



## INSTITUTE OF FOREST PRODUCTIVITY

(Indian Council of Forestry Research & Education)

(An Autonomous Body of the Ministry of Environment, Forests and Climate change, Govt. of India)

Lalgutwa, N H-23 Ranchi Gumla Road, Ranchi - 835303 (Jharkhand)

E-mail: dir\_ifp@icfre.org Phone: 08986608161

No. Gen-III-108/2018-19/Extn

Date: 11.10.2018

### NOTICE INVITING E-TENDER

Tenders are invited from reputed tenderers / firms etc. for “GIS based digitization of area according to the coordinates recorded and quantification (in acre) of the mined areas” through the E-wizard Portal for E-procurement at the URL <https://moefcc.euniwizard.com>.

The tender documents may be downloaded from the E-wizard Procurement Portal site <https://moefcc.euniwizard.com> and NIT of the tender will be available at institute web site <http://icfre.gov.in> (for reference only) as per the schedule as given in CRITICAL DATE SHEET as under. No hard copy of the tender document will be provided from the institute.

#### CRITICAL DATE SHEET

Published Date	12 <sup>th</sup> October 2018 (11.30 AM)
Request Bid Document From Date and Time	12 <sup>th</sup> October 2018 (12. 00 Noon)
Request Bid Document Till Date and Time	22 <sup>nd</sup> October 2018 (04.30 PM)
Bid Closing Date and Time	22 <sup>nd</sup> October 2018 (05.00 PM)
Bid Opening Date and Time	23 <sup>rd</sup> October 2018 (11.00 AM)

Only bidders registered on E-wizard Portal i.e. <https://moefcc.euniwizard.com> can participate in online bidding process. Hence, the prospective bidders should ensure their registration on the E-wizard Portal. For further reference, bidders can check “Bidders Manual Kit” available in Downloads link at <https://moefcc.euniwizard.com>

**Name of Tender** : Digitization /IFP-Ranchi

**Tender No.** : 01/2018-19

**Ref. No.** : No. Gen-III-108/2018-19/Extn

**E-Tender Processing Fee:** Rs. 826/- (including 18% GST)

**Tender Fee** : Rs. 590.00 (including 18% GST)

**EMD** : Rs. 2,000.00

**Address of Office** : Institute of Forest Productivity, P O - Lalgutwa, NH-23 Ranchi Gumla Road, Ranchi - 835303, Jharkhand.

**Contact person detail:** Procurement Officer, IFP, Lalgutwa, Ranchi - 835303. Email - [daspk@icfre.org](mailto:daspk@icfre.org)

E-Tender Processing Fee - Rs.826/- (including 18% GST) payable to “ITI LTD” New Delhi through e-payment gateway.

Tender Fee, EMD etc. in the form of DD in favour of Director, Institute of Forest Productivity, Ranchi payable at Ranchi must be delivered to the Director, Institute of Forest Productivity, P O - Lalgutwa, NH-23 Ranchi Gumla Road, Ranchi - 835303, Jharkhand **on or before bid opening date/time as mentioned in critical date sheet (23<sup>rd</sup> October 2018, 11:00 AM).**

Duly filled and signed tender document complete in all respect may be uploaded on the E-wizard Portal latest by **22<sup>nd</sup> October 2018 (04.30 PM)** as per the critical datasheet along with all the documents mentioned in the tender form. Tenders submitted in the **hard copy will not be accepted**. Only original hard copy of Tender Fee and EMD will be accepted. Procurement Officer, IFP, Lalgutwa, Ranchi may be contacted for any further clarifications.

### **Registration with M/s ITI Ltd. Portal ( <https://moefcc.euniwizard.com> )**

Registration with M/s ITI Ltd: - Intending bidders are requested to register themselves with M/s ITI Ltd (if not registered earlier) through <https://iim.euniwizard.com> for obtaining user-id, by paying a registration fee (2000 + GST), online tender processing fee etc. Bidders are also required to obtain Digital Signature for participating in the e-tender.

E-Tender Processing Fee - Rs.826/- (including 18% GST) payable to "ITI LTD" New Delhi through e-payment gateway.

For participating in the e-Tendering process, the contractor shall have to get them registered on the site <https://moefcc.euniwizard.com> by making required payment through only online payment mode so that they will get user ID and Password. This will enable them to access the website, <https://moefcc.euniwizard.com> with the help of Digital Signature by which they can participate in e-Tender. For this intending bidder may contact following e-Wizard Helpdesk numbers.

**1. E-Wizard Helpdesk**

1st floor, M-23, Road No. - 25,

Near SBI Sri Krishna Nagar, Patna-800001.

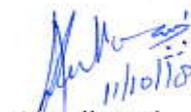
Phone No.: 0612-2520545 or 9504661237, 9835871522, 9852764810, 9504486212

**2. E-Wizard Helpdesk**

A-41 Himalaya House 23, K G Marg

New Delhi -110001, Phone No. 011-49606060

The intending bidder must have valid Class-III (**Signing + Encryption**) Digital Signature to submit the bid online. For this intending bidders may contact above mentioned helpdesk numbers.

  
(Dr. N Kulkarni)  
Director

**E-Tender**  
**Two Bid Tender Document**  
**For**

**“GIS based digitization of area according to the coordinates recorded and  
quantification (in acre) of the mined areas”**

**[No. Gen-III-108/2018-19/Extn]**



**Institute of Forest Productivity**  
**Lalgutwa, NH-23 Ranchi Gumla Road, Ranchi - 835303 (Jharkhand)**  
**2018-2019**

**Institute of Forest Productivity**  
**Lalgutwa, NH-23 Ranchi Gumla Road, Ranchi - 835303 (Jharkhand)**

**CONTENT OF TENDER PAPER** - This paper includes the following documents:

1. Instruction to Bidders (Chapter 1) [Page No. : 3-6]
2. Terms & Conditions (Chapter 2) [Page No. : 7 - 8]
3. Description of the items with specification (Chapter 3) [Page No. : 9]
4. Agreement (Chapter 4) [Page No. : 10]
5. Format for Bank Guarantee (Chapter 5) [Page No. : 11]

## Chapter 1 - Instruction to Bidders

Online bids are invited on single stage two bid systems for “GIS based digitization of area according to the coordinates recorded and quantification (in acre) of the mined areas”. Manual bids shall not be accepted.

Bids shall be submitted online only at E-wizard website: <https://moefcc.euniwizard.com> Tenderers/suppliers/Firms are advised to follow the instructions provided in the ‘Instructions to the firms/Tenderer/suppliers for the e-submission of the bids online through the E-wizard Procurement Portal for eProcurement at <https://moefcc.euniwizard.com>.

Not more than one tender shall be submitted by one firms/suppliers having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.

Tenderer who has downloaded the tender from E-wizard Procurement Portal website <https://moefcc.euniwizard.com> shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tampered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with IFP.

Intending tenderer / firms / suppliers are advised to visit again E-wizard website <https://moefcc.euniwizard.com> and website <http://icfre.gov.in> at least 3 days prior to closing date of submission of tender for any corrigendum / addendum / amendment.

Applicant (firms/Tenderer/suppliers) must provide demand draft for Rs 590/- (Rupees Five hundred and ninety only) (to be purchased on or after publication date of this tender) in favour of Director, Institute of Forest Productivity, Ranchi payable at Ranchi, obtained from any Nationalized/ scheduled Bank valid for three months with their application/downloaded tenders as the cost of tender forms/ documents. The all applicable bank charges shall be borne by the applicant and he shall not have any claim what so ever on this account on Government. In case of re-tendering, the firms which have submitted the DD in earlier calls will require to submit DD along with their tender/application in subsequent calls also. Tender not accompanied with the cost of tender forms/documents is liable to be rejected. However, public sectors undertaking / Govt. undertaking firms are exempted from the payment towards cost of tender documents.

### EMD Payment

Earnest Money Deposit (EMD) should be reached on or before **23<sup>rd</sup> October 2018 (11:00 AM)** (Bid opening Date) in the form of DD in favour of Director, Institute of Forest Productivity, Ranchi payable at Ranchi. Bidders are required to submit the details of EMD payment at the time of Bid Preparation.

The **Hard Copy of original documents** in respect of cost of tender document, earnest money, original copy of affidavits and credit facility certificate must be delivered to the Director,

Institute of Forest Productivity, P O - Lalgutwa, NH-23 Ranchi Gumla Road, Ranchi - 835303, Jharkhand **on or before bid opening date/time as mentioned in critical date sheet.** Tenderer shall likely to be liable for legal action for non-submission of original payment document like DD, FDR etc., against the submitted bid. The Demand Draft attached / submitted for tender fee shall be non refundable.

For unsuccessful tenderer EMD shall be refunded immediately after finalization of the tender. EMD shall be forfeited if any tenderer withdraw their offer before finalization of the tender or fails to submit offer of acceptance within 7 days from the date of order.

### **Opening of Tender**

Bids will be opened as per date/time as mentioned in the **Tender Critical Date Sheet.** After online opening of Technical-Bid the results of their qualification as well as Price-Bid opening will be intimated latter.

### **Security money deposit**

One week time shall be given in the order to the successful Firms/Tenderer/suppliers to furnish the performance Bank Guarantee. The Firms/Tenderer/suppliers should have to submit a PBG or performance security in the form of Bank Guarantee or FDR @ 5% of total order value from a commercial Bank in an acceptable Form / Performance security which should remain valid for a period of **24 months** beyond the date of completion of all contractual obligations of the supplier including the warranty obligation.

### **Submission of Tender**

**The tender shall be submitted online in Two part, viz., technical bid and price bid.**

All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading. The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.

#### **a) Technical Bid cover :**

The following scan and self attested documents are to be uploaded by the Firms/Tenderer/suppliers in the Technical Bid cover in the TechnicalBid.xlsx file:

- i) Signed and scanned copy of the Declaration with the list of the items with all specification to be supply by the tenderer as given in the chapter 3 of the tender document.
- ii) Signed and scanned copy of appropriate value of valid registration certificate, experience certificate as per the tender notice, PAN No., GST No. etc.
- iii) Signed and scanned copy of previous three years Income-tax / VAT tax return / latest VAT Clearance Certificate, TIN No., Certificate / Affidavit of partnership firm.
- iv) Signed and scanned copy of audited Balance sheet of last three years, Partnership deed.
- v) Signed and Scanned Copy of Attested / True copy of Partnership deed.

- vi) Signed and scanned copy of documents like Tender document Cost (Tender Fee / Earnest Money Deposit).
- vii) Signed and scanned copy of Agreement for the supply as per chapter 4 of the tender document.
- viii) Signed and scanned copy of Declaration letter for the supply as per chapter 3 of the tender document.

**b) Price Bid cover**

The following two documents are to be uploaded by the Firms/Tenderer/suppliers in the Price Bid cover as per the tender documents:

- (i) Schedule of price bid in the form of FinancialBid.xlsx
- (ii) Price Bid Undertaking in Firms/Tenderer/suppliers pad (As per the format given in the next page):

From: (Full name and address of the Bidder) \_\_\_\_\_  
\_\_\_\_\_

To,  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir/Madam,

I submit the Price Bid for \_\_\_\_\_ and related activities as envisaged in the Bid document.

I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.

I offer to supply and installed at the rates as indicated in the price Bid inclusive of all applicable taxes.

Yours Faithfully

Signature of authorized Representative

## **Schedule of price bid in the form of BOQ\_XXXX .xlsx**

The below mentioned Financial Proposal/Commercial bid format is provided as BoQ\_XXXX.xlsx along with this tender document at <https://moefcc.euniwizard.com>. Bidders are advised to download this BoQ\_XXXX.xlsx as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid. **Bidder shall not tamper/modify downloaded price bid template in any manner.** In case if the same is found to be tempered / modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with IFP, Ranchi.

### **Note**

1. The rates shall be quoted in Indian Rupee only.
2. The rates will be inclusive of all taxes, fees, levies, GST etc. and any revision in the statutory taxes, fees, etc will be the responsibility of the Bidder.
3. The payment will be made to the Firms/Tenderer/suppliers by Cheque/ DD after deducting the TDS as applicable.
4. The quoted rates shall remain firm throughout the tenure of the contract and no revision is permissible for any reason.

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New Delhi -110001, Phone No. 011-49606060

The intending bidder must have valid Class-III (**Signing + Encryption**) Digital Signature to submit the bid online. For this intending bidders may contact above mentioned helpdesk numbers.

## Chapter - 2: Terms & Conditions

1. The rate shall be quoted as Price bid format. The work to be done as per specification and price of item to be quoted as per price bid format and accordingly work order. The rates of taxes and duties applicable should be quoted. The Tenderer will be required to pay the requisite tax, as applicable to govt. of Jharkhand and Govt. of India as applicable. The safe arrival of goods at destination shall be the responsibility of the supplier.
2. The rate may be **quoted in Indian Currency**. No rate quoted in Foreign Currency will be entertained.
3. The work should be completed and reports to be delivered in full and on or before 15 days from the date of issue of work order.
4. The prices quoted must be FIRM till delivery, and the offers made must remain open for acceptance till THREE MONTHS from the due date of opening of the tender (withdrawal of offers within original validity of three months is not allowed). The prices offered should be given preferably both in words and figures. Price escalation will not be allowed.
5. Normal terms of payment will be 100% payment after completion of supply and installation of instrument /equipment.
6. The supplier / firm will have to complete and supply the report at IFP, Ranchi.
7. Tenderers are requested to submit their offer complete in all respects maintaining Proposed Methodology/ flow chart of the work, terms and conditions as per tender documents along with all supporting documents failing which offer may not be considered and no further clarification on technical commercial aspects may be entertained.
8. **JURISDICTION**  
Only the courts at Ranchi in the Jharkhand State will have the jurisdiction to deal with and decide any legal matter or dispute whatever arises out of our contract.
9. **General terms and conditions for submission of offers**
  - (a) The complete offer should be typed in the letter head of the tenderers (Hand written Tender will be summarily rejected). If firm's letter heads are not sufficient to accommodate technical and pricing details & preferably bigger papers are used, such sheets along with other papers of the offer should be signed and stamped by company's authorized signatory.

- (b) The firms must indicate their Fax No., Telephone No. Email address, PAN No. , GST No., JST/ CST No., Tin No. Excise code No. Registration No.etc (wherever applicable) on the printed letter head.
- (c) ALL PAGES OF TENDER DOCUMENTS/ OFFER ALONG WITH ENCLOSURES SHOULD BE SIGNED WITH NAME AND DESIGNATION AND HAVE COMPANY'S SEAL.
- (d) Tenders erased or overwritten will be summarily rejected unless corrections are authenticated with the tenderer's signature.
- (e) The tenders should be submitted as per the instructions given in **CRITICAL DATE SHEET**.
- (f) Director, IFP reserves the right to reject or accept or withdraw the tender in full or part as the case may be without assigning reason thereof. Tenderers are advised to carefully note that deviation in these terms will not be entertained.
- (g) Decision of the tender committee will be final and binding on all tenderers. Regarding preference of work, decision of technical committee shall be final. The committee will scrutinize the past performance of the firm / supplier which will be also a criterion while deciding the final work.
- (h) Price Bid Format to be filled in as per details given in the Chapter - 3: Description of items with specifications.

### CHAPTER 3: Description of items with specifications

Sl. No.	Name of work	Specification of work	Quantity
1	<b>GIS based digitization of area according to the coordinates recorded and quantification (in acre) of the mined areas</b>		
1.1	GIS based digitization of area according to the coordinates recorded and quantification (in acre) of the mined areas	<ol style="list-style-type: none"> <li>1. Proposed Methodology/ flow chart of the work to be carried out by the agency.</li> <li>2. Digitization of area in WGS 84 datum, quantification of each mines and mapping the extent of mined areas for decision making about the land use (the coordinates will be provided by this office).</li> <li>3. Digitized maps in Shape files including spatial and non-spatial database.</li> <li>4. Defining 50m scale of mined area maps.</li> <li>5. Collection and processing of high resolution latest available 'google earth' data projecting the (i) Digitized mines layer, (ii) Cadastral village map of districts to compare the change detection of the mined area sanctioned and actual mining work (to be provided by this office).</li> </ol>	Unit

## **Chapter - 4: Agreement**

The Supplier -----agrees to accept the terms  
and conditions of this bidding document in letter and spirit.

**Name/ Seal of the Tenderer**

## Chapter- 5: Format for Bank Guarantee

To  
Director  
Institute of forest Productivity  
Lalgutwa  
NH-23 Ranchi-Gumla Road  
Ranchi-835303

Ref: Your Order No. ----- For the work of ----- has been accepted by  
M/S.....

Sir,

In accordance with the terms of payment of the above referred order, we have agreed to pay the balance of 5% with an acceptable performance Bank Guarantee for 5% of the total contract value, viz. Rs..... for the due performance by the supplier of all its contractual obligations and it will be valid for a period of 24 months from the date of bank guarantee for this purpose you are requested to kindly accept our guarantee.

In consideration thereof, we hereby guarantee payment of and undertake to pay Rs. .... and remit to you on demand and without demur the sum of Rs. .... being 5% of the total value of the contract on receipt of your intimation that the Supplier has committed a breach of any of its contractual obligations.

This guarantee shall be valid for a period of 24 months from the date of Installation of the equipment in satisfactory condition or 24 months from the date of dispatch of the last lot of consignment whichever is earlier, and in any event shall expire on ...., You will have the right to file/make your claim on us under the guarantee after a period of sixty days from the said date of expiry of this Bank grantee.

This guarantee shall not be revoked without your express consent and shall not be affected by your granting time or any other indulgence to the supplies or by any change in the constitution of the Bank or the supplies or for any other reason whatsoever.

Not with standing anything, contained herein above, our liability under this guarantee is restricted to Rs... and this guarantee will remain in force up to and inclusive of .....unless an action to enforce a claim under the guarantee is filed against us within sixty days from the date of expiry i.e. on or before .....

**Signatory of the Bank with Seal**