

NOTICE INVITING E-TENDER
Himalayan Forest Research Institute
 Conifer Campus, Panthaghati, Shimla-171013 (Himachal Pradesh)
 Phone 0177-2626778 Fax 01772626779
 Web : <http://hfri.icfre.gov.in> Email: po_hfri@icfre.org

Himalayan Forest Research Institute, Shimla invites only online bids for Construction work in Arboretum (WHTA) of HFRI at Potter Hill Near Summer Hill Shimla under Single bid systems. Please visit the website <http://hfri.icfre.org> for further details

1.	Tender No	WHTA/HFRI/2020/1
2.	Tender Inviting Authority:	Director, Himalayan Forest Research Institute, Conifer Campus, Panthaghati, Shimla 171013, (Himachal Pradesh) Phone 0177-2626778 Fax 01772626779, Web : http://hfri.icfre.org or http://hfri.icfre.gov.in Email: po_hfri@icfre.org
3.	Brief description of Job	Construction of Gazebo work in Arboretum (WHTA) of HFRI at Potter Hill Near Summer Hill Shimla
4.	Cost of Tender Document	Rs. 1,000 (Rupees one thousand) only in the form of Demand Draft from any Scheduled Bank in favour of Director, Himalayan Forest Research Institute payable at Shimla
5.	EMD (Bid Security)	Rs. 20,000 (Rupees Twenty thousand) only in the form of Bank Draft/FDR issued by any Nationalized Bank in favour of Director, Himalayan Forest Research Institute payable at Shimla (HP) and valid for six months. All MSMEs as defined in MSME procurement policy issued by Department of MSME or area registered with central purchase organization and all start-ups defined as per GSR-364 (E) dated 11 April 2018 (recognized by DIPP) are exempted from EMD.
6.	Tender documents available at Website	http://hfri.icfre.org and https://moef&cc.euniwizarde.com
7.	Publish date and time	20 th February 2020 17:00 Hrs.
8.	Document Download Start Date & Time	20 th February 2020 17:00 Hrs
9.	Document Download End Date & Time	27 th February 2020 15:00 Hrs
10.	Pre-Bid Clarification Closing	28 th February 2020 15:00 Hrs
11.	Online Bid submission start date and time	21 st February 2020 16:00 Hrs.
12.	Online Bid submission last date and time	5 th March 2020 17:30 Hrs
13.	Last date of submission of cost of bidding document, EMD and other offline supporting documents	7 th March 2020 17:30 Hrs Director, Himalayan Forest Research Institute, Conifer Campus, Panthaghati, Shimla (HP) 171009
14.	Date and time for opening on line Technical Bid	9 th March 2020 16:00 Hrs
15.	Date and time for opening on line Financial Bid	To be notified after technical evaluation.
16.	Contact person	Procurement Officer: Sanjeev Kumar, Contact no. - 9418481674

NOTE: All other details including any date of extension, clarification, amendments, etc. may be obtained through the site. Bidder should take into account the corrigendum published from time to time before submitting the online bids. The details of tender with complete terms and conditions are available on the MoEF&CC Portal at URL: <https://moefcc.euniwizarde.com> and website www.icfre.gov.in which may be read out carefully before applying for the same. The bid is to be submitted online only on <http://hfri.icfre.org> OR <http://hfri.icfre.gov.in> and <https://moefcc.euniwizarde.com>/up to the last date and time of submission of bids. Sale of hard copy of tender document is not applicable.

1. PURPOSE OF TENDER

Construction of Gazebo work in Arboretum (WHTA) of HFRI at Potter Hill Near Summer Hill Shimla

2. INSTRUCTION FOR ONLINE BID SUBMISSION

The Bidder is required to submit soft copies of their bids electronically on e-tender Portal (<https://MoEF&CC.euniwizarde.com>) using, valid Digital Signature Certificates. The instructions given below are meant to assist the Bidders in registering on the <https://moefcc.euniwizarde.com> Portal, prepare their bids in accordance with the requirements/ instructions and submitting their bids online on the <https://moefcc.euniwizarde.com> Portal of M/s ITI Ltd, a Government of India Undertaking.

REGISTRATION:

- I. The Bidder is requested to visit the <https://moefcc.euniwizarde.com> (MOEF&CC) website. Only the registered bidder can participate in online bidding on <https://moefcc.euniwizarde.com> (MOEF&CC) website. Therefore, the potential bidders must ensure their registration at the MOEF&CC site. For further reference, the bidders can check bidder's manual Kit available at the <https://moefcc.euniwizarde.com> (MOEF&CC) website.

Bidder participating in the e-tendering submission, it is mandatory for applicants to get registered their firm/company in e-tendering portal of <https://moefcc.euniwizarde.com>

- a. Access e-tendering website <https://moefcc.euniwizarde.com> to have user ID & password from M/s ITI Ltd., The annual registration charges for vendors/suppliers are with including GST per annum and pay Tender processing fee (Non-refundable).
- b. E-Tender Processing Fee (Non-refundable) online through IPG (Internet Payment Gateway) (Credit/Debit card) & Net Banking in favour of ITI Limited.

Euniwizard Helpdesk No	
Telephone/ Mobile	Customer Support: +91-11-49606060 Emergency Mobile Numbers: +91-93550-30623 and +91-93550-30609
E-mail ID	ewizardhelpdesk@gmail.com (Registration)

- II. As part of the enrolment process, the Bidder will be required to choose a unique username and assign a password for their accounts.
- III. During enrolment/ registration, the Bidder should provide the correct/ true information including valid email-id & mobile no. All the correspondence shall be made directly with the Contractors/ Bidders through email-id provided.
- IV. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (DSC) (Only Class III Certificates with signing + encryption key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile

- V. Only one valid DSC should be registered by a Bidder. Bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse and should ensure safety of the same.
- VI. Bidder can then log into the site through the secured login by entering their user ID/ password and the password of the DSC/ e-Token.

SEARCHING FOR TENDER DOCUMENT:

- I. There are various search options built in the <https://moefcc.euniwizarde.com> Portal, to facilitate Bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the Bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the <https://moefcc.euniwizarde.com> Portal.
- II. Once the Bidders have selected the tenders they are interested in, they may download the required documents/ tender schedules. This would enable the <https://moefcc.euniwizarde.com> Portal to intimate the Bidders through SMS/ e-mail in case there is any corrigendum issued to the tender document.
- III. The Bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/ help from the Helpdesk. Customer Support: +91-11-49606060, ewizardhelpdesk@gmail.com

PREPARATION OF BID:

- I. If there are any clarifications, this may be obtained through the site, or during the pre-bid meeting if any. Bidder should take into account the corrigendum published from time to time before submitting the online bids.
- II. It is construed that the bidder has read all the terms and conditions before submitting their offer. Bidder should go through the tender schedules carefully and upload the documents as asked; otherwise, the bid will be rejected.
- III. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and they can be in pdf/xls/zip/ jpg formats. If there is more than one document, they can be clubbed together using zip format. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

SUBMISSION OF BID:

- I. Bidder should log into the site well in advance for bid submission so that he/ she upload the bid in time i.e. on or before the bid submission time.
- II. Bidder should prepare the Cost of bidding document/ EMD as per the instructions specified in the tender document. The original Cost of bidding document/ EMD should be posted/ couriered/ given in person to the concerned official, latest by the last date of bid submission or as specified in the NIT/ tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid shall be liable for rejection.
- III. While submitting the bids online through already downloaded/ saved tender in ‘Live Tenders’ folder, the Bidder should read terms & conditions of (<https://moefcc.euniwizarde.com> portal) and accepts the same in order to proceed further to submit their bid.
- IV. Bidders should select the payment option as “offline” to pay the Cost of bidding document/ EMD and enter details of the DD/BC/BG.
- V. Bidder should digitally sign and upload the required bid documents one by one in respective “Tender Cover” as indicated in the tender document.
- VI. Bidders should note that, the very act of using DSC for downloading the tender document and uploading their offers is deemed to be a confirmation that they have read all sections and pages of the tender document without any exception and have understood the complete tender document and are clear about the requirements of the tender document.
- VII. Bidders are requested to note that each document to be uploaded for the tender should be less than 2 MB. If any document is more than 2 MB, it can be reduced through zip/rar and the same can be uploaded. For the file size of less than 1 MB, the transaction uploading time will be very fast.
- VIII. Utmost care shall be taken for uploading ‘Schedule of Quantities & Prices’ and any change / modification of the price schedule shall render it unfit for bidding.
 Bidder shall download the Schedule of Quantities & Prices i.e. BOQ_XXXX.xls, in XLS format and save it without changing the name of the file. Bidder shall fill their respective rates in figures (financial quotes) and other details (such as name of Bidder) in light blue background cells, thereafter save and upload the file online in financial/price bid (Finance) cover without changing the filename. No other cell should be changed.
 Bidders are requested to note that they should necessarily submit their financial bids in the ‘Finance’ cover in the format provided and no other format is acceptable. **If the template of “Schedule of Quantities & Prices” file is found to be modified/ tampered by the Bidder, the bid shall be rejected.**
 The Bidders are cautioned that uploading of financial bid elsewhere i.e. other than in financial cover shall result in rejection of the tender.
- IX. Bidder should submit their bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). The TIA will not

be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the Bidder at the eleventh hour.

- X. After the bid submission (i.e. after clicking —Freeze Bid Submissionl in the portal), the Bidder should take print out of system generated acknowledgement number, and keep it as a record of evidence for online submission of bid, which will also act as an entry pass to participate in the bid opening.
- XI. Bidder should follow the server time being displayed on Bidder’s dashboard at the top of the tender site, which shall be considered valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system.
- XII. All the documents being submitted by the Bidder would be encrypted using PKI (Public Key Infrastructure) encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using Buyers / bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

ASSISTANCE TO BIDDER:

- I. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority or the relevant contact person indicated in the tender.
- II. Any queries relating to the process of online bid submission or queries relating to Euniwizard Portal in general may be directed to the **Euniwizard Helpdesk Portal**.

3. GENERAL TERMS AND CONDITIONS

- a) Cost Based System method will be used for evaluation and selection of Bidders.
- b) The bidder, who will qualify pre-qualification criteria, will be considered for Financial Bid Evaluation.
- c) The rates quoted are to be F.O.R at **Director**, Construction in Arboretum (WHTA) of HFRI at Potter Hill Near Summer Hill Shimla (HP). Rates are to be strictly quoted online only; else it will be considered as invalid.
- d) The Tender should be accompanied with Bank Draft/FDR issued by **any Nationalized Bank of Rs. 20,000/- (Rupees Twenty thousand Only) payable to Director, HFRI, Shimla (HP) as Earnest Money Deposit (EMD)** and should be valid for six months from the date of bid opening. Tenders submitted without Earnest Money Deposit will be treated as invalid. All MSMEs as defined in MSME procurement policy issued by Department of MSME or area registered with central purchase organization and all start-ups defined as per GSR-364 (E) dated 11 April 2018 (recognized by DIPP) are exempted from EMD.
- e) The EMD is liable to be forfeited, if the bidder withdraws or impairs or derogates the bid in any respect or manner within the period of the validity of the offer. The EMDs of all the bidders except those who are 2nd and 3rd place shall be returned within 30 working days of finalisation of the financial bids.
- f) The EMD of the successful bidder shall be returned within a week (working) after furnishing of necessary Performances Security, If the successful bidder fails to furnish the Performance Security within the stipulated period, the tender liable to be rejected
- g) The tenderer will have to deposit Performance Security money of Rs. 50,000 (Rupees Fifty Thousand only) in the form of Account Payee Demand Draft, Fixed Deposit Receipt from a Commercial Bank, in an acceptable form for the entire contract period and for additional one year thereafter, in favour of the Director HFRI within 15 days of the award of contract. The Security Deposit shall be released in full only in the event of completion of the tender and if no dues are recoverable from the tenderer. Interest will not be payable on Performance Security. EMD can be adjusted in the Performance Security on request of tenderer.
- h) Conditional Tenders are liable to be rejected.
- i) In case of any dispute, Director HFRI shall decide the issue and his/her decision will be final and shall be the binding on the parties.
- j) Director HFRI reserves the right without assigning any reasons thereof to:
 - i. Accept or reject whole or any part of an offer.
 - ii. Reject any or all offers partly or wholly.
 - iii. Cancel or withdraw the Tender notice.
 - iv. Accept or reject any deviations from these conditions

QUALIFYING REQUIRMENTS AND DOCUMENTS TO BE FURNISHED

4. PRE-QUALIFICATION CRITERIA:

The Bidder, who qualifies the pre-qualification criteria, will consider for technical evaluation. (All Details should be provided as per Annexure – A & B)

- 4.1. Tender Document Fee of Rs.1000/- (Not Refundable) should be paid in favour of Director, Himalayan Forest Research Institute payable at Shimla (HP). *(Scanned copy of the same should be uploaded as part of the bid).*
- 4.2. The bidder will have to furnish an Earnest Money Deposit (EMD) of Rs. 20,000/- (Rupees Twenty thousand Only) in the form of DD / FDR issued by any Nationalized Bank, in favour of Director, Himalayan Forest Research Institute payable at Shimla (HP). *(Scanned copy of the same should be uploaded as part of the bid).* All MSMEs as defined in MSME procurement policy issued by Department of MSME or area registered with Central Purchase Organization and all start-ups defined as per GSR-364 (E) dated 11 April 2018 as recognized by Department of Industrial Policy and Promotion (**DIPP**) are exempted from EMD.
- 4.3. The Bidder must have sufficient work experience in the field of Construction works or similiar ic nature etc. in India for more than 2 years. *(Work Orders and Completion Certificates must attach as proof of experience)*
- 4.4. The Bidder must have PAN of income tax department *(Attach PAN copy)*
- 4.5. The Bidder must have valid GST Registration Certificate *(Copy must attach)*
- 4.6. The Bidder must not have been black listed or debarred in any Central/ State Govt. / PSU/ Autonomous bodies and the like. *(Self-Declaration on Company letter head)*
- 4.7. All Certificates should be signed along with the seal/stamp on the letter head of the bidding Bidder/organization

NOTE: *The information asked for in attached Annexure - A and B must be furnished in given format only and should be supported by necessary documents. It may be noted that supporting documents alone shall not be accepted as a substitute for the information asked for in the Annexure - A and B.*

5. EVALUATION OF FINANCIAL PROPOSAL

The evaluation committee will determine if the financial proposals are complete and without computational errors. The lowest financial proposals (FM) (The currency is in Indian Rupees) will be accepted and it should be including all taxes.

6.TAXES & DUTIES

- a) The prices shall be inclusive of all taxes & levies including GST and other statutory duties as applicable. Rate of taxes should be indicated separately in the Price Bid.
- b) Statutory deduction, wherever applicable, shall be made from invoice as per government rules. Necessary Certificate will be issued for such deductions.
- c) GST component of the invoice of the bidder may be kept on hold in case there is any.

Annexure – A

Pre-Qualification criteria - Compliances must be filled by the bidder

S. No.	Description	Compliance Yes/ No	Page No. of Documents attached
4.1	Tender Document Fee of Rs.1000/- (Not Refundable) should be paid in favour of Director, Himalayan Forest Research Institute payable at Shimla (HP). (Scanned copy of the same should be uploaded as part of the bid).		
4.2	Earnest Money Deposit (EMD) of Rs. 20,000/- (Rupees Twenty thousand Only) in the form of DD/FDR issued by any Nationalized Bank, in favour of Director, Himalayan Forest Research Institute payable at Shimla (HP). (Scanned copy of the same should be uploaded as part of the bid) . All MSMEs as defined in MSME procurement policy issued by Department of MSME or area registered with central purchase organization and all start-ups defined as per GSR-364 (E) dated 11 April 2018 (recognized by Department of Industrial Policy & Promotion (DIPP) are exempted from EMD.		
4.3	The Bidder must have sufficient work experience in the field of Construction works or similiar ic nature etc. in India for more than 2 years. (Work Orders and Completion Certificates must attach as proof of experience)		
4.4	The Bidder must have PAN of income tax department. (Attach PAN and Income Tax Clearance Certificate of last three years i.e. 2015-16, 2016-17 & 2017-18)		
4.5	The Bidder must have valid GST Registration Certificate (Copy must be attached)		
4.6	The Bidder must not have been black listed or debarred in any Central/ State Govt. / PSU/ Autonomous bodies and the like. (Self-Declaration on Company letter head)		

Annexure - B**PRE-QUALIFICATION CRITERIA****PARTICULARS OF THE BIDDER**

1.	Name of Bidder	:	
2.	Type of organization (individual / partnership / corporation / other)	:	
3.	Date of establishment	:	
4.	Corporate / Registered office address in full	:	Address: Pin: E-Mail: Phone:
5.	Local Business office address in full	:	
6.	Contact person for this Tender	:	Name: Designation: Full Address: Pin: Email: Phone:
7.	Authorized person who have signed Tender Documents	:	Name: Designation: Full Address: Pin: Email: Phone:

Enclosures:

- (a) Any other relevant document(s) (please list)
- (b) Pre-qualification compliance (**Filled Annexure-A must enclosed**)

Signature of Bidder**Name****With Seal of the Bidder****Date:****Place:**