



वन आनुवंशिकी एवं वृक्ष प्रजनन संस्थान
(भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद)
पर्यावरण एवं वन मंत्रालय, भारत सरकार का एक स्वायत्त निकाय
वन परिसर, कौली ब्रौन रोड, आर.एस.पुरम, कोयम्बतूर-६४१००२.

INSTITUTE OF FOREST GENETICS & TREE BREEDING

(Indian Council of Forestry Research & Education)

An autonomous body of Ministry of Environment & Forests, Govt. of India
Forest Campus, Cowly Brown Road, R .S. Puram, Coimbatore-641002.
Ph : EPABX - (0422) 2484100, FAX: 2430549, website: www.ifgtb.icfre.gov.in

No.CTR-V/2-51/2013/Herbarium

Dated: 15.9.2015

To
Different contractors

Sir,

Sub: Inviting limited quotations for **Improvement of existing herbarium**– reg.

Sealed quotations are invited from **professionally competent and experienced firms / organization / consortium for the works** as per the schedule enclosed.


The rates quoted should be inclusive of the materials of the required size and class and the labour charges etc.

Terms and Conditions:

1. You should quote the rate for each of the items in both figures and words and the rate quoted should be valid for a minimum period of 120 days from the date of filling quotations.
2. All taxes applicable as per Govt. norms i.e Income tax, Work contract tax for the above work and the same will be deducted from the bill at the time of making payment.
3. **You should enclose Income Tax Clearance Certificate and the copy of the proof for TIN number allotted alongwith quotation .**
4. The quotations in sealed cover should be addressed to **the Director, IFGTB, P.B.No.1061, R.S.Puram, Coimbatore.**
5. The cover containing the quotations should be superscribed and should reach **on or before 5.30 p.m on 30.09.2015.**
6. If your quotations are accepted, and work order issued, the work should be completed within **60 days** from the date of receipt of the work order.
7. The interested professionals could inspect the spot (herbarium) as detailed in the scheduled to have an idea of the works to be carried out, on working days from 9.00 hrs to 17.30 hours. The professionals are advised to contact the **Head, Biodiversity Division, IFGTB** for inspection of the herbarium.

8. An agreement has to be executed before commencement of the work.
9. The **quotation shall be accompanied by Bid Security of Rs.30,000/- (Rupees thirty thousand only)** (unless exempted) by way of DD / pay orders drawn in favour of the Director IFGTB, Coimbatore.
10. On intimation of the acceptance of offer from this office, the successful tenderer should deposit 5% of contract value by Demand Draft / Pay order drawn in favour of the Director, IFGTB, drawn on any nationalized bank and payable at Coimbatore towards Performance Security and execute the agreement before commencement of the work. Thereafter, work order will be issued. The successful tenderer should acknowledge in writing the receipt of the work order for its compliance.
11. Payment will be made through cheque drawn in favour of your firm, subject to inspection and acceptance as per actual measurements by authorized officer.
12. The Director, IFGTB Coimbatore reserves the right to reject any or all quotations without assigning any reason thereof.

Yours faithfully,



(K. Yasodha)

Head of office
Institute of Forest Genetics
& Tree Breeding, Coimbatore

Encl: Tender document alongwith Schedule of work

Copy to **Head, Biodiversity Division, IFGTB**

for information wr to his Ir No.477/HOD/BD/IFGTB/2015 dtd: 24.7.2015

Copy to Notice Board / Website

BID DOCUMENT

**For Improvement of Existing Herbarium
located inside
Forest Campus, Coimbatore 2.**

**INSTITUTE OF FOREST GENETICS AND TREE BREEDING,
COIMBATORE**

INSTITUTE OF FOREST GENETICS AND TREE BREEDING
(Indian Council of Forestry Research and Education)
(An Autonomous Body of the Ministry of Environment and Forests, Govt., of India)
P.B.No.1061; R.S.Puram, Coimbatore – 641 002
Ph (0422) 2484100; 2484111, 2484104; Fax:2430549

TERMS AND CONDITIONS OF BID

The Director, Institute of Forest Genetics & Tree Breeding, Coimbatore invites sealed quotations for the under mentioned work from experienced organizations / firms / consortium under appropriate law **for Improvement of existing herbarium at IFGTB, Coimbatore under two way bid system.**

The work has to be carried out as per the specification in the work schedule.

1. The Bidder should have undertaken and completed a similar project worth of Rs. 5 lakhs and above. (enclose proof by means of documentary evidence).
2. The quotation shall be accompanied by **Bid Security (unless exempted)** by way of DD/Pay order drawn in favour of the Director, IFGTB, Coimbatore.
3. Bidder must enclose Income Tax Clearance Certificate along with quotation.
4. The tender is a two way bid system. Bidder should enclose EMD & technical specification in a separate envelope superscribed as **“Technical bid for Improvement of existing herbarium at IFGTB, Coimbatore”**
- 4a. Bidder should send the quotation in a sealed cover envelope by Speed post / Regd. Post super-scribed as **Financial BID FOR IMPROVEMENT OF EXISTING HERBARIUM AT IFGTB, Coimbatore** along with EMD (Bid Security) and your quote should clearly mention the rate for each of the items in both figures and words and the rate quoted should be valid for a minimum period of 120 days from the date of filling quotations.
- 4b. Both the Technical bid and financial bid should be placed in a separate sealed envelope superscribed as **“IMPROVEMENT OF EXISTING HERBARIUM AT IFGTB Coimbatore”**.
5. Bids will be received up to **5.30 P.M on 30.09. 2015** and will be opened by Director or his authorized representative in this office in the next working day. The Director, IFGTB shall not be held responsible for any postal delay or loss of the bids during transit.
6. Bidder should be a recognized establishment in specialty of Digitization (*enclose proof document in the technical bid envelope.*)
7. Bidder should have prior experience in developing and hosting digital herbarium with more than 10,000 specimens / sheets. (*enclose proof document in the technical bid envelope.*)

8. Bidder should have a strong background in hosting digital libraries. (*enclose proof following document alongwith the technical bid envelope.*)

Indexing and Digital Conversion
Preparation of documents and special skills in handling the material
Relevant past digitization experience with size and value (duly authenticated with supporting documents)
Profile (Central Government departments, PSUs/ State Governments, number of clients, testimonials and references)
Capability to digitize in the specified formats including the quality of output that will be produced including infrastructure / equipments for digitization as indicated by supporting documents and Demonstration of the processes of digitization
Staff profile indicating experience of the individual staff engaged for the Photographic Digitization
Experience in Meta Data handling and Database
Experience in web hoisting Meta Data

9. Bidder should be prepared for demonstration before an expert technical committee discussing following aspects.
- i. Imaging herbarium sheets with high resolution, cleaning etc.
 - ii. Developing database and information system for taxonomic and field data.
 - iii. Data entry and modifications,
 - iv. Hosting in the internet with proper and efficient search and retrieval interface.
10. Bidder should quote the cost of digitization per herbarium sheet/ specimen.
11. Bidder should specify facilities needed from IFGTB.
12. Digitization should be done at IFGTB and no specimen to be taken away for any purpose. Almost care should be taken while handling the specimens.
- 13a. The bids will be evaluated as per Annexure-I
13. On intimation of the acceptance of offer from this office, the successful bidder should deposit 5% of contract value as Demand Draft/Pay order drawn in favour of the Director, IFGTB drawn on any nationalized bank and payable at Coimbatore towards Performance Security and execute the agreement before commencement of the work. This amount will be refunded 3 months after successful completion of the work. Thereafter, work order shall be issued. The successful bidder should acknowledge in writing the receipt of the work order for its compliance.
14. The description of the work is as per work schedule statements which are enclosed. The bidders are advised to inspect the spot /areas and satisfy themselves before submitting their bids. They may obtain all necessary information as to risks, contingencies and other circumstances which may influence or alter their bid. The bidder shall be deemed

to have full knowledge of the work to be assigned whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed.

15. The successful bidder shall carry out the scheduled works within two month (60 days) from the date of receipt of work order. The Director, IFGTB at his discretion may extend the contract period.
16. The competent authority does not bind himself to accept the lowest or any other bidder, and reserves its right to reject any or all bids received without assigning any reasons whatsoever.
17. The bidder, in which any of the prescribed conditions are not fulfilled or are incomplete in any respect, shall be summarily rejected.
18. Canvassing whether directly or indirectly, in connection with bids is strictly prohibited and the bid submitted by the contractors who resort to canvassing will be liable to rejection.
19. If any bidder withdraws his bid or makes any modifications in the terms and conditions of the bid which are not acceptable to the Institute of Forest Genetics & Tree Breeding, Coimbatore, the Institute without prejudice to any other right or remedy, be at liberty to forfeit the Bid Security.
20. This Notice Inviting Bid shall form a part of the contract document. The successful bidder/contractor, on acceptance of his bid by the Accepting Authority, deposit of Performance Security and on issue of Work Order, shall commence the work immediately.
21. Payment is subject to inspection and acceptance of the works by the authorized officer.
22. The bill in duplicate is to be submitted in favour of the Director, IFGTB, Coimbatore.
23. The Successful bidder should keep the 'Record of Note Books' with the persons responsible to maintain day to day progress of work..
24. Bidders shall be responsible for arranging and maintaining at his own cost all materials, access, facilities for staff and all other services required for executing the work unless otherwise specifically provided for in the contract document. Submission of a bid by a bidder 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.
25. No advance payment will be made under any circumstances.
26. The allotted work should be carried out as per the specifications which will be issued by the authorized officer.
27. The successful contractor shall be responsible for the safety of all activities at the site.

28. If the successful bidder fails to complete the works within the period allowed by the Director, the Performance Security will stand forfeited and the amount for the part completed works, if any will not be released.
29. The Director, IFGTB reserves the right to accept the bid, in whole or any part thereof and the bidder shall be bound to perform the same at the rate quoted.
30. All Government or Statutory liability prevailing will be applicable to the above bid.

BID (To be enclosed in Technical bid envelope)

I/We have read and examined the notice inviting bid, schedule of specifications applicable, conditions of contract etc., in the bid document for the work.

I/We hereby bid for the execution of the work specified for the Director, IFGTB within the time specified.

A sum of Rs..... is hereby forwarded in Cash/DD as Bid Security. If I/We withdraw the said bid or make any modifications in the bid which are not acceptable to IFGTB, after the opening of the bid, I/We agree that the said the Director, IFGTB shall without prejudice to any other right or remedy, be at liberty to forfeit the said Bid Security.

I/We hereby declare that I/We declare that I/we shall treat the bid documents drawings and other records connected with the work as confidential documents and shall not communicate information/derived there from to any person other than a person to whom I/We am /are authorized to communicate the same or use the information in any manner prejudicial to the safety of the State.

I /We agree that should I/We fail to commence the work specified in the above memorandum or fail to complete the work within the stipulated period to the satisfaction of the Director, IFGTB or his authorized Officer an amount equal to the amount of the Performance Security shall be absolutely forfeited to the Director, IFGTB without prejudice to any other right or remedy available in law.

Dated:

Signature of Contractor

Postal Address:

Witness:

Address:

Occupation:

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PERCENTAGE RATE BID/ITEM RATE BID AND CONTRACT FOR WORKS

- 1. BID FOR IMPROVEMENT OF EXISTING HERBARIUM AT IFGTB Coimbatore**
- 2. To be sent by Regd post / Speed post on or before 30 .9.2015 up to 5.30 p.m. to the Director, IFGTB, Coimbatore.**

Signature of Officer issuing the documents:

Designation:

Date of Issue:

Financial Bid
(To be enclosed only in the Financial bid envelope)

Schedule of work of Improvement of existing herbarium

S.No.	Description of work	Time schedule	Quantity / Numbers	Amount (Lakhs) (including VAT, Service charges and other applicable* Taxes / charges *statutory)
1	<p>Scanning of Herbarium specimens</p> <ul style="list-style-type: none"> • Imaging of specimens shall be carried out in colour using a planetary scanner with high resolution camera and the resolution of the images not less than 400dpi (Master) • For the natural quality of images. they have to be graphically processed, correcting brightness, contrasts, levels, saturation, etc The corrected image should be 200 ppi (clean) • Scales in cm and inch shall be placed over the sheets while imaging to have the dimensions of the parts of the plants. • Access image – 96 dpi, thumbnail image – less dpi) • Digital herbariums shall be hosted in internet with herbarium sheets with a provision to add field photos as and when these are available. 	First one month		Rs.
2	<p>Data basing:</p> <ul style="list-style-type: none"> • A data base of each specimen shall be provided such as correct botanical identity, author citation, taxonomic hierarchy.) Synonyms, basionyms, local, common names, habit, habitat, locality, other ecological notes if any, date of collection, name of collectors and identifiers etc. • For Unicode compliant, the local name and locality shall be entered in Tamil/ Malayalam scripts also. • Programme should allow incorporation and modification information concerned with the species. 	First two weeks of Second month	About 6000 specimens	

3	<p>Web hosting</p> <ul style="list-style-type: none"> • Based on data elements, a search and retrieval interface has to be made with multiple key searches. • Herbarium images with capable of zooming images without losing details, description and other relevant information should be uploaded. 	Last two weeks of second moths		
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Amount in words also to be written. (Rupees _____)

Annexure I

Technical and Financial Evaluation and Award of Work

Technical Evaluation

Technical evaluation would be based on technical scoring (ST).

Technical evaluation criteria (ALL Supported by Documents)		
S.No	Attributes	Score
1	Experience in Indexing and Digital Conversion	10
2	Preparation of documents and special skills in handling the material	10
3	Relevant past digitization experience with size and value (duly authenticated with supporting documents)	15
4	Profile (Central Government departments, PSUs/ State Governments, number of clients, testimonials and references)	10
5	Capability to digitize in the specified formats including the quality of output that will be produced including infrastructure / equipments for digitization as indicated by supporting documents and Demonstration of the processes of digitization	25
6	Staff profile indicating experience of the individual staff engaged for the Photographic Digitization	10
7	Experience in Meta Data handling and Database	10
8	Experience in web hoisting Meta Data	10
		100

Financial Evaluation (SF)

The financial evaluation would be done for only those proposals which qualify technically with 40% score. The financial evaluation would be based on the total cost to the department which shall include the cost of carrying out all the services as well as those taxes, duties, fees, levies and any other charges. The lowest financial proposal (FPMin/FP) will be given a score of 100 points. The financial scores of the other financial proposals (SF) will be calculated as :

$$SF = 100 \times FPMin/FP$$

SF = Financial score of proposal under consideration, FPMin = Price of lowest financial proposal, FP = Price of the proposal under consideration

The Technical and Financial proposals will be given the weight age in the ratio of **70:30**.

Final Evaluation (S)

Proposals will be ranked accordingly to their combined technical and financial scores using the weights mentioned above and as per the following formula:

$$S = ST \times 0.7 + SF \times 0.3$$

Where S = Final combined score ; ST = Technical score ; SF = Financial score

The applicant achieving the highest combined technical and financial score (S) would be considered for award of the digitisation contract.