

TENDER DOCUMENT

Annual Contract for Security Services at the Indira Gandhi National Forest Academy, P.O. New Forest, Dehradun.



Date of Issue	:	11/05/2017 to 29/05/2017
Date of Receipt of Tender	:	30/05/2017
Time of Receipt of Tender	:	1500 hrs
Date of opening of Tender (Technical Bid only)	:	30/05/2017 (1600 hrs)

INDIRA GANDHI NATIONAL FOREST ACADEMY
P.O. New Forest, Dehradun – 248006

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To,

The Director,
Indira Gandhi National Forest Academy,
P.O. – New Forest, Dehradun – 248 006, Uttarakhand.

Sub: Submission of Tender Document for Annual Contract for Campus Security Services at IGNFA, Dehradun.

Ref: Your Advt. No. _____, Dated _____.

Sir,

We are submitting the tender document duly filled in along with photocopy of relevant documents as per details given below: -

S.No.	Particulars	Mark (√)	Page No.
A.	Qualifying Bid		
1.	E.M.D. of Rs. 2,00,000/- (in the form of FDR/DD/Banker's Cheque/Bank Guarantee from Nationalized bank)		
2.	Company's Registration Certificate		
3.	EPF and ESI Registration Certificate		
4.	PAN		
5.	Company's balance sheet of last three financial years duly audited		
6.	EPF and ESI for the year 2014-2015, 2015-2016, 2016-2017		
7.	Company brochure showing the profile		
8.	Present client list along with strength of workers deployed		
9.	Proof of the Company having its Head/Branch Office in Uttarakhand preferably in Dehradun [Pl. Refer to T&C No.2]		
10.	Proof of Annual financial turn over which should not be less than one crores. (Challan of Service Tax paid by the company during the Financial Year 2014-2015, 2015-2016, 2016-2017 should be enclosed as a proof, which may be verified).		
11.	Record of the company's performance is required. Documentary evidence / Performance Certificate should be enclosed for the last financial year.		
12.	Proof of having adequate infrastructure and instructors for imparting industrial security training and fire fighting duty training. (Enclose Certificate for about Training)		
B.	Financial Bid		
1.	Details of Expenditure		
2.	Break-up and justification of Service/Administrative charge		

We agree with the terms and conditions of the tender.

Yours faithfully,
(Name & Signature of Bidder)

1. Tender Schedule: -

Schedule for invitation to tender:

- a. Name of the client:** Indira Gandhi National Forest Academy-Dehradun

- b. Address at which bids are to be submitted:**
Director,
Indira Gandhi National Forest Academy,
P.O. – New Forest, Dehradun – 248 006 (Uttarakhand)

- c. Sale of Tender Document:**
- d. Last Date for receipt of bids:**
- e. Opening of tenders:**

2. Instructions for Bidders: -

- (a) The rates quoted in the attached Annexure V (page No. 22 to 23) only will be considered and in no case any other rates shall be entertained. Rates with respect to the minimum wages payable to the different categories, as notified by Govt. of India, Ministry of labour New Delhi for the Uttarakhand State will be applicable.
- (b) While quoting the Administrative Charges in the financial bid, full justification with detailed break-up must be given. Tenders without proper breakup & justification of Administrative charges are liable to be rejected. Expenditure on account of tax liabilities, issuance of employees, expenditure on account of uniform, torch, umbrella & other misc. items to be issued to the security staff, office expenditure, supervision charges, etc. should be incorporated in the calculation (break-up) of administrative charges.
- (c) The bidders may inspect IGNFA campus during 10.00 AM to 4.00 PM on all working days till last date of sale of tender as given in the tender schedule. The IGNFA shall not be liable for any cost incurred on inspection of site location visit done by the bidders. For inspection, Security Officer, IGNFA may be contacted.
- (d) In case the tender documents have been downloaded from the <http://www.ignfa.gov.in/> website, Demand Draft of ₹ 500/= (including taxes) in favour of Director, IGNFA, Dehradun, be attached on account of fee for obtaining the tender document. This shall be non-transferable/non-refundable.
- (e) Bidders are advised to study the tender document carefully. Submission of bids shall be deemed to have been done after careful study and examination of the tender document with full understanding of its implications.
- (f) Any clarifications from IGNFA or any changes in requirement will be posted on IGNFA website. Hence before submitting the bids, bidders must ensure that such clarifications/changes have been considered by them. IGNFA will not have any responsibility in case some omission is made by any bidders.
- (g) The duly filled in tender document is to be submitted on or before the last date and time of submission under sealed cover addressed to the

**The Director,
Indira Gandhi National Forest Academy,
P.O. – New Forest, Dehradun – 248 006, Uttarakhand.**

Note: IGNFA shall not be responsible for non-receipt/non-delivery/late delivery of the bid documents due to any reason whatsoever.

1. Checklist for the bidders: -

- a) The **first envelop** must enclose following documents and must be marked in bold letter as “**QUALIFYING BID**”. Following documents should be enclosed alongwith Qualifying Bid: -
- i. E.M.D. of ₹ 2,00,000/- (in the form of FDR/DD **Not before the date of issuing of tender**) from any Nationalized bank, and photocopy of following documents:-
 - ii. Company’s Registration Certificate.
 - iii. EPF and ESI Registration Certificate.
 - iv. PAN.
 - v. Company’s balance sheet of last two financial years duly audited.
 - vi. EPF and ESI Challan for the year 2014-2015, 2015-2016, 2016-2017
 - vii. Company brochure showing the profile.
 - viii. Present client list along with strength of workers deployed.
 - ix. Proof of the bidder having its Head/Branch Office in Uttarakhand preferably in Dehradun (Proof to be submitted like recent Telephone/Mobile Bill, Electricity Bill, Agreement with land lord etc.) [Pl. Refer to T&C No.2].
 - x. Proof of Annual financial turn over which should not be less than one crores. (Challan of Service Tax paid by the company during the Financial Year 2014-2015, 2015-2016, 2016-2017 should be enclosed as a proof, which may be verified).
 - xi. Record of the company’s performance is required. Documentary evidence / Performance Certificate should be enclosed for the last financial year.
 - xii Proof of having adequate infrastructure and instructors for imparting industrial security training and fire fighting duty training to all potential employees.
- b) The **second envelop** must enclose the financial proposal, breakup & justification for administrative/service charge. This envelop must be marked in bold letters as “**FINANCIAL BID**”. Rates must be quoted in the **Annexure V** (Page No.22-23) as applicable.
- c) The date of opening of financial bid will be intimated by phone.

Note: Please note that absence of any qualifying document as mentioned at Sl. No. (i) to (xii) will be considered as disqualification for opening of financial bids. Only those bids with all desired documents attached to the satisfaction of the committee will be opened for financial bids.

2. Terms and conditions of the contract for campus security services for Indira Gandhi National Forest Academy, Dehradun

1. The successful bidder hereinafter called as the contractor shall execute/perform the works contracted by him hereunder, to the satisfaction of the Academy.
2. The Contractor shall seek instructions from the Estate Officer, Indira Gandhi National Forest Academy, Dehradun or any other officer, authorized by the Director, Indira Gandhi National Forest Academy for the purpose, hereinafter referred to as the IGNFA authority.
3. The contractor shall be fully responsible for the security of the campus of Indira Gandhi National Forest Academy, Dehradun including hostel and residential campus (hereinafter called IGNFA campus), other moveable immovable property of IGNFA or inmates residing or working in or visiting the IGNFA campus.
4. Besides the normal campus security functions, the other functions required to be performed for the safety of IGNFA campus includes the following:-
 - (i) To man security check post located at the various check points/gates of the IGNFA campus and at any other points specified by the IGNFA 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 IGNFA authority.
 - (iii) To perform watch and ward functions including night patrolling/day patrolling during holidays, Saturday and Sundays.
5. The Contractor shall compensate in full the loss sustained by the IGNFA or its campus inmates 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, IGNFA and the same shall be binding on the Contractor.
6. The Contractor shall also be fully responsible for any loss or damage of material, vehicle and any other property of the IGNFA, or its campus inmates attributable to the negligence or failure of the security personnel and other categories of personnel in complying with the prescribed procedure. The Contractor shall compensate all losses suffered by the IGNFA on this account in full. The decision of the Director, IGNFA in this regard shall be binding on the Contractor.

7. The Contractor shall deploy only physically fit ex-serviceman or Para-military personnel such as BSF, CRPF or PAC, etc. for this contract in the IGNFA. Before the security guards report for duty, necessary documents to prove that the personnel belong to ex-servicemen or para-military personnel category shall be produced by the Contractor before the Esate Officer, Indira Gandhi National Forest Academy, Dehradun. The IGNFA 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 IGNFA 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 by IGNFA 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 IGNFA shall be furnished by the Contractor along with complete address and other antecedents. Contractor will also ensure that guards engaged under unskilled category, who are from civilian background, should be given proper training.

The Contractor shall deploy only those gatemen & guards, whose antecedents have been verified by the police authorities. All the guards deployed should be below the age of 55 yrs. The security supervisors deployed by the contractor who will be from ex-serviceman background, shall be below the age of 60 years.

8. The rates payable to the Contractor as agreed for personnel to be deployed viz., Security Supervisor, Guards will be based on the current rates under the Minimum Wages Act, 1948. Rates with respect to the minimum wages payable to the different categories, as notified by Govt. of India, Ministry of labour New Delhi for the Uttarakhand State will be applicable. 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 IGNFA authority. It shall be the responsibility of the Contractor to ensure that the security personnel or other categories of personnel, 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 IGNFA authority. The number of security personnel and other categories 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.

9. The IGNFA 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. The deployment of guards shall be as per details given in Annexure-III hereto.
10. The Contractor shall submit weekly duty chart of the security personnel to the IGNFA 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/salaries to the personnel deployed by him.
11. The Contractor shall not replace the security and other personnel at random. This shall be done with the prior knowledge of the IGNFA authority and full particulars of the security and other personnel so deployed shall be given to the IGNFA authority. In case any of the security and other staffs found to be posted without the previous knowledge of the IGNFA authority, the IGNFA shall not be liable to pay for such security and other personnel.
12. No leave of any kind to the security guards shall be sanctioned by the IGNFA authority. The Contractor shall be liable to make substitute arrangements in case of the absence of the security guards. The Contractor shall man all the security check posts and other locations as specified by the IGNFA authority on all the weekdays. No short leave or meal relief shall be permitted to the security personnel unless the Contractor provides suitable substitute without any extra payment. The contractor shall provide sufficient number of leave reserves, also.

The contractor shall ensure that at no time any security point is unmanned. The Contractor, at the main gate where round the clock, security personnel perform duty, for the purpose of taking/handing over the duty shall maintain a register. 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 IGNFA 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 shift. All provisions of labor laws shall be followed

13. The Contractor shall arrange to dress all the security personnel, which require uniforms on duty smartly and neatly on the pattern of the uniformed services (Annexure I) and ensure their good behavior with the IGNFA 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

The guards shall not be permitted to wear any odd woolen garment. The dress shall be of uniform colour and design. The Contractor shall ensure that during rainy season raincoat is given to the Security personnel along with umbrellas.

If at any point of time, any staff deployed by the Contractor is found sitting or lacking in his duty, a sum of Rs.100 (one hundred only) shall be fined to the contractor for each such complaint after approval by IGNFA authority. During checking of duty by the IGNFA authorities, if security staff is found absent or staff is found sleeping during the duty hours or any serious dereliction of duty is observed, a fine extending up to maximum Rs.1000/= may be imposed by the Director, IGNFA.

14. The IGNFA shall not be liable to provide any residential accommodation to the security personnel or the other categories of personnel. No cooking or lodging shall be allowed to the Contractor's personnel at any place inside the campus.
15. The Contractor shall ensure that the gunmen, if required by IGNFA, deployed by him hold valid license for the use of firearms. The legal implications and obligations for carrying these arms and those arising from their use whether for Academy's security or otherwise, shall entirely be the responsibility of the Contractor.
16. The Contractor as envisaged in Annexure-I hereto shall bear expenses incurred on the following :
 - i) Providing torches and cells to the Gatemen/Guards/gunmen on night patrol.
 - ii) Providing lathi//umbrella 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 used and those in use will be property of the IGNFA.
 - iv) Provision of arms and ammunition to the Gunmen.
 - v) Barriers and Security bars provided at the security checkpoints after taking approval from the Professor, Indira Gandhi National Forest Academy.
 - vi) All Security Supervisors and /Guards shall be provided with nameplates, which shall be displayed at their chest.
17. The IGNFA authority reserves the right to change the deployment of security personnel. The IGNFA also reserves the right to ask for replacement of a particular security personnel or other categories of personnel deployed by the Contractor.

18. The security personnel and other categories of personnel deployed by the Contractor shall be bound to observe all instructions issued by IGNFA authority concerning general discipline and behavior.
19. The IGNFA authority has the right to check the various implements/torches etc. The Contractor shall maintain these items to the satisfaction of the IGNFA authority.
20. That for all intents and purposes the Contractor will be “Employer” within the meaning of all labor legislations in respect of all categories of personnel so deployed by him.
21. In case the security 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.
22. 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, and Employees’ State Insurance, 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 IGNFA authority or any other authority under law. The Contractor will obtain a license under the Contract Labor (R&A) Act, 1970 and produce a copy of the same to IGNFA authority. In case, the previous month’s challan pertaining 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.
23. The Contractor will ensure that he is covered under the Employees Provident Fund Act, Miscellaneous Provisions Act and Employees State Insurance Act having its independent code number. Thus, he will ensure that all eligible employees are covered under these Acts.

In case the Contractor fails to comply with statutory obligations under any Labor Laws, and the IGNFA is put to any obligation, monetary or otherwise, the IGNFA will be entitled to get itself reimbursed out of the bill or the security deposit of the Contractor or otherwise, to the extent of the obligation in monetary terms.

24. The IGNFA shall not be responsible financially or otherwise for any injury or death to the security personnel in the course of their performing the security or other duties. In case, compensation is awarded by the Court of Law, it shall be the sole responsibility of the Contractor.
25. The Contractor will give an affidavit and/or undertaking or both in favour of the principal employer every following month to the effect that he has paid wages to

his workers and also complied with the provisions of the Employees Provident Fund and Miscellaneous Provisions Act and Employees State Insurance Act.

26. The Contractor shall not be permitted to transfer, sublet or assign his rights and obligations in part or full under this contract to any other person or organization.
27. Time shall be the essence of the contract and the duration of this contract shall be for a period of 2 years, except in the event of earlier termination under these terms. The contract shall automatically expire after 2 years unless extended further by mutual consent of the parties.
28. Director, IGNFA has the absolute right to terminate the contract at any time before the due date of expiry specified in clause 27 herein above, without assigning any reason by giving one month's notice in advance to the contractor in writing. The Director, IGNFA 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 as a new security agency takes over in the event of IGNFA resorting to the process of appointing a fresh contractor.
29. 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, IGNFA.
30. The Contractor is bound by the details and documents as furnished by him to the IGNFA 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 31 hereof.
31. 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, IGNFA. The Director, IGNFA against any amount, which the Contractor may owe to the IGNFA, can appropriate any sum of money due or payable to the Contractor including the security deposit refundable to him under the contract.
32. The Contractor shall be liable to be fined to the extent of Rs.5000/= in each case for any theft in the premises, which are not covered in clauses 5 and 6 of the contract.
33. The Contractor will ensure that no unauthorized entry is permitted 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 Indira Gandhi National Forest Academy through telephone provided at points mentioned in Annexure-III. Each complaint of outsider found imparting Vehicle Driving Training inside the campus of

Indira Gandhi National Forest Academy or outsiders found playing inside the Lawns of Indira Gandhi National Forest Academy shall fetch a fine of ₹ 100/= (₹ One hundred only) to the Contractor.

34. Entry of stray dogs and stray cattle into the campus is to be prevented.
35. It should be ensured that trees, flowers, plants and grassy lawns are not damaged either by the campus inmates or by outsiders.
36. All personnel employed by the Contractor shall be bound to provide full help in extinguishing any fire that breaks out anywhere in the IGNFA campus.
37. In the event of any malpractice on the part of the Contractor or his employees, vis-à-vis any IGNFA staff or otherwise, the contract shall be liable to be terminated.
38. The performance of security function and other services under the contract will be reviewed by the Professor, or the IGNFA authority 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.
39. 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 IGNFA. 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 IGNFA along with the bill for that month.
40. The Contractor will have to deposit security deposit of **₹ 10 lac (₹ Ten Lac only)** in the form of bank guarantee or FDR beyond the entire contract period in favour of the Director, IGNFA, 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 IGNFA in the event of completion of the contract or otherwise and if no dues are recoverable from the Contractor.
41. 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 IGNFA 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 Academy is put to any monetary loss or liability as a result of any act of omission or commission of the contractor or personnel deployed by him, the IGNFA 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.

42. Any dispute, differences or questions which may arise between the Contractor and Academy will be referred to the arbitrator. Arbitrator will be appointed by the Director, IGNEA.
43. Any dispute arising out of this agreement will be settled under the jurisdiction of Dehradun Court (under High Court of Uttarakhand, Nainital).
- 45 The contractor shall abide by The Private Security Agencies Act 2005.

Additional Director,
Indira Gandhi National Forest Academy,
P.O. New Forest, Dehradun - 248 006

Annexure-I

1. The Contractor will pay the minimum wages as applicable within the meaning of Minimum Wages Act, 1948 for security supervisor and security guard, who will be treated at par with skilled/semi-skilled/unskilled as the case may be as per notification of the labour commission.

Minimum Wages Act, 1948 shall be applicable to all categories of contractual workers deployed at the Academy. The Contractor will ensure that he pays minimum wages applicable to all his employees at all times along with statutory obligations like EPF, ESI and provide uniforms and other day to day requirement like torches, cells, sticks etc. to the Gatemen/Guards.

2. Uniform: The Contractor will bear full responsibility of providing a smart uniform to the gateman and guards for outdoor house keeping and upkeeping activities/services, which require 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:

- (a) One shirt and trouser
- (b) One pair of shoes
- (c) One jersey pullover
- (d) One jacket
- (e) Cap and Belt
- (f) Scarf, torch, cell, lathi, whistle and stationery etc.
- (g) Any extra warm clothing required in case of extreme cold of uniform pattern.
- (h) Rain coat

3. 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 Tender.

Annexure-II

ESTIMATED REQUIREMENT OF SECURITY PERSONNEL AND OTHER STAFF

The deployment of security personnel and other personnel by the contractor will be as furnished below:-

A. CAMPUS MANNING:

1.	Security Supervisor	:	03	One each in the three shifts - 0600 to 1400 hrs., 1400 hrs. to 2200 hrs.& 2200 hrs. to 0600 hrs.
2.	Guards	:	30	For effective supervision of security functions

- Note:** a) **Timings & shifts will be in accordance with labour laws prevailing.**
b) **Estimated manpower requirement may be changed, if needed.**

ANNEXURE III

Distribution of Security Posts

1 Supervisor **one in each shifted located in control room**
2 Security guards **one in each shifted located below:-**

- (a) Main Building**
- (b) Director's Residence**
- (c) Library Building**
- (d) New Hostel**
- (e) Guest House**
- (f) Old Hostel Gate I**
- (g) Old Hostel Gate II**
- (h) Executive Hostel**
- (i) Play grounds**
- (j) Colony Gate**

INFORMATION TO BE PROVIDED BY THE BIDDER

1. Other information:
 - a. Telephone No. registered in the name of the Tenderer
(Kindly enclose copy of the latest paid bill)
 - b. Fax No. of the Tenderer :
 - c. E-Mail address of the Tenderer :
 - d. Website address, if any:
2. Sample Signature of the Bidder
3.

4.
 - a. Place of Headquarters of the Tenderer :
 - b. Local Dehradun Branch Office Address:
 - c. Date of Establishment:
5. Date of registration of the Tenderer with Government and Registration No. if any
(Kindly attach a certified 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 the Tenderer to undertake the security job:

9. Total No. of regular staff employed by the Tenderer :

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 Dehradun 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 .
12. Financial Turnover of the Tenderer for the past three Years:

Year	Amount (in lakhs)
2016-2017	
2015-2016	
2014-2015	

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

14. Give the details of major Contracts (involving engagement of more than 100 staff in each case) handled by the Tenderer in the past three years in the following format; (documentary evidence to be enclosed)

Sr. No.	Customer details with address, telephone No., Fax, E-mail etc.	Amount of Contract	Duration of Contract

15. 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 _____

FINANCIAL BID

1. Details of Expenditure:

Sr. No	Particular of Post	No.	Rate per person per month*				Total Yearly Amt. (₹)
			Wages	EPF	ESI	Total	
	1	2	3	4	5	6	7
1.	Security Supervisor	03					
2.	Guards	30					
	Service Charge						
	Service tax						
	Grand Total						

TOTAL ANNUAL CONTRACTUAL AMOUNT

₹ _____ (in figures)

₹ _____ only (in words)

(Signature of the Bidder)

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 for 24/25 days.
3. 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 Tender.

2. Break-up and Justification of Service/Administrative charge

(While quoting the Administrative Charge in the financial bid, full justification with detailed break-up must be given. Tenders without proper breakup & justification of Administrative charge will liable to be rejected. Expenditure on account of tax liabilities, issuance of license, expenditure on account of uniform, torch, umbrella & other misc. items to be issued to the security staff, office expenditure, supervision charges etc. should be incorporated in the calculation of administrative charge.)

(Signature of the Bidder)

Annexure-VI

PROOF OF ANNUAL FINANCIAL TURNOVER

To,

**The Director,
Indira Gandhi National Forest Academy,
P.O. New Forest,
Dehradun – 248 006.**

1. This is to certify that the annual turnover of our Company is ₹

2. Challan of Service Tax paid by the company during the Financial Year 2016-2017 is attached. Month-wise details is as under: -

Sl.No.	Month	S.Tax Paid (Amt. in ₹)
1.	April, 2016	
2.	May, 2016	
3.	June, 2016	
4.	July, 2016	
5.	August, 2016	
6.	September, 2016	
7.	October, 2016	
8.	November, 2016	
9.	December, 2016	
10.	January, 2017	
11.	February, 2017	
12.	March, 2017	
Total		

Authorised Representative.