

कार्यालयीन उपयोग हेतु

1. निविदा प्रपत्र का अनुक्रमांक:.....
2. निविदा प्रपत्र जारी करने का दिनांक :.....
3. निविदा प्रपत्र जारी करने वाले अधिकारी
के हस्ताक्षर एवं सील :.....

उष्ण कटिबंधीय वन अनुसंधान संस्थान

पौ.आ.-आर.एफ.आर.सी., मण्डला रोड

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फोन : 0761 - 2840008

निविदा प्रपत्र

(सम्पत्ति अनुभाग)

कार्य क्रमांक (3)

**उष्णकटिबंधीय वन अनुसंधान संस्थान, जबलपुर के विभिन्न कार्यों
हेतु कुशल, अर्द्ध-कुशल एवं अकुशल श्रमिक उपलब्ध कराना**

निविदा जमा करने की तिथि एवं समय : 22/05/2018, समय : दोपहर 03.00 बजे तक

निविदायें खोलने की तिथि एवं समय : 22/05/2018, समय : दोपहर 03.15 बजे से

TENDER DOCUMENT

Annual Contract for Outdoor House Keeping and Up keeping activities / services at
Tropical Forest Research Institute,
P.O.-R.F.R.C., Mandla Road, Jabalpur

ISSUED TO :-

ON :-

**Tropical Forest Research Institute,
P.O. – R.F.R.C., Mandla Road, Jabalpur.**

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Annexure-I

Terms and conditions of the contract for outdoor housekeeping and up keeping activities/ services for Tropical Forest Research Institute, Jabalpur.

1. The agreement that will be met with shall be deemed to be an Agreement between the Director, Tropical Forest Research Institute, Jabalpur hereinafter known as first party and successful tenderer the Contractor/ Service provider hereinafter known as second party.
2. That the second party shall execute/perform the works contracted by him hereunder, to the satisfaction of the Institute.
3. The second party shall seek instructions from the Estate Section Incharge or any other officer authorized by the Director, Tropical Forest Research Institute for the purpose, herein after referred to as the TFRI authority.
4. The second party shall also be fully responsible for any loss or damage of material, and any other property of the TFRI, attributable to the negligence or failure of the categories of personnel deployed by him in complying with the prescribed procedure. The second party shall compensate all losses suffered by the TFRI on this account in full. The decision of the Director in this regard shall be binding on the second party.
5. The rates payable to the second party as agreed for personnel to be deployed viz., Staff for outdoor housekeeping and up keeping will be treated as unskilled, semiskilled as per the nature of works and LMV/HMV drivers, dispensary staff, plumber, carpenter, mason and cook, etc. as skilled, data entry operator as skilled within the meaning of Minimum Wages Act, 1948. It shall be the responsibility of the second party to ensure that the 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 by the Ministry of Labour & Employment, Govt. of India, office of the Deputy Chief Labour Commissioner (Central), Jabalpur and revised from time to time for the respective categories. Bill shall be raised by the second party in accordance with the rates quoted on every last day of the month and submitted for payment to the TFRI authority.
The number of categories of personnel required can vary subject to the requirements.

6. The second party will further 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.
7. The TFRI 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.
8. The second party shall submit monthly duty chart of the categories of personnel to the TFRI authority prior to commencement of the month. He shall also submit the daily attendance sheet of the 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.
9. The second party shall not replace the personnel at random. This shall be done with the prior knowledge of the TFRI authority and full particulars of all the personnel deployed shall be given to the TFRI authority along with their police verification certificate. In case any of staff found to be posted without the previous knowledge of the TFRI authority, the TFRI shall not be liable to pay for such personnel.
10. No leave of any kind to the personnel shall be sanctioned by the TFRI authority. The second party shall be liable to make substitute arrangements in case of the absence of the personnel. Performance of duty in two shifts by the same personnel in a day shall not be permitted. However, in an emergent case exception can be made with the prior approval of the TFRI authority to the extent of one person in any one of the shifts but the payment to such a person for the extra shift shall be at the rates applicable for normal shifts.
11. The second party shall arrange to dress all categories of personnel which require uniforms on duty smartly and ensure their good behaviour with TFRI establishment and visitors. They shall abstain from taking part in any staff union and association activities. In case if any of the personnel provided by the second party is member of any union, he shall resign from the membership and submit certificate to this effect to TFRI authority. The second party shall provide as a part of dress, appropriate woollen garments to the categories of personnel which require uniform in the winter season. The second party shall ensure that during rainy season raincoat is given to the personnel along with

umbrellas. If at any point of time any personnel is found indifferent in his duty or not in proper uniform, a sum of Rs. 500 (Five hundred only) shall be fined to the contractor for each complaint.

12. The TFRI shall not provide any residential accommodation to the categories of personnel deployed by him. No cooking or lodging shall be allowed to the second party's personnel at any place inside campus.
13. The TFRI authority reserves the right to change the place of duty of personnel. The TFRI authority also reserves the right to ask for replacement of particular personnel deployed by the second party.
14. The personnel deployed by the second party shall be bound to observe all instructions issued by TFRI authority concerning general discipline and behaviour.
15. The TFRI authority has the right to check the various implements provided to the personnel. The second party shall maintain these items to the satisfaction of the TFRI authority.
16. That for all intents and purposes the second party will be "Employer" within the meaning of all labour legislations in respect of the categories of personnel so deployed by him.
17. The second party shall be responsible for recruitment of the personnel for the purpose of this contract, and categories of personnel so recruited and deployed by him shall be under his direct control/supervision.
18. In case the categories of personnel deployed by the second party commit/commits any act of omission or commission constituting their /his misconduct or indiscipline or negligence of duty, the second party will be liable and responsible to take disciplinary action against the personnel, including suspension, dismissal from service. etc.
19. The second party will be responsible and liable for the implementation of all the statutory provisions as regards to personnel to be deployed by him in respect of minimum wages under Minimum wages Act 1948, Employees Provident Funds, and Employees' State Insurance, under EPF and ESI Act, Income tax Act,

Service Act etc as and when they become applicable under law. The second party shall maintain all statutory registers under the law. The second party shall produce the same on demand to the TFRI authority or any other authority under law. The second party shall produce the proof of deductions as well as remittances of EPF, ESI, contributions or any other deposits of the employees to the TFRI authority. The second party should have a license under the Contract Labour (R&A) Act 1970 and shall produce a copy of the same to TFRI authority along with the tender. In case the second party fails to comply with statutory obligations under any labour Laws and the TFRI is put to any obligation, monetary or otherwise, the TFRI will be entitled to get itself reimbursed out of the bill or the security deposit of the second party or otherwise to the extent of obligation in monetary terms.

20. The TFRI shall not be responsible financially or otherwise for any injury or death to the categories of personnel 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 second party.
21. The second party shall not be permitted to transfer or assign his rights and obligations under this contract to any other person or organization.
22. Time shall be the essence of the contract and the duration of this contract shall be for a period of one year from the date of agreement. The term shall be extendable for further period after judging the performance of the contractor, as per terms and conditions specified in Annexure I. The contract shall automatically expire on completion of one year unless extended further by mutual consent of the parties.
23. Director has the absolute right to terminate the contract at any time before the due date of expiry specified in clause 22 herein above, 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 three to six months or more until such time a new service provider /agency takes over in the event of TFRI resorting to the process of appointing a fresh contractor.

24. The second party is bound by the details and documents as furnished by him to the TFRI while submitting the tender or at any other time. In case any 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 25 hereof.
25. In case of breach of any of the terms of agreement, the security deposit of the second party is liable to be forfeited by the first party. The first party against any amount, which the second party may owe to the TFRI, can appropriate any sum of money due or payable to the second party including the security deposit refundable to him under the contract.
26. All personnel employed by the second party shall be bound to provide full help in extinguishing any fire that breaks out anywhere in the TFRI campus.
27. In the event of any malpractice on the part of the second party or his employees, vis-a-vis any TFRI staff or otherwise, the contract shall be liable to be terminated.
28. The performance of services under the contract will be reviewed by the Director, TFRI at 3.00 pm on the second day of every month and the second party 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.
29. Income tax will be deducted at source as per income tax law and TDS certificate to this effect shall be issued to the second party by the TFRI. The responsibility of paying the service Tax at the prevailing rate (Govt levy) will be of the second party.
30. The second party will have to deposit security money of Rs.50,000/- **OR** 10% of the tender amount, whichever is more in the form of bank guarantee or FDR for the entire contract period in the favour of first party within 15 days of the award of the contract. The Security Deposit shall be released in full only when complete handing over of charge is made to the TFRI in the event of completion of the contract or otherwise and if no dues are recoverable from the second party.

31. The second party will execute an agreement with the first party on non-judicial stamp paper worth Rs.100/- (Rupees One Hundred only) to be provided by the contractor.
32. The second party, 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 second party 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.
33. The Tenderer should have at least 5 years of experience in providing such services /work in state / Central Govt. establishment and should be registered with Govt.
34. The categories of personnel deployed by the first party in the skilled category especially cook, drivers, dispensary staff, data entry operator etc. should be well trained and have previous work experience/necessary certificate in their respective field.
35. Govt. Of India norms circulated time to time will be followed for evaluation of tenders submitted by the bidder including registered cooperative societies.
36. Any dispute arising out of this agreement will be settled under the jurisdiction of Jabalpur Court (under High Court of Jabalpur).
37. The first party reserves the right to reject any or all tenders without assigning any reasons thereof.

Director,
Tropical Forest Research Institute,
Jabalpur .

Annexure-II

The second party 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. Highly skilled category :- HMT Driver.
2. Skilled category :- LMT Drivers, Dispensary staff.
3. Skilled category :- Plumber, Carpenter and Cook cum steward.
(For Maintenance work)
4. Semi Skilled category :- Helper to Plumber, Carpenter, Mason.
(For Maintenance work)
5. Skilled :- Data entry operator.
6. Staff for outdoor housekeeping & up keeping :-
Semi skilled category :- Workers for ploughing, Malli.
Unskilled category :- Sweepers, mazdoors.

Minimum Wages Act, 1948 shall be applicable to all categories of personnel deployed at the Institute. The second party will ensure that he pays minimum wages applicable to all his employees at all times along with statutory obligations like PF, ESI and provide uniforms and other day today requirements of the personnel.

2. Uniform: - The second party will bear full responsibility for providing a smart uniform to the staff for outdoor housekeeping and up keeping activities/ services, which requires 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:-One shirt and trouser

- (a) One pair of shoes
- (b) One jersey pull over
- (c) One jacket
- (d) Any extra warm clothing required in case of extreme cold of uniform pattern.
- (e) Raincoat

Annexure – III

DEPLOYMENT OF PERSONNEL FOR OUTDOOR HOUSEKEEPING SERVICES AND THEIR ESTIMATED REQUIREMENT.

The deployment of personnel by the second party will be as furnished below:-

1.	Staff for outdoor house keeping and up keeping services	16 nos.	Individuals for eight- hours six days in a week. The time and number will vary according to need.
2.	1- Carpenter (For Maintenance work)	01 no.	Individual for eight- hours for six days in a week. The time and number will vary according to need.
3.	1- Plumber (For Maintenance work)	01 no.	Individual for eight- hours for six days in a week. The time and number will vary according to need.
4.	1- Helper to mason (For Maintenance work)	01 no.	Individual for eight- hours for six days in a week. The time and number will vary according to need
5.	Driver (HMV/LMV)	02 nos.	Likely to be changed depending on requirement.
6	Dispensary staff	01no.	Likely to be changed depending on requirement
7.	Cook cum Steward (For Maintenance work)	01 no.	Likely to be changed depending on requirement
8.	Data Entry operator	01 no	Likely to be changed depending on requirement

Note: a) Timings & shifts will be in accordance with labour laws prevailing.

b) Estimated manpower requirement may be changed, if needed.

Annexure - IV

Service providers/Agencies/ Private Limited 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 bidder)

d. Telegraphic address of the Tenderer
3. Sample signature of the Bidder

Signature

Signature

Signature

4. Date of registration of the Tenderer with Government and Registration No.
(Attach a certificate copy with the tender document)
5. Total no of regular staff employed by the Tenderer.

6. Name and qualifications (including professional qualifications and experience of the Tenderer.

7. Financial turnover of the Tenderer for the past five years:-

Year	Amount in lakhs
2013-14	-----
2014-15	-----
2015-16	-----
2016-17	-----
2017-18	-----

SIGNATURE OF THE BIDDER _____

NAME OF THE BIDDER _____

DESIGNATION OF BIDDER _____

ADDRESS _____

Annexure-V
FINANCIAL BID

Our service agency quotes the following rate for providing the services:-

Sl. no.	Particular of Post	Number	Rate per person per month	Total Monthly Billing Amount
1.	Staff for outdoor housekeeping & Upkeeping Unskilled a) Sweepers b) Mazdoor	06 nos. 10 nos.		
2.	Carpenter (For Maintenance work)	01 no.		
3.	Plumber (For Maintenance work)	01 no.		
4.	Helper to Mason (For Maintenance work)	01 no.		
5.	Driver (HMV/LMV)	02 nos.		
6.	Trained dispensary staff	01 no.		
7.	Cook cum Steward (For Maintenance work)	01 no.		
8.	Data Entry operator	01 no		
			Total	
			EPF (%)	
			ESI (%)	
			GST (%)	
			Other	
			Grand Total	

TOTAL ANNUAL CONTRACTUAL AMOUNT

Rs. _____
(in figures)

Rupees _____ **only.**

(Signature of the Bidder)

Rate quoted per person per month should be inclusive of all statutory requirements as per the Minimum Wages Act 1948 and in accordance with statutory requirements laid down by all Labour Acts applicable or any other statutory requirements in force at the applicable time.