



OFFICE OF THE DIRECTOR,  
DIRECTORATE OF FORENSICS SERVICES,  
HIMACHAL PRADESH, SHIMLA HILLS, JUNGA, INDIA, 171218  
Tel/Fax: 0177-2752521/27, email: sfsf-hp@nic.in

No. DFS (Outsource Appt.-RFSLD)/2020 - 4083

Dated: 13/07/2023

Director, Directorate of Forensics Services, Himachal Pradesh invites tenders in closed/sealed covers with wax/cello tape/ company seal under two bid systems from the reputed Company/Firm/Agency for outsourcing of **Sweeper** for the financial year 2023-24 for Regional Forensic Science Laboratory, Northern Range, Dharamshala.

Sr.No.	Post	Nos.	EMD (In Rs.)
1.	Sweeper	01 No.	10,000/-

Tender Document with complete terms & conditions, educational qualifications & experience etc. can be downloaded from DFS website <http://www.himachal.gov.in/home/forensics> and be deposited with tender fee along with the bid. Alternatively, the same can be obtained from this office against a request letter along with the non refundable & non-transferable tender fee of Rs. 500/- by Demand Draft in favour of Director, Directorate of Forensics Services, Shimla Hills, Junga. Last date of receipt of complete tender(s) is **Aug 03, 2023** upto 01:30 PM (IST). The date of opening of technical bid(s) is **Aug 03, 2023** at 02.30 pm (IST) onwards in the presence of tenderers' who wish to be present.

(Director)

**SCHEDULE-A**

WHILE FILLING UP OF THIS SCHEDULE THE TENDERERS ARE REQUESTED TO GO THROUGH THE COLUMNS OF THE TENDER FORM CONDITIONS DETAILED THEREIN AND THE TERMS AND CONDITIONS OF THE NIT.

Tender Notice No. DFS (Outsource Appt.-RFSLD)/2020 - 4083      Dated: 13/07/2023

Date and time of receipt of technical/financial.      **03.08.2023 upto 01.30 P.M.**  
Bids.  
Date and Time of opening of technical bids.      **03.08.2023 at 02.30 P.M.** (In the  
Office of the Director, Directorate  
of Forensics Services, HP, Junga.

Earnest Money.      As under:-

<b>Sr.No.</b>	<b>Post</b>	<b>Nos.</b>	<b>EMD (In Rs.)</b>
1.	Sweeper	01 No.	10,000/-

<b>Sr. No.</b>	<b>Name of Post</b>	<b>Scope, Duties and Responsibilities of Services.</b>
1.	Sweeper	Page 20

**HOME DEPARTMENT**

**DIRECTORATE OF FORENSICS SERVICES, HIMACHAL  
PRADESH, SHIMLA HILLS, JUNGA.**

**TENDER DOCUMENT FOR OUTSOURCING OF SWEEPER FOR  
REGIONAL FORENSIC SCIENCE LABORATORY, NORTHERN  
RANGE, DHARAMSHALA  
(TERMS & CONDITIONS INCLUDING INSTRUCTION TO BIDDERS  
AND CONDITIONS OF CONTRACT)**

**GENERAL:** Quotations in closed cover under two bid systems are invited on behalf of the Director, Directorate of Forensics Services, Himachal Pradesh, Shimla Hills, Junga, from the reputed Company/Firm/Agency. **The offer/quotation must be strictly as per required specifications and the tender terms & conditions. ELIGIBILITY CRITERIA: *The Bidders should comply fully with the Technical Specifications in the tender document.***

**Instructions to Bidders**

Bids are invited, for and on behalf of Director, Directorate of Forensics Services, Himachal Pradesh, Shimla Hills, Junga from established, reputed and experienced companies/firms/agencies for Directorate of Forensics Services, Himachal Pradesh, Shimla Hills, Junga as per the enclosed Technical Specifications. **(Annexure-A).**

Bidders are requested to study the tender document and terms & conditions carefully. Submission of tender shall be deemed to have been done after careful study and examination of the tender document with full understanding of its implications.

The scope of work shall include providing of Sweeper on outsource basis.

The bidders will not form a part of the cartel and put in supporting quotations for some other company. This will debar the company for participating in other tenders floated or to be floated in by the hirer. The authorities can compare the prices of other Bidders L2, L3 etc. also with the prices quoted in other tenders for same products and in case of discrepancy suitable action will be initiated.

No Gratification Clause: The bidders will give an undertaking that they will not try to gratify any person or use any other unfair means involved in the purchase of the quoted equipment. This will also debar the company for participating in other tenders floated or to be floated in by the hirer and suitable action will be initiated against such defaulters.

Non Blacklisting Certificate: All the bidders will give an undertaking on non judicial Stamp paper duly attested/self attested that neither they nor their principals or the manufacturers have been blacklisted by any State/Central Government Departments/other organizations.

The bidders shall also be required to submit the copies of PAN and income tax returns for the last three year along with the copy of TIN/ copy of registration of their firms with appropriate authority.

All the correspondences shall be addressed to the Director, Directorate of Forensics Services, Himachal Pradesh, Shimla Hills, Junga.

The Bid Documents are not transferable and the cost of the documents is not refundable under any circumstances.

Experience of providing manpower in Government Departments or any other Govt. owned institution of repute. (Attach proof of experience including details of institutions and personnel on Rolls/ deployed).

The average turnover of the bidder in the last three consecutive financial year ending 31-03-2023 from outsourcing business should be Rs. 20 lakh minimum.

Statutory Obligations (mandatory):

1. Income tax return for last three years (attach proof), Prior to 31-03-2023.
2. Registration under EPF Act (attach self attested proof).
3. Registration under ESI Act, (attach self attested proof).
4. Registration under Service Tax (attach self attested proof)
5. PAN Number (attach self attested proof)
6. TAN Number (attach self attested proof)
7. Registration as required under any other local / law Statute
8. Balance Sheet duly attested by Chartered Accountant of the last three years

The Tenderers are required to produce an undertaking on stamp paper as per format given in **Annexure-G**

## **2. Bid Security/Earnest Money**

Bid Security/EMD amount should be enclosed along with the Technical Bid for an amount mentioned in Schedule-A in the shape of FDR/D.D. duly pledged in the name of “Director, Directorate of Forensics Services,

Himachal Pradesh, Shimla Hills, Junga”, failing which the tenders will be out rightly rejected. Bid Security/EMD, if already deposited against other tenders, shall not be adjusted against this tender.

The "Bid Security/Earnest Money", in case of successful Bidders, shall be retained by the Hirer, up-to a maximum period of One year from the date of opening of the Bids or till the finalization of the tender, whichever is later. The Bid security shall be refunded to the unsuccessful tenderers on their written request. No interest will be payable by the Hirer on the Bid Security/EMD.

The Bid Security/Earnest Money shall be forfeited;

- a) If a Bidder withdraws his bid during the period of bid validity specified by the Bidder in the Bid; or
- b) In the case of the finally selected Bidder, if the Bidder fails;
  - i) to sign the Contract in accordance with Clause 13; or
  - ii) if, at any stage, any of the information/declaration is found false.

Bid security/Earnest Money in respect of the finally selected Bidder(s) will be discharged upon the Bidder(s) executing the Contract, and furnishing the Performance Guarantee, pursuant to Clause-5.8.

### **3. Bidder's Qualification**

The "Bidder" as used in the tender document shall mean one who has signed the Bid Form.

- a) Bidder must be a firm/agency/company that should be registered with appropriate authorities and attested copy of registration may be attached
- b) Bidder must have GST registration certificate issued by competent authority.
- c) Bidder must have EPF and ESI registration with competent authority.
- d) Bidder must have PAN/ TAN/ GIR Card
- e) Bidder should have at least one year (in part or full) in central Govt./ State Govt. /PSU/ Nationalized BANKS/Corporate in OUTSOURCING.
- f) Bidder should have previous year income tax return certificate
- g) “No near relative” of the bidder firm / company be working/ employed in Directorate of Forensics Services.

#### **4. Procurement and Submission of Tender Document**

The non-transferable Tender Document will be sold at counter on payment of tender fee of Rs. 500/- (Rupees Five Hundred only non refundable) through cash or MO/TMO or demand draft payable at Shimla drawn in favour of the “Director, Directorate of Forensics Services, Himachal Pradesh, Shimla Hills, Junga.

The non-transferable tender document can be obtained from the Office of Director, Directorate of Forensics Services, Himachal Pradesh, Shimla Hills, Junga any working day 10.00 AM to 05.00 PM or can be download from DFS website <http://www.himachal.gov.in/home/forensics>.

The sealed bids will be accepted upto 03.08.2023 till 01.30 p.m. in the office of the Director, Directorate of Forensics Services, Himachal Pradesh, Shimla Hills, Junga

The Technical Bids will be opened on 03.08.2023 at 02.30 p.m. in the office of the Director, Directorate of Forensics Services, Himachal Pradesh, Shimla Hills, Junga. The bidders or their authorized representatives may present, if they so desire.

After evaluation of the Technical Bids, the short listed bidders will be intimated accordingly.

The Financial bids of the short listed bidders will be opened in the Office of the Director, Directorate of Forensics Services, Himachal Pradesh, Shimla Hills, Junga in the presence of prospective bidders/their authorized representatives, if any. (The date of opening of financial bids will be communicated to the technically successful bidders separately).

Note: - The forwarding letter as at **Annexure B** and other relevant documents as per check list duly signed should invariably be returned alongwith the quotation furnished, failing which the tender shall be rejected.

#### **5. Bid Requirements**

The Directorate invites two part Bids from eligible suppliers/bidders. The two part bid shall consist of Part-I Technical Bid and Part-II Financial Bid.

Technical and Financial Bids for Sweeper at Annexure-A should be

submitted in two separate sealed envelopes super scribed “Technical Bid” and “Financial Bid” respectively. The technical bid would be opened first. The Financial bid would be opened only in the case of those bidders who qualify and meet requisite parameters for technical evaluation.

Further the

a) Technical Bid shall comprise the following and to be submitted alongwith following documents-

- i) Forwarding letter (Annexure-B)
- iii) Bidders particulars (Annexure-C)
- iv) Bid Form (Annexure -E)
- v) Earnest Money Deposit
- vii) Bidder’s profile (Annexure-F)
- viii) Any other certificates/undertaking as per check list

b) Financial Bid in one cover. **(Annexure-D).**

Bidders are required to submit all relevant documents as per check list; authority letters etc. with the technical offer for the services of Sweeper.

Both the Technical Bid cover and Financial Bid cover prepared as above are to be kept in a single sealed cover super-scribed with Tender Number.

The cover thus prepared should also indicate clearly the name and address of the Bidder.

Each copy of the tender should be a complete document and should be bound as a volume. Different copies must be bound separately.

The sealed cover as mentioned at Clause 5.3 above shall be deposited with the Director, Directorate of Forensics Services, Himachal Pradesh, Shimla Hills, Junga Distt. Shimla-171218.

The finally selected Bidder(s) will be required to furnish Security amount for Contract Performance equal to 10% of the Contract Price, on award of Contract as per the prescribed Performa, in the shape of Bank Guarantee from any scheduled Indian Bank or FDR duly pledged in favour of the Director, Directorate of Forensics Services, Himachal Pradesh, Shimla Hills, Junga which shall be valid for one year. Failure to furnish security for the performance of contract, in time, would also entail forfeiture of EMD.

Bids not accompanied by EMD will be summarily rejected.

Telex/Fax bids, bids received through e-mail and incomplete bids will be summarily rejected.

Bidders should enclose, alongwith the Technical Bid of their offers, the full details including experiences.

The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the Bidder, in which case such corrections shall be initialed by the person or persons signing the bid.

All pages of the Bid being submitted must be signed

5.16 The bidder must submit the list of outsourced sweepers and also submit the copy of latest supply order alongwith satisfactory performance report.

**6. Period of Validity of Bids**

Bids shall remain valid for at least one year from the date of bid opening (price bid) and may be extended subject to the performance based extension year after year up to three Years (Including initial one year). The Hirer may reject a bid valid for a shorter period.

**7. Hirer's Right to accept any Bid and to reject any or all bids**

The Hirer reserves the right to accept any bid and to annul the tender process and reject all bids at any time, without assigning any reason, prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the Hirer's action.

**8. Opening of Bids by Hirer**

The bids will be opened in the presence of Bidders/representatives who choose to attend on the scheduled date and time as mentioned. The Bidders/ representatives who are present shall sign a register evidencing their attendance. The Bidder's representatives shall furnish letter of authority from their principal to attend the bid opening. Financial bids of only those Bidders, whose bids are found technically suitable/qualified, will be opened. The decision of the sub-committee on technical suitability shall be final and shall not be open for discussion.

The bidders who do not qualify the technical evaluation shall be informed separately and their EMD and unopened financial bid shall be returned after award of the contract.



## 9. Scrutiny of Bids

The Directorate will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required EMD has been furnished, whether the documents have been properly signed, and whether the bids are generally in order.

The institute may waive any minor infirmity, nonconformity or irregularity in a bid that does not constitute a material deviation and that does not prejudice or affect the relative ranking of any Bidder as a result of the technical and financial evaluation.

Prior to the detailed evaluation, the institute will determine whether each Bid is acceptable qualitatively, is generally complete and is substantially responsive to the Bid Documents. For the purposes of this determination, a substantially responsive Bid is one that conforms to all the terms, conditions and specifications of the Bid Documents without material deviations, objections, conditional ties or reservations. A material deviation, objection, conditionality or reservation is one (i) that affects in any substantial way the scope, quality of performance of the Contract; (ii) that limits in any substantial way and /or is inconsistent with the Bid Documents or the institute's rights or the successful Bidder's obligations under the Contract; or (iii) whose rectification would unfairly affect the competitive position of other Bidder's who are presenting substantially responsive Bids.

Arithmetical errors, if any, will be rectified on the following basis: If there is a discrepancy between the unit price and the total unit price as declared in the Price Schedule the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail. If the supplier does not accept the correction of the errors, its bid will be rejected.

## 10. **Price Bid**

The prices may be quoted in **INR** only. The bidders are required to quote the following prices:

- a) Remuneration of 01 No. Sweeper on monthly basis including all taxes & charges.

The bidder shall indicate the prices on prescribed PRICE BID PROFORMA at **Annexure-D** of the tender document. The Proforma should be duly signed & sealed by their authorized signatory/ies. Financial Bids not given in Proforma will be rejected out rightly.

The prices of consultancy charges quoted by the Bidder and accepted by Directorate of Forensics Services, Himachal Pradesh, Shimla Hills, Junga shall hold good till the completion of the project and no additional claims will be admissible on account of any price variation or fluctuation in market rates.

Payments made consequent to any notified change in GST and other statutory levies (both increase and decrease) shall be to the Hirer's account. For such claims of variation, the Bidder shall produce the Government notification as documentary evidence. Price variation due to any other cause shall be on Bidder's account.

GST, any other levy/surcharge in any shape or by whatever nomenclature may be included in the quoted amount unless it is specially mentioned separately.

**11. Hirer's Right to Vary Quantities at the time of Award**

The Hirer reserves the right to vary the quantities and/or services.

**12. Negotiation/Award of Contract**

Prior to the expiry of the period of bid validity, the Hirer will notify the finally selected Bidder(s) in writing by registered letter or by cable or telex or fax, to be confirmed in writing by registered letter or by Hand in person, that its bid has been accepted. If need for extension of the bid validity period arises, it should be extended by mutual agreement. Before the award of contract, the Directorate may hold negotiations with the bidder, whose bid has been determined to be substantially responsive to the bid documents and whose offers are lowest one. The aim is to reach agreement on all points and sign a contract.

**13. Signing of Contract**

At the same time as the Hirer notifies the finally selected Bidder(s) that its bid has been accepted, the finally selected Bidder(s) shall collect the supply order, agreement/Contract proforma from the office of the Director, Directorate of Forensics Services, Himachal Pradesh, Shimla Hills, Junga.

Without prejudice to any legal remedy, failure of the finally selected Bidder(s) to comply with the requirement of Clause 2.3 (a) or Clause 2.3 (b) shall constitute sufficient grounds for the annulment of the award and forfeiture of the EMD, in which event the Hirer may make the award to the next lowest evaluated Bidder or call for fresh bids.

**14. Payment:**

Payment in respect of consultancy charges will be released as under:-

- 100% after the satisfactory completion of each one month in the office and receiving of certificate to that effect from the authorized officer of RFSL Dharamshala on first week of the month.

**15. Other Terms and Conditions of Tendering Firms**

Printed terms and conditions to the Bidder will not be considered as forming part of their Bids. In case terms and conditions of the contract applicable to this invitation of tender are not acceptable to any Bidder, he should clearly specify deviation in his Bid.

**16. Arbitration**

Disputes, if any, shall be subjected to the sole arbitration of ACS/Principal Secretary/Secretary (Home) to the Government of Himachal Pradesh, whose decision shall be final and binding on the parties.

**17. Jurisdiction**

The courts at Shimla will have the jurisdiction for trial of any matter, dispute or reference between the parties arising out of the contract. It is specifically provided that no court outside and other than Courts at Shimla shall have jurisdiction in the matter.

**18. Force Majeure**

Any failure of omission or commission to carry out the provisions of the contract by the supplier shall not give rise to any claim by either of the party to contract, if such failure of omission or commission arises from an act of God, which shall include all acts of natural calamities such as fire, flood, earthquake, hurricane or any pestilence or from civil strikes, compliance with any statute and/or regulation of the Government, lockouts and strikes, riots, embargo or from any political or other reasons beyond the supplier's own control including war (Whether declared or not) civil war or state or insurrection, provided that notice or the occurrence of any event by either party to the other shall be given within two weeks from the date of occurrence of such an event which could be attributed to Force Majeure conditions.

**19. Termination for default**

The hirer may without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, terminate the contract in whole or in part.

i) If the supplier fails to provide the Sservices of weeper within the time period(s) specified in the contract, OR

ii) If the supplier fails to perform any other obligation(s) under the contract.

**20. Termination for Insolvency**

The hirer may at any time terminate the contract by giving written notice to the supplier, without compensation to the suppliers, if the supplier becomes bankrupts or otherwise insolvent (which shall be a breach of the contract on the part of the supplier), provided such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the hirer.

**21. Termination for Convenience**

The hirer may by written notice sent to the supplier terminate the contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Hirer's convenience.

**22. Up time guarantee:**

The firm should provide uptime guarantee of 95%.

**NOTE :- BIDDER must go through these terms and conditions very carefully and put his signature alongwith stamp in token of acceptance of these terms and conditions. It shall also be noted that any further change in the tender documents shall be intimated/published only through website of this institute.**

Director,  
Directorate of Forensics  
Services, Himachal Pradesh,  
Shimla Hills, Junga

## **RESPONSIBILITIES OF THE AGENCY**

- a) The Agency shall ensure that all the jobs and complaints regarding unsatisfactory work are attended personally in Coordination with officer incharge from Institution.
- b) If the Agency staff members are found misbehaving with any of the staff members of the Institution, the services of the Agency staff member concerned shall be dispensed on the spot and it will be the responsibility of the Agency to provide replacement immediately.
- c) The workers, who do not work to the satisfaction of the institution management, will have to be removed / replaced by the Agency. Replacement shall be provided in 24 hours.
- d) Institutions stands indemnified from any claim arising out of illness or miss happening injury / death of any staff posted by the agency in accordance with the fulfilment of this assignment. Such claims shall be the sole responsibility of the agency. Institution will not be responsible for any claim of whatsoever nature. The work has to be carried out on all week days except Sunday and National Holidays.
- e) It will be the responsibility of the agency to provide the alternate employee/ staff in case of absence of the employee deployed by the agency due to illness or otherwise.
- f) In case of damage, loss including theft by the worker of agency, the same shall be recovered/ deducted from the will of the contractor or will be reimbursed by the contractor if amount is more.
- g) The character antecedents of the workers to be deployed by the successful bidder shall have to be got verified from the police authorities before deployment by the contractor.
- h) That the bidder shall provide uniforms and shoes to the workers deployed for duty in this institution and shall ensure the wearing of uniforms during duty hours as per approved colour coding in consultation with the institution management.
- i) That the contractor shall provide gloves, mask, shoes etc. to the sweepers / sanitation workers deployed in this institution.
- j) The penalty @500/- per worker shall be charged in case any worker is found without uniform or gloves, mask, gum boots etc. during duty hours. The penalty so imposed shall be recovered from the monthly bill of the staff without prior notice for such lapse.
- k) That the bidder shall ensure that the workers deployed in this institution are medically fit and free from any communicable diseases.
- l) That the workers so deployed shall be under the overall control and supervision of the contractor and the contractor shall be liable for payment of their wages and all other dues etc. bound to be deposited under the various Labour Regulations /Laws.
- m)The bidder will have to manage the police verification for all the workers within 15 days of engaging the workers.
- n) The test check of worker deployed by the bidder can be made on any working day of the month by the institution.
- o) The contractor shall disburse the salary to the sweeper as per minimum wages of sweeper notified by Govt. of H. P. vide notification No. Fin(PR)B(7)-33/2010 dated: 04.05.2023. Any violation by the contractor shall be dealt with H. P. Labour Laws.

**General Terms and condition:**

1. Outsourcing for the above posts will be only on outsourcing basis. The department will not be liable to convert it into regular posts.
2. Initially the appointment will be upto 31<sup>st</sup> August 2023 and thereafter the appropriate authority/committee will consider further extension only on the basis of satisfactory performance.
3. In case of non-extension after one year, contract will be considered as terminated.
4. Deployment of the manpower by the Agency shall be with prior consultation of Institution Authority.
5. The Agency shortlisted for the contract need to submit an undertaking that they have verified the credentials, including police verification, of persons being deployed for the job against this contract.
6. No increase shall be admissible in the amount of contract for the entire period of the contract/ extended period of contract.
7. The Agency shall engage the men/ women in the age group not less than 18 Years.
8. In case any person wants to resign, he/she can leave after giving one months's notice to the controlling officer or he/she will have to forfeit one month's remuneration. The person cannot claim any pensionary benefit.
9. Controlling officer at his discretion may terminate the contract after giving one month notice or salary in lieu without assigning any reason for termination.
10. The leave applicable to the persons posted will be as per the H.P. Govt. leave rules for the temporary staffs.
11. Attendance details of staff posted will be given to the successful bidder/ contractor by the Deputy Director, RFSL, Dharamshala on or before 2nd of every month. After considering the leave and absence of the staff, the contractor should disburse the salary to all the concerned staff and will submit the bill to the Deputy Director, RFSL, Dharamshala for their payment.
12. The Deputy Director, RFSL, Dharamshala on receiving the bill, will do the needful for payment to the contractor at the earliest.
13. During the contract period of the bidder if any of the above criteria's are not full filled, the Deputy Director, RFSL, Dharamshala full power to cancel the tender.
14. After cancellation of the tender, the staff posted by the contractor will be terminated immediately by the Director Forensics.
15. In such circumstances as mentioned above the pending salary or any dues for the hired sweeper shall be settled by the contractor and Director Forensics & Deputy Director, RFSL, Dharamshala will not have any responsibility.
16. During the contract period if the bidder wants to withdraw from his contract three months of notice should be given to the Deputy Director, RFSL, Dharamshala or a period which is acceptable to the Deputy Director, RFSL, Dharamshala to arrange next contractor whichever is the earliest. If the contractor forfeits this clause the caution deposit collected will not be given back.
17. After awarding the tender within two weeks of time from the date of award, bidder shall arrange the services of Sweeper in Regional Forensic Science Laboratory, Dharamshala, Himachal Pradesh as stipulated.
18. On award of tender, the confidentiality certificate has to be signed by the tenderer.

CHECK List duly filled in to be attached with the Technical Bid

S.N.	Particulars	
1.	Undertaking for No gratification as per clause 1.7	Yes/No
2.	Non-blacklisting certificate as per Clause 1.8	Yes/No
3.	Whether a list of institution/organizations where your firm has provided sweepers is attached alongwith satisfactory performance certificate from those institution/organizations.	Yes/No
4.	Whether the prices has been quoted on the prescribed proforma.	Yes/No
5.	Whether all the undertakings as required in the tender document are enclosed	Yes/No
6.	Whether EMD as asked has been attached.	Yes/No
7.	Whether Tender Document duly signed by the authorized signatory attached.	Yes/No
8.	Whether the educational qualifications & experience of the Examiners & Assistants are attached.	Yes/No
9.	PAN and copies of Income Tax Returns for the last three years.	Yes/No
10.	Copies of TIN issued/certificate of registration.	Yes/No
11.	Any other certificate/undertaking as prescribed in the tender	Yes/No

Authorized Signatory:

Name of the firm/bidder:

**PRICE BID PROFORMA**

**ANNEXURE-D**

<b>Sr. No.</b>	<b>Name of the Service</b>	<b>Rate per Worker per Month (Minimum Wages as per H.P. Govt. Rates) including ESI, EPF, service charge etc.</b>
<b>1.</b>	Remuneration of 01 No. Sweeper per Month basis	
<b>2.</b>	Taxes/Duties :-	
	i) GST	
	ii) Service Tax (if any)	
	iii) Others(Pl. specify)	
<b>3.</b>	Net Price	

**It is certified that the charges in respect of services of Sweeper shown above, has included all taxes/ duties etc. and nothing above shall be charged over and above this cost.**

**Authorized Signatory:**

**Name of the firm/bidder:**



**To be enclosed with Technical Bid**

**ANNEXURE-C**

**BIDDER PARTICULARS**

Bidder Serial Number Allotted on Tender Document: \_\_\_\_\_

1. Name of the Bidder :
2. Address of the Bidder :
3. Name of the Manufacturer (s) :
4. Address(es) of the Manufacturer :
5. Name and address of the person :

To whom all references shall be Made  
regarding this tender inquiry. Telephone :

Telex :

Fax :

e-mail address :

Witness :

Signature

Name

Address

Date

Signature

Name

Designation

Company

Date

Company Seal

**To be enclosed with Technical Bid**

**ANNEXURE-E**

BID FORM

Dated:

To,

Sir,

Having examined the Bidding Documents of Tender No. \_\_\_\_\_  
undersigned offer to supply \_\_\_\_\_ and we undertake, if our bid is  
accepted, to provide the Services of Sweeper specified in the contract within  
\_\_\_\_\_ weeks calculated from the date of receipt of your  
Notification of Award and to complete all the formalities

Signature and Seal

(In the capacity of)  
Only Authorized to sign bid  
for and on behalf  
of.....

## To be enclosed with Technical Bid

ANNEXURE-F

### BIDDER PARTICULARS

FORMAT FOR FURNISHING INFORMATION BY THE BIDDER FOR THE SUPPLY OF TENDERED ITEMS ETC. TENDER TO BE OPENED ON 12.11.2018 AT 12.30 PM IN THE DIRECTORATE OF FORENSIC SERVICES, HIMACHAL PRADESH, SHIMLA HILLS, JUNGA, DISTT. SHIMLA.		
PART-1		
GENERAL		
1.	Name of the Bidder	
	Postal address	
	Country	
	State	
	City	
	Pin Code	
a	Telephone No. with STD Code	
b	Mobile No.	
c	E-mail Id(Primary)	
d	Alternative Email Id	
e	Fax No. with STD Code	
f	Website	
g	GST NO.	
h	PAN	
i	TIN No.	
j	License No.	
k	Supplier Status	
l	Turnover Last Financial Year (in Lakhs)	

m	Type of Supplier (i) Manufacturer (ii) Direct Importer	
n	Account No. for e-banking	
o	Name of the bank in which on-line Bank Account is operating	
p	Bank Address	
q	IFSC Code No	
r	MICR No.	
2.	Particulars of the Branch Office or Depot or Dump or C & F Agent or Authorized distributor of the tenderer who will raise the bill(s) and where supply orders are to be sent and Correspondence to be undertaken with regard to supplies (Please tick ( <input type="checkbox"/> ) mark the agency and give name & full postal address hereunder:-	
1.	Name of the Agency(Branch office/Depot/Dump/C&F Agent/Authorized Distributor	
	Postal address	
	Country	
	State	
	City	
	Pin Code	
a	Telephone No. with STD Code	
b	Mobile No.	
c	E-mail Id(Primary)	
d	Alternative Email Id	
e	Fax No. with STD Code	
f	Website	
g	GST NO.	
h	PAN	
i	TIN No.	

j	License No.	
k	Account No. for e-banking	
l	Name of the bank in which on-line Bank Account is operating	
m	Bank Address	
n	IFSC Code No	
o	MICR No.	
3a	Cost Of tender Document	a. Amount INR
		b. In figure Rs
		c. FDR No. _____ dated _____
		d. Name of issuing bank _____
3b	Earnest Money deposit	a. Station _____
		b. In figure Rs
		c. FDR No. _____ dated _____
		d Name of issuing bank _____
		e. Station _____
PART-II		
<i>Declaration</i>		
I/We _____ Prop./Partner/Director etc. (Please specify) of M/S _____ hereby declare that the information given in this Form is true to the best of my knowledge & belief.		

**Signature of the Principal Officer of the Company/firm with seal/stamp**

Name:

Designation:

**Aadhar No.**

FORMAT FOR PROVIDING UNDERTAKING

(To be submitted on a Stamp Paper)

1. I, the undersigned certify that I have gone through all the terms and conditions mentioned in the tender document and undertake to comply with them.
2. The rates quoted by me are valid and binding upon me for the entire period of the contract.
3. I, the undersigned hereby bind myself to RFSL, NR, Dharamshala for providing sweeper to the institute as per requirement for the period of contract.
4. I will be wholly responsible for providing manpower as per tender notice and to provide alternative in case absence of person already deployed.
5. The Agency shall be solely responsible for all the service matters of it's employees regarding payment of EPF, ESI (if applicable) and leave etc. and shall be responsible for all statutory requirement and compliance with provisions of various Labour Laws and shall abide by the provisions of Minimum Wages Act, Any violation in this regard would attract the termination of the contract.
6. The agency shall also ensure the safety of lab property. In case of damage to any equipment/ property due to delinquency/ negligence of the agency staff, the same would be replaced at the cost of agency. The decision of institute shall be final in this regard.
7. In case of any lapse on my part or on my staff, the Institute authorities may cancel my contract and award the work to another agency and the costs difference may be recovered from me and can forfeit security deposit.
8. The decision of the Deputy Director, Regional Forensic Science Laboratory, Dharamshala shall be final and binding upon me.

Date \_\_\_\_\_

Signature of the bidder \_\_\_\_\_  
or the Authorized Signatory  
& Seal \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

**“Scope, Duties and Responsibilities of Services”**

Sr. No.	Educational Qualification	Brief Job Description
1.	<b>Sweeper:</b> Must be skilled in sweeping	<ul style="list-style-type: none"><li>• To perform the duty of Sweeper</li><li>• Cleaning and Sweeping all Blocks.</li><li>• Cleaning / Sweeping of all toilets of all Blocks.</li><li>• Dusting of all windows, doors, grills, wall etc.</li><li>• To neat and clean Institute Campus.</li><li>• Wet mopping of the Dustbin</li><li>• Any other duty assigned by the Officer Incharge related to office work.</li></ul>