

**PART-II: FINANCIAL BID**

**हिमालयन वन अनुसंधान संस्थान**

(भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद)

कॉनिफर कैम्पस, पंथाघाटी,

शिमला-171009 (हि०प्र०)

संख्या 1-3 (3)2014/ एच०एफ०आर०आई०/

दिनांक: 2014

**TENDER FORM  
(FINANCIAL BID)**

**Tender for Security and Maintenance Staff**

**Tendere's Name & Address:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Pin Code \_\_\_\_\_)

**Telephone Number (O):**  
**(R):**

\_\_\_\_\_  
\_\_\_\_\_

**Code used:**

\_\_\_\_\_

Note: Full Name and Address of the Tenderer in addition to the Post Bag No., if any, should also be mentioned in all the communications to be made with this office.

We quote the following rate for providing the services) eg.) :

| Sr           | Particular of post                          | No | Rate per person per month* |     |      |       |                 |       | Total Monthly Billing Amount |
|--------------|---|----|----------------------------|-----|------|-------|-----------------|-------|------------------------------|
|              |   |    | Wages                      | EPF | EDLI | S.Tax | Service Charges | Total |                              |
| 1.           | Security Guard                              | 7  |                            |     |      |       |                 |       |                              |
| 2.           | Drivers                                     | 3  |                            |     |      |       |                 |       |                              |
| 3.           | Staff for outdoor house keeping & upkeeping |    |                            |     |      |       |                 |       |                              |
|              | 1. Safaiwala                                | 1  |                            |     |      |       |                 |       |                              |
|              | 2. Electrician                              | 1  |                            |     |      |       |                 |       |                              |
|              | 3. Plumber                                  | 1  |                            |     |      |       |                 |       |                              |
|              | 4. Mazdoor                                  | 10 |                            |     |      |       |                 |       |                              |
|              | 5. Chowkidar                                | 1  |                            |     |      |       |                 |       |                              |
|              | 6. Security Guard cum cook                  | 1  |                            |     |      |       |                 |       |                              |
| <b>Total</b> |   |    |                            |     |      |       |                 |       |                              |

**TOTAL ANNUAL CONTRACTUAL AMOUNT**

Rs. \_\_\_\_\_ (in figures) Rupees \_\_\_\_\_ only

(Signature of the Bidder)

\* Enclosing break-up of monthly billing rate [ which should clearly mention wages, EPF, EDLI and other charges, (if any)] compulsory.

**Note:**

1. The wages rate 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.
3. Any increase in minimum wages and statutory levies under minimum Wages Act, 1948 the element there only will be claimed extra on items at Sl. No. 2.3 & 4. No other charges if any on the above will be claimed.

(Signature of the Bidder)

**PART-I: QUALIFYING BID**

**हिमालयन वन अनुसंधान संस्थान**

(भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद)

कॉनिफर कैम्पस, पंथाघाटी,

शिमल-171009 (हि०प्र०)

संख्या 1-3 (3)2014/ एच०एफ०आर०आई०/

दिनांक: 2014

**TENDER FORM  
(QUALIFYING BID)**

**Tender for Security and Maintenance Staff**

**Tenderer's Name & Address:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Pin Code \_\_\_\_\_)

**Telephone Number (O):**  
**(R):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Code used:**

\_\_\_\_\_

Note: Full Name and Address of the Tenderer in addition to the Post Bag No., if any, should also be mentioned in all the communications to be made with this office.

**Part I: Proforma for 'Qualifying bid'**

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 Tenderer (herein after referred as bidder). \_\_\_\_\_
  
3. Other information:  
  
a. Telegraphic address of the Tenderer: \_\_\_\_\_  
  
b. Telephone No. registered in the name of the Tenderer  
(Kindly enclose copy of the latest paid bill): \_\_\_\_\_  
  
c Fax No. of the Tenderer: \_\_\_\_\_  
  
d E. mail address of the Tenderer: \_\_\_\_\_  
  
e Website address, if any: \_\_\_\_\_
  
4. **Sample Signature of the Bidder**

---

**Signature**

5. a. Place of Headquarters of the Tenderer : \_\_\_\_\_  
  
b. Local \_\_\_\_\_ Branch Office Address: \_\_\_\_\_  
  
c. Date of Establishment : \_\_\_\_\_
  
6. Date of registration of the Tenderer with Government and Registration No. if any  
  
\_\_\_\_\_  
(Kindly attach a certificate copy 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 :**

| Regular Employees | No. of Officer |           | Non Officers  |           |
|-------------------|----------------|-----------|---------------|-----------|
|                   | Ex-Serviceman  | Civilians | Ex-Serviceman | Civilians |
| Tenderer Office   |                |           |               |           |
| Field Staff       |                |           |               |           |

**10. Total No. of regular staff employed by the Tenderer at the \_\_\_\_\_ Branch Office, if any:**

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

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 Five Years :

| Year             | Amount (in lakhs) |
|------------------|-------------------|
| <b>2013-2014</b> |                   |
| <b>2012-2013</b> |                   |
| <b>2011-2012</b> |                   |
| <b>2010-2011</b> |                   |
| <b>2009-2010</b> |                   |

13. EPF and ESI Registration Certificate:\_\_\_\_\_
14. Up-to-date Income Tax Clearance Certificate:\_\_\_\_\_
15. Service Tax Certificate:\_\_\_\_\_
16. Address with telephone Number of the regional Offices of the Tenderer in HP.\_\_\_\_\_

17. Give the details of major Contracts handled by the Tenderer in the past five years in the following format:

| Sr. No. | Customer details with Address, telephone No., Fax, E-mail etc. | Amount of contract | Duration of contract |
|---------|--|--------------------|----------------------|
|         |  |                    |                      |

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

a. Present

b. Past

18. 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** \_\_\_\_\_