**In Figures Rs. .... In words Rupees .....**

**..... only**

**(Signature of the Bidder with Seal)**

**Note:**

1. The wage rates may change in future as per Government Order since Minimum wages are subjected to increase.
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 for 24/25 days.

## **2. Break-up and Justification of Service/Administrative charge**

(While quoting the Administrative Charge in the financial bid, full justification with detailed break-up must be given. Tenders without proper breakup & justification of Administrative charge will liable to be rejected. Expenditure on account of tax liabilities, issuance of license, expenditure on account of uniform, torch, umbrella & other misc. items to be issued to the security staff, office expenditure, supervision charges etc. should be incorporated in the calculation of administrative charge.)

**(Signature of the Bidder)**

**UNDERTAKING OF ANNUAL FINANCIAL TURNOVER**

**To,**

**The Director,  
Centre for Social Forestry & Eco-Rehabilitation  
3/1 Lajpat Rai Road, New Katra, Allahabad**

1. This is to certify that the annual turnover of our Company/agency named \_\_\_\_\_  
\_\_\_\_\_ is Rs. \_\_\_\_\_
2. Challan of Service Tax paid by company during the Financial Year 2015-16 & up to February, 2016 is attached. Month – wise details is as under:-

<b>Sl. No.</b>	<b>Month</b>	<b>S. Tax Paid (Amt. in Rs.)</b>
01.	April, 2015	
02.	May, 2015	
03.	June, 2015	
04.	July, 2015	
05.	August, 2015	
06.	September, 2015	
07.	October, 2015	
08.	November, 2015	
09.	December, 2015	
10.	January, 2016	
11.	February, 2016	
12.	March, 2016	
13.	April, 2016	
14.	May, 2016	
15.	June, 2016	
16.	July, 2016	
17.	August, 2016	
18.	September, 2016	
19.	October, 2016	
<b>Total</b>		

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