INSTITUTE OF FOREST BIODIVERSITY
Indian Council of Forestry Research and Education
(An autonomous body under Ministry of Environment, Forest & Climate Change, Government of India)
Dulapally, Kompally SPO, Hyderabad – 500100
Phone: 040-66309500, Fax: 040-66309521, e-mail: director_ifb@icfre.org, website: http://ifb.icfre.gov.in

No. 1-215/IFB/Extn/2020-21/859 Date: 19.10.2020

TENDER NOTICE

Institute of Forest Biodiversity, Hyderabad invites e-tender from experienced and registered contractors/service firms/ persons for **Creation of Interpretation Unit on Coastal Ecosystem at FRCCE, Visakhapatnam.** For detailed information please visit website http://ifb.icfre.org or http://moefcc.euniwizarde.com .All corrigenda, agenda, amendments, clarifications etc to the tenders will be posted on both the website only. Bidders should regularly visit website to keep themselves updated. Tender will be accepted through online mode only.

Sd/-
(Director)

KANAKANTI RUPA
Digitally signed by KANAKANTI RUPA
Date: 2020.10.19 17:36:33 IST

Two Bid Tender Document

E-Tender for Creation of Interpretation Unit on Coastal Ecosystem at FRCCE, Visakhapatnam. at Forest Research Centre for Coastal Ecosystem (FRC-CE), Visakhapatnam

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No. 1-215/IFB/Extn/2020-21/859 Date: 19.10.2020

NOTICE INVITING TENDERS

(National Competitive Bidding)

Subject: E – Tender for Creation of Interpretation Unit on Coastal Ecosystem at **FRCCE, Visakhapatnam.**

The bid shall consist of two parts – Technical Bid and Financial Bid. Both the bids are to be submitted online on website http://ifb.icfre.org or http://moefcc.euniwizarde.com. All information sought under the head 'Conditions' and 'other information to be supplied' are to be submitted in technical bid while prices quoted for the same will have to be mentioned only in the financial bid. The financial bids of only those bidders will be opened, who are found to be eligible during technical evaluation while price bid of unqualified bidders shall be returned unopened.

The offers, in the prescribed format, shall be submitted online at https://moefcc.euniwizarde.com as per the tender document. No tender will be accepted through fax, e- mail or any other such means. The intending, bidders must be registered with e-procurement https://moefcc.euniwizarde.com

a.	Availability of tender documents on website	20.10.2020
b.	Registration Charges for one year	Rs.2360/- (Rupees: Two Thousand Three Hundred and Sixty Only) inclusive of GST
c.	Tender Processing Fee	As per the terms of ITI Limited
d.	EMD	Rs.70,000/- (Rupees: Seventy Thousand only) is to be deposited in favor of Director, Institute of Forest Biodiversity in form of DD payable at Hyderabad
e.	Tender Document fee	Rs.590/- (Rupees: Five Hundred and Ninety only) is to be deposited in favor of Director, Institute of Forest Biodiversity in form of DD payable at Hyderabad
F	Date of commencement of Document Download	20.10.2020 09:00 hrs
G	Date of commencement of Bid Submission	20.10.2020 09:30 hrs
H	Last Date for submission of Bid	11.11.2020 10:00 hrs
I	Date of Pre – Bid Meeting	26.10.2020 10:00 hrs to 13:00 hrs
J	Venue of Pre – Bid Meeting	Forest Research Centre for Coastal Ecosystem, via Yoga Village, Visakhapatnam, Andhra Pradesh – 530 003
K	Opening of Technical Bids	11.11.2020 11:00 hrs
L	Opening of Financial Bids	16.11.2020 11:00 hrs

CONTENT

This Paper includes the following Documents:

1.	Notice Inviting Tender
2.	Instructions to Bidders
3.	Conditions of Contract
4.	Schedule of Requirements
5.	Specifications and allied details
6.	Price Schedule
7.	Contract form

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d.	EMD	Rs.70,000/- (Rupees: Seventy Thousand only) is to be deposited in favor of Director, Institute of Forest Biodiversity in form of DD payable at Hyderabad
e.	Tender Document fee	Rs.590/- (Rupees Five Hundred and Ninety only) to be deposited through RTGS **(Union Bank of India, Maisammaguda Branch, Account no. 327402010018000, IFSC code: UBIN0571148)** and the RTGS receipt shall be uploaded along with the bid.
F	Date of commencement of Document Download	20.10.2020 09:00 hrs
G	Date of commencement of Bid Submission	20.10.2020 09:30 hrs
H	Last Date for submission of Bid	11.11.2020 10:00 hrs
I	Date of Pre – Bid Meeting	26.10.2020 10:00 hrs to 13:00 hrs
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K	Opening of Technical Bids	11.11.2020 11:00 hrs
L	Opening of Financial Bids	16.11.2020 11:00 hrs

INSTRUCTIONS TO BIDDERS

The bidders are required to submit the soft copies of their bids on the e-tender portal using valid Digital signature Certificates. The instructions given below are meant to assist the bidders in registering on the e-procurement portal, prepare their bids in accordance with the requirements and submitting their bids online on the e- tender Portal.

More information useful for submitting online bids on the e-procurement portal may be obtained at http://moefcc.euniwizarde.com

Registration

1) Bidders are required to enroll on the e-procurement portal URL http://moefcc.euniwizarde.com with clicking on the link "Online Bidder Registration" on the e-tender portal by paying the registration fee of Rs.2360/- (Rupees: Two Thousand Three Hundred and Sixty only) per year charge.
2) As part of the enrolment process, the bidders will be required to choose a unique username and password for their accounts.
3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication with the bidder.
4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Only Class III certificates with signing + encryption key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify/TCS/nCode/eMudhra etc.) with their profile.
5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC"s to others which may lead to misuse.
6) Bidder then logs in the site through the secured log –in by entering their user ID/ password and the password of the DSC/e-token.
7) The Scanned copies of all original documents should be uploaded on portal.
8) For any query contact to our helpdesk Number :011 – 49606060, 23710092, Mobile No.09355030628

Searching for Tender Documents:

There are various search options built in the e-procurement portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Item/work id, Title, Date, etc.

Once the bidders had selected the tenders in which they are interested, bidder can pay non-refundable processing fee as per terms of ITI limited by net banking /Debit/ Credit Card they you may download the required documents / tender schedules, Bid documents etc. Once you pay both fee, tenders will be moved to the respective "Register" Tab. This would enable the e-procurement portal to intimate the bidders through e-mail in case there is any corrigendum issued to the tender document.

The prices should be quoted in the following manner:

i. The price quoted for the said item of works would include material cost, labour charges which includes all excise duty and sales and other taxes payable as per the specifications mentioned.
ii. The Director, IFB reserves the right to reject the tenders without assigning any reasons at any stage.

Tenders/Bidders who has downloaded the tender form the http://ifb.icfre.org and http://moefcc.euniwizarde.com shall not tamper / modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tampered/modified in any manner, tender will be completely rejected and EMD shall be forfeited and tenderer/bidder is liable to be banned from doing business with IFB in future.

CHECKLIST FOR QUALIFYING DOCUMENTS AND EMD

Item No.	Qualifying Documents	Yes/No	Page No.
1.	Tender Fee/Exemption Certificate		
2.	Earnest Money Deposit (EMD) in shape of DD/Exemption Certificate		
3.	Proof of registration		
4.	Copy of PAN card/AADHAR of firm/Managing authority		
5.	Copy of GST certificate		
6.	Copy of Income Tax clearance certificate for last 3 years		
7.	List of organizations to whom similar modules were installed		
8.	Copy of supporting documents from the users for the satisfactory performance (at least five)		
9.	Vendors should have their own office at Visakhapatnam		
10.	Declaration from firm/ company for availability of replacement items/spares/parts that have used in various components for next five years		
11.	On sight comprehensive warranty certificate for 36 months		
12.	The firm must have experience in working with forestry sector		
13.	The firm must have relevant experience of at least five years in similar field		
14.	Signed and scanned copy of Tender Acceptance letter as per tender document		
15.	Signed and scanned copy affidavit in non – judicial stamp paper of Rs.10/- by the firm that it has NEVER BEEN BLACK-LISTED/DEBARRED/BANNED by any Govt. Department/Public Sector must be attached along with the bid, failing which the Bid shall be rejected.		
16.	Signed and scanned copy of complete technical details/specifications of the materials being used for the execution of the work mentioned above		
17.	Scanned and signed copy of Tender Document		

Note: 1. It is compulsory to fill the above check list.

2. The document should be submitted/uploaded online in e portal in the above order of the check list and place the check list as cover page with pagination of documents.

3. In the absence of any of the above documents, the bid shall be rejected.

SIGNATURE OF THE TENDERER

CONDITIONS OF CONTRACT

Submission of Tender

The tender shall be submitted/uploaded online in two bids *viz.*, Technical and Price Bid

The offers submitted by Hardcopy/Fax/email shall not be considered. No correspondences will be entertained in this matter.

All the pages of the bid being submitted/uploaded must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

Cover 1 Technical Bid:

Following documents are to be furnished by the Tenderer/Bidder along with Technical Bid as per the tender document.

Qualifying Documents:

Item No.	Qualifying Documents
1.	Tender Fee/Exemption Certificate
2.	Earnest Money Deposit (EMD) in shape of DD/Exemption Certificate
3.	Proof of registration
4.	Copy of PAN card/AADHAR of firm/Managing authority
5.	Copy of GST certificate
6.	Copy of Income Tax clearance certificate for last 3 years
7.	List of organizations to whom similar modules were installed
8.	Copy of supporting documents from the users for the satisfactory performance (at least five)
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11.	On sight comprehensive warranty certificate for 36 months
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13.	The firm must have relevant experience of at least five years in similar field
14.	Signed and scanned copy of Tender Acceptance letter as per tender document
15.	Signed and scanned copy affidavit in non – judicial stamp paper of Rs.10/- by the firm that it has NEVER BEEN BLACK-LISTED/DEBARRED/BANNED by any Govt. Department/Public Sector must be attached along with the bid, failing which the Bid shall be rejected.
16.	Signed and scanned copy of complete technical details/specifications of the materials being used for the execution of the work mentioned above
17.	Scanned and signed copy of Tender Document

Cover 2: Price Bid:

Hard copies of financial bid should not be submitted physically in this institute. The financial proposal must be submitted/uploaded in the schedule of price bid as per F.O.R. rates of Visakhapatnam in the form BOQ.xls separate of each item. Full details of business terms and conditions e.g. GST/sales tax/Trade tax (whether provincial or Central), other Taxes/charges, if any, the validity period of quotation, discount, free delivery, packing or any other information relevant to the items may please be indicated clearly. **The price bid undertaking and schedule of price bid in the form of BoQ_1.xls must be filled as per format given in Chapter – VI: Price Bid schedule.**

Proposal Evaluation

Clarification of Bids

To assist in the examination, evaluation, comparison of the bids and qualification of the Bidders, the Purchaser, at its discretion, may ask any Bidder for a clarification of its Bid. The Purchaser's request for clarification and the response shall be in writing by post/email/fax etc. Any clarification submitted by a bidder in respect to its Bid and that is not in response to a request by the Purchaser shall not be considered. No change, including any voluntary increase or decrease, in the prices or substance of the bid shall be sought, offered, or permitted except to confirm the correction or arithmetic errors noticed by the Purchaser in the evaluation of the bids.

If a bidder does not provide clarifications of its bid by the date and time set in the Purchaser's request for clarification, its bid may be rejected.

Unresponsive Bids

The bids will be scrutinized to determine whether they are complete and meet the essential and important requirements, conditions etc. as prescribe in the Bid Document. The Bids are liable to be treated as non-responsive and will be rejected if bidder does not upload qualifying and technical documents as required in the bid Document.

Minor Informality/Irregularity/Non – Conformity

If during the preliminary examination, the purchaser find any minor informality and/or irregularity and /or non- conformity in a bid **the purchaser may waive the same provided it does not constitute any material deviation and financial impact and , also, does not prejudice or affect the ranking order of the bidders.** Whenever necessary, the purchaser will convey its observation on such 'minor' issues to the bidder asking the bidder to respond by a specified date. If the bidder does not reply by the

specified date or gives evasive reply without clarifying the point at issue in clear terms, that bid may be ignored.

A two- stage procedure will be adopted in evaluating the proposals.

(i) Technical Evaluation:

(a) **Evaluation of Qualifying Documents:** Tenders shall be scrutinized and evaluated by the Technical Committee or a Committee constituted by competent authority with reference to parameters prescribed in the Bid document. First of all, the qualifying documents of the bid will be checked and in absence of any of qualifying documents, the bid will be rejected.

(b) **Evaluation of Technical Specification:** Thereafter, the qualified bids shall be undergone for technical evaluation on the basis of the technical/scientific specifications. The evaluation committee appointed by the competent authority will carry out its evaluation applying the evaluation criteria and point system as specified below. Each responsive proposal will be attributed a technical score. The points given to technical evaluation criteria are as under.

Technical Evaluation Criteria (All to be supported by Documentary evidence)		
Sl.No.	Attributes	Score
1.	Past experience in similar nature of work	20
2.	Complete technical details/specifications	60
3.	Performance certificates from the users	20
	Total	**100**

The technical proposal should score at least 70 points out of 100 to be considered for financial evaluation.

(i) Financial Evaluation: Financial bids of only technically qualified bidders shall be opened online for further scrutiny.

The evaluation committee will determine if the financial proposals are complete and without computational errors. The lowest financial proposals (Fm) will be given a financial score (Sf) of 100 points. The financial scores of other proposals will be computed as follows Sf= 100 x Fm/F (Where F is amount of financial proposal quoted by other farm).

Proposal will finally be ranked according to their combined technical (St) and financial (Sf) scores using the formula S = St x T% + Sf x F%.

The weight (T %) given to the Technical Proposal is 60% and the weight (F %) given to the Financial Proposal is 40%

The price quoted for the said item of works would include material cost, labor charges which includes all excise duty and sales and other taxes payable as per the specifications mentioned.

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TERMS AND CONDITIONS

1. E-tender must be electronically submitted through online within prescribed date and time as mentioned in the e-procurement portal. Hard Copy of the E-tender documents will not be accepted.
2. Offers/Bids without E-Tender fees and Earnest Money Deposit (EMD) will be rejected.
3. The Bidders who are registered with the National Small Industries Corporation (NSIC) are exempted from EMD. They have to upload documentary proof along with the bid.
4. The number and quantity mentioned in the above E-tender Notice is the probable number and the same may be increased/decreased according to the requirement and the Director, IFB reserves the right to increase or decrease the quantity of work.
5. All the required document like technical documents, user certificate, supply order to other institutes, accreditation to quality management, PAN, TAN, GST, income tax, small scale industries exemption certificates, import license, authorization from principal supplier/manufacturer etc. should be uploaded along with bid documents, if failed bid will be rejected.
6. Earnest Money Deposit (EMD) of Rs.70,000/- (Rupees Seventy thousand only) in demand draft drawn from any nationalized bank in favour of "**The Director, Institute of Forest Biodiversity**" payable at Hyderabad and the same may be submitted to the Director, Institute of Forest Biodiversity, Dulapally, Kompally SPO, Hyderabad – 500100 through post/courier.
7. The EMD to the unsuccessful e-tenderer (s) will be returned at the earliest after expiry of the final bid validity or latest on or before the 30th day of the award of the purchase order whichever is earlier. If an e-Tenderer withdraws his bid during the period of bid validity specified or in case of a successful Bidder, if the bidder fails to furnish security deposit the EMD may be forfeited.
8. Technical Bid: e-tenderer shall furnish complete technical specification in the format prescribed duly signed failing which E-Tender will not be accepted. The work has to be carried out as per the specification in the work schedule.
9. The successful tenderer should deposit 10% of contract value as Demand Draft/Pay order drawn in favour of the Director, IFB drawn on any nationalized bank and payable at Hyderabad towards Security Deposit (SD) or Performance Security and to execute the agreement before commencement of the work. This amount will be refunded after 3 months on successful completion of the work after taking into account the warranty obligation on the part of Contractor.
10. The successful tenderer shall carry out the scheduled works within fifteen (15) days from the date of receipt of work order. The Director, IFB at his discretion may extend the contract period.

11. The competent authority does not bind himself to accept the lowest or any other bidders, and reserves its right to reject any or all tenders received without assigning any reasons whatsoever.
12. The tenders, in which any of the prescribed conditions are not fulfilled or are incomplete in any respect, shall be summarily rejected.
13. Canvassing whether directly or indirectly, in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection.
14. This Notice Inviting Tender shall form a part of the contract document. The successful tenderer/contractor, on acceptance of his tender by the Accepting Authority, shall commence the work immediately.
15. Payment is subject to inspection and acceptance of the works carried out by the successful contractor by the authorized officer.
16. The bill in duplicate is to be submitted in triplicate in favour of the Director, IFB, Hyderabad
17. The successful tenderer should keep the 'Site Order Note Books' with the persons responsible to maintain day to day progress of work.
18. Tenders shall be responsible for arranging and maintaining at his own cost all materials, tools & plants, access, facilities for workers and all other services required for executing the work unless otherwise specifically provided for in the contract documents. Submission of a tender by a tenderer implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done.
19. No advance payment will be made under any circumstances.
20. The allotted work should be carried out as per the specifications and drawings which will be issued by the authorized officer.
21. The successful contractor shall be responsible for the safety of all activities on this site.
22. If the successful tenderer fails to complete the works within the period allowed by the Director, the entire EMD along with Performance Security will stand forfeited and the amount for the part completed works, if any will not be released.
23. The Director, IFB reserves the right to accept the tender, in whole or any part thereof and the tender shall be bound to perform the same at the rate quoted.
24. The repair work along with external paintings must be completed before 31/12/2020.
25. The offer should be firm and open for acceptance till 120 days from the stipulated date of the opening. Price escalation will not be allowed.
26. No Freight, forwarding charges, shall be paid extra.
27. Disputes, if any will be under the jurisdiction of Hyderabad Court, Telangana, India.

28. The Pre Meeting is scheduled on 26th October, 2020 at Forest Research Centre for Coastal Ecosystems, Via Yoga Village, Beach Road, Andhra University Post, Visakhapatnam – 530 003.
29. Normal terms of payment will be 100% payment within 30 days after receipt and acceptance of goods in satisfactory working condition after installation.

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Work Description for creation of Interpretation Unit on Coastal Ecosystem

Item No.1

S.No	Work Description	Quantity
1.	Making and fixing of 4.6 x 6.6 feet wooden frame with gallery framing, acrylic imported glass, embossing step, LED lighting (backdrop), background abstract painting on canvas and fixing decoration items for display of big wood pieces (total 30sqft)	3 nos

Item No.2

1.	Making and fixing of 4.6 x 6.6 feet wooden stepwise model decoration items and background painting for display of the specimen bottles (new bottles) - 54nos.	1 no

Item No.3

1.	Making and fixing of 39 feet x 14 inches wooden frame with background canvas fine art painting, step border, LED bulbs and decoration items for display of the treated and untreated wooden panels- 115 nos.	1 no

Item No.4

1.	Making and fixing of 5 x 3 x3 feet wooden stepwise central model with LED lighting closed with imported glass and decoration items for display of small wood pieces (total 45sqft)	1 no

Item No.5

1.	Making of wooden basements for scientific equipment with background decoration of models and fine art painting -17 nos	17 nos

Item No.6

1.	Making and fixing of wooden frame with step mount with foam board and framing board 3 x4 feet for display of institute history with photographs.	10 nos

PRICE SCHEDULE

(a) Price bid undertaking : The format of Price bid undertaking as given under:

From (Full Name and address of the Bidder)

To

The Director
Institute of Forest Biodiversity
Hyderabad

Dear Sir/Madam,

I submit the price Bid for _____ and related activities as envisaged in the Bid Document.

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

I offer to work supply the quoted item at the rates as indicated in the price Bid, Annexure IV inclusive of all applicable taxes except Service Tax.

Signature of authorized Representative

(b) Schedule of Price Bid in the form of **BoQ_1.xls**

The prices should be quoted only in BoQ_1.xls available in the e-portal.

The below mentioned Financial/Proposal/Commercial Bid format is provided as BoQ_1.xls along with his bid document at http://moefcc.euniwizarde.com bidders are advised to download at this BoQ_1.xls as it is the quote their offer/rates in the permitted column and upload the same in the commercial bid. Bidder shall not tamper/modify downloaded price bid template in any manner. In case if the same is found to be tampered/modified in any manner, tender will be completely rejected and EMD would be forfeited and bidder is liable to be banned from doing business with IFB

1. The rates, taxes, charges, etc. should be quoted as per BoQ.
2. All taxes, fees, leives, etc. and any revision in the statutory taxes/fees, etc will be the responsibility of the bidder.
3. In case of any discrepancy / difference in the amounts indicated in figures and words the amounts in words will prevail and will be considered.
4. The quoted rates shall remain firm throughout the tenure of the contract and no revision is permissible for any reason.

Authorized Signatory
(Signature of the Authorized Person)

Agreement/Contract Form
Tender Acceptance Letter
(To be given on company Letter Head)

Date.....

To

The Director,
Institute of Forest Biodiversity,
Hyderabad.

Sub: Acceptance of Terms and Conditions of Tender.

Tender Reference No.
Name of the Tender/Work:

Dear Sir,

1. I/We have downloaded/obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) name _____ _____ as per your advertisement, given in the above mentioned website(S).
2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No. _____ To _____ (including all documents like annexure(s), schedule (s) etc.,) which form part of the contract agreement and I/we shall abide hereby by the terms /conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/organization too have also been taken into consideration, while submitting this acceptance letter.
4. I/we hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in it's totality/entirely.
5. I/we do hereby declare that one firm has not been blacklisted/debarred/banned by any Govt. Department / Public sector undertaking.
6. I/we certify that all information furnished by the our firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully
(Signature of the Bidder, with Official Seal)

Government of India
Ministry of Environment, Forest and Climate Change
Institute of Forest Biodiversity
Research and Education
Dullapally, Kompally,

e-Tendering Price Bid

Name of Work: Creation of Interpretation Unit on Coastal Ecosystem at FRCCE,Visakhapatnam
Tender No/ID: 1-215/IFB/Extn/2020-21/859 Dated : 19.10.2020

Name Of Firm				
Item No.	Work Description	Qty	Price (Rs.)	Total
1	Making and fixing of 4.6 x 6.6 feet wooden frame with gallery framing, acrylic imported glass, embossing step, LED lighting (backdrop), background abstract painting on canvas and fixing decoration items for display of big wood pieces (total 30sqft)	3		0
2	Making and fixing of 4.6 x 6.6 feet wooden stepwise model decoration items and background painting for display of the specimen bottles (new bottles) - 54nos.	1		0
3	Making and fixing of 39 feet x 14 inches wooden frame with background canvas fine art painting, step border, LED bulbs and decoration items for display of the treated and untreated wooden panels- 115 nos.	1		0
4	Making and fixing of 5 x 3 x3 feet wooden stepwise central model with LED lighting closed with imported glass and decoration items for display of small wood pieces (total 45sqft)	1		0
5	Making of wooden basements for scientific equipment with background decoration of models and fine art painting -17 nos	17		0
6	Making and fixing of wooden frame with step mount with foam board and framing board 3 x4 feet for display of institute history with photographs	10		0
			Total	0.00