

# ***Two Bid Tender Document***

**For**

**DESIGN, DEVELOPMENT, IMPLEMENTATION AND MAINTENANCE  
OF ICFRE PENSIONERS' PORTAL**

**(Tender No. 38/PO/Pensioners' Portal/Admin/ICFRE/2019-20)**



**INDIAN COUNCIL OF FORESTRY RESEARCH AND EDUCATION**

**P. O. New Forest, Dehradun-248006**

**(UTTARAKHAND)**

**Notice Inviting Tenders**  
(National Competitive Bidding)  
**(Indian Council of Forestry Research & Education)**

Post- New Forest, Dehradun – 248006, Uttarakhand, India  
Phone: 0135-2224869/66 135-2750297  
Website: [http:// www.icfre.gov.in](http://www.icfre.gov.in) Email: [adg\\_admin@icfre.org](mailto:adg_admin@icfre.org)

Tenders are invited from reputed firms having sufficient facilities for the Design, Development, Implementation and Maintenance of ICFRE Pensioners' Portal. The schedule of Tender and the Terms and Conditions shall be as under:-

1. **Intent:** ICFRE invites tender for facilities for the Design, Development, Implementation and Maintenance of ICFRE Pensioners' Portal and online bids are invited on single stage two bid systems.

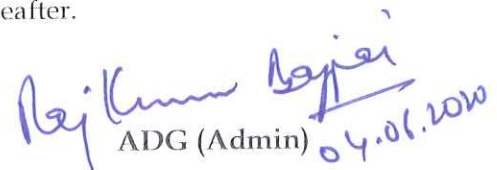
The details of the above items and other Terms and Conditions, etc. are available in the Tender Document. The tender forms and specifications are available at **CPPP** site <https://eprocure.gov.in/eprocure/app> and web site <http://www.icfre.gov.in>

2. Tender documents may be downloaded from ICFRE website <http://www.icfre.gov.in> (for reference only) and **CPPP** site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in tender critical date sheet as under:-

**1. Schedule of Tender:-**

Events	Date/Time	Venue
Published Date	05.06.2020 at 5:00 PM	ICFRE website and Central Public Procurement(CPP) Portal
Bid document download / Sale start date	06.06.2020 at 5.30 PM	CPP Portal
Bid submission Start date	06.06.2020 at 06.00 PM	CPP portal
Pre-bid Meeting/ Clarification	12.06.2020 at 11.30 AM	ICFRE Head Qtr, Dehradun
Bid submission End date	29.06.2020 at 4.00 PM	CPP portal
Opening date of Technical bids	30.06.2020 at 3.00 PM	Online

- The Tender may be either modified or cancelled in part or full, at the discretion of the Assistant Director General (Admin.), ICFRE, without assigning any reason thereof.
- The bidder shall submit all the documents required as per tender document at the time of submitting bid. No document shall be accepted thereafter.

  
ADG (Admin) 04.06.2020

Asstt. Director General (Admin.)  
Indian Council of Forestry  
Research & Education  
P.O. New Forest, Dehradun

## 2. DEFINITIONS

- a) **Indian Council of Forestry Research and Education (ICFRE)** means the organisation as a whole including ICFRE Hqtrs. and its Institutes / Centres.
- b) **ADG (Admin), ICFRE** mentioned herein means the Assistant Director General (Admin), ICFRE Dehradun representing ICFRE; and his official successors, nominees as may be designated by ICFRE from time to time.
- c) **EMD** means Earnest Money Deposit.
- d) **PBG** means Performance Bank Guarantee.
- e) **SLA** means Service Level Agreement as per the parameters laid down in this document.
- f) **Firm** means a duly registered Firm or Company registered under Indian Laws as such, and bidding for this tender.
- g) **DDIT** means Design, Development, Implementation and Testing activities of the portal.
- h) **OPEX** means Operation and Maintenance of the portal.

## 3. SCOPE OF WORK

- i. Designing, Development and Implementation of portal/application.
- ii. Development of Android Mobile application.
- iii. Testing of portal with Validator tools and other software.
- iv. Proposed system would be accepted for implementation after completion of security audit.
- v. Providing comprehensive documentation of the application including application architecture, description of the interfaces, description of the data model, database table structure, user manual etc.
- vi. Hosting of Android Mobile application on Play Store.
- vii. Providing application support for error fixes, additions / modifications to the software to cater to changes or new reporting requirements during the development and maintenance period.

## 4. PERIOD OF MAINTENANCE CONTRACT

- a) Selected firm has to maintain the Portal/application initially for five years subject to satisfactory fulfilment of the obligations laid down in the terms and conditions and contract of the tender document. The contract may be extended for the period of two years, if the services are found satisfactory.
- b) The date of initiation of the Maintenance will be the date of successful implementation of Portal/application.

## 5. PERFORMANCE SECURITY

- a) To ensure due performance of the contract, Performance Security in the form of Performance Bank Guarantee (PBG) from a Nationalised Bank, needs to be submitted by the successful bidder. The successful bidder shall have to submit a PBG of 10% of the total contract value. The PBG should be valid for a period of six months beyond the contractual obligations. In case, the contract is extended for further two years, the bidder will extend the validity of PBG before its expiry. The PBG shall be submitted in the format given in **Schedule-I**.
- b) The non-adherence to the terms and conditions given herein and in subsequent Memorandum of Agreement with the successful bidder shall amount to breach of contract and may lead to forfeiture of Performance Security amount in full or in part.
- c) ICFRE may forfeit the Performance Security fully / partially against any kind of recoveries to be made from the firm for non performance / mandatory repairs during and at the end of the contract.
- d) Non-fulfilment of SLAs may further invite forfeiture of Performance Security amount partially or in full.
- e) No interest shall be payable on the Performance Security amount by ICFRE.

## 6. PRE-BID MEETING

- a) Pre-bid meeting shall be held as per tender schedule.
- b) The bidders interested in attending the pre-bid meeting would submit their request for participation on the email [adg\\_admin@icfre.org](mailto:adg_admin@icfre.org) at least one day before the scheduled date and time of the meeting.
- c) The queries of bidder, if any, required to be taken up during the meeting, should be communicated along with the request for participation. Only these queries shall be taken up during the meeting.

## 7. TERMS AND CONDITIONS

### (i) GENERAL TERMS AND CONDITIONS

- a) Bidders are advised to study the tender document carefully. Submission of bids shall be deemed to have been done after careful study and examination of the tender document with full understanding of its implications.
- b) Any clarifications from ICFRE or any change in requirement shall be posted on [www.icfre.gov.in](http://www.icfre.gov.in) and <https://eprocure.gov.in>. It shall be the sole responsibility of the bidder to check for any changes of aforementioned website before submitting the bids.
- c) ICFRE shall not be responsible for non-receipt / non-delivery of the bid documents due to any reason whatsoever.
- d) The bidder shall indicate the complete address of the Firm and work along with the name(s) of the contact person(s) and their telephone / Fax / Mobile Nos.(s) and other particulars as per **Schedule-II**.
- e) An EMD of Rs. 20,000/- (Rupees Twenty Thousand only) in the form of Fixed Deposit Receipt or Bank Guarantee drawn on any nationalised bank in favour of Account Officer, ICFRE payable at Dehradun shall be deposited as a part of qualifying bid of the Tender. The EMD shall be returned to bidders upon finalisation

of the successful bidder and award of the contract. No interest shall be payable on the EMD by ICFRE. The EMD submitted by the bidder may be forfeited at any stage, if the bidder backs out of the bidding process after submitting the bids to ICFRE or fails to accept the work order issued to the firm.

- f) The bid prices for Contract to be quoted in the BOQ only.
- g) Acceptance of the bid shall be communicated to the successful bidder by a formal Letter of Intent (LoI).
- h) **Within thirty days** of issue of Letter of Intent (LoI) the successful bidder shall :
  - Sign a contract with ICFRE for 'Design, Development, Implementation and Maintenance of ICFRE Pensioners' Portal.
  - Furnish a Performance Bank Guarantee(as per the **Schedule-I**) issued by a Nationalized Bank in favour of Account Officer, ICFRE, Dehradun, having validity of six months beyond the date of expiry of the Contract, for an amount equivalent to 10% of the total contract value.
- i) Immediately after finalisation of the Contract, the vendor shall start design and development work.
- j) Commencement of Assignment shall be as per the Memorandum of Agreement (Contract) formalized with the successful firm.

**(ii) Terms and Conditions for Design, Development, Implementation and Maintenance of ICFRE Pensioners' Portal:**

- a) The application shall be designed and developed as per annexed documents (**Annexure-I**) or any changes as per requirement.
- b) Application should be developed in PHP/MySQL.
- c) A complete User as well as Admin dashboard should be developed by firm as per requirements of ICFRE.
- d) Necessary reports should be developed in the application and should be able to export to in pdf/excel formats as and when required.
- e) The work must be carried out as per consultations/discussions/suggestions given by IT Division/Pension Cell, ICFRE.
- f) Application source code, database and any other contents related to application would be supplied to IT Division, ICFRE. The source code should have proper documentation.
- g) Design Document and User manual for operating application must be provided in pdf as well as doc file.
- h) Application must be compatible with all the latest versions of the browsers like Internet Explorer, chrome, firefox etc. The application must be compatible with Linux and Window OS.
- i) Design and development of application should be completed within 3 months after signing the contract.
- j) Maintenance of application is for 5 years after successful deployment of application / Go-Live of the application.
- k) During testing for initial release, User acceptance testing and implementation of application the firm's representative / developer should be available on-site.

**8. THE CONTRACT**

- a) The General Terms and Conditions and the Service Level Agreement (SLA) shall form the part of the contract.

- b) If any part of the contract does not correspond or agree with any other part, or if any question arises as to the meaning of the terms of the contract or as to the performance of the work, ADG (Admin), ICFRE shall determine the matter and his/her decision shall be final and binding upon the parties to the contract.
- c) The contract when executed by the parties hereto shall constitute the entire contract between the parties in connection with the works covered, and shall be binding upon the parties hereto or upon either of them unless the said modification shall be in writing and duly executed by ICFRE and the firm.
- d) The contract shall not be assigned or sublet in whole or in part by the firm.
- e) The Assistant Director General (Admin), ICFRE shall have the powers to cancel the contract at thirty days' notice, if the services provided by the firm are found unsatisfactory or for any other violations of the contractual obligations on the part of the firm and may lead to forfeiture of Performance Security in part or in full.
- f) No variation in or modification of the terms of the contract shall be made except by written amendment signed by both the parties i.e. the successful bidder and the ADG (Admin), ICFRE.
- g) The contract shall not be deemed an asset in any form by the firm.

## 9. PAYMENT TERMS

- a) The payment shall be made as per the following milestone :

S. No	Milestone	Payment
1	Successful completion of DDIT of portal	60% of DDIT
2	Annual payments spread over a period of 5 years	40% of DDIT & 100% of OPEX

A total amount comprising of 40% of the DDIT value and 100% of the OPEX value will be paid over a period of 5 years from the date of Successful completion of DDIT of portal. This amount shall be paid on the basis of performance linked to SLAs as defined in this tender document. The payment to the selected Vendor shall be made annually after the completion of period during OPEX phase upon submission of invoices.

- b) The cost of DDIT phase comprises also of security audit as well of integration of SMS Gateway of the portal. The cost will be borne by the vendor. The charges of plan for SMS to be activated will be paid by ICFRE.
- c) No claim on account of sales tax, service tax, VAT, work contract tax or any other taxes and duties presently in force for the services / material used for execution of the work awarded under the contract, will be entertained by ICFRE and all such taxes and duties shall be borne by the Vendor himself.
- d) The ICFRE shall deduct such taxes, duties and any other statutory levies imposed by the Government on such charges as may arise from the implementation of the contract agreement.
- e) The payment is subject to TDS as per Income Tax Rules / Laws.

## 10. SERVICE LEVEL AGREEMENT (SLA)

The Service Level Parameters as laid down below must be complied by the firm in all the cases.

a) **Mechanism of Issue Reporting**

- i) The firm shall provide support to the user's of ICFRE on call basis as and when approached for.
- ii) The firm should provide fault-reporting centre / Point of Contacts with their address and contact details at the time of signing of contract.
- iii) The fault reporting centres shall take calls from the users over Telephone/Cell Phone/ eMail provided by the firm for rendering an immediate service.

- b) **Response Time:** The firm has to ensure that all the complaints lodged by the users are attended to and rectified within the shortest possible time.

Issues / Activities	Resolution Time
Data error	24 hours
Application Error	48 hours
Report Development	1 week
Any other issue not mentioned above	48 hours

c) **Penalty applicable:**

If the complaint/call is not resolved within the resolution time-frame, penalty shall be charged as per the rate tabulated below:

Up to 3 day beyond the resolution time	Rs.500/- per day for each complaint
After 3 day beyond the resolution time	Rs.1000/- per day for each complaint

**Note :** In case the reported error is not resolved upto one week after specified resolution time mentioned above, ICFRE may resolve the error/complaint with its own resources. In such a case, the penalty amount will be doubled after calculating till the date of resolution of the error (upto maximum of Rs 20,000/- per complaint/error).

In case of urgency, ICFRE may resolve the error/complaint with its own resources. In such a case, the penalty amount will be deducted till the date of resolution of the error.

In case of non-resolution of error by the vendor, ICFRE may terminate the contract and forfeit the PBG.

## 11. ARBITRATION

Except where otherwise provided in the contract all questions and disputes whatsoever in any way arising out of or relating to the contract or otherwise concerning the work or the execution or failure to execute the same whether arising during the progress of the Contract or after the completion or abandonment thereof shall be referred to the sole arbitration of the person appointed by the Director General, Indian Council of Forestry Research & Education, (DG, ICFRE) Dehradun on his behalf at the time of dispute. There shall be no objection to any such appointment that the arbitrator so appointed is an employee of ICFRE, or government servant or that he/she had to deal with the matters to which the contract relates or that in the course of his/her duties as an employee of ICFRE, or government servant, he had expressed views on all or any of the matters in dispute of differences. The arbitrator to whom the matter is originally referred being transferred or vacating his/her office or being unable to act for any reason, shall be replaced by another person as decided by DG, ICFRE, to act as arbitrator in accordance with the terms of the contract. Such person shall be entitled to proceed with the reference from the stage at which it was left by his/her predecessor. It is also a term of this contract that no person other than a person appointed by the Director General, ICFRE should act as arbitrator and if for any reason, that is not possible, the matter is not to be referred to arbitration at all.

Subject as aforesaid, the provisions of the Arbitration and Conciliation Act 1996 or any statutory modifications or re-enactment thereof and the rules made there under and for the time being in force shall apply to the arbitration proceeding under this clause.

Services under the contract shall, notwithstanding the existence of any such dispute, question or controversy, continue during arbitration proceedings and no payment, due or payable by ICFRE or the firm shall be withheld on account of such proceedings unless such payments are the direct subject of the arbitration. Reference to arbitration shall be a condition precedent to any other action at law.

## 12. FORCE MAJEURE

- i) The performance of the obligations of either party under this Agreement is subject to Force Majeure.
- ii) If a Force Majeure situation arises, either party shall promptly notify to the other party in writing of such conditions and the cause thereof. Unless otherwise directed by ICFRE in writing, the vendor shall continue to perform its obligations under this agreement, as far as it is reasonably practical. Either party reserves the right to terminate this contract, without any additional liabilities to either party, if the Force Majeure period continues for more than 120 (One hundred and twenty days).



### 13. PREPARATION AND SUBMISSION OF PROPOSAL

- i) Online bids are to be submitted under two Cover systems i.e. Cover 1 and Cover 2. All the pages of bid being submitted online must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.
- ii) The proposal should not have any interlineations or overwriting except as necessary to correct errors made by the concerned themselves, in which cases such corrections must be initialed by the person or persons authorised to sign the proposal. No Financial Bid items pertaining to this tender shall be submitted as part of the qualifying documents and/or in the technical bid stage. In case of violation of this condition, the bid shall be rejected and no communication shall be entertained in this matter.
- iii) The completed proposal must be submitted mandatorily online at CPP portal <https://eprocure.gov.in/eprocure/app> after going through the terms and conditions given thereof. The offers submitted by Fax/email/offline shall not be considered and no correspondence shall be entertained in this matter.
- iv) The tender is not transferable. No assignment and sub contracting is permitted.
- v) Validity of offer shall be 120 days from the last date of submission of bids.
- vi) While submitting the bid, the bidder shall be deemed to have read, understood and accepted all the terms and conditions stated in this Tender Document.
- vii) Assistant Director General (Admin), ICFRE reserves the right to reject any or all tenders without assigning any reasons.
- viii) The authority for the acceptance of the tender shall rest with the ICFRE. It shall not be obligatory on the authority to accept the lowest tender or any other tender and no tenderer(s) shall demand any explanation for the cause of rejection of his/their tender nor shall ICFRE undertake to assign reasons for declining to consider or reject any particular tender or tenders.
- ix) Conditional tenders are liable to be rejected.

### Cover 1. Technical Bid

#### A. Qualifying Documents

The qualifying documents should be uploaded in CPP portal: <https://eprocure.gov.in/eprocure/app> as indicated below. The authorized representative of Tenderer/Bidder has to sign the following documents on each page and the scanned copy of the documents in pdf format to be uploaded in CPP portal for qualifying in the bidding process:

- i) **Tender Fee:**-The tender form downloaded from CPP portal must include Rs. 500/- (Rupees five hundred only) by crossed Demand Draft (DD) in favour of Account Officer, ICFRE, Dehradun payable at Dehradun as tender fee along with the tender submitted and the scanned copy of the same shall be uploaded in the CPP portal for records and reference. It is non-refundable. The hard copy of DD towards Tender fee shall be sent to ADG (Admin), Room No 106, ICFRE

HQ, Dehradun-248006 and must be received on or before the last date/time of bid submission.

- ii) **EMD of Rs 20000/-** (Rupees Twenty Thousand only) in the form of Fixed Deposit Receipt (FDR) drawn on nationalised bank in favour of Account Officer, ICFRE payable at Dehradun as EMD along with the tender submitted and the scanned copy of the same shall be uploaded in the CPP Portal for records and reference. The hardcopy of FDR towards EMD shall be sent to ADG (Admin), Room No 106, ICFRE HQ, Dehradun-248006 and must be received on or before the last date/time of bid submission.
- iii) The bidder should be a firm registered under Companies Act, 1956 / 2013 for the last five years.
- iv) The bidder should be in the business of developing applications / portal. The bidder must have implemented at least three applications / portal in last three financial years (2018-19, 2017-18, and 2016-17) and out of which two must be for government organisations. The Client Certificates and Purchase orders need to be enclosed.
- v) The bidder should have minimum annual turnover of Rs. 50 lakhs during the last three financial years (2018-19, 2017-18, and 2016-17). (Turnover from supply of Manpower Services, Hardware /IT infrastructure and their associated maintenance services shall not be considered). **The annual turnover statements certified by a qualified Chartered Accountant (CA) are to be submitted for last three years.**
- vi) Bidders should have experience of successful Completion of Design, Development & Maintenance of Web Based Application for any government department (Govt. of India) / State / Central Government of work order value of Rs. 5 Lakhs or above.
- vii) Copy of Firm's Registration / Partnership Deed / Power of Attorney.
- viii) GSTN/PAN/TAN allotted to the company.
- ix) Authorisation for signing the tender documents.
- x) The document of this tender should be duly signed by the authorized signatory on every page.
- xi) Particulars of the Firm as per **Schedule-I**.
- xii) Bid Proposal Sheet as per **Schedule-III**.
- xiii) Any bidder, who is already debarred / blacklisted by any commercial Bank for non-performance or any other reason, is not eligible to participate. An undertaking to this effect in the letterhead of the company to be submitted.

Note: -

- a) Bids shall be submitted online only at CPP portal: <https://eprocure.gov.in/eprocure/app>. Manual bids will not be accepted.
- b) The physical copy of DD/FDR towards tender fee and EMD respectively shall be submitted to the specified address on or before the last date/time of bid submission.

In absence of scanned and signed copy of required qualifying items as specified above - the tender would be considered as invalid.

## B. Technical Documents

- i) Assignment of similar nature\* and magnitude successfully completed project during last three years as per **Schedule-IV**. Enclose copies in work order and documents in support of rendering satisfactory services of the assignments detailed in the schedule. Similar assignments undertaken in Government Organisations shall be given preference during evaluation. Enclose copies of ISO Certification, if any available.
- ii) Existing Staff Strength of the firm, certified by the HR Head of the firm.
- iii) Staff list to be deployed for project and their qualification, experience in the relevant field certified by the HR Head of the firm.
- iv) Declaration in respect of deployment of manpower at Dehradun for the project as per terms and condition of the tender.
- v) Declaration in respect of Non-black listing of the firm.
- vi) Any other documents in support of technical details.

Note: similar nature\* would mean a portal or any other applications involving Designing, Development, Implementation and support of project.

### Cover 2: Financial Bid

- (a) The financial proposal must be submitted in the Schedule of financial bid in the form of BoQ separate for each item - though the CPP portal: <https://eprocure.gov.in/eprocure/app>. The format of the Schedule of financial bid is also mentioned at **Schedule-V**.
- (b) Full details of business terms and conditions, e.g. levies, octroi etc., if any other information relevant to the services may please be indicated clearly.
- (c) Prices shall be quoted in INDIAN RUPEES and without taxes. The taxes may be indicated separately in the bid and will be payable as per the Government Law. Any change in government taxation policy will be applicable.
- (d) TDS /GST shall be made as per Income Tax Laws.

## 14. PROPOSAL EVALUATION

The opening, checking, evaluation of bids at various stages shall be done by an evaluation committee appointed by the ICFRE. The following procedure shall be adopted in evaluating the proposals:-

### a) **Checking of Qualifying Documents**

At first the Qualifying Bid shall be opened and checked for qualifying documents. Any disqualification in this qualifying round shall result in disqualification of the whole bid in toto.

### b) **Technical Evaluation**

Only the Technical bids of the proposals qualifying in the first round (*Checking of qualifying documents*) shall be opened.

Technical evaluation shall be done based on the evaluation criteria and point system given below.

Technical evaluation criteria are given below:

S. No	Criteria	Marks
a)	Firms with relevant experience (including similar jobs in hand) and ISO Certification, if any.	40
b)	Technical qualifications and software development experience of the key staff proposed for project	30
c)	Availability of software development resources for the project having experience in development and maintenance of similar projects	30
<b>Total Score for Technical Proposal</b>		<b>100</b>

Note: - The proposal must score at least 70 points out of 100 in the technical evaluation to be considered for financial evaluation.

**c) Financial Evaluation**

1. Financial bids of only those firms, which pass both the qualifying document stage and the technical evaluation stage shall be considered for Financial evaluation. Financial evaluation will be done without taking taxes, levies etc. into account.
2. The evaluation committee shall determine only if the financial proposals are complete and without computational errors. The total cost quoted in BOQ shall be considered for financial evaluation.

**d) Overall Evaluation**

The firm which is having lowest financial quote shall be selected for the award of the contract for Design, Development, Implementation and Maintenance of ICFRE Pensioners' Portal.

Assistant Director General (Admin)

**PROFORMA FOR PERFORMANCE SECURITY**

(To be formulated on the Rs. 100/- non-judicial stamp paper by the issuing bank)

Ref : \_\_\_\_\_ Bank Guarantee : \_\_\_\_\_

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

Dear Sir,

In consideration of Indian Council of Forestry Research and Education, Dehra Dun (Hereinafter referred as the 'ICFRE', which expression shall, unless repugnant to the context of meaning thereof include its successors, Administrators and assigns) having awarded to M/s \_\_\_\_\_ (hereinafter referred to as the vendor, which expression shall, unless repugnant to the context of meaning thereof include its successors, Administrators and assigns) resulting in a Contract Valued for \_\_\_\_\_ hereinafter called the 'Contract' .

We \_\_\_\_\_ (Name of Bank) having its Head Office at \_\_\_\_\_ (hereinafter referred to as the Bank), which expression shall, unless repugnant to the context or meaning thereof, include its successors, Administrators executors and assigns) do hereby guarantee and undertake to pay the ICFRE immediately on demand an or, all amount payable by the firm to the extent of \_\_\_\_\_ as aforesaid at any time upto \_\_\_\_\_ any demur, reservation, contest, resource or protest and / or without any reference to the firm. Any such demand made by the ICFRE on the Bank shall be conclusive and binding notwithstanding any difference between the ICFRE and firm or any dispute pending before any Court, Tribunal, Arbitrator or any other authority. We agree that the guarantee herein contained shall be irrevocable and shall continue to be enforceable till the ICFRE discharges this guarantee.

The ICFRE shall have the fullest liberty without affecting in any way the liability of the Bank under the Guarantee, from time to time to vary the advance or to extend the time of performance of the Contract by the firm. The ICFRE shall have the fullest liberty without affecting this guarantee, to postpone from time to time the exercise or any powers vested in them of any right which they might have against the vendor and to exercise the same at any time in any manner, and either to enforce or to forbear to enforce any covenants, contained or implied, in the Contract between the ICFRE and firm any other course or remedy or security available to the ICFRE. The bank shall not be relieve of its obligations under these presents by any exercise by the ICFRE of its liberty with reference to the matters aforesaid or any of them or by reason of any other act or forbearance or other acts of omission or commission on the part of the ICFRE or any other indulgence shown by the ICFRE or by any other matter or thing whatsoever which under lay would but for this provision have the effect of relieving the Bank.

  
Asstt. Director General (Admin.)  
Indian Council of Forestry  
Research & Education  
P.O. New Forest, Dehradun

The Bank also agrees that the ICFRE at its option shall be entitled to enforce this Guarantee against the Bank as a principal debtor, in the first instance without proceeding against the vendor and notwithstanding any security or other guarantee that the ICFRE may have in relation to the firm's liabilities.

Notwithstanding anything contained herein above our liability under the guarantee is limited to \_\_\_\_\_ and it shall remain in force upto and including \_\_\_\_\_ and shall extend from time to time for M/s \_\_\_\_\_ on whose behalf this guarantee has been given.

Dated this day of \_\_\_\_\_ 2020 at \_\_\_\_\_

Signature & Seal of Authorised Signatory of Bank

PARTICULARS OF THE FIRM

1. Name of the company / firm : \_\_\_\_\_
2. Head / Regd. Office Address : \_\_\_\_\_
  - a) Postal with Pin : \_\_\_\_\_
  - b) Fax. No. : \_\_\_\_\_
  - c) Telephone No.s (s) : \_\_\_\_\_
  - d) E-mail Address : \_\_\_\_\_
  - e) Website Address : \_\_\_\_\_
3. Former name of company/firm (if any): \_\_\_\_\_
4. Dehradun Office Address , if any : \_\_\_\_\_
  - a) Postal : \_\_\_\_\_
  - b) Fax. No. : \_\_\_\_\_
  - c) Telephone No.s (s) : \_\_\_\_\_
  - d) E-mail Address : \_\_\_\_\_
5. Type of Organization : Individual / Partnership / Incorporated
6. Branches Details, if any :
  - a) Postal Address : \_\_\_\_\_
  - b) Contact Person (s) : \_\_\_\_\_
  - c) Fax No. : \_\_\_\_\_
  - d) Telephone No. (s) : \_\_\_\_\_
  - e) Mobile No. : \_\_\_\_\_
  - f) Working Hours : \_\_\_\_\_
  - g) E-mail Address : \_\_\_\_\_
7. (i) Year of establishment : \_\_\_\_\_
8. Amount of Tender Fee deposited
  - a) DD No. : \_\_\_\_\_
  - b) Name of Bank : \_\_\_\_\_
  - c) Amount : \_\_\_\_\_
  - d) Date : \_\_\_\_\_

  
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9. Amount of EMD deposited
- a) Fixed Deposit Receipt No. : \_\_\_\_\_
- b) Name of Bank : \_\_\_\_\_
- c) Amount : \_\_\_\_\_
- d) Date : \_\_\_\_\_
10. Period of validity of tender : \_\_\_\_\_
11. Details of supporting documents enclosed : \_\_\_\_\_
12. Name and address of the authorized signatory / contact person for this tender : \_\_\_\_\_
13. Whether letter of Authority for attending bid opening enclosed with tender ? : \_\_\_\_\_
14. Whether PAN certificate attached ? : \_\_\_\_\_
15. GSTIN : \_\_\_\_\_
16. Whether the company/firm has ISO Certification ? \_\_\_\_\_
- If yes / whether document attached in technical bid.

Signature of Bidder :.....

Name : .....

Seal : .....

Date :

Place :



**BID PROPOSAL SHEET**

Tenderer's Proposal Reference No. & Date: \_\_\_\_\_

Tenderer's Name & Address : \_\_\_\_\_

Person to be contacted: \_\_\_\_\_

Designation: \_\_\_\_\_

Telephone No. E-mail: Fax No: \_\_\_\_\_

To:

The Assistant Director General (Admin)  
Directorate of Administration,  
Indian Council of Forestry Research & Education  
P.O. New Forest, Dehradun - 248006

Sub: **Design, Development, Implementation and Maintenance of ICFRE Pensioners' Portal**

Dear Sir,

1. We, the undersigned Tenderer(s), having read and examined in detail the bidding documents in respect of the above cited maintenance contracts as specified in the tender document.
2. All the prices mentioned in our proposal are in accordance with the terms as specified in the tender document. All the prices and other terms and conditions of this proposal are valid for a period of 120 calendar days from the last date of submission of bids.
3. We do hereby confirm that our bid prices include all taxes including Income Tax, Professional Tax and Service Tax etc.
4. We have studied the Clauses relating to Indian Income Tax and hereby declare that if any Income Tax, Surcharge on Income Tax and any other Corporate Tax is altered under the law, we shall pay the same.
5. We have enclosed the earnest money in the form of Fixed Deposit Receipt amounting to **Rs 20,000/-** (Rupees Twenty Thousand only), it is liable to be forfeited in accordance with the provisions of tender document.
6. We further declare that the prices stated in our proposal are in accordance with your terms & conditions in the tender document.
7. We confirm having submitted in qualifying data as required by you in your tender document. In case you require any further information /documentary proof in this regard before evaluation of our bid, we agree to furnish the same in time to your satisfaction.
8. We hereby declare that in case the contract is awarded to us, we shall submit the Performance Security equivalent to 10% of the total contract value in the form of Bank Guarantee as per terms of tender document.
9. We hereby declare that our proposal is made in good faith, without collusion or fraud and the information contained in the proposal is true and correct to the best of our knowledge & belief.

10. We understand that you are not bound to accept the lowest or any bid you may receive or to place part order or to reject any bid or to cancel the tender without assigning reason whatsoever.

Yours sincerely,

(Signature)

Date:  
Place:

Name:  
Designation:  
Business Address: Seal

**ASSIGNMENT OF SIMILAR NATURE & MAGNITUDE SUCCESSFULLY  
COMPLETED DURING LAST 3 YEARS BY THE FIRM**

Outline of recent experience on assignments of similar nature


Sl. No.	Name of assignment	Cost of assignment	Date of commencement	Date of completion	Was assignment satisfactorily completed (Attach documentary proof in support)	Address of organisation with Phone No. where assignment done
1	2	4	5	6	7	8

Note : The bidder may use separate sheet if required.

Signature of Bidder :.....

Name : .....

Seal : .....

  
 Asstt. Director General (Admin.)  
 Indian Council of Forestry  
 Research & Education  
 P.O. New Forest, Dehradun

Schedule-V

**Format of Financial Bid :**

**Component-A: Referred as DDIT charges.**

Rates (inclusive of all taxes) **to be quoted in BoQ File only**

SNo	Particulars
1	Design, Development, Testing, Security Audit , Implementation of SMS Gateway and Portal hosting of application on ICFRE Data Centre Server.

**Component-B: Referred as OPEX Charges**

SNo	Particulars
1	Cost of Operation & Maintenance of the portal for five years after successful hosting / Go Live of the portal.

**Total cost Component A+B**

**Important: Selection of vendor and contract is on the basis of Component A+B.**

  
Asstt. Director General (Admin.)  
Indian Council of Forestry  
Research & Education  
P.O. New Forest, Dehradun