



# हिमालयन वन अनुसंधान संस्थान

## Himalayan Forest Research Institute

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ख्या 1-3 (3)/ एच०एफ०आर०आई०/ ११७

दिनांक: १-१-२०१५

### 'निविदा सूचना'

हिमालयन वन अनुसंधान संस्थान परिसर शिमला व हिमाचल प्रदेश और जम्मू कश्मीर में स्थित संस्थान के विभिन्न अनुसंधान केन्द्रों में सुरक्षा कर्मियों/ ड्राईवर/ सफाई कर्मी/ प्लम्बर/ विद्युत कर्मचारी/ मजदूर आदि को समय अवधि 01.10.2015 से 30.09.2016 के दौरान संविदा के आधार (Contractual basis) पर लेने हेतु पंजीकृत सेवा प्रदाताओं से निर्धारित प्रपत्र में मोहर बन्द निविदाएं आमंत्रित की जाती है।

विस्तृत निविदा प्रपत्र, नियम व शर्तों सहित ₹ 500/- का नकद शुल्क जमा करके दिनांक 04.09.2015 से 18.09.2015 (सांय 5.00 बजे) तक किसी भी कार्य दिवस को संस्थान से प्राप्त किया जा सकता है। वेबसाइट से लिए जाने वाले निविदा प्रपत्र के साथ ₹ 500/- का डिमांड ड्राफ्ट Director, Himalayan Forest Research Institute, Shimla के नाम प्रेषित करना होगा। इसके अतिरिक्त ₹ 34000/- की EMD का डिमांड ड्राफ्ट जो Director, Himalayan Forest Research Institute, Shimla के नाम बना हो को साथ लगाना भी अनिवार्य होगा।

निविदाएं-Qualifying Bid (Annexure-I) व Financial Bid (Annexure-II) अलग-अलग लिफाफों में डाल कर, जिन पर Qualifying Bid व Financial Bid लिखा हो, सील बन्द करके दिनांक 21.09.2015 को अपराह 2.30 बजे तक इस संस्थान में पहुंच जानी चाहिए। नियत तिथि व समय के उपरान्त प्राप्त होने वाली निविदाओं पर विचार नहीं किया जाएगा और रद्द मानी जाएगी।

क्वालिफाइंग बिड खोलने की तिथि : 21.09.2015 (अपराह 3.00 बजे)

वित्तीय बिड खोलने की तिथि : 22.09.2015 (अपराह 3.00 बजे)

जिन निविदाकारों की क्वालिफाइंग बिड सही पाई जायेंगी केवल उन्हीं की वित्तीय बिड उक्त तिथि को खोली जाएगी।

निविदा खोलने के समय निविदाकार या उनके अधिकृत प्रतिनिधि संस्थान में उपस्थित हो सकते हैं।

निदेशक, हिमालयन वन अनुसंधान संस्थान, शिमला के पास यह अधिकार सुरक्षित रहेगा कि वह किसी या सभी निविदाओं को बिना कारण बताए अमान्य / रद्द कर सकते हैं।

  
निदेशक ०१/०९/२०१५

हि०व०अ०सं०, शिमला

**Terms and conditions of the contract for providing services of Security and Maintenance Staff for Himalayan Forest Research Institute, Shimla and its Field Research Stations in the States of H.P. & J.K.**

1. The agreement that will be met with shall be deemed to be an Agreement between the Principal Employer and the Contractor. The Agreement shall be one for service being provided and not of service.
2. That the successful tender hereinafter called as the "contractor" shall execute/perform the works contracted by him hereunder, to the satisfaction of the institute.
3. The Contractor shall seek instruction from the Director, HFRI, Shimla or any other officer, authorized by the Director, HFRI, Shimla for the purpose, hereinafter referred to as the "HFRI, Shimla authority".
4. The Contractor shall be fully responsible for the Security of the HFRI, Conifer Campus, Shimla and its Field Research Stations in the States of H.P. & J&K, structure, installations, fittings, equipments, vehicles, household appliances and materials, building material and other property owned by the HFRI or inmates residing or working in or visiting the HFRI, Campus and its Field Research Stations.
5. All materials excluding all tools, testing equipment required for carrying out maintenance works of various electrical facilities at HFRI, Shimla will be provided by the HFRI, Shimla. However, in case of residential quarters, fused bulbs and tube-lights shall be replaced by the residents themselves.
6. Qualified Electrician and Plumber having adequate experience and technical knowledge in the maintenance of the electrical equipments, electricity lines, water pumps and high capacity diesel generating set shall only be engaged by the contractor. Persons engaged by the contractor should not be child labour and also should be of good character and health. The Contractor should provide a certificate to the effect for the workers engaged by him for various works
7. That the main functions required to be performed by the maintenance personnel include the following:
  - (i) Semi-skilled Electrician- To perform and provide day-to-day routine electrical services for HFRI Administrative, residential and other buildings, regular checking and repair of installations, rectification of faults, addition/ alteration of electrical points/ wiring/ installations/ fittings, ensure fire safety measures due to electric sparking/ overload/ any other fault. In addition, he is expected to provide services for any other electrical services required by the institute.
  - (ii) Semi-skilled Plumber – To provide services for distribution of water from main water storage tanks of the institute; plumbing related works of the Administrative/ office building/ residential quarters

including new plumbing of lines, repairs of water and sewerage lines of the institute, repair and change of sewerage/ water pipes lines including taps and other related fixtures/ installations etc.

- (iii) Skilled Driver (Having valid driving licence)- To drive and maintain the institute vehicles in good running condition/ ensure safety of the occupants, maintain minimum prescribed mileage, minimize repair and running cost, decent behavior with the travelling officers/ scientists/ staff etc.
  - (iv) Un-skilled safaiwala – Regular upkeep/ sweeping/ washing of floors of Administrative/ other buildings of the institute including cleaning of toilets/ urinals/ bathrooms, floor area and the campus in utmost decent manner to avoid any stinking and foul smell and maintain good hygiene.
  - (v) Un-skilled Mazdoor – Maintenance of campus, Field Research Nurseries, watering of plants, digging/ bitting work, cutting of grass and other related works to maintain the campus and research stations. Any other work as assigned by the institute/ caretaker/ Officer In-charge.
8. That besides the normal campus manning security functions, the other functions required to be performed for the safety of HFRI, Campus Shimla also includes the following:-
- (i) To man security check post located at the main gates of the HFRI Conifer Campus/ its field Research Stations and at any other points specified by the HFRI 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 HFRI authority.
  - (iii) To perform watch and ward functions including night patrolling/ day patrolling including public holidays, Saturday and Sundays.
9. The contractor shall compensate in full the loss occurred to the HFRI or its campus inmate 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 and the same shall be binding on the Contractor. The compensatory amount will directly be deducted from his monthly bills or from security amount deposited by him with the Institute.
10. The contractor shall also be fully responsible for any loss or damage of material, vehicle and any other property of the HFRI, or its campus inmates arising out due to the negligence or failure of the security personnel and other categories of personnel engaged by the Contractor in complying with the prescribed procedure. The contractor shall compensate all losses suffered by the HFRI on this account in full. The decision of the Director in this regard shall be binding on the Contractor.
11. The Contractor shall deploy Security Guards (preferably physically fit ex-serviceman or para-military forces/ Home Guards etc.) below the age of 45 yrs. only for the purpose of this contract in the HFRI. Before the security personnel report for duty or in due course, necessary documents to prove the credentials and the fact that personnel belongs to ex-servicemen category shall be produced by the Contractor before the Director HFRI, Shimla or his authorized officer. The

HFRI 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 authority. In additions 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 Contractor within 24 hours. No wages shall be payable in respect of such security staff in whose case documentary evidence in support of their being ex-servicemen is not rendered in time by the Contractor. A complete list of the security personnel engaged by the Contractor for deployment in HFRI, Shimla shall be furnished by the Contractor alongwith complete address and other antecedents. The Contractor shall deploy only those whose antecedents have been verified by the police authorities.

12. The Contractor shall be responsible to pay the wages to the personnel deployed as per current rates laid down by the Govt. of India or State Government of H.P. under the minimum Wages Act, 1948 (whichever is higher). In case of revision of minimum wages by the competent authority, as also of the employer's contributions towards EPF, EDLI the pro-rata increase in the rates will be acceptable to the HFRI authority. It shall be the responsibility of the Contractor to ensure that the security personnel or other 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 and revised from time to time for the respective categories.

Bill shall be raised by the contractor in accordance with the rates quoted by him and approved by Director, HFRI, Shimla on last day of every month and submitted for payment to HFRI authority.

The Contractor will also ensure that the personnel deployed by him are paid the wages for the previous month on or before the expiry of 7<sup>th</sup> day of the subsequent month, without deduction of any kind except those authorized by or under Minimum wages (Centre) Rules, 1950.

The copy of necessary documents showing that the wages in full has been paid for the previous month to the workers engaged by him in HFRI (with signature/thumb impression of workers) should be attached with the bill as a proof.

A register of wages shall be maintained by the Contractor at the work spot in Form X.

Contractor shall get the signatures or thumb impression of every person employed, on the register of wages and wage slip.

13. The number of security personnel and other categories of personnel required can vary subject to requirements. The HFRI authority shall fix timings of the various duty shifts. A single duty shift will have a normal duration of 9 (nine) hours.
14. The contractor shall submit weekly duty chart of the security personnel to the HFRI 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 to the personnel deployed by him.

15. The Contractor shall not replace the security and other personnel at random. This shall be done with the prior knowledge of the HFRI authority and full particulars of the security and other personnel so deployed shall be given to the HFRI authority. In case any of the security and other staffs found to be posted without the prior knowledge of the HFRI authority, the HFRI shall not be liable to pay for such security and other personnel.
16. No leave of any kind to the security and other personnel shall be sanctioned by the HFRI 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 other locations as specified by the HFRI authority on all the weekdays. No short leave or meal relief shall be permitted to the security personnel unless the Contractor provides suitable substitute and that too without any extra payment.
17. The Contractor shall ensure that at no time any security point is unmanned. 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 HFRI authority to the extent of one person in any one of the shifts but the payment to such a person for the extra shift be at the rates applicable for normal shift.
18. The Contractor shall arrange to dress all the security personnel and other categories of personnel which require uniforms on duty smartly and neatly on the pattern of the uniformed services and ensure their good behavior with the HFRI 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 woolen garments to the security personnel as well as to the other categories 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 the rainy season raincoat is given to the security personnel along with umbrellas. The Security personnel should always be standing at the gate check posts where actually deployed to monitor the movement at the gates. If at any point of time any security guard is found sitting or lacking in his duty, a sum of Rs. 100.00 (One hundred only) shall be fined to the contractor for each such complaint.
19. The HFRI shall not be liable to provide residential accommodation to the security personnel or the other categories of personnel. No cooking or lodging shall be allowed to the security personnel and other workers engaged by the Contractor at any place inside the campus or at field stations.
20. The Contractor as envisaged in Payment Terms hereto shall bear expenses incurred on the following (eg.):
  - i) Providing torches and cells to the security guards on night patrol.
  - ii) Providing lathi/ ballam 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 use and those in use will be property of the HFRI.
  - iv) Barriers provided at the security checkpoints after taking approval from the HFRI.
  - v) All Security Guards shall be provided with nameplates, which shall be displayed on their breast/ chest- height.
21. The HFRI authority reserves the right to change the deployment of security personnel. The HFRI also reserves the right to ask for replacement of particular security personnel or other categories of personnel deployed by the Contractor.
  22. The security personnel and other categories of personnel deployed by the Contractor shall be bound to observe all instructions issued by HFRI authority concerning general discipline and behavior.
  23. The HFRI authority has the right to check the various implements/ torches etc. and the contractor shall maintain these items to the satisfaction of the HFRI authority.
  24. That for all intents and purpose the Contractor will be "Employer" within the meaning of all labour legislations in respect of the security personnel and other categories of personnel so deployed by him.
  25. The Contractor shall be responsible for recruitment of the personnel for the purpose of this contract, and the security personnel and other categories of personnel so recruited and deployed by him shall be under his direct control/ supervision.
  26. In case the security personnel and other categories of personnel deployed by the Contractor commit/ commits any act of omission or commission constituting their/ her/ his misconduct or indiscipline, the Contractor will be, liable and responsible to take disciplinary action against the personnel.
  27. 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, Employees' Provident Funds, EDLI etc. as and when they become applicable under the Law. The contractor shall maintain all the statutory registers under the law. The Contractor shall produce the same on demand to the HFRI authority or any other authority under law. The Contractor will obtain a licence under the Contract Labour (R&A) Act, 1970 and produce a copy of the same to HFRI authority, In case, the previous month's challan pertains to EPF, EDLI do not accompany the bill as a documentary proof, a requisite portion of amount shall be held up till such proof is produced.  
  
In case the Contractor fails to comply with statutory obligations under any Labour Laws, and the HFRI is put to any obligation, monetary or otherwise, the HFRI will be entitled to get it reimbursed from the bill or the security deposit of the Contractor or otherwise, to the extent of the obligations in monetary terms.
  28. The HFRI 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, compensations are awarded by the Court of Law, it shall be the responsibility of the Contractor.

29. The Contractor shall not be permitted to sublet, transfer or assign his rights and obligations under this contract to any other person or organization.
30. Time shall be the essence of the contract and the duration of this contract shall be for a period of twelve months from 01.10.2015 to 30.09.2016. The term shall be extendable for further period after judging the performance of the contractor, as per terms and conditions with effect from 01.10.2016 except in the event of earlier termination under these terms. The contract shall automatically expire on 30.09.2016 unless extended further by mutual consent of the parties. The dates herein will be decided after issue of work order by the competent authority.
31. Director has absolute right to terminate the contract at any time before the due date of expiry specified in clause 30 hereinabove, without assigning any reason by giving one month's notice in advance to the contractor in writing. The Director shall also have the right to extend the contract in writing on same terms and conditions with some addition/ deletion for a further period of six months or for a shorter period until such time as a new security agency takes over in the event of HFRI resorting to the process of appointing a fresh contractor.
32. In the event of the Contractor desiring an earlier termination of the contract, he shall have compulsorily to give three months advance notice to the Director. In that case only 75% of the security deposit will be reimbursed to contractor.
33. The Contractor is bound by the details and documents as furnished by him to the HFRI 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 34 hereof.
34. 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. The Director against any amount, which the Contractor may owe to the HFRI, can appropriate any sum of money due or payable to the Contractor including the security deposit refundable to him under the contract.
35. The Contractor will ensure that no unauthorized entry is permitted inside the campus and the guards at the entry points are able to categories the legitimate residents and visitors without causing any embarrassment or discourtesy. The security personnel, in event of not being able to categories the legitimate residents, shall contact the host/ guest in the estate of HFRI through telephone. Each complaint of outsider found imparting Vehicle Driving Training inside the campus of HFRI or outsiders found playing inside the Lawns of HFRI shall fetch a fine Rs. 100/- (Rupees One Hundred only) to the contractor.
36. Entry of stray dogs and stray cattle into the campus is to be prevented by the deployed security staff.
37. It should be ensured that trees, flowers, plants and grassy lawns are not damaged either by the campus inmates or by outsiders.
38. All personnel employed by the Contractor shall be bound to provide full help in extinguishing any fire that breaks out anywhere in the HFRI campus/ Field Research Stations.
39. In the event of any malpractice on the part of the Contractor or his employees, vis-à-vis any HFRI staff or otherwise, the contract shall be liable to be terminated.

40. The performance of security functions and other services under the contract will be reviewed by the HFRI Authority at 3.00 p.m. on the second day of every month and the Contractor will remain present personally 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.
41. Income Tax will be deducted at source as per Income Tax Law and the TDS certificate to this effect shall be issued to the Contractor by the HFRI.
42. The Contractor will have to deposit performance security money of Rs. 85,000 (Rupees eighty five Thousand only) in the form of Account Payee Demand Draft, Fixed Deposit Receipt from a commercial bank, Bank Guarantee from a Commercial Bank in an acceptable form for the entire contract period and for additional sixty days thereafter, in favour of the Director HFRI 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 HFRI, in the event of completion of the contract and if no dues are recoverable from the Contractor.
43. The Contractor will execute an agreement with the Director, HFRI on a non-judicial stamp paper worth Rs. 100/- (Rupees One Hundred only) to be provided by the contractor.
44. The Contractor, if any manner defaults in the performance or in making goods 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 contractor in respect of such defaults. Further in case the institute is to put any monetary loss or liability as a result of any act of omission or commission of the contractor or personnel / personnels employed by him, the institute shall have the right to get itself reimbursed to the extent of the liability or loss out of the bills and/ or the security deposit.
45. Any dispute arising out of this agreement will be settled under the jurisdiction of Courts at Shimla, (H.P.).

**NOTE:** The tenders of only those contractors who will quote the rates for all categories i.e. Security guards, Electrician, Plumber, Safaiwala, Cook cum Security Guard, Mazdoor, Driver will be considered.

**Certificate of Acceptance of Terms & Conditions**

Certified that I/ we have read and fully understood the terms & conditions mentioned heretofore in respect of the tender for providing services of Security guards, Electrician, Plumber, Safaiwala, Cook cum Security Guard, Mazdoor, Driver for one year i.e. w.e.f. 01.10.2015 to 30.09.2016.

I/ we hereby agree to abide by all the terms & conditions.

Date:

Signature & Seal of the Tenderer  
or his Authority signatory

Address:

Telephone No.



## Deployment of Personnel

The deployment of security personnel and other personnel by the contractor will be

Sl. No.	Category	No. of Personnel*	Place of deployment
1.	Security guard	01	Conifer campus, Panthaghati, Shimla
2	Electrician	01	Conifer campus, Panthaghati, Shimla
3	Plumber	01	
4	Safaiwala	01	
5	Security Guard cum Cook	01	
6	Mazdoor	01	
7	Driver	03	Headquarter of the driver will be at HFRI, Panthaghati and they are liable to drive the vehicle anywhere in Northern India as and when required.
<b>Field Research Stations</b>			
i)	Security guard	01	Modern Nursery Baragaon
ii)	Mazdoor	08	Nagbani Nursery Jammu= 1, Demo Village Lana-banka, Sirmour =1, Jagatsukh, Manali=1, Tabo=1, Shilly (Solan) =1, Shillaru=1, Model Nursery Baragaon=1, FRS, Birplassi (Nalagarh) =1.

Note: -a) **Timings & shifts will be as per requirement in accordance with prevailing labour laws.**

b) **Estimated manpower requirement may change from time to time depending upon the functional requirement.**

## INSTRUCTIONS FOR FILLING TENDER DOCUMENTS

1.

If space for information is found insufficient, a separate sheet may be attached.

Tenderers are required to attach signed copies of the following certificates/ documents along with the tender documents. In case of any doubt arising original copy may be asked for clarification of doubt.

Sl. No.	Particulars	Whether enclosed or not	Page No.
1	Copy of Registration certificate issued by Central or State Government.		
2	EPF and EDLI Registration Certificate		
3	Latest Income Tax returns.		
4	Service Tax Registration Certificate.		
5	Company's Up to date Balance Sheet		
6	Summary of Personnels deployed by the agency showing monthly salary structure statement.		
7	EPF and EDLI Challan Certificate of latest month along-with summary of personnel against whom EPF and EDLI have been deposited.		
8	Under taking of Annual Financial turnover.		
9	Copy of the Individual salary slips issued to personnel, showing skill of individual (one copy of each category which is latest).		
10	Copy of the EPF Yearly Slips of the individual (latest).		
11	Copy of the latest telephone/ electricity/ water bill etc. showing address of the Head office/ Branch Office at Shimla.		

- All the attached documents submitted with the tender documents should be signed by the tenderer or his authorized representative.
- All the pages and appendices attached should be numbered and signed by the Tenderer.
- All entries in tender form should be clearly filled. No overwriting is permitted. All cuttings must be attested by the Tenderer.
- Monthly wages of different category of workers should be as per current rates laid down by the Govt. of India or State Govt. of H.P. under Minimum Wages Act of 1948 (whichever is higher).
- The Director, Himalayan Forest Research Institute, Shimla reserves the right to reject all or any tender without assigning any reasons, thereof.

**Category wise minimum rates of wages per day payable as per order No. 1/3(1)/2015-LS-II dated 30.03.2015, No. 1/3(3)/2015-LS-II dated 30.03.2015, No. 1/3(6)/2015-LS-II dated 30.03.2015 and No. 1/3(7)/2015-LS-II dated 30.03.2015 issued by Chief Labour Commissioner (c), Govt. of India, Ministry of Labour & Employment, New Delhi.**

Sl. No.	Category	Rate per day (₹)
1	Security Guard (Without Arms)	272/-
2	Driver (Skilled)	328/-
3	Safaiwala (Unskilled)	233/-
4	Electrician (Semi-skilled)	272/-
5	Plumber (Semi-skilled)	272/-
6	Mazdoor (Un-skilled)	204/-
7	Security Guard cum Cook (Without Arms)	272/-

Above rates are inclusive of weekly off. Hence monthly wages would be wages per day x 26. For example monthly wages of Security Guard (without arms) who works for a month (30 days) will be as under:

$$\underline{\underline{₹ 272 \times 26 = ₹ 7072}}$$

EPF +EDLI = @ 13.36%

Service Tax = @ 14%

**Note: Service Charge should not be quoted in %age. It should be in Rupees only. Bids with zero service charges will not be accepted.**

**PART-I: QUALIFYING BID**

**हिमालयन वन अनुसंधान संस्थान**

(भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद)

कॉनिफर कैम्पस, पंथाघाटी,

शिमला-171009 (हि०प्र०)

संख्या 1-3 (3)2015/ एच०एफ०आर०आई०/

दिनांक: 2015

**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.

## UNDERTAKING OF ANNUAL FINANCIAL TURNOVER

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

\_\_\_\_\_ is Rs. \_\_\_\_\_

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

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

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

1. Name of the Tenderer: \_\_\_\_\_

2. a Postal address

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

\_\_\_\_\_  
(Kindly enclose Company Registration Certificate): \_\_\_\_\_

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)
2014-2015	
2013-2014	
2012-2013	
2011-2012	
2010-2011	

13. EPF and EDLI Registration Certificate: \_\_\_\_\_  
 14. Latest Income Tax Return: \_\_\_\_\_  
 15. Service Tax Registration 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. Amount of EMD ₹ 34000/- vide D.D.No. \_\_\_\_\_ dated \_\_\_\_\_.
19. 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** \_\_\_\_\_



**PART-II: FINANCIAL BID**

**हिमालयन वन अनुसंधान संस्थान**

(भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद)

कॉनिफर कैम्पस, पंथाघाटी,

शिमल-171009 (हि०प्र०)

संख्या 1-3 (3)2015/ एच०एफ०आर०आई०/

दिनांक: 2015

**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.

**Himalayan Forest Research Institute, Shimla**

**FINANCIAL BID**

All rates in Rupees only and not in %age.

Sl. No.	Category	Component			Total
		Minimum wages per month inclusive of weekly off, EPF & EDLI (13.36%) (₹)	Service Charges on wages, EPF & EDLI only (Nil charges not acceptable) (₹)	Service Tax @ 14% On wages, EPF, EDLI & Service charges (₹)	
1.	Security Guard (without Arms)				
2.	Drivers (Skilled)				
3	Safaiwala (un-Skilled)				
4	Electrician (Semi-skilled)				
5	Plumber (Semi-skilled)				
6	Mazdoor (un-Skilled)				
7	Security Guard cum cook (without Arms)				

Note:

1. Rate quoted per person per month is inclusive of Minimum wages including weekly off as per the Minimum Wages Act of 1948 and EPF, EDLI etc. 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.
2. The wages rate may change in future as per Government Order since Minimum Wages are subjected to increase. In case of revision of minimum wages, pro-rata increase in the rates of wages will be claimed so as to pay the minimum revised wages to the workers.
3. Any increase in minimum wages and statutory levies under minimum Wages Act, 1948 the element there only will be claimed extra on EPF, EDLI and Service Tax. No increase will be claimed on service charges.
4. Service tax quoted above @ 14% of wages, EPF, EDLI & service charges may be deducted from the monthly bill and deposited by the Service Receiver i.e. HFRI, Shimla.

(Signature of the Bidder)