

## **Gujarat Forest Department**

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### **Tender Document for monitoring of Nursery & Plantation Works carried out by Gujarat Forest Department in various districts of Gujarat State, (Plantation Year 2014-15 to 2018-19 & Nursery Year 2019)**

#### **TENDER NOTICE – 3/2018-19**

1. Downloading tender Document starts from 10:30 Hours of 11/06/2018 & last date to download tender document Dt.:01/07/2018 till 18:00 Hrs
2. Physical Submission of Tender Fee, E.M.D., Technical Bid & Other Documents on or before: Dt.:05/07/2018, till 18:00 Hr.
3. Date of Opening of Technical Bid: 07/07/2018 Time-12.00 Hr.
4. Date of Opening of Financial Bid:13/07/2018 if possible

**Tender Fee: Rs. 15,000 (Non Refundable)**

**TENDER NOTICE: 3 /2018-19**  
**GUJARAT FOREST DEPARTMENT**  
**GOVERNMENT OF GUJARAT**

Additional Principal Chief Conservator of Forest (FM)  
A-2, *Aranya Bhavan*, CH-3 Circle, opp: St, Xavier's School, Sector 10-A  
Gandhinagar : 382010

Tenders are invited online for monitoring of nursery and plantation works carried out by Gujarat Forest Department in various districts of Gujarat state. Interested bidders may download detailed tender notice and tender document from website <https://www.nprocure.com>. The tender is to be submitted online only through e-tender process .Tender Fee: Rs. 15,000/-

Date of Duration of tender Downloading & submission:

1. Downloading tender document DT: 11/06/2018, to 01/07/2018 till 18:00 Hrs
2. Last date of submission in physical form DT: 05/07/2018 till 18:00 Hrs

**Additional Principal Chief Conservator of Forest, (FM)**  
**Gandhinagar**

# **TENDER DOCUMENT**

*“Tender Document for monitoring of Nurseries & Plantation works carried out by Gujarat Forest Department in various districts of Gujarat State, (Plantation Year 2014-15 to 2018-19 & Nursery Year 2019)”*

## KEYWORDS

GFD	Gujarat Forest Department
GFDP	Gujarat Forestry Development Project
GIS	Geographical Information System
MIS	Management Information System
IFS	Indian Forest Service
JFM	Joint Forest Management
JFMC	Joint Forest Management Committee
NGO	Non Governmental Organisation
PF	Protected Forest
PCCF	Principal Chief Conservator of Forests
APCCF	Additional Principal Chief Conservator of Forests
CCF	Chief Conservator of Forests
CF	Conservator of Forests
DCF	Deputy Conservator of Forests
ACF	Assistant Conservator of Forests
RFO	Range Forest Officer
BG	Bank Guarantee
MD	Managing Director
FDR	Fixed Deposit Receipts
DD	Demand Draft
JBIC	Japan Bank for International Co-operation
PMU	Project Monitoring Unit
HoFF	Head of Forest Force

## TABLE OF CONTENTS

KEYWORDS.....	IV
1 INTRODUCTION .....	8
1.1 Introduction.....	8
1.2 Objectives of the Assignment .....	8
1.3 Coverage of the Study.....	8
2 INFORMATION TO BID ( IFB ) -SECTION-I.....	9
2.1 Information to Bid.....	9
2.2 Bid Procedure.....	9
3 INSTRUCTIONS TO BIDDERS - SECTION II .....	11
3.1 Throughout these Bidding Documents .....	11
3.2 Amendment in bidding documents .....	11
3.3 Cost of bidding.....	11
3.4 Language of the bid .....	11
3.5 Bid Currency .....	11
3.6 Document Comprising the Bid .....	11
3.7 Period for validity of Bid .....	13
3.8 Eligibility Criteria .....	13
3.9 Financial Bid /Price Bid.....	14
3.10 Bid Evaluation Criteria .....	14
3.11 Sealing, Marking & Submission of Bids .....	14
3.11.1 Submission of Bids .....	15
3.12 Tender Fee, Earnest Money Deposit (EMD) & Security Deposit .....	16
3.13 Late Bid.....	17
3.14 Pre Bid Meeting .....	17
3.15 Opening of Bids .....	17
3.16 Bid Evaluation .....	17
3.16.1 Preliminary Examination .....	17
3.16.2 Technical Evaluation .....	18
3.16.3 Financial Evaluation: .....	20
3.17 Award Criteria .....	20
3.18 Right to accept any bid and to reject any or all bids.....	21
3.19 Notification of Award.....	21
3.20 Signing of Contract.....	21
3.21 Contract Completion Period .....	21
3.22 Contents of Bidding Document .....	21
4 GENERAL CONDITIONS OF CONTRACT (GCC) - SECTION III.....	23
4.1 Definitions.....	23
4.2 Interpretation.....	23
4.3 Variation in Scope.....	23
4.4 The Scope Change management Procedure.....	24
4.5 Intellectual Property Rights (IPR) .....	24
4.6 The PCCF & HoFF's Decisions & Instructions .....	24
4.7 Delegation .....	24
4.8 Communication.....	24
4.9 Taxes & Duties .....	25
4.10 Termination.....	25

4.11	Suspension of Contract .....	25
4.12	Payment Upon Termination.....	25
4.13	Extension in Contractual Period .....	25
4.14	Foreclosure.....	25
4.15	Applicable Law & Its Jurisdictions.....	25
4.16	Limitation of Liability.....	26
4.17	Remedies.....	26
4.18	Relationship of Parties .....	26
4.19	Interpretation.....	26
4.20	Dispute Resolution & Legal Jurisdiction.....	26
4.21	Arbitration.....	26
4.22	Insurance.....	26
4.23	Logo, trademarks & Copyrights .....	26
4.24	Code of Conduct .....	27
4.25	Inspection of Records by the Competent Authority .....	27
4.26	Indemnity .....	27
4.27	Staff.....	28
4.28	General.....	28
5	PROJECT DETAILS & TERM OF REFERENCES –SECTION IV .....	29
5.1	Introduction.....	29
5.2	Objectives of the assignment .....	29
5.3	Coverage of study .....	29
5.4	Sampling Design.....	29
5.5	Other Draft Terms.....	30
5.5.1	Time Frame.....	30
5.6	Payment Schedule & Terms of Payment .....	31
5.7	Penalty .....	32
5.8	Consultation with Officials.....	32
5.9	Grading of the Works.....	32
5.10	Interactive Meetings.....	32
5.11	Progress Reports & Reviews .....	32
6	SPECIAL CONDITIONS OF CONTRACT (SCC) – SECTION V .....	33
6.1	Rates of the tender & Deliverables .....	33
6.2	Penalty Clause.....	33
6.3	Time – limit for the rates of tenders.....	33
6.4	Opening of the tender.....	33
6.5	Payment Terms: .....	33
6.6	Responsibility of bidder.....	33
6.7	Scope of Service .....	34
6.8	Duties & responsibilities .....	34
6.9	Other conditions .....	34
6.10	Expiry of Contract.....	35
6.11	Modifications.....	35
6.12	Variations in Scope .....	35
6.13	Scope Change Management Procedure .....	35
6.14	Subletting.....	35
6.15	Arbitration .....	35
6.16	Jurisdictions.....	35
6.17	Acceptance of the tender.....	36

ANNEXURE-A (TECHNICAL BID) .....	37
ANNEXURE-A1 (PROJECT EXPERIENCE) .....	39
ANNEXURE-B (FINANCIAL BID) .....	42
ANNEXURE-C (CONTRACT SERVICE FORM) .....	43
ANNEXURE-D (EMD).....	44
ANNEXURE-E (UNDERTAKING) .....	45
ANNEXURE-F (DECLARATION).....	46
ANNEXURE-G (SELF CERTIFICATE).....	47
ANNEXURE-H (AFFIDAVIT).....	48
ANNEXURE-I(A)- PLANTATION MONIORING FORM .....	49
ANNEXURE-I(B) – F.L. /F.F. PLANTATION MONITORING FORM.....	52
ANNEXURE-I(C) - ખાતાકીય નર્સરી મોનીટરીંગ પત્રક .....	53
ANNEXURE-I (D) - વિકેન્દ્રીત નર્સરી મોનીટરીંગ પત્રક .....	57
ANNEXURE-J (DETAILS OF PLANTATIONS & NURSERIES).....	58
ANNEXURE-K (CHECKLIST).....	59

# 1 INTRODUCTION

## 1.1 Introduction

Every year the Forest department carries out Nursery & Plantation works for the development and management of forest over forests and non-forest areas of the state. The department has already in place the system of monitoring and evaluation of the works. The monitoring branch carries out this task annually to the extent of 5% and brings out the reports of monitoring and analyses the causes for poor results of plantations and suggests the remedial measures.

It is always desirable to get activities carried out by the department monitored and evaluated by some external agency, may it be government or non-government organization or reputed and experienced people. So that a correct, reliable and clear picture can be brought out and projected before the public, policy makers and the interested parties.

## 1.2 Objectives of the Assignment

1. To study the success of (Survival and Growth) of Nurseries & Plantations raised under different models and in different agro-climatic zones of the state in different age classes;
2. To identify the areas of success and failure and to suggest suitable measures for implementation and replication in case of success.

## 1.3 Coverage of the Study

- a. The study will cover all nurseries raised for the plantations of year 2018-19 of all districts/divisions of the study. No district/divisions shall be left out in the study. i.e. 100% monitoring of selected nurseries [ 5% sample selected by SRS of total populations]
- b. The study will also cover all models of plantations of all district/divisions in entire state from the year 2014-15 to 2018-19. No district/divisions shall be left out in the study. As the department intends to carry out monitoring and evaluation exercise with a sample size of 5% of the populations by Stratified Random Sampling (SRS) method. The proposals should give clear outline design for the monitoring of plantations and fellow activities as per the criteria developed for this purpose. The competing party shall indicate the sample size requirements (minimum of 5% sample has to be selected), methodology of sample selection, sampling procedure, data collection and its analysis so as to evaluate the proposals with reference to the requirements of GFD. In the case of plantations, 100% enumeration of plants planted in each sample selected shall be carried out.



## 2 INFORMATION TO BID ( IFB ) -SECTION-I

(INFORMATION TO BID FROM ELIGIBLE BIDDERS FOR MONITORING OF NURSERY & PLANTATION WORKS CARRIED OUT BY GUJARAT FOREST DEPARTMENT IN VARIOUS DISTRICTS OF GUJARAT STATE, GOVERNMENT OF GUJARAT)

### 2.1 Information to Bid

Principal Chief Conservator of Forest & Head of Forest Force, Gujarat State, A/1, *Aranya Bhavan*, Gandhinagar, Gujarat invites online Bids, under e-tender procedure from the eligible reputed firm/company/Service provider, having experience at least FIVE YEARS in carrying out socio-economic monitoring and evaluation studies in different sectors for undertaking third party monitoring of Nursery & Plantation works done by Gujarat Forest Department in various districts of Gujarat State.

### 2.2 Bid Procedure

- 1) This is a two bid system i.e. the interested bidders shall have to submit two separate bids viz. (a) Technical Bid and (b) Financial Bid.
- 2) The Technical bid shall be submitted online as well as in Physical Form through **Registered Post only (No Courier or Hand delivery)**. The Price Bid/ Financial bid shall be submitted online under e-tender procedure. **The Price Bid / Financial bid submitted in physical form will not be accepted and shall be treated as cancelled.**
- 3) The Bidders, interested to bid, can download the bid documents from the website <https://www.nprocure.com> . The bidders, desiring to participate in the bidding process, are required to pay the “Tender Fee” and “Earnest Money Deposit (EMD)” as specified hereunder. Bidders who fail to provide the Earnest Money Deposit equivalent to the amount and in a form specified hereunder, along with the Technical Bid on the due date of submission specified in the Bid Data Sheet (BDS) shall be preliminarily disqualified as “Non Responsive to Bid Requirement” and will not be considered for further Evaluation.
- 4) The bidders shall return the downloaded bid (**except the Price Bid/ Financial bid**), duly signed and sealed along with their Technical Bid. Bidders who fail to abide by this requirement shall be rejected as “Non Responsive”.
- 5) Bid Data Sheet: The tender document is available on the website <https://www.nprocure.com>.
- 6) The Tender document may be submitted as a spiral binding/ bound book containing page numbers and index along with the signature and seal of the competent authority authorized by the firm on each pages. The tender documents not following this procedure are liable for rejection. The salient features are shown below:

<b>Total Value to Contract</b>	: Approximately ₹1,20,00,000/- (One Crore twenty lakh rupees only)
<b>Date of Download tender document form (On line)</b>	: 11/06/2018 10:30 Hours
<b>Last date to Download tender document (Online)</b>	: 01/07/2018 till 18:00 Hrs
<b>Date of submission of Technical bid In Physical form,APCCF-FM Office</b>	: 05/07/2018 till 18:00 Hrs
<b>Time and date of opening of Technical Bid</b>	: 07/07/2018 at 12:00 Hrs
<b>Time and date of opening of Financial Bid ( If possible)</b>	: 13/07/2018 at 12:00 Hrs
<b>Pre bid meeting at APCCF, Monitoring office, Gandhinagar.</b>	: 18/06/2018 at 12:00 Hrs
<b>Tender Fee</b>	: Rs.15,000/- (Nonrefundable) Conservator of Forests, Accounts, Gujarat State Gandhinagar.
<b>EMD</b>	: Rs.3,60,000 (In the form of DD/FDR/BG) in favour of Conservator of Forest, (Accounts), Gandhinagar
<b>Place of Opening of Bids</b>	: Office of the Additional Principal Chief Conservator of Forest(FM) A-2, <i>Aranya bhavan</i> , CH-3 Circle, Opp. St. Xavier's School, Sector 10, Gandhinagar : 382010
<b>Address for Communication</b>	: Office of the Additional Principal Chief Conservator of Forests-FM, A-2, <i>Aranya bhavan</i> , CH-3 Circle, Opp. St. Xavier's School, Sector 10, Gandhinagar : 382010 Phone: 079-23252929, Fax: 079-23252929.
<b>Right to reject any or all bids.</b>	All bids need to be submitted strictly as per the terms and conditions and as per the formats given in the bid document and no deviation, whatsoever, will be accepted. Conditional Bids will not be accepted. Principal Chief Conservator of Forest & HoFF, Gujarat State, Gandhinagar reserves the right to reject any or all Bids without assigning any reason, whatsoever. The bid document is nontransferable. Principal Chief Conservator of Forest, Gujarat State, Gandhinagar reserves absolute right to reject any or all tenders without assigning reasons thereof.
<b>Contract Time</b>	Till 28 <sup>th</sup> February 2019

### **3 INSTRUCTIONS TO BIDDERS - SECTION II**

Bids are invited under two-envelope system from interested Companies / Firms/ Agencies for monitoring of Nurseries & Plantation works carried out by Gujarat Forest Department in various districts of Gujarat state.

Instructions to Bidders for Online Tendering (e-tendering)

#### **3.1 Throughout these Bidding Documents**

- a) The term “in writing” means communicated in written form (e.g. by e-mail, fax, telex) with proof of receipt;
- b) If the context so requires, “singular” means “particular or odd” and vice versa;
- c) “Day” means calendar day, and
- d) The “competent authority” means Principal Chief Conservator of Forest & Head of Forest Force (PCCF & HoFF) or any authority designated by PCCF & HoFF or Government of Gujarat in this behalf.

#### **3.2 Amendment in bidding documents**

- a) At any time prior to the deadline for submission of bids, the competent authority may amend the Bidding Documents by issuing addendum.
- b) Any addendum issued shall be part of the Bidding Documents and shall be published on the website and the bidder shall take into account it before final submission of bids.
- c) To give prospective Bidders reasonable time in which to take an addendum into account in preparing their bids, the competent authority may, at its discretion, extend the deadline for the submission of bids.

#### **3.3 Cost of bidding**

The Bidder shall bear all costs associated with the preparation and submission of its Bid and the competent authority will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

#### **3.4 Language of the bid**

The bid particulars are required to be submitted in English language. However, documents such as certificates and other enclosures to the bid document can be in any Indian language. However, in case of those documents which are in the language other than English, the true translation in English thereof will have to be furnished along with tender document by the bidder. Only English version shall be valid and binding for award of contract.

#### **3.5 Bid Currency**

The bidder will quote prices, submit Tender Document Fee (TDF) / Earnest Money Deposit (EMD) / Performance Security Deposit and claim payment against supplies / services in Indian Rupees as prescribed under the Bid Data Sheet.

#### **3.6 Document Comprising the Bid**

The following documents shall comprise the bid and shall be submitted by each bidder along with the bid as mandatory documents. The bidders who fail to submit these documents or any of these documents, shall be treated as “Non Responsive” and shall not be considered for further evaluation:

- a. The original bid document duly signed and stamped on each page as an acceptance of terms and conditions of the tender;
- b. The detail/ documents and necessary records for proof, establishing the preliminary eligibility criteria, as mentioned in this tender document, including checklist in Annexure K.
- c. The detail/ documents and necessary records for proof, establishing the technical eligibility criteria and for enabling technical evaluation, as mentioned in this tender document.
- d. Tender Document Fee (TDF);
- e. Earnest Money Deposit (EMD);
- f. Bidder is required to submit self-certified copy of legal documents in case of proprietorship firm, private firm, and partnership firm/company.
- g. Duly notarized Power of Attorney / Letter of Authorization in favor of the signatory of the bid document;
- h. Copies of the latest Balance Sheets/Profit & Loss Accounts for the period as required in the eligibility criteria, certified by a Chartered Accountant;
- i. A self-declaration of bidder in the form of affidavit duly notarized for details for good experience, reputation and not debarred/disqualified/suspended by Govt. organization;
- j. Performance Certificate: The bidder must submit a certificate to that effect about performance during the last three financial years.
- k. TURNOVER CERTIFICATE: The bidder has to submit a certificate showing his turnover during the last three financial years certified by a Chartered Accountant on his letter head with his Membership Number of the Institute of Chartered Accountants of India along with certified copies of Purchase Orders against the supply and other supporting documents;
- l. CREDIT WORTHINESS CERTIFICATE: The bidder must submit credit worthiness certificate issued from any **Nationalized Bank** certifying his financial soundness, assuring that the bidder's account is not NON PERFORMING ACCOUNT (NPA) and bidder's unit is not a sick unit or solvency certificate for at least 100% estimated contract value. **Credit Worthiness Certificate issued from banks other than Nationalized Banks will be liable for disqualification.**
- m. Affidavit to declare that the bidder has all facilities to accomplish the task prescribed in the tender as per the terms & condition of the tender;
- n. Bidder shall also submit Notarized copies of the following registration/licenses: -
  - a. CST Registration Certificate/GST Registration No.
  - b. PAN Card
  - c. Excise Registration Certificate, if applicable

The bids not accompanying the legible copies of the relevant documents mentioned under this clause will be rejected.

The Technical Bid as mentioned above together with Company's / Firm's details duly filled in the prescribed format shall be submitted.

All the detail as mentioned in Technical Bid documents, other detail as required in this tender document, as well as the Tender Document Fee (TDF) and Earnest Money Deposit (EMD) as per the tender condition should be submitted in the sealed cover containing technical bid.

### 3.7 Period for validity of Bid

Bids shall remain valid for a period of 180 DAYS from the last date prescribed for submission of bids. A bid valid for a shorter period will be rejected by the competent authority as non-responsive. In exceptional circumstances, the competent authority may request the Bidder(s) for an extension of the period of validity.

### 3.8 Eligibility Criteria

a. The applicant should be reputed firm/ company/ agency:

(i) having experience at least two years in undertaking monitoring in various sectors (Certificate for having performed the work/ services satisfactorily in the said dept. /organization should be attached.)

(ii) must have at least two years experience of monitoring works preferably related to forestry/natural resources in government organizations/ departments. **Work Experience related to third party inspection will not be considered as experience of monitoring works.**

(iii) must have technical manpower and infrastructure needed for such assignment, which should include not only forestry/agroforestry experts, statistician, landscape and landplanning experts and surveyors but also support team for the work. Out of these experts **forestry/agroforestry expert and statistician are mandatory which is to say that absence of one or both of these experts would make the bid liable for disqualification.**

**Forestry /agroforestry expert, statistician, computer and MIS experts and surveyors are the essential part of a monitoring team. The agency must have a bond/agreement with said staff engaged in third party monitoring for the period of agreement with Forest Department.** Qualifications for monitoring staff is mentioned below.

- a) Forestry Expert must be a retd. Class-I officer having the rank of Conservator of Forest or above or M.Sc. Forestry/Agroforestry/Agri. Economics having experience of atleast 15 years;
- b) Statistician must have a relevant professional degree;
- c) Computer or MIS expert must have a bachelor's degree in Computers or Information Technology;
- d) Surveyor must have minimum 5 years of relevant field experience.

(iv) must have an average turnover in past three years of at least Rs.50 lakhs per annum.

**Bid failing to fulfill any of (i), (ii) and (iii) from above mentioned criteria will be liable to disqualification of bid.**

b. Copy of work orders/ award letters showing the experience of work in the last two years, nature of organization for whom monitoring assignments have been undertaken, size of project, area and other relevant details should be given along with all relevant documents.

c. The applicant shall provide the reference list of the organization with contact address failing to which may lead to disqualification of bid.

d. The Service Provider should have a valid Provident Fund Registration with the Regional PF Commissioner, PAN/ ESI Registration. There should either be Valid Labor Contract License / and details thereof should be provided or the undertaking is required from the bidder that it doesnot employ labourer.

e. Copy of IT Return filed or Financial Accounts for the last three financial years duly audited by Chartered Accountant should be furnished.

INFORMATION WITH RELEVANT / SUPPORTIVE DOCUMENTS, DULY INDEXED, WITH FACT SHEET, AS, LISTED AT RELEVANT ANNEXURES MUST BE PROVIDED. INCOMPLETE DETAILS, AFFECTING TECHNICAL EVALUATION WILL DISQUALIFY THE BIDS.

f. The firm/ company/agency should not have been black listed or debarred by any Government Organization/ PSU etc. The firm/agency must furnish an undertaking to this effect on its letter head duly signed by authorized person of the firm/agency.

g. The bidder shall furnish Earnest Money deposit (EMD) through Demand Draft/FDR/BG in favor of “ Conservator of forests, Accounts, Gandhinagar ” issued by any Nationalized Bank or by State Bank of India or its subsidiaries or any other bank authorized by the government for an amount of Rs. 3,60,000/- (Rupees Three Lakhs sixty thousand only) at the time of submission of proposal. The selected agency/ firm will provide security deposit / Bank Guarantee equal to 5% of total value for contract amount as a Security deposit within 7 (seven) working days of the intimation to the bidder whose tender has been accepted, which shall be retained as Security Deposit in respect of the successful bidder or agency selected. The E.M.D. of the bidder who does not do so, shall be forfeited and such bidder shall be considered ineligible for work/contract in future. In such case, Next bidder/s may be asked to provide “Bank Guarantee” & the contract may be awarded to him at the discretion of the competent authority.

h. The Security deposit /Bank guarantee shall be refunded without interest on expiry of Contract/completion of all obligations under Contract unless forfeited on the grounds of unsatisfactory services.

### **3.9 Financial Bid /Price Bid**

The Financial bid should be submitted on-line / through e-Tendering only. The rate of undertaking monitoring of Nurseries & plantation works, done by Gujarat Forest Department in various districts of Gujarat state should be exclusive of the taxes to be quoted in the format given in **Annexure-B**.

### **3.10 Bid Evaluation Criteria**

The bidder is strictly prohibited to make any change / alter any condition in the printed format. The overall bid evaluation will be done through a combination of technical and financial score in ratio of 60: 40. The technical evaluation will be done as per the mechanism specified in the bid document. Bidder scoring the maximum in combined score of technical and financial score (T60+F40) will be declared as successful bidder. In case L1 expresses his inability or willingness in writing to accept the assignment or his incapability to deliver the required services, L2 might be considered for the same only if it agrees to do so at L1 rates.

### **3.11 Sealing, Marking & Submission of Bids**

Bidder should sign on each page of the tender document as a part of acceptance of all terms and conditions. Bidder should submit the tender in the form of Technical bid as well as financial bid as follows:

a) TECHNICAL BID: Physical submission through Registered Post (No Courier or Hand delivery) only before 05/07/2018 18.00 Hrs.in the office of APCCF-FM, *Aranya Bhavan*, Gandhinagar

b) FINANCIAL BID / PRICE BID (**Only Online Submission, any financial bid filled in physical form shall be treated as cancelled**)

### 3.11.1 Submission of Bids

Bidder should put the technical bid cover into one sealed cover super scribing “Tender document for undertaking monitoring of plantation works, done by forest department in various districts of Gujarat state”, Tender Notice Number, Name, Address, phone number, fax number and mobile number of the bidder. The technical bid shall be submitted in single copy. The envelope shall indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared “late”. If the outer envelope is not sealed and marked as required, the competent authority will assume no responsibility for the Bid’s misplacement or premature opening. Technical Bids should be submitted online as well as in Physical form through **Registered Post only (No Courier or Hand delivery)**.

a) Tender documents are available only in electronic format which Bidders can download free of cost from website <https://nprocure.com> till the time duration mentioned at Information to Bid (IFB). However, in case bid is submitted, tender document fees (TDF) as mentioned in IFB needs to be submitted along with tender.

b) Technical bid is required to be submitted online as well as in physical form with required Tender Document Fees, EMD and documents. Financial bid / Price Bid should be submitted online through the website <https://www.nprocure.com>.

c) Bidders who wish to participate in online tenders will have to procure / should have legally valid Digital Signature Certificate (Class III) as per Information Technology Act-2000, using which they can sign their electronic bids. Bidders can procure the same from any of the license certifying Authority of India or can contact (n) Code solutions- a division of GNFC Limited, who are licensed Certifying Authority by Government of India.

d) All bids should be digitally signed, for details regarding digital signature certificate and related training involved bidders may contact at the below mentioned address:

(n)Code solutions

A division of GNFC Ltd.,

301, GNFC Info-Tower, Sarkhej - Gandhinagar Highway, Bodakdev,

Ahmedabad - 380 054 (India), Telephone: +91 79 26857316/17/18

Fax: +91 79 26857321, E-mail: [nprocure@gnvfc.net](mailto:nprocure@gnvfc.net)

e) Kindly take note that, valid Digital Signature Certificates is must for all the interested bidders / suppliers for this tender including proprietor, partnership firms, registered firms, co-operative societies, association or any other legal entities.

f) Online tendering process is not possible without valid digital signature certificate. Bidders may contact (n) code solutions for guidance in this regard.

g) Interested bidders are advised to complete their procedure for taking digital signature certificate in respect to filling of application form, supporting documents with necessary fees at least 3 days before last date of tender submission.

h) If any Bidder fails to submit the on-line tender due to pending procedure for taking valid digital signature certificate or any other reason; neither (n)Code solutions nor the competent authority will be responsible whatsoever.

i) All the bidders who have no facility to participate in on-line tenders are advised to contact (n) code solutions for the same.

j) All the correspondence in respect to training, support or digital signature certificate should be addressed to (n) code solutions directly on the above mentioned address.

k) No physical submission of price/commercial bid will be entertained as it should be furnished on-line only. Any physical submission of financial bid will render the bid as

summarily rejected. Also no fax, e-mail, SMS, letters or any other form of communication will be entertained for the same.

l) Any attempt to submit price bid through mode other than online will result in cancellation of bid.

m) The bidder shall enclose Tender Document Fee (TDF) for the value of Rs. 15,000/- (Rupees FIFTEEN thousand only) in form of a crossed account payee demand draft issued by SBI / any nationalized bank in favor of 'Conservator of Forests, Accounts, Gandhinagar' payable at Gandhinagar. No exemption from submitting Tender Document Fee shall be given to any party on any count whatsoever. Offers received without TDF or offers not accompanied by the required amount of TDF shall be rejected outright. TDF received after the opening of Technical Bid shall not be accepted and the offers shall be treated as without TDF and will be accordingly rejected. TDF is non-refundable. Tender document fees in respect to tender and earnest money deposit in respect to tender should be submitted 'off-line' at specified dates, time and place as mentioned at IFB / Bid Data Sheet.

n) The terms and conditions of e-tender system of (n) procure shall be additional and prevail over this list.

o) Interested Bidders can view these tender documents online. Bidders can download tender documents as mentioned above and Bidders who wish to submit their offer shall pay tender fee & earnest money deposit as mentioned in this tender document

### **3.12 Tender Fee, Earnest Money Deposit (EMD) & Security Deposit**

a) The non-refundable Tender fee of Rs.15,000/- should be sent by demand draft of nationalized bank or any other bank authorized by government payable at Gandhinagar in favor of "Conservator of Forests, Accounts, Gandhinagar"

The bidder shall enclose EARNEST MONEY DEPOSIT (EMD) Rs.-3,60,000/- which is payable in the form of Demand Draft/FDR/BG issued by any Nationalized Bank or any other bank authorized by the government, in favor of "Conservator of Forests, Accounts, Gandhinagar" for a period of not less than 120 days. No exemption from submitting EMD shall be given to any party on any count whatsoever. Offers received without EMD or offers not accompanied by the required amount of EMD shall be rejected outright. EMD received after the opening of Technical Bid shall not be accepted and the offers shall be treated as without EMD and will be accordingly rejected. The EMD is required to protect the APCCF against risk of Bidder's conduct, which would warrant its forfeiture.

The EMD shall be forfeited:

- (i) If a Bidder withdraws its bid during the period of bid validity or
- (ii) If the Bidder changes the rate after procedure of the price negotiations is completed with the respective L-1 bidder or
- (iii) In case of the successful bidder, if the Bidder fails:- to furnish Performance Security Deposit in accordance with the Tender Document or to sign the Contract in accordance with the Tender Document.

b) No interest will be paid on EMD. Unsuccessful bidder's EMD will be returned as early as possible, as but not later than 90 (Ninety) days after the expiration of the period of bid validity prescribed by the competent authority. Successful bidder's EMD will be returned upon the bidder's furnishing the Performance Security Deposit in the form of Bank Guarantee and signing of contract.

c) Physical Submission of Tender Fee, E.M.D. & Technical Bid as per Annexures on or before through RPAD/Register parcel or equivalent so as to reach us on or before date:



05/07/2018 by 14:00 hours at the above address in sealed cover. If, due to any reason, holiday is declared on this day, it should be sent in such a way that it reaches on the next working day but within the previously set time.

- d) The tenders received after the prescribed time limit shall not be taken into consideration.
- e) The bidders shall have to put his/her initials at any corrections made and on each page of the tender.
- f) Any type of conditional tender shall not be accepted and such tenders shall be treated as rejected.
- g) The successful bidder have to submit performance Bank Guarantee equal to 5% of total value for contract amount as security deposit.
- h) Security deposit in the form of Performance Bank Guarantee shall be provided immediately within seven working days of the intimation to the bidder whose tender has been accepted. The E.M.D. of the bidder who does not do so, shall be forfeited and such bidder shall be considered ineligible for the work/contract in future. In such case, Next bidder/s may be asked to provide "Bank Guarantee" & the contract may be awarded to him at the discretion of the competent authority.

### **3.13 Late Bid**

Any bid received by the competent authority after the deadline for submission of Bids prescribed in this document will be rejected and returned unopened to the bidder.

### **3.14 Pre Bid Meeting**

Pre-bid meeting will be conducted on date and venue as mentioned in Section-I of Bid document. Clarifications on the above said bid document will be provided in the pre-bid meeting. Decisions, consequent to pre-bid, will be uploaded as amendment to bid document.

### **3.15 Opening of Bids**

Bid will be opened on date specified in the tender document. No separate communication shall be made to the bidders. However this information will be available on website of Gujarat Forest Department & n-procure as indicated in this tender document. First of all technical bid cover will be opened at the time of opening of the tender. The bids will be examined for preliminary eligibility, followed by technical evaluation. If it is found that technical bid submitted by the bidder is as per the terms and conditions of the tender and the bidder satisfies all the requirements and eligibility criteria as per the tender document then and only then, Financial bid of the bidder, submitted through e-Tendering will be opened.

### **3.16 Bid Evaluation**

Bid evaluation shall be done through 2 stage methods involving Technical Evaluation, including a Preliminary examination for completeness, followed by Financial Bid of technically qualifying bidders.

#### **3.16.1 Preliminary Examination**

Preliminary examination bids will be done for completeness of bid documents, w.r.t Constitution of Organization, EMD, Tender fee, Relevant undertakings, Self-certification, Power of Attorney, EPF Registration number., ESI Registration number, PAN Card, GST number and other documents as specified at Annexures-K of this tender document.

Bid with any assumption or condition imposed by the bidder having any bearing on price, will not be considered as responsive and is liable to be rejected. The competent authority will examine each Bid to determine its completeness, computational errors, if any, furnishing of required sureties, proper signing of documents, and general orderliness of bids. Prior to financial

evaluation, the competent authority will determine the substantial responsiveness of each Bid to the Bidding Documents. For purposes of these Clauses, a substantially responsive Bid is one, which confirms to most of the terms and conditions of the Bidding Documents. If needed the department will establish official communication with the prospective organizations/individuals in order to seek explanation and clarification and confirmation. **The organizations/individuals are being advised not to establish any contact on their own or indulge in any form of canvassing, failure to adhere to this shall invite disqualification of the party.**

### 3.16.2 Technical Evaluation

The Bids, qualifying in preliminary examination, only will be technically evaluated out of total marks of 100, comprising of 80 marks for document based evaluation and 20 marks for methodology, evaluated on the basis of presentation to be made before technical committee. Technical evaluation will be done on the basis of various parameters and their prescribed weightage, as provided in bid document. Bidders scoring **at least 50 marks general (non weighted)** will be considered as technically qualified. The evaluation will be done on the parameters of Annual turnover, Experience – project size, project scale, project cost, team & organization, etc. as given below:

S. No.	Particulars	Points	Remarks
1.	<b>Experience in the subject</b>	<b>60</b>	
<b>1.1</b>	<b>Scale of the projects w.r.t area / geographical spread</b>	<b>20</b>	
	District level project	6	1 point for each project, with max of 6 projects
	State level	8	2 point for each project, with max of 4 project
	National/ international level	6	3 point for each project, with max of 2 project
<b>1.2</b>	<b>Number of projects undertaken</b>	<b>10</b>	
	Projects completed	8	2 point for each project, with max of 4 project
	On-going Projects	2	1 point for each project, with max of 2 project
<b>1.3</b>	<b>Size of project w.r.t cost</b>	<b>10</b>	
	Up to Rs. 50 lacs	1	1 point for each project, with max of 1 project
	From Rs.51- Rs.100 lac	6	2 point for each project, with max of 3 project
	Rs.101 lacs onwards-	3	3 point for each project, with max of 1 project
<b>1.4</b>	<b>Relevant experience w.r.t nature of works</b>	<b>20</b>	

	Rural development & health related monitoring	4	2 points for each project with max of 2 projects
	Agricultural/ Agronomy related monitoring	4	2 points for each project with max of 2 projects
	Forestry & plantation related monitoring	12	4 points for each project with max of 3 projects
<b>2.0</b>	<b>Team management &amp; organization: Number of Experts available with Institution</b>	<b>15</b>	
	Forestry/ Agro-forestry	5	
	Statisticians	3	
	Landscape/ Land planning experts	2	
	Computer Experts	2	
	Surveyors	3	
<b>3.0</b>	<b>Turn over</b>	<b>5</b>	
	Rs.150 lac-Rs.200. lac	<b>2</b>	
	Rs. 201 lac –Rs. 300 lac	<b>3</b>	
	More than 301 lac	<b>5</b>	
<b>4.0</b>	<b>Methodology</b>	<b>20</b>	On the basis of mandatory presentation to be made by bidder and the evaluation made by technical committee

- Out of 4 sections for evaluation, the bidder scoring zero in any of the sections will be disqualified.
- The Forest Department reserves the right to seek additional information from the applicant organization, if necessary, during the course of bids evaluation.
- The technical bid will be assessed by a committee appointed by Principal Chief Conservator of Forests & HoFF for the purpose. Quality of work will be given preference hence comprehensive proposal are expected.
- The Committee will assess the Technical bids on the basis of following points/ score. There shall be a Committee which will examine the technical aspects of the bid. Bids of only those bidders whose bids are found in conformity with the requirements shall be considered. The decision of the Committee shall be final in this regard.
- The committee will fix a cut off percentage and on the basis of that will finalise the technically qualified applicants.

**Bidders scoring 50 or more marks general (non weighted) will be technically qualified.**

Total marks for Technical Evaluation is 100. Marks obtained by each bidder will be converted into 60% ratio. i.e. for Technical Evaluation, if one of the bidders scores 80 marks out of 100, Technical Evaluation will be calculated as  $80 \times 60 / 100 = 48$ , hence, final weighted score for Technical Evaluation will be 48. Highest weighted technical score will be termed as T1, second highest as T2 and so on...

Bidders are required to provide all supportive documents, as specified in the **Annexures A/A1**. Bidders are required to submit above information along with relevant supportive document. Since information sought is key for technical evaluation, Bidders must fill the information correctly and completely. Any gap in information or lack of supportive document, will result in zero marks in that category.

### **3.16.3 Financial Evaluation:**

Financial bids will be opened online, only for those bidders who have been technically qualified.

The financial weightage (40%) will be calculated as follows:

Weighted Marks for Financial Bid is 40. Marks obtained by each bidder for Financial Evaluation (Financial amount quoted as per the format enclosed at **Annexure – B**) will be:

Lowest commercial bid will be designated as F1, second lowest as F2 and so on...

F1 will get 40 Marks out of 40 .

$F2 = 40 - (40/F1 * (F2 - F1))$

$F3 = 40 - (40/F1 * (F3 - F1))$  and so on where F1, F2 and F3 are bid prices in rupees.

The bids not accompanying the legible copies of the relevant documents mentioned under this clause will be rejected.

### **3.17 Award Criteria**

a) The competent authority shall have absolute right to accept any tender or to reject all the tenders without assigning any reason. This also includes to accept or to reject a tender of the lowest rates & zero or negative bid.

b) Bidder scoring the maximum in combined score of technical and financial score (T60+F40) will be declared as successful bidder.

Total Points scored= Technical Bid evaluation point X (60%) + Financial Bid evaluation point X (40%), hence final L1= T1+F1

c) The competent authority reserves the right for revision of scope of work or limiting the scope of work.

d) After awarding the contract, if it is found that bidder is not able to carry out the assignment as per the terms of the contract, the competent authority reserves right to terminate the contract and award the work to the L-2 bidder at the L-1 rates.

e) For the purposes of this Contract, "Force Majeure" means any unforeseen event directly interfering with the services during the currency of the Contract such as war, insurrection, restraint imposed by the government, act of legislature or other authority, explosion, accident, strike, riot, lockout, act of public enemy, act of God, sabotage which is beyond the reasonable control of a Party and which makes a Party's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances. The obligations of the competent authority and the successful bidder/ agency selected shall remain suspended if and to the extent that they are unable to carry out such obligations owing to force majeure or reasons beyond their control. The failure of a Party to fulfil any of its obligations

under the Contract shall not be considered to be a breach of, or default under, this Contract in so far as such inability arises from an event of Force Majeure, provided that the Party affected by such an event:

- Has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and
- Has informed the other Party as soon as possible about the occurrence of such an event and such impossibility subsists for not less than 60 days.
- Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.
- The successful bidder/ agency selected is entitled to the payments for the portion of the work already completed before the happening of any event constituting Force Majeure culminating in termination of Contract. Decision of the competent authority, in this regard will be final.

### **3.18 Right to accept any bid and to reject any or all bids**

The competent authority reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time 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 competent authority action.

### **3.19 Notification of Award**

Prior to the expiration of the period of the bid validity, the competent authority will notify the successful bidder in writing by hand delivery or a registered letter / fax / email to be confirmed in writing by a registered letter intimating acceptance of bid.

Following notification, the successful bidder(s) will be expected to enter into a formal contract with the competent authority, till 28<sup>th</sup> February 2019 from the date of notification of award. The standard general and special terms included in this IFB together with bidder's responses, will form part of contract, unless otherwise negotiated. Bidder is expected to start working on the project as soon as the Work Order is issued by the competent authority and as per the timelines, specified in the bid document.

### **3.20 Signing of Contract**

After intimation to the successful bidder of acceptance of its bid, a contract / an agreement between the competent authority, and the successful bidder will be signed within 7 working days.

### **3.21 Contract Completion Period**

The Contract will remain in force till 28<sup>th</sup> February 2019 without any price escalation.

Any variation in price for any other reason, whatsoever, shall not affect the agreed rates and shall not vitiate the contract and the successful bidder will be bound to continue to provide services at the agreed rates/price.

### **3.22 Contents of Bidding Document**

The Bidder is expected to examine all instructions, forms, terms and Conditions in the bidding document. Failure to furnish all information required by the bidding documents on submission of a bid not substantially responsive to the bidding document in every respect will be at bidder's risk and may result in rejection of its bid.



## 4 GENERAL CONDITIONS OF CONTRACT (GCC) - SECTION III

### 4.1 Definitions

- a) The Contract is a contract between the competent authority and the Successful Bidder (herein after referred to as the successful bidder) to execute the contract as per agreed Specifications. All attachments, appendices, annexures shall be deemed to be an integral part of this contract.
- b) The APCCF Monitoring, branch, Government of Gujarat, Gandhinagar with their office located at 'B' wing, Fourth Floor, (B-4) *Aranya Bhavan*, Opp. Xavier's School-Ch-3 Circle, Sector 10-A, Gandhinagar, Gujarat, herein after referred to as the APCCF Monitoring. The APCCF Monitoring, is the party who will employ the successful bidder to execute the contract.
- c) The Successful Bidder means a company/firm, proprietary or partnership firms, private or public limited company, as per conditions has been accepted by the competent authority.
- d) The Bidder's Bid is the complete Bidding documents submitted by the Bidder to the competent authority and includes Technical bid, financial bid and other required documents before the award of the contract.
- e) The Contract Price is the price stated in the Letter of Acceptance and thereafter as adjusted in accordance with the provisions of the Contract and is the price payable to the successful bidder for full and proper fulfillment of its contractual obligations.
- f) Days are calendar days; months are calendar months as per Gregorian calendar.
- g) A Defect is any part of the non-fulfillment of condition which is not provided in accordance with the contract/tender documents.
- h) Effective date of contract shall be the date of issuance of the Letter of Acceptance by the competent authority.
- i) 'Range' and 'Division' are administrative units of Gujarat Forest Department (hereafter referred as GFD) which can be approximated to Taluka and district level offices but not necessarily coterminous with either.
- j) 'Circle' is a regional level office functioning as direction division.
- k) 'Model' is a plantation design specific to a scheme/area/local factors.
- l) The competent authority shall be Principal Chief Conservator of Forest & Head of Forest Force (PCCF HoFF) or an authority designated by PCCF & HoFF or Government of Gujarat in this regard.

### 4.2 Interpretation

These general conditions of contract shall apply to the extent they are not superseded by provisions in other parts of the contract, including special conditions of contract.

Headings are indicative only and have no legal significance. Words have their normal meaning under the language of the Contract unless specifically defined. The competent authority will provide instructions clarifying queries about the Conditions of Contract, which shall be binding.

The documents forming the contract shall be interpreted in the following order of priority.

- (i) Contract
- (ii) Letter of Acceptance, notice to proceed with the works.
- (iii) Bidder's accepted financial offer.
- (iv) Conditions of Contract including Special Conditions of Contract
- (v) Work order
- (vi) Conditions as per tender documents
- (vii) Technical Bid
- (viii) Any other document listed in the Contract forming part of the Contract.

### 4.3 Variation in Scope

The scope of work, TOR and the contract agreement and/or work order together shall be baseline for scope. However, any additional requirement beyond what is mentioned in above shall be handled through scope change management procedure.

#### **4.4 The Scope Change management Procedure**

It is defined as a requested modification at any stage of the project which require the deliverables to deviate from the baseline. The scope change management procedure will cover –

- i. Identification and documentation of the need for additional work.
- ii. Analysis and evaluation of additional need for technical impact and impacts on effort schedule, cost as well as other planning aspects. The rate for costing the efforts will be as far as possible, synchronous with costing of efforts or items of a similar nature already approved under contract.
- iii. Implementation of additional work and above the baseline.

#### **4.5 Intellectual Property Rights (IPR)**

IPR on all documents in any form including but not limited to field notes, enumeration data, storage media of any type, including cloud based storage implemented for GFD shall remain solely with GFD. Knowledge and/or business processes designed to meet the objectives of GFD cannot be replicated with or for another business entity unless concentrated. Replication, duplication, reimplementing of similar processes with defined standards, customized or at enterprise level can be done with an agreement within a scope of royalty payments on IPR as authorized under the said agreement to be signed separately. All utilities, tools processes, methodologies and or deliverables thereof belonging to suppliers/successful bidders/contractors for any service being performed under this contract and any enhancements made thereto or any derivatives made there from will remain the absolute and exclusive property of the suppliers/successful bidders/contractors. IPR specific to any tailor made or customized utilities, tools, processes, methodologies and/or deliverables or components thereof designed and developed for the GFD shall lie with GFD, and as such cannot be replicated, distributed, duplicated, implemented and /or change with written clearance of GFD.

Both Parties agrees that they will at their sole cost and expense, defend, indemnify, and hold harmless the other party from and against all losses, damages, expenses (including attorneys' fees) and claims ("Claims"), to the extent such Claims arise out of, result from, or are attributable to the actual or alleged infringement or misappropriation of any patent, copyright, trade secret, trademark, or other rights or confidential information of any third party by the defaulting party or its employees, subcontractors, consultants, representatives, and agents; provided, however, the aggrieved party gives the defaulting party prompt notice in writing of the Claim. The defaulting party may not settle any infringement claim that will affect the aggrieved parties in an adverse manner without the aggrieved party's prior written consent, which consent may be withheld for any reason.

If a judgment or settlement is obtained or reasonably anticipated against Customer's use of any Intellectual Property for which Supplier has indemnified Customer, Supplier shall at Supplier's sole cost and expense promptly modify the item or items which were determined to be infringing, acquire a license or licenses on Customer's behalf to provide the necessary rights to Customer to eliminate the infringement, or provide Customer with a non-infringing substitute that provides Customer the same functionality. At Customer's election, the actual or anticipated judgment may be treated as a breach of warranty by Supplier, and Customer may receive the remedies provided in this agreement.

Supplier shall, at its expense, indemnify and hold harmless the Indemnified Parties from and against any Claim with respect to withholding taxes, worker's compensation, employee's benefits, or any other claim, demand, liability, damage, or loss of any nature relating to any of the personnel provided by supplier and / or any other liability casted on the supplier by any applicable statute.

#### **4.6 The PCCF & HoFF's Decisions & Instructions**

Except where otherwise specifically stated, the competent authority decision shall be binding on the successful bidder shall carry out all instructions of the competent authority / Representative pertaining to the contract, unless such instructions are contradictory or violative of the law of the land as may be applicable to this contract.

#### **4.7 Delegation**

The competent authority / Representative may delegate any of his duties and responsibilities to other officers' agencies or experts after notifying the successful bidder and may cancel any delegation after notifying the successful bidder.

#### **4.8 Communication**

Communications between parties, which are referred to in the contract, are effective only when in writing. A notice shall be effective only when it is delivered to the person for whom it is meant. Party means the competent authority or the successful bidder as the case may be. Parties mean both the competent authority and the successful bidder.



#### **4.9 Taxes & Duties**

The rates quoted by the successful bidder shall be exclusive of any prevailing Govt. duties and taxes/Service tax etc. as mentioned in price basis clause of this tender document that the successful bidder may have to pay for the performance of this contract. The competent authority shall deduct such taxes at source as per applicable law and issue a certificate to that effect.

In the event that Central or State Governments exempt this supply from imposition of taxes and duties, fully or partially, then upon such exemption, the successful bidder shall adjust the benefit so received, in full in favor of the competent authority.

The successful bidder is responsible for all statutory and regulatory compliance and for obtaining any permits, licenses or other documents required by any Government authorities in connection with the assignment.

After award of the contract, if there is any increase in any Govt. duties or taxes (only), the same will be proportionately adjusted in the contract price from the date (later than the date of increase) mutually agreed between the successful bidder and the competent authority.

#### **4.10 Termination**

The competent authority may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the successful bidder, terminate the Contract in whole or in part.

If the Contract is terminated the successful bidder shall stop providing services immediately.

In the event of termination of contract by the competent authority on account of breach of any terms and conditions of the contract by the successful bidder the entire Performance bank Guarantee given by the successful bidder will stand forfeited.

#### **4.11 Suspension of Contract**

In appropriate case, the competent authority may at its discretion, instead of terminating contract for breach of any terms or conditions of contract by successful bidder, suspend the contract for specified period. In case the contract is so suspended, successful bidder will be under obligation to imbrues the competent authority loss suffered by the competent authority on account of the making alternative arrangement for procuring services during period of suspension of contract and if the successful bidder fails to reimburse such loss, the same will be recovered from Performance bank Guarantee or any other payment to be made to the successful bidder either under this contract or any other contract.

#### **4.12 Payment Upon Termination**

If the Contract is terminated because of a breach of Contract by the successful bidder, the competent authority shall process legitimate and due payments to the successful bidder.

#### **4.13 Extension in Contractual Period**

It will be Supplier's responsibility to ensure that solutions and services are delivered within the stipulated delivery period. However, if on account of reasons beyond one's control as laid down in the Force Majeure Conditions and due to reasons attributable to the Customer may consider extension of period with or without statutory variations. However, extensions will be granted upon submission of documentary evidence for the reasons of delay provided that such extension will be without financial impact on Customer side except when such delay results due to any reasons attributable to the Customer

#### **4.14 Foreclosure**

The competent authority reserves the right to foreclose the contract without assigning any reason. In such case the successful bidder will not be entitled to any compensation for non-providing services or loss of profit or any incidental costs of any kind. Payment shall be made only for supplied services and accepted by the competent authority up to the date of effect of this procedure.

#### **4.15 Applicable Law & Its Jurisdictions**

The contract shall be governed by and construed under the law of India/Gujarat. All questions disputes or differences arising under, out of or in connection with the contract, if concluded shall be subject to the exclusive jurisdiction of the court at Gandhinagar. All the notices required or permitted to be given by one party to the other

under this contract will be sufficient, if send by certified mail, return receive requested, to the parties at respective addresses, first set forth above, or to such other addresses as the party to receive the notice to the other party, pursuant to this paragraph.

If any provision of the TOR contract, agreement or work order, or any attachment thereto is held invalid or otherwise enforceable, the enforceability of the remaining provisions and the attachment be thereto shall not be impaired hereby.

The failure by any party to exercise any right or remedy provided for herein will not be deemed or waiver of any right or remedy thereunder.

#### **4.16 Limitation of Liability**

Notwithstanding anything contained herein, neither Party shall be liable in contract, tort or otherwise howsoever arising out of or in connection with the Contract for any loss of profits, business, anticipated savings, revenue and/or any indirect or consequential loss or liability howsoever caused.

In no event shall the total liability of the Supplier to the Customer or in connection with or arising out of the Contract shall exceed the amounts received by the Supplier from the Customer under the Contract prior to the date of the default or 20% of the contract value, whichever will be higher. Such matter shall be referred to the Govt of Gujarat for finalization, failing which the same will be resolved through arbitration process defined in the contract.

#### **4.17 Remedies**

The rights and remedies of Customer set forth in this Agreement are not exclusive and are in addition to any other rights and remedies available to it in law or in equity.

#### **4.18 Relationship of Parties**

Supplier shall perform all Services as mentioned in this document as an independent contractor, and nothing contained herein shall be deemed to create any association, partnership, joint venture, or relationship of principal and agent or master and servant, or employer and employee between the parties hereto or any affiliates or subsidiaries thereof, or to provide either party with the right, power, or authority, whether express or implied, to create any duty or obligation on behalf of the other party.

#### **4.19 Interpretation**

In case of any ambiguity or dispute regarding interpretation of any clause of this tender document, the competent authority's will be treated as final and binding.

#### **4.20 Dispute Resolution & Legal Jurisdiction**

The competent authority and the service provider agency shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract. If, after thirty (30) days from the commencement of such informal negotiations, the competent authority and the Implementing agency are unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to arbitration. Such disputes would be subject to the jurisdiction of courts in Gandhinagar.

#### **4.21 Arbitration**

In case the dispute is not settled as per above, then the same shall be referred to the sole arbitrator nominated by the competent authority and such arbitration will be governed by the provisions of the Arbitration and Conciliation Act, 1996 or any amendments made in the same from time to time. The venue of arbitration in all such cases shall be Gandhinagar/ Ahmedabad.

#### **4.22 Insurance**

The competent authority shall not be liable for or in respect of any damages or compensation payable at law in respect or in consequences of any accident or injury to any workmen or other person in the employment of the Supplier unless caused by the negligence of the Customer while on duty. The Successful bidder shall ensure compliance of all the applicable statutes and any liability arising due to noncompliance shall be required to be borne by the bidder.

Any other claims in their respective domains shall be settled by either party.

#### **4.23 Logo, trademarks & Copyrights**

The Successful bidder shall indemnify and hold harmless the competent authority and its employees and officers from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of whatsoever nature, including attorney's fees and expenses, which the GFD may suffer as a result

of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright or other intellectual property right registered or otherwise existing in respect of use by the Customer in accordance with this Agreement including any modifications and alterations, supplied by the Supplier under the Contract.

The indemnification obligations shall be valid provided that:

1. The successful bidder promptly notifies the competent authority of the claim;
2. The successful bidder shall at its own cost and expense be entitled to have sole control of the defense of the claim and any related proceedings or settlement negotiations; and at the cost and expense of the successful bidder, competent authority takes all reasonable steps at the cost of the successful bidder to co-operate with the Supplier in the defense of such claim, proceedings or negotiations; and
3. In the event that any such infringement occurs or may occur the competent authority shall, at its expense, either:
  - a. Procure for GFD the right to continue use of the deliverables or any part thereof (“deliverables”) or the infringing part thereof; or
  - b. Modify or amend the deliverables or infringing part thereof so that the same becomes non-infringing; or
  - c. Replace the deliverables with deliverables with same functionality.

If any of options above is not reasonably possible or effective at reasonable opinion of the Successful bidder, at its sole and absolute discretion, shall accept the return of the deliverables and terminate all rights and licenses granted to Successful bidder under this Agreement and refund to GFD the fees or Charges received by successful bidder under the Contract, less a reasonable proportional amount for use of the deliverables during the period successful bidder had the benefit of use of the deliverables.

Subject to the approval of the Govt of Gujarat, the bidder shall have no liability for any claim

#### **4.24 Code of Conduct**

Gifts or Donations - The shall ensure that the successful bidder organization and its employees neither receive or offer, directly or indirectly, any illegal payments, remuneration, gifts, donations, comparable benefits which are intended to be perceived to obtain business or uncompetitive favors. However, organization and its employees may accept or offer nominal gifts which are customarily given and are of commemorative nature for special events.

Government Agencies - The organization or its employees shall not offer or give any company funds or property as donation to any government agencies or their representatives, directly or through intermediaries, in order to obtain any favors in their performance of official duties.

Third Party Representation - The parties which have business dealings with the Supplier but are not a part of Consortium such as consultants, agents, sales representatives, distributors, contractors, suppliers etc. shall not be authorized to represent the organization if their business conduct and ethics are known to be or are inconsistent with the Code.

Ethical Conduct - Every employee of the organization which shall include directors shall deal on behalf of the organization with professionalism, honesty, integrity as well as high moral and ethical standards. Such conduct shall be fair and transparent and be perceived to be as such by third parties.

Regulatory Compliance - Every employee or agent of the Supplier shall, in his business conduct, comply with all the applicable laws and regulations, both in letter and in spirit, in all the functional areas he is working. If the ethical and professional standards set out in the applicable laws and regulations are below that of the code of conduct then the standards of code of conduct shall prevail.

Reporting Concerns - Every employee of the organization shall promptly report to the Customer any actual or possible violation of the code of conduct, or an event he becomes aware of that could affect the business or reputation of Supplier or Customer organization.

#### **4.25 Inspection of Records by the Competent Authority**

The successful bidder shall permit the competent authority to inspect the successful bidder’s records relating to in relation to the contract and to have them verified by the competent authority, if so required.

#### **4.26 Indemnity**

The successful bidder shall indemnify and keep harmless the competent authority and the State Government from and against all actions, proceedings claims, demands, losses, costs, damages and expenses whatsoever which may be brought against or suffered by the competent authority or Gov. which they may sustain, pay or incur as a result

of or in connection with the performance/ purported performance/ non-performance of the Agreement by the successful bidder but excluding any such actions, proceedings, claims demands, losses, costs, damages and expenses to the extent that they are sustained, paid or incurred by reason of or are otherwise attributable to the negligence or willful acts or omissions of the competent authority, its servants, agents, or employees.

#### **4.27 Staff**

The successful bidder shall, unless otherwise provided in the Agreement, make his own arrangements for the engagement of staff, manpower, equipment and any other facility needed for undertaking and completing the assignment for their payment, housing, welfare and transport. The successful bidder shall, if required by the competent authority, deliver to him a return in detail, in such form and at such intervals as the competent authority, may prescribe, showing the expert staff from time to time employed by the successful bidder and such other information as the competent authority may require.

#### **4.28 General**

The competent authority reserves the right to change any bid condition of any item even after inviting the bids, with prior notification. Notwithstanding anything mentioned herein above, the competent authority/ Govt. shall have the final & full powers to take any decision on the matter after mutual understanding with the successful bidder.

## 5 PROJECT DETAILS & TERM OF REFERENCES –SECTION IV

### 5.1 Introduction

Forest department annually carries out Nurseries & plantations and other works for the development and management of forest over forests and non-forest areas of the state. The department has already in place the system of monitoring and evaluation of the works. The monitoring branch carries out this task annually to the extent of 5-6% and brings out the reports of monitoring and analyze the causes for poor results of plantations and suggests the remedial measures. This is done in accordance with standing order No.8.

It is always desirable to get activities carried out by the department monitored and evaluated by some external agency, may it be government or non-government organization or reputed and experienced people. So that a correct, reliable and clear picture can be brought out and projected before the public, policy makers and the interested parties.

### 5.2 Objectives of the assignment

1. To study the success (survival and growth) of plantation works carried out under different models and in different agro-climatic zones of the state.
2. To identify the areas of success and failure and to suggest suitable measures for implementation and replication in case of success.

### 5.3 Coverage of study

1. The study will cover all districts/divisions and all models in the division in entire state from year 2014-15 to 2018-19. No district/divisions/year should be left out in the study.
2. The proposals should give clear outline design. The department is carrying out its annual monitoring and evaluation exercise with a sample size of approx. 5% of the population by Stratified Random Sampling methods and the criteria developed for monitoring so as to cover all the districts/divisions, models and activities. The competing party shall indicate the sample size requirements (minimum of 5% sample has to be selected), methodology of sample selection, sampling procedure, data collection and its analysis so as to evaluate the proposals with reference to the requirements of FD. In case of plantations, 100% enumeration of plants planted in each sample selected shall be carried out. It is also mandatory to provide geodatabase in the form of “KML” or “shapefile” to GFD.
3. Monitoring Field work shall be completed during the period of 1<sup>st</sup> September to 28<sup>th</sup> February.
4. Monitoring work must be carried out with the help of “Chuna”-lime powder.
5. Tentative tour programme of each team must be given in advance with the name & mobile number of team leader.
6. After analysis, the following aspects must be included in the Monitoring Report
  - a) Best performing Circle, Division in Plantation Work.
  - b) Best performing Main (Major) species in the State, Circle and Division.
  - c) Best performing Main (Major) species in the Scheme/Model in State, Circle and Division.
  - d) Map & chart must be included for each observation.
  - e) Suggestion for failure & success of plantation with particular plantation sites examples.
  - f) The composition changed after casualty, observation is to be taken with the particular sites.
  - g) Working Plan Prescriptions are followed or not, are to be reported with the particular sites.
  - h) Care to be taken at the time of data cleaning, that each & every model is covered so that results of each model must be known.
  - i) GPS reading of each plot boundary must be taken & at least photographs of the Plantation Plot at best, average and poor plantation of each plot.( A grade, B grade & C grade of each plantation plot)
  - j) All observations must be shown with the actual sites example.

### 5.4 Sampling Design

The Gujarat Forest Department will provide list of plantations for monitoring from 2014-15 to 2018-19 as detailed at **Annexure-J** attached herewith. The works shall be selected for monitoring across all the districts/divisions and all models by stratified random sampling method.

The monitoring will focus on assessment of quantitative and qualitative aspects of Nursery & Plantations. The final report will focus on the quality, success of regeneration in terms of expansion and improvement in vegetation. This will be done as per the standing order No.8.

The grantee will compile information of forests/afforestation details of all Nursery & Plantations. The whole design should be statistically sound, so that there is least human-bias. The sampling design shall be described in detail, in addition to the information in the prescribed format for monitoring report.

1. The monitoring will encompass works plantation activities carried out by Forest Department from the financial year 2014-15 to 2018-19.
2. The formats used for monitoring by the forest department are appended herewith as **Annexure –I-** which indicate the criteria / parameters of monitoring of the Plantations.
3. The year wise activity lists for selecting sampling is appended as **Annexure – J,** out of which at least 5% samples or a statistically significant numbers of samples should be selected.
4. In the Plantations registers indicating line wise / block wise seedling planted are prepared which can be used.
6. To study the survival and Growth pattern, plantations of all models in all circle and divisions should be covered.

## 5.5 Other Draft Terms

Successful bidder shall have to furnish a bank guarantee equal to 5 % of total value offered. The grantee shall furnished regular periodical reports about the progress of the monitoring report in prescribed format. The grantee shall endeavor to maintain standard of service and those of Administrative, Financial and Procedural nature.

### 5.5.1 Time Frame

The monitoring work shall be completed till 28<sup>th</sup> February 2019. The project will have **five** phases, with well-defined milestones and time line

#### (1) Nursery (In February 2019)

S.No.	Phase	Work details / milestone	Days from Work order /Last & Final Date
1.	I*	Completing official formalities an putting manpower in place, finalizing sites, seeking information, preliminary meeting with forest department	10 Days
2.	II	Completion of 100 % of field work, analysis, analysis, developing first draft report,	1 <sup>st</sup> & 2 <sup>nd</sup> Week of February 2019
3.	III	Presentation to forest department, comments, modification, submission of final report, submission of all data in soft and hard form	3 <sup>rd</sup> Week of February 2019
4.	IV	Acceptance of report, submission of 50 hard bound copies of final report	4 <sup>th</sup> Week of February 2019

#### (2) Cultural operations

S.No.	Phase	Work details / milestone	Days from Work order /Last & Final Date
1.	I*	Completing official formalities an putting manpower in place, finalizing sites, seeking information, preliminary meeting with forest department	10 Days
2.	II	Starting of field work	September 30 <sup>th</sup>
3.	III	Completion of field work, analysis, developing first draft report.	October 30 <sup>th</sup>
4.	IV	Presentation to forest department, comments, modification, submission of final report, submission of all data in soft and hard form	December 31 <sup>st</sup>
5.	V	Acceptance of report, submission of 50 hard bound copies of final report	January 31 <sup>st</sup>

(3) Grass

S.No.	Phase	Work details / milestone	Days from Work order /Last & Final Date
1.	I*	Completing official formalities an putting manpower in place, finalizing sites, seeking information, preliminary meeting with forest department	10 Days
2.	II	Starting of field work	1 <sup>th</sup> September to 15 <sup>th</sup> October
3.	III	Completion of 100% field work,analysis, developing first draft report.	15 <sup>th</sup> November
4.	IV	Presentation to forest department, comments, modification, submission of final report, submission of all data in soft and hard form	30 <sup>th</sup> November
5.	V	Acceptance of report, submission of 50 hard bound copies of final report	15 <sup>th</sup> December

(4) Plantation

S.No.	Phase	Work details / milestone	Days from Work order /Last & Final Date
1.	I*	Completing official formalities an putting manpower in place, finalizing sites, seeking information, preliminary meeting with forest department	10 Days
2.	II	Starting of field work, completion of 50% of work, presentation to department	September 30 <sup>th</sup>
3.	III	Completion of 100 % of field work, analysis, analysis, developing first draft report,	October 30 <sup>th</sup>
4.	IV	Presentation to forest department, comments, modification, submission of final report, submission of all data in soft and hard form	December 31 <sup>st</sup>
5.	V	Acceptance of report, submission of 50 hard bound copies of final report	January 31 <sup>st</sup>

\*The Work Details/ Milestone mentioned in Phase I of different works will be common for all works. The grantee shall strictly adhere to above time schedule.

## 5.6 Payment Schedule & Terms of Payment

10% of the contract value can be considered as mobilization advance against a Bank Guarantee for the same amount. The bank guarantee will be valid for a period of 12 months. Bank guarantee if given will be discharged and the mobilization advance will be adjusted against the payment for first invoice for payment against completion of Phase-I.

The subsequent payments shall be based on the following guidelines:

SN	Phase	Work details / milestone	% of Payment
1.	I	Completing official formalities and putting manpower in place, finalizing sites, seeking information, preliminary meeting with forest department.	10% on receipt and acceptance of Inception Report
2.	II	Starting of field work, completion of 50% of work, presentation to department	40% on receipt and acceptance of pilot report
3.	III	Completion of 100 % of field work, analysis, developing first draft report.	20% on completion of Phase III and acceptance of report

4.	IV	Presentation to forest department, comments, modification, submission of final report, submission of all data in soft and hard form	10% on completion of Phase IV and acceptance of report
5	V	Acceptance of report, submission of 50 hard bound copies of final report	20% on completion of Phase V and acceptance of report

1. The payment shall be made after the successful completion of the activity and successful submission of the deliverables. All the payments shall be released on certification of satisfactory completion of work from the Department of Forest, GoG.

2. The fund will be released in 5 installments. The release of fund will depend on achievement of milestones and timelines specified in the bid document.

The rates quoted by the successful bidder shall be **exclusive** of any prevailing Govt. duties and taxes/Service tax etc. as mentioned in price basis clause of this tender document that the successful bidder may have to pay for the performance of this contract. The competent authority shall deduct such taxes at source as per applicable law and issue a certificate to that effect.

3. All statutory taxes will have to be borne by and paid to the relevant authorities by the applicant organization separately. In case there is any statutory requirement of tax deduction at source under any Act, rules etc., such taxes will be deducted at source while making payment by the Forest Department.

4. All costs are included in the remuneration. The remuneration fixed for the monitoring is final and cannot be enhanced under any circumstances. Forest Department will not take any liabilities accruing in the course of the monitoring.

5. The grantee shall be open to inspection by an officer of the State Government.

6. The grantee shall endeavor to maintain standards of services and those of administrative, financial and procedural nature. In case it is proved that the field work expected to be carried out by the grantee are not as per the standards, the same will be carried out by Forest Department at the risk and cost of the grantee agency.

## 5.7 Penalty

The grantee shall strictly adhere to above time schedule in case of delay, following penalty will be charged:

- Up to four week - No penalty.
  - More than four week & up to two month - 0.50% Per week of total cost
  - Beyond two month - 1.0% per week subject to max of 5% of total cost
- For projects delayed beyond 6 months the guarantee and whatever receivable will be forfeited.

## 5.8 Consultation with Officials

Before the start and on the conclusion of the field study, the monitoring team will hold elaborate discussions with the committee constituted by PCCF and HOFF and record the summary of discussions along with the time of the meetings in the Monitoring Report.

## 5.9 Grading of the Works

The evaluator will provide a clear consistent, concise and coherent justification for assigning scores (1-10) for the various parameters listed for grading the JFMC's work.

## 5.10 Interactive Meetings

The evaluator, if requested by the Gujarat Forest Department in this regard, shall present the findings of the Monitoring Report in a workshop/seminar/meeting organized for this purpose. Travel expenses and sitting fee as per scale/rates prescribed will be paid to the evaluator. The intellectual property right of the Monitoring Study and its outputs shall be that of Government of Gujarat.

## 5.11 Progress Reports & Reviews

The successful bidder / agency selected shall furnish regular periodical reports about the progress of the project as may be prescribed by the Government. The final report shall be submitted in fifty hard bound printed copies along with a soft copy on a CD/DVD. The release of the final installment would be subject to the timely completion of the monitoring and submission of the report.



## 6 SPECIAL CONDITIONS OF CONTRACT (SCC) – SECTION V

### 6.1 Rates of the tender & Deliverables

Information about the rate for providing services shall be provided in Financial Bid as per **Annexure B**.

### 6.2 Penalty Clause

- (a) The Service provider has to ensure the above deliverables in time by its appointed manpower. The failure to deliver as above will lead to following actions deemed fit by the competent authority and it should be binding to successful bidder/ agency selected.
- (c) Non-providing of services for more than 15 days, as certified by DCF/ CF/ CCF/ APCCF or competent authority would entail penalty of @ Rs. 50/ person/ day of absence / recorded, save in cases where due justification is provided and accepted by competent authorities.

### 6.3 Time – limit for the rates of tenders

The rates of the tender shall be considered to be in force for the project period or 360 days whichever is later. During this period, the successful bidder cannot withdraw his rates.

### 6.4 Opening of the tender

- a) It is confirmed that on submission of the tenders, the bidders have been and thoroughly gone through all the specifications, conditions, and other papers of the tender document and it is binding on the bidder to execute the work accordingly. The technical bid will be opened on **dt 07/07/2018 at 12.00 hrs** & Financial bid will be opened on **dt 13/07/2018 at 12.00 hrs (if possible)** at The APCCF (FM) Office, *Aranya bhavan* Gandhinagar in the presence of the bidders or their authorized representatives.
- b) If the interested bidders or their authorized representative wish to remain present at that time, they may do so. Tenders received not in the prescribed form shall be considered cancelled.

### 6.5 Payment Terms:

- (a) Payment will be made by Nationalized Bank Cheques/ RTGS only and will be made by the respective forest officer as per the annexure C.

### 6.6 Responsibility of bidder

- a) Bidder will be required to provide
  - All forms, site wise, division wise, for entire monitoring work undertaken by them, as specified in bid document,
  - Manpower employed, along with details etc,
  - Schedule of monitoring,
  - Interim reports, draft reports, and any other report/ information if asked by department,
  - Soft form of all the data and information.
- b) The successful bidder/ agency selected shall comply with all provisions of labour laws and other statutory requirements in relations to the persons engaged including payment of minimum wages as laid down by or under any law in force and as amended from time to time.

- c) All liability regarding Government dues as well as any human loss/injury during the course of work will be personal responsibility of the successful bidder / agency selected. The competent authority shall not be liable, in any case and an undertaking to this effect should be furnished by the Service Provider. The competent authority shall not be responsible, either directly or indirectly, to pay any compensation for bodily injury to the Contract laborer/worker in case of any accident/ mis-happening.
- d) Successful bidder/ agency selected shall not give sub-Contract, transfer, assign or otherwise, part of the Contract to any other persons, firm, company, directly or indirectly.
- e) Successful bidder/ agency selected is expected to commence the assignment as per the time schedule specified. If the Successful bidder/ agency selected, fails to commence the assignment within the specified schedule as per work order, the Contract shall be liable to be terminated.
- f) Liability for Personnel: All persons employed by the successful bidder / agency selected shall be engaged by them as their own Employees/ workers in all respects and the responsibility under any statutory enactments in respect of all such personnel shall be that of the successful bidder / agency and the latter shall indemnify the competent authority against all claims whatsoever arising in respect of the said personnel under any statute/law in force.
- g) Penalty: Bidder will be liable to pay penalty for breach to any condition of the contract/tender terms & condition.

## **6.7 Scope of Service**

The agency is required to undertake monitoring of Nursery & plantation works done by forest department in Gujarat state in various districts/ Talukas/ villages of Gujarat. It should be ensured by the successful bidder/ agency selected that local, skilled and qualified personnel are engaged to undertake the work.

## **6.8 Duties & responsibilities**

- i. Undertaking monitoring of Nursery & plantation works done by forest department, in the quantum and at sites, as decided and indicated in the bid document and in accordance with sampling method;
- ii. Collecting information and data from respective field offices and undertaking field work;
- iii. Online data entry, analysis and report generation preferably by developing mobile application with connection to either server or work station for data analysis;
- iv. Coordination with local staff for their presence and information support, access to site, location, etc.;
- v. The data collected during this assignment and final report shall remain the sole property of the department and the organizations/individuals are not authorized to divulge the information or publish findings in any form without the prior, written, permission from the department.

## **6.9 Other conditions**

1. The successful bidder / selected agency shall be responsible for any commissions and omissions of the persons employed through him.
2. The successful bidder / selected agency shall be wholly responsible for making payment of monthly salaries to the persons employed and responsible for any accident/or compensation payable to the persons engaged by him working under this Contract. He

shall keep competent authority fully indemnified against any claims in this regard.

#### **6.10 Expiry of Contract**

Unless terminated earlier, this Contract shall expire at the end of such time period after the effective date as specified.

#### **6.11 Modifications**

After award of the Contract, any minor changes in the modus of implementation can be agreed to mutually in writing.

#### **6.12 Variations in Scope**

User Requirement Document and Proposal submitted shall be the baseline for scope. However, any additional requirement beyond what is mentioned in above shall be handled through Scope Change Management Procedure.

#### **6.13 Scope Change Management Procedure**

A scope change is defined as a requested modification at any stage of the project, which requires the deliverable to deviate from the baseline. The scope change management procedure will cover:

- I. Identification and documentation of the need for additional development,
- II. Analysis and evaluation of additional development need for technical impact and impact on effort, schedule, cost as well as other planning aspects. The rates for costing the effort will be mutually agreed based on Approval or disapproval of additional development need ,
- III. Implementation of additional development over and above the scope agreed by the supplier.

#### **6.14 Subletting**

The successful bidder/ selected agency shall not sublet, transfers or assign the Contract or any part thereof to other party. In the event of the Service Providing Agency contravening this condition, competent authority shall be entitled to terminate the Contract and get the work done through other party at the risk & cost of the defaulting agency. In such case, the security deposit of the selected agency, will be forfeited.

#### **6.15 Arbitration**

In the event of any dispute arising amongst the Parties, the Parties agree to use their best efforts to attempt to resolve all disputes in prompt, equitable and good faith. In the event the Parties are unable to do so, then such dispute shall be finally resolved by arbitration. The arbitration shall be conducted in the English language and the venue of the arbitration shall be in Gandhinagar. The sole arbitrator will be appointed by competent authority whose decision in this regard will be final & binding.

#### **6.16 Jurisdictions**

The parties hereby irrevocably consent to the sole jurisdiction of the Courts of Gandhinagar only in connection with any actions or proceedings arising out or in relation to this tender.

- The Bidder shall indemnify and keep indemnified the company and its officers, servants and agents from and against all third parties claims whatsoever including but not limited to property loss damage personal accident injury or death etc.
- The contract given under this tender is non-transferable and not assignable. The Bidder shall not transfer or assign the whole or any part of the contract.
- The Bidder shall be solely and exclusively liable for deploying persons for execution of the contract given under this Tender. Officers of Forest Department, shall have no liability whatsoever concerning the personnel deploying by the service provider
- Any dispute and / or difference arising out of the work concerning this contract shall be referred First to competent authority of Gujarat State and his decision shall be final and binding on the Bidder.
- Notwithstanding anything contained herein above the competent authority may in its sole discretion terminate the contract given under this Tender without assigning any reasons whatsoever. In such eventualities one week's notice shall be sufficient and the Bidder shall have no right to get any compensation.
- Other terms and condition will be applicable as per Government of Gujarat Procurement procedure guidelines.

**6.17 Acceptance of the tender**

- a. The written intimation regarding sanctioning the rates mentioned in the tenders shall be made to the concerned bidder. Generally, intimation shall be made by email / R.P.A.D. /U.P.C. post. Competent authority shall not be responsible for delay in receiving the hard copy by post.
- b. The competent authority shall have absolute right to accept any tender in full or part or to approve rates of more than one tender. The tenders approved in this manner shall be binding to all the bidders.
- c. The competent authority shall have absolute right to accept any tender or to reject all the tenders without assigning any reason. This also includes to accept or to reject a tender of the lowest rates & zero or negative bid.
- d. Any other document as required by the competent authority shall have to be produced within 3 (three) working days from the receipt of communication in this regard Via part/ email

The above conditions are acceptable and binding to us.

Signature of the bidder/agency  
Name of the bidder

/agency

Seal of the bidder/agency

Place:  
Date:

## ANNEXURE-A (TECHNICAL BID)

### TECHNICAL BID

1. Name of Organization:
2. Address:  
Telephone No(s):  
Fax No. :  
Email Address:  
Website:
- 3 Constitution of Organization:  
(Attach certified copy)
- 4 Permanent Account No. (Income Tax) No:  
(Attested Photocopy of the PAN must be attached)
  - a. Service Tax Registration No. / GST Registration.  
(Attested photocopy of the Service Tax & GST Registration certificate must be attached)
  - b. Type of Body : Proprietorship / Partnership / Company (Pvt. Ltd / Limited)  
Others, please specify: \_\_\_\_\_  
(Document Attached)
  - c. EPF No. of Organization:  
(Attach attested copy of certificate thereof)
  - d. ESI No. of Organization:  
(Attach attested copy of certificate thereof)
  - e. Service Tax/GST paid during the last Five Years. (Copy of Tax return must be attached)

✓ Rs.	From 01/04/2013 to 31/03/2014
✓ Rs.	From 01/04/2014 to 31/03/2015
✓ Rs.	From 01/04/2015 to 31/03/2016
✓ Rs.	From 01/04/2016 to 31/03/2017
✓ Rs.	From 01/04/2017 to 31/03/2018
  - f. Annual turnover of last three Financial Years CA certificate including turnover from such services with rate. (including Balance Sheet, I/E Account) (Pl. attach the certified copy)

Sr. No.	Financial Year	Turn over Rs. (in Lakh)
1	2014-15	
2	2015-16	
3	2016-17	
  - g. Experience of company in undertaking monitoring works in no. of years ( year of registration of company ( attach the copy of registration of company)
  - h. Break-up of the Clients (Central/State Govt. Departments / PSU/Autonomous Bodies / Statutory Bodies of GOG. private Ltd. /) (Name and address of client departments

may be indicated.) (Enclose copy of Contract, details of satisfactory performance report/ work completion from their clients from Govt. / PSUs):

- i. List of all monitoring work done, projects undertaken in forestry and allied fields, starting from 1/4/2013 till date, sponsoring agency and the cost of each work done and Information about experience, as required for technical evaluation and in the format as specified in bid document at Annexure A1.
- j. Scale of projects done, Number of projects undertaken in last 3 years, size of projects done, Completed and ongoing projects, Relevant project experience, Turn over details, along with all supportive documents, details about team management and organization, as required for technical evaluation and in the format as specified in bid document at Annexure A1.
- k. Any other relevant information available with the institution/ Organization for this monitoring study.
- l. Self-certificate for successful completion of works listed at serial no. i & j above.
- m. I/We hereby submit that the information submitted hereby are correct & best of my/our knowledge & belief. My/Our agency has not been debarred by any Govt. department/PSUs for providing manpower during last 3 years. In case of any information/documents found to be false, fake or incorrect, the competent authority is free to take action against my/our agency as deemed fit by them. I/we, \_\_\_\_\_ do also hereby declare that I/we are not engaged in any activity, which conflicts directly or indirectly with the proposed assignment. I/we further declare that during the currency of the Contract, I/we will not engage in any such conflicting activity.

(Name, Signature of the Authorized person with seal)

Note: A signed copy of the tender documents as acceptance of all terms and conditions of the tender is to be enclosed with the technical proposals.

Place:

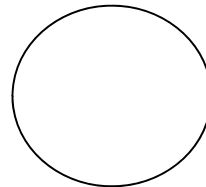
Date :

Authorized representative

Signature Designation of

The bidder

**Seal of the  
Company**



## ANNEXURE-A1 (PROJECT EXPERIENCE)

### 1. SCALE OF PROJECTS DONE IN LAST 3 YEARS,

Sr.No.	Year	Category (district level/ state level/ national / international level)	Title of the project	Funding organization	Area in which work was spread over or conducted	Remarks <u>District level</u> : when work is spread over one district, <u>State level</u> : when work is spread over two or more districts, within state or across the state, <u>National / international level</u> : when work is spread over two or more states within the country or over more than 2 countries	Supportive Document	Technical bid Page No.
	2015-16							
	2016-17							
	2017-18							

**Supportive document needed:** work allotment letter specifying clearly the work and its spread, LoI, Agreement and Completion Certificate to be provided for each project

### 2. NUMBER OF PROJECTS DONE IN LAST 5 YEARS,

S.No.	Year starting from	Title of the project	Funding organization	Project cost (Rs. In Lacs)	Supportive Document	Technical bid page no.	Remarks
	2013-14						
	2014-15						
	2015-16						
	2016-17						
	2017-18						

**Supportive document needed:** work allotment letter specifying clearly the work and its spread, LoI, Agreement and Completion Certificate to be provided for each project

### 3. SIZE OF PROJECT w.r.t PROJECT COST, UNDERTAKEN IN LAST 5 YEARS

S.No.	Year	Title of the project	Funding organization	Project cost (Rs. In lacs)	Supportive Document	Technical bid page no.	Remarks <i>categorize in groups, i.e up to 50 lacs, 51-100 lacs &amp; more than 101 lacs</i>
	2013-14						
	2014-15						
	2015-16						
	2016-17						
	2017-18						

**Supportive document needed:** work allotment letter specifying clearly the work and its spread, LoI, Agreement and Completion Certificate to be provided for each project

#### 4. RELEVANT PROJECT EXPERIENCE IN LAST 5 YEARS

S.No.	Year (starting from)	Area of project (rural development health/ agronomy/ forestry)	Funding organization	Project cost (Rs. In lacs)	Supportive Document	Technical bid page no.	Remarks
	2013-14						
	2014-15						
	2015-16						
	2016-17						
	2017-18						

**Supportive document needed:** work allotment letter specifying clearly the work and its spread, LoI, Agreement and Completion Certificate to be provided for each project

#### 5. TEAM MANAGEMENT & ORGANIZATION

S.No	Category of professional essentially needed	Strength in numbers	Number of years with organization	Qualifications	Supportive Document	Technical bid page no.	Remarks
	Forestry expert						
	Agronomy expert						
	Statistician						
	Landscape planner						
	Computer / IT expert						
	Surveyor						



**Supportive document:** Appointment letters issued, Work experience certificate, Bio-data of staff, **Agreement with agency specifically mentioning about the person's engagement with agency for agreement period.**

**6. TURN OVER IN LAST 3 YEARS**

<b>S. No.</b>	<b>Year (starting from)</b>	<b>Annual turnover (in laks)</b>	<b>Supportive Document</b>	<b>Technical bid page no.</b>	<b>Remarks</b>
	<b>2014-15</b>				
	<b>2015-16</b>				
	<b>2016-17</b>				

**Supportive document:** Audited accounts of last 3 years to be provided for each year

## ANNEXURE-B (FINANCIAL BID)

### (Bid must be submitted online only)

(To be submitted on letter head of firm/agency under signatures of the authorized agency)

To  
The Principal Chief Conservator of Forests  
2<sup>nd</sup> Floor, A-Wing, Aranya Bhavan,  
Sector-10-A, Gandhinagar-382010.

#### Cost for Monitoring of works taken up by forest department by Gujarat State.

I / we wish to submit our TENDER for undertaking third party monitoring of Nursery & plantation works by forest department in various districts of Gujarat state on the following rates:

Sr. No.	Name of Work	Amount in Rs.	
		In Figures	In Words
1	Monitoring of Cultural Operations		
2	Monitoring of Nurseries		
3	Monitoring of Grass Plots		
4	Monitoring of Plantation Plots		
<b>Total *</b>			

\*The bid price (with out GST<sup>#</sup>) includes following:

(Rs)

- (a) Professional cost including secretarial expenses:
- (b) Traveling (TA/DA) expenses.
- (c) Plantation studies.
- (d) Growth study.
- (e) Joint forest management.
- (f) FF/FL Survey
- (g) Works other than plantation (Buildings, check Dems etc.)
- (h) Report preparation.
- (i) Any other expenses,not mentioned above

Total

# GST as applicable from time to time will be paid EXTRA

(Basis of computation in each case may also be given, Please add extra sheets if needed)

(Signature of authorized representative)

**(ANY FINANCIAL BID SUBMITTED IN PHYSICAL FORM SHALL BE TREATED AS CANCELLED)**

Place:

Name, Signature with seal of the Authorized Signatory/bidder/agency

Date:

## **ANNEXURE-C (CONTRACT SERVICE FORM)**

### **TENDER FOR UNDERTAKING THIRD PARTY MONITORING OF Nursery & PLANTATION WORKS, DONE BY FOREST DEPARTMENT IN VARIOUS DISTRICTS OF GUJARAT STATE**

Full Name and address of the applicant in addition to address and other relevant information needed for the complete Address:-

From:-

To

The Principal Chief Conservator of Forest,  
Gujarat State, Gandhinagar

Sir,

1. I / we have read all the particulars regarding the general information and other terms and conditions of the Contract for undertaking third party monitoring of Nursery & Plantation works, done by forest department in various districts of Gujarat state and agree to provide the services as detailed in schedule herein or to such portion thereof as you may specify in the acceptance of the TENDER at the rates given in Annexure to this TENDER and I / we agree to hold this offer open till \_\_\_\_ years from the date of entering a job Contract with APCCF Monitoring Gujarat State Gandhinagar. I / we shall be bound by a communication acceptance dispatched within the prescribed time.
2. I / we have understood the terms and conditions for the Contract and shall provide the best services strictly in accordance with these requirements.
3. The following pages have been added to and form a part of this TENDER. The documents to accompany this TENDER are at page Nos.
4. Every page so attached with this TENDER bears my signature and the official seal.
5. The Offer shall remain valid for a period of 180 days from the last date of submission of TENDER.

Name, Signature & Seal of Applicant with date

Address

Name & Signature of witness

Address

**ANNEXURE-D (EMD)**

**FORMAT OF EARNEST MONEY DEPOSIT FOR ONLINE BIDDING**

<b>Description of EARNEST MONEY DEPOSIT</b>			
<b>Name and Branch of the Bank issuing Demand Draft/FDR in favor of “Conservator of Forests, Accounts , Gandhinagar”</b>	<b>Receipt No. of Demand Draft/FDR</b>	<b>Date of receipt of Demand Draft/FDR</b>	<b>Amount of Demand Draft/FDR(in Rs.)</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>

## ANNEXURE-E (UNDERTAKING)

### Undertaking:

- (i) I/we hereby undertake that I/we will deploy sufficient qualified personnel to provide the services in time bound and satisfactory manner to forest department as mentioned in the scope of services of this tender.
- (ii) I/We hereby offer to undertake third party monitoring of Nursery & Plantation works, done by forest department in various districts of Gujarat state as mentioned in the scope of services of tender.
- (iii) I will have no objections regarding this matter later on and I/We will deliver the service as per the requirement of services to carry out third party monitoring of Nursery & plantation works, done by forest department in various districts of Gujarat state.
- (iv) I/ we shall own all the liabilities of personnel deployed by me/ us for providing services including monthly timely payment of salary, travelling allowances as and whenever required, and taxes to deduct from salary and to be deposited with concern tax levying state / Central Government Department. Implementation of labor law, Minimum Wages Act etc., any court matter regarding personnel deployed.
- (v) I/ we shall arrange orientation training program for the personnel to be deployed for undertaking the assignment, as mentioned in the scope of services of Tender.
- (vi) In case I/We are not able to deliver the service as per the requirement of Forest and Environment Department, or if there is a delay in the delivering the services, I/We will be ready to face the consequences as per the rules and regulation mentioned in the tender.

Date:-

Place:-

**Sign and Stamp of the Bidder**

**ANNEXURE-F (DECLARATION)**

**DECLARATION**

I / We hereby declare that we have submitted all the documents as mentioned in the Bid Document. We also understand that non-compliance of requirement to submit any documents will be treated as non-responsive tender and we will lose our right to participate in the Tender process automatically and our tender is liable to be rejected.

I / We have read and understood all the terms and conditions mentioned above in the tender document and agree to abide by them.

I agree \_\_\_\_\_

**Signature of Successful Bidder and Seal**

**ANNEXURE-G (SELF CERTIFICATE)**

**FORMAT OF SELF CERTIFICATE**

(To be submitted by the Successful Bidder in company's letter head)

To

**The Principal Chief Conservator of Forest**

**A-2 Aranya Bhavan, CH-3 Circle,**

**Opp: St, Xavier's School Sector 1**

**Gandhinagar: 382010**

Sub: Certificate

Ref. No. \_\_\_\_\_ Due on \_\_\_\_\_

We declare that we have not been deregistered or debarred or blacklisted or suspended for services we have quoted, by Any State Government / Central Government/Govt. undertakings / Local Authority till the due date of submission of bid as specified in the IFB. If we, at a later date, are found guilty of suppressing facts in this regard, such act on our part, shall be considered a fraudulent practice in accordance with Clause mentioned under Instructions to Bidders (IFB) and the Commissioner shall be entitled to reject our Bid and or resend the contract, if awarded and forfeit the Earnest Money Deposit/Performance Security Deposit submitted by us against this IFB.

We have also noted that after submission of Bid and before Award of Contract. If we are de-registered or debarred or blacklisted by Any State Government / Central Government / Govt. undertaking / Local Authority, our bid will be considered as nonresponsive.

Date: \_\_\_\_\_

(Signature) \_\_\_\_\_

Place: \_\_\_\_\_

(Print Name) \_\_\_\_\_

(Designation) \_\_\_\_\_

(Common Seal) \_\_\_\_\_

## ANNEXURE-H (AFFIDAVIT)

### AFFIDAVIT

(On ₹100 Non-Judicial Stamp paper duly notarized)

I, (name of deponent), aged-\_\_\_\_, (Partner / Director / Proprietor) of (name of bidder), do State on solemn affirmation as follows:

1. That I am the Authorized Signatory of (name of bidder) (hereinafter referred to as “concerned bidder”), which/who has submitted bid for the work of Monitoring Agency pursuant to Tender Notice No - 3 of 2018-19. I am filing present affidavit, on behalf of aforesaid bidder.
2. I say that the (name of bidder), which has submitted bid pursuant to above tender notice, has all the facilities to accomplish the task prescribed in the tender document as per the terms and conditions thereof. I say that the concerned bidder has the capacity for carrying out the work if its tender is accepted and the work order is issued to the concerned bidder. I further state that all the details and particulars furnished in the technical bid of the concerned bidder are true and correct to my knowledge. The certificates and other documents accompanying technical bid produced by concerned bidder are true copies of the original and particulars shown in those documents and certificates with regard to concerned bidder are true and correct.
3. In case any particular or details given in aforesaid bid is found to be inaccurate or incorrect or the certificate or any documents furnished by the concerned bidder is found to be fabricated and not genuine, either on inspection by Authorized Personnel of the competent authority or on the basis of information received through other sources, I understand that our bid will be liable to be rejected and in case contract is given, the same will be liable to be rescinded and the same will be without prejudice to any other consequences to which the concerned bidder will be exposed for mis-representation and misleading the competent authority.

We hereby declare that we have not been debarred/blacklisted/penalized by any Government Departments or Govt. Undertaking, or marketing assistance has been stopped / withheld.

Solemnly affirmed at \_\_\_\_\_ on this \_\_\_\_ day of -----

Signature

Name & designation of the authorized signatory



# ANNEXURE-I(A)- PLANTATION MONIORING FORM

## Standing Order No. 8

### Plantation Monitoring Form

- (1) Village ..... (2) Taluka ..... (3) Range ..... (4-A) Division ..... (4-B) Circle .....  
(5-A) Coupe No..... (5-B) Feling Series..... (5-C) Working Circle .....  
(5-D) GPS Reading (N)..... (E).....  
(6) Name Of Scheme ..... (7) Model .....  
(8) Plantation Area (Hectare)..... (8-A) Plantation Year.....  
(9) Distance Between Plants in Plantation ..... (m X m) (10) Number Of Plants/ Hectare.....  
(11) (A) Treatment map approval Order No. and Date .....  
(Enclose copy of approved Treatment map)  
(B) species planted as per approved treatment map? Yes/No .....  
(12) Plantation Register-  
(I) Prepared ?.....  
(II) Is it upto date ?.....  
(III) Whether bears comments of inspecting officers ?..... (Enclose copy of Plantation register.)  
(13) Whether Block wise / Line wise register is prepared ? Yes/No  
If No, then reasons thereof:.....  
(14) Total rainfall in year of plantation (mm).....  
(I) Total number of rainy days.....  
(II) Date of first rain-.....

### (15) Plants survival recorded periodically as per plantation register-

Sr. No	Plants Planted		Number Of Plants surviving				Remarks
	Species	Numbers	Date	Date	Date	Date	
1							
2							
3							
4							
5							
	<b>Total Plants Surviving</b>						
	<b>Total Dead Plants</b>						
	<b>Total Plants Planted</b>						

## CERTIFICATE

I certifying that information's provided above are verified by me

Place-.....  
sign  
Date-

RFO's name &

**Part-2. Physical Verification**

**(A) Fencing Verification:-**

Sr. No	Types of fencing	Length of fencing as per planation register (Mtrs)	Length of fencing as per physical verification (Mtrs.)	Increase / Decrease	Remarks
1	Wire fencing				
2	Cactus / Thorn fencing				
3	Stone wall				
4	Trench				
5	Live hedge				
6	Other type				

**(B) Plantation Verification**

Sr. No	Block No.	Line no.	Total planted plants	Number of plants Surviving	Plants less than 45 cm	Average Height (C.M.s)	Remarks
Total							

**(C) Summary of Plants In Plantation-**

- (1) Total Plants Planted (As per register).....
- (2) Number of plants counted at the time of monitoring.....
  - (1) Number of plants Surviving .....
  - (2) Number of plants found dead .....
  - (3) Total number of plants planted.....
- (3) Survival percentage of plants.....
- (4) Average Height.....
- (5) Number of Plants having height than 45 centimetres.....
- (6) Remark.....

**(D) Other details/Remarks**

- 1. Whether any type of damage is noticed in plantation either by grazing / cutting or any other type ? Yes / No.

Please give details of damage (If any) \_\_\_\_\_

- 2. What is the condition of plants in plantation?: Good / Average / Poor
- 3. Whether the species planted on the boundary trenches are successful?
- 4. Please give details of Soil and Moisture Conservation works (If done)

Names, Designation, Signature and Date of local staff present at the time of monitoring

Names, Designation, Signature and Date of the staff who monitored plantation

# ANNEXURE-I(B) – F.L. /F.F. PLANTATION MONITORING FORM

## Standing Order No. 8

### F.L/ F.F. Plantation Monitoring Form

- (1) Plantation Year ..... (2) Circle ..... (3) Division ..... (4) Range .....  
 (5) Beneficiary’s name ..... (6) Village ..... (7) Plantation (Hectare) .....  
 (8) GPS Reading N..... E .....  
 (9) Beneficiary’s main occupation- farming/Service/laborer /livestock rearing /other .....  
 (10) Farmer’s category- Marginal / Small / Big .....  
 (11) Farmer’s Caste – ST / SC / OBC / Other .....  
 (12) Is farmer below poverty line ? Yes / No .....

### Part-2 Physical Verification

Sr. No	Species	Block Plantation		On Farm bunds		Total	
		Plants Planted	Plants Surviving	Plants Planted	Plants Surviving	Plants Planted	Plants Surviving
1							
2							
3							
4							
5							
6							
7							
8							
9							
10	Other-						
	<b>Total-</b>						

(3) Distance Between Plants (In Mtrs) ..... Average height of plants (In Cms).....

(4) Remarks:

Name and Signature of Beneficiary

Names, Designation, Signature and Date of local staff present at the time of monitoring

Names, Designation, Signature and Date of the staff who monitored plantation



ભાગ-૨- ભૌતિક ચકાસણી

નર્સરીનું નામ ..... રેજ ..... વિભાગ ..... વર્તુળ .....

**(અ) બેડવાર મુલ્યાંકન પત્રક-**

ક્રમ	રોપાની જાત	બેગની સાઇઝ	ઉછેરલાં રોપાની સંખ્યા/ઉંચાઇ સે.મી.							રીમાર્ક્સ
			૬૦ સે.મી.થી વધુ	૬૦-૮૦ સે.મી	૪૫-૬૦ સે.મી.	૩૦-૪૫ સે.મી.	૧૫-૩૦ સે.મી.	૧૫ સે.મી.થી નાના	કુલ	
કુલ										

હાજર રહેલ સ્થાનિક સ્ટાફનું નામ, હોદ્દો, સહી તથા તારીખ મોનીટરીંગ કરનારનું નામ, હોદ્દો, સહી તથા તારીખ

બ (તારીખ/તફાવત પત્રક)-

અ.નં.	ટ્રીટમેન્ટ મેપ/ માંગણી રજીસ્ટર મુજબ ઉછેરવાના થતા રોપા		મોની. સમયે નર્સરી પર જોવા મળેલ રોપા		તફાવત	રીમાર્ક્સ
	જાત	સંખ્યા	જાત	સંખ્યા		

હાજર રહેલ સ્થાનિક સ્ટાફનું નામ, હોદ્દો, સહી તથા તારીખ

મોનીટરીંગ કરનારનું નામ, હોદ્દો, સહી તથા તારીખ

**(ક)નર્સરીનુ ગ્રેડીંગ: (૧૫ થી ૩૦ મે દરમ્યાનની સ્થિતિ).**

ક્રમ	કામગીરીની વિગત	મેળવેલ ગુણ						
૧	નર્સરી રજીસ્ટરની જાળવણી (બીજનો સ્રોત, લક્ષ્યાંક ફાળવણી, બેગ ફાળવણી, બીજ વાવેતરની વિગતો તેમજ માંગણા રજીસ્ટર, ટ્રીટમેન્ટ મેપ વગેરે મુજબ રોપ ઉછેર જરૂરીયાતની વિગતો સાથે) (કુલ ગુણ ૫)							
૨	કમ-૧ માં દર્શાવેલ જરૂરીયાત સામે ઉછેરેલ રોપની જાતવાર સંખ્યા (કુલ ગુણ ૫)							
૩	નર્સરીનુ વ્યવસ્થાપન (લેઆઉટ પ્લાન, બોર્ડ, નકશો, રોપાની ગોઠવણ, ગ્રેડીંગ, શોર્ટીંગ, વીડીંગ વગેરે) (કુલ ગુણ ૫)							
૪	મોનીટરીંગ વખતે જોવા મળેલ રોપની ગુણવત્તા /ઉછેરેલ રોપની સ્થિતિ (કુલ ગુણ ૮૫)							
	રોપાનો વર્ગ	લઘુતમ ગુણવત્તા	૮૦-૧૦૦ % ગુણવત્તા	૬૫-૮૦% ગુણવત્તા	૫૦-૬૫% ગુણવત્તા	૩૫-૫૦% ગુણવત્તા	૩૫% થી ઓછી ગુણવત્તા	કુલ રોપ સંખ્યા
		કુલ ગુણના%	૧૦૦%	૭૫%	૩૦ %	૧૦%	૦ %	
ક	ઉંચા / ઝડપી વૃદ્ધિવાળી જાતો	૮૦ સે.મી ઉંચાઇ						
ખ	મધ્યમ / મધ્યમ વૃદ્ધિવાળી જાતો	૬૦ સે.મી ઉંચાઇ						
ગ	નાના/ ધીમી વૃદ્ધિવાળી જાતો	૪૫ સે.મી ઉંચાઇ						
ઘ	નાના/ અતિ ધીમી વૃદ્ધિ વાળી જાતો/કટીંગ /ગ્રાફ્ટીંગ	૩૦ સે.મી ઉંચાઇ						
ચ	૧) સાગી સ્ટમ્પ	૬-૭ સે.મી કોલર ગોળાઇ						
	૨) વાંસ રાઇઝીમ	૨ વર્ષ જુના						
છ	૧૦x૨૦ સે.મી. બેગમાં ઉછેરેલ (અ) સામાન્ય જાતો	૩૦ સે.મી						
	બ) કટીંગ / બગીચાની જાતો	૨૦ સે.મી						
કુલ ઉછેર કરેલ રોપાનો સરવાળો								
મેળવેલ ગુણાંક								

નર્સરીનું વર્ગીકરણ (૧) ઉત્તમ > ૮૦ % (૨) ખૂબ સારું > ૭૫ % (૩) સારું > ૬૦ % (૪) નબળું > ૫૦ % (૫) ખૂબ નબળું < ૫૦ % ગુણાંક ફોર્મ્યુલા :- જે તે ગુણવત્તા વર્ગના ઉછેરેલ રોપા x ૮૫ x ગુણ ટકાવારી ફેક્ટર ÷ કુલ લક્ષ્યાંક = જે તે વર્ગના ગુણ

**મોનીટરીંગ કરનારનું નામ, હોદ્દો, સહી તથા તારીખ**



**ANNEXURE-I (D) - વિકેન્દ્રીત નર્સરી મોનીટરીંગ પત્રક**

**ભાગ-૧: વિકેન્દ્રીત નર્સરીની સામાન્ય માહિતી (સંબંધિત રેંજ તરફથી ભરવું)**

(૧) વર્તુળ.....(૨) વિભાગ..... (૩) રેંજ.....

(૪) નર્સરીનો પ્રકાર..... (૫) કુલ લક્ષ્યાંક.....

(૬) લાભાર્થીનું નામ ..... (૭)ગામ.....

(૮) નર્સરી રજીસ્ટર નિભાવેલ છે ? હા/ના.....

(૯) ભરેલ પોલીથીન બેગની વિગત: પોલીથીન બેગ સાઇઝ સંખ્યા

૧૦×૨૦×૧૫૦ .....

અન્ય .....

(૧૦) પોલીથીન બેગની ગોઠવણ બરાબર કરેલ છે ? હા/ના .....

(૧૧) મોજણીની તારીખે વિડીંગની જરૂરીયાત છે ? હા/ના .....

(૧૨) નર્સરી ઉછેર કોણ કરે છે ? પોતે/ મજૂર મારફતે/ અન્ય વ્યક્તિ દ્વારા .....

(૧૩) નર્સરી સ્થળે આ સિવાય અન્ય નર્સરી હા/ના .....

જો હા હોય તો કયા પ્રકારની નર્સરી છે ? .....

(૧૪) મોજણી હેઠળના આ લાભાર્થીને પહેલા પણ ખાતા મારફતે નર્સરી ફાળવવામાં આવેલ હતી ? હા/ના .....

જો હા હોય તો કેટલી વાર ? .....

(૧૫) બીજ સ્ત્રોત- સ્થાનિક બીજ ભેગા કરીને/ બીજ ખરીદીને/ બીજ ભેગા તેમજ ખરીદીને/ બીજ ખાતા પાસેથી

મેળવીને .....

(૧૬) ઉચ્ચ ગુણવત્તાવાળા બીજ મેળવવા ચોક્કસાઈ રાખી છે. હા/ના.....

જો હા તો કેવી રીતે .....

**ભાગભૌતિક ચકાસણી ૨-**

અ.નં.	રોપાની જાત	ઉછરેલ રોપાની સંખ્યા (માં.મી.સે)				કુલ રોપાની સંખ્યા	ખાલી થેલી
		૪૫ સેમીથી વધુ ઉંચાઇ	૩૦ થી ૪૫ સેમી વચ્ચે	૧૫થી ૩૦ સેમી વચ્ચે	ઉગાવાની સ્થિતિએ		
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નોંધ.....

લાભાર્થીની સહી ફાજર રહેલ સ્થાનિક સ્ટાફનું નામ, હોદ્દો, સહી તથા તારીખ

મોનીટરીંગ કરનારનું નામ, હોદ્દો, સહી તથા તારીખ

**ANNEXURE-J (DETAILS OF PLANTATIONS & NURSERIES)**  
*Details of Plantations carried out by Forest Department  
in  
Financial year 2014-15 to 2018-19*

*(Attachment provided)*

*Note:- 1) The list of Plantations from 2014-15 to 2017-18 is attached herewith. The list for year 2018/19 would be provided soon. The profile of 2018-19 works (i.e number of plots and area in ha) would be approximately similar to the year 2017-18 plantations.)*

*2) The list of Nurseries for 2018 are attached here. The final list for nurseries of 2019 will be provided at the time of agreement.*

**ANNEXURE-K (GENERAL CHECKLIST)**  
**FORMAT FOR GENERAL CHECKLIST (Mandatory)**

SN	DOCUMENT NAME	PAGE/ PARA of Tender Document	Mark (YES/NO)	Page No. of Technical bid Submitted by the Bidder
1	Original bid document (Technical bid to be submitted in online as well as in Physical Form (Registered AD only)	12/3.6(a)		
2	Tender Document Fee (TDF of Rs 15,000/- nonrefundable)	12/3.6(d)		
3	Earnest Money Deposit (Through DD/BG/FDR in favour of "CF Accounts" for Rs 3,60,000 lakhs for a period not less than 120 days)	10 & 12/3.6(e)		
4	Self-Certified Copy of legal document in case of proprietorship firm, private company & partnership firm/company	12/3.6(f)		
5	Power of Attorney/Letter of authorization	12/3.6(g)		
6	Balance sheet/Profit & Loss accounts (Last three years)	12/3.6(h)		
7	Self-declaration in the form of affidavit duly signed by the notary for good experience, reputation	12/3.6(i)		
8	Performance Certificate (Last three financial years certified by CA)	12/3.6(j)		
9	Turnover Certificate (Last three financial years certified by CA)	12/3.6(k)		
10	Credit Worthiness Certificate (from any nationalized bank)	12/3.6(l)		
11	Affidavit	12/3.6(m)		
12	CST Registration Certificate	12/3.6(n(b))		
13	PAN Card	12/3.6(n(c))		
14	Bid validity period (180 days)	13/3.7		

## ANNEXURE-L (ELIGIBILITY CRITERIA CHECKLIST)

### FORMAT FOR CHECKLIST AS PER ELIGIBILITY CRITERIA (Mandatory)

SN	DOCUMENT NAME	PAGE/ PARA of Tender Document	Mark (YES/NO)	Page No. of Tender document Submitted by the Bidder
1	having experience at least two years in undertaking monitoring in various sectors (Certificate for having performed the work/ services satisfactorily in the said dept. /organization should be attached.)	13/3.8a-i		
2	must have at least two years experience of monitoring works related to government organizations/ departments. <b>Work Experience related to third party inspection will not be considered as experience of monitoring works.</b>	13/3.8a-ii		
3	<p>must have technical manpower and infrastructure needed for such assignment, which should include not only forestry/agroforestry experts, statistician, landscape and landplaning experts and surveyors but also support team for the work. Out of these experts <b>forestry/agroforestry expert and statistician are mandatory which is to say that absence of one or both of these experts would make the bid liable for disqualification.</b></p> <p><b>Forestry /agroforestry expert, statistician, computer and MIS experts and surveyors are the essential part of a monitoring team. The agency must have a bond/agreement with said staff engaged in third party monitoring for the period of agreement with Forest Department.</b> Qualifications for monitoring staff is mentioned below.</p> <p>a) Forestry Expert must be a retd. Class-I officer having the rank of Conservator of Forest or above or M.Sc. Forestry/Agroforestry/Agri. Economics having experience of atleast 15 years;</p> <p>b) Statistician must have a relevant professional degree;</p> <p>c) Computer or MIS expert must have a bachelor's degree in Computers or Information Technology;</p> <p>d) Surveyor must have minimum 5 years of relevant field experience.</p>	13/3.8a-iii		
4	must have an average turnover in past three years of at least Rs.50 lakhs per annum.	13/3.8a-iv		
5	Copy of work orders/ award letters showing the experience of work in the last two years, nature of organization for whom monitoring assignments have been undertaken, size of project, area and other relevant details should be given along with all relevant documents.	13/3.8(b)		

SN	DOCUMENT NAME	PAGE/ PARA of Tender Document	Mark (YES/NO)	Page No. of Tender document Submitted by the Bidder
6	The applicant shall provide the reference list of the organization with contact address failing to which may lead to disqualification of bid.	13/3.8(c)		
7	The Service Provider should have a valid Provident Fund Registration with the Regional PF Commissioner, PAN/ ESI Registration. There should either be Valid Labor Contract License / and details thereof should be provided or the undertaking is required from the bidder that it doesnot employ labourer.	13/3.8(d)		
8	Copy of <u>IT Return</u> filed or <u>Financial Accounts</u> for the last three financial years duly audited by Chartered Accountant should be furnished. INFORMATION WITH RELEVANT / SUPPORTIVE DOCUMENTS, DULY INDEXED, WITH FACT SHEET, AS, LISTED AT RELEVANT ANNEXURES MUST BE PROVIDED. INCOMPLETE DETAILS, AFFECTING TECHNICAL EVALUATION WILL DISQUALIFY THE BIDS.	13/3.8(e)		
9	The firm/ company/agency should not have been black listed or debarred by any Government Organization/ PSU etc. The firm/agency must furnish an undertaking to this effect on its letter head duly signed by authorized person of the firm/agency.	13/3.8(f)		
10	The bidder shall furnish Earnest Money deposit (EMD) through Demand Draft/FDR/BG in favor of “ Conservator of forests, Accounts, Gandhinagar ” issued by any Nationalized Bank or by State Bank of India or its subsidiaries or any other bank authorized by the government for an amount of Rs. 3,60,000/- (Rupees Three Lakhs sixty thousand only) at the time of submission of proposal. The selected agency/ firm will provide security deposit / Bank Guarantee equal to 5% of total value for contract amount as a Security deposit within 7 (seven) working days of the intimation to the bidder whose tender has been accepted, which shall be retained as Security Deposit in respect of the successful bidder or agency selected. The E.M.D. of the bidder who does not do so, shall be forfeited and such bidder shall be considered ineligible for work/contract in future. In such case, Next bidder/s may be asked to provide “Bank Guarantee” & the contract may be awarded to him at the discretion of the competent authority.	13/3.8(g)		

**ANNEXURE-M (NON- ELIGIBILITY CRITERIA CHECKLIST)**  
**FORMAT FOR DISQUALIFICATION CHECKLIST AS PER TENDER DOCUMENT**  
**(FOR OFFICE USE ONLY)**

SN	DETAILS	PAGE/ PARA of Tender Document		
1		13/3.8a-i		