



**वर्षा वन अनुसंधान संस्थान**  
**RAIN FOREST RESEARCH INSTITUTE**  
भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद्  
*Indian Council of Forestry Research & Education*  
(पर्यावरण एवं वन मंत्रालय, भारत सरकार की एक स्वायत्त परिषद्)  
(An Autonomous body of Ministry of Environment & Forests, Govt. of India)  
पो. बॉक्स नं. 136, देववन, जोरहाट - 785001, असम  
Post Box No. 136, Deovan, Jorhat- 785001, Assam.

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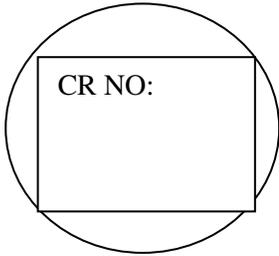
## DOCUMENT FOR EXPRESSION OF INTEREST

**COST OF DOCUMENT- Rs. 500.00**

**SALE OF DOCUMENT – 21/11/2014**

**LAST DATE OF SUBMISSION- 11/12/2014**

**OPENING OF EOI- 12/12/2014 at 11 am**



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**SUBMISSION OF "EXPRESSION OF INTEREST" (EOI) FOR INSTALLING AND OPERATIONALISING THE BIOMETRIC OR EQUIVALENT SYSTEM FOR GENERATING AND RECORDING VARIOUS DATA INCLUDING ATTENDANCE AT RFRI, JORHAT, ASSAM**

**EOI DOCUMENT NO: RFRI/EOI/ADMN/14-15**

**General Information:**

Rain Forest Research Institute is an independent institute under the administrative control of ICFRE, Dehradun and is situated in Jorhat district of state of Assam at Sotai. The institute is functioning in a campus which is around 28 hectares in where various offices, laboratories, auditorium, community center, scientists' hostel, farmers' hostel and around 50 residential quarters are located. Around **135** regular employees are attending daily in the institute and around **80** family members are staying in the campus. The notified time for office to start and to close is 9am and 5.30pm respectively with a break at 1pm for duration of 30 minutes. The present system of recording or keeping records of attendance has been found to be imperfect and unsatisfactory and has many loopholes in the system when deals legally. The administration is committed to provide complete transparent and very effective implementations of rules and regulations governing the central government employees.

This institute being one of the lead institutes in the Northeastern region of our country in the matter of Forestry, Environment and Climate Change daily over 40 outside people from various walks of life enter the campus for official or private works. The institute possesses huge men and materials worth few crores require utmost security using modern gadgets to overcome any untoward incidents of any magnitude. Apart from this, monitoring of unlawful activities and all kinds of movements outside and inside the campus and offices along with keeping proper vigil at vulnerable points are important requirement at the moment.

**Scope of work:**

The institute requires quality monitoring control systems for attendance and security purposes. The Biometric and Surveillance control and monitoring system should have the techniques or options to record the "day to day and time to time" events in electronic mode and the system should be equipped with data transfer in soft and hard mode. The control system must

be able to depict the day, date, time and other useful features normally required in maintaining official attendance along with back up facilities. The surveillance and monitoring system must be equipped with high resolution indoor and outdoor cameras with provisions of transferring data in soft and hard mode along with back up facilities. The institute is having OFC and LAN network. The attendance monitoring is required for 200 persons and surveillance monitoring is required for a maximum and minimum of 300 and 10 meters of distance respectively.

Minimum Eligibility Criteria for submission of EOI:

1. Firm must be an Institutional company or authorized vendor in the sector.
2. Firm must possess valid CST/State VAT/TIN registrations.
3. Firm must submit copy of audited financial statements (i.e. Balance sheet and Profit & Loss account) for financial years 2012-13 & 13-14.
4. Firm must have completed in all respect **at least three** such works.
5. Firm must have their registered office or sub office or authorized centre with authorized persons at Jorhat or should be able to contact the RFRI authorities within 24 hours of intimation at Jorhat.
6. Copies of all the documents as asked above with details of clients such as name, address and telephone-mob. and land must be provided with year of completion of works. **Absence of any document as asked for, the EOI submission will be liable for rejection.**
7. *Firms down-loading the EOI document from the website must attach a DD of Rs. 500.00 only in original from any commercial bank towards the cost of the document.*

EOI should be submitted in hard copies. Short listed firms will be called for a meeting followed by presentations and detail discussion before a committee in the institute for finalizing the specifications etc. Based on the specifications, **Request for Proposal (RFP)** will be called for executing the work wherever required.

Interested Firm(s) must respond to this EOI notification latest by 1400 Hrs. IST 11<sup>th</sup> December, 2014.

Clarifications if any in respect of the EOI may be obtained from Mr. Gautam Banerjee, DCF on any working day in the office or through e mail- [dir\\_rfri@icfre.org](mailto:dir_rfri@icfre.org) or [banerjeeg@icfre.org](mailto:banerjeeg@icfre.org) or [bgautam2008@rediffmail.com](mailto:bgautam2008@rediffmail.com)

Director, RFRI reserves the right to reject any offer on EOI without assigning any reason for the same.

The EOI document complete in all respects and duly signed and stamped on each page must be submitted in original with all supporting documents as per the time and date specified above. The

“Invitation for EOI” is to be addressed to: **DIRECTOR**  
**RAIN FOREST RESEARCH INSTITUTE**  
Post Box No. 136,  
Post Office- Jorhat,  
Jorhat- 785001, Assam.

## INFORMATION FORM

1. Names & Address of Firm :

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2. Type of Firm (Institutional Company/Authorised dealer/ Partner)

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3. Date and Registration No. of the Firm:

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4. CST/ PAN No. of the Firm:

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5. Please provide details of prior experience of developing and installing such systems:

Submitted by:

SEAL of the Firm

Name: \_\_\_\_\_

Designation of authorized person \_\_\_\_\_

Mobile No: \_\_\_\_\_