

INDIRA GANDHI NATIONAL FOREST ACADEMY, DEHRADUN

TENDER FOR MISCELLANEOUS SERVICES



Tender can be downloaded from:

12.07.2017 to 02.08.2017

Closing Date & Time Receipt of Tender:

02.08.2017 (1500 hrs)

Opening: 02.08.2017 (15:15 hrs.)

This document can be downloaded from IGNFA Website www.ignfa.gov.in

Forwarding Letter
(To be filled by the Contractor)

From:

Dated : _____

To,

The Director,
Indira Gandhi National Forest Academy,
P.O.- New Forest, Dehradun- 248006.

Sub: Tender for Miscellaneous Services.

Ref: Your Tender Notice Dated

Sir,

We are submitting, herewith, our tender for providing Miscellaneous Services on contract basis as per conditions specified in the tender form and tender documents.

We have read and understood all the terms and conditions governing the tender. We agree to abide by these terms and conditions.

We are enclosing, herewith, your Receipt No., dated as a proof of having purchased the non-transferable tender documents. We are submitting our rates for providing the following services to Indira Gandhi National Forest Academy, Dehradun, within the framework of Minimum Wages Act of the Government of India and other relevant Laws, Rules, Orders and Regulations of Central, State or Local Bodies as applicable in respect of such contract from time to time.

Accordingly, we are enclosing herewith Earnest Money Deposit in the form of Bank Draft /FDR No....., dated, drawn on bank....., amounting to Rs.(Rupees in words) payable to the Director, IGNFA, Dehradun.

Signature of the Tenderer.....

Seal of the Tenderer.....

Qualification for Tender

1. Earnest Money Deposit

The Tenders have to accompanied by Earnest Money Deposit (EMD) of ` 60,000/- (` Sixty Thousand only) in the form of Bank Draft/FDR payable to “Director, Indira Gandhi National Forest Academy, Dehradun”, drawn at any schedule bank located in Dehradun. EMD in the form of Fixed Deposit Receipts, duly pledged to the Director, Indira Gandhi National Forest Academy, Dehradun are also acceptable.

EMD in any other form shall not be accepted.

It may be noted that no tendering party is exempt from payment of the EMD. Tenders submitted without EMD shall be summarily rejected.

2. Registration Number

Please give your Registration Number of the Company / Society, Custom and Central Excise, EPF and ESI along with a copy of proof thereof. Please mention the complete addresses of the authority with which you are registered, the date of establishment of your firm, full particulars of Head of the Organization, the address and telephone numbers of the Institutions to whom similar services have been extended by your firm in past and appreciation certificates, if any, received from those Institutions after satisfactory completion of the contract.

3. Condition to fulfilled by the employees of the contractor

- (a) Driver 4 Nos/(Which may increase/decrease as per requirement)
 - (I). Educational qualification – must be 8th standard pass or equivalent
 - (II). Must be a holder of a valid Motor Driving License for light and heavy Motor Vehicles
 - (III). Should be conversant with routine maintenance and servicing of vehicles and should be able to do running repairs.
- (b) Class Room Attendant 8 Nos (Which may increase/decrease as per requirement)
 - (i) Educational Qualification – must be 8th Standard pass or equivalent

4. Compliance of Minimum Wages Act and other Laws etc.

The firm shall conform to the provisions of Minimum Wages Act of Ministry of Labour Government of India. In case overtime duty is performed by the personnel, the same would be chargeable to IGNFA. Apart from the minimum wages the contractor will have to provide uniform as prescribed by IGNFA to the Drivers, during summer and winter months.

5. Employees Provident Fund and Employees State Insurance

EPF and ESI as per Rules shall be paid by the tenderer to the employee personnel.

6. Income Tax Deduction at Source

Incomes tax deduction at source shall be made by Academy at the prescribed rates from the amount of the bill to be paid to the tenderer. TDS deducted will be reflected in Form 16 A, which will be issued by the Academy at the end of financial year.

7. Submission of Tenders

- (i) Complete tender shall contain
 - Duly filled in tender booklet with tender form.
 - Earnest Money Deposit of ` 60,000/- in the form of Bank Draft/FDR.
 - The forwarding letter of the tender document.
 - Items as listed in Item 2 of Qualification of Tender.

8. Each page of the Tender Document including the terms and conditions in Annexure I, must be signed by the tenderer.

- (i). All these shall be secured fully and put into a sufficiently large envelope. The envelope shall be sealed and super scribed with “**Tender for Miscellaneous Services**”. The envelope containing the completed tender shall be addressed to “**The Director, Indira Gandhi National Forest Academy, P.O. – New Forest, Dehradun, Uttaranchal – 248006**”.
- (ii) The complete tender should reach the office of the “**Director, Indira Gandhi National Forest Academy, P.O. – New Forest, Dehradun, Uttaranchal – 248006**”, within the due time and date prescribed. Academy shall not be responsible for any postal or courier delays.

Tenders received after the due date and time shall not be entertained.

Tenders submitted on plain paper or unauthorized copies of our tender document booklet will be invalid and shall be summarily rejected.

9. Tender Schedule

- (i) Sale of Tender Document Booklet : **12.07.2017 to 02.08.2017** (During office hours)
- (ii) Last date and time for receipt of : **02.08.2017** (1500 hrs) (Not Negotiable)

10. Validity of Offers

- (i) Offer/s made in the tender shall be valid for a minimum of 90 days from the date of offer.
- (ii) Any unsolicited correspondence after the last date and time for receipt of tenders is liable to render the tender / offer as invalid. Tendering parties are, therefore, advised in their own interest, to desist from filing any uninvited correspondence after the notified time.
- (iii) It may be noted that the Tender Document Booklet should be the same as the ones issued by the Academy and is to be used for filling a completed tender or making the offer. Each page of the tender document must be signed by the Contractor.
- (iv) All offers have to be made clearly in English/ Hindi. There should be no cuttings. If a striking out is resorted to, it should be signed.
- (v) No alteration or amendments shall be allowed after opening of the tenders.
- (vi) Offers submitted by telex, telegram or fax shall not be considered.
- (vii) For a tender to be valid the individuals signing the tender document must specify, Registration No. and complete address.

11. Opening of Tender

- (i) Tenders shall be opened in the office of the Director, Indira Gandhi National Forest Academy, New Forest, Dehradun, as per the following schedule :

15:15 hrs on 02.08.2017

- (ii) Tenders shall be opened in presence of the tendering parties or their representatives, who wish to remain present.

- (iii) Tenders shall be read out one by one. Polite queries about rates etc., can be reread on request. Parties are, however, requested to desist from making comments.
- (iv) Representatives of the tendering parties are required to be available at Dehradun for any clarifications that may be necessary.

12. The Short List

- (i) A short list of tenderers is expected to be ready by a fortnight's time after the opening of tender. EMD of other tenders shall be returned on the finalization of the tender.
- (ii) The acceptance of an offer in whole or in part shall be communicated to the successful Contractor in due course and in writing.

13. General Conditions

The Director, Indira Gandhi National Forest Academy, Dehradun reserves the right **without assigning any reason thereto, to**

- Accept or reject a whole or any part of an offer.
- Reject any or all offers partly or wholly.
- Cancel or withdraw the tender notice.
- Reject or accept any tender or part thereof.
- Accept or reject any deviations from these conditions.

NB. The Director, Indira Gandhi National Forest Academy, Dehradun is not bound to accept the lowest tender or lowest part of any tender.

14. Disputes

Any dispute with regard to this tender or its conclusion shall be referred to an Arbitrator appointed by the Ministry of Environment & Forests, New Delhi. His decision in the matter shall be final.

15. Acceptance

Signing of the tender form and the Detailed Terms and Conditions (Annexure – I) shall be deemed as the final acceptance of these terms and conditions.

**OIC Vehicle
Indira Gandhi National Forest Academy,**

TENDER FORM FOR MISCELLANEOUS SERVICES

1. Name of the tenderer _____
2. Address of the tenderer _____

3. (a) Registration Number and Date
of Registration _____
(b) Address of the Registration Authority _____

4. Custom and Central Excise Registration particulars
(a) Name / Designation of head of organization _____
(b) Address and Phone Number _____

5. Rates quoted :-

Category	Wages per person per month (in Rs.)	EPF contribution (In Rs.)	ESI contribution (in Rs.)	Service charges		Total (in Rs.)	Remarks
				(in %)	(in Rs.)		
Class Room Attendant (CRA)							Unskilled
Rates for Extra Hours of work							As per minimum wage rates Govt. notification.
Driver							Skilled
Rates for extra hours of work in station							As per minimum wage rates Govt. notification.
Rates for duty outside Head quarters for night halts							As per minimum wage rates Govt. notification.

Service Tax is Payable as per Govt. Norms.

* Please note: EPF and ESI contributions to be paid for the personnel employed by the tenderer shall be the responsibility. One person shall work for 8 hours in a day only. The duty performed by the personnel beyond 8 hours on any day will be chargeable from the IGNFA at rates prescribed by the Government. The incidental charges towards daily expenses of Drivers on tours outside Dehradun will be chargeable from the IGNFA at rates prescribed by the Government. The tenderer is not to take the

overtime and daily allowance payable to the personnel into consideration while quoting rates in the above format. The contractor shall provide uniform in summer and winter to the Drivers.

6. List of clients with full address and telephone numbers

A	B
Within Dehradun	Outside Dehradun
a. _____	a. _____
b. _____	b. _____
c. _____	c. _____
d. _____	d. _____
e. _____	e. _____
f. _____	f. _____

7. Any other information

a. _____

b. _____

c. _____

d. _____

e. _____

Signature -----
Name -----
Address -----

Detailed Terms and Conditions Governing the Tender for the Miscellaneous Services

(Please read these terms and conditions carefully. Failure to do so and mistakes in filing the tender form may lead to disqualification of the tender partly or entirely)

1. Please do not tear off any leaf of this tender booklet. A spare copy of “Detailed Terms and Conditions” governing the tender is being provided to each party purchasing the tender document.
2. Please sign on all pages of tender booklet including on all pages of the “Detailed Terms and Conditions”.
3. The personal problems of the staff shall be looked after by the Contractor.
4. The personnel shall be well behaved and disciplined and shall not be permitted to take liquor or intoxicants during the duty hours.
5. The firm shall be of repute and should be registered one.
6. The personnel employed by the Contractor for performing the job contract as herein mentioned shall be the employees of the Contractor. This contract shall not create nor shall it be deemed to create any employer/employee relationship between IGNFA and personnel of the Contractor.
7. The Contractor shall pay monthly wages to his personnel and in no case the wages will be less than that prescribed by Govt. of India notification from time to time under the Minimum Wages Act. In addition, he will provide statutory benefits such as Provident Fund, ESI, Leave with wages and bonus etc. to his personnel as per relevant Labour Laws as amended from time to time. IGNFA shall not admit any claim whatsoever in regard to wages and other statutory benefits to his personnel and other service conditions.
8. One person shall work for 8 hours in a day only. The duty performed by the personnel beyond 8 hours on any day will be chargeable from the IGNFA at rates prescribed by the Government. The personnel providing services may be required to perform outstation duty.
9. Service Charge should not be less than 2%.
10. The Contractor will have to comply at his own cost with provisions of all Laws, Rules, orders and regulations of Central, State or Local Bodies as applicable in respect of such contract from time to time.
11. The Contractor must agree to fully protect, indemnify and hold Academy, its employees and agents harmless against any claims, demand/actions, suits, expenses, damages or losses arising out of resulting from or incidental to or in condition therewith, which may be made for or brought against the Academy by its employees, agents, successors, or assignees or by the third parties on account of damages or injury to property or persons or loss of life or arising out in discharge of its obligations, under this contract.
12. (a) The firm in whose favour the decision will be taken for providing Miscellaneous Services shall have to execute a legal agreement before the final order of contract is given. Also security deposit of **Rs. 3,00,000/- (Rs. Three Lac Only)** and will be deposited by the firm in who favour contract will be awarded.
(b) In case the firm in whose favour decision is taken for providing Miscellaneous services do not execute agreement and deposit Security Deposit then the EMD will be forfeited.
13. The Contractor shall compensate any loss sustained by IGNFA on account of any theft of property of IGNFA. The decision of the Director, IGNFA shall be final in this regard.
14. The Contractor will manage necessary insurance coverage for his employees at his own cost. The Academy shall not be responsible for any injury, loss of life, damage or any disability caused to personnel of the Contractor nor shall it not be liable for any claim on account of any loss of life of personnel engaged by the Contractor for providing services against the Contract. Academy shall also not be liable for any damage to Contractor’s belongings (equipment etc.).

15. The Contractor shall not replace at random the personnel providing services under the Contract. This shall be done with the consultation of IGNFA authorities.
16. (a) In case any of contractor's personnel(s) deployed under the contract is (are) absent, a penalty equal to double the wages of workers absent on that particular day shall be levied by the Academy and the same shall be deducted from the contractor's bills.
(b) In case any of contractor's personnel deployed under the contract fails to report in time and contractor is unable to provide suitable substitute in time for the same, it will be treated as absence and penalty as mentioned in point 17(a) shall be levied.
(c) In case any complaint is received attributable to misconduct/misbehavior of contractor's personnel, a penalty up to Rs.2,000/- (Rs. Two thousand only) for each such incident shall be levied and the same shall be deducted from contractor's bill. Further the concerned contractor's personnel shall be removed from the immediately.
(d) In case the contractor fails to commence/execute the work as stipulated in the agreement or does not meet the statutory requirements of the contract, the Director of the Academy reserves the right to impose the penalty as detailed below:-
 1. 20% of cost of order/agreement per week, upto four weeks delays.
 2. After four weeks delay, the Academy may cancel the agreement and get this job to be carried out from other agency from open market. The difference, if any, will be recovered from the defaulter contractor and also shall be blacklisted for a period of four years from participating in such type of tender of the IGNFA and his earnest money/security deposit/performance security may also be forfeited, if so warranted.
17. If performance is not observed upto the satisfaction of the Academy, a penalty of a minor fine of Rs.500/- per day will be imposed on the contractor depending on the objective criteria as mutually agreed upon..
18. The Contractor shall bear all the expenses including maintenance cost for providing uniform and shoes for the personnel providing services of driving the vehicles under the Contract.
19. The number of personnel may be increased or decreased upto the extent of 50% as per the requirements of the Academy without any cost imposed on IGNFA.
20. Director, IGNFA reserves the right to terminate the Contract at any time with a notice of seven days to the Contractor without assigning any reason whatsoever.

OIC Vehicle
Indira Gandhi National Forest Academy,

CERTIFICATE OF ACCEPTANCE OF TERMS AND CONDITIONS

I/ We have read and fully understood the Terms & Conditions as laid down above in respect of tender for Miscellaneous Services.

I/ We agree to abide by the same.

I/ We have signed all the pages of the Tender Document Booklet as required.

Stamp & Signature of the Authorized Signatory

Name

Complete Address

.....

Telephone No.s (H.Qs/ Dehradun).....

.....

Date