

Notice Inviting e-Tender
Himalayan Forest Research Institute
Conifer Campus, Panthaghati
Shimla-171013

Phone 0177-2626778 Fax 01772626779

Web : <http://hfri.icfre.gov.in> Email: po_hfri@icfre.org

Tender number: DPR Project/IT/1/2019

Online Tender documents are invited for *Technical Services for Preparation of GIS Layers and Maps for the Project “DPR Preparation of Forestry Interventions for Indus drainage”*.

1.	Tender No	DPR Project/IT/1/2019
2.	Tender Inviting Authority:	The Chief Project Coordinator-cum-Director, Himalayan Forest Research Institute, Conifer Campus, Panthaghati, Shimla 171009
3.	Brief description of Job	Technical Services for Preparation of GIS Layers and Maps for the Project “DPR Preparation of Forestry Interventions for Indus drainage” including Basin of Satluj, Beas, Ravi, Chenab & Jhelum.
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. 1,00,000 (Rupees One lakh) only in the form of Bank Draft/FDR/Bank Guarantee/Bankers Cheque issued by any nationalized bank in favour of Director, Himalayan Forest Research Institute payable at Shimla and valid for six months.
6.	Tender documents available at Website	http://hfri.icfre.gov.in , and https://moefcc.euniwizarde.com
7.	Publish date and time	29 th May 2019 15:00 Hrs.
8.	Document Download Start Date & Time	29 th May 2019 15:00 Hrs.
9.	Document Download End Date & Time	18 th June 2019 11:00 Hrs.
10.	Online Bid submission start date and time	30 th May 2019 10:00 Hrs.
11.	Online Bid submission last date and time	18 th June 2019 15:00 Hrs.
12.	Last date of submission of cost of bidding document, EMD and other offline supporting documents to:	18 th June 2019 15:00 Hrs The Chief Project Coordinator-cum-Director, Himalayan Forest Research Institute, Conifer Campus, Panthaghati, Shimla 171009
13.	Date and time for opening on line Technical Bid	19/06/2019 16:00
14.	Date and time for opening on line Financial Bid	To be notified after technical Evaluation.
15.	Contact person	Name – Sanjeev Kumar Contact no. 9418481674

NOTE: All other details including any date of extension, clarification, amendments, etc. 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.

On-line tenders through e-procurement portal are invited in twin bid systems i.e. technical bid & financial bid from concerned agencies and producers those have completed at least one project of “Similar” Nature of work in a Government Department/PSU/Autonomous Body or any reputed organization will be preferred.

The bid is to be submitted online only on <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

- a) Data integration from already existing maps, GIS datasets, database & various layers available with National & State Level Departments/Organizations/institutes.
- b) To prepare a geo-referenced database map in GIS environment and update/collect information as per work allotted.
- c) Technical co-ordination and support of GIS activities to other experts & subject matter specialist and other work groups of **Forestry Interventions for Indus drainage** which include Basin of Satluj, Beas, Ravi, Chenab & Jhelum..
- d) Analysis of the geographical area on the basis of various criteria and indicators and presenting the same as tables, graphs and chapters.

2. INSTRUCTION FOR ONLINE BID SUBMISSION

The Bidders are required to submit soft copies of their bids electronically on the Central Public Procurement (CPP) Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the Bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements/ instructions and submitting their bids online on the CPP Portal.

REGISTRATION:

- I. The Bidder is requested to visit the link ‘**Bidders Manual Kit**’ at <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.

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

- a. Access e-tendering website [https:// moefcctender.euniwizarde.com](https://moefcctender.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 (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. For e-tendering, possession of valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) is mandatory which can be obtained from SIFY/TCS/nCode/ eMudra or any Certifying Authority recognized by CCA India on eToken/ Smart Card.
- V. Upon enrolment on CPP Portal for e-tendering, the Bidder has to register their valid Digital Signature Certificate with their profile.
- VI. 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.
- VII. 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 CPP 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 CPP Portal.
- II. Once the Bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved/ saved to the respective My Tenders folder. This would enable the CPP 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.

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/rar/zip/ jpg/ dwf 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 ‘My Tenders’ folder, the Bidder should read terms & conditions (of CPP 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 Submission 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 CPP Portal in general may be directed to the 24X7 CPP Portal Helpdesk.

3. GENERAL TERMS AND CONDITIONS

- a) Quality Cum Cost Based System (QCBS) method will be used for evaluation and selection of consultants. In this method, proposals will be ranked according to their combined technical (ST) and financial (SF) scores. The weights for technical and financial scores will be 70 and 30 respectively.
- b) The bidder who will qualify pre-qualification criteria, will be considered for technical evaluation. Bidders after qualifying in Technical Evaluation will only be considered for Financial Bid Evaluation.
- c) The rates quoted are to be F.O.R Project coordinator cum Head Extension, Himalayan Forest Research Institute, Shimla. Rates are to be strictly quoted in Annexure - C of the tender document only, else it will be considered as invalid.
- d) The Tender should be accompanied with Bank Draft/FDR / Bank Guarantee / Bankers Cheque issued by any nationalized bank of Rs. 1,00,000/- (Rupees One Lakh Only) payable to Director, HFRI, Shimla 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.
- 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 whose technical bids have been accepted shall be returned within 30 days of finalisation of the technical bids.
- f) The EMD of the successful bidder shall be returned within a week after furnishing of necessary performance Guarantee, If the successful bidder fails to furnish the Performance Guarantee within the stipulated period, the EMD shall be kept up to the successful completion of the work as performance guarantee.
- g) Conditional Tenders are liable to be rejected.
- h) In case of any dispute, the CPC-cum-Director HFRI shall decide the issue and his/her decision will be final and shall be the binding on the parties.
- i) The Project Coordinator 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 qualify 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 favor of Director, Himalayan Forest Research Institute payable at Shimla. *(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 of Rs. 1,00,000/- (Rupees One Lakh Only) in the form of DD / FDR / Bank Guarantee / Bankers Cheque issued by any nationalized bank, in favour of Director, Himalayan Forest Research Institute payable at Shimla.*(Scanned copy of the same should be uploaded as part of the bid)*
- 4.3. The agency must be a firm or legal entity i.e. (Private Company incorporated in India under the (Indian) Companies Act 1956/2013 or a company incorporated under equivalent law abroad, Partnership Firm registered Partnership Act, 2008 or a Society registered under The Societies Registration Act, 1860. The applicant agency must have been operational in India from at least 10 years.*(Registration/Incorporation Certificate must attach)*
- 4.4. The agency must have sufficient work experience in the field of Remote Sensing and GIS based projects in India for more than 10 years.*(Work orders and Completion Certificates must attach as proof of experience)*
- 4.5. The agency must have experience of similar kind of services with Government organizations/Public Sector undertakings etc. during last seven years for which the cost of the single work order more than Rs. 25 lakh.*(Work orders and Completion Certificates must attach as proof of experience)*
- 4.6. The agency should have a well-established office with minimum infrastructure comprising High End Desk Top Computer/Work Station, A0 size on larger scanner, A0 size on larger plotter along with standard image processing ERDAS Imagine/ArcGIS/Geomedia software's. *(Proof must be attached for said infrastructure/facilities).*
- 4.7. The agency must have PAN of income tax department *(Attach PAN and Income Tax Clearance Certificate of last three years i.e. 2016-17, 2017-18 & 2018-19).*
- 4.8. The agency must have valid GST Registration Certificate *(Copy must attach)*
- 4.9. The agency must have minimum annual turnover of Rs. 75 lakh for the last three F.Y. i.e. 2016-17, 2017-18 & 2018-19. *(Certified copy of audited balance sheets along with Certificate from Chartered Accountant must attach).*
- 4.10. The Consultant Firm shall not be a Consortium.

- 4.11. The agency 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)*
- 4.12. The agency must not have been penalized by any Central/ State Govt. / PSU/ Autonomous bodies and the like for delayed completion of work or carrying substandard work. *(Self-Declaration on Company letter head)*.
- 4.13. The agency must have sufficient technical staff/ man power along with experienced executives. *(Undertaking on Company letter head)*

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.*

Annexure – A

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

Sl. No.	Description	Compliance Yes/ No	Page No. of Documents attached
4.1	Tender Document Fee of Rs.1000/- (Not Refundable) should be paid in favor of Director, Himalayan Forest Research Institute payable at Shimla. (Scanned copy of the same should be uploaded as part of the bid).		
4.2	Earnest Money Deposit of Rs. 1,00,000/- (Rupees One Lakh Only) in the form of DD/FDR /Bank Guarantee/Bankers Cheque issued by any nationalized bank, in favour of Director, Himalayan Forest Research Institute payable at Shimla. (Scanned copy of the same should be uploaded as part of the bid)		
4.3	The agency must be a firm or legal entity i.e. Private Company incorporated in India under the (Indian) Companies Act 1956/2013 or a company incorporated under equivalent law abroad, Partnership Firm registered Partnership Act, 2008 or a Society registered under The Societies Registration Act, 1860. The agency must have been operational in India from at least 10 years. (Registration/Incorporation Certificate must attach)		
4.4	The agency must have sufficient work experience in the field of Remote Sensing and GIS based projects in India for more than 10 years. (Work orders and Completion Certificates must attach as proof of experience).		
4.5	The agency must have experience of similar kind of services with Government organizations/Public Sector undertakings etc. during last seven years for which the cost of the single work order more than Rs. 25 lakh. (Work orders and Completion Certificates must attach as proof of experience).		
4.6	The agency should have well established office with minimum infrastructure comprising High end Desk Top Computer/Work Station, A0 size on larger scanner, A0 size on larger plotter along with standard image processing (Erdas Imagine/ArcGIS/Geomedia software's). (Proof must be attached for said infrastructure/facilities).		
4.7	The agency must have PAN of income tax department. (Attach PAN and Income Tax Clearance Certificate of last three years i.e. 2016-17, 2017-18 & 2018-19)		
4.8	The agency must have valid GST Registration Certificate (Copy must attach)		
4.9	The agency must have minimum annual turnover of Rs. 75 Lakhs for last three F.Y. i.e. 2016-17, 2017-18 & 2018-19. (Certified copy of audited balance sheets along with Certificate from Chartered Accountant must attach).		
4.10	The Consultant Firm shall not be a Consortium		
4.11	The agency 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)		
4.12	The agency must not have been penalized by any Central/ State Govt. / PSU/ Autonomous bodies and the like for delayed completion of work or carrying substandard work. (Self-Declaration on Company letter head).		
4.13	The agency must have sufficient technical staff/ man power along with experienced executives. (Undertaking on company letter head)		

5. TECHNICAL EVALUATION

Pre-qualification criteria given in para – 4 will be evaluated by Tender Committee and those qualify will be considered for further evaluation.

Technical Bid shall bear maximum marks 100 and the minimum marks for qualifying the technical bid shall be 70 marks. Bidders after qualifying in Technical Evaluation will only be considers for Financial Bid Evaluation.

The breakup of maximum marks shall be based on the following parameters:-

S. No.	Parameter	Max. Score	Details	Break Up	Page No. of Documents attached
1.	Bidder must have relevant ISO 9001:2008 or 9001:2015 certification in the Line of Business. (Copy of ISO Certificate must attach)	10	No	0	
			Yes	10	
2.	The Bidder should have minimum average annual turnover of Rs. 1.00 Cr.in last three F.Y. i.e. 2016-17, 2017-18 & 2018-19.	10	Rs. 75 Lakh to Rs. 1.00 Cr.	05	
			Above Rs. 1.00 Cr.	10	
3.	The Bidder must have local office in Shimla	05	No	0	
			Yes	05	
4.	The Bidder should have experience of similar kind of services with Government organizations/Public Sector undertakings etc. during last seven years for which the cost of the single work order more than Rs. 25 lakh. (Completion Certificate must enclosed along with work order)	20	One Projects	10	
			More than one Project	20	
5.	Sr. Consultant/Team Leader should have minimum qualification of Post-Graduation or M. Tech. in relevant field or PG Diploma in Remote Sensing /GIS/Geo informatics with experience of 5 - 10 years in Remote Sensing & GIS. (Detailed CV along with qualification documents must enclosed)	15	No	0	
			Yes	15	
6.	A detailed work plan, proposed Approach and Methodology along with timeline. Technical approach to be followed by the consultant for completing the project.	40	No	0	
			Yes	40	

NOTE:

- *A clear and detailed Approach and methodology towards the assignment. A work plan on how the methodology will be executed in the given time shall be attached. HFRI, may request the shortlisted consultants to make presentation if required. (The dates of presentation would be intimated accordingly).*
- *The documents already enclosed in pre-qualification criteria, need not to be attached again. Page no. should be mentioned clearly for the technical evaluation.*

6. EVALUATION OF PROPOSALS

A three-stage evaluation procedure will be adopted,

Stage - 1 EVALUATION OF TECHNICAL PROPOSAL

The Technical evaluation committee appointed by HFRI will carry out its evaluation applying the evaluation criteria and point system.

The technical evaluation criteria will include the firm's relevant experience, technical manpower (qualifications, availability and experience) and availability of necessary infrastructure machinery etc. The technical evaluation also includes examination of the quality of samples/reports of past jobs submitted with the proposal. Evaluation will be carried out for total technical score (St) of 100 and scoring 70 points out of 100 will be the eligible criteria for financial evaluation.

Stage - 2 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 given a financial score (SF) of 100 points. The financial scores of other proposals will be computed as follows:

$S_f = 100 \times FM / F$ (Where F is amount of financial proposal, FM is lowest financial proposal).

Stage - 3 FINAL EVALUATION OF THE BID

Proposal will finally be ranked according to their combined technical (St) and financial (Sf) scores using the weights **$S = St \times T\% + Sf \times F\%$**

The weight (T %) given to the Technical Proposal is 70%

The weight (F %) given to the Financial Proposal is 30%

7. SCOPE OF WORK:

The following GIS layers needs to be prepared.

- Watershed up to Micro watershed level
 - Digital Elevation Model (DEM) at 30 m
 - Slope
 - Aspect
 - Land use to be prepared from LANDSAT Data
 - Forest Type
 - Forest Density
 - Soil Erosion
 - Undertaking of multi-criterion analysis for identification of suitable zones
 - Demarcation of areas depicting intervention on very high resolution satellite image.
- i. The above list the Role and responsibility or Technical Service Provider with reference to preparation of GIS layers and maps.
 - ii. Layers have to be prepared for the entire catchment.
 - iii. Map composition has to be done for the entire catchment as well as state-wise.
 - iv. For preparation or reports and presentation thereof the Technical Service Provider shall provide clear description of methodology to be adopted and they should imbibe G.I.S. Compatibility of information/attribute data in all the phases and stages of the subject of his assignment.
 - v. The correspondence on behalf of the service provider would be done by the HFRI with the National & State level Departments/Organizations/Institutes to expedite the procurement of already existing maps & databases. However the job to expedite & procure would be of the service provider.

Demarcation of the above prioritization area would be done on Survey of India toposheets. All maps would show potential areas identified by the service provider on scanned (minimum 300 dpi) survey of India toposheets (1:50K).
 - vi. All the maps and databases, both original and derived, in hard & soft copy, would now and in future continue to be the property of HFRI on behalf of MoEFCC and would not be used/ utilized by the service provider for any other purpose or project, whatsoever.
 - vii. Layers ready to be used in CIS environment must be produced (including LULC map ready to be used for all the five States). All GIS layers developed/procured by service provider written in CD/DVD in a format compatible with ERDAS and ArcGIS software.
 - viii. The service provider would have to present the first, second and final report as per Time Schedule of work and defend the same for scrutiny by Technical committee duly constituted by the CPC-cum-Director HFRI.

8. TIME SCHEDULE OF WORK

- a) The complete scope of work is to be completed within a maximum period of 9 months.
- b) Time is essence of this contract. Therefore, no extension of time for what so ever reason shall be permitted.

9. DECIDING AWARD OF CONTRACT

- a) Quality and competence of the technical service provider shall be considered as the paramount requirement. Followed by financial bids.
- b) The CPC-cum-Director HFRI reserves the right to accept or reject any or all the proposals without assigning any reason.
- c) You are requested to hold your proposal valid for 30 (Thirty) days from the date of submission. During this period you will maintain, your proposed price without change. The HFRI will make its best efforts to finalize the agreement within this period.
- d) Please note that the cost of preparing a proposal and contract including visits to HFRI, if any is not reimbursable.

10. REGARDING CONTRACT

- a) If any part of the contract does not correspond or agree with any other part, or if any question arises as to the meaning of the terms of the contract or as to the performance of the work, CPC-cum-Director HFRI shall determine the matter and his/ her decision shall be final and binding upon the parties hereto.
- b) The contract when executed by the parties hereto shall constitute the entire contract between the parties in connection with the works covered, and shall be binding upon the parties hereto or upon either of them unless the said modification shall be inwriting and duly executed by HFRI and the firm.
- c) The contract shall not be assigned or sublet in whole or in part by the firm without prior written consent of Project Coordinator. Any assignment or subletting of this contract by the firm without prior written consent of Project Coordinator or any interest therein, or of an money due or to become due by reason of the terms hereof, shall be null and void.
- d) The CPC-cum- Director HFRI and/or Project Coordinator has the powers to cancel the contract at one-week notice, if the services of the contractor are found unsatisfactory or otherwise.

11. 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 mismatch/irregularity in GST return filling on the part of the bidder.

12. PENALTY

In the event of failure to meet the job completion in stipulated date/time liquidated damage may be imposed on the contractor for sum not less than 0.5% of the contract value for that item/job for each week or part thereof.

13. TERMS OF PAYMENT

- a. 20% payment will be made to the Technical Service Provider on signing of the contract.
- b. 40% payment will be made to the Technical Service Provider on Submission of Draft report and map.
- c. 40% Final payment will be made on submission and acceptance of work by the department.

14. ARBITRATION

- a) Except where otherwise provided in the contract all questions and disputes whatsoever in any way arising out of or relating to the contract or otherwise concerning the work or the execution or failure to execute the same whether arising during the progress of the warranty period or after the completion or abandonment thereof shall be referred to the sole arbitration of the person appointed by The CPC cum-Director HFRI on this behalf at the name of dispute. There will be no objection to an such appointment that the arbitrator so appointed is an employee of HFRI, or government servant or that he had to deal with the matters to which the contract relates or that in the course of his duties as employee of HFRI, or government servant, he had expressed views on all or any of the matters in dispute of differences. The arbitrator to whom the matter is originally referred being transferred or vacating his office or being unable to act for any reason, shall be replaced by another person as decided by CPC-cum-Director HFRI, to act as arbitrator in accordance with the terms of the contract. Such person shall be entitled to proceed with the reference from the stage at which it was left by his predecessor. It is also a term of this contract that no person other than a person appointed by the CPC-cum-Director HFRI should act as arbitrator and if for any reason, that is not possible, the matter is not to be referred to arbitration at all in all cases where the amount of the claim in dispute is Rs. 50,000/- and above, the arbitrator shall give reasons for the award.
- b) Subject as aforesaid, the provisions of the Arbitration and Conciliation Act 1996 or any statutory modifications or re-enactment thereof and the rules made there under and for the time being in force shall apply to the arbitration proceeding under this clause.
- c) Services under the contract shall notwithstanding the existence of any such dispute, question or controversy, continue during arbitration proceedings and no payment, due or payable by HFRI or the firm shall be withheld on account of such proceedings unless such payments are the direct subject of the arbitration. Reference to arbitration shall be a condition precedent to any other action at law.

PRE-QUALIFICATION CRITERIA

PARTICULARS OF THE FIRM

1.	Name of Consultant / consulting firm	:	
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:

8. Details of Financial turnover:

S. No.	Financial Year	Total Turnover (In INR)
1	F.Y. 2016-17	
2	F.Y. 2017-18	
3	F.Y. 2018-19	

9. Details of sufficient work experience in the field of Remote Sensing and GIS based projects in India for more than 10 years:

S. No.	Title of the Assignment	Name of the Client	Start date (Month/Year)	Completion Date (Month/Year)	Cost of the assignment	Proof of Completion Attached

10. Details of Similar Kind of services with Government organizations/Public Sector undertakings etc. during last ten years for which the cost of the single work order more than Rs. 25 lakh:

S. No.	Title of the Assignment	Name of the Client	Start date (Month/Year)	Completion Date (Month/Year)	Cost of the assignment	Proof of Completion Attached

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 Firm

Date:

Place:

Annexure C

FINANCIAL PROPOSAL

Tender Inviting Authority: The Chief Project Coordinator-cum- Director, Himalayan Forest Research Institute , Shimla				
<u>Schedule of Works</u>				
Sl. No	Description of Work	Qty.	Unit Price (In Rs.)	Total Price (In Rs.)
1.	Technical Services for Preparation of GIS Layers and Maps for the Project “DPR Preparation of Forestry Interventions for Indus drainage” (Satluj, Beas, Ravi, Chenab, Jhelum only).	01 Job		
	Total Price (In Rs.)			
	Tax/GST @ 18%			
	Grand Total in Figures			
	Grand Total in Words –			

Signature of Bidder

Name

With Seal of the Firm

Date:

Place: