

TENDER NOTICE

INSTITUTE OF FOREST GENETICS AND TREE BREEDING (INDIAN COUNCIL OF FORESTRY RESEARCH & EDUCATION)

(An Autonomous Body of the Ministry of Environment & Forests, Government of India)

P.B. No. 1061, R.S. Puram, Coimbatore 641 002

Phone: 0422-2484104/2484131 – Fax 2430549

Tender Notice No.6-34/2014-15

Dated: 14.03.2014

Sealed tenders are invited on behalf of the Director, Institute of Forest Genetics & Tree Breeding, P.B.No.1061, R.S. Puram, Coimbatore 641 002 upto 3.00 p.m. on ~~27.03.2014~~ 10.04.14 from reputed registered Service Provides for providing Skilled/Semiskilled/Unskilled Labours to Institute of Forest Genetics and Tree Breeding, Coimbatore as detailed below:

Sl. No.	Category	No.of Labours / Personnel (Approx.)
1	Skilled Labour	19
2	Semiskilled Labour	19
3	Heavy Vehicle Drivers	5
4	Unskilled Labour for Gudalur Field Station	2
5	Unskilled Labour for Salem Res.Stn	2
6	Unskilled Labour for Kurichi Res. Station	2
7	Unskilled Labour for Panampally Field Station	5
8	Unskilled Labour for IFGTB Coimbatore	37
9	Unskilled Labour for Manakarai/Tirunelveli	2
10	Unskilled labour for Neyveli	2
	Total Labourers	95


The nature of works for all unskilled labours shall be similar to Agriculture works.

Tenderer shall furnish attested copies of the following documents along with the application for obtaining tender document. Those who fail to meet the following criteria will not be eligible for obtaining tender document:

1. Company's Registration Certificate
2. Up-to-date Income Tax Clearance Certificate
3. Company's up-to-date balance sheet
4. EPF and ESI Chalan, Certificate of previous services rendered by Company/firm
5. Company having its own Head Office/Branch Office locally should only apply (Proof to be submitted).
6. Undertaking of Annual Financial turn over which should not be less than Rs.10,00,000/-
7. Previous credential to the effect that agreed rates of wages have been paid by the agency to their employees from labour enforcement officer.

The tenders shall be opened on ~~27.3.2014~~ 10.04.14 at 3.30 p.m. at the Conference room of the Institute.

Applications for issue of tender will be received in the office of this institute on all working days during office hours till **5.30 p.m.** ~~on~~ **26.03.2014**. Tender document comprising scope of work, terms and conditions of the contract etc. can be obtained by the eligible Service Providers from this Institute on payment of Rs.562/- (Rs.500 - plus 12.36% Service Tax etc.) in cash or through Demand Draft, during office hours from **17.03.2014 to 24.3.2014** **09.04.14 26.03.2014 1.00 p.m.** The tender document can also be downloaded from our Institute's website <http://ifgtb.icfre.gov.in> or <http://www.icfre.org> **The Bid Security (Earnest Money)** of Rs.10,000/- along with the tender document fee of Rs.562/-, in case the tender documents is downloaded from the website in the form of crossed Demand Draft in favour of the **Director, Institute of Forest Genetics & Tree Breeding, Coimbatore**, should be enclosed with the tender. Tender received without furnishing of Bid Security (Earnest Money) will be summarily rejected. The Director, IFGTB also reserves the right to accept or reject any tender or tenders amongst those received without assigning any reasons.


Director
Institute of Forest Genetics
& Tree Breeding, Coimbatore

(INSTITUTE OF FOREST GENETICS & TREE BREEDING)
(INDIAN COUNCIL OF FORESTRY RESEARCH & EDUCATION)
(An Autonomous Body of the Ministry of Environment & Forests, Government of India)
P.B.No.1061, R.S.Puram, Coimbatore 641 002.
Phone : 0422-2484100/2484104/2484131 – Fax : 2430549)

Terms & Conditions of tender

Tender should be addressed to the Director, Institute of Forest Genetics and Tree Breeding, Forest Campus, R. S. Puram, Coimbatore in a sealed envelope marked as tender for providing Manpower – Skilled/Semiskilled/Unskilled - **No.1/6-34/2013-14**

1. The tender should reach on or before **3.00 PM on 10.04.2014**. The tenders will be opened at **3.30 P.M. on 10.4.2014** in presence of the tenderers or their authorized agents, if any, present.
2. Tender forms should be clearly filled in ink legibly or typewritten giving full address of the tenderer. The tenderer should quote the rate in figures as well as in words. Alterations/overwriting/cuttings unless legibly attested by the tenderer, shall disqualify the tenders. The tenders should be signed by the tenderer himself/themselves or by their authorized signatory of the firm/proprietor.
3. The Institute may, at its discretion, extend this deadline for submission of tender bids.
4. The number of labours mentioned in the above Tender Notice is the probable number required to be engaged. The same may be increased/decreased according to the requirement. The Director, IFGTB has the right to engage or not to engage any personnel.
5. The following documents in original (Self-attested with rubber seal, in case of Xerox copies) should be enclosed along with the Tender. In case of Xerox copy, original documents for the following should be produced whenever required, failing which tender submitted will be rejected at any moment.
 - a. Company Registration Certificate
 - b. EPF and ESI Registration Certificate
 - c. Upto date Income Tax Clearance Certificate
 - d. Company brochure showing the profile
 - e. Company's up to date Balance Sheet
 - f. Summary of personnel deployed by the agency at Coimbatore showing monthly salary structure statement
 - g. EPF and ESI Chalan Certificate of latest month
 - h. Under taking of Annual Financial Turnover (In the form of Annexure I of the Tender Document)
 - i. Company having its own Head Office / Branch office locally should only apply (Proof to be submitted)

6. **BID SECURITY (EARNEST MONEY):** A Bid Security of rupees **Rs.10,000/- (Rupees ten thousand only)** in the form of a crossed Demand Draft must be deposited along with the tender. The Bid Security to the unsuccessful tenderer(s) will be returned at the earliest after expiry of the final bid validity or latest on or before the 30th day of the award of the contract order whichever is earlier.
7. **PERFORMANC SECURITY:** The successful tenderer will have to deposit **5% of the contract value as Performance Security** in the form of bank guarantee or FDR for the entire contract period in favour of the Director, IFGTB, within 15 days of the award of contract. Otherwise, the Bid Security deposited with the tender will be forfeited and the order placed will stand as automatically cancelled. The Performance Security shall be released in full only when complete handing over of security charge is made to the IFGTB in the event of completion of the contract or otherwise and if no dues are recoverable from the Contractor.

The security deposit furnished by the tenderer will be refunded as per rule. The Bid Security may be forfeited:

- (i) if a tenderer withdraws his bid during the period of bid validity specified or (ii) in case of a successful Bidder, if the Bidder fails to furnish security deposit.

8. The DD for cost of tender form and Bid Security must be submitted separately.
9. Handwritten quotations shall be accepted at the bidder's risk. If there is a discrepancy between words and figures, the amount in words will prevail
10. The Institute will not be responsible for any delay on the part of the tenderer in submission of the tender bids. Any bids received by the Institute after the deadline prescribed for submission of bids, will be rejected.
11. Tender by Tele-fax/telegram/fax/e-mail will not be accepted.
12. That the successful tenderer hereinafter called as the contractor shall execute/ perform the works contracted by him hereunder, to the satisfaction of the institute.
13. The contractor shall seek instructions from the **Director or from his authorized representatives, Institute of Forest Genetics and Tree Breeding, Coimbatore** hereinafter referred to as **the IFGTB**.
14. The successful bidder will have to provide the manpower as per requirement of the Institute from the date of executing the agreement.
15. The Contractor shall deploy physically fit unskilled, semiskilled and skilled personnel below the age of 45 years only for the purpose of contract in IFGTB. Only those personnel shall be deployed by the contractor on duty in whose case documentary proof has been rendered to the satisfaction of the Director. In addition to this, work carried out by any of the personnel deployed is found to be unsatisfactory he/she shall have to be withdrawn by the contractor within 24 hours. A complete list of the personnel engaged by the contractor for deployment in the institute shall be furnished by the contractor along with complete address, antecedents and a photo-identity card. The contractor shall deploy only those, antecedents have been verified by the competent authority.

16. The rates payable to the contractor as agreed for personnel to be deployed will be treated as unskilled, semi skilled and skilled respectively within the meaning of Minimum Wages Act, 1948 and will be based on the current rates as laid down by the District Magistrate, Coimbatore under the Minimum Wages Act 1948 and regarding other categories of personnel as per the nature of services which will be specified by the Director. 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 IFGTB. It shall be the responsibility of the Contractor to ensure that the manpower 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 IFGTB authority. The number 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 7th day of the subsequent month.
17. The Director shall fix timing for workers for carrying out various works. The personnel will have to work for a normal duration of eight hours excluding the rest intervals for six days in a week. The personnel will be engaged in the main Forest Campus and also in the other research plots located in Karunya, Bharathiyar University, Veerpandi. The number will vary according to need.
18. The contractor shall submit the daily attendance sheet of the personnel engaged in each location to the authorized representative of the Director, IFGTB. The attendance will be checked and countersigned by the representative of the Director at each location. The principle of "No Work – No pay" shall be followed while making payment of wages/salaries to the personnel deployed by contractor.
19. The contractor shall not replace the manpower at random. This shall be done with the prior knowledge of the IFGTB authority and full particulars of the personnel so deployed shall be given to the IFGTB authority. In case any of workers found to be posted without the previous knowledge of the IFGTB authority, the IFGTB shall not be liable to pay for such personnel.
20. No leave of any kind to the personnel shall be sanctioned by the IFGTB authority. The contractor shall be liable to make substitute arrangements in case of absence of personnel. No short leave or meal relief shall be permitted unless the contractor provides suitable substitute without any extra payment. The contractor shall provide sufficient number of leave reserves also.
21. The IFGTB shall not be liable to provide any residential accommodation to the personnel engaged by the contractor. No cooking or lodging shall be allowed to the contract personnel at any place inside the campus.
22. The Director reserves the right to change the deployment of manpower and also reserves the right to ask for replacement of a particular worker or other categories of personnel deployed by the Contractor.

23. All categories of personnel deployed by the contractor shall bound to observe all instructions issued by the Director concerning general discipline and behavior.
24. That for all intents and purposes, the contractor will be "Employer" within the meaning of all labour legislations in respect of all 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 various categories of personnel so recruited and deployed by him shall be under his direct control / supervision.
26. The contractor shall engage one person for supervising the works of the workers. The contractor should also ensure the worker is supposed to be present for roll call, 15 minutes before the stipulated working time, i.e., 8.45 A.M. Daily attendance sheet of workers should be prepared by the supervisor and be checked and invariably verified by the concerned **PI / RA / HoD**. The working time on every working day from 9 A.M. to 1.00 P.M. and 1.30 P.M. to 5.30 P.M. is to be adhered strictly.
27. In case the personnel deployed by the contractor commit / commits any act of omission or commission constituting their /his misconduct or indiscipline, the contractor will be liable and responsible to take disciplinary action against the personnel including suspension, dismissal from service etc.
28. The contractor will be responsible and liable for the implementation of all the statutory provisions as regards the personnel to be deployed by him in respect of minimum wages, Employees' provident Funds and Employees' State Insurance etc. as and when they become applicable under the Law. The contractor shall produce the same on demand to the IFGTB authority or any other authority under law. The contractor will obtain a license under the contract labour (R & A) Act, 1970 and produce a copy of the same to IFGTB authority. In case, the previous month's chalan 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.
29. In case the contractor fails to comply with statutory obligations under any labour laws, and the IFGTB is put to any obligation, monetary or otherwise, the IFGTB will be entitled to get itself re-imbursed out of the bill or the security deposit of the Contractor or otherwise, to the extent of the obligation in monetary terms.
30. The IFGTB shall not be responsible financially or otherwise for any injury or death to the personnel employed by the contractor 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 contractor.
31. The contractor shall not be permitted to transfer or assign his rights and obligations under this contract to any other person or organization.
32. Time shall be essence of the contract and the duration of this contract shall be for a period of twelve months, shall be extendable for further period after judging the performance of the contractor, as per terms and conditions specified above except in the event of earlier termination under these terms. The contract shall automatically expire on the due date unless extended further by mutual consent of the parties.

33. Director, IFGTB has the absolute right to terminate the contract at any time before the due date of expiry specified in clause 37 hereinabove, without assigning any reason by giving one month's notice in advance to the contractor in writing or by making equivalent payment thereof. The Director 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 six months or for a shorter period until such time a new agency takes over in the event of IFGTB resorting to the process of appointing a fresh contractor.
34. 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.
35. The Contractor is bound by the details and documents as furnished by him to the IFGTB 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 40 hereof.
36. 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 IFGTB, can appropriate any sum of money due or payable to the Contractor including the security deposit refundable to him under the contract.
37. It should be ensured that trees, flowers, plants and grassy lawns are not damaged by the workers.
38. In the event of any malpractice on the part of the Contractor or his employees, *vis-a-vis* any IFGTB staff or otherwise, the contract shall be liable to be terminated.
39. The performance of the workers engaged under the contract will be reviewed by the authorized representative of the Director, IFGTB at 3.00 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.
40. 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 IFGTB. The responsibility of paying the Service Tax at the prevailing rate (Govt. levy) will be of the contractor. The contractor will produce the proof of payment of the Service Tax (Govt. levy) of previous month to IFGTB.
41. The Contractor will execute an agreement with the Director, IFGTB on a non-judicial stamp paper worth Rs.100/- (Rupees One Hundred Only) to be provided by the contractor.
42. 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 institute 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 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.

43. All Correspondence and other documents pertaining to providing of manpower which are exchanged by the parties shall be written in English.
44. Tenderer submitting tenders are deemed to have seen, understood and accepted all the terms and conditions.
45. Each page of the general terms and conditions supplied with the tender should be duly signed as a token of acceptance of all terms and conditions of the tender. No deviation in the terms and conditions of the tender notice will be accepted. The supporting documents should be duly stamped & signed by the tenderer(s) otherwise rejected. No retyping of the general terms and conditions supplied is accepted. So please submit this terms and conditions duly signed along with the technical bid.
46. The Director, IFGTB, Coimbatore reserves the right to cancel/reject full or any part of the tender, which, generally do not fulfill the conditions, stipulated in the tender. No correspondence will be entertained in this regard.
47. Any dispute arising out of this agreement will be settled in the court having the jurisdiction over Coimbatore.

Director
Institute of Forest Genetics
& Tree Breeding, Coimbatore-2.

PAYMENT TERMS

(Refer to Para (17) of the terms and conditions of the Contract)

1. The Contractor will pay the minimum wages as applicable within the meaning of Minimum Wages Act, 1948 to the following who will be treated at par with skilled, semi skilled, unskilled as the case may be (eg):

Skilled : Data Entry Operator, Telephone Operator, Stenographer, Electrician, Carpenter, Mason, Plumber & Driver (HMT).

Semiskilled : Field/Lab Assistants, Nursery Works, Conservancy workers & Driver(LMT)

Unskilled : Peon, Mazdoor & Safaiwala

Minimum Wages Act, 1948 shall be applicable to all categories of personnel 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 PF,ESI. The contractor will also provide spade, crowbar, pickaxe, etc., to the personnel depending upon the nature of services.

2. 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.

PROFILE AND DETAILS OF THE TENDERER

Registered service Providers/Agencies 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 Tenderer (herein after referred as bidden)
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 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 Tenderer to undertake the Security job.
9. Total No. of regular staff employed by the Tenderer, if any:

Regular employees	No. of officers		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 officers		Non Officers	
	Ex-serviceman	Civilians	Ex-serviceman	Civilians
Tenderer office				
Field staff				

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

12. Financial Turnover of the Tenderer for the Past five years:

Year	Amount (in lakhs)
2012-2013	
2011-2012	
2010-2011	
2009-2010	
2008-2009	

13. Addresses with Telephone Numbers of the Regional Offices of the Tenderer in India.

14. Give the details of major contracts handled by the tenderer in the past five years in the following format:

Sl. No.	Customer details with address Telephone No., Fax E-mail etc	Amount of contract	Duration of Contract

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

a Present

b. Past

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

Signature of the Bidder _____

Name Bidder _____

Designation of Bidder _____

Address _____

FINANCIAL BID FOR MANPOWER

We quote the following rate for providing manpower (Skilled / Semiskilled / Unskilled category) for housekeeping and upkeep and maintenance activities for Institute of Forest Genetics and Tree Breeding, Coimbatore:

Metrics and Free Breeding, Coimbatore.							
Sl. No.	Manpower category	No.	Rate per person per month*				Total Monthly Billing Amount
			Wages	EPF	ESI	Total	
Skilled							
1	Data Entry Operator, Telephone Operator, Stenographer, Electrician, Carpenter, Mason, Plumber, Other skilled worker	19					
Semiskilled							
2	Nursery workers, Conservancy workers.	19					
3	Driver/HMV (LMV)	5					
Unskilled							
4	Gudalur Research station	2					
5	Thekkampatty Research station, Salem	2					
6	Panampally Research station, Kerala	5					
7	Kurichi Research station, Coimbatore	2					
8	Neyveli	2					
9	Manakarai	2					
10	IFGTB, Coimbatore	37					
						Total	
Service/Administration charges (% age)							
Service Tax (% age)							
Grand Total							

Total monthly Contractual Amount Rs _____ (in figures) Rupees _____ only.

(Signature of the Bidder)

- * Enclosing break-up of monthly billing rate (which should clearly mention wages, EPF, ESI and other charges, (if any) is 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 requirement 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. No other charges if any on the above will be claimed.

(Signature of the Bidder)

UNDERTAKING OF ANNUAL FINANCIAL TURNOVER

To

The Director,
Institute of Forest Genetics & Tree Breeding
R.S. Puram,
Coimbatore-641 002.

1. This is to certify that the annual turnover of our Company/agency named as _____
_____ is Rs. _____
2. Certified/Attested copies of documents in support of the same by Income Tax Officer/Govt. Approved Auditors/or any other such officer is attached.

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

(Most recent documents will be preferred).

Instructions for Filling the Tender Documents

1. If space for information is found insufficient, a separate sheet may be attached.
2. Tenderers are required to attach certified/attested copies (Attested by a Gazetted Officer) 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.
 - a. Company Registration Certificate, under the Companies Act 1956
 - b. EPF and ESI Registration Certificate
 - c. Upto date Income Tax Clearance Certificate
 - d. Service Tax Certificate
 - e. Company's upto date Balance Sheet
 - f. Summary of personnel deployed by the agency at Coimbatore showing monthly salary structure statement.
 - g. EPF and ESI Chalan Certificate of latest month along with summary of personnel against whom EPF & ESI have been deposited.
 - h. Under taking of Annual Financial Turnover (In the form of Annexure VI of the Tender Document).
 - i. Copy of individual salary slips issued to personnel, showing skill of individual (one copy of each category which is latest).
 - j. Copy of the EPF Yearly Slips of the individual (latest).
 - k. Copy of the ESI cards issued to the individual Personnel skilled, unskilled and others (one copy of each category which is latest); and
 - l. Copy of the latest telephone bill showing address of the Head Office Branch Office at Coimbatore.
1. The Tenderer is required to furnish a certified copy (attested by a Gazetted Officer) of the "Memorandum and Article of Association of the company" along with the Tender.
2. All documents submitted with the tender documents should be duly attested/ certified.
3. All the pages and appendices attached should be numbered and signed by the Tenderer.
4. All entries in this form should be clearly filled, No overwriting is permitted.
5. All cuttings must be initiated by the Tenderer.