GOVERNMENT OF TELANGANA FOREST DEPARTMENT

Ref. No.1/F.C.R.I./2022/A5, Dt. 01.06.2022, 0/o the Forest College and Research Institute, Hyderabad at Mulugu.

Sealed tenders are invited for supply of Man Power services by the Deputy Director, Forest College and Research Institute, Hyderabad at Mulugu.

SL No.	Nature of work & Physical units	Nos (App.)	Total Approximate estimated value of work
1	2	3	4
1	Providing Man power Services Lab Technician, Lab Assistant, Field Coordinator, Farm Coordinator, Junior Assistant, Sports Coach, Field Assistant, Driver, Office Subordinate, Physical Education Teacher and Medical Attender.	52	Rs.88,15,950/-
	Total		Rs. 88,15,950/-

- 1. Tenders should be submitted in the prescribed form. Tender form schedules along with terms and conditions may be obtained from the 0/0 the Forest College and Research Institute, Hyderabad at Mulugu (Cell No.9390310958) on payment of non-refundable amount of Rs.2000/- from 08-06-2022 to 18-06-2022 up to 05.00 PM and pre bid meeting will be held on 15th June 2022 at FCRI.
- 2. Tenderers have to furnish evidence of their firm's profile, past experience of not less than (5) years and capacity to do the work along with the application for supply of Tender Schedule. If the department is satisfied about their past experience, good record and capacity to do the work, then only the tender schedules will be supplied to the tenderers.
- 3. The cost of tender schedules i.e. Rs.2000/- should be paid through **Cash/D.D. drawn in favour of the Deputy Director, FCRI.** The original D.D. should be enclosed to the application for supply of tender schedules.
- 4. The application for tender schedule should also be accompanied by part E.M.D. of 1% of the tender value of the work put to tender i.e., Rs. 88,15,950/- in shape of crossed Demand Draft drawn on any Nationalized Bank pledged in favour of **Deputy Director, FCRI.** The application not supported with the EMD as specified above will summarily be rejected.
- 5. The balance EMD of 1.5% (As decided by the Department) shall be paid in shape of Bank Guarantee DD/FD drawn on any Nationalized Bank pledged **in favour of Deputy Director, Forest College and Research Institute,** at the time of concluding the agreement.

- 6. The FSD (Full Security Deposit) will be 7% % of the value of work. This FSD 7% % will be paid in shape of Bank Guarantee DD/FD by the Contractor at the time of concluding agreement.
- 7. The EMD will be refunded to the unsuccessful tenderer on application, after intimation of rejection of tender or after acceptance of lowest tender
- 8. The EMD of the successful tenderer will not carry any interest. It will be dealt with as provided in the tender schedule.
- 9. Employees in Government service should not participate in tenders either directly or indirectly.
- 10. Rates shall be quoted in the prescribed format of the Tender Schedules clearly in percentage of service charges required on the total wage component of employer both in words and in figures.
- 11. Tender should be submitted in sealed covers duly superscripted with tender enquiry number with date of submission, last date and time of submission and name of work in the O/o Forest College and Research Institute, Hyderabad at Mulugu before 05.00 PM on 18.06.2022. No tender will be received after the closing date and time, under any circumstances and the FCRI will not be responsible for any delay caused due to postal or any other reason.
- 12. The tenders received, will be opened at 03.00 PM on 20.06.2022 in the office of Forest College and Research Institute, Hyderabad by Deputy Director or his nominee in the presence of the tenderers who may be present at that time.
- 13. The Deputy Director, Forest College and Research Institute, reserves the right to cancel/withdraw whole or part of the above Manpower services without assigning any reasons whatsoever.

Sd/-**Deputy Director FCRI, Mulugu.**

Issued to Sri.

Annexure VII - B

TENDER SCHEDULE

Date: 06.06.2022

To The Deputy Director, Forest College and Research Institute, Hyderabad at Mulugu.

TENDER FORM

Sir,

With reference to your Tender Notice in Ref. No. 1/F.C.R.L./2018/A2, Dt.01.06.2022, I, the undersigned offer the following service charges for the works mentioned for a period of (9) Months from the date of agreement at Forest College and Research Institute, Hyderabad at Mulugu.

		I	_		
Sl.	Name of work	Physical units	Total estimated	Total tender	Percentage of
No.		(approx.)	value of work for	amount of	Service Charges
			(09) months Rs.	the service	required on wage
			(including EPS,	for (09)	component for
			ESI and Service	months (Rs.)	supply of man
			Tax which would		power services
			be borne by FCRI		including I.T.
			as principle		@2.00%
			employer)		
1	2	3	4	5	6
	Providing Man power				
	Services Lab Technician,				
	Lab Assistant, Field				
	Coordinator, Farm				
	Coordinator, Junior				
1	Assistant, Sports Coach,	52No.s	Rs.88,15,950	Rs.88,15,950	%
	Field Assistant, Driver,				
	Office Subordinate,				
	Physical Education				
	Teacher and Medical				
	Attendar.				

I have read and understood the terms and conditions and Estimates/Schedules of tender notice issued by the Forest College and Research Institute, Hyderabad at Mulugu in Ref. No. 1/F.C.R.I./2018/A2, Dt.01.06.2022 and 1, the undersigned do hereby undertake to abide by all the other conditions that may be prescribed in the agreement.

Place:	

Date:

Tenderer's Address:

Name	S/o	H. No	Village
	Mandal	District	_
Pin Code	Phone No	Area Co	ode No
Cell 1	No.		

Terms and Conditions:

A. Tender offers:

- 1. Offers in the prescribed proforma of the schedules supplied by the Department only will be accepted.
- 2. Under any circumstances the tenderer shall not quote more than 4.5% of Service charges including Income tax deduction @2.00% on the total wage component.
- 3. Conditional tenders are not accepted. If a tenderer wishes to introduce any condition not specified in the tender documents the tenderer must submit the tender indicating the amount of tender and the conditions in separate sealed covers indicating clearly on the top of the covers what the cover contains viz. the tender of the special conditions in order to enable the officers receiving the tenders to open the sealed covers containing the conditions first. In the sealed covers containing the conditions, the tenderer must invariably indicate the definite financial effect of each of the condition. The financial effect so indicated. will be taken into account in evaluating his tender and if the actual expenditure during execution is found to be more than that indicated by him, the excess expenditure will be to his account i.e. it will be adjusted in the bills to be paid to him. Alternatively the tenderer may quote his rates on the basis that no conditions other than those specified in the tender notice would be accepted. and indicate in a separate sealed cover the rebates he would offer if the FCRI is prepared to accept or any one more conditions to be specified therein. In the absence of such clarifications, or such financial assessment, the tender will be deemed to be incomplete and is liable to be rejected.
- 4. The validity of the tender will be in-force for a period of (02) year from the date of agreement. During this period no plea by the tenderer for any sort of modifications of the tender based upon or arising out of any alleged misunderstanding or misconception or mistake or for any reason will be entertained.
- 5. In consideration of the Deputy Director, Forest College and Research Institute, Hyderabad at Mulugu undertaking to investigate and to take into account each tender and in consideration of the work there by involved, all earnest moneys deposited by the tenderer will be forfeited to the Government in the event of such tenderer either modifying or withdrawing his tender at his instance within the said period. Before the expiry of the validity period the authority competent to call for tenders shall seek further extension of validity from the tenderer. In case validity is not extended, his tender will not be considered and the EMD shall be returned.
- 6. The successful tenderer has to deposit the balance EMD of 1.5% (As decided by the FCRI) before concluding the agreement.

- 7. The successful tenderer has to deposit a further security deposit at 7.5% of the total tender value (As desired by the Department) and sign an agreement for the due fulfilment of the contract. No discount tenders will be accepted than the estimated value of work. This Bank guarantee/FD should be got revalidated by the Contractor from time to time for the entire period of currency of contract. Failed to attend the F.C.R.I. on the date fixed in the written intimation shall entail forfeiter of the EMD. The written agreement to be entered into between the Contractor and the FCRI shall be the foundation of the right of both the parties and the contract shall not be deemed to be complete until the agreement has first been signed by the contractor and then by the proper officer authorized to enter into contracts on behalf of the FCRI.
- 8. If the tender is made by an individual, it shall be signed with his/her full name and his/her address shall be given. If it is made by a firm, it shall be signed with the Authorized Signature of the firm name by a member of the firm, who shall also sign his/her own name, and the name and address of each member of the firm shall be given. If the tender is made by a corporation, it shall be signed by a duly. authorised officer who shall produce with his/her tender, satisfactory evidence of his/her authorisation such tendering corporation may be required, before the contract is executed, to furnish evidence of its corporation existence.
- 9. The responsibility to receive promptly all the communications rests fully on the tenderer himself.
- 10. Information and Xerox copies on the following to be furnished along with tender schedules.
 - a. Whether the tenderer is an individual / limited Company / partnership firm if so, the name of the partners there of and a copy of partnership deed should be submitted.
 - b. Bankers name and address.
 - c. Income tax PAN No.
 - d. Copy of firm's registration certificate with the Registrar of Companies, Government of Telangana:
 - e. Copy of registration certificate with the Department of Labour, Government of Telangana.
 - f. Copy of firm's registration certificate of service tax i.e., GST.
 - g. Copy of firm's registration certificates with the concerned commissioner of Government of Telangana
 - i. Employment Provident Fund
 - ii. Employees State Insurance Corporation
 - h. Service experience certificates at least for a period of (5) years in respect of outsourcing services
 - i. Agency profile along with list of clients and their period of contract should be enclosed.
 - j. The agency should have at least (52) employees on its roll for which documentary evidence should be furnished along with tender form.

- k. The tenderer shall sign all papers of Tender Schedule & Tender Conditions as a token of having read and understood the terms and conditions contain here in submit the same.
- 11. The tender shall be treated as incomplete if:
 - a. It contains any over writings, corrections, alterations not attested by the tenderer with full signature.
 - b. It contains any columns left un-filled.
 - c. It does not include his/her willingness to take up further continuation of the work, if required by the Department.
 - d. It does not contain the signature of the tenderer on the schedule and on each page of the terms and conditions it will be rejected.

No further correspondence will be entertained in this regard.

- 12. The tenderers or their agents with an authorisation letter addressed to Deputy Director, Forest College and Research Institute, Hyderabad at Mulugu are expected to be present at the time of opening of the tenders. If any of the tenderers or their agents finds it inconvenient to be present at the time, then in such a case, the Tender Receiving Officer will, on opening the tender of the absentee tenderer, make out a statement of the unattested corrections. The absentee tenderer shall then accept the statement of the corrections without any question whatsoever.
- 13. The cost of the tender schedules will not be refunded under any circumstances,
- 14. The FCRI reserves the right to negotiate with the lowest tenderer or any other tenderers in case the rate quoted is not acceptable or same rate quoted by more than one bidder, immediately after opening of the tenders or any subsequent date.
- 15. The FCRI reserves the right to accept or reject any tender or all tenders without assigning any reasons thereof.
- 16. The tender shall be submitted in a sealed cover superscripted with tender notice reference No. and date etc., as mentioned in item 14 of Tender Notice.
- 17. Tenders not submitted in proper form or in due time will be rejected. Rates or lumpsums amounts for items not called for shall not be included in tender. No alteration, which is made by the tenderer in the contract form, the conditions of contracts, or quantities accompanying same will be recognised and if any such alterations are made the tender will be void. The tenderer should work out his/her own rates of service charges on the basis of rates worked out by the department and the amount for each item and the total value of the contract.
- 18. A schedule of number of persons to be provided with the qualifications & experience required accompanies this tender notice. It shall be definitely understood that the FCRI does not accept any responsibility for the correctness or completeness of this schedule and that this schedule is liable to alterations by omissions, deductions, or additions at the discretion of the Deputy Director, Forest College and Research Institute, Hyderabad at Mulugu or as set forth in the conditions of contract. The tenderer will, however, base his/her tender on this schedule of quantities and principle amount.

- 19. The tenderer is not required to quote item wise. He should indicate the percentage of Service Charges required for supply of Outsourcing Services on the wage component only including Income Tax payable by him in Col. No.6 of Tender Form (Schedule). This schedule accompanying the lumpsum tender hall be written legibly and free from erasures over writings, or corrections of figures. Corrections where unavoidable should be made by crossing out initialling, dating and rewriting.
- 20. No part of the contract shall be sublet without written permission of the Deputy Director, Forest College and Research Institute, Hyderabad at Mulugu nor shall transfer be made by power of attorney authorising others to receive payments on the contractor's behalf.
- 21. If further necessary information is required, the Deputy Director, Forest College and Research Institute, Hyderabad at Mulugu will furnish such information (Cell No:9390310958), but it must be clearly understood that the tenders must be received in order, and according to instructions and Terms & Conditions.

B. Deposits:

- 22. As already indicated in condition (6 & 7) above, the successful tenderer has to deposit with the FCRI as detailed below:
 - a. Balance EMD of 1.5% on the contract value
 - b. Further Security Deposit of 7.5% on the contract value
- 23. he above deposits shall be submitted in shape of Bank Guarantee/DD/FD drawn in favour of Deputy Director, Forest College and Research Institute, Hyderabad, payable at Hyderabad from any Nationalized Bank before concluding the Agreement.
- 24. The EMD of the unsuccessful tenderers will be refunded on entrustment of the work to the successful tenderer.
- 25. Request for adjustment of the bills pending for payment to the tenderer towards EMD and FSD of other works executed by the contractor and which are due for refund towards the EMD and FSD of this tender will not be accepted.

C. Agreement Bond:

26. Once the tender is accepted, it is deemed that the tenderer has accepted all the conditions that are detailed in the tender notice, schedule and shall execute an agreement with the Department on Non-Judicial stamp paper worth Rs.100/ within 7 days from the date of receipt of the confirmation order/acceptance letter.

D. Execution of Works:

27. The Number of Outsourcing persons may be increased or decreased as per the discretion of the Deputy Director, Forest College and Research Institute, Hyderabad at Mulugu. The contractor is bound to supply all additional persons contingent on the main work.

- 28. The successful tenderer shall supply the outsourcing persons within the stipulated time as specified in the work orders issued from time to time.
- 29. Reasonable extension of time will be given by the Deputy Director, Forest College and Research Institute, Hyderabad at Mulugu or by the officer competent to sanction the extension for unavoidable delays which in the opinion of Deputy Director, Forest College and Research Institute, Hyderabad at Mulugu are undoubtedly beyond the control of the contractor. If the contractor is guilty of delay in commencing or carrying on the work and fails to improve in spite of notice it shall be lawful for the Deputy Director, Forest College and Research Institute, Hyderabad at Mulugu to determine the contract which shall entail forfeiture of security deposits (EMD & FSD) and other amounts due to the contractor. Further, it shall be open to Deputy Director, Forest College and Research Institute, Hyderabad at Mulugu to have the balance of work carried out by the another contractor at the risk and cost of the original contractor.
- 30. If the contractor by his/her own will full act or default suspends the work or sublet the work or a portion thereof without the sanction of Deputy Director, Forest College and Research Institute, Hyderabad at Mulugu shall neglect or fail to proceed with the work as laid down in schedule rate of progress. The Deputy Director, Forest College and Research Institute, Hyderabad at Mulugu has powers to give notice in writing to the contractor asking him to proceed with the work according to terms of contract. Such a notice must specify the act/default on the part of the contractor. If the contractor fails to comply with the same for 7 days after such notice has been given, the Deputy Director, Forest College and Research Institute, Hyderabad at Mulugu can enter upon the work and take possession of work.
- 31. The Tenderer's particular attention is drawn to the sections and clauses on the standard "Preliminary Specification" dealing with.
 - 1. Accidents (PS 45)
 - 2. Delays (PS 59, 60)
 - 3. Particulars of payments (Section 1 of PS)
- 32. The contractor should closely peruse all the Qualifications, Experience and Clauses, which govern the rates, which he/she is tendering.
- 33. The Contractor will observe all safety and security regulations in respect of all the persons engaged by him. The contractor will observe all the Contract Labour Acts and Rules in force. He/she should make his/her own arrangements for insurance etc., to the personal.
- 34. The tenderer shall ensure payment of minimum wages prescribed by the Government under relevant statute from time to time to the workers employed by him/her for carrying out the works tendered.
- 35. Employees in Government service should not participate in the tenders either directly or indirectly. If it is found at any stage that the contractor is a Government employee his/her contract will be terminated, forfeiting his/her EMD and all the money due to him in performance of the works besides initiating disciplinary action as per the Department rules.

E. Payment:

- 36. Any absenteeism in man power will be noted down on daily basis and would be debited proportionally at the time of payment at the end of every month. At any stage cumulative payment will not be more than actual days worked by each individual.
- 37. The bills should be submitted to the Deputy Director, Forest College and Research Institute, Hyderabad at Mulugu by 25th is the last day for submission to STO of every month. The bills so received will be scrutinized with reference to the No. of days worked by each individual and will be processed to Deputy Director, Forest College and Research Institute, Hyderabad at Mulugu for payment.
- 38. The contractor has to pay the wages/remuneration regularly by 10th of every succeeding month even though the receipt of payment from Deputy Director, Forest College and Research Institute, Hyderabad at Mulugu are delayed due to administration reasons.
- 39. The Contractor has to deposit with the respective authorities for the amounts paid towards EPF/ESI/Service Tax/ Professional Tax etc., exclusively for the Man Power deployed to Forest College and Research Institute. These amounts shall not be mixed with the other departments amounts. The payment will be done provided the bill and necessary proofs of remittances of EPF/ESI contributions pertaining to the previous month by way of a spare/attested copy of bank scroll/bank challans shall be submitted to the Forest College and Research Institute, Hyderabad at Mulugu.
- 40. All types of central and state Government taxes and royalties on work contract will be deducted at source as per the directions of Government from time to time from the bills of the contractor. Income tax will be deducted as per rules on the amount payable to the contractor to the extent of work executed by the contractor and the bills submitted from time to time.
- 41. Amounts if any due to the Department/Government from the tenderer for works done elsewhere, will be recovered from the intermediate/final bills of this work.

F. General:

- 42. The FCRI shall have no connection with the persons engaged by the agency and search persons shall not be on the rolls of FCRI at any point of time.
- 43. The FCRI the right to cancel or withdraw any unit, part of the unit or all the units of this tender notice/schedule without assigning any reasons there for.
- 44. The Deputy Director, Forest College and Research Institute, Hyderabad at Mulugu, at his discretion, can extend the period of contract at the same service charges and Tenderer has to execute the work with the same terms and conditions of this tender.

- 45. Arbitration and dispute settlement: Except as otherwise provided in the contract, all disputes and differences arising out of relating to the contract shall be referred to adjudication as follows:
 - (1) i. Settlement of all claims upto Rs.50,000/- in value and below by way of Arbitration to be referred as follows:

a)	Claims/bill	up	to	Deputy Director, Forest College and Research Institute,
10,00	00/-			Hyderabad at Mulugu
b)	Claims/bill	ab	ove	Dean, Forest College and Research Institute, Hyderabad
10,00	00/ and up	to	Rs.	at Mulugu.
50,00	00/-			

The Arbitration proceedings will be conducted in accordance with provisions of the Arbitration Act. The Arbitrator shall invariably give reasons in the award.

- ii. Settlement of all claims above Rs.50,000/- in value: All claims above Rs.50,000/- in value shall be decided by a Civil Court of competent jurisdiction by way of regular suit and not by arbitration.
 - 2. A reference for adjudication under this clause shall be made by either party to the contract within six months from the date of intimating the contractor of the preparation of final bill or his having accepted payment.
 - 46. In case of overpayment or wrong payment made if any, to contractors due to wrong interpretation of the provisions of the contract, such wrong payment will be deducted in subsequent or final bill or at any time hereafter from the deposits or from any other amounts due to the contractor for other Government works executed by him/her.
 - 47. In addition to the conditions specified herein all other conditions will be as per general conditions of the contract of the Forest Department and the same forms: part of the contract.

Selection of an Agency for Manpower Services at Forest College and Research Institute, Hyderabad at Mulugu

APPENDIX-6

Power of Attorney for THE AUTHORIZED SIGNATORY

Know all men by these presents, we
AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred will and will always be deemed to have been done by us.
IN WITNESS WHEREOF WE THE ABOVE NAMED HAVE EXECUTEDWETHIS POWER OF ATTORNEY ON THISDAY OF 2022.
For
(Signature, name, designation and address)
Witnesses:
1. 2.

Accepted

(Signature, name, designation and address)

Notes:

- The mode of execution of the power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants (s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure,
- Wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a board or shareholders resolution/power of attorney in favour of the person executing this power of Attorney for the delegation of power hereunder on behalf of the Bidder.

For a Power of Attorney executed and issued overseas, the document will also have to legalized by the Indian Embassy and notarized in the jurisdiction where the Power of Attorney is being issued. However, the Power of Attorney provided by Bidders from countries that have signed the Hague Legislation Convention, 1961 are not required to be legalized by the Indian Embassy if it carries a conforming Apostille certificate.

Tender SL.No.1/FCRI2022/A2.

Annexure-VII-B

(Tender Schedule for providing Skilled and Unskilled workers on outsourcing basis)

Date:

To The Deputy Director Forest College and Research Institute, Hyderabad at Mulugu.

Sir,

With reference to your Tender Notice in Ref No 15/F.C.R.L./2016-17/A2, Dated. 01.06.2022.

I..... offer the following rates for the works mentioned

Name of the Bidder/Firm

Details for providing Outsourcing Staff at Forest College & Research Institute, Hyderabad at Mulugu, For the period from July 2022 to March 2023 (09 months)

SL No	Post Name	FSR Item	Total No of posts sanction 2022	Rate P.M			For (09) Months	
1	2	3	4	5				6
1	Lab Technician	As per G. 0	9	22750	X	9	2,04,750	18,42,750/-
2	Lab Assistant	As per G. O	9	19500	X	9	1,75,500	15,79,500/-
3	Field Co-ordinator	As per G. O	1	22750	X	1	22750	2,04,750/-
4	Farm Co-ordinator	As per G. O	1	22750	X	1	22750	2,04,750/-
5	Junior Assistant	As per G. 0	8	19500	X	8	1,56,000/-	14,04,000/-
6	Sports Coach	As per G. O	1	19500	X	1	19500	1,75,500/-
7	Field Assistant	As per G. 0	9	15600	X	9	1,40,400	12,63,600/-
8	Driver	As per G. O	4	19500	X	4	78000	7,02,000/-
9	Office Sub – ordinate	As per G. O	8	15600	X	8	1,24,800	11,23,200/-
10	Physical Education Trainer	As per G. O	1	19500	X	1	19500	1,75,500/-
11	Medical Attender	As per G. O	1	15600	X	1	15600	1,40,400/-
		Total:	52					Rs. 88,15,950/-

NOTE:

- 1. The contractor shall quote his offer for above items considering all the activities indicated in the terms and conditions of the tender document.
- 2. Prices shall be valid for a period of one year. However, on revision of remuneration of outsourcing personnel by Government of Telangana, the same shall be revised by the contractor. However, even on revision of remuneration, the contractor's profit in absolute terms (not in percentage terms) shall remain the same throughout the contract period as was quoted by the contractor in his bid.

E.M.D. Details DD No.		Dt	_Amount	Treasury/ Bank
I have read an notice issued by the I abide by all the condischedule.	d understood Forest Dept., _	(date)	and I	
Place:				
Date:				
				Signature of the Tender
Tender 's Address:				
Name		_ Father Name		H. No
Village	Mandal	Dist		Pin
CodePhone	No. Area Code	e	Numl	per
Pan. No. of the Tende	r			

EVALUATION OF OUT SOURCING AGENCY TENDERS FOREST COLLEGE AND RESEARCH INSTIITUTE, HYDERABAD AT MULUGU

Attendance the bidders list as on

SL No	Name of the Tenders	Signature
1		
2		
3		
4		
5		